WERS

Report Submission for Family Health Teams

Ontario

Introduction

- The Web Enabled Reporting System (WERS) is an internet based application which will be used by Family Health Teams (FHTs) to:
  - submit quarterly financial reports to the Ministry
  - submit quarterly program and services reports to the Ministry
  - submit annual audited statement of revenues and expenditures to the Ministry
  - submit annual audited financial statements to the Ministry
- WERS will provide an automated, standardized way to report financial and service results
- Today’s orientation will focus on completing and submitting reports to the Ministry through WERS.

Changes to current processes and documents

- FHT will input budget and actual data directly into WERS in predefined report categories, where it will be reviewed and approved by the ministry
- Annual statement of revenues and expenses and annual audited financial statements are now due 90 days after year end (end of June)
- Report categories cannot be changed by FHTs in any report, though there will be opportunities to provide descriptions for costs that don't fit into categories from the budget.
- Premises costs are broken down by site in a supporting worksheet, and appear as a total in the budget. However, expenditures related to premises costs must be broken down when submitted to the Ministry.
- Read-Me documents have been developed to assist users in filling out each report. Read-Me documents provide guidance to help ensure reports are completed correctly.

Logging On

- After training, FHTs will be contacted by the Health Data Branch of the Ministry of Health and Long-Term Care and given:

  - A link to WERS
  - A user-name
  - A password

- Each individual FHT will have a single user-name and password, and the FHT will decide which staff have access to the system.

- When a FHT accesses WERS for the first time, they will be prompted to change the password. FHTs must ensure users are aware of the password.

- Once logged on, a user can access WERS help at any time by clicking the Help icon in the top right corner of the screen.

Finding Reports on WERS

- Once logged in to WERS, all reports/documents associated with the FHT will appear in the 'Packages' window.
  - New: reports that have never been opened
  - Open: reports that have been edited
  - Closed: reports that have been finalized and set to Read-Only status.

Packages

New	Open	Closed
	2009 2009 (Q4) - FHT Quarterly 2009 (Q4) - FHT YE Auditor's Report	

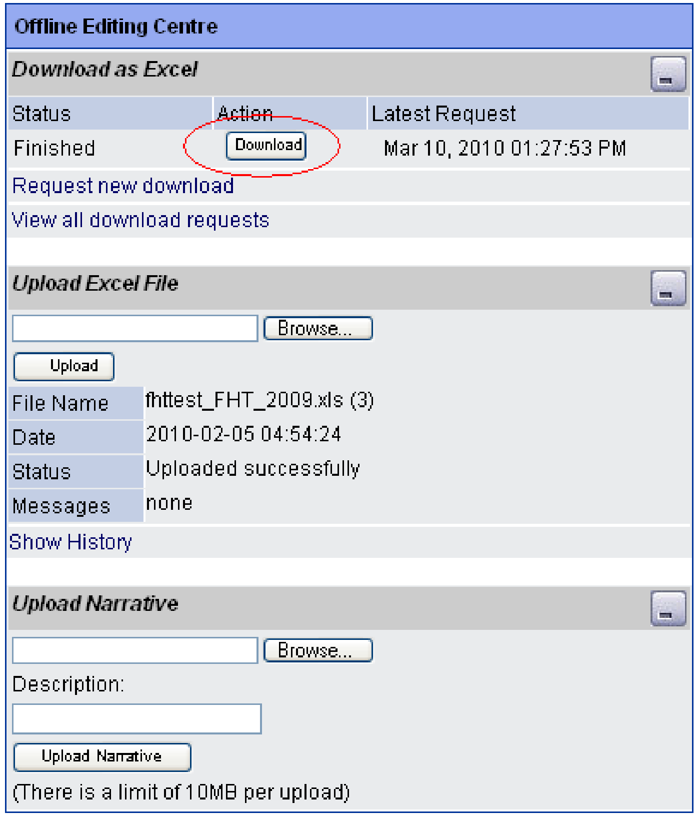
Uploading/Downloading Information in WERS

- This method is best for initially populating reports, or for making large changes to reports

1. From the FHT homepage, click the link of the report that is to be populated/updated

2. From the Offline Editing Centre window, select "Download". This will save the Excel template of the report to your computer.

