

Submission Timelines

Fiscal Year (FY) 2021-22

Health Data Branch Annual Data Submission Timelines

Health Data Branch

Capacity Planning and Analytics Division

Ministry of Health | Ministry of Long-Term Care

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On March 17, 2020, Ontario issued a Declaration of Emergency due to the COVID-19 pandemic. In recognizing its potential impact on operations across Health Service Providers (HSPs), some changes have been made for FY2021-22 data submission timelines to support Ontario's HSPs during this unprecedented time. This fiscal, we have added a new section called, 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 are important for planning and capacity efforts for evidenced-based, decision-making, performance monitoring, funding and activity analyses as well as fulfilling accountability agreement requirements.

All data collections are required to be submitted as per the submission timelines outlined in this document. Submitting organizations (e.g., Ontario Health, Health Service Providers) are required to submit all clinical, financial/statistical, and administrative data as outlined.

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 2021-22 Submission timelines.

Bundled Care Submission

The Bundled Care Submission is based on the Ontario Healthcare Reporting Standards (OHRS). The OHRS Bundled Care document (OHRS V11.1) can be accessed from the HDB Portal.

For fiscal year 2021-22, the submission is optional for Quarter 3 and mandatory for Q4. The 2021-22 submission timelines on the OHFS Production Environment are as follow:

Period	Requirement	Submission Timeline
Q3 2021/22	Optional	February 8 – March 1, 2021
Q4 2021/22	Mandatory	September 1 – October 16, 2021

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) and the ministry for Fiscal Year (FY) 2021-22 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 2021 submission file on December 21, 2021 (for December 13 to December 19 records) and their next submission file on January 4, 2022 (for December 20, 2021 to January 2, 2022 records).

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

Period	Deadline for Final Data Submission to CIHI
2021-22 Q1	August 31, 2021
2021-22 Q2	November 30, 2021
2021-22 Q3	February 28, 2022
2021-22 Q4	May 31, 2022

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, 2022.

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 2021	May 5, 2021	May 14, 2021
May 2021	June 3, 2021	June 14, 2021
June 2021	July 6, 2021	July 15, 2021
July 2021	August 5, 2021	August 16, 2021
August 2021	September 3, 2021	September 15, 2021
September 2021	October 5, 2021	October 15, 2021
October 2021	November 3, 2021	November 15, 2021
November 2021	December 3, 2021	December 14, 2021
December 2021	January 6, 2022	January 17, 2022
January 2022	February 3, 2022	February 14, 2022
February 2022	March 3, 2022	March 14, 2022
March 2022	April 5, 2022	April 14, 2022

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).

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
2021-22 Q1	July 30, 2021	August 15, 2021
2021-22 Q2	October 31, 2021	November 15, 2021
2021-22 Q3	January 31, 2022	February 14, 2022
2021-22 Q4	April 30, 2022	May 15, 2022

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
2021-22 Q1	August 15, 2021	August 31, 2021
2021-22 Q2	November 15, 2021	November 30, 2021
2021-22 Q3	February 14, 2022	February 28, 2022
2021-22 Q4	May 15, 2022	May 31, 2022

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
2021-22 Q1	August 15, 2021	August 31, 2021
2021-22 Q2	November 15, 2021	November 30, 2021
2021-22 Q3	February 14, 2022	February 28, 2022
2021-22 Q4	May 15, 2022	May 31, 2022

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
2021-22 Q1	August 31, 2021
2021-22 Q2	November 30, 2021
2021-22 Q3	February 28, 2022
2021-22 Q4	May 31, 2022

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
2021-22 Q1, Q2, Q3 & Q4	May 31, 2022

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
2021-22 Q1	July 31, 2021	August 15, 2021
2021-22 Q2	October 31, 2021	November 15, 2021
2021-22 Q3	January 31, 2022	February 14, 2022
2021-22 Q4	April 30, 2022	May 15, 2021

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 2021-22.

- 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.

