



South Dakota State Board of Dentistry
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SOUTH DAKOTA STATE BOARD OF DENTISTRY NOTICE OF MEETING

10:00 a.m. Friday – October 16, 2015
or immediately following the Administrative Rules Public Hearing
SD Housing Development Authority Board Room – 3060 E. Elizabeth St. Pierre, SD

The Public is Welcome to Attend

Board Meeting Agenda

- 1) **Call to Order**
- 2) **Open Forum:** 5 minutes for the public to address the Board
- 3) **Approval of Minutes:** June 19, 2015
- 4) **Adoption of Agenda**
- 5) **Financial Report**
- 6) **Office Update**
- 7) **Executive Session - SDCL 1-25-2(3) and 1-25-2(4)**
- 8) **License Applications**
- 9) **Old Business**
 - a. **SDCL 36-6A-40 – Request from Pat Aylward - Educational Services:** *Pat Aylward has requested clarification regarding what constitutes education per SDCL 36-6A-40 that could be provided without the supervision of a dentist.*
- 10) **New Business**
 - a. **Health Professionals Assistance Program Annual Overview:** *HPAP representative will be at the meeting to provide an annual overview of the program.*
 - b. **Application/Renewal Questions:** *Enclosed please find a list of proposed application and renewal questions related to criminal history and discipline.*
 - c. **Dental Corporation Registration:** *The Board will discuss unregistered dental corporations and LLCs.*
 - d. **CPR Course Approval – American Red Cross for the Healthcare Provider:** *The ARC has developed a new CPR program specific to healthcare professionals. Attached please find the course outline.*
 - e. **Records Retention Policy:** *Enclosed please find an updated draft Records Retention Policy.*
 - f. **Department of Labor and Regulation (DLR) – Data Elements Project:** *Attached please find a list of data elements that boards will be required to collect.*
 - g. **Application Approving Board Member – Dental Hygienists and Dental Auxiliaries:** *Audrey Ticknor's board term is set to expire later this month. The Board will need to appoint a board member to review and approve dental hygiene and dental auxiliary applications.*
 - h. **SDDA Board of Trustees Liaison:** *Dr. Determan's term as a liaison will be complete this year.*
 - i. **Collaborative Supervision Task Force Report:** *Enclosed please find a report from the Collaborative Supervision Task Force. A representative of that task force will be addressing the Board to discuss this.*
- 11) **Announcements:** Next Meetings –January 15, 2016; June 17, 2016; October 14, 2016
- 12) **Adjourn**

SD State Board of Dentistry
Regular Meeting
SD Housing Development Authority Conference Room
Friday, June 19, 2015 10:00am

President Roger Wilson called the meeting to order at 10:20am Central

Present were: Dr. Roger Wilson, Dr. Roy Seaverson, Audrey Ticknor, Dr. Tara Schaack, Dr. Robin Hattervig, Dr. Amber Determan, Tina Van Camp, Kris O'Connell, Brittany Novotny and Rachel Day.

Guests included: Paul Knecht, Dr. Ed Lynch, Dr. Tim Kappenman, and Pat Aylward.

The Board reviewed the minutes from the January 16, 2015 meeting. Motion to approve the minutes of January 16, 2015 by Hattervig. Second by Seaverson. Motion carried.

The Board reviewed the minutes from the April 20, 2015 meeting. Motion to approve the minutes of April 20, 2015 by Hattervig. Second by Schaack. Motion carried.

Novotny presented the financial statements. Motion to approve the financial statements by Van Camp. Second by Seaverson. Motion carried.

Novotny presented an office update.

Motion to go into Executive Session pursuant to SDCL 1-25-2(3) and (4) by Seaverson. Second by Ticknor. Motion carried. The board went into Executive Session at 10:50 am

Motion to move out of Executive Session by Seaverson. Second by Hattervig. Motion carried. The board moved out of Executive Session at 12:43pm.

Motion to go into Executive Session pursuant to SDCL 1-25-2(3) and (4) by Ticknor. Second by Seaverson. Motion carried. The board went into Executive Session 1:06pm.

Motion to move out of Executive session by Schaack. Second by Van Camp. Motion carried. The board moved out of Executive Session at 1:18pm.

Motion to dismiss 5.1415 by Seaverson. Second by Schaack. Motion carried.

Motion to approve the agreed disposition for case 14.1415 by Hattervig. Second by Ticknor. Motion carried. Determan was recused.

Motion to deem the California State Dental Hygiene Examination taken in 1988 as equivalent to a board approved regional exam, effective July 1, 2015 by Hattervig. Second by Schaack. Motion carried.

Motion to interpret "continuously" in 20:43:09:10(2)(b) to mean out of practice less than 13 months by Hattervig. Second by Seaverson. Motion carried.

Motion to approve the dentist credential verification applications of: Robert Hurley; Brandon Jensen; and Joseph L. Rodriguez by Schaack. Second by Hattervig. Motion carried.

Motion to approve the dental hygienist credential verification application of Jodene Rene Christopherson contingent on receipt of a current CPR card by Ticknor. Second by Van Camp. Motion carried.

Motion to approve the dental hygienist credential verification applications of: Molly Marie de Riso; Patricia H. Johnson; Lindsey Renee Stout; and Lisa M. Taedter by Ticknor. Second by Van Camp. Motion carried.

Motion to approve the dentist reinstatement application of Samuel Koth by Seaverson. Second by Hattervig. Motion carried.

Motion to approve the dental hygienist reinstatement application of Jessica L. Goette by Ticknor. Second by Determan. Motion carried.

Motion to approve the corporation application of Kralik Dakota Dental, P.C. by Van Camp. Second by Ticknor. Motion carried.

Motion to approve the corporation application of Chad M. Carpenter, DDS Hill City, Prof. LLC by Schaack. Second by Hattervig. Motion carried.

Motion to approve the corporation application of SD Dental Austriaco, P.C. by Van Camp. Second by Ticknor. Motion carried. Determan voted no.

Motion to approve the dentist applications of: Brian R. Richman; Nathaniel Michael Miller; Erin Katelyn Lauer; Laura Jo Pranke; Austin Paul Schmalz; Blake Ridgway; Zachary R. McCready; Melissa J H Rupert; Karl David Anderson; Sean Rasmusson; and Alex Neil Whitesell by Seaverson. Second by Hattervig. Motion carried.

Motion to approve the dental hygienist applications of: Jenaye Rose-Marie Brenner; Alyssa Kristine Buckhouse; Jennifer Eggers; Jordyn J. Goebel; Katherine Nicole Helderbrand; Kayla Pauline Neugebauer; Kelsey Woolery; Jessica Kay Peterson; Kaytlen Sharkey; Emily Beckmann; Danielle Wohlers; Justine S. Butler; LoRel Nathalie Christensen; Marin Brua; Katelynn Sue Pottorff; Ashley Lynn Herringer; Jaclyn Dehner; Trinity Lynn Schuetzle; Camille Hajek; Amber Jo Walker; Jenna McDermaid; Britney Van Wyhe; Tammy I. Machmiller; Miranda Lynn Borstad; Jenna Warkenthien; Emmlyu James Antonsen; and Shelby Lynn Eggleston by Ticknor. Second by Determan. Motion carried.

Motion to approve an \$8,000.00 grant to the SD Dental Association (SDDA), SD Dental Hygiene Association (SDDHA) and SD Dental Assistant Association (SDDAA) to sponsor three continuing education sessions presented by Mr. Chuck Underwood that will be marketed as a session that is open to all dental professionals free of charge and paid for by a grant from the SD State Board of Dentistry by Seaverson. Second by Schaack. Motion carried.

