User Guide

Version

2025.6.30.1090

June 2025

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

Contents

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 were 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:

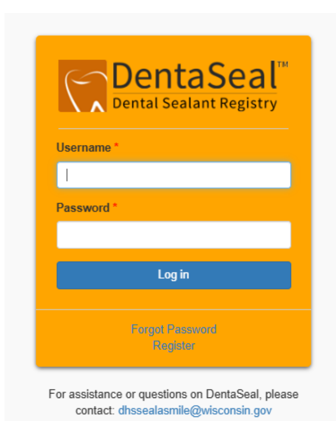
- **Screen resolution:** Any tablet or mobile phone screens should be in horizontal view for the best DentaSeal experience. Width equal to or greater than 1024px is recommended for horizontal view.
- **Browser Support:** DentaSeal is supported on the following browsers: Google Chrome, Microsoft's Edge, Mozilla's Firefox, and IOS's Safari. Ensure use of the most up to date version of these supported browsers to prevent issues using DentaSeal.
- If you have questions, concerns or need to report a problem with DentaSeal, please email mailto:dhssealasmile@wisconsin.gov.

DentaSeal Test Site and Production Site

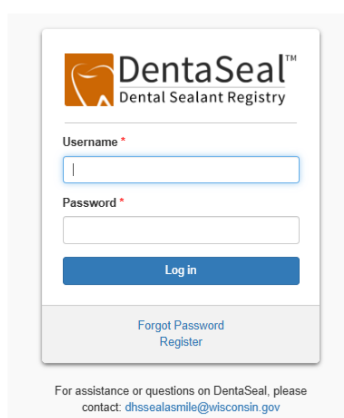
The DentaSeal test environment is available for training and testing purposes and can be used by programs throughout the year. To access the test site, go to https://sealasmiletest.wisconsin.gov. This site is truly a test site or playground. No information that is or has been entered there will be transferred over to the production site which is where real/actual information will be entered, however you may see information from the production site periodically transferred to the test site.

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.



DentaSeal Test Site



DentaSeal Production Site

DentaSeal User Roles

Local Program Administrators will have access to the Services, Consent, Visits, and Program tabs. Local program administrators can create and edit visit and program information and update program yearly information. Yearly information includes supply costs, staffing costs, and revenue generated by program. They have the responsibility of managing program information, staff, and equipment and to set up visits and generate reports.

Local program administrators keep a record of all users' first and last names, email addresses, and DentaSeal usernames, and are responsible for ensuring users complete the annual user agreement. Further, they have the ability and responsibility to disable access to DentaSeal for any local users. It is their responsibility to manage access to DentaSeal on an ongoing basis. This responsibility includes performing an audit of their users on a quarterly basis and removing access to DentaSeal for any users no longer affiliated with the program.

Local program administrators also 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. They also bear responsibility for submitting edits to address any errors they find.

Local Users will have access to the Services and Consent tabs. They have the responsibility of providing services or uploading services into DentaSeal, pre-loading and managing child records, and editing student or service information. Local users have the ability to edit a service which they provided, but only on the date of service. Local Users are also responsible for submitting edits to correct any errors they find.

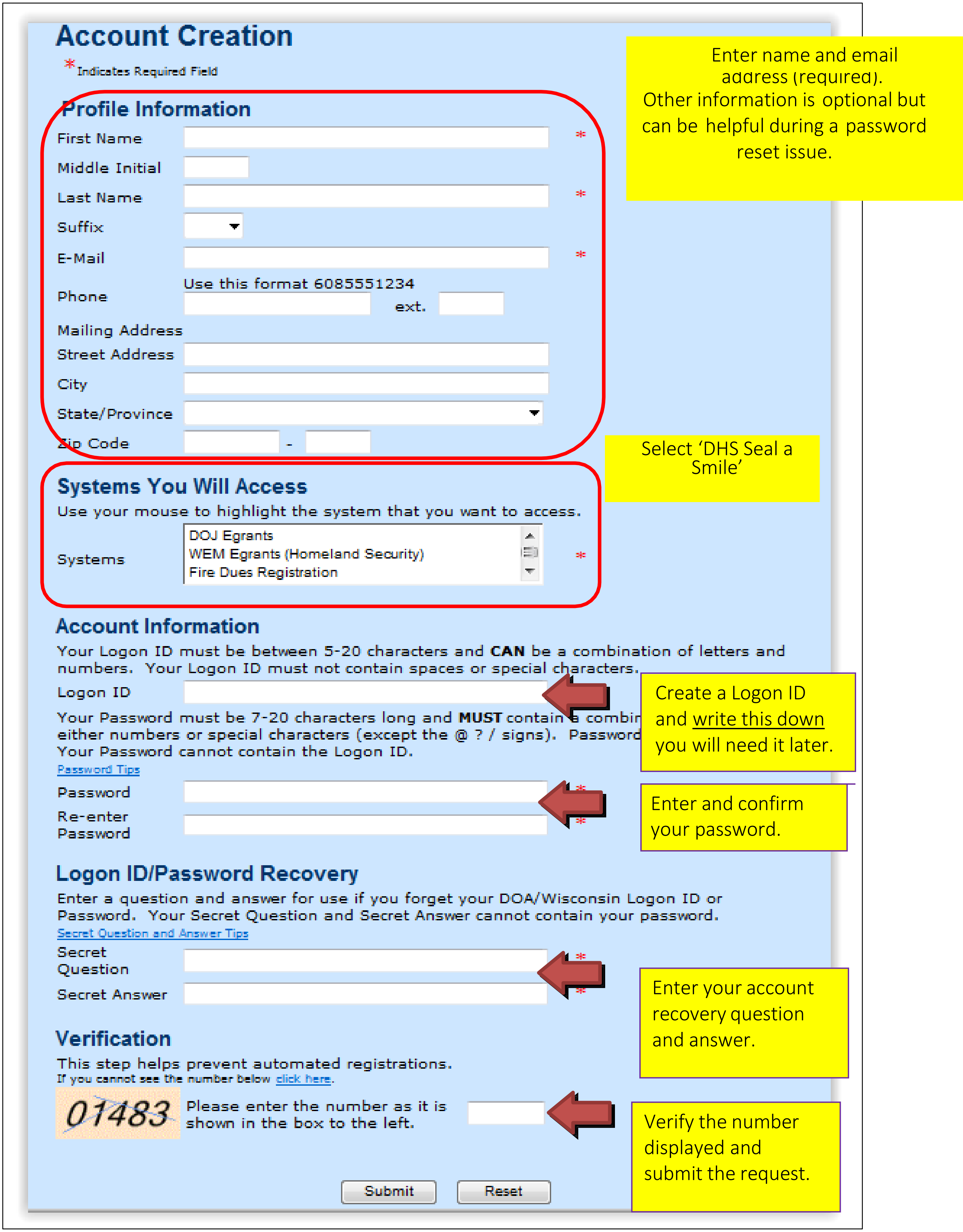
Obtaining a DentaSeal Username and Password

Note: Only staff that will be entering data will need a username, password, and need to complete the user agreement annually. Staff who are not accessing the system should not obtain a username, need a password, or complete a user agreement. 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.

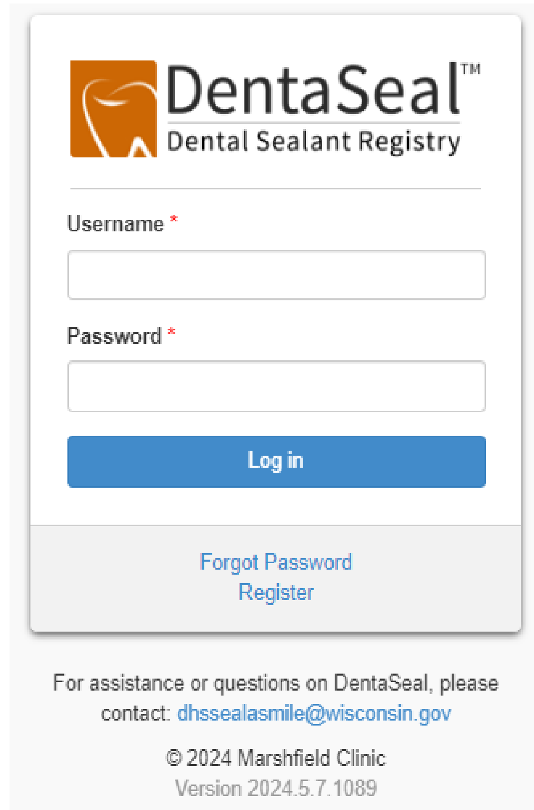
1. If you already have a WILMS/WIEXT ID due to working for a local health department or health care organization, you may skip the registration process and provide that ID to your Local Program Administrator by emailing who will provide you access to the DentaSeal program. This will serve as your DentaSeal 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 your email address. If you already have an account, it will ask additional questions to assist with account recovery.
3. **Note:** It is extremely important to not to create a duplicate an account.
4. If you are new to your Seal-A-Smile program but have worked with another Seal-A-Smile program, you will need to create a new WILMS/WIEXT ID account using a different email address and a different username than you used with your previous program.
5. If you do not have a WILMS/WIEXT ID go to https://sealasmile.wisconsin.gov
6. Click 'Register' which will direct you to the Wisconsin Department of Administration Self Registration page.
7. Read and accept the User Acceptance Agreement and click 'Accept'

8. 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).
9. Select 'DHS Seal a Smile' in the Systems You Will Access section.
10. Create a logon ID (this will serve as your DentaSeal username, and it is not case sensitive).
11. Create a password (this will serve as your DentaSeal password, and it is case sensitive).
12. Create a Logon ID and password recovery question and answer. Be sure you have the correct email address when creating your account and that you write down your login ID information exactly as typed.
13. Enter the verification code.
14. Click 'Submit'.
15. Next, 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.
16. SAS users should complete the SAS user agreement found here.

If you have questions about your username, password, or user agreements please email dhssealasmile@wisconsin.gov.


Account Creation
* Indicates Required Field
Profile Information
First Name
Middle Initial
Last Name
Suffix
E-Mail
Use this format 6085551234
Phone
ext.
Mailing Address
Street Address
City
State/Province
Zip Code
Systems You Will Access
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
Your Password must be 7-20 characters long and MUST contain a combin
either numbers or special characters (except the @ ? / signs). Password
Your Password cannot contain the Logon ID.
Password Tips
Password
Re-enter 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
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.
Submit
Reset
Enter name and email address (required).
Other information is optional but can be helpful during a password reset issue.
Select 'DHS Seal a Smile'
Create a Logon ID and write this down you will need it later.
Enter and confirm your password.
Enter your account recovery question and answer.
Verify the number displayed and submit the request.

Logon to DentaSeal

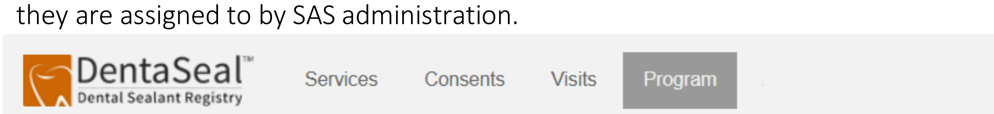


1. Confirm your local program administrator has added your username to DentaSeal. If they have not added you, you will be unable to logon to DentaSeal.
    - The fiscal agent, listed in the contract, should notify dhssealasmile@dhs.wisconsin.gov of any change in local program administrator.
2. Go to 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 the 'Forgot password?' link and you will be sent to the Department of Administration (DOA) website to recover your password.
5. After three failed attempts to logon the DentaSeal system will lock you out. You will then see a message in the logon box that reads, "This account is locked." If you get locked out, you will need to email dhssealasmile@dhs.wisconsin.gov, however, your account may take up to 2 business days to unlock.
    - If you are having trouble logging on, or after two failed attempts, it is recommended you reset your password by clicking 'Forgot Password'.
6. **If your account becomes locked, do not create a duplicate account.**
7. Upon logging in successfully, you will be taken to the services screen.
8. Local program administrators can create and edit visit and program information. However, local users will only have access to the services and consent tabs.

