

## Purpose

The volume of COVID related funding requests are posing a significant challenge for MSA executive and MSA administrators. This document is intended to support you in making funding determinations about these valuable activities while adhering to the principles of the [FE funding guidelines](#).

## Funding Allocation Strategies

Although not an exhaustive list, the following strategies can be used independently or in combination to make decisions about where you want to allocate FE money. FELs are available to assist as you to put these strategies in place, and will continue to relay best practices and innovation occurring in the province.

**Value based** – Determine what is most important to your medical staff right now and target spending to align with this priority.

**Department Designate** – Fund a designate for each department to attend meetings and disseminate information to department colleagues. Consider assigning a maximum # of sessional hours.

**Department Allocation** – Allocate funds to each department. Consider how funds would be distributed e.g. distributed equally, by request, based on department COVID focus etc.

**Meeting focus** – Target sessionals towards site-based and/or regional meetings. Consider prioritizing meetings by type (e.g. regional vs local), assign a maximum # of sessional hours for meetings, or indicating how many people can attend each meeting.

**Informal Leadership** – Fund physicians (not in a HA leadership role) who have adopted an informal leadership role, stepping up to organize information, SIMS, protocol development, work flow redesign, etc. Consider assigning a maximum # of sessional hours.

**Disproportionate Burden** – Fund engagement activities in departments which are experiencing a greater burden related to COVID. This might mean clinical risk burden (E.g., emergency, anesthesiology, internal medicine etc.) or it could be financial burden (E.g., FFS physicians). Consider prioritizing high-risk departments with a maximum allocation.

## Checklist Summary

1. Identify who will lead the COVID-related decision-making (MSA executive vs designated subcommittee).
2. Determine the available budget to support COVID-related work.
3. Define the strategy you will use to allocate funds.
4. Communicate the allocation strategy to the MSA.
5. Review and approve sessional requests based on your defined strategy.
6. Monitor spend rate regularly; request additional funding gates when nearing threshold.
7. Adjust approach as necessary to respond to changes in the environment and budget.

## Budgeting

It is important to understand how much money you have available to allocate to COVID. Following the steps below will provide you with an idea of how much you can allocate to COVID-related engagement activities.

<b>Step 1:</b> How much money do you have in your bank account?	+	
<b>Step 2:</b> What is the value of the outstanding claims that will be submitted?	-	
<b>Step 3:</b> What is your annual allocation?	+	
<b>Step 4:</b> What are your known expenses for 2020/21 – Governance, Internal Operating Expenses (PMs, Rent etc), Working/Advisory Group – how will this change because of COVID? – adjust as necessary and update FEMS	-	
<b>Step 5:</b> How much funding has been committed to Engagement Activities in 2020/21?	-	
<b>Step 6:</b> How much budget can be recouped if you were to pause, close, or decrease funding for these? Update FEMS accordingly.	+	
<b>THIS is the amount of available allocation for 2020/21 Fiscal. How much of this do you wish to allocate to COVID work?</b>		

## Key Considerations

### Engagement Activities

- Submit sessionals as soon as possible to assist in managing your cash flow. This will allow you to access gates quicker and provide more accurate information on your spend rate. In order to ensure timely input some MSAs have shifted to having the PMs/admin input sessionals into FEMS to reduce physician burden and ensure financials are up to date. An electronic sessional form can be accessed [here](#).
- Consider identifying when you want sessionals submitted for work completed (E.g., 2 months after work has been completed) so you can modify your plans if required.
- Be prepared to adjust your funding decisions based on spend and shifting priorities.
- The inability to currently fund a project is not a reflection of the importance of the project.
- Consider messaging for activities that cannot be immediately approved due to budget constraints but are valid and important.

### Process

- Determine if your existing intake form for engagement activities is adequate, or if you need to institute a abbreviated COVID-specific application/process.
- It is recommended that you regularly review engagement activities and budget to ensure you know your financial situation and are able to make adjustments based on need and your MSA funding allocation.
- Communicate your funding allocation strategy to your medical staff and be as transparent as possible. Ensure you indicate this is an interim strategy, and could change depending on how rapidly funding is being spent.

## Additional Resources

- COVID FEI Budget Strategy Example – [Click here to access](#)
- FEI 2020 to 2021 Budget Example – [Click here to access](#)
- COVID 19 Funding Application Example – [Click here to access](#)