

ADAD Prevention Services - County

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 31st
Approved WITS Plan, if applicable	October 31st
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 15th
Projected Utilization 2	February 1st
Quarter 2 Report	April 15th
Progress Evaluation Report	April 30th
Projected Utilization 3	May 1st
Quarter 3 Report	July 15th
Sustainability Plan	September 29th (anytime through this date)
Updated Strategic Plan	September 29th
Quarter 4 Report	October 15th
Year-End Report	October 30th
Final Evaluation Report	October 30th