

EXECUTIVE DEPUTY
SECRETARY'S OFFICE
COMMONWEALTH OF PENNSYLVANIA

February 9, 1979

REF _____

SUBJECT: Dental Inventory Planned Strategy
for the Balance of MR State Centers 79 FEB 13 A10: 01

TO: Helen O'Bannon
Secretary of Public Welfare

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FROM: Peter P. Polloni
Deputy Secretary for Mental Retardation

Attached are the specific strategies that are recommended to you to be carried out in the balance of our MR State Centers.

I believe we have covered adequately the procedures that will give us the assessment of dental services within the MR Centers and which will enable us to determine any additional actions which may need to be taken.

I and members of my staff are prepared to meet with you to answer questions related to the documents.

Attachments

cc: Mr. Polloni (File)
Ms. Davis
Mr. Cuddy /
Mr. Nelkin
Mr. Elser
Dr. Smith

PROPOSED DENTAL SERVICE INVENTORY

Introduction

The Department of Public Welfare and the Office of Mental Retardation are committed to providing all of the professional services required to meet the needs of the mentally retarded residents of State Centers. One such service is the provision of appropriate dental care.

In recent months, a great deal of emphasis has been directed toward the review of the dental services at two State Centers - Ebensburg and Cresson. These reviews, while emphasizing specific problems at these two facilities, also indicated the importance of completing similar reviews at all of the remaining State Centers. This proposal details a process to inventory dental services at each remaining State Center. Inventories will be completed during site visits conducted by an independent (not employed at the facility) dentist. These visits will be devoted primarily to completion of oral examinations on a sample of approximately 10% of each facility's population. The dentist will provide the Department a report in a format described herein which will be used to define needs for improving dental services at each facility.

Facility Priorities

The Office of Mental Retardation has established the following facility priorities for the dental inventories:

1. Selinsgrove Center
2. White Haven Center
3. Hamburg Center
4. Polk Center
5. Woodhaven Center
6. Western Center
7. Pennhurst Center
8. Marcy State Hospital
9. Embreeville State Hospital
10. Laurelton Center

Time Frame for Completion

It is believed that a period of approximately two days will be required to complete the dental inventories at each MR facility. In addition, approximately three weeks will be required to complete each written report and to prepare it for presentation for review to the facility, the Regional Office and the Central Office of Mental Retardation. These time frames are based on the experience of the review teams who completed the initial Dental Reports for Cresson and Ebensburg Centers.

With these time frames in mind, and with the understanding that the appropriate staff must have approximately one week to review the written reports, the following tentative schedule is proposed for the inventories:

Facility	On-Site Review Dates 1979	Completion of Report 1979	Review Meeting 1979
Selinsgrove	March 29, 30	April 20	April 27
White Haven	April 26, 27	May 18	May 25
Hamburg	May 24, 25	June 15	June 22
Polk	June 21, 22	July 13	July 20
Woodhaven	July 19, 20	August 10	August 17
Western	August 16, 17	September 7	September 14
Pennhurst	September 13, 14	October 5	October 12
Marcy	October 11, 12	November 2	November 9
Embreeville	November 8, 9	November 30	December 7
Laurelton	December 6, 7	December 28	January 4, 1980

This schedule would allow us to complete all facility reviews by the end of this calendar year, with the final review meeting being held in early January, 1980.

Personnel Completing Inventories

A single dentist will be utilized to complete the inventory at each State Center. This person must:

1. Be appropriately licensed to practice dentistry in the Commonwealth of Pennsylvania.
2. Have experience in providing dental services directly to developmentally disabled persons.
3. Be willing to accept the condition that all reviews are the property of the Department and are for their use.

This dentist would be assisted in the completion of the required oral examinations by appropriate staff from the facility reviewed and/or the staff person from the Office of Mental Retardation.

