Education Capital Information System (ECIS)

ECIS instructions for School Board Users to enter on-site
Child Care Programs

Ontario

<u>*If the Child Care record exists in the attached SB Memo, NO further action is required.</u>**

Goal:

To provide guidelines for School Boards to enter relevant information about on-site child care programs in ECIS.

Learning Objectives:

1. **<u>Business</u>: Link your School Board to an on-site Child Care Program**
   - <u>ECIS</u>: Create a new Division (Child Care) record

2. **<u>Business</u>: Create a new record for the Child Care program in ECIS**
   - <u>ECIS</u>: Create a new Space Use Agreement (SUA) record & link with Division (Child Care) record

3. **<u>Business</u>: Identify rooms in a school building that are being used by the Child Care program**
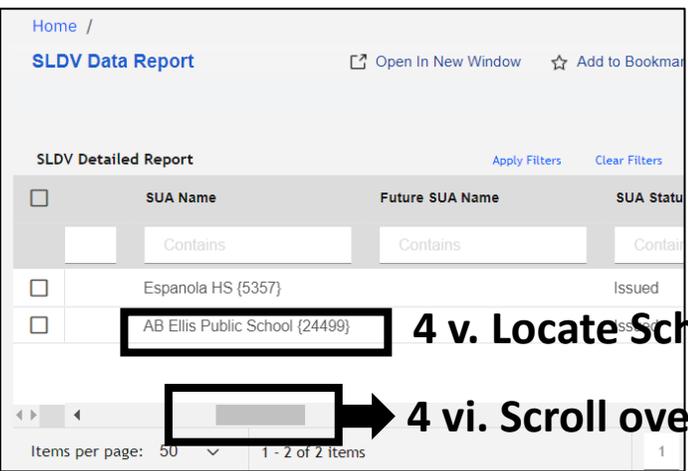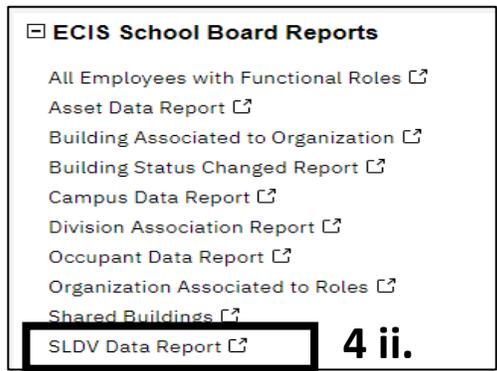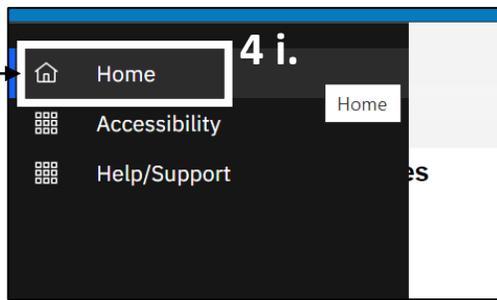   - <u>ECIS</u>: Enter key information and associate rooms in the building to the Child Care SUA record

4. **<u>Business</u>: Identify Gross Floor Area (GFA) being used by the Child Care program**

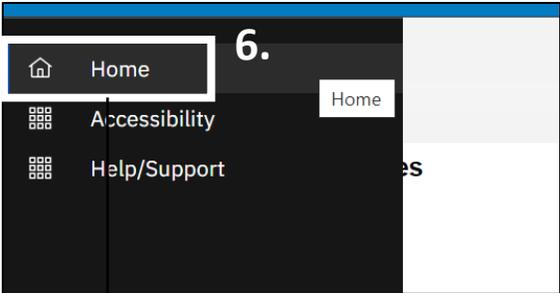**<u>VALIDATION</u>: Locate the created record to ensure information is reflected accurately**

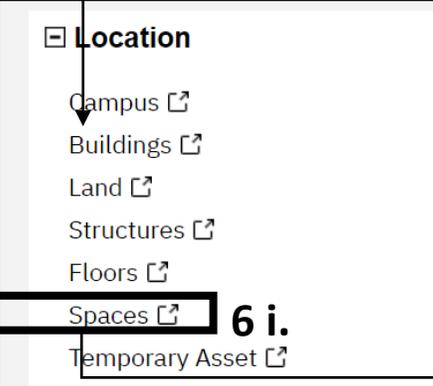| Info to obtain prior to starting the instructions:		Example	Where to obtain / how to obtain:
1.	**Access to ECIS PRODUCTION**	https://www.ecis.edu.gov.on.ca	(if no access contact email: ecis.admin@ontario.ca)
2.	**Child Care Center Name**	A Place to Grow	(refer to the instructions from the SB Memo)
3.	**Child Care License Number**	0006459	(refer to the instructions from the SB Memo)
4.	**School Name**	AB Ellis Public School	(see brief ECIS instructions below)
5.	**Building Number:** **Child Care Address:** (user to look up from ECIS)	5035-B01 147 SPRUCE AVE, ESPANOLA, P5E1R7	(see brief ECIS instructions below)
6.	List of **Rooms** of Building used for Child Care exclusively	School Board's Bar Code Entry: 75 Space number: 1044	(use Bar Code Entry to search Space Number, see brief ECIS instructions on the next slide)
7.	Approximate **GFA** (Gross Floor Area) assigned to Child Care based on the most recent Lease Agreements	5,000	(Area of Child Care space in Square-feet from the area of the Child Care Space)
***Data should be reflective from last day of December 2022. Space should be exclusively used by the Child Care program.**			

4 i.