Local Program Administrators

Program Information

Note: DentaSeal users can only view, update and edit program information from 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 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.

b. Program Counties
    i. The counties your program serves should be noted. If you need additional counties added to your program, please email dhssealasmile@dhs.wisconsin.gov.
c. Wisconsin Mobile Dentistry Registration Number
    i. If Applicable, 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.
    ii. **Note:** Not all programs are required to have this.
d. Program 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.
e. Sealant Placement Procedure
    i. 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 when completing a visit.
    ii. 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)
    iii. Select “4-Handed” when a dental provider is working directly with a chairside dental assistant to place sealants in the mouth of a patient.
    iv. Select “Combination” if you sometimes use a chairside dental assistant to place sealants and other times you do not.
f. Fiscal Organization Name and Contact Information
    i. 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.
g. Consent Time Frame – Please select the length of time your program’s consent is valid for, either 12 or 24 months.
h. 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.
i. Grades Served - Select all the grades your program serves.
j. 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.
k. 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).

   l. Family Income Checkbox – Checking this box will allow a field on the electronic consent to appear asking for the family's income. If this box is left unchecked, the field will not display. This is an optional field and not required.

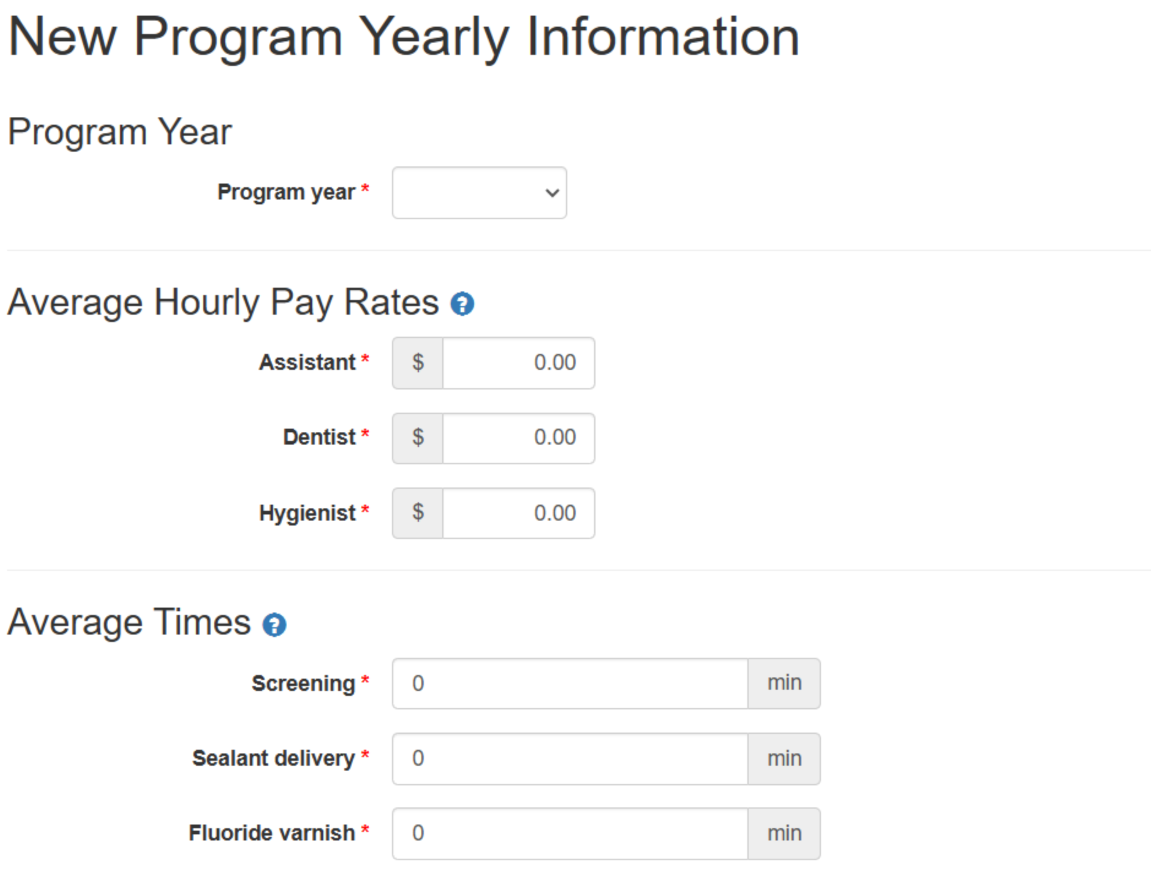
5. Click 'Save Changes'.

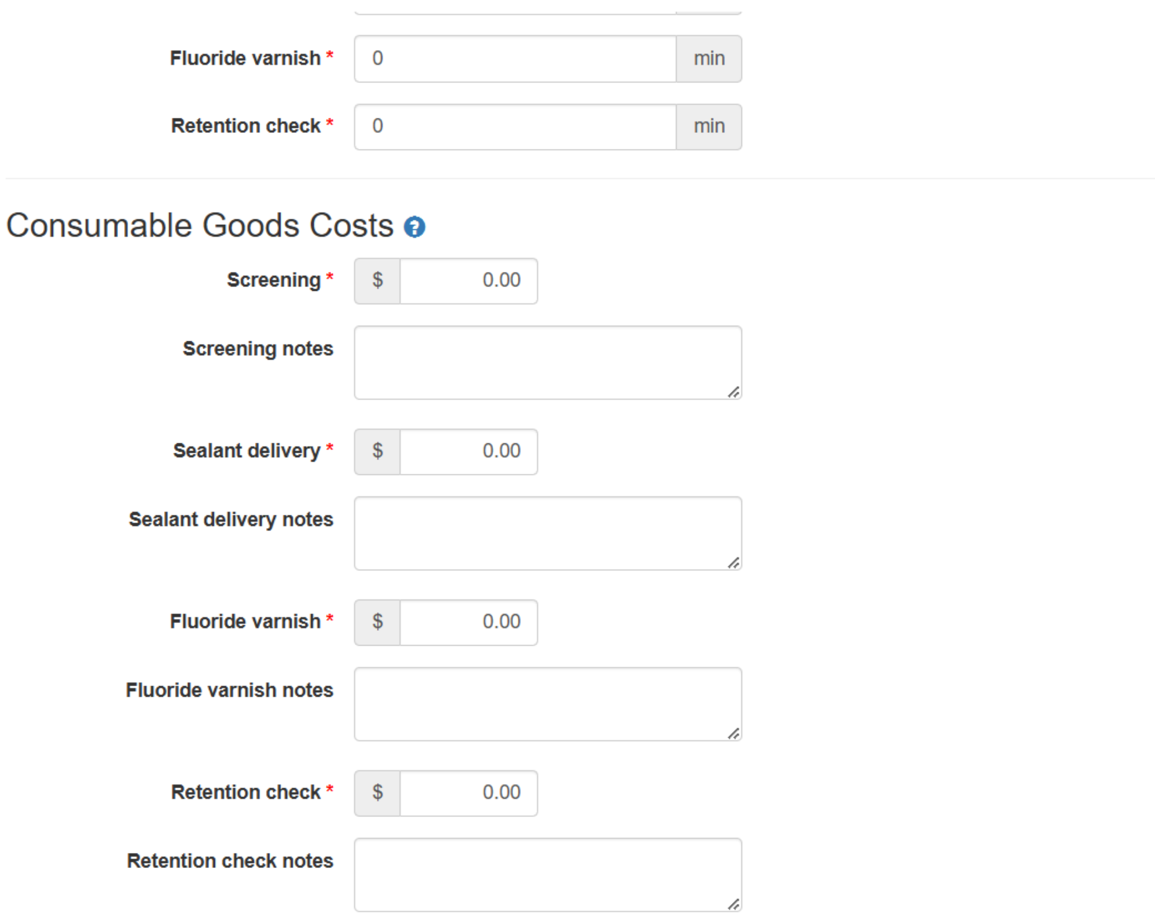
New Program Yearly Information

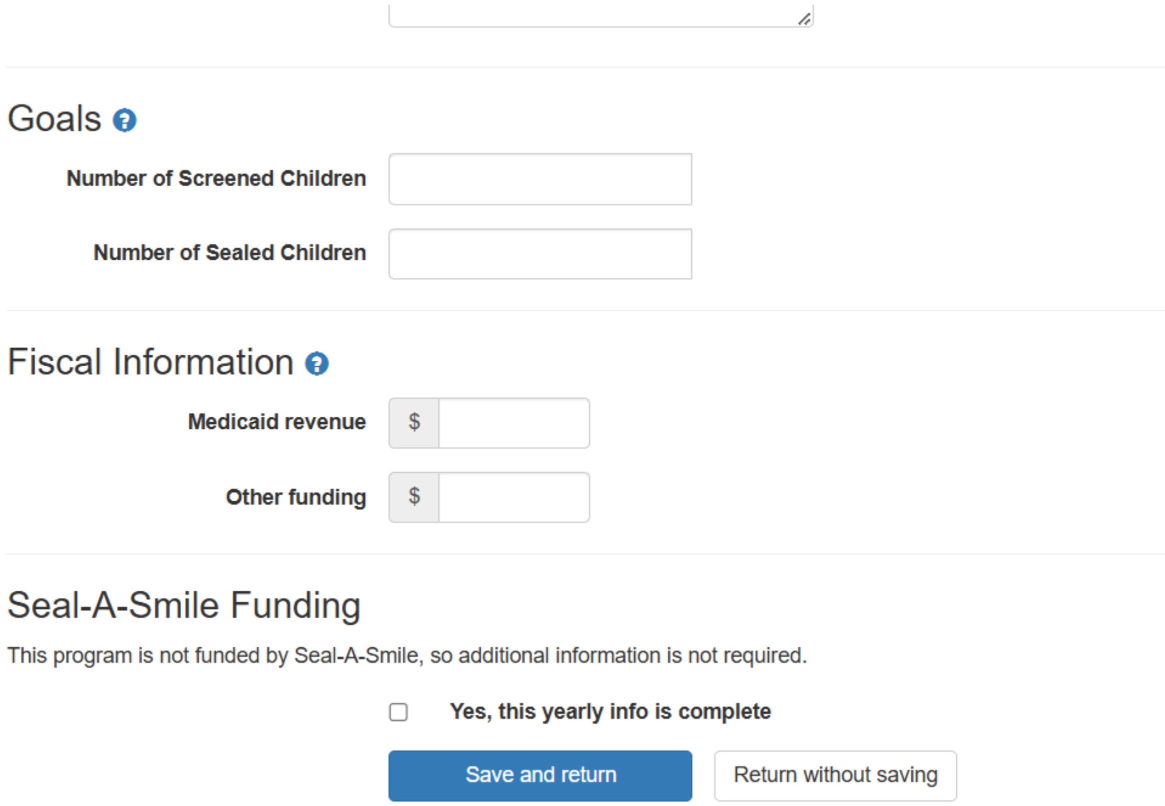
- Select Program year from dropdown. **Note:** This selection needs to be completed annually before program visits begin.

