



# KANSAS DEPARTMENT OF CORRECTIONS

	<b>INTERNAL MANAGEMENT POLICY AND PROCEDURE</b>	<b>SECTION NUMBER</b>  <b>10-116D</b>	<b>PAGE NUMBER</b>  <b>1 of 4</b>
		<b>SUBJECT:</b>  <b>PROGRAMS AND SERVICES: Dental Services for Offenders</b>	
<b>Approved By:</b>   Secretary of Corrections		<b>Original Date Issued:</b> <b>10-06-15</b>	<b>Replaces Version Issued:</b> <b>N/A</b>
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<b>APPLICABILITY:</b>	_ ADULT Operations Only	_ JUVENILE Operations Only	<input checked="" type="checkbox"/> DEPARTMENT-WIDE
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## POLICY STATEMENT

Routine dental examinations and treatment services shall be provided to each offender under the direction and supervision of a dentist licensed in Kansas and practicing under the auspices of the Regional Dental Director. Arrangements for consultation with dental specialists and emergency dental services shall be made by the facility dentist and approved by the Regional Dental Director. Elective procedures and dental prostheses shall not be routinely provided (see IMPP 10-115D).

All admissions to KDOC facilities shall be provided an initial dental screening by health trained or qualified health care personnel, under the direction or supervision of the facility dentist, upon the offender's arrival at the admitting facility to identify any current dental problems or complaints. The health services vendor shall develop oral health care policies and procedures for offenders that are in compliance with ACA and NCCHC standards including, but not limited to time constraints for oral screening on admission and transfer, dental examinations, oral hygiene instruction, specialty referrals, documentation, and treatment planning.

Inquiry of any dental problems or complaints shall be made as part of the routine transfer screening process per IMPP 10-117D. The preventive benefits of fluorides may be made available to offenders in the form and amount determined appropriate to the individual by the dentist.

## DEFINITIONS

Admission: Any offender or post incarceration supervision conditions violator received at a KDOC facility from another jurisdiction. Offenders being returned to custody in pre-revocation status are considered admissions.

Facility Administrative Health Authority: The Health Services Administrator responsible for the provision of health care services at a facility. The facility Administrative Health Authority works under the direction of the Regional Medical Director and the Regional Vice President or designee administratively.

Facility Clinical Health Authority: The physician Site Medical Director responsible to the Regional Medical Director for all clinical matters and to the Health Services Administrator for all administrative matters.

Facility Dentist: An individual licensed to practice dentistry and responsible to provide dental health services to the offender population of a facility; the facility dentist works under the direction of the facility health authority.

Orthodontics: The dental specialty and practice of correcting abnormally aligned or positioned teeth.

Periodontics: The dental specialty of treating tissue and structures surrounding and supporting the teeth.

Qualified Health Care Personnel: Physicians, dentists, psychiatrists, and other professional and technical workers who by State law engage in activities that support, complement, or supplement the functions of physicians, psychiatrists, and/or dentists, and, who are licensed, registered, or certified as appropriate to their qualifications to practice; further, they practice only within their licenses, certification, or registration.

Regional Dental Director: Responsible for the clinical supervision of all facility dentists and dental health care personnel within the facilities. The Regional Dental Director is responsible to the Regional Medical Director clinically and the Regional Vice President or designee administratively.

Site Dental Director: The physician dentist responsible for the provision of dental care services at a facility. The site dental director works under the direction of the Regional Dental Director.

Transfer: An offender who is received at a KDOC facility directly from another KDOC facility.

Transfer screening: A system of structured inquiry and observation of the general health to include medical, dental and behavioral health condition of offenders upon their arrival at a receiving KDOC facility as the result of a transfer from one facility to another within the KDOC system.

