### Getting started:
- Review orientation slides
- Participate in call with regional DHL coordinator
- Create e-mail distribution list of key contacts
- Send introduction letters to key contacts
- Participate in DHL webinars or listen to archived webinars posted to the DHL webpage
- Request annual stipend (eligible once two categories are completed)
- Submit one presentation proposal for a state conference (virtual or in person) and present, if accepted
- E-mail stakeholders monthly to offer assistance and share NCHBHS and other oral health resources posted to ECLKC (monthly)
- Participate in DHL webinars or listen to archived webinars posted to the DHL webpage

### Report due dates:
- 1st quarter report- due January 7th (Oct-Dec)
- 2nd quarter report- due April 7th (Jan-Mar)
- 3rd quarter report- due July 7th (Apr-Jun)
- 4th quarter report- due September 15th (Jul-Sep)

### Categories:
- **AS** Assessment (review PIR, and/or BSS data and/or facilitate/participate in screenings/exams)
- **AC** Access to care (provide referrals/follow-up to dental homes)
- **PR** Prevention (promote evidence-based preventive practices such as applying fluoride varnish or brushing with fluoride toothpaste)
- **ED** Education (share NCHBHS materials and/or provide educational sessions)
- **CO** Collaboration (communicate with oral health stakeholders and Head Start staff and organizations)

### Activity Examples:

<table>
<thead>
<tr>
<th>Basic</th>
<th>Enhanced (limited time commitment)</th>
<th>Advanced (increased time commitment)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain ADHA membership (your stipend can be used for this)</td>
<td>(AC) Attend a state or regional Head Start conference</td>
<td>(ED) Participate in your state health managers’ network</td>
</tr>
<tr>
<td>Complete report of activities (quarterly)</td>
<td>(AC) Connect programs to oral health providers in the community</td>
<td>(PR) Coordinate a fluoride varnish program at a local Head Start program</td>
</tr>
<tr>
<td>Respond to requests in a timely manner</td>
<td>(AC) Join and participate in a local Head Start health services advisory committee</td>
<td>(ED) Provide NCHBHS-approved presentations at the state or regional level</td>
</tr>
<tr>
<td>Request annual stipend (eligible once two categories are completed)</td>
<td>(ED) Provide or coordinate NCHBHS-approved presentation locally</td>
<td>(CO) Attend ADHA conference and DHL reception</td>
</tr>
<tr>
<td>(ED) Submit one presentation proposal for a state conference (virtual or in person) and present, if accepted</td>
<td>(ED) Submit a short newsletter article using NCHBHS-approved text to stakeholders (e.g., HSSCO, HSA)</td>
<td>(CO) Attend NOHC conference and DHL reception</td>
</tr>
<tr>
<td>(CO/ED) E-mail stakeholders monthly to offer assistance and share NCHBHS and other oral health resources posted to ECLKC (monthly)</td>
<td>(PR) Promote group toothbrushing at classroom table among Head Start programs once COVID-19 recommendations related to toothbrushing are lifted</td>
<td>(AS) Review state’s PIR oral health data to identify programs that need assistance meeting Head Start performance standards, and follow-up with them</td>
</tr>
</tbody>
</table>

### Report due dates:
- 1st quarter report- due January 7th (Oct-Dec)
- 2nd quarter report- due April 7th (Jan-Mar)
- 3rd quarter report- due July 7th (Apr-Jun)
- 4th quarter report- due September 15th (Jul-Sep)