Motion to approve a contract with the Health Professionals Assistance Program in the amount of \$10,000 for FY 2016 by Schaack. Second by Ticknor. Motion carried.

Motion to approve the Approved Courses policy by Hattervig. Second by Ticknor. Motion carried.

Motion to approve the Continuing Education Guidelines by Schaack. Second by Hattervig. Motion carried.

Motion to approve the proposed Board Policies by Seaverson. Second by Ticknor. Motion carried.

Action was deferred until the next board meeting on the clarification of what constitutes education per SDCL 36-6A-40 by unanimous consent.

Hattervig and Novotny gave an AADB update.

O'Connell gave a summary on the North Carolina State Dental Board v. FTC.

Motion to approve travel for the American Association of Dental Boards (AADB) 2015 Annual Meeting and 2016 Mid-Year Meeting by Determan. Second by Ticknor. Motion carried.

Seaverson nominated Dr. Roger Wilson for the position of President. Motion to cease nominations and cast a unanimous ballot for Dr. Roger Wilson as President by Seaverson. Second by Van Camp. Motion carried.

Hattervig nominated Dr. Roy Seaverson to serve as Vice President. Motion to cease nominations and cast a unanimous ballot for Dr. Roy Seaverson by Hattervig. Second by Determan. Motion carried.

Ticknor nominated Tina Van Camp to serve as Secretary/Treasurer. Motion to cease nominations and cast a unanimous ballot for Tina Van Camp by Ticknor. Second by Seaverson. Motion carried.

Motion to move forward with the draft anesthesia rule revisions by Schaack. Second by Seaverson. Motion carried.

The following meeting dates were set: June 17, 2016 and October 14, 2016.

Motion to adjourn by Ticknor. Second by Schaack. Motion carried. The meeting was adjourned at 4:06 pm.

Audrey Ticknor, Secretary

2:26 PM
 10/07/15
 Cash Basis

South Dakota State Board of Dentistry
Profit & Loss Prev Year Comparison
 July 1 through October 7, 2015

	Jul 1 - Oct 7, 15	Jul 1 - Oct 7, 14
Income		
4100 · DENTIST LICENSURE		
4105 · Dentist New	450.00	150.00
4110 · Dentist Renewal	6,970.00	5,610.00
4115 · Dentist JP Exam	2,025.00	1,575.00
4125 · Dentist Reinstate	4,275.00	6,750.00
4135 · Dentist Nitrous Oxide	280.00	160.00
4137 · Dentist Nitrous Oxide Renewal	1,000.00	1,320.00
4142 · Moderate Sed- Ped/Adult Renewal	50.00	0.00
4145 · Moderate Sedation - Adult only	0.00	100.00
4147 · Moderate Sed-Adult only Renewal	50.00	0.00
4152 · GA/Deep Sedation Renewal	100.00	50.00
Total 4100 · DENTIST LICENSURE	15,200.00	15,715.00
4200 · HYGIENIST LICENSURE		
4205 · Hygienist New	300.00	600.00
4210 · Hygienist Renewal	8,550.00	7,030.00
4215 · Hygienist JP Exam	575.00	1,265.00
4220 · Hygienist Anesthesia Renewal	1,680.00	1,520.00
4222 · Hygienist Anesthesia New	160.00	360.00
4225 · Hygienist Reinstate	2,070.00	2,875.00
4235 · Hygienist Nitrous Oxide	120.00	360.00
4237 · Hygienist Nitrous Oxide Renewal	1,240.00	1,200.00
Total 4200 · HYGIENIST LICENSURE	14,695.00	15,210.00
4300 · RADIOLOGY LICENSURE		
4305 · Radiology New	2,520.00	2,200.00
4307 · Radiology Renewal	1,760.00	1,580.00
4315 · Radiology Reinstate	2,240.00	880.00
Total 4300 · RADIOLOGY LICENSURE	6,520.00	4,660.00
4400 · EXPANDED FUNCTIONS LICENSURE		
4405 · EF New	2,040.00	2,040.00
4410 · EF Renewal	1,440.00	1,060.00
4415 · EF Reinstate	1,560.00	1,000.00
4420 · EF Nitrous Oxide	1,280.00	1,520.00
4422 · EF Nitrous Oxide Renewal	820.00	520.00
Total 4400 · EXPANDED FUNCTIONS LICENSURE	7,140.00	6,140.00
4500 · CORPORATION LICENSURE		
4505 · Corporation New	600.00	200.00
Total 4500 · CORPORATION LICENSURE	600.00	200.00
4600 · TEMPORARY LICENSE	250.00	550.00
4700 · CREDENTIAL VERIFICATION		
4705 · Dentist Cred. Verification	3,000.00	2,500.00
4715 · Hygienist Cred. Verification	400.00	1,000.00
Total 4700 · CREDENTIAL VERIFICATION	3,400.00	3,500.00
4800 · LIST	2,850.00	2,550.00
4925 · REPLACEMENT CERT	15.00	60.00
4950 · MISCELLANEOUS		
4965 · Anes Insp (St. Code 124100) A/R	504.36	330.60
Total 4950 · MISCELLANEOUS	504.36	330.60
4975 · INTEREST	7,065.27	5,098.88
5000 · VERIFICATION LETTERS	375.00	350.00
5025 · Processing Fee	315.00	525.00
Total Income	58,929.63	54,889.48
Expense		
124100 · Anesthesia Inspection - A/R	504.36	80.60
8000 · SALARIES		
510103 · Board & Comm Mbrs Fees	840.00	540.00
Total 8000 · SALARIES	840.00	540.00

2:26 PM

10/07/15

Cash Basis

South Dakota State Board of Dentistry
Profit & Loss Prev Year Comparison
 July 1 through October 7, 2015

	Jul 1 - Oct 7, 15	Jul 1 - Oct 7, 14
8100 · BENEFITS (BOARD'S SHARE)		
5102010 · OASI-Employer's Share	64.26	41.31
Total 8100 · BENEFITS (BOARD'S SHARE)	64.26	41.31
8200 · TRAVEL (EMPL & BOARD)		
520303 · Auto-Priv(In-St) H/Rte	202.02	202.02
520307 · Air-Charter-In State	4,098.25	4,238.84
520313 · Non-Employ Travel-In St.	215.00	0.00
Total 8200 · TRAVEL (EMPL & BOARD)	4,515.27	4,440.86
8300 · CONTRACTUAL SERVICES		
520402 · Dues&Membership Fees	0.00	3,571.00
520405 · Computer Consultant	0.00	1,050.01
520408 · Legal Consultant	4,957.50	8,439.12
520409 · Management Consultant	47,028.65	40,625.01
520410 · Medical Consultant	2,141.00	0.00
520413 · Other Consulting		
Complaints/Investigations	0.00	75.00
520413 · Other Consulting - Other	1,173.91	720.00
Total 520413 · Other Consulting	1,173.91	795.00
5204190 · Computer Services-Private	120.00	0.00
5204200 · Central Services	188.77	160.23
5204203 · Purchasing Central Serv	16.06	10.63
5204204 · Central Services-Records Mngmt	91.84	121.80
5204207 · Central Services-Human Resource	164.69	173.26
5204340 · Computure Software Maintenance	196.88	0.00
520436 · Advertising-Newspaper	0.00	337.93
520453 · Telecommunications Srvcs	721.60	673.75
520474 · Bank Fees and Charges	905.39	843.55
520496 · Other Contractual	144.00	0.00
Total 8300 · CONTRACTUAL SERVICES	57,850.29	56,801.29
8400 · SUPPLIES AND MATERIALS		
520502 · Office Supplies	50.27	331.25
520531 · Printing-State	220.00	281.85
520532 · Printing-Commercial	0.00	1,807.10
520535 · Postage	1,273.93	851.80
Total 8400 · SUPPLIES AND MATERIALS	1,544.20	3,272.00
8600 · OTHER		
520801 · Other	39.00	132.00
Total 8600 · OTHER	39.00	132.00
Total Expense	65,357.38	65,308.06
Net Income	-6,427.75	-10,418.58

