



Indigenous Health –Narrative Report

- Midterm Report April 1 – September 30
- Final Report October 1 – March 31

Organization Name:
 Contract Name:
 Contract Number:

Report Completed by:
 Telephone:
 Email:
 Approved by:

OVERALL HEALTH

The overall health of the contract is the status of a contract’s overall functionality and progress towards successful completion. Contract health can include financial success, employee productivity, ability to meet deadlines, budgeting, and quality of assignments. Trend analysis helps communicate future contract health (upward (↑), stable (→), downward (↓)).

Overall Health	Choose an item.
Scope	
Schedule	
Budget	
Trend	
Percent Complete	

OVERVIEW: *Briefly summarize the contract’s goals and intended outcomes*

KEY PROGRESS THIS PERIOD: *Major/key activities completed, including milestones and deliverables met since the last report period. Do not include any meeting updates. (Midterm & Final Report)*

KEY PROGRESS PLANNED FOR NEXT PERIOD: Major/key activities completed, including millstones and deliverables you expect to meet for the next reporting period. Do not include any meeting updates. **(Mid Report)**

MILESTONES AND DELIVERABLES

Describe the status for all Milestones/Deliverables of the Contract.

Deliverable or Milestone	Lead	Start Date	End Date	*Status

*Status: Not started/In Progress/ Delayed / Done

CHALLENGES AND PLANS TO ADDRESS THEM:

SUCCESS AND HIGHLIGHTS:

EVALUATION ACTIVITIES:

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CLINICAL STATISTICAL REPORTING:

SUMMARY REPORT OF PROGRAM CLIENT PROFILES

	Midterm	Year to date			
<i>Clients Served</i>					
	Child (0-12)	Youth (13-18)	Adult (19-55)	Elder (56 +)	
<i>Client Age Group</i>					
	Female	Male	Trans		
<i>Client Gender</i>					
	Status	Non-Status	Metis	Inuit	Other
<i>Client Ethnicity</i>					
	On-Reserve	Off-Reserve			
<i>Client Residency</i>					

FINANCIAL REPORTING (MIDTERM AND FINAL REPORTING)

Line Item Description	Annual Approved Budget	Annual Actual Expenditures April 1 – March 31	Variance
REVENUE			
EXPENSES			
Employee Costs:			
Salary/Wages			
Benefits			
Total Employee Costs:			

Non-Employee Costs:			
Training:			
Facilitators:			
Honorariums - Max 5%			
Project Supplies			
Travel			
Other Expenses: Please specify:			
Total Non-Employee Costs:			
Administration Costs – Must not exceed 10%			
Total:			

REPORTING ACCOUNTABILITIES:

Submit to the Contract Coordinator, Indigenous Health, Island Health (ISLH) Final report within 30 days after the end of the term showing utilization of funds. Failure to report may have an impact on your funding.

Mid-Term Report	April 1 – September 30	Due November 1
Final Report:	October 1 – March 31	Due May 1

Submit to:

Venessa Sheehan, Contracts Coordinator
 Island Health - Indigenous Health
 Email: IHDEIContracts@islandhealth.ca