# Nursing Graduate Guarantee Online Portal



## Purpose

• To inform new and existing employers and eligible nurses about the Nursing Graduate Guarantee (NGG) online portal.

# What is the NGG Online Portal?

- The NGG online portal, also known as the Nurses' Career Start Gateway, is a system that supports the management of the NGG.
- The NGG portal enables:
  - $\checkmark$  Nurses to search and apply for job opportunities;
  - Employers to review nurses' applications;
  - Employers to extend job offers;
  - Employer to request funding from the Ministry of Health (the ministry) and;
  - $\checkmark$  Employers to submit financial reports to the ministry.

# **NGG Online Portal Accounts**

• Participating NGG employers will be required to register various users on the site to fulfill NGG-related activities (e.g., posting positions, submitting budget requests, etc.). The user descriptions are specified in the table below.

Access Rights	Function	Suggested User
Organization/Employer (OE) Signatory	User has final signing authority for the NGG final reporting	Chief Executive Officer (CEO) or equivalent
Senior Nursing Leader (SNL) Signatory	User has signing authority for budget requests and final reporting	SNL or equivalent
Finance Signatory	User has signing authority for final reporting	Chief Financial Officer (CFO) or equivalent

# **NGG Online Portal Accounts**

Access Rights	Function	Suggested User
Registered Nurse (RN) and Registered Practical Nurse (RPN) Union Signatory	User reviews and signs off on budget requests and has signing authority for final reporting (if applicable).	RN or RPN union representative.
Organization/ Employer (OE) Administrator	User can post jobs, create budget requests and final reports and has authority to modify the organization profile (e.g., edit legal name, manage registered users).	Human Resources or Program Manager.
OE User	User can only post jobs, create budget request and final reports.	Signatories who do not need access to other NGG online portal functions.

# **Overview of Program Components**

Program Component	Description
Match Dates	The NGG online portal is open for employers to match with new nurses between April 29, 2024, to November 15, 2024.
Budget Request Submissions	The NGG online portal will allow matching from April 29, 2024, to November 15, 2024. It will not allow matching or budget request submissions between November 16, 2024, and March 31, 2025.
Budget Request Form	<ul> <li>The Budget Request includes:</li> <li>Section to demonstrate that the organization has the capacity and a plan to transition the new nurse to full-time employment or the equivalent of full-time hours for a minimum of 6 months (26 weeks).</li> <li>Section for union review (if applicable); and</li> <li>Section for SNL approval</li> </ul>
Transfer Payment Agreement (TPA)	A new TPA will be issued for each fiscal year for organizations approved to participate in the NGG.

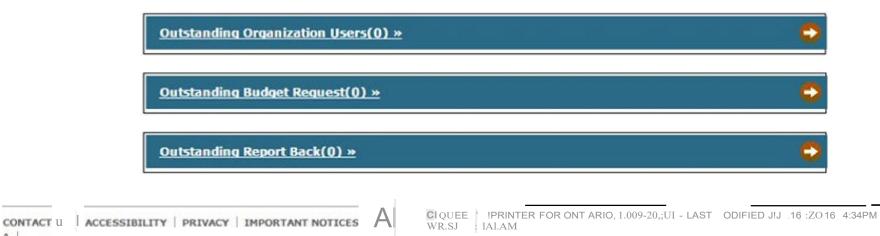
NGG Reporting	The NGG TPA will provide details of reporting requirements
	and deadlines. Required reports include:
	Year-end Final Financial report
	Annual Reconciliation Report Certificate
	Final Program Report

# **Budget Request Submission Process**

1	Match with the new nurses on the NGG online portal
2	Create new budget request on the NGG online portal
3	Select hired nurse(s) to include on the budget request(s)
4	Fill in budget request details for each new nurse (wage, start date, etc.)
5	Describe the organization's capacity and plan to transition the new nurse to full-time employment or the equivalent of full-time hours for a minimum of 6 months (26 weeks) within one year (12 months) of the new nurse's start date of the transition into practice period (12 weeks).
6	Submit budget request for union to review and for SNL approval
7	Union reviews budget request, providing comments as required
8	SNL approves budget request, providing comments as required
9	Budget request is received by the ministry and approved if eligibility requirements have been met

