

FY25 Monthly and Quarterly QA Schedule

		Agencies Submit QA Summaries by Noon on:	Corrections Due for QA reports that were non-compliance	CSB issues Compliance/ Breach Letters
Q1	Jul.-Sept. Quarterly	10/11/2024	10/18/2024	10/21/2024
	Oct. Monthly	11/15/2024	NA	NA
	Nov. Monthly	12/13/2024	NA	NA
Q2	Oct.-Dec. Quarterly	1/10/2025	1/17/2025	1/20/2025
SA1	Jul.-Dec. Semi-Annual	1/10/2025	1/17/2025	1/20/2025
	Jan. Monthly	2/14/2025	NA	NA
	Feb. Monthly	3/14/2025	NA	NA
Q3	Jan.-Mar. Quarterly	4/11/2025	4/18/2025	4/21/2025
	Apr. Monthly	5/16/2025	NA	NA
	May Monthly	6/13/2025	NA	NA
Q4	Apr.-Jun. Quarterly	7/11/2025	7/18/2025	7/21/2025
SA2	Jan.-Jun. Semi-Annual	7/11/2025	7/18/2025	7/21/2025
A	Jul.-Jun. Annual	7/11/2025	7/18/2025	7/21/2025

**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.*

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

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

Quarterly QA

- QA compliance reports are submitted (via secure email) 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