DentaSeal

Dental Sealant Registry

User Guide

Version 2017.8.23.996

August 2017

If you have questions or need to report problems with DentaSeal you should email dhssealasmile@wisconsin.gov.

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DentaSeal background and system requirements

DentaSeal is an online dental sealant registry that was developed by Marshfield Clinic Research Foundation in collaboration with Children's Health Alliance of Wisconsin and the Wisconsin Department of Health Services. Funding and support was provided by Delta Dental of Wisconsin. DentaSeal is a dental sealant registry used by school-based dental sealant programs in Wisconsin.

DentaSeal is a secure web portal which has the following basic system requirements:

- Screen resolution: Width equal to or greater than 1024px. (IPad 1 in horizontal view)
  - Minimum Browser Support:
    - IE 9
    - Chrome 35
    - Firefox 29
    - Safari with IOs 6

If you have questions, concerns or need to report a problem with DentaSeal please email dhssealasmile@wisconsin.gov.

DentaSeal test site and production site

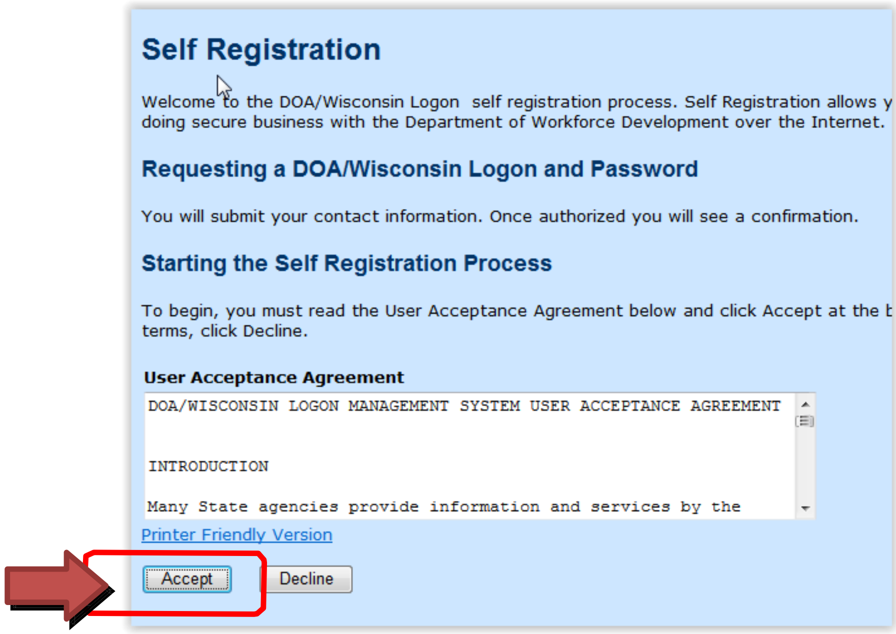
The DentaSeal test environment is available for training and testing purposes and can be used by programs throughout the year. To access the test site go to https://sealasmiletest.wisconsin.gov. This site is truly a test site or playground. No information that is or has been entered there will be transferred over to the production site which is where real/actual information will be entered. The test site will remain available for training purposes however you need to ensure when you access the site for data entry purposes you are in the production site and not the test site. We have tried to help identify the difference with the bright orange coloring that appears in the test environment when you both logon and on the navigation bar along the top. The word "test" also is part of the web address for the test site. The website you will now use for real data entry is https://sealasmile.wisconsin.gov.

Obtaining a DentaSeal username and password

Note: Only users that will be entering data will need a username and password. Staff who are not accessing the system should not obtain a username and password. Dental and Dental hygiene staff can be added on the program page by clicking staff and simply entering their first name, last name, Wisconsin license number and role.

1. If you already have a WILMS/WIEXT ID, you may skip the registration process and provide that ID to your Local Program Administrator by emailing who will provide you access to the DentaSeal program. This will serve as your DentaSeal username.
2. Verify you do not already have an account which you can check on by going to: https://register.wisconsin.gov/accountmanagement/acctrecovery/EmailEntry.aspx and typing in an email address. If you already have an account it will ask additional questions to assist with account recovery.
3. It is extremely important to not to create a duplicate an account.

4. If you do not have a WILMS/WIEXT ID go to https://sealasmile.wisconsin.gov
5. Click the “Register a New Account” link which will direct you to the Wisconsin Department of Administration Self Registration page.
6. Read and accept the User Acceptance Agreement and click “Accept”



7. Complete the Account Creation page by typing in your first name, last name and email. The other information is not required but can be helpful if you have a password issue and need your password reset (See screen shot on the next page).
8. Select “DHS Seal a Smile” in the “Systems You Will Access” section.
9. Create a logon ID (this will serve as your DentaSeal username and it is not case sensitive).
10. Create a password (this will serve as your DentaSeal password and it is case sensitive).
11. Create a Logon ID and password recovery question and answer.
12. Enter the verification code.
13. Click “Submit”.
14. Local program users should email their username to their local program administrator. Local program administrators should keep a record of all users first and last names, email addresses and DentaSeal usernames.

Account Creation

* Indicates Required Field

Profile Information

Enter name and email address (required). Other information is optional but can be helpful during a password reset issue.

First Name *

Middle Initial

Last Name *

Suffix

E-Mail *

Phone — Use this format 6085551234 — ext.

Mailing Address

Street Address

City

State/Province

Zip Code -

Systems You Will Access

Select "DHS Seal a Smile"

Use your mouse to highlight the system that you want to access.

Systems *

- DOJ Egrants
- WEM Egrants (Homeland Security)
- Fire Dues Registration

Account Information

Your Logon ID must be between 5-20 characters and **CAN** be a combination of letters and numbers. Your Logon ID must not contain spaces or special characters

Logon ID

Create a Logon ID and write this down you will need it later.

Your Password must be 7-20 characters long and **MUST** contain a comb either numbers or special characters (except the @ ? / signs). Passwo Your Password cannot contain the Logon ID.

Password Tips

Password *

Re-enter Password *

Enter and confirm your password.

Logon ID/Password Recovery

Enter a question and answer for use if you forget your DOA/Wisconsin Logon ID or Password. Your Secret Question and Secret Answer cannot contain your password.

Secret Question and Answer Tips

Secret Question *

Secret Answer *

Enter your account recovery question and answer.

Verification

This step helps prevent automated registrations.

If you cannot see the number below click here.

01483 Please enter the number as it is shown in the box to the left.

Verify the number displayed and submit the request.

Submit Reset

Logon to DentaSeal

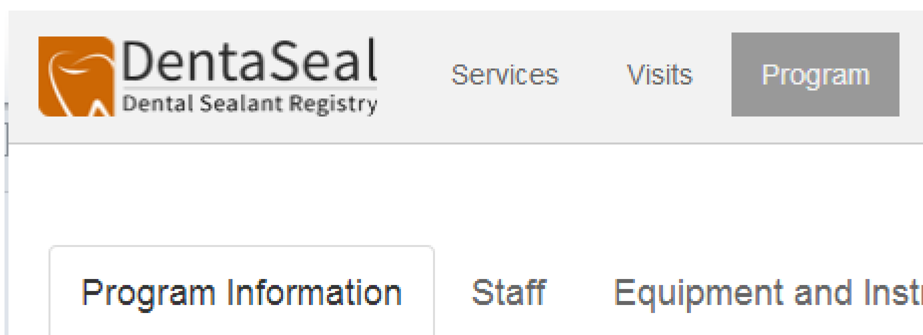
1. Confirm your local program administrator has added your username to DentaSeal. If they have not added you, you will be unable to logon to DentaSeal.
2. Go to the DentaSeal home page by navigating to https://sealasmile.wisconsin.gov.
3. Enter your DentaSeal username and password and "log in".
4. If you have forgotten your password click "forgot password?" link and you will be sent to the DOA website to recover your password.
5. After five failed attempts to logon the DentaSeal system will lock you out and you will see a message in the logon box that says "This account it locked." If you get locked out you will need to email dhssealasmile@wisconsin.gov, however, your account may take up to 2 business days to unlock. If you are having trouble logging on, after three failed attempts, it is recommended you reset your password by clicking "Forgot Password?"
6. Upon logging in successfully, you will be taken to the services screen.
7. Local program administrators can create and edit visit and program information. However, local users will only have access to the services tab.

Local Program Administrators

Program Information

Note: The only program information the user can view, update and edit will be the program they are assigned to by SAS administration.

1. Before entering any information into DentaSeal, you must update the Program Information.
2. Click on the Program tab in the header.



