

FY20 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*	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**
Q1	Jul.-Sept. Quarterly	10/7/2019	10/7/2019	10/11/2019	10/14/2019	10/16/2019	10/16/2019	10/17/2019	10/18/2019
	Oct. Monthly	11/1/2019	11/1/2019	11/8/2019	NA	NA	NA	NA	NA
	Nov. Monthly	12/2/2019	12/2/2019	12/13/2019	NA	NA	NA	NA	NA
Q2	Oct.-Dec. Quarterly	1/6/2020	1/6/2020	1/10/2020	1/13/2020	1/15/2020	1/15/2020	1/16/2020	1/17/2020
SA1	Jul.-Dec. Semi-Annual	1/6/2020	1/6/2020	1/10/2020	1/13/2020	1/15/2020	1/15/2020	1/16/2020	1/17/2020
	Jan. Monthly	2/3/2020	2/3/2020	2/7/2020	NA	NA	NA	NA	NA
	Feb. Monthly	3/2/2020	3/2/2020	3/6/2020	NA	NA	NA	NA	NA
Q3	Jan.-Mar. Quarterly	4/6/2020	4/6/2020	4/10/2020	4/13/2020	4/15/2020	4/15/2020	4/16/2020	4/17/2020
	Apr. Monthly	5/4/2020	5/4/2020	5/8/2020	NA	NA	NA	NA	NA
	May Monthly	6/8/2020	6/8/2020	6/12/2020	NA	NA	NA	NA	NA
Q4	Apr.-Jun. Quarterly	7/6/2020	7/6/2020	7/10/2020	7/13/2020	7/15/2020	7/15/2020	7/16/2020	7/17/2020
SA2	Jan.-Jun. Semi-Annual	7/6/2020	7/6/2020	7/10/2020	7/13/2020	7/15/2020	7/15/2020	7/16/2020	7/17/2020
A	Jul.-Jun. Annual	7/6/2020	7/6/2020	7/10/2020	7/13/2020	7/15/2020	7/15/2020	7/16/2020	7/17/2020

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.
- For non-compliant programs, Agency Administrator will receive Non-Compliance details by the first business day of the following week.
- Noncompliant agencies are given up to 2 business days to cure.
- CSB Database Administrator will run the 2nd review on the cure date.

Monthly QA

- Submit Duplicate reports & SSN corrections by 1st Monday of the month;
- QA compliance reports are submitted (emailed/faxed) by the Agency Administrator to CSB Database Administrator by end of the first full week of the month