

**Ministry of Health
and Long-Term Care**

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**Ministère de la Santé
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Completing Your Online Nursing Graduate Report

Dear Organization/Employer Administrator:

On behalf of the Nursing Secretariat, I would like to thank you for your patience and diligence in ensuring that your Nursing Graduate (NG) Reports are accurate and completed on time.

In order to facilitate the reporting process, we are extending the deadline for NG Report Submission (including all applicable e- signatories) to 5:00pm on Thursday, January 22, 2009. Individual exceptions cannot be made and I would like to remind employers of the reporting obligations as per the Nursing Graduate Guarantee Funding Agreement outlined below:

9.1 Preparation and Submission of Reports.

The Employer shall:

- (a) submit such Reports as the Ministry may request from time to time, on the dates specified by the Ministry;
- (b) prepare its Reports containing the content, using the forms, and/or using internet resources, specified or required by the Ministry from time to time;
- (c) ensure that all Reports are completed to the satisfaction of the Ministry;
- (d) ensure that all Reports are signed on behalf of the Employer; and
- (e) ensure that all Reports are verified by all applicable collective bargaining units.

A Frequently Asked Questions document has been developed to assist you in completing your online NG report. Please consult the attached FAQs which we trust will address most of the questions you may have about completing your report. Please refer to the last page for contact information if you have other questions.

Thank you for your support of this important initiative.

Yours truly,

Vanessa Burkoski, BScN, MScN
Doctorate Health Administration (c)
Provincial Chief Nursing Officer

Frequently Asked Questions

Q. Why do I receive an error message prior to submitting the NG report that states that the “reinvestment funds is not equal to or greater than the amount available for reinvestment”?

A. On the last page prior to NG report submission, the Ministry is asking Employers to provide a breakdown of how the Actual Reinvestment monies were spent based on the 4 eligible reinvestment initiatives: Mentorship, 80/20 for Staff Nurses, Internship for Experienced Nurses, Initiatives to Support IENs. See Appendix ‘B’ of the Participation Guidelines (available on the HealthForceOntario website) for more information on reinvestment initiatives.

The amount available for reinvestment is the total of what was reported under “Actual Reinvestment Amount” for *all* nursing grads included in the report. This includes grads from the 2007/08 and 2008/09 fiscal years (Apr-Mar).

You can only claim reinvestment monies if your grad was bridged to a permanent, full-time position earlier than the 26 weeks Ministry-funded portion and a portion of the allocated budget is remaining.

To ensure that you do not get an error message, you must identify how your organization spent (or will spend by March 31, 2009) the monies reported as “Actual Reinvestment Amount” among the 4 eligible reinvestment initiatives. If you have not actually spent this amount, go back and edit your individual nurse grads to reflect the correct “Actual Reinvestment Amount” total.

Q. Why does the Report list my Active nursing grads as being subject to a “Recovery,” considering that they have not yet completed the program?

A. For those nursing grads with an Active status, the NG Reporting Tool shows a potential Recovery amount. The Ministry will only recover an actual amount once your nursing grad has completed the program and unspent amounts still remain.

Q. How do I re-send Signature Codes for my OE, SNL or Union Signatories?

A. The Nursing Secretariat does not have the ability to re-send Signature Codes. OE Admins have the ability to do so by following these steps:

1. Click “Manage” from the OE Admin main page;
2. Select “Manage Nursing Graduate Postings”;
3. Select “Manage Contact Info”;
4. Beside the individuals contact information, there is a button that reads “Cancel Signature Code”, Click;
5. A new Signature Code will be sent to that person’s e-mail address.

If the signatory has not received the Signature Code, ensure that the e-mail address is correct. If it is not correct, update the e-mail address on the “Manage Contact Info” page and press “Update.” Press “Clear” if it is an entirely different person. A change to the OE or SNL contact information will need to be made by the Nursing Secretariat (see last page).

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If the e-mail address is correct, check the signatory's email system "Junk" folder. If it is in that folder, ask your organization's IT representative to mark messages coming from the domain "@hfojobs.ca" as "Safe." If the Signature Code still cannot be located, please call the HFOJobs Support Office (see last page).

Q. Where are my OE, SNL or Union Signatories login credentials (username / password) and how do I get them back?

A. Login credentials are sent to the signatory's e-mail address as soon as an OE Admin or Nursing Secretariat (MOH) Admin input their contact information on the "Manage Contact Info" page.

They can be retrieved by typing in their e-mail address in the "Forget Password" tool on the home page of the HFOJobs website (<http://www.hfojobs.ca>).