Inventory Coordination

An individual from the Department's Office of Mental Retardation shall be designated with the following inventory responsibilities:

1. Will collect all pertinent background information regarding the dental services and staff at each State Center to be inventoried.
2. Will oversee all activities related to the reviews, including the establishment of any on-site meetings with Department or facility personnel.
3. Will coordinate the meeting to review the report with the facility staff, the Regional Office staff and other pertinent staff from the Department, following the receipt of the dental inventory.
4. Will develop a summary of recommendations, in an order of priority, for referral and approval to the Deputy Secretary for Mental Retardation. It should be noted that is some or all of the recommendations are not supportable, this person will prepare a statement as to why that is the case prior to presentation to the Deputy Secretary for Mental Retardation.
5. Will insure the timely compilation of quarterly updates on the status of all recommendations by the responsible Regional Office to the Deputy Secretary for Mental Retardation. This status report will list any difficulties in the implementation of any recommendation and will propose any additional action which may be necessary to provide quality dental services.
6. Will prepare a final summary of all of the inventories completed in the MR Centers, listing all recommendations implemented and a status report of all recommendations for presentation to the Deputy Secretary for Mental Retardation by the end of January, 1980.
7. The Deputy Secretary will submit the report indicated in No. 6 as well as any further recommendations for system change to the Secretary of Public Welfare.

Materials to be Received Prior to the Site Visit

Each facility will be required to submit the following information prior to the on-site review to the Office of Mental Retardation:

1. Standard Procedures

- A. Methods for scheduling and recalling clients for dental services
- B. Methods for performing prophylaxis
- C. Method for performing dental examinations
- D. Description of all services performed by contract
- E. Summary of services performed off-grounds

2. Summary of Service Activities

Numbers of clients receiving the following services for the 12 months immediately preceding will be reported accordingly in the following categories:

- A. Examinations
- B. Extractions
- C. Prophylaxis or cleaning
- D. Restorations
- E. Emergency visits
- F. Other special procedures including crowns, partials, bridges, root canals, etc.

3. Summary of Personnel

The summary of personnel compiled prior to the site visit will include the following for employees working in the dental service:

- A. Name
- B. Employee Number
- C. Job Classification
- D. Length of Service
- E. Highest Degree
- F. Licensure
- G. Evidence of special training in mental retardation
- H. A summary of continuing education or in-service training for each
- I. List of organization memberships for each

For part-time staff or contracted employees, the facility will indicate the number of hours per week provided in dental service.

4. The facility client profile (1977-1978) will be provided.

5. Sample List

The sample will be selected and a list of clients who comprise the samples will be compiled. In addition to the name and case number of each client in the sample, the following information will be provided for each client:

- A. Age
- B. Sex
- C. Level of mental retardation
- D. Existence of other physical handicaps (seizures, non-ambulatory)
- E. The name of the responsible dentist
- G. An indication as to whether the client is known to be aggressive
- H. An indication as to whether the client is on dilantin or not

Methodology

1. Presurvey

- A. One month prior to the scheduled site visit, the OMR liaison will inform the survey facility of their needs to compile the pre-site visit information.
- B. Two weeks prior to the scheduled site visit, the facility will submit to the OMR liaison a complete package of the presurvey information.
- C. One week prior to the scheduled survey date, the OMR liaison will compile the pre-site information and provide it to the dentist.
- D. One week prior to the site visit the OMR liaison will assure that arrangements have been made at the facility.

2. Site Visit

- A. On the day of the survey the following persons will be present:
 - (1) the contracted dentist
 - (2) OMR liaison
 - (3) a facility liaison
- B. The dentist will spend the majority of their time during the site visit performing oral examinations on clients who are part of the sample. They will also review records to compare the results of the examination with existing documentation.
- C. The sample of clients to be examined will be approximately 10% of the facility population and will be constructed to approximate the makeup of the facility population along the following dimensions:
 - (1) age
 - (2) sex
 - (3) level of mental retardation
 - (4) presence of other physical handicaps (seizures, non-ambulatory)
 - (5) responsible dentist
 - (6) presence or absence of aggressiveness
 - (7) use of dilantin

- D. The dentist will complete a "Dental Inventory Report" (see Attachment "A") for each facility.

3. Post-Site Visit

- A. The dentist's inventory report will be received by OMR within three weeks of the date of the site visit.
- B. A meeting between the facility Superintendent, the Regional Commissioner and the OMR liaison person will be convened within one week following receipt of the inventory in order to present it to the facility.
- C. The OMR liaison will follow up on the completion of all recommendations for immediate action. Whenever it is not feasible to carry out these actions, the OMR liaison will be responsible to explain why and justify.
- D. A summary of all inventories will be compiled within one month of the completion of the final facility inventory.
- E. Action steps will be developed in response to the Statewide inventory summary by the OMR liaison. Those steps that are within the scope of the Deputy Secretary's authority will be initiated.
- F. Recommendations will be made to the Secretary of Public Welfare in order to carry out action steps that are not within the scope of the Deputy Secretary's authority.