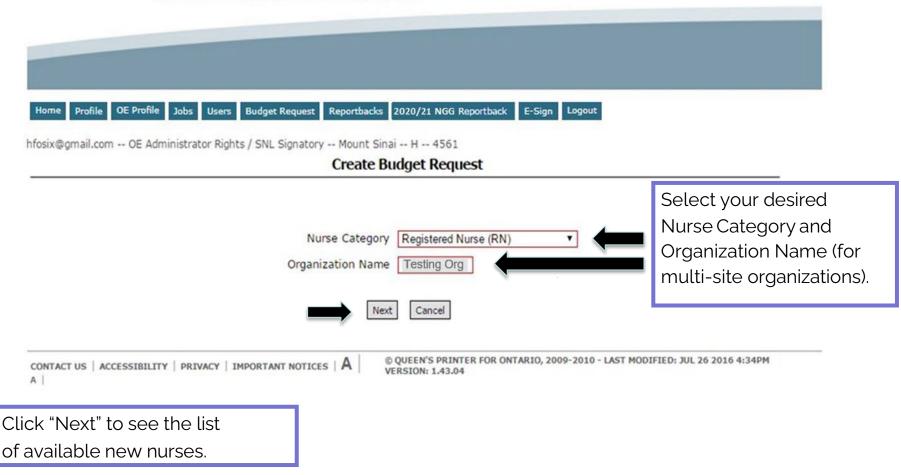
# CREATING AND SUBMITTING THE BUDGET REQUEST







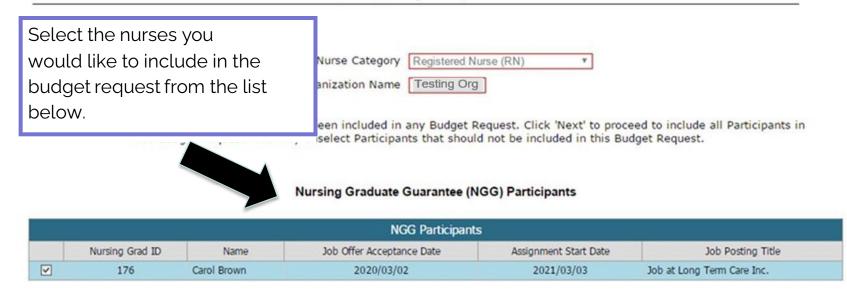
## MINISTRY OF HEALTH AND LONG-TERM CARE



### Home Profile OE Profile Jobs Users Budget Request 2020/21 NGG Reportback E-Sign Logout

hfosix@gmail.com -- OE Administrator Rights / SNL Signatory -- ITesting Org -- H -- 123456

### Create Budget Request



### Nursing Career Orientation (NCO) Participants

NCO Participants								
Nursing Grad ID	Name	Job Offer Acceptance Date	Assignment Start Date	Job Posting Title				
		No data to display						
lick "Next" to ger	nerate	Next Cancel						
ne budget reques	st.							

			Budget Red	quest D	etails			
	Budget Request ID	102			Nurs	e Category Regi	stered Nurse (RN)	
	Organization Submission Date	Testing Org			Nursing Init	status Draf	sing Graduate Guarar	ntee
		View History		icipant	View Trans	actions		
		Productional Charles Data	Partici	ipant List				
Grad ID	Particinant Name	Protected Start Date	Fiscal Year	Wages	Repetit %	Weekly Hours	Total Allocation \$	
	Participant Name Carol Brown	Projected Start Date	Fiscal Year	Wages	Benefit %	Weekly Hours	Total Allocation \$	Details
Grad ID 76						Weekly Hours		Details

