

EarlyON Child and Family Centres (2018)

Instructions on Completing the 2018
Interim Report in EFIS 2.0

Purpose

The Interim Report submission for EarlyON Child and Family Centres (formerly known as Ontario Early Years Child and Family Centres) serves to identify the level of services provided and the associated expenditures and revenues for the reporting 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.

LAYOUT OF THE INTERIM REPORT DOCUMENT SET

As you navigate through the Interim Report submission (P1819RES), **please enter the total service levels and expenditures in all input schedules**. The following approach should be used to calculate the total service levels and expenditures:

Interim Actuals (January 1 to June 30) + Projections (July 1 to December 31)
= Total Service Levels (January to December)

To Start

Please login to 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 EarlyON Child and Family Centres: **P1819RES**.

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 12 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

- **Inputs 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 Formats:** 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 of your submission so that your Financial Analyst (FA) can view your submission.
- **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, EarlyON - Data Elements, EarlyON - Staffing, EarlyON– Administration Staff, EarlyON - Expenditures, etc.

Please ensure that the “Guideline Adherence schedule” is completed.

Once all the schedules have been finalized, print the Certificate, EarlyON – Adjusted Gross Expenditures, EarlyON - Entitlement, Journey Together – Expenditures (**if applicable**), and Journey Together – Entitlement Expenditures (**if applicable**) pages from the “Reports” section, have these reports signed by 2 signing authorities and please send them to the Ministry (by e-mailing scanned copies to childcarefunding@ontario.ca).

Step 1: EarlyON - Data Elements

PURPOSE

This schedule captures information on data elements related to EarlyON Child and Family Centres.

HOW TO COMPLETE

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

Report the following data elements regarding the delivery of EarlyON Child and Family Centres:

Child and Family Centres – Service Data:

- Number of Child and Family Centre Sites
- Number of purchase of service agreements for Child and Family Centres
- Number of children served
- Number of visits made by children
- Number of parents or caregivers served
- Number of visits made by parents or caregivers

Mandatory Core Services and Customized Community Connections:

- Number of Full Time Equivalency (FTE) program staff
- Number of FTE non-program staff (excluding data analysis and planning staff)
- Number of FTE program staff who are RECEs
- Number of FTE program staff receiving an RECE exemption
- Confirmation that all centres are compliant with planning guidelines and that programming aligns with HDLH

***TIP!**

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

Number of FTE please allow for 2 decimal places. For confirmation that all centres are compliant with planning guidelines and that programming aligns with HDLH, please select answer using the drop-down menu.

Step 2: EarlyON - Staffing

PURPOSE

This schedule collects data regarding the salaries and benefits for individuals who support EarlyON Child and Family Centres in the delivery of mandatory core services and customized community connections. This schedule also collects data regarding the number of staff, the FTE of staff, as well as salaries and benefits of individuals who support EarlyON Child and Family Centres in Child Care and Early Years Planning and Data Analysis Services (CCEYP and DAS) activities.

HOW TO COMPLETE

Under **SUBMISSION INPUT AND QUERY → INPUT AND RESULTS**, select:
“EarlyON – Staffing”

Complete the Mandatory Core Services tab for EarlyON Child and Family Centres:

- **Salaries and Benefits Total:**
 - 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. Benefits include 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). **Please report the aggregate of salaries and benefits.**

Complete the CCEYP and DAS tab for EarlyON Child and Family Centres:

- **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

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

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 “EarlyON - Administration Staff” schedule, ask yourself the following question:

“Would the position still exist if delivery of mandatory core services and customized community connections and/or CCEYP/DAS for EarlyON Child and Family Centres ceased?”

If the position would continue to exist, report the position in the “EarlyON – Administration Staff” schedule, otherwise report it in the “EarlyON - Staffing” 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: EarlyON – Administration 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 EarlyON Child and Family Centres.

Any administration costs that can logically be assigned to administering EarlyON Child and Family Centres 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:
“EarlyON – Administration Staff”

Please follow the same steps as those identified in Step 2 (on pages 5 and 6) to report 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 “EarlyON – Staffing” schedule, ask yourself the following question:

“Would the position still exist if delivery of mandatory core services and customized community connections and/or CCEYP/DAS for EarlyON Child and Family Centres ceased?”

If the position would continue to exist, report the position in the “EarlyON – Administration Staff” schedule, otherwise report it in the “EarlyON – Staffing” 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: EarlyON – Expenditures

PURPOSE

This schedule captures information on gross expenditures and revenue streams for EarlyON Child and Family Centres.

