

# Oral Health Assessment Toolkit



**San Diego Dental Health Coalition  
San Diego County Dental Health Initiative/Share the Care**

*LAST REVISED OCTOBER 2013*

## **About this Toolkit**

The Oral Health Assessment Toolkit was developed by the Dental Health Initiative/Share the Care and is designed to provide information about the oral health assessment requirement to school staff. This toolkit is also available online at the Share the Care website at: [www.sharethecaredental.org](http://www.sharethecaredental.org). Forms mentioned, such as the Oral Health Assessment form and data collection tools are also available on the Share the Care website.

For any questions regarding the oral health assessment requirement, reporting, or assisting a child in receiving free or low-cost dental or medical care, please call the Child Health and Disability Prevention Program Health Promotion staff at **(619) 542-4178**.

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## The Dental Health Initiative/Share the Care



The Dental Health Initiative/Share the Care (DHI/STC) is a public-private partnership between the County of San Diego Health and Human Services Agency, the San Diego County Dental Society, and the San Diego County Dental Health Coalition. Together, DHI/STC aim to: 1) provide access to emergency dental care for qualifying children, and 2) offer information and education to professionals, parents, and children to foster ongoing preventive dental care. DHI/STC has served San Diego County communities

since 1994. STC is primarily a grant-funded program and has received recognition for its excellence by the American Academy of Pediatrics, the American Dental Association, and the American Dental Hygienists' Association.

### Children's Oral Health

According to Children Now, a multi-issue research, policy development, and advocacy organization, California ranks near last in the nation on children's oral health status. In addition, California's poor and low-income children, in particular, lack needed access to quality oral health care. The American Academy of Pediatrics state that early childhood caries (cavities) is the number one chronic disease affecting young children and is five times more common than asthma and seven times more common than hay fever. While there are many factors that influence a child's progress and success in school, one of the most important is their health. And cavities are not healthy. In addition, children need their teeth to be able to eat properly, speak, smile, and feel good about themselves. Cavities are preventable but still affect more children than any other chronic disease.



### Oral Health Assessment Requirement

The Oral Health Assessment requirement (AB 1433), signed into law in 2005 is one of the ways schools can help children stay healthy. AB1433 requires that children entering public school for the first time (at kindergarten or first grade) have an oral health assessment performed by a California licensed dentist or registered dental hygienist within the 12 months prior to or by May 31 of the child's first year in public school.

The California Education Code Section 49452.8 (*refer to Appendix A*) states that all school districts shall submit a report each year to the County Office of Education. The report includes the total number of:

- Students in the district, by school, who are subjected to the oral health assessment requirement,
- Students who presented proof of an oral health assessment,
- Students who could not complete an oral health assessment due to financial burden,
- Students who could not complete an oral health assessment due to lack of access to a licensed dentist or other licensed or registered dental health professional,
- Students who could not complete an assessment because their parents or legal guardians did not consent to their child receiving the oral health assessment,
- Students who are assessed and found to have untreated decay, and
- Students who did not return either the oral health assessment or waiver request to the school.

A parent may obtain a waiver of the oral health assessment if they cannot find a dental office that takes their child's insurance, cannot afford to pay for the assessment, or chooses not to have their child have an oral health assessment. Schools must collect specified data, submit it to their school district, and have the school district forward the data to the San Diego County Office of Education by the end of the year (December 31).

### **What are the intended impacts of the Oral Health Assessment?**



Dental decay affects nearly two-thirds of California's children by the time they reach third grade. Although dental decay is easily preventable, it is also a progressive infection that does not heal without treatment. If cavities are not treated, children may develop infection severe enough to require emergency room treatment and their adult teeth may be permanently damaged. The requirement for children entering kindergarten or first grade to have an oral health assessment is intended to:

- Raise awareness of the importance of oral health to overall health and readiness to learn,
- Connect children with dental professionals who can care for their oral health,
- Assist in enrolling children in government benefit programs, such as Medi-Cal,
- Maximize existing systems of care and reimbursement before creating new systems,
- Identify locally-specific barriers to care to assist communities in responding to their children's oral health needs, and
- Provide data for further advocacy.

### **What is the role of schools?**

The law requires schools to distribute the oral health education materials and oral health assessment form to parents who are registering their child in public school, in either kindergarten or first grade. Schools must collect the oral health assessment forms by May 31 of the school year and are responsible to report totals to their district.

Schools have the vital role of communicating the importance of oral health to parents and of being guardians of the information collected and reported. All reasonable efforts to encourage parents to seek a dental check-up for their child and to return the form, regardless of whether or not the evaluation was completed, are essential to fulfilling the intent of the legislation. Beyond the requirements of the law, schools have historically played an important role in ensuring children are healthy and ready to learn. As barriers to oral health care are identified for your school's children, sharing the data with school board members, parent-teacher organizations, community organization, your local dental society and local public health agencies, will assist the development of partnerships and strategies to build capacity to meet these needs.

