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GAVIN NEWSOM
Governor

19-02

Date: January 30, 2019

To: CALIFORNIA ORAL HEALTH PROGRAM FUNDED LOCAL HEALTH JURISDICTIONS

Subject: LOCAL ORAL HEALTH PROGRAMS PROGRESS REPORT GUIDANCE

Purpose: The purpose of this letter is to provide guidance to the Local Health Jurisdictions (LHJs) funded by the California Department of Public Health (CDPH), Office of Oral Health (OOH) for Local Oral Health Programs (LOHP) using *California Healthcare, Research and Prevention Tobacco Act of 2016* (Prop 56) funds. This letter provides due dates for the bi-annual progress reports and identifies the progress report templates.

Effective Date: January 30, 2019

Why the Update is 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



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- July 1st – December 31, 2020
 - DUE January 31, 2021

- January 1st – June 30, 2021
 - DUE July 30, 2021

- July 1st – December 31, 2021
 - DUE January 31, 2022

- January 1st – June 30, 2022
 - DUE July 30, 2022

- July 1st – December 31, 2022
 - DUE January 31, 2023

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 contact 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

Sincerely,

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