

ATTACHMENT A-8 IDD SUBMISSION CALENDAR

For tracking of receipt purposes, electronic mail submissions must be sent to the Health and Human Services Commission (System Agency) at IDDperformance.contracts@hhsc.state.tx.us and hard copy contract submissions must be sent to the System Agency's IDD Performance Contracts Unit Contract Manager. When a local intellectual and developmental disability authority (LIDDA) submits an electronic or facsimile submission, LIDDA must maintain original submission for their records. Performance Contracts Unit will forward electronic mail and hard copy submissions to the appropriate department. Encounter Data must be submitted using the secure file transfer protocol and CARE submissions must be submitted using CARE.

Submission Type:

- “HC” – Hard Copy Submission to Contract Manager
- “E” – Electronic Submission to System Agency
- “CARE” – Submission Using CARE
- “SFTP” – File Transfer Protocol
- “F” – Facsimile
- “MBOW” – IDD and Behavioral Health Outpatient Data Warehouse

September 2017

Type	Document	Due Date
E	Form S – Contact List with FYs 18 and 19 Performance Contract	9/1/17
E	Annual Historically Underutilized Businesses (HUB) Sub-Contracting Report (Form F)	9/9/17
E	PASRR Reporting Manual Q4 Report	9/12/17
SFTP	FY 2017 Q4 IDD Financial Reporting	9/15/17
E	Crisis Services Q4 Report	9/15/17
E	ECC Invoice for August 2017 Expenditures	9/15/17
E	Transition Support Team Invoice for August 2017 Expenditures	9/15/17
E	ECC Q4 Report	9/15/17
E	Transition Support Team Q4 Report	9/15/17
E	MFP Travel Reports for August 2017	9/15/17
SFTP	Monthly Encounter Data for August 2017	9/16/17 by 4 a.m.
CARE	Monthly IDD - Critical Incident Data for August 2017	9/30/17

October 2017

Type	Document	Due Date
E	ECC Invoice for September 2017 Expenditures	10/15/17
E	Transition Support Team Invoice for September 2017 Expenditures	10/15/17
E	MFP Travel Reports for September 2017	10/15/17
E	PASRR IDD Specialized Services Invoices for September 2017	10/15/17
F	PASRR Reporting of Non-Compliance form for September 2017	10/15/17
SFTP	Monthly Encounter Data for September 2017	10/16/17 by 4 a.m.
HC/E	FY 2017 Q4 Financial Statements and Certification Form G	10/17/17
CARE	Monthly IDD - Critical Incident Data for September 2017	10/31/17

November 2017

Type	Document	Due Date
HC/E/F	HCS/TxHmL Enrollment Extension (Form 1045) Request Cut-Off Date for Q1	11/15/17
E	ECC Invoice for October 2017 Expenditures	11/15/17
E	Transition Support Team Invoice for October 2017 Expenditures	11/15/17
E	PASRR IDD Specialized Services Invoices for October 2017	11/15/17
F	PASRR Reporting of Non-Compliance form for October 2017	11/15/17
E	MFP Travel Reports for October 2017	11/15/17
SFTP	Monthly Encounter Data for October 2017	11/16/17 by 4 a.m.
CARE	Monthly IDD - Critical Incident Data for October 2017	11/30/17

December 2017

Type	Document	Due Date
E	PASRR Reporting Manual Q1 Report	12/12/17
SFTP	FY 2018 Q1 Financial Reporting	12/15/17
E	Crisis Services Q1 Report	12/15/17
E	ECC Invoice for November 2017 Expenditures	12/15/17
E	Transition Support Team Invoice for November 2017 Expenditures	12/15/17
E	ECC Q1 Report	12/15/17
E	Transition Support Team Q1 Report	12/15/17
E	PASRR IDD Specialized Services Invoices for November 2017	12/15/17
F	PASRR Reporting of Non-Compliance form for November 2017	12/15/17
E	MFP Travel Reports for November 2017	12/15/17
SFTP	Monthly Encounter Data for November 2017	12/16/17 by 4 a.m.
CARE	Monthly IDD - Critical Incident Data for November 2017	12/30/17
SFTP	FY 2017 Q4 IDD Financial Reporting (Final for FY 2017)	12/30/17 by 5 p.m.