### **Can school nurses complete the oral health assessment?**

School nurses cannot complete the oral health assessment as the law states that it must be completed by a dental professional. The ultimate goal of the legislation is to connect children with a regular source of dental care.

## Obtaining an Oral Health Assessment

Parents will need to submit one of the following documents to meet the oral health assessment requirement:

- The “Oral Health Assessment Form” (pink) completed by a licensed California dentist, registered dental hygienist, or registered dental assistant under supervision (*refer to Appendix B*), or
- Other complete oral examination and treatment plan forms from a licensed California dentist that provide approximately the same information.

Verbal confirmation of obtaining an oral health assessment for a child by his/her parent or legal guardian *does not* qualify as acceptable documentation. If a parent/guardian does not wish to obtain an oral health assessment for his/her child based on personal beliefs, the parent/guardian must sign the waiver portion at the bottom of the Oral Health Assessment form. The signing of the waiver should not be used by parents/guardians to avoid the important responsibility of obtaining health care for his/her child.

## What if a child does not have a regular source of dental care or his/her family cannot afford an oral health assessment?

All children should obtain an oral health assessment from their regular source of dental care, however, if a child does not have a regular source of dental care or if his/her family cannot afford an oral health assessment, the following are a few options for completing the assessment:

- Refer families with low-income to the San Diego Kids Health Assurance Network (SD-KHAN): SD-KHAN can help families apply for Medi-Cal/Denti-Cal and also help families access Child Health and Disability Prevention (CHDP) and CHDP Gateway.
- Provide family with a list of dentists in the area: CHDP maintains a list of Denti-Cal providers online at [www.chdpsd.org](http://www.chdpsd.org).
- Provide family with copy of ‘A Road Map to Community Dental Clinics’: The San Diego Dental Health Coalition has compiled lists of community dental clinics for North, East, South, and Central regions and may be accessed online at [www.sharethecaredental.org](http://www.sharethecaredental.org).
- Call the San Diego County Dental Society at (619) 275-0244 for referrals to other private dentists.

Remember that this requirement is meant to help children get the dental care they need to be healthy and ready for school. This is a great opportunity for parents and guardians to learn about their child’s health. Schools, the local health department, or local dental society may also be able to help a parent find a dentist who has agreed to complete a dental screening for free. Community clinics may also provide dental check-ups at low, or no-cost. In addition, some schools may arrange for a dental screening program to come to the school. If this opportunity arises, make sure that all children participate by having the parent provide consent and by making sure that parents read the dental findings/recommendations brought home by the child.



## What are parents/guardians expected to do once they receive the oral health assessment form?



Parents/guardians should receive an oral health assessment notification letter and the oral health assessment form. If the parent has a dentist and the child has not received a dental exam within the last 12 months, have the parent call and schedule an appointment for an exam. If the child has seen a dentist within the last year, call the dentist's office and ask how they are handling the requirement and what must be done for the dentist to complete the required form based on the child's last regular exam. If the child has seen a dentist within the last year but

cannot get the dentist to fill out the required form, the parent should at least submit some type of documentation that the child has completed a dental exam (i.e. dental visit summary form from the dentist's office).

## What if a parent is unable to get a dental check-up for his/her child?

The law recognizes that, under some circumstances, it may not be possible to get the required dental check-up for a child. In this case, a parent may have his/her child excused from the requirement by filling out the bottom portion of the oral health assessment form. To waive (have the child excused from the requirement), the parent must identify what prevented he/she from getting the dental check-up for the child (i.e. I am unable to find a dental office that will take my child's dental insurance plan, I cannot afford a dental check-up, etc.). This information is very important and must be filled out so that it can help community leaders and policy makers decide what next steps to take to improve access to oral health care for children. Have the parent mark the response that most closely describes the reason that he/she could not get the dental check-up and have the form submitted by May 31 of the school year.

## Distribution of Oral Health Assessment Forms

Schools should distribute oral health assessment forms as soon as possible to parents, including: enrollment days, kindergarten round-up, and back-to-school nights. To meet the oral health assessment requirement, schools are encouraged to create an oral health assessment packet that includes:

- Oral health assessment form (*refer to [Appendix B](#)*)
- Informational flyer (*refer to [Appendix F](#) and [Appendix G](#)*)
- Dental Road Map (click [here](#) to view)

The State-approved oral health assessment form is available in languages other than English and Spanish by visiting the California Department of Education website at: [www.cde.ca.gov](http://www.cde.ca.gov).

## Data Collection and Reporting

Schools are responsible for informing their students of the Oral Health Assessment requirement, assisting them in receiving the exam, and maintaining the necessary documentation in students' files. Schools should collect and enter individual student data until May 31. Schools should submit their individual school data to their district office by the end of the current school year (June). The district office should submit all data received to the San Diego County Office of Education (SDCOE) by **December 31** of the next school year.

