**Reporting Period: January 1 – June 30, 2025**

Sixth Progress Report Due Date: **August 31, 2025**

* \*\* Please refer to [Program Letter 2025-01](https://oralhealthsupport.ucsf.edu/sites/g/files/tkssra861/f/wysiwyg/25-01%20-%20May%202%2C%202025%20-%20Updated%202025%20Deliverable%20Due%20Dates.pdf) regarding deliverables originally due by June 30, 2025, will now be included in PR 6 as part of the progress summary notes instead of separate plans, with an updated deadline of August 31, 2025. For more information, please visit [COHTAC LOHP Resources](https://oralhealthsupport.ucsf.edu/moving-california-oral-health-forward-2022-2027).
* Use the Progress Report (PR) template previously provided. Change the file name to: LOHP name followed by PR 6 for example: *Humboldt PR 6*
* Make sure that the header in the left-hand corner of the template includes LOHP name and grant number.
* To ensure OOH has a progressive record of activity updates, please use the same template for every reporting period.
* Submit supporting documents with the PR as separate attachments. Each attachment’s file name should start with the LOHP name followed by the attachment number and name. For example: *Humboldt LOHP 2.1.b(C): List of partners and roles*.
* The PR template includes a tab labeled Supporting Documents that includes a list of reporting/tracking measures considered to be supporting documents. When a supporting document is submitted with the PR, place an X in the space to the right titled “Activity Updates” for the corresponding reporting period.
* Refer to the PR Appendix Reporting-Tracking Measures Instructions -Table to know which reporting/tracking measures should be included as an attachment, which will just be included as a summary in the progress report, and which are to be kept on file in your office.
* Update the status for each activity using the drop-down menu in the template.
* For Objective 1
  + Please indicate how you are maintaining, updating, and supporting the activities as needed.
* For Objectives 2-3
  + Report on progress made for each activity.
* For Objectives 4-7
  + Report on progress made for each selected activity.
  + **Include a separate document with a Summary of Successes, Challenges**, Lessons Learned, and any Technical Assistance requests.
* For due dates of deliverables, refer to [Appendix 14 - Revised 07.02.2025 - Schedule for LOHP Reporting](https://oralhealthsupport.ucsf.edu/sites/g/files/tkssra861/f/wysiwyg/Appendix%2014%20-%20Revised%2007.02.2025%20-%20Schedule%20for%20LOHP%20Reporting.pdf)