

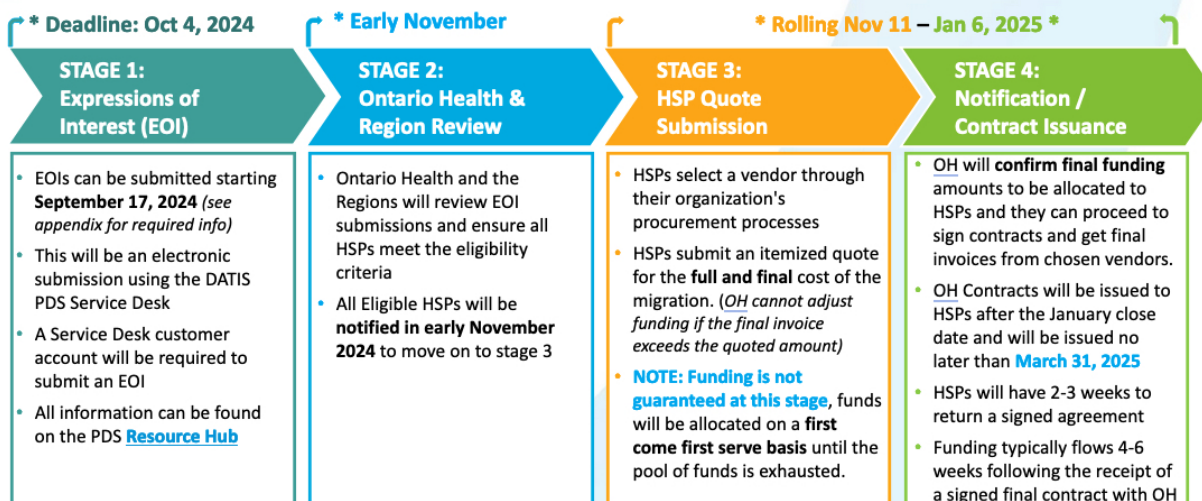
One-Time Funding FAQ

Applying for Funding

1. What is the process to apply for funding?

CMS Migration Approval Process

There will be a 4-part approval process to receive one-time funding for a CMS migration:



2. How do I submit my expression of interest for the one-time funding?

- Expression of Interests will be submitted through the MHA PDS Service Desk. You will need to [create an account to access the Service Desk](#).
- Once you are logged in, select “Expression of Interest” to begin the submission. You will be required to include the following information about your organization:
 - Organization Legal Name | Ontario Health Region
 - Key Contact (Name | Role/Title | Email | Phone)
 - Organization MIS Number
 - Current Client Management System
 - Client Management System your organization would like to migrate to if known
 - Number of mental health and addictions funded FTEs in your organization
 - Number of mental health and addictions funded FTEs that would be concurrent users / require licenses on the new CMS
 - Organization’s total operating budget
 - Organization’s total mental health and addictions funding
 - Number of unique individuals served through your organizations mental health and addictions funded services
 - Are you interested in partnering or doing a joint procurement of a CMS with other organizations?

3. How do I ask a general question about the Expression of Interest?

- If you have a question about the Expression of Interest or one-time funding process, you can submit a General Inquiry using the MHA PDS Service Desk.
 - You will need to create an account to access the MHA PDS Service Desk on behalf of your organization, Click [HERE](#) for more information about creating an account.

Information about the One-Time Funding Opportunity

1. What is covered in the one-time funding opportunity?

- HSPs will be eligible for cost-recovery through the one-time funding opportunity. Cost recovery will be for the full cost of the new CMS migration, not including ongoing service/subscription fees or customizations unrelated to the operation of MHA programs (e.g. modules that are unrelated to the operation of MHA programs or purchasing of new software unrelated to the CMS migration such as Microsoft 365).

2. Will the one-time funding cover licensing/subscription fees for the new system?

- The first-year licensing/subscription fees will be covered and should be included in the vendor quote and final invoice for the cost of the CMS migration. Ontario Health will not provide any funding for ongoing licensing/subscription fees after the first year.