January 2018

Type	Document	Due Date
E	LIDDA Diversion Coordinator Job Description and Qualifications	1/10/18
E	PASRR IDD Specialized Services Invoices for December 2017	1/15/18
E	MFP Travel Reports for December 2017	1/15/18
E	ECC Invoice for December 2017 Expenditures	1/15/18
E	Transition Support Team Invoice for December 2017 Expenditures	1/15/18
F	PASRR Reporting of Non-Compliance form for December 2017	1/15/18
SFTP	Monthly Encounter Data for December 2017	1/16/18 by 4 a.m.
HC/E	FY 2018 Q1 Financial Statements and Certification Form G	1/17/18
CARE	Monthly IDD - Critical Incident Data for December 2017	1/31/18

February 2018

Type	Document	Due Date
HC	Single Audit for FY 2017	2/1/18
E	PASRR IDD Specialized Services Invoices for January	2/15/18
E	MFP Travel Reports for January	2/15/18

HC/E/F	HCS/TxHmL Enrollment Extension (Form 1045) Request Cut-Off Date for Q2	2/15/18
E	ECC Invoice for January 2018 Expenditures	2/15/18
E	Transition Support Team Invoice for January 2018 Expenditures	2/15/18
F	PASRR Reporting of Non-Compliance form for January	2/15/18
SFTP	Monthly Encounter Data for January 2018	2/16/18 by 4 a.m.
CARE	Monthly IDD - Critical Incident Data for January 2018	2/28/18

March 2018

Type	Document	Due Date
HC/E	Corrective Action Plan for FY 2017 Single Audit or a “Letter of no Findings”	3/1/18
E	PASRR Reporting Manual Q2 Report	3/10/18
E	PASRR IDD Specialized Services Invoices for February	3/15/18
E	MFP Travel Reports for February	3/15/18
E	Crisis Services Q2 Report	3/15/18
E	ECC Invoice for February 2018 Expenditures	3/15/18
E	Transition Support Team Invoice for February 2018 Expenditures	3/15/18
E	ECC Q2 Report	3/15/18
E	Transition Support Team Q2 Report	3/15/18
F	PASRR Reporting of Non-Compliance form for February	3/15/18
SFTP	Monthly Encounter Data for February 2018	3/16/18 by 4 a.m.
SFTP	FY 2018 Q2 IDD Financial Reporting	3/16/18
CARE	Monthly IDD - Critical Incident Data for February 2018	3/31/18

April 2018

Type	Document	Due Date
E	PASRR IDD Specialized Services Invoices for March	4/15/18
E	MFP Travel Reports for March	4/15/18
E	ECC Invoice for March 2018 Expenditures	4/15/18
E	Transition Support Team Invoice for March 2018 Expenditures	4/15/18
F	PASRR Reporting of Non-Compliance form for March	4/15/18
SFTP	Monthly Encounter Data for March 2018	4/16/18 by 4 a.m.
HC/E	FY 2018 Q2 Financial Statements and Certification Form G	4/17/18
CARE	Monthly IDD – Critical Incident Data for March 2018	4/28/18

May 2018

Type	Document	Due Date
E	PASRR IDD Specialized Services Invoices for April	5/15/18
E	MFP Travel Reports for April	5/15/18
HC/E/F	HCS/TxHmL Enrollment Extension (Form 1045) Request Cut-Off Date for Q3	5/15/18
E	ECC Invoice for April 2018 Expenditures	5/15/18
E	Transition Support Team Invoice for April 2018 Expenditures	5/15/18
F	PASRR Reporting of Non-Compliance form for April	5/15/18
E	PASRR Annual Report – Service Coordination caseload methodologies	5/15/18
SFTP	Monthly Encounter Data for April 2018	5/16/18 by 4 a.m.