4:34 PM
10/07/15
Cash Basis

South Dakota State Board of Dentistry
Balance Sheet
As of June 30, 2016

	<u>Jun 30, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
1100 · Checking - 1st National Bank	13,477.29
1110 · State Funds	<u>647,327.93</u>
Total Checking/Savings	<u>660,805.22</u>
Total Current Assets	<u>660,805.22</u>
TOTAL ASSETS	<u><u>660,805.22</u></u>
LIABILITIES & EQUITY	
Equity	
3000 · Opening Bal Equity	460,386.06
3900 · Retained Earnings	206,766.91
Net Income	<u>-6,347.75</u>
Total Equity	<u>660,805.22</u>
TOTAL LIABILITIES & EQUITY	<u><u>660,805.22</u></u>

Remaining Authority by Object/Subobject

Expenditures current through 10/03/2015 04:24:11 PM

HEALTH -- Summary

FY 2016 Version -- AS -- Budgeted and Informational

FY Remaining: 74.2%

09202	Board of Dentistry - Info						PCT
Subobject		Operating	Expenditures	Encumbrances	Commitments	Remaining	AVL
EMPLOYEE SALARIES							
5101030	Board & Comm Mbrs Fees	8,474	840	0	0	7,634	90.1
Subtotal		8,474	840	0	0	7,634	90.1
EMPLOYEE BENEFITS							
5102010	Oasi-employer's Share	1,248	64	0	0	1,184	94.9
Subtotal		1,248	64	0	0	1,184	94.9
51 Personal Services							
Subtotal		9,722	904	0	0	8,818	90.7
TRAVEL							
5203030	Auto-priv (in-st.) H/rte	1,500	202	0	0	1,298	86.5
5203070	Air-charter-in State	16,000	4,098	0	0	11,902	74.4
5203100	Lodging/in-state	1,000	0	0	0	1,000	100.0
5203130	Non-employ. Travel-in St.	2,500	215	0	0	2,285	91.4
5203260	Air-comm-out-of-state	2,000	0	0	0	2,000	100.0
5203330	Non-employ Travel-out-st.	5,000	0	0	0	5,000	100.0
Subtotal		28,000	4,515	0	0	23,485	83.9
CONTRACTUAL SERVICES							
5204010	Subscriptions	300	0	0	0	300	100.0
5204020	Dues & Membership Fees	11,000	0	0	0	11,000	100.0
5204050	Computer Consultant	7,500	0	0	0	7,500	100.0
5204080	Legal Consultant	25,000	4,958	0	0	20,042	80.2
5204090	Management Consultant	136,410	47,029	118,321	0	-28,940	0.0
5204100	Medical Consultant	0	2,141	25,359	0	-27,500	0.0
5204130	Other Consulting	45,500	1,174	51,326	0	-7,000	0.0
5204190	Computer Services-private	0	120	0	0	-120	0.0
5204200	Central Services	1,000	189	0	0	811	81.1
5204203	Central Services	0	16	0	0	-16	0.0
5204204	Central Services	700	92	0	0	608	86.9
5204207	Central Services	1,000	165	0	0	835	83.5
5204310	Audit Services-state	4,000	0	0	0	4,000	100.0
5204330	Computer Software Lease	9,500	0	0	0	9,500	100.0
5204340	Computer Software Maint	0	197	0	0	-197	0.0
5204360	Advertising-newspaper	400	0	0	0	400	100.0
5204530	Telecommunications Srvcs	2,500	722	0	0	1,778	71.1
5204590	Ins Premiums & Surety Bds	1,000	0	0	0	1,000	100.0

Remaining Authority by Object/Subobject

Expenditures current through 10/03/2015 04:24:11 PM

HEALTH -- Summary

FY 2016 Version -- AS -- Budgeted and Informational

FY Remaining: 74.2%

09202 Board of Dentistry - Info						PCT
Subobject	Operating	Expenditures	Encumbrances	Commitments	Remaining	AVL
5204740 Bank Fees And Charges	7,500	875	0	0	6,625	88.3
5204960 Other Contractual Service	0	144	0	0	-144	0.0
Subtotal	253,310	57,822	195,006	0	482	0.2
SUPPLIES & MATERIALS						
5205020 Office Supplies	2,100	50	0	0	2,050	97.6
5205310 Printing-state	1,500	220	0	0	1,280	85.3
5205320 Printing-commercial	4,600	0	0	0	4,600	100.0
5205350 Postage	4,500	1,274	0	0	3,226	71.7
Subtotal	12,700	1,544	0	0	11,156	87.8
GRANTS AND SUBSIDIES						
5206070 Grants To Non-profit Org	7,500	0	0	0	7,500	100.0
Subtotal	7,500	0	0	0	7,500	100.0
OTHER						
5208010 Other	1,000	24	0	0	976	97.6
Subtotal	1,000	24	0	0	976	97.6
52 Operating Subtotal	302,510	63,905	195,006	0	43,599	14.4
Total	312,232	64,809	195,006	0	52,417	16.8

STATE OF SOUTH DAKOTA
 REVENUE SUMMARY BY BUDGET UNIT
 FOR PERIOD ENDING: 09/30/2015

AGENCY 09 HEALTH
 BUDGET UNIT 09202 BOARD OF DENTISTRY

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
COMPANY NO		6503				
COMPANY NAME		PROFESSIONAL & LICENSING BOARDS				
092020061807	6503	4293916	RENEWAL - DENTAL	3,765.00	42,530.00	
ACCT:	4293	BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)		3,765.00	42,530.00	*
ACCT:	42	LICENSES, PERMITS & FEES		3,765.00	42,530.00	**
092020061807	6503	4491000	INTEREST & DIVIDENDS-PRGM	7,065.27	7,065.27	
ACCT:	4491	INTEREST & DIVIDENDS (NON-GOVERNMENTAL)		7,065.27	7,065.27	*
ACCT:	44	REVENUE FROM THE USE OF MONEY & PROPERTY		7,065.27	7,065.27	**
CNTR:	092020061807			10,830.27	49,595.27	***
CNTR:	092020061			10,830.27	49,595.27	****
CNTR:	0920200			10,830.27	49,595.27	*****
COMP:	6503			10,830.27	49,595.27	*****
B UNIT:	09202			10,830.27	49,595.27	*****

BA1409R1

STATE OF SOUTH DAKOTA
CASH CENTER BALANCES
AS OF: 09/30/2015

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AGENCY: 09 HEALTH
BUDGET UNIT: 09202 BOARD OF DENTISTRY

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	092000061807	1140000	647,327.93	DR	BOARD OF DENTISTRY
COMPANY/SOURCE TOTAL 6503 618			647,327.93	DR *	
COMP/BUDG UNIT TOTAL 6503 09202			647,327.93	DR **	
BUDGET UNIT TOTAL 09202			647,327.93	DR ***	

