



FINANCIAL DATABASE

USER GUIDE

PRESENTED BY

DISTRICT OF NIPISSING SOCIAL SERVICES ADMINISTRATION BOARD



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INTRODUCTION

This document is designed to assist early years and child care agencies to complete the various reporting requirements via the District of Nipissing Financial Reporting Database, ensuring a smooth and efficient experience for all users.

ACCESSING THE FINANCIAL REPORTING DATABASE

Requesting Access

The designated financial database Administrator for your agency must complete the following form to request database access for additional users: <https://forms.office.com/r/StPSZptcZR>. As a reminder, there should only be one (1) Administrator per agency. All other users can either have:

- Read only access;
- Access to all information (including financial); or
- General Agency Information.

Once DNSSAB processes a request for additional user access submitted by the agency's Administrator, the user(s) will receive an email notification informing them that they have been given access. New users to the OneHSN system (i.e. those who did not previously have a Child Care Waitlist Registry account), will receive an email with a link to set a password. New users are asked to check their junk mail folder, as the automated message will sometimes get redirected there.



For users who previously had a OneHSN account for the Child Care Waitlist Registry, they can simply move to the next step, logging in to the database.

Logging in to the financial database

To log in to the financial database, visit <https://onehsn.com/Nipissing/Admin>. Once you enter your username and password, you will be prompted to select your role. To access the financial database, please select the SSM Provider role.

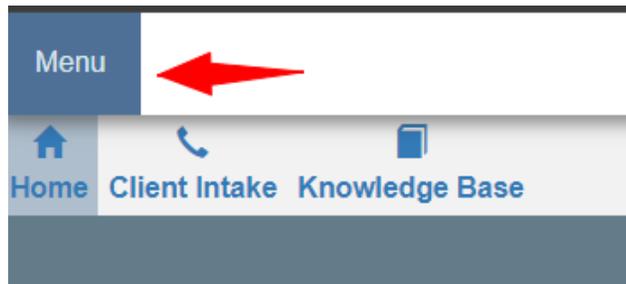
Select a Role

Select a role from the list below and click on "Select".

Role: SSM Provider
Agency: Test Agency 123

Viewing your reports

To view your reports, click on the Menu button in the top left corner of the screen, and click 'SSM Fiscal Submissions'.





Understanding the summary screen

The main screen will provide you a summary of the financial reporting process, as described below:

- **Outstanding Reports:** this is the number of reports that are due in the current quarter.
- **In Progress Reports:** this is the number of reports that you are currently working on. You can save incomplete reports and come back to them later to finish them.
- **Submitted Reports:** this is the number of reports that you have submitted to DNSSAB for review. Once the reports have been reviewed by DNSSAB, they will be moved to either 'approved' or 'rejected'.
- **Approved Reports:** this is the number of reports that have been reviewed and approved by DNSSAB.
- **Rejected Reports:** this is the number of reports that DNSSAB has reviewed and rejected due to errors or not being complete. These reports require your attention; once corrected, you will need to re-submit.

To access the financial reports, ensure you have selected the appropriate Fiscal Year from the dropdown menu, then click on 'Actions' and then 'View'.

Agency Reports – Test Agency 123

Fiscal Year:

2024 ▾

Copy CSV Excel

Show 50 entries

	Agency – Fiscal	Fiscal Year	Outstanding Reports	In Progress Reports	Submitted Reports	Approved Reports	Rejected Reports	Last Viewed	Last Edited By	View	Actions
1	Test Agency 123 - 2024	2024	17	2	0	5	0	2024-11-14	jennifer.roussy@dnssab.ca		

Showing 1 to 1 of 1 entries

Previous 1 Next





REPORT SUBMISSION

The reporting database consists of various tabs at the top of the screen based on the types of services offered by your agency, as well as a list of the reports that are required for each tab. This user guide will walk you through each of the services and their associated reports.

Report Submission - Test Agency 123 (2024)

Agency Centre Base Home Base Inclusion Support Service EarlyON Recreation

Due Date: 30-Apr-2024 Revision: Original Status: Not Started Submit

Agency Information

Agency Name: Test Agency 123

Contact Person: Jane Smith

Address

Enter the Address into the Address Search field or manually enter the address into the provided fields below and then click Validate before continuing.

Address Search: [Input Field] [Validate]

Agency Information

Agency Staff

Agency Staffing & Benefits

Financial Statements

Wage Compensation

Wage Compensation Reconciliation

Legend

The database uses a legend to help identify the current step of the reporting process. The following image legend applies to reports for all service types:



Agency Information



The report title will be listed in red when it's overdue.

This symbol indicates that a report is currently in progress.



This symbol indicates that a report has been submitted to DNSSAB and is awaiting review.



This symbol indicates that a report has been reviewed by DNSSAB and has been rejected



This symbol indicates that a report has been reviewed by DNSSAB and has been approved.

Saving a Report

Most reports can be worked on in multiple sittings, so it is important to 'Save Changes' as you go. If you simply enter information and then click on the 'Submit' button at the top of the screen, it will send an empty report back to DNSSAB. As a rule of thumb, you should always click 'Save' prior to clicking on the 'Submit' button or moving on to work on a different report.





Submitting a Report

As you enter and save information into a report, the status will change to 'In Progress', and you will see the associated symbol beside the report name. When you are done entering and have saved the information for each report, click on the 'Submit' button to notify DNSSAB that it is ready for review.



Once you confirm that you want to submit the report, the status will change to 'Pending Approval' and you will see the associated symbol beside the report name.



Rejected Reports

If DNSSAB determines that a report was not completed accurately or is missing information, the report will be rejected. You will see the associated symbol beside the report name and the status will be listed as 'Rejected'. To see the reason why the report was rejected, simply click on the  information icon.

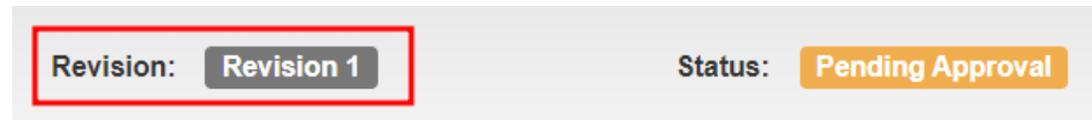




Once you have made the necessary adjustments to the report as noted in the Rejected Reason dialogue box and saved the changes, you can resubmit the report by clicking on 'Submit' again.

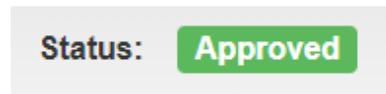


The report will then go through the process of approval again, as noted above. The system will also identify the number of times that the report has been modified (i.e. rejected and resubmitted).



Approved Reports

Once a report has been submitted, DNSSAB will review the report for completeness and accuracy. If there are no issues with the submission, DNSSAB will approve the report. The status will then change to 'Approved' and the associated symbol will appear beside the report name, until such time as it is due again (i.e. the green check mark for a Q1 report will be removed as the Q2 report due date approaches).





For reports that are due quarterly, once a report is approved for the current quarter, you will see the next quarter 'unlocked' and you will be able to start entering information for that quarter.



AGENCY REPORTS

The Agency tab consists of 3 required reports (Agency Information; Agency Staff; Agency Staffing & Benefits), one (1) attestation form (Financial Statements), and two (2) summary forms (Wage Compensation; Wage Compensation Reconciliation) as described in each section below.

Agency Information

The Agency Information report is due on or before April 30th of each fiscal year. The first section of this report includes information on the agency address and main contact.

Agency Information

Agency Name:

Contact Person:

Title:

Email:

Phone:

Auspice:

Last Day Of Fiscal Year:

Address

Enter the Address into the Address Search field or manually enter the address into the provided fields below and then click Validate before continuing.

Address Search:

Unit:

Civic Number:

Street:

Municipality:

Province:

Postal Code:



The next section of this report requests information on the Board Members and Signing Officers for the agency. As noted in the report, DNSSAB requests that you only identify 2 signing officers, and these should be the two individuals responsible for signing the service agreement with DNSSAB.

REMINDER: Please be sure to advise DNSSAB of any subsequent changes to Signing Officers occurring during the year.

Board Members and Signing Officers

Please only identify two signing officers – these should be those responsible for signing the service agreement.

Copy CSV Excel Show 50 entries

	Name	Position	Phone	Email	Member Type
1	Tom Jones	Director	(123) 456-7890	email@email.com	Signing Officer Board Member
2	Jane Doe	Board Chair	(987) 654-3210	email@email.com	Signing Officer Board Member
3	John Smith	Board Treasurer	(456) 987-3210	email@email.com	Board Member

Showing 1 to 3 of 3 entries Previous 1 Next

The final section of this report requests operating information for the child care centre. If your agency does not operate a child care centre, you can disregard this section.

Weeks agency was open = total number of weeks where child care services will be offered

Child Care Centre Operating Information

How many weeks was your agency open during the current year?

How long is your agency's standard weekly operating hours?

Average Actual Operating Capacity (Average Full Day Equivalent (FDE)):



Agency Staff

This report does not require approval, but it should be updated as changes occur in your staff. All agency staff (i.e. centre-base, ISP, EarlyON, recreation) should be included in this section.

Adding a Staff Member

To add a new staff member, click on the 'Add Staff' button, and a pop-up will appear for you to enter the relevant information.

The screenshot shows the 'Agency Staff' interface. At the top, there are navigation tabs: Agency, Centre Base, Home Base, Inclusion Support Service, EarlyON, and Recreation. The 'Agency' tab is selected and highlighted with a red box. Below the tabs is a search bar with the text 'e.g. John Doe' and a 'Search' button. To the left of the search bar is a '+ Add Staff' button with a red arrow pointing to it. Below the search bar are buttons for 'Copy', 'CSV', and 'Excel'. To the right of the search bar is a 'Position' dropdown menu with '- Select -' selected. Below the search bar is a table with columns 'Staff ID', 'Name', 'Date Of Hire', and 'End Date'. The table is empty and shows 'No matching records found'. To the right of the table is a 'Show 50 entries' dropdown menu. Below the table are 'Previous' and 'Next' buttons. On the right side of the interface is a sidebar menu with the following items: Agency Information, Agency Staff (highlighted with a red box), Agency Staffing & Benefits, Financial Statements, Wage Compensation, and Wage Compensation Reconciliation. Below the sidebar menu is a form for adding a new staff member. The form has the following fields: Staff ID (JD3), Name (Jane Doe), Date of Hire (05-Dec-2023), Qualification (a table with two rows: Non-RECE and RECE), Employment Type (Full-Time), Employment Status (Permanent), and Staff Active? (checked). At the bottom of the form are 'Cancel' and 'Create' buttons.

Agency Centre Base Home Base Inclusion Support Service EarlyON Recreation

Search: e.g. John Doe Search

+ Add Staff Active Position: - Select -

Copy CSV Excel Show 50 entries

Staff ID	Name	Date Of Hire	End Date
No matching records found			

Showing 0 to 0 of 0 entries Previous Next

Staff ID: JD3

Name: Jane Doe

Date of Hire: 05-Dec-2023

Qualification:

Qualification	Start Date	End Date
Non-RECE	05-Dec-2023	31-Oct-2024
RECE	01-Nov-2024	

Employment Type: Full-Time

Employment Status: Permanent

Staff Active?

Cancel Create



Staff ID: this should be a unique identifier for your staff in your agency. It can consist of letters and/or numbers but should not include spaces.

Qualification: you will need to include the staff's qualification, as this will impact calculations for Wage Compensation. The options include Apprentice ECE, RECE, Director Approved, or Non-ECE. If the staff's qualification changes at any time during their employment with your agency, you will need to return to this section to make the change with the appropriate dates.

Please note: if a staff member does not have a qualification or position listed within the given period, they will not appear in your Staffing Hours report for that quarter.

In the example above, you can see that Staff JD3 started with the agency on December 5, 2023 as a non-RECE, and their qualification changed to an RECE as of November 1, 2024.

Once you have created the staff, you need to set their Position by click on 'Actions', and then 'Set Positions'.

Staff ID	Name	Date Of Hire	End Date
1 JD3	Doe, Jane	2023-12-05	

From the next screen, click on 'Add New Position'. Take note, when setting the Base Hourly Rate, this value should exclude any Wage Enhancement and/or CWELCC Compensation amounts.



Set Positions ×

Staff ID: JD3
Name: Doe, Jane

[+ Add New Position](#) 

Note: When setting the Base Hourly Rate value exclude any Wage Enhancement and CWELCC compensation.

