

**ATTACHMENT N  
 IDD Submission Calendar**

For tracking of receipt purposes, electronic mail submissions must be sent to DADS at [performance.contracts@dads.state.tx.us](mailto:performance.contracts@dads.state.tx.us) and hard copy contract submissions must be sent to the Contract Manager. When a LIDDA submits an electronic or facsimile submission, the 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 DADS
- “CARE” – Submission Using CARE
- “SFTP” – File Transfer Protocol
- “F” – Facsimile
- “MBOW” – Intellectual & Developmental Disabilities and Behavioral Health Outpatient Data Warehouse

**September 2015**

Type	Document	Due Date
HC	Form D – Certification Regarding Lobbying with FYs 16 and 17 Performance Contract	9/01/15
E	Form S – Contact List with FYs 16 and 17 Performance Contract	9/01/15

**October 2015**

Type	Document	Due Date
SFTP	Monthly Encounter Data for September 2015	10/16/15 by 4 a.m.
CARE	Monthly IDD - Critical Incident Data for September 2015	10/30/15

**November 2015**

Type	Document	Due Date
HC/E/F	HCS/TxHmL Enrollment Extension (Form 1045) Request Cut-Off Date for 1 <sup>st</sup> Quarter	11/16/15
SFTP	Monthly Encounter Data for October 2015	11/16/15 by 4 a.m.
CARE	Monthly IDD - Critical Incident Data for October 2015	11/30/15

**December 2015**

Type	Document	Due Date
SFTP	Monthly Encounter Data for November 2015	12/16/15 by 4 a.m.
SFTP	FY 2016 Q1 IDD Financial Reporting	12/16/15
CARE	Monthly IDD - Critical Incident Data for November 2015	12/31/15

**January 2016**

<b>Type</b>	<b>Document</b>	<b>Due Date</b>
SFTP	Monthly Encounter Data for December 2015	1/15/16 by 4 a.m.
HC/E	FY 2016 Q1 Financial Statements and Certification Form G	1/15/16
CARE	Monthly IDD - Critical Incident Data for December 2015	1/29/16

**February 2016**

<b>Type</b>	<b>Document</b>	<b>Due Date</b>
HC	Financial and Compliance Audit for FY 2016	2/01/16
HC/E/F	HCS/TxHmL Enrollment Extension (Form 1045) Request Cut-Off Date for 2 <sup>nd</sup> Quarter	2/15/16
SFTP	Monthly Encounter Data for January 2016	2/16/16 by 4 a.m.
CARE	Monthly IDD - Critical Incident Data for January 2016	2/29/16

**March 2016**

<b>Type</b>	<b>Document</b>	<b>Due Date</b>
HC	Corrective Action Plan for FY 2016 Financial and Compliance Audit or a "Letter of No Findings"	3/01/16
SFTP	Monthly Encounter Data for February 2016	3/16/16 by 4 a.m.
SFTP	FY 2016 Q2 IDD Financial Reporting	3/17/16
CARE	Monthly IDD - Critical Incident Data for February 2016	3/31/16

**April 2016**

<b>Type</b>	<b>Document</b>	<b>Due Date</b>
SFTP	Monthly Encounter Data for March 2016	4/15/16 by 4 a.m.
HC	FY 2016 Q2 Financial Statements and Certification Form G	4/15/16
CARE	Monthly IDD - Critical Incident Data for March 2016	4/29/16

**May 2016**

<b>Type</b>	<b>Document</b>	<b>Due Date</b>
HC/E/F	HCS/TxHmL Enrollment Extension (Form 1045) Request Cut-Off Date for 3 <sup>rd</sup> Quarter	5/16/16
SFTP	Monthly Encounter Data for April 2016	5/16/16 by 4 a.m.
CARE	Monthly IDD - Critical Incident Data for April 2016	5/31/16

**June 2016**

<b>Type</b>	<b>Document</b>	<b>Due Date</b>
E	LIDDA Diversion Coordinator Job Description and Qualifications	6/10/16
E	PASRR Reporting Manual Q3 Report	6/10/16
E	Enhanced Community Coordination Invoice for May 2016 Expenditures	6/15/16
E	Transition Support Team Invoice for May 2016 Expenditures	6/15/16
E	Enhanced Community Coordination Q3 Report	6/15/16
E	Transition Support Team Q3 Report	6/15/16
SFTP	Monthly Encounter Data for May 2016	6/16/16 by 4 a.m.

