Ministry of Education	Ministère de l'Éducation	
Office of the ADM	**Bureau du sous-ministre adjoint**	
Capital and Business Support Division	Division du soutien aux immobilisations	
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Ontario

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MEMORANDUM TO:	Directors of Education
	Senior Business Officials
	Superintendent of Facilities
	Secretary/Treasurers of School Authorities
FROM:	Joshua Paul
	Assistant Deputy Minister
	Capital and Business Support Division
DATE:	January , 2019
SUBJECT:	**2018-19 Provincial Asset Management Survey, and School Level Data Verification – 2018-19 Financial Statements and 2019-20 Estimates/Revised Estimates**

The purpose of this memo is to request school boards and school authorities to complete a survey and for school boards to conduct school level data verification in an effort to support government decision making.

1. **2018-19 Provincial Asset Management Survey** - this is intended to assess facility management practices across the broader public sector and requires input from facilities and planning departments.

2. **School Level Data Verification** - this is intended to ensure that school boards generate funding for all their schools in the 2018-19 Financial Statements and 2019-20 Estimates/Revised Estimates, as well as ensure an accurate and complete inventory of school facilities is maintained. This requires input from school board's School Facilities Inventory System (SFIS) administrators and users.

1. 2018-19 PROVINCIAL ASSET MANAGEMENT SURVEY (Deadline: January 31, 2019)

The Ministry of Education, in partnership with the Ministry of Infrastructure (MOI), is taking steps to improve government-wide information in school boards and across the broader public sector. This is part of a broader effort to improve infrastructure planning processes across government.

As part of this research, we developed a brief survey to get a better understanding of the current asset and accommodation planning practices in the education sector. This survey should take approximately 30 minutes to complete. The link to the survey can be found here **click here**.

To support the completion of the survey, Questions and Answers and a Glossary are attached to the survey.

This survey is a first step in improving asset management practices across the government. The results will guide the government in identifying priorities, establishing a baseline of practices used, and creating appropriate evidence-based policies for asset management.

It is important to note that the results will not be shared with other stakeholders. The results of the survey are for government use only.

Deadline

Please complete the online survey by January 31, 2019. If you have any questions regarding this survey, please contact:
- For Capital Management Practices: Hitesh Chopra
- For Provincial Asset Management Plan: the Ministry of Infrastructure at MOI-IRPD-IRB@ontario.ca.

2. SCHOOL LEVEL DATA VERIFICATION (First Deadline: January 25, 2019; Second Deadline: March 29, 2019)

School Level Data Verification has been updated and is now available in the Education Financial Information System (EFIS) 2.0. To ensure that school boards generate funding for all their schools in the 2018-19 Financial Statements and 2019-20 Estimates/Revised Estimates, as well as ensure an accurate and complete inventory of school facilities, it is essential that school boards verify their school level data and update the SFIS and various ministry systems where applicable.

The file for this year's School Level Data Verification process has been modified to include the following four items:

- Item 1 – Verification of SFIS IDs specifically eligible for school level funding (same format as last year)
- Item 2 – Verification of all other SFIS IDs (existing or proposed)
- Item 3 – Verification of standard naming convention (for SFIS use only)
- Item 4 – Verification of various government realty information

Verification of items 2, 3 and 4 are stand-alone requests for this year. The instructions for completing each item of the file is included in the Excel file under the Guide tab. The Excel file is now available for download in EFIS 2.0 under "Facilitating Documents",

which is available through the "Explore" button. The download process is described in Appendix A of the [EFIS 2.0 User Guide](#) from pages 142 to 143.

Item 1 – Verification of SFIS IDs specifically eligible for school level funding

The SFIS ID records verified by school boards in Item 1 will be used by the ministry to determine schools that are eligible for school level funding purposes and assign the School Type in 2018-19 and 2019-20.

The final list of funding eligible schools for 2019-20 will be reflected in the school level input form of EFIS 2.0 when the 2019-20 Estimates forms are released. This list will be used to allocate school level funding for the 2019-20 Estimates/Revised Estimates. The next opportunity for school boards to revise this list will be in the 2019-20 Financial Statements as part of next year's school level data verification process.

The final list of funding eligible schools for 2018-19 will be sent to school boards for verification by the end of April 2019. School boards should contact the ministry's Finance Officer for any discrepancy and approve the list by June 14, 2019. Further details will be available when the 2018-19 list is ready. This will be used for school-based funding calculations in the 2018-19 Financial Statements.

