

A508
Children's Community
Support - Other

Data Element Definitions

Toronto
2013-2014

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***Notes:** 1) All data elements are reported quarterly. The reports must arrive at the Regional Office 30 days after the end of the 1st, 2nd and 3rd quarters, and 45 days after the end of the 4th quarter.

2) Cumulative reporting refers to year-to-date.

Example: Ten children were served in the 1st quarter and 6 children were served in the 2nd quarter. The total reported for the 1st quarter is 10 and the total reported for the 2nd quarter is 16.

3) Data Elements are to be collected at all service delivery locations.

4) Statistics reported should only be applicable to the services funded under this particular detail code.

Data Element Label	HOUDIRS#
Data Element Name	Number of Hours of Direct Service
Detail Code	A508 – Children’s Community Support - Other
Ministry Definition	<p>The total number of hours of “direct” service provided by staff to individuals during the fiscal year.</p> <p>“Direct” hours: The hours spent actually interacting with the individual, whether in a group or individually; face-to-face or on the phone. It does not include work done “on behalf of” clients, such as telephone calls, advocacy, etc. (not the administrative support to the service).</p> <p>For group service, one hour of service equals one hour of service for the entire group. For example, 1 hour of group service with 5 participants equals 1 hour of direct service. (Note: each individual in the group is recorded under ‘no. of individuals served’ where there is a record).</p>
Further Definition	<p>Count of all time spent in activities with client/individual <u>present</u>, including direct telephone contact with the client/individual. Individual and group direct service hours, including structured service hours, informal discussion time, outreach hours, intake hours, aftercare hours, travel time <u>with client/individual present</u> and hours spent on email <u>for programs/services where email is the service delivery medium</u> (i.e., email help-line), are included in this count. For group service, hours should be counted per group and not per person. Time should be rounded <u>up</u> to the nearest 5-minute interval.</p> <p>Where a supported person is not directly engaged (e.g., if sleeping), if the primary purpose of a staff person’s presence is to be available for the direct support, count the time as direct support hours regardless of what other duties are performed during that time.</p> <p>All time spent in activities with client/individual not present and hours spent reading and/or responding to email messages for a non email-based program/service are not included in this count.</p> <p>*Note: A person does not need to be registered for hours spent interacting with him or her to be counted.</p>
Example	<p>Example: Two staff members provide 3 hours of direct service to a group of 10 individuals. This counts as 3 hours of direct service. <i>In other words, this total is not a count of the hours of staff time (i.e., 6), nor is it a cumulative count of time per person (i.e., 30); rather it is the number of hours of direct service to the group of program participants.</i></p>
Reporting	Cumulative

Data Element Label	CCSCHDSER#
Data Element Name	Number of Children Served
Detail Code	A508 – Children’s Community Support - Other
Ministry Definition	<p>The number of children that received services at some point during the fiscal year. This is a cumulative number and a child is reported in the initial quarter in which he/she first received services and counted once during the fiscal year.</p> <p>For example, in the first quarter if 15 children received service this would be reported at the end of June (end of the first quarter). If 5 additional new children received service during the second quarter a total of 20 children would be reported at the end of September (end of the second quarter).</p>
Further Definition	<p>A child is considered served at the point at which he or she begins receiving the <u>approved service</u>. The approved service is defined as the service for which the agency receives funding. *Note: The approved service is specific to the agency and may or may not include the following components: intake, assessment, core service, aftercare.</p> <p>The designation of what age range constitutes a “child” is defined by each agency and is specific to the service being funded. Only children that are <u>actively</u> receiving service (i.e., have been engaged in the approved service during the specified time period) should be counted. Children are counted only on the first occasion in the current fiscal year during which they access a service.</p> <p>*Note: Number of Children Served (CCSCHDSER#), Number of Families Served (CCSFAMSER#) and Number of Participants in Workshops/Seminars (CCSPARSER#) are not mutually exclusive groups (i.e., an individual may be counted in more than one of these groups on any given occasion).</p>
Examples	<p>Example 1: A child participates in a service for the second time during the current fiscal year. This child is not counted under this data element on the second occasion because he/she was previously counted when he/she first received services earlier in the fiscal year. Accordingly, it is necessary to track specifically which children participate in each service.</p> <p>Example 2: Two parents and 2 children (none of whom have previously participated in a service in the current fiscal year), all from the same family, participate in a workshop together. This counts as 2 Children Served, 1 Family Served, and 4 Participants in Workshops/Seminars.</p>
Reporting	Cumulative

