

## PROGRAM-LEVEL MANAGEMENT TASKS

Public reporting burden of this collection of information is estimated to average 43 - 46 minutes per response, including the time for scheduling interviews, reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Information Collection Review Office, 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30329; ATTN: PRA (0920-XXXX).

### ADD USERS

The **Add Users** taskbar allows your program to add staff. Clicking on this taskbar you see:

The screenshot shows the SEALS application interface. At the top, there is a dark green header with the text 'SEALS'. Below this is a navigation sidebar on the left with the following items: 'Program Administration', 'Program-Level Management' (with a minus sign), 'Add Users' (with a plus sign and highlighted), 'Add Schools', 'Program Options', 'Cost Options', and 'Event-Level Management' (with a plus sign). The main content area is titled 'Add Users' and shows 'Add New User' and 'Program SEALS1'. Below this is a 'Results Per Page:' section with a dropdown menu set to '10' and a 'GO' button. At the bottom of the main content area, there is a note: 'NOTE: Your user details do not appear here'. In the top right corner, there is a user greeting 'Welcome SSP User' and a 'Log Out' link.

To add program staff:

1. Click on **Add New User**.
2. Under **User Type**, select **Program User**, then add that user's first and last name and email address. Under **Program**, select your program name.
3. Click on **Add User** to save.


Note: SEALS will send new users an email with instructions on how to set their password.

### ADD SCHOOLS

The **Add Schools** taskbar allows your program to add schools that it serves. Clicking on this taskbar you see:

## SEALS

- Program Administration
- Program-Level Management -
- Add Users
- Add Schools**
- Program Options
- Cost Options
- Event-Level Management +

Welcome SSP User  [Log Out](#)

### Add Schools

#### Program

State **Michigan**  
Program Name SEALS1

#### Schools

[Add School](#)

This is a list of all available schools for the selected program. Use the [Program Options](#) page to assign schools to specific school years. Refer to User Manual for instructions on how to delete a school or edit school information once assigned to a school year.

School Name	Assigned Years	
Michigan Middle School		<a href="#">Edit</a>   <a href="#">Delete</a>

To add a school:

1. Click on **Add School**.
2. Enter the school's name in the dialogue box.
3. Click on **Add School** to save.

Note: Once an SSP inputs a school, it will be available in all future years.

**User Tip** *Input a school's full name so that it can be differentiated from other schools with similar names that your program might serve in future years. Be sure to include "elementary," "middle," or "high school" in the name.*

## PROGRAM OPTIONS

The **Program Options** taskbar allows your program to create a list of schools and input information describing your program. Clicking on this taskbar you see:

The screenshot displays the SEALS web application interface. On the left is a navigation sidebar with a dark green header 'SEALS' and a menu with items: Program Administration, Program-Level Management (with a minus sign), Add Users, Add Schools, Program Options (highlighted), Cost Options, and Event-Level Management (with a plus sign). Below this is a 'Program Data' section with an 'Export Data' link. The main content area is titled 'Program Options' and includes a 'Welcome SSP User' message and a 'Log Out' link. The 'Program' section has a 'Save' button and a 'Cancel' button. It contains a form with fields for State (Michigan), Program Name (SEALS1), and School Year (2017-2018). The 'Schools' section has an 'Add School' button and a table with columns for School Name, Rural School, and High Needs School. The 'Options' section has a question: 'Does your program ever reimburse labor for their travel time?' with two radio button options: 'Yes, travel time is reimbursed some or all of the time' and 'No, travel time is never reimbursed'.

Under **Program Options**, first select the current school year. Create a school record for each school your program plans to serve during the school year. To create a school record:

1. Click on **Add School**, and a dialogue box with a drop-down menu of all school names you have entered in **Add Schools** in the current or past years will appear.
2. Select a school and specify if it is rural or high-need. Criteria for “rural” and “high-need” can be found in the Appendix (Section 2, page 23).
3. Click on **Add School** to save.

The school will now appear in the section titled **Schools**.

