

# Job Aid – Accessing the Global Uplift Program Budget and Cover Sheet



## What is this job aid about?

The Job Aid provides guidance for Service Providers in the Program Negotiation – Global Uplift (PN – GU) process. It will help you find Program Budgets that have been applied to your programs and contracts through the Uplift process.

This Job Aid provides awareness and supplements the Service Provider e-Learning Module for the Program Negotiations – Global Uplift (PN – GU) process. This document provides a quick reference to the key changes as a result of the Global Uplift Process (PN-GU) being applied to Program Budgets. Additional questions you may have can be directed to your liaison analyst.

1. Program Budgets for a Global Uplift can be accessed through the same methods as a regular negotiation. When the Uplifted Budget is approved, you will receive an automated e-mail with a link to your landing page.

CLBC Program Negotiations - Draft Program Budget(s) **Global Uplift** Batch 14

clbcprogramnegotiations@communitylivingbc.ca  
To: [Executive.Director@ServiceProvider.com](mailto:Executive.Director@ServiceProvider.com)

Thu 2022-09-29 3:34 PM

Hello

CLBC has sent one or more Draft Program Budgets to you and all other enrolled contacts at your organization in connection with the approval of a Global Uplift batch. You do not need to complete and submit Draft Program Budgets related to the Global Uplift process but please review the information contained within them and contact your local CLBC Analyst if you have any questions. These Draft Program Budgets are listed on the Global Uplift tab of your organization's Program Budget Landing Page, which can be accessed by clicking on the first hyperlink noted below.

*By participating in this process, you are acknowledging and agreeing to the security controls and requirements referenced in the Security and Privacy section of this email.*

[Click here to access the Program Budget Landing Page](#)

Please note that the Landing Page displays all Draft Program Budgets for your entire organization that (a) are currently under negotiation/in progress or (b) have recently been contracted. This includes those that may have originally been sent to a different enrolled contact. To identify the Draft Program Budget(s) that this specific notification relates to, please compare the batch number in the subject line of this email to the Batch # column of the relevant tab of the Landing Page.

> **Detailed Guidance**

For additional guidance with regard to accessing and reviewing a Draft Program Budget related to the Global Uplift process, please visit the following location on CLBC's internet site: <https://www.communitylivingbc.ca/for-service-providers/service-provider-resources/program-negotiations/program-negotiations-global-uplifts/#instructions>. Please be advised that the outcomes of this process are provisional only and are subject to further review and final approval by CLBC during the contracting phase.


2. The Service Provider Landing Page will include a tab for both your Regular Negotiations and your Global Uplifts. It will open showing your Regular Negotiations. The Uplifted Budgets can be found on the Global Uplift tab at the top of the page.

Contract Number	Program Name	Service Subcategory	Negotiation Type	Budget Start Date	Budget End Date	Sent Date	CLBC Sent By	Responsibility	Last Action	Last Action Date	Vendor Contact
3104969.0.0	Test 1	Cluster Living	Program	01-Jan-2022		18-Jul-2022	Ablett, Catherine	CLBC	Recall by CLBC	18-Jul-2022 11:52	Doe, Jane
3104969.0.0	Test 2	Cluster Living	Program	01-Jan-2022		18-Jul-2022	Ablett, Catherine	CLBC	Recall by CLBC	18-Jul-2022 11:56	Doe, Jane
3104970.0.0	Test 3	Community-Based	Program	01-Jan-2022		18-Jul-2022	Ablett, Catherine	CLBC	Recall by CLBC	18-Jul-2022 12:07	Doe, Jane
3104971.0.0	Test 4	Employment	New Program	01-Jan-2022		18-Jul-2022	Ablett, Catherine	CLBC	Recall by CLBC	18-Jul-2022 12:45	Doe, Jane
3104972.0.0	Test 5	Skill Development	New Program	01-Jan-2022		18-Jul-2022	Ablett, Catherine	CLBC	Recall by CLBC	18-Jul-2022 12:51	Doe, Jane
3104970	Test 3	Community-Based	Incremental Program Change	01-Jul-2022		18-Jul-2022	Ablett, Catherine	CLBC	Recall by CLBC	18-Jul-2022 13:36	Doe, Jane
3104973.0.0	Test 6	Outreach Support	New Program	01-Aug-2021		18-Jul-2022	Ablett, Catherine	CLBC	Recall by CLBC	18-Jul-2022 13:40	Doe, Jane
3104974	Test 7	Cluster Living	Renegotiation	01-Jul-2022		28-Jul-2022	Ablett, Catherine	Vendor	Send to Vendor	28-Jul-2022 13:22	Ablett, Catherine
	Demo	Skill Development	This is a demonstration	New Program	01-Aug-2022	16-Aug-2022	Renaud, David	Vendor	Send to Vendor	19-Aug-2022 11:08	Doe, Jane
	Demo 2	Skill Development	This is a demonstration	New Program	01-Aug-2022	19-Aug-2022	Renaud, David	Vendor	Send to Vendor	19-Aug-2022 11:12	Doe, Jane

