

Transfer Payment Agency Manual for the Assistive Devices Program

April 2013

Assistive Devices Program
Ministry of Health and Long-Term
Care

Table of Amendments

This page will list all substantive changes to policies and procedures listed in the TP Manual.

Section	Change	Date
Schedule A, B, E, F	Added base and one-time funding breakdown	August 11, 2014
Schedule F	Clarified year-end reporting requirements	August 11, 2014

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Part 1 Introduction

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1.0 INTRODUCTION

The Transfer Payment Agency Manual for the Assistive Devices Program

1.1 Purpose of the TP Manual

The purpose of this document is to serve as a Manual to assist Transfer Payment Agencies (TPA) during the preparation of their Annual Program Plans, Budgets and Financial Reports. The Annual Program Plan elaborates on the need for annual planning, the planning process and the development of criteria for performance evaluation.

In the interest of standardization, ease of planning and reporting, each Transfer Payment Agency is expected to use this TP Manual, including the requirements for the Annual Program Plan and the templates provided for the Budget and Financial Reports.

The TP Manual must also be used by a TPA to train all of its Personnel to ensure each individual working for or on behalf of the TPA is aware of the policies and procedures set out in this TP Manual.

This TP Manual is incorporated by reference into and forms part of the Agreement between the Ministry of Health and Long-Term Care and the TPA. The Ministry reserves the right to revise this TP Manual at any time. A Table of Amendments on page 2 of this TP Manual will list all substantive changes to ADP policies and procedures.

Intended Target Audience

This TP Manual is intended to be used by the Transfer Payment Agency's Personnel and its auditors.

The TPA is responsible for ensuring that its Personnel

- (a) acknowledge that he/she have read and understood the information in the TP Manual, and
- (b) follow all of the requirements provided in the TP Manual.

1.2 Protecting Personal Health Information

The Ministry, as a health information custodian, is governed by the terms of the *Personal Health Information Protection Act, 2004* (PHIPA).

The TPA must treat all identifiable information regarding any Client, as confidential.

All TPAs being funded by the Ministry of Health and Long-Term Care (MOHLTC) including its Personnel (Authorizers, Vendors, and affiliated Clinics who may or may not be registered with the Assistive Devices Program), must comply with all applicable privacy legislation relating to the protection of personal information and Personal Health Information of Clients.

All TPAs funded by the MOHLTC and its Personnel must take reasonable steps to ensure that all personal information and personal health information regarding Clients:

1. remains confidential and is collected, used or disclosed in accordance with any applicable legislative requirements
2. is secured from theft, loss, unauthorized access, use and disclosure, as well as unauthorized copying, modification or disposal, and
3. is retained, transferred and disposed of in a secure manner.

The TPA must advise its Personnel of these requirements and must take appropriate action to maintain compliance by all its Personnel.

1.3 Definitions

For the purposes of this TP Manual the following words or expressions have the following meanings:

Agreement means the Transfer Payment Agency Agreement between the TPA and the Assistive Devices Program.

Annual Program Plan means the document to be prepared by the TPA that provides information identifying the Program requirements and changes that occur every year, as described in the TP Manual under section 1.4.1.

Budget means the subcomponent of the Annual Program Plan that includes the details of the Base Budget, the Base Enhancement and the One-Time and Capital Expenditures, as described in the TP Manual under section 1.4.2.

Eligible Person means a person who:

- Is an insured person within the meaning of the *Health Insurance Act*, R.S.O. 1990, c.H.6 or any successor legislation thereto, and
- Meets the eligibility criteria as specified in the Policy and Administration Manual and on the website at: <http://www.health.gov.on.ca/adp>.

Ministry means the Ministry of Health and Long-Term Care.

Personal Health Information means the personal information as defined in Section 4 of the *Personal Health Information Protection Act, 2004*. See section 1.2 for more details.

Personnel means any employee, agent, subcontractor or volunteer of the TPA, at any level of subcontracting, as the case may be, and for clarity, includes any partners, directors and officers of the TPA.

Program means the undertaking described in Appendix “1” of the Agreement.

TP Manual means this Transfer Payment Agency Manual.

1.4 Funding Essentials for Transfer Payment Agencies

In the course of operation, a TPA is required to review and monitor their business, evaluate the Program and determine goals and objectives for the next Funding Year. The Assistive Devices Program (ADP) has identified planning and reporting requirements to be submitted by every TPA. Compliance with these requirements is a prerequisite for funding.

Each TPA is responsible for:

- developing an Annual Program Plan based on the requirements provided and a corresponding Budget;
- managing the Program within the Budget based on the Annual Program Plan, and
- providing Reports, as outlined in this TP Manual, to demonstrate that

Program delivery objectives are achieved.

The Annual Program Plan, Budget, Financial Reports and Outcome Summaries are used to determine whether the TPA successfully delivered the Program.

The fiscal year for the ADP ends March 31. Therefore, the Annual Program Plan and Budget will be prepared with a Funding Year starting April 1 and ending March 31.

1.4.1 Annual Program Plan

The Annual Program Plan will identify and address the Program requirements and changes that may occur in the next Funding Year pending approval by the Program.

This plan will recommend the allocation of Funding. While the TPA may recommend Program expansions and allocation of Program resources to the Ministry, the Assistive Devices Program (ADP) will consider all recommendations and requests taking into account priorities and available funding.

Funding allocation decisions will be at the Ministry's sole discretion, but may consider factors closely related to individual client and population characteristics and clinical trends rather than on patterns of current usage.

1.4.2 Budget

The Budget is a sub-component of the Annual Program Plan. Each Budget has three (3) cost components, as follows:

A. Base Budget

The Base Budget is the recurring Funding previously approved for the TPA.

B. Base Enhancement

A Base Enhancement is a change to the Base Budget. It is a request by the Recipient to increase the Base Budget to maintain or improve the effectiveness and/or quality of the Program. If the Ministry approves the Base Enhancement, the Base Budget would be adjusted for the next Funding Year and would be provided on a recurring basis for subsequent Funding Years in which the TPA is approved to deliver the Program and where the Ministry

receives its Funding allocation.

C. One-time and Capital Expenditures

One-time Expenditures are non-recurring expenditures which are usually project oriented. The costs are approved for a particular purpose in connection with the delivery of the Program and are associated with the year of approval. Expenditures for a project that spans two Funding Years or more will be approved and apportioned in each Funding Year. One-time Expenditures will not increase the Base Budget.

1.4.3 Accounting Practices

Accrual Accounting

The preferred method of accounting for revenues and expenditures uses accrual accounting. As revenue is generated or when an expense is incurred, the revenue or expense would be recorded in the accounting records. This would give a matching of the revenues earned and expenses incurred in the budget year.

Modified Cash Basis of Accounting

If a TPA is not using accrual accounting, the TPA must use the modified cash basis of accounting. The modified cash basis of accounting recognizes:

- revenues earned in a Funding Year that are collected within thirty days after the Funding Year; and
- expenses paid within thirty days after the Funding Year and specified by the Ministry for goods and services received during the Funding Year. This would include staff salaries for days employed during the period and approved salary awards.

