



Department of Health Care Services  
**BULLETIN 2022-05**

---

---

**DATE:** 9/21/2022

**TO:** Current Navigators Project Partners

**FROM:** Medi-Cal Health Enrollment Navigators Project (Navigators Project)

**SUBJECT:** Quarterly Invoice and Deliverables Deadline Bulletin (2022-005)

Per the Medi-Cal Health Navigators Project and Project Partner Allocation Agreement, project partners are required to submit various reporting documents throughout the duration of the project. These required documents are the Quarterly Invoice, the Quarterly Progress Report, and the Monthly Data Report. Below are the details regarding due dates and performance periods that project partners are expected to follow for each required document. Accurate and timely submission of required project documents is expected and project partners are expected to adhere to the deadline schedules below, and should plan accordingly. Invoice approval and/or payment may be delayed or denied for project partners who continuously submit late and/or have any number of outstanding deliverables. Any changes to the schedule below will be conveyed to the project partners via a subsequent bulletin.

**Quarterly Invoice and Progress Report**

As detailed in the Allocation Agreement, all payment requests must be submitted by the project partner to the State, on a quarterly basis, using a completed Navigators Project Quarterly Invoice, Attachment 3. Project partners can begin billing for project expenses once the allocation agreement has been executed and the quarter in which the allocation agreement was executed has ended. Per the California Prompt Payment Act, invoices will be processed and paid within 45 calendar days by DHCS' Accounting and the State Controller's Office. Along with the quarterly invoice, project partners are required to submit a Quarterly Progress Report, Attachment 5, by the due date and for the period listed below. Quarterly Progress reports will be required starting with the first quarter reporting period. Per the Allocation Agreement, project partners may be subject to partial or full loss of the approved Allocation Amount if they fail to produce satisfactory invoices, provide inadequate supporting documents, and/or fail to meet deliverable deadlines as outlined in this bulletin.

<b>Performance Period</b>	<b>Submission Deadline for Quarterly Invoice   Quarterly Progress Report</b>
October 01, 2022 – December 31, 2022	January 31, 2023
January 01, 2023 – March 31, 2023	April 30, 2023
April 1, 2023 – June 30, 2023	July 31, 2023

July 1, 2023 –September 30, 2023	October 31, 2023
October 1, 2023- December 31, 2023	January 31, 2024
January 1, 2024 – March 31, 2024	April 30, 2024
April 1, 2024 – June 30, 2024	July 31, 2024
July 1, 2024 –September 30, 2024	October 31, 2024
October 1, 2024- December 31, 2024	January 31, 2025
January 1, 2025 – March 31, 2025	April 30, 2025
April 1, 2025 – June 30, 2025	July 31, 2025
Final Project Invoice	July 1, 2025 – December 31, 2025
Invoice corrections as a result of a project partner’s internal project audit	July 1, 2025 – March 31, 2026

### Monthly Data Report

Project partners are required to submit the Monthly Data Report, Attachment 4, with accurate and complete monthly updates for specific data points regarding the Health Navigators Project by the due dates listed below. Failure to provide these data submissions timely, as indicated in the Allocation Agreement, may be subject to partial or full loss of the approved Allocation Amount.

<b>Performance Period</b>	<b>Submission Deadline for Monthly Data Report</b>
October 2022	December 31, 2022
November 2022	January 31, 2023
December 2022	February 28, 2023
January 2023	March 31, 2023
February 2023	April 30, 2023
March 2023	May 31, 2023
April 2023	June 30, 2023
May 2023	July 31, 2023
June 2023	August 31, 2023
July 2023	September 30, 2023

August 2023	October 31, 2023
September 2023	November 30, 2023
October 2023	December 31, 2023
November 2023	January 31, 2024
December 2023	February 28, 2024
January 2024	March 31, 2024
February 2024	April 30, 2024
March 2024	May 31, 2024
April 2024	June 30, 2024
May 2024	July 31, 2024
June 2024	August 31, 2024
July 2024	September 30, 2024
August 2024	October 31, 2024
September 2024	November 30, 2024
October 2024	December 31, 2024
November 2024	January 31, 2025
December 2024	February 28, 2025
January 2025	March 31, 2025
February 2025	April 30, 2025
March 2025	May 31, 2025
April 2025	June 30, 2025
May 2025	July 31, 2025
June 2025	August 31, 2025
Data corrections to any prior month's Monthly Data Report (as needed)	1/1/2023 – 12/31/2025

If you have any immediate questions or concerns regarding the information listed in this bulletin, please contact your Navigators Project Analyst or send an e-mail to the Navigators mailbox at [HealthNavigators@dhcs.ca.gov](mailto:HealthNavigators@dhcs.ca.gov).