

Sealant Project Planning Checklist

1. School planning:

Target schools for sealants based on NSLP status

Superintendent letter

Principal letters

Promote program with parents/staff /community

Distribute Forms (translate as needed)

Parent letter

Consent

Privacy Policy

CHS-1 (HIPAA acknowledgement, Deemed Consent)

Medicaid recipient Webvision registration encounter form

2. Advise local dentists and recruit for referrals

Develop patient referral resources

3. Provider staff

Complete all required VDH training through VA Train and required IC Training

Complete documents for remote supervision of hygienists

Train support staff for onsite responsibilities

Train support staff for IC responsibilities

4. Logistics

Order forms for distribution in schools

Order supplies and stock vehicles

Schedule schools for assessment and treatment

Transport equipment

5. Documentation Production Records

Event Form

VA-SEALS form

Parent Report form with DDS referrals

DH1214H (Redundant until Webvision data collection confirmed over time)

6. Billing

Enter clients and client encounters into Webvision

VDH support staff will complete billing and collections

7. Evaluation

Schedule "Follow up" school visit for assessment and retention check.