Complaints											
	Total Received	Total Investigated	Total Resolved	Total Hearings Held	Total Pending	Total Licensees Reprimanded/ Probationed	Total Licensees Suspended/ Revoked	No Action Taken Against Licensee	Total Prosecutions		
	20	20	17	0	16	1	0	16	0		
Number	Quality of Care	Competence	Substance Abuse	Fee Dispute	Inappropriate Contact with Patient	Poor Communication or Chair Side Manner	Failure to Release Copy of Patient Records	Suspect Insurance Fraud	Improper Prescribing of Medications	Patient Abandonment	Other Complaint
1		1									
2		1			1					1	1
3										1	1
4		1									1
5		1			1		1		1		1
6		1	1		1	1	1			1	
7											1
8		1			1						1
9											1
10							1				
11											1
12											1
13		1								1	1
14				1							
15											1
16		1					1				
17		1				1					
18											1
19		1									1
20		1					1		1		

SD State Board of Dentistry FY 2015	
Licenses/Registrations Renewed	2,928
Permits - Renewed	1,666
Licenses/Registrations - New	430
Permits - New	175
Anesthesia Inspections	7
Audits	115
Inquiries Received & Answered	25,000
Board Meetings Held	6
Practitioner Lists	42
Verification Letters	57

Pat Aylward Request: SDCL 36-6A-40.

I have a question for you. If I go to a persons home and brush and floss their teeth 1 x weekly would it be considered oral health education under our new practice act?

The services I envision would be brushing and flossing as well as using disclosing solution. I hope I would be able to do this in the nursing homes, private homes, hospitals, clinics and schools. Ideally there would be a fee. I would like to do some basic education about diet and nutrition as it relates to oral health.

There is a business in Mitchell called "Home Instead Senior Care" and I have contacted them about adding oral health (brushing and flossing with disclosing) to their list of services. They thought it sounded like a good idea but I told them that I would have to see what the State Board said before I committed to anything.

There has been some research done about the benefits of having brushing and interproximal plaque control done 1 x weekly by a professional. I got my information from the book "Dying From Dirty Teeth" by Angie Stone. She also has a company where she provides the services that I am asking about. Her web site is www.HyLifellc.com. I would also recommend the Xylitol products but I don't think I need permission to do that. Am I correct on that?

Let me know if you need more. I will be at the next board meeting on June 19.

*Thanks,
Pat*

LAW EFFECTIVE JULY 1, 2015

Section 43. That § 36-6A-40 be amended to read as follows:

36-6A-40. Only a dental hygienist licensed to practice pursuant to this chapter may practice dental hygiene unless otherwise stated in this chapter. A dental hygienist may perform those services which are diagnostic, therapeutic, or preventive in nature and are authorized by the board and any educational services provided pursuant to those authorized services. Such services may not include the establishment of a final diagnosis or treatment plan for a dental patient. The services shall be performed under the supervision of a dentist.

A dental hygienist may perform preventive and therapeutic services under general supervision if all individuals treated are patients of record and all care rendered by the dental hygienist is completed under the definition of patient of record. A dental hygienist may perform preventive and therapeutic services under collaborative supervision if the requirements of § 36-6A-40.1 are met. However, no dental hygienist may perform preventive and therapeutic services under collaborative supervision for more than thirteen months for any person who has not had a complete evaluation by a dentist, unless employed by Delta Dental Plan of South Dakota, a nonprofit dental service corporation organized under chapter 58-39, providing services through written agreement with the Indian Health Service or a federally recognized tribe in South Dakota. The exemption for a dental hygienist employed by Delta Dental Plan of South Dakota providing services through written agreement with the Indian Health Service or a federally recognized tribe in South Dakota expires on June 30, 2016.

	(circle one)
1. Have you ever been convicted, pled no contest/nolo contendere, pled guilty to, or been granted a deferred judgment or suspended imposition of sentence or had prosecution deferred with respect to a felony?	Yes No
2. Have you ever been convicted, pled no contest/nolo contendere, pled guilty to, or been granted a deferred judgment or suspended imposition of sentence, or had prosecution deferred with respect to a misdemeanor other than a class 2 misdemeanor traffic offense?	Yes No
<i>If you answered YES to 1 or 2, provide a signed and dated explanation. You must also submit copies of charges or citations and ALL communications (to and from) the citing agency AND the court of jurisdiction, including evidence of completion/compliance with court requirements. You must attach all communications for a violation to the signed and dated explanation of that violation. Please put correspondence in chronological order (most recent first). If you have more than one violation, please do the same for each violation.</i>	
3. Is there any pending criminal prosecution against you?	Yes No
4. Are you currently being investigated or is disciplinary action pending against any professional license(s) or certificate(s) held by you?	Yes No
5. Has any license, registration, permit or certificate held by you in any state or country been denied, revoked, suspended, stipulated, or have you been placed on probation or otherwise subjected to any type of disciplinary action?	Yes No
6. Have you ever been denied a license to practice in another state?	Yes No
7. Have you ever appeared or been requested to appear before any licensing board concerning any violation of law or regulation of any state district, territory or province of the United States or Canada?	Yes No
8. Have you ever had privileges revoked, reduced, or otherwise restricted at any hospital or other healthcare provider entity?	Yes No
9. Have you ever been subject to proceedings by a professional society to revoke, reduce or restrict membership?	Yes No
10. Have you ever been subject to a negligence or malpractice judgment or settlement during the scope and course of your practice?	Yes No
11. In the five years prior to application, have you engaged in the illegal use of drugs?	Yes No
12. Are you currently engaged in the illegal use of drugs?	Yes No

13. In the five years prior to application, has your use of alcohol adversely affected your practice of the profession?	Yes	No
14. Does your use of alcohol adversely affect your ability to practice currently?	Yes	No
15. In the five years prior to application, have you completed a supervised rehabilitation program for drugs or alcohol?	Yes	No
16. Are you currently participating in a supervised rehabilitation program for drugs or alcohol?	Yes	No
17. Have you experienced a physical, emotional, or mental condition that has adversely affected your practice or endangered the health or safety of your patients in the five years prior to application?	Yes	No
18. Do you currently owe child support arrearages in the amount of \$1,000 or more?	Yes	No
19. Have you had adverse action or ethical violation(s) during any education, residency or training program?	Yes	No
20. Have you ever been released from the military by any means other than an honorable discharge?	Yes	No
21. Are you in any way using fraud or deception in applying for a license to practice in South Dakota?	Yes	No
<p><i>For 3-21 above, provide an explanation for each YES response on a separate piece of paper, with a complete description of dates and events. You must also send all supporting applicable documents. You must attach supporting documents to the signed and dated explanation. Please put supporting documents in chronological order (most recent first).</i></p>		