Please note that the School Type assigned to schools are still subject to relevant changes as information, such as, school enrolment and Geographic Information System (GIS) information are updated in-year. School-based funding includes:

- School Operations and School Renewal Grant
- Top-up Allocation for Declining Enrollment
- School Foundation Allocation
- Supported Schools Allocation
- Actualisation linguistique en français (ALF)
- Parent Engagement Allocation
- Library Staff Allocation

School boards are requested to review all the records listed in Item 1 to ensure that school data is correct. Please note that:

- All changes made in SFIS must be in collaboration with the SFIS Team.
- Board School Identifiers (BSIDs) must be obtained through the Ontario School Information System (OnSIS) and added to SFIS appropriately.
- The SFIS Team will update the GIS as necessary.
- An SFIS ID must have only one BSID at any given time.

If the data record for a school is not correct or if school data is missing, school boards should make the correction(s) in the appropriate ministry system, as well as indicate the changes in the file according to the instructions in the Guide (EN) tab.

Only schools with a status of "Open" in SFIS will be included in the final list of schools

for 2018-19 Financial Statements that are eligible for school and facility level funding and uploaded into EFIS.

Schools with a status of "Open" or "Under Construction" in SFIS will be included in the list of schools for 2019-20 Estimates/Revised Estimates, eligible for school and facility level funding and loaded into EFIS.

As some of the school level data may take time to process, such as applying for a BSID or mapping of a school in GIS for school distance calculation purposes, school boards are advised to start the updating process for new schools as soon as possible if it has not yet been done. The ministry understands that some data, such as postal codes, may not be available at the time of the verification; however, school boards should update the systems with what is available at the time, while waiting for the complete information to become available.

Item 2 – Verification of all other SFIS IDs (existing or proposed)

Item 2 requires review and verification of all other SFIS IDs not covered by Item 1, such as entries for the following panels: Continuing Education, Administrative, Care and Treatment, etc. to ensure a complete and accurate inventory of school facilities. School boards must verify this list, for enhancing and aligning the functionality of SFIS with other systems including OnSIS, EFIS, VFA. Facility and the Utility Consumption Database (UCD), as well as ensuring data integrity for the future Education Capital Information System (ECIS). This will increase reporting capabilities and transversal usability of data between systems.

Item 3 – Verification of standard school naming convention (for SFIS use only)

As per the ECIS (SFIS Modernization) Update from February 13, 2017, the SFIS Team will change SFIS naming convention to standardize and simplify the display of school names to make sure that they are consistent and are properly migrated into the new system (ECIS). Attributes in the school names (such Elementary or Public) that are captured in other data fields (such as Panel) will be removed from the school names. We are using this verification process to receive feedback from school boards on standard school naming convention proposed by the ministry for use in SFIS.

Item 4 – Verification of various government realty information

The government is in the process of compiling a complete and accurate picture of Ontario's financial position. A key component of this exercise is understanding what realty is currently under control of ministries, agencies and the broader public sector. For this purpose, school boards are required to provide building and site information for:

- the rentable area (m^2) within each school board owned building,
- whether the building has any heritage significance, and
- the number and type of flags displayed on masts or poles at each school site.

Deadline

The School Level Data Verification has two deadlines this year:

- Item 1 and 4 – January 25, 2019
- Item 2 and 3 – March 22, 2019

At each submission, please provide the verified Excel list with all required edits. Please ensure that all changes to OnSIS and SFIS are completed and included in the Excel list for each item.

Please note that the SFIS Team is available for support throughout this process. All files must be returned by email to CPPB-SFIS.Support@ontario.ca. Please copy Alexandre Beaudin.

<u>CONTACTS</u>

For further information please contact:

For SFIS support	CPPB-SFIS.Support@ontario.ca cc: Alexandre.Beaudin@ontario.ca
For OnSIS support	ONSIS_SISON@ontario.ca
Hitesh Chopra, Manager School Capital Policy Unit	416-325-1887 Hitesh.Chopra@Ontario.ca
Alexandre Beaudin, Manager Capital Policy and Program Support Unit	647-464-0920 Alexandre.Beaudin@ontario.ca
Colleen Hogan, Director Capital Policy Branch	416-325-1705 Colleen.Hogan@ontario.ca

Sincerely,

Original signed by:

Joshua Paul
Assistant Deputy Minister
Capital and Business Support Division