

Community Analysis Tool

Q3 Reporting

Quick Guide CAT Version 2.1



*This document is a supplement to your User Guide Version 2.0 distributed in Q2 and available on WERS
Questions should be referred to your LHIN Lead per Appendix B in this document*

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Quick Start for Q3 Reporting- HSP Instructions

Which Version of CAT should I Use?

There is a new version of CAT (2.1) posted on the WERS site under the Information Centre as illustrated below. Do not use previous versions of the CAT file for Q3 reporting. CAT version 2.1 must be used in all instances for Q3 reporting.

Package Status Centre					
Title	Status	Period	Operations	Notes	Contact
2009 (Q3) CAT - Community Analysis Tool	Initial	2 / 2009	Select ...	Update Package Status	View / Edit

Information Centre

Look here for new version of CAT V2.1

What is the process to load data from my Q2 file to the new Version of CAT?

The new CAT model (V2.1) will need to have the CAP's file and Schedule E loaded prior to transferring the data from the Q2 report. The step by step process is outlined below:

1. Create a Q3 folder on your computer and copy the following files from the Q2 folder to this new folder:
 - a. CAT Transition Flat File.xls (Final file uploaded to WERS in Q2)
 - b. CAPs Budget.xls
 - c. Schedule E Budget.xls
2. Download the CAT V2.1 template from WERS and save it in the Q3 folder on your computer.
3. Open the CAT V2.1 file on your computer (Ensure all other Excel files are closed)
4. Click to Continue
5. Select Q3 reporting when asked.
6. At the ID Screen, Click on Return/Continue. (Don't load from CAP's as this information will come at a later step)
7. From the Main Menu: Click on "Administrative Functions".
8. From the Administration menu: Click on "Load CAP's Budget"
9. From the Administration menu: Click on "Load Schedule E Budget"
10. From the Main Menu: Click on "Administrative Functions" again.
11. From the Administration menu: Click on "Import Data from Transition file Downloaded from WERS"
12. From the Main Menu: Click on "Return" to save the file.

You can now use this file to input your Q3 data and text. Some tips that may help:

- Your comments from the previous report will still show in the new report. You should:
 - Delete them if they are no longer applicable; Add to them were additional explanation might be helpful for Q3; Change them by typing over the old comments.
 - Ensure the Additional comments screen is update for Q3 reporting.
 - The data showing in the Q3 column is your forecast from Q2. Type over the data with your Q3 actuals.

Quick Start for Q3 Reporting- **LHIN Instructions**

Which Version of CAT should I Use?

There is a new version of CAT (2.1) posted on the WERS site under the Information Centre as illustrated below. Do not use previous versions of the CAT file for Q3 reporting. CAT version 2.1 must be used in all instances for Q3 reporting.

Package Status Centre					
Title	Status	Period	Operations	Notes	Contact
2009 (Q3) CAT - Community Analysis Tool	Initial	2 / 2009	Select ...	Update Package Status	View / Edit

Information Centre

Look here for new version of CAT V2.1

What is the process to load the new Version of CAT?

The new CAT model (V2.1) will need to have the CAP's file and Schedule E loaded prior to transferring the data from the Q2 report. The step by step process is outlined below:

1. Create a Q3 folder on your computer and copy the following files from the Q2 folder to this new folder:
 - a. CAT Transition Flat File.xls (Final file uploaded to WERS in Q2)
 - b. CAPs Budget.xls
 - c. Schedule E Budget.xls
2. Download the CAT V2.1 template from WERS and save it in the Q3 folder on your computer.
3. Open the CAT V2.1 file on your computer (Ensure all other Excel files are closed)
4. Click to Continue
5. Select **Q3 reporting** when asked.
6. At the ID Screen, Click on Return/Continue. (Don't load from CAP's as this information will come at a later step)
7. From the Main Menu: Click on "Administrative Functions".
8. From the Administration menu: Click on "Load CAP's Budget"
9. From the Administration menu: Click on "Load Schedule E Budget"
10. From the Main Menu: Click on "Administrative Functions" again.
11. From the Administration menu: Click on "Import Data from Transition file Downloaded from WERS"
12. From the Main Menu: Click on "Return" to save the file.

