

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 1304.20

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, KCHIP, or other resources.
2. The grantee agency will coordinate agreements/contracts with local area dentists for the provision of dental services to enrolled children who are without an established source for dental care.
3. All children will receive a dental exam within 90 calendar days of the child's entry into the program.
4. The parent will be asked to complete a Consent for Dental Exam form which is used to permit the option of using the dentist contracted by the Head Start program, or another provider. This form also provides a history of the child's dental services, source of drinking water, medical conditions and source of payment for services.
5. Contracted dentists will, at the time of the exam, complete a treatment plan to address each child's dental health needs.
6. The FSW/Home Visitor will contact the parent with the results of the exam and recommended follow-up treatment within five (10) working days after the child's dental exam. A "Report of Treatment Needed" form provides information to the parent on the minimum requirements for dental services needed to provide their child with a healthy mouth. The form is also used to obtain parental permission for all needed dental treatment.

7. Dental treatment plans from BSACAP contracted dentists totaling more than \$300 will be forwarded to the grantee office for pre-approval. Any referral for treatment to a pedodontist, other specialist, or a dentist who does not have a contract with BSACAP must be pre-approved by the Grantee Health Services Manager and Director before Head Start funds may 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 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 dentist makes recommendation for new exam sooner).*
10. Staff will monitor/track for the timely provision of dental services throughout the program year (*see Tracking-Follow-up policy*)

Approved by the Policy Council October, 2007