

# DHL At-A-Glance Activity Guide

## Getting started:

- Review orientation slides
- Receive orientation training
- Create e-mail distribution list of key contacts
- Send introduction letters to key contacts

## 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)

**Important:** Once activities have been completed in two or more categories, DHL may submit a request for their annual stipend payment <https://www.astdd.org/docs/dhl-stipend-request-2020.docx>

## Activity Examples:

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