

STC DELIVERABLES CHECKLIST: *WORKPLAN & BUDGET (one-time submission)*

BY APRIL 6, 2023:

- Submit your workplan
- Submit your budget (Tab (B) "Project Budget Estimates" in the **Financial Sustainability Budgeting Tool**)

STC DELIVERABLES CHECKLIST: *FINANCES (monthly submission)*

BY THE 4th OF EACH MONTH:

- Submit your monthly invoice
- Submit your in-person collaborative event invoice (when applicable)

STC DELIVERABLES CHECKLIST: ***MONTHLY REPORTING (monthly submission)***

BY THE END OF EACH MONTH:

- Submit your **monthly report**: <https://bit.ly/SSCProjectStatusReport>.

Within the report, please attach:

1. **Financial Sustainability Budgeting Tool** (printout of Tab F "Summary Slide").
2. **STC Measurement Tool** to capture clinic capacity and change ideas (as applicable).

The tools and guides are available on the [STC webpage](#). See Slides 6 & 7 for basic steps on how to complete the attachments.



STC DELIVERABLES CHECKLIST: *DURING TEAM CHECK-INS*

TEAM FUNCTION SURVEYS

- Each team member completes the **Team Function Survey** at the clinic check-ins with Dr. Teo. You will be reminded at this time.

Video Tutorial: <coming soon>



STC DELIVERABLES CHECKLIST: ***SURVEY COLLECTION (ongoing collection)***

Electronic
Patient
Survey
QR Code:



PATIENT SURVEYS

- Administer and collect **Clinic Visit Patient Surveys** immediately after patient visits. Options:
 - Paper version: Scan and email completed surveys to admin@unstck.ca
 - Electronic version: <https://checkbox.doctorsofbc.ca/STC-Patient-Survey>
- Collect consent for **Follow-Up Patient Surveys** after patient completes **Clinic Visit Patient Survey** on a sign-up form.
 - STC Collaborative Team will do follow-up calls 3 months after patient visits.

STEPS FOR ATTACHING FINANCIAL SUSTAINABILITY BUDGETING TOOL IN MONTHLY REPORT

1. Complete/update the Financial Sustainability Budgeting Tool.
2. With the Tool open and go to Tab F "Summary Slide".
3. Go to **Print (Ctrl+P)** and **Print to PDF**.
4. Save PDF on your computer.
5. Attach PDF to the Monthly Report.

The Budgeting Tool and resources are on the [STC webpage](#).

STEPS FOR ATTACHING STC MEASUREMENT TOOL IN MONTHLY REPORT

1. Complete/update the **STC Measurement Tool**.
2. Save the file on computer.
3. Attach the file to the [Monthly Report](#).

The Measurement Tool and resources are on the [STC webpage](#).

Any questions or need support?

Please reach out to admin@unstck.ca

