



# Quarterly Deadlines / Checklist - Activities per Calendar Month

## (January, April, July, October)

### For prior month / closing quarter:

Due by 2:00 p.m. on 18th

- \* Ensure Final RMS data has been imported for each applicable subset / cost pool: IM, SS, CS, CW, WF, WI . RMS Status should be listed as "Closed" for each RMS sample type
- \* Ensure Financial Data is Imported / Entered for prior month
- \* Allocate and Approve Cost Allocations for prior month.  
Repeat cost allocation for other closing quarter months if final RMS data was imported after the month was previously allocated.
- \* PA - Perform Subset Transfer(s) for prior month (combined agencies)  
- then reallocate costs in "receiving" subset(s).
- \* CSEA / PCSA - Perform Difference in Contract Adjustment (if applicable) with "101" coding
- \* PCSA - Perform Certification of Funds if not using 100% local funds
- \* WIA - Perform RMS adjustment (if applicable) with "102" coding
- \* All - As part of prior month, Perform Post Allocated Adjustments (PAAs) as needed
- \* **"Submit to OAKS" - after reviewing reports and everything appears correct.**

2:00 on 5th business day following 18th submission date (quarter closed)

Final Review / Adjustment period for 5 business days (if OAKS submission was not correct)  
If no changes needed, no action required - unless directed otherwise (i.e. CFIS Help Desk).

### Needed for "current" quarter:

Due by 30th

Enter FTE Information - based on prior quarter Payroll data

PCSA

Review 4281 Report to ensure it is correct in CFIS Web and matches SACWIS. Any necessary corrections will need to be performed in SACWIS. Assistance from SACWIS Help Desk may be necessary.  
Note - 4281 data used for current quarter rate calculations is based on prior quarter statistics.  
(i.e. 4281 report for Jan-March is based on Oct - Dec placement statistics and staff counts)

## (February, May, August, November)

### For prior quarter closing:

Due by 10th

Submit signed copies of Quarterly Financial Certification(s) - (i.e. 2750, 2820, 2827, 1992)

### Needed for current / next quarter:

Due by 18th

- \* Import Preliminary RMS data for each subset / cost pool ( IM, SS, CS, CW, WF, WI - as applicable).
- \* Ensure Financial Data is Imported / Entered for prior month
- \* Allocate and Approve (Preliminary Approve) Cost Allocations for prior month.
- \* PA - Perform Subset Transfer(s) for prior month (combined agencies)  
- then reallocate costs in "receiving" subset(s).
- \* CSEA / PCSA - Perform Difference in Contract Adjustment (if applicable) with "101" coding
- \* WIA - Perform RMS adjustment (if applicable) with "102" coding

before 5th business day prior to end of month

In Web RMS - Create and Generate Samples for all applicable Cost Pools for next quarter.

Due by 30th

PCSA - Ensure 4281 data has been reviewed and any necessary adjustments have been completed

## (March, June, Sept., Dec.)

### Needed for "current" quarter:

By 5th business day after last RMS hit expires

In Web RMS - Close all applicable RMS samples.  
Import all applicable closed / final RMS data into CFIS Web

Due by 18th

- \* Import Closed / Final RMS data for each subset / cost pool ( IM, SS, CS, CW, WF, WI - as applicable).
- \* Ensure Financial Data is Imported / Entered for prior month
- \* Allocate and Approve Cost Allocations for prior month.  
Repeat cost allocation and approval for first month since final RMS data was imported after the month was previously allocated.
- \* PA - Perform Subset Transfer(s) for prior month (combined agencies)  
- then reallocate costs in "receiving" subset(s).
- \* CSEA / PCSA - Perform Difference in Contract Adjustment (if applicable) with "101" coding
- \* WIA - Perform RMS adjustment (if applicable) with "102" coding