



A.D. MORRISON & ASSOCIATES LTD.

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GWA-OW CALCULATOR FOR WINDOWS

- A user-friendly GUI (Graphical User Interface) that is faster and more intuitive.
- Simplified data entry controllable via the mouse and/or keyboard using:
 - o Check Boxes – turn options or settings “ON” or “OFF”.
 - o List boxes – select from a list of valid choices.
 - o Calendar – select a date from a perpetual calendar.
 - o And more!
- You can switch between information using the new “tab” and “button” system which makes it much easier to go back and forth between various case information screens such as the Form 1, Dependents, Entitlement, etc. (see the attached screenshots).
- Easy and flexible search functions.
- **Windows-based reporting**
 - o All printable items in the program such as cheques, reports and forms are now generated using a Windows based application.
 - o The advantages are that you can now print to any type of printer such as inkjet or laser, parallel/USB/network, etc. If it works in Windows it will work with the program.
- **PDF generating capability**
 - o Any report or form can be now saved as a PDF file (Portable Document Format).
 - o The PDF is created internally through our program, so there is no need to purchase special PDF creation software.
 - o The PDF files can then be emailed, electronically transferred, saved and/or backed up.
- **Outcome Measures Support**
 - o A report will generated with the Month End Procedures that contains all the Outcome Measures items that can be captured from the program for that claim month. These figures can assist you in populating your Ministry spreadsheets.
 - o Income Statement History – you can enter Income Statement histories for each member of the benefit unit (eg. Applicant, Spouse, Dependents). When the benefit unit returns their income statements you can enter those details into the program. This is required to generate various items on the Outcome Measures report pertaining to the number of earners and the average income earned in specific months.

- **Month End Procedures**

- The “Standard Month End Procedures” have now been simplified and automated even more than before!
- You can no longer close off a claim month that is “out of balance”, the program will not let you proceed with the closing process unless the system is balanced first.
- Subsidy claim forms can only be done once to avoid accidental re-creation of the forms, but the reversal function still exists should the need arise.
- All reports are generated automatically reducing the chances of important reports being skipped and not printed at all (previously you could turn off certain reports).
- The standard month end reports are now stored in multiple PDF files. You can then:
 - Print them for your records or to mail to your Ministry/INAC representative.
 - Keep it on the hard drive which will reduce your paper usage considerably.
 - Email or electronically transfer the reports to your auditor, Program Review Officer, etc. which saves postage!
- A separate PDF file containing a “Ministry” version of the month end reports is also generated.
 - This report contains all the items that the Ministry/INAC require copies of.
 - The file can then be emailed or electronically transferred to your Ministry/INAC representatives saving you postage/courier fees and most importantly time.
 - You will still have to mail the original subsidy claim forms as they must be manually signed before being processed by the Ministry/INAC.
- “Subsidy Claim Forms”, “Employment Statistics”, and “Outcome Measures” are now automatically generated and included in the PDFs. This was a separate step previously.

- **Backup Service**

- This is an optional annual subscription-based service that allows you to send a securely encrypted copy of your program’s data to our file server. This is done via an encrypted file transfer that is automated through a menu option in the program. This only backs up the actual data files, not the software or the PDF reports.
- Our server is backed up regularly and backups are stored off-site.
- This can be used as your sole backup method or in conjunction with your existing backup procedures for an additional level of security or fault tolerance.
- You must have a reliable internet connection for this service to function properly (high speed recommended but dial-up or low speed will work as well).
- You can backup your data as often as you like and there is no cost involved for us to retrieve your backup. This is another way to protect your data against catastrophic loss due to fire, flood, hardware failure, theft, vandalism and other potential disasters.
- We do not transfer or give your data to anyone without your express written consent.
- A 1 year subscription to this service is only \$360.00, contact us to renew or subscribe.

