



User Guide to Submit Post Majority Support Services (PMSS) Information in FNCFS IMS/DMS

GCDocs # 107920027



Purpose

This document acts as a guide for regional and agency users regarding the entry of Post-Majority Support Services (PMSS) information into the First Nations Child and Family Services Information Management System (FNCFS IMS) and Data Management System (FNCFS DMS).



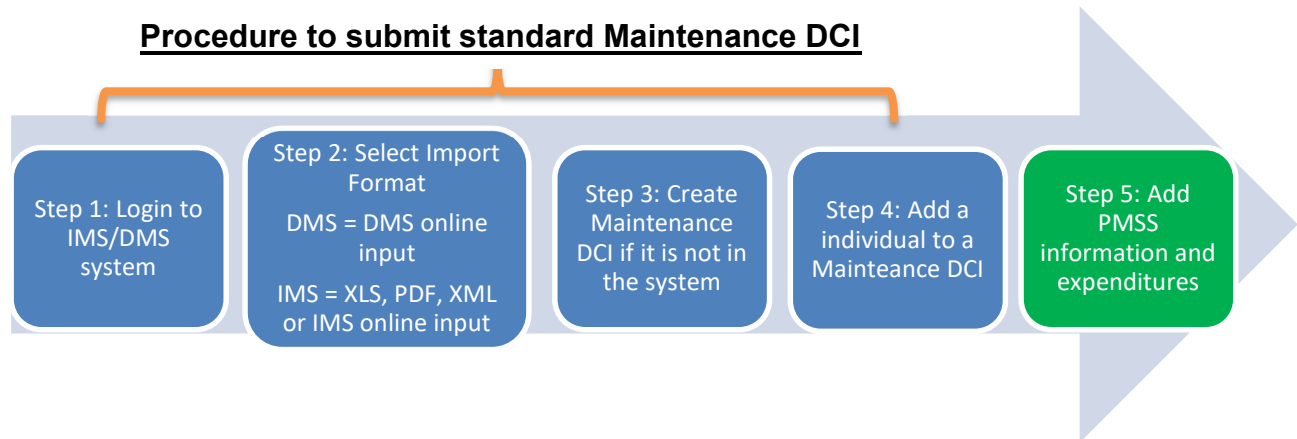
Please note: The FNCFS DMS is designed for agency users. Regional users must use the FNCFS IMS for all entry and processing of child maintenance data.



Please note: Regional users should use the FNCFS DMS when trying to replicate an issue identified by an agency user in the FNCFS DMS during system support.

Process Overview:

The diagram below provides an overview process map of submitting PMSS expenditures in the FNCFS DMS/IMS systems. The Procedure to submit PMSS expenditures are very similar to standard Maintenance. Agency users would submit PMSS data through DMS online input method, while Regional users can use import PMSS data thru XLS, PDF/XML and online input in IMS. The detail step-by-step description is included further below.



Agency Users:

Following steps below outline how to submit PMSS information/expenses in DMS:

1. Same as submitting standard Maintenance DCI, please:
 - I. Login to DMS system
 - II. Search for Maintenance DCI, if it is not exist, create Maintenance DCI in system
 - III. Add individual to a Maintenance DCI
2. From the menu, click on Maintenance Data (DCI).



3. Select Province, Agency Name and Fiscal Year and a Reporting Period.

4. Click on the **Search** button. A list of Maintenance Report (DCIs) that exist in the FNCFS DMS will be displayed.

Home Maintenance Prevention Outcomes/Indicators Administration End Session

Home → Maintenance → Search Maintenance Report (DCI)

Search Maintenance Report (DCI)

* Province: ALBERTA
Recipient Number: 9250
* Agency Name: Bigstone Cree Nation Child & Family Services Society
Fiscal Year: 2022-2023
Reporting Period: [Dropdown]
[Search] [Clear] [Create New Maintenance Report (DCI)]

Maintenance Report List (DCI)

Reporting Period: [Dropdown] Fiscal Year: [Dropdown] Status: [Dropdown]

