



Center for Medicaid and State Operations
Disabled and Elderly Health Programs Group (DEHPG)

Memorandum

Date: June 19, 2003

To: Medicaid Infrastructure Grant Project Directors

From: Stephen F. Knapp
Division of Community Services Improvement

Subject: Revised Instructions for Completing Quarterly and Annual Medicaid Infrastructure Grant Reports On-line

We now have received all of the 2002 Annual Reports and most of the 2003 first quarter reports. Based on our review of these reports and discussions with the Technical Assistance Providers we have developed a detailed set of instructions regarding the content of the reports (attached). We are generally satisfied with the results; however, we would like to have changes made to many of these reports.

There are corrections that CMS would like to have made in many of the Annual Reports. The major changes have to do with missing information. For example, several states did not enter the funds budgeted to the goals. The new instructions require that all items be completed unless they do not apply to a state's situation. Your program officer will be in contact with you shortly to discuss changes to your reports. Once the program officer has approved the report it will be write-protected from further change.

The instructions are now more specific about the Milestones section. The goals listed should be specific program-year goals, not more general overall grant goals. The first quarter 2003 report should contain program-year 2003 goals, only. Accomplishments for each quarter will be for that quarter only. When goals are completed, they will not be carried to the next quarter, and when a research study is completed and recorded, it need not be carried forward. We encourage you to make these revisions in your first quarter report as soon as possible. This will set you up well for the second quarter report that will be due July 31, 2003. Your program officer will be discussing your first quarter report with you as well.

As you will see from the instructions, these reports will be the basis of further analysis and will be, in many respects, public documents. Their quality and accuracy will reflect on all who are associated with this grant program. We appreciate your cooperation in this matter.

cc: Technical Assistance Partners
Regional Office Partners