3. Click the Program Information tab within Program.
4. Enter the required program information.

   <u>**General Information**</u>

   a. Program Counties
      i. The counties your program serves should be noted. If you need additional counties added to your program please email dhssealasmile@wisconsin.gov .
   b. Enter your Wisconsin Mobile Dentistry Registration Number as it appears on your credential. This will allow DentaSeal to print the number as required by Wisconsin DE-10 on your follow up forms generated in DentaSeal.
   c. Phone Number
      i. The phone number entered will be the number which will print on your

follow up forms and should be the number you want patients to use if they have follow-up questions.

ii. Enter up to a 10 digit extension if you want that to also appear on the follow up form that is printed at the completion of the visit.

d. Funded by Seal-A-Smile
    i. Programs currently receiving funding from Wisconsin SAS should be noted with "yes." If this is incorrect on your program information page please email dhssealasmile@wisconsin.gov .
e. Sealant Placement Procedure – you should select which of the following options below your program uses most often. You will have the ability to select the sealant placement procedure for each visit on the "Complete Visit" page.
    i. Select 2-Handed when a dental provider is placing sealants without the use of a chairside dental assistant. If a dental assistant is present and not truly helping in the direct delivery of care this would still be considered 2-Handed. (i.e. doing data entry, cleaning equipment between patients, or providing education)
    ii. Select 4-Handed when a dental provider is working directly with a chairside dental assistant to place sealants in the mouth of a patient.
    iii. Select "Combination" if you sometimes use a chairside dental assistant to place sealants and other times you do not.
f. Program name
    i. If your program name needs to be modified please email dhssealasmile@wisconsin.gov with the name you would like to appear in this section.
g. Fiscal Organization name and contact information should be entered. The fiscal organization name may not be the same as your program name. The program name is what will be printed on the follow up forms. The fiscal organization name and contact information are the legal organizational names of your entity.
h. Consent time frame – please select the length of time your program's consent is valid for.
i. Insert a live link to your organization's HIPPA documentation. This links to the SAS online consent tool. If you do not have your HIPPA forms available online please send a scanned PDF copy to dhssealasmile@wisconsin.gov.
j. Select all the grades your program serves.
k. Lead clinical staff – the names of any staff that have been selected as the "lead clinical staff" will appear here. In order to mark a person(s) as your lead clinical staff you will have to access their information via the staff tab and check the selected box. This information can be updated by both LPAs and SAS administrators.
l. LPA email – this email can be added to the LPA's staff profile and should be updated any time there is a change. This is the primary contact that will be notified by SAS Administration of any system outages, updates, changes or alerts. In addition this is the email that will be notified when online consent forms are completed for your program. (NOTE: Currently only SAS administration can update this address so please communicate any changes to this with us directly).

<u>Average Hourly Pay Rates</u>

- Enter the average hour pay rate for the three provider categories (Dentist, Dental Hygienist and Assistant).

- If you pay your providers for the care they deliver use actual costs (do not include stipends).
- If your providers are volunteers or receive a stipend you should determine the average hourly wages for this job classification. (i.e If you use a volunteer provider you can use the Department of Labor Statistics information on average hourly wages. The most current data available in 2014 indicates that in Wisconsin, the average hourly wage including benefits is $81/hr for dentists, $30/hr for dental hygienists and $17/hr for dental assistants). You can use a reasonable and going rate of pay for your area if this varies from the information above.
- This rate should include total amount paid in wages, benefits and other forms of compensation, except reimbursement for travel, which is captured in "other costs."
- If you have different pay rates for the same job classification you should average the rate for entry in this section.
- For the purposes of this section, an assistant is anyone who is involved with direct patient care and acting as a dental assistant. (Do NOT include data entry staff and others that may be helping at the clinic site, but are not involved in the direct delivery of care).
- Labor cost for other staff will be entered on a different screen when you complete each program visit.
- This information should be updated annually to reflect current rates.

Average times

- Times entered are an average time it takes to provide each of these services on an individual child.
- Time should be entered in minutes.
- This information should be updated annually to reflect current rates.

Consumable Goods Cost

- The costs entered into this section should include actual costs plus the value of any donated supplies.
- The cost entered is the calculated cost **per child per service** of consumable goods used for each of the four categories (Screening, Sealant Delivery, Fluoride Varnish and Retentions Check, respectively).
- You should estimate these costs based on how your individual program operates to eliminate duplication of costs in each section. (i.e. if you screen and seal at the same time don't include gloves for the hygienists in both the screening cost and the sealant delivery cost). You should however include them in the varnish calculation as that may be a standalone service when you provide the 2nd or 3rd applications. We understand that there may be some duplication, but try and eliminate this in your set up of these costs.
    - Screening – all consumable costs involved in providing a screening should be captured in this calculation. This would include, but is not limited to, a disposable mirror, one pair of gloves, one mask, one patient bib, etc.
    - Sealant Delivery – all consumable costs involved in sealant delivery should be captured in this calculation. You should not account for any supplies you have accounted for in the screening section (unless you

routinely screen and seal on different days). This would include, but is not limited to, additional pair of gloves for a dental assistant, air/water syringe tips, suction tips, sealant material, dry angles, etc.

  - Fluoride varnish – all consumable costs involved in fluoride varnish application should be captured in this section. You should include a set of gloves along with any other materials used including, but not limited to, varnish or gauze.
  - Retention Check – all consumable costs involved in the retention check should be captured in this calculation. This would include, but is not limited to, a disposable mirror, gloves and mask. If you do a retention check and a fluoride varnish at the same time your costs may all be accounted for in the fluoride varnish section (aside from a mirror).

- The notes section can be used to document what you have included in each section along with the costs associated with them. This will serve as a reference in the future to remind you how you calculated these amounts. You also may need to update these costs over time if prices change.
- The following should **not** be accounted for in Consumable Goods. The section in which they belong is in ( ) after the items listed below.
  1) Toothbrushes and toothpaste (Other Costs when Completing a Visit)
  2) Printing of forms (Administration Costs when Completing a Visit)
  3) Education materials used chairside or in classroom education (Other Costs when Completing a Visit)
  4) Non-disposable instruments (Instruments in the Program tab under Equipment and Instruments)
- This information should be updated annually to reflect current rates.

Entering Yearly information

1. Your program will need to annually update your annual program information. This is located on the program information tab on the top right hand side of the page.
2. Click the “New Yearly Info” button.
3. Enter your Medicaid revenue at the end of the year (NOTE: enter $0 when you set this up at the beginning of the year and return at the close to enter the final amount)
4. Enter any other state funding that your program receives.
5. Enter your goals for the number of children screened and sealed per your SAS contract.
6. Enter the amount of your SAS award (if applicable.

New Program Yearly Information

Program Year

Program year *

Fiscal Information

Medicaid revenue * $

Other state funding * $

Goals

Number of Screened Children

Number of Sealed Children

Seal-A-Smile Funding

Seal-A-Smile grant award * $

Save and return

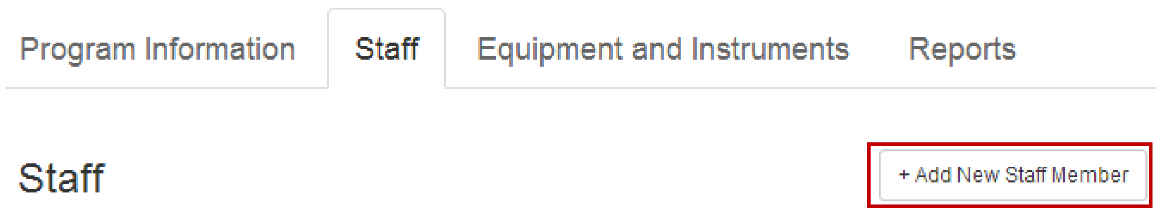
Return without saving

Staff Management

Adding New Staff

Note: Only users that will be entering data will need a username and password. Staff who are not accessing the system should not obtain a username and password. Dental and Dental hygiene staff can be added on the program page by clicking staff and simply entering their first name, last name, Wisconsin license number and role.

1. Click on the Program tab in the header.
2. Click the Staff tab within Program.
3. Click the Add New Staff Member button.

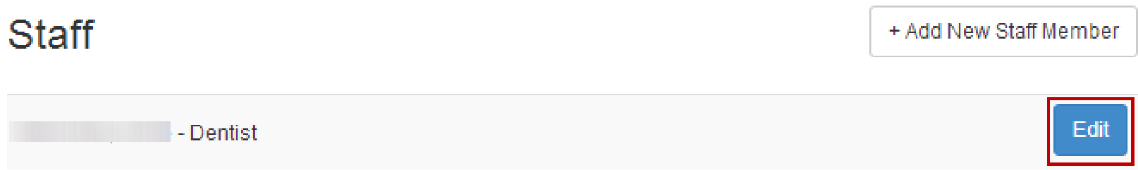


4. Within the New Staff Member page:
   a. Enter the Username selected when registering with DOA (if applicable).
      i. If you have an existing staff member that does not need access to DentaSeal you can simply delete the username field and leave just the staff members first and last name.
   b. Enter the user's first and last name (required).
   c. Select the user's job using the Job drop-down.
      i. Select assistant for all staff who are not either a dentist or dental hygienist. For the purpose of this section an assistant could be a data entry specialist or other staff member and not necessarily a clinical dental assistant.
   d. Enter the provider number which is the Wisconsin Dental or Dental Hygiene License number provided by the Wisconsin Department of Safety and Professional Services. This is a requirement of Wisconsin DE-10 and must be printed on all follow up forms provided to children served to meet the requirement. You can add the provider number to existing staff members profile by following the instructions below.
      i. If you need to look up a provider's license number you can visits: https://app.wi.gov/licensesearch

5. Click Save and return.

Editing Existing Staff – you may need to use this feature of a staff member's name changes or their role within in the program changes.

