

















Important Dates and Deadlines for Responsible Entities

Keep track of the important dates and deadlines for your work as Responsible Entities. This list will be updated regularly.




Last Updated: January 24, 2020

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Program & Contract Management		
Type	Date	Details
	January 15, 2020	Deadline: Inter-Local Agreement (ILA) Quarterly Reports on contract deliverables (for 1 st quarter-FY20)
	January 17, 2020	Deadline: FY20 LHD contract packets due to DSHS Contract Management Section
	January 31, 2020	Deadline: December invoices and supporting documentation due to DSHS (30 days after the last day of reporting month)
	March 3, 2020	Deadline: January invoices and supporting documentation due to DSHS (30 days after the last day of reporting month)
	March 30, 2020	Deadline: February invoices and supporting documentation due to DSHS (30 days after the last day of the reporting month)
	March 30, 2020	<p>Deadline: Quarterly financial status reports (FSRs) are due to DSHS Accounts Payable (for 2nd quarter-FY20)</p> <p>Note: LHDs must submit quarterly FSRs that fully account for program income (PI) generated as a result of required contract activities.</p>

	March 31, 2020	Deadline: Inter-Local Agreement (ILA) Quarterly Reports on contract deliverables (for 2 nd quarter-FY20)
	April 30, 2020	Deadline: March invoices and supporting documentation due to DSHS (30 days after the last day of reporting month)
	May 30, 2020	Deadline: April invoices and supporting documentation due to DSHS (30 days after the last day of reporting month)
	June 30, 2020	Deadline: Quarterly financial status reports (FSRs) are due to DSHS Accounts Payable – the last business day of the month following the end of the quarter (for 3 rd quarter-FY20) Note: LHDs must submit quarterly FSRs that fully account for program income (PI) generated as a result of required contract activities.
	June 30, 2020	Deadline: May invoices and supporting documentation due to DSHS (30 days after the last day of reporting month)
	June 30, 2020	Deadline: Inter-Local Agreement (ILA) Quarterly Reports on contract deliverables (for 3 rd quarter-FY20)
	July 30, 2020	Deadline: June invoices and supporting documentation due to DSHS (30 days after the last day of reporting month)
	August 31, 2020	Deadline: July invoices and supporting documentation due to DSHS (30 days after the last day of reporting month)
	September 30, 2020	Deadline: August invoices and supporting documentation due to DSHS (30 days after the last day of reporting month)
	September 30, 2020	Deadline: Inter-Local Agreement (ILA) Quarterly Reports on contract deliverables (for 4 th quarter-FY20)
	October 15, 2020	Deadline: Final financial status reports (FSRs) for FY20 contracts are due to DSHS Accounts Payable no later than 45 business days of the applicable contract term for 4 th quarter-FY20) Note: LHDs must submit quarterly FSRs that fully account for program income (PI) generated as a result of required contract activities.
	October 30, 2020	Deadline: September invoices and supporting documentation due to DSHS (30 days after the last day of reporting month)
	November 30, 2020	Deadline: October invoices and supporting documentation due to DSHS (30 days after the last day of reporting month)
	November 30, 2020	Deadline: Last day to initiate equipment purchases (if applicable) for FY20 contracts Note: Once the equipment budget is approved in writing, contractors are required to initiate the purchase of that equipment in the first quarter of the contract term. Approval from the contract manager is required to deviate from this requirement.



















	December 30, 2020	Deadline: November invoices and supporting documentation due to DSHS (30 days after the last day of reporting month)
	December 31, 2020	Deadline: Inter-Local Agreement (ILA) Quarterly Reports on contract deliverables (for 1 st quarter-FY21)
	December 31, 2020	Deadline: Quarterly financial status reports (FSRs) are due to DSHS Accounts Payable (for 1 st quarter-FY21) Note: LHDs must submit quarterly FSRs that fully account for program income (PI) generated as a result of required contract activities.

Facility Immunization Compliance

Type	Date	Details
	March 19, 2020	Call: School Compliance Quarterly Call
	June 1, 2020	Deadline: School Validation CoCASA file transfers due to Imm.Epi@dshs.texas.gov
	June 18, 2020	Call: School Compliance Quarterly Call
	July 15, 2020	Deadline: Childcare Audits are due to Central Office via CHRS
	July 15, 2020	Deadline: School Audits are due to Central Office via email
	August 31, 2020	Mail out: Instructional packets for completing the Annual Report of School Immunization Status will be sent to every public school district and private school in the state.
	September 1, 2020	FYI 2020-21 Population Assessment Manual Released
	September 17, 2020	Call: School Compliance Quarterly Call
	October 30, 2020	FYI: Annual Report Opens
	December 11, 2020	FYI: Annual Report Closes

