

Smile Survey Screener Manual

School Outreach & Recruitment Process:

Coordinators will contact the schools for permission to schedule the Smile Survey and discuss consent type (Passive or Positive). Either a Coordinator or Screener may determine the number of classrooms/students invited to participate.

Once a school agrees to participate:

- Coordinators will identify a Main School Contact for the Screener to work with and connect them via email: to schedule a screening date and to coordinate other screening day details.
 - For Screeners convenience, a Main School Contact email template example is available to download from the [Smile Survey Screener Toolkit](#).
 - For King and Pierce Counties, the Coordinators (Aji and Dawn) will take the lead in scheduling their county's schools.
 - Screeners are encouraged to cc the Coordinator who connected them to the school to keep them informed through the communication process.
 - Please reach out to the Coordinator with any questions or concerns.

Screening Day Preparations:



Screeners must confirm that the following items are in place for screening days:

- **Enrollment Numbers**
 - Request the **total number currently enrolled in each grade**.
 - Request the **number of children enrolled in each class as needed to finalize the number of invited classrooms**.
- **Number of Children to be Screened:**
 - The goal is to end up collecting data on **50 to 60 children from each grade (2nd & 3rd) or about 100 to 120 children total per school**.
 - For larger schools, this will mean “inviting” usually 3-4 classes per grade to participate selected at random by the main school contact.
 - The final number of invited classes will depend on their enrollment. For smaller schools, it may be necessary to invite all the classrooms in both grades.
 - For schools with more than 3 classrooms per grade, confirm with the main school contact that classes have been selected at random to participate.
 - The suggested method of selection is alphabetically by teachers' last names (other methods are fine as well, except for asking for volunteers).
- **Consent Forms:**
 - Passive consent forms are available for schools to download and print from the [Smile Survey School Outreach Site](#)
 - Coordinators will inform the Screener what type of consent the school is choosing to use (Passive or Positive)
 - The school will want to distribute consent forms (only to the selected classrooms) at least one week before the scheduled screening date.

Smile Survey Screener Manual

- **Class Rosters with (OSPI) State Student ID numbers (SSID#)**
 - Request the school provide a printed Class Roster for each of the selected classrooms.
 - The Student Roster must have the students' 10-digit SSID# and the child's first and last name.
- **Request Materials for Screening:**
 - Order all supplies from the [Smile Survey Screener Toolkit](#) at least 3 weeks prior to the screening date.
 - **Oral Health (OH) Kits & Results Letters:** Calculate the total number of enrolled children in all the participating classrooms and request that amount using the [Screening Supply Online Form](#). The OH Kits and Results Letters will be mailed to the Screener.
 - **Screening Supplies:** Request any needed supplies using the [Screening Supply Online Form](#). All screeners will have initial dental supplies (mirrors & gloves) to screen about 3 schools and will need to order additional supplies as needed to cover scheduled screenings on an ongoing basis.
 - For any questions or concerns with shipping please contact Heather Knaplund at Arcora Foundation: hknaplund@arcorafoundation.org

Screening Day Requirements & Helpful Tips:

- **Arrival & set-up:**
 - Review the [Smile Survey Screening Day Checklist](#) for details.
 - For a list of supplies to bring, review the [Smile Survey Supply List](#)
- **Data Collection Process:**
 - Screeners must complete both a [School Data Form](#) and a [Child Data Form](#). Both forms should be saved ahead of time to the data entry device that will be used at the school (personal phones, tablets, or laptops). Forms can also be accessed by scanning the QR codes in the toolkit.
 - **For the School Data Form** (Complete 1 for each school) Enter the School ID number found in the [School Sample Spreadsheet](#), total number of children enrolled in each grade and the enrollment number for each participating class.
 - If the school has more than 4 classrooms that have been selected for screening, which can be the case with a 2nd/3rd grade cluster, please fill out a second [School Data Form](#). Label the second form "School Name #2."
 - **For the Child Data Form** (Complete 1 for each child) Make sure to **enter each child's 10-digit state student ID number accurately**. Electronic methods for entering the SSID are recommended to increase accuracy.
 - If using a newer iPhone or iPad device, try using the scanning feature in the MS Form line to capture the 10-digit state student ID number 
 - If using a newer Android device, try using the Text or Lens scanning feature in the camera to copy/paste the number into the MS Form 
 - Collect the oral health data capturing the following:
 1. **Treated decay** (none, primary only, primary & permanent, permanent only)

Smile Survey Screener Manual

2. **Untreated decay** (none, primary only, primary & permanent, permanent only)
 3. **Rampant decay** – 7 or more affected teeth (no/yes)
 4. **Dental sealants** on permanent molars – (no/yes)
 5. Need for **restorative dental care** – (none, early, urgent)
- For additional information regarding oral health indicators data, please refer to Dr. Phipps' Calibration Training Materials in the [Smile Survey Screener Toolkit](#).
 - Please bring enough paper copies of the [WA State Screening Form](#) as a back-up to address any technology failure issues. Also, Screeners may collect the data by paper and enter the information into MS Form after screening completion.
 - Please complete data entry asap.
 - For any questions or concerns with the data entered into MS Forms, please contact Justin Weisser at the Department of Health:
justin.weisser@doh.wa.gov
 - Upon data collection completion, please leave any returned Consents, Classroom Rosters, and the Results Letters with your Main School Contact. Ask the school to distribute the Result Letters to participating students along with the OH kits.

Post Screening Follow-up Items:

- Submit your invoice to Arcora Foundation at least monthly using this [invoice template](#) and upload your [invoice here](#) for processing. If you have approved expenses, use the [expense template](#). For instructions, please check the [Screener Invoicing Overview](#).
- Update Smartsheet to indicate school screening completion by accessing the [School Sample Spreadsheet](#)
- If data was collected on paper forms, after data is entered into the MS Forms, disregard/shred any papers.
- Please ask questions and provide the Smile Survey team with any feedback regarding: Challenges/success, lessons learned, and recommendations to improve the Smile Survey process.
- All feedback and questions regarding the Smile Survey project **are optional but highly encouraged and appreciated**. It helps the Smile Survey project improve and ensures continuous learning and consistency across the board. You can provide your feedback by emailing Dana Harris or by posting your feedback on Smile Survey Facebook Group. Request access to the group by following [Facebook Group](#).

Materials, Resources & Additional Support:

Please see the [Smile Survey Screener Toolkit](#) on [Arcora Foundation Website](#) or [SmileSurveyWA.org](#) for all Smile Survey related supporting documents.

[Smartsheet](#) can be accessed via the link in the Toolkit, at smartsheet.com or via Smartsheet app on phone or tablet once a login/password has been created. Login information will be sent from Arcora Foundation.