

Naming Convention (2.3.1)

When submitting deliverables and events use the naming convention outlined below for both the document and subject line. If a deliverable or report has a specific naming convention outlined in the contract use that convention.

Naming Convention

Contract Section-Deliverable/Event Name-Region-Time Period

Time Periods

Monthly: Abbreviated Month and Year

Quarterly: Jan to Mar and Year
 Apr to June and Year
 July to Sept and Year
 Oct to Dec and Year

Annual: Year

Event: Abbreviated Month and Year

Examples

Monthly: 2.8-Data Use-King-Sept 2024

Quarterly: 24.1.12 FYSPRT Quarterly Report-Southwest-July to Sept 2024

Annual: 21.1.9 Jail Transition Services-Spokane-2024

Event: 2.17.9-Certificate of Coverage-North Sound-Mar 2024