



October 11, 2013

Dear colleagues,

As you may be aware, our Child Care Quality Assurance and Licensing Branch will be launching a new IT system for child care licensing this fall. The new system will make operator licensing tasks quicker and easier to complete and will support consistent provincial licensing practices.

Licensed child care operators will use the new system to:

- Renew existing licences
- Report serious occurrences
- Request Director approvals for staff
- Request licence revisions, if required
- Apply for new licences
- and more!

Recognizing the importance of real-time licensing information for service system planning, **CMSMs/DSSABs will have a unique role in the system that will provide the following:**

1. View access to licensing information for all licensed programs located in the CMSM/DSSAB (including the latest licence, licensing letter and relevant licensing inspection documents)
2. View access to serious occurrence information for all licensed programs located in the CMSM/DSSAB (including initial serious occurrence reports, update reports and the status of the ministry's review)
3. Email notifications when a serious occurrence report has been submitted that is of a critical nature (e.g. media attention; police investigation; death of a child)

Prior to the system's launch, we will be sending all CMSMs/DSSABs a spreadsheet to complete that will identify the contact information for the individuals from your organization that you would like to enrol in the system.

When the system launches, these individuals will receive log-in information.

Please note: If the CMSM/DSSAB is also a direct operator of a licensed child care program, the CMSM/DSSAB will have a separate role as an operator, which will include functionality to:

- Submit licence renewals
- Submit new licence applications
- Request licence revisions
- Request Director approvals for staff
- Report serious occurrences

In this case, the CMSM/DSSAB will receive separate log-in information (i.e. log-in information as an operator and log-in information as the CMSM/DSSAB). The log-in information will be emailed to the individual currently identified as the organizational head.

If you have any questions, I would encourage you to contact dana.green@ontario.ca

We look forward to this information sharing opportunity.

Sincerely,



Jim Grieve
Assistant Deputy Minister
Early Years Division



Jill Vienneau
Director
Child Care Quality Assurance and
Licensing Branch