Data Maintenance Schedule

As Needed: Content Synchronization and Update Variable Mapping

Week 1
- Check Import Manager Assistant for Data Processing Issues
- Case Validation (5 cases/month) and Update Variable Mapping
- **Quarterly:** Transfer all Historical Data using the 'Historical' preset

Week 2
- Data Diagnostics & Attestation
- Update Location Mapping

Week 3
- Check Import Manager Assistant for Data Processing Issues
- **Wednesday:** PHI Scrub 'Cases awaiting PHI Scrub'
- **Wednesday:** Upload cases to MPOG Central using the 'Recommended' setting

Week 4
- Update Provider Contacts
- **Quarterly:** Update Provider Contacts, including NPI
- Provider Feedback Emails Sent *Dates Below*
- Flagged Case Review

2025 DATA UPLOAD SCHEDULE

Upload Deadline		QI Reporting Tool (Dashboard) Updates		Provider Emails	
1/15	3rd Wednesday of January	1/20	4th Monday of January	1/22	4th Wednesday of January
2/19	3rd Wednesday of February	2/24	4th Monday of February	2/26	4th Wednesday of February
3/19	3rd Wednesday of March	3/24	4th Monday of March	3/26	4th Wednesday of March
4/16	3rd Wednesday of April	4/21	4th Monday of April	4/23	4th Wednesday of April
5/21	3rd Wednesday of May	5/26	4th Monday of May	5/28	4th Wednesday of May
6/18	3rd Wednesday of June	6/23	4th Monday of June	6/25	4th Wednesday of June
7/16	3rd Wednesday of July	7/21	4th Monday of July	7/23	4th Wednesday of July
8/20	3rd Wednesday of August	8/25	4th Monday of August	8/27	4th Wednesday of August
9/17	3rd Wednesday of September	9/22	4th Monday of September	9/24	4th Wednesday of September
10/15	3rd Wednesday of October	10/20	4th Monday of October	10/22	4th Wednesday of October
11/19	3rd Wednesday of November	11/24	4th Monday of November	11/26	4th Wednesday of November
12/10	**2nd Wednesday of December**	**12/15**	**3rd Monday of December**	**12/17**	**3rd Wednesday of December**

*Uploading site data by the 3rd Wednesday of every month will ensure provider emails are sent the 4th Wednesday of every month. December 2025 is the exception.