

NEVADA STATE BOARD

of

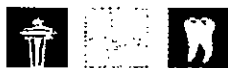
DENTAL EXAMINERS

MEETING

NOVEMBER 30, 2012

12:30 p.m.

PUBLIC COPY



SEATTLE
SPECIAL CARE DENTISTRY



SSCD General Dentists

- Home
- Services Provided
- Our Office
- Meet our Doctors
 - Meet our General Dentists
 - Meet our Residents
 - Meet our Pediatric Dentists
 - Meet our Endodontist
 - Meet our Periodontist
 - Meet our Anesthesiologist
- Becoming a Patient
- Doctor Referrals
- Residency Training
- Financing & Insurance
- Contact Us / Directions
- SSCD in the News

Overview

- Drs. Winston, Chun, Letwin, and Johnson have dedicated their professional careers to working with special needs populations.
- Each has had extensive training and experience in the management of the most complex patients.
- Together they receive numerous referrals from all over the western United States for their expertise.
- All have medical staff privileges at Swedish Medical Center, including inpatient consults and operating room access.

Dr. Bart Johnson

- DDS in 1985, Certificate, General Practice Residency In 1986, and an MS in Oral Biology In 1989, all from UCLA.
- Director, Swedish General Practice Residency from 2009 - Present.
- Associate Professor with Tenure and Director, UW General Practice Residency program from 1991-2007.
- ADA Commission on Dental Accreditation Site Visitor.
- Member, Seattle-King County Dental Society Access Committee, 2008 - Present.
- Past President of the American Association of Hospital Dentists (AAHD) and ongoing member of the Special Care Dentistry Association (SCDA).
- Fellowship in AAHD In 2005, and Diplomate, American Board of Special Care Dentistry in 2006.
- Teaches internal medicine, sedation, medical emergencies, physical diagnosis, hospital dentistry, pharmacology, basic and advanced cardiac life support.
- Previously conducted molecular biological research at the Fred Hutchinson Cancer Research Center.



- Proficient in American Sign Language. He has several Deaf and Deaf-Blind patients in his practice.

Northcut Landing, West Building, Suite
205 - 4915 25th Avenue NE, Seattle,
WA 98105

Dr. Amy Winston

- DDS from the University of Michigan.
- Certificate from the University of Washington General Practice Residency (two year program).
- Division Chair - Hospital Dentistry Swedish Medical Center.
- Assistant Director, Swedish General Practice Residency from 2009 - Present.
- Seattle-King County Dental Society Access Committee, 2008 - Present.
- Seattle-King County Dental Society Executive Council, 2008 - 2012.
- Past Clinical Instructor and Attending faculty, UW General Practice Residency program from 2004-2007.
- Pierre Fauchard Academy, Honorary Dental Society



Dr. Terry Chun

- DDS from the University of Washington School of Dentistry in 2004.
- Certificate from the University of Washington General Practice Residency (two year program) in 2006.
- Former attending faculty and Site Director, UW General Practice Residency at the VA Hospital of Seattle.
- Attending faculty VA General Practice Residency Program 2008-2009.
- Provides clinical attending coverage for the residents including after hours call.



Dr. Noah Letwin

- DDS from the University of Maryland Baltimore College of Dental Surgery 2010.
- Certificate from Swedish Medical Center General Practice Residency 2011.
- Dental Director, Swedish Community Specialty Clinic.
- PhD in Pharmacology 2006, MS in Biochemistry 2004, all from The George Washington University.
- Provides clinical attending coverage for the residents including after hours call.



**BALANCE
SHEET**

JUNE 30, 2012

**CLOSING
(UNAUDITED)**

1:20 PM
 09/19/12
 Accrual Basis

Nevada State Board of Dental Examiners
Balance Sheet
 As of June 30, 2012

	Jun 30, 12
ASSETS	
Current Assets	
Checking/Savings	
10250 · Cash in Bank - Bank of NV	168,893.06
10600 · Cash in Bank - Bank of NV MMA	114,320.03
10700 · Certificates of Deposit	
10701 · Alliance Bank of AZ-CDAR	150,756.93
10702 · Torrey Pines Bank #8074	165,396.74
10703 · First Independent Bank	105,680.18
10704 · Torrey Pines Bank #5208	150,395.17
Total 10700 · Certificates of Deposit	572,229.02
10725 · Morgan Stanley	
10726 · Money Market Account	304,290.05
10727 · Treasury Bills	399,958.00
Total 10725 · Morgan Stanley	704,248.05
10750 · Petty Cash	400.00
Total Checking/Savings	1,560,090.16
Accounts Receivable	
11000 · Accounts Receivable	3,287.75
Total Accounts Receivable	3,287.75
Other Current Assets	
11050 · Reimbursements Receivable	2,062.30
11200 · Prepaid Expenses	48,276.60
11210 · Prepaid Insurance	3,541.71
Total Other Current Assets	53,880.61
Total Current Assets	1,617,258.52
Other Assets	
19000 · Deposits	200.00
Total Other Assets	200.00
TOTAL ASSETS	1,617,458.52
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20001 · Credit Card Payable	763.61
20000 · Accounts Payable	47,599.13
Total Accounts Payable	48,362.74
Other Current Liabilities	
22125 · DDS Deferred Revenue	
22126-1 · 2013 DDS Active Licenses	441,449.66
22126-2 · 2013 DDS Inactive Licenses	30,081.69
22900 · DDS Deferred Revenue-Permits	10,243.51
22901 · DDS Deferred Revenue-Ltd Lic	2,152.00
Total 22125 · DDS Deferred Revenue	483,926.86
22136 · 2012 RDH Deferred Revenue	
22137-2 · RDH Inactive 2014	12,662.00
22137-1 · RDH Active 2014	318,900.00
Total 22136 · 2012 RDH Deferred Revenue	331,562.00

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09/19/12
Accrual Basis

Nevada State Board of Dental Examiners
Balance Sheet
As of June 30, 2012

	<u>Jun 30, 12</u>
20500 · Fines Payable-State of Nevada	8,000.00
23750 · Accrued Vacation/Sick Leave	<u>13,781.87</u>
Total Other Current Liabilities	837,270.73
Total Current Liabilities	885,633.47
Total Liabilities	885,633.47
Equity	
39000 · Retained Earnings	921,794.04
Net Income	<u>-189,968.99</u>
Total Equity	731,825.05
TOTAL LIABILITIES & EQUITY	<u>1,617,458.52</u>

FY12—BUDGET

VS. ACTUAL

FY13 BUDGET



Nevada State Board of Dental Examiners
Profit Loss Budget vs. Actual
July 1, 2011 - June 30, 2012 (FY12) and Budget (FY13)

