Abstract Submission Instructions

2023 National School-Based Health Care Conference
Conference Introduction, Goals, and Objectives

The National School-Based Health Care Conference is an opportunity to connect with hundreds of fellow health care professionals, education professionals, and advocates nationwide. More than 2,500 school-based health centers (SBHCs) nationwide deliver integrated, patient-centered care, screening for conditions like obesity and depression, and offering preventive services—all with a particular focus on vulnerable children and adolescents. Conference attendees will explore the innovative ways SBHCs serve their rural, urban, and suburban schools and communities by promoting wellness and health equity.

Goal: To provide high-quality continuing education and national networking opportunities to the school-based health care community and its allies.

Audience:

- School-based health care administrators/managers
- Interdisciplinary clinical teams
- Education professionals, such as superintendents, principals, school social workers, school psychologists, school safety professionals, and community schools staff members
- Youth leaders
- Funders and sponsor organizations
- School-based health care oversight agencies, including departments of health and departments of education
- Researchers and evaluators
- Advocates, supporters, and policymakers

Conference participants will...

- Update clinical, diagnostic, and education skills for treating and preventing common mental and physical health problems seen in school-based health centers (SBHCs).
- Increase knowledge of SBHC and other school-based health care programs (e.g., oral health and vision care) administration with an emphasis on financial stability, school and community services integration, workforce enhancement, and continuous quality improvement.
- Investigate long-term sustainability issues for SBHCs, including workforce challenges and innovations.
- Expand knowledge of school-based healthcare-related research and evaluation.
- Deepen knowledge of innovative prevention and early intervention strategies to change risk-taking behaviors, emphasizing anticipatory guidance, health promotion, and health education.
- Strengthen interdisciplinary team-building among staff comprising physical and mental health providers, health education staff, and education stakeholders.
- Bolster knowledge of ways to increase community involvement in SBHC efforts.
- Explore issues related to advocacy, policy, and coalition building.
- Share ideas and best practices and network with colleagues.
Call for Conference Abstracts

Call for Abstracts Open: November 7 – December 2, 2022

The School-Based Health Alliance is pleased to invite abstracts for our National School-Based Health Care Conference.

We seek subject matter expertise in the following categories:

1. Primary Care Clinical Skills
2. Mental Health and Substance Use Prevention Clinical Skills
3. Evaluation, Quality Improvement, and Research
4. Business, Systems, and SBHC Model Innovations
5. Oral Health
6. Advocacy and Policy
7. ‘Be the Change’ Youth Training Program (for youth participants only)

Workshop abstracts should detail training opportunities that:

- appeal to school-based health and education professionals
- are relevant to participant learning needs
- are interactive in presentation strategy
- describe specific skills, expertise, resources, and/or tools that align with and advance the workshop category themes

All abstracts must be submitted online. Applicants must log into the SBHA website using their username (email address) and password.
Presentation Categories and Program Priorities

Category 1. Primary Care Clinical Skills

This category’s abstracts will explore primary care clinical practices to address health and social needs among students, families, and staff. Abstracts must include tangible clinical skill-building techniques for in-person, telehealth, and hybrid care models. We encourage abstracts focused on evidence-based and promising/emerging practices and culturally relevant and respectful approaches to care. We encourage presenters to consider co-presenting with youth and/or educational partners.

Category 2. Mental Health and Substance Use Prevention Clinical Skills

This category’s abstract will explore clinical practices related to mental health and substance use prevention for students, families, and staff. Abstracts must include tangible clinical skill-building techniques for in-person, telehealth, and hybrid care models. We encourage abstracts focused on evidence-based and promising/emerging practices and culturally relevant and respectful approaches to care. We encourage presenters to consider co-presenting with youth and/or educational partners.

Category 3. Evaluation, Quality Improvement, & Research

Abstracts in this category will explore innovations in collecting, reporting, and using performance measurement information to improve the effectiveness and experience of care within school-based health settings. We also encourage abstracts describing the evaluation or research of school-based health care with outcomes impacting individuals, organizations, communities, or systems, emphasizing quality improvement initiatives, multidisciplinary collaboration, sustainability, and novel technologies. We encourage presenters to consider co-presenting with youth and/or educational partners.