Important Note to LHIN's

If you select Q2 in error when you open the file, the provider information they have entered in the Q3 column will be overwritten by the routine which calculates the Q3 column forecast. If you do this you will have to repeat instruction 11 above and save the file again.

What has changed in the CAT V2.1?

A number of enhancements have been added to Version 2.1 based on the LHIN and provider feedback from Q2 reporting. The changes made since version 1.5 are listed below:

Issue or Problem	Resolution
Create a Reviewer Option to allow others in the organization to review the CAT file before it is uploaded without the need to have the other supporting files. The review mode should disable Caps Load, Export, & Import buttons.	Implemented. See help and new options on opening screen for details
Allow user to open CAT model from an explorer window and automatically set the default directory to the source directory for CAT. This will avoid any messages related to not finding the budget. Note: The CAP's Budget, Schedule E, and Transition file must still be present in the same folder. This solution just allows you to open CAT from that folder without opening the Excel program first.	Implemented
Check for other open workbooks before proceeding in CAT. This will prevent loading errors on the Administration screen that occur because other files are opened in Excel at the same time as CAT.	Implemented. A message will display if another file is open or the CAT file has been renamed.
Changed the Administration calculation for Schedule E to take Row 70 divided by Row 50 from the Finance screen. (Administration and Support Services divided by Total Fund Type 2 Expenses.)	Corrected. This now reflects the calculation from the financial policy that was incorporated into the MSAA agreements.
Flush the cache periodically during all load processes to avoid memory issues	Corrected- Users should still ensure that only Excel is open when loading the CAT File.
The routine that Returns the user from LHIN and Ministry Activity screens causes the variance calculations to disappear. Each time the user accesses the Activity screen they must click on the Update to see the variances again.	Corrected. The variances previously calculated remain when you return. Changes still require that you select the Update button.
On occasion, providers using Excel 2007 will find that after exporting to the transition file that one or more of the Finance/Activity screens is now frozen in a cell such that the page is blank and there is no option to change the page view or unfreeze the panes.	Added a Reset button to the main screen with on the fly help. When confronted with a blank screen, Save the file to return to the main screen and click on the appropriate reset button.
On the LHIN total Forecast vs. Budget the \$ variances seem to be backwards for the Expense section- Check line by line in options for change as the Admin looks wonky too.	Corrected the YTD calculation. Was using the Q2 value rather than the forecast value when determining the variance amount.

Community Analysis Tool User Guide Updates Q3

Issue or Problem	Resolution
Correct error condition that occurs if the user saves on the ID Screen whereby they can no longer continue from the Timelines screen due to a protection debug	Corrected.
CCAC: Amended the description of the two Referral Indicators on Schedule E. The indicators have been renamed so that 1a Referral line adds "Community" and 1b adds "Hospital". This would bring clarity to the two similar indicators.	Amended on Schedule E.
Corrections required on MIS account references The Individuals served by functional centre refers to S855; this account is not applicable to functional centre's – should be S455	Added to the comment field to match the descriptions in the original CAP's file. Both references are applicable in this case.
The number of non-registered individuals served (492*) should be included in the individuals served accounts where appropriate	Added to the comment field to indicate that this is an MIS code option for Individuals Served.
Correct issue with the title freeze being lost when navigating back and forth to the narrative or additional comments screen.	Corrected
Variance format % in Q3 & Q4 forecast tracker	Corrected
Reduce Text size in large help menus for smaller screens	Corrected
Adjust column widths on the Activity screen to display values up to 999 million.	Corrected
Adjust the settings on the Additional notes to allow the use of the enter key to go to another line.	Corrected.
When comparing the total Administration on finance to the grand total on the activity screen, minor variances are causing the Edit check to fail.	Implemented. The Edit Check will now pass if the values are within \$100.
Suggestions for improvements on CAT 1. Relocate Update button to cell e14 on Activity Analysis sheet (always visible) 2. Move FTE Help button elsewhere if required. Note: that the Update button is only visible in the "Budgeted Services View" on the activity screen.	Implemented
Remove the Zoom +/- buttons replace with zoom help (CTRL + wheel).	Implemented. The buttons were awkward and the shortcut is more efficient for changing the view.
Add functionality to the Administration screen for in year Reallocations.	Implemented. Reallocation module developed separately from CAT and distributed in November each LHIN. The reference button in the Administration Menu in CAT has been removed.
On the Additional Comments screen expand the text boxes for the HSP and LHIN Comments.	Implemented
Change the messaging after CAP's load to prompt for schedule E. Remove messaging about loading ID.	Implemented
Amended Help message on the ID screen to indicate the CAP's load is a onetime process.	Implemented
Expand the view in Activity sheet before updating. This prevents an error that is caused by the erroneous calculation of the "Cost Per" lines	Implemented