7. Click on the Program tab in the header.
8. Click the Staff tab within Program.
9. Click Edit button next to the staff that needs to be edited.

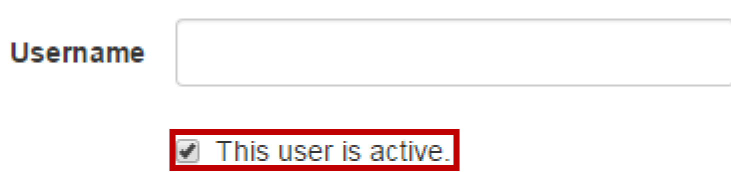


10. Edit the staff information within the Edit Staff Member page.
11. The username cannot be changed.
6. Update the provider number which is the Wisconsin Dental or Dental Hygiene License number provided by the Wisconsin Department of Safety and Professional Services. This is a requirement of Wisconsin DE-10 and must be printed on all follow up forms provided to children served to meet the requirement.
    i. If you need to look up a provider's license number you can visits: https://app.wi.gov/licensesearch
7. Click Save and return.

Deactivating Existing Staff/Users

- Local program administrators have the ability and responsibility to disable access to DentaSeal for any local users. It is the responsibility of the local program administrator to manage access to DentaSeal on an ongoing basis.
- Until a user is "deactivated" they will continue to have access to DentaSeal.
- Local program administrators are responsible for performing an audit of their users on a quarterly basis and removing access to DentaSeal for any users no longer affiliated with the program.
- Any user who needs to be immediately disabled and have access removed should be deactivated immediately.
- Any records that user is tied to will be saved when the user is deactivated. This simply no longer allows access to DentaSeal for the user.
- You do have the ability to reactivate this staff member back into DentaSeal using the same username after they have been deleted.

1) Click on the Program tab in the header.
2) Click the Staff tab within Program.
3) Click the edit button next to the staff member you want to deactivate.
4) Unselect the box next to "This user is active"



Reactivating users

1) Within DentaSeal, go to Program.
2) Click Staff.
3) Next to the user who needs to be reactivated, click Edit.
4) Select "This user is active."

5) Click Save and return

Equipment and Instruments Management

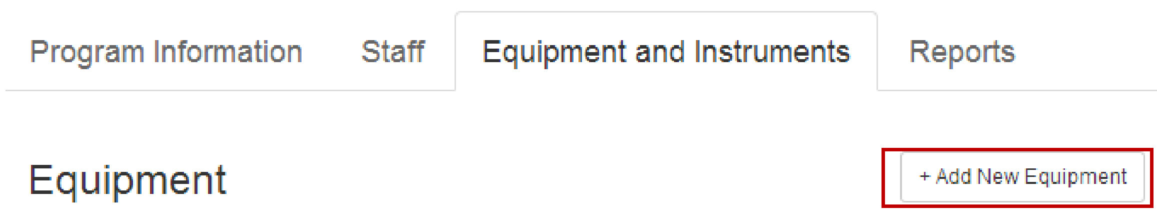
Prior to entering equipment into DentaSeal, programs should take inventory of all equipment and non-disposable instruments. It is recommended that programs label and identify equipment (especially when your program has multiple pieces of the same equipment). For example, if you have four patient chairs you might label them patient chair A, patient chair B, etc. In DentaSeal you should enter them by their actual name (i.e. DNTLWorks Scissor Base Chair A, B, C, etc).

You should not account for any equipment and instruments that are not needed for delivery of dental sealants, screenings and fluoride varnish applications. For example, you should not account for the cost of explorers since visual inspection is recommended for determining if a surface should be sealed. You also should not include things such as scalers, ultrasonics, slow speed hand pieces and other equipment/instruments used for providing prophy's or restorative care.

Computer equipment, printers, and copy machines used exclusively for your school-based dental sealant program should be accounted for as equipment. IMPORTANT: You will not be able to complete an event until you have set up your equipment and instruments.

Adding New Equipment

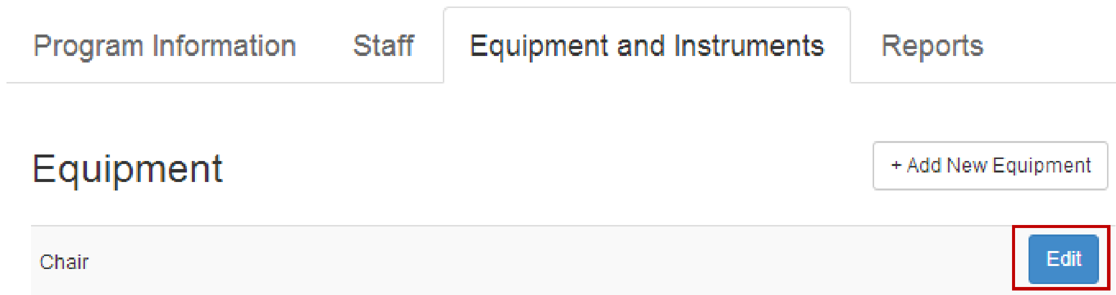
1. Click on the Program tab in the header.
2. Click the Equipment and Instruments tab within Program.
3. Click the Add New Equipment button.



4. Within the New Equipment page:
   a. Enter the description of the equipment. Each piece of equipment must be accounted for and entered separately, unlike instruments.
   b. Enter the date of purchase.
   c. Enter the purchase amount. If the equipment was donated you should assign a value as close to the suggested retail price as possible.
   d. Select if the equipment is active.
5. Click Save and return.

Editing Existing Equipment – when you need to change the name equipment

1. Click on the Program tab in the header.
2. Click the Equipment and Instruments tab within Program.
3. Click the Edit button next to the equipment requiring editing.



4. Within the Edit Equipment page, edit the information.
5. You should never edit the purchase price or date.
6. Click Save and return.

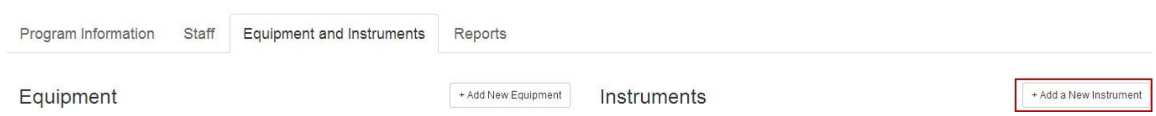
Deactivating Equipment – when you are no longer using a piece of equipment

1. Click on the Program tab in the header.
2. Click the Equipment and Instruments tab within Program.
3. Click the Edit button next to the equipment to be deactivated.
4. Using the Active drop-down within the Edit Equipment page, select No.
5. Click Save and return.

Adding New Instruments

For the purposes of tracking your instruments you can enter instruments that you have large quantities of (more than 5) as one entry. For example, if you have 40 non-disposable mirrors, your entry in the instrument section could be "Mirrors – 40" and the cost you enter should be the combined cost of all 40 mirrors. This information may be collected differently in a future version of DentaSeal but for this year please enter it as described above.

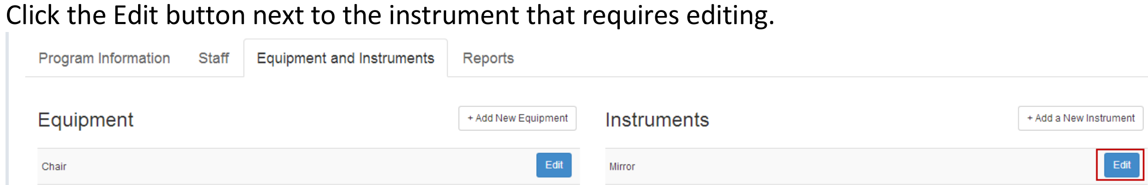
1. Click on the Program tab in the header.
2. Click the Equipment and Instruments tab within Program.
3. Click the Add New Instrument button.



4. Within the New Instrument page:
    a. Enter the description of the instrument. Some instruments such as mirrors may be entered in bulk as one entry.
    b. Enter the date of purchase.
    c. Enter the purchase amount.
    d. Select if the instrument is active.
    e. Click Save and return.

Editing Existing Instruments - when you need to change the name equipment

1. Click on the Program tab in the header.
2. Click the Equipment and Instruments tab within Program.
3. Click the Edit button next to the instrument that requires editing.



4. Within the Edit Instrument page, edit the information.

5. You should never edit the purchase price or date of in this section.
6. Click Save and return.

Deactivating Instruments - when you are no longer using an instrument

1. Click on the Program tab in the header.
2. Click the Equipment and Instruments tab within Program.
3. Click the Edit button next to the instrument to be deactivated.
4. Using the Active drop-down within the Edit Instrument page, select No.
5. Click Save and return.