### Data Collection for Schools

Oral health assessment forms should be distributed at the beginning of the school year in registration packets. Schools may use the [School Report – Oral Health Assessment](#) (a Microsoft Excel file) to track each student's forms. As an alternative, schools may also submit the [School Report – Oral Health Assessment](#) (a Microsoft Word file) document that sums the school's oral health assessment forms. At the end of the school year, schools must submit data collection records (either Word or Excel file) for the *previous* school year to their district.

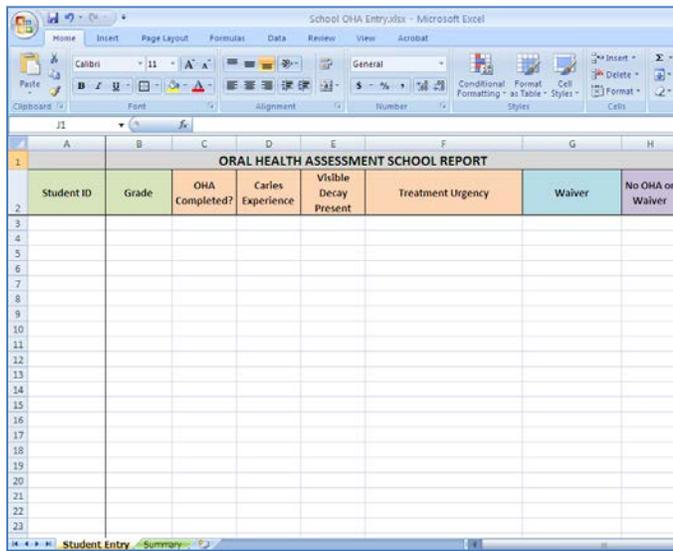
### School Report – Oral Health Assessment (Microsoft Word or PDF File) (*refer to [Appendix C](#)*)

The School Report - Oral Health Assessment form is a one page file to be completed for each school in the district by the school nurse at the end of each school year. This form may be typed into electronically or written over and contain all fields of information that must be submitted to the school district. This form is different from the Excel file in that the school nurse has to manually count and record the summary numbers from students' records. As a reminder, unlike the Physical Examination requirement, completion of an oral health assessment only includes students who submitted proof of completing a dental exam. A waiver of the oral health assessment does not count as being compliant to the requirement.

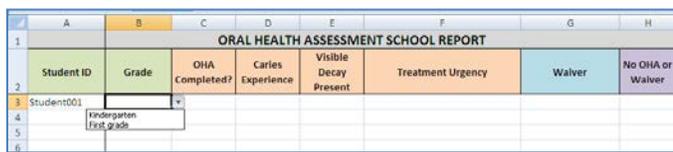
### School Oral Health Assessment Entry (Microsoft Excel File) (click [here](#) to download)

This file allows staff to individually track oral health assessment forms of each kindergarten and eligible first grade student in the school. The advantage of using this file is that staff may individually track each student (including what he/she submitted, any dental outcomes, etc.) and follow-up with students who have not submitted, students who were recorded as needing care, etc. In addition, staff will not have to manually count and record summary numbers because the Excel file has a feature in which any data entered is automatically counted and summed in a separate tab.

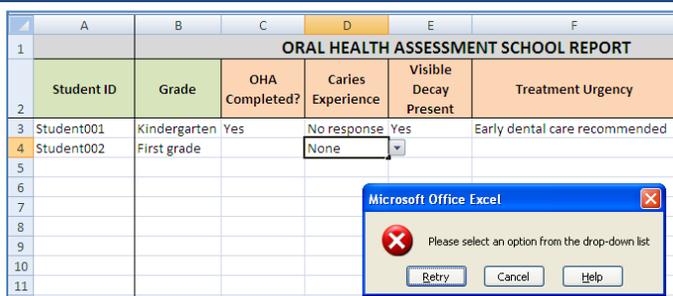
When the Excel file is opened, staff will see two tabs (worksheets), one named 'Student Entry' and the other 'Summary'. To begin data entry, type in the names or IDs of all kindergarten and eligible first grade students and the grade in which he/she belongs in the 'Student Entry' worksheet. Upon receiving an oral health assessment form by a student, find the student's name or ID and electronically enter the student's information from the form. Staff may type or select the appropriate option from the drop-down box. An example of data entry of a student is found below:



Student ID, Grade, OHA Completed, Caries Experience, Visible Decay Present, Treatment Urgency, Waiver, and No OHA or Waiver located in the 'Student Entry' worksheet are the fields that must be filled out according to each student.



