

Smile Survey Screening Day Checklist

Once a Coordinator connects you via email with a Main School Contact reply using optional Email Template for Main Contact in the [Screener Toolkit](#) to:

Schedule Visit: Review school calendar on district website for *dates to avoid* offering when scheduling your visit *such as no school, late start mornings and early release days*

When scheduling: Please allow **3-week lead time** to allow enough time for any needed supplies to arrive to your address and for the school to have time **to distribute the consents at least 1 week in advance**

Verify total enrollment in 2nd & 3rd grades, and enrollment numbers for the selected classes

- **Goal:** To collect data on about 100-120 students total per school (or about 50-60 per grade). Smaller schools will have less.
- For larger schools, invite up to 150 total students to participate with passive consent to account for the 20% attrition for those who opt-out or are absent. *Number of classrooms will vary depending on the classroom enrollment numbers.*
- If a school has any 'mixed grades' such as 1/2 or 3/4 then invite only the 2nd & 3rd students to participate and account for those numbers in the invited students
- If a school district asks to include any homeschool students in the target grades that can be accommodated, as long as they arrive at a participating school in their district on their scheduled screening day. These students are not considered a separate "school" for invoicing purposes.

Refer the schools to SmileSurveyWA.org to print passive consent forms in their selected languages. Ask for consents to be distributed at least 1 week before your scheduled visit.

Reminder: If the Coordinator has informed you that the school requested positive consent forms, please download their selected languages from the [Screener Toolkit](#) and email them to the Main School Contact.

Request that any returned consent forms are set aside for you to pick up the morning of your visit

Request classroom rosters be ready on the morning of your visit for all the participating classes with the child's first & last name and their 10-digit (OSPI) state student ID number (SSID#)

Reminder: All protected health information (PHI) such as consents and rosters should stay at the school. Please do not request rosters be emailed to you and do not take consents or rosters home.

Update Smartsheet sample with School's Participation Status, Date Scheduled (Start Date), Screener & Scribe Assigned (if any), consent type and any Scheduling Comments such as Main School Contact, number of classes invited, enrollment numbers, date supplies ordered etc.

Suggestion: On your phone/tablet: Add the Toolkit to your favorites, download Smartsheet app and add School and Child Data Forms to your home screen for your convenience.

At Least Three Weeks Prior to Scheduled Screening Day

Place order for Oral Health Kits, Results Letters and any additional screening supplies needed via the Toolkit (*these will be shipped to the Screener*)

Oral Health Kits for Mixed grades/Special Education Classes with invited students: *If we have invited any 2nd/3rd graders from these classes, oral health kits can be distributed to ALL students in these classes regardless of their grade. Please order enough to have on hand.*

If a school declines to print consents: *Notify Coordinator Dana Harris at least 3 weeks ahead of screening date and arrangements will be made to ship consents. In this case, please have the Main School Contact notify their shipping/receiving department so that the package is more likely to be delivered to the school and not be declined or lost.*

Recruit a volunteer Scribe: If you would like help recruiting a volunteer to help with data entry try one of the following resources or ask your family/friends in lieu of asking school staff for help:

- [School PTA/PTO locator](#)
 - Or visit school website for contact information to their PTA/PTO
- [County Access to Baby and Child Dentistry \(ABCD\) Coordinator locator](#)
- Local Health Jurisdiction (LHJ)
- Other Community Volunteer Organizations
- Retired Dental Professionals
- Local Dental Hygiene or Dental Assisting Program

At Least One Week Prior to Scheduled Visit

Send reminder email to the Main School Contact that your visit is scheduled for: (Day/Date)

1. Verify the **Consent Forms have been sent home** with the students in the selected classrooms
2. Remind them on the morning of your visit you will pick up:
 - a. **Any Consent Forms that have been returned**
 - b. **Printed Classroom Rosters for the participating classrooms** with the student's first & last names and their **SSID#**

SSID# Roster Suggestion: *Suggest the school verify their ability to print the correct rosters ahead of time. If the Main Contact is having difficulty printing rosters with the SSID#, suggest they ask the School Secretary, other front office staff or school Registrar for help.*

3. **Verify you have received any requested shipments** and have enough screening supplies, oral health kits, and results letters
4. **Look up the School ID# in Smartsheet** (*Remember number is assigned by DOH Epidemiologist therefore the school will not know their Smile Survey School ID#*)

Plan your arrival time for the morning of your visit: Review school website for their daily schedule; notify them you will arrive at least 30 minutes before the screening start time to prepare for the day

Suggestion: *Sometimes schools create name tags for their students for their Hearing/Vision Screening events. Consider asking the school to create name tags for the children in the selected classrooms to help ensure the correct students are screened for the Smile Survey.*

Screening Day

Arrive at least 30 minutes early before the school day begins to sign into office and connect with the Main School Contact to:

1. **Pick up rosters** with SSID# for the selected classrooms
2. **Plan the order of classes:** Request the scheduled times for 2nd & 3rd grade lunch, recess and any specials that the participating classes have scheduled that day

Suggestion: Ask the school if they have any preference for order of classes. School schedules can also be requested ahead of time but be prepared to be flexible! Especially since total time for each class will vary depending on the number of participating students per class, if you have a Scribe, consent type etc.

