



DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

Purchasing Services

Nicole Westmoreland, MBA, Purchasing Agent

813/ 794-2221 Fax: 813/ 794-2111

727/ 774-2221 TDD: 813/794-2484

352/ 524-2221 e-mail: nwestmor@pasco.k12.fl.us

June 3, 2014

MEMORANDUM

TO: Honorable School Board Members

FROM: Nicole Westmoreland, MBA, Purchasing Agent *NW*

SUBJECT: Dental Provider Agreement
Doctors Howell, Whitehead & Associated D/B/A: Tooth Caboose
Contract #2014001812

Early Childhood Programs is requesting approval of the attached partnership agreement with the Doctors Howell, Whitehead & Associated D/B/A: Tooth Caboose for dental screenings and follow-up treatment to ensure that a child's teeth and gums are healthy and that dental health problems do not affect a child's overall health. Please reference the attached memo from Angela Porterfield, Director, Early Childhood Programs. The agreement was approved by the District School Board's Attorney, Ms. Nancy Alfonso, on May 3, 2013.

At this time, we respectfully request your approval to enter into the attached agreement for the 2014 - 2015 school year. It is anticipated that annual expenditures will be approximately \$50,000 using Head Start Federal 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).

Should you have any questions regarding this matter, please contact Angela Porterfield or Debra Reaves, Purchasing Services, at your earliest convenience.

NW/dr

Attachments

Date/Time: May 28, 2014 11:28:00

(813)794-2000 • (352) 524-2000 • (727) 774-2000 • www.pasco.k12.fl.us

The District School Board of Pasco County is System Accredited by AdvancED/Southern Association of Colleges and Schools



DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

Memo # ECP-047-13/14
Contact: Angela Porterfield
Ext. # 42730

apl

DATE: June 3, 2014

TO: HONORABLE SCHOOL BOARD MEMBERS

FROM: Kurt S. Browning, Superintendent of Schools
Amelia Van Name Larson, Assistant Superintendent for Student Achievement

SUBJECT: Partnership Agreement 2014-15-Doctors. Howell, Whitehead and Associates,
D/B/A Tooth Caboose

Introduction

Head Start and Early Head Start Performance Standards 1304.20 (c) (3) (i) & (ii) require dental screenings and follow-up treatment to ensure that a child's teeth and gums are healthy and that dental health problems do not affect a child's overall health. When grant funds are used for such services, written documentation must be provided to demonstrate efforts made to access other available sources of funding. 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.

Description

Doctors Howell, Whitehead and Associates, D/B/A Tooth Caboose have agreed to continue providing services at Medicaid rates to enrolled children. The agreement has been updated and approved by the Policy Council on May 14, 2014.

Strategic Focus: Engage Families, Communities and Business

Strategic Plan Goal: The district and schools communicate with and engage all stakeholders in the educational process.

Action Requested

Approval of the 2014-15 agreement with Doctors Howell, Whitehead and Associates, D/B/A Tooth Caboose is necessary in order to satisfy health services requirements.

Recommendation

The staff respectfully requests the approval of the 2014-15 Head Start/Early Head Start Dental Provider Agreement with Doctors Howell, Whitehead and Associates, D/B/A Tooth Caboose.



RECEIVED
5/19/2014
Contract # 2014001812

District School Board of Pasco County
Head Start/Early Head Start
Partnership Agreement With Drs. Howell, Whitehead & Associates, D/B/A Tooth Caboose
2014-2015 Fiscal School Year

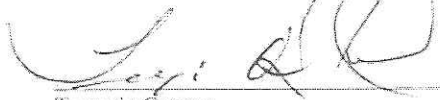
Pasco County Early Childhood Programs and the Drs. Howell, Whitehead & Associates, D/B/A Tooth Caboose agree to work together to provide dental services for children enrolled in Head Start/Early Head Start during the 2014-2015 fiscal school year, August 1, 2014 - July 31, 2015. **NO APPOINTMENTS CAN BE SCHEDULED AND NO TREATMENTS CAN BE PERFORMED BEFORE AUGUST 1, 2013.**

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.** Drs. Howell, Whitehead & Associates, D/B/A Tooth Caboose 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. Drs. Howell, Whitehead & Associates, D/B/A Tooth Caboose 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 orientation letter as verification (Exhibit B).

