

FY24 Monthly and Quarterly QA Schedule

		Agencies Submit Duplicate Reports	SSN correction/addition requests	1st Run Agencies Submit QA Summaries by Noon on:	2nd Run Partner Agencies Re-run QA Reports for those non-compliant on the first run.	2nd Run Corrections Due**	CSB issues Compliance/Breach Letters
Q1	Jul.-Sept. Quarterly	10/9/2023	10/9/2023	10/13/2023	10/19/2023	10/20/2023	10/20/2023
	Oct. Monthly	11/6/2023	11/6/2023	11/10/2023	NA	NA	NA
	Nov. Monthly	12/4/2023	12/4/2023	12/8/2023	NA	NA	NA
Q2	Oct.-Dec. Quarterly	1/8/2024	1/8/2024	1/12/2024	1/18/2024	1/19/2024	1/19/2024
SA1	Jul.-Dec. Semi-Annual	1/8/2024	1/8/2024	1/12/2024	1/18/2024	1/19/2024	1/19/2024
	Jan. Monthly	2/5/2024	2/5/2024	2/9/2024	NA	NA	NA
	Feb. Monthly	3/4/2024	3/8/2024	3/8/2024	NA	NA	NA
Q3	Jan.-Mar. Quarterly	4/8/2024	4/8/2024	4/12/2024	4/18/2024	4/19/2024	4/19/2024
	Apr. Monthly	5/6/2024	5/6/2024	5/10/2024	NA	NA	NA
	May Monthly	6/10/2024	6/10/2024	6/14/2024	NA	NA	NA
Q4	Apr.-Jun. Quarterly	7/8/2024	7/8/2024	7/12/2024	7/18/2024	7/19/2024	7/19/2024
SA2	Jan.-Jun. Semi-Annual	7/8/2024	7/8/2024	7/12/2024	7/18/2024	7/19/2024	7/19/2024
A	Jul.-Jun. Annual	7/8/2024	7/8/2024	7/12/2024	7/18/2024	7/19/2024	7/19/2024

**Agencies required to submit Monthly QA Reports for the preceding months are required to achieve compliance on the first run. If compliance is not achieved, a breach letter will be issued on this date.*

****** *Agencies that have not achieved compliance by this date will have their data excluded from the published reports.*

KEY

Q#	Quarter 1, 2, 3, 4
SA#	Semi-Annual 1, 2
A	Annual

Quarterly QA

- QA compliance reports are submitted (emailed via NeoCertified) by the Agency Administrator to CSB Database Administrator.
- For non-compliant programs, Agency Administrator will receive Non-Compliance details by the first business day of the following week.
 - Noncompliant agencies are given up to 5 business days to correct.
 - Agency Administrator will run the 2nd review on the correction date.

Monthly QA

- Submit Duplicate reports & SSN corrections by the Monday before the QA reports are due;
- QA compliance reports are submitted (emailed/faxed) by the Agency Administrator to CSB Database Administrator by end of the first full week of the month