PN-PBE Helpful Tips – Part 1

Further to the PN-PBE rollout, the following Helpful Tips are provided to enhance end user knowledge when participating in the PN-PBE process.

1. **Participating in the PN-PBE process**:
   You will receive the Landing Page link via an email generated by the system when your Liaison Analyst sends a new negotiation to you for your review. This link will take you to your Landing Page where you can view all current and recently completed negotiations for your organization. There is no sign-in/login page as authorized access is embedded within the link, which can only be issued to enrolled contacts.

2. **Ensuring that you are receiving the Landing Page link**:
   Some of you have noted that emails from the PN-PBE system have been flagged as spam by your email provider. Instructions are attached which outline how to ensure that these emails are received in your inbox. The 'Instructions to Ensure PN-PBE Email is Not in Spam Folder' document can also be found on the PN-PBE page on the CLBC Internet here.

3. **Viewing Historic Program Budgets**:
   Please be aware that the primary purpose of the Landing Page is to facilitate current/in progress negotiations. For security and privacy reasons, it is not intended to be a fulsome directory of all prior negotiations that have taken place with your organization. However, negotiations that have been recently concluded will remain accessible on the Landing Page for a period of 3 months after the relevant contract has been executed. As a reminder, best practice is for Service Providers to take frequent Excel exports of their Program Budgets for their own records.

4. **Decreasing Staffing Schedule Values**:
   When negotiating using the Incremental Program Change workflow, a reduction can be made to a staffing schedule row without deleting the full line. This is performed by entering a negative value in the appropriate field. For example, a reduction of ten hours to a Weekly Schedule can be entered as -10 in the Incremental field. Please refer to p. 75 of the 'Service Provider Manual' on the PN-PBE internet page here for further details.