## Region XI & XII 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

<table>
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<tr>
<th>Activity</th>
<th>Additional Suggested Activities</th>
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<tr>
<td>Maintain ADHA membership.</td>
<td>Submit questions or information to DHL discussion list to stimulate DHL engagement.</td>
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<td>Upon request, provide technical assistance to state and regional DHL coordinators on oral health issues relevant to AIAN/MSHS participants, parents, and staff.</td>
<td>Attend NOHC and/or ADHA conference and DHL receptions, if external funds permit.</td>
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<td>Report any requests for TA from DHLs to Regional Health Specialist.</td>
<td>Attend Head Start conference in region, if external funds permit.</td>
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<td>Respond to requests in a timely manner.</td>
<td>Ask regional health specialist if there are calls that would be beneficial for RDHLC to participate and contribute.</td>
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<td>Participate in DHL webinars or listen to archived webinar on DHL webpage.</td>
<td>Submit an article using OHS-approved text to Head Start Association's magazine in region.</td>
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<td>Participate in annual check-in call with lead and co-lead of DHL Project.</td>
<td>Encourage state DHLs to share success stories with AIAN or MSHS populations on DHL discussion list.</td>
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<td>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.</td>
<td>Participate in evaluation activities, including reviewing MSHS program information reports in assigned region.</td>
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### Additional Suggested Activities

- Review NCHBHS draft resources to ensure that they are culturally appropriate for AIAN/MSHS families and that AIAN/MSHS issues are appropriately addressed.
- Participate in quarterly RDHLC calls each quarter.
- Complete report and invoice for regional DHL coordinator activities each quarter.
- Review DHL webpage to learn about resources.
- Orientation call with DHL lead coordinator.
- Submit an article using OHS-approved text to Head Start Association's magazine in region.
- Encourage state DHLs to share success stories with AIAN or MSHS populations on DHL discussion list.
- Participate in evaluation activities, including reviewing MSHS program information reports in assigned region.
- Provide OHS-approved presentation at national and regional meetings and webinars as requested by NCHBHS.