



# San Mateo County Kindergarten Oral Health Assessment (KOHA)

## Collection and Data Reporting Instructions

The State of California mandates the Kindergarten Oral Health Assessment (KOHA) for all kindergartners and first graders enrolling in public school for the first time. The law requires that districts send KOHA data to the County Office of Education each year. To report KOHA data, designated school or district staff must enter the data into the KOHA database, the [System for California Oral Health Reporting \(SCOHR\)](#).

### KOHA Summary Timeline

#### School Registration

Include the [KOHA Form](#) and a customized [Oral Health Notification Letter](#) in registration/enrollment packets for all kindergartners and first graders who did not attend public school in years prior. Let parents and guardians know that a completed KOHA form is required to complete their registration packet.

#### Ongoing

Track returned KOHA forms and send reminders to parents and guardians of those students who have not returned their KOHA form.

#### May 31st

All KOHA forms and waivers are due to schools.

#### July 1st

All aggregate KOHA data is due to the County Office of Education through [SCOHR](#).

### Additional KOHA Timeline Details

#### Before the School Year Starts

If school staff members involved in KOHA collection and reporting do not have a username and password to enter data into the statewide KOHA database [SCOHR](#), request one by contacting the San Joaquin County Office of Education (SJCCE) Code Stack department at [scohr@sjcoe.net](mailto:scohr@sjcoe.net) or (866) 762-9170.

#### Enrollment/Registration

Send the current [KOHA Form](#) and [Oral Health Notification Letter](#) to parents. Include school-specific contact information in last paragraph of the letter. Please check that your school has the current KOHA version on file, as there have been many past versions. Past blank KOHA versions need to be recycled and replaced with the most recent version.

The California Oral Health Technical Assistance Center's [KOHA Toolkit](#) includes key talking points and messages about KOHA for parents and other school stakeholders.

## September to May 31st

Track all completed KOHA forms and submit required data items to SCOHR. A sample [SMC School Level KOHA Tracker](#) is available to use from San Mateo County's Oral Public Health Program. This sample tracker is designed so that the KOHA data in it corresponds exactly to the data schools are required to enter or upload into SCOHR each year. Send periodic reminders to complete the form to parents and guardians of KOHA-eligible students.

## May 31st to the End of the School Year

Collect and total KOHA aggregate data and enter or upload to SCOHR. Refer to the sample [KOHA Aggregate Data Form](#) to submit this aggregate data.

- Enter the aggregate data into SCOHR. If additional training or help using SCOHR is needed, contact SCOHR at [scohr@smcoe.net](mailto:scohr@smcoe.net) or (866) 762-9170 or call the San Mateo County Oral Public Health Program at (650) 642-3007.
- Specific aggregate data items are required in the SCOHR database for each school. All required data pieces are included on the sample tracker forms provided.

## July 1st

School districts must enter all aggregate school-level KOHA data into the [SCOHR database](#).

## Additional Resources

- KOHA Legislation: [AB 1433](#), [SB 379](#)
- [SCOHR \(System for California Oral Health Reporting\) Website](#)
- [California Education Code, Section 49452.8](#)
- [Recorded Overview and Demonstration of KOHA](#) (30 minutes)
- [San Mateo Medical Center's Dental Clinics](#): San Mateo Medical Center's dental clinics are located in Daly City, Half Moon Bay, North Fair Oaks, and San Mateo
- [Other Dental Clinics in San Mateo County](#)
- [Medi-Cal Dental Providers through Health Plan of San Mateo](#) (or call 650-616-2106)

## Questions? Need Support?

Contact the following people if you have any questions or need additional support:

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