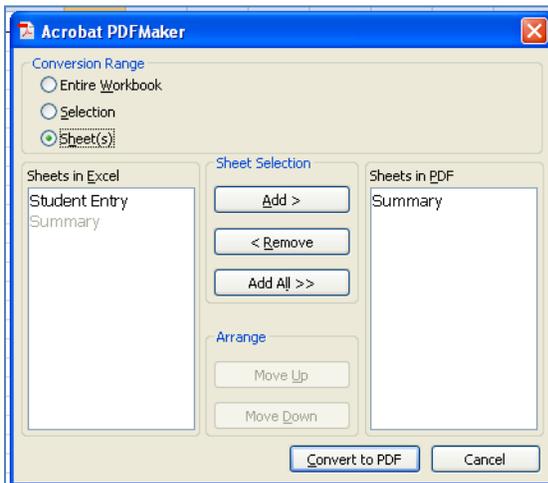
The arrow (▾) that appears in each field will show the appropriate response options for that particular field. Select the appropriate response, or type in the response exactly as shown.



If an invalid response has been entered, a pop-up box will appear. Click 'Cancel' and correct the response.

	A	B	C
1		<b>Summary Report</b>	
2	<b>Students</b>	<i>Kindergarten</i>	3
3		<i>Eligible first grade</i>	1
4	<b>OHA Completed</b>	<i>Yes</i>	2
5		<i>No</i>	2
6		<i>No response</i>	0
7	<b>Caries Experience</b>	<i>Yes</i>	0
8		<i>No</i>	1
9		<i>No response</i>	1
10	<b>Visible Decay Present</b>	<i>Yes</i>	1
11		<i>No</i>	1
12		<i>No response</i>	0
13	<b>Treatment Urgency</b>	<i>No obvious problem found</i>	1
14		<i>Early dental care recommended</i>	1
15		<i>Urgent care needed</i>	0
16		<i>No response</i>	0
17	<b>Waivers</b>	<i>Unable to find...</i>	1
18		<i>Cannot afford...</i>	0
19		<i>Do not want</i>	0
20		<i>Other reason</i>	0
21		<i>No reason provided</i>	0
22	<b>No OHA or OHA Waiver</b>	<i>Yes</i>	1
23		<i>No</i>	3
24			
25			
26	<b>School Name:</b>		
27	<b>Staff Name:</b>		
28	<b>Staff Phone Number:</b>		
29	<b>Staff Email Address:</b>		
30			
31			
32			
33			
34			

The summary tab automatically sums all data that has been entered. When school reports are due, this Excel file in its entirety may be submitted to the district. Do not forget to input the School and Contact Person at the bottom of the summary report.



As an alternative to sending the Excel file, staff may also send the summary report alone by clicking 'Acrobat' at the top of the menu, followed by 'Create PDF'. A pop-up box will appear. Make sure the settings are as follows:  
 Conversation Range: Sheet  
 Sheets in PDF: Summary

Then click 'Convert to PDF'. Press 'Yes' when a pop-up box asks to save the file. Name the file (i.e. School 001 SY 2012-13) and the PDF will appear. Send the PDF file to the district or the CHDP program.

## Data Collection for School Districts

School districts are expected to compile all data from each public and/or charter school in their district. Individual school data should be reported, not a sum of all students in the district. The annual report for the entire district's *previous* school year should be submitted to the SDCOE by December 31.

There are two ways for a district to collect and submit each school's oral health assessment: 1) submit individual school reports in one packet, or 2) fill out and submit the Annual District Report – Oral Health Assessment (Microsoft Excel file) (click [here](#) to download). To fill out the Excel form, type in the appropriate summary number for each school from the school reports submitted.

For any questions regarding the Oral Health Assessment requirement or how to report, contact Jeanne Salvadori at the SDCOE or CHDP Health Promotion staff at (619) 542-4178.

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Maternal Child and Family Health Services  
Child Health and Disability Prevention (CHDP) Program  
3851 Rosecrans St., Ste. 522  
San Diego, CA 92110

Phone: (619) 542-4178 | Fax: (619) 692-8827, Attn: CHDP Health Promotion  
Email: [MaryGrace.Sadile@sdcounty.ca.gov](mailto:MaryGrace.Sadile@sdcounty.ca.gov)

## Other School Entry Health Requirements

Also important to a child's health and success in school are these additional school entry health requirements:

- Health Examination: All children who enter first grade in a California public, private, or charter school are required by California state law to have a comprehensive health examination completed within 18 months prior to or 90 days after the first day of first grade, or submit a signed parental waiver of the health examination. Refer to [Appendix D](#) and [Appendix E](#) for a timeline and checklist of how the health examination and oral health assessment can work together. For additional information on this requirement, visit [www.chdpsd.org](http://www.chdpsd.org) for the Health Examination Toolkit.
- Immunizations: Visit San Diego Immunization Program at [www.sdiz.org](http://www.sdiz.org) for immunization requirements for school entry, related materials and resources, or for answers to frequently asked questions.

