

Family Support Programs

Instructions on Completing Support
Programs the 2016-17 Interim Report in
EFIS 2.0

Purpose

The Interim Report submission (previously known as Revised Estimates submission) for Family Support Programs serves to identify the level of services provided and the associated expenditures and revenues for the current fiscal year, as follows:

- **Interim Actuals** – Actual service levels, expenditures and revenue allocations for the first 6 months of your reporting year.
- **Projections** – Projected service levels, expenditures and revenue allocations from the second half of your reporting year, i.e. the second 6 months.

To Start

Please log into EFIS 2.0 with your user ID log-in information

Once you have successfully logged into EFIS 2.0, please select the correct Interim Report application for the Family Support Programs: **P1617RES**.

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. Refer to Step #9 for more details.

REPORTING IN EFIS 2.0

The **My Task List** section is broken down into the following categories to help you complete your submission:

1. Submission Input and Query

- **Input and Results:** This section is comprised of all of the schedules that must be completed in order to file the submission to the Ministry
- **Reports:** Selecting a report allows you to print schedules, export data to excel, and save schedules as PDF files in a report format.
- **Validation Forms:** Validation formats are summarized for each schedule i.e. Validation forms provide a detailed explanation of each cell within a schedule as to what are the allowable inputs for the relevant schedule.

2. Submission Management

- **Version Description and Summary:** This area lists all of the different versions of your file and the applicable notes.
- **Copy Data to Recipient FA Viewable Version:** This function allows you to make a copy your submission so that your Financial Analyst (FA) can view your submission.
- **Flag Submission for Approval:** The submission must be flagged to enable the approval.
- **Validate and Promote for Approval:** All entered data in the submission is validated and once all errors and warning are corrected, the file can be promoted for approval.

INPUTS & RESULTS: SUGGESTED ORDER OF ENTRY

It is recommended that the Interim Report submission is completed in the order in which the schedules are listed under the “Input and Results” section, i.e. start with the first schedule, Data Elements, Operational Support – Program Staff, Administration - Program Staff, Expenditures, etc.

Please ensure that the “Guideline Adherence Confirmation Schedule” is completed.

Once all the schedules have been finalized, print both the Certificate, Expenditures and Entitlement from the “Reports” section, have these 3 reports signed by 2 signing authorities and please send them to the Ministry (by e-mailing scanned copies to childcarefunding@ontario.ca).

Step #1 Data Elements

PURPOSE

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

HOW TO COMPLETE

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

The “Data Elements” schedule is divided into the following three tabs:

- **Data Elements – Interim Actuals:** Report **actuals** for the 6 month period from April 1, 2016 to September 30, 2016
- **Data Elements – Projections:** Report **projections** for the 6-month period from October 1, 2016 to March 31, 2017
- **Data Elements:** Automatically calculates the total of Interim Actuals and Projections for the Fiscal Period April 1, 2016 to March 31, 2017

In both the Interim Actuals and Projections tabs, report service levels for each applicable Family Support Program provided by your entity:

- Visits Made by Parents or Caregivers
- Children Served
- Visits Made by Children
- Parents or Caregivers Served
- Families Served
- Professionals in Workshops or Seminars
- Referrals
- Protocols or 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*)

***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”

The “Operational Support – Program Staff” schedule is divided into the following three tabs:

- **Op. Support – Interim Actuals:** Report actuals for the 6 month period from April 1, 2016 to September 30, 2016
- **Op. Support – Projections:** Report projections for the 6-month period from October 1, 2016 to March 31, 2017
- **Operational Support – Program Staff:** Automatically calculates the total of Interim Actuals and Projections for the Fiscal Period April 1, 2016 to March 31, 2017

In both the Interim Actuals and Projections tabs, complete the following fields for each applicable Family Support Program provided by your entity:

- **Description of Program Staff:** Enter the Title/Position
- **Number of Staff:** Enter the number of individuals in the position(s) described
 - A **whole number** is required to designate an individual whether he/she is full-time or part-time
- **Full-Time Equivalency (FTE):**
 - Please see below for FTE calculation
- **Salaries:**
 - 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.**
- **Benefits (total 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.**
- **Program Staff – Supply & Relief**

- Enter 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 and relief staff.

FULL-TIME EQUIVALENCY (FTE) CALCULATION

$$\text{FTE} = (\# \text{ hours worked during the year}) / (35 \text{ hours / week} \times 52 \text{ weeks})$$

For example, if a part-time staff works for 15 hours every week, the FTE = **0.43 FTE** (15 hours X 52 weeks)/(35 hours X 52 weeks)

NOTE: In deciding if staff should be reported in this schedule or the “Administration – Program Staff” Schedule, ask yourself 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 it 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.

