



Policy Name: REPORTING/ANNUAL REPORT	Policy Number: 0914
Approved By: Executive Team	Effective Date: SEPTEMBER 1, 1996
Reason for Revision: <i>Click on item below and select item from list.</i> CONTENT- Enter BELOW Reason for change Ex: Combined Policy ## and ##. New format being used. Changed who Agape reports to. Added table for reporting frequency.	Date Revised: September 22, 2022
Section: Section 09 - Administration	Next Date for Review: September 22, 2025
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Policy

The Executive Director will ensure regular reporting on Agape Hospice program activity to the Salvation Army, Alberta Health Services, and Alberta Health.

Procedure

1. The Executive Director will provide monthly *Salvation Army Management Information System* (SAMIS) Reports to The Salvation Army. Each hospice department provides monthly ministry unit statistics for this report.
2. The Executive Director will provide Quarterly and Annual Reports to **Alberta Health Services** (AHS) as per the chart below:

AHS Reporting Elements for Contracted Continuing Care Service Providers

Service Stream	Reporting Frequency		
	Monthly	Quarterly	Annual
	Contractual Reporting Elements		
Hospice	Not Required	<input type="checkbox"/> Infection, Prevention & Control (IP&C) Outbreak Detail <input type="checkbox"/> Safety / Client-related Event Reporting, Learning & Trending <input type="checkbox"/> HCA Enrollment	<input type="checkbox"/> Accreditation Status & Certificate <input type="checkbox"/> Admission Agreements <input type="checkbox"/> Change of Control <input type="checkbox"/> Compliance with applicable Laws & Policies <input type="checkbox"/> Confidentiality <input type="checkbox"/> Evidence of a Concerns Resolution Process & Client Satisfaction Program Results <input type="checkbox"/> Financial Information (Audited Financial Statements - if not submitted to Alberta Health FIRMS) <input type="checkbox"/> Insurance Certificates <input type="checkbox"/> Land Ownership and Financing Changes <input type="checkbox"/> Non-Core Service Description <input type="checkbox"/> Organizational Name Changes <input type="checkbox"/> Quality Improvement Initiatives <input type="checkbox"/> Reportable Incidents <input type="checkbox"/> Safety (Emergency Preparedness & Continuity Plans) & Facility Maintenance <input type="checkbox"/> Staffing (Criminal Record Checks, Immunization, Hand Hygiene, N95 Fit testing, PPE, Medication Assistance, Staffing Requirements) <input type="checkbox"/> Subcontracting Disclosure



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3. The Executive Director will provide Quarterly and Annual *Financial Information Reporting Management System* (FIRMS) Reports to **Alberta Health** (AH, also known as the Ministry of Health). These reports provide financial accountability and statistical information to provincial/federal authorities.