

Dental Screening

and Case Management Guidelines

About this Tool

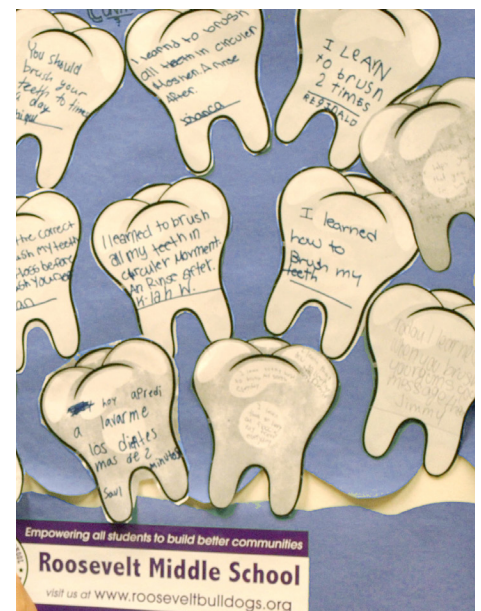
All Alameda County, School Health Centers (SHC) are expected to provide at least one mass dental screening per year. The ultimate goal is for students with high-risk dental needs to be identified and treated. Secondly, we want all students to have a regular source of dental care. To achieve these goals, SHCs work with a team of school partners to develop an effective plan. This paper presents recommended guidelines for implementing a dental health screening process at schools.

Dental screenings consist of screening as many students as possible over the course of a few days. It is then important to connect those students identified as eligible to appropriate follow-up dental care primarily for high-risk students. Some SHCs even screen neighboring feeder schools.

Prepare for the Screening Day

- Identify and meet with a team of school partners. Partners always include school administrators, and may include other school staff, county staff, or district representatives, as needed.
- Coordinate and plan the screening day(s) with the team. Determine the best screening dates, times, and locations at the school. Schedule enough days and times with an optimal number of dental staff so that all students can be screened.
- Obtain the student rosters with key demographic information well in advance of the scheduled dates (first name, last name, address, phone number, date of birth, etc.).
- Complete coverage status review and identify students eligible for billing or may be eligible for enrollment. Begin outreach to families that are identified as eligible.
- Prepare materials: promotional flyers, consent form, Parent Information Letter, and a screening form. Translate materials, as determined by the school team. If all parties agree, a negative (a.k.a. “opt-out” or “passive”) consent form is a best practice; but positive consent forms can also be used.

- Advertise and conduct outreach to families and the school community about the dental screening day(s).
- Send home and/or distribute the negative consent forms with promotional flyers. This should be done one to two weeks in advance. The distribution procedure is determined by the school team.
- Collect returned negative consent forms. Remove the names of these students from the screening roster and attach each negative consent form to a screening form. The screening form and Parent Information Letter should be pre-populated for each student and kept in an order that maximizes efficiency on the screening day(s).





Client Flow Based on Classification and Insurance Status

For any client identified as a CLASS 1 or CLASS 2:

- Establish a dental home.
- Provide required preventive services (varnish, fluoride, and/or sealants). If the family chooses their own provider, SHC will follow-up with the family to ensure that dental treatment has been provided within two months of the screening.
- Provide follow-up diagnostic services (examination and x-rays) as required.
- Provide treatment, if required, after the follow-up diagnostic services.

For any client identified as a CLASS 3 or CLASS 4:

- Schedule an appointment for urgent treatment.
- Establish a dental home for the client: 1) If the family has chosen the SHC or Home Agency as their dental provider, provide the needed dental treatment; 2) If the family requests another provider, help the family connect to their dental provider as soon as possible, as their level of need is extremely high.
- Provide required preventive services (fluoride and sealants).
- Provide follow-up diagnostic services (examination and x-rays) as required.
- Provide continued treatment, if required, after the follow-up diagnostic services.

Screening Day

- Prepare and organize all screening supplies (mirrors, incentives, etc.).
- Prepare and organize the screening area and post any signs.
- Conduct the dental screenings according to your schedule and conduct any procedures previously decided by your school team.
- Record the results on a screening form for each student.
- Complete a Parent Information Letter for each student.
- Give each student a Parent Information Letter.
- Collect and organize all forms.
- Clean up the screening space and remove all equipment and supplies.

After Screening Day

- Make arrangements for necessary follow-up dental care, primarily for high-risk students, those with screening at Class III and IV (see Client Flow). Please note, this is often the most difficult step of the screening. We recommend assigning a case manager or managers to this task. Case managers often make multiple phone calls and may need to work evening hours to reach families. Consider language barriers and interpreter options when assigning staff to be case managers. At some sites, case managers are most successful in reaching parents in person at the school site.
- Report to the school team and county partners about the number of students who were screened and provide results of the screening. Include any follow-up needed.
- Continue to follow students in need of follow-up and report results by the end of the school year.