

Family Instructions on Completing Support Programs the 2014 Financial Statements in EFIS 2.0

Purpose

The financial statements submission for the Family Support Programs will serve to identify the level of services provided and the associated expenditures and revenues incurred by your entity for the fiscal year of January to December 2014.

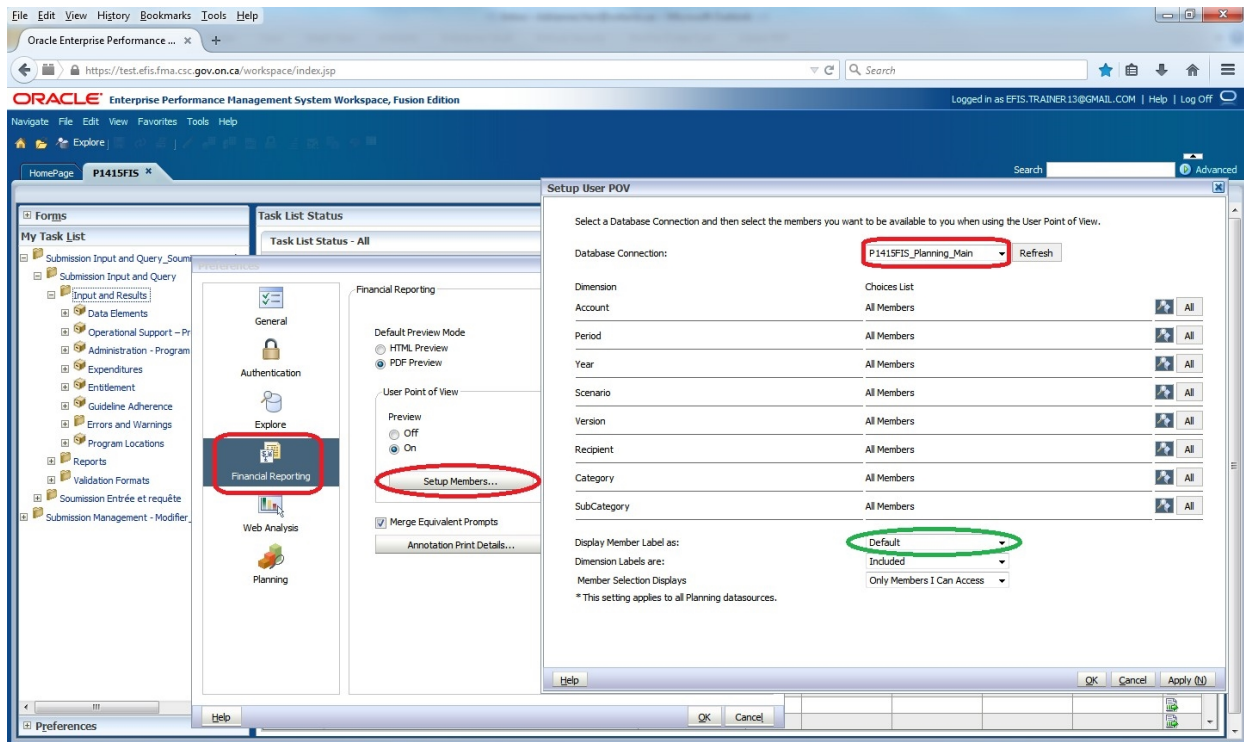
To Start

Please log into EFIS 2.0 with your user ID log-in information (it is the same log-in information for child care purposes).

Once you have successfully entered into EFIS 2.0, please select the correct application for the Family Support Programs: **P1415FIS**.

Once the correct application has been selected, please note that **at the start of each new reporting cycle** in EFIS 2.0, a one-time set up process is required prior to commencing your reporting.

1. Under FILE → Select Preferences
2. Select Financial Reporting → Click Setup Members
3. Select the correct reporting application from the “Database Connection” drop down menu
4. Using the drop down menu, set the “Display Member Label as:” **DEFAULT**
5. Click on Apply and OK.