CARE	Monthly IDD – Critical Incident Data for April 2018	5/31/18
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June 2018

Type	Document	Due Date
E	LIDDA Diversion Coordinator Job Description and Qualifications	6/12/18
E	PASRR Reporting Manual Q3 Report	6/12/18
E	PASRR IDD Specialized Services Invoices for May	6/15/18
E	MFP Travel Reports for May	6/15/18
SFTP	FY 2018 Q3 IDD Financial Reporting	6/15/18
E	Crisis Services Q3 Report	6/15/18
E	ECC Invoice for May 2018 Expenditures	6/15/18
E	Transition Support Team Invoice for May 2018 Expenditures	6/15/18
E	ECC Quarterly Report	6/15/18
E	Transition Support Team Q3 Report	6/15/18
F	PASRR Reporting of Non-Compliance form for May	6/15/18
SFTP	Monthly Encounter Data for May 2018	6/16/18 by 4 a.m.
CARE	Monthly IDD – Critical Incident Data for May 2018	6/30/18
E	Transition Support Team Annual Satisfaction Survey	6/30/18

July 2018

Type	Document	Due Date
E	PASRR IDD Specialized Services Invoices for June	7/15/18
E	MFP Travel Reports for June	7/15/18
E	ECC Invoice for June 2018 Expenditures	7/15/18
E	Transition Support Team Invoice for June 2018 Expenditures	7/15/18
F	PASRR Reporting of Non-Compliance form for June	7/15/18
SFTP	Monthly Encounter Data for June 2018	7/16/18 by 4 a.m.
HC/E	FY 2018 Q3 Financial Statements and Certification Form G	7/17/18
CARE	Monthly IDD – Critical Incident Data for June 2018	7/31/18

August 2018

Type	Document	Due Date
E	PASRR IDD Specialized Services Invoices for July	8/15/18
E	MFP Travel Reports for July	8/15/18
HC/E/F	HCS/TxHmL Enrollment Extension (Form 1045) Request Cut-Off Date for Q4	8/15/18
E	ECC Invoice for July 2018 Expenditures	8/15/18
E	Transition Support Team Invoice for July 2018 Expenditures	8/15/18
F	PASRR Reporting of Non-Compliance form for July	8/15/18
SFTP	Monthly Encounter Data for July 2018	8/16/18 by 4 a.m.
CARE	Monthly IDD - Critical Incident Data for July 2018	8/31/18
HC/E	Financial Audit Engagement Letter for FY 2018	8/31/18

September 2018

Type	Document	Due Date
E	Form S – Contact List with FYs 18 and 19 Performance Contract	9/1/18
E	Annual Historically Underutilized Businesses (HUB) Sub-Contracting Report (Form F)	9/9/18
E	PASRR Service Coordination Caseload Annual Report	9/12/18
E	PASRR Reporting Manual Q4 Report	9/12/18
E	PASRR IDD Specialized Services Invoices for August	9/15/18
F	PASRR Reporting of Non-Compliance form for August	9/15/18
E	MFP Travel Reports for August	9/15/18
SFTP	FY 2018 Q4 IDD Financial Reporting	9/15/18
E	Crisis Services Q4 Report	9/15/18
E	ECC Invoice for August 2018 Expenditures	9/15/18
E	Transition Support Team Invoice for August 2018 Expenditures	9/15/18
E	ECC Q4 Report	9/15/18
E	Transition Support Team Q4 Report	9/15/18
SFTP	Monthly Encounter Data for August 2018	9/16/18 by 4 a.m.
CARE	Monthly IDD - Critical Incident Data for August 2018	9/30/18

October 2018

Type	Document	Due Date
E	ECC Invoice for September 2018 Expenditures	10/15/18
E	Transition Support Team Invoice for September 2018 Expenditures	10/15/18
E	PASRR IDD Specialized Services Invoices for September	10/15/18
F	PASRR Reporting of Non-Compliance form for September	10/15/18
E	MFP Travel Reports for September	10/15/18
SFTP	Monthly Encounter Data for September 2018	10/16/18 by 4 a.m.
HC/E	FY 2018 Q4 Financial Statements and Certification Form G	10/17/18
CARE	Monthly IDD - Critical Incident Data for September 2018	10/31/18

November 2018

Type	Document	Due Date
HC/E/F	HCS/TxHmL Enrollment Extension (Form 1045) Request Cut-Off Date for Q1	11/15/18
E	ECC Invoice for October 2018 Expenditures	11/15/18
E	Transition Support Team Invoice for October 2018 Expenditures	11/15/18
E	PASRR IDD Specialized Services Invoices for October	11/15/18
F	PASRR Reporting of Non-Compliance form for October	11/15/18
E	MFP Travel Reports for October	11/15/18
SFTP	Monthly Encounter Data for October 2018	11/16/18 by 4 a.m.
CARE	Monthly IDD - Critical Incident Data for October 2018	11/30/18