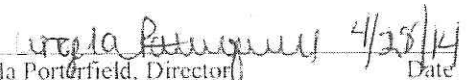
The dentist/agency agrees to provide services as outlined in the dental treatment guidelines, (Exhibit A), which include the following policies:

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 and must be obtained by faxing an estimate to: ECP Health Coordinator at (727-774-5888. For cases that require immediate treatment, a separate purchase order may be needed. In any case, treatment should not begin until the dental office receives authorization**
5. Early Childhood Programs 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, 2015 of the program year. Outstanding bills cannot be accepted for payment after August 31, 2015 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.


Teengie Osteen
Drs. Howell, Whitehead & Associates D/B/A Tooth Caboose
2005 Thonotosassa Rd.
Plant City, FL 33563

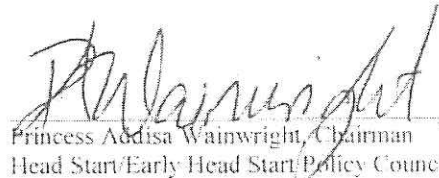
4/23/14
Date


Angela Porterfield, Director
Pasco County Early Childhood Programs

4/25/14
Date


Nicole Westmoreland, MBA
Purchasing Agent
District School Board of Pasco County

5.19.14
Date


Princess Adisa Wainwright, Chairman
Head Start/Early Head Start Policy Council

5/14/14
Date

Alison Crumbley, Chairman
District School Board of Pasco County


Date

Attachment A – Drs. Howell, Whitehead & Associates D/B/A Tooth Caboose

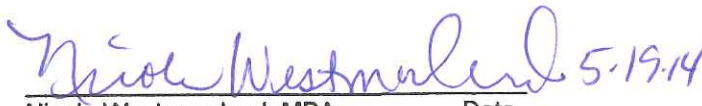
A) This contract is subject to Act of God or government regulation, disaster, strikes, civil disorder, or other emergency making it illegal or impossible to provide facilities or hold the events. Should Drs. Howell, Whitehead & Associates D/B/A Tooth Caboose cancel this contract for reasons other than Act of God, etc., and another date time cannot be mutually agreed upon, Drs. Howell, Whitehead & Associates D/B/A Tooth Caboose shall refund all monies (including deposits) to the School Board.

In addition, when the Department of Homeland Security issues a "Red Alert Status," the District School Board of Pasco County has the right to cancel this agreement without penalty and Drs. Howell, Whitehead & Associates D/B/A Tooth Caboose shall refund all monies (including deposits) to the School Board within thirty (30) calendar days.

- B) Drs. Howell, Whitehead & Associates D/B/A Tooth Caboose hereby agrees to indemnify and save harmless the contracting party and the contracting party's representative, successors, and assigns from and against any and all costs, damages, losses, demands, claims, actions and causes of actions whatsoever arising from or connected with the engagement to the same which do not arise from act or omissions within the reasonable control of the contracting party.
- C) Termination of Contract: This contract may be terminated when it is in the best interest of the District within 30 days notice. Contracts cancelled by the vendor because of non-performance may result in exclusion from participating on any other similar contracts offered by any public school in Pasco County, FL. Contracts cancelled because of non-performance will be excluded from future business with the District for the full term of the contract plus one year.
- D) Venue for any and all legal action regarding or arising out of the transaction covered herein shall be solely in the appropriate Court in and for Pasco County, State of Florida.
- E) This contract is governed by the laws put forth by the State of Florida.
- F) The School Board normally issues payment for services within 30 days from receipt of invoices, provided the services have been received in a satisfactory and proper manner. No advance payments will be made.
- G) The company and/or individual shall remain independent and not an employee or agent of the Board for the purpose of providing services not otherwise available to the Board.
- H) Drs. Howell, Whitehead & Associates D/B/A Tooth Caboose shall not assign, sublet, or otherwise dispose of, without first obtaining the written consent of the Board, any portion of services to be performed under this contract.
- I) Drs. Howell, Whitehead & Associates D/B/A Tooth Caboose shall comply with all applicable laws, ordinances, codes, and statutes of any and all local, state, or national governing bodies included within this section. Drs. Howell, Whitehead & Associates D/B/A Tooth Caboose shall comply with the regulations of the Civil Rights Act of 1964, in which no person in the United States shall on the grounds of race, creed, color, or national origin be excluded from participation in or be denied the proceeds of, or be subject to discrimination in the performance of this Contract.
- J) Children receiving treatment at Drs. Howell, Whitehead & Associates D/B/A Tooth Caboose will be accompanied at all times by a parent or by a level II screened employee of the District School Board of Pasco County.



