



School Dental Exam Requirement Tool Kit



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2014-2015**

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Foreword

It is with great pride that I announce the School Dental Exam Requirement Tool Kit. The ability to make oral health another important component of the school health requirements to ensure students are healthy and ready to learn is a joyous day for the children and families of West Virginia. The West Virginia Department of Health and Human Resources, Oral Health Program Advisory Board has worked closely with the West Virginia Board of Education (WVBE) and school nurses to ensure oral health becomes incorporated into the daily routines and care of students and their families.

Instructional time is lost when students miss school because of toothaches. An estimated 51 million school hours per year are lost nationally due to dental related illness. Overall, children with good oral health spend more time in school learning. This is the reason oral health prevention is important to schools, students and their families.

The WVBE Policy 2423 was formerly named *Communicable Disease Control* and has been around since 2007. School health requirements have included a comprehensive physical examination and immunizations for students prior to the start of the school year. Effective July 1, 2014, WVBE Policy 2423 has been renamed *Health Promotion and Disease Prevention* and has been expanded to require a dental examination as part of the current comprehensive physical for new enterers in Pre-K and Kindergarten and subsequent grades 2, 7 and 12. The policy will be phased in over the next 5 years, with Pre-K and Kindergarten beginning School Year (SY) 2015-16, grade 2 (SY 2016-17), grade 7 (SY 2017-18) and grade 12 (SY 2018-19).

As we begin to phase-in the dental examination components of this policy and supporting programs, our children and their future children will slowly reap the benefits of preventive oral health care. Over the next five years, together as a TEAM, we will assist students and their families in linking to dental homes and engaging in oral health preventative care.

I thank schools, parents, communities and dental providers for all the great work that has already been completed and the future work we have in front of us to provide West Virginia children with a healthy future and beautiful smile.



Dr. Jason Roush
West Virginia State Dental Director
March 2015

The School Dental Exam Toolkit was produced through collaboration of the West Virginia Department of Education (WVDE) Office of Special Programs and the West Virginia Department of Health and Human Resources (WVDHHR) Oral Health Program. It is a non-profit publication and its purpose is to disseminate information and resources to health care providers (medical and dental), schools, and community members. This toolkit is funded through grant number DP13-1307 from the Centers for Disease Control and Prevention (CDC). The content of this publication is the sole responsibility of its authors and does not necessarily represent the official views or findings of the CDC. The mention of any product or person herein, does not constitute endorsement by the WVDE, WVDHHR or the CDC. It is the responsibility of each individual to speak with his or her health care professional before making any changes to medication, management, or treatment methods.

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WVBE Policy 2423: Health Promotion and Disease Prevention

Questions and Answers for School Personnel

Valuable instruction time is lost when students miss school because of toothaches. An estimated 51 million school hours per year are lost due to dental related illness. Overall, children with good oral health spend more time in school learning.

How has Policy 2423 changed and what does it mean for the students?

Answer: Formerly named Communicable Disease Control, West Virginia Board of Education (WVBE) Policy 2423 has been around since 2007 and requires a comprehensive physical examination and immunizations for students prior to the start of the school year. Effective July 1, 2014, WVBE Policy 2423 has been renamed Health Promotion and Disease Prevention and has been expanded to require a dental examination as part of the current comprehensive physical for new enterers in Pre-K and Kindergarten and subsequent grades 2, 7 and 12. The policy will be phased in, beginning with Pre-K and Kindergarten for School Year (SY) 2015-16, grade 2 (SY 2016-17), grade 7 (SY 2017-18) and grade 12 (SY 2018-19).

Will I be trained on Policy 2423? / When and how will I receive the information?

Answer: Training opportunities will be available throughout the phase-in years (RESAs, webinars, school nursing trainings, in-service days, 2015 Kid Strong Conference in Charleston, WV, etc.). This is part of the Governor's KidsFirst Initiative at <http://www.wvkidsfirst.org/> which includes the five promises for our students. Regional Oral Health Coordinators, WV Department of Education (WVDE) and State Oral Health Program (OHP) staff will be available to provide technical assistance upon request. A dental exam school toolkit and a statewide webinar which is recorded for listening at the convenience of school personnel is available at <http://wvde.state.wv.us/oel/resa-leadership.php> under "WVBE Policy 2423: Dental Requirements" to support these efforts prior to the start of county pre-enrollments. This assessment will be offered sometime throughout the school year.

