

— 2012-2013 South Carolina —
ORAL HEALTH
STATEWIDE SCREENING
— *Every Smile Counts* —



Step-by-Step Procedures for School-based Coordinators/School Nurses

1. A school-based coordinator should be designated who will facilitate the 2012 South Carolina Oral Health Statewide Screening: Every Smile Counts survey. In many instances, the School Nurse serves as the school-based coordinator.
2. The school-based coordinator should review the enclosed Fact Sheet that provides a general overview of the statewide screening. Feel free to make additional copies of the Fact Sheet for school personnel and parents/guardians as needed.
3. The school-based coordinator will distribute the teacher packets including the Parent Consent Forms to each K-5 and third grade teacher. The Parent Consent Forms should be sent home to parents at least one week prior to the screening date.
4. The School-based Coordinator will follow up as needed to make sure the Parent Consent Forms are distributed and collected in a timely manner. Schools with the highest percentage of returned forms will be eligible to receive a special puppet show produced by the Columbia Marionette Theater, Flora and Floppy go to the Dentist.
5. The School-based Coordinator will ask each K-5 and third grade teacher to complete the identification information on the Screening Form for each child that returns a signed positive Consent Form. This includes the child's name, birth date, gender, race and ethnicity.
6. The School-based Coordinator will ask each K-5 and third grade teacher to staple the signed positive Consent Form to the Screening Form.
7. The School-based Coordinator will assist as needed in distributing student incentives and Results Forms to all students whether they were screened or not.
8. The School-based Coordinator will assist as needed on the day of the screening to ensure a smooth and efficient process.

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