<u>Entering Yearly Information</u>

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 'New Yearly Info'.
3. Enter average hourly pay rates, average times, and consumable goods costs.
4. Enter your goals for the number of children screened and sealed per your SAS contract.
5. 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)
6. Enter any other state funding that your program receives.
7. Enter the amount of your SAS award (if applicable).
8. **Note:** The checkbox for "Yes, this yearly info is complete." must be checked before visits can be entered for the program year.


New Program Yearly Information
Program Year
Program year *
Average Hourly Pay Rates
Assistant *
$
0.00
Dentist *
$
0.00
Hygienist *
$
0.00
Average Times
Screening *
0
min
Sealant delivery *
0
min
Fluoride varnish *
0
min


Fluoride varnish *
0
min
Retention check *
0
min
Consumable Goods Costs
Screening *
$
0.00
Screening notes
Sealant delivery *
$
0.00
Sealant delivery notes
Fluoride varnish *
$
0.00
Fluoride varnish notes
Retention check *
$
0.00
Retention check notes



Average Hourly Pay Rates

- Enter the average hour pay rate for the three provider categories (Assistant, Dentist, and Hygienist).
- 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 2023 indicates that in Wisconsin, the average hourly wage including benefits is $86.18/hr for dentists, $38.68/hr for dental hygienists and $21.97/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.

Note: This information should be updated annually to reflect current rates.

<u>Average Times</u>

- Enter the average times for the four services (screening, sealant delivery, fluoride varnish, and retention check). Times entered are an average time it takes to perform each of these services on an individual child.
- Time should be entered in minutes.

Note: This information should be updated annually to reflect current rates.

<u>Consumable Goods Cost</u>

- Enter the cost of consumable goods used per child per service.
- The costs entered in 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 following

items should be included in the following sections. This is not an exhaustive list. Further questions on correct sections for items should be directed to dhssealasmile@dhs.wisconsin.gov.

- Toothbrushes, toothpaste, and education materials used chairside or in classroom education should be included in the Other Costs when completing a visit.
- Non-disposable instruments should be included as Instruments in the Program tab under Equipment and Instruments.
- The cost of printing forms should be included as Administration Costs when completing a visit.

Note: This information should be updated annually to reflect current rates.

Staff Management

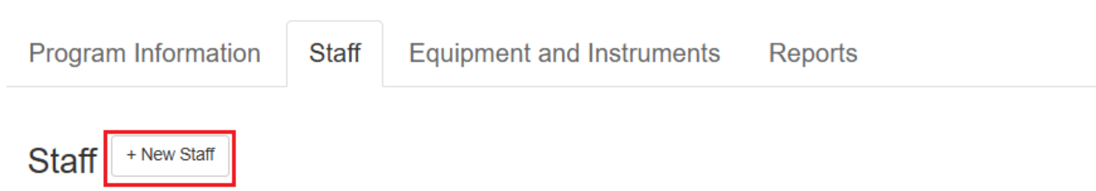
Local program administrators have the ability and responsibility to disable access to DentaSeal for any local users. It is the responsibility of the local program administrator to manage access to DentaSeal on an ongoing basis.

- 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.

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 'Add New Staff'.



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 (required).
        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 visit [https://app.wi.gov/licensesearch .](https://app.wi.gov/licensesearch)

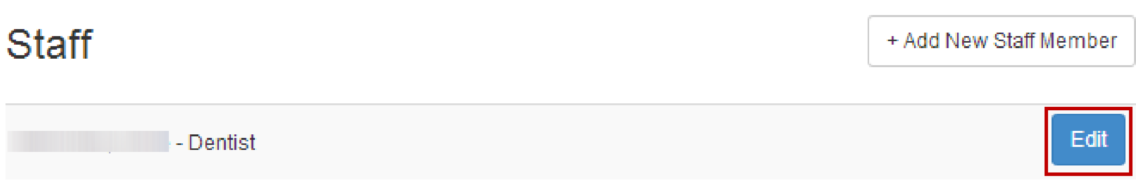
5. Click 'Save and return'.

Editing Existing Staff

You may need to use this feature if a staff member's name or role within in the program changes.

Note: If changing the role to LPA, the fiscal agent needs to send an email to dhssealasmile@dhs.wisconsin.gov to approve this change.

1. Click on the Program tab in the header.
2. Click the Staff tab within Program.
3. Click 'Edit' next to the staff that needs to be edited.



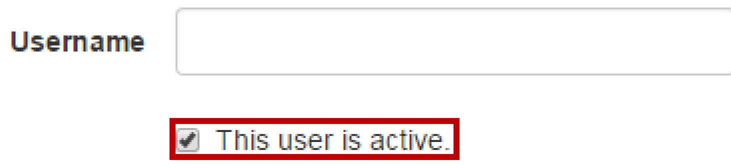
4. Edit the staff information within the Edit Staff Member page.

Note: The username for the staff member cannot be changed after this point.

5. 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.
    a. If you need to look up a provider's license number, you can visit: https://app.wi.gov/licensesearch
6. Click 'Save and return'.

Deactivating Existing Staff/Users

1. Click on the Program tab in the header.
2. Click the Staff tab within Program.
3. Click the 'Edit' 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 the Program tab in the header.
2. Click the Staff tab within Program.
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.).

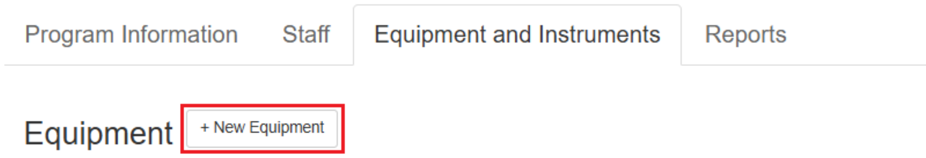
You should not account for any equipment and instruments that are not needed for delivery of dental sealants, screenings, and fluoride varnish applications. For example, you should not account for the cost of explorers since visual inspection is recommended for determining if a surface should be sealed. 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.

Note: You will not be able to complete an event until you have set up your equipment and instruments. After adding new equipment, you should never edit the purchase price or date.

Adding New Equipment

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

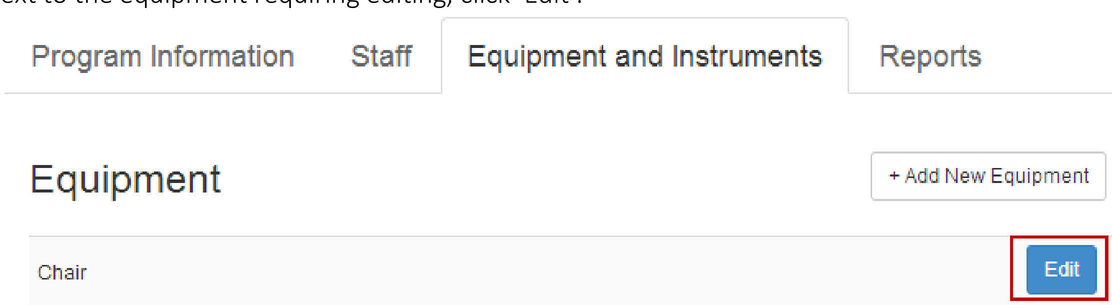


4. Within the New Equipment page:
    a. Enter the description of the equipment.
        - **Note:** Each piece of equipment must be accounted for and entered separately, unlike instruments.
    b. Enter the date of purchase.
    c. Enter the purchase amount. If the equipment was donated, you should assign a value as close to the suggested retail price as possible.
    d. Select if the equipment is active.
5. Click ‘Save and return’.
    a. **Note**: After saving, you should never edit the purchase price or date.

Editing Existing Equipment

To change the name of an existing equipment:

1. Click on the Program tab in the header.
2. Click the Equipment and Instruments tab within Program.
3. Next to the equipment requiring editing, click ‘Edit’.



4. Within the Edit Equipment page, edit the information. **Note:** You should never edit the purchase price or date.
5. Click ‘Save and return’.

Deactivating Equipment

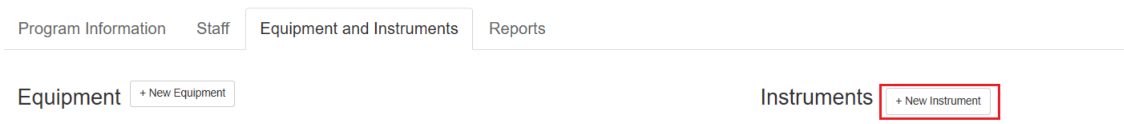
Deactivate a piece of equipment when your program is no longer using that piece of equipment. To deactivate equipment:

1. Click on the Program tab in the header.
2. Click the Equipment and Instruments tab within Program.
3. Click ‘Edit’ 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 of which you have large quantities, 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”. Subsequently, the cost you enter should be the combined cost of all 40 mirrors.

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



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’.
        - **Note**: After saving, you should never edit the purchase price or date.

Editing Existing Instruments

To change the name of existing instruments:

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

4. Within the Edit Instrument page, edit the information. **Note:** You should never edit the purchase price or date of in this section.
5. Click ‘Save and return’.

Deactivating Instruments

Deactivate instruments when your program is no longer using an instrument. To deactivate an instrument:

1. Click on the Program tab in the header.
2. Click the Equipment and Instruments tab within Program.
3. Click 'Edit’ 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

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. The selections for reports are Site Summary, Site Visit Summary, Race Report, Ethnicity Report, Children served by Insurance Type, Comprehensive Report, Comprehensive Report by Site, Comprehensive Report by County, Children with Early & Urgent Dental Needs with Decay, Children served by Grade Level, Children Encountered by Insurance Type with Services provided, Free Reduced Lunch Rate Per School Per County, Administrative Time, Incomplete Visits, Cost Report.
    b. Site summary – this report generates a summary, by site, of the basic services provided by year. Incomplete Visits are included in this report.
    c. Site visit summary – this report will allow you to view a summary of all your program's sites. It displays total encounters, unique children served, children receiving follow-up care, early dental care, urgent dental care, number of children sealed, number of teeth sealed, number of children receiving fluoride varnish, number of children receiving retention check, and CYSHCN. Visits do not have to be completed to review this information.
    d. Race report –this report shows the racial distribution of students served by your program within the selected year.
    e. Ethnicity report – this report shows the ethnic distribution of students served by your program within the selected year.
    f. Children served by insurance type – this report shows the distribution of students served by your program with Medicaid, Private Insurance, Unknown Insurance, or No Insurance.
    g. Comprehensive reports - these reports will show overall information for your program. This information includes a yearly summary, in totals and percentages, of reporting factors like gender, race, ethnicity, insurance, clinical findings, preventative services provided, oral health education, referrals and follow up care, retention, and funding information. Visits must be close in order for information to populate on the comprehensive report.
    h. Children with Early & Urgent Dental Needs with Decay – 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, school district, and site name. The report generated will show children with early and urgent needs.
    i. Children served by grade level – this report includes all children seen (sorted by program year, school district, and site name) 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 displays the names, birthdates, grade levels, sealants prescribed, services provided, provider name, and last service date.
        - **Note:** This report will not run in complete form or will not print if there are students without a grade selected.
    j. Children Encountered by Insurance type with Services provided – this report can

be used to assist you with submitting Medicaid billing. The report generates a list of children seen, date of birth, insurance type, Medicaid number, service date, services provided (including the teeth numbers of sealed teeth), and provider name. 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.

k. Free Reduced Lunch Rate Per School by County – this report displays each school served by your program and the percent of the school that meets the requirements for Free and Reduced Lunch.
l. Administrative Time – this report provides the average Organization and Setup and Breakdown time per child.
m. Incomplete Visits – this report displays any visits that are currently incomplete. Please remember that visits must be completed within 10 days of leaving the site.
n. Cost Report – this report provides information and amount spent on services for SAS, such as: input usage efficiency, cost per funding source, and sealant delivery for your program.