Please note that there are no file-naming requirements for submissions completed in EFIS 2.0. In order to submit your file, simply promote your “Recipient Working Version” to “Active” status.

REPORTING IN EFIS 2.0

The Financial Statements Submission Task List is broken down into the following categories:

1. Submission Inputs and Query

- a. **Inputs and Results:** This section is comprised of all of the schedules that must be completed to file the submission to the Ministry
- b. **Reports:** Selecting a report allows you to print schedules, export data to excel, and save schedules as PDF files in a report format.
- c. **Validating Forms:** Validation formats are summarized for each schedule; each cell within a schedule is defined by the allowable inputs for the relevant schedule.

2. Submission Management

- a. **Version Description and Summary:** This area lists all of the different versions of the file and the applicable notes.

- b. **Flag Submission for Approval:** The submission must be flagged to enable the approval.
- c. **Validate and Promote for Approval:** All entered data in the submission is validated and once all errors and warning are corrected, the file is ready for approval.

SUGGESTED ORDER OF ENTRY

It is recommended that the submission is completed in the order in which it appears within the application i.e. commence with the first schedule in the Task List: Data Elements, Operational Support – Program Staff, Administration Program Staff, etc. **Please ensure that the “Guideline Adherence Confirmation Schedule” is completed.** Once all the schedules have been finalized, the Certificate and Entitlement Page must be printed from the REPORTS section, signed, and sent in (mailed/ scanned & emailed) to the Ministry.

STEPS FOR COMPLETION

Step #1 Data Elements

PURPOSE

The Data Elements Schedule captures information on data elements related to Family Support Programs (FSP).

HOW TO COMPLETE

In EFIS 2.0, under **SUBMISSION INPUT AND QUERY → INPUT AND RESULTS**, select: "Data Elements"

Report the service levels for:

- Visits Made by Parents or Caregivers
- Children Served
- Parents / Caregivers served
- Professionals in Workshops or Seminars
- Referrals
- Protocols / Official Linkages
- Parents or Caregivers in Workshops or Seminars
- Hours of Training, Workshops, Media Events or Conferences
- Programs FTEs (*Please enter only the FTE for the DAC associated with A466 – Data Analysis Coordinators; no other FTEs should be included here.)

for the Family Support Programs listed, where applicable:

- A386: Delivery Agent, Resource Centres
- A462: Ontario Early Years Centres
- A466: Data Analysis Coordinators

***TIP!**

Data elements on this page are required to be entered with no decimal places. The exceptions to this rule are as follows:

FTE, # of hours of Training Workshops, Media Events or Conferences, allow for 2 decimal places.

Step#2 Operational Support – Program Staff

PURPOSE

This schedule collects data regarding the number of staff, the full-time equivalency (FTE) of staff, as well as salaries and benefits of individuals who provide **operational support** to Family Support Programs.

HOW TO COMPLETE

Under **SUBMISSION INPUT AND QUERY → INPUT AND RESULTS**, select:

“Operational Support – Program Staff”

For each applicable Family Support Programs listed that is provided by your entity complete the following fields:

- Description of the Program Staff, i.e.: Title/Position
- The number of individuals in that position
 - A whole number is required to designate an individual whether he/she is full-time or part-time
- Their Full-Time Equivalency (FTE)
 - *Please see below for FTE calculation*
- Their salary
 - Salaries include the following: payments to all full-time, part-time, temporary, occasional, summer or other employees. Included in this account line are premium pay, overtime pay, vacation pay, and other direct monetary compensation paid to employees. Ensure that you have not included benefits in this column.
- The total sum of expenditures for supply and relief purposes for program staff
 - *Examples of expenditures to be included in this line are wages for supply/relief staff*
- The total sum of benefit expenditures per program for all staff listed;
 - This line includes mandatory benefits (e.g. CPP, EI, and EHT), benefit plan costs (e.g. ADD, LTD, extended health, dental) as well as other

benefits (e.g. WSIB, maternity top-up). Benefits are reported in aggregate in the “Benefits Subtotal” column.