Part 2 Planning and Approval Process



2.0 PLANNING AND APPROVAL PROCESS

2.1 Planning Process

Transfer Payment Agencies are required to continuously review their ongoing activities in delivering the Program and evaluate how the needs of their clients are being met. They must evaluate outcomes to ensure that the requirements of the Program are being met. The following section provides details regarding the required information.

2.1.1 Needs Planning

In developing the Annual Program Plan, the TPA will address the service needs for clients and identify the services required from the TPA within the terms of the Agreement.

2.1.2 Strategic Planning

Throughout the planning process, the TPA will act consistently with the ADP's mandate and make recommendations for Program enhancements, reallocation, and rationalization of their Program based upon an analysis that includes the following factors:

- quantity of services currently provided;
- trends, capacity and wait times, and
- alignment with the ADP's mandate.

2.1.3 Annual Program Planning

The process for developing the Annual Program Plan includes the following:

Ongoing Activities of the TPA:

- Identification of service needs and strategies to implement changes to the service delivery system;
- Information gathering and priority setting.

Annual activities of the TPA:

- Identification of relevant priorities and assessment of resources;

- Drafting of an Annual Program Plan based upon service direction;
- Analyzing financial, service, and other relevant information.

The TPA must submit the Annual Program Plan (refer to section 1.4) to the Ministry by no later than December 15th of each year. This will give the Ministry a sound basis on which to review the Program and allocation recommendations for the upcoming year.

If acceptable, the Ministry of Health and Long-Term Care, Assistive Devices Program will approve the Annual Program Plan. If not acceptable, the Ministry and TPA will discuss any concerns with a view to the Ministry receiving a revised Annual Program Plan that is acceptable to the Ministry.

2.2 Approval Process

The Ministry will start the annual budgeting cycle in January. If the Ministry determines that it no longer requires the TPA to deliver the Program, Notice will be provided to the TPA according to terms of the Agreement. Otherwise, the Ministry will continue to provide funding in the Funding Year calculated on the Base Budget for the previous Funding Year until the Ministry's review of the Annual Program Plan and Budget submitted by the TPA is completed. All Funding is dependent on the Ministry's funding allocation.

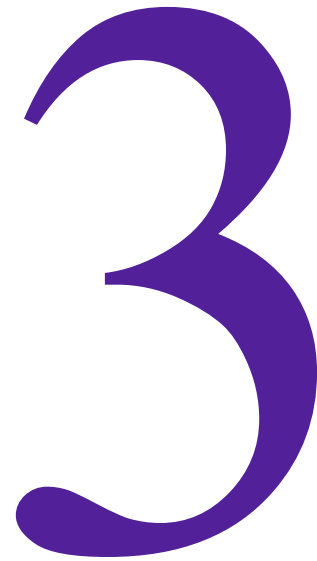
2.2.1 For TPAs that recommend no change to the Program and Budget

If no change in the Program or Budget is recommended in the Annual Program Plan, the Ministry will consider the Base Budget for approval in the next Funding Year. If the Annual Program Plan is approved, the Ministry will send a letter to the TPA advising the TPA of its approved Budget for the Funding Year. Until the TPA receives this letter, the Annual Program Plan has not been approved.

2.2.2 For TPAs that recommend changes to the Program and/or Budget

If a change to the Program or Budget is recommended in the Annual Program Plan, the Ministry will consider the TPA's proposal. The Ministry will send a letter to the TPA advising the TPA of its approved Budget for the Funding Year. Until the TPA receives this letter, the Annual Program Plan has not been approved. The Ministry will flow funds from the start of the Funding Year, based on the approved Budget. If changes from the previous Funding Year have been approved, the Ministry will adjust payments to reflect the approved Budget.

Part 3
Requirements for Preparation of the
Annual Program Plan



3.0 REQUIREMENTS FOR PREPARATION OF THE ANNUAL PROGRAM PLAN

The following are the requirements of a TPA's Annual Program Plan for submission to the Ministry:

3.1 Program Plan Development

The plan must provide a summary of the process and methodology followed by the TPA to develop the Annual Program Plan. For example, this section must include, at the minimum, any assumptions, influences, surveys, and quantitative data used in developing the plan.

3.2 Environmental Scan

The plan must provide a profile of the population characteristics reviewed in developing the plan. The profile must include the following information where available:

- Size and distribution of the consumer population to be served;
- Consumer trends;
- Existing consumer needs;
- Pressures affecting the TPA that directly impact the service to their clients, and
- Identification of trends that have occurred in the clientele served over the past three (3) years that have had or will have an impact on the TPA and the service being provided. These may include: increased or decreased need, how the services have changed in response to these trends, any constraints on the TPA that affect its ability to deliver the service and any opportunities available to the TPA to deliver the service.

3.3 Brief TPA Profile

The section must include the following information:

- A description of the organizational structure including an organizational chart;
- Changes to the organization that affect the TPA and its relationship with the Ministry;
- The name and contact details of the individual who has the legal authority to bind the TPA;
- The name and contact details of the individual who is responsible for the operation of the TPA;
- Staffing and job descriptions;
- Name(s) of the department(s) or division that oversees, has a direct impact on or influences the services provided by the TPA;
- Details of the resources that are shared with the other departments or divisions;
- Size and distribution of the population served by the agency, and
- Hours and days of operation.

3.4 Review of Previous Annual Program Plan

The TPA's previous Annual Program Plan should be reviewed in terms of:

- Outcomes achieved in the Annual Program Plan preceding this one;
- Variances between the agreed milestones in the Annual Program Plan and the actual Outcomes;
- Reasons for the variances, and
- The cost effectiveness of the services rendered.

3.5 Need for Improved/Changed Services

The Annual Program Plan must include an analysis of service data and performance indicators and provide a detailed list of prioritized recommendations for service improvements and changes. The plan must also identify any constraints that must be addressed.

3.6 Key Service Delivery Challenges

The Annual Program Plan must identify key challenges facing the TPA's Program delivery for the upcoming year.

3.7 Responsiveness to Consumer Needs

The Annual Program Plan must identify actions taken by the TPA to ensure that service delivery will be sufficiently accommodating of clients' needs, flexible, and readily available. Agencies may have their own measures of consumer responsiveness, which they should include here.

3.8 Performance Metrics

The Annual Program Plan must include measurable criteria or milestones by which the TPA will measure success of the Program and to which the TPA will be held accountable in connection with the use of the Funding. Below is a general list of metrics applicable to most TPAs. Items may be added or changed to reflect the Program's needs/services. The metrics should include:

- Number of client reimbursements, if applicable;
- Number of applications received and processed, if applicable;
- Number of unique new client assessments;
- Number of unique client re-assessments;
- Number of total client re-assessments;
- Number of clients on the waitlist;
- Time period that clients are on the waitlist;
- Number of equipment leases;
- Number of equipment rentals/loans.

