

802 SMILES DATA SITE USER MANUAL



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1. Introduction

- **Purpose of the Manual**

This manual will guide you through the steps for entering data found through screenings and treatments you provide to students through the 802 Smiles Network. Please refer to this manual as often as needed.

- **Overview of the Data Collection System**

The 802 Smiles Data Collection System functions as a simplified version of an Electronic Health System that you may already use at a dental office. It will allow you to store and retrieve data about your patients as needed in a secure manner. Remember to follow these instructions to ensure that protected health information is securely maintained.

2. Getting Started

- **System Requirements**

The 802 Smiles Data Collection System, or Data Site for short, is web-based. That means you can access it anywhere, as long as you have access to the internet. You do not need to install any software onto your device. And, although you can potentially run it from a variety of devices (e.g., a desktop or laptop computer, tablet, or cell phone), we recommend using a larger tablet or a computer (desktop or laptop). That's because the text and icons will be too small on the screen of a cell phone, for example.

- **Access and Login Procedures**

- **Set Up Your Account:** Click on this link: [802 Smiles Data Site](#) to set up your account.
- **Notify Us After Account Creation:** Once your account is created, please send an email to AHS.VDH802Smiles@vermont.gov so we can get you approved as a User. In the future, the system should notify us when a new user requests access, but we're still implementing this feature.
- **Share Your Feedback:** Keep a list of any questions or comments you have and send them to us periodically. Your feedback is invaluable and will help us keep this manual and FAQ up to date.

3. Navigating the System

- **Getting started**

- Once you log in, the first thing you will see is the image below. Gather all the consent forms you've collected for the current year and search for each students' names by clicking on the "Students" tab.



The screenshot shows the top of the '802 Smiles Data Site' with a 'TEST' label. A navigation bar contains links: 'Students' (highlighted with a red circle), 'Program Site', 'Users', 'User Request', and 'Extract Data'. Below this is a 'Search for Student' section with four input fields: 'Student First Name:', 'Student Last Name:', 'Student Date of Birth:', and 'Current Program site:'. There are 'Search' and 'Clear Filters' buttons, and a 'Duplicates management' link.

Keep in mind that **a student's record represents the child throughout their education**, even when they change grades or move to other schools.

If the student's name is found, this means they've already been entered in the system, and you should be able to add new Screenings and Services under that entry. Just verify that all the information under the entry is up to date (if not, you may update it). If the student's name is **not** found, please carefully check the spelling before creating a new student entry. Only create a new entry once you're confident that their name is not on the database under a different spelling, for example. If you think the student's name may have been previously entered with an incorrect spelling, please see Editing and Updating Records under Managing Data (section 5) below.

- After confirming that the student is not in the system (see first image below), you can create a new entry by filling in the required fields based on information collected from the consent forms (see second image below).



This screenshot shows the same interface as the first image, but with search criteria entered: 'Arthur' in the 'Student First Name' field and 'Apple' in the 'Student Last Name' field. A yellow banner displays the message 'No records found for given search criteria'. A red arrow points to the 'Add New Student' button, which is located at the bottom right of the search section.

Student Information

Patient Information

☐ I attest I have received full consent to collect and share this student's information with the relevant parties.

First Name: *

Arthur

Last Name: *

Apple

Date of Birth: *

Sex: *

- ☐ Abenaki or another Native American or Alaska Native identity
- ☐ Asian or Asian American
- ☐ Black or African American
- ☐ Hispanic or Latino, Latina, or Latinx
- ☐ Middle Eastern or North African
- ☐ Native Hawaiian or another Pacific Islander
- ☐ White or European American
- ☐ Other (specify)
- ☐ Prefer not to answer

Race (check all that apply) *

Program site information

Current school or Head Start site: *

Grade: *

Teacher's Last Name: *

Medical Information

Children and Youth with Special Health Care Needs: *

Insurance (select primary): *

Student has known allergies (medications, food, latex, etc.):

When was the student's most recent dentist visit? *

Student's primary dentist:

Save

Cancel

- **Important!!** Please note that a new record can only be created if the student's legal guardian has provided consent for sharing data on the 802 Smiles consent form. If the guardian has provided consent for screening and services but **not** for sharing data, you will need to keep this student's record separate (i.e., not on the data site).
- After entering the required information, you can save the new student by clicking on the "Save" button on the lower left. If you forget to check the box attesting that the student has consent for sharing data, a reminder will pop

up. Please click OK on the popup, then check the attestation box (if in fact the guardian has consented to this), and save the new entry. See image below.

VERMONT
[Students](#) | [Program Site](#)
Student Information

☐ I attest I have received full consent to collect and share this student's information with the relevant parties.

