



## **Detroit Wayne Integrated Health Network**

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December 11, 2024

To: DWIHN Contracted Providers  
From: Rai Williams, Director of Contract Management  
Re: **Quarterly Contract Status Report Form Instructions**

### **Quarterly Contract Status Report Requirement**

In accordance with Section 4.2 in the contract between DWIHN and your organization, Providers shall submit data on an ongoing and regular basis in a format approved by DWIHN and shall provide summary reports on a timely basis.

All contracted DWIHN providers will be required to complete and submit a Quarterly Contract Status Report. This report will facilitate management and oversight of your contractual relationship with DWIHN.

### **Quarterly Contract Status Report Form**

The Quarterly Status Report Form is a fillable Word document that must be submitted to your Contract Manager no later than the 10<sup>th</sup> business day at end of each quarter. Below is a schedule in accordance with the following reporting periods and due dates.

| <b>FY 24-25 DWIHN Quarterly Status Report Submission Schedule</b> |                                                     |                          |
|-------------------------------------------------------------------|-----------------------------------------------------|--------------------------|
| <b>Quarter</b>                                                    | <b>Reporting Period</b>                             | <b>Due Date</b>          |
| 1 <sup>st</sup> Quarter                                           | October 1 <sup>st</sup> – December 31 <sup>st</sup> | January 14 <sup>th</sup> |
| 2 <sup>nd</sup> Quarter                                           | January 1 <sup>st</sup> – March 31 <sup>st</sup>    | April 14 <sup>th</sup>   |
| 3 <sup>rd</sup> Quarter                                           | April 1 <sup>st</sup> - June 30 <sup>th</sup>       | July 14 <sup>th</sup>    |
| 4 <sup>th</sup> Quarter                                           | July 1 <sup>st</sup> – September 30 <sup>th</sup>   | October 14 <sup>th</sup> |

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The Quarterly Status Report is posted on the DWIHN website, below are instructions on how to access the document:

- Go to [dwihn.org](http://dwihn.org)
- Click on “For Providers” at the top of the homepage
- Scroll down to “Provider Resources” (purple box)
- Click on “Forms and Guidelines and Tools”
- Click on Quarterly Status Report Instructions and Form

If you have any questions, please contact your Provider Network Manager.

Thank you for your cooperation.

Sincerely,

*Rai Williams, MHA*

Rai Williams, MHA  
Director of Contract Management  
Detroit Wayne Integrated Health Network