4. Upon running any report, you can click the export drop down (image of a floppy disk) to export the report as a Word, Excel, PowerPoint, PDF, Tiff file, MHTML, CSV, XML, Data Feed, or Accessible PDF document. This may be helpful when needing to sort or track data external of DentaSeal.

Consents

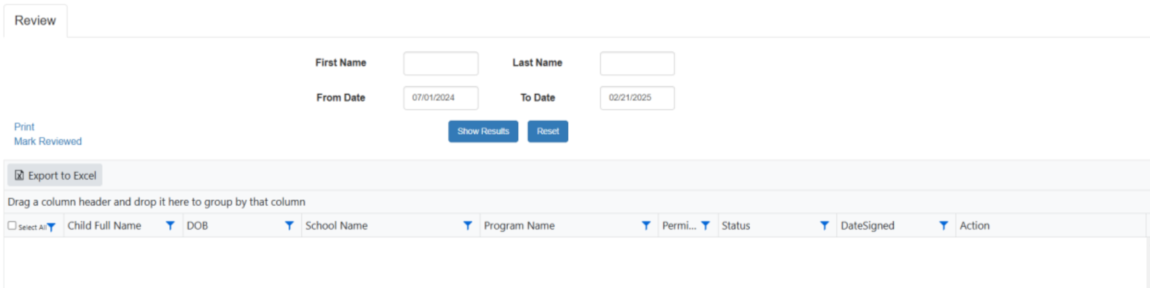
Consent forms from the online Seal-A-Smile consents form will auto-populate here as they are submitted by parents.

Reviewing Consents

1. Click on the Consents tab in the header.
2. Adjust the First Name, Last Name and Date filters to the fit the period and students you wish to review. Results can also be filtered through adjusting any of the columns for Child Full Name, DOB, School Name, Program Name, Permission, Status, Date Signed, or Action.
3. Click ‘Show Results’.
4. In the first column, select the checkboxes for the consents you wish to mark reviewed. If all results apply, you can use the ‘Select All’ located checkbox at top left of the columns.
5. Select ‘Mark Reviewed’.

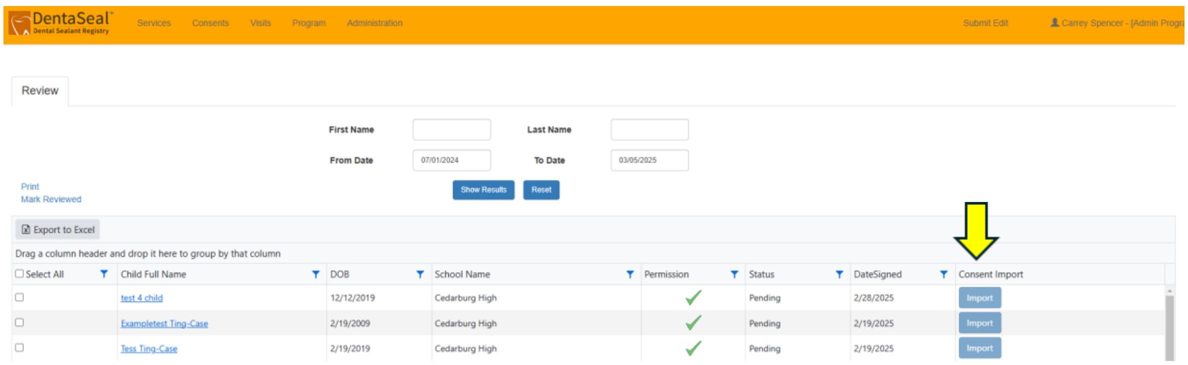
Printing Consent Reports

1. Click on the Consents tab in the header.
2. Adjust the First Name, Last Name and Date filters to the fit the period and students you wish to review. Results can also be filtered through adjusting any of the columns for Child Full Name, DOB, School Name, Program Name, Permission, Status, Date Signed, or Action.
3. Click ‘Show Results’.
4. In the first column, select the checkboxes for the consents you wish to download for printing. If all results apply, you can use the ‘Select All’ located checkbox at top left of the columns.
5. Select Print, and the download process should begin for a PDF of the selected consent forms.



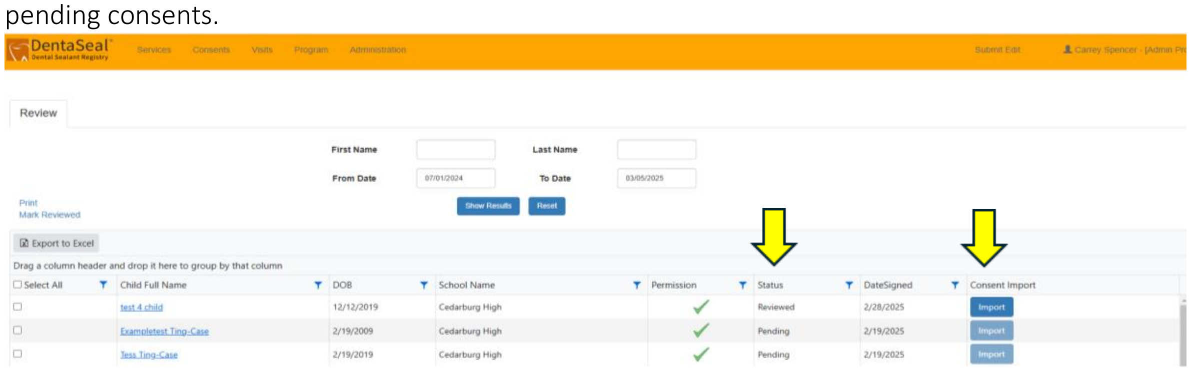
Location of Consent Import Feature

Within the Consents tab, the "Consent Import" button appears in the right column of the consent table.

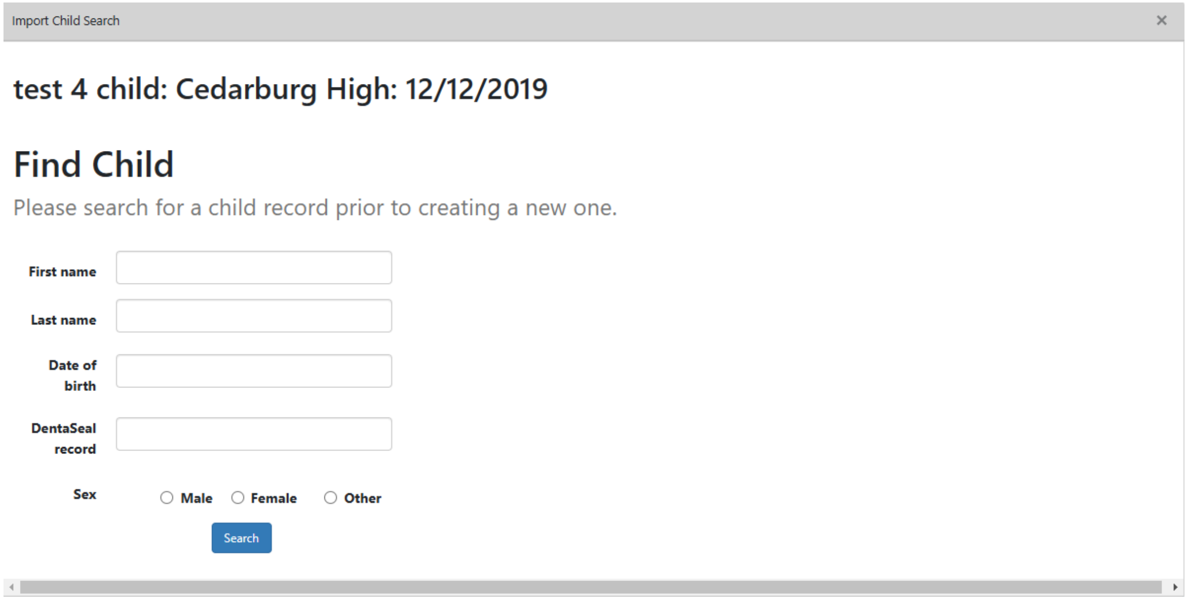


Using the Consent Import Feature

1. Click the Child's name to open and review the information provided by the parent/guardian for each student.
    a. The user needs to mark the consent to reviewed in the upper left corner of the consent, the status of the consent will change from pending to reviewed. The consent must be marked reviewed before the import feature is able to be utilized.
    b. After reviewing the consent and marked reviewed, it is now able to be imported. Notice the import button is darker on the reviewed consent compared to the pending consents.



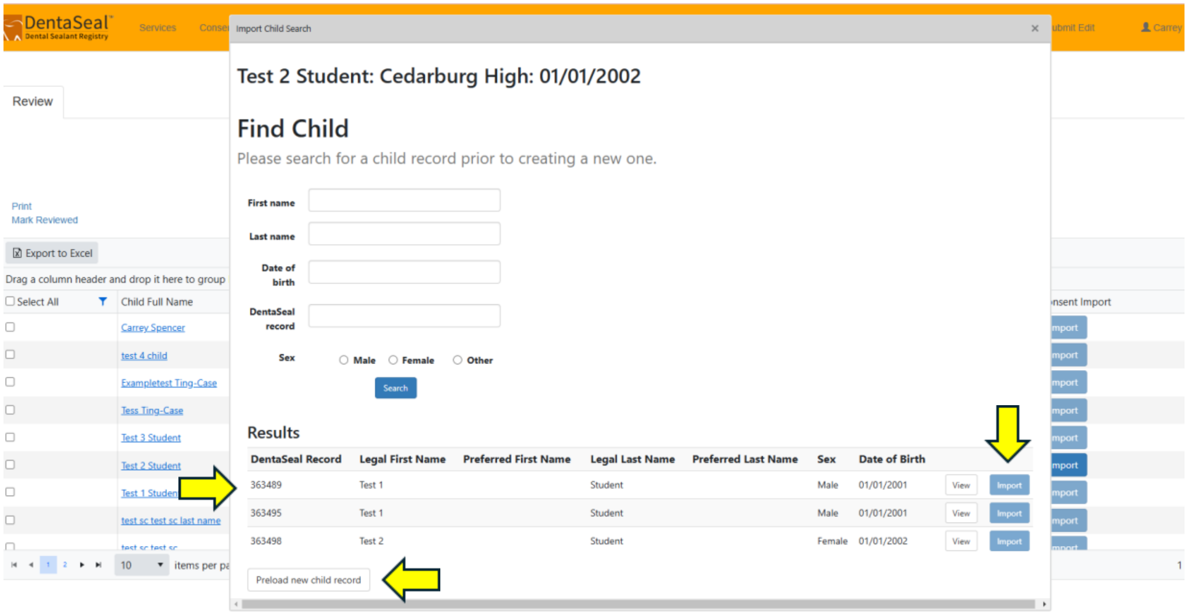
2. Next, select the import button, a pop-up box will appear to search for an existing record.