Managing TVFC and ASN Providers

Type	Date	Details
	January 5-8, 2020	Send: January issue of the Responsible Entity Newsletter (RE:News)
	January 15, 2020	Critical Activity: Withdraw provider sites that did not re-enroll. Deadline to complete withdrawals is January 15, 2020.
	January 13 – February 3, 2020	Critical Activity: Influenza Pre-Book Survey opens for the 2020-2021 influenza season in mid-January 2020. Exact date to come.
	February 3-5, 2020	Send: February Issue of the Responsible Entity Newsletter (RE:News)
	March 2-4, 2020	Send: March issue of the Responsible Entity Newsletter (RE:News)
	March 2020	Webinar: TBD
	April 6-8, 2020	Send: April issue of the Responsible Entity Newsletter (RE:News)
	May 4-6, 2020	Send: May issue of the Responsible Entity Newsletter (RE:News)
	June 1-3, 2020	Send: June issue of the Responsible Entity Newsletter (RE:News)
	June 2020	Webinar: TBD
	July 6-8, 2020	Send: July issue of the Responsible Entity Newsletter (RE:News)
	August 3-5, 2020	Send: August issue of the Responsible Entity Newsletter (RE:News)
	September 7-9, 2020	Send: September issue of the Responsible Entity Newsletter (RE:News)
	September 2020	Required Webinar: Your Responsibilities During TVFC and ASN Re-enrollment 2020 (DSHS Vaccine Operations Group Manager)
	September 30, 2020	Deadline: Last Day for New Enrollments into the TVFC and ASN Programs
	October 5-7, 2020	Send: October issue of the Responsible Entity Newsletter (RE:News)

Deadlines



Required Events



Webinars












Releases & Mail
Outs




FYI







	October 2020	Critical Activity: 2020 Immunization Program Responsible Entity Training with a deep dive into TVFC & ASN Program Management
	October 1, 2020	TVFC and ASN Re-Enrollment OPENS for 2021
	October 31, 2020	TVFC and ASN Re-Enrollment CLOSES for 2021 We are requesting for sites to re-enroll between October 1-31. In the event a site does not complete their re-enrollment during that time, the REs must continue to work with them to get the forms completed. Sites will actually have a little more time to complete re-enrollment, with assistance from the RE. If a site has not completed a re-enrollment by 5:00 pm on October 31, 2020, the site will be suspended by COB December 4, 2020. Suspension does not prevent the site from using their remaining vaccines but does prevent future vaccine orders. Suspending the site from ordering vaccine in December ensures vaccine will not be received in January when they will be out of compliance. Sites enrolled in 2020 are eligible to remain in the program through December 31, 2020 so vaccine cannot be picked up until after this date. Sites suspended on December 1, 2020 must be processed for withdrawal by January 15, 2021.
	November 9-11, 2020	Send: November issue of the Responsible Entity Newsletter (RE:News)
	December 7-9, 2020	Send: December issue of the Responsible Entity Newsletter (Re:News)
	November 30, 2020	Deadline: Last Day for Re-Enrollment Reviews by REs
	December 1, 2020	Critical Activity: DSHS Central Office must suspend sites that did not re-enroll for 2021 by COB
	December 1-15, 2020	DSHS Immunizations Unit Re-Enrollment Review Period
	January 15, 2021	Critical Activity: Withdraw provider's sites that did not re-enroll. Deadline to complete withdrawals is January 15, 2021.

Epidemiology & Surveillance


Type	Date	Details
	January 16, 2020	Call: RE Perinatal Hepatitis B case manager/coordinator call















	February 28, 2020	Deadline: Complete all case management activities on 2017 and 2018 infants and submit the updates to Central Office Perinatal Hepatitis B Prevention Program
	March 31, 2020	Deadline: Provide updates and investigation outcomes to PHR and Central Office on all perinatal hepatitis B reports sent in March: <ul style="list-style-type: none"> • Infants with HBIG reported in ImmTrac • Infected mothers reported from vital statistics • Women reported in NBS with HBsAg+ labs • Post-vaccine serology due • Next dose of vaccine due • Women with past due estimated delivery dates • Infants with post vaccine serological test results in NBS
	April 30, 2020	Deadline: Provide updates and investigation outcomes to PHR and Central Office on all perinatal hepatitis B reports sent in April: <ul style="list-style-type: none"> • Infants with HBIG reported in ImmTrac • Infected mothers reported from vital statistics • Women reported in NBS with HBsAg+ labs • Post-vaccine serology due • Next dose of vaccine due • Women with past due estimated delivery dates • Infants with post vaccine serological test results in NBS
	May 31, 2020	Deadline: Provide updates and investigation outcomes to PHR and Central Office on all perinatal hepatitis B reports sent in May: <ul style="list-style-type: none"> • Infants with HBIG reported in ImmTrac • Infected mothers reported from vital statistics • Women reported in NBS with HBsAg+ labs • Post-vaccine serology due • Next dose of vaccine due • Women with past due estimated delivery dates • Infants with post vaccine serological test results in NBS
	June 24-25, 2020	Meeting: Perinatal Hepatitis B Prevention Program Summit
	July 31, 2020	Deadline: Provide updates and investigation outcomes to PHR and Central Office on all perinatal hepatitis B reports sent in June: <ul style="list-style-type: none"> • Infants with HBIG reported in ImmTrac • Infected mothers reported from vital statistics • Women reported in NBS with HBsAg+ labs • Post-vaccine serology due • Next dose of vaccine due • Women with past due estimated delivery dates • Infants with post vaccine serological test results in NBS
	August 31, 2020	Deadline: Provide updates and investigation outcomes to PHR and Central Office on all perinatal hepatitis B reports sent in July: <ul style="list-style-type: none"> • Infants with HBIG reported in ImmTrac • Infected mothers reported from vital statistics • Women reported in NBS with HBsAg+ labs • Post-vaccine serology due