1. Have you been convicted, pled no contest/nolo contendere, pled guilty to, or been granted a deferred judgment or suspended imposition of sentence, or had prosecution deferred with respect to a felony since you last renewed your license, registration or permit?	(circle one) Yes No
2. Have you been convicted, pled no contest/nolo contendere, pled guilty to, or been granted a deferred judgment or suspended imposition of sentence, or had prosecution deferred with respect to a misdemeanor other than a class 2 misdemeanor traffic offense since you last renewed your license, registration or permit?	Yes No
3. Has any license, registration, permit or certificate held by you in any state or country been denied, revoked, suspended, stipulated, or have you been placed on probation or otherwise subjected to any type of disciplinary action since you last renewed your license, registration or permit?	Yes No
4. Have you been denied a license to practice in another state since you last renewed your license, registration or permit?	Yes No
5. Have you ever appeared or been requested to appear before any licensing board concerning any violation of law or regulation of any state district, territory or province of the United States or Canada since you last renewed your license, registration or permit?	Yes No
6. Have you had privileges revoked, reduced, or otherwise restricted at any hospital or other healthcare provider entity since you last renewed your license, registration or permit?	Yes No
7. Have you had adverse action or ethical violation(s) during any education, residency or training program since you last renewed your license, registration or permit?	Yes No
8. Have you been subject to a negligence or malpractice judgment or settlement during the scope and course of your dentistry practice since you last renewed your license, registration or permit?	Yes No
9. Since you last renewed your license, registration or permit have you engaged in the illegal use of drugs?	Yes No
10. Are you currently engaged in the illegal use of drugs?	Yes No
11. Has your use of alcohol adversely affected your practice of the profession since you last renewed your license, registration or permit?	Yes No
12. Does your use of alcohol adversely affect your practice currently?	Yes No

13. Since you last renewed your license, registration or permit, have you completed a supervised rehabilitation program for drugs or alcohol?	Yes	No
14. Are you currently participating in a supervised rehabilitation program for drugs or alcohol?	Yes	No
15. Have you experienced a physical, emotional, or mental condition that has adversely affected your practice or endangered the health or safety of your patients since you last renewed your license, registration or permit?	Yes	No
16. Have you been released from the military by any means other than an honorable discharge since you last renewed your license, registration or permit?	Yes	No
17. Do you currently owe child support arrearages in the amount of \$1,000 or more?	Yes	No
<p><i>If you answer yes to any of these questions, you will be required to submit a detailed explanation. Additionally, you will be required to submit copies of charges or citations and all communication with (to and from) the citing agency and the court of jurisdiction, including evidence of completion or compliance with court requirements.</i></p>		

Renewal Questions



BOARD OF DENTISTRY

RECORDS RETENTION AND
DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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(Std Form RM-1 Rev 1/03)

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BOD-1. ACCOUNTING RECORDS, LOCAL ACCOUNT:

!@#S

This computer accounting software series is arranged numerically and contains budgetary accounting information. Information may include: account number, date of transaction, item listing, amount of any debits and credits, and remaining balance. This record series is used by the Board for quick reference concerning amounts available.

RETENTION: Retain 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

BOD-2. ACCOUNTS PAID FILES:

!@#S

This series is arranged chronologically and contains documentation of all bills paid by the Board of Dentistry. Information may include: original bills, invoices, shipping documents, packing slips, and a copy of the check issued to pay each. This record series is maintained for reference concerning the status of each, and to document the fact bills were paid.

RETENTION: Retain 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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BOD-3. ADMINISTRATIVE REFERENCE FILES:

!@#S

This series contains information used in the daily administration of the Board. Information may include, but is not limited to: equipment, inventory, mailing lists, monthly reports, research materials, reference manuals, rules and regulations, property management information, logs, examination answer keys, and other related information. This record series is maintained for reference purposes.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Review files on a yearly basis to avoid build-up of superseded or obsolete materials.)

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BOD-4. ADMINISTRATIVE RULES PROMULGATION FILES:

!@#S

This series is arranged by subject matter and contains administrative rules promulgation files. Information may include: notices of public hearings, affidavits of publication of notices, written comment from the public, transcripts of hearings, and final decisions. Files have little reference activity once the hearing has been held unless someone requests a copy of minutes. This record series is maintained for documenting the proper promulgation of administrative rules pursuant to SDCL 1-26.

RETENTION: FINAL DECISIONS: Retain permanently in office.

ALL OTHER DOCUMENTATION: Retain in office for as long as rules are in effect, then destroy.

(Note: SDCL 1-26-7 states in part that "each agency shall keep the original records, documents, and instruments required by the chapter." There is no time frame included for these records. Since SDCL 1-26-6.8 provided that "No rule is enforceable in the courts unless properly adopted," the records must be maintained at least until a curative statute has been adopted by the Legislature similar to SDCL 1-26a-2, which cures all defects in the adoption of rules appearing in the 1974 printed ARSD.)

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BOD-5. ANNUAL REPORTS:

!@#S

This series is arranged chronologically and contains the originals of all annual reports written by the Board to summarize their activities for the previous year. Information may include: number of licenses issued, number of inspections conducted (if applicable), number of violations noted, man hours, time reports, and other related information. A copy of this report is filed annually with the Department of Health. This record series is used for reference to compare activities from year to year.

RETENTION: Retain 4 years in office, then destroy.

BOD-6. APPLICATION FILES:

!@#S

This series is arranged alphabetically and documents individuals applying for licensure, registration, or a permit. Information may include: application, verification of education, official transcripts, and verification of licensure in another state. This record series is used to determine eligibility for licensure, registration, or permit.

RETENTION: Transfer approved applications to respective "Licensee File", "Registrant File", or "Permit Holder File".

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BOD-7. APPLICATIONS, INCOMPLETE/NON-APPROVED:

!@#S

This series is arranged alphabetically and contains applications that are incomplete or otherwise not approved for licensure, registration, or permit. Information may include: an application, transcripts, verification of licensure in another state, and other related information. This record series is maintained to document application work in progress pending Board action.

RETENTION: Retain 1 year in office from the date of initial application, then destroy.

BOD-8. ASSOCIATION AND ORGANIZATION FILES:

!@#S

This series is arranged chronologically and contains current correspondence and newsletters from professional associations and/or organizations to which the Board of Dentistry belongs. Information may include: minutes of association meetings, conference agendas, expense reports, participants names, and other state legislation. This record series is used for reference purposes concerning ideas and policies suggested and used by these associations.

RETENTION: Retain 4 years in office, then destroy.

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BOD-9. AUDIT REPORTS:

!@#S

This series is arranged chronologically and contains Legislative Audit reports concerning the expenditure and administration of funds. Information may include: cover letters, statement of assets, revenues and expenditures, change of fund cash balances, and observations and recommendations. This record series is maintained for identifying problem areas and discrepancies so that corrective measures may be implemented.

RETENTION: Retain 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Legislative Audit maintains the reports permanently.)

BOD-10. BANK STATEMENTS:

!@#S

This series is arranged chronologically and contains records sent from individual banks to use for reconciliation purposes. Information may include: date of statements, cancelled checks, deposit records, and bank balance. This record series is used to reconcile checking accounts with bank balances, for reference, and audit purposes.

RETENTION: Retain 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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BOD-11. BOARD MEETING FILES:

!@#S

This series is arranged chronologically by meeting date and may contain handout material and agenda items to be discussed at the next Board meeting. Information may include: date, time and location of the meeting, items under old business, items under new business, financial information, handouts, and any licensure or registration related issues. This record series is used to determine the course of the board meetings.

RETENTION: Retain current in office. Destroy superseded or obsolete once the meeting minutes have been approved.

BOD-12. BOARD MEMBER FILES:

!@#S

This series is arranged fiscal year and contains information regarding individual Board members. Information may include: letters of appointment, terms, expiration dates, payroll/per diem information, travel requests, rosters, correspondence, and other related information. This record series is maintained to document member appointments to the Board of Dentistry and any related information pertaining to each.

