ADAD Prevention Services – Policy & Program

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 31st
Annual Evaluation Agreement	October 31st
Approved WITS Plan, if applicable	October 31st
Community Coalition Membership List, if applicable	October 31st
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	January 15th
Quarter 2 Report	April 15th
Progress Evaluation Report	April 30th
Projected Utilization 3	April 15th
Quarter 3 Report	July 15th
Sustainability Plan	September 30th (anytime through this date)
Updated Strategic Plan	September 30th
Quarter 4 Report	October 15th
Year-End Report	October 30th
Final Evaluation Report	October 30th