

OCCMS User Guide

Reporting in OCCMS

Revised August 2026



Table of Contents

Welcome.....	3
Overview.....	3
User rights	3
Completing your Record of Attendance.....	4
Step 1: Sign in to OCCMS	4
Step 2: Navigate to your Site's Record of Attendance	4
Step 3: Open a Child's Attendance Schedule	5
Step 4: Review and Update Attendance Codes	5
Step 5: Review Child Information.....	5
Step 6: Complete Attendance for all Children	6
Step 7: Return to Site's Record of Attendance page.....	6
Step 8: Complete CWELCC and BASP Reporting.....	6
Step 9: Preview Attendance	7
Step 10: Submit Completed Attendance	7
Record of Attendance column definitions	8
Things to know when completing the Record of Attendance	8
Start Dates.....	8
Schedules.....	9
Multiple Schedules.....	9
Site Comments	9
Withdrawals	9
Notice Period.....	10
Payments and verification	10
Reports	10
Centre Payment Detail Summary	10
Payment Details for Budget Payments and Advances	11
Payment Details for Fee Assistance	11
Additional features	11
CWELCC reporting requirement	11
Non-CWELCC and BASP reporting requirement.....	11
Definitions	12
Non-compliance	13
Review past attendance reporting	13

Welcome

This user guide supports CWELCC-enrolled child care service providers and providers who offer Before and After School Programs in Peel Region in completing both the Child Care Subsidy Record of Attendance and/or CWELCC/School Age reporting requirements including vacancy data, operating capacity and enrolment.

Overview

Service providers **with children receiving Child Care Subsidy** must follow this guide to **complete both** the Record of Attendance (ROA) and CWELCC and Before and After School Program reporting each month in the Ontario Child Care Management System (OCCMS). All steps must be completed in the [Completing your Record of Attendance](#) section.

Service providers **without children receiving Child Care Subsidy** must complete [CWELCC and Before and After School Program reporting only](#). Detailed instructions are provided in [Step 8: Complete CWELCC and BASP Reporting](#) in the [Completing your Record of Attendance](#) section.

The Record of Attendance is available starting on the 1st day of each month. All reporting must be completed by the end of the 9th business day of each month. This information is stored in OCCMS for seven (7) years.

If you have questions about this guide or need help with OCCMS reporting, please email: earlyyearssystemdivision@peelregion.ca

User rights

OCCMS provides different user roles with different levels of access and responsibilities.

You will have one Head Office Administrator assigned. The Head Office Administrator can give rights to other users to be Head Office Administrators, Head Office Users or Site Users.

OCCMS Operators Manuals are available with more detailed instructions. You can access the **Assigning Rights and Managing Users - Head Office Administrator** manual when you are signed into OCCMS.

- Select **Help** from the left-hand menu
- Select **Manuals**
- Select **Assigning Rights and Managing Users – Head Office Administrator**.

Completing your Record of Attendance

You will use the Record of Attendance screen to report attendance for children receiving Child Care Subsidy. Attendance must be completed one child at a time. The Record of Attendance screen is also where CWELCC enrolled programs and BASP report each month.

To complete your Record of Attendance in OCCMS:

1. Sign in to OCCMS
2. Navigate to your Site's Record of Attendance
3. Open a Child's Attendance Schedule
4. Review and Update Attendance Codes
5. Review Child Information
6. Complete Attendance for all Children
7. Return to Site's Record of Attendance page
8. Complete CWELCC and BASP Reporting
9. Preview Attendance
10. Submit Completed Attendance

Step 1: Sign in to OCCMS

1. Use the web link provided by Peel Region to access OCCMS.
Tip: For quick access, save the link to your desktop or browser favourites.
2. Enter your **Username** and **Password**.
Tip: If you forget your password, use the **Forgot Password** link to reset it.

Step 2: Navigate to your Site's Record of Attendance

1. Select **Attendance** on the left-hand menu, then select **Record of Attendance**. Attendance is always completed for the previous month.
2. Select the **Site** you are completing attendance for.
 - If your Head Office has multiple sites, choose the correct site from the list.
 - If a date appears in the **Completed** column, your attendance has already been submitted and cannot be changed.
 - If you see a date in the **Verified** column, your attendance has been approved.
3. This will open to your **Site Attendance** and give you a list of all children in receipt of subsidy at that site. For a description of each column, refer to [Record of Attendance Column Definitions](#).

Tip: If you want to change how children are sorted:

- Click the column heading you want to sort by (for example, Child ID, Name, Age or Care Code).
- If you sort by **Name**, all schedules for that child will appear together. For example, a before and after school schedule and a PA Day schedule show one after another.