Where can the students go to get their dental examination completed?

Answer: If a student already has a Dentist, he/she can complete the examination. The student will need a signed slip or form from the Dentist verifying the date he/she had an exam. If your child does not already have a Dentist, please work with the school to assist in finding your child a local dental home. If you are unable to find a local Dentist, your child will be eligible for enrollment in the Oral Disease Prevention Program (ODPP) and an oral health assessment can be completed at his/her participating school with parent/guardian permission later in the school year. If an assessment is completed, the State Oral Health Program will provide care coordination and assist the parent/guardian in finding the student a dental home and scheduling a dental examination within six months after the assessment. This assessment will be offered sometime throughout the school year.

When are the students' dental examinations due?

Answer: The dental examination should be completed one year of the date of pre-enrollment or at the time of enrollment. There will be a grace period of 45 days from enrollment (first day of class) for students to provide proof of the completed dental examination.

What is the required documentation?

Answer: Students must provide proof that they have completed a dental examination within the last 12 months at the time of enrollment. At a minimum, the proof must show the date the exam was given and the Dentist's signature. There is no special form to show proof of examination but the school or Dentist may provide a specific form to use. In order for the school and Oral Disease Prevention Program to assist with follow-up care coordination with the Dentist, it would be beneficial if the information indicated need for restorative care.

Will students who do not provide proof of a dental examination be removed from public schools?

Answer: No child will be refused a Free Appropriate Public Education (FAPE) because they did not provide proof of a dental examination. The parent/guardian will be provided with an option based on consent to enroll their child for an oral health assessment regardless of their ability to pay. This assessment will be offered sometime throughout the school year.

Should schools include a dental screening and/or assessment in their pre-enrollment day?

Answer: No. Schools should work toward encouraging students to establish a dental home with a local Dentist and ensuring students have dental and medical insurance coverage. Many schools that provide onsite dental screenings/assessment miss the purpose of this requirement, to establish a dental home and biannual dental exams which include an examination, x-ray, diagnosis and treatment by a Dentist. Please continue to work towards proof of the dental examination by using onsite pre-enrollment HIPAA/FERPA consents to obtain records directly from the student's Dentist or work with local Dentist to obtain bidirectional consents to share dental examinations. If a dental exam cannot be obtained from the parent then the Oral Disease Prevention Program can provide an oral health assessment with parent/guardian consent at a participating school as the last resort. This opportunity will be offered sometime throughout the school year.

Where will schools document the dental examination or oral health assessment?

Answer: The West Virginia Department of Education, WVDHHR-WV Oral Health Program and WV Immunization Services Program are currently working to develop a statewide Dental Examination Data Module for Dental Practices to enter proof of student dental examinations. The Dental Data Module will be accessible to school personnel with approved access through a Single Sign-on point on WV Education Information System (WVEIS). School personnel with access will be able to enter dental exam data as historical data from a third party if needed.

Please note oral health screening is different from a dental examination. Oral health screening is part of the HealthCheck/Well Child exam which is completed by a medical or health care provider, not the Dentist. Oral Health screenings by the school nurse or medical home does not meet the dental examination requirement and should NOT be place in the new Dental Examination module. The Dental Exam module is to document the actual date the exam was completed by a Dentist and other pertinent information including the possible oral health assessments for students without a dental exam.

If schools have a Dental Clinic or portable dental equipment, should they provide a dental exam by a Dentist at the time of pre-enrollment?

Answer: Yes, schools should provide an option to receive the dental exam by a Dentist onsite if there is adequate equipment and privacy for such services to be safely and properly delivered in the school setting during pre-enrolment.

What is the difference in an oral health screening, assessment or dental examination?

Answer:

- An oral health screening is usually completed by a nurse or medical provider to see if the child has any possible concerns with their teeth or mouth to detect any type of mouth ulcers or oral diseases or concern with the child's teeth to make a referral to a Dentist.
- A dental assessment is completed by a dental hygienist or Dentist to provide a simple structural assessment of the child's mouth. The child should see a Dentist for a dental examination inclusive of an x-ray within 6 months of the dental assessment.
- A dental examination is completed by a Dentist to provide a comprehensive oral health assessment inclusive of an x-ray of the dental bones to diagnose and treat any dental concerns for oral health prevention.

