



Director



Governor

March 21, 2006

To: ASC Project Directors

Re: GDB MONITORING REPORTS FOR FY 05-06 AND FY 06-07

We apologize for the fact that there has been some confusion regarding the need for submission of quarterly reports to GDB in this fiscal year (05-06). We would like to clear up this confusion and ask that you submit the following reports to your Contract Liaison, Heidi Lerner, postmarked by the dates indicated.

For FY 05-06 Q1, Q2, & Q3, submit the following for the nine (9) months combined (postmarked by **April 30, 2006**):

1. Signed Exhibit E Progress Report Form.
2. NBS Data Form (revised form enclosed).
3. Site Visit/Inservice Log (enclosed).
4. Copies of any Corrective Action Plans initiated.
5. Summary of any other major projects worked on or outstanding issues that came up during this time period.

For FY 05-06 Q4, submit the same forms/information as requested above for the Quarters 1 through 3 (postmarked by **July 30, 2006**).

For FY 05-06 Annual Report, submit the following (postmarked by **July 30, 2006**):

1. Progress Report Form (Exhibit E)
2. NBS Data Form with annual compilation (revised form enclosed).
3. Monitoring Log - minus the HEPP info, as there is no HEPP data at this time for the 05-06 fiscal year (revised form enclosed).
4. List of Diagnosed Cases (form enclosed).
5. Final printed versions of any state-approved newsletters or mass mailings.
6. Copies of any travel/training reimbursement forms submitted to your agency.

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In addition, please be aware that the following will be due for FY 06-07 (beginning July 1, 2006):

Fiscal Year 06-07 Initial Report (postmarked by **June 1, 2006**) - This report should include:

1. Education/QI/Work Plan for FY 06-07 (new form enclosed).
2. Boilerplate SOW revised and expanded to include new SOW and SIS requirements.
3. List of specialist consultants used by the ASC as a resource and to whom other physicians with specialty questions are referred (letters of agreement from each should be on file in the ASC, but are not required to be sent to GDB with this report).

Fiscal Year 06-07 Monthly, Quarterly, and Annual reports will also be due per the attached *NBS ASC Monitoring Report Components* document. Please review it and its attachments for details and changes to the monitoring reports (monthly, quarterly, and annual reports).

As always, don't hesitate to contact us with any questions you may have about the above.

Sincerely,

Heidi Lerner, MPH, RN

Ellie Tronsen, RN, MS

Enclosures

CC: K. Velazquez, MPH
Chief, Newborn Screening Section