Drs. Howell, Whitehead & Associates
D/B/A Tooth Caboose
Date 4/23/14



Nicole Westmoreland, MBA
Purchasing Agent
District School Board of Pasco County
Date 5-19-14



Angela Porterfield, Director
Early Childhood Programs
Date 4/28/14

Dental Treatment Guidelines

The dentist will provide treatment to Head Start/Early Head Start participants assigned to him/her under the following conditions:

Covered Services:

Because of budget limitations, Head Start/Early Head Start can provide only those services, which will give the greatest long-term benefit to the participant. Please contact the program office to discuss exceptions on a per-participant basis.

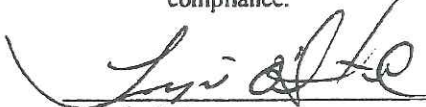
1. Prophylaxis is allowed for all participants.
2. Fluoride treatment may be provided to all children.
3. Teeth not restored may be extracted when deemed necessary at the sole discretion of the dentist.
4. Polycarbonate crowns are not to be used.
5. Bitewing and limited periapical x-rays are the only x-rays permitted, if they are indicated.

Method of Payment:

1. If a participant is not covered under Medicaid or any other 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 by August 1 to:
 - a. Cover initial dental examinations of non-Medicaid participants preparing to enter the program.
 - b. Cover treatment costs of \$500 per participant or less during the program year.
3. Prior approval should be obtained from the program bookkeeper for treatment costing greater than \$500.
4. The approval should be obtained by faxing the request to the Early Childhood Programs Bookkeeper (727-774-2736). A separate purchase order may be issued. Treatment should not begin until the dental office receives approval. The Early Childhood Programs Bookkeeper will contact the dental provider to confirm approval.

Documentation of Service:

1. Prior to beginning 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 "H108" and shall be instructed to make an appointment with the dental provider of their choice. After each visit, this completed form should be returned to the Program by the family. 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.


 Teengie Osteen
 Drs. Howell, Whitehead & Associates
 D/B/A Tooth Caboose
 2005 Thonotosassa Rd.
 Plant City, FL 33563

4/23/14
 Date


 Angela Porterfield, Acting Director
 Pasco County Early Childhood Programs

4/23/14
 Date

CONTRACT
 AND APPROVAL
 NW 5.19.14



DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

Early Childhood Programs 813/ 794-2730 *727/ 774-2730 * 352/ 524-2730

Fax: 813/ 794-2736

2014-2015 Head Start Program Orientation Notification

Congratulations on your child being accepted into the Pasco County Head Start Program. In order for your child to begin school, you and your child must attend Orientation at the school as follows:

School Label

Child's Label

The purpose of Orientation is for you and your child to learn more about the Pre-K experience. If possible, please try to refrain from bringing other children. Orientation will start on time and may last about 2 hours and will include:

- Meeting your child's teacher
- Learning about the Head Start Program
- Completing and turning in required program paperwork
- Participating in Bus Transportation training
- Having your child measured for a bus safety vest (If applicable)

Your child's teacher will be scheduling a home visit with your family during the first month of school. This is a requirement of your family's participation in Head Start. The purpose of the home visit is to learn more about your child's development and interests in a relaxed environment. During this home visit you will also be setting some family goals.

Families requesting Head Start enrollment in a school outside of their designated school zone WILL NOT be guaranteed enrollment in the same school for kindergarten. You must apply for school choice in February.

Please carry this letter with you to medical and dental appointments; it is your identification as an enrolled family. If your address or telephone number changes, or if you do not intend to have your child attend this program, please notify Early Childhood Programs immediately!

Need transportation? Transportation is provided by the District School Board of Pasco County if you live within the boundaries of the school that your child was accepted for.

Parents/guardians MUST call the transportation department to arrange possible transportation, please see the back of this letter for more information.

We look forward to seeing you and your child at Orientation.

Rev. AR6/5/13

District Wide Accreditation • Southern Association of Colleges and Schools
National Head Start Association Program of Excellence

CONTRACT REVIEWED
AND APPROVED:

NW 5.19.14