

APPENDIX A

Multi-Sector Service Accountability Agreements

Ontario Health

Health Service Provider:

2025-2026 Schedule B: Reports - Community Mental Health and Addictions Services

Only those requirements listed below that relate to the programs and services that are funded by Ontario Health will be applicable.

A list of reporting requirements and related submission dates is set out below. Unless otherwise indicated, the HSP is only required to provide information that is related to the funding that is provided under this Agreement. Reports that require full entity reporting are followed by an asterisk **.

When a reporting due date falls on a weekend, the report will be due on the next business day.

OHRS/MIS Trial Balance Submission (through OHFS)*	
2023-24	Due Date (Must pass 3c Edits)
2023-24 Q2	October 31, 2023
2023-24 Q3	January 31, 2024
2023-24 Q4	May 31, 2024
2024-25	Due Date (Must pass 3c Edits)
2024-25 Q2	October 31, 2024
2024-25 Q3	January 31, 2025
2024-25 Q4	May 31, 2025
2025-26	Due Date (Must pass 3c Edits)
2025-26 Q2	October 31, 2025
2025-26 Q3	January 31, 2026
2025-26 Q4	May 31, 2026

Supplementary Reporting - Quarterly Report (through SRI)*	
2023-24	Due Date
2023-24 Q2	November 7, 2023
2023-24 Q3	February 7, 2024
2023-24 Q4	June 7, 2024
2024-25	Due Date
2024-25 Q2	November 7, 2024
2024-25 Q3	February 7, 2025
2024-25 Q4	June 7, 2025

2025-26	Due Date
2025-26 Q2	November 7, 2025
2025-26 Q3	February 7, 2026
2025-26 Q4	June 7, 2026

Annual Reconciliation Report (ARR) through SRI*	
Fiscal Year	Due Date
2023-24	June 30, 2024
2024-25	June 30, 2025
2025-26	June 30, 2026

Board Approved Audited Financial Statements *	
Fiscal Year	Due Date
2023-24	June 30, 2024
2024-25	June 30, 2025
2025-26	June 30, 2026

Declaration of Compliance	
Fiscal Year	Due Date
2023-24	June 30, 2024
2024-25	June 30, 2025
2025-26	June 30, 2026

Community Mental Health and Addictions – Other Reporting Requirements	
Requirement	Due Date
Mental Health and Addictions Provincial Data Set (MHA-PDS), including OHIP numbers for applicable functional centres ⁱ	Quarterly See end note.
DATIS (Drug & Alcohol Treatment Information System) ⁱⁱ	See end note.
ConnexOntario	All HSPs that received funding to provide mental health and/or addictions services must participate in ConnexOntario's annual validation of service details; provide service availability updates; and inform ConnexOntario of any program/service changes as they occur.

French Language Service Report	2023-24	April 30, 2024
	2024-25	April 30, 2025
	2025-26	April 30, 2026

Community Engagement and Integration Activities Reporting	
Fiscal Year	Due Date
2023-24	June 30, 2024
2024-25	June 30, 2025
2025-26	June 30, 2026

ⁱ As described in the Operational Direction “*Data Submission Requirements for the Mental Health and Addictions Sector*”, all community mental health and addictions health service providers are now required to submit data to Ontario Health. This will include:

1. Submission of the Mental Health and Addictions [**Provincial Data Set \(MHA PDS\)**](#)
2. Submission of client Ontario Health Insurance Plan (OHIP) numbers within the provincial data set, for most mental health and addictions functional centres (See *Operational Direction memo for a list of exclusions*)

- Mental health and addictions health service providers will no longer be required to collect or submit the Ministry of Health’s Common Data Set for Community Mental Health Services (CDS-MH). The CDS-MH has been replaced with the Mental Health and Addictions [**Provincial Data Set \(MHA PDS\)**](#)
- For more information about submitting the MHA PDS, please visit our MHA Provincial Data Set [Resource Hub](#) or contact our team at mhaddi@ontariohealth.ca

ⁱⁱ **The Catalyst application, used to submit data to the Drug & Alcohol Treatment Information System (DATIS) for addictions programs, is not a compliant client management system with the Mental Health and Addictions Provincial Data Set and will not be made compliant.**

- Health service providers who use Catalyst will need to move to a compliant system or work with Ontario Health to determine the best way to submit the MHA PDS.
- Health service providers who are successfully collecting the MHA PDS through a compliant vendor client management system **will no longer be required to submit data through the Catalyst application to DATIS**. Offboarding from Catalyst is required to complete this process.
- Once a provider has gone through the Catalyst offboarding process and has implemented the required MHA PDS fields in their new system and are actively collecting this information for their clients, they are able to stop entering data into Catalyst.
- If you require information on how to offboard from Catalyst, please contact the [**Catalyst Service Desk**](#)

APPENDIX B

Multi-Sector Service Accountability Agreements

Ontario Health

Health Service Provider:

2025-2026 Schedule C: Directives, Guidelines & Policies - Community Mental Health and Addictions Services

Only those requirements listed below that relate to the programs and services that are funded by Ontario Health will be applicable.

<ul style="list-style-type: none">• Addictions & Mental Health Ontario – Ontario Provincial Withdrawal Management Standards (2014)
<ul style="list-style-type: none">• Broader Public Sector Perquisites Directive August 2011
<ul style="list-style-type: none">• Broader Public Sector Procurement Directive July 2011
<ul style="list-style-type: none">• Community Capital Own Funds Directive, October 2016
<ul style="list-style-type: none">• Community Financial Policy, 2016
<ul style="list-style-type: none">• Community Health Capital Programs Policy, March 2017
<ul style="list-style-type: none">• Community Infrastructure Renewal Guidelines, 2018-2019
<ul style="list-style-type: none">• Crisis Response Service Standards for Mental Health Services and Supports (2005)
<ul style="list-style-type: none">• Early Psychosis Intervention Standards (March 2011)
<ul style="list-style-type: none">• Guide to Requirements and Obligations Relating to French Language Health Services, November 2017
<ul style="list-style-type: none">• Guideline for Community Health Service Providers Audits and Reviews, August 2012
<ul style="list-style-type: none">• Intensive Case Management Service Standards for Mental Health Services and Supports (2005)
<ul style="list-style-type: none">• Joint Policy Guideline for the Provision of Community Mental Health and Developmental Services for Adults with Dual Diagnosis (2008)
<ul style="list-style-type: none">• Ontario Healthcare Reporting Standards – OHRS/MIS - most current version available to applicable year
<ul style="list-style-type: none">• Ontario Program Standards for ACT Teams (2005)

- **Operating Manual for Community Mental Health and Addiction Services (2003)**

Chapter 1. Organizational Components

- 1.2 Organizational Structure, Roles and Relationships
- 1.3 Developing and Maintaining the HSP Organization Structure
- 1.5 Dispute Resolution

Chapter 2. Program & Administrative Components

- 2.3 Budget Allocations/ Problem Gambling Budget Allocations
- 2.4 Service Provision Requirements
- 2.5 Client Records, Confidentiality and Disclosure
- 2.6 Service Reporting Requirements
- 2.8 Issues Management
- 2.9 Service Evaluation/Quality Assurance
- 2.10 Administrative Expectations

Chapter 3. Financial Record Keeping and Reporting Requirements

- 3.2 Personal Needs Allowance for Clients in Some Residential Addictions Programs
- 3.6 Internal Financial Controls (except “*Inventory of Assets*”)
- 3.7 Human Resource Control

- **Psychiatric Sessional Funding Guidelines (2004)**

- **South Oaks Gambling Screen (SOGS)**

- **Space Standards for Community Health Care Facilities, March 2018**