

APPENDIX

**Update: Revised Open/Close Dates for Q4 2019-20
Submissions**

June 30, 2020

**Data Maintenance Unit, Health Data Branch
Health System Information Management Division**

Changes have been highlighted in yellow throughout this Appendix.

On March 17, 2020, Ontario issued a Declaration of Emergency due to the COVID-19 pandemic. In recognizing its potential impact on operations across healthcare service organizations, some Q4 2019/20 data submission timelines has been revised to support Ontario's health service organizations during this unprecedented time.

For the Q4 2019-20 reporting period, submission timelines have been re-scheduled for select submission types.

- Please note submissions are required for Ontario Hospitals.
- For Community and Long-Term Care Health Service Providers, we encourage you to complete submission if you have the capacity to do so.

For SRI HSP Reporting (LHIN forms), inquiries on submission timelines should be directed to your respective LHIN.

***** Bundled Care Submission for 2019/20 Q4 *****

The mandatory, year-end reporting period for the Bundled Care Submission has been revised to September 1 to October 16, 2020.

Questions on:

- Bundled Care Submission reporting should be submitted to the Health Data Branch at: AskHealthData@ontario.ca.
- Bundled Care program questions can still be directed to bundledcare@hqontario.ca.

This message has been posted on the Ontario Health (Quality) [Bundled Care Community of Practice on Quorum](#) and the Health Data Branch [web portal](#).

If you have any questions regarding the submission timelines, please contact AskHealthData@ontario.ca.

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Clinical Data Submission

Mandatory clinical data set submission timelines to CIHI and the ministry for Fiscal Year (FY) 2019-20.

- Note: HSPs are encouraged to submit their clinical data as soon as submission files are completed.

Discharge Abstract Database (DAD) and National Ambulatory Care Reporting System (NACRS) – Level 3 Submission

Period	Deadline for Final Data Submission to CIHI	REVISED Deadline for Final Data Submission to CIHI
2019-20 Q1	August 31, 2019	Completed
2019-20 Q2	November 30, 2019	Completed
2019-20 Q3	February 29, 2020	Completed
2019-20 Q4	May 31, 2020	June 2 - 9, 2020, Completed

Additional abstracts or corrections for DAD and NACRS (Level 3) data will **not** be accepted by CIHI after the **final submission deadline** of May 31, 2020.

National Ambulatory Care Reporting System (NACRS) – Level 1 Submission

HSPs who are participating in the Emergency Room NACRS Initiative (ERNI) are **required** to report monthly NACRS Level 1 data by the timelines outlined below:

Period (Monthly)	Interim Data Submission to CIHI (Recommended)	Deadline for Final Data Submission to CIHI
April 2019	May 3, 2019	May 14, 2019
May 2019	June 5, 2019	June 14, 2019
June 2019	July 4, 2019	July 15, 2019
July 2019	August 6, 2019	August 15, 2019
August 2019	September 5, 2019	September 16, 2019
September 2019	October 3, 2019	October 15, 2019
October 2019	November 5, 2019	November 15, 2019
November 2019	December 4, 2019	December 13, 2019
December 2019	January 6, 2020	January 15, 2020
January 2020	February 5, 2020	February 14, 2020
February 2020	March 4, 2020	March 13, 2020
March 2020	April 3, 2020	April 16, 2020

NACRS – Emergency Department (ED) Reporting of Opioids Level 1 or 3 Submission

All Ontario hospitals with emergency departments are required to submit their NACRS ED opioid overdose cases to CIHI **each Tuesday (by midnight)**, regardless of level. The data must include the opioid overdose cases that present and are discharged in the ED within the week.

- Facilities not participating in the Emergency Room NACRS Initiative (ERNI) are expected to submit weekly ED opioid overdose cases at Level 3.
- ERNI facilities should submit ED opioid overdose cases at the submission level used for ERNI submissions (in most cases this is Level 1).

HSPs can submit their last December 2019 submission file on December 17, 2019 (for December 9 to 15 records) and their next submission file on January 7, 2020 (for December 16, 2019 to January 5, 2020 records).