## PROCEDURES

### **I. Initial Dental Screening and Dental Examination (ACI 4-4362, NCCHC P-E-02)**

- A. The initial dental screening shall be performed upon admission for all offenders newly admitted to KDOC custody by a qualified health care personnel working under the facility dentist's direction and supervision, using the electronic health record format approved by the Regional Dental Director, Regional Medical Director, and Director of Healthcare Services.
- B. All health care personnel performing dental screening shall receive documented training by the Regional Dental Director or Site Dentist on proper screening technique as well as indications for immediate dental referrals.
- C. **ADULT**: The initial dental examination shall be completed within 30 days of arrival for all newly admitted offenders.
  1. **JUVENILE**: The initial dental examination shall be completed within 14 days of arrival for all newly admitted offenders.
- D. The offender's initial dental examination shall include:
  1. Visual observation of the teeth and gums;
  2. Oral/dental hygiene instruction; and,
  3. Dental health education.
  4. Taking and/or reviewing the dental history;
  5. Examination of hard and soft tissues; and,
  6. Taking of panoramic X-rays for diagnostic purposes.
- E. Using the dental priority categories established by the Regional Dental Director, the following shall be noted on the offender's dental record:
  1. Development of a treatment plan;
  2. Charting of oral hygiene education and instruction; and,
  3. Complete mouth charting and categorization of treatment needs.

- F. **ADULT:** If there is documentation of a dental examination within the past 12 months for an offender, an intake dental exam shall not be required for parole/conditional violators.
  - 1. **JUVENILE:** If there is documentation of a dental examination within the past six (6) months for an offender, an intake dental exam shall not be required for conditional violators.

**II. Transfer Dental Screening (ACI 4-4363, NCCHC P-E-03)**

- A. Offenders transferred between KDOC facilities shall receive a dental screening which shall include an inquiry to determine whether:
  - 1. The offender is currently being treated for a dental problem; or,
  - 2. The offender has a current dental complaint.
- B. In facilities or units with less than 24 hours per day coverage by qualified health care personnel, transfer dental screening may only be conducted by health-trained personnel in accordance with provisions of IMPP 10-117D.

**III. Dental Examinations and Treatment per Individual Treatment Plan (ACI 4-4362, NCCHC P-E-02)**

- A. **ADULT:** Within 30 days of admission for new admits a dental examination shall be conducted on each offender supported by X-rays, if necessary, based upon information from the admission screening.
  - 1. In the case of a re-admitted offender, where documentation exists indicating a dental examination within the past 12 months, a new exam shall not be required, except as determined by the supervising dentist.
- B. **JUVENILE:** Within 14 days of admission for new admits a dental examination shall be conducted on each offender supported by X-rays, if necessary, based upon information for the admission screening.
  - 1. In the case of a re-admitted offender, where documentation exists indicating a dental examination within the past 12 months, a new exam shall not be required except as determined by the supervising dentist.
- B. Dental treatment, not limited to extractions, shall be initiated by the facility dentist according to a treatment plan, based upon established priorities, that in the dentist's judgment is necessary for maintaining the offender's health status.
- C. Update dental examinations are required for each offender at least biennially in the offender's birthday month.
  - 1. Exceptions for even more frequent dental examinations shall be based upon a consideration of the offender's age, sex, and dental needs, as determined necessary by the Regional Dental Director.

**IV. Elective or Specialized Dental Procedures and Emergency Dental Care (ACI 4-4389, NCCHC P-E-08)**

- A. Dental procedures considered elective and not routinely offered shall include, but shall not be limited to:
  - 1. Precious metal work;
  - 2. Long-range periodontics; and,
  - 3. Orthodontics.

- B. Dental treatment that falls outside of the professional capability of the facility dentist shall be referred to an appropriate dental specialist upon approval of the Regional Dental Director.
- C. Any offender experiencing a dental emergency shall receive a dental assessment by qualified health care professional. Dental emergencies shall be handled in accordance with medical emergency procedures outlined in IMPP 10-114D.

**V. Dental Prostheses**

- A. Dental prostheses shall be provided to the offender at the discretion of the facility dentist in accordance with IMPP 10-115D and contracts or written agreements with the dental services provider.
  - 1. Information regarding any such prostheses shall be provided to the warden/superintendent or designee to be inventoried, in accordance with provisions of IMPP 12-120.

**VI. Written Procedures for Dental Care**

- A. Written procedures established by the Regional Dental Director shall:
  - 1. Provide for a program of dental care, including a charting system, for all offenders who are identified as having oral health conditions;
  - 2. Specify the priorities of treatment by category; and,
  - 3. Provide for consultation and referral to recognized specialists in dentistry.

**NOTE:** The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

**REPORTS REQUIRED**

None

**REFERENCES**

IMPP 10-114D, 10-115D, 10-117D, 12-120  
ACI 4-4389, 4-4360, 4-4362, 4-4363  
NCCHC P-E-02, P-E-03, P-E-06, P-E-08

**ATTACHMENTS**

None.