

CSS OHRS/MIS

Newsletter

Issue 17 March 2009

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REMINDER OF OHRS REPORTING CHANGES FOR 2009/10

Please note that the following statistical accounts will become mandatory starting fiscal year 2009/10.

Head Count Statistics S.61*

Head Count Statistics represents the number of unique employees on the organization's payroll in each functional centre 7*1 and 7*5 at the end of reporting period. It includes employees on short/long-term disability or sick leave, WSIB, maternity/parental leave, leave of absence and excludes employees terminated or on salary continuance. It is a snap shot at a point in time as at September 30 (Q2), December 31 (Q3), or March 31 (YE). It is reporting by occupational class and by employment status. Refer to Chapter 10 for details.

Individual Served Statistics S.9*

Report the following Individuals Served Statistics in the functional centres listed below:

Individuals Served Statistics

S 955 80 10 CSS - Individuals Served – Physical Disability
 S 955 80 15 CSS - Individuals Served – Cognitive Impairment
 S 955 80 20 CSS - Individuals Served – Frail and/or Elderly
 S 955 80 25 CSS - Individuals Served – Living with affects of HIV/AIDS

Functional Centres Applicable

725 82 20 – Day Services
 725 82 45 – Assisted Living Services
 725 82 31 – Homemaking
 725 82 33 – Personal Support/Independence Training
 725 82 34 – Respite
 725 82 35 – Comb. PS/HM/Respite Services

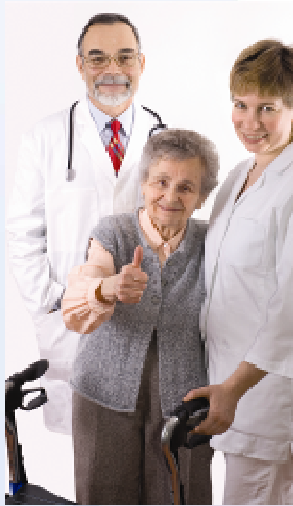
For individuals with combined conditions, report based on the most severe condition or the contributing factor for requiring the support services. The S.955 80 ** provides a breakdown of S.455 80 ** Individuals Served by FC (the total of S.955 80 ** should equal S.455 80 ** under the same functional centre). Refer to "Update for 2008/09 Q3 CSS Reporting" for details.

SELECTING ASSISTED LIVING SERVICES VERSUS HOMEMAKING/PERSONAL SUPPORT/RESPITE FUNCTIONAL CENTRES

Assisted Living Service - FC 725 82 45 pertains to services provided to service recipients who are living in a supportive housing setting and require assisted living services on a 24-hour basis. This service may include homemaking, personal support, attendant services and core components of independence training. The key statistical account is S.403 ** *0 Resident Days.

Whereas under, Homemaking – FC 725 82 31, Personal Support – FC 725 82 33, Respite – FC 725 82 34 or Comb. PS/HM/ Respite Services – FC 725 82 35, the services provided are on an hourly basis. The key statistical accounts are S.453* Hours of Care – Contracted Out or S.454* Hours of Care – In House.

Please refer to Chapter 10 for definitions and details for these FCs. Providers must report the required statistics for particular functional centres.



WHERE TO FIND IMPORTANT RESOURCES ON THE MOHLTC WEBSITE

Site: www.mohltcfim.com

- ▶ **OHRS Chapters 1-4, Chapter 10 and Appendices**
 - o Under **Index** (on the left hand side) select **OHRS**
- ▶ **Trial Balance Submission Process**
 - o Under **Index**, select **MIS Trial Balance Submission Process** and click **2008/2009**
- ▶ **Community Support Services Page**
 - o Click the **CSS** icon at the bottom right hand side



E-mail us at OHRSCSS.moh@ontario.ca and tell us what you would like to see in future communications.



The Management Information Systems (MIS) Standards are the national financial and statistical reporting standards for Canadian healthcare providers developed by the Canadian Institute for Health Information (CIHI).

Ontario has enhanced and expanded the national MIS Standards to meet Ontario specific needs by developing the Ontario Healthcare Reporting Standards (OHRS).

The Ontario Healthcare Financial and Statistical System (OHFS) is a web-based application that enables users to submit their organization's trial balance reporting online.

Web Enabled Reporting System (WERS) is a web-based tool for budget and forecast information.



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YEAR-END 2008/09 TRIAL BALANCE SUBMISSION

The Ministry's Ontario Healthcare Financial and Statistical (OHFS) system will open for Health Service Providers (HSPs) Trial Balance (TB) submission on **April 17, 2009 to May 29, 2009**. Don't wait for the last minute! As this is the year-end submission, it is highly recommended that HSPs submit early to allow enough time to resolve submission errors and issues.

After your TB is submitted successfully, please ensure that the generated Verification Reports (VF Report) agree with your financial statements.

The OHFS test environment will also be available **April 1 – 16, 2009** to allow HSPs to test their TB in order to validate the use of appropriate reporting accounts and resolve any issues well ahead of time.

Good luck to all Phase 1 and 2 and we look forward to working with you to achieve another successful submission!

YEAR-END REPORTING & ANNUAL RECONCILIATION REPORT (ARR) 2008/09 ON WERS

Coming soon! The CSS year-end reporting and the Annual Reconciliation Report (ARR) for 2008/09 are going to be a combined reporting package that will be available on WERS.

Communication will be sent accordingly.

HUMAN RESOURCES INFORMATION SYSTEMS (HRIS) PROJECT ANNOUNCES SOFTWARE VENDOR!

The Human Resources Information Systems project announced on March 3, 2009, that through a competitive Request For Proposal (RFP) process, the QHR Software's HR and payroll software solution (Quadrant HR™) was selected to support the human resources and payroll software requirements for the Community Support Services (CSS) and Community Mental Health & Addictions (CMH&A) organizations across Ontario.

The software solution, training and support are provided to the organizations at no cost until the end of the HRIS project. All organizations will obtain a perpetual license for the software.

Participating CSS organizations will be able to more efficiently manage their human resources and payroll functions, improve back office support, as well as meet Ontario Health care Reporting Standards/Management Information Systems (OHRS/MIS) reporting standards and requirements.

Some of the benefits of implementing the new HR and payroll software include; reducing payroll errors, streamlining HR workflow, eliminating duplication of data entry, enabling effective utilization of organization resources and reducing manual processes.

Planning and implementation work has already begun and the HRIS project team is working collaboratively with the first group of participating organizations to train and implement the software. To participate in the HRIS project, contact: CSS.HRIS.MOH@ontario.ca

MICROSOFT DYNAMICS GP SOFTWARE & WEBINAR UPDATES

Software Update

Software training schedules for April and May 2009 have been sent to Phase 1 and 2 organizations. For more information or to register for training please send an e-mail to the Support Centre at OHRSCSS.moh@ontario.ca.

To date, **140** organizations have signed a software license agreement, **70** organizations have completed implementation to use the Microsoft Dynamics GP software and **60** organizations are currently in the process of implementing, up 17 from last month!

Webinar Update

Register **TODAY** for your opportunity to attend our new and improved Webinar to learn more about Microsoft Dynamics GP. The next Webinar is scheduled for **April 21, 2009**. Contact the Support Centre at OHRSCSS.moh@ontario.ca to sign up.