School Dental Screening - Audit
Frequently Asked Questions

1) Who is responsible for completing the school dental screening audit?
It is the duty of each local board of health, or their designee, to audit the certificates of dental screening. Regional I-Smile™ Coordinators may serve as the board of health designees and coordinate the audit process in their respective service areas. Contact information for I-Smile™ Coordinators can be found at: http://www.idph.state.ia.us/hpcdp/oral_health_programs.asp

2) What grades and schools are included in the audit?
The requirement only includes students enrolling in kindergarten and 9th grade in an Iowa public or accredited non-public elementary or high school. Other grades (e.g. transfer students) are no longer included. A list of the public and non-public schools to be included can be found on the Iowa Department of Education Website at: http://educateiowa.gov/index.php?option=com_docman&task=cat_view&gid=392&Itemid=1563
Click on "Public buildings" or "Nonpublic buildings," as applicable.

3) What screening documentation is included in the audit?
The only acceptable forms are the Iowa Department of Public Health (IDPH) Certificate of Dental Screening or Certificate of Dental Screening Exemption. No other forms should be included and counted in the audit.

4) What is required for the Certificate of Dental Screening to be valid?
Student Information - At a minimum, this section must include the student's full name, birth date, parent/guardian name, school, grade level, and gender. The provider or school staff may assist with completion of this section.
Screening Information - If any of the fields in this section are blank, the form is not valid and should not be included in the audit. The form is also not valid if more than one treatment need or more than one provider type is checked. This section may only be completed by a screening provider.

5) Who can sign the Certificate of Dental Screening?
The certificate can be signed by the provider who does the screening or by a recorder* who transfers information from another health document. Use of a stamped or electronic signature is allowed.

*Effective July 2010, an authorized screening provider (i.e. dentist, dental hygienist, physician, physician assistant, or registered nurse) may transfer information onto the IDPH certificate from another health document that contains the required information. The IDPH certificate must include the recorder's signature, credentials and the date signed. The other health document should be attached to the IDPH certificate.

6) Are screenings performed by out-of-state providers valid?
Yes. Effective July 2010, out-of-state providers may perform a dental screening and sign the certificate.

7) What is the timeline for a screening to be valid?
For kindergarten, a screening completed no earlier than age 3, but no later than four months after enrollment is acceptable. For 9th grade, a screening completed no earlier than one year prior to enrollment and no later than four months after enrollment is acceptable. *Note: The rules do allow for IDPH to make exceptions to the timeline (e.g. if a screening is completed after the 4 month deadline, but a valid certificate is on file at the time of the audit, IDPH will allow the certificate to be included in the audit).*

8) After the audit is complete, what should schools do with the certificates?
The certificates should be kept at the school in each student's file with other health records.

9) Where should the record review (audit) forms be sent and what is the deadline?
Audit forms must be mailed or faxed to IDPH by May 31 according to the directions on the audit form. For quality assurance, IDPH recommends that the I-Smile™ Coordinators gather all audit forms and be responsible for submitting them to IDPH.

10) What documentation should be provided to the local boards of health?
Each board of health should determine whether they want to review the audit forms or keep permanent copies prior to the forms being sent to IDPH. IDPH will provide an annual summary report to all boards of health.

11) If students are identified during the audit who need dental care or urgent dental care, can the I-Smile™ coordinator or school nurse contact the family to ensure that care has been completed?
Yes, coordinators and school nurses can use the certificates to identify students with treatment needs in order to provide care coordination.

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