

OCCMS news

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Welcome to the Summer 2009 OCCMS Newsletter

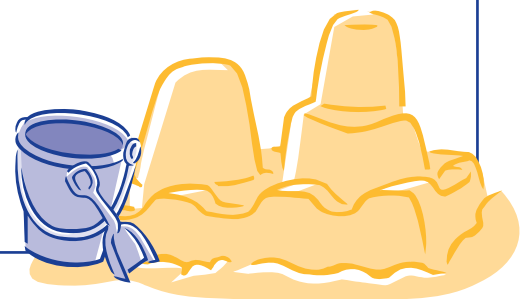
Greetings! On behalf of the OCCMS team.

Version 6.6

Version 6.6 was released in June. Thank you to the user group for their input, advice, and support in the development of this version.

Highlights:

- Clear All button is on the waitlist filter
- The schedule checkmark is visible in high contrast modes for the visually impaired
- Absenteeism tab shows outstanding attendance schedules for the current month
- \$0.00 can be entered in CCTB on the Income Test
- Applicant 2 information is Historical on the History tab
- Search filter for Active and Closed Provider Head Office and Provider Sites
- Print button for Active Placements in the Provider Site
- Informal Placements available on Applicant labels
- Automatic transfer of vacancy information from OCCMS Operators to Provider Site license tab and Child Care Directory
- Remaining absent days displayed on Attendance screen
- Funding Type history on Child Profile tab
- Ability to add a future placement for the same care code, at the same site
- Custom Reports Filters:
 - » Days enrolled from Income Test
 - » Active and Closed Provider Head Office and Provider Sites



From Cathy Elliott

Happy summer to all! It seems like it has been a busy year already. As many of you know, in 2008 York Region experienced many changes including a re-organization of the Community and Health Services Department. This re-organization saw the amalgamation of the former Family and Children's Services and the Employment and Financial Services Branches into one large Social Services Branch.

Change seems to be a constant in our lives and I would like to take this opportunity to update you on a change in the OCCMS team. Kelly Clare was successful in an internal job competition and effective June 1, 2009, Kelly has moved on to a Program Co-ordinator, Community Initiatives position within our department. Kelly's energy and zest for OCCMS will be missed but please join us in wishing her luck and success in her new position. I will be working to fill the tester/trainer position over the next weeks but Sheila and Colleen will continue to provide the ongoing support and training that you may require until we are back to a full team of three.

I look forward to seeing all of you at the next User Group meeting. As always, our thanks for your ongoing support with OCCMS. Take good care of yourself and enjoy the warm weather that summer will bring.

Regards,

Cathy

Training Website: www.occmstraining.ca

We encourage municipalities to participate in OCCMS training opportunities.

Our training options teach you the skills needed to effectively navigate OCCMS.

Through one of our three training options (Calendar training, In-House training in

York Region, or On-Site training) you can increase your municipality's effectiveness and productivity in just one day.

For more information about the training modules, refer to the Training Module brochure on the website.

Helpful Tips

Download versions and hot fixes in order of release.

Custom Reports

To generate a report identifying all children's current placements, the following fields and filters should be selected:

- **Child's Name**
- **Placement Start Date = On or Before (1st of current month)**
- **Child's Status = Placed**
- **Placement End Date = On or After (1st of current month, including blank dates)**

Also select any other fields you require for the purpose of the report.

OCCMS Operators

Web enabled attendance has been very successful. To date, 31 CMSMs/DSSABs operators are completing their attendance online. The OCCMS team has successfully supported CMSMs/DSSABs with their conversion and continues to offer support to users.

For a demonstration of the benefits of having operators complete their attendance online, visit www.occmstraining.ca - Module 12.

OCCMS Projects and Focus Groups

Budget Focus Group

Some of the recommendations being brought forward are:

1. Ability to save titles on the Service Description and Budget Summary for each funding type (e.g., Special Needs, Wage Subsidy, Pay Equity).
2. *Stop Payment* - when payment is resumed, have the full amount held, released on next payment, with separate cheque requisitions.
3. Ability to connect OCCMS forms directly to the OCCMS Operators database

Security Focus Group

One of the recommendations being brought forward is the ability to select security rights for each section:

- Head Office - three separate rights
- Site - three separate rights
- Billing - five separate rights
- Admin - 10 separate rights

Favourite Calendar Shortcuts

- t and tod = today
- + and tom = tomorrow
- y and yes = yesterday
- +6m = six months in the future (any month number will work)
- -1m = one month in the past (any month number will work)
- +1y = one year in the future (any year number will work)

OCCMS Web User Manual

The following user manual chapters can be found on Mission's website:

- Getting Started
- Case Management
- Mail Merge
- Informal Care

www.missioninc.com/occms-smm

OCCMS User Group Meeting

Fall User Group meeting:

October 30, 2009

10 a.m. to 2 p.m.

South Services Centre

50 High Tech Road, Richmond Hill

Lunch will be provided.

Change requests can be submitted to Sheila Ellis by September 18, 2009. Change Request Forms are available at:
www.missioninc.com/occms-smm

How to Get Help with OCCMS

- ▶ Help Line: 8 a.m. to 4:30 p.m., Monday to Friday
- ▶ 1-877-464-9675 or 905-830-4444

Colleen Hildebrant, ext. **2158** • colleen.hildebrant@york.ca

Sheila Ellis, ext. **2163** • sheila.ellis@york.ca



For OCCMS technical support:



- ▶ support@missioninc.com
- ▶ 416-590-9844 - press 1 to reach the Help Desk

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