Position	Base Hourly Rate	OT Rate	Start Date	End Date
----------	------------------	---------	------------	----------

[Save](#)

If a staff member has more than one role (e.g. Educator and Cook), that staff member should have two positions listed in this section. Please ensure that you click 'Save' prior to exiting this screen.

In the example below, you can see that this staff began working with the agency as an Educator in December 2023 and added an additional role of Cook in January 2024.

Set Positions ×

Staff ID: JD3
Name: Doe, Jane

[+ Add New Position](#)

Note: When setting the Base Hourly Rate value exclude any Wage Enhancement and CWELCC compensation.

Position	Base Hourly Rate	OT Rate	Start Date	End Date
Educator	\$ 19.88	\$	05-Dec-2023	
Cook	\$ 19.88	\$	09-Jan-2024	

[Save](#) 



Base Wage: Please note that the Base Hourly Rate should **exclude** WEG and Workforce Compensation amounts.

IMPORTANT! Position information must be updated when an employee receives an agency pay increase. In the example below, you can see that the staff member was originally hired as a non-ECE but became an ECE a few months later. In this case, the employee has two qualifications, as well as two positions to reflect the pay increase when they became an ECE.

Edit Staff

Staff ID: DL1

Name: Data Lover

Date of Hire: 09-Jan-2024

Qualification: [+ Add New Qualification](#)

Qualification	Start Date	End Date
Non-RECE	09-Jan-2024	25-Mar-2024
RECE	26-Mar-2024	

Employment Type: Full-Time

Employment Status: Permanent

Staff Active?

[Cancel](#) [Save](#)

Set Positions

Staff ID: DL1

Name: Lover, Data

[+ Add New Position](#)

Note: When setting the Base Hourly Rate value exclude any Wage Enhancement and CWELCC compensation.

Position	Base Hourly Rate	OT Rate	Start Date	End Date
Educator	\$ 19.86	\$	09-Jan-2024	25-Mar-2024
Educator	\$ 20.86	\$	26-Mar-2024	

[Save](#)

End Date / Start Date

When adding additional qualifications or positions, please ensure that the End Date of the first line item does not overlap with the Start Date of the new item. The End Date should be the last day that the staff received that pay



rate or the last day of their current qualification, and the Start Date of the new qualification or pay rate should be the very next day not to leave any gaps.

ISP Staff

For staff to appear in the ISP Staffing report list, their position must be set to either Supervisor, Manager, or Resource Consultant.

EarlyON Staff

Similarly, for staff to appear in the EarlyON Staffing report list, their position must be set to either Supervisor, Manager, or Practitioner.

Removing a Staff Member

When a staff member leaves your agency, it is important to update your Agency Staff report and populate their end date. Please only deactivate the staff after you have completed the Staffing Hours report for the last quarter that they worked in. Also note that adding 'End Dates' to the position or qualification only removes the staff from populating in the drop-down list for the Staffing Hours, it does not render them 'Inactive'.

To fully deactivate a staff member, click on the 'Actions' button and click 'Edit'.

Position: - Select -

Active

Copy CSV Excel

Show 50 entries

	Staff ID	Name	Date Of Hire	End Date
1	JD3	Doe, Jane	2023-12-05	
2	SC2	Child, Someone's	2024-06-04	

Showing 1 to 2 of 2 entries

Previous 1 Next



From the next screen, uncheck the 'Staff Active?' box, which will provide the option to add an End Date as well as a reason for why the staff left the agency. Please do not leave blank and select one of the options provided; there is an option for unknown if that is the case. Once you have entered the information, click 'Save' and it will exit to the previous screen.

Staff Active?

End Date: 29-Oct-2024

Agency Left Reason: Resigned for another job in child care

Cancel Save

You will notice that the staff member no longer appears in the 'Active' staff list. To switch to the 'Inactive' staff list, simply click on the Active toggle.

+ Add Staff Active Position: - Select -

Copy CSV Excel Show 50 entries

Staff ID	Name	Date Of Hire	End Date	Actions
1 JD3	Doe, Jane	2023-12-05		Actions

Showing 1 to 1 of 1 entries Previous 1 Next

+ Add Staff Active Position: - Select -

Copy CSV Excel Show 50 entries

Staff ID	Name	Date Of Hire	End Date	Actions
1 SC2	Child, Someone's	2024-06-04	2024-10-29	Actions

Showing 1 to 1 of 1 entries Previous 1 Next



You can make any required changes to inactive staff, in the same way that you did for active staff.

Agency Staffing & Benefits

The Agency Staffing & Benefits report is due on April 30th for each fiscal year. The purpose of this report is to gather relevant information related to employee benefits, retention and recruitment. It's important to note that the data that is collected will be summarized at the system level and will be used for sector planning, reporting and evaluation.

Please note when asked about whether your staff receive annual increases, this is meant to be agency specific increases, not including the ministry mandated increases (i.e. WEG and CWELCC compensation).

Does your staff (Full Time) receive annual increases? Yes No
Agency Specific; not including ministry mandated increases.

If no, please specify why:

Does your staff (Part Time) receive annual increases? Yes No
Agency Specific; not including ministry mandated increases.

If no, please specify why:

If staff receive an annual increase, additional fields will appear to allow you to specify the details of the increase.



Does your staff (Full Time) receive annual increases? Yes No
Agency Specific; not including ministry mandated increases.

Increases are based upon: (Please select all that apply)

Based upon:

Performance

Seniority

Cost of Living

Other:

please specify here.

What is the estimated annual increase over the last two years?

1%

2%

3%

4%

5% or more

Please include any relevant comments in the comment section at the bottom of the document. Once you have completed entering all the information, click 'Save Changes'.

Comments

Add any relevant comments here.

 Save Changes

Once you click 'Save Changes', you will see that your report progress status has changed to 'In Progress'.

Report Submission - Test Agency 123 (2024)

Agency Centre Base Home Base Inclusion Support Service EarlyON Recreation

Due Date: 31-Mar-2024 Revision: Original Status: In Progress Submit

Staffing

How many staff does your agency employ?

Does a union represent your staff? Yes No

- Agency Information
- Agency Staff
- Agency Staffing & Benefits
- Financial Statements
- Wage Compensation
- Wage Compensation Reconciliation



At this point, you can make any additional changes you need to, or if you are satisfied with the report as is, click on 'Submit' at the top of the screen.

Report Submission - Test Agency 123 (2024)

The screenshot shows a navigation bar with tabs: Agency (selected), Centre Base, Home Base, Inclusion Support Service, EarlyON, and Recreation. Below the navigation bar, a grey bar displays: Due Date: 31-Mar-2024, Revision: Original, Status: In Progress, and a Submit button. A red arrow points to the Submit button. To the right is a sidebar menu with items: Agency Information (checked), Agency Staff, Agency Staffing & Benefits (highlighted with a red border), Financial Statements, and More Connections. Below the navigation bar, a 'Staffing' section contains the question 'How many staff does your agency employ?' followed by an empty input field.

The status of the report will then change to Pending Approval to confirm that the report has been submitted to DNSSAB.

Report Submission - Test Agency 123 (2024)

This screenshot is similar to the previous one but shows the status has changed to 'Pending Approval', which is highlighted with a red box. The 'Submit' button is no longer visible. The sidebar menu remains the same, with 'Agency Staffing & Benefits' still highlighted with a red border. The 'Staffing' section is also visible.



Financial Statements

The Financial Statements form is an attestation that must be accepted on a yearly basis. It confirms that the provider is aware of and agrees to submit to DNSSAB audited financial statements prepared by a licensed public accountant, along with a Management Letter issued by the external auditor, within 4 months of the provider's year end.

Once you have read through the statement, click 'Accept'. You will then see a green check mark beside the report name to confirm that this has been completed.

Agency Centre Base Home Base Inclusion Support Service EarlyON Recreation

Financial Statement

To read the statement, use the scrollbar to the right. When you finish reading the statement, click on the Accept button to continue.

The Service Provider will, unless DNSSAB indicates otherwise, submit to DNSSAB audited financial statements prepared by a licensed public accountant and a Management Letter (issued by the external auditor) within four months of the Service Provider's year end in accordance with Schedule C of the service agreement.

The financial statements shall disclose separately, either on the face of the statement of operations or in the notes to the financial statements, the categories of funding received from the DNSSAB during the period.

The Service Provider will ensure that the annual financial statements clearly provide reconciled separate schedules for all Funding received with detailed expenditures and any associated assets and liabilities (audited and un-audited financial statements).

ANNUAL FINANCIAL AUDIT

7.1. The Service Provider will submit to DNSSAB audited financial statements prepared by a licensed public accountant and a Management Letter (issued by the external auditor) within four months of the Service Provider's year-end.

7.2. The audited financial statements shall disclose separately, either on the face of the statement of operations or in the notes to the financial statements, the categories of Funding received from DNSSAB during the period.

7.3. The Service Provider will ensure that the annual audited financial statements clearly provide a reconciled, unaudited separate schedule for each category of Funding received by DNSSAB and how this Funding has been expended throughout the year.

7.4. The audited financial statements shall disclose as a note, information related to reserves and/or accumulated surplus and/or retained earnings for each Service provided by the Service Provider.

Accept

- ✓ Agency Information
- Agency Staff
- ✓ Agency Staffing & Benefits
- ✓ Financial Statements
- Wage Compensation
- Wage Compensation Reconciliation



Wage Compensation

Providers are not required to submit any additional information for this summary report.

The Wage Compensation section self-populates and summarizes the year-to-date Wage Enhancement Grant (WEG), Home Child Care Enhancement Grant (HCCEG), CWELCC Wage Floor and CWELCC Annual Increase entitlements for each staff member based on Staffing Hours reported and approved by DNSSAB.

Providers are asked to review this section quarterly to ensure WEG and CWELCC compensation entitlements are being calculated correctly.

NOTE : CWELCC Minimum Wage Offset entitlements will be calculated separately.

Agency Centre Base Home Base Inclusion Support Service EarlyON Recreation

Search:

Agency Information
 Agency Staff
 Agency Staffing & Benefits
 Financial Statements
 Wage Compensation
 Wage Compensation Reconciliation

Quarter 1
 Quarter 2
 Quarter 3
 Quarter 4

Show 50 entries

Employee Information					Wage Enhancement Grant (WEG)					Wage Floor (WF), Ann		
Staff ID	Name	Qualification	Position	Age Category	Average Wage	Eligibility Status	Eligibility Rate per Hour	FTE	Salary Component	Statutory Benefit Component	Wage Floor Rate per Hour	Annual Increase Rate per Hour
1	JD3	Doe, Jane	Non-RECE	Educator	Toddler	\$19.88	Full	\$2.00	0.23	\$800.00	\$140.00	\$0.00
2	JD3	Doe, Jane	Non-RECE	Cook	All Age Groups (0-5)	\$19.88	Full	\$2.00	0.02	\$0.00	\$0.00	\$0.00
3	DL1	Lover, Data	Non-RECE	Educator	Pre-School	\$19.86	Full	\$2.00	0.17	\$600.00	\$105.00	\$0.00
4	DL1	Lover, Data	RECE	Educator	Toddler	\$20.86	Full	\$2.00	0.03	\$120.00	\$21.00	\$4.14

Showing 1 to 4 of 4 entries Previous Next



Wage Compensation Reconciliation

The Wage Compensation Reconciliation report previously displayed in 2024 is currently being revised to align with the changes to the funding model (i.e. cost-based vs. local priorities). This section will be updated once the report is ready for viewing.

CENTRE BASE REPORTS

The Centre Base tab consists of six (6) required reports (Site Information, Centre Budgets, Centre Capacity, Centre Enrolment, Operating Plan, Staffing Hours) and one (1) request form (Rate Increase), as described in each section below.

Site Information

The Site Information report is due on April 30th of each fiscal year but should be updated as changes occur. To add or change your site information, click on 'Actions' and then 'Edit'.

The screenshot shows the 'Centre Base' tab selected in the navigation menu. The interface includes a 'Due Date' of 30-Apr-2025, a 'Revision' of Original, and a 'Status' of Not Started. A search bar is present for provider names. A table lists two sites with columns for Provider Name, Provider Type, Contact Person, Email, Phone, and Primary Location. The 'Actions' column for each row contains a dropdown menu with an 'Edit' option highlighted. A red arrow points to the 'Actions' dropdown for the second site. The bottom of the page shows pagination controls: 'Showing 1 to 2 of 2 entries', 'Previous', '1', and 'Next'.