To remove a school record for the current year, first make sure that there are no child or event records associated with that school. In the far right column of the row in which the school to be removed is located, you should see **Edit** and **Remove**. Click on **Remove**, then confirm this choice in the pop-up dialogue box. Finally, click on **Save**.

Next, answer the **Options** questions on specific practices and services delivered:

- Indicate whether your program ever reimburses workers for their time in travelling to and from the sealant event location.
- Indicate whether your program ever reimburses workers for their mileage when they drive their own personal vehicles to the school event.

- Indicate whether program provides fluoride varnish or prophylaxis (other than with a tooth brush) in addition to sealants.
- Indicate whether children are screened and sealed at the same seating or at different seatings.

**Fluoride Varnish**  Program does not provide varnish

How many dentists are there per chair when fluoride varnish is delivered?

How many dental hygienists are there per chair when fluoride varnish is delivered?

How many dental assistants are there per chair when fluoride varnish is delivered?

On average, how many minutes does it take to provide slow-speed hand piece prophylaxis per child?  minutes

**Prophylaxis**  Program does not provide Prophylaxis

How many dentists are there per chair when a prophylaxis is delivered with a slow-speed hand piece?

How many dental hygienists are there per chair when a prophylaxis is delivered with a slow-speed hand piece?

How many dental assistants are there per chair when a prophylaxis is delivered with a slow-speed hand piece?

On average, how many minutes does it take to provide a slow-speed hand piece prophylaxis per child?  minutes

**Entering Child Data**

Data Entry  Enter detailed child data  
 Enter aggregate child data per event

**Retention Rate**  Manually enter Retention Rate for calculations

Retention Rate  Percent

**Save** Cancel

In the **Fluoride Varnish** section, answer the questions on the number of operators (dentists, hygienists, and assistants) required<sup>1</sup> to deliver 1 fluoride application, as well as the application time in minutes. If your program does not provide varnish, check the “does not provide” box to disable these fields.

In the **Prophylaxis** section, indicate if you provide prophylaxes with a hand piece or power scaling. *Please note that cleaning tooth surfaces with a toothbrush is not considered an additional service as it is a required step in sealant placement.* Input information on number of operators (dentists, hygienists, and assistants) required<sup>2</sup> to deliver 1 prophylaxis, as well as the application time in minutes. If your program does not provide prophylaxis, check the “does not provide” box to disable these fields.

In the **Entering Child Data** box, click the button indicating whether your program will enter child-level data (oral health status and services received) or aggregate data (number of children screened).

Finally, input information on annual sealant retention rate (optional). *Note that your program should complete this field **only** if it will not input child-level data on number of sealants retained within 9–15 months of initial sealant application.*

Click **Save** to complete this page.

## COST OPTIONS

The **Cost Options** taskbar allows your program to input or accept provided values for various costs. Clicking on this taskbar you see:

The screenshot shows a web interface for 'SEALS'. On the left is a navigation menu with 'Program Administration' (expanded) and 'Program Data'. The main content area is titled 'Cost Options' and includes a 'Save' button and a 'Cancel' button. The form fields are as follows:

Program	
State	Michigan
Program Name	SEALS1
School Year	2017-2018

Labor Costs	
What is the average hourly compensation paid to dentists?	<input checked="" type="radio"/> \$109.94 per hour (default) <input type="radio"/> Custom Rate \$ 0.00 per hour

In this section, your program can add information for the various categories of costs. Default costs for the 2017/2018 school year are in 2016 USD<sup>2</sup>. This is because when sealants were delivered in the fall of

<sup>1</sup> Required means that majority of operator’s time is dedicated solely to delivering that service.

<sup>2</sup> Required means that majority of operator’s time is dedicated solely to delivering that service.

<sup>2</sup> Default costs are in previous-year dollars. For example, default costs for the 2017/2018 school year will be in \$2016 because when the 2017/2018 school year started in July 2017 the most recent annual CPI data available were for 2016.

2017, 2016 would be the most recent year with annual Consumer Price Index (CPI) data. *Note that you must place your cursor to the immediate left of the decimal point to input cost information.*

**LABOR COSTS** Input program-specific data for hourly wage for dentists, hygienists, assistants, and non-dental workers, or accept default costs from the US Bureau of Labor Statistics.

