

## ADULT AUTISM WAIVER (AAW) QUARTERLY PROGRESS NOTES (QPN) GUIDANCE

### For SUPPORTS COORDINATORS

This chart clarifies the dates for when service notes for QPNs must be entered into HCSIS.  
The reporting dates are determined based on the Plan Effective Date (PED) for the individual in HCSIS.

*Here is an example using a July 16 PED:*

*Q1 report covers 8/1-10/31 and is due 12/15. Q2 report covers 11/1-1/31 and is due 3/15. Q3 report covers 2/1-4/30 and is due 6/15. Q4 report covers 5/1-7/31 and is due 9/15.*

MONTH	PLAN EFFECTIVE DATE falls within these dates	Q1 PERIOD	Q1 DUE in HCSIS	Q2 PERIOD	Q2 DUE in HCSIS	Q3 PERIOD	Q3 DUE in HCSIS	Q4 PERIOD	Q4 DUE in HCSIS
<b>JANUARY</b>	January 1-15	1/1-3/31	May 15	4/1-6/30	Aug 15	7/1-9/30	Nov 15	10/1-12/31	Feb 15
	January 16-31	2/1-4/30	Jun 15	5/1-7/31	Sep 15	8/1-10/31	Dec 15	11/1-1/31	Mar 15
<b>FEBRUARY</b>	February 1-15	2/1-4/30	Jun 15	5/1-7/31	Sep 15	8/1-10/31	Dec 15	11/1-1/31	Mar 15
	February 16-28	3/1-5/31	Jul 15	6/1-8/31	Oct 15	9/1-11/30	Jan 15	12/1-2/28	Apr 15
<b>MARCH</b>	March 1-15	3/1-5/31	Jul 15	6/1-8/31	Oct 15	9/1-11/30	Jan 15	12/1-2/28	Apr 15
	March 16-31	4/1-6/30	Aug 15	7/1-9/30	Nov 15	10/1-12/31	Feb 15	1/1-3/31	May 15
<b>APRIL</b>	April 1-15	4/1-6/30	Aug 15	7/1-9/30	Nov 15	10/1-12/31	Feb 15	1/1-3/31	May 15
	April 16-30	5/1-7/31	Sep 15	8/1-10/31	Dec 15	11/1-1/31	Mar 15	2/1-4/30	Jun 15
<b>MAY</b>	May 1-15	5/1-7/31	Sep 15	8/1-10/31	Dec 15	11/1-1/31	Mar 15	2/1-4/30	Jun 15
	May 16-31	6/1-8/31	Oct 15	9/1-11/30	Jan 15	12/1-2/28	Apr 15	3/1-5/31	Jul 15
<b>JUNE</b>	June 1-15	6/1-8/31	Oct 15	9/1-11/30	Jan 15	12/1-2/28	Apr 15	3/1-5/31	Jul 15
	June 16-30	7/1-9/30	Nov 15	10/1-12/31	Feb 15	1/1-3/31	May 15	4/1-6/30	Aug 15
<b>JULY</b>	July 1-15	7/1-9/30	Nov 15	10/1-12/31	Feb 15	1/1-3/31	May 15	4/1-6/30	Aug 15
	July 16-31	8/1-10/31	Dec 15	11/1-1/31	Mar 15	2/1-4/30	Jun 15	5/1-7/31	Sep 15
<b>AUGUST</b>	August 1-15	8/1-10/31	Dec 15	11/1-1/31	Mar 15	2/1-4/30	Jun 15	5/1-7/31	Sep 15
	August 16-31	9/1-11/30	Jan 15	12/1-2/28	Apr 15	3/1-5/31	Jul 15	6/1-8/31	Oct 15
<b>SEPTEMBER</b>	September 1-15	9/1-11/30	Jan 15	12/1-2/28	Apr 15	3/1-5/31	Jul 15	6/1-8/31	Oct 15
	September 16-30	10/1-12/31	Feb 15	1/1-3/31	May 15	4/1-6/30	Aug 15	7/1-9/30	Nov 15
<b>OCTOBER</b>	October 1-15	10/1-12/31	Feb 15	1/1-3/31	May 15	4/1-6/30	Aug 15	7/1-9/30	Nov 15
	October 16-31	11/1-1/31	Mar 15	2/1-4/30	Jun 15	5/1-7/31	Sep 15	8/1-10/31	Dec 15
<b>NOVEMBER</b>	November 1-15	11/1-1/31	Mar 15	2/1-4/30	Jun 15	5/1-7/31	Sep 15	8/1-10/31	Dec 15
	November 16-30	12/1-2/28	Apr 15	3/1-5/31	Jul 15	6/1-8/31	Oct 15	9/1-11/30	Jan 15
<b>DECEMBER</b>	December 1-15	12/1-2/28	Apr 15	3/1-5/31	Jul 15	6/1-8/31	Oct 15	9/1-11/30	Jan 15
	December 16-31	1/1-3/31	May 15	4/1-6/30	Aug 15	7/1-9/30	Nov 15	10/1-12/31	Feb 15