2015 New Dental Examination Requirements

WVBE Policy 2423: Health Promotion and Disease Prevention

Questions and Answers for Parents & Guardians

Children with healthy teeth live longer more productive lives and have higher self-esteem. The oral health of your child is important to ensure their school success, health and happiness. Please work with your Dentist and school to make sure your child has a healthy smile!

What is Policy 2423 and what does it mean to me and my child?

Answer: Formerly named Communicable Disease Control, West Virginia Board of Education (WVBE) Policy 2423 has been around since 2007 and requires a comprehensive physical examination and immunizations for students prior to the start of the school year. Effective July 1, 2014, Policy 2423 has been renamed Health Promotion and Disease Prevention and has been expanded to include a dental exam for new enterers in Pre-K and Kindergarten and subsequent grades 2, 7 and 12. The policy will be phased in, beginning with Pre-K and Kindergarten for School Year (SY) 2015-16, grade 2 (SY 2016-17), grade 7 (SY 2017-18) and grade 12 (SY 2018-19).

When is my child's dental examination due?

Answer: The dental examination should be completed within one year of the date of pre-enrollment or at the time of enrollment. There will be a grace period of 45 days from enrollment (first day of class) for students to provide proof of the completed dental examination.

Where can I get my child's dental examination completed?

Answer: If your child already has a Dentist, he/she can complete the examination. The student will need a signed slip or form from the Dentist verifying the date he/she had an exam. If the student does not already have a Dentist, please work with your school who can assist in finding your child a local dental home. If you are unable to find a local Dentist, your child will be eligible for enrollment in the Oral Disease Prevention Program (ODPP) and an oral health assessment may be completed at his/her participating school with parent/guardian permission later in the school year. If an assessment is completed, the ODPP will provide care coordination and assist the parent/guardian in finding the student a dental home and scheduling a dental examination within six months after the assessment. This assessment will be offered sometime throughout the school year.

How will the dental examination be paid for?

Answer: If your child is enrolled in Medicaid, CHIP, or any other dental insurance plan, the exam will be paid for by them. If your child is not covered by a dental insurance plan, and you cannot afford to pay, your child is eligible for the school-based program in participating schools called the Oral Disease Prevention Program, as mentioned above. This service is provided regardless of ability to pay with parent/guardian active permission. This assessment will be offered sometime throughout the school year.

What is the required documentation?

Answer: Students must provide proof that they have completed a dental examination within the last 12 months at the time of enrollment or when you provide the school with proof of exam. At a minimum, the proof must show the date the exam was given and the Dentist's signature. There is no special form to show proof of examination but the school or Dentist may provide you with a specific form to use. In order for the school to assist with follow-up care coordination with your Dentist, it would be beneficial if the information indicated need for follow-up treatment (e.g. fillings, extractions, sealants, etc.).

Are oral health screenings or assessments at school the same as a dental examination?

Answer: No, unless your school has a dental clinic staff with a Dentist and x-ray equipment.

- An oral health screening is usually completed by a nurse or medical provider to see if your child has any possible concerns with their teeth or mouth to detect any type of mouth ulcers or oral diseases or concern with your child's teeth to make a referral to a Dentist.
- A dental assessment is completed by a dental hygienist or Dentist to provide a simple structural assessment of your child's mouth. Your child should see a Dentist for a dental examination inclusive of an x-ray within 6 months of the dental assessment.
- A dental examination is completed by a Dentist to provide a comprehensive oral health assessment which includes an x-ray of the dental bones to diagnose and treat any dental concerns for oral health prevention.

Anyone needing additional information about Policy 2423 should contact:
Rebecca King, School Health Services and 504 Coordinator
WV Department of Education • Office of Special Programs
304.558.8830; rjking@k12.wv.us or visit the website at <http://wvde.state.wv.us>.

Insist on dental sealants – proven to prevent dental decay!

Dental sealants are plastic coatings applied to the chewing surfaces of back teeth (molars) that prevent dental decay. When combined with appropriate use of fluorides, dental sealants can virtually eliminate dental decay, the most prevalent dental disease! School-based dental sealant programs have been shown to reduce cavities on the chewing surfaces of back teeth by 60 percent over a 5-year period

Myth

Too much time is lost when taking students out of the classroom for school-based dental care.

