

HHS Recipient Reporting Framework

	Outreach	Report	Review	Summarize
Objectives	<ul style="list-style-type: none"> To identify all awards subject to Section 1512 reporting To inform recipients about reporting requirements To communicate key award information to recipients 	<ul style="list-style-type: none"> To track and report the number of recipient reports received To identify 'Non-Compliant' recipient reports received 	<ul style="list-style-type: none"> To perform data quality checks for significant and other errors To comment on significant and other errors 	<ul style="list-style-type: none"> To summarize and finalize recipient reporting information and statistics To document processes used for data quality checks To provide final number and details for 'Non-Compliant' recipients and significant error reports
Key Activities	<ul style="list-style-type: none"> Compile a master file of awards required to report Develop and update sample recipient reports Monitor recipient registration 	<ul style="list-style-type: none"> Match reports to Agency records and identify Mislabeled reports Reach out to recipients who have not submitted a report Certify number of reports submitted and number of missing reports Identify 'Non-Compliant' recipients that did not report in the previous quarter(s) 	<ul style="list-style-type: none"> Preliminary review of recipient reports Comment on recipient reports in FR.gov Communicate required changes to prime recipients for errors found in reports Report number of significant and other errors 	<ul style="list-style-type: none"> Compile final recipient reporting summary statistics Provide documented data quality procedures and processes for Office of Inspector General (OIG) and Transparency Board (RATB) requests (as assigned) Provide feedback of Lessons Learned – quality improvement
Reference Sources	<ul style="list-style-type: none"> Section 1512 reporting guidance (M-09-21) HHS Recipient Readiness Tool Federal Acquisitions Regulation (FAR) clauses 	<ul style="list-style-type: none"> FederalReporting.gov (FR.gov) OMB memo on 'Non-Compliant' recipients (M-10-05) 	<ul style="list-style-type: none"> OMB data quality review requirements and job guidance (M-10-08) ORAC Data Quality Procedures Continuous Review guidance 	<ul style="list-style-type: none"> Certification statement Recipient Reporting summary data template

Recipient Registration

Initial Submission

Recipient Review

Agency Review

Published

Continuous Review

Recipient Reporting Periods