Projected Cost

A cost of \$250 per day plus expenses will be required for the dentist completing the reviews. Allowing this cost for a two-day review plus an appropriate amount for expenses, it would indicate that each facility inventory will cost an average of \$600. The ten reviews will, therefore, cost an estimated \$6,000. The specific amount for each facility will depend on the amount of expenses involved in travel lodging.

The dentist will be paid by contract with the Department out of Appropriation 40 funds. It would be suggested that each facility inventoried be responsible for assuming the cost of the dentist for the reviews completed there.

ATTACHMENT "A"

DENTAL INVENTORY REPORT

Name of Facility:

Date of Inventory:

Books Population on the Date of the Site Visit:

Inventory Compiled by:

I. Dental Facility

Location:

Accessibility to client

Space:

Adequacy

Working Conditions (adequate lighting, ventilation, etc.)

Appropriate, like a dental office

Equipment/Supplies:

Comment upon appropriateness, modernness, adequateness and the dates
of all supplies, whether in or out-of-date.

II. Personnel

Summary:

Employee Number/Classification/Part-Time-Full-Time/Length of Service/
Role (including specialty)/Highest Degree Earned/License/Professional
Organization

- Include summary of data for contracted services and vendors
- Client dentist ratio
- Client hygienist ratio

III. Dental Care

A. Profile of Client Sample:

- Total clients examined

- Summary:

- Age

- Sex

- Level of Mental Retardation

- Non-Ambulatory

- Seizure Prone

- Dilantin Prescribed

- Assigned Dentist

- Aggressive

B. Comparative Summary of Findings:

	<u>Entire Population During Previous 12 Months</u>	<u>Sample (Needed Service)</u>
Examinations		
Extractions		
Prophylaxis (Cleaning)		
Restorations		
Fractured Teeth		
Periodontal Treatment		
Orthodontics		
Oral Surgery		
Root Canal		
Prosthetic Appliances		

C. Summarize Relationship Between Oral Examination Findings and Documentation
in Client Charts:

IV. Recommendations for Immediate Action

- Individual client needs for immediate service
- Remedies to significant deficits in any aspect of dental service

V. Other Recommendations

- Include here recommendations other than those included in No. IV above
that fall into any of the following categories:
 - procedure changes
 - personnel issues
 - equipment/supplies
 - alternate models of dental services
 - quality control mechanisms

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ATTACHMENT "B"

DENTAL STAFF AT STATE CENTERS

<u>Facility</u>	<u>Staff</u>	<u>No. of Positions</u>	<u>Full Time Equivalent</u>
		<u>Filled</u>	<u>Vacant</u>
Cresson	Dentist I (Staff)	1	.51
	Dental Hygienist	1	1.00
Ebensburg	Dental Assistant	-	1
	Dental Hygienist	-	1
	Dentist I (Staff)	1	1.00
Hamburg	Dentist I (Staff)	1	1.00
	Dentist II (Supervisory)	1	1.00
	Dental Hygienist	1	1.00
Laurelton	Dental Assistant	1	1.00
	Dentist I (Staff)	1	.60
Pennhurst	Dental Assistant	2	2.00
	Dentist I (Staff)	2	2.00
	Dentist II (Supervisory)	1	1.00
	Dental Hygienist	2	2.00
Polk	Dental Assistant	2	2.00
	Dentist I (Staff)	1	1.00
	Dentist II (Supervisory)	1	1.00
	Dental Hygienist	1	1.00
Selinsgrove	Dentist I (Staff)	3	2.20
	Dental Assistant (Appropriation 40)	2	2.00
	Dental Assistant (Appropriation 14)	1	1.00
	Dental Hygienist	1	1.00
Western	Dentist I (Staff)	1	.48
	Dental Hygienist	1	1.00
White Haven	Dental Assistant	2	2.00
	Dentist I (Staff)	2	1.25
	Dental Technician	1	1.00
Woodhaven	Dental Services are provided through our contract with Temple University.		
Embreeville (MR Unit)	Dental Assistant	1	1.00
	Other dental staff are on Embreeville MH complement		
Marcy	Dental Services are provided via contract		