User's Manual

for

SEALS-ADMIN:

Software for collectively analyzing data from individual sealant programs' SEALS files



An Evaluation and Benchmarking Tool for State-Level Administrators over Community Sealant Programs

Program Concept by Susan Griffin & Kari Jones Programming by Kari Jones with Reidar Hagtvedt and Tera Bates Copyright CDC, 2005

User's Manual by Kari Jones & Susan Griffin

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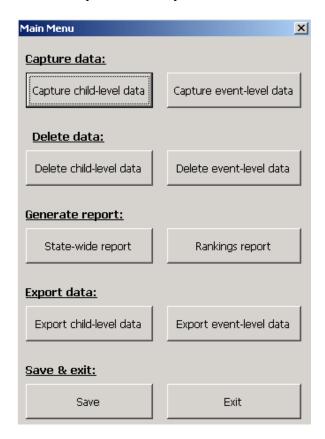
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I. Statement of Purpose

SEALS-ADMIN is designed to capture and analyze the data collected in the SEALS software by the individual sealant programs that you oversee. Once this data has been captured, you may generate summary reports for the state as a whole or for subsets of children based on racial/ethnic characteristics and/or for subsets of events based on percentage of targeted children receiving free or reduced lunches. Also, you may export the state-level data sets to create graphs or do additional analysis.

II. Overview of the Software

SEALS-ADMIN is centered on a Main Menu, which is displayed: when you start the program, when you finish any task, and when you cancel any task.



10 buttons on the Main Menu allow you to: (1) capture child-level data from the individual sealant programs that you oversee, (2) capture event-level data from the individual sealant programs that you oversee, (3) delete previously entered child-level data, (4) delete previously entered event-level data, (5) generate reports of summary/performance measures for state-wide data or subsets of that data, (6) generate reports of the rankings of the individual sealant programs by selected summary/performance measures, (7) export the child-level data to a new Excel file, (8) export the event-level data to a new Excel file, (9) save your work, and (10) exit the program.

III. Running the Software

Do not run the program from a disk; save it to your hard drive first.

NOTE

You do not need to save the SEALS-ADMIN program as SEALS_ADMIN_v3.xls; you may give it any name that fits Excel's naming conventions.

Make sure that the file did not save as "Read-only". To do this, start Windows Explorer. (In Windows 98, click on "Start", then "Programs", then "Windows Explorer". In Windows XP, click on "Start", then "All Programs", then "Accessories", and finally "Windows Explorer.") Find the file in the folder in which it was saved. Right-click on the file name, then click on "Properties". On the "General" tab, under "Attributes", make sure that "Read-only" is not checked. If it is, click on the checkmark to un-check it, and click "Apply".

The program is best viewed with the screen area set to 1024 by 768 pixels. [This is achieved by clicking "Start" at the bottom left-hand of the screen; next click "Settings", then "Control Panel". In the Control Panel window, double-click on "Display", click on the "Settings" tab and move the pointer under the "Screen area" section until it reads "1024 by 768" and click "OK".]

To start SEALS, simply open the file in Excel.

A dialog box may appear warning you that the program contains macros. You must choose to "Enable Macros" to run the program.

NOTE

To enable macros, your security in Excel must be set to medium or lower. [This is achieved by clicking "Tools" on the menu at the top of the Excel screen. Next click "Macro", and then click "Security". Choose "Medium" and click "OK".]

The security levels of computers in some workplaces may only be changed by an IT administrator.

A dialog box appears, welcoming you to the SEALS-ADMIN program. Choose "Begin!" to see the Main Menu.