RETENTION: Retain 4 years after termination, then destroy.

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BOD-13. BOARD OF DENTISTRY DATABASE RECORDS:

!@#S

This computer database series is arranged numerically by license number, registration number, or permit number and contains information for each licensee, registrant, or permit holder under the jurisdiction of the Board of Dentistry. Information may include: name, address, date of birth, social security number, license number, registration number, permit number, licensure, registration, or permit holder status, education, and exam information. This record series is maintained for verification and administrative purposes.

RETENTION: Retain 50 years after suspension, revocation, expiration, or inactivation, then delete.

BOD-14. COMPLAINT FILES:

!@#S

This series contains all related correspondence received from either the general public or initiated by the Board of Dentistry concerning problems which have occurred with the license, registration, or permit of licensee, registrant, or permit holder in certain circumstances. Information may include: nature of the complaint, related correspondence, investigation of the allegation, conclusion of the investigation, National Practitioner Data Bank (NPDB) reports, and related materials. This record series is used by the Board to determine if a complaint is substantiated and if so, to take corrective action.

RETENTION: LICENSEE/REGISTRANT/PERMIT HOLDER:
Retain until case closed, then transfer to the respective "Licensee File", "Registrant File", or "Permit Holder File".

NON-LICENSEE/NON-REGISTRANT/NON-PERMIT HOLDER:
Retain 4 years, then destroy.

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BOD-15. CONTINUING EDUCATION AUDITS:

!@#S

This series is arranged by fiscal year and contains random audits of continuing education credits received by licensees, registrants, and permit holders. Information may include: date of audit, name, findings of fact, and education verifications. This record series is used to verify that licensees, registrants, and permit holders have received the education stated on their continuing education records.

RETENTION: Retain 4 years in office, then destroy.

BOD-16. CONTINUING EDUCATION PROGRAM RECORDS:

!@#S

This series is arranged by date, which is approved annually to offer continuing education courses for licensees, registrants, and permit holders. Information may include: school or seminar name, course information, sample of text or handouts, correspondence, course outline, names of participants, date, and credit given. This record series is used to certify qualified classes, and review course data.

RETENTION: Retain 4 years in office, then destroy.

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BOD-17. CONTRACTS, LEASES, AND AGREEMENTS:

!@#S

This series may contain contracts, leases, and agreements between the Board of Dentistry and other parties. Information may include: terms and conditions of the contracts and agreements, effective dates, costs, and funding sources. This record series is maintained for reference and audit purposes.

RETENTION: Retain current in office. Destroy 6 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: SDCL 1-24A-1 requires consulting contracts be filed with the State Auditor.)

BOD-18. CORRESPONDENCE, GENERAL:

!@#S

This series is arranged chronologically and contains both copies of letters and memorandums sent, and originals of letters and memorandums received. The information is used for occasional reference and documentation pertaining to regulatory questions.

RETENTION: Retain 1 year in office, then destroy.

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BOD-19. DENTAL CORPORATION FILES:

!@#S

This series is arranged numerically by corporation number and contains the registration received by the Board from all dental corporations within the state. Information may include: corporation application, articles of incorporation, correspondence, and other related materials. This record series is used to document the registration process.

RETENTION: Retain current files in office. Destroy 4 years after inactive.

BOD-20. DENTIST REGISTERS:

!@#S

This leather-bound book series is arranged numerically by license number and contains a listing of the next available number to be used for licensing purposes. Information may include: license number, name, address, date of graduation, and date licensed. This record series provides a running total of the number of dentists licensed in South Dakota, and is used for reference of name if only license number is known. The information may be duplicated in the Board of Dentistry database records.

RETENTION: At the discretion of the Board of Dentistry transfer to Archives for permanent retention when book is no longer useful to the office.

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BOD-21. DEPOSITS:

!@#S

This series contains deposit slips submitted with receipts. Information may include: date, account number, an itemized list of who have paid fees, receipt numbers, amounts, and total amount deposited. This record series is maintained for audit purposes to verify that all deposits were made.

RETENTION: Retain 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

BOD-22. ELECTRONIC COMMUNICATION RECORDS:

!@#S

This series may contain e-mail messages, voicemail messages, recorded telephone conversations, instant messages, etc. created or received by employees of the agency.

RETENTION: Determine the record status of the message based on the content. If the message is an official record made or received pursuant to law or in connection with the transaction of official business, the retention period should be covered by an existing record series in the respective agency's retention manual. It is permissible to print record e-mails and file them with like paper records.

NON-RECORD MESSAGES: Retain until action has been taken, then destroy or delete.

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BOD-23. EXAMINATION FILES:

!@#S

This series is arranged chronologically and contains information on individuals taking national and regional examinations. Information may include: names, addresses, testing firm scores, raw scores, national cut scores, test ID numbers, test location, and test date. This record series is used to document examination results, and for annual reporting purposes.

RETENTION: Transfer to the respective "Application File" or "Application File, Incomplete/Non-Approved".

NON-APPLICATANT EXAMINATION SCORES: Retain 1 year, then destroy.

BOD-24. FINANCIAL STATEMENTS:

!@#S

Financial statements provide an overview of the agency's financial condition for a given year. Information may include: balance sheets, statement of revenues, expenditures, and changes in fund balances (budgeted and actual); statement of fixed assets; summary of significant accounting procedures; supplemental information and working papers. This record series is maintained for reference and audit purposes.

RETENTION: Retain 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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BOD-25. JOB TICKETS, CENTRAL DUPLICATING:

!@#S

This series is arranged numerically contains the printing requisition as submitted by the Board. Information may include: agency code, agency name, mailing address, submitted by, job description, date sent, date needed, number of pages, quantity of copies, printing specifications, and description. The information is used to ensure accurate completion of the request.

RETENTION: Retain 4 years in office, then destroy.

BOD-26. LICENSEE FILES:

!@#S

This series is arranged numerically by license number and type and documents personal data for active and inactive licensees licensed by the Board of Dentistry. Information may include: original applications, educational transcripts or certificates, examination scores, substantiated complaints, and other related information. This record series is used to document the licensing process.

RETENTION: Retain in office 4 years after license inactivation, then scan paper and convert digital images to microfilm. Maintain images and microfilm for 46 years. Destroy images and microfilm after 50 years.

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BOD-27. LOCAL BANKING ACCOUNT AUTHORIZATION FILES:

!@#S

This series is arranged chronologically and contains the authorization received from the State Auditor and the State Treasurer for the Board to maintain a local banking account. Information may include: date, account name, account number, type of account, a list of authorized depositors, yearly dollar volume, signatures of individuals authorized to write checks on the account, and authorizing signatures. This record series is maintained for audit purposes to document the authorization received to maintain a local bank account.

RETENTION: Retain 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

BOD-28. OPEN RECORDS REQUESTS:

!@#S

This series contains open record requests received by agencies. Information may include: open records request, correspondence, denial letters, and supporting documentation. This series is maintained to document the outcome of requests and for reference purposes. Denial letters are maintained pursuant to SDCL 1-27-1.4.

RETENTION: DENIAL LETTERS: Retain permanently.

ALL OTHER INFORMANTION: Retain 4 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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BOD-29. MINUTES, BOARD OF DENTISTRY:

!@#S

This series is arranged chronologically and contains the official minutes of the Board meetings. Information may include: dates of meetings, members present, topics discussed, actions taken, and the signature of the secretary. This record series is used for occasional reference and documentation purposes.