Category 4. Business, Systems, and Model Innovations

This category’s abstract will explore successful business operations and systems collaboration elements, especially those emphasizing comprehensive and integrated models. We encourage abstracts that address innovative finance models with diversified funding and sustainability strategies, primarily related to smaller systems and rural SBHC providers, while also addressing telehealth services and payer partnerships that maximize utilization, productivity, reimbursement, and return on investment. We encourage presenters to consider co-presenting with youth and/or educational partners.

Category 5. Oral Health

This category’s abstract will explore how schools, communities, and SBHC providers work together to address students and their families’ unmet oral health needs. We encourage abstracts highlighting successful strategies in school oral health education, prevention and treatment, policy and finance, data collection and use, marketing and advocacy, parent and student engagement, outcome measures, care coordination and integration between school and community, medical and dental integration, and oral telehealth services delivered in schools. We encourage presenters to consider co-presenting with youth and/or educational partners.
**Category 6. Advocacy and Policy**

This category’s abstract will explore how local, state, and federal public policies and collective action are sustaining and growing school-based health care models through service delivery, sustainability, workforce development, and other strategies. We especially encourage abstracts featuring campaigns that engage young people, parents, and families as equitable partners in advocacy and policy processes. We encourage presenters to consider co-presenting with youth and/or educational partners.

**Category 7. Be the Change**

Abstracts in this category will explore strategies that inspire youth to participate successfully and lead efforts in health campaigns, program planning, outreach and promotion, policy and advocacy, and peer-led education and support groups. We highly encourage abstracts that include young people as lead or co-lead presenters.

*NOTE:* Workshops must be interactive and implement various learning strategies in addition to traditional lecture-discussion, such as learning games, live demonstration and practice of new skills and techniques, small group exercises, role-playing, case scenarios, action planning, and sharing small group findings with larger groups.

**Presentation Format**

The 2023 conference will offer the following presentation formats:

**Pre-conference (Monday, June 26)**
Time Frame: 180
Maximum number of presenters: three, plus one moderator*

**Workshop I (Single)**
Time Frame: 75 minutes
Minimum number of presenters: two, no moderator

**Workshop II (Double)**
Time Frame: 150 minutes
Maximum number of presenters: three, plus one moderator*

**Panel Session**
Time Frame: 75 minutes
Maximum number of presenters: three, plus one moderator*

**Posters**
10-minute recording for virtual viewing

* Moderator may be an additional person responsible for assisting the presenters, facilitating Q & A, and keeping the session on time.

*NOTE:* Incomplete proposals should be **REJECTED** and **INCOMPLETE** written in the comment box.
Competitive Selection Process

Workshop proposals and poster abstracts will be reviewed for content, measurable objectives, and presenters’ credentials. Submission of an abstract does not guarantee participation in the conference program. The abstract review committee reserves the right to assign accepted abstracts to categories other than the one selected during the abstract submission.

The peer review process will provide a technical and programmatic evaluation of all abstracts by a panel of professionals who are considered topic-area experts. The applications will be read and scored using the following criteria:

We will read and score applications using the following criteria:

Presentation Title (5 points maximum)

- Clearly reflects the content of the presentation
- Catches attention

Presentation Description (30 points maximum)

- Addresses a priority topic within the category
- Represents a best practice/technique
- Meets word limit, includes correct spelling and grammar, and is clearly and concisely written
- Appeals to and is replicable with target audience

Learning Objectives (20 points maximum)

- Clear, measurable, and obtainable in the given time frame

Presenters’ Credentials, Expertise, and Experience (15 points maximum)

All applicants must upload a CV and answer disclosure questions.
Abstract Submission Process Instruction Section

**NOTE:** The program may time out. We strongly suggest you develop your abstract description and summary in a word processing program before logging into the module.

We recommend using Mozilla, Firefox, or Google Chrome as the browser for the abstract portal.

Using the browser buttons may result in errors. Clicking the **Submit** button on any page will save the information.

**Login Page**

**NOTE:** If you do not have a login, select **Create Account**. If you forgot your password, select **Retrieve Password**.

In order to protect your data, we will confirm your affiliation with a participating school-based health care program. We recommend using your work email address to register in order to make the confirmation process more efficient. It may take the School-Based Health Alliance up to 24 hours to process your registration.

**Abstract Menu Page**

Select: **Add New Abstract** to start entering data.

**NOTE:** Once the abstract is titled and a number is assigned always select **Edit Existing Abstract**.
New Abstract

Enter Title:
- The title is limited to 12 words, but no less than three words, and should not include punctuation marks.
- The abstract title should be informative, giving the reader some indication as to what the workshop will cover.