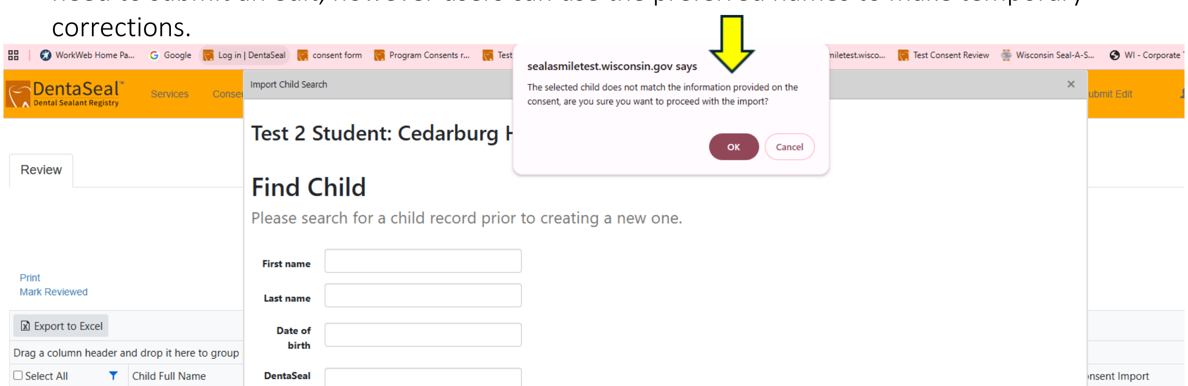
3. **Search using only the first few letters of the first and last name**. This will help ensure duplicate records are not created.
4. View all potential matches:
   a. If there is a potential match or more than one match, view all records to determine the correct record. This can be done by selecting the "View" button. A new screen will open to view the record. Pay attention to the DentaSeal record number to ensure you are importing the correct consent with the correct record.
      i. In a situation where the same student has multiple records, use the record with the lowest DentaSeal record number. Then submit an edit to combine the two records. It is not necessary but helpful if you include the DentaSeal record numbers for the records to be combined.
   b. If there are no matches listed, please try other methods of searching, such as fewer letters of the first and last name or using the date of birth to ensure the first and last names were not switched. **Users: please note this is also a good protocol to instill to ensure new records are not created for existing students due to typos**. Once all the above search options have been exhausted, select the "Preload new child record".
5. If you have determined a match, follow the instructions in the Search Results with a Matching Record section. Otherwise, follow the instructions in the Search Results with No Match section.

Search Results with a Matching Record

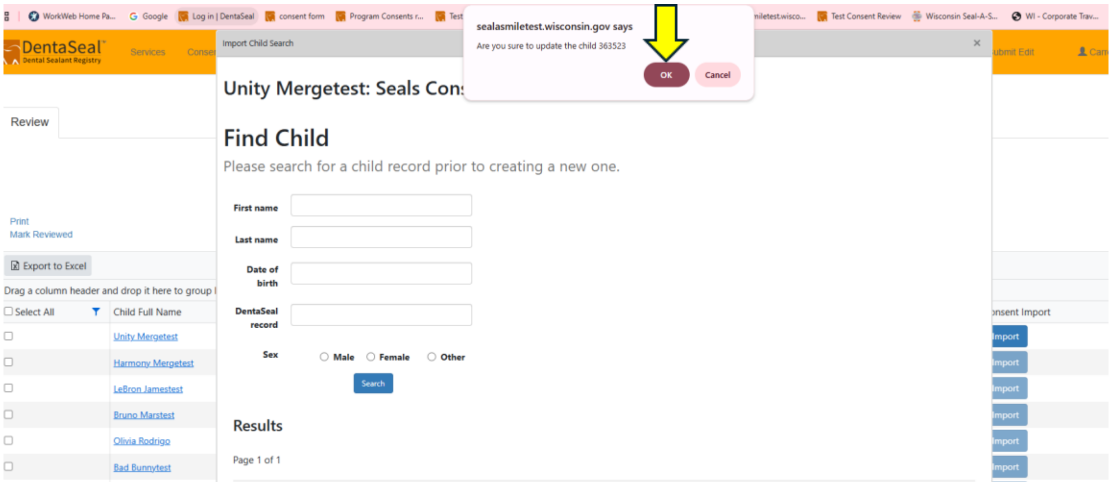
1. Once the appropriate child record to import the consent into has been determined, select 'Import'.
2. After selecting 'Import', users will see a pop-up to confirm this is the correct record. Once this is confirmed the import cannot be undone. Accidental importing of a record must be reported as an edit immediately.



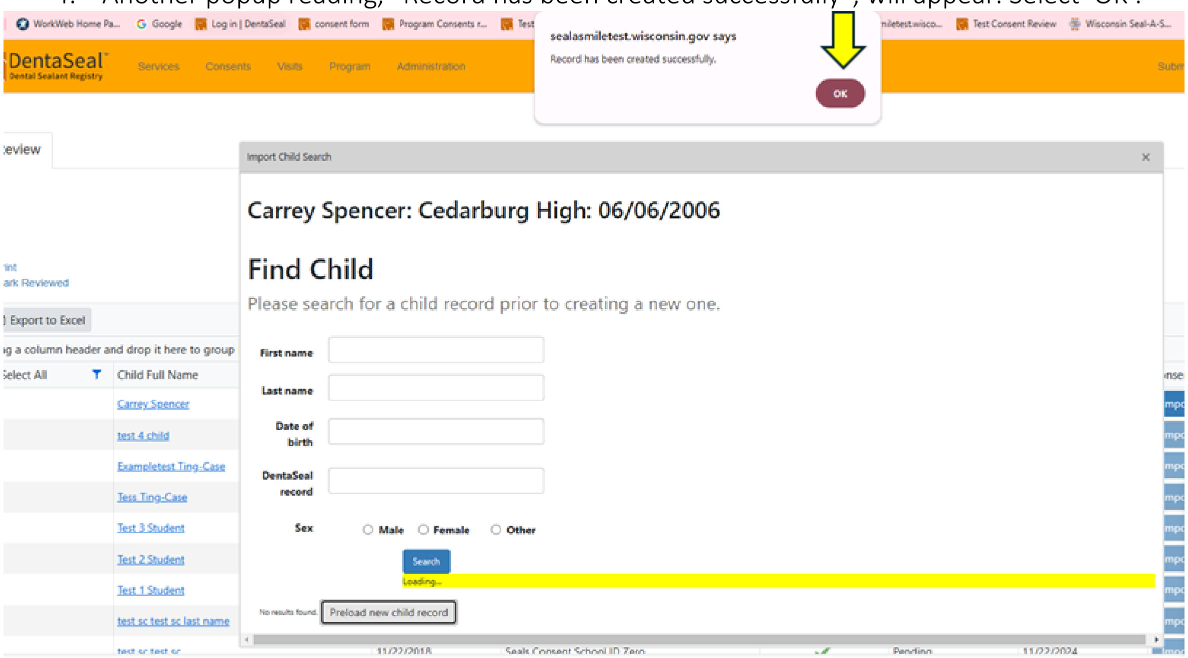
Note: Selecting a record that does not 100% match the consent will create a message to confirm if users want to proceed. The DentaSeal record will not change legal first or last name and date of birth. In the event the DentaSeal record needs updating, the user will need to submit an edit, however users can use the preferred names to make temporary corrections.



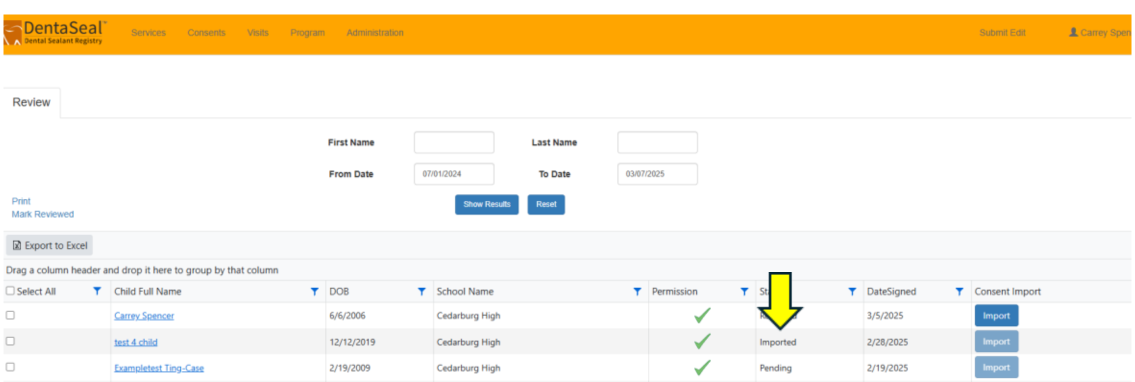
3. Once confirmation of the correct child record is completed, a popup that reads, “Are you sure to update the child [DentaSeal ID Number]”, will appear. Click ‘OK’ to confirm your choice to update the child’s record.



4. Another popup reading, "Record has been created successfully", will appear. Select 'OK'.

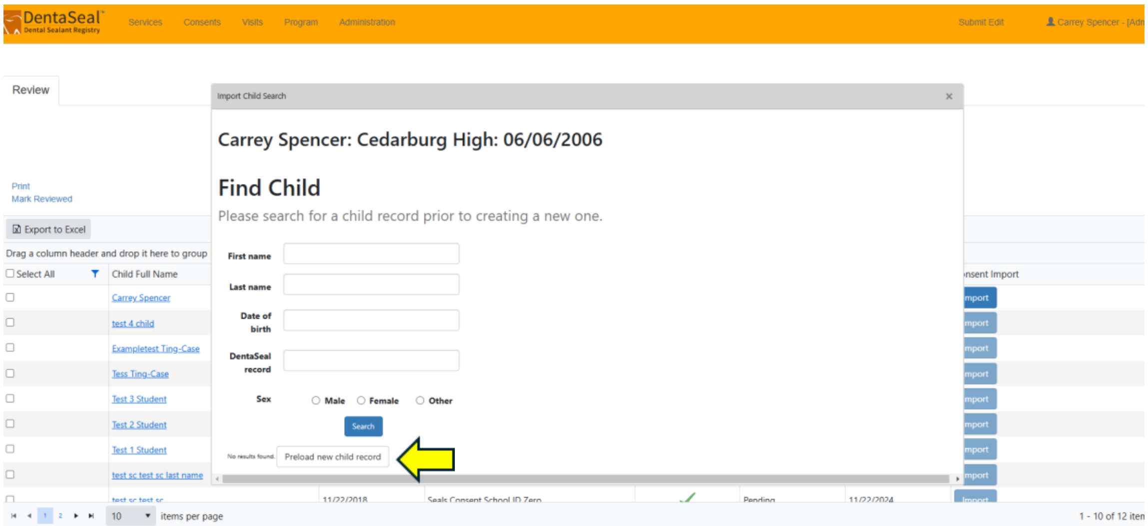


5. Return to the consent page. The status of the consent will change from reviewed to imported, and the Consent Import has been completed.

