

# Rocky Mountain Network of Oral Health (RoMoNOH)

## RoMoNOH Sustainability Checklist

Part of the purpose of the RoMoNOH project is to ensure that the work the practice has done to integrate oral health is sustained after the project is over. We know integrating oral health services has been a lot of work so ensuring that it continues is important. Certain activities demonstrate that a service is integral to a practice's work, such as including training about it as part of onboarding activities, tracking progress via data, and adding activities to job descriptions. Following is a list of items that would demonstrate that oral health is now integrated in your medical practice.

	<p><b>Submit a written charter self-assessment.</b> When you began RoMoNOH, you created a plan/charter for your practice. Re-visit this charter and assess your progress.</p> <ul style="list-style-type: none"> <li>• Submit a written assessment to RoMoNOH leadership.</li> </ul>
	<p><b>Submit updated job descriptions.</b> Adding oral health activities to all applicable job descriptions demonstrates oral health has become imbedded into the role. Depending on your practice, which job descriptions are updated will vary as to who participates in oral health activities. Those participating could include clinical and non-clinical positions in both medical and dental (if you have a dental clinic). Some examples would be physicians, nurse practitioners, nurses, medical assistants, dentists, dental hygienists, dental assistants, office managers, front desk staff, and care navigators.</p> <ul style="list-style-type: none"> <li>• Submit all relevant updated job descriptions to RoMoNOH leadership.</li> </ul>
	<p><b>Submit a written onboarding process.</b> Adding oral health training to the onboarding process for all applicable positions demonstrates that staff oral health knowledge is valued and encouraged.</p> <ul style="list-style-type: none"> <li>• Submit the onboarding process to RoMoNOH leadership, showing that oral health is included, in whatever format your practice uses.</li> </ul>
	<p><b>Submit written or visual standard work.</b> Having standard work (written or visual) for the practice's oral health activities demonstrates oral health has been intentionally integrated into the practice, there is an expectation to follow a process, and all members can review the plan when needed.</p> <ul style="list-style-type: none"> <li>• Submit the written or visual standard work to RoMoNOH leadership.</li> </ul>
	<p><b>Submit a copy of a patient medical history intake form.</b> Some practices have added oral health questions to patient medical history intake forms.</p> <ul style="list-style-type: none"> <li>• If your practice has done this, submit a copy of the form to RoMoNOH leadership.</li> </ul>
	<p><b>Submit a copy of appropriate policy document(s).</b> Updating practice policies to include anything oral health related demonstrates that the topic is important to the practice and has become the standard.</p>

	<ul style="list-style-type: none"> <li>• Submit a copy of any policy documents that have been updated to include an oral health topic to RoMoNOH leadership.</li> </ul>
	<p><b>Submit a copy of the process/quality improvement plans showing what oral health metrics will be tracked and monitored ongoing.</b></p> <p>Monitoring the progress of oral health activities helps maintain awareness and emphasis on progress. Include oral health in practice process or quality improvement plans, particularly showing a commitment to measuring and reviewing a measurement valued by the practice. This applies to both medical and dental, not just dental.</p> <ul style="list-style-type: none"> <li>• Submit a copy of the data tracking plan to RoMoNOH leadership.</li> </ul>
	<p><b>Submit patient educational items.</b></p> <p>Having oral health educational resources available to give to patients to take home reinforces instruction provided in the clinic.</p> <ul style="list-style-type: none"> <li>• Submit to RoMoNOH leadership a copy or picture of the educational items being used.</li> </ul>
	<p><b>Submit a written expansion statement.</b></p> <p>When an organization has created a valuable service it may then consider expanding it from part of the organization to the whole organization. If there is room for expansion within your organization, think through and develop a statement regarding plans for expansion beyond the existing age group or target population, or into other affiliated organizational practices.</p> <ul style="list-style-type: none"> <li>• Submit this written statement to RoMoNOH leadership.</li> </ul>
	<p><b>Submit a written operation expense statement.</b></p> <p>Oral health services incur some expense. The expense varies depending on the oral health integration model of the practice. Consider what your practice’s expenses are and how they will be paid for after this project is completed.</p> <ul style="list-style-type: none"> <li>• Submit this as a written statement to RoMoNOH leadership.</li> </ul>

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