

NON-INSURED HEALTH BENEFITS (NIHB) NAVIGATOR ACTIVITY REPORT

DCI number / Fiscal year: HC-P131 (2024-2025)

NOTE: This document is a representation of the reporting requirements for DCI HC-P131. 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: Non-Insured Health Benefits Navigator Activity Report

Region: _____

Name of organization: _____

Due date: The report for the complete fiscal year (April-March) is due July 29

Fiscal year: _____

NIHB navigator objective:

NIHB navigators assist eligible First Nations and Inuit clients to navigate the NIHB program and related provincial/territorial programs and services. Navigators also support First Nation and Inuit clients and communities in increasing awareness of the NIHB Program, existing health services, and jurisdictions. They also gather, collate and exchange information on health access issues and identify ways of improving health services for First Nations and Inuit clients.

In accordance with the reporting requirements section of this schedule, the recipient shall submit to the Minister progress reports which include the information outlined below:

1. Number of clients and communities served following requests to navigators for information;
2. Number of distinct types of service gaps, or challenges in accessing health services,

which led clients or communities to seek the navigators assistance;

3. Number of training/orientation sessions, working groups, conferences and meetings attended; and key outcomes achieved at each session (attach documents as needed);
4. Key recommendations for NIHB program management regarding communication and/or policy issues identified through 1 & 2 above.

Navigator: _____ **Date:** _____

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.