

199 Larch Street  
Suite 1002  
Sudbury ON P3E 5P9  
Tel (705) 564-8153 ext. 3342  
Fax (705) 564-3153  
Toll Free 1-800-2651222

199 rue Larch  
Salle 1002  
Sudbury ON P3E 5P9  
Tél (705) 564-8153 ext. 3342  
Télééc (705) 564-3153  
Sans frais 1-800-265-1222

February 3, 2014

**FROM :** **Sandra Russell**  
**A/Regional Program Manager**

**RE:** **Serious and Enhanced Serious Occurrences**

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I am writing to inform you of a new electronic reporting form currently being developed by the Ministries of Community and Social Services (MCSS) and Children and Youth Services (MCYS) for the reporting of Serious and Enhanced Serious Occurrences (SOR/ESORs).

The new electronic form will allow service providers to complete SOR/ESOR forms online and submit them directly to the ministry via the internet. This will help modernize and streamline business processes for both service providers and ministry regional offices.

No revisions have been made to the SOR/ESOR Guidelines (2013) as a result of the new electronic form and there are no changes to the current Youth Justice Services Division's SOR processes.

The launch date for the SOR/ESOR electronic form is scheduled for the spring of 2014. Until then, service providers are to continue with the current SOR/ESOR reporting process. Further communication and training will be provided prior to the launch date to support the implementation of the new electronic SOR/ESOR form.

If you have any further questions, please contact your program supervisor.