The [Exhibit A-Grant Activities](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Foralhealthsupport.ucsf.edu%2Fsites%2Fg%2Ffiles%2Ftkssra861%2Ff%2Fwysiwyg%2FExhibit%2520A%2520-%2520Grant%2520Activities%2520amended%25201152021.docx&wdOrigin=BROWSELINK), includes a list of all thereporting/tracking measures associated with each the objective’s activities. This appendix document outlines the three different paths to take for each of the supporting documents.

* The first list outlines the supporting documents that must be submitted with every progress report, as applicable.
* The second list includes reporting/tracking measures to be summarized and reported in the progress report notes. These documents do not need to be submitted to the Office of Oral Health (OOH) unless requested. Please provide an update on these reporting/tracking measures for each reporting period.
* The third list contains reporting/tracking measures that must be kept on file. These documents do not need to be submitted to OOH unless requested.

1. **Documents to be submitted with PRs.**

**Required**:

Develop a separate document indicating Summary of Successes, Challenges, Lessons Learned, and any Technical Assistance requested for each reporting period.

|  |  |
| --- | --- |
| 1.1.b(A) | Advisory Committee (AC) members list |
| 1.2.c(A) | NA instrument |
| 1.3.b(A) | Published inventory of community assets/resources and service gaps |
| 2.1.b(A) | List of participating and identified schools and grades |
| 2.1.b(C) | List of partners and roles |
| 2.1.b(D) | List of services |
| 2.1.b(G) | List of equipment purchased |
| 2.2.b(A) | List of dental providers with partnership agreements |
| 2.2.c(A) | 2.2 Activity log |
| 2.2.d(A) | Sealant education materials |
| 2.2.d(B) | Fluoride education materials |
| 2.2.d(C) | Preventive dental services education materials |
| 2.4.e(A) | School dental program success stories |
| 3.1.i(A) | KOHA success stories |
| 3.2(D) | List of Home Visiting programs |
| 3.2.e(D) | Evaluation of key partner trainings |
| 3.2.f(A) | Key partner oral health guidance document |
| 3.2.g(A) | List of key partners with oral health component |
| 3.2.j(A) | Key partners success stories |

**Additional objectives as selected by LOHP:**

|  |  |
| --- | --- |
| 4.1(A) | Summary of tobacco cessation survey findings and plans for using survey information |
| 4.1.a(A) | Risk assessment training materials |
| 4.1.a(B) | Risk assessment toolkit |
| 4.2.a(A) | SSB reduction training materials |
| 4.2.a(B) | SSB reduction training summary |
| 4.2.f(A) | SSB reduction success stories |
| 5.3(D) | Evaluation of oral health literacy trainings |
| 5.3.a(A) | List of oral health literacy materials provided |
| 6.1(A) | List of key partners recruited |
| 6.1.d(A) | Summary of pilot test proposal |
| 6.1.d(B) | List of primary care offices and CBOs identified |
| 6.3.a(A) | Fluoride varnish guidance document |
| 6.4(A) | List of providers recruited for preventive dentistry program |
| 7.1(A) | List of oral health networks workgroup members |

1. **Please provide a summary in the progress report.  Documents that do not need to be submitted in the PR but need to be kept on file.**

