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)
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| 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)
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