Fact

More time is lost when students miss school because of toothaches. An estimated 51 million school hours per year are lost due to dental related illness. Overall, children with good oral health spend more time in school learning.

Myth

It is too costly to provide dental services in schools.

Fact

The West Virginia Department of Health and Human Resources Oral Health Program partners with Marshall University School of Medicine and the West Virginia Department of Education and provides grant funds to facilitate the Oral Disease Prevention Program to implement school-based dental sealant programs throughout the state. West Virginia dental service providers, community dentists and dental hygienists provide preventive services at no cost to your school. If you have dental insurance, your insurance provider will be billed. A value cannot be placed on the avoided dental disease, or the pain and suffering of a child with oral disease.

Myth

Dental equipment takes up too much space in the schools and takes a long time for dental staff to set up.

Fact

Portable dental equipment can be set up in a school gymnasium, library, classroom corner or a hallway if necessary. It takes approximately 45 to 60 minutes to set up equipment and supplies and approximately 30 to 45 minutes to torn down and pack up.

Myth

Students are apprehensive about receiving dental care in a school setting, especially when parents are not present.

Fact

Students actually do very well when receiving school-based dental services. Students tend to find dental care less threatening when they observe their classmates receiving care.

Myth

School-based dental services are second rate.

Fact

Quality care is priority with school-based services. The Oral Disease Prevention Program requires rigorous standards for quality assurance by following the guidelines of regulatory agencies such as the Occupational Safety and Health Administration (OSHA), West Virginia Board of Dentistry, and the Health Insurance Portability and Accountability Act (HIPAA) in addition to performance reviews, site visits, audits and sealant retention rate standards.

Myth

It is the responsibility of the parent, not the school, to ensure that children have good oral health.

Fact

Unfortunately, many parents cannot afford or access dental care. Schools can help children receive necessary preventive care in order to stay healthy and in school. School-based dental services keep students healthy in schools and learning versus absent for toothaches and leaving a full day for a one-hour appointment with a Dentist.

