

NON-INSURED HEALTH BENEFITS (NIHB) PHARMACY BENEFITS (PB) - SHINGRIX VACCINE PROGRAM ACTIVITY REPORT - NWT

DCI Number/Fiscal Year: HC-P147 (2024-2025)

NOTE: This document is a representation of the reporting requirements for DCI HC-P147. 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. A reporting template will be provided to you by the Regional FNIHB office. 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.

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.

Program Activity Reports:

The program activity reports are to be submitted quarterly in electronic or paper form. The reports must include:

- 1) Purchase invoices for doses administered during the reporting period; and
- 2) The following data elements for each dose administered to an NIHB client during the reporting period:
 - a. Client surname and given names;
 - b. Client date of birth;
 - c. Client identification number (INAC number, N number, Territorial Health number);
 - d. Date of the vaccine administration; and
 - e. First or second vaccine dose of the client.

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.