PREVENTIVE SERVICES PROGRAM (PSP) PLANNING GUIDE

An Oral Health Program for Missouri's Children

Missouri Department of Health and Senior Services (DHSS)

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The Preventive Services Program Planning Guide

The Preventive Services Program (PSP)

The Missouri Oral Health Preventive Services Program (PSP) is a community-based, systems approach to population-based prevention of oral disease. The Preventive Services Program (PSP) is dedicated to promoting and improving healthy smiles for all Missouri children through education and preventive services.

- The program goal is to assess Missouri children's oral health status while implementing a public health intervention designed to dramatically reduce tooth decay.
- The program uses community involvement to implement evidence-based prevention strategies to improve oral health outcomes for school-age children.
- Community-wide support is essential to the implementation and success of the program.

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PSP Program Methodology

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 highly recommended that both applications of the fluoride varnish are applied within a school year, August-May. If it is not possible to apply both applications within a school year, please contact your OHC for further guidance. 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 PSP Event

1. Locating a Dental Professional to Conduct the Oral Screenings and Required Oral Screening Calibration/Training

Dentists or Dental Hygienists **must** conduct the oral health screenings. We 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-Dental Professionals** is located under *"Additional Resources"* on our web link, **https://psp.health.mo.gov/forms/**. You can customize with your school's information to send to the dental professionals in your area requesting their

assistance. (Go to page 10 to learn how to retrieve dentist and dental hygienist information on the Missouri Division of Professional Registration web site- www.pr.mo.gov.)

- Your PSP oral health consultant can also provide you with a list of dentists and hygienists already calibrated/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 11 to locate the oral health consultant for your county).
- Once you secure the dentists and/or dental hygienists, direct them to the web site**:** **https://psp.health.mo.gov/psp-screener-and-volunteer-trainings/** to complete the **MANADTORY** 20-minute online screener calibration/training.

THE REQUIRED ORAL SCREENER CALIBRATION/TRAINING

- **All dental professionals conducting a PSP screening must complete the online PSP calibration/training session.** This is **required** and must be completed **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 and Required Training

- **All volunteers applying fluoride varnish to children's teeth must complete the online Varnish Volunteer Application training session.**
- Community volunteers such as parents; PTA, PTO members, grandparents, teachers, and health clerks, can be utilized 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.
- Using a volunteer to apply varnish can be an efficient use of time and is a great help to speed up the oral screening process. However, a varnish volunteer is not required, some dentists and dental hygienists prefer to apply the varnish themselves.
- The volunteers who apply the fluoride varnish do not have to be dental professionals, but, must be 18 years of age and must complete the online training at: **https://psp.health.mo.gov/psp-screener-and-volunteer-trainings/.**
- The **varnish volunteer training** is **required** and must be completed **prior** to the event. It takes approximately 16 minutes to complete.
- As a rule of thumb, you will need 1 varnish volunteers per screener.
- You may consider using a recorder to complete the screening form as instructed by the oral screener (the dentist or dental hygienist), you will need one recorder per screener. Using a volunteer to serve as a recorder can be an efficient use of time and is a great help to speed up the oral screening process.
- However, a recorder to assist the oral screener is not required, some dentists and dental hygienists prefer to complete the screening form themselves.

- 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, Online Screening Form, Paper Screening Form Tips and Information.

Either a licensed dentist or dental hygienist that has completed the online oral screening calibration/training **must** conduct all oral screenings.

- 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. (EXCEPTION-If your screening forms have not arrived in time for your PSP event or if you are using the online screening form method and are unable to connect to the internet for the online screening form, copies of the screening form can be made from our web site-https://psp.health.mo.gov/forms/.)
- It is our hope that every child will be screened.

PSP Online Screening Form Option

- The process is simple, quick and no paper screening forms are used.
- Confirm with your screeners that they are comfortable using their personal device to collect PSP Oral Screening Data.
- The link to the **PSP Online Screening Form** is on our web page-https://psp.health.mo.gov/forms/, see green buttons. Click on the link to access the form and simply complete the form for each student/child.
- Detailed instructions on how to use the **PSP Online Screening Form** can be found on page 12 of this PSP Planning Guide. We recommend that you print the **PSP Online Screening Form Instructions** from this guide or from our web page-https://psp.health.mo.gov/forms/ (a green button) for each screener. The instruction sheet will provide the web link and detailed information to complete the online screening form.
- If on the day of the PSP event you are not able to use the Online Screening Form, please make paper copies of the **PSP Screening Form** located on our web page, https://psp.health.mo.gov/forms/. Also, please order a return envelope or mailing box and mail the screening forms to our office.

4. Schedule the Screening

The 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: **https://psp.health.mo.gov/forms/** **PSP Event Set-up Floor Plan Sample Set-up** under "*Additional Resources*". 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. How to 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 box with mailing label, see page 9 for more details.
- **You must order your supplies at least 2-3 weeks before the actual screening/varnish event.** Please complete the online **PSP Order Form** as thoroughly as possible and then press submit; *see document on web link*: **https://psp.health.mo.gov/forms/**.
- Your order form will automatically be sent to the oral health program 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 program consultant will review your submitted order form to ensure you have ordered enough supplies, and will send the supply order form onto the Jefferson City warehouse.

- The amount of supplies ordered for your schools/facility should be approximately the same as 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 PSP order form

- It is required 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 can be between 2-3 days or up to 1-2 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 a separate 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
- Screener Reference Guide - 1 per screener (optional)
- Screening forms -1 per child
- Manila envelope or a box with a label to mail completed screening forms to Jefferson City (see mailing instructions on page 9)
- Various oral health educational supplies - see PSP 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 PSP 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 helpful to prepare (prior to the event) a bag (brown lunch sack or any type small bag) for each child which includes toothbrush, toothpaste, floss, oral health educational material and **fluoride varnish home care instructions**; *see document on web link:* **https://psp.health.mo.gov/forms/**. The supplies may be distributed at the nurse's discretion.