	Provider Name	Provider Type	Contact Person	Email	Phone	Primary Location	Actions
1	First Site ABC	Centre Based	Jane Smith	test@test.com	(234) 565-6788	North Bay	Actions ▾ Edit
2	Second Site ABC	Centre Based	Joe Smith	test@test.com	(123) 456-7890	North Bay	Actions ▾



Here, you will enter your site’s Operating Hours, Licence Information, as well as Planned Closure Dates. For the Licence Information, information should reflect the site’s primary capacity as listed on the licence for each age group even if some programs may be operating under their alternate licensed capacity. Alternate capacity information (if applicable) will be captured in the Centre Capacity report. If there are any changes to your regular licence throughout the year, you will need to request for DNSSAB to reopen this report to make the adjustments.

For the Planned Closures, you are asked to confirm if families will be charged by selecting one of the drop-down options Open, Closed – Fee Charged, or Closed – No Charge. There is also a section for comments at the bottom of the report if you need to provide any additional details.

Once you have entered all the relevant information, click ‘Save’.

Service System

Operating Hours			Licence Information		Planned Closure Dates	
Hours	From	To	Licensing Number	Licensed Since	New Years Day	Family Day
Monday	07:00 A	06:00 F	123456	05-Dec-2023	Closed – Fee Charged	Closed – Fee Charged
Tuesday	07:00 A	06:00 F	Infant	6	Good Friday	Closed – Fee Charged
Wednesday	07:00 A	06:00 F	Toddler	15	Easter Monday	Closed – Fee Charged
Thursday	07:00 A	06:00 F	Pre-School	24	Victoria Day	Closed – Fee Charged
Friday	07:00 A	06:00 F	JK/SK	26	Canada Day	Closed – Fee Charged

Comments



If your agency has multiple sites, you will need to complete this step for each site. Once you have completed the information for all sites, you can click 'Submit' at the top of the screen to send it to DNSSAB for review.

Agency **Centre Base** Home Base Inclusion Support Service EarlyON Recreation

Due Date: **30-Apr-2025** Revision: **Original** Status: **Not Started**  **Submit**

Search: **Search**

Copy **CSV** **Excel** Show **50** entries

	Provider Name	Provider Type	Contact Person	Email	Phone	Primary Location	
1	First Site ABC	Centre Based	Jane Smith	test@test.com	(234) 565-6788	North Bay	Actions ▾
2	Second Site ABC	Centre Based	Joe Smith	test@test.com	(123) 456-7890	North Bay	Actions ▾

Showing 1 to 2 of 2 entries Previous 1 Next

Centre Budgets

Starting in 2025, budget reporting will be completed at the site level and will be further split out between programs serving children 0-5 (Infant, Toddler, Preschool, JK/SK) and 6-12 (School Age). To view the site budget, click on the 'Actions' button and click 'View'.

Agency **Centre Base** Home Base Inclusion Support Service EarlyON Recreation

Due Date: **31-Jan-2025** Revision: **Original** Status: **Not Started** **Submit**

Search: **Search**

Copy **CSV** **Excel** Show **50** entries

	Site	Approved Budget		Mid-Year Check-in 		Actual Budget 		
		Age Group (0-5)	Age Group (6-12)	Age Group (0-5)	Age Group (6-12)	Age Group (0-5)	Age Group (6-12)	
1	First Site ABC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	View Actions ▾ 
2	Second Site ABC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Actions ▾

Showing 1 to 2 of 2 entries Previous 1 Next

Site Information
Centre Budgets
Centre Capacity
Centre Enrolment
Operating Plan
Rate Increase
Staffing Hours



You will then have the option to view and edit the budget for the 0-5 age group, or the 6-12 age group by clicking on the applicable button at the top of the screen. Please follow the steps listed below for both sets of budgets, for each site your agency operates.

First Site ABC

Age Group (0-5) <input checked="" type="radio"/>		Age Group (6-12) <input type="radio"/>		
Revenue	Approved Budget (2025-Jan-31)	Mid-Year Check-in (2025-Jul-31)	Variance Mid-Year	Actual Budget (2026-Jan-31)
Parent Fees (Fee Subsidy & Full Fee)	\$ <input type="text"/>	\$ <input type="text"/>	\$ 0.00	\$ <input type="text"/>
CWELCC Cost Based Funding (0-5 Years)	\$ <input type="text"/>	\$ <input type="text"/>	\$ 0.00	\$ <input type="text"/>

The Centre Budgets report has 3 sections with varying due dates. To begin, complete the Estimated Budget column for the fiscal year by January 31st, including all Revenues and Expenses for the funding year (January to December). Please provide details for all revenues and/or expenses reported as 'other' in the text box provided. If you are anticipating a deficit, or a significant change to a budget line, please add additional details in the comment box at the bottom of the report.

Revenue	Estimated Budget (2025-Jan-31)	Mid-Year Check-in (2025-Jul-31)	Variance Mid-Year	Actual Budget (2026-Jan-31)	Variance Fiscal
Parent Fees (Fee Subsidy & Full Fee) - 0-5 years	\$ <input type="text"/>	\$ <input type="text"/>	\$ 0.00	\$ <input type="text"/>	\$ 0.00
CWELCC Cost Based Funding (0-5 Years)	\$ <input type="text"/>	\$ <input type="text"/>	\$ 0.00	\$ <input type="text"/>	\$ 0.00



When you have completed the Estimated Budget, click 'Save Changes', and then 'Submit'. Once the Estimated Budget column has been reviewed and approved by DNSSAB, the Mid-Year Check-In will be unlocked and is due by July 31st yearly. As you enter values into the Mid-Year Check-In column, the Variance Mid-Year column will auto-populate. The Mid-Year Check-In allows DNSSAB and Service Providers to determine if any funding adjustments are necessary. Once you have entered all the relevant data into the Mid-Year Check-In column, click 'Save Changes' and then 'Submit'.

Following that, the column titled Actual Budget will be unlocked and is due January 31st of the following year to support the reconciliation process for the annual allocations (January to December). As you enter actuals into that column, the Variance Fiscal column will auto-populate. For any row items that have a greater than 10% variance, you will be prompted to include a comment to explain the variance. Once you have completed the Actuals column, including any comments for significant variances, ensure to click 'Save Changes' and then 'Submit'.

Centre Capacity

The Centre Capacity report is due quarterly and is designed to capture operating capacity information and the number of additional staff that would be required to operate at full licensed capacity. To view the report, click on 'Actions' and 'View'.

Agency **Centre Base** Home Base Inclusion Support Service EarlyON Recreation

Due Date: **30-Apr-2025** Revision: **Original** Status: **Not Started** **Submit**

Search: **Search**

Quarter 1 Quarter 2 Quarter 3 Quarter 4

Copy CSV Excel Show 50 entries

	Site	View	Actions
1	First Site ABC	View	Actions
2	Second Site ABC		Actions

Showing 1 to 2 of 2 entries Previous 1 Next



The licensed capacity displayed in this report is automatically populated based on the information entered in the 'Site Information' report. Verify that the licensed capacity displayed is accurate (based on your regular licensed capacity) for the quarter that you are completing. If changes are required, email csfundingrequest@dnssab.ca to re-open the Site Information report, make the adjustments and submit for approval prior to completing the Capacity report.

The first section of this report is for the operating capacity of each site. In the Operating Capacity column, please indicate the number of children that can be accommodated based on the staffing available in each program. This is not the same as enrolment; it should be based on the staffing and ratio's as per the Child Care & Early Years Act.

Site: First Site ABC
Reporting Period: Quarter 2

Quarter 1 Quarter 2 Quarter 3 Quarter 4

Age Group	First Quarter (January - March)	
	Licensed Capacity	Operating Capacity
Infant	6	6
Toddler	15	10
Pre-School	24	16
JK/SK	26	13
School Aged	30	15
Family Age Grouping	0	0
Total	101	60
Comments		



For example, if you have a licensed capacity of 24 Preschool children, but only have 2 staff working in that room, then the operating capacity would be 16 (2 staff at a 1:8 ratio = 16 children). You may only have 14 children enrolled, but the operating capacity would be 16.

Please indicate in the comment box if there are any oddities in your operating capacity, or if you are operating under an alternate licence capacity. For example, a mixed grouping of >25% of JK/SK children in a School Age program would follow a 1:13 ratio instead of a 1:15 ratio. Therefore, with only 1 staff in that classroom, the operating capacity would be 13 children rather than the anticipated 15 children. Leaving a comment to explain will make it easier for DNSSAB to review and approve the report.

The next section of this report captures the number of additional staff that would have been required to operate at full licensed capacity. In the example above for the Toddler group, it is expected that you would need at least 1 additional staff to operate at full capacity.

In the table below, please indicate the number of additional staff that would have been required to operate at full capacity.

Position	First Quarter (January - March)					
	Infant	Toddler	Pre-School	JK/SK	School Aged	Family Age Grouping
Full-Time ECE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Part-Time ECE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Full-Time Non-ECE	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text"/>
Part-Time Non-ECE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>
Supply/Casual Personnel (Qualified)	<input type="text"/>					
Supply/Casual Personnel (Non-Qualified)	<input type="text"/>					
Support Staff (Cook, Janitorial, etc.)	<input type="text" value="1"/>					
Supervisors	<input type="text"/>					
Comments	<input type="text"/>					





If you are not operating a program at full licensed capacity, it is expected that you would require additional staff and should complete this section. You can use the comment box to add additional information as necessary. Click 'Save' once all data has been entered for this report. Once you have completed this report for each site (for multi-site agencies), you can click 'Submit'.

Agency **Centre Base** Home Base Inclusion Support Service EarlyON Recreation

Due Date: **30-Apr-2025** Revision: **Original** Status: **Not Started** **Submit**

Search: **Search**

Quarter 1 Quarter 2 Quarter 3 Quarter 4

- Site Information
- Centre Budgets**
- Centre Capacity**
- Centre Enrolment
- Operating Plan
- Rate Increase
- Staffing Hours

Centre Enrolment

The Centre Enrolment report is due quarterly and gathers information on all children (both full fee and fee subsidized children) attending centre-based licensed child care. To enter enrolment details, click on the 'Actions' button, and then click 'View'. If your agency has multiple sites, you will do this for each of the sites listed in the report; please do not click 'Submit' until you have completed the report for each site.



Agency: **Centre Base** Home Base Inclusion Support Service EarlyON Recreation

Due Date: **30-Apr-2025** Revision: **Original** Status: **Not Started** [Submit](#)

Search: [Search](#)

Quarter 1
 Quarter 2
 Quarter 3
 Quarter 4

[Copy](#) [CSV](#) [Excel](#)
Show **50** entries

Site	Operating Days		Enrolment Information										View	Actions
	Quarter Total	Year To Date Total	January		February		March		Yearly Average		Child Summary			
			FDE	Child Served	FDE	Child Served	FDE	Child Served	FDE	Child				
1 First Site ABC	0	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	Actions
2 Second Site ABC	0	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	Actions

Showing 1 to 2 of 2 entries Previous **1** Next

The first part of the report includes details on Operating Days and PD Days & Breaks for JK/SK and SA children each quarter. These numbers are used to calculate the Full Day Equivalent (FDE), and when added together, total number of operating days each month.

Please indicate the number of Full Days (PD and breaks) and Before & After School Days (Non-PD days) where JK/SK and SA children attended and/or were billed.

Day Type	2025 Operating Days and PD Days			Yearly Total Operating Days
	First Quarter (January - March)			
	January	February	March	
Full Days	<input type="text" value="5"/>	<input type="text" value="1"/>	<input type="text" value="6"/>	<input type="text" value="12"/>
Before & After School Program	<input type="text" value="18"/>	<input type="text" value="19"/>	<input type="text" value="15"/>	<input type="text" value="52"/>
Total Days	<input type="text" value="23"/>	<input type="text" value="20"/>	<input type="text" value="21"/>	<input type="text" value="64"/>



Full Days (PD Days & Breaks): days where full day care is offered for JK/SK and SA children.

Before & After School Program (Non-PD Days): days where Before & After school program is operating for JK/SK and SA children.

Next, there is a section for each month of the quarter to enter the actual enrolment information. For the Infant, Toddler, Pre-School, and the JK/SK and School Age Before & After School programs, you will enter the number of children that attend 1 day/week, 2 days/week, 3 days/week, and so on. In the example below, you can see that there is 1 infant that attended 4 days/week, and 5 infants that attend 5 days/week, for a total of 6 children served.

Age Group	January						FDE	Child Served
	1 Day	2 Days	3 Days	4 Days	5 Days			
Infant				1	5		5.80	6
Toddler		2	3	3	10		15.00	18
Pre-School			1	4	20		23.80	25
JK/SK - Before School		1	1	2	8		2.12	12
JK/SK - After School		1	1	1	18		5.94	21
JK/SK - PD Days & Breaks	16						3.48	16
School Aged - Before School		3	2	4	9		2.92	18
School Aged - After School		3	1	2	16		5.82	22
School Aged - PD Days & Breaks	20						4.35	20
Family Age Grouping							0.00	0
							69.23	158



Please note that enrolment details should be based on the child’s actual age, not the program they are attending. For example, if a Toddler is participating in the Preschool program, they should still be marked as a Toddler, and not as a Preschooler.

