

Preventive Services Program (PSP) Planning Guide:

PSP supports all of the components you need to engage your community in a program to improve children's oral health through 4 basic steps:

1. **Surveillance/Screening:** Annual oral screening conducted by trained dentists or dental hygienists
2. **Education:** Basic oral hygiene instruction, complimentary toothbrushes/1 per year/per participating child
3. **Prevention (Fluoride Varnish):** Two applications per year, applied by trained volunteers (minimum age 18)
4. **Referral:** A community network of dentists to provide unmet dental needs

Order of Events

It is ideal (but not mandatory) to conduct the oral screening and first fluoride varnish application in the fall, then apply the second fluoride varnish application in the spring. It is advised that both applications of the fluoride varnish are applied within a school year; August-May. It is recommended to place the varnish on the teeth approximately 3-6 months apart. It is your responsibility to track the children receiving the first fluoride varnish. This will ensure the same children receive the second fluoride varnish application in 3-6 months.

Steps to Prepare for a Preventive Service Program (PSP) Event

1. Locating a Dental Professional to Conduct the Oral Screenings

Dentists or Dental Hygienists **must** conduct the oral health screenings. I would highly recommend a commitment from local dentists and/or dental hygienists before you schedule your screening and fluoride varnish event. Many dentists/dental hygienists have one day or a half-day off a week; it is likely that would be the only day they could assist with oral screenings at your school. Personal connections may be the best place to start. Someone from your school or Head Start agency may have a friend or relative who is a dentist or dental hygienist who would be willing to help you at your school; maybe your personal family dentist would be willing to help.

- If you do not have any connections to dental personnel, a list of dentists and dental hygienists names and addresses can be found on the Missouri Professional Registration web site www.pr.mo.gov. A **Volunteer Recruiting Letter** for you to customize with your school's information to send to the dental professionals in your area requesting their assistance is located on our web link, <http://health.mo.gov/psp/forms>
- Your oral health consultant can also provide you with a list of dentists and hygienists already trained to conduct our PSP oral screenings in your area. Contact your consultant if you would like a copy of this list (See map on page 9 to locate the oral health consultant for your county).

- Once you secure the dentists and/or dental hygienists, direct them to the web site: <http://health.mo.gov/psp/> to complete the 30-minute online screener calibration/training.
- All dental professionals conducting a PSP screening must complete the online PSP calibration session. This is **required** and must be done **prior** to the event. You may wish to inform the dentists and hygienists this calibration/training is good for 1 hour of continuing education.

2. Locating Other Volunteers

Community volunteers such as parents; PTA, PTO members, grandparents, teachers, and health clerks, will be needed to apply the fluoride varnish, provide oral health education, record data for the dental professional screeners, escort children at the event, send out consents, or whatever else may be needed. The volunteers who apply the fluoride varnish **do not** have to be dental professionals. But, the volunteers who apply the varnish must be 18 years of age and must complete the online varnish training at: <http://health.mo.gov/psp/>

- The varnish training is **required** and must be completed **prior** to the event. It takes about 15 minutes to complete.
- As a rule of thumb, you will need 1-2 varnish volunteers per screener.
- You will need one recorder per screener; a recorder is used to complete the screening form as instructed by the oral screener (the dentist or dental hygienist).
- The number of other volunteers is up to you. The volunteers may be utilized for various duties; applying the fluoride varnish, providing the oral education, showing an oral health educational video or PowerPoint presentation, escorting children to and from classrooms, or assisting with paperwork.

3. Oral Screenings and Screening Form Tips and Information

- Either a licensed dentist or dental hygienist that has participated in the online oral screening calibration/training must conduct all oral screenings. The screening event will proceed much faster if each screener has a recorder. A recorder is used to complete the screening form as instructed by the oral screener (the dentist or dental hygienist).
- A child may be screened without receiving the fluoride varnish application, but a child **cannot** have the fluoride varnish application without an oral screening.
- The screening forms ordered on the supply order form will arrive with your supplies; these special colored screening forms **cannot** be reproduced in your facility. It is our hope every child will be screened.