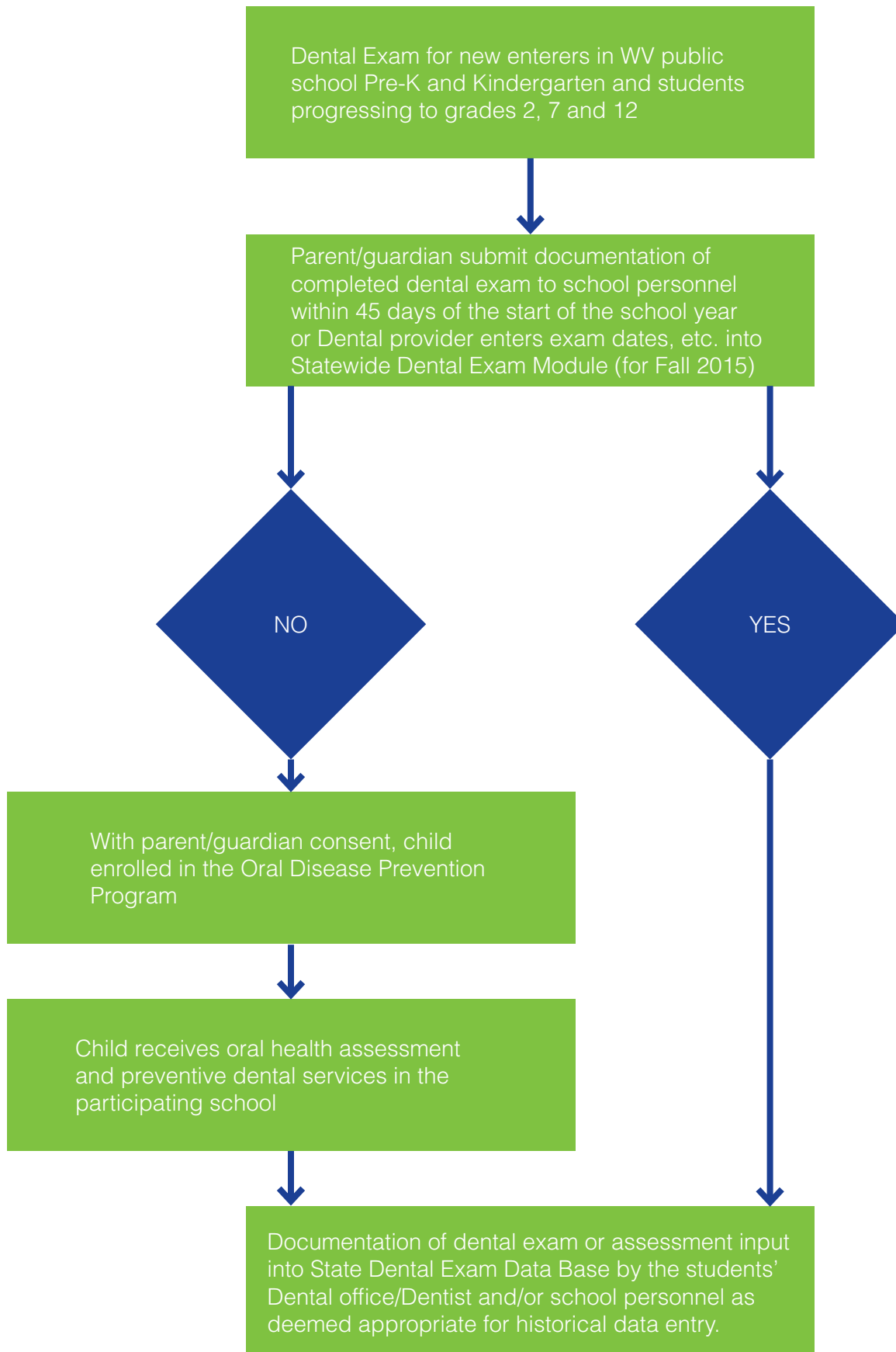
Myth

Dental sealants don't make a big difference in a child's oral health status.

