



## **Office of School Health: Oral Health Program**

### *Policies and Procedures for School-Based Health Center-Dental (SBHC-D) for Existing Article 28 Facility Operators<sup>1</sup>*

If you are a New York City (NYC) school-based dental provider interested in expanding an existing program or establishing a new SBHC-D program in NYC public schools, your program must receive approvals from the following government agencies:

- New York State Department of Health (NYS DOH) Bureau of Child Health
- NYC Office of School Health (OSH), a joint program of the New York City Department of Health and Mental Hygiene (DOHMH) and the NYC Department of Education (DOE)

#### **To establish a new SBHC-D program at school sites as an existing Article 28 facility operator, your program must do the following:**

1. Compile a list school sites that may participate. Include the type of dental procedures your program will offer, and report the list to the NYS DOH Bureau of Child Health. NYC OSH can help your program determine high-need areas and schools.
2. After the NYS DOH verifies the eligible schools, obtain permission from each school's principal to participate in the program.
3. Contact NYC OSH to create a Memorandum of Understanding (MOU). The MOU will include attachments signed by each school's principal, as well as the DOE legal department's approved consent form for parents. The form exists in nine DOE languages: Arabic, Bengali, Chinese, French, Haitian Creole, Korean, Russian, Spanish and Urdu. Other communications from providers to students and parents may require review and translation. For more information on the DOE's language policy, visit [schools.nyc.gov/RulesPolicies/languagepolicy.htm](https://schools.nyc.gov/RulesPolicies/languagepolicy.htm).
4. Note that all health care providers entering a DOE building require clearance and fingerprinting. For details, contact [NYCDOHMHdental@health.nyc.gov](mailto:NYCDOHMHdental@health.nyc.gov).
5. Contact the NYC DOE Office of Space Planning to obtain the required approval for a fixed clinic.
6. Follow all the instructions provided by NYS DOH to properly establish school dental services. Complete an application to create an SBHC-D program ([health.ny.gov/prevention/dental/docs/sbhc\\_application\\_providers.pdf](https://health.ny.gov/prevention/dental/docs/sbhc_application_providers.pdf)) and submit the final for approval to the NYS DOH at [sbhc-dreports@health.ny.gov](mailto:sbhc-dreports@health.ny.gov).
7. After receiving approval from NYS DOH, notify NYC OSH of the start date of school dental services at each school site.
8. Once services are active, submit both quarterly and annual reports within 30 days of the end of each reporting period to NYS DOH. Additional reporting may be required.
9. Note that a list of participating schools is submitted to NYC OSH annually before the start of each school year.

#### **To add new school sites to an approved SBHC-D program as an existing Article 28 facility operator, your program must do the following:**

1. Compile a list of new school sites that may participate. Include the type of dental procedures your program will offer and if there are any changes to the existing program. Report the list to the NYS DOH Bureau of Child Health. NYC OSH can help your program determine high-need areas and schools.

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<sup>1</sup> If not an existing Article 28 facility operator, please contact NYS DOH for assistance.

2. After the NYS DOH verifies the eligible schools, obtain permission from each school's principal to participate in the program.
3. Update the MOU with NYC OSH. The MOU must be updated with "Attachment E" forms signed by each newly participating school's principal and must include an updated list of participating schools.
4. Note that all health care providers entering a DOE building require clearance and fingerprinting. For details, contact [NYCDOHMHdental@health.nyc.gov](mailto:NYCDOHMHdental@health.nyc.gov).
5. Contact the NYC DOE Office of Space Planning to obtain the required approval for a fixed clinic.
6. Follow all the instructions provided by NYS DOH to properly establish school dental services. Complete an abbreviated application for approved SBHC-D operators ([health.ny.gov/prevention/dental/docs/abbrev\\_sbhc\\_guidance\\_providers.pdf](https://health.ny.gov/prevention/dental/docs/abbrev_sbhc_guidance_providers.pdf)) and submit the final with updated documentation for approval to NYS DOH at [sbhc-dreports@health.ny.gov](mailto:sbhc-dreports@health.ny.gov).
7. After receiving approval from NYS DOH, notify NYC OSH of the start date of school dental services at each school site.
8. Once services are active, submit both quarterly and annual reports within 30 days of the end of each reporting period to NYS DOH. Additional reporting may be required.
9. Note that a list of participating schools is submitted to NYC OSH annually before the start of each school year.

**Contacts**

NYS DOH Bureau of Child Health: 518-474-1961 or [oralhealth@health.ny.gov](mailto:oralhealth@health.ny.gov)

NYC OSH: [NYCDOHMHdental@health.nyc.gov](mailto:NYCDOHMHdental@health.nyc.gov)