



## School-based Mental Health Satellite Clinic<sup>1</sup>: Frequently Asked Questions for Schools

Question	Answer
1. What is a school-based mental health satellite clinic?	School-based mental health clinics provide assessment and psychotherapy services (individual, family and/or group) for children and youth. A school-based clinic is a satellite, or an extension of a main clinic located within the community. Additional services provided on-site or arranged by the satellite may include peer support, psychiatric assessment, medication treatment, and crisis intervention.
2. How do I get a school-based clinic in my school?	Provider agencies that operate school-based clinics have established clinic programs in the community. If you already know the provider agencies with child/adolescent-serving clinic programs within your district, you can contact them to explore a potential partnership. If you need assistance with locating a clinic, please see Appendix A for contact information and resources to assist you.
3. What does establishing a new school-based clinic entail?	Once interest is initiated, the provider agency and the school/district leaders work together to plan and develop an agreement for the operation of the partnership, in collaboration with the local county Mental Health Commissioner/Local Government Unit (LGU) (the terminology may be different in any given county). The LGU is an important component of this collaboration offering broad knowledge of the array and access to services throughout the locality and should be notified at the onset of the planning process. Once the provider and school have developed an agreed upon arrangement, with support from the county, the provider agency will submit a licensing application with OMH. Once approved, the clinic provider is authorized to implement the school-based clinic.
4. Are there specific requirements the school must meet as part of the process?	Only OMH main clinics already licensed to serve children and adolescents are eligible to establish a school-based clinic. All oversight requirements must be met by the clinic. However, there are some considerations schools should be aware of to support an appropriate clinical environment for the program. The school must be able to furnish consistent and appropriate space conducive to clinic services, including ensuring that the proposed satellite office space in the school is physically sufficient for students and their parents/ families to receive treatment comfortably and allows for the privacy and confidentiality of those receiving services. To reduce stigma and encourage mental wellness, the clinic should be part of the overall school community, with clear visibility and with the ability to contribute to a culture of acceptance and inclusivity.

<sup>1</sup> The name of NYS OMH Clinics has changed to Mental Health Outpatient Treatment and Rehabilitative Service (MHOTRS) Program. However, the program is commonly still referred to as 'clinic'.



<p>5. How are school-based clinics funded?</p>	<p>Clinic providers are reimbursed through health insurance (Medicaid, Child Health Plus, and private health insurance) for billable sessions with clients. Coordination with school personnel, consultation, training, or attendance in meetings are non-reimbursable activities. However, they are all very critical to the health of the school-provider partnership and needed to support the holistic needs of the student and family. Even though providers may not be able to bill for these activities, all services provided through the school-based clinic are reimbursed at 25% above the standard rate. That way, providers will have greater fiscal flexibility to conduct these non-reimbursable activities.</p>
<p>6. Are there specific activities school-based clinics cannot do?</p>	<p>Prior to developing a school-based clinic, both the school and provider agency must have a clear understanding of the different roles and responsibilities of Pupil Personnel Services staff and clinic staff. The clinic cannot supplant the school's staffing or intervention requirements.</p>
<p>7. Can schools enter into agreements with a school-based clinic to provide additional services?</p>	<p>Schools may enter an expanded partnership agreement in which the school pays the clinic to provide services (e.g., training) in addition to services/support provided and reimbursed through the clinic model. School districts may enter into contractual arrangements to reimburse providers for the desired support services. Districts may opt to contract for specialized training, coordination, consultation, and Tier II or III interventions not otherwise captured via a MHOTRS Program.</p>
<p>8. What are the eligibility criteria for clinic?</p>	<p>As part of the partnership process, the school and provider agency should develop a referral process. Clinics are able to comprehensively assess an individual to understand the extent of their need and appropriateness for clinic services. Clinics will inform schools of criteria for an appropriate clinic referral and insurance coverage options. This information should also be communicated to the school community including families.</p>
<p>9. I already have a school-based clinic in my school, how do I maintain a successful partnership?</p>	<p>Ongoing and consistent communication at both the district and building-level are key components to a transparent and effective relationship. It is understood and expected that unforeseen circumstances may arise, or needs may shift throughout the course of the partnership. Staff turnover may contribute to staffing changes or temporary scheduling adjustments. Clinics are responsible for openly communicating changes in the program that may impact care.</p>