Reporting Period	Fiscal Year	Status
January-March	2022-2023	Incomplete

1

Release Date: 2022-12-02 Version 4.0.2.5

When the DCI is located, click on the 'View' icon



5. The “Add / Update Maintenance Report (DCI)” page will be displayed.

Home Maintenance Prevention Activity Outcomes/Indicators Administration End Session

Home → Maintenance → Search Maintenance Report (DCI) → Add / Update Maintenance Report (DCI)

Add / Update Maintenance Report (DCI)

Province	SASKATCHEWAN	Status	Incomplete
Recipient Number	9357	Version	1
Agency Name	Montreal Lake Child and Family Agency	Grand Total Invoiced Amount	\$0.00
Fiscal Year	2020-2021		
Reporting Period	April		

[Generate Maintenance Report (DCI)] [Complete] [Cancel]

Expenses

Add Child

6. From the “**Add / Update Maintenance Report (DCI)**” page, locate the individual and click on the view icon or click on the IRS number / Non-registered temporary number.

IRS Number	Temporary Number	Given Name	Family Name	Gender	Date of Birth	Total Invoiced Amount	
	SKNR202000012	John Michael	Smith	Male	2012-12-12	\$0.00	

7. Next, click on the following button to create PMSS expense:

- Add Additional Child Expense

Province: Alberta
Report Submitter: Akamihk Child and Family Service Society
Reporting Period: April
Non-Registered Temp. No.:
Date of Birth:
Given Name:

Fiscal Year: 2023-2024
DCI Status: Incomplete
IRS No.:
Gender:
Family Name:

Expense Items

Add Placement Expense Add Additional Child Expense Add Post Adoption Subsidy Expense

Copy Expense from Last Report (DCI)

Return to DCI

Release Date: 2022-12-02 Version 4.0.2.5

8. The expenses page will be displayed.

First Nations Child and Family Services Data Management System

Home Maintenance Prevention Outcomes/Indicators Administration

Home > Maintenance > Search Maintenance Report (DCI) > Add / Update Maintenance Report (DCI) > Child Expenses > Child Expense - Additional Cost

Child Expense - Additional Cost

Province: ALBERTA
Recipient Number: 9250
Agency Name: Bigstone Cree Nation Child & Family Services Society
IRS Number:
Temporary Number:
Given Name:

Status: Incomplete
Fiscal Year: 2022-2023
Reporting Period: January-March
Date of Birth:
Gender:
Family Name:

* Child Welfare/Legal Status: None of the Above-PMSS
* Placement Type: None of the Above-PMSS
* Additional Cost Type:
* Start Pay Date:
* Care Cost:
* Cost Description: Child Care Support, Clothing, Education Not Covered, Family Connection, Legal, Non-NIHB, Placement Cost, Therapy/Assessment, Transportation, Recreational Allowance, Vacation Allowance, Other, Educational & Professional Development - PMSS, Financial including housing - PMSS, Physical, social mental wellbeing - PMSS, Land, culture, language, community - PMSS

Date Captured:
Last Date Saved:

Save Cancel

- Mandatory fields for an **additional expense** include:
 - Select Child Welfare / legal status = None of the Above-PMSS

- Select Placement Type = None of the Above-PMSS
- For Additional Cost Type, select one of the following option:
 - Educational & Professional Development – PMSS
 - Financial including housing – PMSS
 - Land, culture, language, community – PMSS
 - Physical, social mental well-being - PMSS
- Select Start pay date
- Select End pay date
- Type in the PMSS expense in Additional Care Cost (\$)
- Cost Description (please refer to Background section - Four PMSS Expenditures Type Tables for more specific description about the PMSS expenditure)

9. Save and work on other individual maintenance expense.

Steps to handle PMSS placement expense for individuals who have “aged out during the COVID-19 pandemic:

For individuals who have “aged out” during the COVID 19 pandemic, the agency can still enter an existing PMSS placement expense by:

