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**2017-2022 Grant Closeout Documents**

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# **General 2017-2022 Grant Closeout Questions**

## **Where can I find 2017-2022 grant closeout information?**

Local Oral Health Programs (LOHPs) can access 2017-2022 grant closeout information by clicking the following link or copying and pasting the following link in an internet browser: [**https://oralhealthsupport.ucsf.edu/cdph-2017-2022**](https://oralhealthsupport.ucsf.edu/cdph-2017-2022)**.** LOHPs are also encouraged to connect with the Office of Oral Health (OOH) at [**DentalDirector@cdph.ca.gov**](mailto:DentalDirector@cdph.ca.gov) for additional information, or with their assigned OOH program consultant.

## **When is the deadline to submit grant closeout materials?**

The deadline to submit 2017-2022 grant closeout materials to OOH is on or before **July 31, 2022, by 5:00 pm PST.**

## **Where do I submit grant closeout materials?**

LOHPs must submit grant materials via email to OOH at [DentalDirector@cdph.ca.gov](mailto:DentalDirector@cdph.ca.gov). Please cc your assigned OOH Program Consultant and Grant Manager.

## **Will I get confirmation that my grant materials are received by OOH?**

Yes. Your Program Consultant will send an email to confirm the materials they have received.

## **What if I can’t submit all grant materials by the deadline?**

If any grant closeout material cannot be submitted on or before July 31, 2022, please contact OOH at [DentalDirector@cdph.ca.gov](mailto:DentalDirector@cdph.ca.gov) and your assigned OOH Program Consultant at your earliest convenience. LOHPs must: identify which grant closeout material cannot be completed by the deadline, describe any challenges that impacted completion of the grant closeout material(s), current efforts to complete closeout materials, a timeline or plan for completion, and any technical assistance/support needs.

## **Can I submit closeout documents on a flow basis?**

Ideally, OOH would prefer all closeout documents be submitted at the same time; however, LOHPs may submit closeout documents as they are completed.

## **How do I request technical assistance with grant closeout?**

To request technical assistance, please contact OOH at [DentalDirector@cdph.ca.gov](mailto:DentalDirector@cdph.ca.gov). Please also include your assigned Program Consultant and Grant Manager on the email request.

## **What is the turnaround time for receiving feedback on grant closeout materials submitted by LOHPs?**

OOH recognizes the hard work and efforts of each LOHP to improve the oral health status of Californians! OOH will review each LOHP’s grant closeout materials thoroughly and will provide LOHPs feedback within 30 - 60 days after submission.

# **Budget Closeout**

## **When is the budget closeout due?**

Budget closeout documents are due on or before July 31, 2022. Please submit budget closeout documents to OOH via email at [DentalDirector@cdph.ca.gov](mailto:DentalDirector@cdph.ca.gov). Please cc your assigned OOH Program Consultant and Grant Manager on your submission email.

## **What do I need to submit for budget closeout?**

If needed, LOHPs can submit a final budget revision and the fourth-quarter invoice clearly marked “FINAL.”

## **Where can I find instructions for the budget closeout?**

The instructions are available on the [COHTAC website](https://oralhealthsupport.ucsf.edu/sites/g/files/tkssra861/f/wysiwyg/oralhealthed/Budget%20Closeout%20Instructions%20for%20LOHPs%202022.pdf).

## **Can I request a carryover from this grant cycle to the new grant cycle?**

No, OOH cannot allow a carryover to the new grant. Reallocation of funds may be allowed, but only for specific activities that were not able to be completed during the 2017-2022 grant cycle due to extraordinary circumstances and must be specific.

## **What happens if we don’t spend down all our funding for current grant cycle?**

Funds will return to the State and be repurposed to ensure goals in the State Oral Health Plan are met.

## **Where can I find the recorded webinar on budget closeout?**

On the [COHTAC website](https://oralhealthsupport.ucsf.edu/cdph-2017-2022).

# **Final Invoicing**

## **When is the final invoice due?**

Final invoices are due no later than September 30, 2022.

## **Where can I find instructions on the final invoice?**

The instructions for the final invoice are included in the budget closeout instructions, which is available on the [COHTAC website.](https://oralhealthsupport.ucsf.edu/sites/g/files/tkssra861/f/wysiwyg/oralhealthed/Budget%20Closeout%20Instructions%20for%20LOHPs%202022.pdf)

## **I haven’t received payment for other invoices, what do I do?**

Contact your Grant Manager to inquire about any unpaid invoice.

# **Equipment Process**

## **Major Equipment Information**

[Form 1001](https://oralhealthsupport.ucsf.edu/sites/g/files/tkssra861/f/wysiwyg/Major%20Equipment%20Inventory%20Form%201001-Secured%2004-01-22-pdfa.pdf)

Form 1001 is used for individual equipment over $5,000.00 per item. Once the form is completed and approved, OOH will issue a numbered tag to track and identify the equipment.

## **Minor Equipment Information**

[Form 1002](https://oralhealthsupport.ucsf.edu/sites/g/files/tkssra861/f/wysiwyg/Minor%20Equipment%20Inventory%20Form%201002-Secured%2004-01-22-pdfa.pdf)

Form 1002 is used for equipment under $5,000.00 per item. This does not include consumable such as ink, paper, pencils, pens, etc. Some examples laptops/notebooks, printers, scanners, mobile dental equipment, and office furniture. When in doubt, reach out to your Grant Manager for clarification. OOH will issue a unnumbered tag to identify the equipment.