CAT Changes suggested after Q2

Change Suggested	Outcome
Add forecast method of Budget (equal to adjusted budget)	No Change. This was universally rejected by the steering committee. Adding such a button changes the process from one of forecasting to one of target setting. The LHIN's want the providers to actually complete and understand a forecast based on the current circumstances. CAT is designed to ensure the HSP's are giving the LHIN's true and accurate forecasts and are not just simply as restatement of the budget target.
Allow user to set the default forecast method for all lines (rather than RR)	No Change. Running Rate is the best indicator of where a provider will end the year if nothing changes (seasonal changes or filled vacancies may influence this.) Most are recognizing that if the RR forecast is a reasonable assumption for a particular line code and it is showing an excess to plan (assume expenses), they must take action now to adjust their business practices to get back to plan. Other forecast methods will be appropriate on some lines but will need the HSP's local knowledge before their use can be assumed.
Add functional centre's over 7*5	No Change. Not clear why this is needed. Functional centre's over 7*5 include Inactive, Research, Education, & Undistributed. None of these were included in the CAP's budget
Allow ability to overwrite descriptions on additional items ("NEW OHRS #x" names)	No Change. This can be done through the Administration menu under the "Edit LHIN Services". Refer to Page 36 in the User guide.
Add a check box to allow entry in non-budgeted rows, rather than having to add a fictitious number in budget column	No Change. Visible non-budgeted rows can have a plan added through the adjustment column. Non-visible (Activity screen) rows can be added through the Admin Menu- "Edit LHIN services" Refer to Page 36 in the User guide.
Add line numbers for easier reference	No Change. The excel row #'s will serve this purpose without adding any additional bulk to the file size. This would be a structural change and require significant time and testing as there are literally thousands of Macro line codes that refer to this screen.
Comments on Financial forms should be unique per form (not over-write per sector)	No Change. This would require structural change and a cost with infonium. The shared comment field was a compromise to keep the file size manageable. The HSP's with multiple TPBE's should preface their comments with the TPBE so the LHIN would know which comment pertains to which TPBE. (Ex: SAP: One Time expense; CMHP: Under budget because....)
Advise of limits on any field sizes that will cause errors on WERS upload (e.g. character number)	<p>The limit is 255 for WERS however this only affects the ministry file (Ministry Managed). When you look on WERS you may see text missing if you are over the 255. The transition file is unaffected by this limit and as such all of the text that the HSP provides is downloaded when the LHIN requests the file and will all appear in CAT. Note that the text error may cause data to be omitted in the Ministry file which will also affect the LHIN Header Exports. As a general rule, keep your comments on the Finance and Activity screens brief (Under 255 characters) and use the additional comments screen to give lengthier explanations. As an example, the explanation below would use up less than half of the available 255 characters:</p> <p><i>PSW Training funding in paymaster and the associated income not in the agency operating revenue and expenditures.</i></p>