Reports

The reporting section is still a work in progress however many of them are functioning for your use now. Please refer back to this section in a future update to review the options in reporting you have.

1. Click on the Program tab in the header.
2. Click the Reports tab within Program.
3. Using the Select a Report drop-down, select a report to generate.
    a. Site summary – this report will allow you to see a summary by site of the basic services you have provided. Visits do not have to be completed in order to review this information.
    b. Site visit summary – this report will allow you to view a summary of all sites on one page. This report should be submitted by "Data Only" programs when submitting your invoice to SAS Administration. Visits do not have to be completed in order to review this information.
    c. Race report –this report will be eliminated soon and this information can be found on the comprehensive reports.
    d. Ethnicity report – this report will be eliminated soon and this information can be found on the comprehensive reports.
    e. Children served by insurance type – this report will be eliminated soon and this information can be found on the comprehensive reports.
    f. Comprehensive reports - these reports will show overall information for your program by site, county and for your program as a whole. Visits must be close in order for information to populate on the comprehensive report.
    g. Children with early and urgent needs – this report will be useful for case management or to share with school nurses regarding the findings by site. Upon selecting this report you will enter a specific date range and the report will generate and show children with early and urgent needs. This report will soon including a column for school/site so you can better sort it.
    h. Children served by grade level – this report includes all children seen (sorted by school/site) and their grade level. This will be useful for follow up varnish and retention check appointments to allow you to determine which children you saw previously and which ones need additional appointments. This report will include the services provided and date of service in the near future.
    i. Children encountered by insurance type with services provided – this report can be used to assist you with submitting Medicaid billing. The report will show children seen, MA number and services provided (including the teeth numbers of sealed teeth). This report will include the date of service and rendering provider in the near future. Visits do not have to be completed to view this

information.

j. Incomplete visits – this report will allow you to view any visits that are currently incomplete. Please remember that visits must be completed within 10 days of leaving the site.

4. Upon running any report you can click the export drop down (picture of a disk) to export the report into Excel, as a PDF or various other formats. This may be helpful when needing to sort or track data external of DentaSeal.

Visit Management

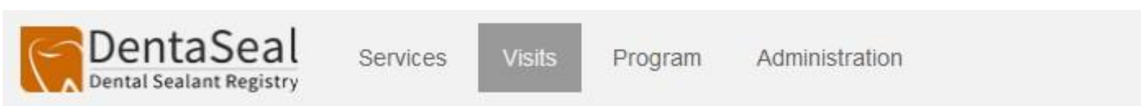
A visit is a short range of dates in which you will be providing services at a specific school. You will create multiple visits per school throughout the year. If you are providing screening and sealant services in September and then providing follow up fluoride varnish applications in December and March you would need to set up three separate visits for the same school.

Note: Unlike SEALS you will need to create multiple visits (previously called events) into DentaSeal. You cannot create one visit the lasts the duration of the school year in DentaSeal. If you have a limited number of dates to choose from in the child record page, it could be that you have created a visit incorrectly. You will need to correct this in order to resolve this issue.

You will not be able to enter child records for a visit in which the end date has past. You will need to update the dates (so the end date is beyond the current date) in the complete visit tab (save without completing) and then when completing the visit one final time you can correct the dates.

Adding a New Visit

1. Click on the Visits tab in the header.
2. Click on the Add New Visit button.

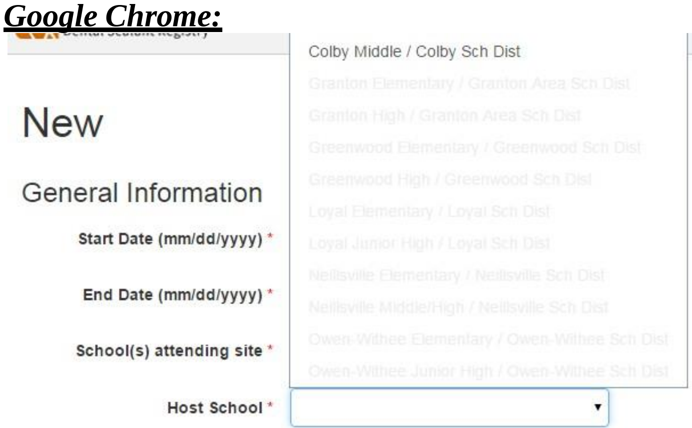


3. Within the New Visit page:
    a. Enter the Start and End date for the visit.
        i. The start date should be the first day which you are providing clinical services at the school.
        ii. The end date can be an approximate end date however upon completion of the visit you should enter the actual end date.
        iii. The date range for a visit cannot exceed 365 days.
        iv. The date grange for a visit cannon span two program years.
        v. When changed the new date range cannot have services which fall outside of that date range.
    b. Select the school or schools that are participating in the visit. You can have multiple selections in this field.
        i. If you provide care in a building that houses both an

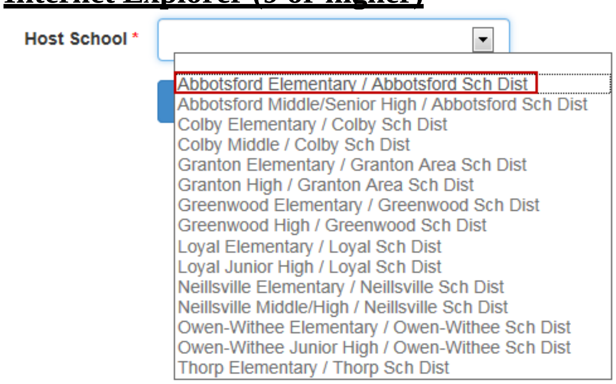
elementary and middle school and you are serving children in both schools, you should select both schools in this section from the drop down list.

c. Select the host school. You can only choose one school in this section.
   i. This is the location you are physically in. Using the example above, if you are providing care in the elementary school, you would select this as the host school. The only options you will have in this section are those schools you have selected in the "Schools attending site" section above. You may see more schools than you are able to actually select based on the browser you are using. The schools which cannot be selected are disabled.
   ii. The Host School will be automatically filled based on what was first selected in "Schools(s) attending."

<u>Google Chrome:</u>



<u>Internet Explorer (9 or higher)</u>



d. Click Save and Return.

Visit Service Types

- Visit service types have been added
  - Screening
  - Sealant Delivery
  - Retention Check
  -

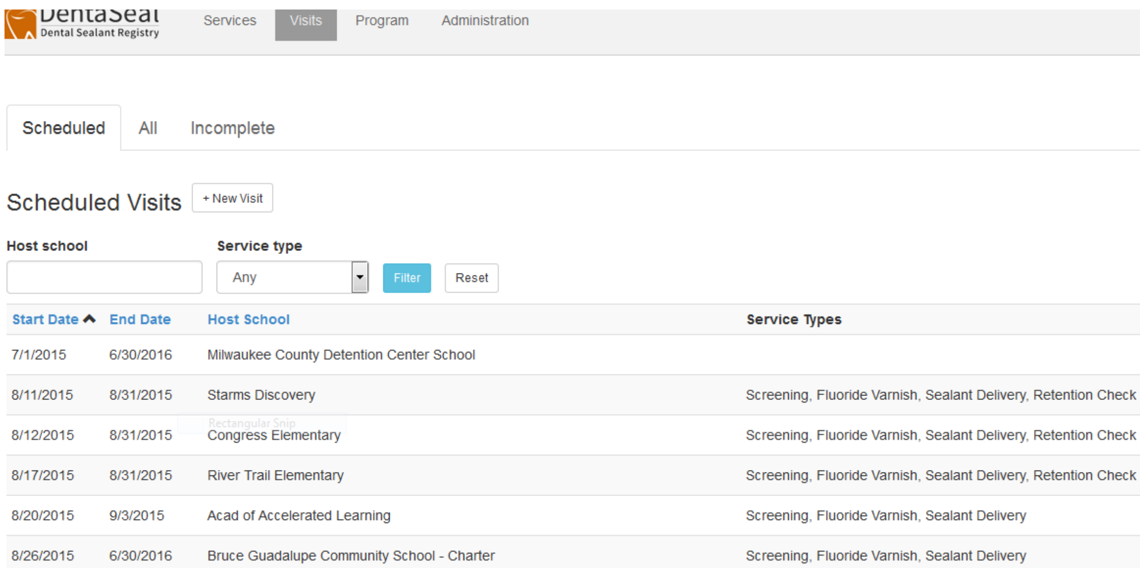
Fluoride Varnish

- Selection of a service type is required when a visit is created.
- Multiple service types can be selected for each visit.

Filtering Visits – you can go here to view all of your past, current and upcoming visits.