## Appendixes

### Appendix A. Oral Health Assessment Education Code

Education Code Section 49452.8 pertaining to Oral Health Assessment (taken from: <http://www.cde.ca.gov/ls/he/hn/oralhealthcode.asp>):

- a) A pupil, while enrolled in kindergarten in a public school, or while enrolled in first grade in a public school if the pupil was not previously enrolled in kindergarten in a public school, shall, no later than May 31 of the school year, present proof of having received an oral health assessment by a licensed dentist, or other licensed or registered dental health professional operating within his or her scope of practice, that was performed no earlier than 12 months prior to the date of the initial enrollment of the pupil.
- b) The parent or legal guardian of a pupil may be excused from complying with subdivision (a) by indicating on the form described in subdivision (d) that the oral health assessment could not be completed because of one or more of the reasons provided in subparagraphs (A) to (C), inclusive, of paragraph (2) of subdivision (d).
- c) A public school shall notify the parent or legal guardian of a pupil described in subdivision (a) concerning the assessment requirement. The notification shall, at a minimum, consist of a letter that includes all of the following:
  1. An explanation of the administrative requirements of this section.
  2. Information on the importance of primary teeth.
  3. Information on the importance of oral health to overall health and to learning.
  4. A toll-free telephone number to request an application for Medi-Cal or other government-subsidized health insurance programs.
  5. Contact information for county public health departments.
  6. A statement of privacy applicable under state and federal laws and regulations.
- d) In order to ensure uniform data collection, the department, in consultation with interested persons, shall develop and make available on the Internet Web site of the department, a standardized notification form as specified in subdivision (c) that shall be used by each school district. The standardized form shall include all of the following:
  1. A section that can be used by the licensed dentist or other licensed or registered dental health professional performing the assessment to record information that is consistent with the information collected on the oral health assessment form developed by the Association of State and Territorial Dental Directors.
  2. A section in which the parent or legal guardian of a pupil can indicate the reason why an assessment could not be completed by marking the box next to the appropriate reason. The reasons for not completing an assessment shall include all of the following:
    - i. Completion of an assessment poses an undue financial burden on the parent or legal guardian.
    - ii. Lack of access by the parent or legal guardian to a licensed dentist or other licensed or registered dental health professional.
    - iii. The parent or legal guardian does not consent to an assessment.
- e) Upon receiving completed assessments, all school districts shall, by December 31 of each year, submit a report to the county office of education of the county in which the school district is located. The report shall include all of the following:
  1. The total number of pupils in the district, by school, who are subject to the requirement to present proof of having received an oral health assessment pursuant to subdivision (a).
  2. The total number of pupils described in paragraph (1) who present proof of an assessment.
  3. The total number of pupils described in paragraph (1) who could not complete an assessment due to financial burden.
  4. The total number of pupils described in paragraph (1) who could not complete an assessment due to lack of access to a licensed dentist or other licensed or registered dental health professional.
  5. The total number of pupils described in paragraph (1) who could not complete an assessment because their parents or legal guardians did not consent to their child receiving the assessment.

6. The total number of pupils described in paragraph (1) who are assessed and found to have untreated decay.
  7. The total number of pupils described in paragraph (1) who did not return either the assessment form or the waiver request to the school.
- f) Each county office of education shall maintain the data described in subdivision (e) in a manner that allows the county office to release it upon request.
- g) This section does not prohibit any of the following:
1. County offices of education from sharing aggregate data collected pursuant to this section with other governmental agencies, philanthropic organizations, or other nonprofit organizations for the purpose of data analysis.
  2. Use of assessment data that is compliant with the federal Health Insurance Portability and Accountability Act of 1996 (P.L.104-191) for purposes of conducting research and analysis on the oral health status of public school pupils in California.
- h) This section does not preclude a school district or county office of education from developing a school site-based oral health assessment program to meet the requirements of this section.
- i) The Office of Oral Health of the Chronic Disease Control Branch of the State Department of Health Services shall conduct an evaluation of the requirements imposed by this section and prepare and submit a report to the Legislature by January 1, 2010, that discusses any improvements in the oral health of children resulting from the imposition of those requirements. The Office of Oral Health may receive private funds and contract with the University of California to fulfill the duties described in this subdivision.

SEC. 3. Funds allocated to local educational agencies pursuant to Item 6110-268-0001 of Section 2.00 of the Budget Act of 2006 (Chapters 47 and 48 of the Statutes of 2006) shall first be used to offset any reimbursement to local educational agencies provided pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code for costs mandated by the state pursuant to this act.

SEC. 4. If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.



## Formulario de Evaluación de Salud Dental

**Mantenga esta forma con la tarjeta de vacunas de su niño(a) (Tarjeta Amarilla)**

La Ley de California (Código de Educación Sección 49452.8) establece que tu hijo(a) debe de tener una evaluación dental antes del 31 de mayo de su primer año en la escuela pública. Un profesional con licencia en salud dental debe de realizar dicha evaluación y llenar la sección 2 de este formulario. Si tu hijo(a) ha tenido una evaluación dental en los 12 meses previos al inicio de su año escolar, pide a tu dentista que llene la sección 2 de este formulario. Si no puedes cumplir con la evaluación dental para tu hijo(a), llena la sección 3.

