

FOLLOW-UP CHART

PERFORMANCE MEASURE QUARTERS				
EXIT QUARTERS	POST EXIT: Quarter 1	POST EXIT: Quarter 2	POST EXIT: Quarter 3	POST EXIT: Quarter 4
October 1 – December 31	January 1 – March 31	April 1 – June 30	July 1 – September 30	October 1 – December 31
❖	Follow-Up Entry	Follow-Up Entry	Follow-Up Entry	Follow-Up Entry
	Due April 15	Due July 15	Due October 15	Due January 15
January 1 – March 31	April 1 – June 30	July 1 – September 30	October 1 – December 31	January 1 – March 31
❖	Follow-Up Entry	Follow-Up Entry	Follow-Up Entry	Follow-Up Entry
	Due July 15	Due October 15	Due January 15	Due April 15
April 1 – June 30	July 1 – September 30	October 1 – December 31	January 1 – March 31	April 1 – June 30
❖	Follow-Up Entry	Follow-Up Entry	Follow-Up Entry	Follow-Up Entry
	Due October 15	Due January 15	Due April 15	Due July 15
July 1 – September 30	October 1 – December 31	January 1 – March 31	April 1 – June 30	July 1 – September 30
❖	Follow-Up Entry	Follow-Up Entry	Follow-Up Entry	Follow-Up Entry
	Due January 15	Due April 15	Due July 15	Due October 15

Note: Reporting periods to MIS are during the shaded areas.

Reporting Example:

If a youth's exit quarter is April 1 – June 30, Case Manager will report what took place between July 1 – September 30. The follow-up documents are due October 15 to MIS for entry into the system.

REMINDER: Youth could have exited in a different quarter.

If the due date falls on a Saturday or Sunday, follow-ups need to be turned in the Friday before.