

Big Sandy Area C.A.P., Inc. – HEAD START
Program Policies and Procedures

Dental Exams/Services

POLICY:

Program staff will support families in completing the dental exam within 90 calendar days of the child's entry into the program.

This policy relates to [Head Start Performance Standards 45 CFR Part 1304.42](#)

PROCEDURE:

1. At the time of intake/enrollment, staff will inform parents of the program health requirements and request that they schedule their child for a dental examination. If the parents do not have insurance coverage of some type, staff will refer them to the Kentucky Medical Assistance Program (Benefind), Healthcare.gov, or other resources.
2. The grantee agency will coordinate agreements with local area dentists for the provision of dental services to enrolled children who are without an established source of dental care.
3. All children will receive a dental exam within 90 calendar days of the child's entry into the program from a licensed dentist. If a dental hygienist has completed the exam, then a licensed dentist must sign the exam form to be counted as a dental exam. *(A stamp with the dentist's name is acceptable as a signature)*
4. The parent will be asked to give consent on the child's health history for dental screening/exam *(to detect problems with teeth and gums)* and treatment. If the Head Start staff take the child to the dentist, they will assist family with paperwork and a dental trip permission form will be completed.
5. Contracted dentists will, at the time of the exam, complete a treatment plan to address each child's dental health needs.
6. The family advocate will contact the parent with the results of the exam and recommended follow-up treatment immediately, within ten (10) working days after the child's dental exam. A "Report of Dental Exam" form provides information to the parent on the minimum requirements for dental services needed to provide their child with a healthy mouth.

7. Dental treatment plans estimated over \$300 will be forwarded to the grantee office for pre-approval. A referral for treatment to a pediatric dentist must have prior approval by the Grantee Health Services Manager and Director before Head Start funds may be used. An Authorization for Medical/Dental request form should be used.
8. Records/forms documenting the child's exam date and follow-up treatment will be maintained in the child's individual health record and entered into the medical record on COPA.
9. Re-examination will be done one (1) year from the initial exam date unless there are parental concerns and the child is complaining of pain, swelling, other problems, or the dentist recommends more frequent visits. If a child received dental treatment and completed treatment late in the school year, then a new dental exam will be due 1 year from dental treatment completion date unless the dentist makes a recommendation for new exam sooner.
10. When a dental exam has expired, it should be updated as soon as possible.
11. Staff will monitor/track for the timely provision of dental services throughout the program year (*see Tracking-Follow-up policy*)