HOW TO REPORT DATA IN SCHEDULE 2.1 FOR INTERIM ACTUALS (FIRST 6 MONTHS OF THE REPORTING YEAR)

Consider the following scenario: You have 1 full-time salaried employee who earns \$60,000 a year. You also have 1 part-time hourly person who earns \$18 / hour who works 20 hours per week from April to September, then 30 hours per week from October to March of the following year.

	# of Employees	FTE	Salaries
Full-time employee	1	1.00	\$30,000 ¹
Part-time employee	1	0.57 ²	\$9,360 ³

HOW TO REPORT DATA IN SCHEDULE 2.1 FOR PROJECTIONS (SECOND HALF/6 MONTHS OF REPORTING YEAR)

Let's continue to use the example provided above: You still have 1 full-time salaried employee who earns \$60,000 a year. You also have 1 part-time hourly person who earns \$18 / hour who works 20 hours per week from April to September, then 30 hours per week from October to March.

	# of Employees	FTE	Salaries
Full-time employee	0	1.00	\$30,000 ¹
Part-time employee	0 ⁴	0.86 ⁵	\$14,040 ⁶

SCHEDULE 2.1 'OPERATIONAL SUPPORT – PROGRAM STAFF' TAB: YEAR TOTAL (TOTAL FOR REPORTING YEAR)

You should review the numbers reported on this tab to ensure that the total numbers reflect what you expected from your data entry in Tabs 1 and 2.

Field Type	Calculation of Total (Fiscal Period)
#	# April to September + # October to March*
FTE	$\frac{\text{April to September FTE based on full year} + \text{October to March FTE based on full year}}{2}$
\$	\$ April to September + \$ October to March*

*Ensure that the October to March numbers **only represent net new** numbers, otherwise they will be double-counted.

¹ Assuming Salaries are the same for all 6 months

² 20 hrs per week ÷ 35 hrs per week

³ 20 hrs x \$18/hr x 26 weeks

⁴ 0 is reported as the employees were already counted in the April – Sept. section. Projections are only used for **NET NEW** staff from Oct. to March.

⁵ 30 hrs per week ÷ 35 hrs per week

⁶ 30 hrs x \$18/hr x 26 weeks

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 to report the Interim Actuals and Projections for the number of staff, the full-time equivalency and the salary and benefit costs.

NOTE: In deciding if staff should be reported in this schedule or the “Operation Support – Program Staff” Schedule, ask yourself 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 it 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 #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”

The “Expenditures” schedule is divided into the following three tabs:

- **Expenditures – Interim Actuals:** Report actuals for the 6 month period from April 1, 2016 to September 30, 2016
- **Expenditures – Projections:** Report projections for the 6-month period from October 1, 2016 to March 31, 2017
- **Adjusted Gross Expenditures:** Automatically calculates the total of Interim Actuals and Projections for the Fiscal Period April 1, 2016 to March 31, 2017

Within each tab, the ‘Expenditures’ 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. In both the Interim Actuals and Projections tabs, report expenditures in the appropriate categories for each applicable Family Support Program provided by your entity.

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 the interim actuals and projections.

HOW TO COMPLETE *continued...*

Salaries and Benefits Note:

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

The sum of the following rows should equal the Program Staff Total found on the “Operational Support – Program Staff” Schedule:

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

Administration Note:

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.

Reporting on Expenses Note:

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 however be able to promote your submission to active with warning messages as long as an explanation is provided under Warning Explanation column in the Warnings page.

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 Family Support Program Business Practices, Services and Funding Reference Document 2016-17, are all taken into consideration when calculating the entitlement.

This schedule consists of 3 sections:

- 1. Full Flexibility Entitlements**
- 2. Limited Flexibility Entitlements &**
- 3. 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 the totals (sum of interim actuals and projections) of other schedules within the submission. The allocation for the Family Support Programs should be checked against Schedule D of your signed Service Agreement. Expenses found in this schedule are pulled from the Adjusted Gross Expenditures (total of interim actuals and projections) of the Expenditure Schedule of this submission.

Section 1 – Full Flexibility Entitlements 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 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 calculates the entitlement for the 2 detail codes that have no flexibility (**A386/A387 – Delivery Agent, Resource Centres, and A520 – Better Beginnings Better Futures**)

Step #6 Guideline Adherence

PURPOSE

This section requires that your entity attest that it is in compliance with the service agreement in effect with the Ministry. Your entity must also attest that the actual and projected expenditures have been and will be 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.
- 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!**

Your 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 collects data in regards to where Family Support Programs are located throughout the province. There is no Program Location Schedule for the Interim Report submission. However, the completion of the Program Location Schedule will be required for the 2016-17 Financial Statement Submission.