December 2018

Type	Document	Due Date
E	PASRR Reporting Manual Q1 Report	12/12/18
SFTP	FY 2019 Q1 Financial Reporting	12/15/18

E	Crisis Services Q1 Report	12/15/18
E	ECC Invoice for November 2018 Expenditures	12/15/18
E	Transition Support Team Invoice for November 2018 Expenditures	12/15/18
E	ECC Q1 Report	12/15/18
E	Transition Support Team Q1 Report	12/15/18
E	MFP Travel Reports for November	12/15/18
E	PASRR IDD Specialized Services Invoices for November	12/15/18
F	PASRR Reporting of Non-Compliance form for November	12/15/18
SFTP	Monthly Encounter Data for November 2018	12/16/18 by 4 a.m.
CARE	Monthly IDD - Critical Incident Data for November 2018	12/30/18
SFTP	FY 2018 Q4 IDD Financial Reporting (Final for FY 2018)	12/30/18 by 5 p.m.

January 2019

Type	Document	Due Date
E	LIDDA Diversion Coordinator Job Description and Qualifications	1/10/19
E	PASRR IDD Specialized Services Invoices for December 2018	1/15/19
E	MFP Travel Reports for December 2018	1/15/19
E	ECC Invoice for December 2018 Expenditures	1/15/19
E	Transition Support Team Invoice for December 2018 Expenditures	1/15/19
F	PASRR Reporting of Non-Compliance form for December 2018	1/15/19
SFTP	Monthly Encounter Data for December 2018	1/16/19 by 4 a.m.
HC/E	FY 2019 Q1 Financial Statements and Certification Form G	1/17/19
CARE	Monthly IDD - Critical Incident Data for December 2018	1/31/19

February 2019

Type	Document	Due Date
HC	Single Audit for FY 2018	2/1/19
E	PASRR IDD Specialized Services Invoices for January	2/15/19
E	MFP Travel Reports for January	2/15/19
HC/E/F	HCS/TxHmL Enrollment Extension (Form 1045) Request Cut-Off Date for Q2	2/15/19
E	ECC Invoice for January 2019 Expenditures	2/15/19
E	Transition Support Team Invoice for January 2019 Expenditures	2/15/19
F	PASRR Reporting of Non-Compliance form for January	2/15/19
SFTP	Monthly Encounter Data for January 2019	2/16/19 by 4 a.m.
CARE	Monthly IDD - Critical Incident Data for January 2019	2/28/19

March 2019

Type	Document	Due Date
HC/E	Corrective Action Plan for FY 2018 Single Audit or a "Letter of no Findings"	3/1/19
E	PASRR Reporting Manual Q2 Report	3/10/19
E	PASRR IDD Specialized Services Invoices for February	3/15/19
E	MFP Travel Reports for February	3/15/19
E	Crisis Services Q2 Report	3/15/19
E	ECC Invoice for February 2019 Expenditures	3/15/19

E	Transition Support Team Invoice for February 2019 Expenditures	3/15/19
E	ECC Q2 Report	3/15/19
E	Transition Support Team Q2 Report	3/15/19
F	PASRR Reporting of Non-Compliance form for February	3/15/19
SFTP	Monthly Encounter Data for February 2019	3/16/19 by 4 a.m.
SFTP	FY 2019 Q2 IDD Financial Reporting	3/16/19
CARE	Monthly IDD - Critical Incident Data for February 2019	3/31/19

April 2019

Type	Document	Due Date
E	PASRR IDD Specialized Services Invoices for March	4/15/19
E	MFP Travel Reports for March	4/15/19
E	ECC Invoice for March 2019 Expenditures	4/15/19
E	Transition Support Team Invoice for March 2019 Expenditures	4/15/19
F	PASRR Reporting of Non-Compliance form for March	4/15/19
SFTP	Monthly Encounter Data for March 2019	4/16/19 by 4 a.m.
HC/E	FY 2019 Q2 Financial Statements and Certification Form G	4/17/19
CARE	Monthly IDD – Critical Incident Data for March 2019	4/28/19

