

Updated: February 4, 2019

MONTHLY - Zone PCN Committee Reporting Schedule

Primary Health Care Opioid Response Initiative

Note: Submit reports to the ACFP Secretariat Project Manager and Finance Controls Lead:

- Secretariat Project Manager, Cora-Lee Polansky, cora-lee.polansky@acfp.ca
- Secretariat Finance and Controls Lead, Marylee Vaughan, financehr@acfp.ca

#	Report Type	Period Start	Period End	Report Due Date	Comments
1.	Quarterly Subgrant Report: <ul style="list-style-type: none"> • Quarterly Financial Report • Status Report 	01-Jun-2018	30-Sep-2018	31-Oct-2018	Use Monthly Status Report template to report the quarter
2.	Monthly Status Report <ul style="list-style-type: none"> • Status Report 	01-Oct-2018	31-Oct-2018	07-Nov-2018	
3.	Detailed Project Planning <ul style="list-style-type: none"> • Detailed Project Plan • 2 Year Detailed Budget 			30-Nov-2018	
4.	Monthly Status Report <ul style="list-style-type: none"> • Status Report 	01-Nov-2018	30-Nov-2018	07-Dec-2018	
5.	Monthly Status Report <ul style="list-style-type: none"> • Status Report 	01-Dec-2018	31-Dec-2018	18-Jan-2019	
6.	Quarterly Subgrant Report: <ul style="list-style-type: none"> • Quarterly Financial Report • Oct 2018 Monthly Status Report • Nov 2018 Monthly Status Report • Dec 2018 Monthly Status Report 	01-Oct-2018	31-Dec-2018	31-Jan-2019	Monthly Status Reports are not required to be resubmitted
7.	Monthly Status Report <ul style="list-style-type: none"> • Status Report 	01-Jan-2019	31-Jan-2019	07-Feb-2019	
8.	Monthly Status Report <ul style="list-style-type: none"> • Status Report 	01-Feb-2019	28-Feb-2019	07-Mar-2019	
9.	Monthly Status Report <ul style="list-style-type: none"> • Status Report 	01-Mar-2019	31-Mar-2019	19-Apr-2019	Target B and C Reporting available April 18, 2019
10.	Quarterly Subgrant Report: <ul style="list-style-type: none"> • Quarterly Financial Report • Jan 2019 Monthly Status Report • Feb 2019 Monthly Status Report • Mar 2019 Monthly Status Report 	01-Jan-2019	31-Mar-2019	30-Apr-2019	Monthly Status Reports are not required to be resubmitted
11.	Monthly Status Report <ul style="list-style-type: none"> • Status Report 	01-Apr-2019	30-Apr-2019	07-May-2019	
12.	Monthly Status Report <ul style="list-style-type: none"> • Status Report 	01-May-2019	31-May-2019	07-Jun-2019	

#	Report Type	Period Start	Period End	Report Due Date	Comments
13.	Monthly Status Report <ul style="list-style-type: none"> • Status Report 	01-Jun-2019	30-Jun-2019	26-Jul-2019	Target B and C Reporting available July 24, 2019
14.	Quarterly Subgrant Report: <ul style="list-style-type: none"> • Quarterly Financial Report • Apr 2019 Monthly Status Report • May 2019 Monthly Status Report • Jun 2019 Monthly Status Report 	01-Apr-2019	30-Jun-2019	31-Jul-2019	Monthly Status Reports are not required to be resubmitted
15.	Monthly Status Report <ul style="list-style-type: none"> • Status Report 	01-Jul-2019	31-Jul-2019	08-Aug-2019	
16.	Monthly Status Report <ul style="list-style-type: none"> • Status Report 	01-Aug-2019	31-Aug-2019	09-Sep-2019	
17.	Monthly Status Report <ul style="list-style-type: none"> • Status Report 	01-Sep-2019	30-Sep-2019	08-Oct-2018	
18.	Quarterly Subgrant Report: <ul style="list-style-type: none"> • Quarterly Financial Report • Jul 2019 Monthly Status Report • Aug 2019 Monthly Status Report • Sep 2019 Monthly Status Report 	01-Jul-2019	30-Sep-2019	31-Oct-2019	Monthly Status Reports are not required to be resubmitted
19.	Monthly Status Report <ul style="list-style-type: none"> • Status Report 	01-Oct-2019	31-Oct-2019	07-Nov-2019	
20.	Monthly Status Report <ul style="list-style-type: none"> • Status Report 	01-Nov-2019	30-Nov-2019	06-Dec-2019	
21.	Monthly Status Report <ul style="list-style-type: none"> • Status Report 	01-Dec-2019	31-Dec-2019	08-Jan-2020	
22.	Quarterly Subgrant Report: <ul style="list-style-type: none"> • Quarterly Financial Report • Oct 2019 Monthly Status Report • Nov 2019 Monthly Status Report • Dec 2019 Monthly Status Report 	01-Oct-2019	31-Dec-2019	31-Jan-2020	Monthly Status Reports are not required to be resubmitted
23.	Monthly Status Report <ul style="list-style-type: none"> • Status Report 	01-Jan-2020	31-Jan-2020	07-Feb-2020	
24.	Monthly Status Report <ul style="list-style-type: none"> • Status Report 	01-Feb-2020	28-Feb-2020	06-Mar-2020	
25.	Final Subgrant Reporting <ul style="list-style-type: none"> • Quarterly Financial Report • Status Report 	01-Jan-2020	31-Mar-2020	30-Apr-2020	Reporting to be confirmed with Alberta Health