

ADAD Prevention Services - County**FY24 Timeline (September 30, 2023-September 29, 2024)**

Task	Date
Monthly Billing (Monthly Service Form, Billing & Utilization Form, and invoice submitted in WITS)	Monthly; by the 15th of the following month
Monthly Data Entry (WITS)	Monthly; by the 15th of the following month
Projected Utilization 1 & Budget	August 31, 2023
Approved WITS Plan, if applicable	November 3, 2023
Community Needs Assessment (CNA), if applicable	Within 6 Months of Contract start date (if starting with assessment)
Logic Model (LM), if applicable	Within 1 month of approved CNA (if starting with assessment)
Strategic Plan, if applicable	Within 3 months of approved LM
Quarter 1 Report	January 15, 2024
Projected Utilization 2	February 9, 2024
Quarter 2 Report	April 15, 2024
Progress Evaluation Report	April 30, 2024
Projected Utilization 3	May 3, 2024
Quarter 3 Report	July 15, 2024
Sustainability Plan	September 29, 2024 (anytime through this date)
Updated Strategic Plan	September 29, 2024
Quarter 4 Report	October 15, 2024
Year-End Report	October 30, 2024
Final Evaluation Report	October 30, 2024