The milestone timelines for the projections are:

- at the start of the year,
- at 3 months,
- at 6 months,
- at 9 months, and
- at year end.

3.9 Financial Planning and Cost-Effectiveness of the Service Delivery System

The Annual Program Plan must identify and describe how the Program is delivered in an efficient and cost-effective manner by directing the appropriate amount of Funding to the Program so as to align with section 3.8 above.

3.10 Risk Evaluation and Plan

The Annual Program Plan must also identify any risks or issues that are foreseen by the TPA. These may include:

- Privacy
- Resources
- Procurement, and
- Any other known risks.

The Annual Program Plan must also include the likelihood of occurrence of each risk and the knowledge of impact and issues that may arise from encountering the risk.

Effective measures that will circumvent or mitigate the risks identified must also be included.

3.11 Monitoring and Evaluation

The Annual Program Plan must identify how and when Performance Metrics, the risks, quality and quantity of service will be monitored and the mechanisms in place to ensure compliance with the Agreement.

The Annual Program Plan must also identify the types of evaluations to be undertaken, the specific service/performance indicators to be measured, and the data collection methods. The quality assurance process must be carried out on an ongoing basis and should include but not be limited to:

- Evaluating Program performance through audits and surveys;
- Collecting feedback on the adequacy of information provided to the client, the quality of services rendered and client expectations;
- Effectiveness of response to clients' queries and complaints;
- Management of complaints and investigations;
- Inappropriateness or lack of services or information/guidelines, and
- Issues with service delivery and recommendations for improvement.

Evaluations must also identify the relationship between the results and recommendations for service changes or other improvements.

Part 4 Guidelines for Preparation of the Budget

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4.0 GUIDELINES FOR PREPARATION OF THE BUDGET

4.1 Budget Preparation

The allocation method used for preparing the Budget must remain consistent throughout the year for comparison purposes. Any modifications to the Budget during the year must be approved by the Ministry.

4.1.1 Allocation of Revenue

Sources of revenue shall include all sources including the Ministry funding, funding from alternate sources, client fees, etc. Revenue from fees will be reported against the services for which the fee was charged. See section 4.3.1 for more details

4.1.2 Allocation of Expenses

The allocation of expenses must be in proportion to the actual/forecast cost incurred to provide one or more services. Factors that determine the allocation of expenses may include:

- Time spent on a service;
- Space used for the service: the amount of space used to accommodate staff and to accommodate clients who use the service should be allocated directly to the service;
- Materials used for a service: the direct cost of materials used for a service must be allocated to that service.

While in many TPAs, most costs can be allocated directly to the service, in some TPAs providing many services, administrative and related staff may not be involved in the direct delivery of the Program. In this case, costs should be allocated according to the full time equivalent (F.T.E.) time spent on services.

4.1.3 Reallocation of Expenses

TPAs may not:

- increase central administration charges (see Item 15 under section 4.3.2) without prior Ministry approval, and/or
- transfer approved salary and benefit dollars to operating expenditures or vice versa without prior Ministry approval, and /or
- transfer approved one-time dollars to salary or operating expenditures or vice versa.

4.2 Budget Presentation

The Budget shall include all expenses and revenues. The Budget format must remain consistent from year to year to allow comparisons based on activity. Schedule A shows a typical Budget format acceptable to the ADP. Changes to this format will be accepted if approved by the ADP in advance. The reporting of expenses and revenues will follow the same format.

4.3 Admissible Revenues and Expenditures

The numbers below reference the line items on the Budget template (Schedule A).

4.3.1 Revenues

The following revenues (from all sources) are admissible for inclusion in the Budget. These revenues must be classified as shown below:

1. Ministry of Health and Long Term Care Funding

Desired or requested funding from the Ministry for the next Funding Year to provide the Program as per the Agreement. This is the difference between the total Budget and the estimated revenues (H-B). See Schedule A.

2. Alternate Funding Sources

Funds that are projected to be received from alternate sources to support the Program.

3. Revenues from Services/Program

Some examples of revenues to be included are as follows:

- a. Client fees: arising from charges for the provision of Program services, client subscription fees and supplementary assessment services.
- b. Equipment Proceeds: funds received from sale of equipment (gross of sale less taxes), lease of equipment (lease fees less taxes) and net revenue from the repair of equipment.
- c. Other Revenues – Estimated:

This line item can be aggregated in the budget and may include:

- Interest earned on Ministry Funds and other revenues (including client fees);
- Non client related subscription fees;
- Rental fees for equipment and premises charged to other programs;
- Revenue from training and support (includes administrative services) charged to other programs;
- Revenues from sale of old equipment and scrap material, and
- Other revenues not listed above.

If the line items indicated above have been aggregated, revenue from all sources must be separately listed and provided with the Budget.

4.3.2 Expenditures

Expenditures which are deemed to be reasonable and necessary for the operation of the Program are usually admissible for calculating the operating expenses. These include:

4. Employee Salaries and Wages

Includes total gross salary and wage payments to all full-time, part-time, temporary, relief, and employees on paid leave of absence. Total salaries equals gross pay including overtime, paid vacation, paid sick leave, statutory holidays, etc. for staff working directly for the TPA.

Note: Expenses for Purchased Administrative Services, Purchased Client Services and services that are paid for through the Central Administration Services should be placed under the applicable sections.

5. Employee Benefits

Includes the employer's share of employee benefits such as: EI, CPP,

EHT, WSIB and other (dental plan, insurance, pension plan, etc.).

6. Staff Travel

Includes all travel costs incurred for staff associated with Program delivery. This includes the cost of operating TPA vehicles, renting vehicles, contracting with a supplier for transportation and reimbursement for the use of private vehicles.

7. Building Occupancy

Includes all Program costs related to the building space or spaces occupied by the TPA and the surrounding grounds including: rental of space and related costs, utilities, repairs and maintenance and property taxes.

8. Office Expenses

Includes costs incurred in operating the office: general office and computer supplies, telephone, printing/copying, postage and courier, office equipment rentals, service contracts and repairs, bank charges, stationary, periodicals, journals, etc. This expense item can be reported in aggregate or by major cost subcategory.

9. Audit Fees and Legal Fees

Includes the cost of professional fees for audit and legal services.

10. Insurance

Includes the cost of the insurance policy. See Article 11 of the TPA Agreement.

11. Membership Fees

Includes the cost of membership fees required by the TPA to join relevant associations to maintain its currency and professional status as required to deliver the Program. Professional association fees for individuals are not eligible.

12. Meeting Expenses

Includes the cost of meeting related expenses.

NOTE: Meetings should be held by teleconference, when possible, to minimize expenses.

13. Purchased Administrative Services

Includes the cost of purchasing administrative services (other than legal and audit), such as bookkeeping from an individual or company outside the TPA.

14. Purchased Client Services

Includes the cost of purchasing professional services from an agency or individual directly for the benefit of clients, such as services

provided by external clinical assessment staff, respiratory therapists, occupational therapists, etc.

