



2018-2019 Dental Program School – NKIDHD Responsibilities

Eligibility of School

- Schools must have 50% or more of the enrolled students participating in the Free and Reduced Lunch Program.

Education/Presentation

- A presentation will be conducted by a Dental Health Professional 4-6 weeks prior to the program coming to your school.
- The presentation will last approximately 20 minutes.
- 2 presentations may be needed if the number of students is too large for 1 presentation
- Consent forms will be provided to the homeroom teachers to be distributed to the students

Consent Forms

- Enough consent form packets will be provided to the school for each student in the participating grades.
- A Master File folder will be given to each school contact person at the presentation. These master forms are to be used by the school to make additional copies, if needed.
- Students must return the completed consent forms in order to participate in the program
- Consent forms will be picked up by Health Department Dental Staff 1 week prior to the dental program beginning.
- **School personnel must check forms to make sure the following is complete:**
 - **Parents have signed in the appropriate spots on the consent form**
 - **Social Security #, Medicaid #**
 - **Date of Birth and Medical History**

Equipment

- Equipment will be delivered by the Health Department 1-2 days prior to the dental program.
- Equipment should be placed in the area that has been designated for the dental program.
- The location must be clean and secure and have adequate space

Professional Staff

- A Public Health Dental Hygienist will conduct an oral health screening, apply the dental sealants, perform a dental cleaning, and apply fluoride on the students whose parents have consented.
- A Dental Assistant will set-up and break-down dental equipment, pull students for the dental screenings, sterilize instruments and assist the Public Health Dental Hygienist.

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Schools Responsibility

- **Provide internet access via direct plug in if possible, or by wireless connection.**
- Provide clean, secure space with access to electrical outlets
- 1 table and 2 chairs
- Distributing and collecting forms
- Parent follow up regarding student's oral health at request of the NKHD
- Reporting to the NKHD the status of students referred for decay
- Keeping a list of area dentists and the Medicaid/MCO's they belong to in order to assist parent in finding dental care for their child.

Promotion of the Program:

Each school is required to promote the dental program in their schools in at least one of these ways:

- **Announcement of program on their website, facebook, twitter 1-2 weeks prior to the event.**
- **Include the dates in the school calendar**
- **Class/Grade/School Newsletters**
- **All Calls or Emails to the parents**
- **Distribution to parents and within the schools of the reminders that the NKHD provide.**

Other Dental Programs in your school:

The NKHD requests notice prior to us visiting your school if other portable/mobile dental programs are scheduled to provide services during the school year. We do not want to duplicate services or confuse the parent with differing consent forms.

Fees

- The Health Department will bill Medicaid for services provided.
- Students with Private or No Insurance will be charged a sliding fee per dental assessment, dental sealant, dental cleaning, and fluoride based on household size and income as mandated by the state of Kentucky. **Grant funding has been made available that reduces the maximum charge to only \$10 per service.**

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