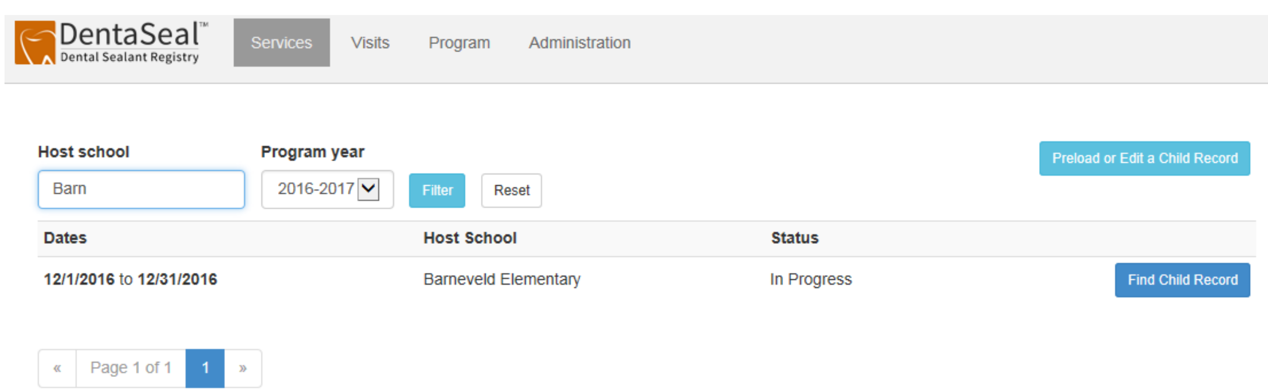
1. Click on the Visits tab in the header.
2. Select the program year for the visits which you would like to view.
3. You can then view Scheduled, All or Incomplete visits using the tabs.
4. Type in a school in the host school box to filter down the number of visits that appear.
5. You may also filter the visits by service type.

Note: You cannot delete a visit that already has a child encounter tied to it.



Filtering visits on Services page

1. To filter by host school and/or program year, enter the school name or select the year.
2. Click the Filter button.



3. To reset, click Reset.

Completing a Visit

Upon completion of your visit at a school, you should begin working on completing the visit using the Visit Completion Worksheet. Upon completion and confirming completion by checking the box your data will be uploaded automatically to SAS administrators. After completing this step you will no longer have access to this information. Please ensure you have all the information from the Visit Completion Worksheet in order to accurately input your information to complete the visit. SAS programs must complete visits within 10 days of leaving the site.

1. Click on the Visits tab in the header.
2. Click on the "Incomplete" tab to bring up the list of your incomplete visits.
3. Click "edit" next to enter the information to complete. You may wish to filter your visits if the list is long by either school name or service provided.

   Note: All fields are required to be completed

   a. Update the start and end dates if they need to be adjusted.

   b. Ensure the schools attending site and host school information are still accurate. c. Update the service types provided if necessary.

   d. Sealant Placement Procedure – at this visit

      i. Select 2-Handed when a dental provider is placing sealants without the use of a chairside dental assistant. If a dental assistant is present and not truly helping in the delivery of care this would still be considered 2- Handed.

      ii. Select 4-Handed when a dental provider is placing sealants using a chairside dental assistant.

      iii. Select "Combination" if you sometimes use a chairside dental assistant to place sealants and other times you do not. This should pertain to this visit specifically.

   e. Enter the number of consent forms you distributed at the school. You should not double count consent forms if you sent multiple consent forms home with the same children in an effort to increase participation. You also should only account for this once during a school year. If you enter this information in the visit when you provided screening and sealants you should not enter it again when you come back for additional varnish visits. It is recommended you enter the consent form information on your entry for the first visits of the program year and not on preceding visits.

   f. Select the type of consent your program uses for screening. All programs are required to use active consent for sealant placement. The answer to this section should pertain to the way in which you obtain consent for screening.

   g. Enter the number of children who your program provided classroom education. If your program does not provide classroom education enter a zero (0).

   h. Organization time – entered in hours and quarter hour increments.

      i. This is the total time spent organizing this visit outside of the school. This would include, but is not limited to time assembling patient packets prior to your visit, preparing paperwork or other actions done outside of the school visit itself.

   i. Set up and breakdown time – entered in hours and quarter hour increments.

      i. This is a combination of the time you spent setting up your equipment prior to the visit and tearing down your school-based clinic. You also should include time spent daily setting up or at the end of a day cleaning or preparing for the next day.

j. Child classroom education time – entered in hours and quarter hour increments.
    i. This is the amount of time spent providing education in the classroom **only**. This should **not** include time spent providing chairside education. You will not have to account for this time separately as DentaSeal will do these calculations for you.
k. Number of children seen for classroom education – enter the number of children who participated in the classroom education you provide.
l. Total Data Entry time – entered in hours and quarter hour increments.
    i. Include time spent preloading child information for this visit.
    ii. Include time spent doing calculations or compiling information to complete the visit.
    iii. Include the amount of time entering child level data. You may consider calculating this by taking the average amount of time spent doing data entry per child multiplied by the number of children you entered at this visit.
    iv. Do not include MA billing time; this is reserved for only DentaSeal data entry time.
m. Enter the number of chairs used for the three categories in the Chairs section.
n. Equipment and Instruments
    i. Enter the approximate number of hours you used each of the various pieces of equipment and instruments. (i.e. if you provided care at a school for five days and for six hours a day you would enter in 30 hours equipment). This information should be entered in quarter hour increments (i.e. 6 hours, 6.15 hours, 6.5 hours or 6.75 hours).
    ii. If you did not use a certain piece of equipment or instrument simply enter 0.
    iii. Before completing an event you must have set up your equipment and instruments.
o. Labor time
    i. Enter the number of providers who provided care at this visit for each of the various provider types

        1. If you have 1 RDH at your site every day for 5 days and that RDH is a different person everyday then your answer to this section would be 1.
        2. If you have 5 RDHs at your site all day for 5 days your answer for this section would be 5
        3. If you have 5 RDHs at you site all day for 3 days and then 3 RDHs at your site for 2 days your answer to this section would be 5.
      ii. Enter the total number of hours for each of the provider types. If you have two hygienists providing care for eight hours the total time would be 16 hours.
      iii. Other labor costs – enter labor costs for any other staff that has not been accounted for. This is reserved **only for** other labor costs and not other costs associated with the program.
   p. Administrative costs
      i. Items that should be included here are things such as printing costs, data entry and Medicaid billing costs and other costs associated with the program.
      ii. If you receive any of the supplies or services at no charge, you should place a value on these services and enter this amount here.
   q. Other Costs
      i. Account for things such as travel, malpractice insurance and other costs associated with your program that is not accounted for above.
   r. Notes
      i. A notes box has been added to the visit form to document what has been included in both the administrative and other costs for your reference or to note anything else associated with this visit.
4. Check the box for “Yes, this visit is complete” only when you are completely done with this visit. Once you check this box and click save you will no longer have access to this visit. If you do not check the box and just click save and return your visit will not be completed. You can then go back into the visit by clicking complete next to the corresponding visit. The information previously entered will be saved and appear when you return.
5. Click Save and return.

Local User

DentaSeal local users will only have the ability to see the “services” tab on the DentaSeal toolbar. From this tab, local users can preload child records or search/create new records within a specific visit. This is the only functionality that local users will have.

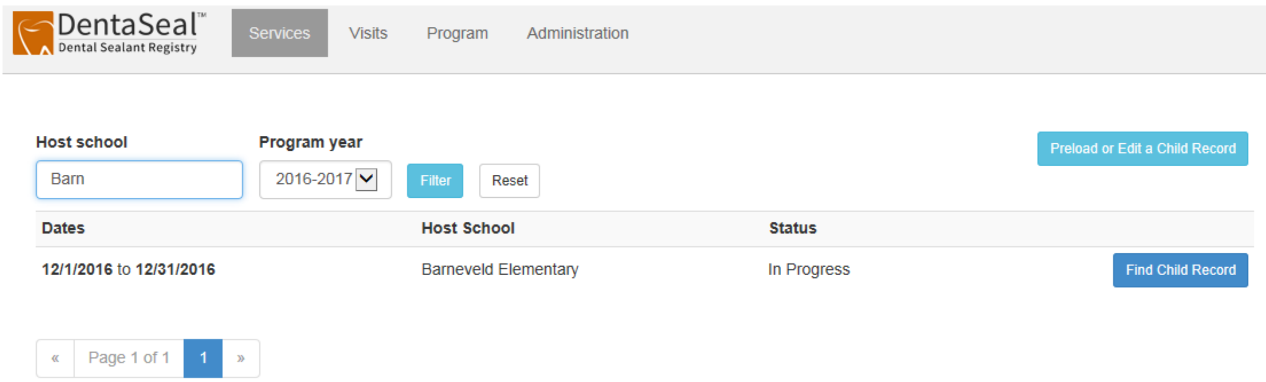
Visits

Upcoming Visits

Upcoming visits can be viewed in the Services page on the right-hand side of the page. Only visits that start after today’s date will appear in the upcoming visits section. Only the next 10 upcoming visits will appear in this section. If the local program administrator has entered additional visits, they will begin to appear as visits move from the upcoming visits section to the current visits section. This will happen when today's date falls within the date range of a specific visit.