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 - MODIFIER

Under “**Submission Management**” select Submission Management and expand the folder by clicking on the “+” sign. The folder will expand and reveal 4 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. Enter a description to the Recipient Working Version by clicking on the field, entering text, and clicking the Save button.
2. **Copy Data to Recipient FA Viewable Version:** This process is optional and can be used if you need your Financial Analyst (FA) to review your data in the Recipient Working Version. It will copy all of your data from the “Recipient Working Version” into the “Recipient FA Viewable Version.” To complete this process, **choose ‘Yes’** from the drop down menu under “*Are you sure you want to replace all data in FA Viewable Version?*” and click the Save button.
3. **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.”
4. **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.

HOW TO COMPLETE - APPROVER

Once a submission has been promoted for approval by the Modifier, the Modifier no longer has write access to the Working Version and the next user in line is the Approver. The Approver is responsible for reviewing the submission and deciding how to proceed with it. The Approver has two choices: running the sign-off process on the submission or rejecting the submission. If the

Approver decides to reject the submission, the submission is back in the hands of the Modifier. Once approved, the data is automatically copied from the Recipient Working Version to the Recipient Active Version as well as the FA Working Version.

Under “Submission Management”, 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 shows the various versions of the file. Ensure the “Recipient Active Version” has been activated and submitted to the Ministry once approver signs off in the “Recipient Approver Sign – Off” Schedule.
2. **Recipient Approver Sign-Off:** The steps to approve and sign-off on the submission is as follows:
 - Under Submission Management click Recipient Approver Sign-Off
 - Within the form, click the dropdown beside “Are you sure you want to sign-off the current submission?” and select Yes then click the Save icon.
 - The status of the Submission will be changed to Active and the Activation date will be updated.
3. **Reject Submission:** If the Approver decides that the submission is not satisfactory and not ready for further sign-off, the approver can reject and return the submission to the Modifier. The steps to reject the submission is as follows:
 - Under Submission Management click Reject Submission
 - Once the Recipient name under Planning Unit is selected, select Actions then select Change Status
 - The Change Status screen will pop-up, select Reject from the Select Action dropdown list, and select <Automatic> from the Select Next Owner dropdown list. Enter comments if required, then select OK

The Approval status will change to Not Signed off. The Owner will revert back to the Modifier and Recipient Working version of the submission will no longer be read-only and changes can be made.

Reporting

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

You are now required to send in the following **REPORTS** (scanned or hardcopy) of the following sections of your “**ACTIVE**” 2016-17 Interim Report submission in EFIS 2.0:

- Signed Certificate
- Signed Expenditures
- Signed Entitlement

*(To print the reports, under: **SUBMISSION INPUT AND QUERY** → select: **REPORTS** and then click on the report you wish to print.)*

The report for Entitlement, Expenditures and the Certificate must be printed from the “ACTIVE” EFIS submission. They must be signed by 2 members of your entity who have signing authority.

Please scan and e-mail these 3 signed schedules to:

childcarefunding@ontario.ca

Or submit (by regular mail) completed signed hardcopies to:

Manager, Child Care Finance Team
Financial Analysis and Accountability Branch
Ministry of Education
900 Bay Street
20th Floor, Mowat Block
Toronto, Ontario
M7A 1L2

The due date for the 2016-17 Interim Report of Family Support Programs is **December 15, 2016**.

Once a submission is promoted to “Active” status, your entity has formally submitted their 2016-17 Interim Report - EFIS 2.0 file to the Ministry of Education.

Assistance with EFIS 2.0

For user and/or navigation assistance on EFIS 2.0, please contact:

EFIS Technical Support

Tel: (416) 326-8307 | E-mail: EFIS.Support@ontario.ca

For data input assistance, please contact your Financial Analyst. For a listing of assigned contacts by region, please refer to our FAAB website:

Financial Analyst	Telephone #	E-mail Address
Argen Elezi	(416) 326-5423	Argen.Elezi@ontario.ca
Bryan Mason	(416) 212-8159	Bryan.Mason@ontario.ca
Danielle Learmonth	(416) 325-4753	Danielle.Learmonth@ontario.ca
David Geng	(416) 325-4861	David.Geng@ontario.ca
Kenelm Wong	(416) 327-8492	Kenelm.Wong@ontario.ca
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