4. Schedule the Screening/First Varnish Application Event Date

- After you have coordinated a date with your dental professionals and volunteers, you should set a date for the PSP event.
- Usually the screenings and first varnish applications take place on the same day. Many schools require reserving a room for an event, typically a gym, cafeteria or large room works best.
- Arrange your room for the event. Please review documents on *web link*: <http://health.mo.gov/psp/forms> **PSP Event set- up floor plan and Frequently Asked Questions for PSP Event Coordinator's**. Remember to allow time to prepare the room for the screening/varnish event prior to arrival of the volunteers and children, perhaps the day before.

The Second Fluoride Varnish Application in Approximately 3-6 Months

- The 2nd fluoride varnish date should be approximately 3-6 months after the 1st fluoride varnish application.
- No dental professionals are needed for the 2nd fluoride varnish applications.
- The only volunteers you will need for the 2nd fluoride varnish application are the volunteers that have completed the online fluoride varnish application training session and are willing to volunteer their time.
- It is up to you how many volunteers you have for this day; the more volunteers, the quicker the fluoride varnish applications will go.

5. Order the PSP Supplies

- The PSP supplies are available at no cost to you and include fluoride varnish, disposable mouth mirrors, toothbrushes, toothpaste, floss, screening guides, screening forms, oral health educational materials and postage paid return envelope or mailing label, see page 8.
- **You must order your supplies at least 3-4 weeks before the actual screen/varnish event.** Please complete the online **PSP Supply Order Form** as thoroughly as possible and then press submit; *see document on web link*: <http://health.mo.gov/psp/forms>.
- Your order form will automatically be sent to the oral health consultant that you selected on the order form.
- A completed printable order form will be emailed from Wufoo.com to the email address listed on the order form you submitted within 24 hours. If you do not receive the order form, please check your junk email folder or contact your oral health consultant.
- Your oral health consultant will look over your submitted order form to ensure you have ordered enough supplies, and will send the supply order form onto Jefferson City.
- The amount of supplies ordered for your schools/facility should match (fairly closely) with the number of screening forms (number of children screened) we receive in Jefferson City after your PSP event.

THE ORDER FORM MUST BE SUBMITTED ONLINE.

No scanned or emailed documents accepted.

No faxed supply order forms accepted.

Requirements for completing supply order form

- It is imperative to enter an event date on the order form. This date is used as a guide for the warehouse as to when your supplies are shipped, which is usually 1 week before your PSP event. If you do not have an exact date, use an approximate date.
- You may have the supplies sent to one building and then disburse by you and your staff to the appropriate schools, or if you would like to have each participating school receive supplies separately, you will need to complete an order form for each school.

Supplies to order for oral screening and 1st fluoride varnish application:

- Disposable mouth mirrors-1 per child
- Fluoride varnish-1 per child (2nd varnish application packet will be ordered near 2nd application date, typically 3-6 months after 1st application)
- Toothbrush, toothpaste- 1 per child/per school year (two toothbrush sizes are available based upon age/grade)
- Floss 1 per child- 4th grade and above only
- Laminated screening guide- 1 per screener (optional)
- Screening forms-1 per child
- Manila envelope or label to mail completed screening forms to Jefferson City (see mailing instructions on page 8)
- Various oral health educational supplies-see order form

Supplies to order for 2nd fluoride varnish application:

- Fluoride varnish-1 per child (only for the children that received the 1st fluoride varnish application)
- Various oral health educational supplies-see order form

Example: Ordering of supplies:

An elementary school with the grades K-5th is implementing the PSP. But only grades K-3rd are participating in the PSP event, all the children in grades K- 3rd will receive the free supplies; toothbrushes, tooth paste, etc. Grades 4th and 5th will not receive any supplies.

TIP: Many event coordinators find it very helpful to prepare (prior to the event) a bag (brown lunch sack) for each child which includes toothbrush, toothpaste, floss, oral health educational material and **fluoride varnish home care instructions**; see document on web link: <http://health.mo.gov/psp/forms>. The supplies may be distributed at the nurse's discretion.