15. Central Administration Charges

Includes the cost allocated to the TPA by its parent organization for services such as accounting, human resources, facilities management and technical services such as computer, data, security and communication services, etc. A description of each charge must be provided. If an expense is included in the Central Administration Charges, the same expense must not be charged in another area.

Where a TPA has centralized staff that perform specific functions related to the delivery of provincially funded programs, the Ministry will fund fair and equitable costs related to the provision of these services.

The formula(e) used to allocate administrative charges must be applied consistently and across all services related to the Program and agreed to by the Ministry.

16. Other Expenses (Specify)

Where the TPA has other expenses that are not captured by the preceding categories, the TPA must specify the expense amount and provide a narrative description of the expense. This could include, for example, recurring costs for client surveys, quality assurance and outreach. If there are several expenses summarized as other expenses, a breakdown of the expenses must be provided on a separate schedule.

17. Expenditure Recoveries

Includes refunds or recoveries of previous expenditures, e.g.: recovery of overpayment by the TPA.

18. Services, Supplies and Equipment

This includes the cost associated with delivering the Program directly to the clients as described in Appendix A of the Agreement:

A narrative for each expense item included is necessary.

a. Direct Re-imbursments

This includes reimbursements made to eligible clients for the purchase of devices and supplies, such as blood glucose monitoring devices, strips and lancets.

b. Cost of Supplies

This includes the cost of any supplies necessary for the ongoing provision of the Program services as listed in the agreement such

as masks, gloves and disinfectants

c. Cost of Equipment

This includes the cost of any equipment used for the provision of Program services, such as equipment purchased for:

- loan to clients
- lease to clients
- sale to clients
- assessment of clients
- evaluation, standardization, repair and maintenance of equipment.

Information (dollars, equipment) noted in these line items must be approved by the Ministry. The Program must not exceed the stated budget in each line item.

Reimbursements, equipment and supplies listed in this section in the Budget must be appended with a narrative providing the following details:

- number of clients who will receive reimbursements;
- types of devices and supplies for which they will receive the reimbursements;
- number of clients that will be served with the equipment being purchased;
- number of similar items that are in stock and in circulation or in use by other clients.

Catalogues and pro-forma invoices for the equipment being purchased may be requested by the Ministry.

19. One-Time or Capital Expenditures

Includes cost of one-time expenditures, including: moving, telephone installation, leasehold improvement, minor renovations, furniture, computer equipment and other equipment. All non-recurring expenditures must be separately approved by the Ministry. A breakdown of the one-time expenditures must be provided on a separate schedule.

Capital items may be included in the budget for the replacement of items such as office equipment.

All one-time and capital expenditures (non-recurring) need prior approval from the Ministry for purchase.

Brochures and pro-forma invoices may also be included.

20. Base Budget

Sum of the expenditures for the employee costs 'C' (Items 4 and 5) plus the operating costs 'D' (items 6 to 17), plus Services and Supplies Cost 'E' (items in 18) of the Budget.

(See Appendix A, Schedule A)

21. Total Budget

This is the total of the expenditures planned for the next Funding Year. It includes the Base Budget 'F' (total of C+D+E) plus the one-time and capital expenditures 'G' (which is the total included in line item 19).

(See Appendix A, Schedule A)

4.4 Ineligible Expenditures

Examples of expenditures that are not eligible for Ministry Funding are as follows:

- Appropriations: Setting aside funds for capital purposes etc.;
- Bonuses, Gifts, and Honoraria;
- Reserves/Allowances: are not admissible unless negotiated with the Ministry;
- Depreciation on Capital Assets;
- Donations to individuals or organizations;
- Fundraising costs: these costs are to be netted against fundraising revenues;
- Incorporation or reorganization costs;
- Interest on capital loans;
- Lease/rental costs when paid to non-arms length corporations: these may be admissible with Ministry approval, providing charges do not exceed those which would be paid if the transactions were at arms length;
- Loans to clients or staff;
- Mortgage payments: are not permissible without Ministry approval;
- Professional fees for dues: are not admissible when paid for individual membership in professional organizations;
- Provisions for accruals: are not admissible unless paid within 30 days after the Funding Year just ended;
- Retainer fees;
- The portion of costs for capital equipment that is not directly related to the ADP funded Program;
- Expenditures that are not related to the ADP funded Program.

4.5 Cash Flow – Ministry Payments

4.5.1 Payment Schedule

Payments, based on approved annual Funds, will be in twelve (12) equal payments paid during the first or second week of each month commencing in April of each year.

The Ministry may at its discretion withhold, make adjustments to or alter the payment schedule, and may make payments to align with the peak periods and low volume periods encountered by the TPA during the Funding Year.

Adjustments may also be done at the start of the Funding Year or at any time during the year to adjust payments with the approved level of funding.

4.5.2 Unspent/Unused Funds Remaining

Payments are based upon the approved Budget. In accordance with the Agreement, the Ministry may demand the return of any unspent Funds at the end of each Funding Year and/or may adjust the amount of any further Funding instalments.

Part 5 Financial and Outcome Reports

5

5.0 FINANCIAL AND OUTCOME REPORTS

5.1 Financial Reports

The Financial Reports are the Reports listed below that are provided to the ADP by the TPA in each Funding Year. The content and schedule for each Financial Report is detailed below.

5.1.1 Reporting at the end of six (6) months

The Ministry requires the following Reports at six (6) months (by November 15). Payments will be suspended if the Reports are not received on time.

These Reports can be modified for the individual TPA with prior Ministry approval.

a. Revenue/Expense Statement (Appendix A, Schedule B)

Revenues and expenditures are to be reported in the same format as the Budget. The variance column reports the position of expenditures against the Budget.

An explanation must be provided if the utilization is not in accordance with the Performance Metrics (see section 3.8)

b. Cash Position (Appendix A, Schedule C)

A TPA that follows Accrual Accounting will have differences between recognition of revenues and expenses in the Revenue/Expense Statement and cash flow. Therefore the ADP requires a statement that reports the cash position of the TPA as well as the accounts receivable and accounts payable positions.

For an explanation of Accrual Accounting see section 1.4.3.

The cash position Report must clearly indicate the amount that was surplus from the previous Funding Year and brought forward.

The amount due to the Ministry must be separately highlighted.

c. Six (6) Month Outcome

This document provides a narrative update on the performance outcomes as per the Annual Program Plan and must include:

- Status updates on all items as per the Performance Metrics (see section 3.8)
- Caseload at six (6) months (include clients on the roster, total assessments, new clients, number of leases, clients waitlisted, etc.)

d. Equipment Inventory Ledger (Schedule D and Schedule F2)

TPAs that purchase equipment with ADP Funds must maintain an inventory ledger. Inventory should identify equipment that is on site, equipment in current circulation with clients, and equipment on loan to other locations for trial/testing.