If your signatories still do not have their login credentials, contact the HFOJobs Support Office. Remember to ensure that their contact information (especially e-mail address) is correct in the "Manage Contact Info" page. Changes to OE or SNL signatory information must be made by the Nursing Secretariat.

Q. What is the difference between "Actual Salary/Benefits—Ministry Portion" and "Actual Salary/Benefits—Employer Portion"?

A. "Actual Salary/Benefits—Ministry Portion" refers to the funds used for the grad's salary/benefits during the 26 week Ministry-funded period. It is the *actual* amount that the organization has paid to the Nursing Graduate. This amount should not exceed the allocated budget amount, which covers the grads salary/benefits for the entire 26 weeks. A special case where this amount might exceed the allocated budget amount could occur when an increase in the hourly wage due to a collective agreement is in effect. E-mail the Nursing Secretariat if you have questions about such cases.

The "Actual Salary/Benefits—Employer Portion" refers to the funds used for the additional six weeks of funding incurred at the employer's expense (hence "Employer Portion") if the nursing grad was not bridged to a position at the end of the 26 week Ministry-funded period. See the Participation Guidelines for more information on NGG bridging requirements.

Do not change the information for the pre-populated 2007/08 grads, which have already been reconciled during summer 2008.

Q. Why does the reporting tool calculate my "Potential Reinvestment Amount" even if my organization is not eligible to claim that amount?

A. If your organization is not eligible to claim a reinvestment amount, i.e. your nursing grad has a status of anything except "Bridged—Full Time," you cannot claim an Actual Reinvestment Amount.

The system automatically calculates *all* Potential Reinvestment Amounts, regardless if the grad is eligible/ineligible. It does this by calculating the difference of the "Actual Salary/Benefits—Ministry Portion" from the "Allocated Budget."

Q. Why do some of my nursing grads have an “Allocated Budget” while others do not?

A. Grads from the 2007/08 program (having a start date between April 2007 and March 2008) were administered through the old, paper-based process and as such, their allocated (approved) budgets were not captured on the new NG Reporting Tool. The Nursing Secretariat retains this information in our database and this will be considered upon submission of the Report. Allocated Budgets for 2007/08 will not be compromised because of this omission on the NG Reporting Tool.

If you do not have an Allocated Budget and your grad is from the 2008/09 program (having a start date between April 2008 and March 2009), this means that your budget request for that grad has not been submitted. To submit a budget request for that grad, complete the following steps upon logging in to HFOJobs:

- 1) Click “Manage”;
- 2) Select “Manage Nursing Graduate Postings”;
- 3) Select “Manage Budget Requests”;
- 4) Select “Submit a New Budget Request” or if you have a “Pending” budget request, select “Edit Budget”;
- 5) Complete budget request form;
- 6) Select “Submit Budget Request”.

Your Budget Allocation should now be reflected on the NG Report draft.

Q. I completed this process last Spring. Do I have to do it again?

A. This is the first time that the Nursing Secretariat is asking for Reports using the new NG Reporting Tool. You may have previously completed a report using the Interim Reporting Tool. If your grads were reported to have *completed* their NGG position on the April 2008 Interim Report, we have pre-populated this data in the new NG reporting tool.

Q. Is this the same as the contract signing process that I completed in Fall 2008?

A. No. It is important to note that the NG Report is different from the Funding Agreement (Contract)/Budget Request Process, which was conducted to secure funding and enter into an agreement with the Ministry of Health and Long-Term Care to participate in the Nursing Graduate Guarantee Initiative.

Q. I am not participating in the Nursing Graduate Guarantee for 2008/09. Do I have to submit a Report?

A. Yes. The Nursing Secretariat is collecting a Final Report for all 2007/08 grads matched with your organization, which is why they are included on the new NG Reporting Tool. If your grads were reported to have completed their NGG position on the April 2008 Interim Report, we have pre-populated this data in the new NG reporting tool. It is not to be changed, only confirmed.

We require information on nursing grads that were listed as having a status of “Active,” “Newly Hired” and “Other” on the April 2008 Interim Report. Please indicate the status of these nursing grads at the time of their completion of their NGG position on your Report.

Q. Will I have the opportunity to change my data after I have submitted the Report?

A. It is important to be as accurate as possible when submitting your Report, as any subsequent changes will only further delay the submission and compromise any reconciliation payments/recoveries.

If you have already submitted your Report and it has not been e-signed by any signatory, inform your SNL signatory. She or he will be able to reject the Report and the Report will be accessible once again to the OE Admin to make any changes. Click on “Create or Update Nursing Graduate Report” on the “Manage Nursing Graduate Reports” page to make the necessary changes once your SNL signatory has rejected the Report.

