

# Vaccine Equity and Community Care

## April 22, 2022 Technical Assistance Session Q&A

### Monthly Program and Quarterly Financial Reporting

#### Monthly Program Reporting and Vaccine Event Forms



**Q: Do we need to go back and complete forms for previous events?**

**A:** No, that is not necessary.

**Q: When will we receive the links to the forms?**

**A:** The links to the Monthly Program Report and Vaccine Event forms were sent out the week of April 11<sup>th</sup> and will be sent every month at the start of the month.

**Q: What if the 15th falls on a weekend?**

**A:** In this case, the **forms will be due upon the next business day.**

**Q: What else should we know about capturing subgrantee information?**

**A:** Reporting for subgrantees should be **compiled and accounted for in your monthly report.** The report has been reduced to ask only the most meaningful measures. You can always put zero and send us more information if you track information differently. We understand the uniqueness of each organization.



**Q: Can you explain why some of the reporting measures may not reflect exactly what we're doing?**

**A:** The reporting requirements are based on federal requirements for vaccine information and were in place before COVID-19. With the new COVID Health Disparity Grant, organizations will have the opportunity to craft their outcomes in a more tailored way.

**Q: Who needs to complete the Vaccine Event Form?**

**A:** Only providers that have funding through a Vaccine Equity contract should complete the Vaccine Event Form.

**Q: How should we report on a vaccine event that has multiple activities, ex: education and vaccinations?**

**A:** Count **both** activities on the reporting form. By **choosing the dropdown for the Contract that applies to your organization** (Community Care, Vaccine, or Both – see *right*), inapplicable fields are removed. If something still does not apply, enter zero in that field.

## Quarterly Financial Reports and Annual Closeout Reports

### Q: Is direct deposit the only option for payment?

A: Although we encourage everyone to sign up for direct deposit, **it is not a requirement.**

### Q: For an adjustment, will we receive something with the signed copy that is sent back to us?

A: Yes. The body of the email will indicate whether it was adjusted upwards or downwards.

### Q: Do we need to sign the reports?

A: No, typing is sufficient.

### Q: When is the Vaccine Equity annual closeout report due?

A: The report is due at the end of **August.**

### Q: What is the difference between the Quarterly Financial Report (QFR) and the Annual Closeout Report (ACR)?

A: The final expenses should match even though the revenues may not (see the next question). It's the final check to make sure that the department paid the right amount of money.



### Q: What should I enter for revenue in the reports if I haven't received a payment?

A: The QFR revenue **should include payments that you earned for the period even if you did not receive them.** For the ACR, **don't include any payments if you haven't received them.** If the department owes you, the QFR and ACR need to reflect that in the reports.

### Q: What if it says that I owe the Department? Should I send a check?

A: **Do not send any checks.** The Department will make an adjustment and notify you when returning the QFR.



### Q: How do I know if my organization's QFR has been accepted?

A: Your QFR has been accepted if **the Department signs and returns the QFR to you.**

### Q: When is the ACR due?

A: The ACR is always **due two months after the end of the contract** or component.

### Q: What are the timelines for the contracts?

A: Vaccine Equity contracts (with a few exceptions) are 2/1/21-06/30/22;  
Community Care contracts run from 1/1/2022-12/31/2022.  
Social supports contracts (without exceptions) were 2/21/21-12/31/21; and  
Health Equity contracts were 8/1/21-1/31/22.

### Q: How should we handle reporting multiple components regarding the QFR and ACR?

A: If you have multiple components, you must complete multiple QFRs and ACRs.