

FY17 Quarterly Reporting Instructions

Quarterly reporting procedures are much the same as in previous years:

- ❖ Reports are due 30 days after the end of the Quarter. FY17 due dates are: October 30, 2016; January 30, 2017; April 30, 2017; and July 30, 2017
- ❖ All Quarterly Reports are submitted in GEMS.
 - Quarterly reporting requirements will be considered a Milestone within GEMS.
 - Required quarterly reporting documents are posted to the DBH Website.
 - All Quarterly Reporting documents, except for the Cumulative Financial Report (“CFR”), will need to be uploaded into GEMS as a single PDF document.
- ❖ Once organizations have filed their Second Quarter FY17 reports, DBH will review each organizations Cumulative Fiscal Report(s) and determine whether any unexpended organization funds are appropriate to be returned to the state at that time.

*** Please keep in mind you may only have one fiscal related report (LIBR, CFR, or Grant Amendment) submitted through GEMS and awaiting approval at any one time. Waiting until the deadline to try to submit LIBR’s, final or revised CFR’s could cause a conflict preventing you from submitting timely.

Quarterly Submission Documents

- ❖ “Quarterly Report Checklists” specific to each grant are posted on the DBH website. Please include the appropriate checklist as the first page of each grant’s Quarterly Report submission.
- ❖ There are additional reporting requirements for CBHTR grants that include Peer Navigation, Transition to Independence, Evidence-Based Practice, Opioid Treatment, Independent Case Management (RurAL Cap), or SSDI/SSI Outreach Access Recovery programs. Please include these specialty reports as a part of the appropriate quarterly submissions.

Board Meeting Minutes

- ❖ Board Meeting Minutes for any meetings that occurred during reporting period are required to be submitted with the quarterly reports.

Community Action Plan (“CAP”)

- ❖ Reporting your participation in the local CAP is required for each community your organization serves.
 - Identify when each meeting was held and who attended.
 - Provide minutes from each CAP Meeting.
 - Organizations in Anchorage, Fairbanks, Juneau, Kenai and Mat-Su may choose one provider that shall submit the CAP meeting minutes on behalf of all community providers. The designated organization will submit the document to their DBH Program Manager for dissemination to applicable DBH staff.

T&R Quarterly Narrative Report

- General update on your organizations overall status and any challenges faced and successes during reporting period
- Workforce issues (successes & challenges)
- Organization specific Community Action Planning contributions
- Required Site Review Plan of Correction Reports / Updates (if applicable)
- Report on any audits that have occurred during the quarter