

ADAD Additional Prevention Services – Tutoring, Peer-to-Peer, and Family Programs**2024 Timeline (January 1, 2024 – December 31, 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	Within 1 month of Contract start date
Annual Evaluation Agreement	January 31, 2024
Completed WITS Plan	January 31, 2024
Quarter 1 Report	April 15, 2024
Projected Utilization 2	May 3, 2024
Quarter 2 Report	July 15, 2024
Progress Evaluation Report	July 30, 2024
Projected Utilization 3	August 30, 2024
Quarter 3 Report	October 15, 2024
Sustainability Plan	December 31, 2024 (anytime through this date)
Updated Strategic Plan	December 31, 2024
Quarter 4 Report	January 15, 2025
Year-End Report	January 30, 2025
Final Evaluation Report	January 30, 2025