

**Office of Oral Health  
Schedule of Deliverables for Local Oral Health Programs (LOHPs)**

| Objective and Activity Number | Reporting & Tracking Measures   | Due Date          |
|-------------------------------|---|-------------------|
| <b>One-Time Submission</b>    |   |                   |
| 2.1.a (A)                     | Community-clinical Linkages: Strengths, Weaknesses, Opportunities, Threats (SWOT) Analysis Summary Report | June 30, 2023     |
| 2.1.b (F)                     | Community-clinical Linkages: Implementation Plan  | June 30, 2023     |
| 3.1.i (B)                     | KOHA: Success Stories Dissemination Plan  | August 31, 2025   |
| 3.2.i (A)                     | Key Partners: Sustainability Plan   | August 31, 2025   |
| 3.2.j (A, B)                  | Key Partners: Success Stories Dissemination Plan  | August 31, 2025   |
| 4.2.f (B)                     | SSBs: Success Stories Dissemination Plan  | August 31, 2025   |
| 1.2                           | Needs Assessment: Update every 3 years  | December 31, 2025 |
| 1.4<br>1.4.c (A)              | Community Health Improvement Plan (CHIP):<br>Update CHIP and Action Plan                                  | June 30, 2026     |
| 2.4.d (A)                     | School-based/-linked (Objective 2.3): Evaluation Report   | June 30, 2026     |

| <b>Objective and Activity Number</b> | <b>Reporting &amp; Tracking Measures</b>   | <b>Due Date</b> |
|--------------------------------------|--|-----------------|
| 2.4.e (B)                            | Fluoride: Success Stories Dissemination Plan   | June 30, 2026   |
| 6.3 (A)                              | Oral Healthcare Delivery and Care Coordination Systems and Resources: Sustainability Plan                | June 30, 2026   |
| 6.4.b (A)                            | Oral Healthcare Delivery and Care Coordination Systems and Resources: QI Plan                            | June 30, 2026   |
| 6.4.c (B)                            | Oral Healthcare Delivery and Care Coordination Systems and Resources: Success Stories Dissemination Plan | June 30, 2026   |
| 6.4.e (A)                            | Oral Healthcare Delivery and Care Coordination Systems and Resources: QI Project Qualitative Case Study  | June 30, 2026   |
| 6.4.e (B)                            | Oral Healthcare Delivery and Care Coordination Systems and Resources: QI Project Storyboard              | June 30, 2026   |
| 7.1.d (A)                            | Oral Health Network: Communications Plan   | June 30, 2026   |
| 7.1.g (A)                            | Oral Health Network: Action Plan   | June 30, 2026   |
| 1.5, 1.5.b (A),<br>1.5.c (A)         | Evaluation Plan (EP): Updated EP, Logic Model, Crosswalk Grid  | August 31, 2026 |

**Per PL 2025-01 Effective May 2, 2025**  
**These activities should be included in the Progress Report 6, due August 31, 2025**

| <b>Work Plan<br/>Activity Number</b> | <b>Reporting &amp; Tracking Measures</b>                   |
|--------------------------------------|--|
| 3.1.d (A)                            | KOHA: Toolkit  |
| 3.2 (A)                              | Key Partner: Recruitment Plan                              |
| 3.2.e (A)                            | Key Partner: Training and Implementation Plan              |
| 3.2.e (D)                            | Key Partner: Evaluation Plan for Trainings                 |
| 5.1 (B)                              | Oral Health Literacy: Campaign Plan                        |
| 5.2.a (A)                            | Oral Health Literacy: Workforce Sustainability Action Plan |
| 5.3 (A)                              | Oral Health Literacy: Training Plan                        |

| Submissions Due Annually       |  |  |
|--------------------------------|--|--|
| 1st Quarter: July 1 - Sept. 30 |  |  |
| Progress Report                | July 31<br>*PR6 exception due<br>Aug 31, 2025* | 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         |

| Close-out Materials                  | FINAL Due Date     |
|--------------------------------------|--------------------|
| <b>FINAL</b> Program Progress Report | July 31, 2027      |
| <b>FINAL</b> Evaluation Report       | July 31, 2027      |
| <b>FINAL</b> Data Form               | July 31, 2027      |
| <b>FINAL</b> Grant Term Invoice      | September 30, 2027 |

Submit invoices to [LOHPInvoices@cdph.ca.gov](mailto:LOHPInvoices@cdph.ca.gov). Please contact your assigned program consultant/grant manager or the Office of Oral Health at [OfficeofOralHealth@cdph.ca.gov](mailto:OfficeofOralHealth@cdph.ca.gov) for questions and/or concerns about the LOHP Schedule for Reporting. Please visit [CDPH OOH's website](#) for additional information and resources available to LOHPs.