

PSP Checklist for Event Preparation & Follow Up

All PSP forms can be accessed at <http://health.mo.gov/forms/>

Page numbers refer to the PSP Planning Guide for further guidance.

Organizing the Program

- Secure dental personnel and schedule a date for your PSP event- contact your Oral Health Consultant for assistance if necessary. (Page 1)
- Secure volunteers to record data during oral health screenings and to pass out goody bags. (Page 2)
- Confirm dental personnel and any volunteers planning on applying fluoride varnish have taken the required online training found here: <https://psp.health.mo.gov/psp-screener-and-volunteer-trainings/>
- Print, copy, and send home to parents the **Parental Consent Form** 4-6 weeks prior to your PSP Event. All PSP forms can be accessed at <http://health.mo.gov/forms/>. (Page 6)
- Order supplies using the online **PSP Order Form** <http://health.mo.gov/forms/> once you have an idea of how many you'll need and at least 3 weeks prior to your event. (Page 4)
- Consider using the NEW Online Screening Form- instructions found here: <https://psp.health.mo.gov/wp-content/uploads/sites/13/2021/09/PSP-ONLINE-SCREENING-FORM-INSTRUCTIONS-2.pdf>. (Page 12) OR make sure to order NEW Screening Forms with your Supply Order, they have been updated and **previous years screening forms cannot be used.** (Page 3)
- When your supplies arrive, please open immediately to make sure all supplies are there and have not been damaged during shipping.
- Decide how to incorporate the oral health education component for your PSP Event. PSP Narrated Oral Health Presentations by grade level can be found here: [Oral Health Education | Oral Health | Health & Senior Services \(mo.gov\)](#) under "K-12 narrated Oral Health Presentation – English & Spanish. (Page 6)
- Gather additional supplies: gloves, face masks, hand sanitizer, tissue or paper towels, & disinfecting wipes. (Page 7 & 8)

Preparing For Day of Event

- Prepare paperwork- all forms can be found at <http://health.mo.gov/forms/>.
 - Print and copy **Oral Health Screening Results Form** (one for each participating child). (Page 7)
 - Print **PSP Event Tracking Form** to track event and have available for volunteers to sign in on day of event. (Page 7)
 - **DO NOT STAPLE, HOLE PUNCH, FOLD CORNER OF, OR WRITE IN THE MARGINS OF THE PSP SCREENING FORMS-** this interferes with the scanning of these forms. (Page 3)
- Prepare the take home goody bags being sure to include a toothbrush, floss, toothpaste, educational materials (Page 5 under TIP) and Fluoride Varnish Home Care Instructions. (Page 7)
- Choose a well-lit room where your PSP Event will take place.
- Set up stations with table space, trash bins, 3 chairs at each table/screening station.
 - Set out supplies and necessary paperwork.
 - Gloves, face masks, hand sanitizer, tissue or paper towels, disinfecting wipes, pens
 - Official State Screening Forms that came with your mailed Supply Order
 - Oral Health Screening Results Forms
 - Signed Parental Consent Forms
 - Fluoride Varnish
 - Disposable Mouth Mirrors
 - Prepared goody bags

- PSP Event Tracking Form

Follow Up after the Event (Page 8)

- Mail the **Screening Forms** with completed **Cover Sheet** to Jefferson City in provided prepaid envelope (up to 150 forms) or box (more than 150 forms) within a week of your completed event. (Page 9)
- Make copies of **Oral Health Screening Results Forms** for those referrals indicating early or urgent dental needs, for your records and follow up. (Page 7)
- Send completed **Oral Health Screening Results Forms** home to parents. (Page 7)
- **Submit mandatory PSP Event Report online** <http://health.mo.gov/forms/> within a week of your completed event utilizing information from your **PSP Event Tracking Form**. (Page 7)

2nd Varnish Event-3 to 6 months after 1st Varnish Event (Page 8 & 9)

- Secure volunteers to apply fluoride varnish. (Page 2)
- Confirm they have completed online varnish application training <http://health.mo.gov/psp/>. (Page 2)
- Schedule date for 2nd varnish application and notify your Oral Health Consultant. (Page 4)
- Order fluoride varnish (may not be necessary if you have left over varnish from 1st event) using the online **PSP Order Form** <http://health.mo.gov/forms/>. (Page 4 & 5)
- When your supplies arrive, please open immediately to make sure all supplies are there and have not been damaged during shipping.
- Arrange room for event - need table space, chairs, waste baskets, paper towels or tissues, gloves, hand sanitizer, disinfecting wipes, and fluoride varnish.
- Print and copy **Fluoride Varnish Take Home Instructions** and distribute to each child receiving varnish <http://health.mo.gov/forms/>. (Page 7)
- **Submit mandatory PSP Event Report online** within a week of your completed event. <http://health.mo.gov/forms/>. (Page 8)

Thank you for your support of the oral health of Missouri's children!