For the JK/SK and School Aged – PD Days & Breaks, please indicate the average number of children that attended on those days. For example, if there were two PD days in a month, and you had 17 children attend on the first PD day, and 15 attend on the second PD day, you would indicate 16 children → $(17 + 15)/2 = 16$ (in the case of a decimal, round to the nearest whole number).

Don’t forget to click ‘Save Changes’ at the bottom of the pop-up before closing out this screen to save your data. You will now see the summary of the enrolment information for your site for the quarter that is toggled on.

Quarter 1 Quarter 2 Quarter 3 Quarter 4

Copy CSV Excel Show 50 entries

Site	Operating Days		Enrolment Information								Actions
	Quarter Total	Year To Date Total	January		February		March		Yearly Average		
			FDE	Child Served	FDE	Child Served	FDE	Child Served	FDE	Child Served	
1 First Site ABC	64	64	69.23	158	63.16	155	71.46	156	67.95	156.33	

Showing 1 to 1 of 1 entries Previous 1 Next

Once you have entered the enrolment information for each site, click ‘Submit’ to inform DNSSAB that the report is complete.



To see a quick overview of the data for each quarter, click 'Actions' and then 'Summary'.

Rate Increase
 Staffing Hours

Quarter 1 Quarter 2 Quarter 3 Quarter 4

Show entries

	Site	Operating Days		Enrolment Information								View			
		Quarter Total	Year To Date Total	April		May		June		Yearly Average					
				FDE	Child Served	FDE	Child Served	FDE	Child Served	FDE	Child Served				
1	First Site ABC	0	64	0.00	0	0.00	0	0.00	0	0.00	0	33.98	78.17	Summary	Actions
2	Second Site ABC	0	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00		Actions

Showing 1 to 2 of 2 entries Previous Next

REMINDER: The Summary table displays information for quarters with an **Approved** or **Pending Approval** status.

Licensed Capacity – Average FDE and Children Served by Quarter

Only quarters that are Approved or Pending Approval are included in the Summary.

Show entries

Age Group	Licensed Capacity	Quarter 1 FDE	Quarter 2 FDE	Quarter 3 FDE	Quarter 4 FDE	Quarter 1 Child Served	Quarter 2 Child Served	Quarter 3 Child Served	Quarter 4 Child Served
Infant	6	5.80	0.00	0.00	0.00	6.00	0.00	0.00	0.00
Toddler	15	15.13	0.00	0.00	0.00	18.00	0.00	0.00	0.00
Pre-School	24	23.80	0.00	0.00	0.00	25.00	0.00	0.00	0.00
JK/SK - Before School	26	2.12	0.00	0.00	0.00	12.00	0.00	0.00	0.00
JK/SK - After School	26	5.90	0.00	0.00	0.00	21.00	0.00	0.00	0.00
JK/SK - PD Days	26	2.93	0.00	0.00	0.00	15.67	0.00	0.00	0.00
School Aged - Before School	30	2.95	0.00	0.00	0.00	18.00	0.00	0.00	0.00
School Aged - After School	30	5.74	0.00	0.00	0.00	21.33	0.00	0.00	0.00
School Aged - PD Days	30	3.58	0.00	0.00	0.00	19.33	0.00	0.00	0.00
Family Age Grouping	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Showing 1 to 10 of 10 entries Previous Next



Operating Plan

The Operating Plan report will have 2 due dates: April 30th for Agency Goals and January 31st of the following year for the Agency Accomplishments.

	Goal	Accomplishment (2025)
Accessible & Flexible Services		
Professional Development & Capacity Building		
Implementation Of How Does Learning Happen?		
Commitment To Continuous Improvement (Quality Assurance)		
Delivery Of Inclusive Services		

Once you add your goals, click 'Save Changes' and then 'Submit' to send to DNSSAB for review. Once goals are approved, the Accomplishment section will be unlocked. You can add accomplishments and save the changes throughout the year, but please only submit at the end of the fiscal year, by January 31st of the following year.



If you are requesting a second increase, follow the same steps and once you click 'Save', you will see two requests. You can then click 'Submit' and it will be sent to DNSSAB for review. Please note that once the request is approved by DNSSAB, you will not be able to request any additional changes during that fiscal year.

Agency: Centre Base | Home Base | Inclusion Support Service | EarlyON | Recreation

Due Date: 31-Dec-2025 | Revision: Original | Status: In Progress | Submit

Request Rate Increase

Copy | CSV | Excel | Show 50 entries

	Rate Increase Request	Date Families will be notified	Participates in CWELCC	Status	Actions
1	13-Feb-2025	01-Mar-2025	Yes	In Progress	Actions
2	13-Feb-2025	01-Mar-2024	Yes	In Progress	Actions

Showing 1 to 2 of 2 entries | Previous 1 Next

If you don't have an increase to request, simply click 'No Increase', and a pop-up will appear asking you to confirm.

Confirmation

Do you want to confirm this action?

Cancel | Confirm



Staffing Hours

The Staffing Hours report is due quarterly, and it is imperative that the data be completed accurately, as this report is used to calculate wage compensation and wage enhancement benefits. Each staff member who was employed during the quarter should have at minimum one row of data but, could have two rows (or more) if they have more than one position, worked at different sites, worked in different programs, changed qualifications, and/or received a pay increase during that quarter.

To begin, click 'Add Hours for Quarter #'.

NOTE: If you have a previous quarter with approved staffing hours, you will see 'Import Previous Quarter Staffing Hours here instead (described below). If this is the case, please continue to read through this section to fully understand the requirements for staffing hours prior to importing data from a previous quarter.

Due Date: 30-Apr-2024 Revision: Original Status: Not Started Submit

Search: e.g.: 12345 Search

Select All + Add Hours For Quarter 1 Edit Batch

Quarter 1 Quarter 2 Quarter 3 Quarter 4

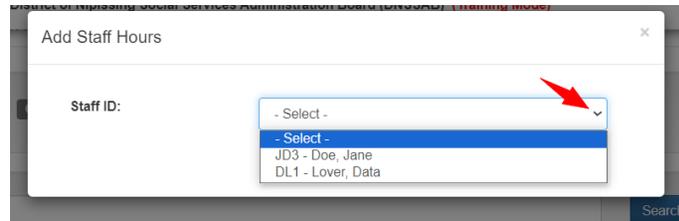
Copy CSV Excel Show 50 entries

Staff ID	Name	Quarter	Position	Hourly Wage	Qualification	Age Category	Site	Hours Worked	Floor Hours	% Time In Ratio	FTE
No matching records found											

Showing 0 to 0 of 0 entries Previous Next

- Site Information
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- Rate Increase
- Staffing Hours

The first pop-up will allow you to select a staff member from the drop-down list to begin adding their hours.



Next, select the appropriate choices from the drop-down lists, enter the total hours worked for that position, as well as the % time in ratio. All other fields will be entered automatically based on the information you added in the Agency Staff section.

Add Staff Hours

Staff ID: JD3 - Doe, Jane

Qualification: Non-RECE

Position: - None Selected -

Age Category: - None Selected -

Site: - None Selected -

Hourly Wage: \$

Hours Worked:

% Time In Ratio: %

Floor Hours:

FTE: 0.0

Cancel Create



Age Category: you should select the age category for the program in which the staff member works. For example, if an educator works only in the Toddler program, then you would select the Toddler age group. However, if an educator works in a Toddler program part-time and a School Age program part-time, you would need to report their hours on separate lines with the appropriate categories.

Please note that 'Non-Program' under the Age Category is reserved for positions that do not directly involve the children (e.g. bookkeeper, custodian, cook, etc.). Furthermore, 'All Age Groups 0-5' should be reserved for those staff that truly serve the entire centre for full-day programs (e.g. supervisors, staff covering multiple 0-5 age groups).

Site: you need to select the site at which the staff member has worked their hours. Please note that 'All Sites' should be reserved for positions that truly support all sites (e.g. administration, bookkeeper etc.). If you have a staff member who has worked at multiple sites during the quarter, they would have at least one row of data for each site at which they completed hours.

Example 1: if Jane Doe worked 300 hours as an Educator in the Toddler program in Q1, as well as 150 hours in the School Age Program, we would expect her to have two rows of data, one for each age group as shown below.

Copy CSV Excel														Show 50 entries
		Staff ID	Name	Quarter	Position	Hourly Wage	Qualification	Age Category	Site	Hours Worked	Floor Hours	% Time In Ratio	FTE	
1	<input type="checkbox"/>	JD3	Doe, Jane	1	Educator	\$19.88	RECE	Toddler	First Site ABC	300.00	300.00	100.00 %	0.17	Actions
2	<input type="checkbox"/>	JD3	Doe, Jane	1	Educator	\$19.88	RECE	School Aged	First Site ABC	150.00	150.00	100.00 %	0.09	Actions

Example 2: if Data Lover received a pay increase in Q1 coinciding with their change in qualification (non-ECE to RECE), we would expect them to have two rows of data, one for each qualification and level of pay. You would



need to select from the drop-down list the applicable qualification and position (i.e. salary) for the related hours. If they worked 300 hours as a non-ECE in the Preschool program with a rate of \$19.86 and 60 hours as an ECE in the Toddler program with a rate of \$20.86, we would expect them to be entered as shown below.

3	<input type="checkbox"/>	DL1	Lover, Data	1	Educator	\$19.86	Non-RECE	Pre-School	First Site ABC	300.00	300.00	100.00 %	0.17	Actions -
4	<input type="checkbox"/>	DL1	Lover, Data	1	Educator	\$20.86	RECE	Toddler	First Site ABC	60.00	60.00	100.00 %	0.03	Actions -

You will notice in the example above that one row of data is bolded; this is simply to highlight that there was a change in either qualification, salary, and/or position during the quarter for that staff member to cue you that the staff member should have multiple rows of data. If you come across a row that is bolded in red, that means the staff member has an end date prior to that quarter and shouldn't have any hours.

Percentage of time in ratio: The percentage of time in ratio should be just that, the percentage of time spent on the floor in ratio. There are certain positions in which we wouldn't expect to see any time in ratio, including administrative positions.

Exception: If an educator is being pulled from the floor to fill-in for the cook position, please add an extra line for that time, and report the hours worked as cook as 100% time in ratio so that they still receive their WEG for those hours.

Once the Quarter 1 staffing hours are approved, the Quarter 2 report will be unlocked.

TIP: To save time, data from the previously approved quarter can be imported by clicking on the "Import Previous Quarter Staffing Hours" button.

Agency: **Centre Base** Home Base Inclusion Support Service EarlyON Recreation

Due Date: **30-Apr-2025** Revision: **Original** Status: **Not Started** **Submit**

Search: **Search**

Select All **Import Previous Quarter Staffing Hours** **Edit Batch**

Quarter 1 Quarter 2 Quarter 3 Quarter 4

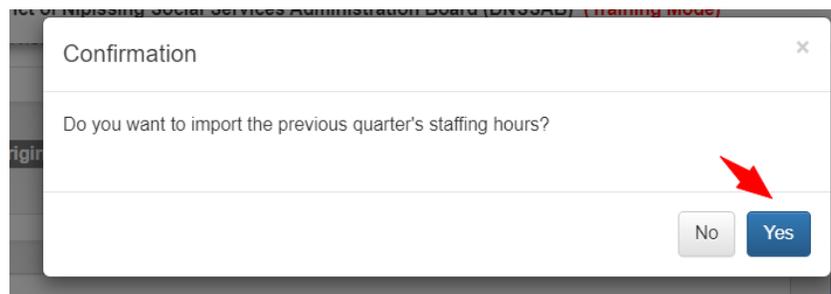
Copy **CSV** **Excel** Show **50** entries

Staff ID	Name	Quarter	Position	Hourly Wage	Qualification	Age Category	Site	Hours Worked	Floor Hours	% Time In Ratio	FTE
No matching records found											

Showing 0 to 0 of 0 entries Previous Next

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Staffing Hours

When you click on that button, you will get a pop-up to confirm that you want to import the previous quarter's staffing hours. If you agree, click 'Yes'.



You will now see the previous quarter's data in the report. It is important that you go through each row and edit the data as necessary by clicking on 'Actions' and then 'Edit' if there are changes, or 'Delete' if you no longer need that row of data.