3. On the Global Uplift tab, each Uplifted budget is listed. The budgets are read-only, and the menu icon can be used to download records. Each budget will have both a cover sheet and a full export available to download.

Batch Number	Managing QS Area	Contract Number	Program Name	Service Subcategory	Description	Budget Start Date	Budget End Date	Sent Date	Responsibility
6	Upper Fraser	3104926.0.2	M3V1A	Community-Based		01-Apr-2022	30-Apr-2022	08-Aug-2022	CLBC
6	Upper Fraser			Community-Based		01-May-2022		08-Aug-2022	CLBC

4. The Cover Sheet will include two tabs. The first tab is the Header. This includes a summary of the uplifted program and contract details as well as a table of previous and current rates following the uplift.

	A	B	C	D	E	F
1						
2						
3						
4						
5						
6	<b>Vendor Info</b>					
7	<b>Vendor Name:</b>	Vendor Test 6				
8	<b>OCG Number:</b>	001696				
9	<b>Primary Address:</b>	123 Main Street, PARKSVILLE, V9P 1H3				
10	<b>Employer Association:</b>	None				
11	<b>Vendor Role:</b>	Service Provider				
12						
13	<b>Program Info</b>					
14	<b>Program Name:</b>	M3L2A				
15	<b>Service Subcategory:</b>	Outreach Support				
16	<b>Draft Contract Number:</b>	3104902.0.0				
17	<b>Program Managing QS Area:</b>	Upper Fraser				
18	<b>Liaison Analyst:</b>	Reid, Sue				
19						
20	<b>Uplift Info</b>					
21	<b>Uplift Effective Date</b>	01-Apr-2022				
22	<b>Uplift Type</b>	Union				
23						
24	<b>Previous Rates</b>			<b>Current Rates</b>		
25	MPP Contribution %:	14.00 %	MPP Contribution %:	14.50 %		
26	MPP Participation %:	90.00 %	MPP Participation %:	90.50 %		
27	LTD %:	3.40 %	LTD %:	3.50 %		
28	FTE Hours/Week:	40.00	FTE Hours/Week:	40.00		
29	Administration %:	9.00 %	Administration %:	9.00 %		
30						
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						
41						
42						
43						
44						
45						
46						
47						
48						

Uplifted Program

Contract Number

Post-Uplift Rates

Pre-Uplift Rates

5. The Summary tab has three groups of rows, showing the Current Inventory, Changes, and Resulting Inventory. This shows the Program as it was before the Uplift, how each section of the Funding Tab was changed, and how the Program is after the Uplift.

