

# Statewide Oral Health Needs Assessment 2022-2023



## Step By Step Instructions for School-based Coordinators/ Nurses

A School-based Coordinator should be designated who will facilitate the **2022-23 South Carolina Oral Health Needs Assessment: Every Smile Counts** Survey. In most cases, the School Nurse serves as the School-based Coordinator.

- The School-based Coordinator should review the contents of box and distribute the following materials:
  - **Every Smile Counts! Fact Sheet** that provides a general overview of the statewide screening that is taking place. Copies of the Fact Sheet are provided for distribution to school personnel and parents/guardians
  - **Opt-out Forms** should be distributed to each K-5 and third grade teacher. The **Opt-out Forms** should be sent home to parents at least 1 week prior to the screening date.
  - **Screening Results Forms** should be distributed to classroom teachers. Teachers should add student names to forms prior to screening. These forms are brought to the screening and then sent home with students.
  - Educational materials for students should be distributed to the classes that are participating.
- The School-based Coordinator will follow up as needed to make sure the **Opt-out Forms** are distributed and collected in a timely manner. Any child who returns an Opt-out Form will NOT be screened.
- The School-based Coordinator will ask each K-5 and third grade teacher to complete the identification information on the **Screening Results Form** for each student. This includes the student's name and screening date. This **Screening Results Form** will be brought to the screening, completed and then sent home with the student.
- The School-based Coordinator will determine a location for the screenings to take place. Examples include: library, workroom, cafeteria or health room etc.
- The School-based Coordinator and teacher will confirm that students that return an **Opt-out Form** will not be screened.
- The School-based Coordinator will assist as needed in distributing student incentives to all students whether they were screened or not. This includes a toothbrush, educational coloring book and the **Screening Results Form**.

**Thank you for your support of our efforts to improve oral health in South Carolina!**

