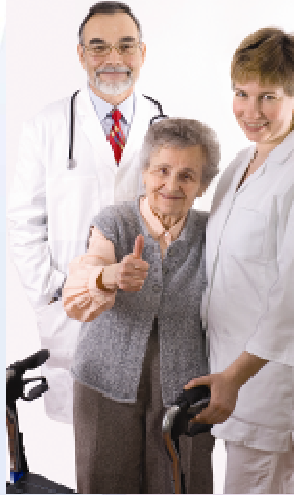


CSS OHRS/MIS Newsletter

Issue 25 – March 2010



**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**
- ▶ **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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CSS MIS/HRIS STEERING COMMITTEE AND OHRS ADVISORY WORKING GROUP MEMBERS

As the Community Support Services (CSS) Ontario Healthcare Reporting Standards (OHRS) has been transitioned to the Health Data Branch as of March 31, 2010, we present below the members of both the CSS Steering Committee and the CSS Advisory Working Group for your information.

CSS Management Information Systems (MIS)/Human Resources Information Systems (HRIS) Projects are governed by the CSS MIS/HRIS Steering Committee which consists of representatives from various CSS organizations, CSS associations, the MOHLTC Health Data Branch and LHINs. The CSS MIS/HRIS Steering Committee provides strategic direction and oversight to the projects that are aimed at assisting CSS organizations with OHRS and the implementation of the MIS and HRIS Solutions.

The CSS MIS/HRIS Steering Committee is in partnership with Community Care Information Management (CCIM) to develop richer, accurate and more informative healthcare data in the CSS sector.

Below are the members of the Steering Committee as of March 2010 and the organizations/associations that they are affiliated with:

Steering Committee	Organization/Association
Beth Martin	Alzheimer Society of Ontario
Natasha Tehranian	CCIM – CSS MIS Project
Choy Sia	CCIM – CSS MIS Project Business Team
John Phillips	CCIM – HRIS Project
Ray Persaud	CCIM – Information Technology
Rohin Bhargava	CCIM Program
Sandra Carpenter	Centre for Independent Living in Toronto
Rick Firth	Hospice Association of Ontario
Hugh Stewart	Independent Living Service Providers
Joe Sherman	LHIN - South East
Kristie Willson/ Rita Yip	MOHLTC Health Data Branch
Sue Hesjedahl	Older Adult Centres' Association of Ontario
Sue Hillis	Ontario Brain Injury Association
Susan Thorning/ Taru Virkamaki	Ontario Community Support Association
Jerry Lucas	Ontario March of Dimes
Carol Williams	Peel Halton Acquired Brain Injury Services
Ray Applebaum - Chairman	Peel Senior Link
Cindy Malcolm	The Canadian Red Cross Society
Ron Lirette	The Dorothy Ley Hospice
Richard McConnell	Victoria Order of Nurses (VON)



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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The Advisory Working Group work closely with the CSS MIS Project in developing and improving OHRS reporting for the CSS sector as well as providing recommendations to the CSS MIS/HRIS Steering Committee. Below are the members as of March 2010 of the Advisory Working Group and the organizations/association that they are affiliated with:

Advisory Working Group	Organization/Association
Beth Martin	Alzheimer Society of Ontario
Ed Montojo	Bellwoods Centres for Community Living Inc.
Lynne Watson	CHATS (Community Home Assistance to Seniors)
Barbara Murcott	Community Care Durham
Sherry Mulholland	Community Care Haliburton County
Choy Sia (Co-Chairman)	CSS MIS Project Business Team
Natasha Tehranian	CSS MIS Project Implementation Team
John Molnar	Dale Brain Injury
Ron Lirette (Co-Chairman)	Dorothy Ley Hospice
Shari Edgar	Lambton Elderly Outreach Incorporated
Ritva Gallant	LHIN - Central East
Michael Buchert	LHIN - Central West
Marie Marchese	MOHLTC - Financial Management Branch
Rita Yip	MOHLTC – Health Data Branch
Warner Clarke	MOHLTC - Provincial Programs Branch
Taru Virkamaki	OCSA (Ontario Community Services Association)
Marsha Wolowich	Palliative Pain & Symptom Management Consultant Network
Cathy Moorhead	Simcoe County Association for the Physically Disabled
Kristine Robertson	The Canadian Red Cross Society

OHRS IMPLEMENTATION UPDATE: STANDALONE ELDERLY PERSONS CENTRES (EPCs)

All organizations providing only Elderly Persons Centres services (Standalone EPCs) will be implementing the OHRS starting Fiscal Year 2010/11. Training sessions for Standalone EPCs regarding the OHRS and 2010/11 Budget Submission were held in February and March 2010. Follow-up OHRS training and Trial Balance submission sessions will be scheduled to start in May and August 2010 respectively. Once schedule and venue bookings are finalized, it will be communicated to organizations along with registration details.