For equipment that is on site, the TPA must identify the equipment that is available for circulation (in stock), the equipment that is sent for repairs, and the equipment that is not in use and considered obsolete. This record of equipment must also be available for audit purposes. In addition, a list of equipment used by the TPA and purchased with Ministry Funds must be provided by the Agency.

e. Staffing update, if any (Appendix A, Schedule S)

Changes to staffing are to be identified in Schedule S.

5.1.2 Reporting at the end of nine (9) months

The Ministry's flow of Funds was approved based on the Budget. As the year progresses, the actual results will become known. To properly control the flow of Funds to the TPA, a projection report of expenditures and revenues is required after the 9th month has ended (by January 31).

Payments will be suspended if these Reports are not received on time.

a. Projected Expenditures (Appendix A, Schedules E and E1)

Changes to the format will be acceptable only if previously agreed to and approved by the Ministry.

b. Cover letter

A cover letter must accompany this Report, which specifies the cash requirements for the last two (2) months of the Funding Year.

c. 9-Month Outcome

This document provides a narrative update on the performance outcomes as per the Annual Program Plan and must include:

- Status updates on all items as per the Performance Metrics (see section 3.8)
- Caseload at nine (9) months (include clients on the roster, total assessments, new clients, number of leases, clients waitlisted, etc.)

d. Staffing update, if any (Appendix A, Schedule S)

Changes to staffing are to be identified in Schedule S.

e. Additional Reports

The TPA may have unique services for which additional Reports may be required. The format will be agreed upon between the TPA and the ADP.

5.1.3 Year-End Reporting

The Funding Year ends on March 31. Final Reports are required at the end of each Funding Year. These Reports must be submitted to the ADP by June 30. Payments will be suspended if these Reports are not received on time.

In reviewing these Reports, the Ministry will undertake a reconciliation of actual expenditures against Ministry Funding provided during the Funding Year. The TPA is to report its expenditures using the Accrual Accounting or the Modified Cash Basis of Accounting. Reconciliation enables the Ministry to determine eligible expenditures and revenues and recover unspent funds.

See section 1.4.3 for an explanation of Accrual Accounting and Modified Cash Basis Accounting.

a. Audited Financial Statement (Appendix A, Schedule F, F1 and F2)

If ongoing Ministry funding is required, an audited financial statement including the expenditures and revenues, cash position, equipment inventory and a report of activities for the services funded by the Ministry must be forwarded to the Ministry within three (3) months after the end of the Funding Year, unless indicated otherwise. See Schedules F, F1, F2.

This applies to all TPAs receiving in excess of \$75,000 on an annual basis. If the TPA receives less than \$75,000, the need for the audited financial statement is at the discretion of the Ministry.

b. Quantitative Report

The funding provided is based upon the level of client activity projected by the TPA. Hence, the ADP requires the following quantitative results that relate financial information to the service provided.

1. Status update on all items as per the Performance Metrics (see section 3.8)
2. Caseload at year end (end of 12 months) to include:
 - (a) Total number of clients on the roster
 - At the start of the year
 - At year end
 - Number of clients removed or cancelled from the roster

- (b) Total number of assessments during the year
 - Existing clients or reassessments
 - New clients/assessments
- (c) Number of equipment leases
- (d) Number of equipment loans
- (e) Number of clients on a waitlist
 - At the start of the year
 - At the end of the year
- (f) Age of clients
 - Under 19 years of age
 - 19 to 65 years of age
 - Over 65 years of age.

3. Funding Utilization

- Total employee salary, wages and benefits
- Total operating cost
- Cost of administration per client

4. Equipment Purchase

- Unit price of equipment purchased versus planned costs per unit
- Cost savings per unit (discount from Manufacturers Suggested Retail Price)
- Overall cost savings for total purchase
- Average cost of servicing/repairing equipment per client.

c. Staffing update (Appendix A, Schedule S)

Changes to staffing are to be identified in Schedule S, Staffing Detail Report.

5.2 Outcome Reports

The following TPAs are required to complete and submit the following outcome Reports by June 30 of each year.

Augmentative and Alternative Communication Aid (AAC) Clinics ...Schedule G1

Regional Assessment Centres for Visual AidsSchedule G2

Canadian Diabetes Association, Monitoring for Health ProgramSchedule G3

Ventilator Equipment PoolSchedule G4

See Appendix A for the Report templates.

Appendices & Schedules

Appendix A – Schedules A, B, C, D, E, F, G and S



APPENDIX A

SCHEDULES A, B, C, D, E, F, G and S

SCHEDULE	REPORT	DUE DATE
Schedule A	Annual Budget for Funding Year *	December 15
Schedule B	6-Month Report (Revenue and Expenditure Statement)	November 15
Schedule C	6-Month Report (Cash Position Report)	November 15
Schedule D	6-Month Report (Equipment Inventory Statement)	November 15
Schedule E	9-Month Report (Projections - Revenue and Expenditure Report)	January 31
Schedule E1	9-Month Report (Cash Position Report)	January 31
Schedule F	Year End Report (Financial Statement)	June 30
Schedule F1	Year End Report (Cash Position Report)	June 30
Schedule F2	Year End Report (Equipment Inventory Statement)	June 30
Schedule G (1 – 4)	Outcome Reports	June 30
Schedule S	Staffing Detail Report	November 15 January 31 June 30

Note: * - The Annual Budget for the next Funding Year must be sent along with the Annual Program Plan by the 15th of December every year.

APPENDIX A

NAME OF TPA _____

SCHEDULE A

ANNUAL BUDGET FOR FUNDING YEAR 20__/20__

		Approved Budget for 20__/20__	Requested Budget for 20__/20__	Difference between the Funding Years
REVENUES				
1.	Base Funding from the Ministry			
2.	One-Time Funding from the Ministry			
A.	MINISTRY FUNDING (H-3-4)			
3.	Alternate Funding Sources			
4.	Revenue from Services/Program			
B.	TOTAL ESTIMATED REVENUES (A+3+4)			
EXPENDITURES				
5.	Employee Salaries and Wages			
6.	Employee Benefits			
C.	EMPLOYEE COSTS (5+6)			
7.	Staff Travel			
8.	Building Occupancy			
9.	Office Expenses			
10.	Audit Fees and Legal Fees			
11.	Insurance			
12.	Membership Fees			
13.	Meeting Expenses			
14.	Purchased Administration Services			
15.	Purchased Client Services			
16.	Central Administration Charges			
17.	Other Expenses (Specify)			
18.	Expenditure Recoveries			
D.	OPERATING EXPENSES (add 7 to 18)			
19	a) Direct Reimbursement + b) Cost of Supplies + c) Cost of Equipment			
E.	SERVICES, SUPPLIES AND EQUIPMENT (19)			
F.	BASE BUDGET (C+D+E)			
20	a) One-Time Cost + b) Capital Items			
G.	ONE-TIME AND CAPITAL EXPENDITURES (20)			
H.	TOTAL BUDGET (F+G)			

Chief Financial Officer Signature

Program Director Signature

Notes: 1. If line items are aggregated, details of aggregation are to be shown separately.
2. Line B must equal line H

