

## FY19 Monthly and Quarterly QA Schedule

		Agencies Submit Duplicate Reports via Fax	SSN correction/addition requests	<u>1st Run</u> Agencies Submit QA Summaries by <b>Noon</b> on:	CSB Releases Compliance Status Report*	1st Run Cure Date/ by <b>9:00 am</b> 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	8/1/2018	8/1/2018	8/10/2018	NA	NA	NA	NA	NA
	Aug. Monthly	9/1/2018	9/1/2018	9/14/2018	NA	NA	NA	NA	NA
Q1	Jul.-Sept. Quarterly	10/3/2018	10/3/2018	10/12/2018	10/17/2018	10/19/2018	10/23/2018	10/26/2018	10/30/2018
	Oct. Monthly	11/1/2018	11/1/2018	11/9/2018	NA	NA	NA	NA	NA
	Nov. Monthly	12/1/2018	12/1/2018	12/14/2018	NA	NA	NA	NA	NA
Q2	Oct.-Dec. Quarterly	1/3/2019	1/3/2019	1/11/2019	1/15/2019	1/18/2019	1/22/2019	1/25/2019	1/31/2019
SA1	Jul.-Dec. Semi-Annual	1/3/2019	1/3/2019	1/11/2019	1/15/2019	1/18/2019	1/22/2019	1/25/2019	1/31/2019
	Jan. Monthly	2/1/2019	2/1/2019	2/8/2019	NA	NA	NA	NA	NA
	Feb. Monthly	3/1/2019	3/1/2019	3/8/2019	NA	NA	NA	NA	NA
Q3	Jan.-Mar. Quarterly	4/3/2019	4/3/2019	4/12/2019	4/16/2019	4/19/2019	4/23/2019	4/26/2019	4/30/2019
	Apr. Monthly	5/1/2019	5/1/2019	5/10/2019	NA	NA	NA	NA	NA
	May Monthly	6/1/2019	6/1/2019	6/14/2019	NA	NA	NA	NA	NA
Q4	Apr.-Jun. Quarterly	7/3/2019	7/3/2019	7/12/2019	7/16/2019	7/19/2019	7/23/2019	7/26/2019	7/31/2019
SA2	Jan.-Jun. Semi-Annual	7/3/2019	7/3/2019	7/12/2019	7/16/2019	7/19/2019	7/23/2019	7/26/2019	7/31/2019
A	Jul.-Jun. Annual	7/3/2019	7/3/2019	7/12/2019	7/16/2019	7/19/2019	7/23/2019	7/26/2019	7/31/2019

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 via NeoCertified) 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 13th business day of the month.
- Noncompliant agencies are given up to 5 business days to cure.
- CSB Database Administrator will run the 2nd review on the 17th business day of the month.
- Final results are distributed by the 23rd business day.

### 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.