	<u>Jul '11 - Jun 12</u>	<u>Budget FY12</u>	<u>Budget FY13 (Draft)</u>
Ordinary Income/Expense			
Income			
• DENTIST LICENSES & FEES	\$ 684,409.14	\$ 719,475.00	\$ 725,999.00
• DENTAL HYGIENE LICENSES & FEES	\$ 231,993.91	\$ 242,050.00	\$ 231,330.00
• OTHER LICENSES & FEES	\$ 42,418.84	\$ 105,470.00	\$ 43,991.00
• Other Income	\$ 783.75	\$ 2,500.00	\$ 5,400.00
Total Income	\$ 959,605.64	\$ 1,069,495.00	\$ 1,006,720.00
Expense			
• Office Expenses	\$ 130,062.27	\$ 146,450.00	\$ 175,120.00
• Exam Expenses	\$ 4,934.02	\$ 13,850.00	\$ 7,440.00
• Personnel Services: Wages/Benefits	\$ 459,729.65	\$ 483,200.00	\$ 481,440.00
• Rent/Lease Expense	\$ 62,941.07	\$ 82,000.00	\$ 89,400.00
• Professional Fees	\$ 419,545.34	\$ 344,700.00	\$ 340,200.00
• Travel	\$ 61,293.26	\$ 76,000.00	\$ 70,500.00
Total Expense	\$ 1,138,505.61	\$ 1,146,200.00	\$ 1,164,100.00
Net Income	\$ (178,899.97)	\$ (76,705.00)	\$ (157,380.00)

**FY12—BUDGET
VS. ACTUAL
LEDGER OF
ACCOUNTS
(UNAUDITED)**

Nevada State Board of Dental Examiners
Profit & Loss Budget vs. Actual
July 2011 through June 2012

Ordinary Income/Expense	Jul '11 - Jun 12	Budget	\$ Over Budget
Income			
40000 - Dentist Licenses & Fees			
40146 - LL-S License Application	5,000.00	5,000.00	0.00
40116 - LL-S Renewal Fee	0.00	0.00	0.00
40100 - DDS Active License Fee	430,418.34	475,000.00	-44,581.66
40102 - DDS Inactive License Fee	30,638.31	25,500.00	5,138.31
40115 - LL Renewal Fee	3,276.00	3,200.00	76.00
40135 - DDS Activate Inactive/Suspend	33,450.00	24,000.00	9,450.00
40136 - DDS Activate Revoked License	1,400.00	2,450.00	-1,050.00
40140 - Specialty License App	2,500.00	2,500.00	0.00
40145 - LL License App	2,475.00	1,875.00	600.00
40150 - RL License App	1,950.00	1,200.00	750.00
40180 - Anesthesia Site Permit App	15,100.00	12,250.00	2,850.00
40182 - Anesthesia Site Permit Renewal	10,156.49	4,500.00	5,656.49
40160 - Conscious Sedation Permit Renwl	0.00		
40175 - Conscious Sedation Permit Appl	4,300.00	7,700.00	-3,400.00
40155 - General Anesthesia Permit Renwl	0.00	3,750.00	-3,750.00
40170 - General Anesthesia Permit Appl	4,100.00	3,500.00	600.00
40204 - DDS Credential App Packet Fee	0.00	12,100.00	-12,100.00
40205 - DDS Credential Appl Fee-Spclty	13,200.00	13,200.00	0.00
40200 - DDS Exam Appl Fee	43,770.00	19,750.00	24,020.00
40201 - DDS Exam School Use Fee	0.00	0.00	0.00
40211 - DDS WREB License Application	82,675.00	102,000.00	-19,325.00
Total 40000 - Dentist Licenses & Fees	684,409.14	719,475.00	-35,065.86
50000 - Dental Hygiene Licenses & Fees			
40105 - RDH Active License Fee	174,461.29	166,000.00	8,461.29
40106 - RDH Inactive License Fee	7,957.62	7,100.00	857.62
40126 - RDH Reinstate Revoked License	1,950.00	700.00	1,250.00
40130 - RDH Activate Inactive/Suspend	2,750.00	6,000.00	-3,250.00
40110 - RDH LA/N2O Permit Fee	3,750.00	3,000.00	750.00
40195 - RDH Exam Appl Pkt	25.00		
40210 - RDH Exam Appl Fee	19,500.00	29,250.00	-9,750.00
40222 - RDH WREB License Application	21,600.00	30,000.00	-8,400.00
40221 - RDH Exam School Fee	0.00	0.00	0.00
Total 50000 - Dental Hygiene Licenses & Fees	231,993.91	242,050.00	-10,056.09
50750 - Other Licenses & Fees			
40220 - License Verification Fee	6,220.00	6,000.00	220.00
40227 - CEU Provider Fee	2,360.00	3,000.00	-640.00
40240 - Check Return Fee	0.00	150.00	-150.00
40215 - Copy Fee	42.40	420.00	-377.60
40225 - Duplicate License Fee	1,125.00	1,500.00	-375.00

Nevada State Board of Dental Examiners
Profit & Loss Budget vs. Actual
July 2011 through June 2012

	Jul '11 - Jun 12	Budget	\$ Over Budget
40234 · Licensee Lab Fees	248.40	400.00	-151.60
40185 · Lists/Labels Printed	7,706.00	9,000.00	-1,294.00
40235 · Reimbursed Legal Fees	24,717.04	85,000.00	-60,282.96
Total 50750 · Other Licenses & Fees	42,418.84	105,470.00	-63,051.16
40575 · Other Income			
40600 · Miscellaneous Income	783.75	2,500.00	-1,716.25
Total 40575 · Other Income	783.75	2,500.00	-1,716.25
Total Income	959,605.64	1,069,495.00	-109,889.36
Expense			
66590 · Newsletter Publishing	3,458.99	3,600.00	-141.01
60500 · Bank Charges			
60505 · Merchant Fees	16,210.63	12,000.00	4,210.63
60500 · Bank Charges - Other	255.65	800.00	-544.35
Total 60500 · Bank Charges	16,466.20	12,800.00	3,666.20
68000 · Conferences & Seminars	6,680.00	8,500.00	-1,820.00
63000 · Dues & Subscriptions	7,421.40	9,500.00	-2,078.60
64200 · Exam Expense - Laundry	93.50	300.00	-206.50
64500 · Exam Expense - University	1,000.00	950.00	50.00
64600 · Exam Expense - Assistants	0.00	6,000.00	-6,000.00
64700 · Exam Expense - Refreshments	3,840.52	2,400.00	1,440.52
64800 · Exam Expense - Callibration	0.00	1,200.00	-1,200.00
64850 · Exam Expense - Supplies	0.00	3,000.00	-3,000.00
65100 · Furniture & Equipment	127.33	10,500.00	-10,372.67
65500 · Finance Charges	404.49	450.00	-45.51
66500 · Insurance			
66505 · Liability	7,146.40	8,000.00	-853.60
72350 · Workers Compensation	1,312.06	1,200.00	112.06
Total 66500 · Insurance	8,458.46	9,200.00	-741.54
66520 · Internet/Web/Domain	28,842.55	35,000.00	-6,157.45
66540 · Lab Fee - Non Board Exam	551.60	400.00	151.60
66550 · Late Fees, Fines, Penalties	58.00	100.00	-42.00
66600 · Office Supplies	10,267.75	8,500.00	1,767.75
66650 · Office Expense			
68720 · Utilities	3,772.79	5,500.00	-1,727.21
74000 · Security	840.00	2,200.00	-1,360.00
68700 · Repairs & Maintenance	6,737.48	6,000.00	737.48
66650 · Office Expense - Other	7,967.21	4,000.00	3,967.21
Total 66650 · Office Expense	19,317.48	17,700.00	1,617.48

Nevada State Board of Dental Examiners
Profit & Loss Budget vs. Actual
 July 2011 through June 2012

