

FY21 Monthly and Quarterly QA Schedule

		Agencies Submit Duplicate Reports via Fax	SSN correction/addition requests	1st Run Agencies Submit QA Summaries by Noon on:	CSB Releases Compliance Status*	1st Run Cure Date/ by 9:00 am on:	2nd Run CSB runs QA Reports for those noncompliant on the first run.	CSB issues Compliance/Breach Letters	2nd Run Cure Date**
Q1	Jul.-Sept. Quarterly	10/5/2020	10/5/2020	10/9/2020	10/12/2020	10/14/2020	10/16/2020	10/19/2020	10/21/2020
	Oct. Monthly	11/2/2020	11/2/2020	11/6/2020	NA	NA	NA	NA	NA
	Nov. Monthly	12/4/2020	12/4/2020	12/11/2020	NA	NA	NA	NA	NA
Q2	Oct.-Dec. Quarterly	1/4/2021	1/4/2021	1/8/2021	1/11/2021	1/13/2021	1/15/2021	1/18/2021	1/20/2021
SA1	Jul.-Dec. Semi-Annual	1/4/2021	1/4/2021	1/8/2021	1/11/2021	1/13/2021	1/15/2021	1/18/2021	1/20/2021
	Jan. Monthly	2/5/2021	2/5/2021	2/12/2021	NA	NA	NA	NA	NA
	Feb. Monthly	3/5/2021	3/5/2021	3/12/2021	NA	NA	NA	NA	NA
Q3	Jan.-Mar. Quarterly	4/5/2021	4/5/2021	4/9/2021	4/12/2021	4/16/2021	4/16/2021	4/19/2021	4/21/2021
	Apr. Monthly	5/3/2021	5/3/2021	5/7/2021	NA	NA	NA	NA	NA
	May Monthly	6/7/2021	6/7/2021	6/11/2021	NA	NA	NA	NA	NA
Q4	Apr.-Jun. Quarterly	7/5/2021	7/5/2021	7/9/2021	7/12/2021	7/16/2021	7/16/2021	7/19/2021	7/21/2021
SA2	Jan.-Jun. Semi-Annual	7/5/2021	7/5/2021	7/9/2021	7/12/2021	7/16/2021	7/16/2021	7/19/2021	7/21/2021
A	Jul.-Jun. Annual	7/5/2021	7/5/2021	7/9/2021	7/12/2021	7/16/2021	7/16/2021	7/19/2021	7/21/2021

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