APPENDIX A

NAME OF TPA _____

SCHEDULE B

**REVENUE AND EXPENDITURE STATEMENT FOR SIX (6) MONTH PERIOD ENDED
SEPTEMBER 30, 20__ /20__ FOR FUNDING YEAR 20__ / 20__**

		Approved Budget for Current Year 20__ /20__	Actual \$ for 6-Month period	\$ Variance
REVENUES				
1.	Base Funding from the Ministry			
2.	One-Time Funding from the Ministry			
A.	MINISTRY FUNDING (H-3-4)			
3.	Alternate Funding Sources			
4.	Revenue from Services/Program			
B.	REVENUES TO DATE (A+3+4)			
EXPENDITURES				
5.	Employee Salaries and Wages			
6.	Employee Benefits			
C.	EMPLOYEE COSTS (5+6)			
7.	Staff Travel			
8.	Building Occupancy			
9.	Office Expenses			
10.	Audit Fees and Legal Fees			
11.	Insurance			
12.	Membership Fees			
13.	Meeting Expenses			
14.	Purchased Administration Services			
15.	Purchased Client Services			
16.	Central Administration Charges			
17.	Other Expenses (Specify)			
18.	Expenditure Recoveries			
D.	OPERATING EXPENSES (add 7 to 18)			
19	a) Direct Reimbursement + b) Cost of Supplies + c) Cost of Equipment			
E.	SERVICES, SUPPLIES AND EQUIPMENT (19)			
F.	BASE BUDGET EXPENDITURE (C+D+E)			
20	a) One-Time Cost + b) Capital Items			
G.	ONE-TIME AND CAPITAL EXPENDITURES (20)			
H.	TOTAL EXPENDITURE (F+G)			
I	NET EXPENDITURE (H – B)			

Chief Financial Officer Signature

Program Director Signature

Notes: 1. If line items are aggregated, details of aggregation are to be shown separately.
2. Explain variance between 6 month actual and 6 month plan (Sec 3.8)

APPENDIX A

NAME OF TPA _____

SCHEDULE C

**CASH POSITION REPORTS FOR SIX (6) MONTH PERIOD ENDED
SEPTEMBER 30, 20__**

	Actual Dollars
Total Cash Position from start of current Funding Year ¹	
Add: Payments received from ADP	
Add: Payments received from revenues ²	
Less: Approved expenditures paid in current year	
Less: Monies repaid to ADP	
Net: Current cash position ³	

ACCOUNT RECEIVABLES AND ACCOUNTS PAYABLE

	Actual Dollars					
	Total	0-30 Days	31-60 Days	61-90 Days	91-120 Days	Over 120 Days
Accounts receivable ⁴						
Accounts payable ⁴						

Notes:

1. Cash position amount must be inserted after a proper bank and cash reconciliation. A copy of the reconciliation document may be requested at the Ministry's discretion.
2. If there is more than one revenue source, then the same must be shown separately.
3. If any unutilized amounts from the previous Funding Years have not been reconciled and clawed back by the Ministry, the same must be indicated in a separate narrative.
4. Explain receivables and payables outstanding for more than 90 days.

APPENDIX A

NAME OF TPA _____

SCHEDULE D

**EQUIPMENT INVENTORY STATEMENT FOR SIX (6) MONTH PERIOD ENDED
SEPTEMBER 30, 20__ /20__ FOR FUNDING YEAR 20__ / 20__
(To be provided in Microsoft Excel as a soft copy only)**

High Value Items: For equipment valued above \$ 2000.00 and purchased within the last 3 years

Item #	Description ¹ Manufacturer, Model #	ADP Cat #	Identifier Serial # or Part #	Purchase		Condition New – N Used – U Refurbished – F Obsolete - O	Item Status Leased - LS Loaned - LN Sold – SL To Repair-TR Available - AL	Start Date Lease/ Loan/ Repair/ Sold	End Date Lease/ Return/ Repair	Approx. Value Current/ Sale price
				Date	Value					

For equipment valued between \$500 and \$2000 and purchased within the last 3 years

Item #	Description ¹ Manufacturer, Model #	ADP Cat #	Identifier Serial # or Part #	Purchase		Condition New – N Used – U Refurbished – F Obsolete - O	Item Status Leased - LS Loaned – LN Sold – SL To Repair – TR Available - AL	Start Date Lease/ Loan/ Repair/ Sold	End Date Lease/ Return/ Repair	Approx. Value Current/ Sale price
				Date	Value					

Equipment funded by ADP - Items used internally by the TPA for the assessment of clients.

Item #	Description ¹ Manufacturer, Model #	ADP Cat #	Identifier Serial # or Part #	Purchase		Condition New – N Used – U / Obsolete - O	Approx Current Value
				Date	Value		

Note: 1. Description - Manufacturer, Model #: Use commas to separate Description, Manufacturer and Model #.
These reports can be modified for the individual TPA with prior Ministry approval.

APPENDIX A

NAME OF TPA _____

SCHEDULE E

**PROJECTIONS AT THE END OF NINE (9) MONTH PERIOD ENDED DECEMBER 31, 20__
FOR THE FUNDING YEAR 20__ /20__ REVENUE AND EXPENDITURE REPORT**

		Approved \$ To-date for Current Year	Annualized Projection for Current Year	Approved \$ Funding for 20__/20__	\$ Variance
REVENUES					
1.	Base Funding from the Ministry				
2.	One-Time Funding from the Ministry				
A.	MINISTRY FUNDING (H-3-4)				
3.	Alternate Funding Sources				
4.	Revenue from Services/Program				
B.	REVENUES TO DATE (A+3+4)				
EXPENDITURES					
5.	Employee Salaries and Wages				
6.	Employee Benefits				
C.	EMPLOYEE COSTS (5+6)				
7.	Staff Travel				
8.	Building Occupancy				
9.	Office Expenses				
10.	Audit Fees and Legal Fees				
11.	Insurance				
12.	Membership Fees				
13.	Meeting Expenses				
14.	Purchased Administration Services				
15.	Purchased Client Services				
16.	Central Administration Charges				
17.	Other Expenses (Specify)				
18.	Expenditure Recoveries				
D.	OPERATING EXPENSES (add 7 to 18)				
19	a) Direct Reimbursement + b) Cost of Supplies + c) Cost of Equipment				
E.	SERVICES SUPPLIES AND EQUIPMENT (19)				
F.	BASE BUDGET EXPENDITURE (C+D+E)				
20	a) One-Time Cost + b) Capital Items				
G.	ONE-TIME AND CAPITAL EXPENDITURES (20)				
H.	TOTAL EXPENDITURE (F+G)				
I	NET EXPENDITURE (H – B)				

Chief Financial Officer Signature

Program Director Signature

Notes: 1. If line items are aggregated, details of aggregation are to be shown separately.
2. Explain variance between 9 month actual and 9 month plan (Sec 3.8)

APPENDIX A

NAME OF TPA _____

SCHEDULE E (1)

**CASH POSITION REPORTS FOR NINE (9) MONTH PERIOD ENDED
DECEMBER 31, 20__**

	Actual Dollars
Total Cash Position from start of current Funding Year ¹	
Add: Payments received from ADP	
Add: Payments received from revenues ²	
Less: Approved expenditures paid in current year	
Less: Monies repaid to ADP	
Net: Current cash position ³	

ACCOUNT RECEIVABLES AND ACCOUNTS PAYABLE

	Actual Dollars					
	Total	0-30 Days	31-60 Days	61-90 Days	91-120 Days	Over 120 Days
Accounts receivable ⁴						
Accounts payable ⁴						

Notes:

1. * Cash position amount must be inserted after a proper bank and cash reconciliation. A copy of the reconciliation may be requested at the Ministry's discretion.
2. Explain 'Payments received from revenues' on a separate paper
3. If any unutilized amounts from the previous Funding Years has not been reconciled and clawed back, the same will be indicated in a separate narrative.
4. Explain receivables and payables outstanding for more than 90 days.