**ADMINISTRATIVE COSTS** Input actual costs. *Note that data collection logs and further details on estimating administrative costs are provided in the Appendix (Section 3, page 24).*

**VEHICLE COSTS** Input program-specific mileage reimbursement rate, or accept default value. *Note that the default value will be used to depreciate program vehicles even if your program does not reimburse for mileage.*

**SEALANT** Select the appropriate sealant options and enter your per-tooth sealant material cost. *Note that costs for common sealant materials are provided in the Appendix (Section 4, page 28).*

**SEALANT STATION** Enter the number of sealant stations manufactured by Aseptico, DNTLworks, or other company, then accept the default annual cost<sup>3</sup> or input your program-specific value. See the Appendix (Section 5, page 29) for information on sealant station components, prices, and how annual costs are calculated. *Note that any sealant station more than 15 years old is fully depreciated, and its annual cost is \$0.*

#### **REUSABLE INSTRUMENTS**

- Input the number and annual per-set cost of instruments. Only count instrument sets that are 7 years old or less. *Note that the cost of commonly used instrument sets (mirror and explorer) are provided in the Appendix (Section 4, page 28), where you can also find instructions on how to estimate the annual cost of reusable instruments if your program has unequal numbers of mirrors and explorers.*

Note: SEALS assumes that a program uses either reusable or disposable instruments exclusively. If you indicate a number of instrument sets greater than 0, then SEALS will not include the cost of disposable instruments when calculating supply costs.

- Input the annual cost of your autoclaves, or accept default values. If an autoclave is more than 15 years old, reject the default value and put in \$0 as the cost. If you do not accept the default estimate, then you need to divide the price of your autoclave by the annuity factor associated with a useful life of 15 years. Please see the Appendix (Section 4, page 28) on how to estimate the annual cost of durable equipment (equipment that lasts more than 1 year).

**SUPPLIES** Input your annual cost of supplies, or accept default estimates of supply costs. Calculations for default supply cost estimate are provided in the Appendix (Section 6, page 30).

Click **Save** and you are done.

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<sup>3</sup> Annual cost calculations assume 15-year useful life and 3% annual discount rate.

OMB No. 0920-XXXX  
Exp. Date: XX/XX/XXXX

## EVENT-LEVEL MANAGEMENT TASKS

### What is a school sealant event?

SEALS was designed to measure the cost of school sealant events. A sealant event is defined as *consecutive or clustered days spent at the same school delivering sealants onsite using portable dental equipment*. If your program provides other services and doesn't always provide sealants, you will need to distinguish between "sealant" and "non-sealant" events. If any of the following criteria apply, an event might be a non-sealant event:

- Did your program target grades such as kindergarten or preschool where children are likely not to have permanent teeth eligible for sealants?
- Did you revisit the same school later in the year with a primary goal of providing other preventive services such as a second application of fluoride varnish?
- Did you primarily provide fluoride in classes where the majority of children had already received sealants from your program?

**User Tip** *If your program serves multiple grades during the same sealant event, consider inputting data only for grades with children likely to have erupted permanent molars.*

The **Add Event** taskbar allows you to input information on resources used and services delivered for an event. When you click on this task you see:

The screenshot shows the SEALS web application interface. At the top, there is a dark green header with the text "SEALS". Below this, there is a navigation menu on the left with options: "Program Administration", "Program-Level Management +", "Event-Level Management -", and "Add Event". The "Add Event" option is highlighted. In the top right corner, there is a user greeting "Welcome SSP User" and a "Log Out" button. Below the navigation menu, there is a "Note: If the Delete link is not available as an Event Option, refer to User Manual for instructions on how to delete an event." Below the note, there is a form with fields for "State" (Michigan), "Program Name" (SEALS1), and "School year" (2017-2018). There is a "Create New Event" button. Below the form, there is a table with columns: "Event Date", "School", "Number of Children Screened", and "Event Options". On the left side of the table, there is a "Program Data" section with an "Export Data" link.

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