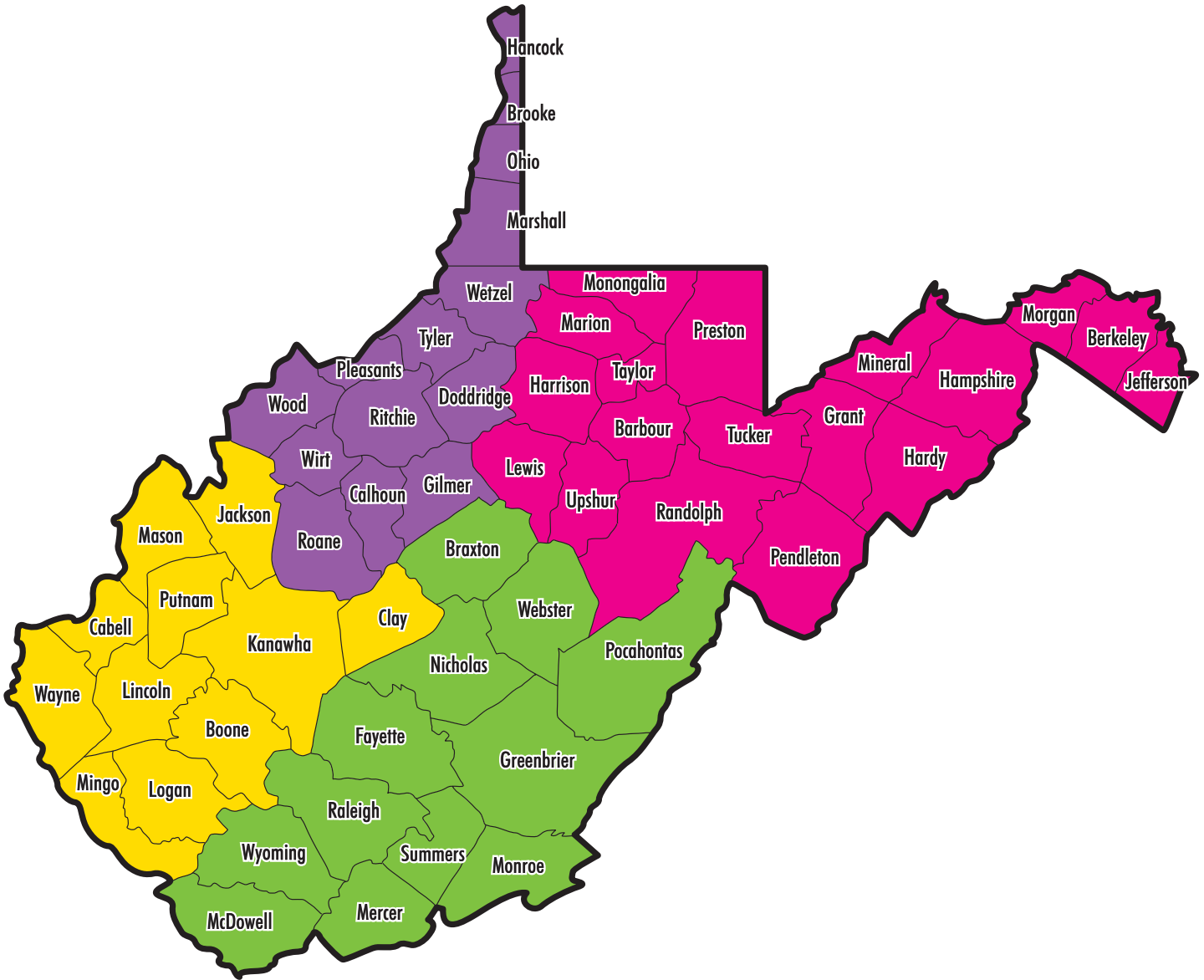
Fact

Dental sealants are effective in preventing dental decay. School-based dental sealant programs have been shown to reduce dental decay on the chewing surfaces of back teeth by 60 percent over a five-year period. They are 100 percent effective when fully retained.

School Dental Examination Flowchart



West Virginia Regional Oral Health Coordinators



Region 1: South Eastern West Virginia
 Ashley Logan
 304.663.3690
logana@marshall.edu

Region 2: South Western West Virginia
 Wendy Mosteller
 304.541.2119
wendy.mosteller@marshall.edu

Region 3: North Western West Virginia
 Marsha DeLancey
 304.483.5100
delanceym@marshall.edu

Region 4: North Eastern West Virginia
 Gina Sharps
 304.276.0572
sharpsg@marshall.edu

GET YOUR SMILE ON!



DENTAL EXAMINATIONS

are now required for PreK/Kindergarten entry
and Grades 2, 7 and 12

Bring documentation of dental examination to school
prior to starting each grade level listed.

PHASE-IN PLAN

2015/16 PreK and Kindergarten

2016/17 Grade 2

2017/18 Grade 7

2018/19 Grade 12



Improving health, one smile at a time.

West Virginia Department of Health and Human Resources



School Entry Dental Examination Requirements for PreK and Kindergarten

Dear Parent and/or Guardian,

Children with healthy teeth live longer, have more productive lives and higher self-esteem. The oral health of your child is important to ensure their school success, health and happiness. Please work with your Dentist and school to make sure your child has a healthy smile and great life!

Starting in the 2015/16 school year, students entering PreK and Kindergarten years are required to show proof of a dental examination prior to entry into school. If your child is going into kindergarten and did not provide proof of a dental examination in PreK, proof will need to be provided for kindergarten enrollment.

The dental examination should:

- Be completed within one year of the date of pre-enrollment or at the time of enrollment. There will be a grace period of 45 days from enrollment (first day of class) for students to provide proof of the completed dental examination.
- Provide proof that the student completed a dental examination within the last 12 months at the time of enrollment. Your school may provide a form to document a student dental examination or the Dentist may have their own form which should include at a minimum, the date when the exam was given and the Dentist's signature.

If your child is enrolled in Medicaid, CHIP, or any other dental insurance plan, the exam will be paid for by them. If your child needs insurance, please visit WWinRoads at <https://www.wwinroads.org/selfservice/> to see if you qualify for Medicaid or CHIP. If your child has already received their dental examination, please ask your child's Dentist to provide you with proof in the form of the date when the exam was given and the Dentist's signature. In order for the school to assist with follow-up care coordination, it would be beneficial if the information indicated the need for additional dental work.

If you have any questions about the requirements, need assistance with finding a Dentist or coverage for exam cost please contact **[insert school contact here]**.

For more information, please contact:

Name, Title

Phone number

E-mail Address

FERPA/HIPAA CONSENT

AUTHORIZATION FOR USE OR DISCLOSURE OF HEALTH INFORMATION BETWEEN DENTAL/ MEDICAL PROVIDERS and SCHOOL DISTRICTS

Completion of this document authorizes the disclosure and/or use of individually identifiable health information, as set forth below, consistent with Federal laws (including HIPAA) concerning the privacy of such information. Failure to provide all information requested may invalidate this authorization.

