

Best Dental Help Procedure

Regulations

EHS/HS: 1302.42

ECEAP: FEP-7

WAC: 110-300-0460

Best Dental Help Scheduling Procedures

Family Advocate (Full Year):

1. Gather classroom schedules (preschool sites & childcare partnership) and Family Advocate calendars before scheduling a meeting with Best Dental Help.
2. Contact with Best Dental Help Pre-K Program Coordinator to schedule a meeting to work on next program year's calendars.
3. Based on previous year's calendars, classroom schedules, and Family Advocate calendars, create next program year's visit with Best Dental Help.
4. Visits will be scheduled for about 30-45 minutes.

Best Dental Help Consent Form Procedures

Classroom Family Advocate

1. At program orientation, explain Best Dental Help services and HIPPA information to parent/guardian and encourage parent/guardian to complete consent form. Infants are also eligible to receive oral health screenings. Share the information flyer.
 - a. All Parent/Guardian's must complete the Best Dental Consent Form (either to give consent or decline services). If a Parent/Guardian declines services, the Provider One Information does not need to be included or complete health history.
 - b. The Best Dental Consent form is available in English and Spanish.
 - c. After being completed, attach the Best Dental Consent form to the Health Section in Child Plus.
 - d. Maintain the original copy. It will need to be provided later to Best Dental Service Visits during classroom visits.
 - e. If any changes occur with the child (ex: new insurance, change in guardianship, complete a new form).
2. If parent/guardian has private insurance, encourage them to confirm from their insurance company directly regarding coverage.

Best Dental Help Visit Procedures

1. Create Best Dental Help rosters, which includes classroom schedule, assigned Family Advocate name, children's full name, dental home, and insurance information. Child whose parent/guardian declines the services needs to be on the roster and highlighted to ensure it is clear that the family declined services. The roster will be given to Best Dental Help.
2. Have original Best Dental Consent forms prepared and ready for the visit to provide to Best Dental Help.
3. Review roster with Best Dental Help to confirm children who are not receiving services or who are not receiving fluoride varnish.
4. Best Dental Help will provide and complete the oral health report cards. This document is a carbon copy, the white copy will be given to Best Dental Services, the yellow copy will be provided to the parent and the pink copy will be attached under Health Services in Child Plus.
5. Enter the screening information into ChildPlus as an event following ChildPlus Instructions.
6. ECEAP only: Enter the completed screenings into ELMS as a screening.