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California Department of Public Health



GAVIN NEWSOM
Governor

19-01

Date: January 30, 2019

To: CALIFORNIA ORAL HEALTH PROGRAM FUNDED LOCAL HEALTH JURISDICTIONS

Subject: LOCAL ORAL HEALTH PROGRAM WORK PLAN REVISIONS AND SCOPE OF WORK AMENDMENTS

Effective Date: January 30, 2019

Purpose:

The Office of Oral Health (OOH) is providing guidance to Local Health Jurisdictions (LHJs) funded by the *California Healthcare, Research, and Prevention Tobacco Act of 2016*. This letter describes the mechanism to submit requests for changes that will be evaluated by the program. It defines the difference between a Work Plan Revision and a Scope of Work (SOW) Amendment; identifies the process and due dates for submission; and the coordination with the budget revision process outlined in Program Letter (PL) 18-01. Revisions/amendments must align with the California Oral Health Plan and the objectives identified in the original work plan template.

Background:

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

Why the Guidance is Needed:

Guidance is needed to provide LHJs guidance on the process to submit work plan revisions and amendments to the SOW to change or add objectives. In addition, it further clarifies the process referred to in PL 18-01. In addition, Steps 5 and 6 stated “the budget revision is not the correct mechanism to make changes or remove required objectives, activities, or trainings. Nor is it the mechanism to change the work plan.” This program letter provides guidance regarding revisions to the work plan, requirements and when an amendment to the SOW is required. In addition, it discusses the process and due dates.



Definitions:

Revision

A work plan revision is needed when an **activity or activities, timeline, or outcome measures** under an approved objective need to be revised to better reflect program activities, timelines, or outcome measures based on the needs assessment, advisory committee recommendations, or better understanding of local processes, etc. However, the revisions do not replace required objectives, training, or deliverables.

Amendment

An amendment is required when the LHJ would like to **add** or **delete** an **Objective** (other than Objectives 1-7 which are required per original grant guidelines). Each LHJ is required to maintain the number of objectives required by funding level.

Please refer to the [LOHP Guidelines](#) to determine which Level of Funding your LHJ fits under:

Tier 1- One additional objective is required

Tier 2- Two additional objectives are required

Tier 3- Three additional objectives are required

Tier 4- Four additional objectives or all objectives are required

Due Dates:

Work Plan

- Work Plan Revisions are due by February 28, 2018.
- Additional work plan revisions will be considered after the 2nd Progress Report is submitted and LHJs have completed the Community Health Improvement Plans (CHIP), Strategic Plan/Action Plans.
- Subsequent revisions will be considered 30 days prior to the “open budget revision” dates in the Spring and Fall of each year.

Scope of Work

- Amendment requests are due by March 8, 2019.
- OOH anticipates that non-established LHJs will not know the actual changes to objectives until the CHIP, Action Plan or Strategic Plan is completed. Rather than process multiple amendments, OOH will process amendments after the 2nd Progress Report has been submitted with required deliverables. The 2nd Progress Report is due January 31, 2019.

January 30, 2019

- For established LOHPs, if it is known that no other changes will be identified between December 31, 2018 and February 28, 2019; OOH will review and process amendment requests in February/March 2019.
- Subsequent amendments may be considered 30 days prior to the “open budget revision” if LOHPs experience unanticipated circumstances that would require a change in objectives. These will be determined on a case by case basis.

Process:

Work Plan Revisions

- 1) Identify work plan revisions that are needed by **Striking** through the current approved activity, outcome objective, or timeline that is being deleted/revised; **Bold** the revised activity, outcome measure, timeline that will replace the approved activity, outcome measure or timeline.
- 2) Provide a rationale for the requested changes and indicate if a budget revision is needed or if it has been submitted to support the change(s).
- 3) Please note in your budget revision justification, any changes needed in the budget to support the work plan revision,
- 4) Contact the Dental Director mailbox if you have any questions regarding the work plan revision.
- 5) Submit the revised work plan to the contract manager identified on the contract assignment listing attached.

Process:

Scope of Work Amendments

- 1) Identify if there is a need to add or delete objectives based on the Community Health Improvement Plan, Action Plan or Strategic Plan. As stated any changes in the objective(s) will require an amendment to the SOW and Attachment D. These documents are in the official grant agreement.
- 2) Use the **Strikethrough** to delete an objective and **Bold** to replace the objective in the SOW, Work Plan and Document D.
- 3) In a Cover Letter or Memo, provide a summary of the request changes and the rationale/justification for the changes. Indicate if a budget revision is needed or has been submitted to support this anticipated amendment.

CALIFORNIA ORAL HEALTH PROGRAM FUNDED

LOCAL HEALTH JURISDICTIONS – PL 19-01

Page 4

January 30, 2019

- 4) Please note in your budget revision justification, any changes needed in the budget to support the anticipated SOW revision.
- 5) Contact the Dental Director mailbox if you have any questions regarding the work plan revision.
- 6) Submit the amended documents (Work Plan, SOW, Document D) to your contract manager as identified on the contract assignment listing attached.

Please note OOH will only approve revision/amendment requests that have merit, conform to required program rules and meet required due dates.

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