Budget Request 1	D 100		Organization Name	Testing Org	_
Submission Da	te Not Submitted		Enter the start	: date. hourlv	
Participant Nan	ne Nurse RPN1			rate and weekly	
Fiscal Ye	ar 2020-21		hours for the r	•	
Projected Start Date	* 20200104		nouisioi thei	iew nuise.	
Projected End Date	* 20200327				
Hourly Wage	* \$ 32.08				
Benefit Rate %	* 20.00				_
Enter a Weekly Full-Time Hours	* 37.50		Total Allocation	\$28,872.00	
description of your	The Union was consulted				
organization's	We have forecasted that within our organization	within the next 12 months a perma	inent, full-time position will be	available	
capacity and plan to		ganization's capacity and plan ployment (Maximum 5,000 char		•	
transition the new					
nurse to full-time	Enter Text				
employment or the					
equivalent of full-					
time hours.					
Initial \$14,43	5.00	Confirmation		Payment Date	
Secondary \$14,43 Final Transaction \$0.00	5.00				
Please ensure that you enter the h 6		e (the highest rate of pa in the Nursing Participant		is expected to attain durin	ig the
	Previous	Exit & Save	lext		
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* Mandatory	fields required for subm	ission of Budget Request	the state of the s		
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## Participant List

Participant List								
Grad ID	Participant Name	Projected Start Date	Fiscal Year	Wages	Benefit %	Weekly Hours	Total Allocation \$	
176	Carol Brown							Details

Total Number of Participants: 1

Budget Request Total Allocation: \$0.00



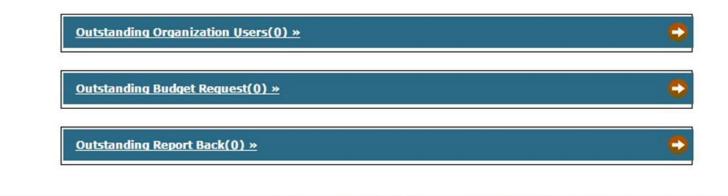
Click "Submit to MOHLTC" when you have fully completed the budget request. This will initiate the budget request pre-review process.

# **UNION REVIEW**



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Testing8@rogers.com -- RN Union Signatory -- Testing Org -- H -- 123456

## List Signing Documents

Document Type	Status	ID	Fiscal year	Submission Date	Participants	Total Allocation /Reinvestment	Sent Date	
NGG Reportback	Pending for signing	42	2020-21	2021/01/20	1	\$13,978.90	2021/01/20	Sign
NGG Budget	Pending Review	54	2020-21	2021/01/20	1	\$13,978.90	2021/01/20	Sign
								T
					- Click "	Sign" to review and		T
				Cance	1	Sign" to review and onically sign the NG	Chudaa	

#### Testing8@rogers.com -- RN Union Signatory -- Testing Org -- H -- 123456

**E-Review** 

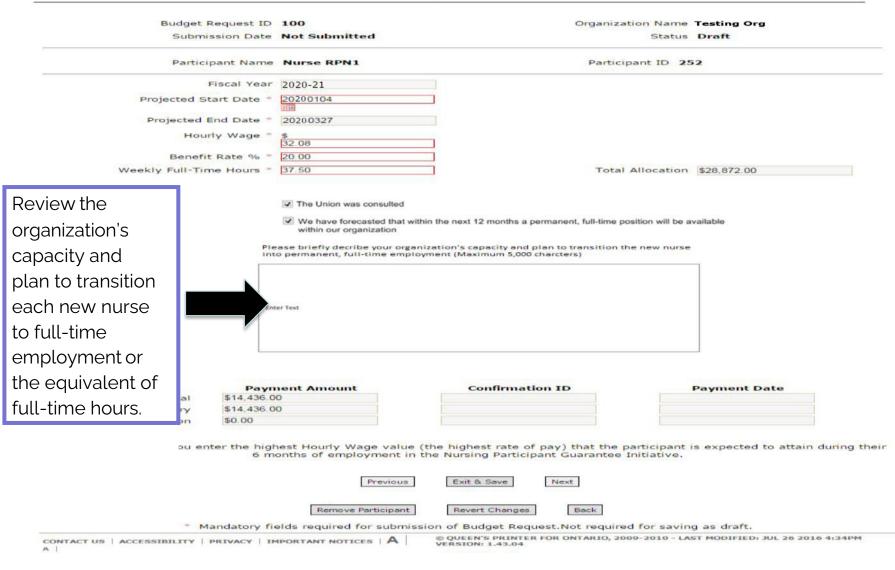
 
 Budget Request ID
 97
 Nurse Category (RPN)
 Registered Practical Nurse (RPN)