Filtering visits on Services page

1. To filter by host school and/or program year, enter the school name or select the year.
2. Click the Filter button.



3. To reset, click Reset.

Preload Child Record

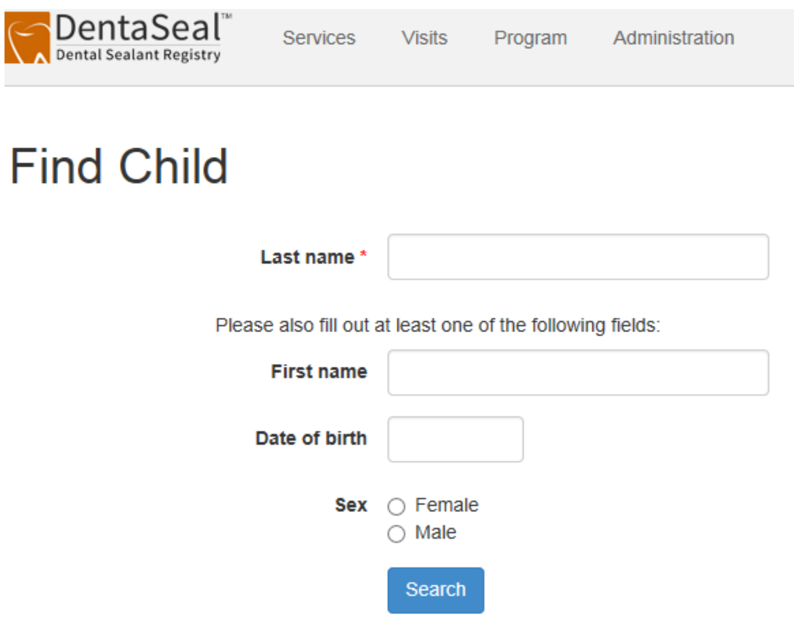
You can preload a child's record prior to the scheduled visit, but this step is not required. When preloading a child record, users have the ability to search for the child prior to adding them to the system. It is recommended that the system is searched prior to a record being added. This will ensure you do not enter a record for a child that is already in DentaSeal.

When you preload a child's record, you will not be able to enter any services or dental information about that child until the actual visit date. You can only preload the general, demographic, health, insurance and special health needs information about a child prior to the visit date occurring. Within the Services page, click the Preload Child Record button.

Find Child Record when Preloading

1. Within the Services page, click the Preload Child Record button.

2. Enter the child's last name and first name OR date of birth within the Find Child Record form.
3. You can also select the sex of the child to narrow your results if you are only searching for a portion of the child's name.
4. Click the Search button.



5. Results, if any, will appear in alphabetical order.
    a. If the student that is being preloaded matches any of the results, do not continue entering into DentaSeal.
    b. If the student that is being preloaded does not match any of the results, click the Preload new child record button to continue entering into DentaSeal.

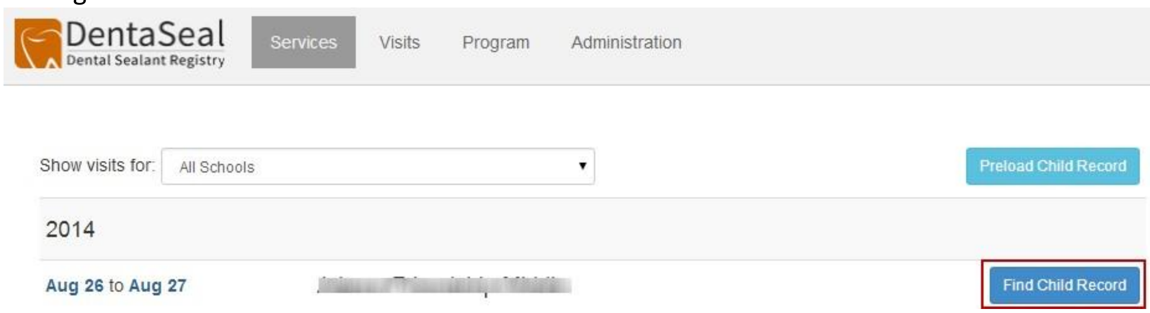
Entering information on a new child

1. Complete the information about the child within the Preload New Child form.
    a. All required fields are marked with an asterisk.
    b. If providing the Medicaid Number and Wisconsin Student Number, you are required to have 10 digits.
2. Click Save and return.
3. This information will be saved in DentaSeal and be available when you search and find that child during a visit.

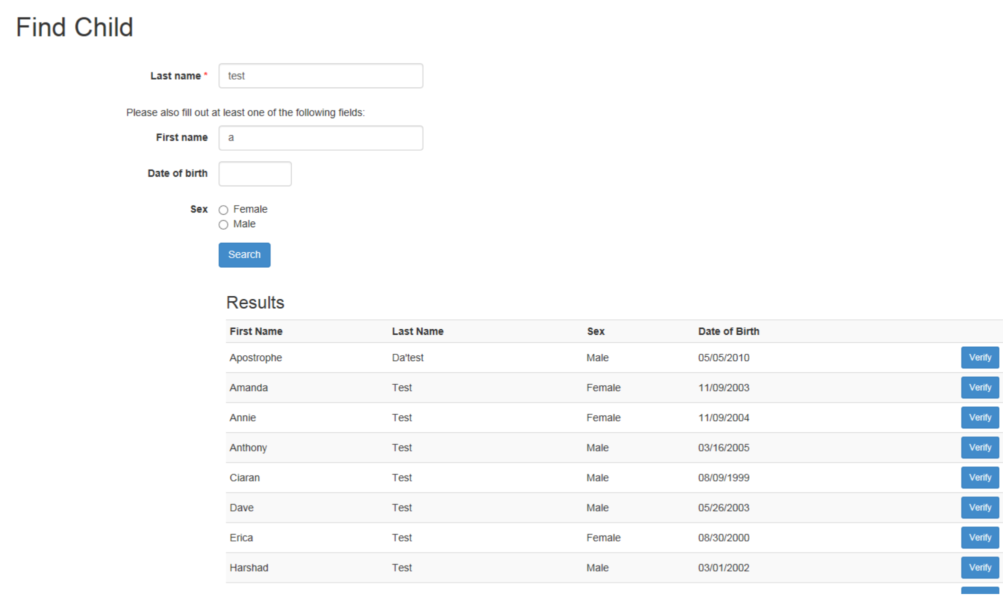
Providing Service

Finding/Verifying Child Data

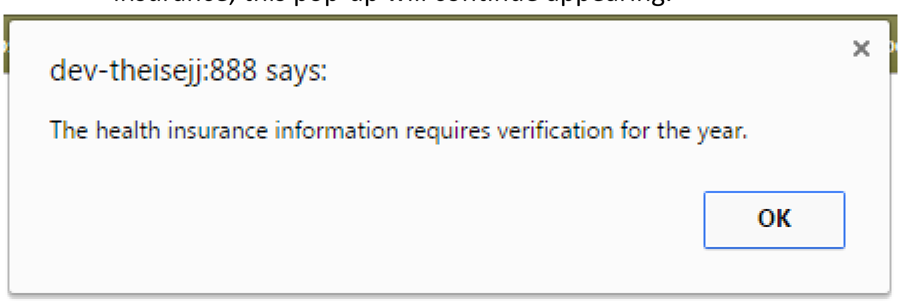
1. Within the Services page, click the Find Child Record button next to the site you are visiting.



2. Enter the child's last name and either and least the first letter of the first name or date of birth in the Find Child Record Form.
    a. You should enter full names for children. (i.e. enter Jennifer and not Jen or Jenny).
    b. You should enter names like McKey in this fashion and not Mc Key (with a space). You should not use spaces in any names when entering.
    c. You should not use nicknames when entering names into DentaSeal but because some people may unintentionally, if you know a child has been entered in DentaSeal you may want to search using either nicknames or a shortened name.
3. Click Search.
    a. If no matching child record was found, you will see "No Results Found" below the search fields.
    b. Click Create a new child record and enter the child's information within the New Child Record form (see Entering New Child Record below).
    c. You may want to verify that a shortened first name or nickname was not used in a previous entry into DentaSeal (i.e. If you enter William and do not find the child you can also try Will or Bill to ensure it was not entered this way by another user.
    d. If matching child records are found. You will need to verify the DOB is a match before selecting that child.
    e. If you can't verify the Date of Birth you should create a new record.
4. Click Verify next to the correct child ONLY if you can confirm all the information matches the child you are entering data for. Do not assume that because something looks close it is the same child.