   *do not alter the file name when downloading to your computer, as this will affect the ability to upload the file later



cont.

3. Fill in all mandatory fields and save the report on your computer. The reports will auto-populate certain fields that are derived from information entered. Categories in the reporting templates cannot be changed, and additional categories cannot be added.

4. Reports are protected so that only certain cells may be populated. This ensures that all reports are standardized.

5. Once a report is completed and saved, it must be uploaded back into WERS so that it can be reviewed by the Ministry.

NOTE: reports should not be uploaded back to WERS until the FHT has finalized the report. Once the report has been uploaded, the Ministry is free to finalize the report so that edits cannot be made.

Revising Information in WERS

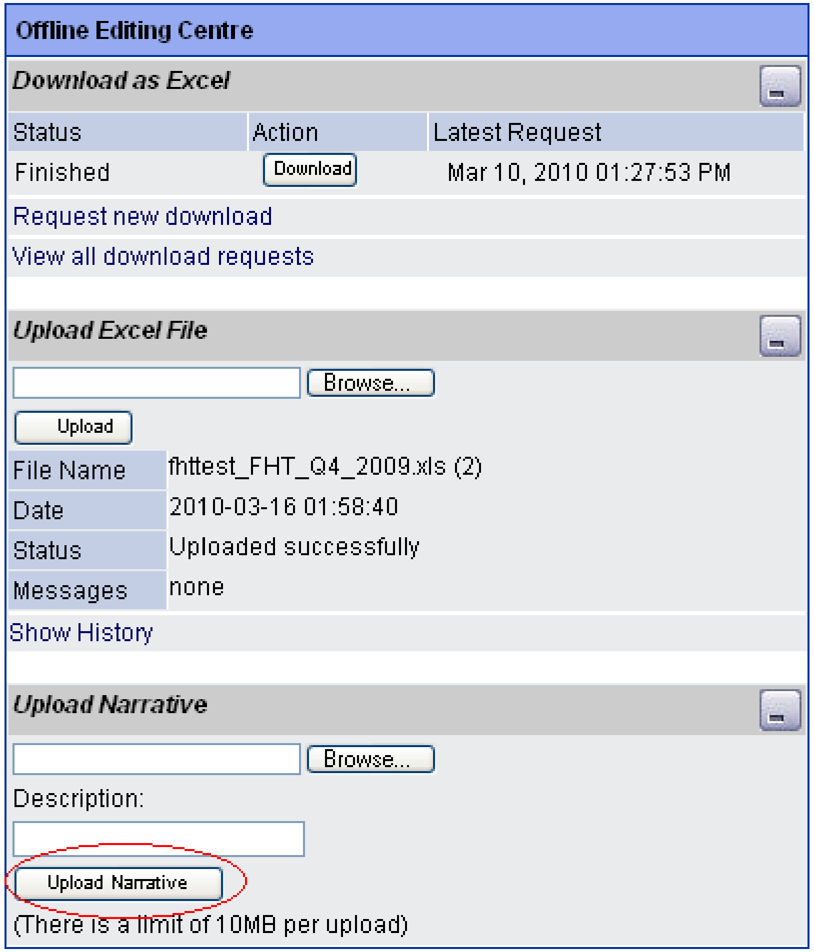
- This method is best for small edits that need to be made after initial data has been populated

1. From the FHT homepage, click the link of the report that is to be populated/updated
2. Click the link of the category that needs to be populated/updated
3. Click the specific value that needs to be edited
4. Edit value and save changes

