

Regional Dental Hygienist Liaison Coordinator (RDHLC) At-A-Glance

Getting started:

- Review DHL webpage to learn about resources
- Orientation call with DHL lead coordinator
- Create distribution list for key regional contacts
- Send out introduction letters to key regional contacts

Due dates for regional DHL Coordinator reports/invoice:

- 1st quarter report due January 7 (October–December)
- 2nd quarter report due April 7 (January–March)
- 3rd quarter report due July 7 (April–June)
- 4th quarter report due October 7 (July–September)

Required Activities		Additional Suggested Activities
Maintain ADHA membership.	Attend annual training for RDHLCs.	Submit questions or information to DHL discussion list to stimulate DHL engagement.
Mentor and provide information and resources to state DHLs in your region.	Provide OHS-approved presentation at the regional meeting and webinars.	Attend NOHC and/or ADHA conference and DHL receptions, if external funds permit.
Recruit dental hygienist for open state DHLs positions in your region.	Participate in quarterly RDHLC calls each quarter.	Attend Head Start conference in region, if external funds permit.
Provide orientation on DHL project to new state DHLs in your region.	Coordinate and facilitate calls with state DHLs in your region each quarter.	Review PIR data for the state DHLs in your region and brainstorm ideas to offer programs to help them meet the oral health-related program performance standards.
Respond to requests in a timely manner.	Complete report and invoice for regional DHL coordinator activities each quarter.	
Participate in DHL webinars or listen to archived webinar on DHL webpage.	Present during DHL and ASTDD meetings and webinars, as requested.	Submit an article using OHS-approved text to Head Start Association's magazine in region.
Participate in biannual check-in call with Lead and co-lead of DHL Project.	Review your region's quarterly DHL progress reports when received.	Invite your regional health specialist to join call with state DHLs in region each quarter.
Serve as a resource for regional health specialists. At least once each quarter, contact by phone (preferable) and ask about oral health issues facing Head Start programs and provide information and resources.	- Provide feedback to DHLs around activities (affirmations and clarification on qualifying activities...not part of their job)	Ask regional health specialist if there are calls that would be beneficial for RDHLC to participate and contribute.
	- Respond to Gina by stated due date with any concerns or changes in progress reports.	Encourage state DHLs in region to share success stories on DHL discussion list.