

Adult Dental Services Program (ADSP)  
Manual of Expectations for Patients and Clinicians  
January 2019

## **Description and Background**

Thank you for your interest in the Adult Dental Service Program (ADSP)! Members of the West Michigan District Dental Society and West Michigan Dental Foundation created the Adult Dental Services Program (ADSP) in the 1980's. More recently, improved federal access to care has reduced applicant demand and the program lived in relative hibernation. After reevaluation of all aspects of the program, ADSP will provide access to volunteer dentists for those with limited income that are just *above* the eligibility thresholds for government assistance. Eligibility requirements have also been broadened from historical norms, including extension to the five counties within the West Michigan District Dental Society.

The ADSP Committee oversees the program. The current committee consists of Steven Mancewicz DDS, Eric Cao DDS and Matt Gietzen DDS. Every two years, one member will join and exit the committee, ensuring continuity.

Volunteer dentists provide personalized treatment planning and deliver dental care in the efficient atmosphere of their practice location.

Eligible patients who are accepted into the program agree to attendance and co-pay criteria. Applicants are directed to Cherry Health Services Dental Clinic, who as has agreed to employ the ADSP Dental Coordinator and staff dentists, for initial intake processing and diagnostic collection.

Private grants managed by the West Michigan Dental Foundation are used to run the initiative, including lab fees for indirect procedures. This collaborative effort provides approximately 13 dollars of philanthropic dental care for every grant dollar.

## **Patient Eligibility Criteria:**

1. Must be at least 18 years of age.
  - Applicants under 18 whose spouse is 18 or older, and who otherwise meet the guidelines are eligible.
2. Must not have any dental insurance plan or any other source of Assistance.
  - Applicants with limited coverage or a high insurance premium/co-pay may be considered for the program; these patients will be evaluated on a case-by-case basis and will depend on available resources.
3. Must be a resident of Kent, Ottawa, Ionia, Montcalm, or Mecosta Counties for at least 6 months.
4. Must be working a full or part time job.
  - If applicant is not working (including college students), a member of the household must be working full time or part time AND must show ability to pay for the applicant.
  - Seniors may be working full time, part time, or retired, AND must show the ability to pay. Seniors are defined as 50 and over.
5. Must qualify financially according to established guidelines based on income and family size.
  - Income is based on one year. Six months of income in past and six months projected, including any potential increases in the next six months.
6. Applicants may be eligible if:
  - They provide their own transportation to appointments. Transportation costs are the responsibility of the patient, not ADSP.
  - They or a member of their household can show the ability to pay.
  - Patients may be developmentally or physically disabled.
  - Patients are able to be treated in a conventional practice setting.
  - Patients provide their own caretakers if physical assistance is needed.
  - Patients provide any interpreters. Interpreter costs are the responsibility of the patient, not ADSP.
7. College students may be eligible if:
  - They are working part time and not covered by their parents insurance
  - College students will need to be discussed by the ADSP Committee.

## Board Cases and Discussions

1. Applicants with high medical expenses with income slightly above the guidelines must be considered individually and may be brought before the ADSP Committee.
2. Any case totaling more than \$2,500 in dental care must be approved by the ADSP Committee.
3. College student applicants may be brought before the ADSP Committee.
4. Applicants with high insurance premiums/co-pays or limited coverage will be decided on a case-by case basis only.
5. ADSP grant dollars may be used to fund up to a maximum of \$750 in lab fees, if applicable or as grant funds allow.
6. Income requirements are likely to change and be evaluated against federal eligibility criteria.

If six months has passed since the initial screening intake interview, a new interview must be done and all paperwork updated before the applicant can be considered for the program.

**\*Questions about the above information are to be directed to Dental Program Coordinator\***

ADSP Dental Coordinator

Cherry Health - Dental

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## **Income Eligibility (2019 to current):**

*Annual Income Guidelines for Adult Dental Services Program (ADSP)  
Eligibility\**

### Family Size

- |   |                    |
|---|--------------------|
| 1 | Less than \$30,000 |
| 2 | Less than \$38,000 |
| 3 | Less than \$46,000 |
| 4 | Less than \$54,000 |
| 5 | Less than \$62,000 |

6	Less than \$70,000
7	Less than \$78,000
8 or more	Less than \$86,000

\*Co-pay per appointment is \$50.

## **Information for Volunteer Dentists:**

Dentists and community members are encouraged to refer patients to the ADSP. Patients may also refer themselves. Every opportunity will be taken by the program coordinator to match these patients with providers who enjoy performing procedures for which the patient is a likely candidate. It is also possible for referring dentists to treat those whom they refer – if desired.

ADSP enjoys our relationship with Cherry Health Dental Clinic, who graciously provides team member staffing, serves as the processing site, and collects initial diagnostic criteria. This information is used to pair a volunteer dentist.

After the volunteer dentist reviews diagnostic information and examines the eligible patient, the volunteer dentist will create and submit a treatment plan to the program coordinator. The program coordinator insures that any lab fees are within budget, and communicates program expectations to patients.

Volunteer dentists may choose any dental laboratory they use consistently. Use of local dental labs are encouraged however, as this is a proud regional collaborative initiative. Many local labs are familiar with ADSP reimbursement methods through the West Michigan Dental Foundation.

The co-pay for each patient visit is \$50. This fee helps cover a small percentage of overhead costs at the practice of the volunteering dentist. Patients will agree to show up to their scheduled appointments and pay co-pays at each visit.

A participating ADSP dentist who agrees to provide treatment and is discovered to charge the patient more than the co-pay, will be asked by the committee to abide by guidelines or not participate.

If an ADSP patient is disabled, this information is to be shared with the matched participating volunteer dentist, including primary physician or psychiatrist's contact information (if necessary).

If a volunteer dentist does not wish to see a patient, it is the ADSP Committee's obligation to re-match the patient.

ADSP does not use government funds. Therefore, volunteer dentists are NOT required to pay for interpretation services.

Volunteer Dentists will be asked to fill out an information sheet, which will include a section to describe procedural preferences. The ADSP Dental Coordinator will match volunteer dentist procedural preferences with matching patient needs.

### **Getting Started:**

For patients: Apply online at: [www.wmdds.org/foundation](http://www.wmdds.org/foundation)

For Volunteer Dentists: Print out and return the "Preferences Sheet" available at [www.wmdds.org/foundation](http://www.wmdds.org/foundation) to the program coordinator, Alisha Walker ([alishawalker@cherryheath.com](mailto:alishawalker@cherryheath.com)).

To be completely clear, the volunteer dentist will be the captain of creating the final treatment plan, not the initial point of contact dentist, whose responsibility is initial screening. Thereafter, the program coordinator will route the patient to a volunteer dentist based on their procedural preferences.