Step 3: Open a Child's Attendance Schedule

1. **Open a Child's [Schedule](#)** by clicking on the **Child ID** or **Name**. It will open to a calendar.
 - The program details the child is enrolled in will be at the top of the screen.
 - The schedule (calendar) will be pre-filled with:
 - Present (P), or
 - Holiday-Stat (H) for applicable holidays.
2. Contact your **Children's Services Worker** if:
 - A child receiving subsidy is not listed on the Record of Attendance.
 - A child has withdrawn but still appears in the list.
 - The care code is incorrect.
 - The schedule is blank or shows incorrect dates.
 - A child has been out of care for more than 20 consecutive days.

Step 4: Review and Update Attendance Codes

1. If you need to change an attendance code, select the correct option using the drop-down menu. **You only need to select a different attendance code when a change is needed.**

Tip: If this is the child's first month, see [Start Dates](#).

2. Use this table to help determine which attendance code to use.

Attendance Type	Code	When to Use
Absent	A	Child is absent for the day for any reason, including sick or vacation
End Date	E	Last scheduled day
Holiday-Stat	H	Statutory Holiday (pre-populated)
Non-Paid	N	No payment applies
Other Paid	O	Program closed, but full fee families are charged, such as a snow day
Present	P	Child attended (default)
Sick	S	Do not use. Report as Absent (A)
Vacation	V	Do not use. Report as Absent (A)
Withdrawal	W	Last day of payment – See Withdrawals for more information

3. If a child has more than one [schedule](#), you will need to complete attendance for each one.

Step 5: Review Child Information

1. When you have finished reviewing and updating your attendance codes, review the **Child Info** at the bottom of each child's screen:
 - **Approved Days** is the number of days approved for care per week.
 - **Remaining Sick/Vacation/Absent Days** are the number of days that Peel Region will pay if the child is absent. Refer to the [Service Provider Handbook](#) for more information on absent days.

If there are any errors with the child's attendance or information, contact your Children's Services Worker.

Step 6: Complete Attendance for all Children

1. Click **Save & Next Child** to bring you to the next child's schedule. Repeat Steps 4 (Review and Update Attendance Codes) and 5 (Review Child Information) until attendance for all children is completed.

Important: DO NOT click Complete until you have finished all nine steps for both attendance and [CWELCC and/or BASP reporting](#).

If you click **Complete** in error before CWELCC reporting is done, email earlyyearssystemdivision@peelregion.ca.

Step 7: Return to Site's Record of Attendance page

When attendance is complete, return to the Site's Record of Attendance page to complete your **CWELCC and/or BASP reporting**. Select **Record of Attendance** and then click on the Site.

Step 8: Complete CWELCC and BASP Reporting

1. On the Site's **Record of Attendance** page, scroll down to the **Vacancies, Operating Capacity and Waitlist and FTE section**. Go to [Definitions](#) for definitions.
2. Input numbers for Vacancies, Operating Capacity and Waitlist for each age group as of **the last business day of the previous month**.
 - a. CWELCC enrolled programs report on Infant, Toddler, Preschool and CWELCC aged Kindergarten age groups.
 - b. BASP report on Kindergarten (non-CWELCC aged) and Junior/Primary age groups.

To report CWELCC eligible kindergarten children enrolled in a school aged room (ECIS), make a note in the comments section. For example, ECIS = 2 CWELCC eligible kindergarten children.

If there are no CWELCC eligible kindergarten children enrolled in a school aged room make a note in the comments section. i.e. ECIS = 0 CWELCC eligible kindergarten children.
 - c. To report school aged children enrolled in a CWELCC space (ICES) make a note in the comments sections. For example, ICES = 2 school aged children in CWELCC space.
3. Enter "0" in the FTE Staff column.
4. If you are enrolled in CWELCC, complete the first two columns under the **Attendance CWELCC** table.

- **Full Fee Children**
 - # of FULL FEE children enrolled, receiving the CWELCC fee reduction, per care type. This does not include children receiving subsidy as OCCMS will calculate that number.
- **Full Fee Spaces**
 - # of spaces occupied by full fee-paying children per care type. This does not include any spaces occupied by children receiving child care subsidy.

If you are an operator with full day kindergarten AND kindergarten before and after school program, report your vacancies and operating capacity for the before and after school program in the comments section.

Tip: You are not required to enter data on the “CWELCC Form” tab in OCCMS.

Step 9: Preview Attendance

1. Select **Preview Attendance** to verify your attendance information is correct. To access your Attendance Summary:
 - Go to the bottom of the Site’s Record of Attendance screen
 - Select **Preview Attendance**
 - Choose a sort option (age group, name, or care code)
 - Click **OK**

The Preview Attendance button will create a PDF summary of:

- Attendance for all children receiving subsidy
- CWELCC information

This will be the last chance you have to make changes. If there are any errors, you can go back and correct them.

