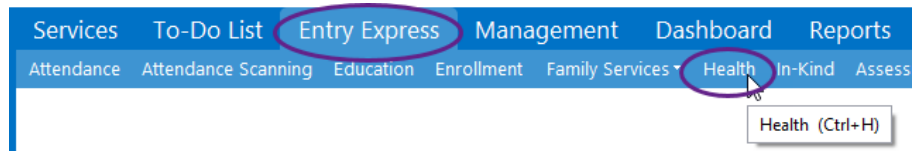# Best Dental Help – ChildPlus Instructions

Use Entry Express to create this event when Best Dental Help visits the classroom.

Open Entry Express, Health.

The box below opens for you to select which participants you want to include.
- Check the Program Term, Site and Classroom.
- Make sure Enrolled status is checked.
- Click Find.

The box below opens for you to check the children who were present that day and to set the basic information for the event (default values) as follows:

> Participants: Uncheck the names of children who did not attend class that day
> Event Type: Select Best Dental Help
> Event Date: Enter the date Best Dental visited the classroom
> Status: Select No Concerns. You will have the opportunity to individualize Status in the next step.

> Do not check the box for Received Preventive Dental Care. This will be done in the next step.
> Do not enter any event notes. This will be done in the next step.
> Click Next Step.

The next step is to edit the individual child records before creating the events. The names of the children on the left-hand list are the names you checked on the previous screen (which should be the list of all children who attended that day). If you need to make any corrections, click Previous Step, make your changes, then click Next Step.

To edit the individual records, you must click each name on the list and do the following:
1. Update Status if Child Refused-Not Screened, Concerns or Parent Refused Permission-Not Screened.

> Child Refused - Not Screened
> Concerns
> No Concerns
> Parent Refused Permission - Not Screened

2. Check the box Received Preventive Dental Care C17 ONLY if fluoride varnish was applied for the child.
3. Enter Event Notes: summarize the child's best dental report card. Document any additional follow up to support ongoing dental needs identified in Health Notes.
4. After data is entered for each child, click Create Events.
5. Attachment: Not Required

Edit events for individual participants as necessary