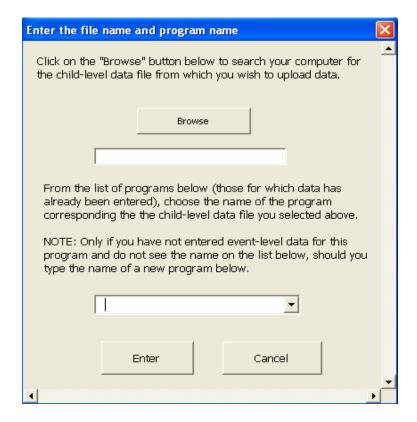
A. Capturing Data

Each program in your state should send you 3 files - one containing that program's child-level data, another containing the program's event-level data, and a third which is the program's SEALS software.

1. Capturing Child-Level Data

Click "Capture child-level data" on the Main Menu.

You will see a dialog box entitled "Enter the file name and program name" - the software needs to know where the data is and which sealant program it belongs to.



Click the "Browse" button and find the file containing the child-level data you wish to upload. Click on the file name, then click "Open". The complete file name and path will appear in the top white box in the window.

In the bottom box, enter the name of the sealant program whose child-level data you are capturing. Click on the arrow/triangle in the right-hand side of the box to see the list of sealant programs for which you have already entered data. (If you have not already captured event-level data or are using the software for the first time, this list will be blank.) Click on the name of the sealant program corresponding to the child-level data you are importing, then click "Enter." ONLY IF THE PROGRAM NAME IS NOT ON THE LIST, type its name in the box, then choose "Enter."

WARNING

Before entering a new program name, review the list of program names carefully for alternate formulations. For example, if you captured this sealant program's

event-level data first, you may have listed the program name as "Lincoln 2005 – 2006" or "Lincoln" or "Lincoln County" or "Lincoln 0506" etc.

If you store the child-level and event-level data for a single sealant program under 2 different names, the reports generated will be meaningless. If you accidentally name one program twice, delete (see Section III.B.) the data captured under the non-matching names and capture it again using a single name.

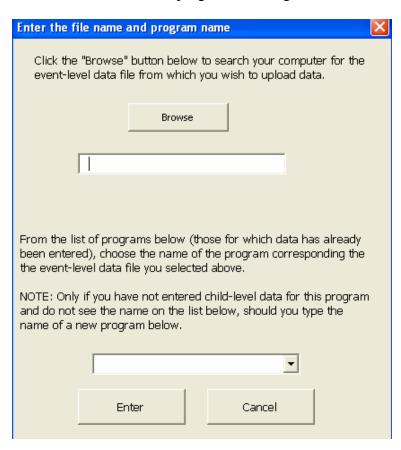
NOTE

If you have already entered child-level data for the sealant program whose name you have chosen from the menu, a pop-up message will remind you. So that you do not accidentally overwrite data under a new name, SEALS-ADMIN does not update data that has already been entered. To update the child-level data of a chosen program, delete the old child-level data (see Section III.B.1. of this manual) and import the updated child-level data.

2. Capturing Event-Level Data

Click "Capture event-level data" on the Main Menu.

You will see a dialog box entitled "Enter the file name and program name" - the software needs to know where the data is and which sealant program it belongs to.



Click the "Browse" button and find the file containing the event-level data you wish to upload. Click on the file name, then click "Open". The complete file name and path will appear in the top white box in the window.

In the bottom box, enter the name of the sealant program whose event-level data you are capturing. Click on the arrow/triangle in the right-hand side of the box to see the list of sealant programs for which you have already entered data. (If you have not already captured child-level data or are using the software for the first time, this list will be blank.) Click on the name of the sealant program corresponding to the event-level data you are importing, then click "Enter." ONLY IF THE PROGRAM NAME IS NOT ON THE LIST, type its name in the box, then choose "Enter."

WARNING

Before entering a new program name, review the list of program names carefully for alternate formulations. For example, if you captured this sealant program's child-level data first, you may have listed the program name as "Lincoln 2005 – 2006" or "Lincoln" or "Lincoln County" or "Lincoln 0506" etc.

If you store the child-level and event-level data for a single sealant program under 2 different names, the reports generated will be meaningless. If you accidentally name one program twice, delete (see Section III.B.) the data under the non-matching names and capture it again using a single name.

