Working with Education Finance Information System (EFIS) and Ontario Child Care Management System (OCCMS)

Financial Submissions Tip Sheet

This tip sheet is an optional tool to assist CMSMs and DSSABs in completing their 2015 Financial submissions. We recognize that CMSMs and DSSABs may have alternative mechanisms in place that assist them in providing the information required in financial submissions. If you have questions about the EFIS financial submission, please contact your Financial Analyst. If you have questions about the use of OCCMS in the context of the funding framework and reporting requirements, please contact the OCCMS team.

Schedule 1.1- Contractual Service Targets

The ministry advises that data elements outlined in Schedule 1.1 include targets to be achieved using the funding in the service agreement (Budget Schedule) which includes both provincial and municipal cost shares.

Targets should include children supported through:

- Provincial Funding

- Municipal Cost Share Requirement

- Mitigation Funding

EFIS Requirement	EFIS Data Element	OCCMS Reference to Gather Data Required
Service Target #1 *Fee Subsidy*	Add the total Average Monthly Number of Children Served in each age group: • Infants, toddlers, preschoolers, JK, SK, school age, Include FDK before and after in Fee Subsidy line by age group • Include monthly average number of children served in Recreation in Column 9	R081 – Provincial Monthly Average Number of Children Served by Age Group and Funding Source Fee Subsidy • Subtract the number of children listed in the School Age Recreation column from the number of children listed in the School Age column • Add the number of children by age group for the following funding sources: • Extended Day Fee Subsidy • Fee Subsidy Recreation • Enter the number of children from the School Age Recreation column for the following funding sources: • Extended Day Fee Subsidy • Fee Subsidy
Service Target #2 *Special Needs Resourcing*	Add the total Average Monthly Number of Children Served in each age group: • up to and including SK and school age	Currently, there are no reports in OCCMS that capture this information.

EFIS Requirement	EFIS Data Element	OCCMS Reference to Gather Data Required
Service Target #3 *Ontario Works and LEAP*	Add the total Average Monthly Number of Children Served in OW and LEAP Formal/Informal in each age group: • Formal- infants, toddlers, preschoolers, JK, SK and school age • Informal- total average monthly	R081 - Provincial Monthly Average Number of Children Served by Age Group and Funding Source Ontario Works/LEAP Formal • Subtract the number of children listed in the School Age Recreation column from the number of children listed in the School Age column R082 – Provincial Monthly Average of Children Served - Informal Ontario Works Informal

Schedule 1.2- Schedule of Other Data Elements

The ministry advises that data elements should include all child care service data (data reported in Schedule 1.1 and 100% municipally funded service) to align with adjusted gross expenditures (which include all funding sources). By including a projection which aligns with actuals, it will reduce variance reporting between estimates and actuals. Data Element (Projections/Actuals) should include children supported through:

• Provincial Funding

• Municipal Cost Share Requirement

• Mitigation Funding

• 100% Municipal Funding (if applicable)

• Other sources of funding not outlined in the ministries service agreement

EFIS Requirement	EFIS Data Element	OCCMS Reference to Gather Data Required
Fee Subsidy	Total Number of Children Served, Unduplicated - Regular	R049 – Statistical Report – Provincial YTD Requirements (Directly Operated/Profit/Non- Profit) • add the total number of children each month, for the following funding sources: • 100% Municipal (if applicable) • Extended Day Fee Subsidy • Fee Subsidy Note: Recreation children are included within the funding sources
Fee Subsidy	Total Number of Children Served, Unduplicated - in Recreation Programs	R087 – Statistical Report – Provincial YTD Requirements - Recreation • add the total number of children served each month for the following funding sources: • 100% Municipal (if applicable) • Extended Day Fee Subsidy • Fee Subsidy
Ontario Works/LEAP Formal	Total Number of Children Served, Unduplicated- OW/LEAP Formal	R049 – Statistical Report – Provincial YTD Requirements (Directly Operated/Profit/Non- Profit)
Ontario Works/LEAP Informal	Total Number of Children Served Unduplicated – OW/LEAP Informal	R051 – Informal Summary by Funding Source
Special Needs Resourcing	Total Number of Children Served Unduplicated	Currently, there are no reports in OCCMS that capture this information.
Special Needs Resourcing	Number of Children Served- Recreation	Currently, there are no reports in OCCMS that capture this information.
General Operating Grant	Number of Full Time Equivalent (FTE) Staff	R110 – General Operating Grant FTEs and Licensed Spaces

EFIS Requirement	EFIS Data Element	OCCMS Reference to Gather Data Required
		• add the number of FTEs for centre based and home based
Special Needs Resourcing	Number of Full Time Equivalent (FTE) Staff	R075 – Special Needs FTE • add the total number of FTEs

