

# Event Preparation Checklist

## In October...

- Designate one staff member as your office's "Give Kids a Smile" coordinator. This person will serve as the key contact with the MDA. The MDA will frequently send this person updated information, primarily via e-mail, which should be shared with all appropriate team members.
- Read through the entire online Toolkit.
- Determine whether your clinic will do restorative care, preventive-only care, or a combination. Most clinics have chosen to provide fillings, simple extractions, sealants, fluoride treatments, prophylaxis, and oral hygiene instructions. The type of care you choose to provide will impact your staffing and scheduling.
- Determine how many volunteers you have and need. Get your event date on their calendars now. You will likely need more staff than you would for a "normal" day. If you need additional help, recruit volunteers from your network of colleagues and neighboring dental clinics. Notify the MDA (via your online registration form) if you'd like assistance recruiting additional volunteer dental professionals to staff your event.
- When scheduling staff as volunteers, please ensure your clinic is familiar with the Fair Labor Standards Act, as it pertains to volunteerism.
- Determine how many patients your clinic will schedule and if you prefer to serve children within a specific age range.
- Start securing the supplies and equipment you'll need. Review the section in this Toolkit called "Ideas for finding free or discounted supplies." To qualify for the ADA's distribution of free supplies, make sure you are aware of the necessary application and deadline by going to [ada.org](http://ada.org). This is separate from the MDA's registration process.

## In November...

- There is a deadline for free product from the ADA.** If you don't register as a GKAS participant by their deadline, you won't be eligible for free product. Learn more at <https://gkas.ada.org>. The MDA is not in any way involved with the ADA registration or distribution of free product. If you have any questions about free product, please call the ADA.
- Start developing your schedule for dentists and allied staff members. Ensure volunteers know their shifts and responsibilities.
- This is a good time to start thinking about community partners that could help you identify patients who could most benefit from your "Give Kids a Smile" program.

## In December...

- Get ready to start taking appointments.
  - One of the best ways to ensure a successful event is to work directly with a community organization to identify children who could most greatly benefit from your offer of free dental care. Many clinics coordinate exclusively with a local school nurse, county health coordinator, community health clinic, etc. For suggestions on which agencies to contact, please see the list titled "Connecting with local agencies to identify children in need" in this Kit. Use the sample letter provided, along with the MDA's promotional fliers, to promote your event in your community.
  - If you need assistance finding patients, you may list your clinic on the MDA website and with the United Way 2-1-1 referral service. Starting Jan. 1, families use these lists to find

local participating dental clinics. The MDA manages these lists and can add or remove your clinic's listing very easily and quickly, depending on your needs. Notify the MDA about your preference, if you haven't already. If your clinic is listed on the MDA website or the United Way referral service, please make sure all staff members who answer the phone are aware that: Give Kids a Smile is a charitable program that does not have any financial eligibility requirements. The MDA requires that clinics on this list not ask parents any questions about their ability to pay, patient status, or discriminate in any way.

- Establish a scheduling system for appointments and ensure your receptionist knows how calls for appointments are to be handled.
- Let your local media know about your event, using the sample press release located in this Kit. Consider inviting local legislators to attend your event.
- If you plan to have a special guest at your event, such as a clown, storyteller, etc. to entertain patients, make sure to get on their schedule.

### In January...

- Start filling your appointments. As parents call, be sure to discuss their child's known dental needs in relation to the services your clinic plans to provide. If necessary, suggest the parent find another appropriate clinic to meet those needs.
- If you experience language barriers with a parent who calls to make an appointment, please know that specialists at United Way 2-1-1 are available to facilitate the conversation in several languages. Simply dial 2-1-1 and ask for assistance and patch in a three-way call, if possible.
- If you have scheduled patients who do not speak English, make arrangements to have a translator available. Your local high school language instructors might be willing to help. By volunteering as translators for "Give Kids a Smile," the instructor can oversee senior high school students as they provide a service, while gaining experience.
- If your clinic is on the MDA and United Way list of clinics, please immediately contact the MDA when your schedule is full. **Do not call the United Way.**
- Establish the details of your event, for example:
  - How children and their parents will be greeted upon arrival. What forms should they fill out? Will you triage the children? If you triage the children, where will the children and parents go after being examined and how will they "flow" into another station? Some clinics recruit an existing patient or retired staff member to volunteer to help with patient flow.
  - If you will have more than the normal number of people in your office at one time, it may be helpful to arrange for additional or special common space.
  - Will you have a special activity area (coloring books, toys, etc.) or any special activities for the children (a movie, board games, etc.)? Some clinics schedule visits from clowns, storytellers and other entertainment.
  - If you expect your waiting room will be more crowded than normal, consider assigning a volunteer to oversee that area and make sure children are content, with books and activities while they wait. Many clinics make this a festive time, which builds excitement for volunteers and puts the young patients at ease.
- Get copies prepared to provide patients with the following key documents, all found in the Toolkit:
  - **CONSENT TO TREATMENT**, developed by the MDA to meet the needs of this event. Please ensure you have copies made and that procedures are in place for each parent to review and sign the form for his/her child is treated.

- For a **HEALTH HISTORY FORM**, you may use the one provided by the MDA, available in several languages, or your clinic's standard form.
  - **PATIENT EDUCATION** ensures families have access to some key dental health information.
  - **PHOTO RELEASE FORM**, have patients sign this is you are taking their photo(s). This form must also be included with photos you send to the MDA.
- Consider how you will advise the parents if there are complications with the care their child receives. Some clinics provide free follow-up care. Others ask colleagues to take a free referral. But, as a participant, you aren't obligated to take these extra steps.
- If you will not be providing continuing care for these patients, please use the following resources:
- **Resources for ongoing care.** The MDA maintains a list of dental clinics in the state that offer ongoing care on a discounted or sliding-scale fee. A list of clinics is available by geographic area on the MDA website. Please provide patients with the appropriate list.
  - The **SMILE FACTORY REFERRAL SHEET** lists Minnesota dental clinics that will accept referrals for specific Give Kids a Smile cases. We will have this referral list available if volunteer clinics participate. *(Note: If available, you will receive this Referral Sheet in January. This information is for in-clinic use only. Please do not give it to parents. Appointments are limited.)*
- If the children you see are not and will not be patients of record, determine how you will handle creating and maintaining a patient record and ensuring that you have signed parental permission.

## **In February...**

*Open your doors for an exhilarating, exhausting, highly satisfying day of dentistry! Make sure your staff room is stocked with special treats for volunteers.*

- Please post a copy of the **Procedure Tally Sheet** in each operatory and ensure it is updated throughout the day.
- At the end of the day, please calculate one **Procedure Tally Sheet** for your entire event and enter that information into the **online post-event survey**. Your office will receive a link to this survey via e-mail immediately before your event.
- Send the MDA some of your snapshots from the day at sleclair@mndental.org so we can post them on the website and in newsletters. Be sure to include photo release forms.

***Pat yourself on the back for making a difference in the lives of children!  
Thank you for participating!***

\* Each clinic hosts its own Give Kids a Smile event in its own style, and on its own schedule. This checklist offers some key suggestions but may not address every need. If you have ideas to improve this, please drop us a note at sleclair@mndental.org so we can update the list and share it with other clinics. Thanks!