 Organization
 Testing Org
 Nursing Initiative Type
 Nursing Graduate Guarantee

 Submission Date
 2016/06/09
 Status
 Pending Signing

#### **Participant List**

			Participant	List				
Grad ID	Participant Name	Projected Start Date	Fiscal Year	Wages	Benefit %	Weekly Hours	Total Allocation \$	
77	Test User3	2020/10/28	2020-21	\$31.60	24.00	37.50	\$29,388.00	Details
T	otal Number of Participa	nts: 1 Signature (	Code *	Budget Red	quest Total Allo	cation: <b>\$29,388.(</b>	00	Ť
							Click "D	etails" to
			capacity an	ovide any comm nd plan to tran oument. (Maxi		е		
							organiz	ation's
							capacit	y and plar
		Reviewed	1	Reject	ľ		transitio	on each ne
			1				nurse te	o full-time
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#### rgreen28@rogers.com -- RN Union Signatory -- Testing Org -- H -- 123456

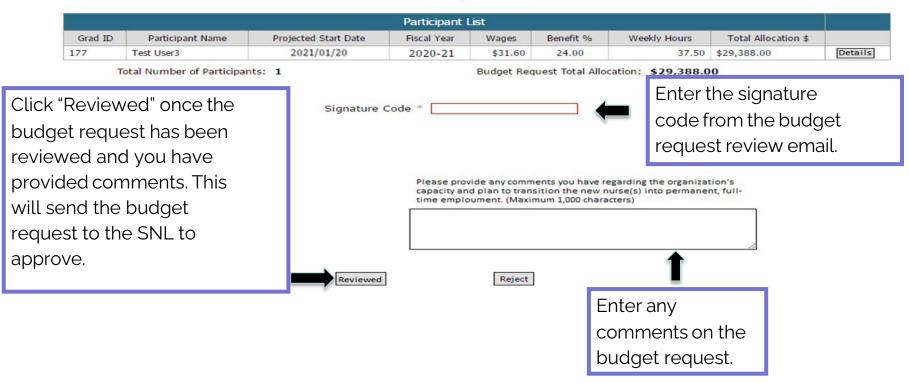
 Budget Request ID
 97
 Nurse Category
 Registered Practical Nurse (RPN)

 Organization
 Testing Org
 Nursing Initiative Type
 Nursing Graduate Guarantee

 Submission Date
 2020/06/09
 Status
 Pending Signing

**E-Review** 

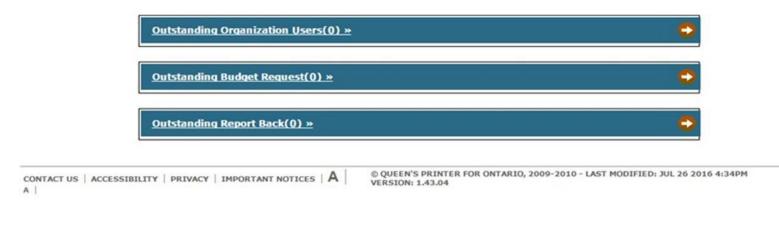
#### **Participant List**



# SENIOR NURSING LEADER APPROVAL

### MINISTRY OF HEALTH AND LONG-TERM CARE





Delete Budget Request

Save and Close

Reportback E-Sign Logout

o1@sunram.com -- OE Administrator Rights / OE Signatory -- Testing Org -- H -- 123456

### **List Signing Documents**

Signing Documents									
Document Type	Status	IQ	Fiscal year	Submission Date	Participants	Total Allocation /Reinvestment	Sent Date		
NGG Reportback	Pending for signing	42	2020-21	2021/01/20	1	\$13,978.90	2020/02/02	Sig	
NGG Budget	Pending Review	54	2020-21	2021/01/20	1	\$13,978.90	2020'/02/02	Sig	

		-
	Cancel	Click "Sign" to review and
CONTACT US   ACCESSIBILITY   PRIVACY   IMPORTANT NOTICES   A	© QUEEN'S PRINTER FOR ONTAI VERSION: 1.43.04	electronically sign the NGG budget request(s).