SFTP	FY2016 Q3 Report III	6/16/16
CARE	Monthly IDD - Critical Incident Data for May 2016	6/30/16

**July 2016**

Type	Document	Due Date
E	Enhanced Community Coordination Invoice for June 2016 Expenditures	7/15/16
E	Transition Support Team Invoice for June 2016 Expenditures	7/15/16
HC	FY 2016 Q3 Financial Statements and Certification Form G	7/15/16
SFTP	Monthly Encounter Data for June 2016	7/18/16 by 4 a.m.
CARE	Monthly IDD - Critical Incident Data for June 2016	7/29/16

**August 2016**

Type	Document	Due Date
HC/E/F	HCS/TxHmL Enrollment Extension (Form 1045) Request Cut-Off Date for 4 <sup>th</sup> Quarter	8/15/16
E	Enhanced Community Coordination Invoice for July 2016 Expenditures	8/15/16
E	Transition Support Team Invoice for July 2016 Expenditures	8/15/16
SFTP	Monthly Encounter Data for July 2016	8/16/16 by 4 a.m.
CARE	Monthly IDD - Critical Incident Data for July 2016	8/31/16
HC	Financial Auditor Engagement Letter for FY 2016	8/31/16

**September 2016**

Type	Document	Due Date
E	Annual Historically Underutilized Businesses (HUB) Sub-Contracting Report (Form F)	9/9/16
E	PASRR Service Coordination Caseload Annual Report	9/12/16
E	PASRR Reporting Manual Q4 Report	9/12/16
SFTP	FY 2016 Q4 IDD Financial Reporting	9/15/16
E	Crisis Services Q4 Report	9/15/16
E	Enhanced Community Coordination Invoice for August 2016 Expenditures	9/15/16
E	Transition Support Team Invoice for August 2016 Expenditures	9/15/16
E	Enhanced Community Coordination Q4 Report	9/15/16
E	Transition Support Team Q4 Report	9/15/16
SFTP	Monthly Encounter Data for August 2016	9/16/16 by 4 a.m.
CARE	Monthly IDD - Critical Incident Data for August 2016	9/30/16

**October 2016**

Type	Document	Due Date
E	Enhanced Community Coordination Invoice for September 2016 Expenditures	10/15/16
E	Transition Support Team Invoice for September 2016 Expenditures	10/15/16
SFTP	Monthly Encounter Data for September 2016	10/16/16 by 4 a.m.

HC/E	FY 2016 Q4 Financial Statements and Certification Form G	10/17/16
CARE	Monthly IDD - Critical Incident Data for September 2016	10/31/16

**November 2016**

<b>Type</b>	<b>Document</b>	<b>Due Date</b>
HC/E/F	HCS/TxHmL Enrollment Extension (Form 1045) Request Cut-Off Date for 1st Quarter	11/15/16
E	Enhanced Community Coordination Invoice for October 2016 Expenditures	11/15/16
E	Transition Support Team Invoice for October 2016 Expenditures	11/15/16
SFTP	Monthly Encounter Data for October 2016	11/16/16 by 4 a.m.
CARE	Monthly IDD - Critical Incident Data for October 2016	11/30/16

**December 2016**

<b>Type</b>	<b>Document</b>	<b>Due Date</b>
E	PASRR Reporting Manual Q1 Report	12/12/16
SFTP	FY 2016 Q1 Financial Reporting	12/15/16
E	Crisis Services Q1 Report	12/15/16
E	Enhanced Community Coordination Invoice for November 2016 Expenditures	12/15/16
E	Transition Support Team Invoice for November 2016 Expenditures	12/15/16
E	Enhanced Community Coordination Q1 Report	12/15/16
E	Transition Support Team Q1 Report	12/15/16
SFTP	Monthly Encounter Data for November 2016	12/16/16 by 4 a.m.
CARE	Monthly IDD - Critical Incident Data for November 2016	12/30/16
SFTP	FY 2016 Q4 IDD Financial Reporting (Final for FY 2016)	12/30/16 by 5 p.m.

**January 2017**

<b>Type</b>	<b>Document</b>	<b>Due Date</b>
E	LIDDA Diversion Coordinator Job Description and Qualifications	1/10/17
E	Enhanced Community Coordination Invoice for December 2016 Expenditures	1/15/17
E	Transition Support Team Invoice for December 2016 Expenditures	1/15/17
SFTP	Monthly Encounter Data for December 2016	1/16/17 by 4 a.m.
HC/E	FY 2016 Q1 Financial Statements and Certification Form G	1/17/17
CARE	Monthly IDD - Critical Incident Data for December 2016	1/31/17

**February 2017**

<b>Type</b>	<b>Document</b>	<b>Due Date</b>
HC	Financial and Compliance Audit for FY 2017	2/01/17
HC/E/F	HCS/TxHmL Enrollment Extension (Form 1045) Request Cut-Off Date for 2 <sup>nd</sup> Quarter	2/15/17
E	Enhanced Community Coordination Invoice for January 2017	2/15/17

	Expenditures	
E	Transition Support Team Invoice for January 2017 Expenditures	2/15/17
SFTP	Monthly Encounter Data for January 2017	2/16/17 by 4 a.m.
CARE	Monthly IDD - Critical Incident Data for January 2017	2/28/17

