

**DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

**POLICY GUIDE 2018.05**

**DENTAL EXAMINATION REQUIREMENTS**

**DATE:** February 16, 2018

**TO:** All DCFS & POS Permanency Workers and their Supervisors, Managers and Administrators.

**FROM:** Beverly J. Walker, Acting Director

**EFFECTIVE:** Immediately

**I. PURPOSE**

The purpose of this Policy Guide is to ensure Permanency Workers are making timely assessments of the dental needs and history for children when they enter substitute care.

This Policy Guide is being issued to address a “deficient audit finding” regarding dental examination and treatment of children in care. This audit finding was identified during the Council on Accreditation (COA) Interim Review (completed October, 2017).

**II. PRIMARY USERS**

The primary users of this Policy Guide are DCFS & POS Permanency Workers and their Supervisors.

**III. BACKGROUND**

Current policy addressing dental examinations and treatment for children in care is set out in **Procedures 302.360(f), Dental Examination Requirements**. The Procedures state:

“Beginning at age two, dental examinations for children in DCFS custody or guardianship are required annually and routine dental prophylaxis (teeth cleaning) is required every six months. In addition to dental examinations, the Department encourages caregivers to obtain for children in substitute care one topical fluoride treatment per year.”



#### **IV. INSTRUCTIONS TO PERMANENCY WORKERS**

The following additional instructions are effective immediately:

- a) When a child enters substitute care, the assigned Permanency Worker shall assess each child's prior dental needs and history within the first 30 days after entering care by requesting dental records/information from prior dental providers, and ensure timely follow-up to any previously identified dental needs. All dental records received shall be placed in the case record, and records and assessments of dental needs shall be documented in the child's Health Passport.
- b) The Permanency Worker shall ensure that each child receives an initial dental examination within the first 6 months after entering care (or within 6 months of the child's last dental examination, when applicable). The Permanency Worker shall enter information regarding dental examinations in the child's Health Passport.

#### **V. QUESTIONS**

Questions regarding this Policy Guide may be directed to the Office of Child and Family Policy at 217-524-1983 or e-mail to OCFP on Outlook. Persons and agencies not on Outlook can e-mail questions to [cfpolicy@illinois.gov](mailto:cfpolicy@illinois.gov).

#### **VI. FILING INSTRUCTIONS**

Place this Policy Guide immediately following Procedures 302.360(f), Dental Examination Requirements.