



Dental Exam Procedure

Performance Standards

EHS/HS: 1302.42

ECEAP: FEP-6, FEP-7, FEP-8, PAO-10

Purpose

The purpose of well child and dental exams is to prevent and identify conditions that may interfere with a child’s natural growth and development. This document explains how to make sure children are on a regular well child and dental schedule and how to support in helping their children get on a schedule of care if they are not already.

Procedure

Dental exams are required at intervals recommended by the Washington State EPSDT guidelines. A current comprehensive dental exam should be on file within 90 days of enrollment. Health services staff are responsible for supporting parents/guardians in following recommended dental exams schedules, bringing a child up to date on dental exams, identifying new or recurring health concerns noted on the dental exams, supporting families with identified follow-up, and providing medical and dental home resources for children who do not have a provider.

Verbal reminders or notes sent home do not meet the requirement of assisting families in getting their child on a schedule of dental care as described in Performance Standards.

If a child is missing a dental exam, make sure to do the following:

- Encourage the family to have the exam completed before the child’s first day of attendance or as soon as possible.
- Obtain the dental exam from the health care provider.
- If parent/guardian prefers, provide a blank dental exam form to bring to their appointment. Request for completed forms to be returned as soon as possible.
- Work with the family to identify possible barriers that prevent them from making or keeping appointments.
- Document the discussion and the plan to schedule and complete appointments in *ChildPlus- Health Notes Event under Add Action*.
- **Infants:** Should be seen by a dentist after the first tooth erupts or by age one.

To Obtain a Dental Exam

| Timeline | Process |
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| At time of FDS | <ul style="list-style-type: none"> • In partnership with families, confirm the date of the last well child exam from the Wellness Assessment, Consent forms, Application, conversation. • Confirm that child has a dental home and received a Dental Exam from that office prior to working on obtaining documentation. • If a child’s most recent Dental Exam occurred out of area/state, consent to receive that Dental Exam will occur, and procedures followed. |
| Within 30 days of FDS | <ul style="list-style-type: none"> • Fax the dentists office to receive the most recent Dental Exam using the Early Learning Fax Cover form. The first fax attempt does not need to be documented in CP |
| Within 45 days of FDS | <ul style="list-style-type: none"> • If a dental exam has not been received within 45 calendar days, a 2nd fax to the medical home is required. This attempt must be documented in Health Notes in CP. |
| Within 60 days of FDS | <ul style="list-style-type: none"> • If a dental exam has not been received within 60 days, a phone call to the physician to determine if there is anything needed to receive the dental exam. • Staff may have to visit a physician office in order to obtain dental exam. • If staff have ongoing challenges accessing up to date dental exam, contact supervisor and Family and Health Program Manager for support. |

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| By 90 days after FDS | <ul style="list-style-type: none"> • Most recent dental received, assessed for follow up needs and attached in Child Plus. |
| Ongoing | <ul style="list-style-type: none"> • Support families in maintaining up to date dental visits for the enrolled child. • Verify a child has attended a dental prior to seeking information from physician. • Once staff have verified the child attended a dental, fax for the exam and enter the effort into Health Notes. |

Once a Dental Exam is received, staff will do the following:

| Dental Exam Review | Assessment | ECEAP | EHS/HS |
|---|---|--|---|
| Verify the date of visit. | If the form documents an illness visit, contact the parent and let them know that they need to schedule a physical exam and/or request documents reflecting the actual Well Child Exam. Do not enter this as an CP event. | Enter the date of the Dental Exam in ELMS and indicate whether the child needs follow-up or treatment with doctor. | Event Type: Dental Exam Exam. Upload the report(s). Indicate, concerns or no concerns. Document follow-up, treatment, and communication under Add Action. |
| Treatment Needed Staff support family in follow up treatment until completed OR the child exits the program. Provide ongoing support to make sure the child receives all needed dental treatment. Work with the family to develop a plan for treatment. | If treatment is needed | Enter the date of the exam in ELMS and document treatment plan. | Event Type; Dental Exam. Upload the report(s) and document no concerns or treatment needed, needs, and treatment plan under Add Action. |