	<u>Jul '11 - Jun 12</u>	<u>Budget</u>	<u>\$ Over Budget</u>
67000 · Printing	4,769.41	10,500.00	-5,730.59
67500 · Postage & Delivery	14,866.71	10,500.00	4,366.71
68500 · Rent/Lease Expense			
68520 · Equipment Lease	5,357.39	7,000.00	-1,642.61
68500 · Rent/Lease Expense - Other	57,583.68	75,000.00	-17,416.32
Total 68500 · Rent/Lease Expense	62,941.07	82,000.00	-19,058.93
72000 · Employee Wages & Benefits			
72100 · Executive Director			
72101 · Executive Director-Wages	85,097.67	87,000.00	-1,902.33
72102 · Exec Dir-Accrued/Used Sickleave	57.93	3,500.00	-3,442.07
72103 · Exec Dir-Accrued/Used Vacation	-1,042.88	1,800.00	-2,842.88
Total 72100 · Executive Director	84,112.72	92,300.00	-8,187.28
72110 · Deputy Director			
72111 · Deputy Director-Wages	63,164.16	70,000.00	-6,835.84
72112 · Dep Dir-Accrued/Used Sickleave	-1,128.03	2,200.00	-3,328.03
72113 · Dep Dir-Accrued/Used Vacation	-391.06	1,000.00	-1,391.06
Total 72110 · Deputy Director	61,645.07	73,200.00	-11,554.93
72300 · Licensing Specialist			
72301 · Licensing Specialist-Wages	51,054.30	52,000.00	-945.70
72302 · Licensing Specialist-OT	543.83	1,800.00	-1,256.17
72303 · Lic Spec-Accrued/Used Sickleave	-290.05	1,500.00	-1,790.05
72304 · Lic Spec-Accrued/Used Vacation	132.94	700.00	-567.06
Total 72300 · Licensing Specialist	51,441.02	56,000.00	-4,558.98
72132 · Administrative Assistant I			
72133 · Admin Assist I-Wages	33,255.74	44,000.00	-10,744.26
72136 · Admin Assist I-OT	434.97	1,500.00	-1,065.03
72137 · Admin I-Accrued/Used Sickleave	-23.07	1,200.00	-1,223.07
72138 · Admin I-Accrued/Used Vacation	1,191.95	500.00	691.95
Total 72132 · Administrative Assistant I	34,859.59	47,200.00	-12,340.41
72200 · Administrative Assistant II			
72201 · Admin Assist II-Wages	41,026.48	43,000.00	-1,973.52
72202 · Admin Assist II-OT	896.70	1,000.00	-103.30
72203 · Admin II-Accrued/Used Sickleave	-68.61	1,200.00	-1,268.61
72204 · Admin II-Accrued/Used Vacation	-1,068.42	500.00	-1,568.42
Total 72200 · Administrative Assistant II	40,786.15	45,700.00	-4,913.85
72130 · Administrative			
72131 · Administrative-Wages	27,557.96	30,000.00	-2,442.04

Nevada State Board of Dental Examiners
Profit & Loss Budget vs. Actual
July 2011 through June 2012

	<u>Jul '11 - Jun 12</u>	<u>Budget</u>	<u>\$ Over Budget</u>
72134 · Administrative-OT	581.85	800.00	-218.15
72135 · Admin-Accrued/Used Sickleave	338.15	800.00	-461.85
72139 · Admin-Accrued/Used Vacation	-136.56	400.00	-536.56
Total 72130 · Administrative	28,341.40	32,000.00	-3,658.60
72140 · Administrative-Seasonal			
72141 · Administrative-Seasonal-Wages	21,586.94	4,000.00	17,586.94
Total 72140 · Administrative-Seasonal	21,586.94	4,000.00	17,586.94
72010 · Payroll Service Fees	2,965.70	3,200.00	-234.30
72005 · Payroll Tax Expense	10,559.74	6,600.00	3,959.74
72600 · PERS Expense	69,814.53	68,000.00	1,814.53
65525 · Health Insurance	53,616.79	55,000.00	-1,383.21
Total 72000 · Employee Wages & Benefits	459,729.65	483,200.00	-23,470.35
73550 · Per Diem Out-of-State	4,714.35	10,500.00	-5,785.65
73560 · Per Diem In-State	18,088.42	24,000.00	-5,911.58
73600 · Professional Fee			
60002 · Infection Control Inspection	325.00		
60100 · Accounting	12,154.08	12,000.00	154.08
60001 · Anesthesia Eval Committee	9,981.90	6,200.00	3,781.90
72400 · Board of Examiners	17,427.45	16,500.00	927.45
72550 · Consulting	9,900.00	12,500.00	-2,600.00
73650 · DSO Fees	30,052.50	30,000.00	52.50
73500 · Information Technology	7,394.79	10,500.00	-3,105.21
62000 · Legal	233,208.32	170,000.00	63,208.32
62500 · Other Legal	81,101.30	65,000.00	16,101.30
61500 · Legislative Services	18,000.00	22,000.00	-4,000.00
Total 73600 · Professional Fee	419,545.34	344,700.00	74,845.34
74200 · Storage Warehouse	2,067.36	2,500.00	-432.64
75000 · Telephone			
75030 · Telephone-Cellulars	857.15	1,000.00	-142.85
75040 · Telephone-Office	2,745.88	3,200.00	-454.12
75050 · Board Teleconference	2,701.43	2,500.00	201.43
Total 75000 · Telephone	6,304.46	6,700.00	-395.54
75100 · Travel Out-of-State	8,866.45	15,500.00	-6,633.55
75200 · Travel In-State	29,624.04	26,000.00	3,624.04
Total Expense	1,138,505.61	1,146,200.00	-7,694.39
Net Ordinary Income	-178,899.97	-76,705.00	-102,194.97

Other Income/Expense

Nevada State Board of Dental Examiners
Profit & Loss Budget vs. Actual
 July 2011 through June 2012

	<u>Jul '11 - Jun 12</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Other Income			
40803 · Unrealized Gain/(Loss) on Inv	65.99		
40801 · Rental Income	0.00	0.00	0.00
40802 · Realized Gain/(Loss) on Investm	0.00		
40800 · Interest Income	4,037.52	7,500.00	-3,462.48
Total Other Income	<u>4,103.51</u>	<u>7,500.00</u>	<u>-3,396.49</u>
Other Expense			
75501 · Bad Debt Expense	11,200.00		
75500 · Other Expense	3,972.53	4,800.00	-827.47
Total Other Expense	<u>15,172.53</u>	<u>4,800.00</u>	<u>10,372.53</u>
Net Other Income	<u>-11,069.02</u>	<u>2,700.00</u>	<u>-13,769.02</u>
Net Income	<u><u>-189,968.99</u></u>	<u><u>-74,005.00</u></u>	<u><u>-115,963.99</u></u>

**COMMENTS TO
FINANCIAL
STATEMENTS
JUNE 30, 2012
CLOSING**

NEVADA STATE BOARD OF DENTAL EXAMINERS
Comments to Financial Statements (Unaudited)
Closing June 30, 2012

Reporting Entity and Nature of Operations:

The Nevada State Board of Dental Examiners (the Board) is an occupational licensing board of the State of Nevada. Members of the board are appointed to three year terms by the Governor from particular areas of the state, particular qualifications, and representing certain persons. The members elect their own officers. The board collects license fees and deposits those fees in banks, credit unions, or savings and loan associations in this state. Expenses are paid from fees collected within restraints of the Chapter provision for carrying out duties. An annual financial audit is conducted and a reporting made to the Legislative Auditor by December 1st.