First Name: *
 TEST Arthur

Last Name: *
 Apple

Date of Birth: *
 4/5/2015

Sex: *
 Male

Race (check all that apply) *

- ☐ Abenaki or another Native American or Alaska Native identity
- ☐ Asian or Asian American
- ☒ Black or African American
- ☐ Hispanic or Latino, Latina, or Latinx
- ☐ Middle Eastern or North African
- ☐ Native Hawaiian or another Pacific Islander
- ☐ White or European American
- ☐ Other (specify)
- ☐ Prefer not to answer

Program site information

Current school or Head Start site: *
 BARNET ELEMENTARY SCHOOL

Grade: *
 4

Teacher's Last Name: *
 Spark

Medical Information

Children and Youth with Special Health Care Needs: *
 No

Insurance (select primary): *
 No insurance

Student has known allergies (medications, food, latex, etc.):
 Yes

If yes, what type: *
 Latex - rash

When was the student's most recent dentist visit? *
 Never been to the dentist

Student's primary dentist:
 N/A

Save **Cancel**

- Repeat this process for every student you've received a signed consent form for.

4. Data Entry Procedures

- **Entering data for screenings or services provided**
 - When screening a student, create a new entry by clicking on "Screening". For services, create a new entry by clicking on "Services" (see image below).

Program site information

Current school or Head Start site:

Grade: Teacher's Last Name:

Medical Information

Children and Youth with Special Health Care Needs:

Insurance (select primary): Medicaid ID number:

Student has known allergies (medications, food, latex, etc.):

When was the student's most recent dentist visit? Student's primary dentist:

Screenings and Services:

No dental events were found for this student

[Add New Screening](#) [Add New Service](#)

[Edit](#) [Delete](#) [New Search](#)

- These are the services provided **to the entire mouth**:

VERMONT **802 Smiles Data Site** TEST

[Students](#) | [Program Site](#) | [Users](#) | [User Request](#) | [Extract Data](#)

Service Information

Student: [Dru Smiley](#) DOB: 5/20/2015 [Save, go to View](#) [Search another student](#)

Date of service: Reason services were not provided: Referral:

Program site:

☐ Cleaning
 ☐ Fluoride varnish/topical
 ☐ Scaling
☐ Oral hygiene instructions
 ☐ Radiographs
 ☐ Other (specify)

Notes:

[Save, keep Editing](#)
[Save, go to View](#)
[Cancel, go to Student](#)

- And these are the services provided **by tooth** (this list will appear when you click on any tooth):

VERMONT 802 Smiles Data Site TEST

Students | Program Site | Users | User Request | Extract Data

Service Information

Student: [Dru Smiley](#) DOB: 5/20/2015 [Save, go to View](#) [Search another student](#)

Date of service: 5/9/2025 Reason services were not provided: Referral:

Program site: J J FLYNN SCHOOL

☐ Cleaning ☐ Fluoride varnish/topical ☐ Scaling
☐ Oral hygiene instructions ☐ Radiographs ☐ Other (specify)

Notes:

Tooth 30: 1st Molar - Lower jaw

☐ Sealed ☐ Resealed ☐ SDF ☐ ART ☐ Amalgam ☐ Composite


Notes:

[Save, keep Editing](#) [Save, go to View](#) [Cancel, go to Student](#)

5. Managing Data

- Editing and Updating Records

- If you need to revise an entry for services or screening due to a previous error, click on the “Edit” button. Depending on the edits you are attempting, you may be asked, “Why/how was this record edited?” – if so, briefly explain the reason for the edit. This is a way to confirm that a given edit is intentional and document the rationale behind it. See the image below (please note, you as a user **will not see the Delete button** shown below; if you believe an entry needs to be deleted, please contact us at AHS.VDH802Smiles@vermont.gov).


802 Smiles Data Site
TEST

[Students](#) |
 [Program Site](#) |
 [Users](#) |
 [User Request](#) |
 [Extract Data](#)

Student Information

Patient Information

☒ I attest I have received full consent to collect and share this student's information with the relevant parties.

| | | | |
|---|---|---|---|
| First Name: <input type="text" value="Dru"/> | Last Name: <input type="text" value="Smiley"/> | Date of Birth: <input type="text" value="05/20/2015"/> | Sex: <input type="text" value="Male"/> |
|---|---|---|---|

Race (check all that apply)

- ☐ Abenaki or another Native American or Alaska Native identity
- ☐ Asian or Asian American
- ☒ Black or African American
- ☐ Hispanic or Latino, Latina, or Latinx
- ☐ Middle Eastern or North African
- ☐ Native Hawaiian or another Pacific Islander
- ☐ White or European American
- ☐ Other (specify)
- ☐ Prefer not to answer

Program site information

Current school or Head Start site:

| | |
|--|--|
| Grade: <input type="text" value="4"/> | Teacher's Last Name: <input type="text" value="Smith"/> |
|--|--|

Medical Information

Children and Youth with Special Health Care Needs:

| | |
|---|--|
| Insurance (select primary): <input type="text" value="Medicaid / Dr. Dynasaur"/> | Medicaid ID number: <input type="text" value="123.45.6"/> |
|---|--|

Student has known allergies (medications, food, latex, etc.):

| | |
|---|--|
| When was the student's most recent dentist visit? <input type="text" value="Never been to the dentist"/> | Student's primary dentist: <input type="text" value="N/A"/> |
|---|--|

Screenings and Services:

No dental events were found for this student

[Add New Screening](#)
[Add New Service](#)

- **Data Backup Procedures**

- Be sure to save your work often, as **the system will log you out (and you will lose all unsaved data) after 20 minutes of inactivity.** TIP: While adding or editing a Screening or Service, data is saved whenever you select a tooth.