1. Clicking the “Add Placement Expense”

The screenshot displays the 'Child Expenses' form in the FNCFS system. The top navigation bar includes 'Home', 'DCI', 'Reports', and 'Administration'. The breadcrumb trail shows 'FNCFS Home > Search Child Expenses > Child Expenses'. The form fields are organized into two columns. The left column contains 'Province: Alberta', 'Report Submitter:', 'Reporting Period:', 'Non-Registered Temp. No.:', 'Date of Birth:', and 'Given Name:'. The right column contains 'Fiscal Year: 2022-2023', 'DCI Status: Incomplete', 'IRS No.:', 'Gender:', and 'Family Name:'. Below these fields is the 'Expense Items' section, which contains three buttons: 'Add Placement Expense' (circled in red), 'Add Additional Child Expense', and 'Add Post Adoption Subsidy Expense'. At the bottom left of this section is a 'Copy Expense from Last Report (DCI)' button. At the bottom right is a 'Return to DCI' button. The footer of the page indicates 'Release Date: 2022-12-02' and 'Version 4.0.2.5'.

2. The expenses page will be displayed.

Home Maintenance Prevention Outcomes/Indicators Administration End Session

Home → Maintenance → Search Maintenance Report (DCI) → Add / Update Maintenance Report (DCI)

→ Child Expenses → Child Expense - Placement

Placement Expense saved successfully.

Child Expense - Placement

Province	ALBERTA	Status	Incomplete
Recipient Number		Fiscal Year	2022-2023
Agency Name		Reporting Period	
IRS Number		Date of Birth	
Temporary Number		Gender	
Given Name		Family Name	

New Admission ☐

* Child Welfare/Legal Status None of the Above-PMSS

* Placement Type None of the Above-PMSS

* Provider Name aa

* Start Pay Date 2022-01-01

* End Pay Date 2022-03-16

of Days in Care 75

* Rate 30.00

* Care Cost 2,000.00

Date Captured 2022-12-12 15:12:01

Last Date Saved 2022-12-12 15:12:34

Save Cancel

- Mandatory fields for an **Placement Expense** include:
 - Select Child Welfare / legal status = None of the Above-PMSS
 - Select Placement Type = None of the Above-PMSS
 - Type in Provider Name
 - Select Start pay date (Type in any PMSS expense which was used after April 1st 2022)
 - Select End pay date (Type in any PMSS expense which was used after April 1st 2022)
 - Rate
 - Care Cost
- Please note that this is for existing placement expense, in which the agency is still paying. For any “new” placement-type expenses such as rent, etc., the agency should enter them using the additional expense category, and selecting the corresponding bucket for rent – financial including housing.

3. Save and work on other individual maintenance expense.

Regional Users:

Following steps below to submit PMSS information/expenses in IMS:

Same as submitting standard Maintenance DCI, please:

- I. Login to IMS system
- II. Select import format

There are three formats to submit PMSS data in IMS, which are Excel import, PDF/XLM import and online input. Please find below for the detail for every format:

Excel Import

In Maintenance Excel DCI template, type in other information as standard Maintenance Excel DCI. there are new PMSS codes available and please find them in the attached document file.