The Board is established by Chapter 631 of the Nevada Revised Statutes. It operates to regulate the professional activity of the individuals practicing dentistry and dental hygiene in the State of Nevada. The board examines applicants, issues licenses, and investigates the professional conduct of all licensees. The board is authorized to impose disciplinary sanctions and collect fines on behalf of the state from licensees in accordance with Chapter 631 of the Nevada Revised Statutes and Chapter 631 of the Nevada Administrative Code.

Summary of Accounting Policies:

The Board's accounting policies conform to generally accepted accounting principles as applicable to governments. The reporting method for the general fund of the board uses an accrual basis accounting. Revenues are recognized on a monthly basis based upon a 24 month period. Expenditures are recorded when the related fund liability is incurred—at obligation.

Acquisitions of equipment (fixed assets) by the board (including computers, office equipment, furniture) are recorded as expenditures in the fiscal year acquired. Equipment acquired by the board resources is not maintained as board owned but instead as property of the State of Nevada. For fiscal year end June 30, 2012, purchases of equipment were recorded as \$127.33 for a Server UPS and USB drive.

License fees are the board's primary source of revenue. License fees are billed in advance for two years for most licensees and are recognized as income during the ensuing two year cycle for which licensure is granted. Deferred revenue consists of license fees collected in advance from dentists and hygienists and allocated monthly for 24 months for most revenue collected. There are licensees renewing annually and this revenue is then allocated for 12 months or prorated for any newly licensed practitioners at the time licensure is granted for the ensuing license period. Deferred revenue also includes all anesthesia permit fees collected at the time of renewal for the ensuing license period of either annual or biennial particular to the license held by the permit holder.

Expenditures made by the Executive Director on behalf of the board are authorized in the budget approved by the Board. The Board is not a general fund agency of the state and therefore the specific budget is not submitted to the State Department of Administration for inclusion with the State of Nevada budget. However, the Department of Administration does ask for a fiscal year funding

projection from all boards for a rate and assessment determination. The projected funding for FY11 – FY15 for all FTE's for salary and benefits is submitted to the Department.

Current cost sharing is with the Nevada State Board of Medical Examiners for a T1 line which allows internet access for computers and video-conferencing. The NSBME incurs the monthly fees associated with the T1 access. The NSBME staff in Las Vegas do have computer connectivity through the board's switch to the T1.

Cash Funds Management:

The summary of cash and interest bearing funds at June 30, 2012 can be found on the balance sheet indicating \$1,560,090.16. The board's dental licenses and fees income for FY12 was approximately \$35,000 less than budgeted due in large part to the 2011 renewal discount offered by the board. The board's dental hygiene licenses and fees income for FY12 was approximately \$10,000 less than budgeted due in part to the 2010 renewal discount offered by the board but also the overstated exam revenue from a miscalculation on the board's portion of the exam fee collected, and fewer applicants for licensure by WREB than anticipated. Reimbursed legal fees for FY12 was approximately \$60,000 less than budgeted with an additional \$11,200 recorded as bad debt (disciplinary). FY11 bad debt was approximately \$54,000 (disciplinary). These bad debt items are significant costs of disciplinary matters left unpaid or uncollected.

With offering of online renewal, merchant fees increased with a second credit card processor. The choice of processor was largely dictated by the limited timeframe to coordinate a live application for online renewal with a vendor already affiliated with the licensing system utilized by the board to integrate with the online renewal site.

Exam expenses should reflect \$1,220 for assistants used during the examinations of FY12; however these expenses are currently reported in seasonal administrative staff. There were no calibration costs and supply costs were reported under University expense as the funds were paid to the UNLV SDM for use of supplies during the exams.

Miscellaneous income has been typically a category used for federal express fees billed for late renewal applications sent. Having online renewal this past year kept this cost lower than anticipated at previous budget approval last year.

Repairs and maintenance costs reflect monthly janitorial services and repairs to office equipment generally that is not covered by a service contract any longer.

Office expense includes US Homeland Security inquiries for licensure, water for the office, refreshments at board meetings, document destruction, and plaques for retiring board members, name plates for new members, and some general irregular vendor supplies like scan sheets for the Jurisprudence exam.

Printing costs were minimized this fiscal year due to online renewal and producing only one newsletter in the year. Postage costs however have increased due in part to mailing applications or couriering applications for review.

Public Employees Retirement System (PERS) had a rate increase effective July 1, 2011. The board paid this increase for all employees which created a pay increase of 1.125% to all employees. The Public Employee Benefits Program (PEBS—health insurance) (AEGIS) assessed fees for FY12 per employee per month as \$644.81. Employees pay their portion of premium costs which range from \$33 - \$225 per month depending on coverage selected and children to be covered. The board also pays REGI

(Retired Employee Group Insurance) fees each month for each employee which is calculated at 2.134% of actual payroll costs for all FTE's enrolled in PEBS. (Note---For FY13 the AEGIS assessment per month per employee is \$733.64 and the REGI for FY13 is 2.690% of actual payroll)

While per diem in and out of state and travel in and out of state are accounted separately, overall travel and per diem were under budget by \$14,706.74. Generally, 2 association trips are budgeted per board member (AADB Mid Year and AADB Annual) per fiscal year for out of state travel. In state travel accounts mostly for anesthesia evaluators/inspectors, DSO travel, Legal Counsel/Staff travel for cases, and annual board meeting travel and per diem correspondingly.

With the increasing number of initial IC inspections, and contracting provisions, the board may need to revisit the payment methods for this process. This is currently an unfunded authorization.

The legal fees account is for board legal counsel. The expenses exceeded the budget amount and contract amount but were recently approved to increase. This reflects the increase in board counsel services. The other legal account is for special board counsel, AG counsel, other counsel including Legislative Counsel Bureau, and has been used for fingerprinting costs for license applicants and board complaints. The fingerprinting fees are specifically \$9,241.75 for FY12. The remainder fees are as stated which reflects \$11,582.48 paid for AG resources through an MOU with that office. (Note: For FY13 Fingerprinting has been moved to the account Verification Services)

Storage fees for patient files have increased due to accumulating files from the office closure of Dr. Hadi Soltani. These fees associated with the retrieval, transportation, and storage for Dr. Soltani are identified for invoicing should that be an option.

Telephone costs should be viewed in total which includes wireless fees for computer access available to members. Other expenses include meals at exams, meetings, and board functions.

The NSBDE is not subject to federal income tax.

