

# SBHC Contractor's Deliverable Toolbox

## Visit Data Exports

Submit monthly visit data including every visit and billing code for each patient seen.

**Due Date: 15th of each month**

Reports Produced: Visit Data Snapshots – Oct 31, Jan 31, Apr 30, Jul 31

Contacts:

Apex Support: [support@apexeval.org](mailto:support@apexeval.org) | (505) 828-0082

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## Just Health Administration (Screening Data)

Conduct comprehensive health screenings annually for each student. Data syncs automatically when iPads are connected to Wi-Fi. **Expected 75% of all students seen each month.**

**Due Date: Ongoing; ensure 75% completion by June 30**

Reports Produced: Screening Summary Reports – Nov 15, Feb 15, May 15, Aug 15

Contacts:

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Sam Starikov (Database Coordinator): [s.starikov@apexeval.org](mailto:s.starikov@apexeval.org)

Safia Safi (Data Specialist): [s.safi@apexeval.org](mailto:s.safi@apexeval.org)

## SBHC Patient Satisfaction Surveys

**Collect satisfaction surveys from at least 10% of students seen each month.**

**Due Date: 15th of each month**

Reports Produced: Patient Survey Snapshots – Mar 1, Aug 1

Contacts:

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## Operational Plans

Submit and update operational plans to track progress and goals.

**Initial Plan Due: Sept 30**

**End-of-Year Report Due: May 15**

Regional Consultants:

Jamie Slama – South/East/Northern: [Jamie.Slama@doh.nm.gov](mailto:Jamie.Slama@doh.nm.gov)

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