

Quarter	Month	Date
Q2 (1/1-3/31)	January	1/30
	February	
	March	3/31
Q3 (4/1-6/30)	April	4/10
		4/10
		4/30
	May	
	June	
Q4 (7/1-9/30)	July	7/30
	August	
	September	9/30
	October	10/10
Q1 (10/1-12/31)		10/10
		10/10
		10/30
	November	
	December	

Sites HFNY Reporting Deadlines

What's Due	to whom
Quarterly Reports & Narrative due	OCFS
Complete data entry for past 6 months for Performance Indicators reports	MIS
Apply for exemptions for Performance Indicators reports	OCFS
Quarterly Reports & Narrative due	OCFS
Quarterly Reports & Narrative due	OCFS
Reporting period closes for federal annual reporting	MIS
Annual data entry completed	MIS
Complete data entry for past 6 months for Performance Indicators reports	MIS
Apply for exemptions for Performance Indicators reports	OCFS
Quarterly Reports & Narrative due	OCFS

Sites HFNY Reporting Expectations

Frequency	Activity
Weekly	Staff supervision meetings
Monthly	Complete data entry into MIS each month by beginning of following month
Quarterly	Observe each FSW perform home visit
Semi-Annually	Observe each FAW perform Kempe assessment
Annually	Annual Service Report, due within 30 days of end of contract year