



# District School Board of Pasco County

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638 • 813/794-2000

Heather Fiorentino, Superintendent

[www.pasco.k12.fl.us](http://www.pasco.k12.fl.us)

## Department of Purchasing

Kendra Goodman, CPPO, CPPB, Purchasing Agent

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May 15, 2012

## MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent *KDG*

RE: Dental Provider Agreement  
Cobbe Dental Associates

In the past, The School District has utilized dental provider agreements to provide Head Start and Early Headstart children dental services. The attached agreement has been developed to comply with the requirements of State Statute 1304.20 (c) (3) (i) and (ii), Head Start Performance Standards, for children to be screened for dental needs with follow-up services (see attached memo). This contract has been reviewed and approved by Ms. Nancy Alfonso, School Board Attorney, on April 25, 2012.

The specific services are outlined in the agreement and are attached for your perusal. It is anticipated that annual expenditures will be approximately \$25,000. The source of funding will be out of Special Revenue funds. The services covered under this contract are considered professional services; and are, therefore, exempt from the competitive pricing requirements as outlined in DOE's Section 6A-1.012(11)(a). This contract will commence on August 1, 2012 and continue through July 31, 2013.

At this time, we respectfully request your approval to enter into the attached agreement with the above-referenced facility for the Head Start and Early Head Start dental needs.

Should you have any questions regarding this matter, or if I can be of further assistance, please feel free to contact me at your earliest convenience.

KDG/dr

Attachments



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Heather Fiorentino, Superintendent

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Memo # PRK-042-11/12

Contact: Beth E. Rawls

Ext.# 42732

*BER*

DATE: May 15, 2012

TO: HONORABLE SCHOOL BOARD MEMBERS

FROM: Heather Fiorentino, Superintendent  
Ruth B. Reilly, Assistant Superintendent for Curriculum and Instructional Services

SUBJECT: **Cobbe Dental Associates Partnership Agreement for the 2012-13 School Year**

### History

The Head Start and Early Head Start grants require that children be screened for dental needs and that follow-up be provided as needed. Head Start Performance Standards 1304.20 (c) (3) (i) & (ii), require dental follow-up to ensure that a child's teeth and gums are healthy and that dental health problems do not affect a child's overall health. The dental agreements are necessary to document the willingness of individual community health providers to charge Head Start and Early Head Start Medicaid rates for their services when no other funding source is available.

### Description

The agreement with Cobbe Dental Associates has been updated and approved by the Policy Council on April 11, 2012.

Strategic Focus: Engage Families, Communities and Business

Strategic Plan Goal: Communicate with and engage all stakeholders in the educational process.

### Action Requested

Approval of the updated agreement with Cobbe Dental Associates is necessary in order to satisfy Head Start program health services requirements.

### Conclusion

The staff respectfully requests the approval of the 2012-13 updated agreement with Cobbe Dental Associates with the Pasco County Prekindergarten Services Head Start Program.





**RECEIVED**

4/24/12 *Jan*  
4/26/12 *Jan*

**District School Board of Pasco County  
Head Start/Early Head Start  
Partnership Agreement with Cobbe Dental Associates  
2012-2013 Fiscal School Year**

Pasco County Prekindergarten Services and Cobbe Dental Associates agree to work together to provide dental services for children enrolled in Head Start/Early Head Start during the 2012-2013 fiscal school year, August 1 - July 31. **NO APPOINTMENTS CAN BE SCHEDULED AND NO TREATMENTS CAN BE PERFORMED BEFORE AUGUST 1.**

Funds to reimburse services are provided by the Federal Head Start/Early Head Start grants for those children who do not have current Medicaid eligibility or other health insurance. Head Start/Early Head Start funds **may** be used for professional dental services **when no other source of funding is available.** Cobbe Dental Associates will verify Medicaid or other insurance coverage when services are provided to ensure that Head Start/Early Head Start is the payor of last resort. Cobbe Dental Associates will verify that any infants, toddlers and preschool children requesting treatment are currently enrolled in the Head Start/Early Head Start program before services are provided. Parent/Guardian will provide a copy of their program acceptance letter as verification.