FY13—

BUDGET—

REVISED---

LEDGER OF ACCOUNTS

**Nevada State Board of Dental Examiners
 Budget FY 13
 REVISED**

Ordinary Income/Expense	<u>Budget</u>
Income	
40000 · Dentist Licenses & Fees	
40212 · DDS ADEX License Application	12,000.00
40146 · LL-S License Application	500.00
40116 · LL-S Renewal Fee	4,700.00
40100 · DDS Active License Fee	480,000.00
40102 · DDS Inactive License Fee	26,364.00
40115 · LL Renewal Fee	3,200.00
40135 · DDS Activate Inactive/Suspend	24,000.00
40136 · DDS Activate Revoked License	1,750.00
40140 · Specialty License App	2,000.00
40145 · LL License App	2,225.00
40150 · RL License App	1,200.00
40180 · Anesthesia Site Permit App	12,000.00
40182 · Anesthesia Site Permit Renewal	4,800.00
40160 · Conscious Sedation Permit Renewal	4,980.00
40175 · Conscious Sedation Permit Appl	3,050.00
40155 · General Anesthesia Permit Renewal	3,240.00
40170 · General Anesthesia Permit Appl	2,050.00
40205 · DDS Credential Appl Fee-Spclty	12,000.00
40200 · DDS Exam Appl Fee	47,940.00
40211 · DDS WREB License Application	78,000.00
Total 40000 · Dentist Licenses & Fees	725,999.00
50000 · Dental Hygiene Licenses & Fees	
40224 · RDH ADEX License Application	1,800.00
40105 · RDH Active License Fee	166,080.00
40106 · RDH Inactive License Fee	7,500.00
40126 · RDH Reinstate Revoked License	1,600.00
40130 · RDH Activate Inactive/Suspend	4,800.00
40110 · RDH LA/N2O Permit Fee	3,550.00
40195 · RDH Exam Appl Pkt	25.00
40210 · RDH Exam Appl Fee	24,375.00
40222 · RDH WREB License Application	21,600.00
Total 50000 · Dental Hygiene Licenses & Fees	231,330.00
50750 · Other Licenses & Fees	
40220 · License Verification Fee	5,950.00
40227 · CEU Provider Fee	2,360.00
40240 · Check Return Fee	
40215 · Copy Fee	0.00
40225 · Duplicate License Fee	1,075.00
40234 · Licensee Lab Fees	0.00

**Nevada State Board of Dental Examiners
 Budget FY 13
 REVISED**

	Budget
40185 · Lists/Labels Printed	7,606.00
40235 · Reimbursed Legal Fees	27,000.00
Total 50750 · Other Licenses & Fees	43,991.00
40575 · Other Income	
40600 · Miscellaneous Income	1,500.00
Total 40575 · Other Income	1,500.00
Total Income	1,002,820.00
Expense	
73562 · Verification Services	9,600.00
66590 · Newsletter Publishing	2,500.00
60500 · Bank Charges	
60505 · Merchant Fees	24,000.00
60500 · Bank Charges - Other	300.00
Total 60500 · Bank Charges	24,300.00
68000 · Conferences & Seminars	7,200.00
63000 · Dues & Subscriptions	7,800.00
64200 · Exam Expense - Laundry	120.00
64500 · Exam Expense - University	2,400.00
64600 · Exam Expense - Assistants	1,320.00
64700 · Exam Expense - Refreshments	3,600.00
65100 · Furniture & Equipment	3,000.00
65500 · Finance Charges	300.00
66500 · Insurance	
66505 · Liability	7,980.00
72350 · Workers Compensation	1,320.00
Total 66500 · Insurance	9,300.00
66520 · Internet/Web/Domain	32,400.00
66540 · Lab Fee - Non Board Exam	0.00
66550 · Late Fees, Fines, Penalties	60.00
66600 · Office Supplies	12,000.00
66650 · Office Expense	
68720 · Utilities	7,800.00
74000 · Security	1,800.00
68700 · Repairs & Maintenance	5,400.00
66650 · Office Expense - Other	0.00
Total 66650 · Office Expense	15,000.00
67000 · Printing	4,800.00
67500 · Postage & Delivery	16,800.00

**Nevada State Board of Dental Examiners
 Budget FY 13
 REVISED**

	Budget
68500 · Rent/Lease Expense	
68501 · Office	81,600.00
68520 · Equipment Lease	7,800.00
68500 · Rent/Lease Expense - Other	0.00
Total 68500 · Rent/Lease Expense	89,400.00
72000 · Employee Wages & Benefits	
72100 · Executive Director	
72101 · Executive Director-Wages	85,200.00
72102 · Exec Dir-Accrued/Used Sickleave	0.00
72103 · Exec Dir-Accrued/Used Vacation	0.00
Total 72100 · Executive Director	85,200.00
72110 · Deputy Director	
72111 · Deputy Director-Wages	67,200.00
72112 · Dep Dir-Accrued/Used Sickleave	0.00
72113 · Dep Dir-Accrued/Used Vacation	0.00
Total 72110 · Deputy Director	67,200.00
72300 · Licensing Specialist	
72301 · Licensing Specialist-Wages	52,200.00
72302 · Licensing Specialist-OT	0.00
72303 · Lic Spec-Accrued/Used Sickleave	0.00
72304 · Lic Spec-Accrued/Used Vacation	0.00
Total 72300 · Licensing Specialist	52,200.00
72132 · Administrative Assistant I	
72133 · Admin Assist I-Wages	34,680.00
72136 · Admin Assist I-OT	0.00
72137 · Admin I-Accrued/Used Sickleave	0.00
72138 · Admin I-Accrued/Used Vacation	0.00
Total 72132 · Administrative Assistant I	34,680.00
72200 · Administrative Assistant II	
72201 · Admin Assist II-Wages	45,000.00
72202 · Admin Assist II-OT	0.00
72203 · Admin II-Accrued/Used Sickleave	0.00
72204 · Admin II-Accrued/Used Vacation	0.00
Total 72200 · Administrative Assistant II	45,000.00
72130 · Administrative	
72131 · Administrative-Wages	30,000.00
72134 · Administrative-OT	0.00
72135 · Admin-Accrued/Used Sickleave	0.00

**Nevada State Board of Dental Examiners
 Budget FY 13
 REVISED**

	Budget
72139 · Admin-Accrued/Used Vacation	0.00
Total 72130 · Administrative	30,000.00
72140 · Administrative-Seasonal	
72141 · Administrative-Seasonal-Wages	28,800.00
Total 72140 · Administrative-Seasonal	28,800.00
72000 · Employee Wages & Benefits	
72010 · Payroll Service Fees	3,240.00
72005 · Payroll Tax Expense	10,920.00
72600 · PERS Expense	70,200.00
65525 · Health Insurance	54,000.00
Total 72000 · Employee Wages & Benefits	481,440.00
73600 · Professional Fee	
73550 · Per Diem Out-of-State	6,000.00
73560 · Per Diem In-State	22,500.00
60002 · Infection Control Inspection	1,200.00
60100 · Accounting	24,000.00
60001 · Anesthesia Eval Committee	12,000.00
72400 · Board of Examiners	19,200.00
72550 · Consulting	10,200.00
73650 · DSO Fees	36,000.00
73500 · Information Technology	9,600.00
62000 · Legal	147,000.00
62500 · Other Legal	63,000.00
61500 · Legislative Services	18,000.00
Total 73600 · Professional Fee	340,200.00
75000 · Telephone	
74200 · Storage Warehouse	2,100.00
75030 · Telephone-Cellulars	6,000.00
75040 · Telephone-Office	1,440.00
75050 · Board Teleconference	1,440.00
Total 75000 · Telephone	8,880.00
75100 · Travel Out-of-State	
75100 · Travel Out-of-State	12,000.00
75200 · Travel In-State	30,000.00
Total Expense	1,145,020.00
 Net Ordinary Income	 -142,200.00
Other Income/Expense	
Other Income	
40803 · Unrealized Gain/(Loss) on Inv	

