

**SCHEDULE C – REPORTS
COMMUNITY SUPPORT SERVICES**

Only those requirements listed below that relate to the programs and services that are funded by the LHIN will be applicable.

A list of reporting requirements and related submission dates is set out below. Unless otherwise indicated, the HSP is only required to provide the required information on the funding that is provided under this Agreement. Reports that require full entity reporting are followed by an asterisk "**".

The Ministry is implementing the Self Reporting Initiative (SRI) to replace the existing Web Enabled Reporting System (WERS). It is expected that SRI will be operational in 2011/12. The initial project communications were sent between mid-November and early-December 2010 by Health Data Branch of the MOHLTC to all the WERS stakeholders and are posted on the WERS website.

OHRS/MIS Trial Balance Submission (through OHFS)	
2011-2012	Due Dates (Must pass 3c Edits)
2011-12 Q1	<i>Not required 2011-2012</i>
2011-12 Q2	October 31, 2011
2011-12 Q3	January 31, 2012
2011-12 Q4	May 31, 2012
2012-2013	Due Dates (Must pass 3c Edits)
2012-13 Q1	<i>Not required 2012-2013</i>
2012-13 Q2	October 31, 2012
2012-13 Q3	January 31, 2013
2012-13 Q4	May 31, 2013
2013-2014	Due Dates (Must pass 3c Edits)
2013-14 Q1	<i>Not required 2013-2014</i>
2013-14 Q2	October 31, 2013
2013-14 Q3	January 31, 2014
2013-14 Q4	May 30, 2014

Supplementary Reporting (including AAH) - Quarterly Report (through WERS/SRI) and Annual Reconciliation Report (ARR – submitted with Q4 Report)	
2011-2012	Due five (5) business days following Trial Balance Submission Due Date
2011-12 Q1	<i>Not required 2011-2012</i>
2011-12 Q2	November 7, 2011
2011-12 Q3	February 7, 2012
2011-12 Q4 and ARR	June 7, 2012 - Supplementary reporting due June 30, 2012 - ARR due
2012-2013	Due five (5) business days following Trial Balance Submission Due Date
2012-13 Q1	<i>Not required 2012-2013</i>
2012-13 Q2	November 7, 2012
2012-13 Q3	February 7, 2013
2012-13 Q4 and ARR	June 7, 2013 – Supplementary Reporting Due June 30, 2013 – ARR due
2013-2014	Due five (5) business days following Trial

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	Balance Submission Due Date
2013-14 Q1	<i>Not required 2013-2014</i>
2013-14 Q2	November 7, 2013
2013-14 Q3	February 7, 2014
2013-14 Q4 and ARR	June 6, 2014 – Supplementary Reporting Due June 30, 2014 – ARR Due
Board Approved Audited Financial Statement *	
Fiscal Year	Due Date
2011-12	June 30, 2012
2012-13	June 30, 2013
2013-14	June 30, 2014

Declaration of Compliance	
Fiscal Year	Due Date
2011-12	Oct 30, 2011
2012-13	April 30, 2012 and Oct 30, 2012
2013-14	April 30, 2013 and Oct 30, 2013

Community Support Services – Other Reporting Requirements	
Requirement	Due Date
French language service report	2011-12 - April 30, 2012
	2012-13 - April 30, 2013
	2013-14 April 30, 2014