	A	B	C	D	E	F	G
1							
2	COMMUNITY LIVING BRITISH COLUMBIA						
3							
4							
5	<b>Current Inventory</b>						
6	<b>Payment Type</b>	<b>Start Date</b>	<b>End Date</b>	<b>Wage Grid</b>	<b>Wages and Benefits Total</b>	<b>Direct Program Costs</b>	<b>Admin</b>
7	Fixed	01-Jan-2022		01-Apr-2021	\$3,696.46	\$100.00	\$341.68
8							
9	<b>Changes</b>						
10	<b>Payment Type</b>	<b>Start Date</b>	<b>End Date</b>	<b>Wage Grid</b>	<b>Wages and Benefits Total</b>	<b>Direct Program Costs</b>	<b>Admin</b>
11	Fixed	01-Apr-2022		01-Apr-2022	\$189.35	\$0.00	\$17.04
12							
13	<b>Resulting Inventory</b>						
14	<b>Payment Type</b>	<b>Start Date</b>	<b>End Date</b>	<b>Wage Grid</b>	<b>Wages and Benefits Total</b>	<b>Direct Program Costs</b>	<b>Admin</b>
15	Fixed	01-Apr-2022		01-Apr-2022	\$3,885.81	\$100.00	\$358.72
16							
17	<b>Effective Date:</b>			01-Apr-2022			
18							
19	<b>Ongoing Funding Change (Fixed):</b>			\$206.39			

The Ongoing Funding Change line at the bottom of the page shows the total difference. This corresponds to the Program Changes section of the usual Contract Face Sheet. This is the difference in funding between the Pre-Uplifted and Post-Uplifted Program.

Summary of Changes

Next screen shows this file scrolled to the right


6. If we scroll to the right on the Summary Tab, it contains additional columns for each section of the Funding tab on the Program Budget: Wages and Benefits Total, Direct Program Costs, Admin, Facilities, and Other. At the end of these columns is the Total Provided Funding, which corresponds to the Fixed Monthly Amount section of the usual Contract Face Sheet.

	H	I	J	K	L
<b>Continuation of Current Inventory</b>					
	<b>Facilities</b>	<b>Other</b>	<b>Total Requested</b>	<b>Premium / (Gap)</b>	<b>Total Provided</b>
	\$0.00	\$0.00	\$4,138.14	\$0.00	\$4,138.14
<b>Continuation of Changes</b>	<b>Facilities</b>	<b>Other</b>	<b>Total Requested</b>	<b>Premium / (Gap)</b>	<b>Total Provided</b>
	\$0.00	\$0.00	\$206.39	\$0.00	\$206.39
<b>Continuation of Resulting Inventory</b>	<b>Facilities</b>	<b>Other</b>	<b>Total Requested</b>	<b>Premium / (Gap)</b>	<b>Total Provided</b>
	\$0.00	\$0.00	\$4,344.53	\$0.00	\$4,344.53

Summary of Changes

Fixed Monthly Amount

7. If an Uplifted Program had previously contracted changes with an effective date later than the date of the Uplift, then those changes will also be uplifted. Each period will have a separate row under Current Inventory, Changes, and Resulting Inventory.
- In this example, the Cover Sheet includes a row for April 1<sup>st</sup> and May 1<sup>st</sup>.

	A	B	C	D	E	F	G
1							
2	COMMUNITY LIVING BRITISH COLUMBIA						
3							
4							
5	<b>Current Inventory</b>						
6	<b>Payment Type</b>	<b>Start Date</b>	<b>End Date</b>	<b>Wage Grid</b>	<b>Wages and Benefits Total</b>	<b>Direct Program Costs</b>	<b>Admin</b>
7	Fixed	01-Apr-2022	30-Apr-2022	01-Apr-2021	\$5,648.84	\$200.00	\$526.40
8	Fixed	01-May-2022		01-Apr-2021	\$7,475.77	\$200.00	\$690.82
9							
10	<b>Changes</b>						
11	<b>Payment Type</b>	<b>Start Date</b>	<b>End Date</b>	<b>Wage Grid</b>	<b>Wages and Benefits Total</b>	<b>Direct Program Costs</b>	<b>Admin</b>
12	Fixed	01-Apr-2022	30-Apr-2022	01-Apr-2022	\$222.08	\$0.00	\$19.99
13	Fixed	01-May-2022		01-Apr-2022	\$311.81	\$0.00	\$28.06
14							
15	<b>Resulting Inventory</b>						
16	<b>Payment Type</b>	<b>Start Date</b>	<b>End Date</b>	<b>Wage Grid</b>	<b>Wages and Benefits Total</b>	<b>Direct Program Costs</b>	<b>Admin</b>
17	Fixed	01-Apr-2022	30-Apr-2022	01-Apr-2021	\$5,870.92	\$200.00	\$546.38
18	Fixed	01-May-2022		01-Apr-2021	\$7,787.57	\$200.00	\$718.88
19							
20	<b>Effective Date:</b>			01-Apr-2022			
21							
22	<b>Ongoing Funding Change (Fixed):</b>			\$339.87			
23							
24	<b>Ongoing Funding Change (Variable):</b>						