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: [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](#)

Note:

The change from the dBCS to the Daily Bed Segmentation is postponed until further notice. Please refer to the message from the Hospital and Capital Division dated on April 29, 2021 with the subject title: MOH – Joint ADM Memo re: Daily Bed Census Bed Segmentation (173-2021-14) Final.

Should you have questions, please send an email to ASKHEALTHDATA@ontario.ca with the subject line: FY 2021-22 Submission timelines.

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

The LTCH Staffing Report, open and close submission dates is postponed until further notice.

Should you have questions, please send an email to ASKHEALTHDATA@ontario.ca with the subject line: LTCH Staffing Report.

Medical Trainee Data (MTD) Submission

The FY2021-22 Medical Trainee Data (MTD) submission will consist of four (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 Data 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
Q1 Data	October 1, 2021	December 2, 2021	December 10, 2021
Q2 Data	December 3, 2021	February 3, 2022	February 9, 2022
Q3 Data	February 11, 2022	April 4, 2022	April 8, 2022
Q4 Data	May 3, 2022	June 1, 2022	June 3, 2022
Final/Annual Data	May 10, 2022*	June 10, 2022*	June 30, 2022**

**For all but Q4 Data*

***For all Quarters with annual cap applied*

Should you have questions, please send an email to ASKHEALTHDATA@ontario.ca with the subject line: FY 2021-22 Submission timelines.

Ontario Case Costing (OCC) Submission

The following represents the Ontario Case Costing (OCC) production schedule for FY 2021-22 reporting.

Period	OCC Submission OPEN DATE	OCC Submission CLOSE DATE	OCC Final Data RELEASE DATE
2021-22 Year-End	July 12, 2021	October 1, 2021	December 17, 2021

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

Should you have questions, please send an email to ASKHEALTHDATA@ontario.ca with the subject line: FY 2021-22 Submission timelines.

Self-Reporting Initiative (SRI) Submission

The Self-Reporting Initiative (SRI) testing environment will be available prior to each submission open date. Please note effective this fiscal 2021-22, the ministry program area no longer requires the SRI Hospital Post Quarterly Forms for Bariatric, Neuro, Transplant, and Cardiac.

Family Health Team (FHT) Quarterly (Primary Care)

Release	Open Date	Close Date
2021-22 Q1	July 2, 2021	July 30, 2021
2021-22 Q2	October 1, 2021	October 29, 2021
2021-22 Q3	January 3, 2022	January 31, 2022
2021-22 Q4 (Year-End)	March 31, 2022	April 29, 2022

Hospital Quarterly

Release	Open Date	Close Date
2021-22 Q2	October 1, 2021	November 7, 2021
2021-22 Q3	January 11, 2022	February 7, 2022
2021-22 Q4 (Year-End)	March 31, 2022	June 7, 2022

Community Quarterly - Ministry Managed

Release	Open Date	Close Date
2021-22 Q2	October 1, 2021	October 29, 2021
2021-22 Q3	January 7, 2022	January 31, 2022
2021-22 Q4 (Year-End)	March 31, 2022	June 30, 2022

Community Quarterly - LHIN Managed

Release	Open Date	Close Date
2021-22 Q2	October 1, 2021	November 7, 2021
2021-22 Q3	January 11, 2022	February 7, 2022
2021-22 Q4 (Year-End)	March 31, 2022	June 7, 2022

Community Annual Planning Submissions (CAPS) - LHIN Managed – 2021-22

Release	Open Date	Close Date
2021-22 Q2	TBD	TBD

CAPS – Ministry Managed – 2021-22

Release	Open Date	Close Date
Post Q2 2021-22	TBD	TBD

Hospital Accountability Planning Submission (HAPS) – 2021-22

Release	Open Date	Close Date
2021-22 Q2	TBD	TBD

Community - Annual Reconciliation Report (ARR)

Release	Open Date	Close Date
2021-22 Q4 (Year-End)	April 1, 2022	June 30, 2022

Board-Approved Audited Financial Statements (AFS)

Release	Open Date	Close Date
2020-21 Q4 (Year-End)	April 1, 2021	June 30, 2022

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

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

Release	Open Date	Close Date
2021-22 Q4 (Year-End)	April 1, 2022	July 4, 2022

LHIN - Hip and Knee

Release	Open Date	Close Date
2021-22 Q2	October 1, 2021	November 5, 2021
2021-22 Q4	March 31, 2022	June 3, 2022