Select Category:
- Primary Care: Clinical Skills
- Mental Health and Substance Use Prevention: Clinical Skills
- Evaluation, Quality Improvement, & Research
- Business, Systems, and SBHC Model Innovations
- Oral Health
- Advocacy and Policy
- Be the Change: Youth Training Program (for youth participants only)

Select Presentation Format:
- Preconference (90 minutes Max # of Presenters: 3, 1 moderator)
- Workshop (15 minutes Max # of Presenters: 2, 1 moderator)
- Workshop (90 minutes Max # of Presenters: 3, 1 moderator)
- Panel Session (75 minutes Max # of Presenters: 3, 1 moderator)
- Poster Session (10 minute recording for virtual viewing)

Expertise level for this session:
- Beginner (will cover foundational concepts)
- Mild level (some basic participant knowledge recommended)
- Advanced (more in-depth participant knowledge recommended)

Select the audience for which this proposed session is most likely suited:
- Program administrators/managers
- Health care professionals
- Policy leaders/advocates, funders
- Support staff
- Education professionals and school personnel
- Mental health care professionals
- Youth leaders (ages 14-18)

Submit

Abstract Status Page

This is your navigation page.

Convention Abstract Status

You have started the Abstract process for: Text

It has been assigned the ID: 3468

From here, you may begin another Abstract or continue and complete this Abstract:

<table>
<thead>
<tr>
<th>Application Section</th>
<th>Status</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part 1: Title Format</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>Part 2: Description</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>Part 3: Presenters</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>Part 4: Objectives</td>
<td>Incomplete</td>
<td></td>
</tr>
</tbody>
</table>

*All fields must be completed on each page, if a question does not apply, enter None or NA.

Instructions: When all 4 sections of the application have been entered, you will be asked to submit your application for our review here.

1. Use the red buttons to navigate the abstract module
2. You will be able to save data on any page by clicking submit
3. You can log in and out of the module
PART 1: Title/Format

Answer the following questions.

Enter Abstract Title: (limit 12 words, but no less than three words, avoid using punctuation marks)
The abstract title should be informative, giving the reader some indication as to what the workshop will cover.

Enter Title:
- The title is limited to 12 words, but no less than three words, avoid using punctuation marks.
- The abstract title should be informative, giving the reader some indication as to what the workshop will cover.

Select the category that is most appropriately suited for your proposed session (select one):

Select Category:
- Primary Care Clinical Skills
- Mental Health and Substance Use Prevention Clinical Skills
- Evaluation, Quality Improvement, & Research
- Business, Systems, and SBHC Model Innovations
- Oral Health
- Advocacy and Policy
- "Be the Change" Youth Training Program (for youth participants only)

Select your preferences for the presentation format.
The program committee will make the final determination. Each format has a limited number of presenters. Please adhere to these guidelines:

Pre-conference: Max # of Presenters: 3, 1 moderator
Workshop I: Max # of Presenters: 2, 0 moderator
Workshop II: Max # of Presenters: 3, 1 moderator
Panel Session: Max # of Presenters: 3, 1 moderator
Poster Session: 1 presenter

Select Presentation Format:
- Pre-conference (150 minutes-Max # of Presenters: 3, 1 moderator)
- Workshop I (75 minutes-Max # of Presenters: 2, 0 moderator)
- Workshop II (150 minutes-Max # of Presenters: 3, 1 moderator)
- Panel Session (150 minutes-Max # of Presenters: 3, 1 moderator)
- Poster Session (10 minute recording for virtual viewing)

Select expertise level: Beginner, Mid-level, or Advanced.
Select the audience(s) for which this proposed session is most ideally suited.

PART 2: Abstract Description

NOTE: The program may time out. We strongly suggest developing the abstract description in a word processing program before logging into the module. Develop in Word or Notepad, spell checked and word counted, then cut and paste in the appropriate text box.

**Presentation Description** is limited to 500 words/2,500 characters. Use this section to succinctly describe the workshop content, purpose, and teaching techniques you will employ. This section will be used by the abstract reviewers and will be submitted for continuing education approval if the abstract is selected as a workshop.

NOTE: All workshops will be equipped with an LCD panel with a screen, audio, and a Windows-based laptop.
PART 3: Presenters

Complete the following steps:

- Complete disclosure statement.
- Upload CV.

Both must be 100% completed to be considered.

