

NON-INSURED HEALTH BENEFITS (NIHB) COMMUNITY DENTAL BENEFITS (CDB) PROGRAM ACTIVITY REPORT

DCI number / Fiscal year: HC-P034 (2024-2025)

NOTE: This document is a representation of the reporting requirements for DCI HC-P034. Where applicable, reporting templates, guides and data collection tools that will assist you to complete your reporting requirements will be provided by your regional office. Please contact your [ISC-FNIHB regional office](#) if you have not received a copy of the documents, if you have questions, or require assistance.

Program reporting requirements:

The recipient shall submit to the minister financial, program activity, and daily work reports as outlined in the funding agreement and this reporting guide. The Non-Insured Health Benefits (NIHB) Program standard requires:

- Interim financial and program activity reports;
- A year end annual audited financial report; and
- An annual report which includes a year-end program activity report and a report which contains information as described below under annual report.

The ISC-FNIHB and the funding agreement recipient will negotiate the interim reporting requirement periods and deadlines. Independent of the number of reporting periods, the financial and activity reporting time frames and due dates must always be the same.

Standard reporting period and due date for daily work reports:

The Non-Insured Health Benefits (NIHB) Program standard requires a daily work report of all services provided within a calendar month due on the 15th calendar day of the following month. However, the ISC-FNIHB and the funding agreement recipient may negotiate less or additional reporting requirement periods.

Financial reports:

The interim financial reports and the annual year end audited financial report must report on actual expenditures for each of the budget categories listed in the NIHB interim report on program expenditures. The amounts listed in the financial interim reports and annual report are to equal those of the four-month average “level of dental services” as described in the funding agreement.

Program activity reports:

The program activity reports must provide a summary (i.e., totals) of the information in the daily work reports for the reporting period (i.e., four months) and must be submitted in electronic and/or paper form.

Daily work reports:

The information provided in the report will be used to validate and verify the financial activity reports, budget and cash flow amounts. The report must be submitted in electronic and/or paper form and must include the following data elements for each service provided to a client in the reporting period (i.e., calendar month):

1. Client surname and given names;
2. Client date of birth;
3. Client identification number (ISC number, band name and family number, or FNIHB number);
4. Provider name;
5. Date of service;
6. Procedure code;
7. Tooth code;
8. Tooth surface;
9. Professional fee;
10. Laboratory fee;
11. Predetermination number (if applicable); and
12. Other coverage indicator (if applicable).

Where to send the reports:

The reports are to be sent to the minister's contact address as listed in the funding agreement or as identified by the ISC-FNIHB region.