

MAKING MEDICAID BETTER OUTREACH AND EDUCATION RFP

Breakdown of Reporting Requirements

REQUIRED REPORTS	FREQUENCY	DUE	REPORT FORMAT
Weekly Status Report	Weekly	Every Friday	To Be Determined by DHH
Summary Report of Contract Deliverables	Once per Contract Period	End of Contract	To Be Determined by DHH
Summary Report of Pre-Campaign Evaluation	Twice per Contract Period	60 days prior to Enrollment period in first GSA and End of Contract	Format to Be Approved by DHH
Summary Report of Post-Campaign Evaluation	Once per Contract Period	End of Contract	Format to Be Approved by DHH
Monthly and Year-to-Date Accounting Report	Monthly	10 days after the first of the month	Format to Be Approved by DHH
CCN Communications, Education and Outreach Plan	Once per Contract Period	30 days after contact start date	Format to Be Approved by DHH
Transition Plan	Once per Contract Period	90 days before end of contract	Format to Be Approved by DHH

This document details the planned reporting process for the Making Medicaid Better contract. DHH will work with the selected contractor to determine formats for all reports. This listing in no way constitutes a comprehensive list of the RFP requirements. Proposers should refer to the actual RFP as well as any addendums to language for proposal requirements, and not rely on this list in the drafting of their proposals.