- **Various Reports and Forms**

- Mailing Labels –new feature allows you to select multiple clients or suppliers to print labels for. Useful when doing mass mailouts to clients.
- Caseload Education Statistics – this new report will give you a current snapshot of the education levels of all the members of every benefit unit based on the information entered into the case files. You will get a breakdown on every level of education, the number of applicants/spouses/dependents, percentages based on caseload, etc.
- Forms that have a “dated at”, “this ____ day”, etc. section are now filled in automatically with information that you can configure.
- Newly added blank Ministry Forms:
 - Appeal Form (Social Benefits Tribunal)
 - Child Care Receipt
 - Co-Resident Information Sheet
 - Co-Resident Questionnaire
 - Consent To Release Medical Information (Ontario Works version)
 - School Attendance
- Literacy Screening Test – the “checklist” has been added to this form so that caseworkers can process the test results and determine the proper direction for the client as necessary.
- INAC Monthly Report – INAC’s version of MCSS’s Cost Of Administration form.
- ONWAA Forms – these new forms were created by ONWAA and are used in their standard forms package:
 - Alternative Child Care Expense Form
 - Authorization For Direct Payment
 - Child Care Agreement
 - Community Start-up Benefit
 - Confirmation of OW
 - Endorsement of Residency
 - First Nation Interoffice Consent To Disclose
 - First Nation Interoffice Verification
 - Homemaking Update
 - Overpayment (Additional)
 - Overpayment (New)
 - Random Home Visits
 - Registered Indian Band List Consent Form
 - Shelter Agreement
 - Social Services Verification Of School Attendance
 - Statement Of Income

- **Cheque Support**
 - o All the cheques generated from the program now support the new 2007 cheque standards (effective January 2007) which require certain items to be printed in specific areas on the cheque as well as other security features.
 - o Cheque stubs now only generate the items that the applicant is eligible to receive.
 - o Cheque formats supported:
 - Stub – Cheque – Stub (format used by the majority of our clients)
 - Stubs are identical and it does not matter which one the client receives.
 - Stub – Cheque – Income Statement (format used by the majority of our clients)
 - Same as the above cheque format except that the bottom stub is replaced with a standard Income Statement with the client’s ID number and reporting dates printed on it.
 - Cheque – Stub – Stub
 - Cheque is located at the top followed by 2 identical detail stubs.
 - Cheque – Stub – Income Statement
 - Same as the above cheque format except that the bottom stub is replaced with a standard Income Statement with the client’s ID number and reporting dates printed on it.

- **DSSAB (District Social Services Administration Board) Support**
 - o Our program currently has the ability to generate information that can be sent to a centralized site (DSSAB, Tribal Council, etc.) on a regular basis.
 - o Each site operates independently and does their own reporting, forms, etc. as normal.
 - o Each site sends the data to the centralized site on a regular basis (eg. Monthly) to provide them with the most current information.
 - o The centralized site would need to purchase a copy of our DSSAB program to perform the various functions outlined below:
 - Print out an individual site’s Subsidy Claim Form for the current period.
 - “Roll up” the Subsidy Claim figures from all member sites into 1 consolidated Subsidy Claim form for submission to the Ministry and/or INAC for processing.
 - Perform basic “Client Inquiries” on currently active clients in each site.

MINIMUM SYSTEM REQUIREMENTS

- Screen resolution (desktop size) is 800x600 (1024x768 or higher recommended)
- Operating System: Windows 98, ME, NT, 2000, XP (XP Recommended), Vista
- Memory: 256mb (the more the better it – and your computer - will perform)
- 50mb of free hard disk space (initial use, more will be required over time as data is entered.)

SAMPLE SCREENSHOTS OF THE REPORTING MODULE

GWA-OW Report

Ministry of Community and Social Services
Application for Assistance under the Ontario Works Act
Income Support under the Ontario Disability Support Program Act

Application Update Report (includes FBA)

Part 1: Financial Assistance

Trans Type	D	Today's date	Office I.D.	Caselead	Case Identification	Date	Sec
1	Pgm.	Pym.	SA	CC/RA	Eff. Date of Grant	STEP	Period
2	Exp. Date	Ineligibility	Reason	Exp. Anal.	2		
3	Eff. date change	Reason for Hold	100% M	I.W.S.	Date entered prev.	Pending Stat.	Non-Recd. Asch. Date
4	Effective Date	Transfer	Program	Change to Office	Chgs. to Clk.	FBA Date to Refer	After. Ref. Off.
5							

