

**Colorado Department of Public Health & Environment  
Women's Health Unit  
FY2012 Family Planning Calendar**

July 2011	August 2011	September 2011
1 <sup>st</sup> Start date for FY12 CFPI contracts 11 <sup>th</sup> IRIS input/data entry due 15 <sup>th</sup> Third party monthly data submission 15 <sup>th</sup> Title X & CFPI FY12 agency work plan template due 18 <sup>th</sup> CFPI Annual FY11 data summary (Report 12) sent to delegates 18 <sup>th</sup> CY11 second quarter data summary (Report 12) sent to delegates 20 <sup>th</sup> CFPI Expansion year 3 (FY11) final progress report due 20 <sup>th</sup> CFPI tracking survey due 29 <sup>th</sup> Data review/sign off of Final FY11 Report 12 due 29 <sup>th</sup> Data review/sign off of CY11 second quarter Report 12 due 29 <sup>th</sup> FY11 Title X agency work plan year end progress report due 30 <sup>th</sup> May cost reimbursement statements due	10 <sup>th</sup> IRIS input/data entry due 11 <sup>th</sup> Expenditure Revenue Report (ERR)/Budget Revision Training 15 <sup>th</sup> Third party monthly data submission due 17 <sup>th</sup> MedPAC meeting <del>19<sup>th</sup> Expenditure Revenue Report due</del> 26 <sup>th</sup> Colorado Family Planning Program Orientation 26 <sup>th</sup> Budget revision due 29 <sup>th</sup> Final FY11 cost reimbursement statements due  <i>Quarterly contract ratings for Title X and CFPI sent to delegates</i>	2 <sup>nd</sup> Expenditure Revenue Report due 12 <sup>th</sup> IRIS input/data entry due 15 <sup>th</sup> Third Party monthly data submission due 29 <sup>th</sup> July cost reimbursement statements due 30 <sup>th</sup> Administrative and Nursing Manual Signatures due
October 2011	November 2011	December 2011
11 <sup>th</sup> IRIS input/data entry due 17 <sup>th</sup> Third Party monthly data submission 17 <sup>th</sup> CFPI tracking and funding needs survey due 18 <sup>th</sup> CY11 third quarter data summary (Report 12) sent to delegates 18 <sup>th</sup> FY11 first quarter data summary (Report 12) sent to expansion sites 24 <sup>th</sup> – 28 <sup>th</sup> Federal Program Review 31 <sup>st</sup> Data review/sign off of CY11 and FY12 Report 12 due 31 <sup>st</sup> August cost reimbursement statements due 31 <sup>st</sup> Sliding fee scale and cost analysis due  <i>Any changes to Third Party Data Specifications will be sent to delegates by the end of October.</i>  <i>Quarterly contract ratings for Title X and CFPI sent to delegates.</i>	10 <sup>th</sup> IRIS input/data entry due 15 <sup>th</sup> Third party monthly data submission due 15 <sup>th</sup> MedPAC meeting 29 <sup>th</sup> September cost reimbursement statements due 30 <sup>th</sup> Sliding fee scale and cost analysis due	12 <sup>th</sup> IRIS input/data entry due 15 <sup>th</sup> IMA due (topic TBD) 15 <sup>th</sup> Third party monthly data submission due 30 <sup>th</sup> October cost reimbursement statements due 30 <sup>th</sup> FY13 LARC/Sterilization requests due  <i>July through October contract ratings for Title X and CFPI sent to delegates</i>

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

\*MedPAC meetings are routinely scheduled on the 3<sup>rd</sup> Wednesday of February, May, August, and November.