6. Prepare and Send PSP Parental/Guardian Consent Letter Home to

Parents/Guardians, see document on web link: <http://health.mo.gov/psp/forms>

- Please place this letter on **your school letterhead** and modify the date and add your school information in the yellow highlighted area. We ask that you do not remove any of the information in the paragraphs.
- We **must** have consent for each child receiving the fluoride varnish.
- We are now recommending you ask for parental consent for the oral screening. However, the decision to ask for consent or not to ask for consent for the oral screening is your school districts' choice. The parental consent letter is printed on your school letterhead.
- All PSP participating children may be screened and will receive the free toothbrush, toothpaste, etc. but only children with parental consent will receive the two fluoride varnish applications.
- Please send the **Fluoride Varnish Flyer**, see document on web link: <http://health.mo.gov/psp/forms> with the consent letter as it will provide parents with more information. It has been suggested by school nurses to print this one page document on the back side of the consent letter.
- Many school districts prepare this letter and include it with the back to school packet sent to households during the summer months, or another option would be to have the consent letter ready and available for back to school/registration event for parents in August/Sept.
- For the **PSP Parental/Guardians Spanish Consent Form**, see document on web link: <http://health.mo.gov/psp/forms>

7. Oral Health Education

You will decide how you will incorporate the oral health education component. Oral health education is a **required** component of PSP and can be accomplished in many different formats. **Oral Health Education** document, see document on web link: <http://health.mo.gov/psp/forms> will assist you with this piece of the program.

Options for presenting the oral health education component:

- Provide the oral education at a station as described on the **PSP event set-up floor plan** document; see document on web link: <http://health.mo.gov/psp/forms>. Perhaps a teacher, health clerk or a student can help here.
- If you chose to use the PSP Oral Health Education PowerPoint presentations, you can either burn the presentation on a CD or save it to a memory stick for use with each classroom. The PSP PowerPoint presentations can also be viewed directly from the web site.
- If you have oral health information of your own you would like to use that is also acceptable.
- Go from classroom to classroom to provide the oral education.
- Provide the oral education on a different day than the screen/varnish event, we suggest within a couple of weeks after or before the screen/varnish event.

8. Prepare the Oral Health Screening Results Form and Fluoride Varnish Home Care Instructions: English and Spanish available; *see documents on web link:*
<http://health.mo.gov/psp/forms>

- Please edit the top of the **Oral Health Screening Results Form** to reflect your school information.
- Make a copy for each child screened; ideally, this note should be completed for every child screened.
- If possible, please have a volunteer recorder available to assist the dentist or hygienist with this form.
- The dentist or dental hygienist will instruct the volunteer recorder to document the dental need/problem, some dentists and hygienists prefer to complete the note themselves.
- If, however time constraints and or manpower issues do not allow for an **oral health screening result form** to be completed for each child screened, only complete this note for **early and urgent dental needs**.
- It is suggested to make a copy and send home with the child, and keep the original note for follow-up to ensure the dental need is taken care of.

Fluoride Varnish Home Care Instructions, *see document on web link:*
<http://health.mo.gov/psp/forms>

- Make as many copies as you need. The note shows both English and Spanish.
- This note is **only** for the children that **receive the fluoride varnish**.
- The note goes home with the child the day the fluoride varnish has been applied.
- There are 2-3 notes per sheet of paper. Cut in half/thirds for distribution to children.

9. Our Web Site

- Please visit our web site which features our oral health program:
<http://health.mo.gov/psp/>
- This is also the web site for the dentists, hygienists and varnish application volunteers to log onto for the **required** calibration/training.

10. Other Supplies Provided by you for Oral Screening/Fluoride Varnish Application Day:

- **Remember the latex free gloves are supplied by you unless you have made arrangements with the dental professionals to bring the gloves. To save on the cost of gloves, one glove can be used by the screener to complete an oral screening.**
- Please provide flashlights for the dental professionals conducting the screenings.

- A fine tipped black Sharpie works very well for the recorder to use on the screening form to color in the circles on the screening forms (No X's or check marks allowed). Please use a piece of paper under each screening form to prevent bleed through of the permanent marker.
- It is ideal to have a wastebasket for each dentist or hygienist and each fluoride varnish applicator.
- It is also helpful to have paper towels and or a box of tissues for each dental professional and volunteer applying varnish.
- It is a good idea to have hand sanitizer and disinfectant wipes available for each table.
- It will be necessary to have a few pens/pencils at the screening stations.

