

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
<b>Policy Name:</b> Dental Screening, Examination, and Profiling		
<b>Policy Number:</b> 507.05.06	<b>Effective Date:</b> 1/23/2020	<b>Page Number:</b> 1 of 4
<b>Authority:</b> Commissioner	<b>Originating Division:</b> Health Services Division (Dental Health)	<b>Access Listing:</b> Level I: All Access

**I. Introduction and Summary:**

Within seven (7) days of entry into the system all offenders will receive a dental screening. Those expected to be housed in State or County Prisons will also receive a dental examination within thirty (30) days of entry. This procedure is applicable to all facilities that house Georgia Department of Corrections (GDC) offenders including private and county prisons.

**II. Authority:**

- A. GDC SOP(s): 507.04.05 Charges to Offender Accounts for Health Care Provided, 507.04.23 Medical Classification and Profiling, 507.04.37 Urgent/Emergent Care Services, 507.02.01 Health Records Management (Format and Contents), 507.05.08 Entering Dental Data in the Physical Health Record, 507.05.04 Specialized Dental Services at ASMP, 507.05.05 Dental Radiographic Services, 507.05.07 Dental Treatment Priorities, 507.05.11 Dental Unit Reports, 507.05.12 Auditing the Dental Unit;
- B. NCCHC Adult Standard: P-36;
- C. NCCHC Juvenile Standards: Y-37; and
- D. ACA Standards: 4-4360, 4-4353, 4-4365, 4-4346, 4-ACRS-4C-06 (MANDATORY), 4-ACRS-4C-11, 4-ACRS-5A-10, 4-ACRS-7D-07, 4-ALDF-2A-21, 4-ALDF-4C-20, 4-ALDF-4C-21, 4-ALDF-4C-22 (MANDATORY), 4-ALDF-4C-23 (MANDATORY), and 4-ALDF-4C-24 (MANDATORY).

**III. Definitions:**

- A. **Dental Screening** - An evaluation by a trained health care professional to rule out acute dental problems requiring immediate treatment.
- B. **Dental Examination** - An examination by a dentist to include a review of dental history, teeth charting, and a hard and soft tissue evaluation.

**IV. Statement of Policy and Applicable Procedures:**

- A. Dental Forms:

- 1. Facilities providing on site dental care for the offenders will use:

<p style="text-align: center;"><b>GEORGIA DEPARTMENT OF CORRECTIONS</b>  <b>Standard Operating Procedures</b></p>		
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- a. The Dental Examination;
- b. Treatment Plan; and
- c. Forensic Record Form, PI-1152;

**B. The Intake Facility:**

1. Mission: The dental mission at the intake diagnostic facility is to:
  - a. Provide a dental screening within seven (7) days and a dental examination within thirty (30) days of arrival at the institution;
  - b. Offenders with a Profile 2 or higher should be assigned as a resident at a facility that has a staff dentist via form PI-2051 per SOP 507.04.23.
2. The examination will usually be performed in conjunction with the screening;
3. The dental examination, by a dentist, will include:
  - a. A review of the offender's dental history;
  - b. Teeth charting, and
  - c. A hard and soft tissue evaluation.
4. If the dentist feels that the offender would benefit from routine dental treatment, he will be advised to seek treatment upon permanent assignment;
5. Offenders requiring immediate attention will be referred for evaluation;
6. Instructions in oral hygiene and how to access dental care will be provided during the intake process;
7. Offenders in diversion and probation centers are eligible for the dental screening only; and

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8. The screening will be by a trained health care provider and the results will be noted on the Intake Physical Examination form, P-25-0003-01.

C. Data to be entered:

1. The intake facility dentist will be responsible for entering the following data on form D-67-0001-01:
  - a. Offender's Name;
  - b. ID number;
  - c. DOB;
  - d. Race;
  - e. Sex;
  - f. Facility;
  - g. Date; and
  - h. Intake Dentist (In Ink).
2. A soft tissue exam will be performed and any abnormalities noted in that section; (In Pencil)
3. A hard tissue exam will be performed;
4. Existing pathology, missing teeth and existing restorations will be charted in their respective areas; (In Pencil)
5. A dental profile number will be assigned on Form PI-2051;
6. The profile numbers range from one (1) to five (5), indicating the offender's probable need to access dental services:
  - a. 1 = minimum;

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- b. 2 = moderate;
  - c. 3 = extensive;
  - d. 4 = urgent; and
  - e. 5 = emergent.
- 7. Offenders with Profile 4 or 5 should be treated prior to transfer to another facility; and
  - 8. Offenders with Profile 2 or higher should be assigned to a resident a facility that has a staff dentist.

**D. General Guidelines:**

- 1. If an offender leaves the GDC and then returns to the system:
  - a. A new Dental Screening;
  - b. Examination;
  - c. Treatment Plan; and
  - d. Forensic Record form (PI-1152) will be filled out for that offender as if the patient had never been in the system.

**Note: All forms will be utilized per the SOP, until such time the SOP is revised or becomes obsolete.**

**V. Attachments: None.**

**VI. Record Retention of Forms Relevant to this Policy: None.**