

FY15 Monthly and Quarterly QA Schedule

		Agencies Submit Duplicate Reports via Fax	SSN correction/addition requests	<u>1st Run</u> Agencies Submit QA Summaries by Noon on:	CSB Releases Compliance Status Report*	1st Run Cure Date/ by 9:00 am on:	<u>2nd Run</u> CSB runs QA Reports for those noncompliant on the first run.	CSB issues Compliance/Breach Letters	2nd Run Cure Date**
	July Monthly	8/1/2016	8/1/2016	8/12/2016	NA	NA	NA	NA	NA
	Aug. Monthly	9/1/2016	9/1/2016	9/14/2016	NA	NA	NA	NA	NA
Q1	Jul.-Sept. Quarterly	10/3/2016	10/3/2016	10/14/2016	10/17/2016	10/21/2016	10/24/2016	10/26/2016	10/28/2016
	Oct. Monthly	11/1/2016	11/1/2016	11/14/2016	NA	NA	NA	NA	NA
	Nov. Monthly	12/1/2016	12/1/2016	12/14/2016	NA	NA	NA	NA	NA
Q2	Oct.-Dec. Quarterly	1/3/2017	1/3/2017	1/16/2017	1/17/2017	1/23/2017	1/26/2017	1/27/2017	1/30/2017
SA1	Jul.-Dec. Semi-Annual	1/3/2017	1/3/2017	1/16/2017	1/17/2017	1/23/2017	1/26/2017	1/27/2017	1/30/2017
	Jan. Monthly	2/1/2017	2/1/2017	2/13/2017	NA	NA	NA	NA	NA
	Feb. Monthly	3/1/2017	3/1/2017	3/14/2017	NA	NA	NA	NA	NA
Q3	Jan.-Mar. Quarterly	4/3/2017	4/3/2017	4/14/2017	4/17/2017	4/21/2017	4/24/2017	4/25/2017	4/28/2017
	Apr. Monthly	5/1/2017	5/1/2017	5/12/2017	NA	NA	NA	NA	NA
	May Monthly	6/1/2017	6/1/2017	6/14/2017	NA	NA	NA	NA	NA
Q4	Apr.-Jun. Quarterly	7/3/2017	7/3/2017	7/14/2017	7/17/2017	7/21/2017	7/21/2017	7/25/2017	7/28/2017
SA2	Jan.-Jun. Semi-Annual	7/3/2017	7/3/2017	7/14/2017	7/17/2017	7/21/2017	7/21/2017	7/25/2017	7/28/2017
A	Jul.-Jun. Annual	7/3/2017	7/3/2017	7/14/2017	7/17/2017	7/21/2017	7/21/2017	7/25/2017	7/28/2017

KEY	
Q#	Quarter 1, 2, 3, 4
SA#	Semi-Annual 1, 2
A	Annual

*Agencies required to submit Monthly QA Reports for the preceding months are required to achieve compliance on the first run. If compliance is not achieved, a breach letter will be issued on this date.

** Agencies that have not achieved compliance by this date will have their data excluded from the published reports.

Quarterly QA

- QA compliance reports are submitted (emailed/faxed) by the Agency Administrator to CSB Database Administrator by the 10th business day of the month.
- For non-compliant programs, Agency Administrator (and Executive Director) will receive Non-Compliance Memo by the 11th business day of the month.
- Noncompliant agencies are given 5 business days to cure.
- CSB Database Administrator will run the 2nd review on the 17th business day of the month.
- Results are distributed within 3 business days.

Monthly QA

- Submit Duplicate reports & SSN corrections by 1st business day of the month;
- Review for the previous month is run by the CSP Agency Administrator by the 5th business day of the month.
- QA compliance reports are submitted (emailed/faxed) by the Agency Administrator to CSB Database Administrator by the 10th business day of the month.