HOW TO COMPLETE

Under **SUBMISSION INPUT AND QUERY → INPUT AND RESULTS**, select:
“EarlyON - Expenditures”

The ‘EarlyON – Expenditures’ schedule is broken down into five sections as follows:

- **Section 1: Operating: Mandatory Core Services and Customized Community Connections**
- **Section 2: Professional Learning and Capacity Building**
- **Section 3: Child Care and Early Years Learning Planning and Data Analysis Services**
- **Section 4: Administration Expenses**
- **Section 5: Offsetting Revenues**

The sections are further broken down into different categories. Report gross expenditures in the appropriate categories for EarlyON Child and Family Centres 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 EarlyON Child and Family Centres, **irrespective of the funding source**, must be included in this schedule.

Salaries and Benefits Note:

The salaries and benefits for mandatory core services and customized community connections program and non-program staff and CCEYP and DAS program staff are carried over from the “EarlyON – Staffing” schedule. The salaries and benefits for administration staff are carried over from the “EarlyON – Administration Staff” schedule.

Administration Note:

The 10% limit on the administration expenses for EarlyON Child and Family Centres is calculated after applying administration offsetting revenues to the administration expenses. If 10% limit has been exceeded, the admin expenses subtotal would be highlighted in red triggering a warning.

Reporting on Expenses Note:

For other expenses related to mandatory core services and customized community connections, CCEYP and DAS, and administration, please input description under the description column regarding the nature of the expenses. For offsetting revenues, please input revenues as negative numbers and include description regarding the sources of the revenues under the description column.

The 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.

Step 5: EarlyON – Entitlement

PURPOSE

The EarlyON Child and Family Centres funding entitlement is calculated in this schedule. The levels of expenditures, financial flexibility, administration maximum allowable expenditure threshold and CCEYP and DAS minimum expenditure threshold as per the policies set out in the Ontario Early Years Child and Family Centres Business Practices and Funding Guidelines for Service System Managers (2018) are all taken into consideration when calculating the entitlement.

HOW TO COMPLETE

Under **SUBMISSION INPUT AND QUERY → INPUT AND RESULTS**, select:
“EarlyON – 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 EarlyON Child and Family Centres should be checked against Schedule D of your Service Agreement. Expenses found in this schedule are pulled from the EarlyON – Adjusted Gross Expenditures of the “EarlyON – Expenditures” schedule of this submission.

EarlyON entitlement is calculated as the lesser of the allocation and the adjusted gross expenditures presented in the “EarlyON – Expenditures” schedule. Administration maximum allowable expenditure is capped at 10 percent of the total 2018 EarlyON Child and Family Centres allocation. Minimum CCEYP and DAS expenditure threshold is based on 2017 allocations for early child development planning and data analysis services as set out in the budget schedule of your 2018 EarlyON Child and Family Centres Agreement.

Step 6: Journey Together – Service Data (if applicable)

PURPOSE

This schedule captures information on data elements related to approved EarlyON Journey Together projects and approved joint Child Care and EarlyON Journey Together projects.

HOW TO COMPLETE

Under **SUBMISSION INPUT AND QUERY → INPUT AND RESULTS**, select:
“Journey Together – Service Data”

Data elements on this page are only required to be entered for approved EarlyON Journey Together projects and approved joint Child Care and EarlyON Journey Together projects. Approved EarlyON Journey Together projects are those shown in Schedule D1 of your Service Agreement under the type “Child and Family Program(s)”. Approved joint Child Care and EarlyON Journey Together projects are those shown in Schedule D1 of your Service Agreement under the type “Child and Family Program(s), Home Child Care Agency(s)”, “Child and Family Program(s), Licensed Child Care Centre(s)” or “Child and Family Program(s), Home Child Care Agency(s), Licensed Child Care Centre(s)”. The names of the approved projects have been preloaded under the JT – Description column in the respective tabs.

In the EarlyON Journey Together tab, report the following data elements regarding the delivery of each of the preloaded EarlyON Journey Together projects:

- Number of Child and Family Centre Sites
- Number of purchase of service agreements for Child and Family Centres
- Number of children served
- Number of visits made by children
- Number of parents or caregivers served
- Number of visits made by parents or caregivers

The Joint EarlyON and Child Care Journey Together tab has been preloaded with approved joint child care and EarlyON Journey Together projects. Please only report the data elements related to the Child and Family Centre(s) for each of the joint projects in this tab.

***TIP!**

Data elements entered in a row without preloaded project description will be highlighted in red triggering an error in the row. Please note that **ALL** error messages will need to be cleared in order to promote your submission to active.

Step 7: Journey Together – Expenditures (if applicable)

PURPOSE

This schedule captures information on gross expenditures and revenue streams for approved EarlyON Journey Together projects.

HOW TO COMPLETE

Under **SUBMISSION INPUT AND QUERY → INPUT AND RESULTS**, select:
“Journey Together – Expenditures”

The names of the approved EarlyON Journey Together projects have been preloaded along with their respective allocations for ongoing operating, one-time operating and capital. Report the gross expenditures in the appropriate categories for each preloaded EarlyON Journey Together project.

