# **Key dates and deadlines for all: March 13, 2025 Report to Congress**

**Note**: The 15th falls on a Saturday in 2025. Our statute requires us to deliver by the 15th.

Chapters:

EQR (Allison)

HCBS (Kirstin and Tamara)

LTSS (Tamara)

|  |  |
| --- | --- |
| 12-14-15 | COMMISSION MEETING |
| 12/16-1/3 | Identify and reach out to external review/buddy review |
| 1/16 | Draft chapters sent to Commissioner review/external review |
| 1/23-24 | **COMMISSION MEETING/DRAFT CHAPTERS PRESENTED** |
| Week of 1/27-1/31 | Internal editing and review |
| 1/31 | All Reviewer and Contact info (if applicable) due to Melanie |
| 2/3 | HCBS to Kate [Kate returns 2/5] |
| 2/5 | EQR to Kate [Kate returns 2/7] |
| 2/7 | LTSS to Kate [Kate returns 2/10] |
| 2/7 | HCBS to copy ed [returned 2/10] |
| 2/10 | EQR to copy ed [returned 2/12] |
| Week of 2/10 | Key points to Kate on a rolling basis [Can go earlier with chapter] |
| 2/12 | LTSS to copy ed [returned 2/13] |
| 2/12 | HCBS to Carolyn |
| 2/13 | EQR to Carolyn |
| 2/13 | Final deadline for all key points and copy to copy ed |
| 2/14 | Final deadline for copy editor to return key points/executive summary, etc. |
| 2/14 | LTSS to Carolyn |
| 2/18 | Team review opens |
| 2/20 | Alt text due to copy ed |
| 2/21 COB | Team review closes |
| 2/24 | MACPAC returns final edits to Carolyn |
| 2/25 | Final color version approved |
| 2/27 | Carolyn returns black white version |
| 2/27-2/28 | COMMISSION Meeting |
| 2/27 | Black and white version approved |
| 2/28 | Final deadline for Carolyn to upload file for printer |
| 3/6 | Alt text due to Carolyn for web version |
| 3/7 | Printer delivers report to mailhouse |
| 3/11 | Final 508 remediated files ready |
| 3/11 | Printer delivers remaining reports to MACPAC |
| 3/13 (Thursday) | March report released |

# **Key Dates and deadlines for copy editor(s)**

|  |  |
| --- | --- |
| 1/3 | Contract issued |
| 1/10 | Commissioner bios sent |
| 1/31 | Staff bios sent |
| 2/7 | HCBS to copy ed [returned 2/10] |
| 2/10 | EQR to copy ed [returned 2/12] |
| 2/12 | LTSS to copy ed [returned 2/13] |
| 2/13 | Final deadline for all key points and copy to copy ed |
| 2/14 | Final deadline for copy editor to return key points/executive summary, etc. |
| 2/20 | Alt text due to copy ed |
| 3/3 | Final deadline for alt text to be returned |

# **Key dates and deadlines for Carolyn:**

Please note that tables, etc. can be sent in advance to Carolyn at any time.

|  |  |
| --- | --- |
| 1/28 | Cover updated |
| 2/4 | Cover to printer |
| 2/6 | Cover approved \* or changes made |
| 2/12 | HCBS to Carolyn |
| 2/13 | EQR to Carolyn |
| 2/13 | Final deadline for all key points and copy to copy ed |
| 2/14 | Final deadline for copy editor to return key points/executive summary, etc. |
| 2/14 | LTSS to Carolyn |
| 2/18 | Team review opens |
| 2/20 | Alt text due to copy ed |
| 2/21 COB | Team review closes |
| 2/24 | MACPAC returns final edits to Carolyn |
| 2/25 | Final color version approved |
| 2/27 | Carolyn returns black white version |
| 2/27 | Black and white version approved |
| 2/28 | Final deadline for Carolyn to upload file for printer |
| 3/6 | Alt text due to Carolyn for web version |
| 3/7 | Printer delivers report to mailhouse |
| 3/11 | Final 508 remediated files ready |
| 3/11 | Printer delivers remaining reports to MACPAC |
| 3/13 (Thursday) | March report released |

# **Key dates and deadlines Communications:**

|  |  |
| --- | --- |
| 1/3 | Work order issued for copy ed |
| 1/10 | Commissioner bios sent |
| 1/23 | List count |
| 1/23-24 | **COMMISSION MEETING/DRAFT CHAPTERS PRESENTED** |
| 1/27 | Mail house specs released |
| 1/27 | Specs released for printer |
| 1/30 | Responses due from mailhouse |
| 1/30 | Transmittal to Kate |
| 1/31 | Staff bios sent/Responses dues from mail house/printer |
| 2/3 | Mailhouse and Printer PRs to Ken |
| 2/4 | Cover to printer |
| 2/6 | Cover proof due |
| 2/6 | Press release to Kate |
| 2/2 | Acknowledgements and staff bios sent |
| 2/5 | Printer PR to Ken |
| 2/5 | Transmittal letter to chair |
| 2/7 | Printer WO issued |
| 2/10 | Executive summary to Kate/Cover file to printer |
| 2/13 | Press release to chair |
| 2/14 | Mailing lists to Caroline |
| 2/13 | Final deadline for all key points, transmittal letter and executive summary to copy ed |
| 2/20 | Final mail lists approved |
| 2/21 | Mail lists to mailing house |
| 2/18-2/21 | TEAM Room Open |
| 2/25 | Carolyn returns color |
| 2/27-2/28 | **COMMISSION Meeting/Transmittal letter for Chair** |
| 2/27 | Black and white version approved |
| 2/28 | Postage due to mail house |
| 2/28 | Final deadline for Carolyn to upload file for printer |
| 3/4 | Full booklet print proof delivered by 2pm (in office) |
| 3/6 | Alt text due to Carolyn for web version |
| 3/6 | Finalize delivery |
| 3/7 | Printer delivers report to mail house |
| 3/11 | Final 508 remediated files ready |
| 3/11 | Printer delivers remaining reports to MACPAC |
| 3/12 | All content put in system in private mode/Constant Contact e-blast readied and approved |
| 3/13 | March report released and hand delivered |