4 iii. Enter School Name

4 iv.

ECIS School Board Reports
- All Employees with Functional Roles
- Asset Data Report
- Building Associated to Organization
- Building Status Changed Report
- Campus Data Report
- Division Association Report
- Occupant Data Report
- Organization Associated to Roles
- Shared Buildings
- SLDV Data Report

4 ii.

4 v. Locate School

4 vi. Scroll over to the right

4 viii. Ensure the address matches the SB records

4 vii. Scroll over to 'Building ID' column and copy Building Number

6.

Home
Accessibility
Help/Support

Home

After selecting Home icon move cursor to right & scroll down to 'Location' section

Scroll down to find Bar Code Entry
OR
enter Bar Code Entry & press Enter on the keyboard

Spaces — Open In New Window — Add to Bookmarks — My Bookmarks
Popup View

Spaces

6 iii. Apply Filters   Clear Filters

	!	ID	Bar Code Entry ↓	Space	Campus	Building	Floor	Current Use Space
			Contains **75**	Contains	Co	5035-B01	Contains	Contains
☐		1042719	A03	1020	5035	5035-B01	Floor level requiring update	Library
☐		1041103	A02	1003	5035	5035-B01	Floor level requiring update	Regular Classroom
☐		1043096	78A	1045	5035	5035-B01	Floor level requiring update	Community - Child Care
☐		1043079	75	1044	5035	5035-B01	Floor level requiring update	Community - Child Care

6 iv.   **6 ii.**

6 v.   **6 vi.**

Look for entered number

Write down resulting Space number for future reference

Enter Building Number

⊟ **Location**

Campus ⤴
Buildings ⤴
Land ⤴
Structures ⤴
Floors ⤴
Spaces ⤴   **6 i.**
Temporary Asset ⤴

4

1. Link your School Board to an on-site Child Care Program:

1.

Log back in, if needed: ECIS PROD: https://www.ecis.edu.gov.on.ca

1. Select '**Home**', after selecting home icon move cursor to right (gray-white space of the screen) & scroll down to '**Organizations**' section

2. Select '**Divisions**', which will open a new screen with the data query table, as showcased below.

3. Select '**Add**', which will open a new Division form in a new screen. See next slide.

5
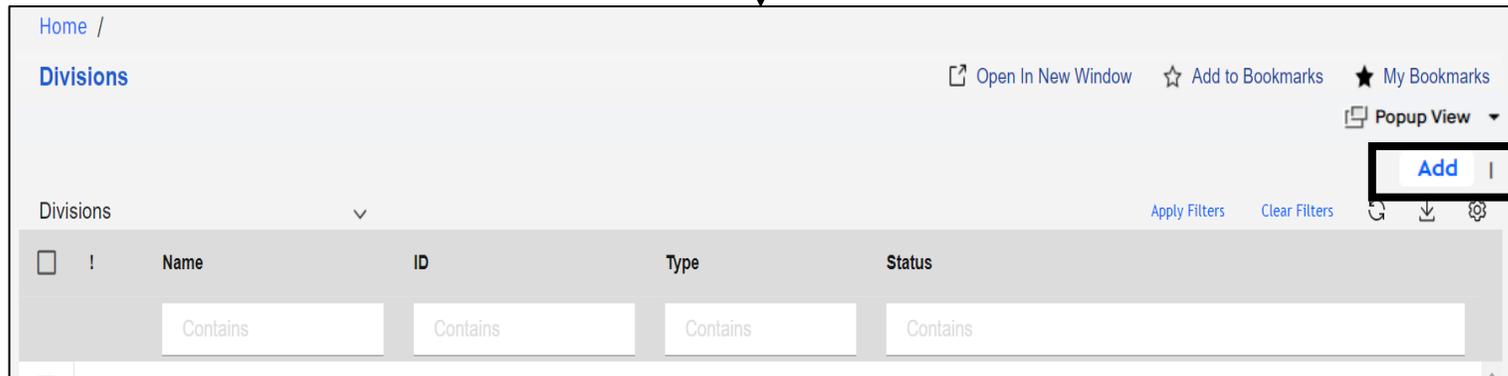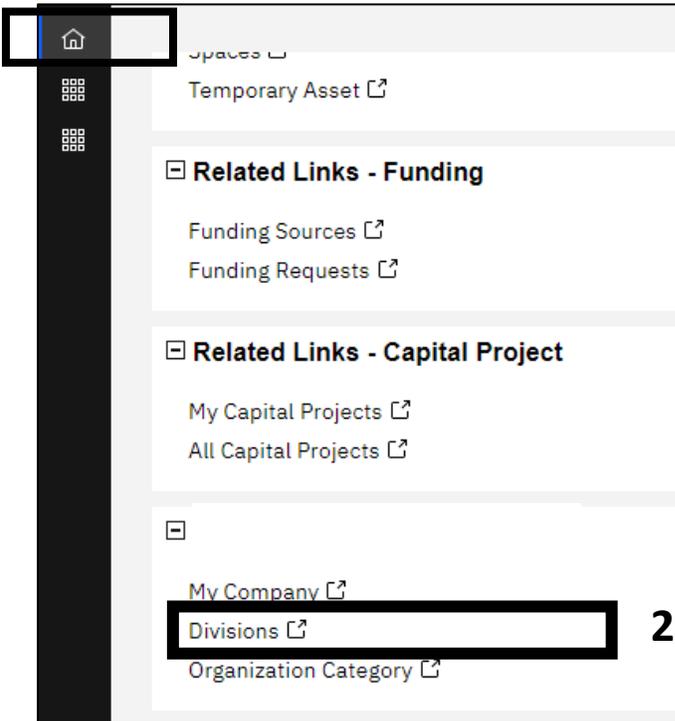
1. Link your School Board to an on-site Child Care Program:

4. Under General subsection, Enter **Name of the Child Care** (concatenate: Name of Child Care Operator - Child Care License #). Write down Child Care License # as it would be needed when creating a Division record.

5. Navigate to 'Detail' subsection, under '**Organization Type**' field select dropdown option: '**expand EDU Organization** - select **Child Care Program**'

6. Navigate to '**Program Details**' section – under '**Panel**' field, using magnifying glass find: **Child Care**; and three fields down locate & fill in: new '**Child Care License Number**';

7. Enter '**Program Start Date**' by selecting a small calendar option to the very right of the field (for different years select year at the bottom and select to the left/right until the desired year appears). Exact date is preferred but if N/A, Dec 15, 2022, is to be entered as a default.

8. Optional: Enter '**Child Care Licensee**' Name;

9. Select '**Create Draft**';

10. Select '**Activate**' (record will close) and proceed to the next slide. (the record remains in 'Review in Progress' status until approved)

6

2. Create a new record for the Child Care program in ECIS :

1.

□ **Related Links - Contracts/Agree...** □ ▼

Owned Property (Fee) Agreements ⬈

1.
Space Use Agreements ⬈

RE Lease Agreements ⬈

1. Select **Home** – after selecting home icon move cursor to right (gray-white space of the screen) & scroll down to '**Related Links – Contracts Agreement**', select '**Space Use Agreements**'

2. New '**Space Use Agreements**' data table will open - select '**Add**'

Home /

Space Use Agreements   ⬈ Open In New Window   ☆ Add to Bookmarks   ★ My Bookmarks

Popup View ▼

Add | **2.**

Space Use Agreements   ∨   Apply Filters   Clear Filters   ↻   ⇄   ↓   ⚙

☐	DSB ID	SFIS ID	SUA Name	Occupying Organization	Contract Name	Commencement Date
	Contains	Contains	Contains	Contains	Contains	After
☐	12	8343	Adam Beck Jr PS {8343}	Adam Beck Junior Public Sc…	9374-B01 (TDSB-12)	09/06/1960
☐	12	8347	Alexander Muir/Gladstone A…	Alexander Muir/Gladstone A…	9376-B01 (TDSB-12)	09/02/1924
☐	12	8348	Allenby Jr PS {8348}	Allenby Junior Public Schoo…	9377-B01 (TDSB-12)	09/06/1927
☐	12	8349	ALPHA Alt Jr School {8349}	ALPHA Alternative Junior S…	9378-B01 (TDSB-12)	09/01/1971
☐	12	8351	Annette Street Jr & Sr PS {8…	Annette Street Junior and S…	9380-B01 (TDSB-12)	09/06/1910

