



LOCAL ORAL HEALTH PROGRAM FINAL PROGRESS REPORT INSTRUCTIONS & SUMMARY OF PERFORMANCE

Reporting Period: January 1, 2022 – June 30, 2022
Due Date: July 31, 2022

A final progress report is required for all local oral health programs (LOHPs) for the 2017-2022 grant cycle to ensure required grant deliverables have been completed and progress has been made toward achieving the grant objectives.

The final progress report covers the project period of **January 1, 2022 – June 30, 2022** and includes a *Summary of Performance* for the term of the grant. It is due to the Office of Oral Health (OOH) on or before **July 31, 2022**.

Final Progress Report Instructions

- Review the Progress Report Summary Letter from the previous reporting periods to ensure that any feedback and recommendations from OOH are addressed in your final progress report. If your LOHP did not receive a Summary Letter for the July 1 – December 31, 2021 reporting period, please contact your assigned program consultant.
- Using the July 1 – December 31, 2021 work plan progress report, insert updated information for the final reporting period of January 1 – June 30, 2022 in the Notes/Comments column for each activity.

For Objectives 1 – 5

- Please indicate how you are maintaining and supporting the activities as needed. If any deliverable is overdue, a justification is required. The justification must include a description of challenges and/or obstacles that have contributed to the delay of completion, a plan to complete, timeline and status for completion and submission of the deliverable to OOH, and any technical assistance needed.

For Objectives 6 – 11

- Report on progress made for each activity for the implementation phase.
- If there is an Objective that was not selected and will not be reported on, please indicate in the Notes/Comments field as Not Selected.

Status of Activities:



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- Enter the status of each activity as either: **Completed, In Progress, Not Started, or N/A**. Note: for activities in progress and not started, please describe if your LOHP conducted other activities in place of the stated activity, describe the rationale for not starting, and any efforts that were made to inform your Program Consultant. For activities in progress, describe your LOHP's plan to complete activity or if it will be carried over into the new grant term, include a timeline for completion and describe any challenges or obstacles.
- Please do not renumber activities in the work plan.

Reporting COVID-19 Staff Re-Directions

- If any staff was redirected for COVID-related duties at anytime during the reporting period, please identify staff who were redirected, the dates of the redirection, percentage of time each staff was redirected (e.g., 25%, 50%, 75%, 100%), and the impact of the redirection to your program. Please include this information in the *Summary of Performance* document and submit with the progress report.

Reporting COVID-19 Related Activities

- COVID-related activities may include any activity identified in Program Letter (PL) 20-01 *Guidance to Local Oral Health Programs on School-Based Activities During the COVID-19 Crisis*.
- Additional approved activities include: coordinating dental screenings- such as drive through dental screenings that can coincide with drive-through COVID testing or standalone Kindergarten Oral Health Assessments modeled after Asian Health Services in Alameda County ([Asian Health Services "Clinic Drive-Thru" for the Kindergarten Oral Health Assessment and Fluoride Varnish Program | California Oral Health Technical Assistance Center \(ucsf.edu\)](#)), promoting Kindergarten Oral Health Assessments to parents/ teachers, establishing a dental referral list by conducting surveys of dental providers to identify providers willing to provide Kindergarten Oral Health Assessments, N95 fit testing, distributing toothbrush kits and educational materials to sites such as meal pickups, school computer distribution days, or back to school round-ups.
- Contact your program consultant if your LOHP conducted activities that were not listed in PL 20-01.
- The most appropriate objectives for reporting COVID-related activities would be Objective 6, 7, 10, or 11. Please determine which objective is most appropriate to report COVID-related activities.



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- Add a row at the end of the relevant objective to insert details regarding the COVID activities, then complete each column. For example, Objective 6 ends with 6.E.2, add a row and insert COVID and the activities you started and/or completed.

#	Activity Description	Outcome Measure	Status	Notes/Comments
6.E.2	Identify Success Stories to share with local programs, policymakers, stakeholders, and the general public to help sustain program efforts.	Success stories (qualitative case study) and dissemination plan	Not started	
6.COVID	Work with schools to provide toothbrushing kits that could be distributed with back-to-school packets, meal pick-up, homework pick-up, or mailed to homes.	Number of children receiving toothbrush kits and educational materials.	Completed	200 children received toothbrush kits. The kits included a toothbrush, floss, fluoride toothpaste, and messages such as the importance of maintaining oral health, oral hygiene instruction, and toothbrushing activities; for instance, playing a song to brush along or toothbrushing apps. https://www.mouthhealthy.org/en/babies-and-kids/fun-ways-to-encouragekids-to-brush

Summary of Performance

LOHPs must develop a separate document to summarize overall performance during the 2017-2022 grant cycle. The summary must include the following sections:



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Section	Description of Section
Summary of Successes	<p>Evaluate your LOHP's overall performance. Summarize key program accomplishments.</p> <p>Include success stories, personal stories, innovative projects, or strategies your LOHP has implemented, and/or how your program has made a difference in your community.</p> <p>Please identify LOHP staff/partners/champions that have been instrumental in the success of your program and provide exemplary services. Submissions may be shared with all LOHPs.</p>
Program Strengths	<p>Identify your program's strengths that contributed to the overall success of your performance during this grant cycle. What did your program do well?</p>
Barriers	<p>Description of any difficulties and/or problems encountered in achieving planned goals and objectives including barriers to accomplishing program objectives, and actions to overcome barriers or difficulties.</p> <p>If any staff was redirected for COVID-related duties at any time during the reporting period, please identify staff who were redirected, the dates of the redirection, percentage of time each staff was redirected (e.g., 25%, 50%, 75%, 100%), and the impact of the redirection to your program.</p> <p>Thinking forward: Identify any potential barriers that your LOHP may encounter in future efforts, and what lessons learned may help your LOHP to address them.</p>
Opportunities for Improvement	<p>Identify areas where your program can improve. Identify any program weakness. What resources do you need to improve your performance? What program strengths can you draw upon to improve your LOHP's performance?</p>
Lessons Learned	<p>In evaluating your overall performance during this grant cycle, describe lessons learned. What will you do differently in the next grant cycle?</p>



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Technical Assistance Needs	<p>Please describe any technical assistance or support you received from the California Oral Health Technical Assistance Center or from other sources that was helpful. Include any suggestions to improve technical assistance.</p>
Overdue Deliverables	<p>If your LOHP has overdue deliverables or Plans, please include the following:</p> <ul style="list-style-type: none"> • Deliverable/Plan type (i.e., Community Health Improvement Plan, Community Health Assessment, Evaluation Plan, Communication Plan, or Sustainability Plan) • Status of the deliverable (i.e., in draft, being revised, not started) • Description of challenges and/or obstacles that have contributed to the delay of completion. • Detailed plan to complete the deliverable • Timeline for completion and submission of the deliverable to OOH



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Supporting Documents

LOHPs must submit the following documents as applicable no later than July 31, 2022.

- List of Advisory Committee (AC) members – 1.6
- List of participating schools in the dental sealant program – 6.1.0
- Schedule of sealant events, number of children served, and sealants provided – 6.1.9
- Number of children receiving fluoride supplements – 6.2.0
- List of culturally appropriate oral health materials provided – 6.2.2
- List or pictures of approved fluoride educational materials created – 6.2.3
- List of Community Public Awareness Campaign Marketing Materials – 6.3.4
- List of dental offices using the RYD materials – 8.8
- Sustainability plan – 9.1.6**
- Oral Health Literacy training plan, list of trainings, number of participants and evaluations – 9.2.3
- List of Home Visiting Services training plans, participants, and evaluations – 9.2.6
- Sustainability Plan – 10.9**
- Quality Improvement Plan – 10.E.2**
- List of Oral Health Networks Work Group Members – 11.1
- Communication plan** to identify key messages to communicate priorities and strategies to achieve improved oral health for underserved and vulnerable populations – 11.3
- List of priorities identified in the Community Action Plan – 11.4
- Schedule of AC meetings – 1.7



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- Summary or minutes from the AC meetings on file – 1.12
- Inventory of existing Oral Health county assets and resources – 3.1
- List of Action Plan partners/stakeholders/participants – 4.4
- List of number of sealant referrals – 6.1.1
- List of sealant educational materials provided – 6.1.4
- List of schools identified to receive an instructional oral health visit – 6.1.11
- List of participating schools receiving fluoride supplements – 6.2.0
- Talking Points/Participants List for Community Members/Partners/Stakeholders – 6.3.1
- Agenda/Training Materials/Talking Points/Participants List for Regional Water District engineers – 6.3.2
- Schedule of local program meetings – 7.1
- List of target schools identified for KOHA intervention – 7.7
- List of prevention and health care champions recruited – 7.8
- List of key partners; schedule of meetings held; targets identified – 7.11
- List of oral and chronic disease champions identified – 8.3
- List of tobacco cessation resources – 8.4
- List of RYD materials and resources – 8.6
- List of RYD training materials – 8.7
- List of outreach program key partners recruited – 9.1.2
- List of local programs that perform Home Visiting services – 9.2.4
- List of local dental society, local dental associations, local primary care consortiums or providers – 10.1



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List of primary care offices serving vulnerable populations in underserved areas – 10.3

Please submit your completed progress report for reporting period January 1 – June 30, 2022 and supporting documents via email to your assigned program consultant and cc the Dental Director at DentalDirector@cdph.ca.gov by July 31, 2022.

For questions, concerns, and/or technical assistance, please contact your assigned program consultant.