

Ministry of Health
and Long-Term Care

Ministère de la Santé
et des Soins de longue durée



Health Data Branch
Health System Information
Management and Investment
Division

Direction des données sur la santé
Division de la gestion de l'information
et de l'investissement pour
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June 18, 2008

MEMORANDUM TO: Chief Executive Officers and Chief Financial Officers
Community Care Access Centres
Children's Treatment Centres
Community Mental Health and Addiction Agencies
Community Support Services Providers

FROM: Susan Sue-Chan
A/Director, Health Data Branch

SUBJECT: 2008/2009 Reporting Timelines for **Community
MIS Trial Balance Submissions
WERS (Web Enabled Reporting System)**

The purpose of this memorandum is to provide 2008/2009 submission timelines to the **community sectors** for the above-noted reporting:

1. **Ontario Healthcare Reporting Standards (OHRS)/Management Information System (MIS) Trial Balance Submission:**

The MIS Trial Balance submission is to be based on the most current version of the Ontario Healthcare Reporting Standards (OHRS) Full Provincial Chart of Accounts Listing-Appendix A-J and the applicable Chapters. You can access the Ontario Healthcare Reporting Standards effective for fiscal year 2008/2009 by referring to the ministry website at: <http://www.mohltcfim.com>
Username: healthcare (in lower case) Password: ontario (in lower case)
From the Home Page Index, select "OHRS Menu", select "OHRS 6.2"

For Quarters 2 and 3, the MIS Trial Balance submission must match the corporation's Financial Statements and for Year-end, the MIS Trial Balance submission must match the corporation's Audited Financial Statements. The reporting standards outlined in the OHRS incorporate and support the Canadian Institute of Chartered Accountants (CICA) guidelines for not-for-profit reporting.

2. 2008/2009 Trial Balance Submission Timelines:

Period	OHFS Database Opens (to accept electronic MIS Trial Balance Submission)	OHFS Database Closes (Must pass stage 3c edits)
2008/09 Quarter 2	October 3, 2008	October 31, 2008
2008/09 Quarter 3	January 2, 2009	January 30, 2009
2008/09 Year-End	April 17, 2009	May 29, 2009

Tip: It is highly recommended that organizations target to complete MIS Trial Balance submissions prior to the deadline to allow sufficient time to compare and ensure the matching of revenues, expenses, assets and liabilities between the MIS Trial Balance Verification Reports and the organization's Financial Statements.

3. Ontario Healthcare Financial & Statistical (OHFS) Database Hours of Operations:

Monday to Friday

OHFS Database is OPEN 24 hours

Technical Support available from 8:00 AM to 4:00 PM

Server Maintenance is scheduled weekly between 11:00 PM and 4:00 AM

Saturday, Sunday, and Holidays

OHFS Database is OPEN 24 hours

Technical Support: None

Server Maintenance is unscheduled (will be communicated to users)

Inquiries: Please direct questions regarding the MIS Trial Balance submission process to your primary Statistics Officer. Please refer to the ministry website to identify your assigned statistical officer: <http://www.mohltcfim.com>

Username: healthcare (in lower case)

Password: ontario (in lower case)

From the Home Page Index, select "MIS Trial Balance Submission Process 2007/2008"

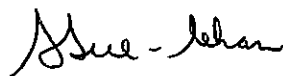
Scroll down to "MOHLTC Statistics Officers" section, and select document "Healthcare Organization List Ordered by Healthcare Organization Code".

4. WERS (Web Enabled Reporting) System:

WERS packages are opened and available to facilities at the close of the MIS Trial Balance for quarterly and year-end reporting. The due date for WERS quarterly submissions will be communicated via your Local Health Integrated Network (LHIN).

For WERS technical support please call 1-800-495-9986.

Yours sincerely,



Susan Sue-Chan
A/Director
Health Data Branch

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