

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES
Health Care Department Operations Manual

3.3.4.4 Dental Program Subcommittee

(a) Policy

The Division of Health Care Services (DHCS), Adult Correctional Dental Care (ACDC) shall maintain a Dental Program Subcommittee (DPS) to provide oversight and overall direction of the dental program. The DHCS, DPS shall plan, develop and manage timely access to effective and appropriate dental services consistent with the standards of the California Department of Corrections and Rehabilitation (CDCR). In addition, each CDCR institution shall establish a Facility Dental Program Subcommittee (FDPS).

(b) Purpose

To ensure that CDCR patients are provided with quality dental services that are cost effective and in compliance with all applicable laws, regulations, policies and procedures.

(c) Responsibilities

(1) The DHCS, DPS shall report to the California Correction Health Care Services Executive Quality Management Committee (QMC) and its duties, as they relate to the performance of CDCR dental clinical programs, may include, but are not limited to:

- (A) Providing oversight of the program's strategic goals and objectives.
- (B) Reviewing and monitoring FDPS Quality Management/Quality Assurance initiatives.
- (C) Reviewing and taking appropriate action on program management reports.
- (D) Recommending measures for improvement of services.
- (E) Ensuring compliance with legal and regulatory agencies.
- (F) Reviewing training curricula, plans and clinical guidelines.

(2) The FDPS shall:

- (A) Report to the Institution QMC.
- (B) Be responsible for the overall planning and management of the institutional dental program by:
 - 1. Evaluating the timeliness, appropriateness and quality of patient dental services.
 - 2. Developing, implementing and reviewing current local operating procedures for the dental program.
 - 3. Monitoring and analyzing relevant data trends and patterns related to the institution dental program presented by the Health Program Manager (HPM) III.
 - 4. Chartering Quality Improvement Teams (QITs) to review, study and/or audit specific program performance issues, provide findings and make recommendations for improvement of dental services.
 - 5. Developing, implementing and reviewing an ongoing program of orientation and in-service training for relevant staff related to dental policies and protocols.
 - 6. Identifying additional local resource needs related to dental services.
 - 7. Reviewing and recommending development or modification of statewide dental policies, protocols, training and data management.

(d) Membership

(1) DHCS, DPS

- (A) The members of the DHCS, DPS shall be selected so as to represent the program for the appropriate and coordinated delivery of dental services.
- (B) The Statewide Dental Director or designee shall serve as chairperson of the DHCS, DPS.
- (C) The DHCS, DPS may include the following members:
 - 1. DHCS, ACDC headquarters staff.
 - 2. DHCS, ACDC regional staff.

(2) FDPS

- (A) The members of the FDPS shall be selected so as to represent the program and functional areas of the institution that are necessary for the appropriate and coordinated delivery of dental services.
- (B) The HPM III or Supervising Dentist (SD) shall serve as chairperson of the FDPS.
- (C) The FDPS shall include the following members:
 - 1. HPM III and/or SD.
 - 2. Dentist Correctional Facility (CF).
 - 3. Supervising Dental Assistant CF.
 - 4. Dental Assistant CF.

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5. Dental Analytical/Clerical Support (Health Program Specialist, Staff Services Analyst, Office Technician (OT), etc.)
6. Dental Hygienist CF.
7. Dental Laboratory Technician CF.
8. Representatives from other institution services or divisions (Custody, Plant Operations, Procurement, Contract Analyst, Associate Warden [AW] for Health Care Services, or Captain when there is no Health Care Services AW position allocated at the institution, etc.) shall be invited to committee meetings as non-voting guests when appropriate.

(e) Meeting Schedule and Quorum

(1) DHCS, DPS

(A) The DHCS, DPS shall meet at least annually and there is no required quorum.

(B) Meeting minutes shall be recorded and maintained for a period of at least three years by designated DHCS, ACDC headquarters staff.

(2) FDPS

(A) The FDPS shall meet on a monthly basis, but may meet more often if deemed necessary by the HPM III or SD.

(B) A quorum consists of the HPM III or SD and one each of the dental staff in Section (d)(2)(C)2. Through 5. (6. and 7. where applicable).

(C) A written agenda shall be formulated under the direction of the chairperson or designee and distributed by the OT to all attendees prior to each meeting. Requests for items to be placed on the agenda must arrive to the chairperson ten business days prior to the regularly scheduled committee meeting.

(D) Each recommendation shall be reviewed as part of old business at subsequent meetings and shall be monitored until resolved.

(E) The chairperson or designee shall provide regular reporting of the FDPS meetings to the Institution QMC.

(F) The OT shall record written minutes of all committee meetings which shall contain specific recommendations for action when appropriate. A draft of the minutes shall be distributed to all attendees as promptly as possible by the OT for review and revision. The HPM III shall maintain minutes of the FDPS meetings for a period of at least three years.

Revision History

Effective: 04/2006

Revision: 11/2017, 11/2020, 02/2022