Nevada State Board of Dental Examiners
Budget FY 13
REVISED

	<u>Budget</u>
40802 - Realized Gain/(Loss) on Investm	0.00
40800 - Interest Income	<u>3,900.00</u>
Total Other Income	3,900.00
Other Expense	
75501 - Bad Debt Expense	15,000.00
75500 - Other Expense	<u>4,080.00</u>
Total Other Expense	<u>19,080.00</u>
Net Other Income	<u>-15,180.00</u>
Net Income	<u><u>-157,380.00</u></u>



Commission on Dental Accreditation

October 22, 2012

Ms. Kathleen J. Kelly
Nevada Board of Dental Examiners
6010 S. Rainbow Blvd., Ste. A-1
Las Vegas, NV 89118

Dear Ms. Kelly:

RE: *State Board Participation on Accreditation Site Visits*

This letter is to notify you that the institution(s) listed below have indicated a willingness to have a representative of the state board participate in the Commission on Dental Accreditation's 2013 on-site evaluations of the following advanced dental education program(s):

Dental School Program

University of Nevada Las Vegas School of Dental Medicine
Greenville, NV
May 7-9, 2013

Appointment Process and Reimbursement: In accordance with the attached policy statement for state board participation on site visit teams, the state board of dentistry is requested to submit the names of two representatives who are current members of the board for each site visit listed. The Commission will then ask the institution to select one individual to participate on the visit. You will be notified when the institution has selected a representative. Prior to the visit, the representative will receive an informational packet from the Commission and the self-study document from the institution. The state board is responsible for reimbursing its representative for expenses incurred during a site visit.

Confirmation of State Board Participation Form (to be returned): Each program that has elected to invite the board of dentistry is identified on the attached Confirmation of State Board Participation Form(s). The board of dentistry is requested to complete this form, as described above.

Please note: The Confirmation of State Board Participation Form(s) must be returned by the due date indicated on each form. If communication is not received from the state board by this date, it will be assumed that the state board is unable to participate on the site visit.

Conflicts of Interest: When selecting its representatives, the state board should consider possible conflicts of interest. These conflicts may arise when the representative has a family member employed by or affiliated with the institution; or has served as a current or former faculty member, consultant, or in some other official capacity at the institution. Please refer to the enclosed policy statements for additional information on conflicts of interest.

Ms. Kathleen J. Kelly
October 22, 2013
Page Two

Time Commitment: It is important that the selected representative be fully informed regarding the time commitment required. In addition to time spent reviewing program documentation in advance of the visit, the representative should ideally be available the evening before the visit to meet with the team. Only one state board representative may cover each visit to ensure that continuity is maintained; it is desirable that the representative be present for the entire visit.

Confidentiality and Distribution of Site Visit Reports: Please note that, as described in the enclosed documents, state board representatives serving on a team must consider the site visit report confidential. Release of the report to the public, including the state board, is the prerogative of the institution sponsoring the program.

If I can provide further information regarding the Commission and its activities related to allied dental education site visits, please contact me at 1-800-621-8099 extension 2672 or tookss@ada.org. Thank you in advance for your efforts to facilitate the board's participation in the accreditation process.

Sincerely,



Sherin Tookss, MS, EdD(c)
Interim Director, Commission on Dental Accreditation
and Interim Manager, Advanced Specialty Education
Commission on Dental Accreditation

ST/sp

cc: Dr. Catherine Horan, manager, Pre-Doctoral Education, Commission on Dental Accreditation (CODA)
Ms. Peggy Soeldner, manager, Postdoctoral General Dentistry Education, CODA
Ms. Alyson Nall, coordinator, Allied Program Reviews, CODA
File

Enclosures: CODA Confirmation of State Board Participation Form(s)
Policy on State Board Participation and Role During a Site Visit
Policy on Conflict of Interest
Policy on Public Disclosure and Confidentiality

COMMISSION ON DENTAL ACCREDITATION POLICY ON STATE BOARD PARTICIPATION DURING SITE VISITS

It is the policy of the Commission on Dental Accreditation that the state board of dentistry is notified when an accreditation visit will be conducted in its jurisdiction. The Commission believes that state boards of dentistry have a legitimate interest in the accreditation process and, therefore, strongly urges institutions to invite a current member of the state board of dentistry to participate in Commission site visits. The Commission also encourages state boards of dentistry to accept invitations to participate in the site visit process.

If a state has a separate dental hygiene examining board, that board will be contacted when a dental hygiene program located in that state is site visited. In addition, the dental examining board for that state will be notified.

The following procedures are used in implementing this policy:

1. Correspondence will be directed to an institution notifying it of a pending accreditation visit and will include a copy of Commission policy on state board participation. The institution is urged to invite the state board to send a current member. The Commission copies the state board on this correspondence.
2. The institution notifies the Commission of its decision to invite/not invite a current member of the state board. If a current member of the state board is to be present, s/he will receive the same background information as other team members.
3. If it is the decision of the institution to invite a member of the state board, Commission staff will contact the state board and request the names of at least two of its current members to be representatives to the Commission.
4. The Commission provides the names of the two state board members, to the institution. The institution will be able to choose one of the state board members. If any board member is unacceptable to the institution, the Commission must be informed in writing.
5. The state board member, if authorized to participate in the site visit by the institution, receives the self-study document from the institution and background information from the Commission prior to the site visit.
6. The state board member must participate in all days of the site visit, including all site visit conferences and executive sessions.
7. In the event the chairperson of the site visit committee determines that a vote is necessary to make a recommendation to the Commission, only team members representing the Commission will be allowed to vote.
8. The state board reimburses its member for expenses incurred during the site visit.

The following statement was developed to assist state board members by clearly indicating their role while on-site with an accreditation team and what they may and may not report following a site visit. The statement is used on dental education, advanced dental education and allied dental education site visits.

The state board member participates in an accreditation site visit in order to develop a better understanding of the accreditation site visit process and its role in ensuring the competence of graduates

for the protection of the public. The dental, advanced dental and allied dental education programs are evaluated utilizing the Commission's approved accreditation standards for each respective discipline.

The state board member is expected to be in attendance for the entire site visit, including all scheduled conferences and during executive sessions of the visiting committee. While on site the state board member:

- provides assistance in interpreting the state's dental practice act and/or provides background on other issues related to dental practice and licensure within the state.
- on allied dental education visits: assists the team in assessing the practice needs of employer-dentists in the community and in reviewing those aspects of the program which may involve the delegation of expanded functions.
- on dental school visits: functions primarily as a clinical consultant, working closely with the clinical specialist member(s) who evaluate the adequacy of the preclinical and clinical program(s) and the clinical competency of students.

Following the site visit, state board members may be asked to provide either a written or oral report to their boards. Questions frequently arise regarding what information can be included in those reports while honoring the Agreement of Confidentiality that was signed before the site visit. The following are some general guidelines:

- **What You May Share:** Information about the Commission's accreditation standards, process and policies
- **What You May Not Share:**
 - The school's self-study;
 - Previous site visit reports and correspondence provided to you as background information;
 - Information revealed by faculty or students/residents during interviews and conferences;
 - The verbal or written findings and recommendations of the visiting committee; and
 - Any other information provided in confidence during the conduct of an accreditation visit.

The Commission staff is available to answer any questions you may have before, during or after a site visit.