The 2010/11 EPC Budget communication has recently been sent. This communication contained submission process details including reporting deadlines. The EPC budget submission is applicable to all organizations who receive funding for EPC services.

KEY CSS OHRS DATA QUALITY IMPROVEMENTS

Following the data quality (DQ) review of the CSS Q2 2009/10 trial balance (TB) data and the Data Quality Education Sessions conducted by the CSS MIS Project in February and March 2010, below are the highlights of the DQ improvements to keep in mind for Q4 2009/10 TB reporting:

1. Use the appropriate CSS Functional Centre (FC) and Framework (e.g. FC 725*, FC72582/3/4*)
2. Use the Assisted Living Services FC versus Homemaking/Personal Support/Respite /Combined HM/PS/Respite FC properly and submit the appropriate statistics (i.e. resident days for former and hours of care for latter)
3. Use Service Recipient (SR) Food Cost accounts appropriately when food is prepared in-house (F.45005 and F.45100 along with F.12197)
4. Do not report F.430* Plant Supplies and F.435* Plant Maintenance in service FC 725*
5. Do not report F.67500 Public Relations, F.68000 Insurance and F.69000 Volunteer Recognition expenses under service FC 725* (refer to Chapter 10 on exceptions for F.68000)
6. Do not report F.9* Building and Grounds expenses under service FC 725*
7. Report the corresponding F.120* Recovery accounts when SR Category 30 Referred In statistics are used (i.e. when services are performed for other facility that provides payment of service)
8. Use CSS SR category (30, 60, 80) appropriately
9. Report statistics with the appropriate Age Group
10. Use S.452 60 00 Not Uniquely Identified SR Interactions versus S.45* Visits statistics appropriately
11. Under Palliative Care Education FCs, report appropriate Group Statistics S.452 60 00. Do not use S.450*/S.451 Visits or S.455* as individual served are not uniquely identified SRs
12. Report the mandatory client activity statistics under each 725* FCs (refer to Chapter 10)



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Q4/YE 2009/10 TRIAL BALANCE SUBMISSION

In preparation for Q4/YE 2009/10 TB submission, the Ontario Healthcare Financial and Statistical (OHFS) system test environment will be open April 1-15, 2010. Thereafter, OHFS production environment will open to accept actual TB data submission from April 16 to May 31, 2010. HSPs should make necessary corrections of their DQ issues, where appropriate, in their Q4/YE TB submission.

CSS OHRs TRANSITION TO HEALTH DATA BRANCH

The OHRs support for CSS Phases 1, 2 and 3 organizations has been transitioned to the Health Data Branch of the MOHLTC as of March 31, 2010. The CSS MIS Project team has been working closely with the Health Data Branch team to ensure a seamless transition.

With this transition, the CSS MIS Project will discontinue issuing this CSS MIS Newsletter going forward. This issue, therefore, will be the last issue of the CSS MIS Newsletter. Please check the MOHLTCFIM website for information and updates regarding OHRs going forward.

Please feel free to send us an email at OHRSCSS.MOH@ontario.ca should you have any questions regarding this transition.

MIS SOLUTION & WEBINAR UPDATES

MIS Solution Update

We are very excited to announce that our deadline to offer the MIS Solution, free of charge, has been extended to **March 31, 2011**, allowing you to join the over 215 CSS organizations currently implementing the CSS MIS Solution. Register for a training session today!

Webinar Update

The CSS MIS project is offering a MIS Solution Overview Webinar for CSS organizations to learn more about Microsoft Dynamics GP. Sign up today to save your place. As well, don't forget to register for the MIS Solution Implementation Webinar - the next step following the MIS Solution Overview Webinar.

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

HRIS...Coming to an Organization Near You!

The HRIS project has exciting news – we are working hard to engage organizations locally. Beginning in April we will be hosting information sessions at various locations across Ontario. Our first information sessions will be held in the Hamilton Niagara Haldimand Brant (HNHB) LHIN on April 8, 2010 at St. Joseph's Villa and on April 9, 2010 at The Canadian Mental Health Association Niagara. If you are an organization located in the HNHB LHIN and would like to attend one of the information sessions please contact: julia.chatterji@ontario.ca.

As always, the HRIS CSS project continues to make great strides. We now have 109 participating CSS organizations, all in various stages of implementing the HRIS software solution, Quadrant. HR and payroll training as well as new QHRnet training continue to be provided at centres across the province. For more information or to join our project contact us: CSS.HRIS.moh@ontario.ca.

DON'T FORGET to check out the MIS/HRIS webspace on the Ontario Community Support Association's (OCSA) website for project information and updates including; 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/>