Health Care COVID-19 Funding for Critical Workers and Operators Application Template Guide

Updated February 25, 2021

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# Health Care COVID-19 Funding for Critical Workers and Operators– Data Submissions

## General Information and Reminders

The Critical Worker Benefit is intended to recognize the service of select workers identified as critical for the delivery of basic services to Albertans in response to the COVID-19 pandemic. The Critical Worker Benefit provides a one-time lump-sum payment to eligible workers.

**REMINDER:**

Protect Personally Identifiable Information!

Completed staffing submission templates (your employee records) contain sensitive personally identifiable information**.**

**DO NOT** send completed templates through e-mail. The only accepted form of submission is through the secure submission portal at [**https://health-critical-worker-benefit.alberta.ca**](https://health-critical-worker-benefit.alberta.ca).

| **Column Name** | **Mandatory/ Optional** | **Descriptor / Required Formatting** |
| --- | --- | --- |
| SIN | Mandatory | The format of the SIN number must match one of the accepted formats in the AB Data Standards (see *Appendix A*). |
| First\_Name | Mandatory | No special instructions relating to formatting. |
| Middle\_Name | Optional | No special instructions relating to formatting. |
| Last\_Name | Optional | No special instructions relating to formatting. |
| Date of Birth | Mandatory | The format of the Date of Birth (DOB) must match one of the accepted formats in the AB Data Standards (see *Appendix A*). |
| Start Date | Mandatory | Date that the employee started work for your Organization.  The format of the Start Date must match one of the accepted formats in the AB Data Standards (see *Appendix A*). |
| Position | Mandatory | List of drop-down values supplied.   Ensure that the value is selected from the list in the Position Table (see *Appendix B*). If Position is not found within the supplied list manually enter the value in the Column. |
| Paid Hours | Mandatory | Total number of hours the employee was paid in the period between Oct.12-2020 and Jan. 31-2021. |

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# Appendix A – AB Data Standards

**NOTE: Data that does not match the following formats will not be accepted**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | | | | |
|  | **SIN** |  | **Date of Birth** |  | **Employee Start Date** |
|  | nnn-nnn-nnn |  | **Note: order must be year-month-day** |  | **Note: order must be year-month-day** |
|  | nnnnnnnnn |  | YYYY-MM-DD |  | 2020-04-02 |
|  | nnn nnn nnn |  | YYYYMMDD |  | 2020-4-2 |
|  |  |  | YYYY/MM/DD |  | 20200402 |
|  |  |  | YYYY\MM\DD |  | 202042 |
|  |  |  | YYYY.MM.DD |  | 2020/04/02 |
|  | **Paid Hours** |  | YYYY MM DD |  | 2020/4/2 |
|  | Number greater or equal to 300 hrs |  | YYYY-M-D |  | 2020\04\02 |
|  |  |  | YYYY/M/D |  | 2020\4\2 |
|  |  |  | YYYY\M\D |  | 2020.04.02 |
|  |  |  | YYYY.M.D |  | 2020.4.2 |
|  |  |  | YYYY M D |  | 2020 04 02 |
|  |  |  |  |  | 2020 4 2 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

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# Appendix B – Position

|  |  |  |
| --- | --- | --- |
| **Position Values** |  |  |
| Activity/Recreation Worker | Hospitality Services | Primary Care Paramedic |
| Addictions Worker | Housekeeping | Psychiatric Aide |
| Administrative Support | Housing Support Aide | Psychologist |
| Admission Clerk | Infection Prevention and Control Practitioners | Receptionist |
| Advanced Care Paramedic | Laundry Services | Recreation Assistant |
| Case Or Care Coordinator | Licensed Practical Nurse | Recreational Therapist |
| Chaplain | Maintenance Worker | Registered Dietician |
| Clerk | Medical Laboratory Technologists and Technicians\* | Registered Nurse |
| Client Care Assistant | Medical Office Assistant | Registered Psychiatric Nurse |
| Comfort Care Aide | Medical Radiation Technologists (MRTs) | Registered Social Worker |
| Cook | Medical Receptionist | Rehabilitation Worker |
| Counsellor | Medical Sonographers | Resident Care Aide - Medical |
| Crisis Intervention Worker | Mental Health Worker | Respiratory Therapist |
| Dietician | Nursing Care Coordinator | Security Staff and Screeners |
| Dining Room Attendant | Nurse Practitioner | Social Worker (Medical, Psychiatric) |
| Driver | Occupational Therapist | Speech Language Pathologist |
| Educator | Occupational Therapy Assistant | Speech Therapy Assistant |
| Elder | Orderly | Spiritual Care Worker |
| Electroneurophysiology Technologists (ENPs) | Other Medical Technologists and Technicians | Staffing Coordinator |
| Emergency Medical Responder | Patient Care Aide | Support Service Worker |
| Environmental Services | Patient Service Associate | Therapist |
| Food Services Worker | Personal Care Attendant - Medical | Therapy Assistant |
| Graduate Nurse | Pharmacist | Undergraduate Nurse |
| Health Care Aide\*\* | Pharmacy Technician/Assistant | Unit Clerk |
| Home Support Worker | Physiotherapist | Visitation Coordinator |
|  | Physiotherapy Assistant | Volunteer Coordinator |