NOTE

If you have already entered event-level data for the sealant program whose name you have chosen from the menu, a pop-up message will remind you. So that you do not accidentally overwrite data under a new name, SEALS-ADMIN does not update data that has already been entered. To update the event-level data of a chosen program, delete all old event-level data (see Section III.B.2. of this manual) and import the updated event-level data.

B. Deleting Data

You will need to delete data if: you name a single sealant program 2 different names; you receive updated data from a sealant program (e.g. after they have performed and recorded the data from retention checks); you wish to generate reports for a subset of sealant programs.

1. Deleting Child-Level Data

On the Main Menu, press, "Delete child-level data."

You will see a window entitled "Choose a program name". Click on the name of the program (in the white box) for which you wish to delete child-level data. Click "Delete".

A warning message will ask you whether you want to delete the child-level data from the chosen event. If so, choose "Yes".

NOTE

You may not edit data in the SEALS-ADMIN software. If the child-level data for a given program has been changed/updated, you may update it in the SEALS-ADMIN program only by deleting the old child-level data (as per above) and importing (see Section III.A.1) the updated child-level data.

2. Deleting Event-Level Data

On the Main Menu, press, "Delete event-level data."

You will see a window entitled "Choose a program name". Click on the name of the program (in the white box) for which you wish to delete event-level data. Click "Delete".

A warning message will ask you whether you want to delete the event-level data from the chosen event. If so, choose "Yes".

NOTE

You may not edit data in the SEALS-ADMIN software. If the event-level data for a given program has been changed/updated, you may update it in the SEALS-ADMIN program by deleting all the event-level data for that program (as per above) and importing (see part III.B.) the event-level data from the updated SEALS file.

C. Generating Reports

1. State-Wide Summary Measures

On the Main Menu, click on the "State-wide report" button under the "Generate report" heading.

You will see the following user form:

Select the data for analysis	>					
Check all boxes that apply to the subset of students you wish to analyze:						
Race/ethnicity of children						
☐ White ☐ Black/African American ☐ Asian ☐ Hispanic						
☐ American Indian / Alaska Native ☐ Native Hawaiian / Pacific Islander ☐ O	ther					
☐ All racial/ethnic groups						
AND						
Special needs status of children						
Only children with special health care needs Only children without special health care ne	eds					
No restriction on special needs status						
_ AND						
Target population C20% of children in free or reduced lunch program						
>=20% & <40% of children in free or reduced lunch program						
>=40% & <50% of children in free or reduced lunch program						
>=50% of children in free or reduced lunch program						
Other target listed						
All free and reduced lunch categories						
Override calculated retention rate						
Enter a SHORT report title:						
Enter Cancel						

Choose the subset of data that you wish to analyze by checking the appropriate boxes. You may choose a subset of children based on their race/ethnicity and special needs status; you may choose the events to include on the basis of percentage of targeted children on free and reduced lunches.

Note the use of "AND" between each set of choices. This means that if you choose the race category "Asian" and the special needs category "Only children with special needs" and the population target category ">=50% of children in free or reduced lunch program", for example, the report will only reflect those children that are Asian AND have special needs AND attended events where at least 50% of targeted children were in free and reduced lunch programs.

Also note that you may choose "All racial/ethnic groups", "No restriction on special needs status", and/or "All free and reduced lunch categories". When you have entered the data from all sealant programs that you oversee, choosing these categories will generate a report for the entire state-wide campaign.

SEALS-ADMIN will use retention check data from the subset of children/events selected to calculate the sealant retention rate. This rate is used as the first year retention rate in calculating cavities averted. (See the Technical Notes for SEALS-ADMIN.) If retention checks have not been performed, or if the calculated retention rate is thought to be inaccurate, you may enter an estimated retention rate, which SEALS-ADMIN will use to calculate caries averted. Simply check the box to the left of "Override calculated retention rate" and enter the estimated retention rate. This value you must be between 0, signifying no sealants are retained, and 1, signifying 100% of sealants are retained. If you want SEALS-ADMIN to calculate the retention rate from the retention check data, leave these boxes blank. If the retention rate is not overridden and no retention check data has been entered, the retention rate and cavities averted will be reported as "0".