Uploading Supporting Documentation

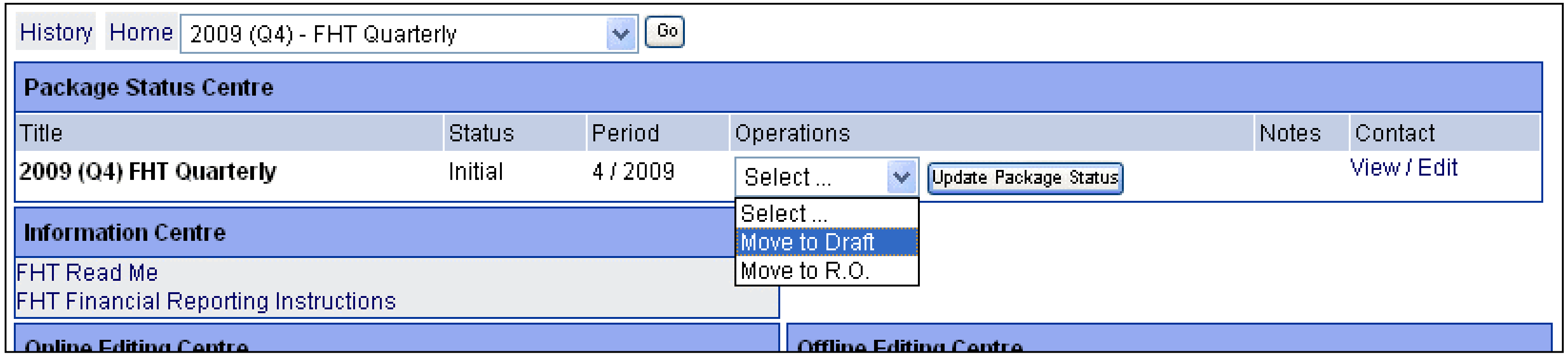
- Supporting documentation can be uploaded to WERS and attached to reports. To do so, browse for the document in the ‘Upload Narrative’ window then click ‘Upload Narrative’.

- Examples of supporting documentation: narratives explaining reports, signed audited financial statements



Finalizing Reports

- Once reports/budgets are submitted by the FHT the status of the report must be saved as ‘draft’.



- Once reports have been reviewed by Ministry staff, and all necessary updates, if any, have been made, Ministry staff will update the status of the report to ‘Read Only’. Once the report status is ‘Read Only’, the status cannot be changed for edits as the Ministry has accepted the report. Only Ministry staff can set a report to ‘Read Only’ status.

Quarterly Program and Services Reports

- New read-me document details reporting requirements, instructions for completing report and expenditures guidelines:
  - Schedule A: captures information regarding services provided by IHPs and enrolment targets
  - Schedule E: Program and Service Summary worksheet is automatically populated when individual IHP Schedule E worksheets are populated
  - Schedule F and G are unchanged

Quarterly Financial Reports

- Read-me provides new expenditure guidelines and the categories of operating overhead expenses for which funding can be provided by the Ministry

- Salary and benefits are reported in the quarterly financial reports as follows:

Category Col 1	Line No	Approved Budget Col 2	Year End Forecast Col 3	Variance Budget to Forecast (Col 2 - Col 3) Col 4	Year to Date Budget Col 5	Year to Date Actual Col 6	Variance Year to Date (Col 5 - Col 6) Col 7
HUMAN RESOURCES							
Management and Administrative							
Salaries	1	$0		$0			$0
Benefits	2	$0		$0			$0
Total Management and Administrative Salaries & Benefits	3	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Interdisciplinary Health Providers							
Salaries	4	$0		$0			$0
Benefits	5	$0		$0			$0
Total Interdisciplinary Provider Salaries & Benefits	6	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Total Specialist Compensation	7	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Total Human Resources	8	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

- Blended salary physician funds are reported separate from IHP and administration salaries on quarterly financial reports.

cont.

- General overhead expenditures and premises costs must be broken down when submitted to the Ministry on quarterly financial reports.

