

## Report Due Dates

Provider Name: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_

Due Date	Program(s)	Report Description	Location of Report	Report Clarification/Exceptions
Nov. 15	MH/IDD	Quarterly Report of Expenditures (July-Sept)	Fiscal Packet	Not required from providers whose service is being paid at a "State-set" rate.
Dec. 31	All	Audited Financial Report (for fiscal year ending June 30 <sup>th</sup> )	Auditor Generated	Refer to Procedure Statement MHIDDEI-412 Audit Requirements
Jan. 10	All	Audit Engagement/Extension Letter for calendar year ending December 31st	Auditor Generated	Refer to Procedure Statement MHIDDEI-412 Audit Requirements
Jan. 31	All	Progress Report on Outcomes in Appendix A	Provider Generated	Generally not required for contracts with an encumbrance under \$50,000
Feb. 15	MH	Internal Quality of Service Survey	Provider Generated	An acceptable substitute for this report is a completed MHA I/FST survey
	MH/IDD	Quarterly Report of Expenditures (Oct-Dec)	Fiscal Packet	Not required from providers whose service is being paid at a "State-set" rate.
	EI	Schedule of Revenues / Expenditures (July-Dec) (for non-state-set rates)	Fiscal Packet	Not required from providers whose service is being paid at a "State-set" rate.
Mar. 15	All	Appendix A for upcoming fiscal year	Contract Packet	Generally the Program Goals and Outcomes are not required for contracts with an encumbrance under \$50,000
	All	Budget packets (to include Budget/Rate Letter, Staff Roster, Unit Assumptions, Budget Narrative for upcoming fiscal year – if appropriate)	Fiscal Packet	Not required from providers whose service is being paid at a "State-set" rate.
May 15	MH/IDD	Quarterly Report of Expenditures (Jan-March)	Fiscal Packet	Not required from providers whose service is being paid at a "State-set" rate.
June 30	All	Audited Financial Report (for calendar year ending 31st)	Auditor Generated	Refer to Procedure Statement MHIDDEI-412 Audit Requirements
July 10	All	Audit Engagement/Extension Letter for FY ending 6/30	Auditor Generated	Refer to Procedure Statement MHIDDEI-412 Audit Requirements
July 31	All	Progress Report on Outcomes in Appendix A	Provider Generated	Generally not required for contracts with an encumbrance under \$50,000
	EI	Staff Training Logs	Provider Generated	
Aug. 15	MH/IDD	Quarterly Report of Expenditures (April-June)	Fiscal Packet	Not required from providers whose service is being paid at a "State-set" rate.
	EI	Schedule of Revenues / Expenditures for FY ending 6/30 (for non-state-set rates)	Fiscal Packet	Not required from providers whose service is being paid at a "State-set" rate.
	All	Salary Review for fiscal year ending 6/30	Fiscal Packet	Not required from providers whose service is being paid at a "State-set" rate.
	All	Property Purchased/Property Leased Report for FY ending 6/30	Fiscal Packet	Not required from providers whose service is being paid at a "State-set" rate.
	All			
	All	Fixed Assets Purchased with MH/IDD/EI Funds for FY ending 6/30	Fiscal Packet	Not required from providers whose service is being paid at a "State-set" rate.
Sept. 30	MH/IDD	MCR Report	Emailed to Provider by County	Only required of Program Funded Providers
15 <sup>th</sup> of each month	All	Monthly Invoices	Provider/ System Generated	Refer to Procedure Statement MHIDDEI-406 Reimbursement for County Contracted Services, contract may extend monthly invoice due date beyond the 15th of each month
	All	Employee Debarment and Exclusion Check	Reference Medical Assistance Bulletin 99-11-05	