### **Sección 1: Información del niño(a) (Debe ser llenada por uno de los padres o tutores)**

Primer nombre del niño(a): _____	Apellido: _____	Inicial del Segundo nombre: _____	Fecha de nacimiento del niño(a): _____
Domicilio: _____		Ciudad: _____	Código Postal: _____
Nombre de la escuela: _____	Maestro(a): _____	Grado: _____	Sexo (seleccione uno): <input type="checkbox"/> Masculino <input type="checkbox"/> Femenino
Nombre del padre o tutor: _____	Raza u origen étnico del niño (seleccione uno):		
	<input type="checkbox"/> Blanco	<input type="checkbox"/> Negro/Afro-americano	<input type="checkbox"/> Hispano/Latino <input type="checkbox"/> Asiático
	<input type="checkbox"/> Nativo de Hawai o Islas del Pacifico	<input type="checkbox"/> Americano Nativo	<input type="checkbox"/> Multiracial
	<input type="checkbox"/> Desconocido	<input type="checkbox"/> Otro (especificar): _____	

### **Sección 2: (Filled out by California licensed dental professional) (Debe ser llenado por un profesional de salud dental con licencia de California)**

**IMPORTANT NOTE:** Consider each box separately – mark the appropriate field in **each** box.

**(NOTA IMPORTANTE:** Considera cada pregunta de forma separada. Marca tu respuesta en el espacio correspondiente)

<b>Assessment Date</b> (Fecha de la evaluación): _____	<b>Caries experience/ Fillings present</b> (Experiencia con caries/amalgamas presentes): <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Visible decay present</b> (Daño visible presente): <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Treatment urgency (Urgencia del tratamiento):</b> <input type="checkbox"/> No obvious problem found (no se encontraron problemas obvios) <input type="checkbox"/> Early dental care recommended (caries without pain or infection or child would benefit from sealants or further evaluation) (se recomienda atención dental pronta) <input type="checkbox"/> Urgent care needed (pain, infection, swelling, or soft tissue lesions) (necesita atención urgente)
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Provider/Clinic Name (Imprima el nombre del Proveedor/ Oficina): _____	Phone (Número de Teléfono): _____	Fax (Número de Fax): _____
Licensed Dental Professional Signature Firma del profesional dental con licencia: _____	CA License Number (Número de licencia de California): _____	Date (Fecha): _____

### **Sección 3: Excusa para el requerimiento de evaluación dental (Debe ser llenada por un padre o tutor que soliciten excusa de este requerimiento)**

Por favor excuse a mi hijo(a) de la evaluación dental debido a (Marca el espacio que mejor describe la razón):

- No pude encontrar un consultorio dental que acepte el plan de seguro de mi hijo(a).  
El plan de seguro dental de mi hijo(a) es:  Medi-Cal/Denti-Cal  Otro  Ninguno
- No me alcanza para pagar por la evaluación dental de mi hijo(a).
- No quiero que mi hijo(a) reciba una evaluación dental.
- Otras razones por las cuales mi hijo(a) no puede recibir una evaluación dental: \_\_\_\_\_

Si pides una excusa de este requerimiento: \_\_\_\_\_

Firma del padre o tutor \_\_\_\_\_ Fecha \_\_\_\_\_

La ley establece que las escuelas deben de mantener en privado la información de salud de los estudiantes. El nombre de tu hijo(a) no sera parte de ningún reporte como resultado de esta ley. Esta información solo puede ser usada para propósitos relacionados con la salud de tu hijo(a). Si teienes preguntas por favor llama a tu escuela.

**Regresa esta forma a la escuela antes del 31 de mayo del primer año escolar de tu hijo(a).**

El original debe de ser incluido en el archivo escolar de tu hijo(a).



County of San Diego, Health and Human Services Agency, 3851 Rosecrans St., Ste. 522, San Diego, CA 92110  
For more information, please call (619) 692-8808

evised 06/2013

## School Oral Health Assessment Report

School Name: \_\_\_\_\_ School District: \_\_\_\_\_  
School Year: \_\_\_\_\_ Name of Person Completing Report: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

*Instructions: This form is to be completed by the school nurse. Please count the total number of kindergarten and eligible first grade students from your school and fill in the appropriate field. If you have any questions, please call the Child Health and Disability Prevention (CHDP) Health Promotion Program at (619) 542-4178.*