Staffin

Hours Worked	Floor Hours	% Time In Ratio		
400.00	400.00	100.00 %	0.23	Actions ▾
30.00	0.00	0.00 %	0.02	Actions ▾
300.00	300.00	100.00 %	0.17	Actions ▾
60.00	60.00	100.00 %	0.03	Actions ▾

Edit
Delete

For example, if Data Lover only worked as a RECE in the Toddler room in Quarter 2, you would delete their first row of data showing them as a Non-RECE in the Preschool program, and change the hours in the Toddler program to account for all of their hours for the quarter, as seen below.

2	<input type="checkbox"/>	JD3	Doe, Jane	2	Cook	\$19.88	Non-RECE	All Age Groups	First Site ABC	30.00	0.00	0.00 %	0.02	Actions ▾
3	<input type="checkbox"/>	DL1	Lover, Data	2	Educator	\$19.88	Non-RECE	Pre-School	First Site ABC	600.00	600.00	100.00 %	0.17	Actions ▾
4	<input type="checkbox"/>	DL1	Lover, Data	2	Educator	\$20.86	RECE	Toddler	First Site ABC	60.00	60.00	100.00 %	0.03	Actions ▾

Showing 1 to 4 of 4 entries

Change this to 360 hours

Copy CSV Excel

Show 50 entries

	Staff ID	Name	Quarter	Position	Hourly Wage	Qualification	Age Category	Site	Hours Worked	Floor Hours	% Time In Ratio	FTE		
1	<input type="checkbox"/>	JD3	Doe, Jane	2	Educator	\$19.88	Non-RECE	Toddler	First Site ABC	400.00	400.00	100.00 %	0.23	Actions ▾
2	<input type="checkbox"/>	JD3	Doe, Jane	2	Cook	\$19.88	Non-RECE	All Age Groups	First Site ABC	30.00	0.00	0.00 %	0.02	Actions ▾
3	<input type="checkbox"/>	DL1	Lover, Data	2	Educator	\$20.86	RECE	Toddler	First Site ABC	360.00	360.00	100.00 %	0.21	Actions ▾

Showing 1 to 3 of 3 entries



If you are working on multiple reports and are going back and forth between reports, please remember to click 'Save Changes' at the bottom of the screen so that you don't lose the changes that you made.

You can also edit multiple rows at once by clicking on 'Select All' (or all the rows you need to change) and then 'Edit Batch'.

The screenshot shows a table with columns: Staff ID, Name, Quarter, Position, Hourly Wage, Qualification, and a partial column for Todd. Three rows are visible, each with a checked checkbox in the first column. Above the table are buttons for 'Select All', '+ Add Hours For Quarter 2', and 'Edit Batch'. Below the table are buttons for 'Copy', 'CSV', and 'Excel'. The text 'Showing 1 to 3 of 3 entries' is at the bottom.

	<input checked="" type="checkbox"/>	Staff ID	Name	Quarter	Position	Hourly Wage	Qualification	
1	<input checked="" type="checkbox"/>	JD3	Doe, Jane	2	Educator	\$19.88	Non-RECE	Todd
2	<input checked="" type="checkbox"/>	JD3	Doe, Jane	2	Cook	\$19.88	Non-RECE	All A
3	<input checked="" type="checkbox"/>	DL1	Lover, Data	2	Educator	\$20.86	RECE	Todd

Showing 1 to 3 of 3 entries

The 'Batch Edit' dialog box contains a table with columns: Staff ID, Name, Qualification, Position, Age Category, Site, Hourly Wage, Hours Worked, % Time In Ratio, Floor Hours, and FTE. Red boxes highlight the dropdown menus for Qualification, Position, Age Category, and Site, and the input fields for Hours Worked and % Time In Ratio. Buttons for 'Cancel' and 'Save Changes' are at the bottom.

Staff ID	Name	Qualification	Position	Age Category	Site	Hourly Wage	Hours Worked	% Time In Ratio	Floor Hours	FTE
JD3	Doe, Jane	Non-RECE	Educator	Toddler	First Site ABC	\$ 19.88	400.00	100 %	400.00	0.23
JD3	Doe, Jane	Non-RECE	Cook	All Age Grc	First Site ABC	\$ 19.88	30.00	0 %	0.00	0.02
DL1	Lover, Data	RECE	Educator	Toddler	First Site ABC	\$ 20.86	360.00	100 %	360.00	0.21

Cancel Save Changes



HOME BASE REPORTS

The Home Base tab consists of 5 reports (Provider, Enrolment, Operating Plan, Operating Budget, and HCCEG) and 1 request Form (Rate Increase), as described in each section below.

Provider Report

The Provider Report is due quarterly and is used to determine the Licensed Home Child Care Base Funding allocation for providers serving children between 6 and 12 years of age. It also serves as a mechanism to monitor home-based licensed capacity. You should include information on all Providers overseen by the Home Child Care Agency, including those located outside the Nipissing district.

Click the 'Add Home Provider' button and enter the required information. Please note that you must validate the address before you can click 'Save'.

Agency Centre Base **Home Base** Inclusion Support Service EarlyON Recreation

Due Date: **30-Apr-2025** Revision: **Original** Status: **Not Started** **Submit**

Search: **Search**

+ Add Home Provider  Quarter 1 Quarter 2 Quarter 3 Quarter 4

Copy **CSV** **Excel** Show **50** entries

Provider Name	Contract Start Date	Contract End Date	Address	City / Town / Area	Funding Allocation
No matching records found					

Showing 0 to 0 of 0 entries Previous Next

Provider Information

Name:

Email:

Phone:

Contract Start Date:

Contract End Date:

Home Base Provider:

In what District is the Home Provider?:

Address

Enter the Address into the Address Search field or manually enter the address into the provided fields below and then click Validate before continuing.

Address Search:

Unit:

Civic Number:

Street:

Municipality:

Province:

Postal Code:

For future quarters, you will have the ability to import home providers from the previous quarter to save time. To do this, simply click on 'Import Home Providers from the Previous Quarter' and select which providers you want to bring forward. Note: the only providers you wouldn't bring forward are those that had a contract end date in the previous quarter.

Quarter 1
 Quarter 2
 Quarter 3
 Quarter 4

Show entries

	Provider Name	Contract Start Date	Contract End Date	Address	City / Town / Area	
1	Home Provider 1	2023-12-05		200 McIntyre Street East	North Bay	<input type="button" value="Actions"/>
2	Home Provider 2	2024-03-19		22 Talon Street	North Bay	<input type="button" value="Actions"/>

Showing 1 to 2 of 2 entries
Previous Next





Import Home Providers From the Previous Quarter

Select All

	Provider Name	Contract Start Date	Contract End Date	Address	City / Town / Area
<input type="checkbox"/>	Home Provider 1	2023-12-05		200 McIntyre Street East	North Bay
<input type="checkbox"/>	Home Provider 2	2024-03-19		22 Talon Street	North Bay

Showing 1 to 2 of 2 entries

Home Base Enrolment Report

The Enrolment Report, like the Centre-Base Enrolment Report, is due quarterly and should include all children attending licensed home child care services, including full fee, subsidized and privately placed children. To enter enrolment details, click on the 'Actions' button, and then click 'View'.

Agency: Centre Base **Home Base** Inclusion Support Service EarlyON Recreation

Due Date: 30-Apr-2025 Revision: Original Status: Not Started

Search:

Quarter 1 Quarter 2 Quarter 3 Quarter 4

Copy CSV Excel Show 50 entries

Site	Operating Days		Enrolment Information								View			
	Quarter Total	Year To Date Total	January		February		March		Yearly Average					
			FDE	Child Served	FDE	Child Served	FDE	Child Served	FDE	Child Served				
1 ABC Home Child Care	0	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	<input type="button" value="Actions"/>

Showing 1 to 1 of 1 entries Previous 1 Next



The first part of the report includes details on Operating Days and PD Days & Breaks for JK/SK and SA children for each quarter. These numbers are used to calculate the Full Day Equivalent (FDE), and when added together, total number of operating days each month.

Please indicate the number of Full Days (PD and breaks) and Before & After School Days (Non-PD days) where JK/SK and SA children attended and/or were billed.

Day Type	2025 Operating Days and PD Days			Yearly Total Operating Days
	First Quarter (January - March)			
	January	February	March	
Full Days	5	2	7	14
Before & After School Program	18	19	14	51
Total Days	23	21	21	65

Full Days (PD Days & Breaks): days where full day care is offered for JK/SK and SA children.

Before & After School Program (Non-PD Days): days where Before & After school program is operating for JK/SK and SA children.

Next, there is a section for each month of the quarter to enter the actual enrolment information. For the Infant, Toddler, Pre-School, and the JK/SK and School Age Before & After School programs, you will enter the number of children that attend 1 day/week, 2 days/week, 3 days/week, and so on. In the example below, you can see that there is 1 infant that attended 2 days/week, and 6 infants that attend 5 days/week, for a total of 7 children served.



Quarter 1 Quarter 2 Quarter 3 Quarter 4

Age Group	January						
	1 Day	2 Days	3 Days	4 Days	5 Days	FDE	Child Served
Infant	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="6"/>	<input type="text" value="6.40"/>	<input type="text" value="7"/>
Toddler	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="4"/>	<input type="text" value="27"/>	<input type="text" value="30.80"/>	<input type="text" value="32"/>
Pre-School	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="text" value="48"/>	<input type="text" value="49.60"/>	<input type="text" value="50"/>

For the JK/SK and School Aged – PD Days & Breaks, please indicate the average number of children that attended on those days. For example, if there were two PD days in a month, and you had 7 children attend on the first PD day, and 3 attend on the second PD day, you would indicate 5 children → $(7 + 3)/2 = 5$ (in the case of a decimal, round to the nearest whole number).

JK/SK - PD Days & Breaks	<input type="text" value="5"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="16"/>	<input type="text" value="1.09"/>	<input type="text" value="5"/>
School Aged - Before School	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="16"/>	<input type="text" value="3.20"/>	<input type="text" value="16"/>
School Aged - After School	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="16"/>	<input type="text" value="4.80"/>	<input type="text" value="16"/>
School Aged - PD Days & Breaks	<input type="text" value="9"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1.96"/>	<input type="text" value="9"/>
						<input type="text" value="102.45"/>	<input type="text" value="153"/>

Don't forget to click 'Save Changes' at the bottom of the pop-up before closing out this screen to save your data. You will now see the summary of the enrolment information for your home agency for the quarter that is toggled on.



Quarter 1
 Quarter 2
 Quarter 3
 Quarter 4

Copy CSV Excel Show 50 entries

Site	Operating Days		Enrolment Information								Actions
	Quarter Total	Year To Date Total	January		February		March		Yearly Average		
			FDE	Child Served	FDE	Child Served	FDE	Child Served	FDE	Child Served	
1 ABC Home Child Care	65	65	102.45	153	113.54	161	118.84	164	111.61	159.33	

Showing 1 to 1 of 1 entries

Previous 1 Next

Once you have entered the enrolment information, click 'Submit' to inform DNSSAB that the report is complete. Now that the report has been submitted, you can click 'Actions' and then 'Summary' to see a quick overview of the data for each quarter that has been completed.

Quarter 1
 Quarter 2
 Quarter 3
 Quarter 4

Copy CSV Excel Show 50 entries

Site	Operating Days		Enrolment Information								Actions
	Quarter Total	Year To Date Total	January		February		March		Yearly Average		
			FDE	Child Served	FDE	Child Served	FDE	Child Served	FDE	Child Served	
1 ABC Home Child Care	65	65	102.45	153	113.54	161	118.84	164	111.61	159.33	View Summary Actions

Showing 1 to 1 of 1 entries

Previous 1 Next

Licensed Capacity – Average FDE and Children Served by Quarter

Only quarters that are Approved or Pending Approval are included in the Summary.

Copy CSV Excel Show 50 entries

Age Group	Licensed Capacity	Quarter 1 FDE	Quarter 2 FDE	Quarter 3 FDE	Quarter 4 FDE	Quarter 1 Child Served	Quarter 2 Child Served	Quarter 3 Child Served	Quarter 4 Child Served
Infant	0	11.27	0.00	0.00	0.00	12.33	0.00	0.00	0.00
Toddler	0	33.27	0.00	0.00	0.00	35.00	0.00	0.00	0.00
Pre-School	0	52.80	0.00	0.00	0.00	54.00	0.00	0.00	0.00
JK/SK - Before School	0	1.27	0.00	0.00	0.00	6.33	0.00	0.00	0.00
JK/SK - After School	0	2.50	0.00	0.00	0.00	8.33	0.00	0.00	0.00
JK/SK - PD Days	0	1.05	0.00	0.00	0.00	4.67	0.00	0.00	0.00
School Aged - Before School	0	2.93	0.00	0.00	0.00	14.67	0.00	0.00	0.00
School Aged - After School	0	4.40	0.00	0.00	0.00	14.67	0.00	0.00	0.00
School Aged - PD Days	0	2.13	0.00	0.00	0.00	9.33	0.00	0.00	0.00

Showing 1 to 9 of 9 entries

Previous 1 Next



Home Base Operating Plan

As with the Centre Base Operating Plan, the Home Base Operating Plan report will have 2 due dates: April 30th for Agency Goals and January 31st of the following year for the Agency Accomplishments.

