

FY10 REPORT FACTSHEET FOR STATE-FUNDED NON-CLINICAL ADOLESCENT HEALTH CENTERS:

WHEN ARE REPORTS DUE?

| Required Report | Due Date |
|--|---|
| <p>Adolescent Health Education Presentation Form</p> <p>Non-clinical centers must submit this form quarterly with the quarterly narrative reports. A year-end report for the period of January 1, 2010 – December 31, 2010 is due January 30, 2011.</p> | <p>CY2009 Year-end report – DUE January 30, 2010</p> <p>January 1 – March 31, 2010 – DUE April 30, 2010 April 1 – June 30, 2010 – DUE July 30, 2010 July 1 – September 30, 2010 – DUE October 30, 2010</p> <p>CY2010 Year-end Report – Due January 30, 2011</p> |
| <p>Adolescent Health Year End Report of Services & Referrals</p> <p>Non-clinical centers must submit this form quarterly with the narrative reports and Health Education & Presentation Form. A year-end report for the period of January 1, 2010 – December 31, 2010 is due January 30, 2011.</p> | <p>CY2009 Year-end report – DUE January 30, 2010</p> <p>January 1 – March 31, 2010 – DUE April 30, 2010 April 1 – June 30, 2010 – DUE July 30, 2010 July 1 – September 30, 2010 – DUE October 30, 2010</p> <p>CY2010 Year-end Report – Due January 30, 2011</p> |
| <p>CAHCP Medicaid Outreach Report Form</p> <p>Non-clinical centers must submit this form quarterly with the quarterly narrative reports.</p> | <p>October 1 – December 31, 2009 – DUE January 30, 2010 January 1 – March 31, 2010 – DUE April 30, 2010 April 1 – June 30, 2010 – DUE July 30, 2010 July 1 – September 30, 2010 – DUE October 30, 2010</p> |
| <p>Quarterly Narrative Summary Reports (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 <u>due to MDCH</u> for the following time periods:</i></p> <p>October 1 – December 31, 2009 – DUE Jan. 30, 2010 January 1 – March 31, 2010 – DUE April 30, 2010 April 1 – June 30, 2010 – DUE July 30, 2010</p> <p><i>*The fourth quarter narrative report will be waived in lieu of the annual summary report.</i></p> |
| <p>Annual Narrative Summary Report (includes narrative of progress on objectives and activities proposed in MDE application and should cover the period of October 1, 2009-September 30, 2010; please note that there is a required format for the annual narrative summary report)</p> | <p style="text-align: center;">November 30, 2010</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 |
|--|---|
| Quarterly FSRs (includes expenditures for the previous quarter) | October 1 - Dec 31, 2009 – DUE January 30, 2010 January 1 – March 31 – DUE April 30, 2010 April 1 – June 30 – DUE July 30, 2010 |
| Final Financial Status Report (includes expenditures for the period of October 1, 2009 – September 30, 2010) | November 30, 2010 |

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, 4th Floor
Lansing MI 48913

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

Matthew Herwaldt
Michigan Primary Care Association
7215 Westshire Drive
Lansing, MI 48917