2. Create a new record for the Child Care program in ECIS :
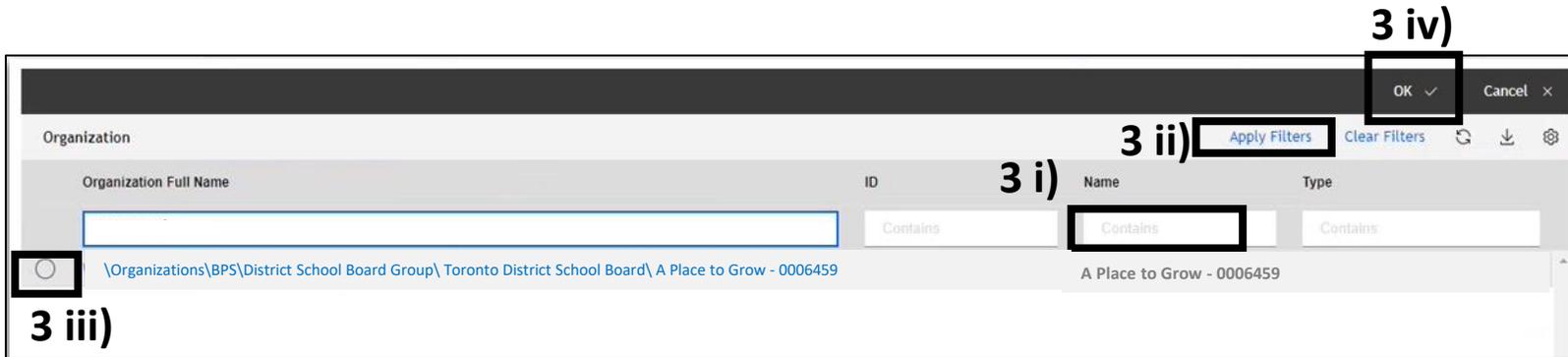

1. Enter **Name of the Child Care**, space and one **open curly bracket** as shown on the screenshot sample.

2. Under '**Organization**' section, to the right, select 'Find' to look for the Division record previously created. The connection is made in this section. New, smaller window will open (image on the next screen)

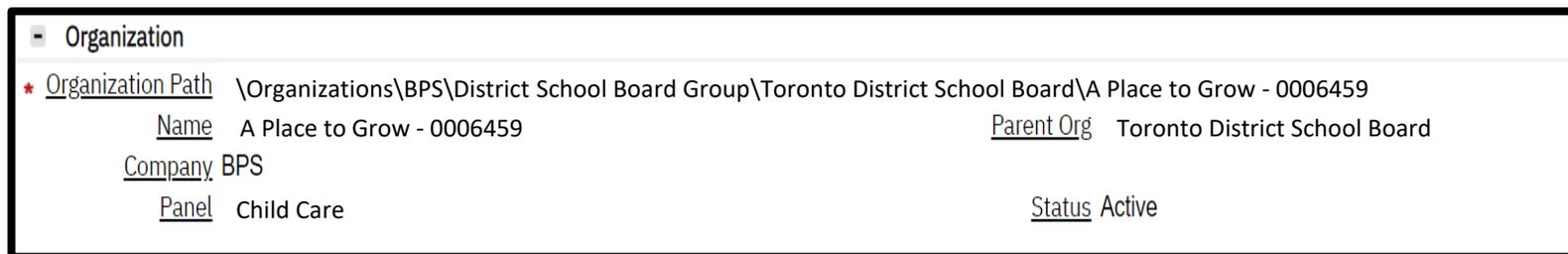## 2. Create a new record for the Child Care program in ECIS :

The Division record or Child Care program previously created is associated to the Child Care agreement (SUA record)

3. As the new window opens, follow these steps:

3 i) Under third column, Name, enter '**Child Care License #**' from the Division record's name,

3 ii) Press **ENTER on keyboard or 'Apply Filters'**,

3 iii) Select the record that **matches the Division** record previously created by selecting the round radio button left of the name.

3 iv) Select **OK.** (the window will close)

3 iv)

3 ii)

3 i)

OK ✓   Cancel ✕

Organization

Apply Filters   Clear Filters

Organization Full Name   ID   Name   Type

Contains   Contains   Contains

\Organizations\BPS\District School Board Group\ Toronto District School Board\ A Place to Grow - 0006459   A Place to Grow - 0006459

3 iii)

4. Back on the main SUA form, the filled-out '**Organization**' section should appear, as showcased on the screen:

```
- Organization
★ Organization Path    \Organizations\BPS\District School Board Group\Toronto District School Board\A Place to Grow - 0006459
        Name    A Place to Grow - 0006459                    Parent Org    Toronto District School Board
    Company  BPS
        Panel    Child Care                                          Status  Active
```

4.

2. Create a new record for the Child Care program in ECIS :

Space Use Agreement:

| General | Enrolment | Contact Details | History | Notifications | Notes & Documents | Audit |

(Required): Space Use Agreement details and Space Assignments.

– General

Occupant ID (SFIS ID)		Revision		1	Status	Issued
★ Name	A Place to Grow Child Care {				Date	04/01/2022
Description						

School Year	2022-23	Cycle	Estimates	UTZ %	65.2174
ADE	255	ADE (Proposed Correction)	0		
OTG	391	OTG (Proposed Correction)	0		
Aboriginal Enrolment	0	French Immersion Enrolment	0		
IsNoTopUp	☐	Board Specific Identifier	371		
Future OTG	391				

– Occupancy Qualifiers

RNEF Start Date		RNEF End Date	
Top Up Eligibility Date		School Type	
Lowest Grade Offered	JK	Highest Grade Offered	8

Find
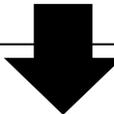
Scroll down

5.

