



2.5 Dental Health Form **Instruction Sheet**



PURPOSE STATEMENT

The purpose of the dental health form is to obtain documentation of all the dental services received and determine if follow-up is needed.

TIMELINE

- A dental examination is due annually for children 12 months and older. It is best practice to encourage families to take their child for a recall dental visit every 6 months; every 3 months if child has multiple cavities (See Dental Services Standard Operating Policy and Procedure for details).
- For first year enrollees, the dental examination is completed within 90 days of the child's first day of attendance.
- For second year enrollees, the examination is due within 45 days of the annual expiration of their last dental exam.
- If the child has less than 45 days left in the program year when the dental examination expires, staff should make all attempts to obtain a current dental examination prior to child leaving the program.
- If dental treatment is needed, treatment is to be initiated as soon as it is identified and completed before the end of school year.

STAFF RESPONSIBLE

Family Service Advocate, Home Visitor, Early Head Start Teacher, Site Supervisor/Assistant Site Supervisor, Family Services Supervisor, Home-Based Supervisor

INSTRUCTIONS FOR HEAD START/EARLY HEAD START STAFF

The following information is completed prior to giving the form to the parent/guardian:

- Child's Name
- Date of Birth
- FID #
- Early Head Start/Head Start site where child is or will be enrolled
- Site phone and fax numbers
- The dental care provider completes the rest of the dental form.
- Staff should not write on any portion of the dental form that states, "To be completed by Dental Professional."
- Any staff notes must be documented in the Progress Notes and/or in PROMIS.
- Upon receipt of the completed oral health form, the site staff receiving the dental form from the parent/guardian or the dental care provider must write in the "Date Received" in the date received box on the bottom of the form. Staff reviews the results of the completed dental health form with the parent/guardian.
- Staff must follow up on any treatment needs, referrals to specialty care, and additional information noted by the dental care provider. If follow-up is necessary, ask the parent/guardian to complete an Authorization to Release Information in order to communicate with the dental provider.