



### **Prior to PSP Event (4 weeks)**

- Secure one or more dental professionals (dentist/hygienist) to provide oral screenings and schedule a date for your PSP event. Contact your Oral Health Program Consultant for assistance if necessary. Under **Additional Information** on the webpage, [www.psp.health.mo.gov/forms](http://www.psp.health.mo.gov/forms), use the **Volunteer Recruiting Letter for Dental Professionals** to recruit dental professionals.
- Secure one or more volunteers to apply fluoride varnish, to direct children, pass out goody bags and/or record data.
- Confirm *dental professionals* have completed **PSP Oral Screener Calibration** and *volunteers* who plan to apply varnish have completed **Fluoride Varnish Application Training**. Instruct dentist/hygienist/volunteers to the following webpage, [www.psp.health.mo.gov](http://www.psp.health.mo.gov) under **Become a PSP Volunteer** section.
- “Print” **Oral Health Consent & Results Form** from our webpage [www.psp.health.mo.gov/forms](http://www.psp.health.mo.gov/forms) and send home to parents at least 4 weeks prior to your event date. Select language version and print.
- Prior to placing your order for supplies, please consider using the **PSP Online Screening Form**. Review the short **PSP Online Screening Form Instructional Video** and print **PSP Online Screening Form Instructions** found at, [www.psp.health.mo.gov/forms](http://www.psp.health.mo.gov/forms). Check with your dentist or hygienist to see if they are willing to use their mobile device, laptop, or tablet during the screening process. A good connection to WI-FI is recommended. Have password available for screeners. Contact your Oral Health Program Consultant with any questions and to learn how easy this format is.
- Order supplies using the **PSP Online Order Form** on our webpage, [www.psp.health.mo.gov/forms](http://www.psp.health.mo.gov/forms) at least 4 weeks prior to your event date, for those kids who have consent to participate. The order form will be sent to your Oral Health Program Consultant for processing. Supplies should arrive within 1-2 weeks after submission.
- Once your supplies arrive, please open your box immediately to make sure all supplies are there and have not been damaged during shipment. Work with your Oral Health Program Consultant to get additional supplies if necessary. If you have not received your supplies within a week of event, be sure the shipment has not been misplaced at your location. If you do not locate the shipment, contact your Oral Health Program Consultant to track package.
- Be sure you have enough gloves on hand for dentist, hygienists and volunteers to use with all participating children.
- Prepare free toothbrushes, toothpaste, educational materials, etc.to distribute to participating children.



## Day of PSP Event

- “Print” PSP Day of Event Tracking Form.** The dentist/hygienist/volunteers should read the confidentiality statement and sign in. If using electronic screening forms, the dentist/hygienist can access the **PSP Online Screening Form** by scanning the QR Code with their mobile device or go to <https://psp.health.mo.gov/forms> and click the **PSP Online Screening Form** tab.
- Have **Oral Health Consent & Results Form** to give to each **before** child being screened by the dentist/hygienist. The **Form** will be used to complete the **Race** and **Ethnicity** portion of the screening form. The **Race** category can have more than one selection. **Ethnicity**, choose only one.
- Instruct the dentist/hygienist to review the option the parents selected on the form whether the child is to receive the fluoride varnish application. If parents selected “no varnish”, be sure that child does not receive it after the oral screening.
- Remind the dentist/hygienist to complete the bottom section of the **Oral Health Consent & Results Form** that will be sent home with each child who participates. This provides the Oral Health Screening Results to the parents or guardians.
- Instruct the dentist/hygienist to collect all **Oral Health Consent & Results Forms** to return to the nurse/coordinator at the end of the event. The nurse/coordinator will send bottom section home with child. It is recommended to make a copy of any note indicating early or urgent care that is needed so the nurse/coordinator can follow up to ensure dental care is completed.
- Set up in a well-lit room where the PSP event will take place.
- Set up stations with table space, trash bins, and 2-3 chairs per screening station. See sample **PSP Even Set-Up Floor Plan & Volunteer Guide** under **Additional Information** found on webpage [www.psp.health.mo.gov/forms](http://www.psp.health.mo.gov/forms).
- Have gloves, facemasks, hand sanitizer, tissue or paper towels, trash bins and disinfecting wipes available.
- Put out disposable mirrors and fluoride varnish from your supply order.
- If you ordered paper **PSP Screening Forms**, have them out for dentist/hygienist to use along with pens or a black sharpie. **In the event more forms are needed, access printable version on webpage, under Additional Information, Emergency Use Only! PSP Screening Form.**
- If you choose to use **PSP Online Screening Forms**, have Wi-Fi password available for dentist/hygienist to access the internet. Wi-Fi password is\_\_\_\_\_. If internet is slow after connecting, instruct dentist/hygienist to shut off Wi-Fi on device and use mobile device cell connection.