USE AND DISCLOSURE INFORMATION:

Patient/Student Name: _____
Last First MI DOB

I, the undersigned, do hereby authorize (name of agency, dental and/or health care providers):
(1) _____ (2) _____
to provide health information from the above-named child's dental and/or medical record to and from:

School District to Which Disclosure is Made Address / City and State / Zip Code

Contact Person at School District Area Code and Telephone Number

The disclosure of health information is required for the following purpose:

Requested information shall be limited to the following:
All minimum necessary health information; or Disease-specific information as described:

DURATION:

This authorization shall become effective immediately and shall remain in effect until _____ (enter date) or for one year from the date of signature, if no date entered.

RESTRICTIONS:

Law prohibits the Requestor from making further disclosure of my health information unless the Requestor obtains another authorization form from me or unless such disclosure is specifically required or permitted by law.

YOUR RIGHTS:

I understand that I have the following rights with respect to this Authorization: I may revoke this Authorization at anytime. My revocation must be in writing, signed by me or on my behalf, and delivered to the school district/health care agencies/ persons listed above. My revocation will be effective upon receipt, but will not be effective to the extent that the Requestor or others have acted in reliance to this Authorization.

RE-DISCLOSURE:

I understand that the Requestor (School District) will protect this information as prescribed by the Family Educational Rights and Privacy Act (FERPA) and that the information becomes part of the student's educational record. The information will be shared with individuals working at or with the School District for the purpose of providing safe, appropriate and least restrictive educational settings and school health services and programs.

I have a right to receive a copy of this Authorization. Signing this Authorization may be required in order for this student to obtain appropriate services in the educational setting.

APPROVAL:

Printed Name Signature Date

Relationship to Patient/Student Area Code and Telephone Number

Student Oral Health Form

Patient Information

Child's Name (Last, First, MI) _____ Date of Birth (MM/DD/YYYY) _____ Age _____

Address _____ City _____ State _____ Zip Code _____

Guardian _____ Phone _____

Oral Health Service

Please provide date of service in applicable box below:

Date of service School Entry 2nd Grade 7th Grade 12th Grade

Current Oral Health Services:

Type of Services Provided? Examination

Does the child have any teeth with untreated decay? Yes (decay) No (decay free)

Does the child have any teeth that have previously been treated for decay, including fillings, crowns, or extractions? Yes No

Are there treatment needs? Yes, urgent Yes, not urgent No treatment needs

Additional Information

Oral Health Provider's Contact Information and Signature

Provider Name (please print) _____ Phone Number _____ Fax Number _____

Practice Name _____ Address _____

Provider Signature _____ Office Contact email _____

Radio Liners:

To be used to inform parents about the 2015/16 dental examination requirements for PreK and Kindergarten students.

:30 Second Radio Liner

Name School would like to inform you that beginning in the 2015/2016 school year, all students entering PreK and Kindergarten will have dental examination requirements that must be completed for school entry. Please make an appointment with your child's Dentist to make sure they have completed the dental exam requirements and provide proof of the exam date along with dentist's signature to the school. Children with healthy teeth live longer, have more productive lives and higher self-esteem. The oral health of your child is important to ensure their school success, health and happiness. Please work with your Dentist and school to make sure your child has a healthy smile! For more information contact **Name** at **Phone Number**.

:15 Second Radio Liner

Name School would like to inform you that beginning in the 2015/2016 school year, all students entering PreK and Kindergarten will have dental examination requirements that must be completed for school entry. Please make an appointment with your child's Dentist to make sure your child or children have completed the dental exam requirements and provide proof of the exam date along with dentist's signature to the school. Call **Name** at **Phone Number** for more information.

Note to on-air staff:

In case you receive calls, here is some info that will be helpful to share:

(Insert your school contact info and link to school website with specific information about the requirements here)

Automated Telephone System Announcement

This is a message from **Name** County Schools.

Parents, beginning with the 2015-2016 school year, students entering PreK and Kindergarten will have dental examination requirements that must be completed for school entry. Please make an appointment with your child's Dentist to make sure they have completed the dental exam requirements and provide proof of the exam date along with Dentist signature to the school.

For more information please contact **Name** at **Phone Number** or visit the school website at **Website Address**.



Michael J. Martirano, Ed.D.
State Superintendent of Schools