Schedule 2.3 – Adjusted Gross Expenditures

EFIS Requirement	OCCMS Reference to Gather Data Required
General Operating	R103 – EFIS Reporting (2.3) Expenditures – Monthly and YTD • expenditures by non-profit, profit, directly operated
Fee Subsidy – Regular	R103 – EFIS Reporting (2.3) Expenditures – Monthly and YTD • add the totals for the following funding sources: • Fee Subsidy • Extended Day Fee Subsidy • expenditures by non-profit, profit, directly operated
Fee Subsidy- Recreation	R103 – EFIS Reporting (2.3) Expenditures – Monthly and YTD • expenditures by non-profit, profit, directly operated
Ontario Works/LEAP Formal	R103 – EFIS Reporting (2.3) Expenditures – Monthly and YTD • expenditures by non-profit, profit, directly operated
Ontario Works/LEAP Informal	R103 – EFIS Reporting (2.3) Expenditures – Monthly and YTD • expenditures by non-profit, profit, directly operated
Pay Equity – Memorandum of Settlement	R103 – EFIS Reporting (2.3) Expenditures – Monthly and YTD • expenditures by non-profit, profit, directly operated
Special Needs Resourcing	R103 – EFIS Reporting (2.3) Expenditures – Monthly and YTD • expenditures by non-profit, profit, directly operated
Repairs and Maintenance	R103 – EFIS Reporting (2.3) Expenditures – Monthly and YTD • expenditures by non-profit, profit, directly operated
Play-Based Material and Equipment	R103 – EFIS Reporting (2.3) Expenditures – Monthly and YTD • expenditures by non-profit, profit, directly operated
Capacity Building	R103 – EFIS Reporting (2.3) Expenditures – Monthly and YTD • expenditures by non-profit, profit, directly operated
Transformation	R103 – EFIS Reporting (2.3) Expenditures – Monthly and YTD • expenditures by non-profit, profit, directly operated
Miscellaneous	R103 – EFIS Reporting (2.3) Expenditures – Monthly and YTD • expenditures by non-profit, profit, directly operated
Capital Retrofits	R103 – EFIS Reporting (2.3) Expenditures – Monthly and YTD • expenditures by non-profit, profit, directly operated
Small Water Works	R103 – EFIS Reporting (2.3) Expenditures – Monthly and YTD • expenditures by non-profit, profit, directly operated

** All other areas of Schedule 2.3 expenditures do not currently have reports available in OCCMS.

Additional Notes on Targets:

• The ministry does not require CMSMs/DSSABs to report service data related to children who are provided service through full fee paying parents (e.g. if CMSMs/DSSABs directly operate a program); if a CMSM/DSSAB chooses to include these children, please provide the details in the notes section. If schedules 1.1 and 1.2 cannot be completed as indicated above, a notes section has been included in EFIS to notify the ministry of how a CMSM or DSSAB   has calculated their projections/actuals service targets.

NEW Reporting Requirements in 2015-16

Schedule 4.3 – Wage Enhancement Service Data

EFIS Requirement	EFIS Data Element	OCCMS Reference to Gather Data Required
Wage Enhancement	Reporting requirements by auspice. • Number of RECE FTEs receiving a full wage enhancement; • Number of Supervisor FTEs receiving a full wage enhancement; • Number of Non-RECE FTEs receiving a full wage enhancement; • Number of RECE FTEs receiving a partial wage enhancement; • Number of Supervisor FTEs receiving a partial wage enhancement; • Number of Non-RECE FTEs receiving a partial wage enhancement; • Number of PHDC providers receiving a full HCCEG; • Number of PHDC providers receiving a partial HCCEG; and • Number of licenced child care programs receiving wage enhancement/HCCEG funding.	R108 – General Operating and Wage Enhancement – YTD Activity • Number of licensed child care programs receiving Wage Enhancement/HCCEG funding

Schedule 4.3 – Wage Enhancement Financial Data

EFIS Requirement	OCCMS Reference to Gather Data Required
Wage Enhancement (reported for Revised Estimates)	R108 – General Operating and Wage Enhancement – YTD Activity • YTD expenditures • Number of contracts • Number of schedules (programs)
Wage Enhancement (reported for Financial Statements)	

Schedule 4.2 – Per Diem Rates

EFIS Requirement	OCCMS Reference to Gather Data Required
Per diem rates paid by CMSM/DSSAB (minimum, maximum and average – full and part-time)	Currently, there are no reports in OCCMS that capture municipal or market rate information.
Fees charged by operators, centre and home-based, that hold purchase of service agreements with the CMSM or DSSAB	

EFIS Requirement	OCCMS Reference to Gather Data Required
(minimum, maximum and average – full and part-time).	