8. For reference, the contract face sheet for a usual, non-Uplift contract change contains both the monthly total and a summary of the program changes, including the difference between the previous and new contract values. This corresponds to the information that is available in an Uplift Cover Sheet.

<b>Program Name:</b> M4V2A		<b>Service Sub-Category:</b> Community-Based	<b>Community:</b> ABBOTSFORD
<b>Fixed Monthly Amounts:</b>			
<ul style="list-style-type: none"> <li>Effective 01-Jan-2022 the fixed monthly amount is \$2,965.73.</li> <li>Effective 01-Apr-2022 the fixed monthly amount increases by \$125.89 from \$2,965.73 to \$3,091.62.</li> </ul>			
<b>Current Lump Sum Total:</b> \$0.00			
<b>Current Variable Total:</b> N/A		<b>Previous Variable Total:</b> N/A	<b>Change in Variable Total:</b> N/A
<b>Current Service Levels:</b>		<b>Previous Service Levels:</b>	<b>Change in Service Levels:</b>
Year 1: 900 hours		Year 1: 0 hours	Year 1: 0 hours
Year 2: 900 hours		Year 2: 0 hours	Year 2: 0 hours
<b>Program Changes:</b>			
<ul style="list-style-type: none"> <li>Program funding was added via global terms addition with reason Global Uplift.</li> <li>Ongoing fixed program funding was added effective 01-Apr-2022 for Community-Based in the amount of \$125.89 per month.</li> </ul>			

Fixed Monthly Amount

Summary of Changes

9. After reviewing the Cover Sheet, you can return to the Landing Page and use the Export button to download the full Program Budget.

Regular Negotiations		Global Uplift								
Batch Number	Managing QS Area	Contract Number	Program Name	Service Subcategory	Description	Budget Start Date	Budget End Date	Sent Date	Responsibility	
6	Upper Fraser	3104926.0.2	M3V1A	Community-Based		01-Apr-2022	30-Apr-2022	08-Aug-2022	CLBC	
6	Upper Fraser	3104926.0.2	M3V1A	Community-Based		01-May-2022		08-Aug-2022	CLBC	

Export Button

10. The Export from the Landing Page will download a summary of the budget. This file will be in the same format as an Export from the Regular Negotiations tab for a usual program change. The Global Uplift tab will have a separate row for each previous change, which will provide replacement records for each updated budget period.

You can click through each of the tabs of the Program Budget to see the Staffing Schedule, Funding, and other tabs related to the Uplift.

**Incremental Non Union Draft Program Budget - Header**

**Vendor**

Vendor Name: Test Vendor  
 OCG Number: 465349  
 Managing QS Area: South Island QS Area  
 Vendor Role: Service Provider

Primary Address: 123 Fake Street  
 Employer Association: None

**Negotiations**

Program Name: Community Inclusion Program 1  
 Service Subcategory: Community-Based  
 Payment Type: Fixed  
 Description: Community Inclusion Program 1  
 Start Date: 01-Apr-2022  
 End Date:  
 Days Closed per Year: 0.00  
 Funded Capacity: 15.00  
 Funded Capacity Incremental Change: 0.00

**Vendor Details**

MPP Contribution %:  
 MPP Participation %:  
 LTD %: %

FTE Hours/Week: 37.50  
 Administration %: 9.00%  
 RRSP %:

Header | Staffing Schedule | Funding | Wage & Benefit Calc. | Misc. Rates