

# OCCMS news

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## Welcome!

OCCMS continues to be “the technology” for our evolving role as Child Care Service System Managers. We have quickly and efficiently integrated the administration of new provincial funding initiatives and policies into the system - such as Pay Equity, ELCC, and changes to RESP/RRSP. Staff have supported your training needs and have answered your technical questions. Also, our User Group has put forward many change requests - making OCCMS a highly functional and CMSM-driven system. All in all, it's been a team effort!

Enjoy your summer.

Howard Dayton  
Manager, Licensing and Program Management

## User Group Meeting

Another successful user group meeting was held on April 29, 2005. Twenty-one of 45 CMSMs were represented and 80 user requests were voted on. Stay tuned for future enhancements resulting from these requested changes.

At this meeting, two focus groups were established:

1. LEAP database in OCCMS
2. OCCMS Web Conversion

Please contact Sheila Ellis ([sheila.ellis@york.ca](mailto:sheila.ellis@york.ca)) if you wish to be involved in either focus group.

Last fall, three focus groups (Reports, Security, Informal Care) met and put forward many great suggestions for enhancing OCCMS. Many of these enhancements will be implemented in Version 4.3 (summer release) and in Version 4.4.

**Thank you to our 2004  
focus group volunteers!**

## What's New in Version 4.3 Highlights

- ▶ Ability to add a child onto the Record of Attendance after it runs
- ▶ Custom reminders can be assigned to other staff members
- ▶ Report modifications
- ▶ Enhancements to Informal Care
- ▶ Changes to security settings

### New Filters on Custom Reports:

- ▶ Each line of a report is now numbered
- ▶ Applicant: RRSP/RESP from line 25a on form 1
- ▶ Child's new filters: parents address, placement care code, return reason, exit reason, termination date
- ▶ Site's new filters: address, phone number, attendance type
- ▶ Head Office: ELCC-S and ELCC-P Special Needs and Wage Subsidy
- ▶ Labels: Ability to filter by funding type (e.g. fee assistance, wage subsidy, special needs). Ability to print a variety of label sizes.
- ▶ Applicant 1: New fields - OW ID/Case Worker and name. There are two new options to generate a placement schedule: a schedule for 2 consecutive weeks and a schedule for certain days of the month e.g. 1st-15th.

## January to March 2005

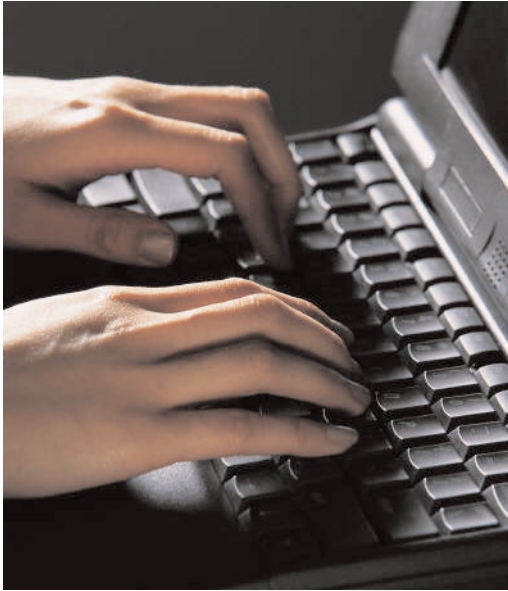
### Helpline Stats

We responded to 391 help line calls and emails.

### Training Stats:

- 17 sessions were delivered to 56 participants
- 19 customized training sessions for CMSMs were delivered to 90 participants
- 7 sessions for Web Enabled Record of Attendance were delivered to 38 operators





## Training and Support

We continue to provide OCCMS training for new staff and can provide training sessions to individual municipalities upon request. Training can take place via the Internet or at a York Region office location. We will support CMSMs and their operators as they continue to access the Web Enabled Record of Attendance.

Please contact Sheila Ellis to arrange for your training needs. Sheila can be reached at 1-877-464-9675 or 905-830-4444 Ext. 2058 or by email at [sheila.ellis@york.ca](mailto:sheila.ellis@york.ca).

### June 2005 Training Schedule

<b>June 8, 2005</b>	9:00 am 2:30 pm	New Users: Case Management New Users: Record of Attendance (not Web)
<b>June 9, 2005</b>	9:00 am 2:30 pm	New Users: Custom Reports and Reminders New Users: Master Contracts and Schedules
<b>June 15, 2005</b>	9:00 am 2:30 pm	New Users: Waitlist New Users: Case Management
<b>June 22, 2005</b>	9:00 am 2:30 pm	Web Record of Attendance New Users: Case Management
<b>June 23, 2005</b>	9:00 am 2:30 pm	Web Record of Attendance New Users: Letters, OCCMS tips
<b>June 29, 2005</b>	9:00 am 2:30 pm	New Users: Custom Reports and Reminders Child Care Directory
<b>June 30, 2005</b>	9:00 am	New Users: Waitlist

### Timeline Tips

Remember to enter all 2005-2006 school board information (e.g., PD days, Christmas vacation etc.) prior to Labour Day (September 5, 2005).

**Report RO48, Children turning 4, 5 and 6** will help staff ensure children turning ages 4, 5, or 6 in 2005 will be in the correct care code in September.



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