– SUA Dates

★ Commencement Date	09/01/2022	📅	Expiration Date	
Executed Date		📅 ⊗		
Occupancy Date		📅 ⊗	Vacate Date	

5. Navigate/scroll down to the '**SUA Dates**' section of the SUA from, under '**Commencement Date**', select the <u>calendar icon</u> to the right and select the start date of the SUA. Exact date is preferred but if N/A, Dec 15, 2022, is to be entered as a default.

10

3. Identify rooms in a school building that are being used by the Child Care program:

Space Use Agreement:

| General | Enrolment | Contact Details | History | Notifications | Notes & Documents | Audit |

8. Create Draft

(Required): Space Use Agreement details and Space Assignments.

- General

Occupant ID (SFIS ID) 24499   Revision   1   Status Issued
★ Name AB Ellis Public School {24499}   Date 04/01/2022
Description

Scroll down

- Real Estate Contract   **6.** ————————————————→   Find | Clear
   ID   Status
   Name   Lease Type
   Commencement Date   Expiration Date

7 iv)

OK ✓   Cancel ✕

RE Contracts   Apply Filters Clear Filters

7 i)   **7 ii)**

!	Name	Status	City	Country	Province/Territory	Type
	5035-B01	Contier	Content	Content	Content	Content
○	5035-B01 (TDSB-12)	Active	ESPANOLA	Canada	Ontario	Owned Property (Fee) Agreement

7 iii)

- Real Estate Contract
   ID   1000075   Status Active
   Name   5035-B01 (RDSB-3)   **7 v)**   Lease Type
   Commencement Date   09/01/1951   Expiration Date

6. Navigate/scroll down to the '**Real Estate Contract**' section, to the right, select 'Find' which will open a new/smaller window.

*(This step is to look for the '**Owned Property (Fee) Agreement**' that is tied to the Child Care's School Board. This is the same agreement that the DSB has for their school in the building)

7. As the new window opens, follow these steps:

   7 i) Enter '**Building ID'**,
   7 ii) Press **ENTER on keyboard or 'Apply Filters'**,
   7 iii) Select the record that **matches** by selecting the round radio button left of the name.
   7 iv) Select **OK** (the window will close)
   7 v) Real Estate Contract section will populate

8. Select 'Create Draft' on the top right.

11

3. Identify rooms in a school building that are being used by the Child Care program:

9. Under '**General**' section at the top, '**Occupant ID (SFIS ID)**' will populate. User to select & copy the Occupant ID

10. Paste the copied Occupant ID at the start of the open { and close the } – keep record open as it will be used to associate the space. Continuation on the next slide.

3. Identify rooms in a school building that are being used by the Child Care program:
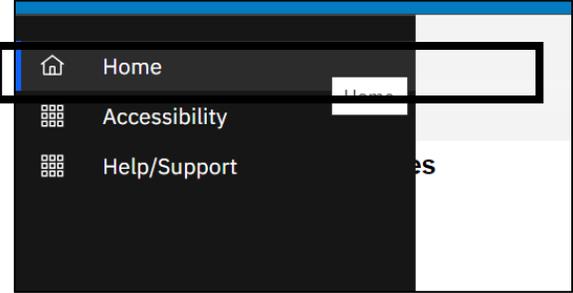
11.

11. Navigate & select '**Home**'
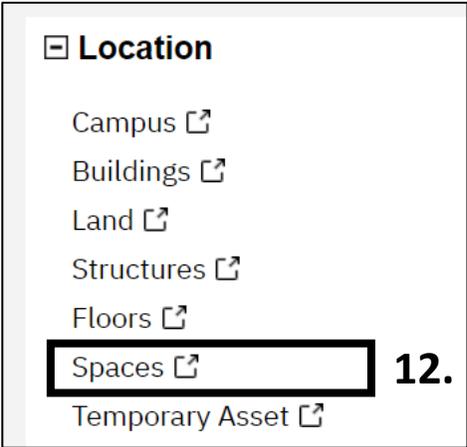
12. Navigate down to the '**Location**' section & select 'Spaces', the purpose is to:
- look up the spaces that are allocated to that building
- Look-up the space user is to attach the Division record to
- so that it can be added/associated on the SUA form.

12.