May 2019

Type	Document	Due Date
E	PASRR IDD Specialized Services Invoices for April	5/15/19
E	MFP Travel Reports for April	5/15/19
HC/E/F	HCS/TxHmL Enrollment Extension (Form 1045) Request Cut-Off Date for Q3	5/15/19
E	ECC Invoice for April 2019 Expenditures	5/15/19
E	Transition Support Team Invoice for April 2019 Expenditures	5/15/19
F	PASRR Reporting of Non-Compliance form for April	5/15/19
E	PASRR Annual Report – Service Coordination caseload methodologies	5/15/19
SFTP	Monthly Encounter Data for April 2019	5/16/19 by 4 a.m.
CARE	Monthly IDD – Critical Incident Data for April 2019	5/31/19

June 2019

Type	Document	Due Date
E	LIDDA Diversion Coordinator Job Description and Qualifications	6/12/19
E	PASRR Reporting Manual Q3 Report	6/12/19
E	PASRR IDD Specialized Services Invoices for May	6/15/19
E	MFP Travel Reports for May	6/15/19
SFTP	FY 2019 Q3 IDD Financial Reporting	6/15/19
E	Crisis Services Q3 Report	6/15/19
E	ECC Invoice for May 2019 Expenditures	6/15/19
E	Transition Support Team Invoice for May 2019 Expenditures	6/15/19
E	ECC Quarterly Report	6/15/19
E	Transition Support Team Q3 Report	6/15/19
F	PASRR Reporting of Non-Compliance form for May	6/15/19

SFTP	Monthly Encounter Data for May 2019	6/16/19 by 4 a.m.
CARE	Monthly IDD – Critical Incident Data for May 2019	6/30/19
E	Transition Support Team Annual Satisfaction Survey	6/30/19

July 2019

Type	Document	Due Date
E	PASRR IDD Specialized Services Invoices for June	7/15/19
E	MFP Travel Reports for June	7/15/19
E	ECC Invoice for June 2019 Expenditures	7/15/19
E	Transition Support Team Invoice for June 2019 Expenditures	7/15/19
F	PASRR Reporting of Non-Compliance form for June	7/15/19
SFTP	Monthly Encounter Data for June 2019	7/16/19 by 4 a.m.
HC/E	FY 2019 Q3 Financial Statements and Certification Form G	7/17/19
CARE	Monthly IDD – Critical Incident Data for June 2019	7/31/19

August 2019

Type	Document	Due Date
E	PASRR IDD Specialized Services Invoices for July	8/15/19
E	MFP Travel Reports for July	8/15/19
HC/E/F	HCS/TxHmL Enrollment Extension (Form 1045) Request Cut-Off Date for Q4	8/15/19
E	ECC Invoice for July 2019 Expenditures	8/15/19
E	Transition Support Team Invoice for July 2019 Expenditures	8/15/19
F	PASRR Reporting of Non-Compliance form for Jul9	8/15/19
SFTP	Monthly Encounter Data for July 2019	8/16/19 by 4 a.m.
CARE	Monthly IDD - Critical Incident Data for July 2019	8/31/19
HC/E	Financial Audit Engagement Letter for FY 2019	8/31/19

Type	Documents with No Specific Due Date
CANRS	Client Abuse & Neglect Form CANRS AN-1-A form within one business day of completion of form.
HC	Contract Amendment Request (Form C), when necessary
HC/E	Supporting reports, data, work papers, and information, upon request.
HC/E	Within five business days after request, Corrective Action Plan (CAP) that addresses the correction of any critical health, safety, rights, abuse, and neglect issues identified by System Agency and a description of local oversight activities to monitor and maintain the correction of the identified problem.
HC/E	Within 30 days after request, Corrective Action Plan (CAP) that addresses the correction of an LA problem, other than one listed above, identified by System Agency and a description of local oversight activities to monitor and maintain the correction of the identified problem.
HC/E	Within ten business days after request, affidavits of the LIDDA's governing body (Form A) and Executive Director (Form B).
HC/E	Within 30 days after the occurrence of any event that materially affects the accuracy of the information contained in any declaration, certification, or disclosure previously filed (Form D)
E	Update to Form S within five business days after changes become effective. All changes must be clearly identified.

Type	Documents with No Specific Due Date
E	In the event of a change in the designated Diversion Coordinator, the LIDDA must submit to System Agency an updated Form S within five business days and the name of the designated interim/permanent Diversion Coordinator, along with their qualifications (resume).