

**Colorado Department of Public Health & Environment
Women's Health Unit
FY2011 Family Planning Calendar**

July 2010	August 2010	September 2010
<p>1st Start date for FY11 CFPI contracts 2nd IMA (on History Review) due 12th IRIS input/data entry due 14th Expenditure Revenue Report Audio Conference Training 15th Third party monthly data submission 16th Title X FY11 work plan template due 16th Annual FY10 data summary (Report 12) sent to expansion sites 16th CY10 second quarter data summary (Report 12) sent to delegates 16th Admin. and Nursing Manual Changes Sign-Offs due 20th CFPI Expansion final year 2 report due 20th CFPI tracking survey due 26th Data review/sign off of Final FY10 Report 12 due 26th Data review/sign off of CY10 second quarter Report 12 due 30th Extended grant period Title X work plan progress report due 30th May cost reimbursement statements due</p>	<p>1st-3rd Title X Clinical Conference in St. Louis 6th Expenditure/revenue report due 10th IRIS input/data entry due 11th Cost Analysis Workshop 16th Third party monthly data submission due 25th MedPAC meeting 29th Final FY10 cost reimbursement statements due</p>	<p>10th IRIS input/data entry due 15th Third Party monthly data submission due 29th July cost reimbursement statements due</p> <p><i>Final contract ratings for Title X sent to delegates</i></p> <p><i>Quarterly contract ratings for CFPI sent to delegates</i></p>
October 2010	November 2010	December 2010
<p>11th IRIS input/data entry due 15th Third Party monthly data submission 15th CFPI tracking and funding needs survey due 15th CY10 third quarter data summary (Report 12) sent to delegates 15th FY10 first quarter data summary (Report 12) sent to expansion sites 25th Nursing Manual signatures due 29th CFPI expansion progress report due 29th Data review/sign off of CY10 and FY10 Report 12 due 30th August cost reimbursement statements due</p> <p><i>Any changes to Third Party Data Specifications will be sent to delegates by the end of October.</i></p> <p><i>Quarterly contract ratings for CFPI and Title X sent to delegates</i></p>	<p>10th IRIS input/data entry due 15th Third party monthly data submission due 17th Combined MedPAC/PAC meeting 29th September cost reimbursement statements due</p>	<p>1st Sliding fee scale and cost analysis due 10th IRIS input/data entry due 15th IMA due (topic TBD) 15th Third party monthly data submission due 30th October cost reimbursement statements due 30th FY12 LARC/Sterilization requests due</p>

CY = Calendar Year (January through December) FY= Fiscal Year (July through June)

*MedPAC meetings are routinely scheduled on the 3rd Wednesday of February, May, August, and November.

Updated 3/4/11

**Colorado Department of Public Health & Environment
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FY2011 Family Planning Calendar (continued)**

January 2011	February 2011	March 2011
<p>14th CFPI tracking survey due 10th IRIS input/data entry due 13th Third party monthly data submission due 14th FY11 Title X work plan progress report due 14th FTE report due 19th Annual CY10 data summary (Report 12) sent to delegates 19th FY11 second quarter data summary (Report 12) sent to expansion 19th CFPI expansion progress report due 24th Data review/sign off of FY11 second quarter Report 12 due 24th Data review/sign off of final CY10 Report 12 due 27th Expenditure/revenue report due 29th November cost reimbursement statements due 31st 2010 data lockdown in IRIS</p> <p><i>Quarterly contract ratings for CFPI and Title X sent to delegates</i></p>	<p>1st Expenditure/revenue report due 9th Budget training session 10th IRIS input/data entry due 14th FY12 Contract amounts sent to agencies 15th Third party monthly data submission due 16th MedPAC meeting</p>	<p>2nd December cost reimbursement statements due 4th FY12 Budgets for Title X and CFPI contracts due 10th IRIS input/data entry due 15th Third party monthly data submission due</p> <p><i>1st CDPHE's Federal Title X family planning grant application due</i></p> <p><i>Federal poverty guidelines sent to delegates</i></p> <p><i>TBD – Policy Advisory Committee (PAC) Audio Conference</i></p> <p><i>Quarterly contract ratings for CFPI and Title X sent to delegates</i></p>
April 2011	May 2011	June 2011
<p>1st January cost reimbursement statements due 4th FY12 CFPI & Title X contracts sent to agencies for signatures 11th IRIS entry/data entry due 15th CFPI expansion progress report due 15th Third party monthly data submission 15th Client satisfaction surveys due 18th CY11 first quarter data summary (Report 12) sent to delegates 18th FY11 third quarter data summary (Report 12) sent to expansion sites 29th February cost reimbursement statements due 29th Data review/sign off of CY11 and FY11 Report 12s due 29th CFPI tracking survey due 29th Client satisfaction surveys due</p> <p><i>Title X and CFPI contracts sent to delegates for signature</i></p> <p><i>Quarterly contract ratings for CFPI and Title X sent to delegates</i></p>	<p>6th Signed FY12 Title X and CFPI contracts returned to Women's Health Unit 10th IRIS input/data entry due 12th-14th JSI Reproductive Health Update in Denver 16th Third party monthly data submission Due 18th MedPAC meeting 30th March cost reimbursement statements due</p>	<p>1st Estimate of Title X and CFPI expenses for May and June due 9th-10th Colorado Women's Health Conference 10th IRIS input/data entry due 15th Third party monthly data submission due 29th April cost reimbursement statements due 30th Start date for FY12 Title X contracts</p>

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Notes:

Data

A 2010 year-end data report will be sent out to all agencies by January 19, 2011 and must be returned with signature no later than January 24, 2011 in anticipation of 2010 data lockdown in IRIS.

Unless otherwise specified above, CY and FY Report 12s will be sent out quarterly by the 18th of the month (in July, October, April and January). The delegate agency Family Planning Coordinator must sign the report and send it back to the Women’s Health Unit Data Coordinator no later than the last working day of the month (as noted in the calendar above).

All IRIS input/data entry is due on the 10th of each month for data from the previous month (i.e. data entry due May 10 is for April information). If the 10th falls on a weekend or holiday, the deadline is the following business day. Third Party data submissions are due on the 15th of each month for data from the previous month. If the 15th falls on a weekend or holiday, the deadline is the following business day. The only exception is in January, when the due date is moved up to January 14th to allow sufficient time for data lockdown.

Fiscal

The ERR report due on August 6th 2010 will be for the January-June 2010 period. The Expenditure/revenue report (ERR) that is due on February 1st 2011 will be for the July-December 2010 period. If an extension is needed for this submission, please contact Jean DeGuzman at (303) 692-2601.

Cost reimbursement statements for all Family Planning contracts (Title X and CFPI) are due 60 days after the end of the month in which services were provided (i.e. Cost Reimbursement Statements due September 29th are for July services).

CDPHE Title X Family Planning Agencies - Data Submissions

Direct Data Entry Sites	Third Party Sites
Boulder Valley Women’s Health Center	Children’s Hospital
Broomfield City-County	Denver Health – Community Health Services
Colorado Coalition for the Homeless	Denver Health – STD
Community Health Services, Inc (Pitkin)	Eagle County
Delta County	Jefferson County
El Paso County	Larimer County
Gunnison County	Mesa County
Kit Carson County	Summit Community Care Clinic
Lake County	Tri-County
Montrose County	
Northeast Colorado	
Northwest Colorado VNA	
Pueblo City–County	
Rio Blanco County	
San Juan Basin	
San Miguel County	
Spanish Peaks	
Teller County	
Weld County	

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