

ALERT #17-2012 - CSHCS Annual Narrative Report
Wed 10/3/2012

From: Lawler, Courtney (DCH)

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, 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 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

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Thank you,

Courtney

Courtney A. Lawler, MHA

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