PMSS new codes for
Excel import.docx

For PMSS expenses submission, please type in column F, J and K with the new PMSS code, PMSS cost in column N and description of PMSS in column O.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Province/Territory	AB													
2	Agency Name	AB_BCSSS													
3	Funding Recipient Number	9250													
4	Funding Recipient Name (Agreement)	Bigstone Cree Nation Child & Family Services Society													
5	Fiscal Year	2023-24													
6	Reporting Period	Q1	April 1 - June 30												
7	Type of Submission	RESUB													
8	version 1.1														
9	IRS Number/Non-Registered Temp. No.	Child's Family Name	Child's Given Name	Date of Birth	Gender	Child Welfare/Legal Status	Start Pay Date	End Pay Date	Net New Admission	Placement Type/PAS	Additional Child Cost Type	No. of Days in Care	Rate	Cost	Provider Name/Additional Child Cost Description/Expense Description
10	1234567890	Alook	May	8/29/2010	F	AB_PVGO	4/1/2021	4/30/2021		PAS				\$1,127.50	Thomas Gladue-Supports for Permanency \$847.50 & additional needs fund \$280.00
11	1234567890	Alook	May	8/29/2010	F	AB_PMSSNA	6/1/2021	6/2/2021		AB_PMSSNA	PMSSPMW	2		\$ 120.00	PMS additional cost type: PMSS - Physical, social mental wellbeing
12															
13	2345678901	Alook	Mary	7/30/2013	F	AB_PVGO	4/1/2021	4/30/2021		PAS				\$1,082.20	Thomas Gladue-Supports for Permanency \$802.20 & additional needs fund \$280.00
14	2345678901	Alook	Mary	7/30/2013	F	AB_PVGO	5/1/2021	5/31/2021		PAS				\$1,108.94	Thomas Gladue-Supports for Permanency \$828.94 & additional needs fund \$280.00
15	2345678901	Alook	Mary	7/30/2013	F	AB_PVGO	6/1/2021	6/30/2021		PAS				\$1,082.20	Thomas Gladue-Supports for Permanency \$802.20 & additional needs fund \$280.00
16															
17	3456789012	Alook	Susan	12/3/2002	F	AB_SFPA	4/1/2021	4/30/2021		AB_KC		30	\$ 40.00	\$1,200.00	Susan L.Alook-SAFPA \$1200.00
18	3456789012	Alook	Susan	12/3/2002	F	AB_SFPA	5/1/2021	5/31/2021		AB_KC		31	\$ 40.00	\$1,200.00	Susan L.Alook-SAFPA \$1200.00
19	3456789012	Alook	Susan	12/3/2002	F	AB_SFPA	6/1/2021	6/30/2021		AB_KC		30	\$ 40.00	\$1,200.00	Susan L.Alook-SAFPA \$1200.00
20															

Steps to handle PMSS placement expense for individuals who have “aged out during the COVID-19 pandemic:

For the individuals who have “aged out” during the COVID 19 pandemic, the region can still enter an existing PMSS placement expense by type in column F, J and M with the new PMSS code, PMSS cost in column N.

For Start Pay Date and End Pay Date, type in any PMSS expense which was used after April 1st, 2022.

- Please note that this is for existing placement expense, in which the agency is still paying. For any “new” placement-type expenses such as rent, etc., the agency should enter them using the additional expense category, and selecting the corresponding bucket for rent – financial including housing.

PDF/XML Import

In the Maintenance PDF DCI template, type in other information as standard Maintenance PDF DCI. There are new options are available for the following “drop-down” list in Additional Expenses for PMSS expenses submission:

- Select Child Welfare / Legal Status = None of the Above-PMSS
- Select Placement Type = None of the Above-PMSS
- For Additional Cost Type, select one of the following option:
 - Educational & Professional Development – PMSS
 - Financial including housing – PMSS
 - Land, culture, language, community – PMSS
 - Physical, social mental well-being - PMSS

Indigenous Services Canada / Services aux Autochtones Canada

PROTECTED A (When Completed)
DCI 455917 (2022-2023)
Page 1 of 1

Save Print Print All Clear Data Import Data Export Data Instructions

CHILD AND FAMILY SERVICES MAINTENANCE REPORT

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Province or Territory: **Alberta, AB**

Agency Name: **Saddle Lake Wahkohtowin Child Care Society**

Funding Recipient Number: **0462** Fiscal Year: **2022-2023**

Funding Recipient Name (Agreement): **ZZ company** Type of Submission: **Original** Reporting Period: **APR 1 - APR 30**

Child #	IRS Number	Non-Registered Temp. No.	Child's Family Name	Child's Given Name	Date of Birth	Gender
1	1234567890		Alook	Mary	2008-01-01	M ☒ F ☐ NR ☐ X

[+] Add Placement Expense [+] Add Additional Expense [+] Add Post Adoption Subsidy Expense

Additional Expense(s)

