

LEG Reporting Requirements Policy

Last approved:	NOAMA Board	January 25, 2022
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Background

NOAMA utilizes the Qualtrics software to meet the annual LEG reporting requirements. The purpose of the reporting requirements is to collect information which will identify academic strengths and weaknesses across Northern Ontario and maintain accountability for the distribution of a portion of the NOAMA AFP. LEG Leads are required to submit the Qualtrics report annually to NOAMA.

Process

The NOSM academic year runs from July to June. Each July, NOAMA will distribute a personalized Qualtrics link to LEGs to capture the academic work completed in the prior academic year at the LEG level. Further, to meet the conditions set forth in the NOAMA AFP, NOAMA requires each LEG to provide an updated membership listing and annual LEG Financial Statements. Deadlines are established and are made clear as outlined below.

Funding

Base Funding

An annual per capita allocation based on the eligible LEG membership to recognize the additional physician leadership and faculty development required to deliver the LEG's academic mandate.

There is \$600,000 available for distribution.

To receive this funding, LEG Leads are required to submit confirmation of LEG Membership and submit year-end financial statements from the preceding year to which the LEG Reporting Requirements are due.

LEG member's eligibility will be determined on September 30th.

Variable Funding: Enhanced Scholarly Activity and Research

Based on input from the LEGs and the results of the CRaNHR LEG evaluation, NOAMA will continue to support LEGs in the activities related to planning, development, and establishment of support infrastructure related to enhanced scholarly activity and research.

There is \$2,400,000 available for distribution. The amount will be a distribution to the LEGs based on application and eligible membership. A minimum of \$10,000 will be applied to determine the funding distribution to the LEG.

Reporting Requirements

Name of Report	Description	Timeline
Qualtrics LEG Report <i>NOAMA requires all LEGs to fill out the Annual Qualtrics LEG Report</i>	<ul style="list-style-type: none"> • Section 1 – Introduction and Contact Information • Section 2 – Academic Deliverables • Section 3 – LEG Variable Funding • Section 4 – Faculty Development • Section 5 – LEG Lead Approval 	<i>Deadline: September 30th</i>
Membership Listing	<ul style="list-style-type: none"> • Each LEG is required to confirm to NOAMA their Annual Membership • Total base funding available is prorated among the LEGs based on their eligible membership 	<i>Deadline: September 30th</i>
Annual LEG Financial Statements	<ul style="list-style-type: none"> • Statement of Financial Position • Income and Expenditure Statement • Schedule of Payments to LEG Members <p><i>Financial Statements with a year-end from the preceding year to which the LEG Reporting Requirement templates are distributed are submitted to NOAMA.</i></p> <p><i>For example, In September 2022, financial statements with a year-end date at any point in 2021 would be required</i></p>	<i>Deadline: September 30th</i>

Deadlines

NOAMA will not grant extensions on any of the above reporting requirements. The completed Qualtrics, membership listing, and financial statements must be submitted by the September 30th due date.

Successful confirmation of the membership listing and submission of the financial statements before September 30th will allow for release of base funding. Successful completion of Qualtrics submission, including application for variable funding, before the deadline will allow release of variable funding.

Administrative Deliverables

Date	Action
July 1 st	<ul style="list-style-type: none"> NOAMA Administration to distribute: <ul style="list-style-type: none"> Qualtrics Reporting Membership Listing Notice of September 30th deadline
August 31 st	<ul style="list-style-type: none"> NOAMA Administration to provide reminder global reminder of September 30th deadline to offer a friendly reminder that the Qualtrics submission, membership listing, and compliant financial statements are due no later than September 30th or NOAMA will not be able to flow base and variable funding.
September 20 th	<ul style="list-style-type: none"> NOAMA Administration to contact each LEG that has not met their reporting requirements to offer a reminder that the Qualtrics submission, membership listing, and compliant financial statements are due no later than September 30th or NOAMA will not be able to flow base and variable funding.
October 10 th	<ul style="list-style-type: none"> NOAMA administration formalises communication to LEGs to advise that funding is not flowing for that year and indicate the reason why
Following board meeting	<ul style="list-style-type: none"> NOAMA administration to summarize for board the # of LEGS and amount of funding not distributed.

Appeals

LEGs who did not satisfactorily meet the LEG Reporting Requirements and would like to put forward an appeal must do so prior to October 31st. LEGs can appeal in writing to the NOAMA office and submit their documentation by November 15th for final consideration at the discretion of the NOAMA Board.

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Version	Date	Authors/Comments
1.0	2022.01.25	Original policy