

CSS OHRS/MIS Newsletter

Issue 19 June 2009

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CSS OHRS IN ACTION!

Congratulations and Thank You to Phase 1 and 2 Health Service Providers (HSPs) and involved stakeholders for your efforts in achieving another successful year of OHRS implementation! Phase 2 HSPs have completed their first year of Ontario Healthcare Reporting Standards (OHRS) Reporting!

A total of 407 year-end trial balance reports were submitted by Phase 1 and 2 HSPs (representing 94%). Of those that submitted, there are 398 (98%) which have successfully passed all stages of the trial balance submission and proudly got a green happy face!

Here are some comments we received from HSPs regarding support during the submission:

- *This is a note of appreciation to the entire CSS Project staff that have assisted me since February, when I took on my current position. Every single person with whom I have communicated with has been positive, helpful, encouraging and always had an open sense of humour. In the time since I hired a new bookkeeper, you all have been particularly helpful to him as well. We are all amazed at the cooperation and collaboration that you practice. Thank you is not enough but it is meant with the deepest of sentiment!*
- *The statistics officer explained something to me which I have been struggling to grasp through several Trial Balance attempts with great patience, a sense of humour and without making me feel in any way incompetent. It's always easy to complain and we often forget to say thanks. Thanks, I finally "got it"!*
- *Thank you all for your patience and guidance during the YE TB submission process!*

REMAINING YEAR-END OHRS REPORTING

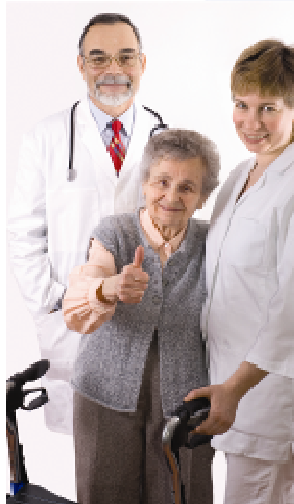
Please complete the Year-End (YE) reporting package and the Annual Reconciliation Report (ARR) on WERS (Web Enabled Reporting System), following the timelines prescribed for these reporting requirements. Refer to the instructions provided with the package for completion.

PHASE 3 OHRS TRAINING IN PROGRESS

Training for Phase 3 CSS organizations on OHRS & Chart of Accounts Mapping and Trial Balance & OHFS Submission are ongoing. An email has been sent to all CSS organizations with the upcoming available training dates, including an OHRS & Chart of Accounts Mapping training session specifically for Phase 3 CSS organizations.

Don't forget! All CSS HSPs are required to submit data following OHRS for Q2 2009/10 in October 2009!

If you have not received the new training schedule or to register for training, please contact us at: OHRSCSS.moh@ontario.ca.



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.

ALL CSS HSPs ARE TO REPORT USING OHRS IN 2009/10

Starting fiscal year 2009/10, all CSS HSPs are expected to submit reporting based on OHRS. Phase 3 HSPs' first Trial Balance submission will be in October 2009 covering the Q2 data for April to September.

For fiscal year 2009/10, you can access the current version of Chapter 10 (v 7.0) from MOHTLC website, www.mohltcfm.com. We highly recommend that all CSS providers download the document along with the related appendices to review and familiarize themselves with the updated CSS OHRS reporting information. Key updates from 2008/09 are highlighted in yellow for easy reference.

Highlights of these updates include:

- Mandatory statistical reporting of S.61* Head Count
- Mandatory statistical reporting is also required for S.955 80 ** Individual Served under FCs 725 82 31 and FCs 725 82 33 – 35
- Renaming of S.452 60 00 Service Recipient Seen to Not Uniquely Identified Service Recipient Interactions
- A new functional centre was created for FC 739 95 05 Community Services Funded by Other Sources
- New occupational class code 75 was created for Personal Support Worker (PSW). Occupational class codes will be required when reporting S.61* Head Count statistics

For questions or comments related to the CSS OHRS Standards, please email us at OHRSCSS.moh@ontario.ca.

MICROSOFT DYNAMICS GP SOFTWARE & WEBINAR UPDATES

Software Update

Sign up **TODAY** for one of our upcoming software training sessions on the financial and statistical management software solution, Microsoft Dynamics GP!

Training is currently being offered to Phase 1 and Phase 2 CSS organizations that have passed an OHRS Trial Balance submission

Training Schedule

The sessions are four days (9am – 4pm) of hands-on training. <i>Participants must attend the full four days.</i>		
Course Date	Location	Registration Deadline
July 20 - 23	Toronto	Tuesday, June 30
July 21 - 24	Kenora	Tuesday, June 30
August 17 – 20	Toronto	Thursday, July 30
August 18 - 21	Niagara	Thursday, July 23

Webinar Update

Register for an opportunity to attend our new and improved Webinar to learn more about Microsoft Dynamics GP.

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

IT'S HERE!

The HRIS project has exciting news – we now have a CD demonstration of the HR and payroll software, Quadrant, available to all CSS organizations! Visit our [website](#) to watch! (demo is located in the box on the right-hand side).

Note: If you have difficulties opening the link and/or demo, as some systems may not accept this format, please contact us and we will be happy to mail you a copy of the CD. Please send us your request by e-mail at CSS.HRIS.moh@ontario.ca and ensure you include your name, organization, and complete mailing address.



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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