Follow Up After Oral Screening and 1st Fluoride Varnish Event:

- Send the completed **Screening Forms** and colored **Mailing cover sheet** to Jefferson City in the postage paid envelopes you received with your order. One envelope holds up to 150 screening forms.
- If more than 150 screening forms are mailed, a box (provided by PSP) will need to be used. Attach the adhesive postage paid label to the box. See; Mailing Instructions on page #8.
- Submit the **Volunteer and Fluoride Varnish Report** to your oral health consultant within a week of your event, *see document on web link:*
<http://health.mo.gov/psp/forms>
- The volunteer and fluoride varnish report will need ALL the volunteers names, the approximate length of time for the PSP event and the total approximate number of students receiving the 1st fluoride varnish application (*see document on web link*).
- Make a copy of the completed **Oral Health Screening Results Form** for your files and send the original home to parents, *see document on web link:*
<http://health.mo.gov/psp/forms>
- On the back, you may want to include a list of dentist and dental providers including Federally Qualified Health Centers/Dental Clinics in your community. To locate Medicaid providers in your area visit www.modental.org. Click on Public Resources tab, and then select the Uninsured Resources link. Click on the link the MOHealthNet Provider Search.
- Follow up on students who had urgent and early dental care referrals.

How to prepare for the 2nd Varnish Event 3 to 6 months after the 1st Fluoride Varnish Application:

- Secure volunteers to apply the 2nd fluoride varnish and to assist with event (Screenings are only done once per year).
- Confirm they have completed the on-line fluoride varnish training.

- Select your date; ideally, it should be no earlier than 3 months and no later than 6 months from your 1st fluoride varnish application. It is your responsibility to keep track of who received the 1st fluoride varnish application, only those students will receive the 2nd fluoride application.
- Submit your order for fluoride varnish 3- 4 weeks before event. You may have some leftover fluoride varnish packets and other supplies from your first supply order. Please check your supplies before ordering. You may also order, toothbrushes, toothpaste, floss etc.
- Arrange your room for fluoride varnish application. You will need tables, chairs, trash bins, gloves, masks, hand sanitizer, tissues, and disinfecting wipes. Mirrors are not necessary.
- Make copies of the **Fluoride Varnish Home Care Instructions** to be sent home with the child, *see document on web link:*
<http://health.mo.gov/psp/forms>
- **Submit the 2nd fluoride varnish Volunteer and Fluoride Varnish Report** to your oral health consultant within a week of your event. The volunteer and fluoride varnish report will need ALL the volunteers names, the approximate length of time for the 2nd varnish event and the total approximate number of students receiving the 2nd fluoride varnish application; see document on web link:
<http://health.mo.gov/psp/forms>