Has the applicant previously applied for assistance under the General Welfare Assistance Act, the Ontario Works Act, for benefits under the Family Benefits Act or support under the Ontario Disability Support Program Act?

no GWA FBA ODSP Location Date of Last Assistance Amount \$

If yes, have you ever had your assets assessed at the higher ODSP asset level? no yes

1. **Case Class**

Ontario Works Act single (18 & over) disabled aged other, provide details

Ontario Disabilities Support Program disabled other, provide details

Family Benefits Act sole support

2. **Applicant** Surname: Dough

Mr. Mrs. Ms. Miss

Birth date: 25-Dec-1983 single married widowed deserted

Address: P.O. Box 123, Golden Pond, ONT

GWA-OW Report

Printed: May 19, 2006 @ 14:24 Your First Nation Name Goes Here Page 1 of 2

Client ID	Case Worker	Office Number	Office Code	Active (Y/N)
DOUGJ251283	ADM	9999	BT	Yes

CLIENT DETAILS

Client Name: Ms. Jane Dough
 Address Line1: P.O. Box 123
 Address Line2:
 City/Province: Golden Pond, ONT
 Postal Code: P0V 1T0
 Phone: (807)123-4567
 Gender: Female
 Social Insurance No: 999999999
 Health Number: 999999999XX
 Birth Date: Sunday, December 25, 1983
 Marital Status: Single

Number of Adults : 1 Boarders/Roomers/Sharers: 0/0/0
 Dependents 13 & Over : 0 Living With Parent Rule : No
 Dependents 12 & Under: 1 Accom. Owned By Parents : No
 Temporary Care : 0 Financially Independent : No

CASE DETAILS

Reason for Starting Assistance: INABILITY TO OBTAIN REGULAR EMPLOYMENT
 Starting Assistance Date: Monday, November 04, 2002
 Reason for Ending Assistance: WHEREABOUTS UNKNOWN
 Ending Assistance Date: Friday, November 01, 2002
 Is the client a Band Member: Yes
 Does the client have Status: Yes

GWA-OW Report

Ministry of Community and Social Services
Application for Assistance - Ontario Works
Part 2: Participation Agreement

Applicant/Participant Spouse Dependant

Part A: Participant/Office Information

Participant Name: Jane Dough Case ID: DOUGJ251283 Case/bedno:

Address: P.O. Box 123, Golden Pond, ONT Postal code: P0V 1T0 Home Telephone Number: (807)123-4567 Work Telephone Number: Telephone Number:

Part B: Deferral Information

Temporary deferral of active participation? Yes No

Deferral reason(s):
 Date from:
 To:
 Review Date:

Next Steps

Declaration of Deferral:

1. I, undersigned below as Participant, do solemnly declare that I am an Applicant / Spouse / Dependant under the Ontario Works Act

2. I, undersigned below as Participant, understand that my participation in Ontario Works activities has been temporarily deferred and will be reviewed on Review date stated above.

3. I, further understand that I must contact my Ontario Works worker immediately if any circumstances change that would affect the nature of and/or period of the deferral.

Signature of Participant: _____ Date: _____
 Signature of interpreter where applicable: _____ Date: _____

SAMPLE SCREENSHOTS OF THE ENTRY SCREENS

Basic Info (ID# [REDACTED])

Name Gary [REDACTED]

Basic Info...
Form 1 Info
Notes (8)
CheckList

Calculation and Supplier/Paid Direct
Calculation
Inc. Statement

Employment Assistance
Employment Assistance 1
Employment Assistance 2
Employment Assistance 3

Reports
 Client Information (includes Budget Worksheet Info) Rights & Responsibilities Form Run Reports
 App. for Assist.-Part 1-Financial Assistance Declaration of Support & Maintenance
 App. for Assist.-Part 2-Participation Agreement Residence Information for Provincial Chargeback
 Form 3 - Consent to Disclose Auth. to make Direct Landlord Payment
 Verification Checklist Form Auth. to make Direct Supplier Payment(s)

