

# Promising Practices for LOHPs to Connect with Schools and On-Site Oral Health Screeners



## Connecting with schools:

1. Set up a meeting with a County Office of Education representative overseeing school health programs
  - a. Build a strong relationship with the person coordinating regular school health/nurse meetings
2. Join regular COE or all-district meetings for school nurse/health staff to give a quick update re. KOHA
3. Connect with your colleagues in the Immunization program to: educate them about KOHA, build stronger relationships with school staff, join school nurse/health staff meetings together
4. Get a contact list for school health staff, principal staff, and superintendent staff. \*Most Important contact list: school health/ nurse staff- [See sample KOHA Project Management tool with contact list tab](#)
  - a. Make sure you have a contact at each district at a minimum who can help implement KOHA.
5. Provide KOHA trainings for staff if possible – various LOHPs have examples to share
6. Set up presentations for high level school leadership: superintendents and principals to introduce KOHA. Contact information source: [CDE DataQuest](#).
7. Join other coalitions related to health/ schools in the county to present about KOHA

## Preparing schools for KOHA, starting the school year before:

1. In the spring or towards the end of the school year, send the [KOHA packet of forms](#) again to school / district health or other staff and ask them to send out a reminder ([link to reminder letter template in English and Spanish](#)) to incoming TK/K parents about the KOHA requirement. They can send it via parent communication portals like Parent Square or PeachJar.
2. Email the principals and school/health staff at schools where on-site screenings will be held the following year, to let them know which organization/s will be coming out to provide on-site screenings or other preventive services at their schools the next year.

## On-site screenings: building relationships with dental providers and school staff

1. If county has on-site oral health screenings: set up regular meetings with on-site screening organizations to coordinate screenings, provide calibration trainings, help them connect to school staff, and train them on KOHA data collection and reporting
2. If county does not have on-site screenings:
  - a. Work with dental societies to see if volunteers can screen on-site
  - b. If applicable, work with county oral health coalitions or collaboratives to garner support for on-site KOHA screenings

- c. Draft an MOU (agreement) between dental providers/LOHP with school districts/schools getting screenings and preventive services– see example

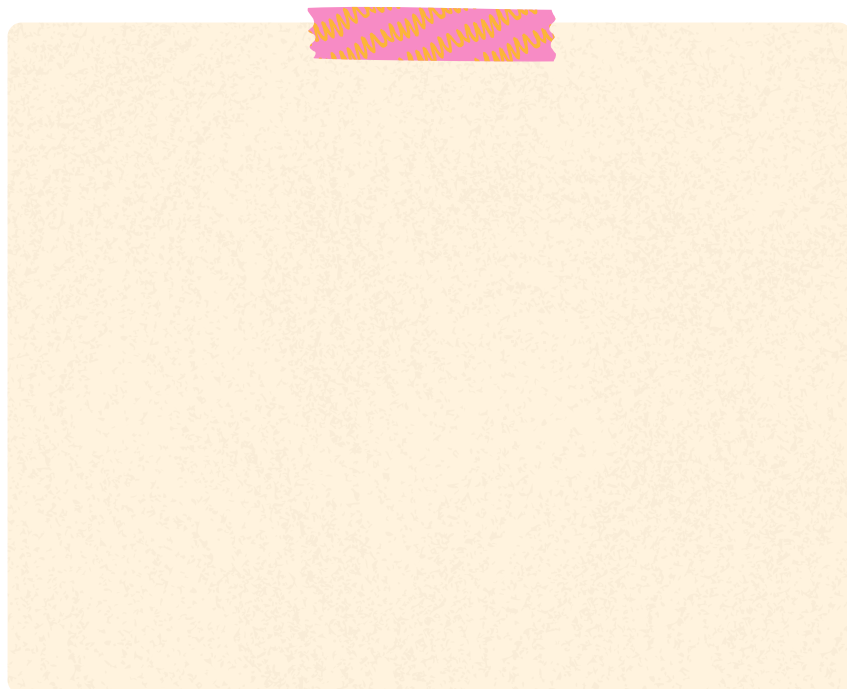
### **Helping schools with SCOHR:**

1. Assure every school reports KOHA data into SCOHR for that district. You may need individual contacts at some or each school as well (more feasible for smaller counties) –
2. If not already in place, assist schools and districts to design a process for collecting KOHA forms and entering data into SCOHR– Sample editable KOHA process flowcharts
3. Assure SCOHR users are assigned at the county, district, or school level, as best fits the county’s needs
4. Sample KOHA data collection and aggregation tools for school staff
5. As the LOHP, get a county-level SCOHR user account:
  - a. Analyze SCOHR data, including schools participating in SCOHR data entry, number of schools /districts with a SCOHR user account, etc.
  - b. Share back KOHA data at the end of the school year once analyzed – assures accountability and builds trust – See excel document that automatically summarizes SCOHR Summary Report data on COHTAC’s KOHA webpage Data page
6. Feb. 9 2023 Project Director’s Meeting– San Mateo County shares KOHA data visualization tips starting at 39:40.

### **Messaging tools about KOHA already designed to schools, districts:**

1. California Oral Health Technical Assistance Center (COHTAC)
  - a. New KOHA webpage contains step by step guidelines and tools/templates for schools to implement KOHA, including an editable and downloadable KOHA Starter Manual for School Staff template.
2. Children Now KOHA Social Media Toolkit for schools– has sample timelines and content in English and Spanish for KOHA and sealant school campaigns

### **A space to jot down your notes on next steps:**



We thank the California Partnership for Oral Health (CPOH) School Dental Programs Workgroup Resources Subcommittee for creating the organizational content on which this document is based.