



MEMORANDUM OF UNDERSTANDING

Party A & Party B

Agreement Period: October 1, 2019- June 30, 2020

This is a Memorandum of Understanding (MOU) between Party A & Party B.

I. Purpose

The purpose of this agreement is to prevent the problem of widespread dental disease and access to dental care services for school age children. Party A will deliver preventive dental service for 3rd grade students at following elementary schools: Elementary Avenue 1, Elementary Avenue 2, and Elementary Avenue 3.

Category	Party A	Party B
Partnership Point of Contact	Project Director	School Nurse
Program Operations	<ol style="list-style-type: none"> 1. PARTY A staff contacts the school nurse/secretary to schedule initial meet with the principal and secretary at each school. 2. Share the forms (principal & secretary introduction letter, parent introduction letter, screening opt-out consent, dental educational handouts, dental treatment consent, dental report, aftercare instructions). 3. Explain the process of conducting dental screening and providing preventive dental services. 4. Coordinate dental screening day and sealant days. 5. Deliver adequate quantity of forms. 6. Dental screening and preventive dental services will be delivered at school during school hours only. 7. Create dental screening schedule. 8. Deliver preventive dental services. 9. Coordinates recheck & retention check days for each school. 	<ol style="list-style-type: none"> 1. Principal & secretary participate in the initial meet. 2. Principal & secretary share information with other staff involved in the process, especially the 3rd grade teachers. 3. Coordinate dental screening day and sealant days. 4. Provide school bell schedule. 5. Inform PARTY A of any field trip or other school activities that would affect dental services. 6. Teachers bring students to dental screening area and provide support/crowd-control during the screenings. 7. Teacher sends students, as requested by PARTY A staff, to receive dental services where the portable dental equipment is set-up. 8. Share dental screening schedule with teachers. 9. Coordinates recheck & retention check.
Services	<ol style="list-style-type: none"> 1. Provide school-based preventive dental services to students at Elementary Avenue 1, Elementary Avenue 2, and Elementary Avenue 3. 	<ol style="list-style-type: none"> 1. Provide space for Dental Screening Day: <ol style="list-style-type: none"> a. Semi-private space with adequate lighting to



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	<ol style="list-style-type: none"> 2. Dental services include dental sealants, fluoride varnish application, cleaning and polishing of teeth and individual oral hygiene instructions. 3. Maintain dental equipment in good working conditions. 4. Bring dental equipment and dental supplies to each school site. 	<p>accommodate one class at a time.</p> <ol style="list-style-type: none"> b. PARTY A will retain space until all classes have been screened (1/2 to full day of school) c. Provide two tables, four chairs, and a trash can. d. Access to the office by phone or close physical proximity (to call classes if they have not arrived @ appointed screening time) <p>2. Provide space for Dental Sealant Days:</p> <ol style="list-style-type: none"> a. <i>Private space</i> minimum 12' X 10' with adequate lighting b. Room is required until all students have completed treatment. Approximate duration is 1 – 8 days. c. Provide one table, two chairs and a trash can. d. Two electric outlets are required. e. Water source is preferred in the room but can be next door. f. Phone or walkie-talkie to communicate with secretary or classrooms to call students for appointment time. g. Room must be locked when dental equipment is not in use. Office staff shall unlock the room at beginning of each day.
<p>Emergency Dental Care Coordination</p>	<ol style="list-style-type: none"> 1. To provide care coordination for students in immediate need of dental services, PARTY A will partner with Dental Care Coordinators (DCC). DCC will be solely responsible for dental care coordination. 2. If a student has need of urgent dental care, dental care coordinator will refer child to a dentist within 48 hours. 3. When student needs routine dental work a care coordinator will refer child to a dentist within 2 weeks. 	<ol style="list-style-type: none"> 1. If possible, inform PARTY A if student is a special needs child or has a chronic disease condition such as asthma or seizure disorder.



