

CSHCS INFO #20-2012 - Annual CSHCS narrative report reminder  
Tue 11/13/2012

**Please do not respond to this email. If any questions contact Courtney Lawler at [Lawlerc1@michigan.gov](mailto:Lawlerc1@michigan.gov)**

Colleagues,

This is a reminder that the annual CSHCS narrative report is due by Thursday, November 15<sup>th</sup> following the end of the fiscal year. The annual narrative report continues to be a valuable information-sharing tool between MDCH and the Local Health Departments.

The reporting period is October 1, 2011 – September 30, 2012. The annual report should include the following components:

- Summary of CSHCS successes and challenges
- Technical assistance needs the LHD is requesting the State to address
- Brief description of how any local MCH funds allocated to CSHCS were used (e.g., CSHCS salaries, outreach materials, mailing costs, etc.) **(if applicable)**
- The duplicated number of clients referred for diagnostic evaluations
- The unduplicated number of CSHCS eligible clients assisted with CSHCS enrollment
- The unduplicated number of CSHCS clients in the CSHCS renewal process.

In addition, it remains the expectation of MDCH that local health departments submit Quarterly Care Coordination and Case Management logs in an encrypted manner to the Contract Manager.

**All reports should be submitted electronically or via US mail to:**

**Courtney Lawler  
Quality Management Analyst  
Quality and Program Services Section  
Children's Special Health Care Services  
Michigan Department of Community Health  
Lewis Cass Building, 6th Floor  
320 S. Walnut  
Lansing, Michigan 48933  
Phone: (517) 241-7182  
Fax: (517) 241-8970  
[Lawlerc1@michigan.gov](mailto:Lawlerc1@michigan.gov)**