

**FY09 REPORT FACTSHEET FOR STATE-FUNDED  
NON-CLINICAL ADOLESCENT  
HEALTH CENTERS:**

**WHEN ARE REPORTS DUE?**

| Required Report  | Due Date   |
|--|--|
| <p><b>Adolescent Health Education Presentation Form</b></p> <p>Non-clinical centers must submit this form quarterly with the quarterly narrative reports. <b>A year-end report for the period of January 1, 2008 – December 31, 2008 is due January 30, 2009.</b></p>  | <p>CY2008 Year-end report – DUE January 30, 2009</p> <p>January 1 – March 31, 2009 – DUE April 30, 2009<br/>           April 1 – June 30, 2009 – DUE July 30, 2009<br/>           July 1 – September 30, 2009 – DUE October 30, 2009</p> <p>CY2009 Year-end Report – Due January 30, 2010</p>  |
| <p><b>Adolescent Health Year End Report of Services &amp; Referrals</b></p> <p>Non-clinical centers must submit this form quarterly with the narrative reports and Health Education &amp; Presentation Form. <b>A year-end report for the period of January 1, 2009 – December 31, 2009 is due January 30, 2010.</b></p> | <p>CY2008 Year-end report – DUE January 30, 2009</p> <p>January 1 – March 31, 2009 – DUE April 30, 2009<br/>           April 1 – June 30, 2009 – DUE July 30, 2009<br/>           July 1 – September 30, 2009– DUE October 30, 2009</p> <p>CY2009 Year-end Report – Due January 30, 2010</p>   |
| <p><b>CAHCP Medicaid Outreach Report Form</b></p> <p>Non-clinical centers must submit this form quarterly with the quarterly narrative reports.</p>  | <p>October 1 – December 31, 2008 – DUE January 30, 2009<br/>           January 1 – March 31, 2009 – DUE April 30, 2009<br/>           April 1 – June 30, 2009 – DUE July 30, 2009<br/>           July 1 – September 30, 2009 – DUE October 30, 2009</p> <p>October 1 – December 31, 2009 – DUE January 30, 2010</p>  |
| <p><b>Quarterly Narrative Summary Reports</b><br/>           (includes narrative of progress on objectives and activities proposed in MDCH/MDE application, identification of barriers, and identification of any technical assistance needs relative to program delivery and administration)</p>                        | <p><i>Quarterly reports are due to MDCH for the following time periods:</i></p> <p>October 1 – December 31, 2008 – DUE Jan. 30, 2009<br/>           January 1 – March 31, 2008 – DUE April 30, 2009<br/>           April 1 – June 30, 2008 – DUE July 30, 2009</p> <p><i>*The fourth quarter narrative report will be waived in lieu of the annual summary report.</i></p> |
| <p><b>Annual Narrative Summary Report</b><br/>           (includes narrative of progress on objectives and activities proposed in MDE application and should cover the period of October 1, 2008-September 30, 2009; please note that there is a required format for the annual narrative summary report)</p>            | <p>November 30, 2009</p>   |

### WHEN ARE FINANCIAL STATUS REPORTS DUE?

Quarterly financial status reports (FSRs) are required for state-funded non-clinical teen health centers. These reports should be submitted on the following schedule (*for tracking of expenditures, not invoice for payment*):

| Required Report  | Due Date  |
|--|---|
| <b>Quarterly FSRs</b><br>(includes expenditures for the previous quarter)  | October 1 - Dec 31, 2008 – DUE January 30, 2009<br>January 1 – March 31 – DUE April 30, 2009<br>April 1 – June 30 – DUE July 30, 2009 |
| <b>Final Financial Status Report</b><br>(includes expenditures for the period of October 1, 2008 – September 30, 2009) | November 30, 2009   |

### WHO SHOULD WE SUBMIT REPORTS TO?

All reports should be submitted to:

**Michelle Twichell**  
Adolescent and School Health Unit  
Michigan Department of Community Health  
109 Michigan Avenue, 4<sup>th</sup> Floor  
Lansing MI 48913

Please also send an original copy of the quarterly and year-end FSRs to:

**Pat Burke, Chief Financial Officer**  
Michigan Primary Care Association  
7215 Westshire Drive  
Lansing, MI 48917