

DC | HEALTH

Program Narratives & Reporting



START-UP

SUB-GRANTEE START UP REQUIREMENTS

- Budget: must include justification
- Scope of Work (Table A)
- Work Plan
- Data Sharing Agreement
 - Due within 30 days of the start of the program year
- Quality Management Plan
 - Due within 60 days of the start of the program year

PROGRAM NARRATIVES & REPORTING



PROGRAM NARRATIVES & REPORTING

SUB-GRANTEE REPORTING REQUIREMENTS

- CAREWare data entry
 - Daily or monthly uploads
- Invoice submission in EGMS– Due by 10th business day
 - Monthly CAREWare Financial Report
 - Monthly Narrative Report
- Invoice submission in e-invoicing – Due by 10th business day
 - Monthly CAREWare Financial Report
 - Monthly Narrative Report
- Sharefile
 - Submission of supporting docs with Protected Health Information (PHI)

PROGRAM MONITORING



PROGRAM NARRATIVES & REPORTING

SUB-GRANTEE PROGRAM MONITORING

- CAREWare data review
- Monthly narrative review
- Invoice review
- Annual Site Visit
- Payment Request Review (including invoice and supportive documentation)
- Technical Assistance (visits, calls, comments in EGMS, etc.)
- Remediation Plans (*to remedy problems before corrective action*)
- Corrective Action Plans

LinkU

Making the **Connection**

DOH'S ONLINE RESOURCE AND REFERRAL GUIDE

[HTTPS://LINKU.AUNTBERTHA.COM/](https://linku.auntbertha.com/)





Thank You

- Questions?

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