

# NON-INSURED HEALTH BENEFITS (NIHB) MENTAL HEALTH COUNSELLING / HEALING BY TRADITIONAL HEALER SERVICES PROGRAM ACTIVITY REPORT

DCI number / Fiscal year: HC-P121 (2024-2025)

**NOTE:** This document is a representation of the reporting requirements for DCI HC-P121. 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 and program activity reports as outlined in the funding agreement and this reporting guide. The Non-Insured Health Benefits (NIHB) Program standard requires:

- A year end annual audited financial report; and
- An annual report which includes information as described below under annual report.

The ISC-FNIHB and the funding agreement recipient will negotiate any 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.

## Annual report:

Fiscal year: \_\_\_\_\_ Recipient: \_\_\_\_\_

Annual funding Level: \_\_\_\_\_ Funding agreement number: \_\_\_\_\_

Number of unique clients served: \_\_\_\_\_

Number of hours of services provided: \_\_\_\_\_

Number of providers who provided services: \_\_\_\_\_

Total compensation (direct or indirect) paid to traditional providers: \_\_\_\_\_

Total cost of ancillary costs for services (e.g. supplies, designated helpers): \_\_\_\_\_

Total travel costs for provider (if any): \_\_\_\_\_

Total administrative costs: \_\_\_\_\_

In addition, the annual report must include the following information:

1. A description of how benefits are being provided (including how many communities, tribal councils and other organizations served, and how providers are being compensated);
2. Factors affecting the delivery of the program;
3. Major accomplishments/challenges in the program during the reporting period; and

4. Other relevant observations, comments or information.

**Financial reports:**

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.

**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.