Change Suggested	Outcome
<p>Can we make an edit check mandatory that where there is an Orange Report flag on the Forecast vs. Budget. This will reduce the times we have to call back for explanations.</p>	<p>An explanation for each line may not be necessary if one exists on another line or in the HSP notes. One of the line variances may create variances on multiple other Sub-Total and Total lines. Multiple explanations relating to the original line would not be value added for the HSP or LHIN. Also, there may be multiple TPBE's where an explanation is needed for one but not for another.</p>
<p>If a provider wants to download the transition file from WERS, the file name will be "CAT_Transition_Flat_File" with the underscores. For the file to import, they will need to change the name to remove the underscores. Could we make it so that the tool will import with and without the underscores?</p>	<p>Yes I could do this but have not as the providers would now have 2 files for the transition file in their folders and when the time comes to export their Q3 data and upload they might be inclined to upload the "underscored" file rather than the actual exported file. This would add to the follow-up in the LHIN's.</p>
<p>Schedule E – we noticed that there's no row generated in this area that flags where the YTD Actual to YTD Budget or Forecast to Budget is in an overall deficit. This would create a flag for actual or projected Type 2 deficits (re: the Balanced Budget performance indicator).</p>	<p>This is covered in the Financial Edit Checks.</p>

Troubleshooting known issues from Q2

Problem Encountered	Resolution
On occasion, providers using Excel 2007 will find that after exporting to the transition file that one or more of the Finance/Activity screens is now frozen in a cell such that the page is blank and there is no option to change the page view or unfreeze the panes.	When presented with the blank screen, save the file which will return you to the opening screen. Click on the appropriate "Reset" button at the bottom of the screen. Only the view will be reset and your data will be unaffected.
When downloading the Transition File the WERS site puts underscores in the file name.	Ensure the name is changed to CAT Transition Flat File during the save process. This applies to LHIN's and providers who are downloading their own files to reload CAT.
A couple of HSPs have had issues with WERS telling them there are errors in the upload because the variance explanations needing to be under 255 characters.	Ignore this message. Only the ministry managed programs are affected by this. When the LHIN downloads the entire text of your explanation will be showing
The transition file is created and uploaded as CAT Transition Flat File.xlsm and cannot be imported by the LHIN. This applies only to providers using Excel version 2007	The transition file should be opened directly in Excel 2007 and then saved from the "Save As" menu as an Excel 97-2003 workbook. Alternatively the HSP can change the default "Save" in Excel 2007 to the 97-2003 format. See Appendix "A" below.
After the file is uploaded the WERS site shows that the file is locked.	The HSP's can ignore this message as it has no effect on the data uploaded providing the message reads "Upload Successful"
The calculated expenses are wrong when viewed on WERS.	Ignore this as it relates only to the Ministry file. This should be corrected in Q3 in WERS.
A message appears that indicates that one or more of the files needed to proceed are missing (Transition file or CAP's Budget or Schedule E)	Ensure all of the required files are stored in the same folder as CAT 2.1. Follow the Quick Start Q3 guide as described above.
<p>I receive a debug message when clicking on the buttons...</p> <ol style="list-style-type: none"> 1. The CAT model will only function in Version 2003 or 2007 of Excel. Versions prior to this are not supported. 2. On some older computers the active memory will overflow. 3. The user has entered blank cells where there are numbers expected. 4. The user has entered text where numbers are expected. 5. The user clicks on the screen before the load routines complete. 	<ol style="list-style-type: none"> 1. We are unable to support the earlier versions of Excel as they cannot process the more complex background coding. The user must find a computer with a supported version. 2. Ensure all programs are closed and restart the computer if necessary. A fix has been incorporated into CAT V2.1 which should alleviate many of these issues during the load process. 3. Check the visible cells to ensure that there are no blank cells. This error is most prevalent on the Activity Screens. 4. Check the visible cells to ensure that there are number entries in the appropriate cells 5. DON'T!
It appears that my screen is split.	Don't use the Window, Split screen option from the top menu.