3. **Collect any consents** that have been returned to the school
 - a. For Passive Consents:
 - i. Cross off any children on the roster who cannot participate (their consent is marked 'no')
 - b. For Positive Consents:
 - i. Cross off any children who do not have a consent marked 'yes'

Reminder: For any passive consents that are not marked no, it is up to Screener and school staff discretion to screen that child since it is common for families to be confused by passive consents. If in doubt what the families intention is, please mark those students off the roster and do not screen them.

Suggestion: For those schools that are participating with Positive consents, have the teacher hand out the consents to students who can participate.

4. **Complete a [School Data Form](#)** (1 per school) with school ID# from Smartsheet
 - a. Verify total enrollment numbers in 2nd & 3rd grades as of today with main school contact or office
 - b. Enter total enrollment numbers per class from student count on classroom rosters
 - c. Copy **school ID# (found in Smartsheet)** to have ready to paste into each Child Data Form
5. **Locations:** Determine where each selected class is and plan your screening locations
 - a. If possible, ask for a school map
 - b. Ask where the staff bathroom and lunch area are

Screening set-ups can vary based on School/Screener preference, space availability or if in conjunction with District Hearing/Vision Screenings

General Suggestions to help increase efficiency and to prevent children from missing excess class time:

- Set up outside of the classroom in the hallway with a small table and 3 chairs. One chair for the Screener, one for the student being screened, and 1 chair for the next child waiting. This set-up helps the next child know what to expect which reduces verbal explanations and any fears.
- If the selected classroom is located in a portable, it is most efficient to set up in the back or corner of the portable itself. Screeners can quietly screen children even while class continues.
- Once each child is completed, ask that child to quietly tap the next child on the shoulder to let them know it is their turn.

- When the screenings are completed for each classroom, the Screener moves their set up to be close to the next selected classroom.

Classroom Screenings

- When you are ready to see their class, check in with the teacher** to briefly introduce yourself and explain the visual screenings, your plan for screening their students, and to verify which children are absent today. Cross off any children on the roster who are absent.
- Prior to beginning screenings for each classroom, fill out Results Letters** with student's names that can participate and are present today to decrease waiting time between children
- Screen children in the order of the roster** (alphabetically by first or last name)
- Verify each child's name** to be sure you are screening the correct child
- Complete a [Child Data Form](#)** for each child

Reminder: Please have enough paper data forms on hand in case of poor cell reception or Wi-Fi.

Data entry errors are to be expected in any data set however, for data collection questions or concerns: Contact Justin Weisser ASAP at 360-357-4289 or justin.weisser@doh.wa.gov

At the End of Screening Day

- If paper data sheets were used** to record the data, Screeners may take those home to complete entering the data in the MS Forms since they have only the SSID# which is non-identifiable.
- Leave any returned Consents and the Classroom Rosters** with the Main School Contact
- Leave the Results Letters** with the Main School Contact or individual Teachers to send home with the participating students

Suggestion: Highlight any children on the roster who has been identified with urgent dental needs to notify the school nurse or main school contact

- Leave the Oral Health Kits** with the Main School Contact **to send home with all the students in the classrooms selected for the survey**, regardless of whether the child participated in the screening or not
- Return any items** you may have borrowed from the school (chairs/tables) to their original locations
- Take out any garbage** sacks with screening trash to school dumpster vs. leaving in classrooms
- Thank the school** for supporting the Smile Survey efforts and let them know they will be receiving a shipment with a thank you gift of a Dental Presentation Puppet along with some books on oral health. *(These will be shipped directly to the school and addressed to the School Principal.)*
- Update Smartsheet with school's Participation Status, Date Completed** (End Date), name of Screener, name of Scribe (*or none*), plus any notes about anything unique that happened such as you were unable to screen a class because the school forgot to distribute consents, they only allowed a 3-hour window for screenings, it was field trip day, paper data forms were used due to poor Wi-Fi, etc.

After Screening Day

Submit an invoice [here](#) for every school completed in the previous 2 weeks. You can submit more than 1 school on an invoice. Submit invoices at least monthly.