3. Can I use the one-time funding for project management and implementation support?

- Cost recovery can only be applied to PDS compliant vendor services required for CMS migrations that are detailed within the HSP quote and final invoice (e.g. cost for training provided by the vendor). Ontario Health is not able to cover third party project management or implementation support costs.
- Support for system procurement and project management is available through the provincial Data Champions:
 - Mental Health Partners (for organizations using a hospital information system)
 - PDS-Support@theroyal.ca
 - Addictions & Mental Health Ontario (AMHO)
 - pds@amho.ca
 - Canadian Mental Health Association Ontario (CMHA Ontario)
 - PDS_support@ontario.cmha.ca

4. Can I use the one-time funding to move my addictions programs to my existing vendor?

- Yes, this funding can be used to move addictions programs that are on a non-compliant system to an existing compliant CMS (e.g. Catalyst).

5. Can this funding be used to backfill internal employees/human resources to support the CMS migration?

- The funding can be used for services required from the chosen vendor to support the CMS migration. Ontario Health is not able to provide funding to a health service

provider for new or existing internal employees/human resources that may be allocated to this work.

6. Can this funding be used for additional IT infrastructure upgrades?

- No, this funding is for the one-time costs directly related to migrating CMSs, as itemized on the vendor quote/final invoice. Ontario Health will not fund any additional IT infrastructure upgrades that might be required by your organization (e.g. new computers).

7. Is there a maximum amount that I can be reimbursed for?

- While there is no maximum amount per organization, we will be reviewing quotes/final invoices to determine eligible and non-eligible expenses. Ontario Health will **confirm final funding** amounts to be allocated to HSPs based on the quotes submitted in Stage 3, before HSPs proceed to sign contracts and get final invoices from their chosen vendors in Stage 4.
- ***IMPORTANT NOTE: During Stage 3 of the approval process, funds will be allocated on a first come first serve basis until the pool of funds is exhausted. Funding is not guaranteed until Ontario Health confirms the final funding amount at Stage 4 of the approval process.***

8. Can I use this funding to help HSPs in my network become compliant?

- Yes, Ontario Health encourages organizations to partner and complete joint procurements where appropriate.

9. Can this funding be used for application licenses from the vendor for non-MHA FTEs?

- No, this funding can only be used to obtain licenses for MHA FTEs.

Receiving Funding

1. When will I receive the funding?

- Funding typically flows 4-6 weeks following the receipt of a signed final contract (Transfer Payment Agreement) between Ontario Health and the HSP.

2. What if my final invoiced amount is higher than the quote I submitted?

- Ontario Health will only pay the amount based on the quote that was submitted at stage 3. Any cost difference between the quote and the final vendor invoice will need to be paid by the HSP.

3. What if my final invoice amount is less than the quote amount?

- Ontario Health will provide you with the full quoted amount as in your contract and confirmed with the HSP at Stage 4 of the approval process. If your final invoice is less than the quote amount, you will have to return the cost difference back to Ontario Health, as part of the OH contract settlements process.

Use of Funding

1. Do I have to complete the migration by March 31st 2025?

- By **March 31, 2025**, the following are required:
 - i. A signed contract between the vendor and the HSP must be submitted to Ontario Health (*note: the contract MUST be dated on or before March 31, 2025*).
 - ii. An itemized final invoice from the vendor must be submitted to Ontario Health (*note: the final invoice MUST be dated on or before March 31, 2025*).
 - iii. A contract between Ontario Health and the HSP (Transfer Payment Agreement) will be issued to the HSP by March 31, 2025. HSPs will have 2-3 weeks to sign and return back to OH.
- Following March 31, 2025, it is expected that any HSP that received one-time funding will begin the MHA PDS onboarding process and be actively engaged towards meeting the onboarding requirements.

2. When do I need to be onboarded to the PDS by?

- It is expected that your organization will begin onboarding to the MHA PDS when migrating systems. Your organization will start to collect the MHA PDS as soon as you transition to the new PDS compliant system, however full submission of the MHA PDS to OH will be dependent on your organization completing all of the onboarding requirements.
- Click [HERE](#) for more information about the MHA PDS onboarding process.