

## HHS Recipient Reporting Framework

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