FULL – TIME EQUIVALENCY (FTE) CALCULATION

$$= \frac{(\# \text{ hours worked during the year})}{(\# \text{ hours worked during the year})}$$

For example, if a part-time person works for 15 hours every week, their FTE = 0.43 FTE

$$\frac{(15 \text{ hours} \times 52 \text{ weeks})}{1820 \text{ hours/year}}$$

In deciding if the staffing should be reported in this schedule or the “Administration – Program Staff” Schedule, ask the following question:

“Would the position still exist if the Family Support Program closed?”

If the position would continue to exist, report the position in the “Administration – Program Staff” Schedule, otherwise report them here, in the “Operational Support - Program Staff” Schedule.

***TIP!**

An error message will result if the FTE of staff reported exceeds the number of staff entered, per line.

Please note that ALL error messages will need to be cleared in order to promote your submission to active.

Step #3 Administration – Program Staff

PURPOSE

This schedule collects data regarding the number of staff, the full-time equivalency (FTE) of staff, as well as salaries and benefits of individuals who provide **administrative support** to Family Support Programs.

Any administration costs that can logically be assigned to administering Family Support Programs are considered administration costs. This is the schedule where staffing charge backs from central departments (e.g. IT, HR, Finance, etc.) should be included.

Where possible, the number of staff and FTE for these charge back costs should also be provided in this schedule.

HOW TO COMPLETE

Under **SUBMISSION INPUT AND QUERY → INPUT AND RESULTS**, select:

“Administration – Program Staff”

Please follow the same steps as those identified in Step #2 (above) to report the number of staff, the full-time equivalency and the salary and benefit costs.

In deciding if the staffing should be reported in this schedule or the “Operational Support – Program Staff” Schedule, ask the following question:

“Would the position still exist if the Family Support Program closed?”

If the position would continue to exist, report the position in this schedule.

***TIP!**

An error message will result if the FTE of staff reported exceeds the number of staff entered, per line.

Please note that ALL error messages will need to be cleared in order to promote your submission to active.

Step # 4 Expenditures

PURPOSE

This schedule captures information on gross expenditures and revenue streams for Family Support Programs (FSP) by detail code.

HOW TO COMPLETE

Under **SUBMISSION INPUT AND QUERY → INPUT AND RESULTS**, select:

“Expenditures”

This schedule is broken down into three sections as follows:

- Section 1: Operational Expenses
- Section 2: Administration Expenses
- Section 3: Offsetting Revenue

The sections are further broken down into different categories. Expenditures are to be reported in the appropriate categories in which the actual expense was incurred.

The administrative salaries are carried over from the “Administration – Program Staff” Schedule. The “Operational Support – Program Staff” salaries are to be input in this schedule.

Please note that the sum of lines:

- Salaries & Benefits – Line Personnel &
- Salaries & Benefits – Management and Operational Support

should equate to the Program Staff Total found on the “Operational Support – Program Staff” Schedule.

The 10% limit on the administration expenses for the Family Support Programs is calculated after applying the other Administration offsetting revenues to the Administration expenses.

Ministry of Education has undertaken a modified status-quo approach for expenses reporting. As such, for consistency purposes, the entities are required to follow the prior guidelines when deciding which line to report certain expenses. For further questions, please contact your Financial Analyst.

*A **warning message** will appear in the Warnings page if expenses are reported under a program that has no allocation. You will still be able to promote your submission with warning messages.

GROSS EXPENDITURES

Gross expenditures are defined as total expenses regardless of whether the funding is provided by the Ministry, municipal contributions, or other offsetting revenues.

All expenditures for Family Support Programs, irrespective of the funding source, must be included in this schedule.

Step # 5 Entitlement

PURPOSE

The Family Support Programs funding entitlement is calculated in this schedule. The levels of expenditures, cost sharing requirements and financial flexibility as per the policies set out in the Ontario Child Care Service Management Funding Guideline – 2014, are all taken into consideration when calculating the entitlement.