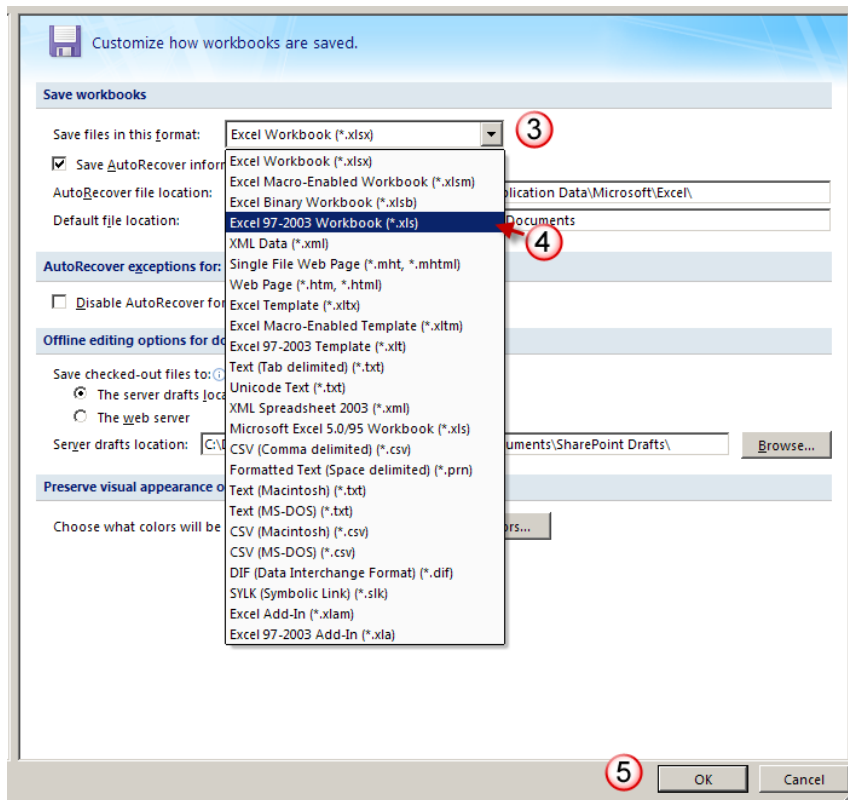
Appendix A- Saving in Excel 2007

To change the default Save in Excel 2007 so that it saves in Excel 97-2003, complete the instructions as illustrated below:



1 Click on the Office Button

2 Click on Excel Options



3 Click on the drop down arrow beside "Save files in this format"

4 Click on "97-2003 workbook (*.xls)"

5 Click on "OK"

Appendix B- LHIN Lead Contacts

When you have issues with the CAT file the following contacts are available to assist you:

LHIN NAME	CONTACT NAME	PHONE #	EMAIL
Erie St. Clair	Stephanie Harper	866-231-5446 Ext 219	stephanie.harper@lhins.on.ca
South West	Scott Chambers	519-640-2578	scott.chambers@lhins.on.ca
Waterloo Wellington	Liz Muir	519-822-6208 Ext. 215	liz.muir@lhins.on.ca
Hamilton Niagara Haldimand Brant	Patricia Ciccarelli	905-945-4930 Ext 4236	patricia.ciccarelli@lhins.on.ca
Central West	Michael Buchert	905-455-1281 Ext 206	michael.buchert@lhins.on.ca
Mississauga Halton	Paulette Zullianello	905-337-7131 Ext 216	paulette.zullianello@lhins.on.ca
Toronto Central	Tessie Pajaro	416-969-3332	tessie.parjaro@lhins.on.ca
Central	Winston Cheuk	905-948-1872 Ext 233	winston.cheuk@lhins.on.ca
Central East	Lindsay Wyers	905-427-5497 Ext 232	lindsay.wyers@lhins.on.ca
South East	Joe Sherman	613-967-0196 Ext 218	joe.sherman@lhins.on.ca
Champlain	James Fahey	866-902-5446	HSP's should contact their assigned Consultant
North Simcoe Muskoka	Kinsa Maw-Naing	705-326-7750 Ext 213	kinsa.mawnaing@lhins.on.ca
North East	Michael Stetch	705-840-2872 Ext 234	michael.stetch@lhins.on.ca
North West	James Anderson	807-684-9425 Ext 2033	james.anderson@lhins.on.ca