

**Office of Oral Health
Schedule for Local Oral Health Program
Reporting/Tracking Measures**

Reporting & Tracking Measures	Due Date	Notes
One Time Submission		
Updated Needs Assessment		
Updated Community Health Improvement Plan (CHIP)		
Updated Evaluation Plan		Term of grant
FINAL Program Report	July 31, 2027	Term of grant
FINAL Data Form	July 31, 2027	Term of grant
FINAL Grant Term Invoice	September 30, 2027	90 days from end of grant
Submissions Due Annually		
1st Quarter - July 1 - Sept. 30		
Progress Report	July 31	Progress period - January 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
Data Form	January 31	Data period – January 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. Please contact your assigned program consultant/grant manager or the Dental Director at DentalDirector@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.