**Colorado Department of Public Health & Environment  
Women's Health Unit  
FY2012 Family Planning Calendar (continued)**

January 2012	February 2012	March 2012
10 <sup>th</sup> IRIS input/data entry due 13 <sup>th</sup> Third party monthly data submission due 13 <sup>th</sup> FY12 Title X & CFPI work plan progress report due 13 <sup>th</sup> FTE report due 17 <sup>th</sup> CFPI tracking survey due 17 <sup>th</sup> Annual CY11 data summary (Report 12) sent to delegates 17 <sup>th</sup> FY12 second quarter data summary (Report 12) sent to expansion 23 <sup>rd</sup> Data review/sign off of FY12 second quarter Report 12 due 23 <sup>rd</sup> Data review/sign off of final CY11 Report 12 due 27 <sup>th</sup> Expenditure Revenue Report due 27 <sup>th</sup> FTE reports due 27 <sup>th</sup> Pap Test info due 30 <sup>th</sup> November cost reimbursement statements due 31 <sup>st</sup> 2011 data lockdown in IRIS	9 <sup>th</sup> - 8 <sup>th</sup> Budget training session 10 <sup>th</sup> IRIS input/data entry due 14 <sup>th</sup> FY13 Contract amounts sent to agencies 15 <sup>th</sup> Third party monthly data submission due 15 <sup>th</sup> MedPAC meeting 28 <sup>th</sup> FY13 Budgets for Title X and CFPI contracts due 29 <sup>th</sup> December cost reimbursement statements due	5 <sup>th</sup> <del>FY13 Budgets for Title X and CFPI contracts due</del> 12 <sup>th</sup> IRIS input/data entry due 15 <sup>th</sup> Third party monthly data submission due 31 <sup>st</sup> January cost reimbursement statements due  <i>1<sup>st</sup> CDPHE's Federal Title X family planning grant application due</i>  <i>Federal poverty guidelines sent to delegates</i>
April 2012	May 2012	June 2012
4 <sup>th</sup> FY13 CFPI & Title X contracts sent to agencies for signatures 10 <sup>th</sup> IRIS entry/data entry due 16 <sup>th</sup> Third party monthly data submission 18 <sup>th</sup> CY12 first quarter data summary (Report 12) sent to delegates 18 <sup>th</sup> FY12 third quarter data summary (Report 12) sent to expansion sites 30 <sup>th</sup> February cost reimbursement statements due 30 <sup>th</sup> Data review/sign off of CY12 and FY12 Report 12s due 30 <sup>th</sup> CFPI tracking survey due 30 <sup>th</sup> Client satisfaction surveys due  <i>July through February contract ratings for CFPI and Title X sent to delegates</i>	7 <sup>th</sup> Signed FY13 Title X and CFPI contracts returned to Women's Health Unit 10 <sup>th</sup> IRIS input/data entry due 15 <sup>th</sup> Third party monthly data submission Due 16 <sup>th</sup> MedPAC meeting 30 <sup>th</sup> March cost reimbursement statements due	1 <sup>st</sup> Estimate of Title X and CFPI expenses for May and June due 11 <sup>th</sup> IRIS input/data entry due 15 <sup>th</sup> Third party monthly data submission due 29 <sup>th</sup> April cost reimbursement statements due 30 <sup>th</sup> Start date for FY13 Title X contracts

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

\*MedPAC meetings are routinely scheduled on the 3<sup>rd</sup> Wednesday of February, May, August, and November.

**Notes:**

Data

A 2011 year-end data report will be sent out to all agencies by January 17, 2012 and must be returned with signature no later than January 23, 2012 in anticipation of 2011 data lockdown in IRIS.

Unless otherwise specified above, CY and FY Report 12s will be sent out quarterly by the 18<sup>th</sup> 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 10<sup>th</sup> of each month for data from the previous month (i.e. data entry due May 10 is for April information). If the 10<sup>th</sup> falls on a weekend or holiday, the deadline is the following business day. Third Party data submissions are due on the 15<sup>th</sup> of each month for data from the previous month. If the 15<sup>th</sup> 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 13<sup>th</sup> to allow sufficient time for data lockdown.

Fiscal

The Expenditure Revenue Report (ERR) due on August 19<sup>th</sup> 2011 will be for the January-June 2011 period. The ERR that is due on January 27<sup>th</sup> 2011 will be for the July-December 2011 period. If an extension is needed for this submission, please contact Francesca Isabelle at (303) 691-4963.

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 29<sup>th</sup> are for July services).

**CDPHE Title X Family Planning Agencies - Data Submissions**

<b>Direct Data Entry Sites</b>	<b>Third Party Sites</b>
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	