### After PSP Event (1-2 days)

- If paper **PSP Screening Forms** were used, mail screening forms within 1-2 days after event. Be sure to complete the **PSP Cover Sheet & Mailing Instructions for Paper Screening Forms** completely, accurately and using no abbreviations for school name and place on top of paper screening forms and insert in prepaid envelope (up to 150 forms) or box (more than 150 forms) that came with the your PSP order. This ensures data is collected and tracked accurately. If you do not have a **PSP Cover Sheet & Mailing Instructions for Paper Screening Forms**, print one from webpage [www.psp.health.mo.gov/forms](http://www.psp.health.mo.gov/forms) under **After PSP Event** section.
- If you chose to do **PSP Online Screening Forms**, there is nothing to mail back. Thank you for helping us save on printing and postage.
- Be sure to “**Submit**” **Online Mandatory PSP Event Report** found under **After PSP Event** section on our webpage, [www.psp.health.mo.gov/forms](http://www.psp.health.mo.gov/forms) within 1-2 days after your event. Use the **PSP Day of Event Tracking Form** to help complete the volunteer section of this form.



### Oral Health Education



- Oral Health Education is a **required** component of PSP and can be accomplished in many different ways. Oral Health Education can be conducted on the day of the event or at a later time.
- Grade specific Narrated Oral Health Presentations can be found in the sidebar at <https://www.psp.health.mo.gov/forms> and can be viewed directly from the website.
- Consider setting up an “Education Station” that participants can visit prior to or just after their screening/varnish application. Teachers can also provide oral health education within individual classrooms or a nurse/coordinator can go classroom to classroom at a later date.
- If you have oral health education of your own and would like to use it, that is also acceptable.
- The method of oral health education you choose is not important, providing it is!



### **Plan for 2<sup>nd</sup> Varnish a Minimum of 3 months from 1<sup>st</sup> Varnish**

- Secure a date and volunteers to help apply fluoride varnish. A school nurse can also apply varnish over a period of days if no volunteers are available. No dentist/hygienist are needed if screenings were completed at 1<sup>st</sup> application.
- Confirm any new volunteers helping with 2<sup>nd</sup> application of fluoride varnish complete the **Online Varnish Application Training** found on the PSP main website at [www.psp.health.mo.gov](http://www.psp.health.mo.gov) under **Become a PSP Volunteer** section.
- Order fluoride varnish using **PSP Online Order Form** found at [www.psp.health.mo.gov/forms](http://www.psp.health.mo.gov/forms).
- When supplies arrive, open immediately to make sure all supplies are there and nothing has been damaged during shipping. Contact your Oral Health Program Consultant with any issues.
- Refer to **Day of PSP Event** section above to get room and supplies ready for PSP event.
- “Print”** off **PSP Day of Event Tracking Form** found at [www.psp.health.mo.gov/forms](http://www.psp.health.mo.gov/forms) for volunteers to read confidentiality statement and sign in.
- “Submit”** **Online Mandatory PSP Event Report** found at [www.psp.health.mo.gov/forms](http://www.psp.health.mo.gov/forms) within 1-2 days after your event. Use the **PSP Day of Event Tracking Form** to help complete the volunteers section of this form.



### **Other Helpful Notes**

- Need help finding a Dentist or Dental Hygienist?
  - Personal connections may be the best place to start; maybe your family dentist office would be willing to help. You can also go to the Missouri Division of Professional Registration webpage, [www.pr.mo.gov](http://www.pr.mo.gov) and follow the instructions below.
    - \* Select **Licensee Search** tab at top of page.
    - \* Select **Active Licensee** search.
    - \* **County**-select drop down box to select county.
    - \* **Profession Name**-select drop down box to select either Dentist or Dental Hygienist.
    - \* Select **Submit** and results will appear.