Next enter a short description of the subset of chosen children/events. This description will appear on your report.

Click "Enter."

The report will be visible on the screen. A sample of this report is found in Appendix A.

You may print the report by clicking on "Print This Report."

You may export the report as an Excel file by clicking on "Export Report." A new file will open, which will temporarily be titled "Book1" or "Book2" or "Book3" etc., depending on how many new files have been opened during this session of Excel. It contains your report in a worksheet labeled "Report". However, you will not be able to access the new file until you exit SEALS-AMIN. As it has not already been saved, we recommend saving this new file as soon as you quit SEALS-ADMIN.

Return to the Main Menu by clicking on "Back to Main Menu."

2. Programs Rankings

You may generate a ranking of the individual sealant programs by selected summary/performance measures.

On the Main Menu, click on the "Rankings report" button under the "Generate report" heading.

The report will be visible on the screen. A sample of this report is found in Appendix B.

You may print the report by clicking on "Print This Report."

You may export the report as an Excel file by clicking on "Export Report." A new file will open, which will temporarily be titled "Book1" or "Book2" or "Book3" etc., depending on how many new files have been opened during this session of Excel. It contains your report in a worksheet labeled "Rankings". However, you will not be able to access the new file until you

exit SEALS-AMIN. As it has not already been saved, we recommend saving this new file as soon as you quit SEALS-ADMIN.

Return to the Main Menu by clicking on "Back to Main Menu."

D. Exporting Data

You may export the child-level and event-level data for further analysis, to create graphs and charts, etc.

1. Exporting Child-Level Data

On the Main Menu, click "Export child-level data". A new file will open, which will temporarily be titled "Book1" or "Book2" or "Book3" etc. depending on how many new files you have opened during this session of Excel. It contains your child-level data in a worksheet labeled "Child_Level". As it has not already been saved, we recommend saving this new file as soon as you exit the SEALS-ADMIN program. (You will not be able to access and save the new file until you exit SEALS-ADMIN.)

2. Exporting Event-Level Data

On the Main Menu, click "Export event-level data". A new file will open, which will temporarily be titled "Book1" or "Book2" or "Book3" etc. depending on how many new files you have opened during this session of Excel. It contains your event-level data in a worksheet labeled "Event_Level". As it has not already been saved, we recommend saving this new file as soon as you exit the SEALS-ADMIN program. (You will not be able to access and save the new file until you exit SEALS-ADMIN.)

E. Saving Your Work

On the Main Menu, click "Save." All captured data will be saved.

F. Exiting the Program

On the Main Menu, click "Exit." Your data will be saved, and the file will close.

IV. Frequently Asked Questions

Q: How can I generate a state-level report for a subset of programs?

A: Open the SEALS-ADMIN file that contains all of your data. SAVE THE FILE UNDER ANOTHER NAME, e.g. RuralProgramsOnly.xls. Open this new file. On the Main Menu, select "Delete event-level data;" choose the name of one of the programs that you wish to be

EXCLUDED from your subset and click "Delete". Repeat this process for all programs you wish to EXCLUDE from your subset. On the Main Menu, select "Delete child-level data;" choose the name of one of the Programs that is EXCLUDED from your subset and click "Delete". Repeat this process for all programs that are EXCLUDED from your subset.

From the Main Menu choose "Generate reports" and generate a program-level report. The report will reflect only those events in your subset.

