



First Nations Health Authority
Health through wellness

Exercise 3: Accountability



Accountability to Community Members

Principles of Transparency and Disclosure.

How is FNHA and Communities accountable?

- Community and Health Wellness Plan,
- Community involvement (i.e. workshops, focus groups, surveys),
- Reporting on time,
- Being fiscally responsible,
- Role modeling excellence in the delivery of health programs and services,
- Provide information relating to the agreement to any members on request – includes reporting, plans, etc. through newsletters, meetings, various communication.



Accountability to FNHA

Provide Programs and Services as to the terms and conditions of your Health Funding Arrangement.

Submission of reporting (please refer to the Reporting Requirements Guide):

- Annual Narrative,
- Annual Audit/ Year-end Financials,
- Interim Financial Report for Set funding,
- Program Reports i.e. MT Logs, Drinking Water etc.,
- Surplus Reinvestment Plan; and,
- Evaluation Reports (Block agreements only).
 - Please refer to the Community Health & Wellness Toolkit.



Reporting Requirements: Cheat Sheet

- October 15th : Q1 Medical Transportation Reports**
 - (Q1 April-August Interim Financial Report)
 - (Q1 April- August Medical Transportation Logs)
- November 15th : Interim Financial**
 - (April-September SET Programs Interim Financial Report)
- January 15th : Q2 Medical Transportation Reports**
 - (Q2 Sept.-Nov. Interim Financial Report)
 - (Q2 Sept.-Nov. Medical Transportation Logs)
- July 29th : All Annual Reports**
 - Annual Narrative Report
 - Annual Audit Report
 - Year-end Financials
 - Q3: Dec.-Mar. MT Logs
 - Accreditation Services Report (*if applicable*)
 - Immunization Report (*if applicable*)
 - Surplus Reinvestment Plans (*if applicable*)
- Bi-weekly COHI report (Dental Services Daily Record)**
- Monthly Drinking Water Sampling Reports (*including any incident reports*) → EHO**
- Evaluation Report (Block Agreements Only):**
 - Every 5 years





Annual Financial Reports

SCHEDULE 15
(Department 945)

