

—2017-2018 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 **2017-18 South Carolina Oral Health Statewide Screening: Every Smile Counts** Survey. In most cases, 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 that is taking place. 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 **Opt-out Forms** 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.
4. 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.
5. The School-based Coordinator will ask the school's Power School Clerk to pre-print a report for each class being screened. Please refer to the yellow Power School sheet for information on what needs to be included in the report.
6. 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 child. This includes the child's name and id number and screening date. This Form will go home with the child.
7. The School-based Coordinator and teacher will confirm that students that return an Opt-out Form will not be screened.
8. 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 a **Screening Results Form**.
9. 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!**