Child Welfare/Legal Status	Additional Cost Type
None of the Above - PMSS	PMSS - Educational & Professional Development
	Therapy/Assessment Not Covered by NIHB
	Transportation
	Vacation Allowance
	PMSS - Educational & Professional Development
	PMSS - Financial including housing
	PMSS - Physical, social mental wellbeing
	PMSS - Land, culture, language, community
	Other
	Not Applicable

Placement Type
None of the Above - PMSS

Additional Child Cost Description

Financial Summary for DCI

Placement Type / Service	Total Number of Child Placements	Total Number of Days	Cost	Child Expenses	Maintenance Cost
Foster Homes	1	6	\$3,000.00		\$3,000.00
Group Homes					\$0.00
Institutional Care					\$0.00
Kinship Care					\$0.00
Post Adoption Subsidy	1	14	\$200.00		

Authorization

Calculate Financial Summary

Please also fill out the following information:

- Select Start pay date

- Select End pay date
- Type in the PMSS expense in Additional Care Cost (\$)
- Cost Description (please refer to Background section - Four PMSS Expenditures Type Tables for more specific description about the PMSS expenditure)

After the DCI is completed, you would save the PDF file **OR** export the file into XML format by clicking **Export Data** button in the PDF file. After that, you would import the file to IMS.

Steps to handle PMSS placement expense for individuals who have “aged out during the COVID-19 pandemic:

For the individuals who have “aged out” during the COVID 19 pandemic, the region can enter an existing PMSS placement expense by: click the Add Placement Expense

- Select Child Welfare / Legal Status = None of the Above-PMSS
- Select Placement Type = None of the Above-PMSS
- For Start Pay Date and End Pay Date, type in any PMSS expense which was used after April 1st, 2022.



Indigenous Services
Canada

Services aux Autochtones
Canada

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DCI 455917 (2022-2023)
Page 1 of 1

Save

Print

Print All

Clear Data

Import Data

Export Data

Instructions

CHILD AND FAMILY SERVICES MAINTENANCE REPORT

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Province or Territory Alberta, AB						
Agency Name Saddle Lake Wapikotohwin Child Care Society				Funding Recipient Number 0462	Fiscal Year 2022-2023	
Funding Recipient Name (Agreement) ZZ company				Type of Submission Original	Reporting Period APR 1 - APR 30	

Child #	IRS Number	Non-Registered Temp. No.	Child's Family Name	Child's Given Name	Date of Birth	Gender
1	1234567890		Smith	John	2001-01-01	☒ M ☐ F ☐ NR ☒ X

[\[+\] Add Placement Expense](#)

[\[+\] Add Additional Expense](#)

[\[+\] Add Post Adoption Subsidy Expense](#)

Placement Expense(s)		Provider Name	No. of Days in Care
P1	Child Welfare/Legal Status None of the Above - PMSS	AA Service Provider	13
Placement Type None of the Above - PMSS		Start Pay Date 2022-04-01	End Pay Date 2022-04-13
		Rate \$395.00	Care Cost \$5,135.00

[\[+\] Add Child](#)

Financial Summary for DCI

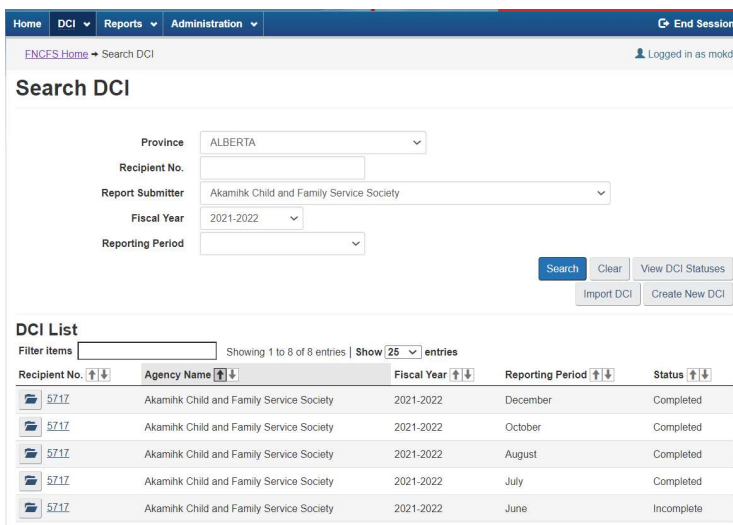
- Please note that this is for existing placement expense, in which the agency is still paying. For any “new” placement-type expenses such as rent, etc., the agency should enter them using the additional expense category, and selecting the corresponding bucket for rent – financial including housing.

