

Submission Timelines

Fiscal Year (FY) 2023-24

Health Data Branch Annual Data Submission Timelines

Health Data Branch

Digital and Analytics Strategy Division

Ministry of Health | Ministry of Long-Term Care

Version	Date	Change Summary	Change Made by
V 1.2	July 12, 2023	Revisions made for CAPS and HAPS	Ontario Health

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On March 17, 2020, Ontario issued a Declaration of Emergency due to the COVID-19 pandemic. Recognizing the potential impact on operations across Health Service Providers (HSPs), some changes were made for data submission timelines to support Ontario's HSPs during this unprecedented time. As done in the prior fiscal year, we will continue to include the Pandemic Data Collection.

Data that is in alignment with healthcare information management requirements enables the development and delivery of better healthcare programs and services for Ontarians. Timely, high-quality data collection is important for planning and capacity efforts to support evidence-based, decision-making, performance monitoring, funding and activity analyses as well as fulfilling accountability agreement requirements.

Submitting organizations (e.g., Ontario Health, HSPs) are required to submit all clinical, financial/statistical, and administrative data as outlined within this submission timelines document.

Please note data submitted past the submission deadlines will not be used to inform funding, planning and funding calculations for the subsequent reporting cycle.

Should you have questions, please send an email to AskHealthData@ontario.ca with the subject line: FY 2023-24 Submission timelines.

Bundled Care Submission

The Bundled Care Submission is based on the Ontario Healthcare Reporting Standards (OHRS). The OHRS Bundled Care document (OHRS V12.1) can be accessed from the HDB Portal.

For fiscal year 2023-24, the submission is optional for Q3 and mandatory for Q4(YE). The 2023-24 submission timelines on the OHFS Production Environment are as follow:

Period	Requirement	Submission Timeline
Q3 2023/24	Optional	February 6 – March 1, 2024
Q4 2023/24	Mandatory	September 2 – October 16, 2024

Questions on:

- Bundled Care Submission reporting should be submitted to the Health Data Branch at: AskHealthData@ontario.ca with the subject line: **Bundled Care Submission**
- 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](#).

Clinical Data Submission

Mandatory clinical data set submission timelines to the Canadian Institute for Health Information (CIHI) for Fiscal Year (FY) 2023-24 are outlined below.

Note:

- HSPs are encouraged to submit their clinical data as soon as submission files are completed.
- HSPs can submit their last December 2023 submission file on December 19, 2023 (for December 11 to December 17, 2023, records) and their next submission file on January 2, 2024 (for December 18 to December 31, 2023, records).

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

Period	Deadline for Final Data Submission to CIHI
2023-24 Q1	August 31, 2023
2023-24 Q2	November 30, 2023
2023-24 Q3	February 29, 2024
2023-24 Q4	May 31, 2024

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, 2024.

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 2023	May 3, 2023	May 12, 2023
May 2023	June 5, 2023	June 14, 2023
June 2023	July 6, 2023	July 17, 2023
July 2023	August 3, 2023	August 15, 2023
August 2023	September 6, 2023	September 15, 2023
September 2023	October 5, 2023	October 17, 2023
October 2023	November 3, 2023	November 15, 2023
November 2023	December 5, 2023	December 14, 2023
December 2023	January 4, 2024	January 15, 2024
January 2024	February 5, 2024	February 14, 2024
February 2024	March 5, 2024	March 14, 2024
March 2024	April 4, 2024	April 15, 2024

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 2023 submission file on December 19, 2023 (for December 11 to December 17, 2023, records) and their next submission file on January 2, 2024 (for December 18 to December 31, 2023, 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
2023-24 Q1	July 31, 2023	August 15, 2023
2023-24 Q2	October 31, 2023	November 15, 2023
2023-24 Q3	January 31, 2024	February 14, 2024
2023-24 Q4	April 30, 2024	May 15, 2024