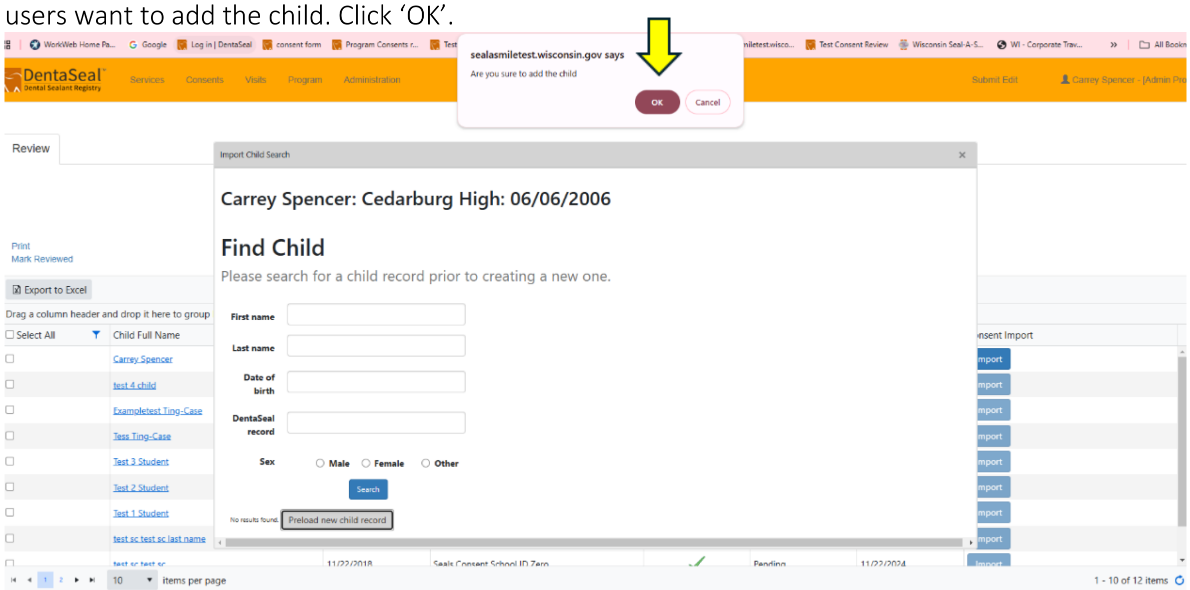


Search Results with No Match

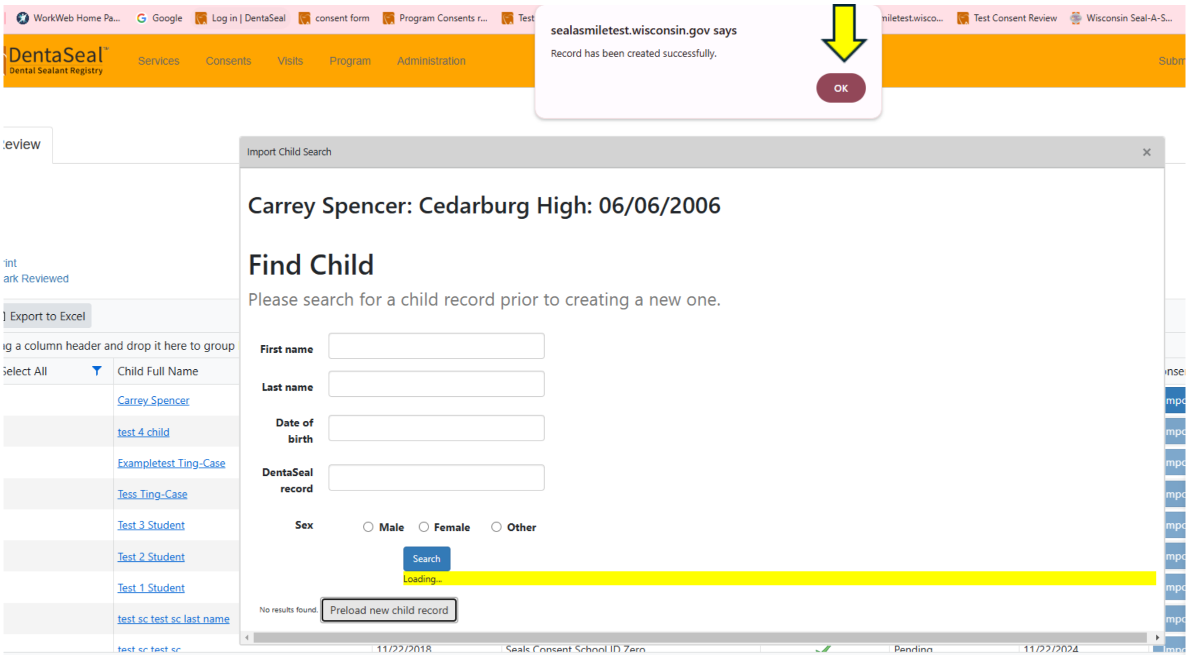
1. After finishing searching multiple ways for a record with no matching child record, select ‘Preload new child record’.



2. A pop-up box asking, “The selected child does not match the information provided on the consent, are you sure you want to proceed with the import” will appear to confirm users want to add the child. Click ‘OK’.



3. A popup reading, “Record has been created successfully.” will appear as an affirmation that the new child record has been uploaded to DentaSeal. Click ‘OK’ to close the pop up, finishing out the Consent Import.



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, then providing follow up fluoride varnish applications in December and March, you would need to set up three separate visits for the same school.

Limit each visit to no longer than a month, meaning 30 days or less. If your program provides services school year-long, ensure visits are closed in a timely fashion to allow for progress updates.

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 to resolve this issue.

In addition, you will not be able to enter child records for a visit in which the end date has passed. 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.

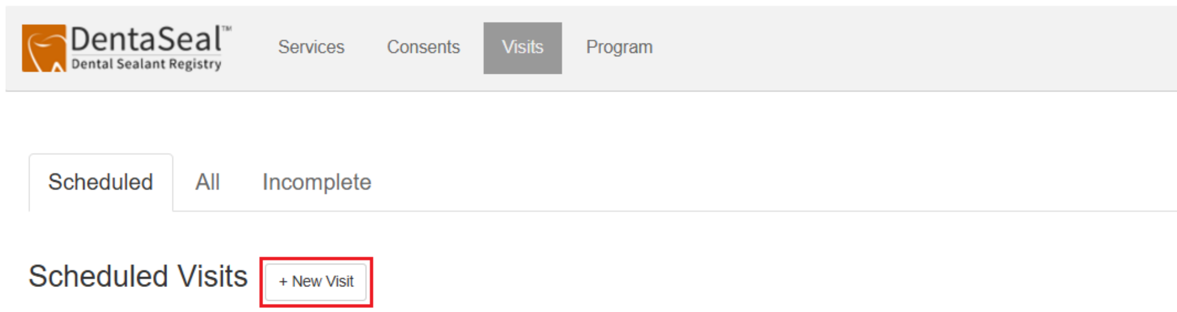
Visit Service Types

- The following 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.

Adding a New Visit

1. Click on the Visits tab in the header.
2. Under the Scheduled tab in Visits, click on '+ New Visit'.



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.
            - **Note**: Always close and complete visits within ten days of the end date.
        iii. The date range for a visit cannot exceed 365 days, and it is best to stay 30 days and below.
        iv. The date range for a visit cannot span two program years.
    b. Select the school or schools that are attending the visit. You can have multiple selections in this field.
        i. If you provide care in a building that houses multiple schools (i.e. kindergarten, elementary, middle school, high school) and you are serving children from across multiple schools, you can select each of the schools to be served from the drop-down list.
        ii. Alternatively, you can select one school name to use to represent the entire building. In this case, be sure to use the all-school total of consents distributed for the Number of consent forms distributed section. You can find the number of consents distributed by using the latest numbers for enrollment from DPI.
    c. Select the host school. You can only choose one school in this section.
        i. This is the location you are physically in. For example, if you were providing care in the elementary section of the building, you would select the elementary school as the host school. The only options you will have in this section are any of the schools previously selected in the "School(s) attending" section above. You may see more schools than you are actually able to select

based on your browser type. The schools which cannot be selected will be disabled.

The Host School will be automatically filled based on what was first selected in "Schools(s) attending." section

d. Select the service types provided in the visits.

e. Click 'Save and return'.

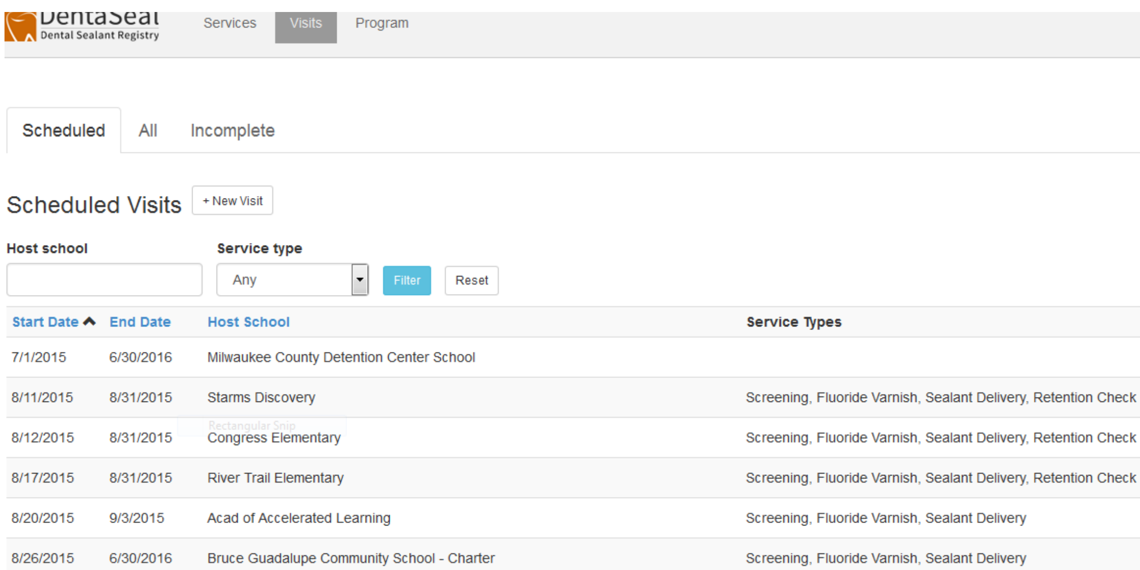
Note: After the first visit of the program year, only enter the number of **new** consents distributed under the Number of consent forms distributed.

Filtering Visits on Visits Page

Use the Visits tab in the header to view all of your past, current and upcoming visits.

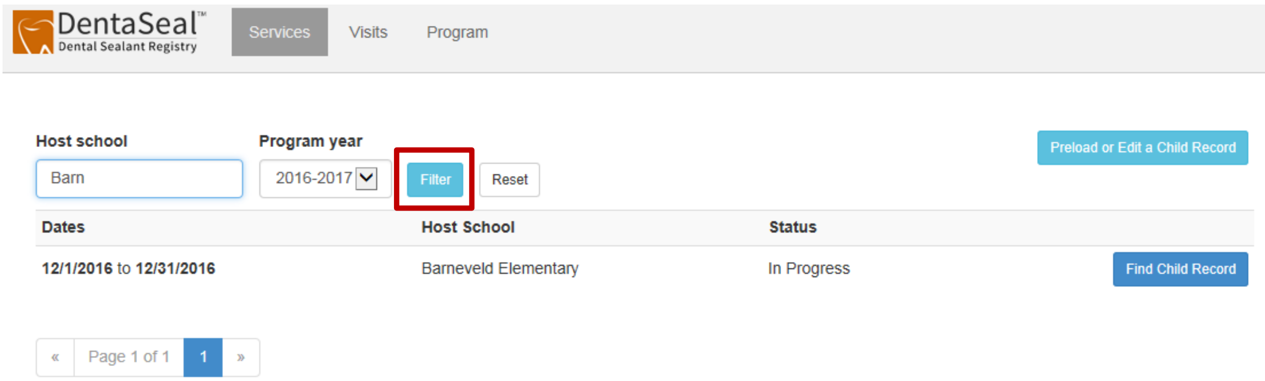
1. Click on the Visits tab in the header. Now, you can view Scheduled, All or Incomplete visits using the tabs under the Visits tab.
2. Use the Host School search box to type in a school and filter down the number of visits that appear. You may also filter the visits by service type
3. In the All tab, you may select the program year for the visits which you would like to view.