This schedule consists of 3 sections:

- Full Flexibility Entitlements
- Limited Flexibility Entitlements
- No Flexibility Entitlements

HOW TO COMPLETE

Under **SUBMISSION INPUT AND QUERY → INPUT AND RESULTS**, select:

“Entitlement”

There is no data entry required for this schedule as all the required data has been pre-loaded or is derived from other schedules within the submission. The allocation for the Family Support Programs should be checked against Schedule B of your signed Service Agreement. Expenses found in this schedule are pulled from the Expenditure Schedule of this submission.

Section 1 – Full Flexibility Entitlements

This section calculates the entitlement for the 3 detail codes that have full financial flexibility;

A462 – OEYCs, A466 – DACs, A525 – ECD Planning.

- The entitlements for these detail codes are calculated as the **lesser of the allocation and the respective adjusted gross expenditures** presented in the Expenditures Schedule.
- Any aggregate surplus of unused allocation from this section can be applied to Section 2 – **Limited Flexibility Entitlements**, only if there is an allocation in Section 2.
- The application of the flexibility is shown in the “Application of Flexibility” column.

Section 2 - Limited Flexibility Entitlements

This section calculates the entitlement for the **A525 – ECD - Aboriginal allocation**, which has exception to full financial flexibility.

- The entitlement for this detail code is calculated as the lesser of the allocation and the adjusted gross expenditures presented in the Expenditures Schedule.

Section 3 – No Flexibility Entitlements

This section calculates the entitlement for the 2 detail codes that have no flexibility; **A386 – Delivery Agent, Resource Centres**, and **A386 – TWOMO**.

- TWOMO is a claims-based program; the TWOMO entitlement is calculated as the greater of the allocation and the TWOMO amount reported in the Expenditures Schedule.

Step # 6 Guideline Adherence

PURPOSE

The section requires that your entity attest that it is in compliance with the service agreement in effect with the Ministry of Education and that the expenditures that have been incurred have been used for supporting Family Support Programs as detailed in this submission.

HOW TO COMPLETE

Under **SUBMISSION INPUT AND QUERY → INPUT AND RESULTS**, select:

“Guideline Adherence”

- Please read the warning on guideline adherence and confirm whether or not your submission is in compliance by selecting “YES” or “NO”. A selection must be made in order to promote your file to active status.

The screenshot shows a web form with a table titled "Warning on Guideline Adherence". The table has four rows: "Description - English" with the text "I hereby attest that we are in compliance with the service agreement in effect between the Recipient and ..."; "Description - French" with the text "FR_I hereby attest that we are in compliance with the service agreement in effect between the Recipient and ..."; a row with a single dot "."; and "Guideline Adherence Confirmation". A red circle highlights a dropdown arrow in the "Guideline Adherence Confirmation" row. Below the table is a "Contact Person" section with fields for Name, Title, Telephone, and Email Address. A dropdown menu is open, showing options "No / Non" and "Yes / Oui", with "Yes / Oui" highlighted by a red box.

Warning on Guideline Adherence	
Description - English	I hereby attest that we are in compliance with the service agreement in effect between the Recipient and ...
Description - French	FR_I hereby attest that we are in compliance with the service agreement in effect between the Recipient and ...
.	.
Guideline Adherence Confirmation	

Contact Person	
Name	
Title	
Telephone	
Email Address	

Entries

Name

No / Non

Yes / Oui

- Next, please enter under “Contact Person”, the contact information of the individual who is best able to answer any questions in regards to the information entered in this submission. Should your Financial Analyst have any questions pertaining to this submission, this is the person your Financial Analyst will be contacting.
- Under “Signing Authorities 1” and “Signing Authorities 2”, enter the contact information of 2 individuals who have the authority within your entity to bind the financial information entered in this EFIS submission to the Ministry. Examples of

signing authorities are, Manager of Finance, Finance Director, Council Member, member of the Board of Directors, President, etc.