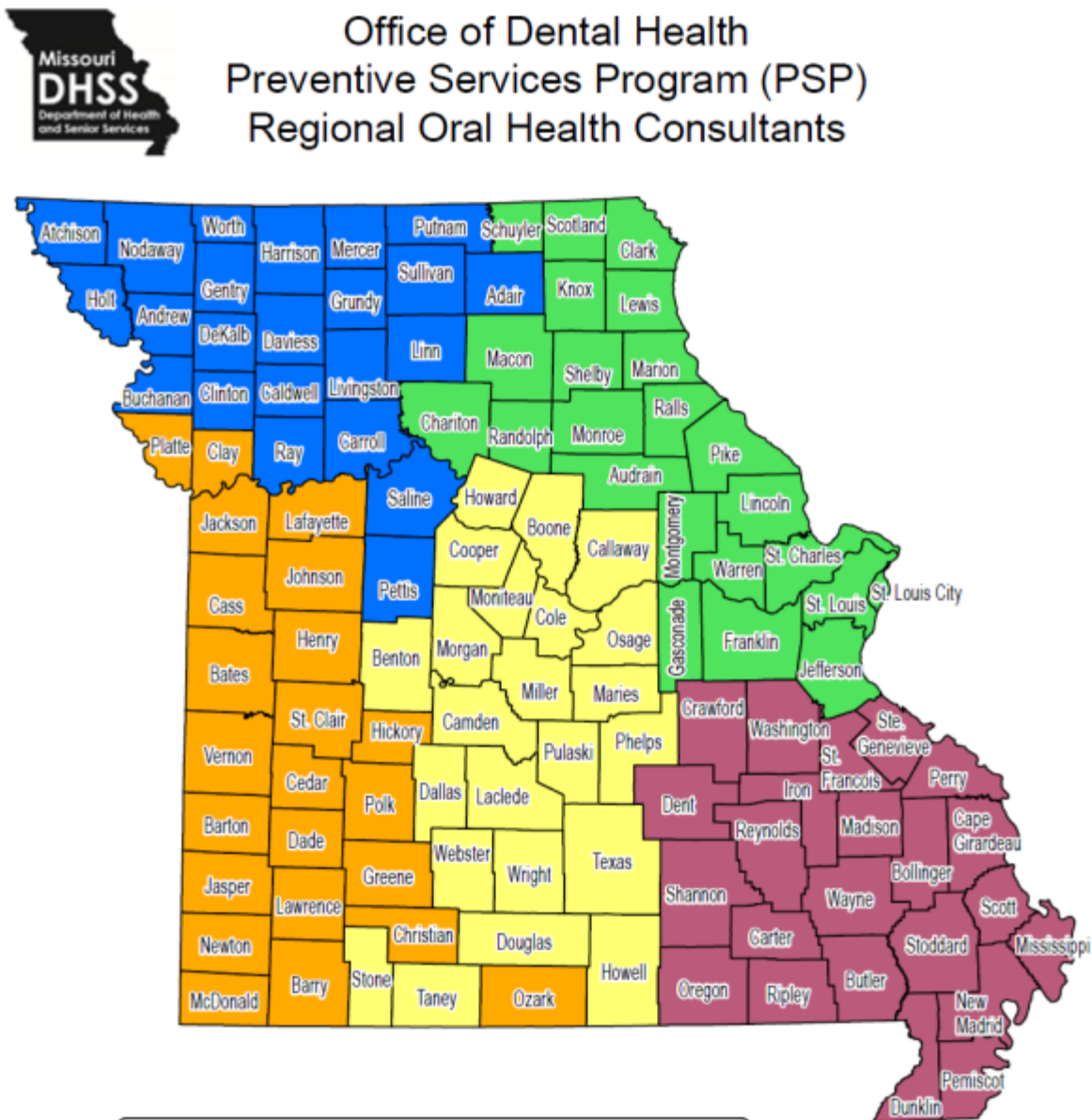
11. Mailing Instructions

The Preventive Services Program (PSP) is implementing changes in how screening forms may be returned to us. Below are the two options you will use:

1. If you have 150 or less screening forms, use the postage paid manila envelope included in your order to return the forms.
2. If you have more than 150 screening forms, return all your screening forms in the box included with your order.
3. Attach the enclosed adhesive postage paid label to the box; it should be located at the top of the shipped box.
4. Your mail carrier with the United States Postal Service will pick up the boxes with your regular outgoing mail.
5. You will still be required to complete a cover sheet for each batch of screening forms mailed.
6. Do not return any blank screening forms or unopened fluoride varnish in the box/envelope with your completed screening forms packets.

The PSP began during the 2006-2007 school year; over 8,000 children participated that first year. After ten years of PSP active engagement with community members, we are happy to report that the 2016-2017 school year shows the largest number of children participating in our PSP history, over 94,000. Without your help, this significant growth would not be possible. You are making a difference in your community with your efforts to assist with the PSP, we sincerely thank you.

Locate Your Oral Health Consultant on the Map Below



Map Details	
■	Ann Hoffman - ann.hoffman@health.mo.gov
■	Audrey Hendee - audrey.hendee@health.mo.gov
■	Jeffrey Bellamy - jeffrey.bellamy@health.mo.gov
■	Beth Cameron - beth.cameron@health.mo.gov
■	Molly McBride-Mooty - molly.mcbride-mooty@health.mo.gov