

## Project Management Reporting Schedule

### 1. Monthly Invoice

Please use the attached Excel file for monthly invoices. Electronic copies should be sent to the attention of your Blueprint Assistant Director and DVHA business office contact and hard copies should be mailed to the DVHA business office contact by the 15<sup>th</sup> of each month beginning November 15<sup>th</sup>, 2011 for expenses incurred in October, 2011.

### 2. Quarterly Project Report

A quarterly report of project activities is due using the Quarterly Project Report template:

Date Due	For the Time Period
January 15 <sup>th</sup> , 2012	10/1/11 – 12/31/11
April 15 <sup>th</sup> , 2012	1/1/12 – 3/31/12
July 15 <sup>th</sup> , 2012	4/1/12 – 6/30/12
October 15 <sup>th</sup> , 2012	7/1/12 – 9/30/12

### 3. Payment Processes

- Provide count of total unique Vermont patients in participating practices (spreadsheet will be provided) by:
  - December 15, 2011
  - March 15, 2012
  - June 15, 2012
  - September 15, 2012
- Provide practice-level payment rosters (spreadsheet will be provided) approximately 2 months prior to initiation of PPPM payments/NCQA scoring date.
- Provide updates to practice-level payment rosters as changes occur and review quarterly for accuracy.

### 4. Reporting Schedule

The following list of documents shall be provided once during the grant year and updated if they change:

Date Due	Description
Upon execution of grant	Project Manager Resume
<b>December 2011</b>	
December 1, 2011	Community Health Team (CHT) Staffing table (spreadsheet will be provided)
December 1, 2011	Practice Demographic and Staffing table - Demographic information on area primary care (internal medicine, family practice, and pediatric) practices (spreadsheet will be provided)
December 15, 2011	Count of total unique Vermont patients in participating practices (spreadsheet will be provided)
December 15, 2011	Invoice
December 15, 2011	CHT Plan (initial, expansion plan, or description of the fully implemented CHT)
<b>January 2012</b>	
January 15, 2012	Advanced Primary Care Practice Recognition (APCP) Schedule – Estimated recognition dates for the time period November 1, 2011 – October 31, 2013)
January 15, 2012	Invoice
January 15, 2012	Quarterly Report (template provided) Due with Quarterly Report <ul style="list-style-type: none"> <li>• HIT Log table</li> </ul> Reviewed and Updated as Necessary with the Quarterly Report <ul style="list-style-type: none"> <li>• Practice-level payment rosters (DVHA Website)</li> <li>• CHT Plan</li> <li>• CHT Staffing table</li> <li>• Practice Demographic and Staffing table/APCP Recognition Schedule</li> </ul>
<b>February 2012</b>	
March 15, 2012	Count of total unique Vermont patients in participating practices (spreadsheet will be provided).
February 15, 2012	Invoice
<b>March 2012</b>	
March 15, 2012	Invoice
<b>April 2012</b>	

April 15, 2012	Invoice
April 15, 2012	<p>Quarterly Report            Due with Quarterly Report</p> <ul style="list-style-type: none"> <li>• CHT Utilization report</li> <li>• HIT Log tables</li> </ul> <p>Reviewed and Updated as Necessary with the Quarterly Report</p> <ul style="list-style-type: none"> <li>• Practice-level payment rosters</li> <li>• Community Health Team Plan</li> <li>• CHT Staffing table</li> </ul> <p>Practice Demographic and Staffing table/APCP Recognition Schedule</p>
<b>May 2012</b>	
May 15, 2012	Invoice
<b>June 2012</b>	
June 15, 2012	Provide count of total unique Vermont patients in participating practices (spreadsheet will be provided)
June 15, 2012	Invoice
<b>July 2012</b>	
July 15, 2012	Invoice
July 15, 2012	<p>Quarterly Report            Due with Quarterly Report</p> <ul style="list-style-type: none"> <li>• CHT Utilization report</li> <li>• HIT Log table</li> </ul> <p>Reviewed and Updated as Necessary with the Quarterly Report</p> <ul style="list-style-type: none"> <li>• Practice-level payment rosters</li> <li>• CHT Plan</li> <li>• CHT Staffing table</li> </ul> <p>Practice Demographic and Staffing table/APCP Recognition Schedule</p>
<b>August 2012</b>	
August 15, 2012	Invoice
<b>September 2012</b>	
September 15, 2012	Count of total unique Vermont patients in participating practices (spreadsheet will be provided)
September 15, 2012	Invoice

September 30, 2012	Description of any subcontracts executed by the Grantee for work covered by this Health Services Area grant agreement (e.g. subcontracts for CHT staffing and / or project management)
September 30, 2012	CHT referral /coordination protocols with functional CHT members including Vermont Chronic Care Initiative (VCCI), local SASH panels, and the designated mental health /substance abuse services agency
<b>October</b>	
October 15, 2012	Invoice
October 15, 2012	<p>Quarterly Report</p> <p>Due with Quarterly Report</p> <ul style="list-style-type: none"> <li>• CHT Utilization report</li> <li>• HIT Log table</li> </ul> <p>Reviewed and Updated as Necessary with the Quarterly Report</p> <ul style="list-style-type: none"> <li>• Practice-level payment rosters</li> <li>• Community Health Team Plan</li> <li>• CHT Staffing table</li> </ul> <p>Practice Demographic and Staffing table/APCP Recognition Schedule</p>
<b>On-going/ Revised As Necessary</b>	
Approximately 2 months prior to initiation of PPPM payments/NCQA score date.	Provide practice-level payment rosters (available on DVHA website)
When a new project manager is hired.	Project Manager Resume
When any new practice decides to participate in the Blueprint and/or is scheduled for NCQA scoring.	Update Practice Demographic and Staffing/APCP Recognition Schedule with NCQA score date, practice staffing and types of medical records (table provided)
When initiated and when updated.	Description of any subcontracts executed by the Grantee for work covered by this Health Services Area grant agreement (e.g. subcontracts for CHT staffing and / or project management; format provided)
When initiated and when updated.	CHT referral /coordination protocols with functional CHT members including Vermont Chronic Care Initiative (VCCI), local SASH panels, and the designated mental health /substance abuse services agency