Once you add your goals, click 'Save Changes' and then 'Submit' to send to DNSSAB for review. Once approved, the Accomplishment section will be unlocked. You can add accomplishments and save the changes throughout the year, but please only submit at the end of the fiscal year, by January 31st of the following year.

Due Date: 30-Apr-2024	Revision: Original	Status: Not Started	
	Goal	Accomplishment (2024) 	
Accessible & Flexible Services	<input type="text"/>		
Professional Development & Capacity Building	<input type="text"/>		
Implementation Of How Does Learning Happen?	<input type="text"/>		
Commitment To Continuous Improvement (Quality Assurance)	<input type="text"/>		
Delivery Of Inclusive Services	<input type="text"/>		
			



Home Base Budget

Starting in 2025, budget reporting for home-based programs will be split out between children 0-5 (Infant, Toddler, Preschool, JK/SK) and 6-12 (School Age). From the Home Base Budget report, you will then have the option to view and edit the budget for the 0-5 age group, or the 6-12 age group by clicking on the applicable button at the top of the screen.

Agency Centre Base **Home Base** Inclusion Support Service EarlyON Recreation

Due Date: 31-Jan-2025 Revision: Original Status: Not Started Submit

Age Group (0-5) Age Group (6-12)

Revenue	Approved Budget (2025-Jan-31)	Mid-Year Check-in (2025-Jul-31) 🔒	Variance Mid-Year	Actual Budget (2026-Jan-31) 🔒	Variance Fiscal
Parent Fees (Fee Subsidy & Full Fee)	\$ <input type="text"/>	\$ <input type="text"/>	\$ 0.00	\$ <input type="text"/>	\$ 0.00
CWELCC Cost Based Funding (0-5 Years)	\$ <input type="text"/>	\$ <input type="text"/>	\$ 0.00	\$ <input type="text"/>	\$ 0.00

- Provider
- Enrolment
- Operating Plan
- Home Base Budget**
- Rate Increase
- HCCEG

The Home Base Budget report has 3 sections with varying due dates. To begin, complete the Estimated Budget column for the year by January 31st, including all Revenues and Expenses for the funding year (January to December). Please provide details for all revenues and/or expenses reported as 'other' in the text box provided. If you are anticipating a deficit, or a significant change to a budget line, please add additional details in the comment box at the bottom of the report.

Revenue	Estimated Budget (2025-Jan-31) 🔒	Mid-Year Check-in (2025-Jul-31) 🔒	Variance Mid-Year	Actual Budget (2026-Jan-31) 🔒	Variance Fiscal
Parent Fees (Fee Subsidy & Full Fee) - 0-5 years	\$ <input type="text"/>	\$ <input type="text"/>	\$ 0.00	\$ <input type="text"/>	\$ 0.00
CWELCC Cost Based Funding (0-5 Years)	\$ <input type="text"/>	\$ <input type="text"/>	\$ 0.00	\$ <input type="text"/>	\$ 0.00



When you have completed the Estimated Budget, click 'Save Changes', and then 'Submit'. Once the Estimated Budget column has been reviewed and approved by DNSSAB, the Mid-Year Check-In will be unlocked and is due by July 31st yearly. As you enter values into the Mid-Year Check-In column, the Variance Mid-Year column will auto-populate. The Mid-Year Check-In allows DNSSAB and Service Providers to determine if any funding adjustments are necessary. Once you have entered all the relevant data into the Mid-Year Check-In column, click 'Save Changes' and then 'Submit'.

Following that, the column titled Actual Budget will be unlocked and is due January 31st of the following year to support the reconciliation process for the annual allocations (January to December). As you enter actuals into that column, the Variance Fiscal column will auto-populate. For any row items that have a greater than 10% variance, you will be prompted to include a comment to explain the variance. Once you have completed the Actuals column, including any comments for significant variances, ensure to click 'Save Changes' and then 'Submit'.

Home Base Rate Increase

The Rate Increase form should be used to request a rate increase for programs serving children 6-12 years of age only. This form is due by December 31st yearly and you can either 'Request Rate Increase' or select 'No Increase' if you are not requesting an increase.

Agency Centre Base **Home Base** Inclusion Support Service EarlyON Recreation

Due Date: **31-Dec-2025** Revision: **Original** Status: **Not Started**

Show 50 entries

Rate Increase Request	Date Families will be notified	Participates in CWELCC	Status
No matching records found			

Showing 0 to 0 of 0 entries

- Provider
- Enrolment
- Operating Plan
- Home Base Budget
- Rate Increase**
- HCCEG



To request a rate increase, click on the associated button and complete the required information. Please note that you need to scroll to the right to see all the columns, including where you will input the requested rate increase details. Click 'Save' and then 'Submit'.

Request Rate Increase x

All rate increases must allow 0 days for approval before they can be implemented.

Does your Agency offer the following services? Extended Day Care
 Evening Care
 Weekend Care

When will the rate increase take effect?

Parents must be notified of the increase. Please identify the date parents/families be notified of the increase:

Age Group	Requesting Rates							
	Evenings	Weekends	Half Day	Full Day	Extended Day	Flex Care	Evenings	Weekends
School Aged - Full Day	\$ <input type="text"/>							
School Aged - After School	\$ <input type="text"/>							
School Aged - Before School	\$ <input type="text"/>							
School Aged - Before & After School	\$ <input type="text"/>							

Comments:

If you don't have an increase to request, simply click 'No Increase', and a pop-up will appear asking you to confirm.





Home Child Care Enhancement Grant (HCCEG)

The HCCEG report is due January 31st of each fiscal year. For each home provider, complete the relevant columns and click 'Save Changes'. Once the information has been completed and saved, click 'Submit' to send the report to DNSSAB for review.

Home Child Care Provider Information										Provider Enhancement Determination		
No.	Provider Name	Address	Serving Children Other Than Provider's Own	Monthly Average Children Served 0 - 5 Years	Monthly Average Children Served 6 - 12 Years	Provider Works With More Than One Agency	Daily Operating Hours	Number Of Days Worked (Jan 1- Dec 31)	Total Fees Received (Jan 1- Dec 31)	Average Base Daily Fee	Eligibility Status	Qualifying Daily Ra
1	Home Provider 1	200 McIntyre Street East	No	0	0	No	Less than 6	0	\$ 0.00	\$ 0.0	None	\$ 0
2	Home Provider 2	22 Talon Street	No	0	0	No	Less than 6	0	\$ 0.00	\$ 0.0	None	\$ 0
											Partially Eligible Providers (# / \$)	0
											Fully Eligible Providers (# / \$)	0
											Total	0
												Supplemental Gra

RECREATION REPORTS

The Recreation tab consists of one (1) report (Enrolment) and one (1) request form (Rate Increase), as described in each section below.



Recreation Enrolment

The Recreation Enrolment report is due on October 31st yearly, and its purpose is to gather information on the use of the authorized recreation program over the summer months. To enter enrolment details, click on the 'Actions' button, and then click 'View'.

Agency Centre Base Home Base Inclusion Support Service EarlyON **Recreation**

Due Date: **31-Oct-2024** Revision: **Original** Status: **Not Started** **Submit**

Enrolment
Recreation Rate Increase

Search: Enter a provider name **Search**

Copy CSV Excel Show 50 entries

Site	Operating Days	Enrolment Information												
		June		July		August		September		Average		Child Summary		
		FDE	Child Served	FDE	Child Served	FDE	Child Served	FDE	Child Served	FDE	Child			
1 ABC Recreation Site	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	View	Actions

Showing 1 to 1 of 1 entries Previous 1 Next

The first part of the report includes details on Operating Days for the Recreation program.

Please indicate the number of Full Days (PD and breaks) and Before & After School Days (Non-PD days) where JK/SK and SA children attended and/or were billed.

Day Type	2024 Operating Days and PD Days				Yearly Total Operating Days
	June	July	August	September	
Full Days		23	22	0	45



Next, there is a section for each month of the program to enter the actual enrolment information. For the JK/SK and School Age children, you will enter the number of children that attend 1 day/week, 2 days/week, 3 days/week, and so on, as well as if they attend full days or half days. In the example below, you can see that there is 1 JK/SK child that attended 2 days/week, and 6 JK/SK children that attend 5 days/week in the full day program, for a total of 7 children served. You can also see that there were 3 additional JK/SK children that attend 3 half days/week.

Age Group	July						
	1 Day	2 Days	3 Days	4 Days	5 Days	FDE	Child Served
JK/SK Full Da	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="6"/>	<input type="text" value="6.40"/>	<input type="text" value="7"/>
JK/SK Half Day	<input type="text"/>	<input type="text"/>	<input type="text" value="3"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1.80"/>	<input type="text" value="3"/>

Don't forget to click 'Save Changes' at the bottom of the pop-up before closing out this screen to save your data. You will now see the summary of the enrolment information for your home agency for the quarter that is toggled on.

Once you have entered the enrolment information, click 'Submit' to inform DNSSAB that the report is complete. Now that the report has been submitted, you can click 'Actions' and then 'Summary' to see a quick overview of the data for each quarter that has been completed.

Copy CSV Excel

Show 50 entries

Site	Operating Days	Enrolment Information										Average	Child Served	View	
		June		July		August		September		FDE	Child Served				
		FDE	Child Served	FDE	Child Served	FDE	Child Served	FDE	Child Served						
1 ABC Recreation Site	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	Actions

Showing 1 to 1 of 1 entries

Previous 1 Next





If you don't have an increase to request, simply click 'No Increase', and a pop-up will appear asking you to confirm.



INCLUSION SUPPORT SERVICE REPORTS

The Inclusion Support Service tab consists of 5 reports (Enrolment, Operating Budget, Staffing, Monthly Service Data, Capacity Building Data, and Waitlist Data) as described in each section below.

ISP Enrolment

The ISP Enrolment report is due monthly, and its purpose is to collect more detailed information on the level and type of services and needs that are present in the district. Each child referred to and supported by the ISP program should have a row of data. To begin entering the information for a child, click 'Add Enrolment'.

Agency Centre Base Home Base **Inclusion Support Service** EarlyON Recreation

Due Date: 20-Feb-2024 Revision: Original Status: Not Started Submit

Search: Enter a child id Search

+ Add Enrolment All Active Discharged < January February March April May June July Au >

Copy CSV Excel Show 50 entries

Child ID	Age Group	New Enrolment	Waitlist	ELCC Agency	Type of Service	Enhance Funding	Number of Enhance Hours Per Day	Primary Reason for Service	Individual Support Plan	# Centre Visits/Consultations	Annual Case Conference	Centre Involvement in Case Conference	Transition to School Plan Established with School and ELCC Agency
No matching records found													

Showing 0 to 0 of 0 entries Previous Next

Complete each of the required fields, ensuring that each child is assigned a unique Child ID.

Enrolment Information ✕

Child ID:

Age Group:

New Enrolment (Please select "yes" if the child has not received services in the current year.): Yes No

Waitlist: Yes N/A

ELCC Agency:

Enrolment Date:

Type of Service: Group Individual

Enhance Funding: Yes No

Number of Enhance Hours Per Day:

Primary Reason for Service:

Secondary Reason for Service (if applicable):

If Other, please explain:

Centre Visits/Consultations:

Annual Case Conference: Yes No

Enhance Funding: Yes No N/A

Other Agencies Involved:

Discharged





Once you have entered all the children for the month, click on 'Submit'.

