



## Tooth Taxi Site Partner Requirements

Once it is confirmed that the Tooth Taxi will be visiting your school

- **STEP 1**

Designate a primary contact person that will be the site partner liaison for the Tooth Taxi visit. That person will promote, coordinate and assist with the Tooth Taxi visit. This position is **key** and does require a time commitment in order to adequately prepare for the Tooth Taxi visit.

- **STEP 2**

### **Identifying the Patients**

The Dental Foundation of Oregon (DFO) mission is *Improving oral health for Oregon's children*. The Tooth Taxi staff will rely heavily on you (the site partner-school) to correctly identify and recruit eligible patients.

The DFO Tooth Taxi will treat children who meet the following requirements:

**Eligibility:** The Tooth Taxi visits schools that have a high percentage of students that qualify for the free & reduced lunch program. The Tooth Taxi gives treatment priority to children that have no dental insurance, children that have never been to the dentist, or children with an emergent need.

**Children with Special Needs:** The Tooth Taxi is equipped with a wheelchair lift. Please inform the Tooth Taxi staff of any child who may need to use the lift or of any child who may have special needs.

- **Insurance Reimbursement:** Tooth Taxi will bill Medicaid/OHP and/or private dental insurers where applicable.

- **STEP 3 (4 weeks prior to visit)**

### **Patient Recruitment**

The site partner/school contact person is responsible for recruiting patients to be seen on the Tooth Taxi. **Required forms are sent home with children with a return date deadline.** Children in pain should be considered a priority and school contact should ensure they return necessary paperwork.

The Tooth Taxi estimates that it can see approximately 20-35 children per week for appointments based on the number of dental volunteers that participate with us. The site partner/school is responsible for recruiting 50 children who have been identified as possibly needing care. Not all children who turn in the paperwork will be eligible for treatment or need an appointment; that is why it is necessary to have a high number of students to screen.

The number of children the Tooth Taxi can see during a week depends on the severity and extent of the children's needs, as well as the number of staff on the Tooth Taxi.

- **STEP 4**

**Paperwork**

The site partner/sponsor will ensure that each child has a completed set of signed forms before being screened or seen on the Tooth Taxi. The site partner/school contact person should review all forms for thoroughness. The final step is for the site partner/school contact person to **staple** the Oral Health Assessment (screening form) to each paperwork packet and complete the top header information.

**Please copy front and back of any insurance card for each patient (Medicaid and/or private dental insurance).**

- **STEP 5**

Approximately two weeks prior to the visit, the site partner should provide the following information to the Tooth Taxi program manager:

- Number of completed packets returned (**completed packets, not interest forms**)

- **STEP 6**

The Tooth Taxi team will arrive at your school on Monday (Monday holidays are an exception – we will arrive on Tuesday). The Tooth Taxi team leaves Portland Monday morning; **arrival time depends on travel time from Portland**. We will screen children on Monday, and continue on Tuesday morning if necessary. Based on the examination results the Tooth Taxi staff will determine what students qualify for appointments. Schedules will be created daily and given to school contact for the following day before school closing.

- **STEP 7**

Physical site requirements for the Tooth Taxi

**MUST PROVIDE**

**Inside the school - Screening room** – an empty classroom, the library, cafeteria, gym, etc. We need one table, 4 chairs and a wastebasket, preferably a quiet area. We will screen children by grade/classroom. Please organize paperwork by class (**not alphabetically**). School contact and/or school volunteers will provide a steady stream of students for the screening. Screening takes -5 min. per student. At the screening the dentist will exam the child’s mouth noting any existing restorations and/or care needed as well as giving oral hygiene instructions. Each student receives a “toothbrush kit”: toothbrush, floss, toothpaste, timer and a mirror. As soon as the student has been screened they are able to return to class.

**Outside the school - Lot/parking space**

- The Tooth Taxi is 38’ 11” long, 8’ 6” wide and 13’ 01” high (visual reference - a large RV)
- When the slide-outs are fully extended (which is necessary for full operation) the width is a total of 13’ wide
- A LEVEL surface is a necessity

## Where should the Tooth Taxi be parked?

- The ideal location is a concrete surface, but asphalt and gravel are acceptable. Grass areas are not recommended.
- Watch out for TLC = Trees, low overheads (wires and canopies) and curbs
- If you have a 240 plug in- the Tooth Taxi will need to park near the outlet
- Park near a door that students will be using to go out to the Tooth Taxi for their appointments

## What do I do to prepare for arrival of the Tooth Taxi?

- Inform your facilities person about the Tooth Taxi and its needs
- Ensure that any gate access needed is open
- **Ensure the area where the Tooth Taxi will be parking is clear and free of cars when the Tooth Taxi arrives (this may mean coning off the area Friday or early Monday a.m.)**

## Security

A secure site, preferably with restricted access at night is needed. It is helpful to request that local law enforcement add additional surveillance during the Tooth Taxi's visit to the community.

## During the Tooth Taxi stay

Site partners should have a staff person or volunteer available to assist Tooth Taxi staff with check-in, late paperwork, absentees, escorting children to the Tooth Taxi from the school for appointments. In some cases, site partners recruit outside organizations like Jr. League, Parent Teacher Organizations, high school groups, etc., to volunteer for these duties. If volunteers are used for this purpose, the site partner should ensure that any necessary background checks have been completed.

Appointment times vary but average 1 hour in length, so your volunteer will have a lot of free time to do other things while student is at their appointment. The Tooth Taxi has walkie-talkies that they will use to communicate with school contact/volunteers. When Tooth Taxi calls volunteer about next appointment volunteer will locate student, take them to the restroom and bring them out to the Tooth Taxi.

When student is finished with the appointment a Tooth Taxi staff member will escort them back to the classroom and let the teacher know what procedures were performed. Each student receives a record of their treatment to take home.

If students are coming from another school in the district (**must be pre-approved by Tooth Taxi contacts**) host school will need a spot in the school for students to wait. If parents are transporting students from another school or for after school appointments host school will need a place for parents to wait. Parents are not accommodated in the van during appointments.

## CONTACT INFORMATION

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