FIRST NATION NAME
PRENATAL PROGRAM
STATEMENT OF REVENUE AND EXPENSES

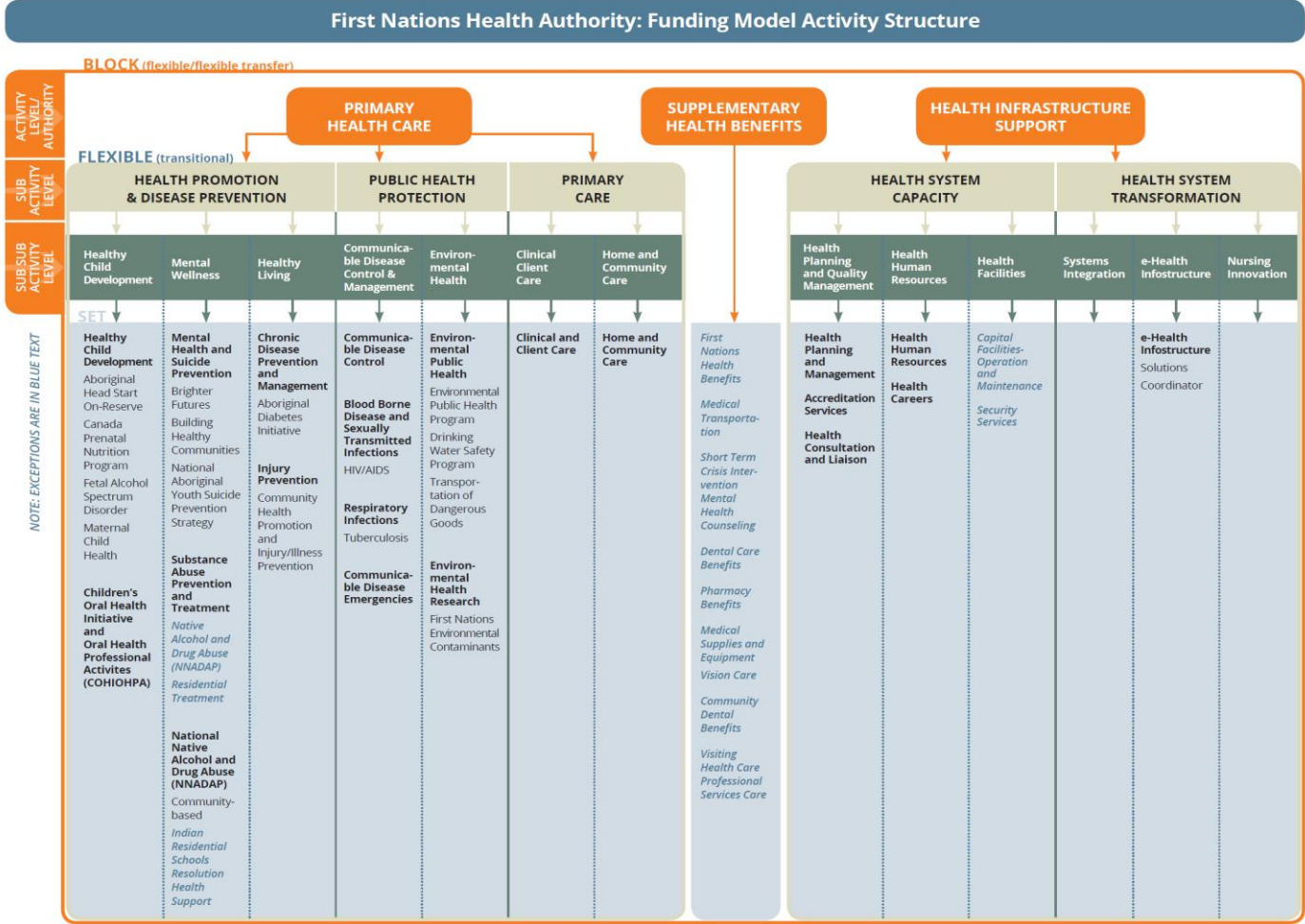
Year ended March 31, 2018

	2018	2017
REVENUE:		
First Nations Health Authority	\$ 9,462	\$ 9,122
EXPENSES:		
Administration Fee	946.80	912.20
Wages and benefits	9086.20	8321.09
Materials and Supplies	<u>110.00</u>	<u>-</u>
SHRTFALL OF REVENUE OVER EXPENSES	(681)	-
SURPLUS, beginning of year	<u>0</u>	<u>-</u>
SURPLUS (DEFICIT), end of year	\$ (681)	\$ -

- Due July 29th of each year.
- Annual Audited Financial Statements includes the following *(for Flex & Block Agreement Holders)*:
 - Auditor’s Report,
 - Statement of Financial Position (Balance sheet),
 - Statement of Operations (Income statement),
 - Statement of Changes in Net Financial Assets,
 - Statement of Cash Flow,
 - Notes to Financial Statements
 - Program Schedules (Unaudited)
- Year End Financial Statements - Unaudited *(for Set Agreement Holders only)*



Funding Model Structure





Surplus Reinvestment Plan (SRP)

- SRP are required if a community that has a surplus of more than \$1,000 in their Set program funding only (except for Health Benefits). SRP's are not required for Flexible or Block program funding.

2019/20 SURPLUS RE-INVESTMENT PLAN



First Nations Health Authority
Health through wellness

FIRST NATION COMMUNITY INFORMATION	
COMMUNITY NAME:	
CONTRIBUTION AGREEMENT NUMBER:	
HEALTH DIRECTOR NAME:	
HEALTH DIRECTOR SIGNATURE:	
DATE:	

SURPLUS RE-INVESTMENT INFORMATION						
PROGRAM NAME WITH SURPLUS	SURPLUS AMOUNT	REASON FOR SURPLUS	OBJECTIVES	PROPOSED ACTIVITIES WITH BUDGET <i>(Please include reinvestment amount (\$) and to which programs within the same activity level)</i>	START DATE	END DATE



Annual Narrative Report

Outlines the programs, services and activities undertaken during the fiscal year. Due July 29th of each year.

Based on the Community Health and Wellness Plan and Program Plans, the narrative report should contain the following information:

- Summary of the Health Programs and Services delivered, including core programs,
- Data on service operations and results; and,
- Explanation for any deviations from the community Health and Wellness Plan.

Highlight successes and challenges

- Provide highlights of your program activities for the year.
- Any changes in operations?
- Staffing (numbers, training, successes, challenges).
- Participation in program (successes, challenges).
- Community events, example: health fair.
- Collaboration between programs.
- Any additional information you want to include.

You *can* include pictures with your narrative.

For more information please see:

<https://www.fnha.ca/what-we-do/funding-arrangements>



Question #1

What are some key points to be covered in an annual narrative reporting?



Answers to # 1

- Mandatory programs: Home and Community Care, Communicable Disease (Nursing), Environmental Health Protection (Drinking Water)
- Set/Flex/Block programs i.e. nursing, immunization, drinking water, etc.
- Community health and wellness plans which would include evaluation plans (connect with the Community Development team)
- Program plans
- The remoteness of a community
- Activities i.e. health fairs, diabetes workshops, etc.,
- Number of participants
- Challenges and successes
- Organizational chart
- Staff i.e. titles and number of staff, vacant positions, qualifications, training
- Picture/media sharing
- Issues relating to Covid-19 and delivery of services



Question # 2

When are the due dates for the Health Funding Arrangements reporting?



Answers to #2

- Quarterly reports for MT (financial reports and monthly logs due Oct 15/Jan 15)
- Bi-weekly COHI
- Monthly drinking water samples report
- Annual Narrative report, annual audit report/year-end financial reports, immunization report, due July 29th of every year
- SRP's are due after agreement reconciliation (usually within 120 days after we receive the annual audit/ year-end financials)
- To determine where you are at with your reporting
- To determine how FNHA can better support you with your reporting



Question #3

Where can you find the due dates in your Health Funding Arrangement (Agreement)?

In the Summary of Reporting Requirement, “Schedule 3” of Your Health Funding Agreement



Question #4

Why is it important to submit all reporting by the due dates?



Answers to # 4

- It is part of your agreement and obligation as part of your terms and conditions of your HFA
- In addition, as part of FNHA's reciprocal accountabilities, when communities provide their reporting requirements this feeds into FNHA's possible funding considerations to communities health priorities
- It may assist FNHA in consideration of other funding sources for enhancing programs and services or new programs and services throughout the province



Question #5

**In what ways are you accountable to
your community members?**



Answers to #5

Your members are equally a part of this agreement, so there should be accountabilities in place.

- Example: annual meetings to report back to community
- Meetings/Zoom meetings
- Newsletters
- Surveys
- Community gatherings (when allowed)
- Facebook
- Emails
- Telephone calls
- Annual report
- Online Annual General Meeting
- Home visits (when allowed)



Questions & Discussion

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<http://www.fnha.ca/what-we-do/funding-arrangements>

Funding Arrangements Advisory Team
Finance & Corporate Services