6. Prepare and Send Parental Consent Form - English-Spanish Home to Parents/Guardians, *see document on web link:* https://psp.health.mo.gov/forms/

- Please place this letter on **your school letterhead**, modify the date and add your school information in the yellow highlighted area. We ask that you do not remove any of the text/information in the paragraphs.
- We **must** have consent for each child receiving the fluoride varnish.
- Obtaining parental consent for the oral screening is not required, however it is recommended. The decision to ask for consent or not to ask for consent for the oral screening is your school districts' choice. The parental consent form is printed on your school letterhead.
- All PSP participating children screened will receive the free toothbrush, toothpaste, etc. but only children with parental consent will receive the two fluoride varnish applications.
- Many school districts prepare this form and include it with the back to school packet sent to households during the summer months, or another option would be to have the **parental consent form** ready and available for back to school/registration event for parents in August/September.
- For the **Parental Consent Form- Spanish**, *see document on web link:* https://psp.health.mo.gov/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. **Narrated Oral Health Presentations** can be found in the side bar *on web link*: https://psp.health.mo.gov/forms/ to 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 sample set up** document; *see document under "Additional Resources" on web link*: https://psp.health.mo.gov/forms/. Perhaps a teacher, health clerk or a student can help here.
- If you chose to use the PSP Narrated Oral Health Education presentations, you can view the YouTube presentation directly from the web site.
- If you have oral health information of your own and would like to use it, that is also acceptable.
- Go from classroom to classroom to provide the oral education.
- Provide the oral education on a different day than the screening/varnish event, we suggest within a couple of weeks after or before the screening/varnish event.

8. Prepare/Print the PSP Event Tracking Form, Oral Health Screening Results Form and the Fluoride Varnish Home Care Instructions, English and Spanish available; *see documents on web link*: https://psp.health.mo.gov/forms/.

PSP Event Tracking Form

- Print a copy of the **PSP Event Tracking Form** for all volunteers to sign when they arrive at the PSP event.
- You will use this form to enter the PSP information into the online **Mandatory PSP Event Report***:* http://health.mo.gov/psp/forms.

Oral Health Screening Results Form

- Please edit the top of the **Oral Health Screening Results Form** to reflect your school information.
- Make enough copies 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 time constraints and/or lack of volunteers 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 of the screening results form and send home with the child, and keep the original note for follow-up to ensure the dental need is treated.

Fluoride Varnish Home Care Instructions, *see document on web link:* https://psp.health.mo.gov/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 or 5 notes per sheet of paper, 2 for English-Spanish and 5 for English. Cut the notes for distribution to children.

9. Other Supplies Provided by YOU for Oral Screening/Fluoride Varnish Event Day

- **Remember you supply the latex free gloves unless you have made arrangements with the dental professionals to bring the gloves.**

- 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 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 or boxes** you received with your order.
- Please see; detailed Mailing Instructions on page 9.
- Submit the online **Mandatory PSP Event Report** to your oral health program consultant within a week of your event, *see document on web link:* **https://psp.health.mo.gov/forms/**.
- The online **Mandatory PSP Event Report** will need ALL the dentists and dental hygienists names, the total number of other volunteers and 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).* Use the **PSP Event Tracking Form** from your event to add the information to the PSP Event Report.
- If a child is in need of dental care as indicated on the **Oral Health Screening Results Form**, it is recommended to make a copy of the screening results form and send home with the child, and keep the original note for you to follow-up to ensure the dental need is treated. *See document on web link:* **https://psp.health.mo.gov/forms/**.
- On the back, you may want to include a list of dentists 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 Low-Income 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 conducted annually).
- Confirm they have completed the online 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 1-2 weeks before event. You may have some leftover fluoride varnish packets and other supplies from your first supply order. Please check the amount of varnish supplies and the expiration date before ordering.
- 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:* **https://psp.health.mo.gov/forms/**.
- Print a copy of the **PSP Event Tracking Form** for all volunteers to sign when they arrive at the PSP event. You will use this form to enter the PSP information into the online **Mandatory PSP Event Report**.
- **Submit the 2nd fluoride varnish online Mandatory PSP Event 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:* **https://psp.health.mo.gov/forms/**.

10. Mailing Instructions

The Preventive Services Program (PSP) provides TWO options for returning screening forms us. Below are the two options you will use:

- **OPTION ONE**- For 1 to 150 screening forms please use the postage paid manila envelope included in your order to return the completed screening forms.
- **OPTION TWO**- For 150+ screening forms please use the return mailing box included with your order to return the completed screening forms. Attach the enclosed adhesive postage paid label to the box, it will be enclosed within the shipping box.
- Your mail carrier with the United States Postal Service will pick up the box with your regular outgoing mail.
- You will still be required to complete a cover sheet for each batch of screening forms mailed.
- Do not return any blank screening forms or unopened fluoride varnish in the box/envelope with your completed screening forms packets.

How to Retrieve Dentist and Dental Hygienist Information from the Missouri Division of Professional Registration Web Site

- Go to web site- www.pr.mo.gov
- Select '**Licensee Search'** tab at top of page.
- Select '**Active Licensee'** search.
- County-select drop down box to select county.
- Profession name-select drop down box to select either **Dentist or Dental Hygienist.**
- Select submit and results will appear.

The PSP began during the 2006-2007 school year; over 8,000 children participated that first year. After several years of PSP active engagement with community members in Missouri's schools, we are happy to report the average number of participating children each school year is from 80,000 to 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 and we sincerely thank you.

Locate Your Oral Health Consultant - Map

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.***

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!