APPENDIX A

NAME OF TPA _____

SCHEDULE F

FINANCIAL STATEMENT FOR YEAR END APRIL 1, 20__ - MARCH 31, 20__

		Approved Budget for 20__/20__	Actual Expenditures for 20__/20__	Difference between the Funding Years
REVENUES				
1.	Base Funding from the Ministry			
2.	One-Time Funding from the Ministry			
A.	MINISTRY FUNDING (H-3-4)			
3.	Alternate Funding Sources			
4.	Revenue from Services/Program			
B.	TOTAL REVENUES AT YEAR END (A+3+4)			
EXPENDITURES				
5.	Employee Salaries and Wages			
6.	Employee Benefits			
C.	EMPLOYEE COSTS (5+6)			
7.	Staff Travel			
8.	Building Occupancy			
9.	Office Expenses			
10.	Audit Fees and Legal Fees			
11.	Insurance			
12.	Membership Fees			
13.	Meeting Expenses			
14.	Purchased Administration Services			
15.	Purchased Client Services			
16.	Central Administration Charges			
17.	Other Expenses (Specify)			
18.	Expenditure Recoveries			
D.	OPERATING EXPENSES (add 7 to 18)			
19	a) Direct Reimbursement + b) Cost of Supplies + c) Cost of Equipment			
E.	SERVICES SUPPLIES AND EQUIPMENT (19)			
F.	BASE BUDGET EXPENDITURE (C+D+E)			
20	a) One-Time Cost + b) Capital Items			
G.	ONE-TIME AND CAPITAL EXPENDITURES (20)			
H.	TOTAL EXPENDITURE (F+G)			
I.	NET EXPENDITURE (H – B)			

Chief Financial Officer Signature

Program Director Signature

Notes: 1. Line items may be aggregated. Use additional paper to provide details or sub items.
2. Explain any difference between previously approved and requested budget.

APPENDIX A

NAME OF TPA _____

SCHEDULE F (1)

CASH POSITION REPORT FOR YEAR END

APRIL 1, 20__ TO MARCH 31, 20__

	Actual Dollars
Total Cash Position from start of current Funding Year ¹	
Add: Payments received from ADP	
Add: Payments received from revenues ²	
Less: Approved expenditures paid in current year	
Less: Monies repaid to ADP	
Net: Current cash position ³	

ACCOUNT RECEIVABLES AND ACCOUNTS PAYABLE

	Actual Dollars					
	Total	0-30 Days	31-60 Days	61-90 Days	91-120 Days	Over 120 Days
Accounts receivable ⁴						
Accounts payable ⁴						

Notes:

1. Cash position amount must be inserted after a proper bank and cash reconciliation. A copy of the reconciliation may be requested at the Ministry's discretion.
2. Explain 'Payments received from revenues' on a separate paper
3. If any unutilized payments from the previous Funding Years have not been reconciled and clawed back, the same will be elaborated in a separate narrative.
4. Explain receivables and payables outstanding for more than 90 days.

APPENDIX A

NAME OF TPA _____

SCHEDULE (F2)

**EQUIPMENT INVENTORY STATEMENT FOR YEAR END
APRIL 1, 20__ TO MARCH 31, 20__**

(To be provided in Microsoft Excel as a soft copy only)

High Value Items: For equipment valued above \$ 2000.00 and purchased within the last 3 years

Item #	Description ¹ Manufacturer, Model #	ADP Cat #	Identifier Serial # or Part #	Purchase		Condition New – N Used – U Refurbished – F Obsolete - O	Item Status Leased - LS Loaned - LN Sold – SL To Repair-TR Available - AL	Start Date Lease/ Loan/ Repair/ Sold	End Date Lease/ Return/ Repair	Approx Value Current/ Sale price
				Date	Value					

For equipment valued between \$500 and \$2000 and purchased within the last 3 years

Item #	Description ¹ Manufacturer, Model #	ADP Cat #	Identifier Serial # or Part #	Purchase		Condition New – N Used – U Refurbished – F Obsolete - O	Item Status Leased - LS Loaned – LN Sold – SL To Repair – TR Available - AL	Start Date Lease/ Loan/ Repair/ Sold	End Date Lease/ Return/ Repair	Approx Value Current/ Sale price
				Date	Value					

Equipment funded by ADP - Items used internally by the TPA for the assessment of clients.

Item #	Description ¹ Manufacturer, Model #	ADP Cat #	Identifier Serial # or Part #	Purchase		Condition New – N Used – U / Obsolete - O	Approx Current Value
				Date	Value		

Note: 1. Description Manufacturer, Model #: Use Commas to separate Manufacturer, Model # and Description.
These reports can be modified for the individual TPA with prior Ministry approval.

APPENDIX A – SCHEDULES G1, G2, G3 and G4

NAME OF TPA _____

SCHEDULE G (1)

OUTCOME REPORT

AUGMENTATIVE AND ALTERNATIVE COMMUNICATION (AAC) CLINICS

Reporting Period April 1, 20__ - March 31, 20__

Number of new authorizations for Funding Year (April 1 - March 31):

Total number of clients assessed (all clients)			
Total number of new clients* assessed			
Total number of clients who were re-assessed**			
Number of clients assessed at both an AAC Clinic & a Regional Assessment Centre (RAC) for Visual Aids.			
How many client assessments resulted in a prescription for ADP funded equipment?			
Number of clients on a waitlist			
Time period to be seen for an assessment (length of time on the waitlist)			
Type of prescription:	Numbers of Leases	Numbers of Purchases	
Face-to-face			
Written			
Both a face-to-face and written (not integrated)			
Integrated system			

*** New clients- definition:**

These are clients who have not been previously seen by your agency.

Includes clients who may have been transferred from another TPA (AAC Clinic) during the reporting period and are new to your agency.

****Re-assessed - definition:**

These are clients who have been seen at your TPA previously and are being re-assessed (e.g. change in medical condition).