13. Under '**Building**' column, enter the **Building Number** (i.e., **5935-B01**)

14. Press '**Enter'** on the keyboard OR select '**Apply Filters**'. The result of the search will appear in the same table below the column titles – see next slide.
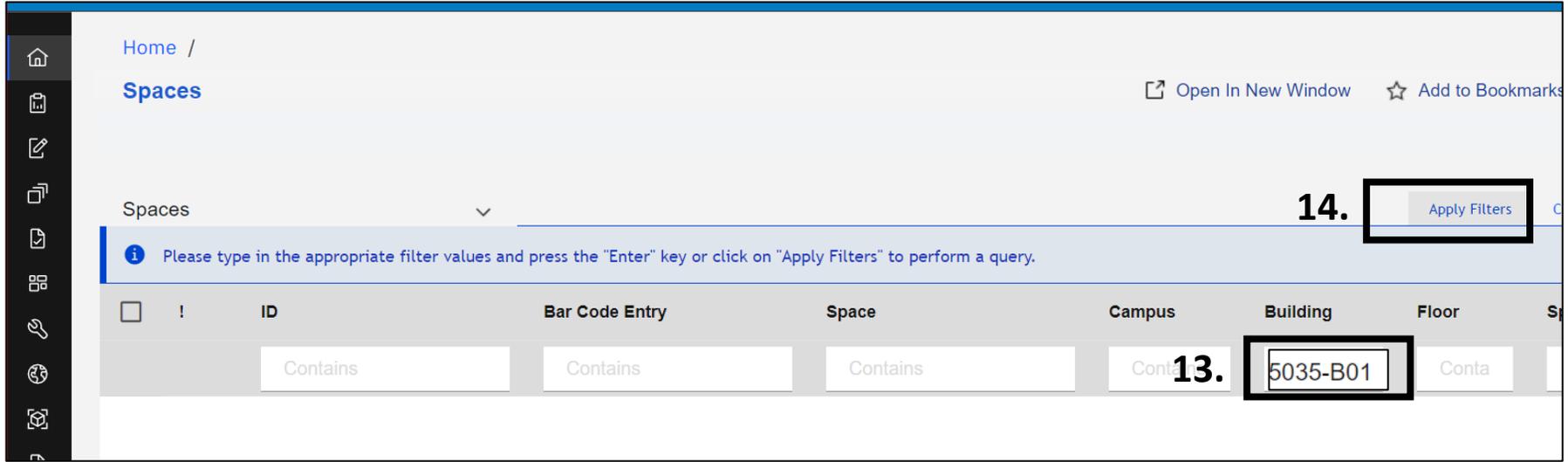
13

3. Identify rooms in a school building that are being used by the Child Care program:

*Repeat steps 15 to 21 for each Child Care room.

Output from the search

15. Enter **75** and press Enter on the keyboard OR scroll down to look for the desired 'Bar Code Entry' number on the list.

16. Select **75** or Space number **1044**. Space form will open in a new window. See next slide.

3. Identify rooms in a school building that are being used by the Child Care program:

17. Space record opens – navigate to '**Allocation**' tab.

18. Select '**Revise**', top-right of the form.

19. On the center-left side of the form, navigate to 'Occupancy Allocation' section and if a school is stated in this section, select the checkbox left of the school's name.

20. Select 'Remove' (the record will remove)

21. The next step will be to add the Child Care Division record created previously – select 'Find' (small window will open – shown on the next slide)

3. Identify rooms in a school building that are being used by the Child Care program:

22. As the new window opens, follow these steps:

    22 i) Under 'Name' column, enter '**Child Care License Number'** placed in the name of the Division record (Child Care Program) created earlier,

    22 ii) Press **ENTER** on keyboard OR **'Apply Filters'**,

    22 iii) Select the record that **matches the Division / Child Care Program create earlier** by selecting the round radio button left of the name.

    22 iv) Select **OK** (the window will close)
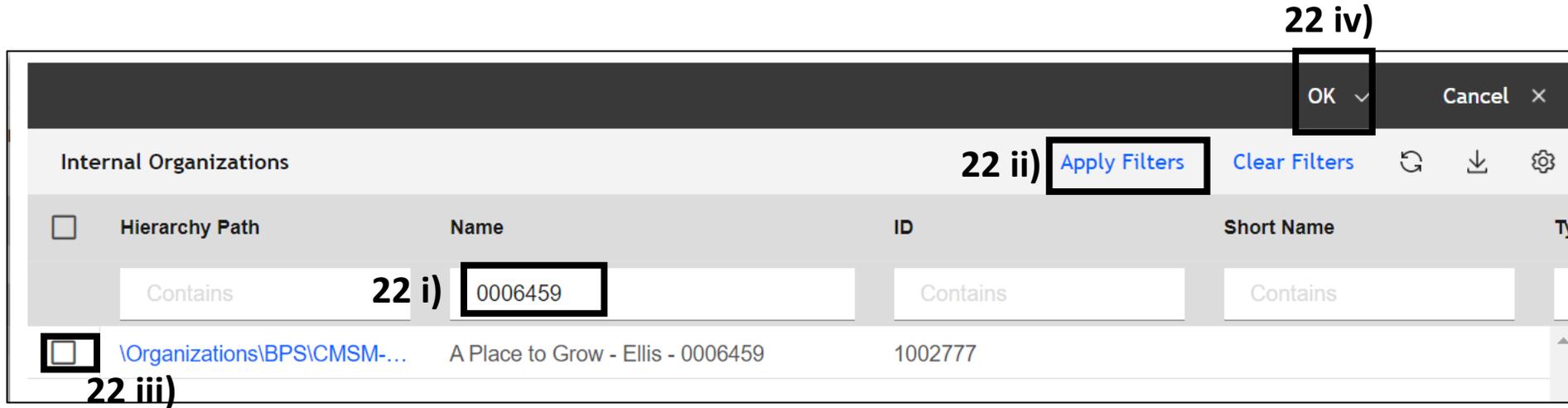
22 iv)