**Appendix A:**

If you need assistance with locating a clinic program in your area, or learning more about this program, please contact the following resources:

- Office of Mental Health:
  - Central Office ([omhchildclinics@omh.ny.gov](mailto:omhchildclinics@omh.ny.gov))
  - [OMH Regional Field Offices](#)



Central New York Field Office	Counties: Broome, Cayuga, Chenango, Clinton, Cortland, Delaware, Essex, Franklin, Fulton, Hamilton, Herkimer, Jefferson, Lewis, Madison, Montgomery, Oneida, Onondaga, Oswego, Otsego, St. Lawrence.
Hudson River Field Office	Counties: Albany, Columbia, Dutchess, Greene, Orange, Putnam, Rensselaer, Rockland, Saratoga, Schenectady, Schoharie, Sullivan, Ulster, Warren, Washington, Westchester
Long Island Field Office	Counties: Nassau, Suffolk
Western New York Field Office	Counties: Allegany, Cattaraugus, Chautauqua, Chemung, Erie, Genesee, Livingston, Monroe, Niagara, Ontario, Orleans, Schuyler, Seneca, Steuben, Tioga, Tompkins, Wayne, Wyoming, Yates
New York City Field Office	Counties: Bronx, Kings, New York (Manhattan), Queens, Richmond

- County Mental Health Departments
  - [Map and list of counties for contact information](#)
- OMH Find-a-Program
  - Searchable directory of all OMH-licensed programs across the state, by county: [Find a Mental Health Program \(ny.gov\)](#)

OMH Find a Provider: 'How to' guide for schools

Step 1: Navigate to [New York State Office of Mental Health \(ny.gov\)](#) and click "Find a Mental Health Provider."

**the help you need.**  
 For medical assistance, please  
 Dial 988  
 Domestic Violence Hotline: 1-800-942-

**FIND A PROGRAM**

**Find a Mental Health Program**

The program directory allows you to:

- Search for mental health programs by county, program category or subcategory.
- View program details including program name, address and phone number.
- Click on any county on the map to view all of the programs in that county.

**Step 2:** Click on Advanced Search

## Mental Health Program Directory

### Program Directory Search Options

#### Basic Search

Basic Search allows you to click on any county to view all the programs in that county.

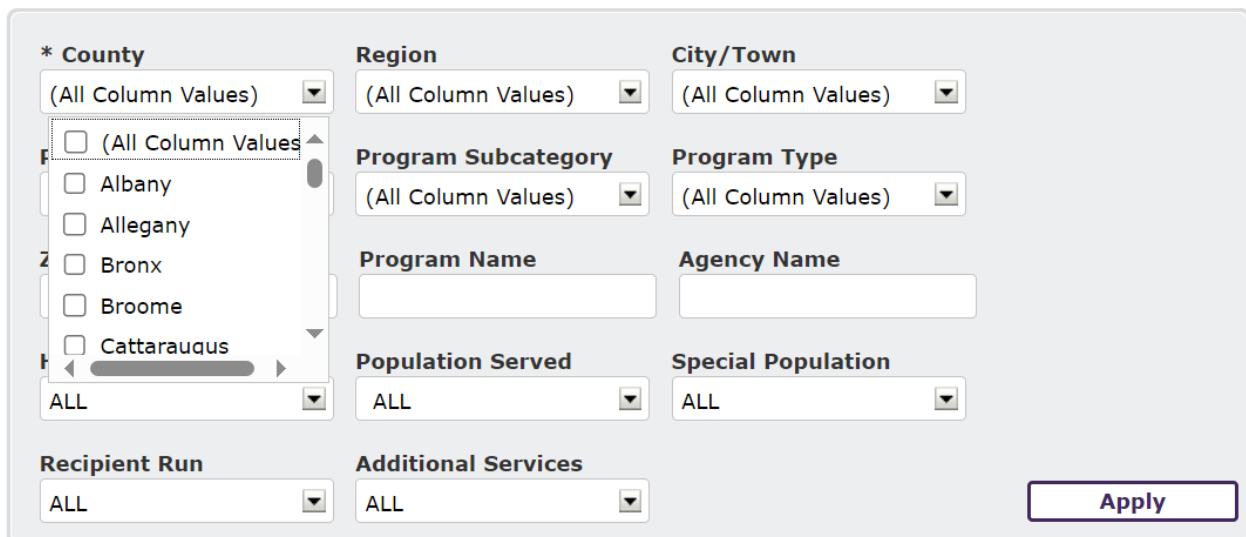
#### Full Directory

Full Directory allows you to view programs by adding filters on county, program category and/or subcategory.