Reaffirmed: 8/10, 7/07, 7/04, 7/01, 12/82, 5/81, 12/78, 12/75; Revised: 7/09, 1/00; Adopted: 8/86

**COMMISSION ON DENTAL ACCREDITATION
PUBLIC DISCLOSURE AND CONFIDENTIALITY**

POLICY ON PUBLIC DISCLOSURE

Following each meeting, final accreditation actions taken with respect to all programs, are disclosed to all appropriate agencies, including the general public. The public includes other programs or institutions, faculty, students and future students, governing boards, state licensing boards, USDE, related organizations, federal and state legislators and agencies, members of the dental community, members of the accreditation community and the general public. In general, it includes everyone not directly involved in the accreditation review process at a given institution.

If the Commission, subsequent to and following the Commission's due process procedures, withdraws or denies accreditation from a program, the action will be so noted in the Commission's lists of accredited programs. Any inquiry related to application for accreditation would be viewed as a request for public information and such information would be provided to the public. The scheduled dates of the last and next comprehensive site visits are also published as public information.

The Commission has procedures in place to provide a brief statement summarizing the reasons for which it takes an adverse accreditation action. If initial accreditation were denied to a developing program or accreditation were withdrawn from a currently accredited program, the reasons for that denial would be provided to the Secretary of the U.S. Department of Education, the appropriate accrediting agencies, any appropriate state licensing or authorizing agencies, and to the public. In addition, the official comments that the affected institution or program may wish to make with regard to that decision, or evidence that the affected institution has been offered the opportunity to provide official comment will also be made available to the Secretary of the U.S. Department of Education, the appropriate accrediting agencies, any appropriate state licensing or authorizing agencies, and to the public.

All documents relating to the structure, policies, procedures, and accreditation standards of the Commission are available to the public upon written request. Other official documents require varying degrees of confidentiality.

Reaffirmed: 8/10; Revised: 1/05, 2/01, 7/00; Adopted: 7/94, 5/93

CONFIDENTIALITY POLICY

Confidentiality of the following materials is maintained to ensure the integrity of the institution/programs and of the accreditation process. In all instances Protected Health Information must not be improperly disclosed. The Commission's confidentiality policies apply to Commissioners, Review Committee members, members of the Appeal Board, and consultants/site visitors.

SELF-STUDY DOCUMENT: At the discretion of the institution, the administration may either release information from this document to the public or keep it confidential. The Commission will not release any information in the self-study document without the prior written approval of the institution.

SITE VISIT REPORT: The preliminary draft of a site visit report is an unofficial document and remains confidential between the Commission and the institution's executive officers and may not, under any circumstances, be released. Members of a visiting committee who review preliminary drafts of the report must consider the report as privileged information and must not discuss it or make its contents known to anyone, under any circumstances. Reasons for assigning any non-adverse status other than full approval remain confidential between the institution and the Commission unless the institution wishes to release them.

Public release of the final draft of the site visit report that is approved by the Commission is at the sole discretion of the institution. If there is a point of contention about a specific section of the final site visit report and the institution elects to release the pertinent section to the public, the Commission reserves the right to make the entire site visit report public.

INSTITUTION'S RESPONSE TO A SITE VISIT REPORT: Release of this information is at the sole discretion of the institution. An institution's response must not improperly disclose any Protected Health Information; however, if any such information is included in the response, such information will not be made public.

TRANSMITTAL LETTER OF ACCREDITATION NOTIFICATION: Information such as accreditation status granted and scheduled dates for submission of additional information is public information.

PROGRESS REPORT: The scheduled date for submission of progress reports is public information. Release of the content of a progress report is at the sole discretion of the institution. If there is a point of contention about a particular portion of the progress report and the institution elects to release the pertinent portion to the public, the Commission reserves the right to make public the entire progress report. Progress reports must not improperly disclose Protected Health Information. If any Protected Health Information is included in the progress report, such information will be redacted before the progress report is made public.

SURVEYS: Routinely gathered data are used in the accreditation process and also provide a national data base of information about the accredited dental and dental-related educational programs. The Commission may release to the public any portion of survey data that is collected annually unless the terms of confidentiality for a specific section are clearly indicated on the survey instrument. Subsections of each survey instrument containing data elements which are confidential are clearly marked. Any data which may be reported from confidential subsections are published in a manner which does not allow identification of an individual institution/program.

EXIT INTERVIEWS: The final conference or exit interview between the site visit committee and the chief executive officer, dental dean, chief of dental service or the program director(s) is also confidential. Additional people may be included at the discretion of the institutional administration. The interview is a confidential summation of the preliminary findings, conclusions, recommendations and suggestions which will appear in the site visit report to the institution. This is a preliminary oral report and the preliminary written report is often only in draft stage at this point; therefore, this session is not recorded on tape or by a stenographer. Note taking is permitted and encouraged.

○ **ON-SITE ORAL COMMUNICATIONS:** In order to carry out their duties as on-site evaluators, visiting committee members must communicate freely with administrators, faculty, staff and students and any other appropriate individuals affiliated with an education program. As part of their on-site accreditation duties, committee members are expected to share with other team members pertinent and relevant information obtained during interviews. All oral communications occurring on-site, however, are confidential among team members. When the site visit ends, team members may communicate orally, or in writing, only with Commission staff or other team members about any on-site interview or conversation. All questions related to any aspect of the site visit including oral communications must be referred to the Commission office.

MEETING MATERIALS/DISCUSSIONS: Background reports and informational materials related to accreditation matters are regularly prepared for review by the Commission and its Review Committees. These materials and all discussions related to accreditation matters routinely remain confidential. The Commission determines when, and the manner in which, newly adopted policy and informational reports will receive public distribution.

○ **PROTECTED HEALTH INFORMATION:** Patients' protected health information, which includes any information that could identify an individual as a patient of the facility being site visited, may not be used by the consultants/site visitors, Review Committee members, or Commissioners for any purpose other than for evaluation of the program being reviewed on behalf of the Commission. Protected Health Information may not be disclosed to anyone other than Commissioners, Commission staff, Review Committee members or consultants/site visitors reviewing the program from which the Protected Health Information was received. Individual Protected Health Information should be redacted from Commission records whenever that information is not essential to the evaluation process. If a consultant/site visitor, Review Committee member, or Commissioner believes any Protected Health Information has been inappropriately used or disclosed, he/she should contact the Commission office.

MEETINGS: Policy portions of the Review Committee and Commission-meetings are open to observers, while accreditation actions are confidential and conducted in closed session. All deliberations of the Appeal Board are confidential and conducted in closed session.

NOTICE OF REASONS FOR ADVERSE ACTION: Notice of the reasons for which an adverse accreditation action (i.e. deny or withdraw) is taken is routinely provided to the Secretary of the U.S. Department of Education, any appropriate state agencies, and, upon request, to the public.

Reaffirmed: 8/10; Revised: 1/05, 2/01, 7/00; Adopted: 7/94, 5/93

**Commission on Dental Accreditation
Confirmation of State Board Participation
on Advanced Dental Education Site Visits**

Name of Institution: _____
Program(s) to be Evaluated: _____
Dates of Site Evaluation: _____

To aid the Commission on Dental Accreditation in preparing for the site evaluation noted above, please check the appropriate statements and complete the information requested by November 5, 2012* or call if additional time is needed.

_____ The State Board is unable to participate in the site evaluation.

_____ The State Board wishes to participate in the site evaluation and submits the following names of current Board members for the institution's consideration.