RETENTION: Retain 4 years in office, then scan paper and convert digital images to microfilm. Maintain images and microfilm permanently.

BOD-30. PERMIT HOLDER FILES:

!@#S

This series is arranged numerically by permit number and documents personal data for individuals who hold a permit by the Board of Dentistry. Information may include: original applications, educational transcripts or certificates, substantiated complaints, and other related information. This record series is used to document the permit process.

RETENTION: Retain in office 4 years after inactivation, then scan paper and convert digital images to microfilm. Maintain images and microfilm for 46 years. Destroy images and microfilm after 50 years.

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Health
DIVISION: Boards
OFFICE: Dentistry
PROGRAM: _____
RECORDS OFFICER: Kari Williams
RM CUSTOMER #: 1190

<u>RECORD</u>		<u>R.D.B.</u>
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

BOD-31. RECORDS MANAGEMENT FILES:

!@#S

This series contains records management information. Information may include: copies of the standard records transfer receipt forms, Records Retention and Destruction Schedule (RRDS), copies of microfilm project registration forms, inventory listings, and microfilm and box destruction authorization forms. This record series is maintained for tracking records sent to Records Management storage, to document the time each record series must be legally maintained, and to document authorization granted to RM for destruction of obsolete records.

RETENTION: DESTRUCTION AUTHORIZATION FORMS:
Retain 4 years in office, then destroy.

ALL OTHER INFORMATION: Retain current in office. Destroy superseded or obsolete.

BOD-32. REGISTRANT FILES:

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This series is arranged numerically by registration number and documents personal data for individuals registered by the Board of Dentistry. Information may include: original applications, educational transcripts or certificates, substantiated complaints, and other related information. This record series is used to document the registration process.

RETENTION: Retain in office 4 years after inactivation, then scan paper and convert digital images to microfilm. Maintain images and microfilm for 46 years. Destroy images and microfilm after 50 years.

STATE OF SOUTH DAKOTA
 RECORDS RETENTION &
 DESTRUCTION SCHEDULE
 AUTHORIZATION FORM
 (Std Form RM-1 Rev 1/03)

DEPARTMENT: Health
 DIVISION: Boards
 OFFICE: Dentistry
 PROGRAM: _____
 RECORDS OFFICER: Kari Williams
 RM CUSTOMER #: 1190

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

BOD-33. SOUTH DAKOTA FINANCIAL SYSTEM REPORTS:

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These daily, weekly, monthly**, and year-end ** reports are used to monitor and reconcile fiscal year receipts and expenditures. Information is maintained by the Finance Officer and may include: revenue and journal voucher reports*, open purchase order reports, available funds reports*, revenue analysis reports, state general ledger trail balance*, company general ledger trial balance*, expenditure reports*, bank reconciliation reports*, employee receivable reports*, warrant register reports*, encumbrance detail reports*, accounts payable reports*, projects reports*, cash center reports*, object/sub-object reports*, budget adjustments reports, Special Bureau of Administration revenue reports, agency funds activity reports*, company 8,000 trail balance by center*, encumbrance balance report*, and special travel expenditure reports. This record series is maintained for audit purposes.

RETENTION: Retain 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: the asterisk (*) indicates reports maintained permanently by the Bureau of Finance and Management. (**) Many of the June monthly reports serve as the year-end reports.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Health
DIVISION: Boards
OFFICE: Dentistry
PROGRAM: _____
RECORDS OFFICER: Kari Williams
RM CUSTOMER #: 1190

<u>RECORD</u>		<u>R.D.B.</u>
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

BOD-34. SURPLUS PROPERTY FILES:

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This series contains the form submitted to the director of South Dakota Property Management for approval to dispose of State-owned personal property and the written notification received from Property Management designating the manner of disposal. Information may include: agency name; date; address or location of property; phone number; name of individual requesting; Property Management Officer's name; description of item(s); quantity; serial number; equipment number; desired method of disposal as authorized; reason for declaring property as surplus; estimate of current value; suggested selling price; minimum acceptable price; statement of content; fixed asset number, if applicable; and any other information deemed necessary. This record series is maintained pursuant to SDCL 5-24A.

RETENTION: Retain 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

BOD-35. VOUCHERS:

!@#S

This series may contain copies of direct vouchers, receiving vouchers, non-cash vouchers, travel vouchers, and journal vouchers, along with copies of any supporting invoices or receipts. Vouchers are used to enter transactions on the central accounting system.

RETENTION: Retain 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

DLR Licensing Boards and Commissions Data Collection Application Data Elements

Data Elements Required	Data Elements Not Required
• SSN	• Middle Initial
• Last Name	• Suffix
• First Name	• License Type
• Date of Birth	• License Exam Name
• Race	• License Exam Code
• Gender	• License Exam Date
• Ethnicity	• License Exam Score
• Home Address	• License Exam Cut Score
• Home City	• License Exam Level
• Home State	• License Original Issue Date
• Home Zip Code	• License New/Renewal
• Training Organization Name	• License Renewal Date
• Training Organization Begin Date	• SOC Code
• Training Organization End Date	• Employer Business Type
• Certificate Received (Degree)	• Salary/Hourly Rate
• Training Organization City	• Salary Interval
• Training Organization State	• Employment Begin Date
• Training Organization Zip Code	• Employment End Date
• License Pass/Fail	
• License Active/Not Active	
• Occupation Title	
• Employer Business Name	
• Workplace City	
• Workplace State	
• Workplace Zip Code	
• Hours Worked Per Week	
• Specialty: Applies to Board of Medical and Osteopathic Examiners and Board of Nursing	
• Subspecialty: Applies to Board of Medical and Osteopathic Examiners and Board of Nursing	
• Secondary Employer Name (if Secondary Employer/Location)	
• Secondary Workplace City (if Secondary Employer/Location)	
• Secondary Workplace State (if Secondary Employer/Location)	
• Secondary Workplace Zip Code (if Secondary Employer/Location)	
• Hours Worked Per Week at Secondary Location (if Secondary Employer/Location)	
• Employment Status	
• Practice of Supervising Physician(s): Applies Board of Medical and Osteopathic Examiners – Physician Assistants, and Board of Nursing – Nurse Practitioners and Nurse Midwife	

DLR Licensing Boards and Commissions Data Collection Application Data Elements

Data Elements Required	Data Elements Not Required
• SSN	• Middle Initial
• Last Name	• Suffix
• First Name	• License Type
• Date of Birth	• License Exam Name
• Race	• License Exam Code
• Gender	• License Exam Date
• Ethnicity	• License Exam Score
• Home Address	• License Exam Cut Score
• Home City	• License Exam Level
• Home State	• License Original Issue Date
• Home Zip Code	• License New/Renewal
• Training Organization Name	• License Renewal Date
• Training Organization Begin Date	• SOC Code
• Training Organization End Date	• Employer Business Type
• Certificate Received (Degree)	• Salary/Hourly Rate
• Training Organization City	• Salary Interval
• Training Organization State	• Employment Begin Date
• Training Organization Zip Code	• Employment End Date
• License Pass/Fail	
• License Active/Not Active	
• Occupation Title	
• Employer Business Name	
• Workplace City	
• Workplace State	
• Workplace Zip Code	
• Hours Worked Per Week	
• Specialty: Applies to Board of Medical and Osteopathic Examiners and Board of Nursing	
• Subspecialty: Applies to Board of Medical and Osteopathic Examiners and Board of Nursing	
• Secondary Employer Name (if Secondary Employer/Location)	
• Secondary Workplace City (if Secondary Employer/Location)	
• Secondary Workplace State (if Secondary Employer/Location)	
• Secondary Workplace Zip Code (if Secondary Employer/Location)	
• Hours Worked Per Week at Secondary Location (if Secondary Employer/Location)	
• Employment Status	
• Practice of Supervising Physician(s): Applies Board of Medical and Osteopathic Examiners – Physician Assistants, and Board of Nursing – Nurse Practitioners and Nurse Midwife	

To: South Dakota Board of Dentistry

From: Cindy Dellman, Chair, South Dakota Dental Hygiene Association
Linda Ross, CEO, Community HealthCare Association of the Dakotas
Paul Knecht, Executive Director, South Dakota Dental Association
Leslie Heinemann, DDS, South Dakota State Legislator

Regarding: Recommended Legislative Change – Collaborative Supervision

Thank you for the opportunity to update the Board of Dentistry on new developments regarding Collaborative Supervision in South Dakota. We have been asked by the Collaborative Supervision Task Force (See Attached Membership Listing) to present some background regarding legislation moving forward for consideration by the South Dakota State Legislature.

