

FY 2017 Required Prevention Reports for Providers:

What's Due:	Time Period Covered:	Due Date:	Where to Submit?
Program Budgets	October 1, 2016-September 30 2017	September 16, 2016	Prevention Coordinator
Annual Action Plans (AAP)/Narrative	October 1, 2016-September 30 2017	September 16, 2016	Prevention Coordinator
Quarterly Report & Monitoring and Evaluation Charts	October 1, 2016-December 31, 2017 January 1, 2017-March 31, 2017 April 1, 2017-June 30, 2017 July 1, 2017-September 30, 2017	January 15, 2017 April 15, 2017 July 15, 2017 October 15, 2017	Prevention Coordinator
**PFS Quarterly Reports	October 1, 2016-December 31, 2017 January 1, 2017-March 31, 2017 April 1, 2017-June 30, 2017 July 1, 2017-September 30, 2017	January 10, 2017 April 10, 2017 July 10, 2017 October 10, 2017	Prevention Coordinator
**PFS CLI-R	October 1, 2016-March 31, 2017 April 1, 2016-September 30, 2017	May 23, 2017 October 19, 2017	Prevention Coordinator
Fund Project Report	October 1, 2016-March 31, 2017	April 17, 2016	Prevention Coordinator
** PFS Annual Action Plan and Budget	October 1, 2016-September 30, 2017	December 18, 2016	Prevention Coordinator
Michigan Prevention Data System	Every Month	By the 10 th of the month	Mpds.sudpd s.com
*Master Retailer List	Update this list throughout the year	TBD 2017	Prevention Coordinator
*Synar Checks	June 1-30, 2017	June 1-30 Synar Inspections July 6, 2017	Prevention Coordinator
* No Cigs for Our Kids Quarterly Tobacco Report and Database	October 1, 2016-December 31, 2016 January 1, 2017-March 31, 2017 April 1, 2017-June 30, 2017 July 1, 2017-September 30, 2017	January 15, 2017 April 15, 2017 July 15, 2017 October 15, 2017	Prevention Coordinator

*DYTUR's only

**Partnership for Success Grantees only

If the due date listed above falls on non-business day, the reports will then be due by the close of business on the next business day.