



DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

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

Purchasing Services

Michael J. Woodall, CPPO, Purchasing Agent

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June 4, 2013

MEMORANDUM

TO: Honorable School Board Members

FROM: Michael J. Woodall, CPPO, Purchasing Agent *MJW*

RE: Dental Provider Agreement for 2012-2013 School Year:
Smiles & Giggles Dentistry for Children and Adults, P.A.
Contract # 2013000984

In the past, The School District has utilized dental provider agreements to provide Head Start and Early Head Start 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).

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 the contract are considered professional services; and are, therefore, exempt from the competitive pricing requirements as outlined in DOE's Section 6A-1.01. This contract will commence on August 1, 2013 and continue through July 31, 2014.

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

This agreement was reviewed & approved by Nancy Alfonso, School Board attorney on April 25, 2012.

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.

MJW/dp

Attachments



DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

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Memo # PRK-044-12/13

Contact: Angela Porterfield *alp*

Ext. # 42432

DATE: June 18, 2013

TO: HONORABLE SCHOOL BOARD MEMBERS

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

SUBJECT: Partnership Agreement- Smiles & Giggles Dentistry for Children & Adults, P.A.

Introduction:

The Head Start and Early Head Start Performance Standards 1304.20 (c) (3) (i) & (ii), require dental screenings and 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. 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:

Smiles & Giggles Dentistry for Children & Adults, P.A. has agreed to provide services at Medicaid rates to enrolled children. The agreement is necessary in order to satisfy health services requirements for Head Start and Early Head Start programs. The agreement has been updated and approved at the Policy Council meeting on May 15, 2013.

Strategic Focus: Engage Families, Communities, and Business

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

Action Requested:

Approval of the 2013-14 Head Start/Early Head Start Dental Provider Agreement with Smiles & Giggles Dentistry for Children and Adults, P.A. is necessary in order to satisfy health services requirements.

Recommendation:

The staff respectfully requests the approval of the 2013-14 Head Start/Early Head Start Dental Provider Agreement with Smiles & Giggles Dentistry for children & Adults, P.A.

Contract # 2013 000984

District School Board of Pasco County Head Start/Early Head Start Partnership Agreement with Smiles & Giggles Dentistry For Children & Adults, P.A. 2013-14 Fiscal School Year

Pasco County Early Childhood Programs and Smiles & Giggles Dentistry for Children & Adults, P.A. agree to work together to provide dental services for children enrolled in Head Start/Early Head Start during the 2013-2014 fiscal school year, August 1, 2013 - July 31, 2014. **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. Smiles & Giggles Dentistry for Children & Adults, P.A., 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. Smiles & Giggles Dentistry for Children & Adults, P.A., 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:

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 (813-794-2736) 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, 2014 of the program year. Outstanding bills cannot be accepted for payment after August 31, 2014 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.

Miranda W. Smith, DDS 4/22/2013
 Date
 Miranda W. Smith, DDS
 Smiles & Giggles Dentistry for
 Children & Adults, P.A.
 17020 County Line Rd.
 Spring Hill, FL 34610

Angela Porterfield 5/13/13
 Date
 Angela Porterfield, Acting Director
 Pasco County Early Childhood Programs

Michael J. Woodall 5-20-13
 Date
 Michael J. Woodall, CPPO
 Purchasing Agent
 District School Board of Pasco County

Janice Blaine 5/13/13
 Date
 Janice Blaine, Chairperson
 Head Start/Early Head Start Policy Council

Cynthia Armstrong _____
 Date
 Cynthia Armstrong, Chairman
 District School Board of Pasco County

**ATTACHMENT "A"
INCORPORATED HEREIN**

Dental Treatment Guidelines

Exhibit A

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.

Miranda W. Smith 4/22/2013
 Miranda W. Smith, DDS Date
 Smiles & Giggles Dentistry for Children & Adults, P.A

Angela Porterfield 5/13/13
 Angela Porterfield, Acting Director Date
 Pasco County Early Childhood Programs

CONTRACT REVIEWED
 AND APPROVED:
MW 5.20.13

Attachment A – Smiles & Giggles Dentistry for Children & Adults, P.A.

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 Smiles & Giggles Dentistry for Children & Adults, P.A cancel this contract for reasons other than Act of God, etc., and another date time cannot be mutually agreed upon, Smiles & Giggles Dentistry for Children & Adults, P.A 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 Smiles & Giggles Dentistry for Children & Adults, P.A shall refund all monies (including deposits) to the School Board within thirty (30) calendar days.

B) Smiles & Giggles Dentistry for Children & Adults, P.A 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) Smiles & Giggles Dentistry for Children & Adults, P.A e 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) Smiles & Giggles Dentistry for Children & Adults, P.A shall comply with all applicable laws, ordinances, codes, and statutes of any and all local, state, or national governing bodies included within this section. Smiles & Giggles Dentistry for Children & Adults, P.A 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 Smiles & Giggles Dentistry for Children & Adults, P.A will be accompanied at all times by a parent or by a level II screened employee of the District School Board of Pasco County.

X Miranda W. Smith 4/29/2013
Miranda W. Smith, DDS Date
Smiles & Giggles Dentistry for
Children & Adults, P.A.

Michael J. Woodall
Michael J. Woodall, CPPO Date
Purchasing Agent
District School Board of Pasco County

5.20.13

Angela Porterfield 4/24/13
Angela Porterfield, Acting Director Date
Early Childhood Programs