

Region XI & XII Dental Hygienist Liaison Coordinator (RDHLC) At-A-Glance

Getting started:

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| <input type="checkbox"/> Review DHL webpage to learn about resources
<input type="checkbox"/> Orientation call with DHL lead coordinator | <input type="checkbox"/> Create distribution list for key regional contacts
<input type="checkbox"/> Send out introduction letters to key regional contacts |
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Due dates for regional DHL Coordinator reports/invoice:

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| <input type="checkbox"/> 1st quarter report due January 7 (October–December)
<input type="checkbox"/> 2nd quarter report due April 7 (January–March) | <input type="checkbox"/> 3rd quarter report due July 7 (April–June)
<input type="checkbox"/> 4th quarter report due October 7 (July–September) |
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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.
Upon request, provide technical assistance to state and regional DHL coordinators on oral health issues relevant to AIAN/MSHS participants, parents, and staff.	Participate in quarterly RDHLC calls each quarter.	Attend NOHC and/or ADHA conference and DHL receptions, if external funds permit.
	Complete report and invoice for regional DHL coordinator activities each quarter.	Attend Head Start conference in region, if external funds permit.
Report any requests for TA from DHLs to Regional Health Specialist.	Review NCHBHS draft resources to ensure that they are culturally appropriate for AIAN/MSHS families and that AIAN/MSHS issues are appropriately addressed.	Ask regional health specialist if there are calls that would be beneficial for RDHLC to participate and contribute.
Respond to requests in a timely manner.		
Participate in DHL webinars or listen to archived webinar on DHL webpage.	Facilitate sharing of NCHBHS-produced resources and other OHS-approved resources with AIAN/MSHS staff, participants, parents and health professionals who serve these populations.	Submit an article using OHS-approved text to Head Start Association's magazine in region.
Participate in annual check-in call with lead and co-lead of DHL Project.		Encourage state DHLs to share success stories with AIAN or MSHS populations on DHL discussion list.
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 OHS-approved presentation at national and regional meetings and webinars as requested by NCHBHS.	Participate in evaluation activities, including reviewing MSHS program information reports in assigned region.
	Present during DHL and ASTDD meetings and webinars, as requested.	