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 EarlyON Journey Together projects, **irrespective of the funding source**, must be included in this schedule.

Administration Note:

The 10% limit on the administration expenses for EarlyON Journey Together is calculated after applying administration offsetting revenues to the administration expenses. If 10% limit has been exceeded, the admin expenses subtotal would be highlighted in red triggering a warning.

Reporting on Expenses Note:

For offsetting revenues, please input revenues as negative numbers and include description regarding the sources of the revenues under the description column on the far right. The Ministry of Education has undertaken a modified status-quo approach for expenses reporting. As such, for consistency purposes, entities are required to follow the prior guidelines when deciding which line to report certain expenses. For further questions, please contact your Financial Analyst.

*TIP!

Expenditures and offsetting revenues entered in a row without preloaded project name will result in operating or capital totals being highlighted in red triggering an error in the row. Please note that **ALL** error messages will need to be cleared in order to promote your submission to active.

Step 8: Journey Together – Entitlement (if applicable)

Purpose

The EarlyON Journey Together funding entitlement for each approved project is calculated in this schedule. The levels of expenditures, financial flexibility and administration maximum allowable expenditure threshold are all taken into consideration when calculating the entitlement.

HOW TO COMPLETE

Under **SUBMISSION INPUT AND QUERY → INPUT AND RESULTS**, select:
“Journey Together – 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 approved EarlyON Journey Together projects should be checked against Schedule D1 of your Service Agreement. Expenses for each project found in this schedule are pulled from the Journey Together – Adjusted Gross Expenditures of the “Journey Together – Expenditure” schedule of this submission.

The EarlyON Journey Together entitlement for each project is calculated as the lesser of the allocation and the adjusted gross expenditures presented in the “Journey Together – Expenditures” schedule. Administration maximum allowable expenditure is capped at 10 percent of the total operating allocations for the project. There is flexibility between one-time operating and ongoing operating expenditures under EarlyOn Journey Together allocation. There is no flexibility between operating and capital expenditures nor can funding be transferred between approved projects.

***TIP!**

If 10% limit has been exceeded for administration maximum allowable expenditures, the Journey Together admin total would be highlighted in red triggering a warning.

Step 9: Entitlement Summary

PURPOSE

This schedule provides a summary for EarlyON Child and Family Centres funding entitlement and EarlyON Journey Together funding entitlement, if applicable.

HOW TO COMPLETE

Under **SUBMISSION INPUT AND QUERY → INPUT AND RESULTS**, select:
“Entitlement Summary”

There is no data entry required for this schedule as all the required data is derived from other schedules within the submission. The EarlyON Child and Family Centres entitlement is pulled from the “EarlyON – Entitlement” schedule. The EarlyON Journey Together entitlements are pulled from the “Journey Together – Entitlement” schedule.

Step 10: 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 expenditures have been used for supporting EarlyON Child and Family Centres and approved EarlyON Journey Together projects (if applicable) 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 11: Warnings and Errors

PURPOSE

This section of the Interim Report submission allows your entity to correct any inconsistencies prior to activating the submission.

HOW TO COMPLETE

Under **SUBMISSION INPUT AND QUERY → INPUT AND RESULTS**, select:
“Warnings” and “Errors”

- 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 12: 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. 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. 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.

Reporting

After completing steps 1 – 12, the data in the Interim Report submission file should be complete.

You are now required to send in the following **REPORTS** (scanned) of the following sections of your “**ACTIVE**” 2018 Interim Report submission in EFIS 2.0:

- Signed Certificate
- Signed EarlyON – Expenditures
- Signed EarlyON – Entitlement
- Signed Journey Together – Expenditures (if applicable)
- Signed Journey Together – Entitlement (if applicable)

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

The reports for Certificate, EarlyON – Expenditures, EarlyON – Entitlement, Journey Together – Expenditures and Journey Together – Entitlement (**if applicable**) must be printed from the “ACTIVE” EFIS submission. They must be signed by 2 members of your entity who have signing authority.

Please e-mail these signed schedules to:

childcarefunding@ontario.ca

The due date for the 2018 Interim Report submission for EarlyON Child and Family Centres is **November 16, 2018**.

Once a submission is promoted to “Active” status, your entity has formally submitted their 2018 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
Telephone: (416) 326-8307
E-mail: efis.support@ontario.ca

For data input assistance, please contact your Financial Analyst:

Financial Analyst	Telephone #	E-mail Address
Agnes Chan	(416) 325-5873	Agnes.Chan2@ontario.ca
Argen Elezi	(416) 326-5423	Argen.Elezi@ontario.ca
Bryan Mason	(416) 212-9216	Bryan.Mason@ontario.ca
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