### Progess Report Matrix

**Contract Number:** 07441  
**Agency Name:** Dental Health Foundation (DBA Center for Oral Health)  
**Contract Period:** 07/01/2010 – 12/31/2011  
**SOW Revision Date:** May 4, 2011

**Project Name:** LA County WIC/Dental Visit Collaborative  
**Report Quarters:**  
**Report Period (date range):**

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<tr>
<th>Objectives, Activities and Subtasks</th>
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1. Based on assessment of 1 clinics' capability to expand, develop MOUs with WIC agencies by December 31, 2010.

1.1 Work with clinics and First 5 to determine potential WIC sites near clinics.

**Progress:**  
Q1-Q2:  
Q3-Q4:  
Q5-Q6:

**Activities status:**  
☐ IN-PROCESS  
☐ COMPLETE  
☐ DELAYED  
☐ N/A

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1. Assessment Report is a deliverable from the Year 1 contract.  
Note that all deliverables are due to First 5 LA, as applicable, with corresponding Progress Report unless indicated by an asterisk*
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<tr>
<td>1.2 Develop MOUs with PHFE and/or LA Biomedical for expansion or the addition of another day of service into WIC sites. Current clinics will develop a new partnership or provide an additional day of service.</td>
<td>ED/Project Manager/LA Biomed and/or PHFE WIC</td>
<td>September 1-December 31, 2010</td>
<td>MOUs for additional sites signed by December 30, 2010. Copies sent to First 5 within 30 days of signing.</td>
<td>Q1-Q2:</td>
</tr>
<tr>
<td>1.3 Develop MOUs with PHFE and City of Pasadena WIC for continuation of project.</td>
<td>S. California Project Director / Project Manager</td>
<td>May 1, 2011 – May 30, 2011</td>
<td>MOUs for additional sites signed by May 30, 2011. Copies sent to First 5 within 30 days of signing.</td>
<td>Q3-Q4: Q5-Q6:</td>
</tr>
<tr>
<td>Progress: Q1-Q2:</td>
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<td>Q3-Q4:</td>
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<tr>
<td><strong>Activities status:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>□ IN-PROCESS □ COMPLETE □ DELAYED □ N/A</td>
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<tr>
<td>1.4. Develop summary report on partnership development.</td>
<td>/Project Manager</td>
<td>July 1, 2010 – December 31, 2011</td>
<td>Summary report of partnership process, barriers and lessons due in progress reports every 6 months.</td>
<td>Q1-Q2: Q3-Q4:</td>
</tr>
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<td>Progress: Q1-Q2:</td>
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Q3-Q4:

Q5-Q6:

**Activities status:**
- [ ] IN-PROCESS
- [ ] COMPLETE
- [ ] DELAYED
- [ ] N/A

2. Meet as a collaborative three times by December 31, 2011. The collaborative will consist of representatives from the seven WIC/dental clinic partnerships funded by First 5 LA, the DHF Advisory Committee (including representatives from WIC, California Primary Care Association, Maternal and Child Health Access and HRSA, etc.). If a feasible joint meetings will held with WIC/dental partnerships funded by Kaiser.

2.1 Conduct Meeting in Fall 2010

a. Discuss protocols that have worked and those that need to be re-evaluated.

b. Discuss data collection forms and methodologies due to First 5 LA by February 28, 2011.

**Progress:**
- Q1-Q2:

- Q3-Q4:

2.2.2 Conduct Meeting in February 2011

a. Discuss WIC's role in promoting breastfeeding.

b. Discuss role of WIC and First 5 LA in promoting breastfeeding.

**Progress:**
- Q1-Q2:

- Q3-Q4:

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### Activities status:
- IN-PROCESS
- COMPLETE
- DELAYED
- N/A

### 2.2. Conduct Meeting in Spring 2011.

- Discuss protocols that have worked and those that need to be re-evaluated
- Discuss collection of forms, and evaluation plan.
- CPC presentation on strategy for enabling FQHC to bill for dental encounters provided by RDHAPs or RDHAs.

### Progress:

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Activity Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1-Q2:</td>
<td>Clinics/ED/S. California Project Director/Evaluator/Program Manager April 1-30, 2011 Meeting agendas, attendance rosters, minutes, all meeting materials, and data collection form changes submitted with year-end progress report. Q1-Q2:</td>
</tr>
<tr>
<td>Q3-Q4:</td>
<td>Project Manager/Southern California Project Director/Policy Director/Evaluator Recommendations and lessons learned submitted with year-end progress report</td>
</tr>
</tbody>
</table>

### Activities status:
- IN-PROCESS
- COMPLETE
- DELAYED
- N/A

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<td>Project Manager / S. California Project Director/Evaluation Consultant</td>
<td>July 1, 2011 – December 31, 2011</td>
<td>Meeting agendas, attendance rosters, minutes, all meeting materials, and data collection form changes submitted with year-end progress report. Recommendations and lessons learned submitted with year-end progress report</td>
<td>Q5-Q6:</td>
</tr>
</tbody>
</table>

2.2. Conduct Meeting in Fall 2011:

- a. Follow-up on issues/concerns outlined in previous collaborative meeting.
- b. Discuss protocols that have worked and those that need to be re-evaluated.
- c. Discuss collection of forms, and evaluation plan.
- d. CPCA/Policy Director presentation on developing strategies for enabling FQHCs to bill managed care plans for dental encounters.

### Progress:

Q5-Q6:

### Activities status:

- IN-PROCESS
- COMPLETE
- DELAYED
- N/A

3. Provide technical assistance for each WIC/clinic partnership.
Technical assistance includes site visit by staff and, visits to experienced programs and phone support.