APPENDIX A

Sample State-Level Summary/Performance Measures Report

SUMMARY OF SEALANT PROGRAMS: test

GENERAL DEMOGRAPHICS

Number of programs	2		
Number of events held	6		
% male	50.0	% reporting sex	100.0
% Medicaid patients	42.9	% SCHIP patients	28.6
% on neither	28.6	% reporting Medicaid/SCHIP status	87.5
% White	28.6	% Asian	14.3
% Black/African American	28.6	% Hispanic	14.3
% American Indian/Alaska Native	14.3	% Other	14.3
% Hawaiian/Pacific Islander	14.3	% reporting race	87.5

Summary of effectiveness in targeting high-risk			%	
populations that lack access to care		value	response	
1. Percentage of participants with untreated decay (baseline	e)	57.1	87.5	
2. Percentage of participants with urgent dental needs (base	eline)	28.6	87.5	
3. Percentage of participants with early dental needs (baseli	ine)	28.6	87.5	
4. Percentage of participants with treated or untreated decay	y (baseline)	85.7	87.5	
5. Percentage of participants with sealants present (baseline	e)	28.6	87.5	
 Percentage of children in / number of events targeting schools with <20% of children on free or reduced lunch program 	% children	0.0	# events	0
 Percentage of children in / number of events targeting schools with >=20% & <40% of children in free or reduced lunch program 	% children	0.0	# events	0
 Percentage of children in / number of events targeting schools with >=40% & <50% of children in free or reduced lunch program 	% children	100.0	# events	6
 Percentage of children in / number of events targeting schools with >=50% of children on free or reduced lunch program 	% children	0.0	# events	0
Summary of effectiveness of targeting high-risk te	eth			
1. Percentage of children in events /				-
Number of events targeting 1st molars	% children	100.0	# events	6
2. Percentage of children in events /				
Number of events targeting 1st molars of 2nd graders	% children	100.0	# events	6
3. Percentage of children in events /				
Number of events targeting 2nd molars	% children	100.0	# events	6
4. Percentage of children in events /				
Number of events targeting 2nd molars of 6th graders	% children	100.0	# events	6
5. 1.5-year attack rate in 1st molar surfaces (baseline) /				
based on # children	att rate	0.292	# children	24
6. Among children age 12+, percentage of decayed or				
filled 2nd molar surfaces (baseline) / based on # children	%DF	25.0	# children	12

Ourse and a series and thousand			
Summary of services delivered 1. Number of children screened	40		
	48		
Number of screened children with special health care needs Number of children sealed	6 42		
Number of children sealed Percentage of screened children with at least one sealant after event	42 87.5		
5. Percentage of screened children subsequently sealed / based on	67.5		
% response	100.0	87.5	
6. Number of 1 st molar / 2 nd molar / other tooth surfaces sealed	66	60	18
7. Number of children receiving fluoride varnish	12		-
8. Number of children receiving other fluoride treatments	12		
9. Number of children referred for dental care	24		
10. Number of children receiving oral health education**	600		
11. Average hours of oral health education received			
per student instructed**	0.5		
Summary of quality of services delivered	volue		
	value		
Number of referrals that resulted in a dental visit	12		
2. Percentage of "early care" referrals that resulted in a dental visit	50.0		
3. Percentage of "urgent care" referrals that resulted in a dental visit	50.0		
4. Number of children evaluated for sealant retention 8 to 14 months			
from delivery	30		
5. Number of children evaluated for sealant retention <8 months / >14			
months from delivery	0	0	
6. Sealant retention rate / based on # children	0.875	30	
7. Cavities averted	89		
		Direct	
	Total	Direct state	State \$ +
Summary of efficiency of input usage	outlays	funds**	Medicaid**
1. Total cost	\$4,500.00	\$2,000.00	\$2,000.00
2. Cost per child screened	\$93.75	\$41.67	\$41.67
3. Cost per child sealed	\$107.14	\$47.62	\$47.62
4. Cost per surface sealed	\$31.25	\$13.89	\$13.89
5. Cost per cavity averted	\$50.80	\$22.58	\$22.58
6. Number of children screened per chair hour*	0.50	,	÷
7. Number of children sealed per chair hour*	0.44		
8. Number of children checked for sealant retention per chair hour*	1.25		
9. Number of labor hours per chair hour during screening*	1.50		
10. Number of labor hours per chair hour during sealing*	1.50		
11. Number of labor hours per chair hour during retention check*	5.00		

 $^{^{\}star}$ These values are only meaningful for reports that include all events or a subset of whole events.