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's name or select the year.
2. Click 'Filter'.



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. Thus, 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 under Visits 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.
      i. 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 Medicaid 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
    1. Enter the number of providers who provided care at this visit for each of the various provider types.
    2. If you have 1 RDH at your site every day for 5 days and that RDH is a different person every day, then your answer to this section would be 1.
    3. If you have 5 RDHs at your site, all day for 5 days, then your answer for this section would be 5.
    4. If you have 5 RDHs at you site, all day for 3 days and then 3 RDHs at your site for 2 days, then 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, then 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, 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 and return' 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. The information previously entered will be saved and appear when you return.
5. Click 'Save and return'.

Local User

DentaSeal local users will only be able to see the Services tab on the DentaSeal header. Within the Services 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.

Services Management

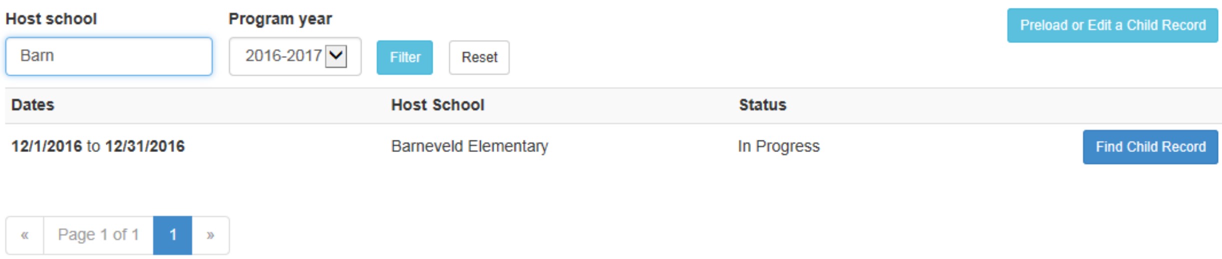
View Upcoming Visits

Upcoming visits can be viewed in the Services page on the right-hand side of the page. Only the next 10 visits that start after today's date will appear in the upcoming visits section, in descending order of the furthest visit scheduled.

The left-hand section will display past and ongoing visits. If the local program administrator has entered additional visits, they move to from the upcoming visits section as they take place.

Filtering Visits on Services page

1. To filter by host school, enter the host school's name. To filter by program year, the year.
2. Click the 'Filter'.



3. To reset, click 'Reset'.

Preload Child Record

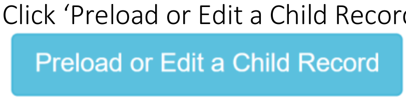
You can preload a child's record prior to the scheduled visit, but this step is not required. When preloading a child record, users have the ability to search for the child prior to adding them to the system. It is recommended that the system is searched prior to a record being added. This will ensure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

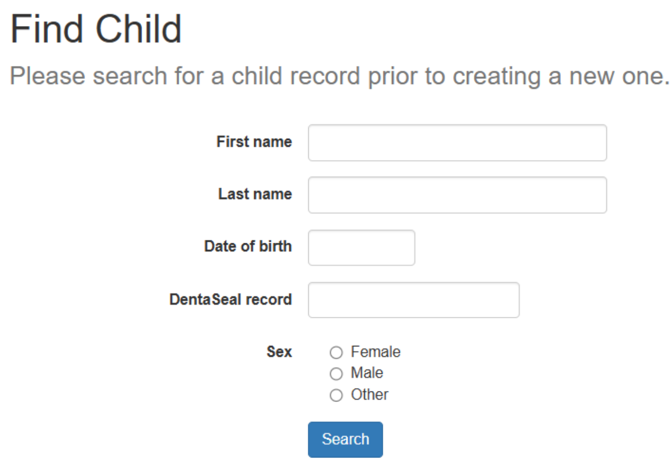
demographic, health, insurance and special health needs information about a child prior to the visit date occurring. Within the Services page, click 'Preload Child Record'.

Find Child Record when Preloading

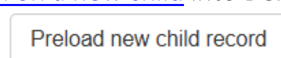
1. Click on the Services page in the header.
2. Click 'Preload or Edit a Child Record' .



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



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 preloading the child into DentaSeal, as they already have an existing record.
    b. If the student that is being preloaded does not match any of the results, click 'Preload new child record' to continue entering information on a new child into DentaSeal.

- 

Entering Information on a New Child

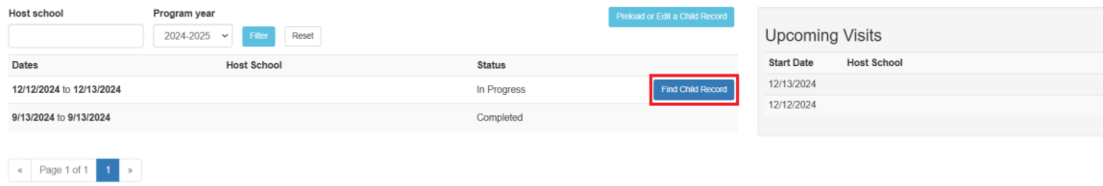
1. After verifying there is no existing record for the child using these instructions, click 'Preload New Child Record'.
2. Fill out the information within the Preload New Child form for the child.
    a. All required fields are marked with an asterisk.
    b. If providing the Medicaid Number and Wisconsin Student Number, you are required to have 10 digits.
3. Click 'Save and return'. This information will be saved in DentaSeal and be available when you search and find that child during a visit. The child will now have a unique DentaSeal ID assigned to their account that can be used in future searches.

Providing Service

Finding/Verifying Child Data

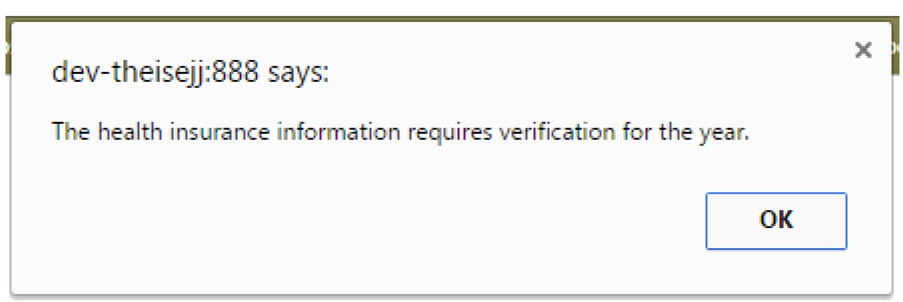
1. Within the Services page, click 'Find Child Record' next to the site you are visiting.

Note: 'Find Child Record' is only visible for visits with an In Progress status.



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 for consistency. (i.e. enter Jennifer and not Jen or Jenny).
    b. 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.
        - Verify that a shortened first name or nickname was not used in a previous DentaSeal entry. (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.)
    b. If matching child records are found, verify the date of birth is a match before selecting that child.
        - If you can't verify the date of birth, you should create a new record.
        - To create a new record, click create a new child record and enter the child's information within the New Child Record form (see Entering New Child Record below).

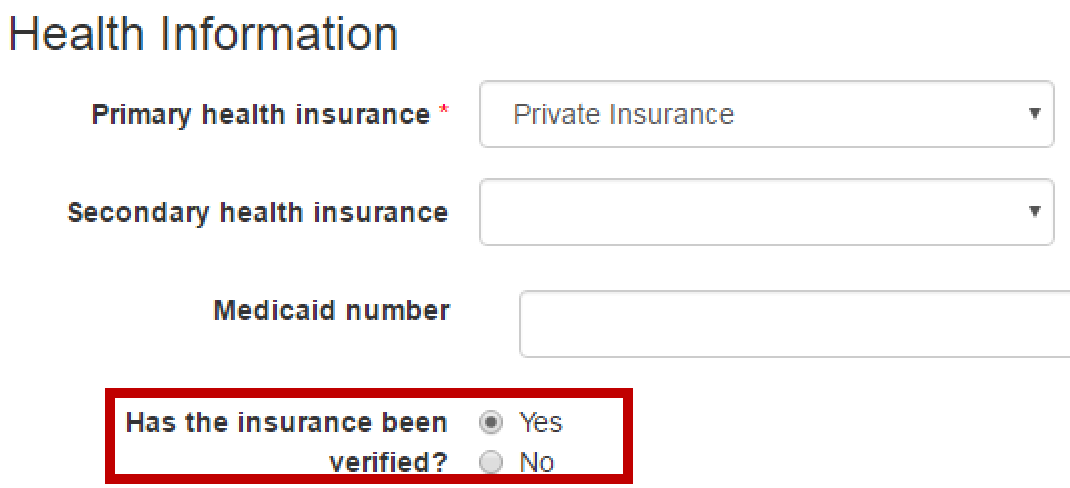
4. Click 'Verify', located next to the correct child, **only** if you can confirm all the information matches the child you are entering data for. Do not assume that a record that looks similar is the same child.
5. If a child's insurance has not been verified yet for the new program year, a pop-up will appear notifying the user this task needs to be completed. Until the user verifies the insurance, this pop-up will continue appearing.



Verifying Insurance

1. Follow the instructions for Finding and Verifying Child Data to reach the Edit Child page
2. Within the Edit Child page, scroll down to the Health Information section.

3. Select the Yes bubble next to the verification question if the 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.

4. Click 'Verify and continue'.

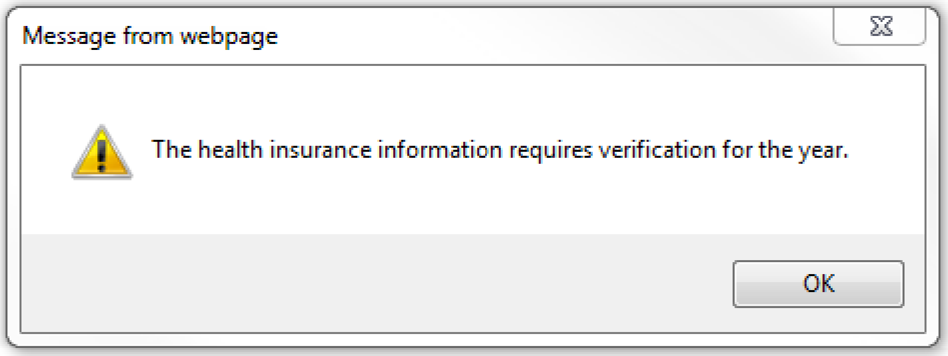
Entering A New Child Record

1. Follow the instructions in the Finding and Verifying Child Data section to ensure the child does not have an existing record.
2. If no record exists for the child, click 'Create a New Child record', then you can begin filling in the child's information from their consent form.
3. Enter the child's first and last name. Enter the legal name in the legal name section. If it applies, use the preferred name in the preferred name section. Leave the preferred name blank if the legal name is the preferred name.
   a. You should use full names and not shortened first names or nicknames in order to ensure accuracy.
      - You should enter full names for children, not shortened forms or nicknames. (i.e. enter Jennifer and not Jen or Jenny). You should not use nicknames when entering names into DentaSeal. However, since some people may do so unintentionally, if you know a child has a record in DentaSeal you may want to try searches using nicknames or shortened names.

   b.
4. Enter the rest of the child's general information and any notes you would like to keep in that record.
5. 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 ID number will print out when you run reports for billing, so if it is available, it's in your advantage to include it.
      - Please leave the Medicaid number in place even if the child is no longer a Medicaid recipient. The number helps identify the student in the event that there is a duplicate record, or they

re-enroll in Medicaid.