Due Date: **20-Feb-2024** Revision: **Original** Status: **In Progress**  **Submit**

Search: **Search**

+ Add Enrolment All Active Discharged < January February March April May June July Au >

Copy CSV Excel Show 50 entries

Child ID	Age Group	New Enrolment	Waitlist	ELCC Agency	Type of Service	Enhance Funding	Number of Enhance Hours Per Day	Primary Reason for Service	Individual Support Plan	# Centre Visits/Consultations	Annual Case Conference	Centre Involvement in Case Conference	Transition to School Plan Established with School and ELCC Agency	Actions
1	SC1 Preschool (30 months up to JK/SK)	Yes	N/A	GS - Garderie Tourmesol	Individual	Yes	2	Autism Spectrum Disorder (ASD)	No	6	Yes	No	Yes	Actions
2	SC2 Toddler (18 up to 30 months)	Yes	N/A	MCCC - Mattawa Child Care Centre	Group	No	0	Anxiety	No	4	No	No	No	Actions

Showing 1 to 2 of 2 entries Previous 1 Next

IMPORTANT: This report is a cumulative report, so you will be continuously adding to it each month, making any adjustments as necessary. For children who were supported in the previous month, you should click 'Actions' and then 'View' to update their information (e.g. number of centre visits/consultations related to the child should increase each month). Once all required changes have been made, click 'Save' and you will see the adjustments on the summary screen.



+ Add Enrolment All Active Discharged < January February March April May June July Au >

Copy CSV Excel Show 50 entries

Child ID	Age Group	New Enrolment	Waitlist	ELCC Agency	Type of Service	Enhance Funding	Number of Enhance Hours Per Day	Primary Reason for Service	Individual Support Plan	# Centre Visits/Consultations	Annual Case Conference	Centre Involvement in Case Conference	Transition to School Plan Established with School and ELCC Agency	Actions
1 SC1	Preschool (30 months up to JK/SK)	Yes	N/A	GS - Garderie Tournesol	Individual	Yes	2	Autism Spectrum Disorder (ASD)	No	12	Yes	No	Yes	Actions
2 SC2	Toddler (18 up to 30 months)	Yes	N/A	MCCC - Mattawa Child Care Centre	Group	No	0	Anxiety	No	4	No	No	No	Actions

Showing 1 to 2 of 2 entries Previous 1 Next

When a child is discharged from the program, you will update the report by clicking 'Actions' and then 'View'. Check the box to indicate discharge, which will reveal additional fields to input the discharge date as well as the reason for discharge. Enter the relevant information and click 'Save'.

Discharged

Discharge Date:

Reason for Discharge:

Cancel





ISP Operating Budget

The ISP Operating Budget report has 3 sections with varying due dates. To begin, complete the Estimated Budget column for the fiscal year by January 31st, including all Revenues and Expenses for the funding year (January to December). Please provide details for all revenues and/or expenses reported as ‘other’ in the text box provided. If you are anticipating a deficit, or a significant change to a budget line, please add additional details in the comment box at the bottom of the report.

Revenue	Estimated Budget (2025-Jan-31)	Mid-Year Check-in (2025-Jul-31)	Variance Mid-Year	Actual Budget (2026-Jan-31)	Variance Fiscal
Inclusion Support Services	\$ <input type="text"/>	\$ <input type="text"/>	\$ 0.00	\$ <input type="text"/>	\$ 0.00
Pay Equity	\$ <input type="text"/>	\$ <input type="text"/>	\$ 0.00	\$ <input type="text"/>	\$ 0.00

When you have completed the Estimated Budget, click ‘Save Changes’, and then ‘Submit’. Once the Estimated Budget column has been reviewed and approved by DNSSAB, the Mid-Year Check-In will be unlocked and is due by July 31st yearly. As you enter values into the Mid-Year Check-In column, the Variance Mid-Year column will auto-populate. The Mid-Year Check-In allows DNSSAB and Service Providers to determine if any funding adjustments are necessary. Once you have entered all the relevant data into the Mid-Year Check-In column, click ‘Save Changes’ and then ‘Submit’.

Following that, the column titled Actual Budget will be unlocked and is due January 31st of the following year to support the reconciliation process for the annual allocations (January to December). As you enter actuals into that column, the Variance Fiscal column will auto-populate. For any row items that have a greater than 10% variance,



you will be prompted to include a comment to explain the variance. Once you have completed the Actuals column, including any comments for significant variances, ensure to click 'Save Changes' and then 'Submit'.

ISP Staffing

The ISP Staffing report is due quarterly and should include any staff member who worked at any point during that period. To begin, click 'Add Hours for Quarter 1'.

Agency Centre Base Home Base **Inclusion Support Service** EarlyON Recreation

Due Date: **30-Apr-2024** Revision: **Original** Status: **Not Started** **Submit**

Search: e.g.: 12345 **Search**

Select All **+ Add Hours For Quarter 1** **Edit Batch**

Quarter 1 Quarter 2 Quarter 3 Quarter 4

Copy CSV Excel Show 50 entries

Staff ID	Name	Quarter	Position	Hourly Wage	Qualification	Age Category	Hours Worked	FTE
No matching records found								

Showing 0 to 0 of 0 entries Previous Next

Operating Budget
Enrolment
Staffing
Monthly Service Data
Capacity Building Data
Waitlist Data

REMINDER: For a staff member to appear in the drop-down list for the ISP Staffing report, their position must be set to Resource Consultant, or Supervisor/Manager. See [Agency Staffing](#) section for more details.

District of Nipissing Social Services Administration Board (DNSSAB) (Training Mode)

Add Staff Hours

Staff ID:

- Select -
- Select -
- CF1 - Friday, Chase**
- AW1 - Woods, Arielle

Search



A pop-up box to edit the staff hours will appear. For Age Category, please select All Age Groups, then enter the total hours worked for the quarter and click 'Save'.

Edit Staff Hours x

Staff ID:

Qualification:

Position:

Age Category:

Hourly Wage: \$

Hours Worked:

FTE:

Once you have completed this with each ISP staff member, you can click 'Submit' to inform DNSSAB that the report is ready for review.



Agency Centre Base Home Base **Inclusion Support Service** EarlyON Recreation

Due Date: **30-Apr-2024** Revision: **Original** Status: **In Progress** **Submit**

Search: **Search**

Select All **+ Add Hours For Quarter 1** **Edit Batch** Quarter 1 Quarter 2 Quarter 3 Quarter 4

Copy CSV Excel Show 50 entries

	Staff ID	Name	Quarter	Position	Hourly Wage	Qualification	Age Category	Hours Worked	FTE	Actions
1	CF1	Friday, Chase	1	Resource Consultant	\$23.50	RECE	All Age Groups	435.00	0.25	Actions
2	AW1	Woods, Arielle	1	Resource Consultant	\$23.50	RECE	All Age Groups	430.00	0.25	Actions

Showing 1 to 2 of 2 entries Previous 1 Next

Total FTEs 0.50

Once the first quarter staff hours are approved, the Quarter 2 report will be unlocked, and you will have the option to import the data from the first quarter, which can save some time.

Select All **Import Previous Quarter Staffing Hours** **Edit Batch** Quarter 1 Quarter 2 Quarter 3 Quarter 4

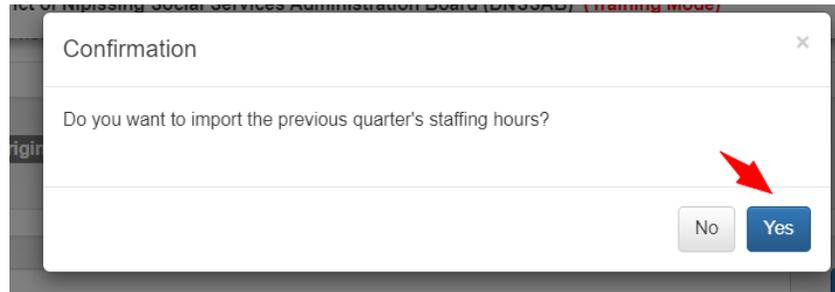
Copy CSV Excel Show 50 entries

	Staff ID	Name	Quarter	Position	Hourly Wage	Qualification	Age Category	Site	Hours Worked	Floor Hours	% Time In Ratio	FTE
No matching records found												

Showing 0 to 0 of 0 entries Previous Next



When you click on that button, you will get a pop-up to confirm that you want to import the previous quarter's staffing hours. If you agree, click 'Yes'.



You will now see the previous quarter's data in the report. It is important that you go through each row and edit the data as necessary by clicking on 'Actions' and then 'Edit' if there are changes, or 'Delete' if you no longer need that row of data.

Quarter 1 Quarter 2 Quarter 3 Quarter 4 Wa

tion	Age Category	Hours Worked		
	All Age Groups (0-5)	435.00	0.25	Actions ▾
	All Age Groups (0-5)	430.00	0.25	Actions ▾

Previous 1 Next



You can also edit multiple rows at once by clicking on 'Select All' (or all the rows you need to change) and then 'Edit Batch'. Make the necessary changes, then click 'Save Changes'.

Select All [+ Add Hours For Quarter 2](#) [Edit Batch](#)

[Copy](#) [CSV](#) [Excel](#)

	<input type="checkbox"/>	Staff ID	Name	Quarter	Position
1	<input checked="" type="checkbox"/>	CF1	Friday, Chase	2	Resource Consultant
2	<input checked="" type="checkbox"/>	AW1	Woods, Arielle	2	Resource Consultant

Showing 1 to 2 of 2 entries

Batch Edit

Staff ID	Name	Qualification	Position	Age Category	Hourly Wage	Hours Worked	FTE
CF1	Friday, Chase	RECE	Resource Consultant	All Age Groups (0-5)	\$ 23.50	435.00	0.25
AW1	Woods, Arielle	RECE	Resource Consultant	All Age Groups (0-5)	\$ 23.50	430.00	0.25

[Cancel](#) [Save Changes](#)



The next table in this report is used to report on Special Needs Resourcing Enhanced Staff. You will enter the number of new enhanced staff contracts based on age group for each month in the quarter.

Once you have entered all relevant information, click 'Save Changes' and then 'Submit'.

	Year To Date Total	January	February	March	Q1 Totals
Number of "New" contracts for enhanced staff supporting programs with children from 0 up to 18 months (Infants)	0				0
Number of "New" contracts for enhanced staff supporting programs with children from 18 months to 30 months (Toddler)	0				0
Number of "New" contracts for enhanced staff supporting programs with children from 30 months up to 4 years of age (Preschool)	0				0
Number of "New" Contracts for enhanced staff supporting programs with children from 4 up to 6 years of age (JK)	0				0
Number of "New" contracts for enhanced staff supporting programs with children from 6 up to 13 years of age (School Age)	0				0



ISP Capacity Building Data

The Capacity Building Data report is due quarterly and captures the professional learning sessions delivered to providers. It is not intended to capture professional learning sessions taken by Resource Consultants. To add a new activity, click on the 'Add New Capacity Building Activity' button.

Search:

Quarter 1 Quarter 2 Quarter 3 Quarter 4

Show entries

Participant Name (The Name of The Agency or Group Of Professionals)	Professional Learning Opportunity (The Name of The Workshops / Training Opportunities Provided)	Training Dates	Number of Professionals In Attendance
No matching records found			

Showing 0 to 0 of 0 entries

Comments (Quarter 1)



Complete the requested information, including Participant Name (i.e. name of the agency), the name of the professional learning opportunity provided, as well as the training dates and the number of professionals in attendance. Once you entered all information, click 'Save'.

Add New Capacity Building Activity

Participant Name:

Professional Learning Opportunity:

Training Dates:

Number of Professionals In Attendance:



Complete these steps for each professional learning opportunity that was provided during that quarter, then click 'Submit'.

Due Date: **30-Apr-2024** Revision: **Original** Status: **In Progress** 

Search:

 Quarter 1 Quarter 2  Quarter 3  Quarter 4 

 Show entries

	Participant Name (The Name of The Agency or Group Of Professionals)	Professional Learning Opportunity (The Name of The Workshops / Training Opportunities Provided)	Training Dates	Number of Professionals In Attendance	
1	TA1 - First Site ABC	Handle with Care	2024-02-20	10	<input type="button" value="Actions"/>

Showing 1 to 1 of 1 entries Previous Next

Comments (Quarter 1)



ISP Waitlist Data

This report is intended to capture relevant information related to a waitlist for Special Needs Resourcing services. This report does not have a due date but should be updated anytime a new child is placed on the waitlist, or a child is removed from the waitlist (i.e. placed into services). To add a child to the waitlist, click 'Add Waitlist Record'.

Agency Centre Base Home Base **Inclusion Support Service** EarlyON Recreation

Search: Child's Initials Search

+ Add Waitlist Record All Waitlist Placed

Copy CSV Excel Show 50 entries

Child's Initials	Date of Birth	SNR Services Required	Date Child Placed On Waitlist	Date Child Placed
No matching records found				

Showing 0 to 0 of 0 entries Previous Next

Comments

- Operating Budget
- Enrolment
- Staffing
- Monthly Service Data
- Capacity Building Data
- Waitlist Data**

Complete the requested fields and click 'Create'.