1. **Total number of students enrolled in kindergarten** \_\_\_\_\_
2. **Total number of students enrolled in first grade who were not previously enrolled in public school** \_\_\_\_\_
3. **Total number of students who have completed an oral health assessment**  
This does not include students who submitted an oral health assessment waiver \_\_\_\_\_
4. **Total number of students who reported caries experience**  
'Yes' checked under 'Caries Experience' in Oral Health Assessment form \_\_\_\_\_
5. **Total number of students who reported visible decay present**  
'Yes' checked under 'Visible Decay Present' in Oral Health Assessment form \_\_\_\_\_
6. **Total number of students who reported early dental care recommended**  
'Early dental care recommended' checked under 'Treatment Urgency' in Oral Health Assessment form \_\_\_\_\_
7. **Total number of students who reported urgent care needed**  
'Urgent care needed' checked under 'Treatment Urgency' in student's Oral Health Assessment form \_\_\_\_\_
8. **Students who submitted an oral health assessment waiver**
  - a. **Total number checked 'I am unable to find dental office that will take my child's dental insurance plan' in waiver section** \_\_\_\_\_
  - b. **Total number checked 'I cannot afford a dental check-up for my child' in waiver section** \_\_\_\_\_
  - c. **Total number checked 'I do not want my child to receive a dental check up' in waiver section** \_\_\_\_\_
  - d. **Total number checked 'Other reasons my child did not get a dental check up' in waiver section** \_\_\_\_\_
  - e. **Total number submitted waiver but did not provide reason** \_\_\_\_\_
9. **Total number of students who did not submit documentation of completed oral health assessment or waiver of oral health assessment** \_\_\_\_\_

