KOHA Sample Timeline and Checklist for Schools

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| Timeframe | Checklist Item | Notes |
| Fall to Winter of *prior* school year | ​​☐​ Include KOHA forms in kindergarten enrollment packets  [Link to new KOHA forms](https://oralhealthsupport.ucsf.edu/scohr) |  |
| Start of school year | ​​☐​ Distribute KOHA forms  [Link to new KOHA forms](https://oralhealthsupport.ucsf.edu/scohr) |  |
| August – end of school year or May 31st, whichever comes first | ​​☐​ Send reminders to parents/ caregivers about KOHA requirement and collect forms  [See Appendix D.1 and D.2 below.  [Sample parent/caregiver KOHA reminder letter in English and Spanish](https://oralhealthsupport.ucsf.edu/sites/g/files/tkssra861/f/wysiwyg/KOHA%20Reminder%20Letter%20template%20to%20Parents%20Eng%20%26%20Spn.docx)  \*Promising practice: aim to send at least 3 reminder calls or emails to parents/caregivers who have not turned in KOHA forms  ​​☐​ Use a system to track all required data from the forms for database entry   * [SCOHR Quick Data Input Form fillable PDF link](https://oralhealthsupport.ucsf.edu/sites/g/files/tkssra861/f/wysiwyg/LOHP%20SCOHR%20quick%20data%20input%20form%20template_2023_0.pdf) * [KOHA SCOHR Data Input Form Excel Worksheet](https://oralhealthsupport.ucsf.edu/sites/g/files/tkssra861/f/wysiwyg/KOHA%20Data%20Input%20Form%20Excel%20Worksheet_1.2024.xlsx) |  |
| February:  [National Children’s Dental Health Month (NCDHM)](https://www.ada.org/en/resources/community-initiatives/national-childrens-dental-health-month) and [Give Kids a Smile (GKAS) events](https://www.adafoundation.org/give-kids-a-smile/about-give-kids-a-smile#:~:text=GKAS%20events%20kick%20off%20annually,are%20held%20throughout%20the%20year.) | ​​☐​ Send reminders to parents/ caregivers to complete KOHA during NCDHM and complete KOHA during GKAS events  [Sample parent/caregiver KOHA reminder letter in English and Spanish](https://oralhealthsupport.ucsf.edu/sites/g/files/tkssra861/f/wysiwyg/KOHA%20Reminder%20Letter%20template%20to%20Parents%20Eng%20%26%20Spn.docx) |  |
| April-May | ​​☐​ Prepare for SCOHR data entry: Reach out to local oral health program staff or SCOHR staff if help is needed in obtaining or updating SCOHR usernames/passwords. |  |
| End of school or May 31st – whenever school staff leave for summer break, and by July 1st at the latest | ​​☐​ Submit KOHA data into System for California Oral Health Reporting (SCOHR) database:   * [SCOHR database home page](http://www.ab1433.org/home/overview) * [Detailed SCOHR User Manual](https://oralhealthsupport.ucsf.edu/sites/g/files/tkssra861/f/wysiwyg/SCOHR%20User%20Manual%202023.pdf) * [SCOHR information and FAQs from COHTAC](https://oralhealthsupport.ucsf.edu/scohr#manual) |  |