

TO HELP YOU PREPARE FOR A TRUCK VISIT, A GENERAL TIMELINE OF THE PLANNING PROCESS FOLLOWS:

6 MONTHS BEFORE VISIT:

- A local person who will lead the planning for the visit and be the designated contact for DDSD should already be identified.
- Contact potential site sponsors, begin fundraising if needed.

3 MONTHS BEFORE VISIT (OR EARLIER)

- Sign and return the Letter of Agreement to DDSD.
- Sign and return the Business Associate Agreement to DDSD.

2 MONTHS BEFORE VISIT (OR EARLIER)

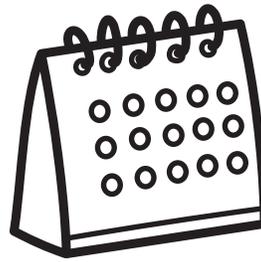
- Identify truck parking location and additional indoor work areas.
- Begin promotion of the upcoming truck visit by news media, social media and other outlets if desired.
- Distribute and collect patient information forms, verifying forms are completed and signed, and getting copies of Medicaid SCHIP/insurance cards (when applicable).
- Begin patient appointment scheduling (Transfer Clinics only).

6 WEEKS BEFORE VISIT

- Continue promotion of the upcoming truck visit by news media, social media, and other outlets if desired.
- Distribute and collect patient information forms, verify forms are completed and signed, and get copies of Medicaid/SCHIP/insurance cards (when applicable).
- Contact volunteers to help during the week of visit if needed.
- Begin staff and volunteer criminal background checks if needed.

1 MONTH BEFORE VISIT

- Continue promotion of the upcoming truck visit by news media, social media and other outlets.
- Distribute and collect patient information forms, verify forms are completed and signed, and get copies of Medicaid/SCHIP/insurance cards (when applicable).
- Continue patient appointment scheduling (Transfer Clinics only).



1-2 WEEKS BEFORE VISIT

- Contact us with any questions or issues. We'd be happy to help.
- Notify us immediately of any late changes in truck location and designated local project leader/contact.
- Gather and verify all patient information forms, and copies of Medicaid/SCHIP cards.
- Contact volunteers to confirm availability, schedule, and duties.
- Verify volunteer criminal background checks have been completed if needed.
- Continue/finalize patient appointment scheduling (Transfer Clinics only).

WEEK OF VISIT* (SECTION 8)

- Truck arrives Monday around noon.
- Give all completed patient information forms to DDSD staff.
- Transfer Clinic sites should provide the schedule for initial exams.
- Schools are asked to identify students who may be available for treatment appointments from 3-5 pm.
- Exams begin Monday afternoon.
- Treatment appointments begin Tuesday afternoon.
- Treatment appointments conclude Friday morning.

* Standard week. May vary by location.

AFTER VISIT (SECTION 9)

- Phone call from DDSD to discuss successes and challenges.
- Invoice for stipend sent and due within 30 days after receipt.
- Summary report sent with invoice for stipend.
- Promote results of the visit if desired.