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| --- | --- | --- |
| Email the following | Due Dates | Items Due |
| **Administrative Specialist**  **Director Adolescent Health** | **2/15** | **Semi Annual Reports along with Physician sample charts (#20 – Appendix C)** |
|  |  |  |
| **Administrative Specialist**  **Management Analyst** | **25th of each month** | **Monthly SBHC Reports (#18, #26 –Appendix ) & Monthly Invoices**  **Monthly Billing Information which contains claims and revenue** |
|  |  |  |
| **Management Analyst**  **Director Adolescent Health** | **Before 5/7** | **All Budget Modifications with changes of more than 10% (if applicable)** |
|  |  |  |
| **Administrative Specialist**  **Management Analyst**  **Director Adolescent Health** | **5/15** | **Medical Sponsor Project Annual Budget**  **SBHC Goals & Objectives** |
|  |  |  |
| **Administrative Specialist**  **Director Adolescent Health** | **8/15** | **Annual Reports (#20 – Appendix C)** |
| **Administrative Specialist**  **Director Adolescent Health** | **10/1** | **SBHC must manually collect and send the total number of school enrollment** |
|  |  |  |
| **Administrative Specialist**  **Director Adolescent Health** | **10/15** | **Collaborative Agreements and Standing Orders** |
|  |  |  |
| **Administrative Specialist**  **Management Analyst**  **Director Adolescent Health** | **30 days after close of contract** | **Final year and expenditure reports by school to DPH** |
|  |  |  |
|  |  |  |
| Email the following | Due Dates | Items Due |
| **Director of Title X**  **Title X Family Planning QA/QI APRN**  **Administrative Specialist**  **Title X Management Analyst**  **Director of Adolescent Health** | **Quarterly**  **January 8th ,April 8th**  **,July 8th,October 8th** | **FPAR Reports for Title X** |

**Information: Bureau of Adolescent and Reproductive Health**

Bureau Chief of Adolescent & Reproductive Health: [**Gloria.James@delaware.gov**](mailto:Gloria.James@delaware.gov)

**Adolescent Health**

Director of Adolescent Health: [**Cassandra.Davis@delaware.gov**](mailto:Cassandra.Davis@delaware.gov)

Administrative Support Specialist – currently vacant

Management Analyst: [**Thowana.Weeks@delaware.gov**](mailto:Thowana.Weeks@delaware.gov)

**Title X**

Director, Title X Family Planning Program: [**Christina.Farmer@delaware.gov**](mailto:Christina.Farmer@delaware.gov)

Title X Management Analyst: [**Robert.Prosser@delaware.gov**](mailto:Robert.Prosser@delaware.gov)

Title X Family Planning QA/QI APRN: [**Karen.Savin@delaware.gov**](mailto:Karen.Savin@delaware.gov)

Trainer Educator III, Title X Family Planning Program: [**Yvonne.Fletcher@delaware.gov**](mailto:Yvonne.Fletcher@delaware.gov)