[Additional Features](#) are available at the bottom of the site’s Record of Attendance page.

Step 10: Submit Completed Attendance

1. When all attendance and CWELCC data are correct, click **Complete**. Once you click **Complete**, changes cannot be made.
2. If you have completed your Record of Attendance and CWELCC reporting and there is an error:
 - Contact your **Children’s Services Worker** if it is related to a child in receipt of Child Care Subsidy.
 - Contact ZZG-SPPMrequests@peelregion.ca for CWELCC reporting errors.

For information about your **payment** refer to [Payments and Verification](#) and [Reports](#).

Record of Attendance column definitions

This section explains what each column on the site's **Record of Attendance** means. This is the page that lists the name of children attending the site. Select Record of Attendance, and then click the Site.

Child ID: The child's unique identification number in OCCMS.

Name: The first and last name of each child receiving subsidy.

- Click the **Name** column heading to sort alphabetically
- If a child is listed more than once, this means they have multiple approved schedules. Each schedule must be completed separately.

Age: The child's age.

Care Code: Describes the child's approved program, For example, 6-12 years, before and after school.

Approval Rate: The approved daily rate for the child's program. This is the **maximum amount** Peel Region will pay for this child per day.

Parent Contribution: The daily amount the parent must pay based on the provincial income test. Peel Region pays the difference between the approved rate and the parent contribution.

Attendance Codes: The different types of attendance reporting codes. The number of days entered represents the **paid days** for that month for each attendance code.

Gross Payable: Approved rate multiplied by the number of paid days.

Parent Cost: The total amount the parent pays for the month.

Net Payable: Amount paid by Peel Region.

Things to know when completing the Record of Attendance

Accurate attendance reporting ensures your Child Care Subsidy payments are correct. The information below explains what you need to know when reporting attendance, including **start dates, schedules, and withdrawals**. This will help prevent errors in payments, payment delays and reporting errors.

Start Dates

Subsidy payments begin on the first approved day of care which may be backdated to the application date as noted on the Confirmation of Child Care Subsidy email. A child's start date may be delayed up to 10 days.

- If the child does not attend on the start date, you can record it as an Absent (A) day.
- You may report up to **9 additional absent days** if the child continues to be absent.

- If the child does not attend care within those 10 days, the child is considered to have withdrawn from care without notice.

Schedules

A schedule is a calendar that shows the days a child in receipt of subsidy is approved to attend care. Schedules include:

- Approved days of the week
- Type of care (half day, full day, before school, after school)

Multiple Schedules

A child will have more than one schedule when they are enrolled in multiple programs. For example, one child may have a before & after school schedule and a full-day PA Day schedule.

If a child has more than one schedule at the same head office or site:

- Both schedules will appear on the **Record of Attendance**.
- Each schedule will have a different care code.

Only one schedule can be paid per day. This means that you must select **Non-Paid** in the schedule that does not apply for that day.

PA Day schedules are **not pre-filled**, because PA Days vary by school board. On a PA Day:

- Select **Present** or **Absent** in the full-day (PA Day) schedule
- Select **Non-Paid** in the before/after school schedule

Site Comments

You only need to enter a **Comment** for **non-statutory holidays**. In the comments, tell us if the site was open or closed and if full-fee families were charged.

Example:

If your site was closed on Christmas Eve and full-fee families were not charged, add a comment and select **Non-Paid** for that day

If there is an error in your attendance or you need to report a change, contact your Children's Services Worker. Do not use Comments in these situations.

Withdrawals

Withdrawal means a child is no longer attending the child care program. The withdrawal date is the last day subsidy will be paid for this child.

Notice Period

- If a family tells us they are withdrawing their child, we will give you **at least two weeks' written notice** and continue to pay subsidy during that time.
- If the family gives you notice they are withdrawing, email your Children's Services Worker.
- If the family does not give at least 2 weeks' notice, we will still pay you the approved daily rate (minus the parent's portion) for up to 10 days, unless the spot is filled during that time.

Payments and verification

Verifying Attendance

After you complete and submit your attendance, it will be verified by a Contracts Coordinator. If you have multiple sites, your attendance cannot be verified until all site locations have completed attendance.

Once your attendance is verified, the Contracts Coordinator name will be populated on the **Record of Attendance** screen. If you have questions about the payment, you can contact the Contracts Coordinator directly.

Payments

Your payment will be processed via direct bank deposit. You will receive a pre-authorized payment notice with payment details.

If payment adjustments are required, they will be completed the following month. Timing is based on when Peel Region was notified of the change and the approval of the adjustment by the Children's Services Worker.

Payment Errors

You must report any over or underpayments within 3 months of the payment date. Peel Region may adjust prior payments up to 24 months to correct a subsidy over or underpayment.