12. Administrative time (including organization, setup, and breakdown) per child screened (in hours)*

1.50

^{**} These values are only meaningful for reports that include all programs or a subset of whole programs.

APPENDIX B

Sample State-Level Rankings Report

Rankings Report: Rankings of programs by selected summary/performance measures

Percentage of participants with untreated decay		Percentage of participants with urgent dental needs		Percentage of participants with sealants present	
Appling County	66.7	Mobile Sealant Van	38.0	Appling County	6.7
Mobile Sealant Van	57.4	Lincoln County	15.7	Eastside CHC	19.6
Monroe County	49.8	Eastside CHC	13.7	Lincoln County	23.0
Eastside CHC	47.5	Midtown School District	10.3	Summerford County	28.5
Lincoln County	44.2	Monroe County	9.5	Fairfield Dental School	29.4
Midtown School District	43.6	Fairfield Dental School	6.4	Mobile Sealant Van	30.6
Columbia County	35.7	Central City	4.6	Jackson County	31.8
Washington County	32.3	Columbia County	3.6	Midtown School District	33.3
Polk County	29.7	Appling County	3.3	Washington County	37.0
Fairfield Dental School	29.4	Summerford County	3.1	Columbia County	44.0
Central City	28.7	Washington County	2.8	Monroe County	46.8
Summerford County	27.7	Polk County	2.1	Cedarville City Schools	51.7
Cedarville City Schools	17.2	Cedarville City Schools	0.0	Polk County	58.2
Jackson County	4.5	Jackson County	0.0	Central City	63.2

Percentage of "early dental care" referrals that resulted in a dental visit		Percentage of "urgent care" referrals that resulted in a dental visit		Sealant retention rate	
Monroe County	1.2	Eastside CHC	16.3	Polk County	1.000
Appling County	0.0	Appling County	0.0	Eastside CHC	0.979
Mobile Sealant Van	0.0	Mobile Sealant Van	0.0	Appling County	0.000
Cedarville City Schools	0.0	Cedarville City Schools	0.0	Mobile Sealant Van	0.000
Columbia County	0.0	Columbia County	0.0	Cedarville City Schools	0.000
Summerford County	0.0	Summerford County	0.0	Columbia County	0.000
Washington County	0.0	Washington County	0.0	Summerford County	0.000
Lincoln County	0.0	Lincoln County	0.0	Washington County	0.000
Fairfield Dental School	0.0	Fairfield Dental School	0.0	Lincoln County	0.000
Jackson County	0.0	Jackson County	0.0	Fairfield Dental School	0.000
Midtown School District	0.0	Midtown School District	0.0	Jackson County	0.000
Polk County	0.0	Polk County	0.0	Midtown School District	0.000
Central City	0.0	Central City	0.0	Central City	0.000
Eastside CHC	0.0	Monroe County	0.0	Monroe County	0.000

Percentage of screened children subsequently					
sealed		Cost per child screened		Cost per surface sealed	
Mobile Sealant Van	100.0	Central City	29.16	Mobile Sealant Van	6.07
Midtown School District	100.0	Jackson County	36.29	Jackson County	12.88
Fairfield Dental School	97.2	Eastside CHC	40.06	Washington County	13.03
Summerford County	85.4	Monroe County	40.40	Summerford County	13.54
Lincoln County	83.4	Washington County	40.98	Eastside CHC	13.63
Appling County	83.3	Summerford County	51.56	Central City	14.40
Polk County	82.6	Mobile Sealant Van	66.78	Fairfield Dental School	17.00
Columbia County	80.8	Fairfield Dental School	74.09	Polk County	19.92
Eastside CHC	75.3	Lincoln County	75.08	Monroe County	20.20
Washington County	75.1	Polk County	78.02	Lincoln County	27.34
Jackson County	72.7	Columbia County	91.33	Columbia County	27.60
Cedarville City Schools	72.4	Cedarville City Schools	163.60	Cedarville City Schools	36.78
Monroe County	65.8	Appling County	212.34	Appling County	66.36
Central City	53.9	Midtown School District	350.26	Midtown School District	130.10