Once the Report has been e-signed by all parties, it is at the Ministry’s discretion to make changes to the Report.

Q. What are the steps of the e-signing process?

A. The following is the sequence of events to complete the e-signing process:

- 1) OE Admin completes and “Submits” Report;
- 2) SNL Signatory receives e-mail with a Signature Code;
- 3) SNL Signatory reviews Report and, if correct, enters Signature Code. SNL Signatory identifies the Union (RN/RPN) Signatory(ies) which are applicable to e-sign NG Report;
- 4) The applicable Union Signatory(ies) e-sign by using the Signature Code sent via e-mail: Firstly, the RN Union Signatory (if applicable), followed by the RPN Union Signatory;
- 5) E-mail with Signature Code sent to OE Signatory via e-mail for final approval. He or she e-signs the Report using the Signature Code.

The finalized Report has now been e-signed by all parties and is submitted to the Ministry electronically.

Q. My signatories are currently not available to e-sign the Report. What should I do?

A. Employers must make every effort to ensure that their signatories sign the report, as it is considered an official document as per the Funding Agreement. Please contact the Nursing Secretariat if this requirement still cannot be met.

Q. My organization’s collective bargaining unit(s) is not willing to e-sign the Report. What should I do?

A. As per section 9.1 (e) of the Nursing Graduate Guarantee Funding Agreement, “Employers must ensure that all Reports are verified by all applicable collective bargaining units.” If your organization employs both nurse types (RNs and RPNs) for the NGG and both groups have union representation, then both union groups must e-sign the Report.

The Ministry of Health and Long-Term Care does not engage in the negotiation of collective agreements between Employers and collective bargaining units and cannot offer advice in this regard. The Ministry strongly encourages employers to have early and ongoing dialogue with collective bargaining representatives regarding participation in the Nursing Graduate Guarantee and should consult with the RN/RPN bargaining representatives for union matters.

Your organization is not required to have union sign-off if the organization is not unionized.

Q. My organization is in a Head Office / Subsite arrangement. What is the e-signing process?

A. Each subsite that has matched with a nursing grad since 2007 must submit a Report on the NG Reporting Tool. You can do this by logging in as the Subsite and completing your Report from that user account. Upon submission from the Subsite, the Report will appear in the “Manage Nursing Graduate Reports” page for the Head Office account. From there, the OE Admin for the Head Office will submit the Report for e-signing. The Head Office signatories will have to e-sign the individual Subsite Reports, using the appropriate Signature Codes found in their e-mail inbox.

Q. Do I have to complete my Report in one sitting?

A. No, you may edit and save your Report to complete it at a later time. For security reasons, you will be logged out of the HFOJobs Portal if you spend more than 20 minutes on any one page. Please use the “Save” button when creating or editing a Nursing Graduate Report to avoid losing any work

Q. I still have questions. Whom should I contact?

A. Still have questions? Not a problem. Contact us using the guide on the next page.

Contact Us

The Nursing Graduate Guarantee Management Module (NGGMM) is accessible through the HFOJobs website at <http://www.hfojobs.ca>.

The Nursing Secretariat

The **Nursing Secretariat**, Ministry of Health and Long-Term Care, deals with all policy-related matters and interpretation of reporting requirements.

Hours of operation: Monday to Friday, 9:00 AM to 5:00 PM.

Main Telephone: 416-327-9689

Fax: 416-327-1878

E-mail: nursingsecretariat.moh@ontario.ca

Issue	Contact	Prepare
Changes to OE or SNL signatory contact info ONLY	Amanda Yumbla 416-212-6308 Amanda.Yumbla@ontario.ca	Name, Title, E-mail Address, Telephone Number of signatory
Interpretation of Reporting Requirements	Anthony Ferretti 416-327-9595 Anthony.Ferretti@ontario.ca	Financial information, grad ID number(s), status of grad
All other policy-related, non-technical inquiries	Anthony Ferretti 416-327-9595 Anthony.Ferretti@ontario.ca	

HFOJobs Support Office

The **HFOJobs Support Office** deals with all technical and user-related matters pertaining to the NGGMM (including the Nursing Graduate Reporting Tool) and the HFOJobs Portal.

Hours of operation: Monday to Friday, 8:30 AM to 4:30 PM.

Main Telephone: Toll-free 1-800-463-1270 (press '6'), Local 416-862-2200 (press '6')

Fax: 416-862-4819

E-mail: hfojobs@hfojobs.ca