|  |  |
| --- | --- |
| 1.2.e(B) | Summary of data collected |
| 1.2.f(A) | Data summary report |
| 1.5.d(A) | Evaluation Plan progress summary |
| 2.1.b(B) | Program model selected and tracking system |
| 2.1.b(E) | Early prevention intervention selected |
| 2.2.e(B) | Number of stakeholders reached |
| 2.2.g(A) | Number of education sessions delivered |
| 2.2.h(A) | Number of schools with a dental program |
| 2.2.h(B) | Number of children screened |
| 2.3(A) | Number and proportion of eligible schools participating |
| 2.3(B) | Number and proportion of eligible children screened |
| 2.3(C) | Referral acceptance |
| 2.3.a(A) | Number of dental providers accepting referrals |
| 2.3.c(A) | Estimated number/proportion of high-risk children needing sealants/referrals |
| 2.3.e(A) | Narrative summary of preventive services implemented |
| 2.3.e(B) | Number of sealants |
| 2.3.e(C) | Number of fluoride varnish applications received |
| 2.3.e(D) | Number of toothbrush prophylaxis treatments received |
| 2.3.e(E) | Total number of students receiving preventive services |
| 2.3.f(B) | Success of referrals |
| 2.3.f(D) | Number of successful referrals |
| 2.3.f(E) | Quality improvement (QI) strategies |
| 2.3.f(F) | Increase in children served |
| 2.4(C) | Number of community trainees for community water fluoridation training |
| 2.4.a(A) | Number of engineers/operators trained |
| 2.4.a(B) | List of trainees and training |
| 2.4.b(B) | Number of public awareness campaigns |
| 2.4.c(A) | Webpage URL |
| 3.1.c(C) | Number of school districts participating in KOHA intervention |
| 3.1.c(D) | Number of children served by KOHA intervention |
| 3.1.d(D) | Number of schools adopting policies or participating in KOHA because of efforts |
| 3.1.h(A) | KOHA summary in progress reports |
| 3.1.h(C) | Number of school districts reporting KOHA data |
| 3.1.h(D) | Number of children receiving KOHA screening |
| 3.1.h(E) | Number of OH assessment activities, events, messages, and new schools participating |
| 3.2.a(A) | Role of key partners summary |
| 3.2.d(A) | Activities to address barriers to care |
| 3.2.h(A) | Home Visiting survey results in progress reports |
| 4.1(B) | Number of dental offices assessed |
| 4.1.a(D) | Number of dental offices connected to resources |
| 4.1.b(B) | Number of dental offices trained for tobacco cessation |
| 4.1.c(A) | Number of dental offices receiving tobacco cessation toolkits |
| 4.1.d(B) | Tobacco cessation social media views and interaction data |
| 4.1.d(C) | Tobacco cessation radio messaging impressions data |
| 4.1.e(A) | Tobacco cessation summary analysis in progress reports |
| 4.2(A) | SSB reduction event narrative |
| 4.2(B) | Number of SSB reduction event activities |
| 4.2.b(A) | Number of SSB reduction trainings and webinars |
| 4.2.c(A) | Narrative description of oral health guidelines integrated into partner chronic disease prevention and control activities |
| 4.2.d(A) | SSB reduction webpage URL |
| 4.2.e(A) | SSB reduction summary analysis in progress reports |
| 5.1(A) | Evidence-based health literacy campaign identified |
| 5.1.a.(A) | Health literacy campaign summary analysis in progress report submissions |
| 5.2.b(A) | Number of dental offices with added oral health literacy component |
| 5.3(C) | Number of oral health literacy trainees |
| 5.3(E) | Number of oral health literacy trainings |
| 6.1.a(A) | Summary analysis of dental office inventory |
| 6.1.a(B) | Number of dental office assessments conducted |
| 6.1.b(A) | Summary of service gaps and underserved areas |
| 6.1.c(A) | Dental office outreach materials |
| 6.1.c(B) | Number of outreach resources developed |
| 6.1.e(B) | Number of providers and systems engaged |
| 7.1.i(A) | Key insights from community engagement |
| 7.1.j(A) | Oral health network summary in progress report submissions |

1. **Documents that do not need to be submitted in the PR but need to be kept on file.**