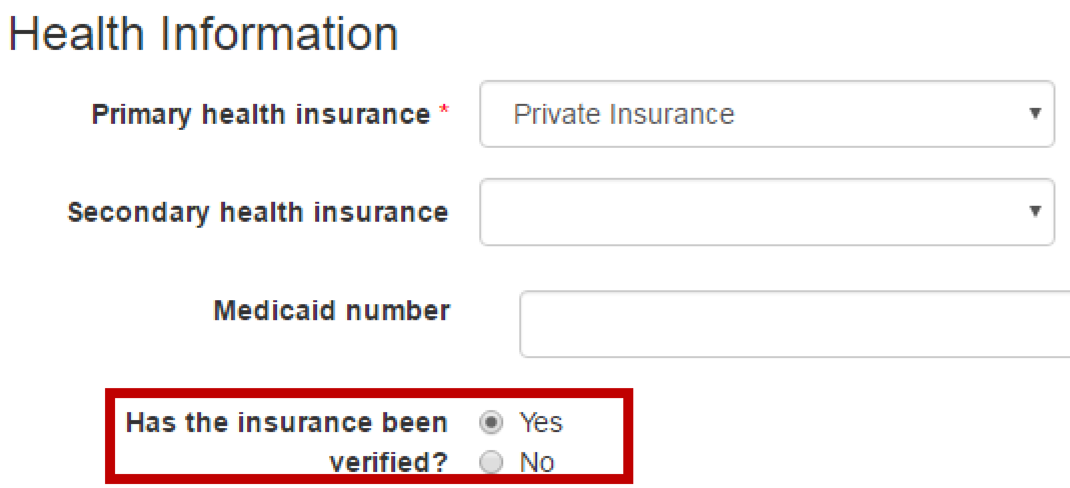


5. If a child's insurance has not been verified yet for the new program year, a pop-up will appear notifying the user this task needs to be completed. Until the user verifies the insurance, this pop-up will continue appearing.



To verify insurance:

1. Within the Edit Child page, scroll down to the Health Information section.
2. Select the Yes radio button next to the verification question if insurance is correct for the current time period/program year.

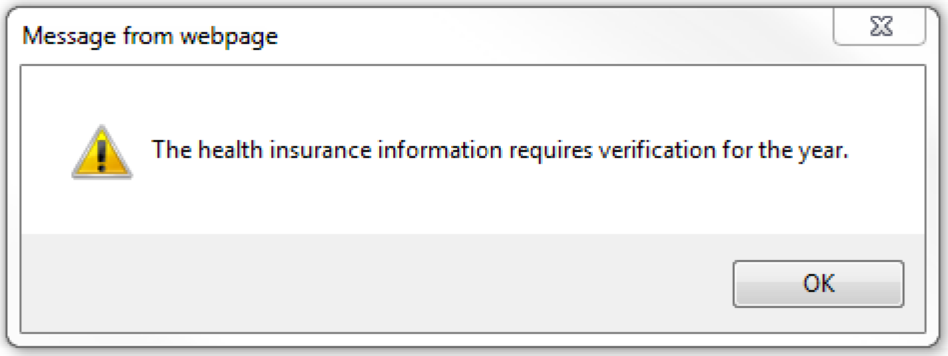


a. **Note:** The child's grade and school are required to be completed every time the record is accessed.

6. Click Verify and continue.

Entering A New Child Record

1. Enter the child's first and last name. You should use full names and not shortened first names or nicknames in order to ensure accuracy.
    a. You should enter full names for children. (i.e. enter Jennifer and not Jen or Jenny).
    b. You should enter names like McKey in this fashion and not Mc Key (with a space). You should not use spaces in any names when entering.
    a. You should not use nicknames when entering names into DentaSeal but because some people may unintentionally, if you know a child has been entered in DentaSeal you may want to search using either nicknames or a shortened name.
2. Enter the rest of the child's general information and any notes you would like to keep in that record.
3. Input the type of health insurance the child has (mandatory field).
    a. If the child has Medicaid you can enter the 10 digit Medicaid ID number and it will be stored in the system. This will print out when you run a report for billing so it will be to your advantage to include if you have it.
    b. Insurance information will be saved from year to year but will need to be verified and updated annually. You will receive an alert the first time you access a child's record in a new program year.



c. Secondary insurance type can be entered but is optional.

4. Enter the Wisconsin Student ID number (not a school generated ID number or program generated ID number, but only enter the Wisconsin Student ID number assigned by the Department of Public Instruction).
5. Make notes about any medications and allergies the child may have.
6. Enter the ethnicity of the child (this is not the same as the child's race). If this has not been provided by the parent or guardians please mark "unknown/unavailable".
7. Enter the race of the child. If this has not been provided by the parent or guardians please mark "unknown/unavailable." You can select multiple races for a child if that is what the parent reports.
8. Enter the child's dental home information as reported by the parent on the consent form.
9. Enter answers reported by the parents for the special needs question from the consent form. If the information was not provided by the parent, please mark unknown/not answered.
10. Select the school and grade for the child. This field will save throughout a program year but will reset annually on July 1.
11. Click save and continue and you will be taken to the child's dental record to enter their dental information and oral health status.

****Note**: Please do not ask school staff, including nurses, to follow up with families to fill in any missing information in this section or any other section that does not have an impact on the way in which you would treat the child.

Viewing Student Services Information outside of a visit

The student Information including services provided, can be viewed outside of a visit.

1) Within Services, click the Preload or Edit a Child Record.

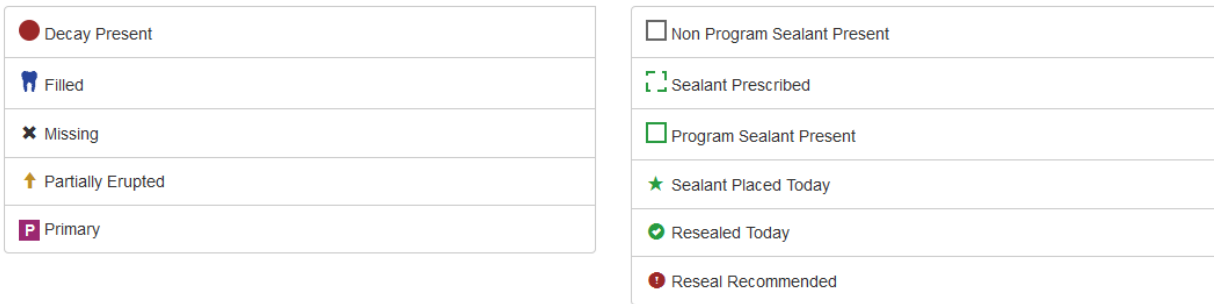
2) Enter the student's last name (or portion of) at least one letter of the first name to search.

To narrow your results it is recommended that you enter as many letters of the first and last name as possible. You can also use the child's DOB or sex to help narrow a search.

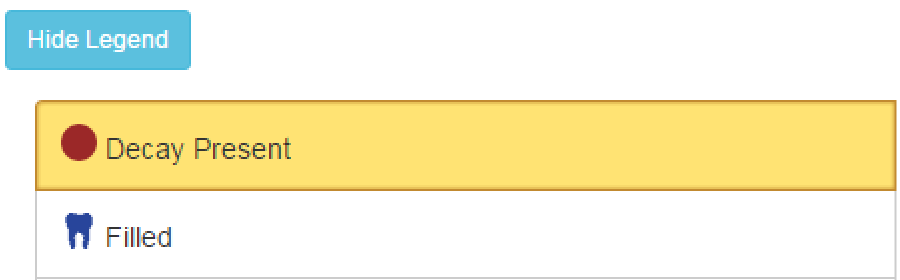
3) Click the Verify button within the search results if you verify that all fields match the child who you are entering data for.

Entering Tooth Chart Information

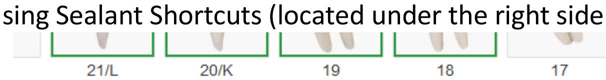
1. Once the child's information has been verified, the chart will appear.
2. A legend is available under the tooth chart and in the middle of the screen.



The legend can be hidden or shown using the toggle buttons on the charting screen.



3.Using Sealant Shortcuts (located under the right side of the tooth chart)



a. Use the Sealant Shortcuts to quickly select sealant treatment.
b. The option selected will then appear on the teeth.

4. Enter the tooth status.
   a. You may select multiple teeth at once and then select a tooth status which will be associated with all teeth selected.
      i. Entering this information accurately is important. What you enter on this screen will determine what is printed on the

follow up form and will impact reporting.

ii. It is not necessary to select Sealant Prescribed before selecting Sealant Placed but you can use Sealant Prescribed if you later want to use the Sealed All Prescribed Sealants shortcut.

iii. If the sealant was not placed by your program you should select Non Program Sealant Present.

iv. If you are performing a retention check or screening a child your program has placed sealants on, you would mark the sealants as Program Sealants.

v. If you are "touching up" a sealant you should not chart the tooth as being resealed but simply type a note in the notes box denoting that you've touched it up. Programs should not bill for resealed teeth less than three years old or for sealant touchups of either your program or other program's

b. Click close or select another tooth.

