

# Information Bulletin

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December 23, 2021

**Attention: Self Managed Personal Care (SMPC)  
Program Contractors**

**Subjects: Biannual Report Reminder, New Website, &  
Contract Amendment**

## Biannual Report Reminder

Thank you to those of you who have already submitted your Self Managed Personal Care Biannual Progress Report. For those that have yet to do so, please accept this reminder that you are required to complete and submit a progress report using the Self Managed Personal Care Biannual Progress Report template (83W133).

These reports must be received on or before the last calendar day of December 2021, regardless of any change in your condition. The report template shall be completed in its entirety with as much detail as possible; is preferred to be received type written; and can be faxed to **604.233.9777** or **toll-free 1.888.922.8807**, or mailed to the following secure address: PO Box 5350 Station Terminal, Vancouver BC V6B 5L5.

## WorkSafeBC Website

Please note you can find the latest and up to date information regarding the Self Managed Personal Care Program on our website at [www.worksafebc.com](http://www.worksafebc.com), or directly at [Self Managed Personal Care - WorkSafeBC](#)

Here you can access report templates, guidelines on the monthly and annual reporting requirements, contact information, links to the latest Bulletins, as well as the most current version of the Reference Manual.

## Contract Amendment

In early January 2022, an amended contract will be issued to you along with an updated version of the reference manual. The amended contract will outline the automatic annual caregiver increase which will be in effect January 1, 2022 for caregivers whom you have employed for a minimum of 365 days, along with additional verbiage updates. We ask that you kindly review your contract amendment, and remember to pass along the new Schedule B to your bookkeeper for timely invoicing and payment processing.

We wish you all a safe, healthy, and happy holiday season, and all the best into the New Year!

Please do not hesitate to reach out to us if you have any questions/concerns.