

UPDATED 2024-2025 PSP Checklist for Event Preparation & Follow Up

PSP WEBSITE: <https://health.mo.gov/oralhealth/psp> orders, forms and Calibrations/Trainings



Prior to PSP Event (4 weeks)

- Secure one or more volunteer to provide Oral Health Reviews and then schedule a date for the PSP Event. Volunteers must meet the PSP Oral Health Review Criteria. Criteria can be found by going to webpage [here](#). Select **PSP Volunteers Information** dropdown box. If a letter is needed to help recruit volunteers, you can find the **Volunteering Recruiting Letter for Oral Health Reviewers** under **Additional Information** under the PSP Forms dropdown box.
- Secure one or more volunteers to apply fluoride varnish, to direct children, pass out goody bags and/or record data.
- Confirm Oral Health Reviewers have completed **PSP Oral Health Review Calibrations/Trainings** and volunteers who plan to apply varnish have completed **Fluoride Varnish Application Calibrations/Trainings**. Direct oral health reviewer and other volunteers to the following webpage, [here](#) in the **PSP Calibrations/Trainings** dropdown box to find calibration/training videos.
- “Print” Oral Health Consent & Results Form** from our webpage [here](#) under the PSP Forms dropdown box, 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 Oral Health Review Form**. Review the short **PSP Online Oral Health Review Form Instructional Video** and **print PSP Online Oral Health Review Form Instructions** [here](#) under the PSP Forms dropdown box. Check with your volunteer oral health reviewers to see if they are willing to use their mobile device, laptop, or tablet during the oral health review process. A good connection to WI-FI is recommended. Have password available for oral health reviewers. Contact your State Dental Hygienist with any questions and to learn how easy this format is.
- Order supplies only for those children who have consent to participate using the **PSP Online Order Form** from our webpage, [here](#), under the PSP Forms dropdown box at least 4 weeks prior to your event date. The order form will be sent to your State Dental Hygienist 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 State Dental Hygienist 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 State Dental Hygienist to track package.
- You are required to provide gloves**. Be sure you have enough gloves on hand to use for oral health reviewers and volunteers applying fluoride varnish with all participating children.

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Day of PSP Event

- “Print” PSP Day of Event Tracking Form.** Please complete the top of the form by printing the county, school name and date. The oral health reviewer and other volunteers should read the confidentiality statement and initial box of profession/occupation. If using the **PSP Online Oral Health Review Form**, there is a QR code on the form that reviewers can scan with their mobile device, and if a Wi-Fi password is required, please enter in the space provided. Or the oral health reviewer can access the **PSP Online Oral Health Review Form** by going [here](#) to PSP Forms dropdown box and click the **PSP Online Oral Health Review Form** tab.
- Give the **Oral Health Consent & Results Form, that parents have completed**, to the child **before** their oral health review to hand to the oral health reviewers. The **Form** will be used by the oral health reviewer to complete the **Race, Ethnicity, and Insurance** questions of the oral health review form. The **Race** category can have more than one selection. **Ethnicity**, choose only one. **Insurance**, choose only one.
- Remind oral health reviewers to observe whether parents consented for child to receive the fluoride varnish application. If parents selected “no varnish”, be sure that child does not get varnish applied. It’s best to walk child towards the exit of room to prevent varnish being applied.
- Remind the oral health reviewers to complete the bottom section of the **Oral Health Consent & Results Form** that will be sent home with each child to provide results to the parents or guardians.
- Instruct the oral health reviewers 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 the 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 Event Set-Up Floor Plan & Volunteer Guide** under **Additional Information** found on webpage [here](#) under the PSP Forms dropdown box.
- Have gloves, facemasks, hand sanitizer, tissue or paper towels, trash bins and disinfecting wipes available. Set out the disposable mouth mirrors and fluoride varnish from your supply order.
- If you ordered paper **PSP Oral Health Review Forms**, have them out for oral health reviewers to use along with pens or a black sharpie. In the event more forms are needed, access to a printable version can be found on webpage [here](#) under PSP Forms dropdown box under **Additional Information, Emergency Use Only! PSP Oral Health Review Form. Never use screening forms from previous years.**

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After PSP Event (1-2 days)

- If paper **PSP Oral Health Review Forms** were used, mail oral health review forms within 1-2 days after event. Be sure to fill out the **Cover Sheet** completely, accurately and using no abbreviations for school name. Place **Cover Sheet** on top of forms; then place forms and **Cover Sheet** in prepaid envelope (up to 150 forms) or box (more than 150 forms) that came with your PSP order. This ensures data is collected and tracked accurately. If you do not have a **Cover Sheet & Mailing Instructions**, print one from webpage under the PSP Forms dropdown box and go to the **After PSP Event** section, [here](#).
- If you chose to use the **PSP Online Oral Health Review 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** within 1-2 days after your event, go to webpage [here](#) under the PSP Forms dropdown box and go to **After PSP Event** section. Use the **PSP Day of Event Tracking Form** to help complete the volunteer section of this form.



Oral Health Education



[here](#)

<https://health.mo.gov/living/families/oralhealth/oralhealtheducation.php>

- Oral Health Education is a **required** component of PSP and can be accomplished in many 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 on the right at <https://health.mo.gov/oralhealth/psp> under the **Oral Health Education** dropdown and then under the dropdown box **K-12 Narrated Oral Health Presentations English & Spanish** and can be viewed directly from the website.
- Consider setting up an “Education Station” that participants can visit prior to or just after their oral health review/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!

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Plan for 2nd Varnish a Minimum of 3 months from 1st 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 oral health reviewers are needed if oral health reviews were completed at 1st varnish application.
- Confirm any new volunteers helping with 2nd application of fluoride varnish complete the **Online Varnish Application Calibration/Training** under PSP Calibrations/Trainings dropdown box [here](#).
- Order fluoride varnish using **PSP Online Order Form** found [here](#) under the PSP Forms dropdown box and go to Plan for 2nd Varnish section.
- When supplies arrive, open immediately to make sure all supplies are there, and nothing has been damaged during shipping. Contact your State Dental Hygienist with any issues.
- Refer to **Day of PSP Event** section listed above to get room and supplies ready for PSP event.
- “Print”** off **PSP Day of Event Tracking Form** found [here](#) under the PSP Forms dropdown box for volunteers to read confidentiality statement and initial box of profession/occupation.
- “Submit”** **Online Mandatory PSP Event Report** [here](#) under the PSP Forms dropdown box within 1-2 days after your event. Use the **PSP Day of Event Tracking Form** to help complete the volunteer’s section of this form.



Other Helpful Notes

- Need help finding an oral health reviewer that meets PSP criteria?
 - 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 and follow the instructions below to locate individuals that meet the PSP requirements to help with oral health reviews.
 - * 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 profession that meets the PSP criteria to help with oral health reviews.
 - * Select **Submit** and results will appear.