**San Mateo County Kindergarten Oral Health Assessment SAMPLE TIMELINE AND CHECKLIST FOR *SCHOOL STAFF***

| **Timeframe** | **Checklist Item** | **Notes** |
| --- | --- | --- |
| **Fall to Winter** of *prior* school year | Include KOHA forms in Kindergarten enrollment packets  [**SMC KOHA Packet, English and Spanish, updated 2023**](https://www.smchealth.org/sites/main/files/file-attachments/eng_spn_smc_kindergarten_oral_health_assessment_packet_of_forms_2023.pdf?1693604345) |  |
| **Summer or start of school year** | Review the [**SMC Kindergarten Oral Health Assessment webpage**](https://www.smchealth.org/kindergarten-oral-health-assessment)**,** which contains step-by-step instructions for school staff, and all forms and templates needed  Clarify school and health staff roles for the KOHA requirement, and the process your school/district will use to collect forms, total data, and enter the data into the database |  |
| **Start of school year** | Distribute KOHA forms-  [**SMC KOHA Packet, English and Spanish, updated 2023**](https://www.smchealth.org/sites/main/files/file-attachments/eng_spn_smc_kindergarten_oral_health_assessment_packet_of_forms_2023.pdf?1693604345) |  |
| **August – October** | Send reminders to parents/ caregivers about KOHA requirement and collect forms  [**Sample letter in English and Spanish available on SMC’s KOHA webpage**](https://www.smchealth.org/sites/main/files/file-attachments/sample_koha_reminder_email_for_parents_.docx)  [**KOHA flyer in English and Spanish**](https://www.smchealth.org/sites/main/files/file-attachments/smc_koha_flyer_eng_spn.pdf?1685494607)  Aim to send *at least 3* reminder calls or emails to parents who have not turned in KOHA forms |  |
| **August – end of school** or May 31st, whichever comes first, or if applicable, whatever due date school / district has set for KOHA forms | Use a system to track all required data from returned forms for database entry.  [**Link to School-Level KOHA Worksheet**](https://www.smchealth.org/sites/main/files/file-attachments/smc_school-level_koha_worksheet_2023.xlsx)- to record each KOHA-eligible student’s required data at one school  [**Link to SCOHR Data Input Form**](https://www.smchealth.org/sites/main/files/file-attachments/smc_scohr_data_input_form.pdf?1692737982) **–** to record the aggregate totals *for all* students at one school in the exact format that is required by the SCOHR database, in preparation for SCOHR data entr |  |
| **February**: [National Children’s Dental Health Month (NCDHM)](https://www.ada.org/en/resources/community-initiatives/national-childrens-dental-health-month) and [Give Kids a Smile (GKAS) events](https://www.adafoundation.org/give-kids-a-smile/about-give-kids-a-smile#:~:text=GKAS%20events%20kick%20off%20annually,are%20held%20throughout%20the%20year.) | Send last push reminders to parents/ caregivers to complete KOHA during NCDHM and complete KOHA during GKAS events  [**Sample letter in English and Spanish available on SMC’s KOHA webpage**](https://www.smchealth.org/sites/main/files/file-attachments/sample_koha_reminder_email_for_parents_.docx)  [**KOHA flyer in English and Spanish**](https://www.smchealth.org/sites/main/files/file-attachments/smc_koha_flyer_eng_spn.pdf?1685494607) |  |
| **April-May** | Update SCOHR users for your school/ district:  [**www.ab1433.org/signup**](http://www.ab1433.org/signup)  Reach out to local oral health program staff if help is needed in updating SCOHR usernames/passwords:  [**SMCOralHealth@smcgov.org**](mailto:SMCOralHealth@smcgov.org) |  |
| **End of school** or May 31st – whenever school staff leaves for summer break, and **by July 1st *at the latest*** | Submit KOHA data into System for California Oral Health Reporting (SCOHR) database: [**www.ab1433.org/home/overview**](http://www.ab1433.org/home/overview)  Detailed, step-by-step SCOHR database reporting guide is on the [**SMC KOHA webpage**](http://www.smchealth.org/kindergarten-oral-health-assessment) |  |