



**Detroit Wayne
Integrated Health Network**

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January 12, 2024

To: DWIHN Contracted Providers
From: Rai Williams, Director of Managed Care Operations
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 10th business day at end of each quarter. Below is a schedule in accordance with the following reporting periods and due dates.

FY 23-24 DWIHN Quarterly Status Report Submission Schedule		
Quarter	Reporting Period	Due Date
1 st Quarter	October 1 st – December 31st	January 16th
2 nd Quarter	January 1 st – March 31st	April 12th
3 rd Quarter	April 1 st - June 30th	July 12th
4 th Quarter	July 1 st – September 30th	October 14th

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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 Contract Manager.

Thank you for your cooperation.