Approximately four months ago, a task force of oral health leaders was convened to discuss changes to the Collaborative Supervision Law in South Dakota. This action was taken in light of supervision legislation due to sunset in 2016 and a need to look beyond that date to allow for continued oral health prevention services for children who would otherwise not be unlikely to have access to care due to economic factors, geographic isolation, lack of knowledge, or personal proactive motivation/capacity.

The South Dakota Oral Health Coalition discussed and approved the recommendations brought forward by the Collaborative Supervision Task Force.

The recommended legislation will have impact on the governing rules under the purview of the South Dakota Board of Dentistry. We are ~~seeking your attention and~~ asking your consideration of how the legislation being proposed might impact the rules set forth by the Board of Dentistry

The emphasis of the proposed change is the option for an oral health review by the dentist in lieu of a complete evaluation. The oral health review is only viable if it follows a clinical inspection of the patient by the collaborative hygienist. The term “limited clinical assessment” comes from the CDT Dental Procedural Code #0191 and defines the actions taken by a dental hygienist to assess a patient’s oral health.

The proposed changes in the legislation and rule are attached. These changes will require minimal modifications to the rules set forth by the Board of Dentistry.

The rationale for our work include:

- The proposed legislative modification allows for increased access to care for those who otherwise would not have access to care.
- The legislative modification is inclusive and applicable statewide.

- The legislative modification supports the work of dental hygienists within their current scope of practice.
- The legislative modification promotes prevention and early intervention which helps people (children, adults, elderly) and is fiscally responsible.
- The legislative modification supports nationally recognized "Healthy People 2020" goals.
- The legislative modification directly supports the 2015-2020 South Dakota Oral Health Plan.
- The legislative modification is written in such a way that it assures that dental hygienists working within a collaborative supervision relationship with a dentist are using the nationally recognized standard of care.
- The legislative modification allows for an oral health review by a dentist. Service providers on the task force are confident that an oral health review is clinically sound and provides access to people who might not otherwise have access to care.
- The legislative modification requires only a very minimal change in the promulgated rules already operational for the current legislation set forth by the South Dakota Board of Dentistry.
- Safeguards are already in place within the Dental Practice Act to assure individuals receive appropriate referral and service.

We would ask that the South Dakota Board of Dentistry review the work that has been done to date in consideration for legislative change being proposed. Your input is critical to assure that the continued best practices in oral health care are considered and that the proposed legislation is well understood as it moves forward.

We are available for discussion or to answer any questions you may have on this issue. Your input is appreciated and will be incorporated into planning for next steps in the legislative process.

Task Force members working on this issue include:

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605-881-2153
President, South Dakota Dental Association
Practicing Dentist

Attachment of proposed bill language:

Law

36-6A-1. Definitions. Terms used in this chapter mean:

(31) Oral health review," a limited assessment of a person's oral health through a dentist's review of dental and medical history following a limited clinical inspection by a dental hygienist working under collaborative supervision.

36-6A-40. License required to practice dental hygiene--Supervision of preventive and therapeutic services. Only a dental hygienist licensed to practice pursuant to this chapter may practice dental hygiene unless otherwise stated in this chapter. A dental hygienist may perform those services which are diagnostic, therapeutic, or preventive in nature and are authorized by the board and any educational services provided pursuant to those authorized services. Such services may not include the establishment of a final diagnosis or treatment plan for a dental patient. The services shall be performed under the supervision of a dentist.

A dental hygienist may perform preventive and therapeutic services under general supervision if all individuals treated are patients of record and all care rendered by the dental hygienist is completed under the definition of patient of record. A dental hygienist may perform preventive and therapeutic services under collaborative supervision if the requirements of § 36-6A-40.1 are met. However, no dental hygienist may perform preventive and therapeutic services under collaborative supervision for more than thirteen months for any person who has not had a complete evaluation or an oral health review by a dentist, ~~unless employed by Delta Dental Plan of South Dakota, a nonprofit dental service corporation organized under chapter 58-39, providing services through written agreement with the Indian Health Service or a federally recognized tribe in South Dakota. The exemption for a dental hygienist employed by Delta Dental Plan of South Dakota providing services through written agreement with the Indian Health Service or a federally recognized tribe in South Dakota expires on June 30, 2016.~~

Rule

20:43:10:04. Collaborative agreement. When working together in a collaborative supervision relationship, a dentist and dental hygienist shall enter into a written board approved collaborative agreement that specifies the following responsibilities:

(1) A dentist providing collaborative supervision must:

(a) Provide appropriate communication, ~~and consultation with,~~ and direction to the dental hygienist;

(b) Have age and procedure specific standing orders for the performance of dental hygiene services. Those standing orders must include consideration for medically compromised patients and medical conditions for which a dental evaluation must occur prior to the provision of dental hygiene services;

(c) Specify a period of time, no more than 13 months, in which an examination or oral health review by a dentist must occur prior to providing further hygiene services;

(d) Limit the number of dental hygienists that he or she has a collaborative agreement with to four or less;

(2) A dental hygienist providing services under collaborative supervision may provide all preventative and therapeutic services that a hygienist is allowed to provide pursuant to SDCL chapter 36-6A and this chapter, except for the administration of local anesthesia and nitrous oxide inhalation analgesia, and must:

(a) Maintain appropriate contact and communication with the dentist providing collaborative supervision;

(b) Practice according to age and procedure specific standing orders as directed by the supervising dentist, unless otherwise directed by the dentist for a specific patient;

(c) Provide to the patient, parent, or guardian a written plan for referral to a dentist and assessment of further dental treatment needs;

(d) Have each patient sign a consent form that notifies the patient that the services that will be provided do not take the place of regular dental checkups at a dental office and are meant for people who otherwise would not have access to services; and

(e) Specify a procedure for creating and maintaining dental records for patients that are treated by the dental hygienist, including where these records are to be located;

(3) A copy of the collaborative agreement shall be filed with the board. If any changes are made to the collaborative agreement, an updated copy of the agreement shall be filed with the board and must be approved;

(4) If the agreement is terminated by the dentist or dental hygienist, the board shall be notified in writing within 30 days. A termination of the collaborative agreement constitutes a suspension of the registration;

(5) The collaborative agreement must be maintained by the dentist and the dental hygienist in each location where collaborative supervision is provided and must be made available to the board upon request. The dentist and dental hygienist must review the agreement annually.