COMPLETING AHTF REPORT TEMPLATES

The Aboriginal Health Transition Fund (AHTF) Secretariat developed the following information sheet to help complete program activity and year-end reports requested in contribution agreements.

Structure of the Report Templates

There is a reporting template for each of the three AHTF envelopes (integration, adaptation, pan-Canadian) and it includes two parts: *Part A* refers to the program activity report to be submitted every six months; and *Part B* refers to additional reporting for the year-end report to be submitted on annual basis. The two parts comprise the annual year-end report, which for multi-year plans or projects will be updated every six months by project recipients.

- The program activity report is intended to provide a brief *update on the status* of a plan or project and will typically be 3 to 4 pages long.

- The year-end report should provide *information on activities and progress* to date and will typically be about 10 pages long.

- The templates are forms that can be filled out. Where there are boxes, click on the one that you wish to check off. Type in text where space is provided.

Some points to remember when completing the reports

- AHTF reports aim to put in place *regular monitoring* to help track plan or project progress and results and should generate useful data to inform evaluations that project or plan recipients will submit when their plan or project ends.

- *Reports need not be long*. The report templates tend to focus on items to check off or fill to make reporting simpler and easier. You are encouraged to be concise providing sufficient detail to understand the initiative and what is happening.

- When preparing the year-end report, it is important to recognize that there are differences between activities and outcomes. Reports should be careful not to mix up the two or to duplicate information. Activities are the immediate actions carried out with the AHTF funds while outcomes are the direct consequence of activities.

- Program activity and year-end reports are separate from financial reporting and do not influence project funding.

Some terms to know

The following are short definitions of various terms referred to in the integration, adaptation or pan-Canadian reporting temples.

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Term	Definition
Field or area of focus	Projects fund a variety of initiatives in different sectors or program areas and we would like to know in which area your project focuses.
Other funding sources	In some cases, it may be possible that a project has obtained money from other sources besides AHTF, and, where this is the case, we would like to understand the actual size of a project and to identify the other funders.
Scale	Scale looks at whether a project is occurring within a community, region, or throughout a province, territory, nation or country, and whether there are opportunities to broaden the intervention and spread benefits to more people.
Reach	Reach assesses the proportion of people within the target group benefiting from the project.
Gender analysis	Health Canada supports gender equality in the health system through gender-based analysis (GBA) and is interested in assessing the links between gender and health.
Activities	Activities refer to how money was used and differ from outcomes which occur as consequence of or because of activities and other factors. Examples of activities include implementing information technology initiatives, undertaking assessments, hiring a coordinator, training activities, etc.
Communication plan	We would like to know about the project's plan for communicating to the community and partners the project's main objectives and what it is doing.
Evaluation plans	Contribution agreements require a project or plan recipient to provide a final report to evaluate outcomes and we would like to know how far along your plan or project is in that process.
Challenges to overcome	Explain any barriers that had to be overcome to implement the plan or project, put it on track, or make it run more smoothly, and how these were addressed.
Success stories	Identify things that worked particularly well and may be of interest to others.
Level of integration	Projects are at different levels of integration, some just starting discussions with partners about how to integrate services while others are more advanced and might include integration of practices, services, or information systems. We would like to know where your project falls on the continuum of integration.
Outcomes	Outcomes are also called expected results and refer to changes in behaviour or consequences as a result of activities and actions implemented by project or initiative. Examples: • An outcome from a telehealth project may be to increase access to services and an indicator might be the number of people that accessed particular services. • An outcome from a public health project may be to increase awareness among community members of a disease and indicators could include client satisfaction ratings or views expressed in a survey. If the outcome is improved health of population, indicators would include statistics on population health status.
Performance indicators	Performance indicators are measures that provide evidence that something has happened.
Baseline measures	Baseline measures refer to information to show where the community was at when the project started and are usually taken against each indicator at the beginning of a project. If your project did not take a baseline measurement within the first few months of the start up, then the first measurement, whether six months or a year or so later becomes the baseline.
Present status	Refers to end data project information and where the community is at after the project has been implemented or after a particular point in time.

If you have any questions, please contact your AHTF regional or Secretariat representative for assistance.