More than one presenter? Go to Add another Presenter.

Adding a presenter to an abstract takes three steps:
1. Search and select
2. Complete the disclosure statement
3. Upload CV

IMPORTANT: Adhere to the number of allowed presenters. Abstracts that include more than the allowed number of speakers may be forfeited.

Pre-conference: Max # of Presenters: 3, 1 moderator
Workshop I: Max # of Presenters: 2, 0 moderator
Workshop II: Max # of Presenters: 3, 1 moderator
Panel Session: Max # of Presenters: 3, 1 moderator
Poster Session: 1 presenter
Presenter Search Results

Select the presenter by clicking the **Select this Presenter** button.

Part 4: New Presenters

<table>
<thead>
<tr>
<th>Presenter</th>
<th>Organization</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deirdre Taylor</td>
<td>School-Based Health Alliance</td>
<td>Select this Presenter</td>
</tr>
</tbody>
</table>

**Presenter not in Database? Add here:**

First: 

Last: 

Title: 

Phone: 

Email: 

Submit

If presenter is not in database, add them. Once selected, complete steps 2 and 3.
Step 2: Upload Presenter CV (the following information is required for each presenter)

Step 3: Complete the Presenter Disclosure Statement
PART 4: Objectives and Content

Complete the objective(s): Provide at least one clear, measurable, and obtainable learning objective for a poster or presentation.

Review and Submit
The Conference Abstract Status page will indicate that each section is complete.

Clicking Submit Application will bring up an abstract confirmation page. You can print it for your records.

Editing Abstracts
Go to Abstract Menu and select: Edit Existing Abstract

NOTE: Edit Existing Abstract will show a list of your abstracts for the current year.
Questions?
For questions about the content of your workshop: Tammy Alexander talexander@sbh4all.org
For troubleshooting or issues with the website: Alicia Newell anewell@sbh4all.org or Matt Even meven@shb4all.org.
Samples and Tutorials

Writing Measurable Objectives Tutorial

Objectives are statements indicating what the attendee will be able to do or accomplish as a result of the workshop session. By beginning an objective with “The Participant will...” the focus stays on what the attendee is expected to achieve. Objectives always include action verbs that can be clearly measured or evaluated. Verbs such as “assess,” “compare,” and “demonstrate” can be easily observed and measured while verbs such as “understand,” “know,” and “appreciate” are not acceptable because they do not describe an activity that can be observed by others to evaluate an outcome.

Below is a brief list of commonly used objectives specific to different types of activities and levels of accomplishment.

<table>
<thead>
<tr>
<th>To recall information</th>
<th>To grasp the meaning of (understanding)</th>
<th>To apply/use learned info (application)</th>
<th>To analyze information (relationships)</th>
<th>To organize or create (judgment)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The learner will:</td>
<td>The learner will:</td>
<td>The learner will:</td>
<td>The learner will:</td>
<td>The learner will:</td>
</tr>
<tr>
<td>Inform</td>
<td>Explain</td>
<td>Conduct</td>
<td>Analyze</td>
<td>Compare</td>
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<tr>
<td>Offer</td>
<td>Recognize</td>
<td>Demonstrate</td>
<td>Examine</td>
<td>Assess</td>
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<tr>
<td>Cite</td>
<td>Identify</td>
<td>Develop</td>
<td></td>
<td>Evaluate</td>
</tr>
</tbody>
</table>

Example
Incorrect: The participant will be able to appreciate the value of the computer at work.
Correct: The participant will be able to explain two uses of the computer at work.

Sample Objectives with Content Outline

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Objective Content Title</th>
<th>Objective Presenter</th>
<th>Objective Content</th>
<th>Instructional Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective 1: The participant will be able to explain three needs assessment techniques for planning school based health services.</td>
<td>Tools, Questionnaires and Interviews</td>
<td>Alicia Newell will</td>
<td>describe the community needs assessment tool, and show examples of parent teach questionnaires and share the results of key informant interviews.</td>
<td>Lecture and discussion</td>
</tr>
<tr>
<td>Objective 2: The participant will be able to analyze the seven SBHC principles used for establishing viable School-Based health services.</td>
<td>Seven Principles for SBHC’s</td>
<td>Katy Stinchfield will</td>
<td>introduce and describe SBHC’s 7 principles and corresponding structures, outcomes, and process.</td>
<td>Lecture, small group discussions/exercises</td>
</tr>
</tbody>
</table>