

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