



Announcing Individualized Funding Reporting Made Simpler

Community Living BC (CLBC) and VELA Canada are pleased to announce some exciting news that will make it easier for you to submit Individualized Funding (IF) reports to CLBC.

WHAT'S HAPPENING

On November 4, 2019, CLBC will be launching the *Direct Funding Financial Reporting System* (<https://if.communitylivingbc.ca>), a new simple, easy-to-use online reporting system that will be available to agents with Direct Funding Standard and IF Direct Funding Simplified Agreements.

This online reporting system will replace the current online system for agents with Direct Funding Standard Agreements, and give a new electronic option for submitting reports to agents with Simplified Agreements. The new online system will increase accuracy of reporting, improve security of personal information and increase ease of report submission for all agents.

WHAT YOU NEED TO KNOW - REPORTING IN OCTOBER AND NOVEMBER 2019

CLBC will shut down the current online reporting website for Standard Agreement agents on October 16, 2019 at 5 p.m. to provide time to transition to the new system. As an agent, here's what you need to know to prepare for the transition.

FOR STANDARD AGREEMENTS...

1. No reporting system will be available from October 16, 2019 to November 3, 2019.
2. CLBC is providing agents with flexibility to submit September reports by November 30, 2019.

FOR SIMPLIFIED AGREEMENTS...

1. As of November 4, 2019, you will have the option of online reporting.
2. If you have an active contract as of October 31, 2019, you can submit this report electronically after November 4th through the new system.

SUPPORTS TO HELP YOU LEARN MORE ABOUT THE REPORTING SYSTEM

Videos

VELA and CLBC have developed two videos to help you learn the easy steps to submit your report through the *Direct Funding Financial Reporting System*. There is a video for agents with Direct Funding Standard Agreements and another for Direct Funding Simplified Agreements. You will find the videos here –

www.communitylivingbc.ca/how-do-i-get-support/individualized-funding-option/.

Workshops

Starting in mid-October 2019, CLBC and VELA will be hosting workshops across the province to support all agents to learn about the new online reporting system, share experiences, and make connections. You can find out dates, locations and how to register in the flyer you received with this message.

One-to-One Support

VELA will be providing hands-on support to agents during the transition to the new online reporting system. You can reach them by calling 604-539-2488, extension 3. You also have the option of contacting your local CLBC office. You can find their number here - www.communitylivingbc.ca/contact/local-offices/

We hope you find this information both helpful and exciting. Thank you for taking the time to read this message.

Sincerely,



Henry Chen
VP, Finance & Chief Financial Officer
Community Living BC



Linda Perry
Executive Director
VELA Canada

Enclosed:

IF Reporting Workshop Flyer