- **Contacting Support**

- If you need assistance, contact us via e-mail:
AHS.VDH802Smiles@vermont.gov

6. Best Practices for Data Entry, Collection and Reporting

- **Guidelines to maintain data confidentiality and ensure data security and privacy**
 - **Use Strong Passwords:** Create strong passwords and change them regularly. Use two-factor authentication if it's available.
 - **Be Careful with Data:** Only look at the information you need. Log out when you're done and don't share your login details with anyone. **Note:** the system will automatically log you out after 20 minutes with no activity.
 - **Communicate Securely:** Only use secure methods, like encrypted emails, to share sensitive information. Avoid discussing private data in public places.
 - **Stay Informed:** Attend training sessions and keep up with the latest privacy practices. Follow the rules to keep data safe.
 - **Limit Data Use:** Only access the data you need for your work. Don't download or store extra information on your devices.
 - **Report Problems:** If you see anything suspicious or think there might be a data breach, report it to us right away.
- **Tips for Data Collection Efficiency**
 - **Familiarize Yourself with the System:** Spend some time exploring the web-based system to understand its features and layout. Knowing where everything is can speed up data entry and reduce mistakes.
 - **Double-Check Entries:** Before submitting, quickly review your entries for accuracy. Catching errors early can save time and prevent issues later on.
 - **Take Breaks:** Regular short breaks can help maintain concentration and reduce fatigue, which can lead to fewer errors and more efficient data entry over time.

6. FAQs

- **Frequently Asked Questions**
 - Answers to common questions from users will be added here.

7. Feedback and Updates

- **Providing Feedback**

- We welcome your feedback on this manual. Please direct any comments or suggestions to AHS.VDH802Smiles@vermont.gov.

- **User Manual Updates**

- This manual will be updated as needed, and 802 Smiles Data Site users will be informed when any updates are completed.

8. Summary and Quick Reference Guide

- **Expected Series of Events**

- The system is set up around the following series of events whenever you encounter a student
 - **Finding, updating and creating students:** Confirm whether the student's legal guardian has provided consent for sharing data. If the guardian has provided consent for screening and services but not for sharing data, you will need to keep this student's record separate (i.e., not on the data site).
 - Search for the student in the existing records; if you find them, you can open their profile, update information as necessary, and create new Screening and Service records under this profile.
 - NOTE: When searching, the more fields you populate, the more **precise** the search becomes; if you can't find a student when searching, consider emptying some fields to cast a wider net.
 - Also NOTE: A student's record represents the child **throughout their education**, even when they change grades or move to other schools.
 - If you cannot find a student, you might need to create their profile from scratch: the "Add New Student" button becomes visible after running a search.
 - NOTE: Please carefully check the spelling before creating a new student entry. Only create a new entry once you're confident that their name is not on the database under a different spelling, for example. If you think the student's name may have been previously entered with an incorrect spelling, please see Editing and Updating Records under Managing Data (section 5).

- Also NOTE: If you believe you've found multiple student records for the same child (possibly with slight spelling variations of their name), let us know at AHS.VDH802Smiles@vermont.gov.
 - You can create a new student profile (or update existing ones) by filling in the required fields based on information collected from the consent forms.
 - After entering the required information, you can save this new student by clicking on the “Save” button on the lower left. If you forget to check the box attesting that the student has consent for sharing data, a reminder will pop up. Please click OK on the popup, then check the attestation box (if in fact the guardian has consented to this), and save the new entry. Repeat this process for every student you’ve received a signed consent form for.
- **Adding Screening and Service events**
- When in a student's profile, you can add new Screening or Service events by using the links at the bottom of the page.
 - Both Screening and Service pages are split:
 - The upper section shows information that applies to the whole event, or the whole mouth.
 - The lower section allows you to target specific teeth, for information and details that do NOT apply to the whole mouth.
 - Changes are saved whenever you select a tooth; also, teeth that have been modified have their icon colored in grey.
 - NOTE: Only enter values that are relevant for a given tooth: for example, you do not need to mark every adult tooth as "Unerupted" if a student still has all baby teeth.
 - When editing older Screening or Service events, you'll be required to provide a "Reason for editing": this is to ensure that values are not modified accidentally.

We hope you find this manual helpful and that your experience using the 802 Smiles Data Site is smooth and enjoyable!!