

**THE REGIONAL MUNICIPALITY OF YORK**

---

**REPORT NO. 1  
OF THE REGIONAL COMMISSIONER OF COMMUNITY SERVICES AND HOUSING**

---

**For Consideration by  
The Council of The Regional Municipality of York  
on May 19, 2005**

---

**1  
ENHANCEMENTS TO THE ONTARIO CHILD CARE MANAGEMENT SYSTEM**

**1. RECOMMENDATIONS**

It is recommended that:

1. York Region enter into an Agreement with the Ministry of Finance for a total amount not to exceed \$1,273,000 to manage the Enhancement Initiative of the Ontario Child Care Management System (OCCMS) and its distribution to municipalities in Ontario, subject to 100% provincial funding.
2. York Region procure the services of Mission Systems Development Corporation (MSDC), the OCCMS developer, to enhance the Ontario Child Care Management System within the scope and deliverables of York Region's Agreement with MCSS.
3. The Commissioner of Community Services and Housing be authorized to sign agreements with the Ministry of Finance (MOF), the Ministry of Children and Youth Services (MCYS) and the system developer to implement this Enhancement Initiative, subject to 100% provincial funding and prior review by the Regional Solicitor.
4. Council approve two additional temporary full-time employees (FTE's) to support this Enhancement Initiative of OCCMS.
5. Council approve a one-time 2005 Budget increase of \$1,273,000 gross expenditures and revenue, with no increase to net expenditures.

## **2. PURPOSE**

The purpose of this report is to request approval for the Region to enter into an Agreement with the Province to manage upgrades, enhancements and support services to the OCCMS requested by the province, subject to 100% funding by the Province, and to authorize the Commissioner of Community Services and Housing to execute the agreements with MOF, MCYS and MSDC, subject to prior review by the Regional Solicitor.

## **3. BACKGROUND**

In August 1998, Council approved the development of an Ontario-wide child care database system (subject to 100% Provincial funding) to support Consolidated Municipal Service Managers (CMSMs) in their child care program management responsibilities, newly transferred from the Province. York Region's child care database system was used to develop this province-wide OCCMS. York Region continues to own the OCCMS source code.

In April 1999, Regional Council authorized the Community Services and Housing Department to enter into an agreement with the Ministry to take the lead in the continuing development of the OCCMS and its distribution to CMSMs in Ontario. In July 1999, as a part of this agreement, York Region procured the services of the MSDC through its normal tender process for the system's development, enhancements and upgrades as prescribed by the Ministry.

Staff of the Department's Family and Children's Services Division has assumed the role of project manager and, since early 2000, has been working with a team of MCYS staff and representatives of other CMSMs to design, develop, test and implement the OCCMS.

For 2004, the Province agreed to fund two York Region positions at 100% subsidy to perform application testing and province-wide training functions.

The Province has recently approached York Region with a proposal to make significant enhancements to the OCCMS. These enhancements include additional data elements, a move from client-based to web-based technology, the purchase of hardware for CMSM's and District Social Services Administration Boards (DSSABs), and the ability for the Province to routinely extract province-wide aggregate child care data from the OCCMS. This initiative is funded 100% by the Province.

## **4. ANALYSIS**

The OCCMS is a valuable and well-developed technology tool used by municipalities (45 out of 47 CMSMs) across Ontario to manage their child care programs. The province has

recognized the potential value of this technology to provide it with data and information that is now being collected manually from municipalities, and to support the planning and implementation of its new Early Learning and Child Care, and Best Start Program initiatives.

MCYS has applied to the Ministry of Finance for funding to enhance OCCMS so that the system may provide aggregate child care data and information to the Ministry. As part of this initiative, the Province will fund York Region to move OCCMS from a server-based to a web-based system and will provide CMSMs/DSSABs with hardware upgrades.

The Province will benefit from improved data collection and analysis. CMSMs/DDSABs will benefit from an enhanced application and refreshed hardware.

The initiative has as its implementation schedule May 1, 2005 to March 31, 2006.

#### **4.1 Enhancements**

The Province's objectives for this project are to promote rational child care planning, support CMSMs in their role as service system managers, and allow the province to aggregate data from across the province. Enhancements will include:

- Expansion of software capacity to capture a greater range of child care data (increase data elements).
- Expansion of software capacity and enhanced hardware to permit interconnectivity (convert to web-based application).
- Staff and system support (training and system maintenance/troubleshooting).

#### **4.2 Monitoring and Reporting**

A Management Advisory Group will be established to support this initiative. Membership will include representatives from the Ministry of Community and Social Services, the Ministry of Children and Youth Services, York Region, and two other CMSMs.

MCYS and York Region will develop a set of specific performance measures which are relevant to the effective management of child care data on OCCMS.

York Region shall provide monthly progress reports to the province, and every three months shall provide a detailed report to the province on the status of each specific phase of the project.

A report shall be provided to MOF and MCYS one year after the system is fully operational.

#### **4.3 Funding**

The Province will flow funds to York Region for the development, training, and administration of the Initiative, and will flow funds through York Region to other

CMSMs for their hardware and connectivity purchases. Table 1 outlines the budget cost for the OCCMS Enhancement initiative.

**Table 1**  
OCCMS Enhancement Initiative Budget

| <b>Activities</b>                      | <b>Description</b>                                                                                                                        | <b>Budget (\$)</b> |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Application Development<br>– Software  | To facilitate improved system capacity to record and collect data                                                                         | 100,000            |
| Application Development<br>– Web Based | To facilitate the development of a reliable, stable web-based province-wide child care database                                           | 320,000            |
| Connectivity                           | To assist small municipalities with high speed access                                                                                     | 13,500             |
| Hardware                               | Standardized desktop computers, peripheral hardware (printers), host servers, accessories                                                 | 580,000            |
| Training                               | To permit municipal staff to effectively use and service the redesigned software                                                          | 40,000             |
| Project Administration:                | York Region is administering this project on behalf of 45 other municipalities and will incur administrative costs in its management role | 219,500            |
| <b>Initiative Total</b>                |                                                                                                                                           | <b>\$1,273,000</b> |

## 5. FINANCIAL IMPLICATIONS

Costs related to the enhancement of OCCMS are funded 100% by the Province. These costs include \$219,500 in administrative costs. This report requests a 2005 Budget increase of \$1,273,000 gross expenditures and revenue, with no increase to net expenditures and no net tax levy impact.

## 6. LOCAL MUNICIPAL IMPACT

There are no local municipal implications associated with this report.

## **7. CONCLUSION**

The OCCMS has matured into an established province-wide database used by almost all 47 CMSMs/DSSABs to manage their child care service system responsibilities. The Province has requested enhancements and upgrades which it will fund at 100% in order to capture aggregate province-wide child care data.

The Community Services and Housing Department supports this direction and, as the owner of OCCMS code and as a principal architect in OCCMS design, will assume its responsibilities for the management of these enhancements, upgrades and support services.

This report requests Regional Council's approval to enter into an Agreement with the Province and with the OCCMS developer to proceed with this initiative and to authorize the Commissioner of Community Services and Housing to enter into funding and service agreements with the Province and the developer, subject to 100% provincial funding.

The Senior Management Group has reviewed this report.

**Respectfully submitted,**

**May 12, 2005  
Newmarket, Ontario**

**J. Simmons  
Commissioner of  
Community Services**

***(Report No. 1 of the Commissioner of Community Services and Housing was adopted, without amendment, by Regional Council at its meeting held on May 19, 2005.)***