APPENDIX A

NAME OF TPA _____

SCHEDULE G (2)

OUTCOME REPORT

REGIONAL ASSESSMENT CENTRES (RAC) FOR VISUAL AIDS

Reporting Period April 1, 20__ - March 31, 20__

Number of new authorizations for Funding Year (April 1 - March 31):

Total number of clients assessed (all clients)	
Total number of new clients* assessed	
Total number of clients who were re-assessed**	
Number of clients assessed at both a RAC & an Augmentative and Alternative Communication (AAC) clinic	
How many client assessments resulted in an authorization for ADP funded equipment?	
Number of clients on a waitlist.	
Time period to be seen for an assessment (length of time on a waitlist)	
Type of authorization	Numbers of Clients
Reading aids (CCTV only)	
Reading aids other	
Writing aids only	
Both reading and writing aids	

*** New clients- definition:**

These are clients who have not been previously seen by your agency.

Includes clients who may have been transferred from another TPA (RAC) during the reporting period and are new to your agency.

****Re-assessed - definition:**

These are clients who have been seen at your TPA previously and are being re-assessed (e.g. change in medical condition).

Note: Attach a Quality Assurance Report

APPENDIX A

NAME OF TPA _____

SCHEDULE G (3)

OUTCOME REPORT

CANADIAN DIABETES ASSOCIATION, MONITORING FOR HEALTH PROGRAM

Reporting Period April 1, 20__ - March 31, 20__

TO BE SUBMITTED BY JUNE 30 EACH YEAR

Total number of unique clients			
Total number of new clients in Funding Year			
Total number of returning clients in Funding Year			
Size and Distribution of Consumer Population			
Consumer	Total Clients	Age	Sex
Adult (> 19 years)			
Pediatric (<19 years)			

Geographical Location of Clients
List cities/regions and number of clients in each area (attach separate sheets).

Devices/Equipment Funded – Totals for Funding Year (\$)	
Glucose Monitors	
Talking Glucose Monitors	
Testing Strips	
Lancets/bloodletting devices	

Average Payout to Each Unique Client (\$)

Number of Unique Clients Who Reached the Grant Ceiling
(\$820) in Funding Year

Month that this Maximum was received (+ Number of Clients)		
Apr	Aug	Dec
May	Sep	Jan
Jun	Oct	Feb
Jul	Nov	Mar

OUTCOME REPORT (CONT'D)

CANADIAN DIABETES ASSOCIATION, MONITORING FOR HEALTH PROGRAM

Number of New Claimants Approved per Month		
Apr	Aug	Dec
May	Sep	Jan
Jun	Oct	Feb
Jul	Nov	Mar

Number of Claims Processed per Month		
Apr	Aug	Dec
May	Sep	Jan
Jun	Oct	Feb
Jul	Nov	Mar

Average Dollar Amount of Each 'Claim'

Telephone Survey		
(1 – 2 weeks/year) – 522 University Avenue		
Number of Incoming Phone Calls :	Local Phone #	
	Toll Fee #	
Type of Calls Received:	Total Numbers:	
Request Application		
Information re: Eligibility		
General Information re: Program		
Problem with Delayed Payment		
Cheque not Received		
(full list to be developed)		
Other (specify)		

Walk-ins (Survey)	
Reasons for Walk-ins (list to be developed)	Total Numbers:
Request Application	

APPENDIX A

NAME OF TPA _____

SCHEDULE G (4)

**OUTCOME REPORT
VENTILATOR EQUIPMENT POOL**

Reporting Period April 1, 20__ - March 31, 20__

TO BE SUBMITTED BY JUNE 30 EACH YEAR

Number of new Assistive Devices Program authorized clients for Funding Year (April 1 - March 31):

Part A:

Total number of clients (ACTIVE)*			
Total number of new clients admitted in Funding Year			
Total number of discharged clients in Funding Year			
Size and Distribution of Consumer Population			
Consumer	Total Clients	Age	Sex
Adult			
Pediatric			

Distribution of Consumer Population by Ontario Regions			
Region	Total Clients	Adult	Pediatric
Southern Ontario			
Northern Ontario			
Eastern Ontario			
Western Ontario			

Expenditures per Client (\$)

Equipment and Maintenance Inventory for Funding Year (April 1 - March 31):

Part B:

Type of Equipment Purchased in Funding Year	Total
Bi-Level Positive Airway Pressure Device with Timer	
Pressure Ventilator (LTV)	
Volume Ventilator	
Oxygen Saturation Monitors	
Other	
Type of Equipment Recycled	
Bi-Level Positive Airway Pressure Device with Timer	
Pressure Ventilator (LTV)	
Volume Ventilator	
Oxygen Saturation Monitors	
Other	

**OUTCOME REPORT (CONT'D)
VENTILATOR EQUIPMENT POOL**

Type of Equipment Maintained (Annual)	Total
Bi-Level Positive Airway Pressure Device with Timer	
Pressure Ventilator (LTV)	
Volume Ventilator	
Oxygen Saturation Monitors	
Other	
Type of Equipment Repaired	
Bi-Level Positive Airway Pressure Device without Timer	
Pressure Ventilator (LTV)	
Volume Ventilator	
Oxygen Saturation Monitors	
Other	

Telephone Activity Survey (Regular Hours and After Hours) for Funding Year (April 1 - March 31):

Part C:

Type of Call	Total # of Calls	Invasive	Non-Invasive	Code A- After hours R- Regular
Education and Support				
Service Issue				
Delivery				
Other				

Clinical Educator Activity Report for Funding Year (April 1 - March 31):

Part D:

Region	Total Number of Clinical Educators	Total Number of Home Visits by Clinical Educators	Total Pediatric Visits	Total Adult Visits
Southern Ontario				
Northern Ontario				
Eastern Ontario				
Western Ontario				

APPENDIX A

NAME OF TPA _____

STAFFING DETAIL REPORT FOR YEAR END

SCHEDULE S

APRIL 1, 20__ TO MARCH 31, 20__

Transfer Payment Agency		Annual Budget 20__/__				Actual 20__/__				Variance 20__/__			
Employee Position/Name	Union/ (Yes/No)	F.T.E.*	Salary	Benefits	Total SWB	F.T.E.*	Salary	Benefits	Total SWB	F.T.E.*	Salary	Benefits	Total SWB
FTE 1													
FTE 2													
FTE 3													
FTE 4													
FTE 5													
FTE 6													
Total FTE													
Total Salary & Wages (SW)													
Total Benefits (B)													
Total Salary Wages and Benefits (SWB)													

Note: * F.T.E: Full Time Equivalent (FTE is to be indicated as a fraction, where 1 is Full, 0.5 is Half, etc)

STAFF CHANGES DURING THE FUNDING YEAR

New Staff

Position Description	Name of Staff	FTE	Salary	Benefits	Reason Substitute/Vacancy/New Hire	ADP Approved (Yes/No)

Staff Exit

Position Description	Name of Staff	FTE	Salary	Benefits	Reason Retirement/Staff Exit	Will this position be filled (Yes/No)

Note: Highlight concerns (if any)