

## Health Data Branch Service Announcement – December 23, 2020

### Fiscal Year (FY) 2020-21 Health Data Branch Annual Data Submission Timelines

Please see the Fiscal Year (FY) 2020/2021 data submission timelines regarding clinical, financial/statistical, and administrative data in the tables below (pages 2 to 11).

- Also available on the [Health Data Branch Portal](#) and [Long-Term Care Homes Portal](#)

Data collection related to regular submissions supports ongoing funding, performance measurements, capacity efforts and is crucial in assisting the ministry with planning and decision making.

Please share with relevant staff within your organization. If you have any questions, please email [AskHealthData@ontario.ca](mailto:AskHealthData@ontario.ca) with the Subject Line: “FY2020-21 Submission Timelines”.

Regards,

#### Health Data Support Team

Health Data Branch  
Capacity Planning and Analytics Division  
Ministry of Health | Ministry of Long-Term Care

#### Need more information?

Contact us at: [askhealthdata@ontario.ca](mailto:askhealthdata@ontario.ca)

## Clinical Data Submission

Mandatory clinical submission timelines to CIHI and the ministry for Fiscal Year (FY) 2020-21 are as outlined below.

- 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
2020-21 Q1	August 31, 2020
2020-21 Q2	November 30, 2020
2020-21 Q3	February 28, 2021
2020-21 Q4	May 31, 2021

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, 2021.

### 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 2020	May 5, 2020	May 14, 2020
May 2020	June 3, 2020	June 12, 2020
June 2020	July 6, 2020	July 15, 2020
July 2020	August 6, 2020	August 17, 2020
August 2020	September 3, 2020	September 15, 2020
September 2020	October 5, 2020	October 15, 2020
October 2020	November 4, 2020	November 16, 2020
November 2020	December 3, 2020	December 14, 2020
December 2020	January 6, 2021	January 15, 2021
January 2021	February 3, 2021	February 12, 2021
February 2021	March 3, 2021	March 12, 2021
March 2021	April 7, 2021	April 16, 2021

## 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 2020 submission file on December 22, 2020 (for December 14 to 20 records) and their next submission file on January 5, 2021 (for December 21, 2020 to January 3, 2021 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
2020-21 Q1	July 31, 2020	August 15, 2020
2020-21 Q2	October 31, 2020	November 15, 2020
2020-21 Q3	January 31, 2021	February 14, 2021
2020-21 Q4	April 30, 2021	May 15, 2021

## 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
2020-21 Q1	August 15, 2020	August 31, 2020
2020-21 Q2	November 15, 2020	November 30, 2020
2020-21 Q3	February 14, 2021	February 28, 2021
2020-21 Q4	May 15, 2021	May 31, 2021

### 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
2020-21 Q1	August 15, 2020	August 31, 2020
2020-21 Q2	November 15, 2020	November 30, 2020
2020-21 Q3	February 14, 2021	February 28, 2021
2020-21 Q4	May 15, 2021	May 31, 2021

### 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
2020-21 Q1	August 31, 2020
2020-21 Q2	November 30, 2020
2020-21 Q3	February 28, 2021
2020-21 Q4	May 31, 2021

### 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
2020-21 Q1, Q2, Q3 & Q4	May 31, 2021

### 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
2020-21 Q1	July 31, 2020	August 15, 2020
2020-21 Q2	October 31, 2020	November 15, 2020
2020-21 Q3	January 31, 2021	February 14, 2021
2020-21 Q4	April 30, 2021	May 15, 2021

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

The Ministry of Health and the Ministry of 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 2020-21.

- 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 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, please email [AskHealthData@ontario.ca](mailto:AskHealthData@ontario.ca) with the Subject Line: “Daily Bed Census Summary (dBCS)”.

## Long-Term Care Home Staffing Report (LTCH-SR) Submission for 2019

For the 2019 LTCH Staffing Report, open and close submission dates is postponed until further notice. If you require further assistance, please email [AskHealthData@ontario.ca](mailto:AskHealthData@ontario.ca) with the Subject Line “LTCH Staffing Report”.

## Medical Trainee Data (MTD) Submission

The FY2020-21 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
Q1 Data	October 2, 2020	December 1, 2020	December 14, 2020
Q2 Data	December 4, 2020	February 5, 2021	February 16, 2021
Q3 Data	February 8, 2021	April 1, 2021	April 12, 2021
Q4 Data	May 3, 2021	June 1, 2021	June 4, 2021
Final/Annual Data	May 10, 2021*	June 11, 2021*	June 30, 2021**

*\*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](mailto:AskHealthData@ontario.ca) with the Subject Line: “Medical Trainee (MTD)”.