Step # 7 Errors and Warnings

PURPOSE

This section of the Financial Statements Submission has been created in order to streamline the review procedures that are performed by the Ministry's Financial Analysts during the review process. By including them in the submission document set, your entity has the ability to correct any inconsistencies prior to activating the submission. This will expedite the Ministry's review process and minimize the number of queries that will require follow-up with your entity.

HOW TO COMPLETE

Under **SUBMISSION INPUT AND QUERY → INPUT AND RESULTS**, select:

“Errors and Warnings”

- Select “Warnings” and follow-up on all items where a “YES” cell is highlighted in red and provide an explanation in the Warning Explanation column in order to promote the file to active.
- Select “Errors” and if there is a “YES” cell highlighted in red at the top, there is an error that must be cleared within the submission. Please identify the error listed in this schedule and correct the error by referring back to the specific schedule. A definition of the error is provided in the description column.

***TIP!**

You submission cannot be promoted to “ACTIVE” status until all ERROR messages have been addressed and cleared.

Step # 8 Program Locations

PURPOSE

The Ministry of Education would like to collect data in regards to where Family Support Programs are located throughout the province.

HOW TO COMPLETE

Under **SUBMISSION INPUT AND QUERY → INPUT AND RESULTS**, select:

“Program Locations”

- In this schedule, please include the locations of ALL sites where FSP programming is offered and supported by funding from the Ministry of Education.
- The addresses entered should be easily searchable through an internet search engine such as Google Maps.

Step # 9 Submission Management

PURPOSE

The submission management area will allow you to validate your file and promote it for submission to the Ministry.

HOW TO COMPLETE

Under “**Submission Management**”, select Submission Management and expand the folder by clicking on the “+” sign. The folder will expand and reveal 3 task boxes:

1. **Version Description and Summary:** This area allows you to manage the various versions of the file. Ensure the correct data is populated into the “Recipient Working Version” as this will be the file submitted to the Ministry.
2. **Flag Submission for Approval:** “YES” must be selected in the highlighted cell to answer the question “*Are you sure you want to promote the current Submission for approval?*” The current submission will be the “Recipient Working Version”.
3. **Validate and Promote for Approval:** The process to validate and promote submission for approval is as follows:

- Click on the file name under the header: “Planning Unit”
- Click on “Actions”
- Select “Validate”; if the sub-status column shows “Invalid Data”, you must click on “Invalid Data” and correct the listed errors. If the sub-status column shows “Validated”, proceed to the next step.

*** Please ensure that you click on the actual file name under “Planning Unit” and that it is physically selected.**

- Click on “Actions”
- Click on “Change Status” and select “**Promote**”
- Click on “Ok”
- The submission is promoted and flagged for the Approver. The file is now “read only” for the Modifier and the Modifier can no longer enter/edit data in the file.

- The **Approver** will then log into EFIS, review, and change the status to “Approve” in order to submit the EFIS file to the Ministry.

***IMPORTANT!**

The REPORT for the ENTITLEMENT Schedule must be printed from the ACTIVE EFIS submission, and signed by 2 members of your entity who have signing authority.

The signed report must be sent to the Ministry either through the mail or by email (scanned).

FSP Reporting

After completing steps # 1 – 9, the data in the submission file should be complete.

You are now required to send in the following **REPORTS** (either hard copy or scanned copy) of the following sections of your **active 2014** Financial Statements EFIS 2.0 submission:

- Signed Certificate; and
- Signed Schedule 3.1

(To print the reports, under SUBMISSION INPUT AND QUERY REPORTS and select the reports you wish to print.)

Please mail the relevant forms or scan and e-mail them, by May 29th, 2015 to:

Manager
Child Care Finance Unit
Financial Analysis & Accountability Branch
20th Floor, Mowat Block, 900 Bay Street
Toronto, Ontario
M7A 1L2
OR
childcarefunding@ontario.ca

Once a submission is promoted to “Active” status, your entity has formally submitted their 2014 Financial Statements - EFIS 2.0 file to the Ministry of Education.