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
2023-24 Q1	August 15, 2023	August 31, 2023
2023-24 Q2	November 15, 2023	November 30, 2023
2023-24 Q3	February 14, 2024	February 29, 2024
2023-24 Q4	May 15, 2024	May 31, 2024

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
2023-24 Q1	August 16, 2023	August 31, 2023
2023-24 Q2	November 15, 2023	November 30, 2023
2023-24 Q3	February 14, 2024	February 29, 2024
2023-24 Q4	May 15, 2024	May 31, 2024

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
2023-24 Q1	August 31, 2023
2023-24 Q2	November 30, 2023
2023-24 Q3	February 29, 2024
2023-24 Q4	May 31, 2024

Ontario Trauma Registry (OTR) Submission

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

Period	Deadline for Final Data Submission to CIHI
2023-24 Q1, Q2, Q3 & Q4	May 31, 2024

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
2023-24 Q1	July 31, 2023	August 15, 2023
2023-24 Q2	October 31, 2023	November 15, 2023
2023-24 Q3	January 31, 2024	February 14, 2024
2023-24 Q4	April 30, 2024	May 15, 2024

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

The Ministry of Health (MOH) and the Ministry of Long-Term Care (MLTC) 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 2023-24.

- As you are aware, as of April 1, 2018, the Ministry’s CDS-MH web submission tool has not been available for the collection of CDS-MH data.

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

Health Data Collection Service (formerly Daily Bed Census Summary (dBCS)) – Bed Segmentation

The Health Data Collection Service (HDACS) tool is a web-based online data collection tool used by HSPs to submit data on a daily basis to the Ministry of Health (Ministry). The HDACS tool is hosted by the Health Data Branch (HDB) within the Ministry.

The data submitted is used to support and monitor hospital bed capacity in conventional and non-conventional spaces (hallway medicine). The current application involves the following five (5) separate daily data input forms:

- Acute with Mental Health Children/Adolescent
- Mental Health
- Complex Continuing Care
- General Rehabilitation
- Special Rehabilitation

With the arrival of COVID-19, utilization of HDACS data was amplified as Ontario Health (OH) and regional teams leveraged the data for near real-time reporting and forecasting planning activities. Hospitals are asked to count and report all patients occupying a bed as of 11:00 a.m. **daily**.

Currently, HDACS (Ministry, Health Data Branch) requires daily entry of Acute, Chronic, Rehab and Mental Health staffed beds by noon (12:00 pm), 7-days per week (based on 11:00 am census). This includes “Hallway” beds in the following categories:

- ED (Admitted); ED (Stretchers); ED (Unconventional).

Data is to be entered into the daily Health Data Collection Service (HDACS) application and submitted to the Ministry by 12:00 p.m. (noon).

The HDACS application closes at 3:00 p.m. and users will no longer be able to edit data. Each hospital facility must complete a separate HDACS form for each Master Number assigned to the corporation.

- The HDACS application is accessible through the Ministry website in the Index in the [Health Data Branch Web Portal](#)
- Hospitals can also access the site via direct link: [HDACS Application](#)

Should you have questions, please send an email to AskHealthData@ontario.ca with the subject line: FY 2023-24 Submission timelines.

Health Data Collection Services - Pandemic Data Collection

On March 17, 2020, Ontario issued a Declaration of Emergency due to the COVID-19 pandemic. In recognizing its potential impact on operations across HSPs, the Health Data Branch (HDB) initiated the following data submission called the Pandemic Data Collection.

The Health Data Collection Service (HDCS), formally titled the daily Bed Census Summary (dBCS) application, is the data collection website used by HSPs in various healthcare sectors (e.g., hospitals, long-term care homes, etc.). The website is available 24/7 and houses types of data collections that are submitted on a daily, weekly, bi-weekly, monthly or quarterly basis.

At the moment, the data collections outlined below are the temporary pandemic data collected with the associated timelines. Further notice will be provided should any changes occur going-forward in FY 2023-24.