National Rehabilitation System (NRS) Submission

HSPs are required to submit the National Rehabilitation (NRS) for their inpatient rehabilitation services by the timelines outlined below:

Period	Deadline for Preliminary Data Submission to CIHI	Deadline for Final Data Submission to CIHI
2019-20 Q1	July 31, 2019	August 15, 2019
2019-20 Q2	October 31, 2019	November 15, 2019
2019-20 Q3	January 31, 2020	February 14, 2020
2019-20 Q4	April 30, 2020	May 15, 2020

Continuing Care Reporting System (CCRS) Submission

HSPs are required to submit the Continuing Care Reporting System (CCRS) for their complex continuing care and long-term care services by the timelines outlined below:

Period	Deadline for Preliminary Data Submission to CIHI	Deadline for Final Data Submission to CIHI
2019-20 Q1	August 15, 2019	August 31, 2019
2019-20 Q2	November 15, 2019	November 30, 2019
2019-20 Q3	February 14, 2020	February 29, 2020
2019-20 Q4	May 15, 2020	May 31, 2020

Home Care Reporting System (HCRS) Submission

HSPs are required to submit the Home Care Reporting System (HCRS) for their home care services by the timelines outlined below:

Period	Deadline for Preliminary Data Submission to CIHI	Deadline for Final Data Submission to CIHI
2019-20 Q1	August 15, 2019	August 31, 2019
2019-20 Q2	November 15, 2019	November 30, 2019
2019-20 Q3	February 14, 2020	February 29, 2020
2019-20 Q4	May 15, 2020	May 31, 2020

Canadian Joint Replacement Registry (CJRR) Submission

HSPs are required to submit the Canadian Joint Replacement Registry (CJRR) for their joint replacement (hip and knee) surgery services by the timelines outlined below**:

** Applies to HSPs not submitting CJRR data via the DAD

Period	Deadline for Final Data Submission to CIHI
2019-20 Q1	August 31, 2019
2019-20 Q2	November 30, 2019
2019-20 Q3	February 29, 2020
2019-20 Q4	May 31, 2020

Ontario Trauma Registry (OTR) Submission

HSPs are required to submit the Ontario Trauma Registry (OTR) for their trauma and injury services by the timelines outlined below:

Period	Deadline for Final Data Submission to CIHI
2019-20 Q1, Q2, Q3 & Q4	May 31, 2020

Ontario Mental Health Reporting System (OMHRS)

HSPs are required to submit the Mental Health Reporting System (OMHRS) for their adult mental health services by the timelines outlined below:

Period	Deadline for Preliminary Data Submission to CIHI	Deadline for Final Data Submission to CIHI
2019-20 Q1	July 31, 2019	August 15, 2019
2019-20 Q2	October 31, 2019	November 15, 2019
2019-20 Q3	January 31, 2020	February 14, 2020
2019-20 Q4	April 30, 2020	May 15, 2020

Common Data Set – Mental Health (CDS-MH) Submission

The Ministry of Health and Long-Term Care is continuing work on a Mental Health and Addictions Data Strategy for the province of Ontario. As a result, HSPs will not be required to collect or submit CDS-MH data for FY 2019-20.

As you are aware, as of April 1, 2018, the Ministry CDS-MH web submission tool has not been available for the collection of CDS-MH data. Consequently, HSPs will not be required to collect or submit CDS-MH data to the Ministry for FY 2019-20.

Although CDS-MH has been a mandated reporting requirement under the Multi-Sector Service Accountability Agreements (M-SAAs), the Local Health Integration Networks (LHINs) are supportive of deferring the CDS-MH data submission for FY 2019-20. Meanwhile, all other reporting requirements and submissions will remain unchanged.

- For further reference, please see the “Common Data Set – Mental Health (CDS-MH) Data Collection in FY 2018-19” memorandum located on the Health Data Branch Portal in the Index, listed under Announcements: [Link to Health Data Branch Portal](#)

Daily Bed Census Summary - Statistical Data Submission Timelines (Hospitals only)

Hospitals are asked to count and report all patients occupying a bed as of 12:00 a.m. (midnight) **daily**.

Data is to be entered into the daily Bed Census Summary (dBCS) application and submitted to the ministry by 12:00 p.m. (noon).

Should the ministry identify any data inconsistencies or data completeness concerns, hospitals will be contacted for data revision or clarification.

The dBCS application closes at 3:00 p.m. and users will no longer be able to edit data.

- Each hospital facility must complete a separate dBCS form for each Master Number assigned to the corporation.

The dBCS application is accessible through the ministry website in the Index, listed under Bed Census Summary: [Link to Health Data Branch Portal](#)

Hospitals can also access the site via direct link: [dBCS Application](#)

If you have any questions and require additional information, please email AskHealthData@ontario.ca.