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**

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 (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 11.1). The Fiscal Year 2021-22 OHRS can be accessed through the ministry website at: [Link to Health Data Branch's Portal](#)

For Quarter 3, 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*
2021-22 Q2	September 17, 2021	September 30, 2021	October 1, 2021	October 29, 2021
2021-22 Q3	December 17, 2021	December 31, 2021	January 4, 2022	January 28, 2022
2021-22 Year-End	April 1, 2022	April 14, 2022	April 15, 2022	May 31, 2022

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 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: 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.](#)

- **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 2021-22 Submission timelines.

The 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 known as the daily Bed Census Summary (dBCS) application is the data collection website used by various health service providers which includes hospitals, long-term care homes, and etc. The website is available 24/7 and houses 11 types of data collections that are submitted on a daily, weekly, bi-weekly, and etc. At the moment, below are the temporary pandemic data collected with timelines. Further notice will be provided.

1. COVID 19 – Antigen Testing (A1)
2. COVID 19 – Assessment Centres (C9)
3. COVID 19 – Bed Capacity Planning Tool (B1)
4. COVID 19 – Community-Based Testing (S1)
5. COVID 19 – Community Paramedicine Survey (C1)
6. COVID 19 – Expenses
7. COVID 19 – HHR (S9)
8. COVID 19 – Hospital PPE (P5)
9. COVID 19 – IP Admissions (I9)
10. COVID 19 – LTCH (L9)
11. COVID 19 – Toronto Region LTCH/RH PoC (H9)

COVID 19 – Antigen Testing (A1)

Sector	Submission Type	Form Type	Frequency	Due
All sectors including private	Antigen Rapid Testing Data Collection	A1	Weekly	Friday, 11:59 PM (can be edited throughout the week)

COVID 19 – Assessment Centres (C9)

Sector	Submission Type	Form Type	Frequency	Due
Hospitals/Non-hospitals assessment centres	Access/Assessment Centre Intake form	C9	Days open only	Days open only 3:00 PM

COVID 19 – Bed Capacity Planning Tool (B1)

Sector	Submission Type	Form Type	Frequency	Due
Hospitals	Bed Capacity Planning Tool	B1	Weekly	Monday, 3:00 PM

COVID 19 – Community-Based Testing (S1)

Sector	Submission Type	Form Type	Frequency	Due
Community testing sites	COVID 19 Community testing sites	S1	Days open only	Days open only 3:00 PM

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 – Expenses

Sector	Submission Type	Form Type	Frequency	Due
Hospital	COVID 19 Expenses		Monthly	<p>Between the 21st and the end of the month (or the next day if the end of the month is a holiday).</p> <p>Note: March submissions have been extended to May 31st</p> <p>Extensions to the deadline are given if there is a significant low compliance rate.</p>

COVID 19 – HHR (S9)

Sector	Submission Type	Form Type	Frequency	Due
Hospitals	COVID 19 Health Human Resources (HHR)	S9	Weekly	Monday, 3:00 PM

COVID 19 – Hospital PPE (P5)

Sector	Submission Type	Form Type	Frequency	Due
Hospitals	Personal Protective Equipment	P5	Weekly	Monday, 3:00 PM

COVID 19 – IP Admissions (I9)

Sector	Submission Type	Form Type	Frequency	Due
Hospitals	Inpatient Admissions (including Alternate Health Facilities)	I9	All days	7 days/week, 3:00 PM

COVID 19 – LTCH (L9)

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

COVID 19 – Toronto Region LTCH/RH PoC (H9)

Sector	Submission Type	Form Type	Frequency	Due
LTCHs (Toronto Region LTCHs only)	COVID 19 LTCH/RH Data Collections	H9	All days	7 days/week, 3:00 PM

Should you have questions, please send an email to ASKHEALTHDATA@ontario.ca with the subject line: FY 2021-22 Submission timelines.