Reports

Three payment reports are available in OCCMS. To access these reports:

- From the Home screen, select **Attendance** and select **Reports**.
- Select the report you want.

Centre Payment Detail Summary

The **Centre Payment Detail Summary** is available after attendance has been verified. It provides a summary of the payment based on what you reported, including any adjustments. You should review this summary within 30 days to ensure any payment errors are reported by

the deadline.

Payment Details for Budget Payments and Advances

The **Payment Details for Budget Payments and Advances** provide a summary of payments and advances issued, including payment amounts, dates, recipients, and related budget or advance references to support financial tracking and reconciliation.

Payment Details for Fee Assistance

The **Payment Details for Fee Assistance** provides detailed information on subsidy payments issued, including amounts and payment dates to support monitoring and reconciliation.

Additional features

There are additional buttons on the bottom of the site's **Record of Attendance** page.

- The **Cancel button** returns you to the main **Site Attendance** page where the sites are listed.
- The **Children Turning 18, 30 or 72 months button** creates a PDF document that lists children who are nearing these ages in the next month.
- The **Comments** button creates a list of all comments made in the month.

CWELCC reporting requirement

The Attendance CWELCC table has been added to Attendance in the Operators profile on OCCMS. This feature is for centre-based child care service providers participating in CWELCC to complete.

You are required to submit an **accurate collection** of the following every month for each site:

- 1) **Vacancies**
- 2) **Operating Capacity**
- 3) **Waitlist**
- 4) **# Full Fee Children**
- 5) **# Full Fee Spaces**

Non-CWELCC and BASP reporting requirement

Child care agencies who are **not** participating in CWELCC and BASP are required to submit an **accurate collection** of the following for each site, every month:

- 1) **Vacancies**
- 2) **Operating Capacity**

3) Waitlist

Definitions

Review these definitions to help you with your reporting.

Vacancies	Number of spaces that are currently open per program, based on the current staffing complement. Calculation: Operating Capacity minus Enrolment equals Vacancy.
Operating Capacity	Number of children the centre can serve based on their staffing complement and budget. Total operating capacity cannot exceed the licensed capacity.
Waitlist	Number of children waiting for admission per program. Providers are reminded to regularly update their waitlist per age group to ensure the data accurately shows the number of children currently waiting for a space per program. Promptly remove children from the waitlist who have secured a space or have aged out.
ECIS	Is the acronym Eligible Child Ineligible Space to describe CWELCC eligible Kindergarten children enrolled in a school aged room.
ICES	Is the acronym Ineligible Child in an Eligible Space to describe school aged children enrolled in a CWELCC space.
Part-Time Enrolment	Number of children enrolled less than 5 full days a week (less than 6 hours a day)
Full-Time Enrolment	Number of children enrolled 5 full days a week (6 or more hours a day)

Note:

Children must only be counted once for the program based on their age.

Enrolment should reflect the last business day of the previous month.

If one child leaves the program at any time during the month and is replaced by another child enrolment is counted as one.

If you are using Alternate Capacity, please explain how it affects your vacancy and operating capacity numbers in the **Comments section**.

Each child should **only be reported once** on the CWELCC attendance as of the last business day of the previous month (see Appendix A for examples).

All other columns are automatically populated by OCCMS and cannot be edited.

Please note: Reporting School Age Children

If a child turns 6 years old between January 1 and June 30, they are eligible for CWELCC until June 30 of that year and must be reported in the kindergarten age group.

If a child turns 6 years old between July 1 and December 31, they are eligible for CWELCC until the end of the month they turn 6 and must be reported in the kindergarten age group until then.

Non-compliance

If you do not submit this information in OCCMS by the end of the 9th business day of each month, corrective actions may be taken as outlined in the *Deadlines Compliance Policy* and the *Hold Policy* in the Service Provider Handbook.

This information must be accurate and submitted by the due date as these numbers directly determine funding allocations for child care providers in Peel.

Review past attendance reporting

From the OCCMS main page, select Attendance, then Record of Attendance from the Menu.

Enter the name of your Head Office. You can also use other filters, such as Month, date the data entry was Completed, or the date the data was Verified to help you find the attendance report you need. Note that the year will default to the current year, so you will need to manually change the year for the previous year's data.

If you are a child care service provider with multiple sites, after you enter the Head Office name, select the **Provider Site** for which you would like to review the Site Attendance from the drop-down list.

To view the attendance reporting for a specific month, click on the link for that month.

Please note once the data in the Vacancies, Operating Capacity, Waitlist table and Attendance CWELCC table has been submitted, they cannot be edited. Should you need to make changes please contact zzg-sppmrequests@peelregion.ca.