		<ul style="list-style-type: none"> • Next dose of vaccine due • Women with past due estimated delivery dates • Infants with post vaccine serological test results in NBS
	September 30, 2020	<p>Deadline: Provide updates and investigation outcomes to PHR and Central Office on all perinatal hepatitis B reports sent in August:</p> <ul style="list-style-type: none"> • Infants with HBIG reported in ImmTrac • Infected mothers reported from vital statistics • Women reported in NBS with HBsAg+ labs • Post-vaccine serology due • Next dose of vaccine due • Women with past due estimated delivery dates • Infants with post vaccine serological test results in NBS
	October 31, 2020	<p>Deadline: Provide updates and investigation outcomes to PHR and Central Office on all perinatal hepatitis B reports sent in September:</p> <ul style="list-style-type: none"> • Infants with HBIG reported in ImmTrac • Infected mothers reported from vital statistics • Women reported in NBS with HBsAg+ labs • Post-vaccine serology due • Next dose of vaccine due • Women with past due estimated delivery dates • Infants with post vaccine serological test results in NBS
	November 30, 2020	<p>Deadline: Provide updates and investigation outcomes to PHR and Central Office on all perinatal hepatitis B reports sent in October:</p> <ul style="list-style-type: none"> • Infants with HBIG reported in ImmTrac • Infected mothers reported from vital statistics • Women reported in NBS with HBsAg+ labs • Post-vaccine serology due • Next dose of vaccine due • Women with past due estimated delivery dates • Infants with post vaccine serological test results in NBS
	December 31, 2020	<p>Deadline: Provide updates and investigation outcomes to PHR and Central Office on all perinatal hepatitis B reports sent in November:</p> <ul style="list-style-type: none"> • Infants with HBIG reported in ImmTrac • Infected mothers reported from vital statistics • Women reported in NBS with HBsAg+ labs • Post-vaccine serology due • Next dose of vaccine due • Women with past due estimated delivery dates • Infants with post vaccine serological test results in NBS

Increase the Use of the Texas Immunization Registry

Type	Date	Details
	March 3, 2020	Call: Monthly conference call with ImmTrac Coordinators and DSHS Central.

	April 7, 2020	Call: Monthly conference call with ImmTrac Coordinators and DSHS Central.
	April 14, 2020	Call: Quarterly conference call with ImmTrac Coordinators (ICs), ImmTrac Program Outreach Specialists (IPOS), and DSHS Central.
	May 5, 2020	Call: Monthly conference call with ImmTrac Coordinators and DSHS Central.
	May 31, 2020	Deadline: All initial quality improvements visits (GIUTIR 6.6.03) must be completed and entered into the online survey.
	June 2, 2020	Call: Monthly conference call with ImmTrac Coordinators and DSHS Central.
	July 7, 2020	Call: Monthly conference call with ImmTrac Coordinators and DSHS Central.
	July 14, 2020	Call: Quarterly conference call with ImmTrac Coordinators (ICs), ImmTrac Program Outreach Specialists (IPOS), and DSHS Central.
	August 4, 2020	Call: Monthly conference call with ImmTrac Coordinators and DSHS Central.
	August 31, 2020	Deadline: All follow-up feedback (GIUTIR 6.6.03) must be completed and entered into the online survey.
	September 1, 2020	Call: Monthly conference call with ImmTrac Coordinators and DSHS Central.
	October 6, 2020	Call: Monthly conference call with ImmTrac Coordinators and DSHS Central.
	October 13, 2020	Call: Quarterly conference call with ImmTrac Coordinators (ICs), ImmTrac Program Outreach Specialists (IPOS), and DSHS Central.
	November 3, 2020	Call: Monthly conference call with ImmTrac Coordinators and DSHS Central.
	December 1, 2020	Call: Monthly conference call with ImmTrac Coordinators and DSHS Central.



Education and Partnerships

Type	Date	Details
	April 6-12, 2020	National Public Health Week
	April 24-30, 2020	World Immunization Week
	April 24, 2020	World Meningitis Day
	April 27-May 4, 2020	National Infant Immunization Week (NIIW)
	May 2020	Hepatitis Awareness Month
	May 19, 2020	Hepatitis Testing Day
	July 28, 2020	World Hepatitis Day
	August 2020	National Immunization Awareness Month (NIAM)
	December TBD, 2020	National Influenza Vaccination Week (NIVW)
	January 2021	National Cervical Health Awareness Month

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