

PSP ONLINE SCREENING FORM INSTRUCTIONS

WEBSITE: <https://psp.health.mo.gov/forms/>

- Go to website listed above using a smart device or laptop. If using a smart device such as an iPhone or tablet, questions can be answered by touching on or near the bubble. If using a laptop click bubble by using your mouse to highlight answer.
- On the website, look for **PSP Online Screening Form** (first green button) and click to open.
- Select calendar to input **Screening Date** or manually enter MM/DD/YYYY.
Select where event is held by choosing the **County** the school is in. If you are unsure of the county please ask the event coordinator. If you are a PRIVATE SCHOOL, WIC, or HEAD START CENTER you will select the **Non-Public School Locations** tab or **Head Start Center** tab. Counties will be listed in alphabetical order.
- Select **Name of School**. A list of schools will appear by **county, school name, and school district**. **The schools will appear alphabetically by school district name**.
- **Question 1:** Select **Gender**
- **Question 2:** Use your best guess to select **Race/Ethnicity**.
- **Question 3:** Select **Age** by asking the child being screened how old they are.
- **Question 4:** Select **Grade** by asking the child being screened what grade they are in.
- **Questions: 5, 6, 7, 8, 9,** you will make your selection based on your findings.
- After all questions have been answered hit the **“Submit”** button. If a question was unanswered it will be **highlighted** to alert you to answer the questions. All questions must be answered to submit.
- **Question 10:** If **Early Dental Care** or **Urgent Care** is selected, be sure to complete the **Oral Health Screening Results** Form and give to school nurse or PSP coordinator so they can alert the parents/caregivers of findings. If results form is not available, be sure to record child’s name on a piece of paper and give to school nurse/PSP coordinator to ensure a results form is completed.
- A new survey form will populate after you hit the submit button. The date, county and school name will automatically populate for the next child being screened.
- Once you have completed screenings at a school it is **IMPORTANT TO CLOSE OUT THE BROWSER ON YOUR PHONE**. Closing out the browser clears the previous schools information. A new browser allows you to **select a new date, county and school** at your next screening location. **THIS LAST STEP IS VERY IMPORTANT TO ENSURE DATA IS COLLECTED CORRECTLY FOR EACH SCHOOL YOU ARE CONDUCTING SCREENINGS. IF YOU SCREEN MULTIPLE SCHOOLS THIS STEP IS VERY IMPORTANT.**