

# District School Board of Pasco County

20430 Gator Lane • Land O' Lakes, Florida 34638 • 813/794-2221

Heather Fiorentino, Superintendent


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

Department of Purchasing  
Kendra Goodman, CPPO, CPPB, Purchasing Agent  
813/794-2221 Fax: 813/794-2111  
727/774-2221 TDD: 813/794-2484  
352/524-2221 e-mail: [kgoodman@pasco.k12.fl.us](mailto:kgoodman@pasco.k12.fl.us)

July 5, 2011

## MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent 

RE: Dental Provider Agreement  
Smiles & Giggles Dentistry for Children and Adults, P.A.

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, 2011 and continue through July 31, 2012.

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 has been reviewed & approved by Nancy Alfonso, School Board attorney on June 21, 2011.

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/dp

Attachments



# 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

Memo # PRK-004-11/12

Contact: Beth E. Rawls *BER*

Ext.# 42732

DATE: July 5, 2011

TO: HONORABLE SCHOOL BOARD MEMBERS

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

SUBJECT: **Head Start/Early Head Start Dental Provider Agreement with Smiles & Giggles Dentistry for Children & Adults, P.A.**

## History

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. Early Head Start and Head Start funds "may be used for professional and medical services when no other source of funding is available." 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.

## Action Requested

Approval of the 2011-12 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.

## Conclusion

The staff respectfully requests the approval of the 2011-12 Head Start/Early Head Start Dental Provider Agreement with Smiles & Giggles Dentistry for children & Adults, P.A.

RECEIVED  
10-10-11 *elm*

District School Board of Pasco County  
Head Start/Early Head Start and Voluntary Pre-K  
Partnership Agreement with Smiles & Giggles Dentistry For Children & Adults, P.A.  
2011-2012 Fiscal School Year

Pasco County Prekindergarten Services 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 and Voluntary Pre-K (VPK) during the 2011-2012 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 program 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/VPK 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 mailing 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 and VPK, as outlined therein.

*Miranda W. Smith DDS*  
 \_\_\_\_\_  
 Miranda W. Smith, DDS  
 Smiles & Giggles Dentistry for  
 Children & Adults, P.A.  
 1214 Mariner Blvd.  
 Spring Hill, FL 34600

*5/24/11*  
 \_\_\_\_\_  
 Date

*Kendra Goodman*  
 \_\_\_\_\_  
 Kendra Goodman, CPPB  
 Purchasing Agent  
 District School Board of Pasco County

*6/2/11*  
 \_\_\_\_\_  
 Date

*Beth E. Rawls*  
 \_\_\_\_\_  
 Beth E. Rawls, Director  
 Pasco County Prekindergarten Services

*3/9/11*  
 \_\_\_\_\_  
 Date

*Daniel DeJesus*  
 \_\_\_\_\_  
 Daniel DeJesus, Chairman  
 Head Start/Early Head Start Policy Council

*15 Jun 2011*  
 \_\_\_\_\_  
 Date

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

\_\_\_\_\_  
 Date

ATTACHMENT "A"  
 INCORPORATED HEREIN

*Red*

*pg 1 of 4*

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

The dentist will provide treatment to the Head Start Early Head Start, and Voluntary Pre-K (VPK) 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 (813) 794-2737 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 mailing or calling for a case that needs immediate treatment. A separate purchase order will be issued and treatment should not begin until this authorization is received by the dental office.

**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" and 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 DDS  
Miranda W. Smith, DDS      Date 5/24/11  
Smiles & Giggles Dentistry for Children & Adults, P.A

Beth E Rawls 3/9/11  
Beth E. Rawls, Director      Date  
Pasco County Prekindergarten Services

Pg 3 of 4

CONTRACT REVIEWED  
AND APPROVED:  
WJ 6/2/11

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) As provided for under common law, and to the extent specifically authorized by Section 768.28, Florida Statutes, Smiles & Giggles Dentistry for Children & Adults, P.A. hereby agrees to indemnify and hold the District harmless from and against all damages of any nature whatsoever which are caused or materially contributed to by the negligent acts of any officer, employee, and agent or other representative of (vendor name) and which are not caused or materially contributed to by any officer, employee, agent or other representative of the District.

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. 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.**

Miranda W. Smith DDS 5/24/11  
Date

Miranda W. Smith, DDS  
Smiles & Giggles Dentistry for  
Children & Adults, P.A.

Keindra Goodman  
Date

Keindra Goodman, CPPB  
Purchasing Agent  
District School Board of Pasco County

Beth E. Rawls 3/9/11  
Date

Beth E. Rawls, Director  
Pasco County Prekindergarten Services