



MEMO

Date: March 12, 2020

To: Site Finance Manager
Community Financial Analysts
Community Managers of Facility
WRHA Corporate

From: Shelley Hopkins
Chief Financial Officer

cc: Site CAOs and CFOs
Community Area Directors
Community Program Directors
WRHA Directors of Finance
WRHA Executive
Rebecca Neto
Carole Ohryn
Pat Younger

Subject: COVID-19 (Coronavirus) Cost Tracking and Reporting

In anticipation of service delivery activities, related to the COVID-19 virus, WRHA has received approval from Manitoba Health, Seniors and Active Living (MHSAL) to create cost centres to track incremental costs. MHSAL has created a new management information systems (MIS) functional centre (8199022) and all SAP cost centres created for tracking costs related to COVID-19 will be mapped to this number. WRHA Finance/Sustainment has created one cost centre per Insured Services SAP Business Area to allow each facility to track its own incremental costs. The attached listing provides the detail of the cost centres set up along with some FAQs on the specifications of the cost centres.

Please note that costs eligible to be recorded to the COVID-19 cost centre are to be **incremental** to the normal health care operations of the facility or sector, (i.e. over and above normal operations which we would not have otherwise incurred). Any number of services such as health promotion activities, expanded community clinics for screening, testing, additional emergency capacity and/or inpatient capacity may be relevant. Applicable costs may include salaries (including overtime and premiums), medical/surgical, drugs and pharmaceuticals, communications and other related **incremental** expenses associated to the provincial response to COVID-19 should be considered in scope.

For further clarification specific to staffing costs, if a staff member is being redeployed from their normal service delivery, but still working their regularly scheduled shift, these hours **cannot** be charged to the COVID-19 cost centre. **Only staff hours that are in addition to their regularly scheduled planned work time may be coded to the COVID-19 cost centre.**

For Sites on ESP:

The incremental adjustment to an employee's time must be captured through your normal ESP adjustment and approval process and allowable hours should be coded to the COVID-19 cost centre.

For Sites entered timekeeping in SAP:

The incremental adjustment to an employee's time must be identified on a paid adjustment form and approved by your site Director and then submitted to the employee's regular timekeeper for entry into SAP so allowable hours can be coded to the COVID-19 cost centre. Paid adjustment forms must be retained by the site for collection at a later date.

At this time no operating funding is available for the relief of these costs. At the request of MHSAL, the WRHA is required to identify these costs with supporting documentation for monitoring, reporting and forecasting purposes.

Please ensure this communication is shared with all pertinent staff within your site/department. If you have any questions concerning the above information or whether a cost is incremental please do not hesitate to your Financial Analyst/Manager.

COVID-19 Cost Centres

Cost Centre Name (All COVID-10 Cost Centres): "COVID-19"

Cost Centre Description (All COVID-19 Cost Centres): "Incremental costs -Coronavirus"

Business Area	Cost Centre Number	Signing Authority	Standard Hierarchy	WRHA Hierarchy	Program Node	Business Node	Service Node	PV Business Node	Geography Node
101 - Corporate Operations	10100330	Shelley Hopkins	WR99	RW40_ALL	PR04003000	TBD	SR03022002	n/a	n/a
102 - Community Health Services	10200505	Lisa Benson	WC02	n/a	PR04003000	BU02010200	SR03022002	n/a	GCENTNA999
103 - Pan Am Clinic	10300056	Nicole Coffin	PA90	RW40_ALL	PR04003000	BU03020300	SR03022002	n/a	n/a
105 - St. Boniface General Hospital	10500565	Nicole Aminot	SG102010	RW40_ALL	PR04003000	BU05080100	SR03022002	PVB05CO028	n/a
106 - Riverview Health Centre	10600134	Romeo Daley	RV005010	RW40_ALL	PR04003000	BU06010100	SR03022002	n/a	n/a
107 - Victoria General Hospital	10700268	Brenda Catchpole	VH6030	RW40_ALL	PR04003000	BU07020100	SR03022002	n/a	n/a
108 - Misericordia Health Centre	10800186	Jim Hill	MI1010	RW40_ALL	PR04003000	BU08010100	SR03022002	n/a	n/a
109 - Concordia General Hospital	10900205	Ken Hiebert	CH1005	RW40_ALL	PR04003000	BU09020101	SR03022002	n/a	n/a
110 - Deer Lodge Centre	11000183	Sue Lotocki	DL2020	RW40_ALL	PR04003000	BU10020100	SR03022002	n/a	n/a
111 - Seven Oaks General Hospital	11100259	Donna Kenny	SO0003	RW40_ALL	PR04003000	BU11010102	SR03022002	n/a	n/a
113 - Grace General Hospital	11300156	Dan McGregor	GH6010	RW40_ALL	PR04003000	BU13070100	SR03022002	n/a	n/a
114 - Churchill	11400103	Jason Klaincher	CR000000	RW40_ALL	PR04003000	not populated	SR03022002	n/a	n/a
400 - River Park Gardens	40000050	Lisa Benson	RP1010	RW40_ALL	PR04003000	BU040010100	SR03022002	n/a	n/a
401 - Concordia Place	40100041	Ken Hiebert	CA20	RW40_ALL	PR04003000	not populated	SR03022002	n/a	n/a
402 - Misericordia Place	40200053	Jim Hill	MP1010	RW40_ALL	PR04003000	not populated	SR03022002	n/a	n/a
403 - Middlechurch Home of Winnipeg	40300040	Lisa Benson	MC20	RW40_ALL	PR04003000	not populated	SR03022002	n/a	n/a
802 - Laundries	80200006	Kathleen Richardson	RL	RW40_ALL	PR04003000	not populated	SR03022002	na	n/a

Frequently Asked Questions Regarding Cost Centres:

1. The Signing Authority indicated for my site's cost centre is wrong. How do I change it?
 - o Contact your Finance Manager (Acute Sites) or Financial Analyst (Corporate/Community) for assistance in filling out the SAP Master Data Cost Centre Request Form.
2. The SAP hierarchies indicated for my site's cost centre are wrong. How do I change that?
 - o Contact your Finance Manager (Acute Sites) or Financial Analyst (Corporate/Community) for assistance in filling out the SAP Master Data Cost Centre Request Form.