1. COVID 19 – Assessment Centres (C9)
2. COVID 19 – Community-Based Testing (S1)
3. COVID 19 – Community Paramedicine Survey (C1)
4. COVID 19 – HHR (S9)
5. COVID 19 – Inpatient Admissions (I9)
6. COVID 19 – LTCH (L9)

Should you have questions, please send an email to AskHealthData@ontario.ca with the subject line: FY 2023-24 Submission Timelines.

COVID 19 – Assessment Centres (C9)

Sector	Submission Type	Form Type	Frequency	Due
Hospitals/Non-hospitals assessment centres	Access/Assessment Centre Intake form	C9	Reporting is required on days that the centre/site is open.	Only on open days, 3:00PM

COVID 19 – Community-Based Testing (S1)

Sector	Submission Type	Form Type	Frequency	Due
Community testing sites	COVID 19 Community testing sites	S1	Reporting is required on days that the centre/site is open.	Only on open days, 3:00PM

COVID 19 – Community Paramedicine Survey (C1)

Sector	Submission Type	Form Type	Frequency	Due
Community Paramedicine	Community Paramedicine for Long-Term Care Data Collection	C1	Bi-weekly	Mondays (Submission window Monday 12:00 AM – Friday 11:59 PM)

COVID 19 – HHR (S9)

Sector	Submission Type	Form Type	Frequency	Due
Hospitals	COVID 19 Health Human Resources (HHR)	S9	Monthly	The first Friday of the month at 3:00 PM where Monday through Friday inclusive are all in the reporting month.

COVID 19 – IP Admissions (I9)

Sector	Submission Type	Form Type	Frequency	Due
Hospitals	Inpatient Admissions (including Alternate Health Facilities)	I9	Daily	7 days/week, 3:00 PM Note: For the period May - August 2023 hospitals will have the option to submit all daily forms on a weekly basis, due Tuesdays at 3:00 PM for the previous 7 days (Reporting Period: Wednesday to Tuesday submission days inclusive, covering Tuesday to Monday census dates).

COVID 19 – LTCH (L9)

Sector	Submission Type	Form Type	Frequency	Due
LTCHs	Long-Term Care Homes (LTC) base information – Occupancy	L9	Weekly	Thursday, 11:59 PM

Long-Term Care Staffing Data Collection (LTC Staffing Survey) Submission

The purpose of the LTC Staffing Data Collection (LTC Staffing Survey) is to support the successful implementation of “A better place to live, a better place to work: Ontario’s long-term care staffing plan” (Staffing Plan).

The submission timelines for the LTC Staffing Survey for 2023-24 will be communicated via the Health Data Collection Service (HDCS) platform and LTCHomes.net.

Medical Trainee Data (MTD) Submission

The FY2023-24 Medical Trainee Data (MTD) submission is now an annual submission to the Ministry.

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 Reporting Centre (OPRC).

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

Quarter	Submission Deadline to University	Submission Deadline to OPRC	Approval of Data (Data Lock Date)*	Submission Deadline to Ministry**
Q1	October 2, 2023	November 17, 2023	January 31, 2024	June 28, 2024
Q2	November 10, 2023			
Q3	February 12, 2024	May 17, 2024	June 27, 2024	
Q4	May 10, 2024			

**No new data will be accepted after this (unless it meets appeal criteria)*

***For all quarters with annual cap applied.*

Should you have questions, please send an email to AskHealthData@ontario.ca with the subject line: FY 2023-24 Submission timelines.

Ontario Case Costing (OCC) Submission

The following represents the Ontario Case Costing (OCC) production schedule for FY 2023-24 reporting.

Period	OCC Submission OPEN DATE	OCC Submission CLOSE DATE	OCC Final Data RELEASE DATE
2022-23 Year-End	July 17, 2023	October 6, 2023	December 18, 2023

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

Should you have questions, please send an email to AskOCC@Ontariohealth.ca with the subject line: OCC Submission.