Long-Term Care Home Staffing Report (LTCH-SR) **Submission for 2018**

The LTCH-SR has been enhanced to more accurately capture care provided by all care staff hired through the following initiatives:

- Supplementary staff funded by High Intensity Needs Fund (HINF) program
- Staff funded via the:
 - Registered Practical Nurse (RPN)
 - Registered Nurse (RN)
 - Nurse Practitioner (NP) and attending NP initiatives
- Staff hired under the physiotherapy funding policy

The 2018 Staffing Report (January 01 – December 31, 2018) is to be submitted from May 01 to July 05, 2019.

For the 2019 LTCH Staffing Report, the originally planned open and close submission dates is postponed until further notice.

These enhancements will enable the ministry to more accurately capture the hours of care provided by LTC homes as well as inform future policy and investment decisions to improve staffing capacity and quality of care in LTC homes.

- Further communication will be sent regarding education and training sessions for the enhanced LTCH reporting requirements.

If you require further assistance, please email AskHealthData@ontario.ca with subject line stating LTCH Staffing Report.

Medical Trainee Data (MTD) Submission

The FY2019-20 Medical Trainee Data submission will consist of 4 quarterly submissions.

The process will include the universities collecting the quarterly data. The universities will then be responsible for submitting the consolidated data to the Ontario Physician Human Resource Centre (OPHRDC).

The OPHRDC will be responsible to ensure the data is valid and facilitate communication to universities to resolve conflicts before submitting a consolidated MTD data file to the ministry.

Quarter	Submission Deadline to OPHRDC	Submission Deadline to Ministry	Approval of Data	REVISED Submission Deadline to Ministry	REVISED Approval of Data
Q1 Data	October 7, 2019	December 2, 2019	December 16, 2019	Completed	Completed
Q2 Data	December 2, 2019	February 10, 2020	February 18, 2020	Completed	Completed
Q3 Data	February 14, 2020	April 3, 2020	April 9, 2020	Completed	Completed
Q4 Data	May 1, 2020	June 1, 2020	June 5, 2020	August 3, 2020	August 7, 2020
Final/Annual Data	May 8, 2020*	June 12, 2020*	June 30, 2020**	August 10, 2020	August 21, 2020

*For all but Q4 Data

**For all Quarters with annual cap applied

If you have any questions and require additional information, please email AskHealthData@ontario.ca.

Ontario Case Costing (OCC) Submission

The following represents the OCC production schedule for FY 2019-20 reporting.

Period	OCC Submission OPEN DATE	OCC Submission CLOSE DATE	REVISED OCC Submission OPEN DATE	REVISED OCC Submission CLOSE DATE
2019-20 Year-End	July 2, 2019	September 20, 2019*	August 10, 2020	October 30, 2020

*Submission close dates are at the end of each facility's wave

If you have any questions and require additional information, please email AskHealthData@ontario.ca.

Self-Reporting Initiative (SRI) Submission

The SRI testing environment will be available prior to each submission open date.

Hospital Post Quarterly Activity Form – Acute Services (Bariatric, Neuro, Transplant, Cardiac forms)

Release	Open Date	Close Date
Post Q4 2019-20	May 1, 2019	N/A
Post Q2 2019-20	October 1, 2019	N/A
Post Q3 2019-20	February 1, 2020	N/A
Post Q1 2019/20	February 15, 2020	N/A

Family Health Team (FHT) Quarterly (Primary Care)

Release	Open Date	Close Date
2019-20 Q1	July 1, 2019	July 31, 2019
2019-20 Q2	October 1, 2019	October 31, 2019
2019-20 Q3	January 2, 2020	January 31, 2020
2019-20 Q4 (Year-End)	March 31, 2020	April 30, 2020

Hospital Quarterly

Release	Open Date	Close Date	REVISED Close Date
2019-20 Q2	October 1, 2019	November 7, 2019	Completed
2019-20 Q3	January 11, 2020	February 7, 2020	Completed
2019-20 Q4 (Year-End)	March 31, 2020	June 5, 2020	August 25, 2020

Community Quarterly - Ministry Managed

Release	Open Date	Close Date	REVISED Close Date
2019-20 Q2	October 1, 2019	October 31, 2019	Completed
2019-20 Q3	January 11, 2020	January 31, 2020	Completed
2019-20 Q4 (Year-End)	March 31, 2020	- June 30, 2020:CSS program - June 30, 2020:CMHA program	August 25, 2020

Community Quarterly - LHIN Managed

Release	Open Date	Close Date	REVISED Close Date
2019-20 Q2	October 1, 2019	November 7, 2019	Completed
2019-20 Q3	January 11, 2020	February 7, 2020	Completed
2019-20 Q4 (Year-End)	March 31, 2020	June 5, 2020	August 25, 2020