**March 2017**

<b>Type</b>	<b>Document</b>	<b>Due Date</b>
HC/E	Corrective Action Plan for FY 2017 Financial and Compliance Audit or a "Letter of No Findings"	3/01/17
E	PASRR Reporting Manual Q2 Report	3/10/17
E	Crisis Services Q2 Report	3/15/17
E	Enhanced Community Coordination Invoice for February 2017 Expenditures	3/15/17
E	Transition Support Team Invoice for February 2017 Expenditures	3/15/17
E	Enhanced Community Coordination Q2 Report	3/15/17
E	Transition Support Team Q2 Report	3/15/17
SFTP	Monthly Encounter Data for February 2017	3/16/17 by 4 a.m.
SFTP	FY 2017 Q2 IDD Financial Reporting	3/16/17
CARE	Monthly IDD -Critical Incident Data for February 2017	3/31/17

**April 2017**

<b>Type</b>	<b>Document</b>	<b>Due Date</b>
E	Enhanced Community Coordination Invoice for March 2017 Expenditures	4/15/17
E	Transition Support Team Invoice for March 2017 Expenditures	4/15/17
SFTP	Monthly Encounter Data for March 2017	4/16/17 by 4 a.m.
HC/E	FY 2017 Q2 Financial Statements and Certification Form G	4/17/17
CARE	Monthly IDD -Critical Incident Data for March 2017	4/28/17

**May 2017**

<b>Type</b>	<b>Document</b>	<b>Due Date</b>
HC/E/F	HCS/TxHmL Enrollment Extension (Form 1045) Request Cut-Off Date for 3 <sup>rd</sup> Quarter	5/15/17
E	Enhanced Community Coordination Invoice for April 2017 Expenditures	5/15/17
E	Transition Support Team Invoice for April 2017 Expenditures	5/15/17
SFTP	Monthly Encounter Data for April 2017	5/16/17 by 4 a.m.
CARE	Monthly IDD -Critical Incident Data for April 2017	5/31/17

**June 2017**

<b>Type</b>	<b>Document</b>	<b>Due Date</b>
E	LIDDA Diversion Coordinator Job Description and Qualifications	6/12/17
E	PASRR Reporting Manual Q3 Report	6/12/17
SFTP	FY 2017 Q3 IDD Financial Reporting	6/15/17
E	Crisis Services Q3 Report	6/15/17

E	Enhanced Community Coordination Invoice for May 2017 Expenditures	6/15/17
E	Transition Support Team Invoice for May 2017 Expenditures	6/15/17
E	Enhanced Community Coordination Quarterly Report	6/15/17
E	Transition Support Team Q3 Report	6/15/17
SFTP	Monthly Encounter Data for May 2017	6/16/17 by 4 a.m.
CARE	Monthly IDD - Critical Incident Data for May 2017	6/30/17

**July 2017**

Type	Document	Due Date
E	Enhanced Community Coordination Invoice for June 2017 Expenditures	7/15/17
E	Transition Support Team Invoice for June 2017 Expenditures	7/15/17
SFTP	Monthly Encounter Data for June 2017	7/16/17 by 4 a.m.
HC/E	FY 2017 Q3 Financial Statements and Certification Form G	7/17/17
CARE	Monthly IDD - Critical Incident Data for June 2017	7/31/17

**August 2017**

Type	Document	Due Date
HC/E/F	HCS/TxHmL Enrollment Extension (Form 1045) Request Cut-Off Date for 4 <sup>th</sup> Quarter	8/15/17
E	Enhanced Community Coordination Invoice for July 2017 Expenditures	8/15/17
E	Transition Support Team Invoice for July 2017 Expenditures	8/15/17
SFTP	Monthly Encounter Data for July 2017	8/16/17 by 4 a.m.
CARE	Monthly IDD - Critical Incident Data for July 2017	8/31/17
HC/E	Financial Auditor Engagement Letter for FY 2017	8/31/17

**September 2017**

Type	Document	Due Date
E	Annual HUB Sub-Contracting Report (Form F)	9/11/17
E	PASRR Service Coordination Caseload Annual Report	9/11/17
E	PASRR Reporting Manual Q4 Report	9/11/17
E	Enhanced Community Coordination Q4 Report	9/15/17
E	Transition Support Team Q4 Report	9/15/17
E	Crisis Services Q4 Report	9/15/17
E	Enhanced Community Coordination Invoice for August 2017 Expenditures	9/15/17
E	Transition Support Team Invoice for August 2017 Expenditures	9/15/17
SFTP	Monthly Encounter Data for August 2017	9/16/17 by 4 a.m.
SFTP	FY 2017 Q4 IDD Financial Reporting	9/21/17
CARE	Monthly IDD - Critical Incident Data for August 2017	9/29/17

**October 2017**

Type	Document	Due Date
HC/E	FY 2017 Q4 Financial Statements and Certification Form G	10/17/17

**November 2017**

Type	Document	Due Date
	No submissions	

**December 2017**

Type	Document	Due Date
SFTP	FY 2017 Q4 IDD Financial Reporting (Final for FY 2017)	12/29/17 by 5 p.m.

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 DADS 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 DADS 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.
E	In the event of a change in the designated Diversion Coordinator, the LIDDA must submit to DADS an updated Form S within five business days and the name of the designated interim/permanent Diversion Coordinator, along with their qualifications (resume).