Office of Oral Health

Schedule of Deliverables for Local Oral Health Programs (LOHPs)

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| **Reporting & Tracking Measures** | **Work Plan**  **Activity Number** | **FINAL**  **Due Date** |
| **One-Time Submission** | | |
| Updated Needs Assessment | 1.2 | December 31, 2025 |
| Updated Community Health Improvement Plan (CHIP)  and Action Plan | 1.4  1.4.c (A) | August 31, 2026 |
| Updated Evaluation Plan, grid, logic model | 1.5, 1.5.e (A), .5.b (A) | December 31, 2025 |
| Strengths, weaknesses, opportunities, threats (SWOT) analysis summary report  Community-clinical linkages implementation plan  Community water fluoridation evaluation report and dissemination plan | 2.1.a (A), 2.1.b (F), 2.4.d (A), 2.4.e (B) | June 30, 2023  June 30, 2026 |
| KOHA success stories dissemination plan  KOHA toolkit  Key partner recruitment plan  Key partner training and implementation plan and evaluation  of plan  Key partners sustainability plan  Key partners success stories dissemination plan | 3.1.i (B)  3.1.d (A)  3.2 (A)  3.2.e (A)  3.2.e (D)  3.2.i (A)  3.2j (B) | June 30, 2025 |

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| **Reporting & Tracking Measures for**  **Selected Objectives 4-7** | | | **Activity Number** | **FINAL**  **Due Date** | |
| SSB reduction success stories dissemination plan | | | 4.2.f (B) | June 30, 2025 | |
| Health literacy campaign plan  Oral health literacy workforce action plan  Oral health literacy training plan | | | 5.1 (B)  5.2.a (A)  5.3 (A) | June 30, 2025 | |
| Sustainability plan  QI Plan  Oral healthcare delivery and care coordination systems success stories dissemination plan  QI project qualitative case study  QI project storyboard | | | 6.3 (A)  6.4.b (A)  6.4.c (B)  6.4.e (A)  6.4.e (B) | June 30, 2026 | |
| Oral health network communications plan  Oral health network action plan | | | 7.1.d (A)  7.1.g (A) | June 30, 2026 | |
| **Close-out Materials** | | | **FINAL Due Date** | | |
| **FINAL** Program Progress Report | | | July 31, 2027 | | |
| **FINAL** Evaluation Report | | | July 31, 2027 | | |
| **FINAL** Data Form | | | July 31, 2027 | | |
| **FINAL** Grant Term Invoice | | | September 30, 2027 | | |
| **Submissions Due Annually** | | | | | |
| **1st Quarter: July 1 - Sept. 30** | | | | | |
| Progress Report | | July 31 | Progress period: January 1 - June 30 | | |
| Data Form | | July 31 | FY Data period July 1- June 30 | | |
| Budget Revision | | September 30 | Carry forward unspent funds and realign budget | | |
| 4th and Last Quarter Invoice | | September 30 | Invoice period: April 1 - June 30 | | |
| **2nd Quarter: Oct. 1 - Dec. 31** | | | | | |
| 1st Quarter Invoice Due | | November 30 | Invoice period: July 1 - September 30 | | |
| **3rd Quarter: Jan. 1 - March 31** | | | | | |
| Progress Report | | January 31 | Progress period: July 1 - December 31 | | |
| 2nd Quarter Invoice Due | | March 1 | Invoice period: October 1 - December 31 | | |
| **4th Quarter: April 1 - June 30** | | | | | |
| 3rd Quarter Invoice Due | | May 31 | Invoice period: January 1 - March 31 | | |
| Budget Revision | | April 30 | Realign current year budget, if needed | | |

Submit invoices to [LOHPInvoices@cdph.ca.gov](mailto:LOHPInvoices@cdph.ca.gov). Please contact your assigned program consultant/grant manager or the Dental Director at [DentalDirector@cdph.ca.gov](mailto:DentalDirector@cdph.ca.gov) for questions and/or concerns about the LOHP Schedule for Reporting. Please visit [CDPH OOH’s website](https://www.cdph.ca.gov/Programs/CCDPHP/DCDIC/CDCB/Pages/OralHealthProgram/OralHealthProgram.aspx) for additional information and resources available to LOHPs.