			OK ∨	Cancel ✕

Internal Organizations   **22 ii)** Apply Filters   Clear Filters ⟳ ⤓ ⚙

☐	Hierarchy Path	Name	ID	Short Name	Ty
	Contains	**22 i)** 0006459	Contains	Contains	
☐	\Organizations\BPS\CMSM-...	A Place to Grow - Ellis - 0006459	1002777		

22 iii)

23. When returning to the main **Space record** that was originally being filled out, the section under 'Occupancy Allocation' will be filled out as shown in this step below:

Assignable ☐
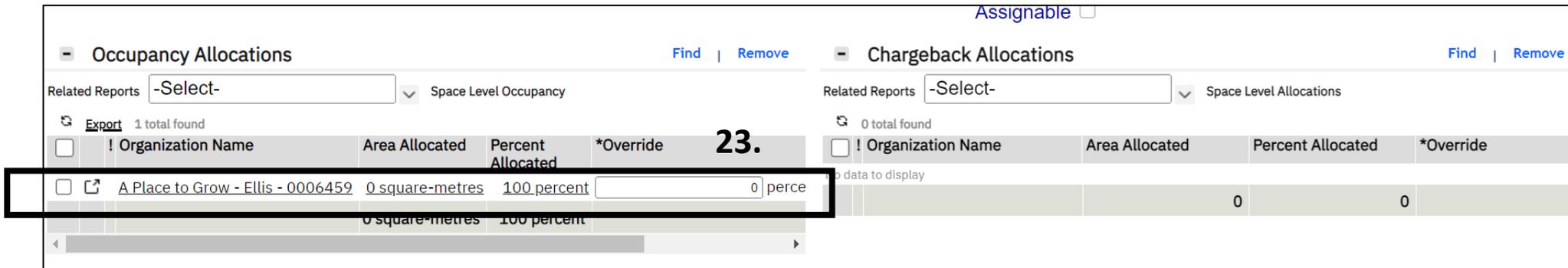
	⊟ Occupancy Allocations			Find	Remove		⊟ Chargeback Allocations			Find	Remove
Related Reports	-Select-	∨	Space Level Occupancy			Related Reports	-Select-	∨	Space Level Allocations		
⟳ Export	1 total found					⟳ 0 total found					
☐	! Organization Name	Area Allocated	Percent Allocated	*Override	**23.**	☐ ! Organization Name	Area Allocated	Percent Allocated	*Override		
☐ ⤢	A Place to Grow - Ellis - 0006459	0 square-metres	100 percent	0 perce		o data to display					
		0 square-metres	100 percent				0		0		

24. Back on the main Space record, select '**Activate**' (record will close) and proceed to the next slide.
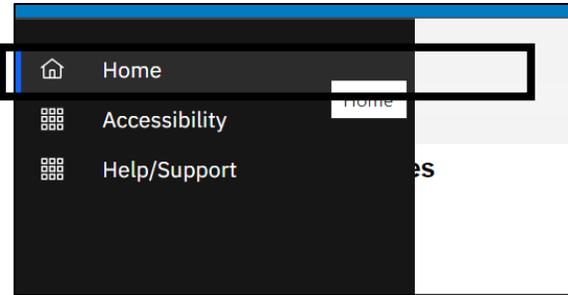
3. Identify rooms in a school building that are being used by the Child Care program:

1.

1. Hover over Desktop's task bar – select **Microsoft Edge** and view if the SUA form is still open. If not, log back into ECIS https://www.ecis.edu.gov.on.ca & follow steps below.

OR

1.

2.

1. Select **Home** – after selecting home icon move cursor to right (gray-white space of the screen)
2. Scroll down to '**Related Links – Contracts Agreement**', select '**Space Use Agreements**'
3. New Space Use Agreements data table will open – under 'SUA Name' enter the name of the Child Care previously created. In our example: 'A Place to Grow Child Care'
4. Select '**Apply Filters**' or press **Enter on the keyboard.**
5. Select record, SUA record will open in the new window.

