

CSHCS INFO #26-2013 - Annual CSHCS Narrative Report  
Wed 11/6/2013 12:05 PM

Colleagues,

This is a reminder that the annual CSHCS narrative report is due by November 15 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, 2012 – September 30, 2013. 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.

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

Courtney Lawler  
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