Online Input

1. From the menu, click on Maintenance Data (DCI).



2. Select Province, Report Submitter and Fiscal Year and a Reporting Period.
3. Click on the **Search** button. A list of Maintenance Report (DCIs) that exist in the FNCFS IMS will be displayed



Recipient No.	Agency Name	Fiscal Year	Reporting Period	Status
5717	Akamihk Child and Family Service Society	2021-2022	December	Completed
5717	Akamihk Child and Family Service Society	2021-2022	October	Completed
5717	Akamihk Child and Family Service Society	2021-2022	August	Completed
5717	Akamihk Child and Family Service Society	2021-2022	July	Completed
5717	Akamihk Child and Family Service Society	2021-2022	June	Incomplete

When the DCI is located, click on the  'View' icon

If the DCI is not exist, please create new DCI as standard Maintenance DCI.

4. From the **"Add / Update Maintenance Report (DCI)"** page, locate the individual and click on the view icon or click on the IRS number / Non-registered temporary number.

Home DCI Reports Administration End Session

FNCFCS Home Search DCI Add / Update DCI

Add / Update DCI

Status: Incomplete Recipient No.: 9250
 DCI Version: 1

* Province / Territory for Reporting: ALBERTA
 * Report Submitter: Bigstone Cree Nation Child & Family Services Society
 * Fiscal Year: 2022-2023
 * Reporting Period: January-March

Grand Total Invoiced Amount: \$2,000.00

Export DCI Generate Maintenance Report DCI Reconcile Complete Update Cancel

Expenses Financial Summary Note

Filter items Showing 1 to 2 of 2 entries Show 25 entries

Add Child Remove All Children

Non-Registered Temp. No.	IRS No.	Given Name	Family Name	Gender	D.O.B.	Total Invoiced Amount	Total Approved Amount
						0.00	0.00
						2,000.00	0.00

5. Next, click on the following button to create PMSS expense:

- Add Additional Child Expense

Home DCI Reports Administration End Session

FNCFCS Home Search Child Expenses Child Expenses Logged in as moki

Child Expenses

Province: Alberta Fiscal Year: 2023-2024
 Report Submitter: Akamihk Child and Family Service Society
 Reporting Period: April
 Non-Registered Temp. No.:
 Date of Birth:
 Given Name:

DCI Status: Incomplete
 IRS No.:
 Gender:
 Family Name:

Expense Items

Add Placement Expense Add Additional Child Expense Add Post Adoption Subsidy Expense

Copy Expense from Last Report (DCI)

Return to DCI

Release Date: 2022-12-02 Version 4.0.2.5

6. The expenses page will be displayed.

ENCFS Home → Search Child Expenses → Child Expense - Additional Cost Logged in as moki

Child Expense - Additional Cost

Province: Alberta
 Report Submitter: Akamkispitnaw Ohpikihawasowin Association (AKO)
 Reporting Period: April
 Non-Registered Temp. No.:
 Date of Birth:
 Given Name:

Fiscal Year: 2023-2024
 DCI Status: Incomplete
 IRS No.:
 Gender:
 Family Name:

Detail

* Child Welfare/Legal Status: None of the Above-PMSS
 * Placement Type: None of the Above-PMSS
 * Additional Cost Type:
 * Start Pay Date:
 * Additional Child Cost (\$):
 * Cost Description:

Child Care Support
 Clothing
 Education Not Covered
 Family Connection
 Legal
 Non-NIHB
 Not Applicable
 Other
 Placement Cost
 Recreational Allowance
 Therapy/Assessment
 Transportation
 Vacation Allowance
 Educational & Professional Development - PMSS
 Financial including housing - PMSS
 Land, culture, language, community - PMSS
 Physical, social mental wellbeing - PMSS

Date Captured: 2022-12-08 21:05:36
 Last Date Saved:

Save Cancel
 Release Date: 2022-12-02
 Version 4.0.2.5

- Mandatory fields for an **additional expense** include:
 - Select Child Welfare / legal status = None of the Above-PMSS
 - Select Placement Type = None of the Above-PMSS
 - For Additional Cost Type, select one of the following option:
 - Educational & Professional Development – PMSS
 - Financial including housing – PMSS
 - Land, culture, language, community – PMSS
 - Physical, social mental well-being - PMSS
 - Select Start pay date
 - Select End pay date
 - Type in the PMSS expense in Additional Care Cost (\$)
 - Cost Description (please refer to Background section - Four PMSS Expenditures Type Tables for more specific description about the PMSS expenditure)

7. Save and work on other individual maintenance expense.

Steps to handle PMSS placement expense for individuals who have “aged out during the COVID-19 pandemic:

For individuals who have “aged out” during the COVID 19 pandemic, the regions can still enter an existing PMSS placement expense by:

1. Clicking the “Add Placement Expense”

Home DCI Reports Administration End Session

FNCFS Home → Search Child Expenses → Child Expenses

Child Expenses

Province: Alberta Fiscal Year: 2022-2023

Report Submitter: [Redacted]

Reporting Period: [Redacted]

Non-Registered Temp. No.: [Redacted]

Date of Birth: [Redacted]

Given Name: [Redacted]

DCI Status: Incomplete

IRS No.: [Redacted]

Gender: [Redacted]

Family Name: [Redacted]

Expense Items

Add Placement Expense Add Additional Child Expense Add Post Adoption Subsidy Expense

Copy Expense from Last Report (DCI)

Return to DCI

Release Date: 2022-12-02 Version 4.0.2.5

2. The expenses page will be displayed.

Home DCI Reports Administration End Session

FNCFS Home → Search Child Expenses → Child Expense - Placement

Child Expense - Placement

Province: Alberta Fiscal Year: 2022-2023

Report Submitter: [Redacted]

Reporting Period: [Redacted]

Non-Registered Temp. No.: [Redacted]

Date of Birth: [Redacted]

Given Name: [Redacted]

DCI Status: Incomplete

IRS No.: [Redacted]

Gender: [Redacted]

Family Name: [Redacted]

Detail

Net New Admission: ☐

* Child Welfare/Legal Status: None of the Above-PMSS

* Placement Type: None of the Above-PMSS

* Provider Name: aa

* Start Pay Date: [Redacted]

* End Pay Date: [Redacted]

* # of Days in Care: 1

* Rate: [Redacted]

* Care Cost: [Redacted]

Is a Rate Adjustment: No

Has a Rate Adjustment: No

Date Captured: 2022-12-13 13:38:30

Last Date Saved: [Redacted]

Save Cancel

- Mandatory fields for an **Placement Expense** include:
 - Select Child Welfare / legal status = None of the Above-PMSS
 - Select Placement Type = None of the Above-PMSS
 - Type in Provider Name

- Select Start pay date (Type in any PMSS expense which was used after April 1st 2022)
- Select End pay date (Type in any PMSS expense which was used after April 1st 2022)
- Rate
- Care Cost
- *Please note that this is for existing placement expense, in which the agency is still paying. For any “new” placement-type expenses such as rent, etc., the agency should enter them using the additional expense category, and selecting the corresponding bucket for rent – financial including housing.*

Support:

For all technical issues to login to IMS and DMS, please contact the helpdesk:

E-mail address: aadnc.sti-its.aandc@canada.ca

For any questions related to submitting PMSS payment in IMS and DMS, please contact the ISC FNCFS production support team:

E-mail address: sefpn-fncfsprodsupport@sac-isc.gc.ca