## 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	OCC Final Data RELEASE DATE
2019-20 Year-End	August 10, 2020	October 30, 2020	January 14, 2021

\*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](mailto:AskHealthData@ontario.ca) with the Subject Line: "Ontario Case Costing"

## 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 2020-21	June 8, 2020	N/A
Post Q2 2020-21	November 9, 2020	N/A
Post Q3 2020-21	February 1, 2021	N/A
Post Q1 2020-21	February 1, 2021	N/A

### Family Health Team (FHT) Quarterly (Primary Care)

Release	Open Date	Close Date
2020-21 Q1	July 1, 2020	July 31, 2020
2020-21 Q2	October 1, 2020	October 31, 2020
2020-21 Q3	January 4, 2021	January 31, 2021
2020-21 Q4 (Year-End)	March 31, 2021	April 30, 2021

### Hospital Quarterly

Release	Open Date	Close Date
2020-21 Q2	October 1, 2020	November 6, 2020
2020-21 Q3	January 11, 2021	February 5, 2021
2020-21 Q4 (Year-End)	March 31, 2021	June 30, 2021

### Community Quarterly - Ministry Managed

Release	Open Date	Close Date
2020-21 Q2	October 1, 2020	October 31, 2020
2020-21 Q3	January 11, 2021	January 31, 2021
2020-21 Q4 (Year-End)	March 31, 2021	June 30, 2021

### Community Quarterly - LHIN Managed

Release	Open Date	Close Date
2020-21 Q2	October 1, 2020	October 31, 2020
2020-21 Q3	January 11, 2021	February 5, 2021
2020-21 Q4 (Year-End)	March 31, 2021	June 7, 2021

### Community Annual Planning Submissions (CAPS) – LHIN Managed

Release	Open Date	Close Date
2020-21 Q2	October 1, 2020	November 20, 2020

### Community Annual Planning Submissions (CAPS) – Ministry Managed

Release	Open Date	Close Date
2020-21 Q2	October 1, 2020	October 31, 2020

### Hospital Accountability Planning Submission (HAPS)

Release	Open Date	Close Date
2020-21 Q2	October 1, 2020	November 20, 2020

### Community - Annual Reconciliation Report (ARR)

Release	Open Date	Close Date
2020-21 Q4 (Year-End)	March 31, 2021	June 30, 2021

### Board-Approved Audited Financial Statements (AFS)

Release	Open Date	Close Date
2020-21 Q4 (Year-End)	March 31, 2021	June 30, 2021

\*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
2020-21 Q4 (Year-End)	March 31, 2021	June 30, 2021

### LHIN - Hip and Knee

Release	Open Date	Close Date
2020-21 Q2	October 1, 2020	November 6, 2020
2020-21 Q4	March 31, 2021	June 7, 2021

### 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](mailto: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](mailto:AskHealthData@ontario.ca) with the Subject Line “Self-Reporting Initiative (SRI)”.

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 MIS Trial Balance submission is to be based on the most current version of the Ontario Healthcare Reporting Standards (OHRS 11.1). The Fiscal Year 2020-21 Ontario Healthcare Reporting Standards (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 (YE), 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*
2020-21 Q2	NA	NA	October 5, 2020	October 31, 2020
2020-21 Q3	December 21, 2020	December 31, 2020	January 4, 2021	January 31, 2021
2020-21 YE	April 1, 2021	April 15, 2021	April 16, 2021	May 31, 2021

**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.](#)

- Customer Service/Support is available from 8:00 a.m. to 5:00 p.m. (Monday to Friday), please contact [AskHealthData@ontario.ca](mailto:AskHealthData@ontario.ca) with the Subject Line “MIS Trial Balance (MIS TB)”.
- **Important:** Changes to your organization profile (e.g. name changes, amalgamations, service type changes, etc.) need to be reported to prior to submission opening.

## Bundled Care Submission

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

For fiscal year 2020-21, the submission is optional for Quarter 3 and mandatory for Q4. The 2020-21 submission timelines on the OHFS Production Environment are:

Period	Requirement	Submission Timeline
Q3 2020/21	Optional	February 8 – March 1, 2021
Q4 2020/21	Mandatory	September 1 – October 16, 2021

Questions on:

- Bundled Care Submission reporting should be submitted to the Health Data Branch at: [AskHealthData@ontario.ca](mailto:AskHealthData@ontario.ca) with the Subject Line “Bundled Care (BC)”.
- Bundled Care program questions can still be directed to [bundledcare@hqontario.ca](mailto: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](#).