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<p>Medical Emergency</p>	<ol style="list-style-type: none"> 1. Provide life support care protocol as per American Heart Association guidelines including calling 911. 2. Alerting school office staff of the emergency. 	<ol style="list-style-type: none"> 1. Provide any pertinent medical information or any devices such as an inhaler if needed. 2. Contact emergency contact person for affected individual.
<p>Distribution & Collection of forms</p>	<ol style="list-style-type: none"> 1. Maintain confidentiality of all students. 2. Comply with HIPAA regulations. 3. Collect opt-out forms before providing dental screening for each class. 4. Hand-out the packets to each teacher after screening. Packet includes the dental screening results of the students, dental educational materials and dental sealant consent forms. 5. Collect dental sealants consent forms from the main office approximately 2-3 days after dental screening. 	<ol style="list-style-type: none"> 1. Provide class list data to PARTY A 2-3 weeks prior to dental screening day. 2. Office staff distribute forms to teachers. <ol style="list-style-type: none"> a. Teachers distribute parent introduction letters, opt-out consents prior to dental screening or on date recommended by PARTY A. b. Collects the opt-out and return it the school main office a day before the dental screening. c. Distributes dental screening result report and dental sealant consent to appropriate student at the end of the screening day. d. Teachers collect completed and signed treatment consents to the main office. e. If additional consent forms are received after original pick-up, please turn it into the main office or to PARTY A staff.
<p>Data Collection</p>	<ol style="list-style-type: none"> 1. Collects data for dental care needs of each student participating in dental screening. 2. Owns all clinical records. 3. Keep track of dental services provided for each student. 4. Share student contact information that needs dental care coordination with a care coordinator. 5. PARTY A will provide results of dental screening day and dental sealant days to the school the principal and secretary. 	<ol style="list-style-type: none"> 1. Provide class list data to PARTY A 2-3 weeks prior to dental screening day. 2. Names of students in need of dental care will be given to school office staff.



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Quality Assurance	<ol style="list-style-type: none"> 1. PARTY A staff will visit each school after delivering forms to ensure the forms were distributed to students and to ensure PARTY A will be able to provide services as scheduled. 2. PARTY A staff will recheck the status of students in need of immediate dental care at the screening visit. 	<ol style="list-style-type: none"> 1. Ensure the process is followed for distributing forms and supply all required items for the services.
Miscommunication	<ol style="list-style-type: none"> 1. Miscommunications of scheduling for dental screening and dental sealant days, gathering of consent forms or proper class data of the students will be resolved by mutual agreement. 2. PARTY A will be respectful of school staff and school property. 	<ol style="list-style-type: none"> 1. Miscommunications of scheduling for dental screening and dental sealant days, gathering of consent forms or proper class data of the students will be resolved by mutual agreement. 2. Party B will be respectful of PARTY A staff and equipment.
Insurance & Indemnification	<ol style="list-style-type: none"> 1. Each party will be responsible for their own general liability insurance and medical liability insurance. 2. Insofar as permitted by law, Party B shall assume the defense and hold harmless Party A, its Board of Supervisors, and nay of its officers, agents or employees from any liability, damages, costs or expenses of any kind whatsoever, including attorneys' fees, which may arise by reason of any harm to person(s) or property received or suffered by reason of the sole fault or negligence of Party B, its officers, agents or employees. 3. Insofar as permitted by law, PARTY A shall assume the defense and hold harmless Party B and/or any of its officers, agents or employees from any liability, damages, costs or expenses of any kind whatsoever including attorney's fees which may arise by reason of any harm to person(s) or property received or suffered by reason of the sole fault or negligence of PARTY A, its officers, agents or employees. 	<ol style="list-style-type: none"> 1. Each party will be responsible for their own general liability insurance and medical liability insurance. 2. Insofar as permitted by law, Party B shall assume the defense and hold harmless the Party A, its Board of Supervisors, and nay of its officers, agents or employees from any liability, damages, costs or expenses of any kind whatsoever, including attorneys' fees, which may arise by reason of any harm to person(s) or property received or suffered by reason of the sole fault or negligence of Party B, its officers, agents or employees. 3. Insofar as permitted by law, PARTY A shall assume the defense and hold harmless Party B and/or any of its officers, agents or employees from any liability, damages, costs or expenses of any kind whatsoever including attorney's fees which may arise by reason of any harm to person(s) or property received or suffered by reason of the sole fault or negligence of PARTY A, its officers, agents or employees. 4. It is the intent of PARTY A and Party B that where negligence or responsibility for any harm to person(s) or property is



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	4. It is the intent of PARTY A and Party B that where negligence or responsibility for any harm to person(s) or property is determined to have been shared, the principles of comparative negligence shall be followed, and each party shall bear the proportionate cost of any liability, damages, costs or expenses attributable to that party.	determined to have been shared, the principles of comparative negligence shall be followed, and each party shall bear the proportionate cost of any liability, damages, costs or expenses attributable to that party.
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II. TERMINATION & NOTICES:

- a. This MOU and the relationship created hereby may be terminated by either party at any time for any reason upon thirty (30) day's written notice to the other. Notices are effective upon receipt.

III. REVISION & ADDITION

- a. If both parties decide that the services need to be revised, then that can be accomplished at any time during the agreement period. This MOU can be revised through amendments in writing signed by authorized representatives of both parties.

IN WITNESS WHEREOF, the parties hereto have executed this MOU as of the day and year first above written.

Party A

Party B

By: _____ Date: _____
_Signature

By: _____ Date: _____
_Signature

Name: _____
(Printed)

Name: _____
(Printed)