

## SCHEDULE OF REQUIRED REPORTS

N.B., Should any of the within standards be negated, notice of such negation shall be sent by CCCMHB pursuant to the terms of the Service Provider Contract. The negation of a standard would make the reporting requirement for that standard null and void.

<b>JANUARY: REPORT TITLE</b>	<b>DUE DATE</b>	<b>SEND TO CCCMBH STAFF</b>
Forensic Monitor Tracking System Form (Adult CPST agencies only)	Quarterly: January 3, 2008	Forensic Specialist
<b>FISCAL REPORTS:</b>		
Semi-Annual Financial Reports 1. Balance Sheet 2. Income Statement 3. Statement of Cash Flow 4. Functional Expense Statement 5. List of Capital Purchases	January 31, 2008	Chief Financial Officer
<b>FEBRUARY: REPORT TITLE</b>	<b>DUE DATE</b>	<b>SEND TO CCCMBH STAFF</b>
Community Risk Assessment Update (Adult CPST agencies only)	Semi-Annually: February 1, 2008	Forensic Specialist
<b>MARCH: REPORT TITLE</b>	<b>DUE DATE</b>	<b>SEND TO CCCMBH STAFF</b>
None		
<b>APRIL: REPORT TITLE</b>	<b>DUE DATE</b>	<b>SEND TO CCCMBH STAFF</b>
Forensic Monitor Tracking System Form (Adult CPST agencies only)	Quarterly: April 2, 2007	Forensic Specialist
Resident Satisfaction Survey (Bridgeway, MHT, NEOHS, Spectrum NBHS, EDEN, JFSA)	Annually: April 1, 2007	Community Resources Administrator
<b>MAY: REPORT TITLE</b>	<b>DUE DATE</b>	<b>SEND TO CCCMBH STAFF</b>
None		
<b>JUNE: REPORT TITLE</b>	<b>DUE DATE</b>	<b>SEND TO CCCMBH STAFF</b>
None		

<b>JULY: REPORT TITLE</b>	<b>DUE DATE</b>	<b>SEND TO CCCMBH STAFF</b>
Forensic Monitor Tracking System Form (Adult CPST agencies only)	Quarterly: July 2, 2007	Forensic Specialist
Clients Rights Annual Summary	July 16, 2007 for FY 2007 Report	Clients Rights Officer
FISCAL REPORTS: 1. Balance Sheet 2. Income Statement 3. Statement of Cash Flow 4. Functional Expense Statement 5. List of Capital Purchases	July 31, 2007	Chief Financial Officer
<b>AUGUST: REPORT TITLE</b>	<b>DUE DATE</b>	<b>SEND TO CCCMBH STAFF</b>
None		
<b>SEPTEMBER: REPORT TITLE</b>	<b>DUE DATE</b>	<b>SEND TO CCCMBH STAFF</b>
None		
<b>OCTOBER: REPORT TITLE</b>	<b>DUE DATE</b>	<b>SEND TO CCCMBH STAFF</b>
None		
<b>NOVEMBER: REPORT TITLE</b>	<b>DUE DATE</b>	<b>SEND TO CCCMBH STAFF</b>
None		
<b>DECEMBER: REPORT TITLE</b>	<b>DUE DATE</b>	<b>SEND TO CCCMBH STAFF</b>
None		
<b>OTHER: REPORT TITLE</b>	<b>DUE DATE</b>	<b>SEND TO CCCMBH STAFF</b>
Agency Service Plan	March 1, 2008	Chief Operating Officer
Certification/Licensure for each service site issued by ODMH	Prior to Billing	Manager of Quality Improvement
Clients Rights Report	Contract Service Provider must resolve client complaints within 30 days of receipt of the complaint from the Board to the Contract Service Provider's	Clients Rights Officer

Death Certificate	<p>Clients Rights Officer.</p> <p>Contract Service Provider will supply the CCCMHB with death certificates and/or coroner's reports upon request for those consumers whose death may be related to their mental health condition, mental health treatment received or when the quality or quantity of care needs to be evaluated for quality improvement, learning purposes or for policy and procedure revision. The CCCMHB Chief Clinical Officer will make the final determination regarding whether the death certificate is required.</p>	<p>Performance Improvement Specialist/HIPAA Privacy Officer</p>
<p>Financial Reports – Year End</p> <ol style="list-style-type: none"> <li>1. Form 040 Report of Receipts, Expenditures and Service Units</li> <li>2. Form 062 Report of Units Delivered and Costs Incurred</li> </ol>	<p>Due the tenth working day of the second month following the close of the contract year.</p>	<p>Chief Financial Officer</p>
Incident Reports	<p>Due within 24 hours (excluding weekends and holidays) faxed to (216) 241-0805.</p>	<p>Q.I. Confidential Fax</p>
Memorandum copy of insurance policy or other evidence of insurance coverage and bonds as required by Article 12 of this contract.	<p>Within 10 days of the execution of this Contract.</p>	<p>Director of Legal Affairs</p>
Outcomes	<p>Comply with requirements codified in OAC 5122-22-04.</p>	<p>Manager of Quality Improvement</p>

Performance Improvement Reports	Contract Service Providers will supply the CCCMHB with the performance improvement reports required by ODMH.	Manager of Quality Improvement
Plans of Correction	Due 14 days from receipt of the Board's final written audit report, with implementation of those findings to be completed within 60 days from receipt of the Board's final written audit report.	Lead Auditor
Reporting of Incidents – Abuse and Neglect in Adult Care Facilities	Due within 24 hours; faxed to (216) 241-3928	Community Resources Administrator Confidential Fax
Systems Data Information Report	At Least Annually with four weeks notice of deadline.	Chief Operating Officer