nggmm100-10@yahoo.ca -- SNL Signatory / OE User -- Testing Org -- H -- 123456

E-Sign

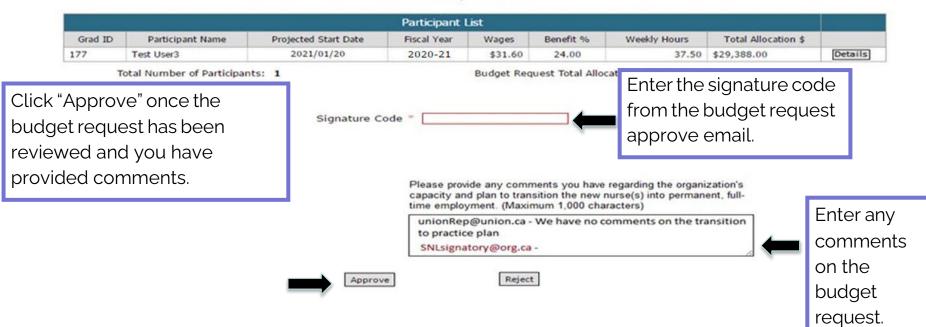
 Budget Request ID
 97
 Nurse Category
 Registered Practical Nurse (RPN)

 Organization
 Testing Org
 Nursing Initiative Type
 Nursing Graduate Guarantee

 Submission Date
 2021/06/09
 Status
 Pending Signing

 View Status History
 View Signing Document

### **Participant List**



# **Budget Request Status**

Status	Description
Draft	<ul> <li>Budget request has been created but not submitted to the ministry. Draft status can also occur when the budget request has been denied during the submission process. Organizations are responsible to ensure all eligible draft budget request are submitted on or before November 15, 2024.</li> </ul>
Pending Review	Budget request is pending review by the Union and/or approval by the SNL.
Pending Approval	Budget request submitted to the ministry and pending review by the ministry.
Reviewed by MOH (e.g., MOH Admin. and MOH Finance)	Budget request has been reviewed and is recommended for funding by the ministry.
Pending Signing (e.g., SNL and OE Signatory)	Budget request has been approved and the TPA is pending the organization's signatures.
Pending Signing (e.g., MOH Signatory)	The budget request has been approved and is pending final ministry signature.
Fully Signed	The budget request has been fully approved and funding will be flowed.
Paid	Budget request funding has been flowed to the organization.

# TRANSFER PAYMENT AGREEMENT (TPA) SIGNING PROCESS

## **Budget Request Submission Process**

- Once the budget request is approved by the ministry, the ministry will email the TPA to the organization to sign. Both SNL and OE electronic signatures are required for the NGG TPA.
- Organization must sign the TPA and provide the ministry with the following documents before March 31 of the funding year;
  - List of organizations board chairs
  - o Insurance certificate
- Only one NGG TPA will be issued for each participating organization, annually.



## MINISTRY OF HEALTH AND LONG-TERM C \* C

m100-10@yahoo.ca SNL Signator	For Lange Landon and Ste		Drg H		Log	Click "Sign" to view summary of the No budget request tha	GG TPA and
			Signir	ng Documents		signing.	
Document Type	Status	ID		ng Documents Submission Date	Part	signing.	
Document Type NGG Budget Request With attachment	Status Pending for signing	<u>ID</u> 97			Part 1		/02/02 Sign
		100000	Fiscal year	Submission Date	Part 1 3	\$29,388.00 2021	/02/02 Sign /02/07 Sign

Cancel



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## **NGG Reporting Requirements**

- Employers who receive NGG funding are required to report on use of the funds within 1 year of the new nurse's start date.
- Final Reporting requirements include:
  - ✓ Financial Report: to provide actual expenditures related to the 12-week transition into practice period and actual expenditures related to the reinvestment fund;
  - Program Report: to provide information on program outcomes (e.g., nurse was bridged to full-time employment or the equivalent of full-time hours); and,
  - Annual Reconciliation Report Certificate: attestation that reported numbers agree with the audited financial statements of the organization.
- Reports will require verification of the OE Signatory, SNL Signatory and the Union Signatory (if applicable).
- Further information on reporting requirements, including specific timelines, will be specified in the signed 2024/25 NGG TPA between organizations and the ministry.