Community Annual Planning Submissions (CAPS) - LHIN Managed – 2020-21

Release	Open Date	Close Date
2019-20 Q2	October 1, 2019	November 22, 2019

CAPS – Ministry Managed – 2020-21

Release	Open Date	Close Date
Post Q2 2019-20	December 13, 2019	February 14, 2020: CSS programs February 14, 2020: CMHA program

Hospital Accountability Planning Submission (HAPS) – 2020-21

Release	Open Date	Close Date
2019-20 Q2	October 1, 2019	November 22, 2019

Community - Annual Reconciliation Report (ARR)

Release	Open Date	Close Date	REVISED Close Date
2019-20 Q4 (Year-End)	March 30, 2020	June 30, 2020	August 31, 2020

Board-Approved Audited Financial Statements (AFS)

Release	Open Date	Close Date	REVISED Close Date
2019-20 Q4 (Year-End)	March 31, 2020	June 30, 2020	August 31, 2020

*LHINs & HSPs must submit a paper copy to the MOHLTC; soft copy to be uploaded to SRI

Family Health Team (FHT) - Audited Statement of Revenues and Expenditures Report (ASRER)

Release	Open Date	Close Date	REVISED Close Date
2019-20 Q4 (Year-End)	March 31, 2020	June 30, 2020	August 31, 2020

LHIN - Hip and Knee

Release	Open Date	Close Date	REVISED Close Date
2019-20 Q2	October 1, 2019	November 7, 2019	Completed
2019-20 Q4	March 31, 2020	June 5, 2020	August 25, 2020

SRI Patient Safety Forms

For Patient Safety Forms, hospitals are required to submit their data into SRI either on a monthly, quarterly and/or annual basis. Submission deadlines were communicated to hospitals in the December 2018 version of the patient safety reporting calendar. For more information, please contact the Ministry patient safety team directly at PatientSafety@ontario.ca.

The SRI Test and Production Environments are open 24 hours (with the exception of Sunday from 5:00 a.m. to 8:00 a.m. due to scheduled maintenance).

- SRI Support is available from 9:00 a.m. to 5:00 p.m. (Monday to Friday) and can be reached at AskHealthData@ontario.ca.

All communications and training materials are available on the ministry website under the Index, listed as Ontario SRI: [Link to Health Data Branch Portal](#)

Statistical and Financial Data Submission

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 11.0). The fiscal year 2019-20 Ontario Healthcare Reporting Standards (OHRS) can be accessed through the ministry website at: [Link to Health Data Branch's Portal](#)

For Quarter 2 and 3, the MIS Trial Balance submission must match the corporation's Financial Statements.

For year-end, the MIS Trial Balance submission must match the corporation's Audited Financial Statements.

Period	OHFS Test Environment OPENS	OHFS Test Environment CLOSSES	OHFS Production Environment OPENS	OHFS Production Environment CLOSSES*
2019-20 Q2	September 17, 2019	September 30, 2019	October 1, 2019	October 31, 2019
2019-20 Q3	December 18, 2019	December 31, 2019	January 2, 2020	January 31, 2020
2019-20 Year-End	April 1, 2020	April 14, 2020	April 15, 2020	May 31, 2020

*Must pass stage 3c edits

Period	REVISED OHFS Test Environment OPENS	REVISED OHFS Test Environment CLOSES	REVISED OHFS Production Environment OPENS	REVISED OHFS Production Environment CLOSES*
2019-20 Year-End	July 6, 2020	July 12, 2020	July 13, 2020	August 14, 2020

*Must pass stage 3c edits

OHFS Test Environment: It is highly recommended that HSPs use the test environment to ensure account combination, validation and submission complies with the edit rules before submitting to the OHFS Production Environment. The test environment contains the most recent valid account combinations and edits rules. The WEB OHFS Test Environment site opens 2 weeks prior to the opening of the Production Environment.

OHFS Production Environment: It is highly recommended that HSPs target to complete MIS Trial Balance submissions prior to the above-mentioned timeline to allow sufficient time to compare and ensure the matching of revenues, expenses, assets and liabilities between the MIS Trial Balance Verification Report and the organization's (audited) Financial Statements.

OHFS Test and Production Environments are available 24 hours (exception: the Production Environment closes at 11:00 p.m. on the final day of submission) and is available on the Ministry website: [Link to User Registration Page](#)

- Customer Service/Support is available from 8:00 a.m. to 5:00 p.m. (Monday to Friday), please contact AskHealthData@ontario.ca.

Important: Pending changes to your organization profile (e.g. name changes, amalgamations, service type changes, etc.) need to be reported to prior to submission opening.