|  |  |
| --- | --- |
| 1.1.a(A) | LOHP staff trainings list |
| 1.1.c(A) | AC meeting agendas |
| 1.1.c(B) | Number of AC meetings convened |
| 1.1.c(C) | AC meeting participation list |
| 1.1.d(A) | Community engagement summary |
| 1.1.e(A) | List of partner communications |
| 1.1.f(A) | AC meeting minutes |
| 1.1.g(A) | AC satisfaction survey evaluation |
| 1.2(A) | List of prominent social determinants of health in LHJ |
| 1.2(B) | 2020 census data on vulnerable/ underserved demographics in LHJ |
| 1.2.a(A) | Needs Assessment (NA) work group roster |
| 1.2.b(A) | Summary resources and service gaps |
| 1.2.d(A) | Data gathered and inventoried |
| 1.2.d(B) | Summary of analysis and data gaps |
| 1.2.d(C) | Identified resources to fill data gaps |
| 1.2.d(D) | Description of methods selected |
| 1.2.e(A) | Action plan to collect missing NA data |
| 1.3.a(A) | Inventory of community assets and resources |
| 1.4.a(A) | CHIP timeframe |
| 1.4.a(B) | Summary of objectives and strategies |
| 1.4.a(C) | List of participants in CHIP planning |
| 1.4.b(A) | List of planning meetings and meeting minutes |
| 1.5.a(A) | List of stakeholders in evaluation process |
| 2.1.b(H) | Invoices for billing |
| 2.2(A) | Memorandums of Understanding (MOUs) and other partnership agreements |
| 2.2.a(A) | List of participating and identified schools and grades |
| 2.2.e(A) | Distribution list and format |
| 2.2.e(D) | Consent forms on file |
| 2.2.f(A) | Implementation schedule |
| 2.3(D) | Patient contact |
| 2.3(E) | Receipt of services |
| 2.3(F) | Need resolution |
| 2.3.f(A) | Communications |
| 2.3.f(C) | Data findings |
| 2.3.f(G) | Timelines for data review |
| 2.2.e(C) | List of educational materials provided |
| 2.2.g(B) | List of trainings provided and site |
| 2.3.a(B) | List of participating providers |
| 2.3.b(A) | Written care coordination protocol |
| 2.3.c(B) | Referral criteria |
| 2.3.d(A) | Checklist for school-based program readiness |
| 2.4(A) | Training agenda |
| 2.4(B) | Training materials |
| 2.4a(B) | List of trainees and trainings |
| 2.4.b(A) | Marketing materials |
| 2.4.d(B) | Assurances for successful referral (school-based or -linked programs) |
| 3.1(A) | List and number of KOHA non-participating schools identified |
| 3.1.a(A) | List of KOHA best practices |
| 3.1.b(A) | List of KOHA target schools |
| 3.1.c(A) | List and number of KOHA champions |
| 3.1.c(B) | KOHA champion onboarding and training materials |
| 3.1.d(B) | List of KOHA presentations made |
| 3.1.d(C) | Copy of KOHA letters written |
| 3.1.f(A) | KOHA guidance documents for schools |
| 3.1.f(B) | KOHA fact sheets |
| 3.1.g(A) | List of KOHA key partners |
| 3.1.g(B) | Schedule of KOHA key partners meetings held |
| 3.1.g(C) | KOHA targets identified |
| 3.1.h(B) | KOHA policies revised and developed |
| 3.1.i(B) | KOHA success stories dissemination |
| 3.2(B) | Key partner recruitment letters |
| 3.2(C) | List of key partners recruited |
| 3.2.b(A) | Schedule of key partners meetings |
| 3.2.c(A) | Facilitators and barriers to care identified |
| 3.2.e(B) | List of key partner trainings |
| 4.1.a(C) | Referral resources for identified risk factors |
| 4.1.b(A) | List and dates of tobacco cessation trainings |
| 4.1.d(A) | Tobacco cessation marketing materials |
| 5.1(C) | List of health literacy champions for providers and schools |
| 5.2(A) | List and number health literacy champions for partner outreach |
| 5.3(B) | List of oral health literacy trainings |
| 5.3.a(B) | List of partner organizations receiving oral health literacy materials |
| 6.1.e(A) | List of providers and CBOs trained and onboarded |
| 6.1.f(A) | List of partnerships and roles developed to support warm hand-off referrals |
| 6.2(A) | List of community of practice members |
| 6.2(B) | Community of practice meeting schedule |
| 6.4.a(A) | Summary of Quality Improvement (QI) trainings or coaching provided |
| 6.4.d(A) | Performance management trainees |
| 6.4.d(B) | Performance management software used |
| 6.4.d(C) | List of performance measures |
| 7.1.a(A) | List of organizations recruited for expanded oral health network |
| 7.1.a(B) | Number of organizations, partners, and champions recruited for expanded oral health networks |
| 7.1.b(A) | Oral health network/advisory committee/coalition meeting schedule |
| 7.1.b(B) | Oral health network/advisory committee/coalition meeting agenda |
| 7.1.b(C) | Oral health network/advisory committee/coalition meeting minutes |
| 7.1.c(A) | List of oral health network/advisory committee/coalition action plan priorities |
| 7.1.e(A) | List of organizations in oral health network workgroup |
| 7.1.f(A) | Oral health network/advisory committee/coalition mission and core values |
| 7.1.g(A) | Oral health network/advisory committee/coalition action plan |
| 7.1.h(A) | Opportunities identified to share resources and leverage additional funding |