

CSS OHRS/MIS Newsletter

Issue 23 - December 2009

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Q3 2009/10 TRIAL BALANCE (TB) SUBMISSION

To all Health Service Providers (HSPs) - Submit early and avoid the rush!

The Web OHFS PRODUCTION Environment will open to accept trial balance submissions on January 11, 2010 at 8:00 a.m. and close on February 7, 2010 at 11:00 p.m.

Please don't wait until the last minute. Submit early to have enough time to resolve submission issues and get your happy face!

Organizations that were unable to submit or have not successfully passed all edit stages in Q2 can test their submission on the OHFS test environment in preparation for the actual Q3 TB submission.

Your designated Statistics Officers (SO) from the CSS MIS Project will continue to support your organization during the TB submission. Please feel free to email our Support Centre (OHRSCSS.moh@ontario.ca) with your questions or to request assistance in resolving submission edit errors.

TB SUBMISSION – EDIT ERROR INTERPRETATION/CORRECTION

When submitting your TB in OHFS, the system validates your data and generates a report of mandatory and optional edit errors for correction. In order to successfully pass submission, all mandatory errors need to be corrected and the TB re-submitted.

To understand the edit error codes indicated in the error report, organizations can refer to the Trial Balance Submission Specifications document (Appendix M) for description and explanation of the specific error codes. Please go to the MOHLTC website (www.mohltcfim.com) - under the MIS Trial Balance Submission Process section) to download a copy of this documentation for reference.

S.61* HEAD COUNT STATISTICS MANDATORY IN Q3 2009/10

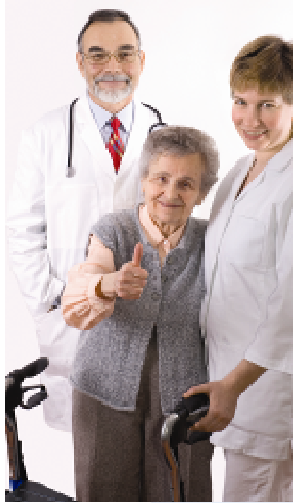
Starting with Q3 2009/10, a mandatory edit rule will be effective in OHFS. Please note that in submitting your TB, the total of S.61* Head Count statistical accounts as reported in all Functional Centres should equal to the total of S.820* Employees by Union/Non-Union accounts as reported under AC 82990 (sum of all S.61* = sum of S.820*). If an employee worked in two Functional Centres, the worked (earned) hours of said employee can be reported in the two Functional Centers using the 80/20 rule, however the head count can only be reported in one Functional Centre where majority of time is spent.

STANDALONE ELDERLY PERSONS CENTRES (EPC) OHRS IMPLEMENTATION

Those organizations providing only the Elderly Persons Centre services will be implementing the Ontario Healthcare Reporting Standards (OHRS) starting fiscal year 2010/11. Specific OHRS reporting requirements of the EPCs are currently under review. Training for Standalone EPCs regarding OHRS reporting is scheduled in February and March 2010. Once arrangements are finalized, a communication including registration details will be sent in due course.

CSS OHRS TRANSITION TO HEALTH DATA BRANCH

With the recent OHRS implementation of Phase 3 CSS HSPs in Q2 2009/10, the transition of OHRS from the Project team to the Ministry's Health Data Branch is now under way. The CSS MIS Project is currently working closely with the Health Data Branch for the OHRS transition to occur in a seamless manner by March 31, 2010. Should you have any questions, please send us an email through our CSS support centre.



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**
- ▶ 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 Health Service 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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2010 CSS DATA QUALITY EDUCATION SESSIONS

The CSS MIS Project, in coordination with the MOHLTC Health Data Branch, will be holding the second round of OHRS Data Quality Education (DQE) Sessions starting in February 2010. The schedules have been coordinated with each of the LHINs and below are the tentative dates of the DQE sessions. Once arrangements are finalized, a communication including registration details will be sent to organizations. **Please mark this date in your 2010 calendar!**

2010	LHIN	Location	2010	LHIN	Location
Feb 9	MH/CentralW	Mississauga	Mar 8	TC/Central	Toronto
Feb 11	NorthSM	Barrie	Mar 10	Champlain	Ottawa
Feb 17	CentralE	Peterborough	Mar 12	TC/Central	Toronto
Feb 18	SouthE	Kingston	Mar 23	NorthE	Sudbury
Feb 23	HamiltonNHB	Hamilton	Mar 25	NorthE	Timmins
Feb 25	WaterlooW	Kitchener	Mar 26	Online	Web/Internet
Mar 1	Online	Web/Internet	Mar 29	NorthW	Thunder Bay
Mar 3	ErieSC	Chatham	Mar 31	NorthW	Dryden
Mar 4	SouthW	London			

Similar to last fiscal year, the CSS Project is now reviewing the Q2 2009/10 TB data for key DQ issues. Once completed, a communication will be sent to relevant HSPs with their noted DQ issues. For the DQE session, attendees are encouraged to bring the DQ communication for discussing with the CSS Project team should assistance or clarification be required for their organization's reporting.

MICROSOFT DYNAMICS GP SOFTWARE & WEBINAR UPDATES

Software Update

Software training schedules for winter 2010 have been distributed to CSS organizations. This software solution will provide CSS organizations of all sizes and scope with a streamlined and automated process for reporting OHRS Trial Balances and also generate customizable reports for internal decision making and planning. Training sessions for Microsoft Dynamics GP are being offered to ALL CSS organizations that have passed an OHRS Trial Balance submission.

Webinar Update

The CSS MIS project is offering a MIS Solution Overview Webinar for CSS organizations to learn more about Microsoft Dynamics GP and has introduced a new MIS Solution Implementation Webinar. This is the next step following the MIS Solution Overview Webinar and will help you to implement Microsoft Dynamics GP within your organization.

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

HUMAN RESOURCES INFORMATION SYSTEMS (HRIS) CSS UPDATE

With 93 organizations now in various stages of implementing the Human Resources Information Systems (HRIS) software solution, Quadrant, the HRIS CSS project is looking ahead to the future.

Next year the project will launch a webinar series designed to introduce the HRIS software, Quadrant, to CSS organizations that want to learn more about the benefits of the software solution. The webinars will be a great opportunity for interested CSS organizations to get the information they need in a convenient and informative manner.

The HRIS project has now trained 425 software users from various organizations across Ontario. In January, the project will expand its training offerings to include Reports Level 1 and HR Suite courses to add to the HR and Payroll courses already on offer.

As well, a 20 minute online tutorial for QHRnet Basic Employee Self-Service and QHRnet Basic for Administrators is expected to be released by early 2010. Look out for more HRIS CSS project updates in 2010. For more information or to join our project contact us: CSS.HRIS.moh@ontario.ca

OCSA's CCIM MIS/HRIS Webpace is live! The Ontario Community Support Association (OCSA) along with the CSS MIS and HRIS CSS projects would like to announce the launch of the new and permanent MIS/HRIS webspace on the OCSA website. The webspace was created to give CSS organizations a snapshot of what is going on here at CCIM. It includes; project profiles, information sheets, newsletters, links to the MIS video testimonials and HRIS Quadrant demo and more. Click here to take a look: <http://www.ocsa.on.ca/ccim/mis-hris/>