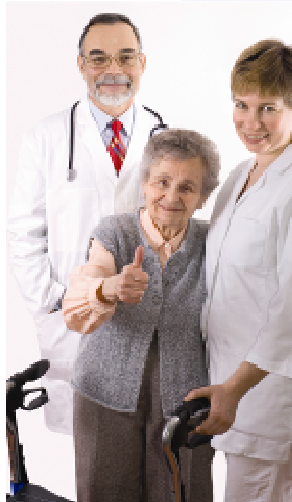


CSS OHRS/MIS Newsletter

Issue 18 April 2009



WHERE TO FIND IMPORTANT RESOURCES ON THE MOHLTC WEBSITE

Site: www.mohltcfim.com

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

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YEAR-END 2008/09 TRIAL BALANCE SUBMISSION

Submit early and avoid the rush!

The Ministry's Ontario Healthcare Financial and Statistical (OHFS) system is now open for the Trial Balance (TB) submissions from Health Service Providers (HSPs). The last day of submission is on **June 1, 2009**, so please don't wait for the last minute! Submit early to allow enough time to resolve submission errors and get your happy face.

Please review the generated Verification Reports (VF Report) to ensure that the TB data you have submitted matches with your internal financial statements.

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

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

The combined package for CSS Year-end reporting and the Annual Reconciliation Report (ARR) for 2008/09 is now available on the Web Enabled Reporting System (WERS). Please follow the instructions provided with the package for completion.

The Financial Management Branch (FMB) will be holding an informational update, via teleconference, on the 2008/2009 ARR process and invitations have been sent to all CSS HSPs. There are seven sessions offered, beginning April 23, 2009 and ending on April 30, 2009. Please note that all sessions have been filled. All HSPs who have expressed interest in attending have been accommodated into their requested sessions.

Materials and other information will be e-mailed to registered participants shortly. If your organization has not received the original invitation and you are interested in attending, please e-mail Goretti.Cheung@ontario.ca.

CSS OHRS DATA QUALITY EDUCATION SESSIONS

The CSS OHRS Data Quality Education Sessions have been completed (10 live and 2 online sessions). These sessions were delivered from February 2009 through April 2009, wherein a total of 408 participants from 284 HSPs have attended. The 284 HSPs represents 67% of the total Phase 1 and 2 HSPs. The general feedback from participants is that the sessions provided a better understanding about statistical information and it ensures consistency. The sessions also provided an understanding of the value of submitting accurate Trial Balance data as well as having the opportunity to interact with their colleagues during the session.

The CSS MIS Project will communicate with HSPs on specific data quality issues identified pertaining to their Q2 TB submission. A friendly reminder that HSPs should make the necessary corrections in their Year-end TB submission, as appropriate.



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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CHAPTER 10 UPDATES FOR 2009/10

The revised Chapter 10 (v 7.0) is now available in the MOHTLC website! We recommend that all providers review and familiarize themselves with the CSS OHRS reporting information and updates which are highlighted in yellow. Below are some of the update highlights:

- S.61* Head Count statistics is mandatory effective 2009/10
- S.955* Individual Served stat is mandatory for additional FCs (725 82 31, 725 82 33 – 35)
- S.452 60 00 Service Recipient Seen is renamed as Not Uniquely Identified Service Recipient Interactions
- New FC 739 95 05 Community Services Funded by Other Sources effective 2009/10
- Personal Support Worker (PSW) occupational class effective Q3 2008/09

If you have any questions or comments related to the CSS standards, please feel free to send an email to OHRSCSS.moh@ontario.ca.

WHAT'S NEXT FOR PHASE 3 HSPs?

The following outlines the high level steps for Phase 3 HSPs in the coming months:

- Attend OHRS and Chart of Accounts Mapping Training (1-day session)
- Begin Chart of Accounts Mapping
- Attend Trial Balance Submission and OHFS (Ontario Healthcare Financial and Statistical) Training (1-day session)
- Complete user account registration in OHFS and Trial Balance Submission Testing
- Submit regular reporting (TB and WERS) in OHRS format

Chart of Accounts Mapping involves:

1. Mapping of organization's chart of accounts to the required OHRS financial and balance sheet accounts
2. Reviewing of current CSS services and mapping them to the appropriate CSS functional centre
3. Assigning/aligning existing employees to the functional centres
4. Classifying employees to the relevant occupational class (head count reporting)
5. Mapping of the required statistical data to the OHRS statistical accounts
6. Linking all the relevant financial and statistical accounts to functional centres

MICROSOFT DYNAMICS GP SOFTWARE & WEBINAR UPDATES

Software Update

Software training schedules for spring and summer 2009 have been distributed to Phase 1 and 2 organizations. To date, **136** organizations have signed a software license agreement, **75** organizations have completed implementation of the Microsoft Dynamics GP software and **61** organizations are currently in the process of implementing!

Webinar Update

Register **TODAY** for your opportunity to attend our new and improved Webinar to learn more about Microsoft Dynamics GP. The next Webinar will take place on **May 13, 2009**.

To register for software training or an upcoming Webinar, please send an email to: OHRSCSS.moh@ontario.ca.

HUMAN RESOURCES INFORMATION SYSTEMS (HRIS) CSS UPDATE

In early March 2009, *QHR Software's* solution, Quadrant™, was selected to support the HRIS Project, and was communicated to all CSS and CMH&A organizations, Local Health Integration Networks (LHINs), and other stakeholders. Over 100 CSS and CMH&A organizations across the LHINs are currently in the process of implementing the selected HR and payroll software solution.

Included in this implementation process is the required HR and payroll training (3 days for the HR and 2 days for the Payroll courses) of the participating organizational staff. The HRIS training program began in mid-February and continues into late April.

Additional training sessions will be offered as more CSS and CMH&A organizations participate in the implementation of software solution.

For more information please contact: CSS.HRIS.MOH@ontario.ca