Self-Reporting Initiative (SRI) Submission

Board-Approved Audited Financial Statements (AFS)

Release	Open Date	Close Date
2023-24 (Year-End)	April 1, 2024	June 28, 2024

*HSPs must email a copy of the ARR (Excel and PDF, duly signed), Audited Financial Statements, and ARR Auditors' Report to FMBARRSubmission@ontario.ca; with a soft copy of the Excel ARR to be uploaded to SRI.

CAPS – Ministry Managed

Release	Open Date	Close Date
2024-25	April 1, 2024	December 31, 2024

Family Health Team (FHT) Quarterly (Primary Care)

Release	Open Date	Close Date
2023-24 Q1	July 3, 2023	July 31, 2023
2023-24 Q2	October 2, 2023	October 31, 2023
2023-24 Q3	January 3, 2024	January 31, 2024
2023-24 Q4 (Year-End)	March 29, 2024	April 29, 2024

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

Release	Open Date	Close Date
2023-24 ASRER (Year-End)	April 1, 2024	June 28, 2024

Community Quarterly - Ministry Managed

Release	Open Date	Close Date
2023-24 Q2	October 2, 2023	October 31, 2023
2023-24 Q3	January 8, 2024	January 31, 2024
2023-24 Q4 (Year-End)	April 1, 2024	June 28, 2024

Community Quarterly - OH Managed

Release	Open Date	Close Date
2023-24 Q2	October 2, 2023	November 7, 2023
2023-24 Q3	January 15, 2024	February 7, 2024
2023-24 Q4 (Year-End)	April 1, 2024	June 7, 2024

Community Annual Planning Submissions (CAPS) - OH Managed

Release	Open Date	Close Date
2024-25	To be determined by Ontario Health	To be determined by Ontario Health

Community - Annual Reconciliation Report (ARR)

Release	Open Date	Close Date
2023-24 (Year-End)	April 1, 2024	June 28, 2024

Hospital Accountability Planning Submission (HAPS)

Release	Open Date	Close Date
2024-25	To be determined by Ontario Health	To be determined by Ontario Health

Hospital Quarterly

Release	Open Date	Close Date
2023-24 Q2	October 9, 2023	November 7, 2023
2023-24 Q3	January 15, 2024	February 7, 2024
2023-24 Q4 (Year-End)	April 1, 2024	June 7, 2024

Nurse Practitioner Lead Clinics (NPLC)

Release	Open Date	Close Date
2023-24 Q1	July 3, 2023	July 31, 2023
2023-24 Q2	October 2, 2023	October 31, 2023
2023-24 Q3	January 3, 2024	January 31, 2024
2023-24 Q4 (Year-End)	April 1, 2024	April 30, 2024

Nurse Practitioner Lead Clinics (NPLC) - Audited Statement of Revenues and Expenditures Report (ASRER)

Release	Open Date	Close Date
2023-24 ASRER (Year-End)	April 1, 2024	June 28, 2024

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 through 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 with the subject line: **SRI Patient Safety Forms**

Statistical and Financial Data Submission

Ontario Healthcare Reporting Standards (OHRS)/Management Information System (MIS) Trial Balance (TB) Submission

The Management Information System (MIS) Trial Balance (TB) submission is to be based on the most current version of the Ontario Healthcare Reporting Standards (OHRS 12.1). The Fiscal Year 2023-24 OHRS can be accessed through the Ministry website at: [Health Data Branch's Web Portal](#).

For Q3, the MIS TB submission must match the corporation's Financial Statements. For year-end, the MIS TB 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
2023-24 Q2	September 18, 2023	September 29, 2023	October 2, 2023	October 31, 2023
2023-24 Q3	December 16, 2023	December 31, 2023	January 2, 2024	January 31, 2024
2023-24 YE	April 1, 2023	April 14, 2024	April 15, 2024	May 31, 2024

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 OHFS Production Environment.

OHFS Production Environment: It is highly recommended that HSPs target to complete MIS TB 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 TB Verification Report and the organization's (audited) Financial Statements.

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

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

Should you have questions, please send an email to AskHealthData@ontario.ca with the subject line: FY 2023-24 Submission timelines.