

All Kids School-Based Dental Program Checklist

To participate in the Illinois All Kids School Based Dental Program, providers must:

- ___ 1. Submit a **completed** All Kids School-Based Dental Program Provider Registration Application for review.
- ___ 2. Attend any mandatory school provider training teleconference, as requested by HFS.
- ___ 3. Be enrolled and continue in good standing as a participating dental provider with HFS
- ___ 4. Send DPH information for the Teamup Calendar **and keep current at all times**. Send notification email to DPH.oralhealth@illinois.gov regarding any changes made.
- ___ 5. Obtain consent forms for each student.
- ___ 6. Complete Dental Records for each student.
- ___ 6. Complete IDPH Proof of School Dental Examination Forms as needed for each student (Kindergarten, 2nd grade, 6th grade and 9th grade).
- ___ 7. Complete School Exam Follow-Up Care Forms, which includes the Referral Plan information, to be sent home with each student.
- ___ 8. Submit claims correctly with appropriate CDT codes and place of service a D0602 or D0603– Caries Risk Assessment score
- ___ 9. D1999 should be billed on each claim when services are rendered by a Public Health Dental Hygienist.

PLEASE NOTE:

Audits may be conducted to prove best efforts have been made by the School-Based Provider to ensure that members are receiving necessary follow-up.

Site visits will be conducted by the Illinois Department of Public Health on behalf of the Department of Healthcare and Family Services.

Providers are not able to provide services in the school setting until they receive approval certificate from HFS and DPH has confirmed receipt of Team Up Calendar.