

Data Maintenance Schedule					
Week 1	Check Import Manager Assistant for Data Processing Issues	Case Validation (5 cases/month) and Update Variable Mapping	Update Location Mapping	Monthly: Transfer Historical Data for the previous year	Quarterly: Transfer all Historical Data using the 'Historical' preset
Week 2	Data Diagnostics & Attestation				
Week 3	Check Import Manager Assistant for Data Processing Issues	PHI Scrubbing	Monthly: Upload cases to MPOG Central *Deadlines Below*		
Week 4	Content Synchronization and Update Variable Mapping	Update Provider Contacts	Provider Feedback Emails Sent *Dates Below*	Flagged Case Review	

2024 DATA UPLOAD SCHEDULE

Upload Deadline		Provider Emails	
1/17	3 rd Wednesday of January	1/24	4 th Wednesday of January
2/21	3 rd Wednesday of February	2/28	4 th Wednesday of February
3/20	3 rd Wednesday of March	3/27	4 th Wednesday of March
4/17	3 rd Wednesday of April	4/24	4 th Wednesday of April
5/15	3 rd Wednesday of May	5/22	4 th Wednesday of May
6/19	3 rd Wednesday of June	6/26	4 th Wednesday of June
7/17	3 rd Wednesday of July	7/24	4 th Wednesday of July
8/21	3 rd Wednesday of August	8/28	4 th Wednesday of August
9/18	3 rd Wednesday of September	9/25	4 th Wednesday of September
10/16	3 rd Wednesday of October	10/23	4 th Wednesday of October
11/20	3 rd Wednesday of November	11/27	4 th Wednesday of November
12/11	2nd Wednesday of December	12/18	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 2024 is the exception.