



Honolulu Community Action Program, Inc. Head Start & Early Head Start Policy & Procedures



Subject: Oral Health Assessment

Head Start Program Performance Standard: §1302.43 Oral Health Practices

Policy: Within 90 calendar days after the child first attends the program or, for the home-based program option, receives a home visit, the participant will complete an oral health assessment by a certified dentist.

Procedures:

1. During the eligibility meeting with the parent/guardian, the ERSEA Family Advocate (FA) will distribute a **Dentist Letter**, **Oral Health Assessment** form, and **Dental Letter** that needs to be completed by the child dentist. The Family Advocate will also generate a **Pending Documents** form for all forms that needs to be returned by the family.
2. Current oral health assessment must have taken place one year from the first day of enrollment. (Example: First day of school is August 1st valid exam would be between August 1, prior year and August 1, current year.)
3. *Receiving a Oral Health Assessment:*
 - a) The Secretary verifies that the **Oral Health Assessment** was received by placing a date-stamp on the form and indicating in ChildPlus that the form was received in the pre-entry notes on ChildPlus. The Secretary forwards the **Oral Health Assessment** to the Health Promotion and Prevention Specialist for review.
 - b) The Health Promotion and Prevention Specialist reviews the **Oral Health Assessment** to ensure health requirements are met for childcare licensing, Head Start Program Performance Standards and State Department of Health.
 - c) Health Promotion and Prevention Specialist enters the results from the **Oral Health Assessment** form into ChildPlus by creating a *Dental Exam* event, in the health module.
 - d) The Health Promotion and Prevention Specialist verifies that the **Oral Health Assessment** form was reviewed and inputted by initialing the form in the lower right-hand corner and generating notes in the notes section of the *Dental Exam* event in ChildPlus.
 - e) The **Oral Health Assessment** report determines the status of the ChildPlus event and will be noted as follows:
 - No Concern: No needs
 - Concern: Needs treatment due to cavities or the examination is expired
 - f) The Health Promotion and Prevention Specialist will create a *Missing Documentation* event in ChildPlus, after 90 days of the child's entry date if the oral health assessment is missing.
 - g) The Health Promotion and Prevention Specialist will scan the **Oral Health Assessment** form to the participant's profile and upload as an attachment in ChildPlus, under the health module tab.
 - h) The **Oral Health Assessment** form is sent to main files and placed in the participant's case file.
4. *Extended Follow-up Care:*
 - a) Health staff sends health literacy flyers to families and works with the Family Advocates to provide dental workshops for families.
 - b) Follow-up continues until treatment is completed and is documented and monitored in ChildPlus by creating an

action in the event.

- c) Status and follow-up actions are shared at team conferences which are conducted twice a year and through ongoing communication with staff and families.
- d) The Family Advocate and Health Promotion Specialist assists the parents in acquiring dental insurance and/or dental home provider.
- e) Staff encourages six month dental check-ups throughout the school year.
- f) Staff works in collaboration with the medical home and/or other service agencies to promote coordination of care.

On-Going Monitoring & Reporting:

1. The Health Promotion and Prevention Specialist will monitor education and health records to provide additional early intervention resources to staff and parents when applicable.
2. Health staff monitors health data for follow ups and treatment throughout the year to address barriers (physical, emotional, cognitive, nutrition, sensory) for optimal learning and school readiness.
3. The Health Promotion and Prevention Specialist will generate ***ChildPlus Report #3065 Expired Health Events*** to monitor children needing treatment or who have expired oral health assessments.
4. Comprehensive Services Manager will generate ***ChildPlus Report #3015 Health Requirements*** to monitor completion of the oral health assessment.