



Policy on Project Reporting Requirements

Date of Policy: October 2021

Intent of Policy

To outline the principles and process for Fund Holders to report on SCC projects.

Background

Knowledge transfer related to clinical and/or process outcomes of Shared Care Committee projects is critical. Reports provide SCC members and other stakeholders with qualitative and quantitative data about the progress of projects in the field.

Policy

Fund Holders are required to submit the following reports to their Shared Care Initiative Liaison:

- Project Status Report (quarterly): Updates on the status, progress and financial status of the project(s) submitted electronically on or before the 15th of the submission month.
- Project status reports may be compiled and circulated to the Shared Care Committee and other stakeholders, as appropriate, at the monthly Shared Care Committee meeting. Financial information will be removed prior to circulation.
- Final Project Report: Identifies the activities and deliverables achieved over the term of the project, along with a financial statement. This Final Project Report should be submitted by the Fund Holder within three months after the completion of the project.
- Evaluation Report: Explains whether the Fund Holder was able to achieve the objectives and outcomes identified in the project work plan and evaluation plan. The Evaluation Report can be amalgamated with the Final Project Report, provided there is a robust section on the evaluation of the project (i.e. measurements, results, and impact).
- Additional Report(s) on Request: Other reports may be required from time to time at the request of the SCC. Adequate notice will be provided to allow for report preparation and guidance will be given as to the purpose and information to be included in the report.

VERSION: 21.10.18