



Fiscal Reconciliation Documents and Milestones – Calendar Year 2023

Reconciliation Documents

The following are the calendar year (CY) 2023 fiscal reconciliation documents for the Birth to 3 Program, Children’s Community Options Program (CCOP), and Children’s Long-Term Support (CLTS) Program:

- [County Birth to 3 Program Fiscal Reconciliation Report, F-00388](#)
- [Children's Community Options Program Reconciliation Packet, F-01997](#)
- [Children's Long Term Support Reconciliation Packet and Instructions, F-00963](#)

Reconciliation Milestones

The following table summarizes the CY 2023 reconciliation milestones:

Milestone Date	Program(s)	Description
March 14, 2024	CLTS	CLTS third-party administrator (TPA) cutoff date
March 15, 2024	CCOP	HSRS mid-month cutoff date
March 22, 2024	CLTS	CLTS cutoff data loaded to SAS
March 25, 2024	Birth to 3 Program, CCOP, and CLTS	Final CY 2023 Grant Enrollment Application Reporting System (GEARS) expense reports due
March 29, 2024	CCOP	HSRS final cutoff date
April 5, 2024	Birth to 3 Program, CCOP, and CLTS	Reconciliation documents due
April 20, 2024	Birth to 3 Program, CCOP, and CLTS	Unreconciled CY 2023 expenses available on GEARS Report 610

Thursday, March 14, 2024: CLTS TPA Cutoff Date

This is the last check date of CY 2023 CLTS service payments that will be included in the CY 2023 CLTS reconciliation documents. The check date is identified as the date the CLTS TPA issues payment and can be found in the CLTS claims data.

Friday, March 15, 2024: HSRS Mid-Month Cutoff Date

CY 2023 mid-month reports will be generated based on HSRS information submitted before 4:45pm on March 15, 2024. All CY 2023 CCOP services should be reported to HSRS prior to this HSRS cutoff date so that the mid-March reports can be used to validate final CY 2023 HSRS data before the final HSRS cutoff at the end of the month.

Friday, March 22, 2024 (subject to change): CLTS cutoff data loaded to SAS

It is anticipated that all CLTS claims data for payments made to providers before the TPA cutoff date will be available starting on March 22, 2024, using the preconfigured report “CLTS Reconciliation Template” available in SAS. The report provides complete CLTS service

expenditure data based on user-selected dates of service and dates of payment, and it is located in the SAS folder pathway SAS Content >> External >> DAR >> CLTS.

CLTS claims data is typically updated Thursday night and into Friday morning for CLTS claims paid through Thursday of the previous week.

Monday, March 25, 2024: Final GEARS County Expense Reports Due

This is the last day to submit CY 2023 GEARS county expense reports for the Birth to 3 program and CCOP. CY 2023 GEARS county expense reports received after this date will not be updated to GEARS.

Friday, March 29, 2024: Final HSRS Cutoff Date

At 4:45pm on Friday March 29, HSRS will be locked and will no longer accept requests to enter or change CY 2023 activity.

Friday, April 5, 2024: Reconciliation Packets Due

Counties must submit all completed CY 2023 reconciliation documents to DHS by close of business on this date. CY 2023 reconciliation documents must be securely emailed as Microsoft Excel spreadsheets to the [CLTS fiscal mailbox](#). Please include your county agency in the subject line and all attached documents. DHS will not accept a reconciliation packet if any worksheets are missing or the CWA certifications section is not completed by an appropriate county representative.

Saturday, April 20, 2024 (subject to change): Unreconciled CY 2023 GEARS Expenses Available on GEARS Report 610

Unreconciled CY 2023 GEARS expenses will be available in GEARS report 610. This includes all GEARS county expense reports submitted by March 25, 2024. CY 2023 GEARS expenses are not necessary for agencies to complete their CY 2023 reconciliation documents.