				Number of children	
Number of children		Number of children		checked for sealant	
screened per chair hour		sealed per chair hour		retention per chair hour	
Central City	28.494	Summerford County	5.045	Eastside CHC	47.500
Polk County	26.207	Central City	3.397	Polk County	0.200
Monroe County	13.391	Polk County	3.271	Appling County	0.000
Washington County	13.124	Lincoln County	2.117	Mobile Sealant Van	0.000
Mobile Sealant Van	10.800	Washington County	1.705	Cedarville City Schools	0.000
Fairfield Dental School	9.909	Fairfield Dental School	1.606	Columbia County	0.000
Jackson County	8.800	Cedarville City Schools	1.400	Summerford County	0.000
Lincoln County	7.891	Jackson County	1.333	Washington County	0.000
Cedarville City Schools	7.250	Columbia County	1.286	Lincoln County	0.000
Summerford County	5.417	Mobile Sealant Van	1.271	Fairfield Dental School	0.000
Appling County	4.286	Eastside CHC	1.089	Jackson County	0.000
Eastside CHC	3.836	Appling County	1.042	Midtown School District	0.000
Columbia County	3.000	Monroe County	0.835	Central City	0.000
Midtown School District	0.975	Midtown School District	0.600	Monroe County	0.000

Number of labor hours per chair hour during screening		Number of labor hours per chair hour during sealing		Number of labor hours per chair hour during retention check	
Eastside CHC	0.913	Monroe County	0.742	Appling County	0.000
Cedarville City Schools	1.000	Cedarville City Schools	1.000	Mobile Sealant Van	0.000
Lincoln County	1.527	Jackson County	1.167	Cedarville City Schools	0.000
Midtown School District	1.625	Washington County	1.611	Summerford County	0.000
Monroe County	1.768	Midtown School District	1.700	Washington County	0.000
Columbia County	2.000	Polk County	1.833	Lincoln County	0.000
Jackson County	2.000	Mobile Sealant Van	2.118	Fairfield Dental School	0.000
Summerford County	2.083	Columbia County	2.133	Jackson County	0.000
Washington County	3.517	Eastside CHC	2.463	Midtown School District	0.000
Polk County	3.931	Central City	2.559	Central City	0.000
Mobile Sealant Van	4.000	Summerford County	3.000	Monroe County	0.000
Appling County	4.571	Lincoln County	3.292	Columbia County	1.067
Central City	5.319	Appling County	3.583	Polk County	4.300
Fairfield Dental School	5.364	Fairfield Dental School	5.364	Eastside CHC	31.000

Cavities averted		Cost per cavity averted	
Central City	28.494	Summerford County	5.045
Polk County	26.207	Central City	3.397
Monroe County	13.391	Polk County	3.271
Washington County	13.124	Lincoln County	2.117
Mobile Sealant Van	10.800	Washington County	1.705
Fairfield Dental School	9.909	Fairfield Dental School	1.606
Jackson County	8.800	Cedarville City Schools	1.400
Lincoln County	7.891	Jackson County	1.333
Cedarville City Schools	7.250	Columbia County	1.286
Summerford County	5.417	Mobile Sealant Van	1.271
Appling County	4.286	Eastside CHC	1.089
Eastside CHC	3.836	Appling County	1.042
Columbia County	3.000	Monroe County	0.835
Midtown School District	0.975	Midtown School District	0.600