Add Waitlist Record

Child's Initials:

Date of Birth:

SNR Services Required: Yes No

Date Child Placed On Waitlist:

Cancel **Create**



To move a child from the waitlist to in-service, click on the 'Actions' button, and then 'View'. From here, you will check the 'Is the child placed' field which will open a calendar function to enter the date the child was placed, and then click 'Save'.

+ Add Waitlist Record All Waitlist Placed

Copy CSV Excel

	Child's Initials	Date of Birth	SNR Services Required	Date Child Placed On Waitlist	Date Child Placed	Actions
1	WJ	2022-06-02	Yes	2024-11-27		<div style="border: 1px solid black; padding: 2px;">View Delete</div> Actions

Showing 1 to 1 of 1 entries Previous 1 Next

Edit Waitlist Record ✕

Child's Initials:

Date of Birth:

SNR Services Required: Yes No

Date Child Placed On Waitlist:

Is the child placed?

Date Child Placed:



You will now see that the child has a placement date.

[+ Add Waitlist Record](#) All Waitlist Placed

[Copy](#) [CSV](#) [Excel](#) Show 50 entries

	Child's Initials	Date of Birth	SNR Services Required	Date Child Placed On Waitlist	Date Child Placed	Actions
1	WJ	2022-06-02	Yes	2024-11-27	2024-11-29	Actions

Showing 1 to 1 of 1 entries Previous 1 Next

You can use the toggle buttons at the top if you want to filter your list to only see those on the waitlist, only see those that are placed, or to see all children that have been on the waitlist at some point in time. If a child never received services but is deleted from the waitlist, please include a comment noting why they were removed.

EARLYON REPORTS

The EarlyON Reports tab has 3 reports: EarlyON Sites, Operating Budget, and EarlyON Staffing, as described in each section below.

EarlyON Sites Report

The EarlyON Sites Report is intended to gather operating information for each EarlyON Centre and is due on January 31st of each year. The report should be updated throughout the year as changes to operating hours or days of service change.

To add an EarlyON Site, click on the associated button, which will open a window to enter the EarlyON site details.



[+ Add New EarlyON Site](#) 

[Copy](#) [CSV](#) [Excel](#) Show 50 entries

Site Name	Contact Person	Email	Phone	Address	Site Status
No matching records found					

Showing 0 to 0 of 0 entries Previous Next

The EarlyON Site name should include 'EarlyON' followed by the name of the site (e.g. EarlyON Saint-Joseph).

EarlyON Site Information

EarlyON Site:

Contact Person:

Title:

Email:

Phone: Ext.:

Address

Enter the Address into the Address Search field or manually enter the address into the provided fields below and then click Validate before continuing.

Address Search:

Unit:

Civic Number:

Street:

Municipality:

Province:

Postal Code:



For the operating hours, please indicate the days and times that the centre is open or programming is available. For sites that are not open all day, but have more than one program daily, please indicate the earliest and latest time of operation and include a note in the comments with the details (see example below). Please also check off the operating months for the site, then click 'Save'.

Operating Hours			
Hours	From	To	
Monday	09:30 AM	11:30 AM	
Tuesday	09:30 AM	07:00 PM	
Wednesday	HH:MM	HH:MM	
Thursday	HH:MM	HH:MM	
Friday	HH:MM	HH:MM	
Saturday	09:30 AM	11:30 AM	
Sunday	HH:MM	HH:MM	

Operating Months <small>(Select if the program is expected to operate in the given months.)</small>			
January	<input checked="" type="checkbox"/>	July	<input type="checkbox"/>
February	<input checked="" type="checkbox"/>	August	<input type="checkbox"/>
March	<input checked="" type="checkbox"/>	September	<input checked="" type="checkbox"/>
April	<input checked="" type="checkbox"/>	October	<input checked="" type="checkbox"/>
May	<input checked="" type="checkbox"/>	November	<input checked="" type="checkbox"/>
June	<input checked="" type="checkbox"/>	December	<input checked="" type="checkbox"/>

Comments

Tuesday programs: 9:30-11:30 a.m. and 5-7 p.m.
Saturdays - every second Saturday only



Save



Repeat these steps for each EarlyON Site that your agency operates. Once you have added all your sites, click 'Submit'.

Due Date: **31-Jan-2024** Revision: **Original** Status: **In Progress**  **Submit**

Search: **Search**

+ Add New EarlyON Site

Copy **CSV** **Excel** Show **50** entries

Site Name	Contact Person	Email	Phone	Address	Site Status	Actions
EarlyON Holy Cross	Mateo Kelly	mateo.kelly@earlyonsite.ca	(705) 474-2151	123 Willow Drive	Active	Actions

Showing 1 to 1 of 1 entries Previous **1** Next

To edit a site's information once the report has been approved, you will need to contact DNSSAB to re-open the report. Once you've made the necessary changes, click 'Submit' and DNSSAB will review and approve the changes.

EarlyON Operating Budget

The EarlyON Operating Budgets report has 3 sections with varying due dates. To begin, complete the Estimated Budget column for the fiscal year by January 31st, including all Revenues and Expenses for the funding year (January to December). Please provide details for all revenues and/or expenses reported as 'other' in the text box provided. If you are anticipating a deficit, or a significant change to a budget line, please add additional details in the comment box at the bottom of the report.

Revenue	Estimated Budget (2025-Jan-31)	Mid-Year Check-in (2025-Jul-31)	Variance Mid-Year	Actual Budget (2026-Jan-31)	Variance Fiscal
EarlyON Funding	\$ <input type="text"/>	\$ <input type="text"/>	\$ 0.00	\$ <input type="text"/>	\$ 0.00
Fundraising	\$ <input type="text"/>	\$ <input type="text"/>	\$ 0.00	\$ <input type="text"/>	\$ 0.00



When you have completed the Estimated Budget, click 'Save Changes', and then 'Submit'. Once the Estimated Budget column has been reviewed and approved by DNSSAB, the Mid-Year Check-In will be unlocked and is due by July 31st yearly. As you enter values into the Mid-Year Check-In column, the Variance Mid-Year column will auto-populate. The Mid-Year Check-In allows DNSSAB and Service Providers to determine if any funding adjustments are necessary. Once you have entered all the relevant data into the Mid-Year Check-In column, click 'Save Changes' and then 'Submit'.

Following that, the column titled Actual Budget will be unlocked and is due January 31st of the following year to support the reconciliation process for the annual allocations (January to December). As you enter actuals into that column, the Variance Fiscal column will auto-populate. For any row items that have a greater than 10% variance, you will be prompted to include a comment to explain the variance. Once you have completed the Actuals column, including any comments for significant variances, ensure to click 'Save Changes' and then 'Submit'.

EarlyON Staffing Report

The EarlyON Staffing report is due quarterly and should include any staff member who worked at any point during that period. To begin, click 'Add Hours for Quarter 1'.

Agency Centre Base Home Base Inclusion Support Service **EarlyON** Recreation

Due Date: **30-Apr-2024** Revision: **Original** Status: **Not Started** **Submit**

Search: **Search**

Select All **+ Add Hours For Quarter 1** **Edit Batch**

Quarter 1 Quarter 2 Quarter 3 Quarter 4

Copy CSV Excel Show 50 entries

Staff ID	Name	Quarter	Position	Hourly Wage	Qualification	Age Category	Hours Worked	FTE
No matching records found								



REMINDER: For a staff member to appear in the drop-down list for the EarlyON Staffing report, their position must be set to Practitioner, or Supervisor/Manager. See [Agency Staffing section](#) for more details.

Add Staff Hours

Staff ID:

- Select -
- EG1 - Gagnon, Emilia
- MK1 - Kelly, Mateo

A pop-up box to edit the staff hours will appear. For Age Category, please select Family Age Group 0-6 for program staff or Non-Program for administrative staff, then enter the total hours worked for the quarter and click 'Create'.

Add Staff Hours

Staff ID:

Qualification:

Position:

Age Category:

- None Selected -
- Family Group 0-6
- Non-Program

Hourly Wage:

Hours Worked:

FTE:



Once you have completed this for each EarlyON staff member, you can click 'Submit' to inform DNSSAB that the report is ready for review.

Agency Centre Base Home Base Inclusion Support Service **EarlyON** Recreation

Due Date: **30-Apr-2024** Revision: **Original** Status: **In Progress**  **Submit**

Search: **Search**

Select All **+ Add Hours For Quarter 1** **Edit Batch**

Quarter 1 Quarter 2 Quarter 3 Quarter 4

Copy CSV Excel Show 50 entries

	Staff ID	Name	Quarter	Position	Hourly Wage	Qualification	Age Category	Hours Worked	FTE	Actions
1	EG1	Gagnon, Emilia	1	Practitioner	\$21.86	RECE	Family Group 0-6	435.00	0.25	Actions
2	MK1	Kelly, Mateo	1	Manager	\$25.86	RECE	Family Group 0-6	435.00	0.25	Actions
3	LW1	Willis, Lindsay	1	Other	\$18.50	Non-RECE	Non-Program	350.00	0.20	Actions

Showing 1 to 3 of 3 entries Previous 1 Next

Once the first quarter staff hours are approved, the Quarter 2 report will be unlocked, and you will have the option to import the data from the first quarter, which can save some time.

Search: **Search**

Select All **Import Previous Quarter Staffing Hours** **Edit Batch**

Quarter 1 Quarter 2 Quarter 3 Quarter 4

Copy CSV Excel Show 50 entries

Staff ID	Name	Quarter	Position	Hourly Wage	Qualification	Age Category	Hours Worked	FTE
No matching records found								

Showing 0 to 0 of 0 entries Previous Next

Staffing



You will now see the previous quarter's data in the report. It is important that you go through each row and edit the data as necessary by clicking on 'Actions' and then 'Edit' if there are changes, or 'Delete' if you no longer need that row of data.

Select All **+ Add Hours For Quarter 2** Edit Batch

Quarter 1 Quarter 2 Quarter 3 Quarter 4

Copy CSV Excel

	<input type="checkbox"/>	Staff ID	Name	Quarter	Position	Hourly Wage	Qualification	Age Category	Hours Worked		
1	<input type="checkbox"/>	EG1	Gagnon, Emilia	2	Practitioner	\$21.86	RECE	Family Group 0-6	435.00	0.25	Actions
2	<input type="checkbox"/>	MK1	Kelly, Mateo	2	Manager	\$25.86	RECE	Family Group 0-6	435.00	0.25	Actions
3	<input type="checkbox"/>	LW1	Willis, Lindsay	2	Other	\$18.50	Non-RECE	Non-Program	350.00	0.20	Actions

Showing 1 to 3 of 3 entries

Previous 1 Next

Edit (highlighted in red box)
Delete

Please remember to click 'Save Changes' at the bottom of the screen so that you don't lose the changes that you made. Once you have made all necessary changes and clicked 'Save Changes', then you can click 'Submit' at the top of the screen to inform DNSSAB that the report is ready for review.

You can also edit multiple rows at once by clicking on 'Select All' (or all the rows you need to change) and then 'Edit Batch'. Make the necessary changes, then click 'Save Changes'.

Select All **+ Add Hours For Quarter 2** Edit Batch

Copy CSV Excel

	<input checked="" type="checkbox"/>	Staff ID	Name	Quarter	Position	Hourly Wage	
1	<input checked="" type="checkbox"/>	EG1	Gagnon, Emilia	2	Practitioner	\$21.86	F
2	<input checked="" type="checkbox"/>	MK1	Kelly, Mateo	2	Manager	\$25.86	F
3	<input checked="" type="checkbox"/>	LW1	Willis, Lindsay	2	Other	\$18.50	M

Showing 1 to 3 of 3 entries

Select All



Batch Edit x

Staff ID	Name	Qualification	Position	Age Category	Hourly Wage	Hours Worked	FTE
EG1	Gagnon, Emilia	RECE	Practitioner	Family Group 0-6	\$ 21.86	435.00	0.25
MK1	Kelly, Mateo	RECE	Manager	Family Group 0-6	\$ 25.86	435.00	0.25
LW1	Willis, Lindsay	Non-RECE	Other	Non-Program	\$ 18.50	350.00	0.20

Cancel Save Changes

CONTACT US

If you have any questions or require support with completing your financial reporting through the database, please email csfundingrequest@dnssab.ca and a member of the team would be happy to assist you.



DNSSAB Children's Services
200 McIntyre St E
North Bay, ON P1B 8V6

Phone: 705-474-2151
Fax: 705-474-0136
Toll Free: 1-877-829-5121
csfundingrequest@dnssab.ca

dnssab.ca/childrens-services