

LEG Reporting Requirements Policy

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| Last approved: | NOAMA Board | February 25, 2025 |
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Background

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

Process

The NOSM U 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 outlined 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: LEG Structure and Operations Support

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.

Per LEG Funding based on deliverables

| Description | Allocation |
|--|-------------------|
| Financial Statements | 2,500 |
| BoD Insurance | 1,500 |
| Northern Constellations representation (2 days/OMA rate) | 2,000 |
| LEG Lead representation (2 days/OMA rate) | 2,000 |
| LEG Lead / Annual Report / Governance (2 days/ OMA rate) | 2,000 |
| Total Possible Base Funding per LEG | 10,000 |

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 \$2,500,000 available for distribution. The amount will be distributed 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 2025, financial statements with a year-end date at any point in 2024 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 the release of base funding. Successful completion of Qualtrics submission, including application for variable funding, before the deadline will allow the release of variable funding. LEG Funding cannot be distributed to LEGs that have not fulfilled the NOAMA Reporting Requirements.

Compliance & Funding Implications

To ensure adherence to the reporting requirements and equitable funding distribution, the following late penalty structure applies:

1. A 3% reduction in eligible funding will be applied per calendar day starting October 1st.
2. Submissions received after September 30th will accrue penalties daily, up to a maximum reduction of 93% by October 31st.
3. Submissions not received by October 31st will result in forfeiture of all funding.

| Submission Date | Penalty Applied |
|------------------------|-----------------------------------|
| By September 30th | No penalty |
| October 1st | 3% reduction in eligible funding |
| October 2nd | 6% reduction in eligible funding |
| October 3rd | 9% reduction in eligible funding |
| ... | ... |
| October 14th | 42% reduction in eligible funding |
| October 31st | 93% reduction in eligible funding |
| After October 31st | 100% funding forfeited |

Administrative Deliverables

| Date | Action |
|---|--|
| Before 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 |
| Before August 31 st | <ul style="list-style-type: none"> • NOAMA Administration to provide a global reminder of the 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. |
| At least one week before September 30 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. |
| Before October 15 th | <ul style="list-style-type: none"> • NOAMA administration confirms receipt of the annual reporting requirements and updates any LEGs that are not compliant with the reporting requirements to allow for an appeal if necessary. |
| Following board meeting | <ul style="list-style-type: none"> • NOAMA administration to summarize the # of LEGS and amount of funding not distributed for the board. |

Appeals

LEGs that did not satisfactorily meet the LEG Reporting Requirements and wish to appeal must submit their appeal using the NOAMA template before October 31st. Appeals will be reviewed and presented to the NOAMA Board for final consideration.

NOAMA will only consider appeals in cases of administrative or procedural errors that demonstrably impacted compliance with the reporting requirements. Examples of such errors include, but are not limited to:

System errors that prevented timely submission. Incorrect reporting instructions provided by NOAMA. Calculation or data entry errors affecting eligibility. Appeals related to the substantive requirements of reporting, failure to meet deadlines due to internal LEG delays, or disputes over the penalty structure will not be considered.

Additionally, NOAMA will not entertain appeals from LEGs that have been placed on reporting probation as repeat offenders of the reporting requirements.

DO NOT REMOVE THIS VERSION RECORD FROM THIS DOCUMENT

| Version | Date | Authors/Comments |
|----------------|-------------|---|
| 1.0 | 2022.01.25 | Original policy |
| 2.0 | 2023.12.19 | Updated appeal language |
| 3.0 | 2024.06.25 | Updated LEG Formula calculation |
| 4.0 | 2025.02.25 | Added Compliance & Funding Implications, adjusted appeal language |
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