**Overview of Tasks and Timing of Data Entry**

**SEALS SSP User**

One-time Entry At End of the School Year

* To finish off your SEALS entry for the school year, go to **COST OPTIONS** to input information on administrative and supply costs.

Ongoing Entry During the School Year

* After each sealant event, go to **ADD EVENT** to input information on units of resources used   
  (e.g., labor hours, vehicle mileage) to deliver services AND if entering aggregate child data, number and types of services delivered OR if entering child-level data, each child’s oral health status, socio-demographic characteristics, and services received.

One Time Entry at Beginning of School Year

* In the **ADD USERS** taskbar, input the names and email addresses of (any new) program staff needing access to SEALS.
* Next, go to **ADD SCHOOLS** and input the list of schools your program plans to serve.
* Then, under **PROGRAM OPTIONS**, input information describing your program and the schools it serves.
* Finally, go to **COST OPTIONS** to input information on your program’s per unit costs for labor, vehicle mileage, sealant material and stations, and reusable instruments.