#### Advanced Search

Advanced Search page allows you to search programs by multiple criteria including: population served, special population, hours of operation, whether program is recipient run, location (e.g., city or zip code), provider or program name, and/or additional services provided.

**Step 3:** Under “County” uncheck all column values and select the desire county where your school resides from the drop-down box.



The screenshot shows a search filter form with the following fields:

- \* County:** A dropdown menu currently set to "(All Column Values)". A list of counties is visible, including Albany, Allegany, Bronx, Broome, and Cattaraugus.
- Region:** A dropdown menu set to "(All Column Values)".
- City/Town:** A dropdown menu set to "(All Column Values)".
- Program Subcategory:** A dropdown menu set to "(All Column Values)".
- Program Type:** A dropdown menu set to "(All Column Values)".
- Program Name:** A text input field.
- Agency Name:** A text input field.
- Population Served:** A dropdown menu set to "ALL".
- Special Population:** A dropdown menu set to "ALL".
- Recipient Run:** A dropdown menu set to "ALL".
- Additional Services:** A dropdown menu set to "ALL".

An **Apply** button is located at the bottom right of the form.



**Step 4:** Under “Program Category” uncheck all column values and select “Outpatient”.

<b>* County</b> (All Column Values) ▼	<b>Region</b> (All Column Values) ▼	<b>City/Town</b> (All Column Values) ▼
<b>Program Category</b> Outpatient ▼ <input type="checkbox"/> (All Column Values) <input type="checkbox"/> Emergency/Crisis <input type="checkbox"/> Inpatient <input checked="" type="checkbox"/> Outpatient <input type="checkbox"/> Residential <input type="checkbox"/> Support	<b>Program Subcategory</b> (All Column Values) ▼	<b>Program Type</b> (All Column Values) ▼
<b>Zip Code</b> [ ]	<b>Program Name</b> [ ]	<b>Agency Name</b> [ ]
<b>Hours Of Operation</b> ALL ▼	<b>Population Served</b> ALL ▼	<b>Special Population</b> ALL ▼
<b>Recipient Run</b> ALL ▼	<b>Additional Services</b> ALL ▼	<b>Apply</b>

**Step 5:** Under “Program Subcategory” uncheck all column values and select “MHOTRS” also known as clinic.

<b>* County</b> (All Column Values) ▼	<b>Region</b> (All Column Values) ▼	<b>City/Town</b> (All Column Values) ▼
<b>Program Category</b> Outpatient ▼	<b>Program Subcategory</b> MHOTRS ▼	<b>Program Type</b> (All Column Values) ▼
<b>Zip Code</b> [ ]	<b>Program Name</b> [ ]	<b>Agency Name</b> [ ]
<b>Hours Of Operation</b> ALL ▼	<b>Population Served</b> ALL ▼	<b>Special Population</b> ALL ▼
<b>Recipient Run</b> ALL ▼	<b>Additional Services</b> ALL ▼	<b>Apply</b>



**Step 6:** Under “Population Served” uncheck all column values and select “Children, Adolescents”.

A screenshot of a web-based search filter form. The form is organized into a grid of fields. The fields are: \* County (dropdown: (All Column Values)), Region (dropdown: (All Column Values)), City/Town (dropdown: (All Column Values)), Program Category (dropdown: Outpatient), Program Subcategory (dropdown: MHOTRS), Program Type (dropdown: (All Column Values)), Zip Code (text input), Program Name (text input), Agency Name (text input), Hours Of Operation (dropdown: ALL), Population Served (dropdown: ALL), Special Population (dropdown: ALL), and Recipient Run (dropdown: ALL). The "Population Served" dropdown menu is open, showing a list of options with checkboxes: ALL (checked), Adolescents (checked), Adults (unchecked), and Children (checked). An "Apply" button is located at the bottom right of the form.

**Step 7:** Click “Apply”. \*Additional fields are not required but can be filled out if desired.

**Final steps:** Results will provide a list of agencies with clinics within your area with contact information listed.