

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.

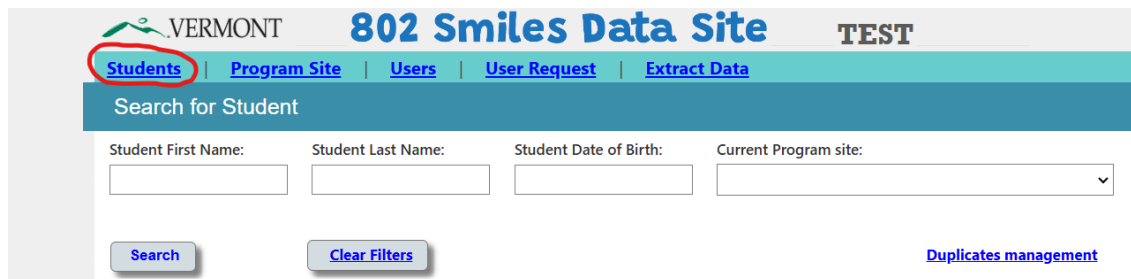
- **Access and Login Procedures**

- **Set Up Your Account:** Click on this link: [802 Smiles Data Site](#) to set up your account (click on Request Access).
- **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. The system notifies us when a new user requests access.
- **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 the FAQs section up to date.

3. Navigating the System

- Getting started

- Once you have access and 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 student's name by clicking on the "Students" tab.

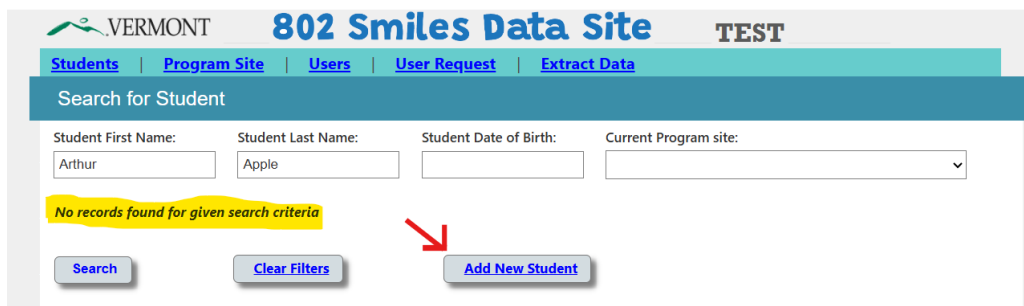


The screenshot shows the top navigation bar of the '802 Smiles Data Site' in 'TEST' mode. The 'Students' tab is highlighted with a red circle. Below the navigation bar is a search form titled 'Search for Student'. The form includes four input fields: 'Student First Name', 'Student Last Name', 'Student Date of Birth', and 'Current Program site'. There are 'Search' and 'Clear Filters' buttons, and a link for 'Duplicates management'.

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 student's name. 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).



The screenshot shows the same search form as the first image, but with the 'Student First Name' field containing 'Arthur' and the 'Student Last Name' field containing 'Apple'. A yellow banner below the search fields reads 'No records found for given search criteria'. A red arrow points to the 'Add New Student' button, which is highlighted in blue.

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: *
 Last Name: *
 Date of Birth: *
 Sex: *

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: *
 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., do not enter anything relating to this student on the data site).
- After entering the required information, you can save the new student's information 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.

The screenshot shows the Vermont Health Apps interface. At the top, there are tabs for 'Students' and 'Program Sites', with 'Student Information' selected. A popup window from '802smiles-test.healthapps.vermont.gov' displays the message: 'The record cannot be saved if Consent has not been provided.' with an 'OK' button. Below the popup, a checkbox is circled in red, with the text: 'I attest I have received full consent to collect and share this student's information with the relevant parties.' The form contains the following fields:

- Student Information:** 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).

Buttons for 'Save' and 'Cancel' are located at the bottom of the form.

- Repeat this process for every student you've received a signed consent form for (make sure they have consent for data sharing, not only for treatment!).

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](#)

- 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

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:

|
 |
 |
 |

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

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).

VERMONT **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: Last Name: Date of Birth: Sex:

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: 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](#)

- **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 will be added every time this manual is updated. Please submit your questions to AHS.VDH802Smiles@vermont.gov.**
 - Can I use digitized consent forms for adding students or updating their records in the 802 Smiles Data Site?
 - Yes, the consent form can be digitized. Please use the latest version of the consent form, the 802 Smiles website. It's important to have proof of consent, whether in hard copy or digital form. If the guardian

- selects the first option (yes to services and to sharing data), you can enter their data into the 802 Smiles Data Site. If they choose the second option (yes to services but no to sharing data), you can still provide services, but please report their data to us in aggregate form at the end of the school year. Please obtain a new consent form each year, as students' circumstances may change.
- My school is showing as Inactive; what should I do?
 - Contact us at AHS.VDH802Smiles@vermont.gov; we have the ability to “Activate” schools and Head Start sites.
 - Why do we need to check a box to confirm that the student has a signed consent form each school year? Haven't we already been sharing data before implementing this new system, without formal consent?
 - Aggregated data has been shared with us in past years, but we haven't collected individual level data.
 - How much information should we enter for the clinical screenings? Do you want each tooth recorded?
 - Please record only relevant information during clinical screenings. In general, you don't need to document healthy teeth or those without targeted treatment. Likewise, please don't mark a tooth as missing if it's not expected to be present, such as a permanent second molar in a 7-year-old child.
 - Should we enter information if the family fills out the forms but declines treatment from the 802 Smiles provider?
 - If the family opts out of enrolling in 802 Smiles, you won't enter their child's information into the system, as there's no option to decline treatment but allow data sharing.
 - If students are referred to another setting (e.g., a dental office or health center) for dental treatment, should that setting be responsible for submitting the data?
 - In this situation, please submit the data for any screenings or services you've performed and make sure to note the referral location in the appropriate field.
 - Head Start already has its own form for data sharing, screening, and fluoride treatments. Do we need to use the 802 Smiles consent form to enter data into the data site?
 - Yes, you can only enter data into the 802 Smiles data site if parents or guardians have explicitly allowed data sharing by signing the

appropriate 802 Smiles consent form for their specific Tier. Please let us know if you run into any issues getting these consents.

- How often should I enter data into the site—daily, weekly, or monthly? I'm already entering data into our health center's dental records and sending home handwritten notes to guardians.
 - If you don't have an electronic recordkeeping system, please enter data right after services, just like you would with a patient chart. This new free system is designed to make recordkeeping easy and accessible from anywhere with an internet connection. If you already have an electronic system, we still encourage you to use the 802 Smiles data site to ensure consistency and ease of data analysis. We plan to analyze data at the end of each school year and will let you know if anything changes. Please feel free to contact us if you have any questions or run into any issues.

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 within VT.
- 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!!