

| 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 |

2026 DATA UPLOAD SCHEDULE

| Upload Deadline | | QI Reporting Tool (Dashboard) Updates | | Provider Emails | |
|-----------------|--|---------------------------------------|-------------------------------------|-----------------|--|
| 1/21 | 3 rd Wednesday of January | 1/26 | 4 th Monday of January | 1/28 | 4 th Wednesday of January |
| 2/18 | 3 rd Wednesday of February | 2/23 | 4 th Monday of February | 2/25 | 4 th Wednesday of February |
| 3/18 | 3 rd Wednesday of March | 3/23 | 4 th Monday of March | 3/25 | 4 th Wednesday of March |
| 4/15 | 3 rd Wednesday of April | 4/20 | 4 th Monday of April | 4/22 | 4 th Wednesday of April |
| 5/20 | 3 rd Wednesday of May | 5/25 | 4 th Monday of May | 5/27 | 4 th Wednesday of May |
| 6/17 | 3 rd Wednesday of June | 6/22 | 4 th Monday of June | 6/24 | 4 th Wednesday of June |
| 7/15 | 3 rd Wednesday of July | 7/20 | 4 th Monday of July | 7/22 | 4 th Wednesday of July |
| 8/19 | 3 rd Wednesday of August | 8/24 | 4 th Monday of August | 8/26 | 4 th Wednesday of August |
| 9/16 | 3 rd Wednesday of September | 9/21 | 4 th Monday of September | 9/23 | 4 th Wednesday of September |
| 10/21 | 3 rd Wednesday of October | 10/26 | 4 th Monday of October | 10/28 | 4 th Wednesday of October |
| 11/18 | 3 rd Wednesday of November | 11/23 | 4 th Monday of November | 11/25 | 4 th Wednesday of November |
| 12/9 | 2 nd Wednesday of December | 12/14 | 3 rd Monday of December | 12/16 | 3 rd 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 2026 is the exception.