Data Element Label	CCSFAMSER#
Data Element Name	Number of Families Served
Detail Code	A508 – Children’s Community Support - Other
Ministry Definition	The number of families that received services at some point during the fiscal year. This is a cumulative number and a family is reported in the initial quarter in which it first received services and <i>counted only once during the fiscal year.</i>
Further Definition	<p>A family is defined as any combination of parent(s)/caregiver(s) and children within the same family unit. A family is considered served at the point at which it begins receiving the <u>approved service</u>. The approved service is defined as the service for which the agency receives funding. *Note: The approved service is specific to the agency and may or may not include the following components: intake, assessment, core service, aftercare.</p> <p>Only families that are <u>actively</u> receiving service (i.e., have been engaged in the approved service during the specified time period) should be counted. Families are counted only on the first occasion in the current fiscal year during which they access a service.</p> <p>*Note: Number of Children Served (CCSCHDSER#), Number of Families Served (CCSFAMSER#) and Number of Participants in Workshops/Seminars (CCSPARSER#) are not <i>mutually exclusive</i> groups (i.e., an individual may be counted in more than one of these groups on any given occasion).</p>
Examples	<p>Example 1: Two parents, their child and 1 grandparent participate in a service together. On a second occasion during the current fiscal year, 1 of the parents, the same child and his/her sibling participate in a service together. Both groups above represent the same family unit. Accordingly, this family is not counted under this data element on the second occasion as this family was previously counted when it first received services earlier in the fiscal year. Accordingly, it is necessary to track specifically which families participate in services.</p> <p>Example 2: Two parents and 2 children (none of whom have previously participated in a service in the current fiscal year), all from the same family, participate in a workshop together. This counts as 2 Children Served, 1 Family Served, and 4 Participants in Workshops/Seminars.</p>
Reporting	Cumulative

Data Element Label	CCSPARSER#
Data Element Name	Number of Participants in Workshops/Seminars
Detail Code	A508 – Children’s Community Support - Other
Ministry Definition	The total number of individuals participating in workshops/seminars. Participants are <i>counted each time they attend a program within the fiscal year</i> . If a program (a workshop or seminar) lasts more than one day, a person is counted once, whether or not the person attended the full workshop or seminar.
Further Definition	<p>Head count of all individuals, including children, parents and professionals (including agency staff), who participate in workshops/seminars. Workshops/seminars are defined as formal, structured and usually brief intensive educational and skill-building group programs that focus especially on techniques and skills in a particular subject area. Examples of workshops include parenting programs, such as <i>Nobody’s Perfect</i>.</p> <p>Individuals are counted <i>every</i> time they attend a workshop/seminar; however, participants are counted only once for a multiple-session workshop. A multiple-session workshop is a workshop comprised of two-or-more interconnected sessions.</p> <p>This count does not include participants involved in one-on-one work or informal support groups.</p> <p>*Note: Number of Children Served (CCSCHDSER#), Number of Families Served (CCSFAMSER#) and Number of Participants in Workshops/Seminars (CCSPARSER#) are not mutually exclusive groups (i.e., an individual may be counted in more than one of these groups on any given occasion).</p>
Examples	<p>Example 1: During the current fiscal year, an individual participates in numerous workshops/seminars. This individual is counted under this data element on each of those occasions.</p> <p>Example 2: An individual participates in a 10-session workshop. This individual is counted once under this data element, regardless of whether or not he or she attends the full 10 sessions.</p> <p>Example 3: Two parents and 2 children (none of whom have previously participated in a service in the current fiscal year), all from the same family, participate in a workshop together. This counts as 2 Children Served, 1 Family Served, and 4 Participants in Workshops/Seminars.</p>
Reporting	Cumulative