The dentist/agency agrees to provide services as outlined in the dental treatment guidelines, (attached with this contract), which include the following policies: *\*Exhibit "A" only*

1. Services for uninsured children will be reimbursed at Medicaid rates.
2. Medicaid rate payment will be accepted as payment in full for covered services.
3. Services provided will follow Head Start/Early Head Start dental treatment guidelines.
4. **Prior approval** will be obtained for treatment costing greater than \$500 by faxing (727-774-2736) the estimate of treatment to the program bookkeeper for separate purchase order approval.
5. Prekindergarten Services will be provided a signed summary of services at the end of each appointment showing the charges for the services.
6. All purchase orders will be closed and no longer usable for appointment dates/charges after July 31 of the program year. Outstanding bills cannot be accepted for payment after August 31 of the program year.

I have read the above, and agree to provide dental services to children enrolled in Pasco County Head Start/Early Head Start as outlined therein.

*Michael T. Cobbe* 3-20-12

Dr. Michael T. Cobbe, Executive Director Date  
Cobbe Dental Associates  
6606 Forest Ave.  
New Port Richey, FL 34653

*Beth E. Rawls* 3/26/12

Beth E. Rawls, Director Date  
Pasco County Prekindergarten Services

*Kendra Goodman* 5/4/12

Kendra Goodman, CPPB Date  
Purchasing Agent  
District School Board of Pasco County

*Bailey McGoldrick* 4/11/12

Bailey McGoldrick, Chairman Date  
Head Start/Early Head Start Policy Council

\_\_\_\_\_  
Joanne Hurley, Chairman Date  
District School Board of Pasco County

**Pasco County Head Start/Early Head Start  
Dental Treatment Guidelines**

The dentist will provide treatment to the Head Start/Early Head Start children under the following conditions:

**Covered Services:**

Because of budget limitations, Head Start/Early Head Start can provide only those services that will give the greatest long-term benefit to the child. **Please contact the program office at (727) 774-2737 to discuss exceptions on a per-child basis.**

1. Prophylaxis is allowed for all children.
2. Fluoride treatment may be provided to all children.
3. Teeth not restored may be extracted only when deemed necessary.
4. Polycarbonate crowns are not to be used.
5. Bitewing and limited periapical x-rays are the only x-rays permitted if they are indicated.
6. Orthodontic appliances are not indicated as basic services due to prolonged follow-up that may be required.
7. Head Start Early/Head Start cannot pay for sealants.

**Method of Payment:**

1. If a child is not covered under Medicaid or other dental insurance, the program will pay for services. The dentist will be reimbursed by the District School Board of Pasco County through a purchase order.
2. A standing purchase order will be issued to the dental office dated August 1 to:
  - a. Cover initial dental examinations of uninsured children preparing to enter the program.
  - b. Cover treatment costs of \$500 or less during the program year.
3. Prior approval should be obtained from the program bookkeeper for treatment costing **greater than \$500**. The approval should be obtained by faxing (727-774-2736 the request for a case that needs immediate treatment. A separate purchase order will be issued and treatment should not begin until the dental office receives this authorization.

**Documentation of Services:**

1. Prior to the beginning of dental treatment, the dentist will provide the program with a treatment plan and cost estimate for each child. The program requests both Medicaid and non-Medicaid treatment plans. An itemized statement of completion is also required for both Medicaid and non-Medicaid children.



2. Families of enrolled children will be provided with a yellow "Dental Exam Form PREKH108" and instructed to make an appointment with the dental provider of their choice. After each visit, the family should return this completed form to the program. Head Start/Early Head Start staff may obtain the dental form from the dental provider if necessary. Head Start/Early Head staff can provide transportation and other needed assistance in order to increase compliance.

*Michael T. Cobbe* 3-20-12

Dr. Michael T. Cobbe, Executive Director      Date  
Cobbe Dental Associates

*Beth E. Rawls* 3/26/12

Beth E. Rawls, Director      Date  
Pasco County Prekindergarten Services

CONTRACT REVIEWED  
AND APPROVED  
*Kay* 5-4-12