***Please submit this form to your district office by June 1<sup>st</sup> of the current school year. Thank you.***

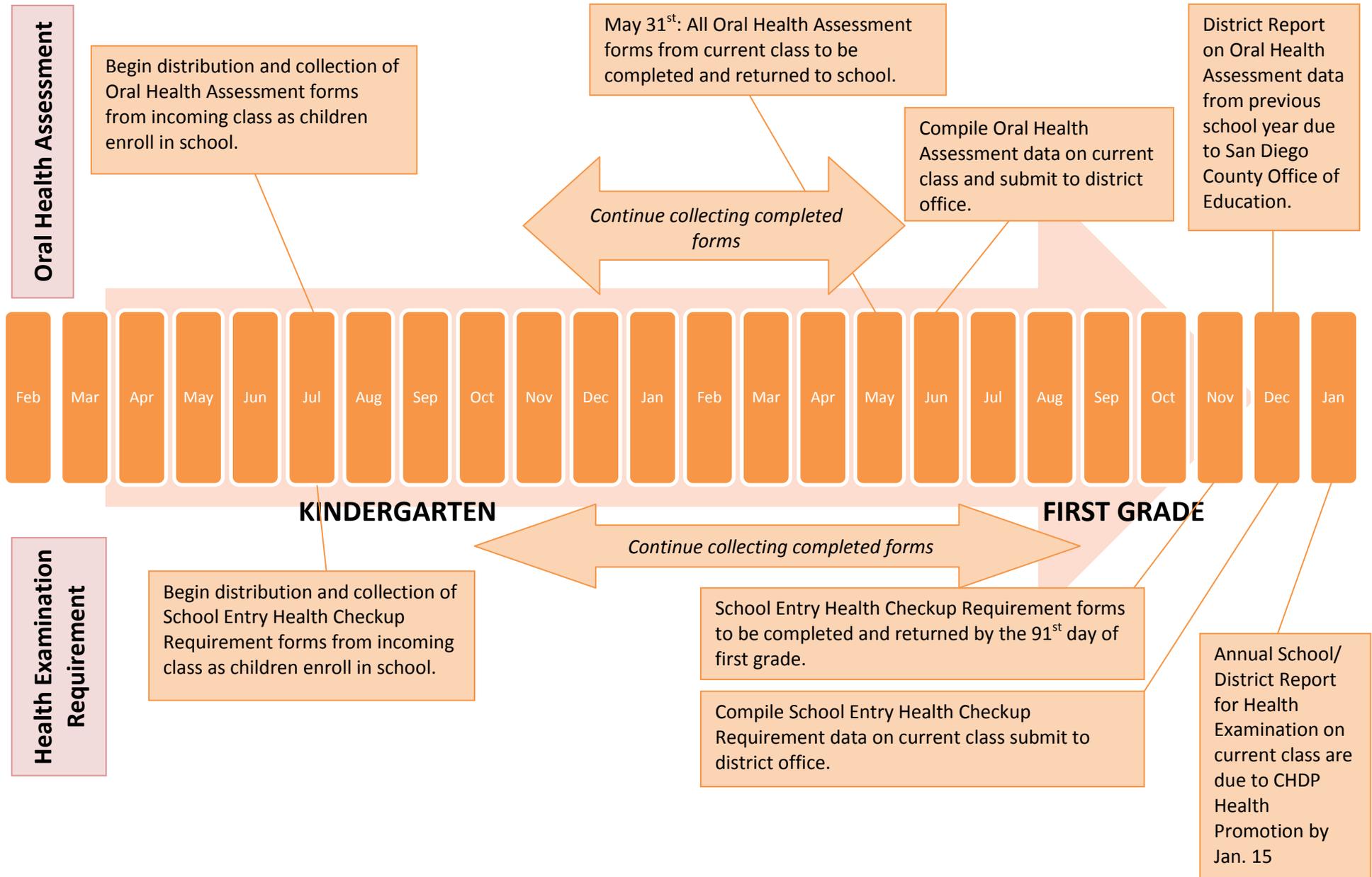
Revised 04/2013

## Appendix D. Oral Health Assessment and Health Examination Timeline

The Oral Health Assessment and School Entry Health Examination are two different requirements but can work together. The following timeline can the process of when to distribute forms and collect data.

<b>February</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Begin distribution of Oral Health Assessment forms in kindergarten registration packets</li> <li><input type="checkbox"/> Begin distribution of School Entry Health Examination forms in kindergarten and first grade registration packs</li> </ul>
<b>August - May</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Collect submitted Oral Health Assessment forms</li> </ul>
<b>August – November</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Collected submitted School Entry Health Examination forms</li> <li><input type="checkbox"/> All School Entry Health Examination forms must be submitted to the school by the 91<sup>st</sup> day of first grade</li> </ul>
<b>May 31</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> All Oral Health Assessment forms must be submitted to the school</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Compile Oral Health Assessment data and submit to district office</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Compile School Entry Health Examination data and submit to district office</li> <li><input type="checkbox"/> District Office must submit Oral Health Assessment District Report from <i>previous</i> school year to the San Diego County Office of Education</li> </ul>
<b>January 15</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> District Office or Private School must submit School Entry Health Examination Annual Report to the Child Health and Disability Prevention Program</li> </ul>

The Oral Health Assessment the School Entry Health Examination requirements are different but can work together. The following timeline is designed to show schools each requirement's process. Both requirements can take nearly two years to complete beginning with distribution of forms in kindergarten registration packets to final data reporting.



## Appendix E. Oral Health Assessment and Health Examination Check List

The following is a table that shows the brief differences and components of the Oral Health Assessment requirement and the School Entry Health Examination requirement.

	School Entry Health Examination	Oral Health Assessment
<b>What</b>	Comprehensive physical examination completed by a physician or nurse practitioner. An examination from Mexico is acceptable.	Dental health assessment (screening) by California licensed dental health professional.
<b>Who</b>	First grade students enrolled in public or private school.	Students entering public school for the first time in kindergarten or first grade.
<b>Due</b>	By the 91 <sup>st</sup> day of first grade (date varies)	By May 31 of first year in public school (in kindergarten or first grade)
<b>Acceptable Dates</b>	18 months prior to entry into first grade through 90 <sup>th</sup> day of first grade. (March before kindergarten through 90 <sup>th</sup> day of first grade, approximately early December.)	12 months prior to entry into public school for first time in kindergarten or first grade through May 31 of first year. (September before first year through May 31 of first year)
<b>Waiver Available?</b>	Yes	Yes
<b>Exclusion from School Attendance if Requirement Not Completed?</b>	Yes – for five days beginning 91 <sup>st</sup> calendar day following start of first grade.	No
<b>Report</b>	Yes – First Grade report (also used for Mandated Cost Claims due to Nursing and Wellness by December 10)	Yes – Report due by June 5 to Nursing and Wellness office.
<b>Form</b>	School Entry Health Checkup Requirement form for School Entry (“Green” form from Child Health & Disability Prevention program) or SDUSD Physical Examination card (“Yellow” form).	Oral Health Assessment Form (“Pink” form).

## Appendix F. Registration Checklist (English and Spanish)



### Ready for School!

- Dental examination
- Medical check-up
- Immunizations



### ¡Listo para regresar a la escuela!

- Examinación Dental
- Chequeo Médico
- Vacunas

# Go to School with a Healthy Smile



*Oral health is a part of overall health.*

*Children with healthy teeth and healthy bodies do better in school and miss fewer school days.*

Call 2-1-1 to find community dental clinics in your area or call the San Diego County Dental Society for referrals to private dentists at (619) 275-0244.

For more information about dental and medical insurance, call the San Diego Kids Health Assurance Network (SD-KHAN) at 1-800-675-2229.



# Asiste a la Escuela con una Sonrisa Saludable



¡La salud oral es parte de la salud total!

A los niños con dientes y cuerpos saludables les va mejor en la escuela y faltan menos.

Llame al 2-1-1 y localice la Clínica Dental Comunitaria en su área o llame a la Sociedad Dental del

Condado de San Diego para referencia a un dentista privado  
619-275-0244

Para información acerca de seguro médico y dental, llame a San Diego Kids Health Assurance Network (SD-KHAN)  
1-800-675-2229