Category Col 1	Line No	Approved Budget Col 2	Year End Forecast Col 3	Variance Budget to Forecast (Col 2 - Col 3) Col 4	Year to Date Budget Col 5	Year to Date Actual Col 6	Variance Year to Date (Col 5 - Col 6) Col 7
General Overhead							
Advertising	20	N/A		N/A	N/A		N/A
Communication Equipment	21	N/A		N/A	N/A		N/A
Communication Materials	22	N/A		N/A	N/A		N/A
FHT Association Membership Fees	23	N/A		N/A	N/A		N/A
Library Materials	24	N/A		N/A	N/A		N/A
Medical Supplies	25	N/A		N/A	N/A		N/A
Medical Waste	26	N/A		N/A	N/A		N/A
Office Supplies	27	N/A		N/A	N/A		N/A
Payroll Service Contract	28	N/A		N/A	N/A		N/A
Printing/Copying/Postage/Courier	29	N/A		N/A	N/A		N/A
Translation	30	N/A		N/A	N/A		N/A
Other (please describe)	31	N/A		N/A	N/A		N/A

NOTE: Schedule B rolls up general overhead expenditures into one line

Column 1	Start Date Column 2	Full-Time Equivalent (FTE) Column 3	Annual Salary Column 4	# Months of Operation Column 5	20XX-XX Funding Column 6
Sub-Total IT Ongoing Overhead					$ -
Ongoing Overhead					
Audit	n/a	n/a	n/a	n/a	$ -
General Consulting	n/a	n/a	n/a	n/a	$ -
General Overhead **(To be categorized on Quarterly reports)**	n/a	n/a	n/a	n/a	$ -
Insurance	n/a	n/a	n/a	n/a	$

Audited Statement of Revenues and Expenditures

- Total approved budget amounts will be pre-populated on the expenditures section of the report, based on quarterly reports. The FHT can use Q4 report to initially submit actuals to auditor.

- Auditors must be given the template of the audited statement of revenues and expenditures to complete. The FHT then takes this information, populates it in WERS, and uploads the signed audited statement of revenues and expenditures and their audited financial statements into WERS.

- Read-me document shows expectations for both FHT and auditors.

cont.

New Reporting Requirement:

- FHTs and their auditors are now required to identify expenditure and/or revenue amounts which reconcile amounts reported in the FHT's ASRER and the Audited Financial Statements
- Reporting these reconciling amounts will assist the Ministry to finalize the FHT's funding reconciliation
- See example below:

	Line #	Total Approved Budget	Total Actual
Reconcililitation between Audited Financial Statements and ASRER			
Expenditures Per Audited Financial Statements			$ 500,000
Add/(Deduct) Specify: Deductions	74	($20,000.00)	
Approved one-time office equipment for FHT staff	75	$ 10,000	
Approved one-time IT for FHT staff	76	$ 15,000	
	77	$ -	$ 5,000
Total	78		$ 505,000
Expenditures Per ASRER	79		**$ 505,000**
Examples: Deduct depreciation, Add one-time office equipment purchases if capitalized in the FHT's Balance Sheet			

Budget Information

- Currently approved 2009/10 budget information will be uploaded by the Ministry. 2009/10 budget information will be pre-populated on quarterly financial reports.

- On an ongoing basis, the FHT will upload their approved budgets into WERS.

- The Ministry will review uploaded budgets in WERS before they are finalized.

Upcoming Deadlines

- Q4 reports must be submitted by the FHT through WERS by April 30, 2010
- Audited statement of revenues and expenditures and audited financial statements must be submitted by the FHT through WERS by June 30, 2010

Additional Help

- For detailed information on navigating WERS, refer to the WERS online training found at http://test.mohltchb.com/quanta/logon.
- For any contract related questions (report details, etc) contact your Senior Program Consultant at the Ministry
- For any system related questions (WERS access, WERS operations) contact 1-800-495-9986 or email WERSsupport@ontario.ca.