Date: January 30, 2019

To: CALIFORNIA ORAL HEALTH PROGRAM FUNDED LOCAL HEALTH JURISDICTIONS

Subject: LOCAL ORAL HEALTH PROGRAM PROGRESS REPORT GUIDANCE

Effective Date: January 30, 2019

Why is this Update Needed:
This Program Letter is needed to provide guidance regarding the due dates for bi-annual Progress Reports throughout the term of the grant.

Background:
The Department has authority to grant funds for the LOHP under Health and Safety Code, Section 104750, and 131085(a).

Guidance:
Please note the due dates for LOHP Progress Reports are:

- July 1st – December 31, 2018
  - DUE January 31, 2019

- January 1st – June 30, 2019
  - DUE July 31, 2019

- July 1st – December 31, 2019
  - DUE January 31, 2020

- January 1st – June 30, 2020
  - DUE July 31, 2020

- July 1st – December 31, 2020
  - DUE January 31, 2021
There are two different LOHP Progress Report Templates, one for Established LOHPs and one for Newly Established LOHPs. Please contact your OOH Grant/Program Manager if you need the appropriate template.

Please contract your grant manager to request an extension to submit your progress report due to extenuating circumstances at least two weeks in advance.

The submission of timely progress reports will be used as one of the indicators for the evaluation of overall program performance.

**Further Information:**
Please direct questions to DentalDirector@cdph.ca.gov or Rosanna Jackson, Community and Statewide Interventions Section Chief at Rosanna.jackson@cdph.ca.gov.

Sincerely,

*Signature on file*

Jayanth Kumar, DDS, MPH
State Dental Director
Office of Oral Health