

## Detroit Wayne Integrated Health Network

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December 11, 2024

To: DWIHN Contracted Providers

From: Rai Williams, Director of Contract Management

**Re:** Quarterly Contract Status Report Form Instructions

#### **Quarterly Contract Status Report Requirement**

In accordance with Section 4.2 in the contract between DWIHN and your organization, Providers shall submit data on an ongoing and regular basis in a format approved by DWIHN and shall provide summary reports on a timely basis.

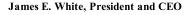
All contracted DWIHN providers will be required to complete and submit a Quarterly Contract Status Report. This report will facilitate management and oversight of your contractual relationship with DWIHN.

### **Quarterly Contract Status Report Form**

The Quarterly Status Report Form is a fillable Word document that must be submitted to your Contract Manager no later than the 10<sup>th</sup> business day at end of each quarter. Below is a schedule in accordance with the following reporting periods and due dates.

FY 24-25 DWIHN Quarterly Status Report Submission Schedule		
Quarter	Reporting Period	<b>Due Date</b>
1 <sup>st</sup> Quarter	October 1st – December 31st	January 14th
2 <sup>nd</sup> Quarter	January 1st – March 31st	April 14th
3 <sup>rd</sup> Quarter	April 1 <sup>st</sup> - June 30th	July 14th
4 <sup>th</sup> Quarter	July 1st – September 30th	October 14th

#### **Board of Directors**





The Quarterly Status Report is posted on the DWIHN website, below are instructions on how to access the document:

- Go to dwihn.org
- Click on "For Providers" at the top of the homepage
- Scroll down to "Provider Resources" (purple box)
- Click on "Forms and Guidelines and Tools"
- Click on Quarterly Status Report Instructions and Form

If you have any questions, please contact your Provider Network Manager.

Thank you for your cooperation.

Sincerely,

# Rai Williams, MHA

Rai Wiliams, MHA Director of Contract Management Detroit Wayne Integrated Health Network