



<u>Action</u>	<u>Items Needed</u>
<p><b>Schools are matched with a local, community-based Provider willing to take on the program</b></p> <ul style="list-style-type: none"> <li>• Providers with a Memorandum of Understanding (MOU) with the District must secure a Service Delivery Agreement (SDA) with the school</li> <li>• Providers not contracted with the District may obtain approval from Risk Management for a Single Day Health Fair Event</li> <li>• All Providers at vetted by District Nursing Services (DNS)</li> </ul>	<ul style="list-style-type: none"> <li>• Provider match sheet provided by The L.A. Trust</li> <li>• Program Introduction</li> </ul>
<p><b>Meeting with Principal and Provider to introduce the program</b></p> <ul style="list-style-type: none"> <li>• Meet with the Principal and Provider to set dates for:               <ul style="list-style-type: none"> <li>○ Event Day: Acceptable to both School and Provider</li> <li>○ Student Education: Basic instruction on oral health with teachers present, encouraging participation and returning consents</li> <li>○ Parent Edu Session: parent center meeting, school-site committee, coffee with principal, etc.</li> </ul> </li> <li>• Designate Room for Program (Auditorium, MPR, Adjoining Classrooms) with easily accessible restroom facilities for staff</li> <li>• Healthy Start Coordinator to assemble an Oral Health Team (include Parent Center Rep. School Nurse, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Alpha Roster: Student name, DOB, grade, room number</li> <li>• School Teacher list (Name, grade and room number)</li> <li>• Daily School Schedule</li> <li>• School Map</li> <li>• School Calendar</li> </ul>
<p><b>School-wide Oral Health Education Assembly</b></p> <ul style="list-style-type: none"> <li>• Basics of Oral Health (brushing, flossing habits, nutrition, dental visits)</li> <li>• Distribute consent forms to teachers thru Classroom Envelopes</li> <li>• Set due date, encourage teachers to collect and make frequent reminders</li> <li>• If all teachers are not present, plan for teacher debrief</li> <li>• Set clear instructions on how and where to return consent forms (suggest a box in the front office with 'Consent Return' image adhered</li> </ul>	<ul style="list-style-type: none"> <li>• Prepared envelopes for each classroom with class roster adhered to front including parent letters and consent forms for each student in class</li> <li>• Download Oral Health Ed. Video and Lesson Plan via Trust website</li> <li>• Check out Puppet, demo brush, floss, mirror via Healthy Start Specialists</li> </ul>



<p><b>Parent Education Session</b></p> <ul style="list-style-type: none"> <li>• Ideally plan with the Parent Center Rep to schedule a meeting, or fit into the agenda at a school-site committee meeting or coffee with the principal to engage parents</li> <li>• Enlist parents as volunteer for day of event</li> <li>• Meet with volunteers separately to explain responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Bilingual parent letters and consent forms</li> </ul>
<p><b>Prepare Classroom Envelopes</b></p> <ul style="list-style-type: none"> <li>• Collect envelopes with roster attached from each teacher</li> <li>• Ensure that consents are completely filled out; name, DOB, phone #, signature, correct classroom and grade, survey filled completely (call parents when incomplete)</li> <li>• Alphabetize forms inside class envelope for ease on program day</li> <li>• Highlight names of participating students for summoning</li> <li>• Create student name tags for teachers to ID students before event</li> </ul>	<ul style="list-style-type: none"> <li>• Envelopes returned from teachers</li> <li>• Class Rosters</li> <li>• Screening Report copies</li> <li>• Paper clips</li> <li>• Highlighter</li> <li>• Name tags</li> <li>• Pens, markers</li> </ul>
<p><b>Final Details</b></p> <ul style="list-style-type: none"> <li>• Contact Plant Manager for tables, chairs, supplies</li> <li>• Contact Provider and support staff for parking instructions, confirmation of total enrolled in program</li> <li>• Order food and beverage</li> <li>• Connect with teachers for last chance collection of forms and to reach out to parents for incomplete forms</li> <li>• E-mail reminder for all with date, location, times, parking info</li> </ul>	<ul style="list-style-type: none"> <li>• Dental Referral List copies</li> <li>• MediCal enrollment cards</li> <li>• Parent Volunteer gift cards</li> </ul>
<p><b>Day of Event</b></p> <ul style="list-style-type: none"> <li>• Support staff should arrive one hour before classes begin to set room, prepare order of classes to arrive for screening based on individual classroom schedules.</li> <li>• Parent volunteers dressed in costumes pick up students on consent list from class.</li> <li>• Match student with correct consent/screening form (approx. 5 minutes for entire class).</li> <li>• Students receive toothbrush, Dry- Brush Demonstration and Oral Health Instruction (approx. 7 minutes).</li> <li>• Student waiting area (approx. 6 minutes).</li> </ul>	<ul style="list-style-type: none"> <li>• Prepared classroom envelopes</li> <li>• Parent Volunteer Sign-in Sheets</li> <li>• Tooth puppet model</li> <li>• Large demo toothbrush</li> <li>• ToothFairy Wings</li> <li>• Large hand sanitizer (non alcohol)</li> <li>• Oral health goody bags</li> </ul>



<ul style="list-style-type: none"><li>• Assessment/Screening by Dentist/Hygienist and Fluoride Varnish Application (1-2 minutes per child).</li><li>• Upon completion, students receive oral health goody bags</li><li>• Return to class waiting area (20 minutes total out of class)</li></ul>	<ul style="list-style-type: none"><li>• Gloves for universal precaution of staff</li></ul>
<p><b>After Event</b></p> <ul style="list-style-type: none"><li>• Healthy Start staff to follow-up immediately with parents of urgent-need students for referral</li><li>• Make copies of each consent/screening reports:<ul style="list-style-type: none"><li>• Student take-home copy (left in teacher mailbox with referral form)</li><li>• School copy to be kept for records</li><li>• Original copy to be given to the Provider</li></ul></li><li>• Create excel list of students seen by 1-3 treatment urgency ranking and make copies for:<ul style="list-style-type: none"><li>○ School nurse: document on Welligent for education/screening/ review of records</li><li>○ Healthy Start staff: case management to ensure follow-up care is received and insurance enrollment assistance offered where needed</li></ul></li><li>• Send report card/debrief electronically to the Oral Health Initiative Team</li><li>• Send thank-you note to principal, provider, acknowledge all participants</li></ul>	<ul style="list-style-type: none"><li>• Office supplies (paper clips, stapler, staples, rubber bands, ream of copy paper, post-its, pens)</li><li>• Envelopes and stamps</li></ul>