Home /

Space Use Agreements

⤢ Open In New Window   ☆ Add to Bookmarks

Space Use Agreements   ⌄   **4.** Apply Filters   Clear Filters   ↻

☐	DSB ID	SFIS ID	SUA Name	Occupying Organization	Contract Name
	Contains	Contains	**3.** A Place to Grow Child Care	Contains	Contains
☐	12	8343	Adam Beck Jr PS {8343}	Adam Beck Junior Public Sc…	9374-B01 (TDSB-12)
☐	12	8347	Alexander Muir/Gladstone A…	Alexander Muir/Gladstone A…	9376-B01 (TDSB-12)
☐	12	8348	Allenby Jr PS {8348}	Allenby Junior Public Schoo…	9377-B01 (TDSB-12)
☐	12	8349	ALPHA Alt Jr School {8349}	ALPHA Alternative Junior S…	9378-B01 (TDSB-12)
☐	12	24499	A Place to Grow Child Care		

18

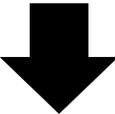# 3. Identify rooms in a school building that are being used by the Child Care program:

1. Navigate to '**Space Level Allocation**' and on the right side select '**Find**'

2. On the new resulting window, the list of associated spaces will show, select that one that matches that Child Care Number used for the Division record creation by selecting the checkbox left of the Allocation ID column.

3. Select '**OK'.**

4. The 'Space Level Allocation' section will populate.

4. Identify Gross Floor Area (GFA) being used by the Child Care program:

Space Use Agreement:

| General | Enrolment | Contact Details | History | Notifications | Notes & Documents | Audit |

5. Revise

(Required): Space Use Agreement details and Space Assignments.

− General

Occupant ID (SFIS ID) 24499   Revision   1   Status Issued
     ★ Name AB Ellis Public School {24499}   Date 04/01/2022
Description

5. Select '**Revise**'

Contract Revision: x
                                                      🖨 Print ⑦ Help

| General | System | Workflow Instance | Associations | Continue x

7.

(Required): Describe why you are revising the contract.

− Change Type

★ Change Type Revise   ● Data Revise
                       ○ Revision

− Revision Details

Revision Date 02/28/2023 📅⊗   Revised By

Description   *adding GFA*   **6.**

Continue   x

6. New pop-up window will appear , '**Contract Revision**' – add the revision reason under '**Description**' as 'adding GFA'

7. Select '**Continue**' – the window will close and revert to the SUA record.

4. Identify Gross Floor Area (GFA) being used by the Child Care program:

Space Use Agreement:

| General | Enrolment | Contact Details | History | Notifications | Notes & Documents | Audit | | Save | Issue |

9. **10.**

(Required): Space Use Agreement details and Space Assignments.

- **General**

Occupant ID (SFIS ID) 24499   Revision   1   Status Issued
    ★ Name AB Ellis Public School {24499}   Date 04/01/2022

Description

↓ **Scroll down**

8.

- **Commitment Detail**

Estimated Headcount	0	★ SUA Permanent GFA	**5,000** 0 square-feet
Contract Rentable	0 square-feet	SUA Non Permanent GFA	0 **square-metres**
Contract Percentage	0 percent	Issued SUA Total Rentable	0 square-feet
Area Allocation Total	0 square-feet	SUA Total Percentage	0 percent
Unassigned Space	0 square-feet	Space Allocation Total	0 square-feet
Contract Annual Spend (Estimated)	$.00 Canadian Dollars		
Space Allocation Total Base Metric	0		

8. On the SUA form, navigate down to the '**Commitment Detail**' section - Enter '**SUA Permanent GFA**' as i.e., 5,000 (enter your own numbers)

9. Select '**Save**'.

10. Select '**Issue**' - the record will close and be sent to the Ministry for approval.

Congratulations - You have now correlated your Child Care program data to the School Board and ensured the location is correctly associated. See next slide to validate your work.

VALIDATION: Locate the created record to ensure information is reflected accurately

This is how SB users locate the created record:

This is how SB users validate the record – 5 checked areas would have to show correct info highlighted:

Q&A:

1. **I can't find the address of the Child Care Program?**
    - **ANSWER**: Identify the address of the school that the Child Care is in.

2. **There are two buildings in the area, how do I know which building to assign?**
    - **ANSWER**: Please go back to the day care to find out the physical location.

3. **Which room would you like me to select as I see multiple classification/types of the rooms?**
    - **ANSWER**: Room details will also have 'Child Care' in the classification or contact the day care to find out which room would apply. 'Bar Code Entry' is the numbering provided by School Board or your unique room number.

4. **What if the Current Use does not match the use of Child Care, what do I do?**
    - **ANSWER**: Ministry will update data point if it is assigned to the Child Care Program (Division). No further action needed on the side of the School Board users.

5. **If I can't follow the instructions, what do I do?**
    - **ANSWER**: Please contact: eiccu.edu@ontario.ca