Name:	_____	Name:	_____
Address:	_____	Address:	_____
City:	_____	City:	_____
State/Zip:	_____	State/Zip:	_____
Phone:	_____	Phone:	_____
Fax:	_____	Fax:	_____
E-Mail:	_____	E-Mail:	_____

Signature: _____
Name (Print/Type): _____
Title: _____

Phone: _____ Fax: _____ E-Mail: _____

Return by fax to: 1-312-587-5104

Attn: Sheron Parkman
Commission on Dental Accreditation
211 East Chicago Avenue
Chicago, Illinois 60611

***If a response is not received by the date indicated above, it will be presumed that the State Board is unable to participate.**

COMMISSION ON DENTAL ACCREDITATION CONFLICT OF INTEREST POLICY

Evaluation policies and procedures used in the accreditation process provide a system of checks and balances regarding the fairness and impartiality in all aspects of the accreditation process. Central to the fairness of the procedural aspects of the Commission's operations and the impartiality of its decision making process is an organizational and personal duty to avoid real or perceived conflicts of interest. The potential for a conflict of interest arises when one's duty to make decisions in the public's interest is compromised by competing interests of a personal or private nature, including but not limited to pecuniary interests.

Conflict of interest is considered to be: 1) any relationship with an institution or program, or 2) a partiality or bias, either of which might interfere with objectivity in the accreditation review process. Procedures for selection of representatives of the Commission who participate in the evaluation process reinforce impartiality. These representatives include: Commissioners, Review Committee members, consultants/site visitors, and Commission staff.

In addition, procedures for institutional due process, as well as strict guidelines for all written documents and accreditation decisions, further reinforce adherence to fair accreditation practices. Every effort is made to avoid conflict of interest, either from the point of view of an institution/program being reviewed or from the point of view of any person representing the Commission.

Reaffirmed: 8/10

1. Visiting Committee Members Conflicts of interest may be identified by either an institution/program, Commissioner, consultant/site visitor or Commission staff. An institution/program has the right to reject the assignment of any Commissioner, consultant/site visitor or Commission staff because of a possible or perceived conflict of interest. The Commission expects all programs, Commissioners and/or consultants/site visitors to notify the Commission office immediately if, for any reason, there may be a conflict of interest or the appearance of such a conflict. Because of the nature of their positions, a state board representative will be a resident of the state in which a program is located and may be a graduate of the institution/program being visited. These components of the policy do not apply for state board representatives, although the program retains the right to reject an individual's assignment for other reasons.

Possible conflicts of interest include, but are not limited to, a consultant/site visitor who:

- is a graduate of a program at the institution;
- has served as a consultant/site visitor, consultant, employee or appointee of the institution;
- has a family member who is employed or affiliated with the institution;
- has a close professional or personal relationship with the institution/program or key personnel in the institution/program which would, from the standpoint of a reasonable person, create the appearance of a conflict;
- manifests a partiality that prevents objective consideration of a program for accreditation;
- is affiliated with an institution/program in the same state; and/or
- is a resident of the state.

If an institutional administrator, faculty member or consultant/site visitor has doubt as to whether or not a conflict of interest could exist, Commission staff should be consulted prior to the site visit. The Chairperson, Vice-Chairperson and a public member of the Commission, in consultation with Commission staff and legal counsel, may make a final determination about such conflicts.

Revised: 8/10

2. Commissioners, Review Committee Members And Members Of The Appeal Board

The Commission firmly believes that conflict of interest or the appearance of a conflict of interest must be avoided in all situations in which accreditation recommendations or decisions are being made by Commissioners, Review Committee members, or members of the Appeal Board.

No Commissioner, Review Committee member, or member of the Appeal Board should participate in any way in accrediting decisions in which he or she has a financial or personal interest or, because of an institutional or program association, has divided loyalties and/or has a conflict of interest on the outcome of the decision. Areas of conflict of interest for Commissioners, Review Committee members and/or members of the Appeal Board include, but are not limited to:

- close professional or personal relationships or affiliation with the institution/program or key personnel in the institution/program which may create the appearance of a conflict;
- serving as a consultant to the institution/program;
- being a graduate of the institution/program;
- being a current employee or appointee of the institution/program;
- being a current student at the institution/program;
- having a family member who is employed by or affiliated with the institution;
- manifesting a professional or personal interest at odds with the institution or program;
- key personnel of the institution/program having graduated from the program of the Commissioner, Review Committee member, or member of the Appeal Board;
- having served on the program's visiting committee; and/or
- no longer a current employee of the institution or program but having been employed there within the past five (5) years.

To safeguard the objectivity of the Commission and Review Committees, conflict of interest determinations shall be made by the Chairperson of the Commission. If the Chairperson and Vice Chairperson, in consultation with a public member, staff and legal counsel, determine that a Commissioner or Review Committee member has a conflict of interest in connection with a particular program, the report for that program will not be provided to that individual, either in an advance mailing or at the time of the meeting. Further, the individual must leave the room when they have any of the above conflicts. In cases in which the existence of a conflict of interest is less obvious, it is the responsibility of any committee member who feels that a potential direct conflict of interest exists to absent himself/herself from the room during the discussion of the particular accreditation report.

To safeguard the objectivity of the Appeal Board, any member who has a conflict of interest in connection with a program filing an appeal must inform the Director of the Commission. The report for that program will not be provided to that individual, either in an advance mailing or at the time of the meeting, and the individual must leave the room when the program is being discussed.

Conflicts of interest for Commissioners, Review Committee members and members of the Appeal Board may also include being from the same state, but not the same program. The Commission is aware that being from the same state may not itself be a conflict; however, when residence within the same state is in addition to any of the items listed above, a conflict would exist.

This provision refers to the concept of conflict of interest in the context of accreditation decisions. The prohibitions and limitations are not intended to exclude participation and decision-making in other areas, such as policy development and standard setting.

Commissioners are expected to evaluate each accreditation action, policy decision or standard adoption for the overall good of the public. The American Dental Association (ADA) Constitution and Bylaws limits the involvement of the members of the ADA, the American Dental Education Association and the American Association of Dental Boards in areas beyond the organization that appointed them. Although Commissioners are appointed by designated communities of interest, their duty of loyalty is first and foremost to the Commission. A conflict of interest exists when a Commissioner holds appointment as an officer in another organization within the Commission's communities of interest. Therefore, a conflict of interest exists when a Commissioner or a Commissioner-designee provides simultaneous service to the Commission and an organization within the communities of interest. (Refer to Policy on Simultaneous Service)

Revised: 8/10

3. Commission Staff Members: Although Commission on Dental Accreditation staff does not participate directly in decisions by volunteers regarding accreditation, they are in a position to influence the outcomes of the process. On the other hand, staff provides equity and consistency among site visits and guidance interpreting the Commission's policies and procedures.

For these reasons, Commission staff adheres to the guidelines for consultants/site visitors, within the time limitations listed and with the exception of the state residency, including:

- graduation from a program at the institution within the last five years;
- service as a consultant/site visitor, employee or appointee of the institution within the last five years; and/or
- close personal or familial relationships with key personnel in the institution/program.

Revised: 8/10, 7/09, 7/07, 7/00, 7/96, 1/95, 12/92; Reaffirmed: 1/03; Adopted: 1982