ADAD Prevention Services – Policy & Program

FY24 Timeline (October 1, 2023-September 30, 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	August 31, 2023
Annual Evaluation Agreement	October 31, 2023
Community Coalition Membership List, if applicable	October 31, 2023
Approved WITS Plan, if applicable	November 3, 2023
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 30, 2024 (anytime through this date)
Updated Strategic Plan	September 30, 2024
Quarter 4 Report	October 15, 2024
Year-End Report	October 30, 2024
Final Evaluation Report	October 30, 2024