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.
   - In DentaSeal, Medicaid should be listed as the primary insurance and any other insurance as the secondary insurance. We recognize that this is not the way billing is done, but for DentaSeal's data collection purposes we ask you record the insurance type in this way.

6. Enter the Wisconsin Student ID number
   a. **Note:** not a school generated ID number or program generated ID number, enter only the Wisconsin Student ID number assigned by the Department of Public Instruction.
7. Make notes about any medications and allergies the child may have.
8. Enter the ethnicity of the child
   a. **Note:** this is not the same as the child's race.
   b. If this has not been provided by the parent or guardians, please mark "Unknown/Unavailable".
9. Enter the race of the child. You can select multiple races for a child if that is what the parent reports.
   a. If this has not been provided by the parent or guardians, please mark "Unknown/Unavailable".
10. Enter the child's dental home information as reported by the parent on the consent form.
11. 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.
12. Select the school and grade for the child. This field will save throughout a program year but will reset annually on July 1. Do **not** leave this field blank, because this field is important in generating accurate reports. Leaving this field blank will cause reports to report with blanks or "no school".
13. 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

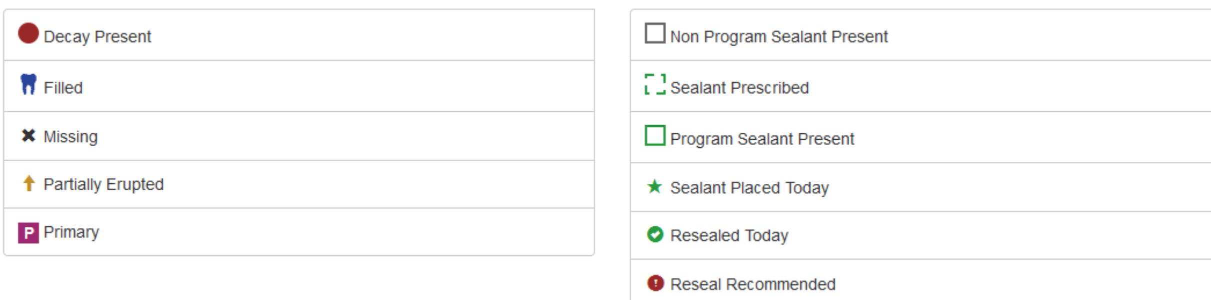
Student Information including services provided, can be viewed outside of a visit.

1. Select the Services tab in the header.
2. Within Services, click ‘Preload or Edit a Child Record’.

3. Enter the student’s last name (or a portion of it) and 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 date of birth or sex to help narrow a search.
4. Click ‘View’ 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 identity and health information has been verified and is correct, the tooth chart will appear.
2. A tooth status legend is available under the tooth chart and in the middle of the screen.



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

3. Sealant Shortcuts are 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. Sealants placed outside the school setting by your organization should be marked as Non-Program, as SAS does reimburse for sealants placed outside the school setting.
        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. To undo a tooth status, re-select the tooth whose status you'd like to clear, then click the status you would like to remove from the tooth. Continue until all unintended statuses are cleared.

14. To finish entering tooth information, click 'Save and finish' to leave the tooth chart information page.

Entering Retention Data

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.

1. Follow the instructions above for entering new child information.
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, then mark the sealant as retained and enter in a note in the notes section that you have touched up the sealant. Do not chart that a new sealant has been placed and do not bill for this service.
    b. If you are going to completely reseal the tooth, then you should mark the sealant as either: a "Sealant Prescribed", if you will not seal it the same visit, or "Sealant Placed Today", if you will reseal in the same visit. Subsequently, you should not mark the sealant as retained. **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, select the "Program Sealant Retained" status which will turn the green boxes purple (for this visit only).
    a. The next time you open up this chart the purple boxes will have turned back to green boxes indicating they are program sealants.
6. 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

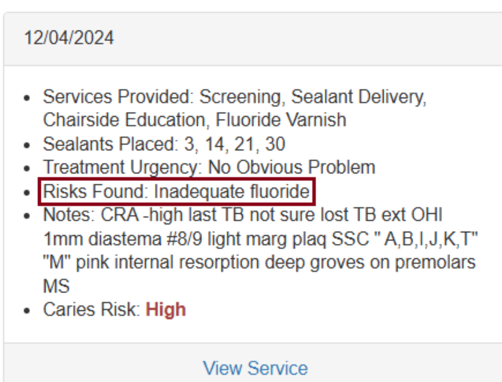
1. Select the date of service if it is different than the default selection.
    a. If backloading the information, the date will not be pre-filled and you will need to select the date of the visit using the date of service drop-down.
2. Select the service(s) provided on the date of service.
3. Select a treatment urgency using the Basic Screening Survey Criteria, located on page 8.
   Note: If any decay is noted, "No Obvious Problem" will be disabled.
    a. **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.
    b. **In situations with a student having early or urgent needs, but no decay is noted on tooth chart, please add a note for the reason early or urgent care was selected.** This note helps determine if the discrepancy is a data entry error, or if it is truly an early or urgent need.
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 can mark 'Non-Applicable'.
    b. If you are providing a retention check and the decay you noted at the previous visit was treated, select 'Yes', unless the student was seen by another program that noted decay.

    c. Using the example above, you would select no if that decay is still untreated.
5. Select any risks found today.
    a. The Children and Youth with Special Health Care Needs (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. For example, 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 it is found that the patient has previously noted decay that is now filled/treated. This 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. The provider should leave the box unchecked if it is not able to be determined at the time of service.
6. Enter any notes if necessary.
7. Select the provider who performed this service.
    a. 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.
    b. 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’.

Service History

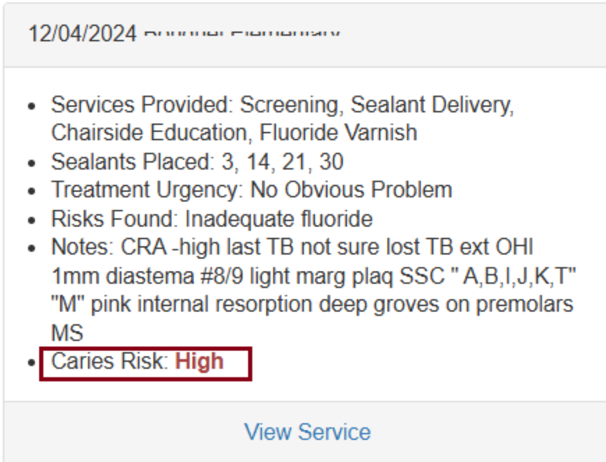
Risk Assessment Display in Service History

Any risks found by providers during service visits will be displayed in the Risks Found section of the History section.



Caries Risk Display in Service History

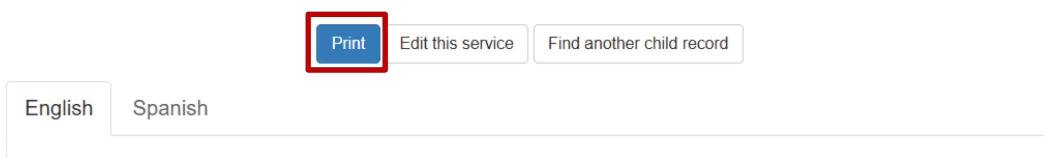
If the child has special health care needs, has incipient and/or caviated lesions, or inadequate fluoride, the caries risk within the Service History will be high.



Printing the Summary Form in English

The default summary form language is English.

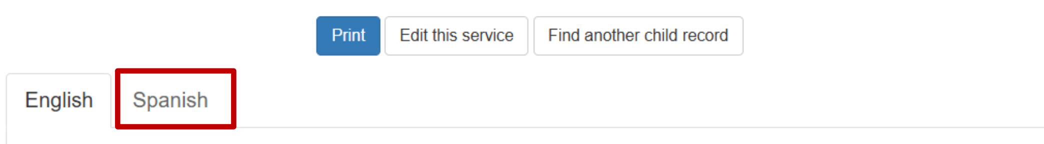
1. Follow the instructions on finding and verifying child data to view the student record from which you plan to print a summary form.
2. Under Service History, click 'Summary' next to the service visit of which you would like a summary.
3. Click 'Print'.



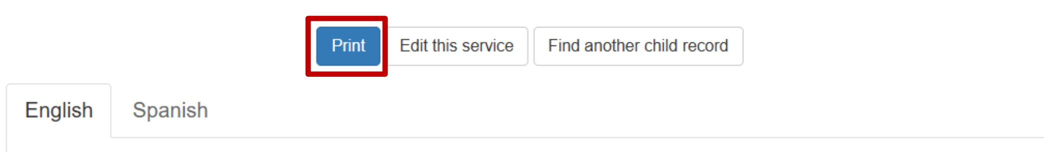
4. If unable to print on site, change the printing destination to "Save as PDF".

Printing the Summary Form in Spanish

1. Follow the instructions on finding and verifying child data to view the student record from which you plan to print a summary form.
2. Under Service History, click 'Summary' next to the service visit of which you would like a summary.
3. Select the 'Spanish' tab.



4. Click 'Print'.



5. If unable to print on site, change the printing destination to "Save as PDF".

Summary Form 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

Note: This method should only be used for the same visit. Be sure you are entering for the same visit. To enter for a different visit, return to the services page.

1. Once the Summary Form has printed, click 'Find another child record'.
2. If no other children need to be entered, click 'Return to home page'.

Editing

Editing a Student's Information

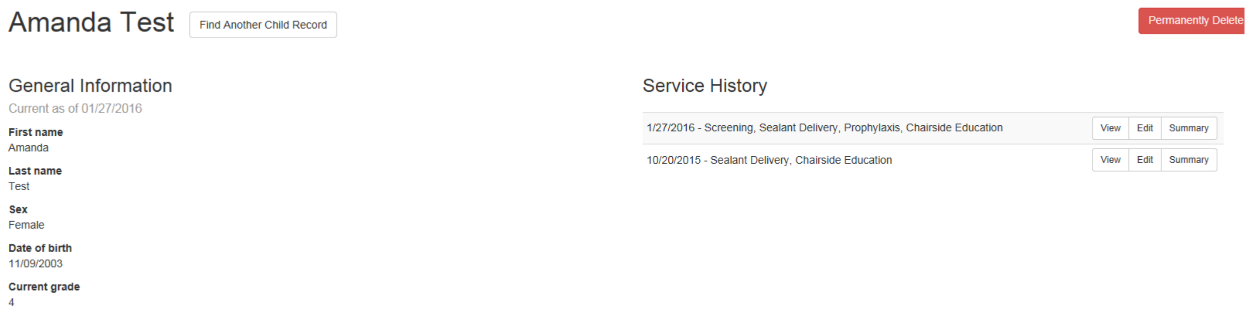
1. Click the Services tab in the header.
2. Within Services, click 'Preload or Edit a Child Record'.

3. Enter the student's name, date of birth, and sex (optional) to search for their record.
4. Click 'View' only if all the fields match and you have verified this is the child you need to enter/edit data for.

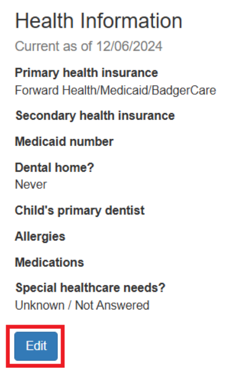
Results

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

5. The student's general information will appear.



6. At the bottom left side of the page, you can click 'Edit'.



7. You can edit general information about the child; however, you cannot update the child's name or date of birth (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'.

Note: 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 local 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