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<td>Project Manager/So.Cal Project Director</td>
<td>July 1, 2010-June 30, 2011</td>
<td>Summary of on-site technical assistance, including names and titles of clinic and WIC staff participating in visits, provided in progress reports every 6 months. Phone logs kept on file.</td>
<td>Q1-Q2:</td>
</tr>
<tr>
<td>3.1 Provide 1-2 day on-site technical assistance to each new and existing WIC/clinic partnership. Provide ongoing TA to all sites.</td>
<td>Project Manager/So.Cal Project Director</td>
<td>July 1, 2010 – June 30, 2011</td>
<td></td>
<td>Q3-Q4:</td>
</tr>
<tr>
<td>3.2 Provide phone support as needed.</td>
<td>Project Manager/So.Cal Project Director</td>
<td>July 1, 2011 – December 31, 2011</td>
<td>Summary of on-site technical assistance, including names and titles of clinic and WIC staff participating in visits, provided in progress reports every 6 months. Phone logs kept on file.</td>
<td>Q5-Q6:</td>
</tr>
<tr>
<td>3.3 Provide 1-2 day on-site technical assistance to each new and existing WIC/clinic partnership. Provide ongoing TA to all sites.</td>
<td>Project Manager/So.Cal Project Director</td>
<td>July 1, 2011 – December 31, 2011</td>
<td></td>
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<tr>
<td>3.4 Provide phone support as needed.</td>
<td>Project Manager/So.Cal Project Director</td>
<td>July 1, 2011 – December 31, 2011</td>
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**Progress:**

Q1-Q2:

Q3-Q4:

Q5-Q6:

**Activities status:**

- [ ] IN-PROCESS  - [ ] COMPLETE  - [ ] DELAYED  - [ ] N/A

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# PROGRESS REPORT MATRIX

## Objectives, Activities and Subtasks

Include who, what, when, where, how and how much for each objective. Indicate the activities and subtasks leading to the fulfillment of the objective. Include benchmarks or milestones in chronological order. Include the appropriate quantity or frequency of the associated activities or subtasks.

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<td>4. Ensure that new sites have the necessary tools to track data in the First 5 LA Data Report Form and progress by January 1, 2011.</td>
<td>Technology Director</td>
<td>July 1, 2010–December 31, 2010</td>
<td>Training materials, attendance lists submitted with Mid-Year progress report</td>
<td>Q1-Q2:</td>
</tr>
<tr>
<td>4.1 Provide trainings for members on use of the Healthy Teeth Toolkit (HTT) via webinar for those members who choose to use the software.</td>
<td>Technology Director</td>
<td>July 1, 2010 – June 30, 2011.</td>
<td>Record of onsite training reported in progress reports</td>
<td>Q3-Q4:</td>
</tr>
<tr>
<td>4.2 Provide onsite training as needed</td>
<td>Technology Director</td>
<td>July 1, 2010 – June 30, 2011.</td>
<td>Record of TA provided kept on file</td>
<td>Q5-Q6:</td>
</tr>
<tr>
<td>4.3 Provide ongoing support/customize to needs</td>
<td>Technology Director</td>
<td>July 1, 2011 – December 31, 2011</td>
<td>Progress reported in progress reports every 6 months.</td>
<td></td>
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<tr>
<td>4.4 Provide ongoing support/customize to needs for clinics using HTTK.</td>
<td>Technology Director</td>
<td>July 1, 2011 – December 31, 2011</td>
<td>Record of TA provided kept on file</td>
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**Progress:**

Q1-Q2:

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Q3-Q4:  

Q5-Q6:  

**Activities status:**  
☐ IN-PROCESS ☐ COMPLETE ☐ DELAYED ☐ N/A

### 5. Evaluation

- Update, as applicable, evaluation plan developed in Year 1 of project  
  - **5.1** Implement evaluation plan  
  - **5.2** Report on evaluation plan progress, barriers, lessons learned in progress reports every 6 months  
  - **5.3** Analysis plan results (First 5 LA will provide DHF with analysis plan template by September 30, 2010).  
  - **5.4** Update, as applicable, evaluation plan developed in Year 2 of

| Evaluation Consultant | July 1, 2010 – June 30, 2011 | Analysis Plan Results due February 28, 2011 | Q3-Q4:  
| Evaluation Consultant | October 1, 2010-February 28, 2011 | Progress reported in progress reports every 6 months | Q5-Q6:  
| Evaluation Consultant | July 1, 2011 – October | |

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<tr>
<td>Staff Assignment: Evaluation Consultant, Evaluation Consultant</td>
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<td></td>
</tr>
<tr>
<td>Timeline: 31, 2011</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Deliverables: Updated evaluation plan due October 31, 2011</td>
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<td></td>
<td></td>
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<td>Actual Date(s) Delivered/Completed:</td>
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5.5 Implement evaluation plan

5.6 Final Evaluation Report

**Progress:**

Q1-Q2:

Q3-Q4:

Q5-Q6:

### Activities status:

□ IN-PROCESS  □ COMPLETE  □ DELAYED  □ N/A

6. Progress Reports

6.1 Submit progress reports that summarize document activities conducted every 6 months. Follow progress report instructions.

6.2 Collate data from all sites and report information as specified in the First 5 LA Year-End Data Report Form developed in Year 1 of the project

**Progress:**

Project Manager / Souther California Project Director

July 1, 2010-Dec 31, 2011

Progress reports due every 6 months

Q1-Q2: Q3-Q4: Q5-Q6:

Year-End Data Report Forms due February 28, 2011 and January 31,

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**Q1-Q2:**

**Q3-Q4:**

**Q5-Q6:**

**Activities status:**

- [ ] IN-PROCESS
- [ ] COMPLETE
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