## **Tagging Process**

Numbered tags for major equipment will be issued to the LOHP once the equipment is purchased, the major equipment form has been fully completed and returned to the OOH. The form must be signed by the LOHP (Project Director and requesting staff member), Grant manager and OOH inventory personnel. A tag will be issued and mailed to the LOHP along with the major equipment form. The tag must be placed and kept on the equipment for the lifetime of that piece of equipment. If a tag detaches or is no longer readable, contact the OOH grant manager to initiate getting a replacement tag. The process is the same for minor equipment, but the tags are not numbered. The tagging guideline flowchart is available on the [COHTAC website](https://oralhealthsupport.ucsf.edu/sites/g/files/tkssra861/f/wysiwyg/Purchase%20-Tagging%20Guideline%20Flowchart%20-4-11-22.pdf).

# **Plans Required for All Local Oral Health Programs**

## Community Health Improvement Plan

## Evaluation Plan

## Community Health Assessment/Needs Assessment

## **Where can I find a copy of my approved Plan(s)?**

If you do not have a copy of your approved plans, please contact your program consultant.

## **What if my LOHP still needs to submit a Plan or complete a revision?**

Please contact your program consultant to discuss your specific situation.

## **Can we continue to update or add to the Plans into the next grant cycle?**

Yes, please consult the new workplan (Exhibit A and Appendix 2) for updates to the Needs Assessment, CHIP, and Action Plan.

# **Additional Required Plans by Objective**

## Communication Plan (required for Objective 11)

## Sustainability Plan (required for Objectives 9 & 10)

## Quality Improvement Plan (required for Objective 10)

## **When is the Communications Plan due?**

It’s due July 31, 2022.

## **Will we be referring to the Sustainability Plan in the next grant cycle?**

The Sustainability Plan is an overview of the programs in place and the strategy for maintaining those programs. The Sustainability Plan should be forward-looking enough to be part of the next 5-year cycle.

## **Are we to create a sustainability plan only addressing Objectives 9 & 10? Are we to create a QI Plan only addressing Objective 10?**

Yes. The Sustainability Plan is specific to Objective 9 and/or 10. The template contains the performance measures and the narrative description that OOH is expecting to receive. The QI plan is an evaluation component of Objective 10.

## **Where can I find a template for the Plans?**

The templates can be found on the [COHTAC website](https://oralhealthsupport.ucsf.edu/cdph-2017-2022).

## **What if I cannot complete by the deadline?**

Please email your program consultant and copy the Dental Director mailbox.

## **How much detail do I need to include in the Plan?**

Please follow the instructions in each template.

# **Web-Based Data Form**

## **Where is the web-based data form?**

The final web-based data form is via a Survey Monkey link, located [here](https://www.surveymonkey.com/r/LOHP_Closeout_Survey2022).

## **Is the web-based data form cumulative or only for the last reporting period?**

The form is cumulative.

## **Can OOH send me data for my LOHP from prior years?**

Yes. Please send your request to your program consultant and copy the Dental Director mailbox.

## **I already completed the form last year; do I need to complete it again?**

Yes. Every LHJ must complete the final web-based form for this grant cycle.

## **Who do I contact if the web-based data form link isn’t working or for troubleshooting issues?**

Contact your program consultant and copy the Dental Director mailbox.

## **Should we only report evaluation results/measures that were directly due to our program efforts? Or should we report community-wide efforts/results as well?**

This depends on the data metric. If you are evaluating a process measure or performance measure for your program, then we recommend reporting data directly related to your program effort. If it is an outcome measure, then this can include community-wide efforts/results as well.

## **Some of the 2020-21 and 2021-22 data will not be available by July 31, 2022 (e.g., # of children 0-20 years old with Medi-Cal who received a preventive dental service, # of Medi-Cal members with at least one dental visit, rate of ED utilization for NTDCs). How would you like us to proceed with reporting on these measures?**

Yes, we understand that more recent data (2000-2022) are not available currently, and the most recent data for ED visits for NTDCs and Medi-Cal members is 2019. Please report what is available for your county.

## **A county request of zip-level data of Medi-Cal oral health services from DHCS takes months to complete and requires funding above what county jurisdiction may be able to submit a request for. Are there any alternatives?**

We understand the difficulty with obtaining data from external sources. For Medi-Cal, county-level data is sufficient and can be obtained from the [CDPH open data portal](https://data.ca.gov/dataset/dental-utilization-measures-and-sealant-data-by-county-and-age-calendar-year-2013-to-2019).

# **Final Evaluation Report**

## **What level of detail is the state looking for?**

Please refer to the guidance in the Evaluation Report Instructions and Rubric, which can be found on the [COHTAC website](https://oralhealthsupport.ucsf.edu/cdph-2017-2022). Include the requested information from each heading as a minimum.

## **Do we reflect challenges due to Covid in our evaluation plan?**

Yes. Include any circumstances (such as Covid) that negatively impacted your program, and include specifics: what was the circumstance, how did it prevent your LOHP from completing planned activities (e.g., schools were closed, staff were redirected 100% of their FTE).

# **Final Progress Report**

## **What are the differences, if any, between the previous and final progress report? Will the final progress report only cover the last six months?**

The final progress report is like prior progress reports. However, the performance summary is a snapshot of the LOHP’s overall performance. Page 4 of the [instructions](https://oralhealthsupport.ucsf.edu/sites/g/files/tkssra861/f/wysiwyg/oralhealthed/Final%20Progress%20Report%20Instructions%20for%20LOHPs%202022.pdf) shows the sections and descriptions OOH is looking to receive. This information can be compiled in a separate Word document and submitted with the workplan progress report form.