Entering retention data

1. In the first year of using DentaSeal, you will not need to retroactively enter data from last year in order to enter your retention check information this year. You should simply enter a child record the same way that you do for all the other children you will see for the first time. Follow the instructions above for entering new child information above.
2. When a child presents for a retention check you must ensure that you select the "retention check" box from the services delivered section.
3. Review the tooth chart for any teeth marked with a green box which indicates that the sealant is a program sealant.
4. Select/highlight all teeth which have a program sealant that have been retained. A sealant is considered retained if any part of the sealant remains on the tooth.
    a. If you plan on "touching up" the sealant you should mark the sealant as retained, not chart that a new sealant has been placed and enter in a note in the notes section that you have touched up the sealant. (You should not bill for this service.
    b. If you are going to completely reseal the tooth you should not mark the sealant as retained and you should mark it as either "prescribed sealant" if you are not going to seal that day or "sealant placed today" if you reseal at that visit. (note if the sealant is less than 3 years old you should not rebill for this).
5. Once all the teeth are highlighted that have retained sealants you can select the "sealant retained" status which will turn the green boxes purple (for this visit only). The next time you open up this chart the purple boxes will have turned back to green boxes indicating they are program sealants.
6. You will need to review the follow up form under the retention check area to ensure it reads accurately. If you are evaluating any teeth noted as having decay that are not filled you will have to indicate that the tooth has a filling and unselect the decayed tooth status for each tooth.

Completing the Child's Visit

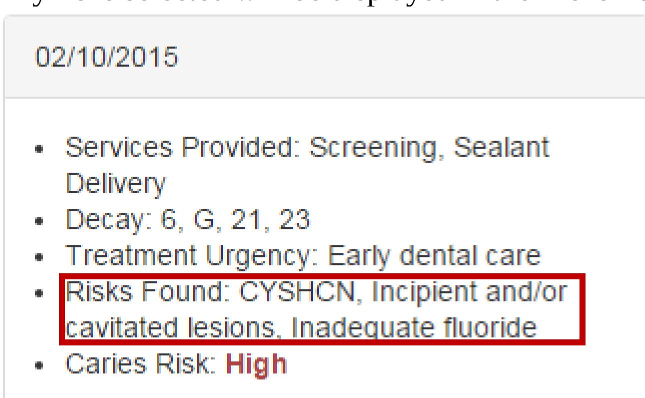
1. Select the date of service if different then the default selection.
    a. If back-loading the information, the date will not be pre-filled.
    b. Select the date of the visit using the date of service drop-down.
2. Select the service(s) provided today.

3. Select a treatment urgency using the **Basic Screening Survey Criteria**.
    a. **Note:** If any decay is noted, No Obvious Problem will be disabled.
    b. **No obvious problem means that the child has no immediate treatment needs.** You should not select early dental care if the child needs routine preventive care such as a cleaning or an exam. Early and urgent needs should only be checked when the child has restorative treatment needs.
4. Select if the student has had past decay treated since their last visit.
    a. If it is the first time you are seeing the child you will be able to mark Non-Applicable.
    b. If you are providing a retention check and the decay you noted at the previous visit was treated you would select yes.

        c. Using the example in letter b. you would select no if that decay is still untreated.
5. Select any risks found today.
    a. The CYSHCN status is checked automatically based on the answers to the questions on the previous screen. This box cannot be checked manually by the user. If question number 6 on the previous page is marked as “yes” the box will automatically be checked on the charting page.
    b. The Incipient and/or cavitated lesions box will check itself automatically if any teeth are noted to have untreated decay.
        i. This box can be manually checked by the provider.
        ii. This box MUST be unchecked if during the follow up visit the patient has decay that was previously noted and is now filled/treated. The box will not automatically uncheck itself.
    c. The Inadequate fluoride box must be manually checked and unchecked by the provider based on information available at the time of service. If it is not able to be determined the provider should leave the box unchecked
6. Enter any notes if necessary.
7.Select the provider who performed this service. If provider cannot be found in the drop down list, this means that they still need to be added as a staff members by the local program administrator. Staff can be added without obtaining a username and password. It is advised that only those needing access to DentaSeal obtain a username and password and other staff are entered without one.
    a. Only dentists and dental hygienists will appear in the drop down list for providers on the charting page within DentaSeal. Assistants have been filtered out.
8. Click Save and Finish.

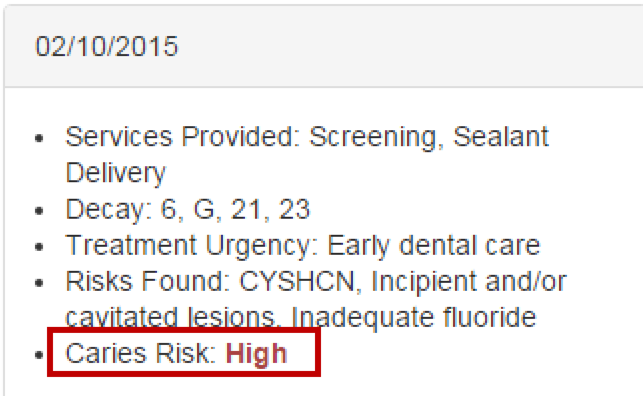
Risk assessment display in Service History

Any risks selected will be displayed in the Risks Found section of the Service History.



Caries risk display in Service History

If the child has special health care needs, has incipient and/or caviated lesions, or inadequate fluoride, the caries risk within the Service History will be high.



Printing the Summary Form in English

1. The form will be selected in English by default.
2. Click Print This Form.
3. If unable to print on site, change the printing destination to Save as PDF.

Printing the Summary Form in Spanish

1. Select the Spanish tab.
2. Click Print This Form.
3. If unable to print on site, change the printing destination to Save as PDF.
4. When converting from English to Spanish the checked boxes do not currently save but they correspond with one another (i.e. the fourth box on the English form is the same as the fourth box on the Spanish one).

Free text note

A free text note is now available on the Service Summary Page. Note: If the user goes back to edit the service, the note will not be saved when they view the Service Summary.

Seal-A-Smile logo

The Wisconsin Seal-A-Smile logo has been added to the bottom of the Service Summary and will only appear if the program has been identified by the Application Administrators as currently funded by Wisconsin Seal-A-Smile.

Printing tips

1. You can change your printer settings to ensure your follow up forms print on one page.
2. You can change your printer settings to print two-sided if you have more information on the follow up form than will fit on one page.

Continuing to the Next Child's Record

1. Once the Summary Form has printed, click Find Child Record or Create a new child record.
2. If no other children need to be entered, click Return to home page.

Editing

Editing a student's information

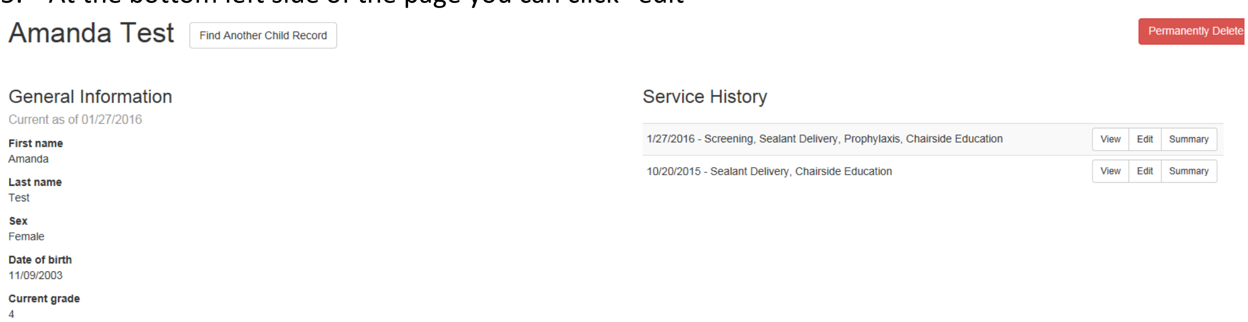
1. Within Services, click the Preload or Edit a Child Record

2. Enter the student's name, DOB and sex (optional) to search for their record.
3. Click the "view" button only if all the fields match and you have verified this is the child you need to enter/edit data for.

Results

First Name	Last Name	Sex	Date of Birth	
Apostrophe	Da'test	Male	05/05/2010	View
Amanda	Test	Female	11/09/2003	View
Annie	Test	Female	11/09/2004	View
Anthony	Test	Male	03/16/2005	View
Ciaran	Test	Male	08/09/1999	View

4. The student's general information will appear.
5. At the bottom left side of the page you can click "edit"



6. You can edit general information about the child however you cannot update the child's name or DOB (contact an application administrator to assist with this).

Delete service

Services can now be deleted from a child's record. Deletions will affect reports as well as the child's chart. To delete a service:

1. Within DentaSeal, search for the child affected by the duplication/error.
2. Click Edit next to the service needing deletion.
3. Click Permanently Delete Service in the upper right corner.

4. Enter the child's last name.
5. Click Permanently Delete.

The ability to edit services is dependent on the level of DentaSeal access you have. If you are a local program administrator you have the ability to edit a service that is associated with a visit that has not yet been completed and falls in the current program year. A user only has the ability to edit a service which they provided and only on the date of service.

If you have questions or need to report problems with DentaSeal you should email dhssealasmile@wisconsin.gov.