Show Transaction History

Recipient	Cheque Notes	Cheque Date	Cheque #	Type	Amount
Gary [REDACTED]	Assistance Cheque	14/10/2008	T 4867	Assistance	\$0.00
Gary [REDACTED]	Assistance Cheque	01/08/2008	25917	Assistance	\$357.00
Gary [REDACTED]	Assistance Cheque	23/06/2008	25515	Assistance	\$357.00
Gary [REDACTED]	Assistance Cheque	01/06/2008	25086	Assistance	\$357.00
Gary [REDACTED]	Assistance Cheque	01/05/2008	24620	Assistance	\$357.00
Gary [REDACTED]	Assistance Cheque	01/04/2008	24157	Assistance	\$357.00

Details
Close

Basic Information: Gary [REDACTED]

Client ID [REDACTED] Caseworker: ADM First Nation Reference 9999 Sub Office [REDACTED]

Basic Info Part 1 **Basic Info Part 2** Spouse Info Children Info: 0

Case Type: Regular
 Payment Frequency: Once a Month
 Reason for Starting Assistance: PENDING UNEMPLOYMENT INSURANC
 Temporary Care Allowance ONLY
 Eligibility Start Date: 31/07/2003
 Reason for Ending Assistance:
 End Assist. Date: 15/10/2008
 On the Daily Cheque Approval
 Make Cheques Payable to Trustee
 Payment Type: Cheque

Mandatory Requirements ID: [None Selected]
 Job Type: [None Selected]
 Non-Compliance 3 mth sanction: None
 Non-Compliance 6 mth sanction: None
 Employment Stream: None
 Program Type: Ontario Works/GWA
 Redocumentation Date: 10/01/2009 Reset
 Rights & Responsibilities Date: 10/01/2009 Reset

Previous Spousal Relations
 Does the Client have Status
 Is the Client a Band Member
 Employed
 Employable
 Nursing Home
 Extended Care
 Is a Hostel or Transient
 Homeless
 Receiving Financial Assistance
 Active in Employment Assistance
 Client is receiving a Gov. Benefit
 Currently in Non-Compliance

Active Client OK

Form 1 Information: Gary ██████ (ID# ██████████) (Press F12 key to access comments...)

Info | Employment | Assets A | Assets B | Income | Property/Revenue | Residence A | Residence B | Final

Applicant is Boarding (Room and Meals Provided) Applicant Owns a Home or Condominium
 Applicant is Renting Applicant is in a Hospital, Nursing Home or other Institution

Type: House Subsidized # rooms: 0 Ver'd:
 Landlord: ██████ Rate (monthly): \$0.00 Heating (monthly): \$0.00 Electric: \$0.00
 Address: Type: Equal Billing Water: \$0.00
 Phone: Fire Insurance (per year): \$0.00 Utilities: \$0.00 ver'd:

Applicant Pays The Total Accommodation Costs
 Special Items are required by the Applicant, spouse or other beneficiary
 Does Applicant, spouse or dependants have any Life Insurance?

OK

Caseworker Notes: Gary ██████ (ID# ██████████)

Date	Finalized
15/10/2008	Yes
15/10/2008	No
15/10/2008	No
15/10/2008	No
15/10/2008	No
14/10/2008	No
03/10/2008	Yes
03/10/2008	Yes

Date: 03/10/2008

Notes

These are some new notes.

Finalized (Cannot be changed)

Delete

Print

All Notes between 15/10/2007 and 15/10/2008 Current Note Only
 Paper: Letter Sorted: Descending

Preview Print Close

Entitlement Calculation Information: Gary ██████████ (ID# ██████████)

Shelter Costs | Income | Assistance | Other Assistance | TCB/SBP @ 100% | Supplier Deductions

Calculation Benefit Period: 14/10/2008

Household Details

Adults: 1
 Adults Over 65: 0
 Dependents 18 or Older: 0
 Dependents 13 to 17: 0
 Dependents 12 or younger: 0
 Children in Temporary Care: 0

Roomers: 0
 Boarders: 0

Sharers: Male: 0 Female: 0 = 0
 Income from Sharers: \$0.00

Other Costs

Special Diet: \$0.00
 Description:
 Pregnancy Nutritional Allowance: \$0.00

Shelter Costs Monthly

Shelter Type: Rent
 Rent/Lodging per Month: \$0.00

Allow Shelter to be Prorated
 Living with Parent Rule Applies
 Accommodation owned by Parents
 Financially Independent

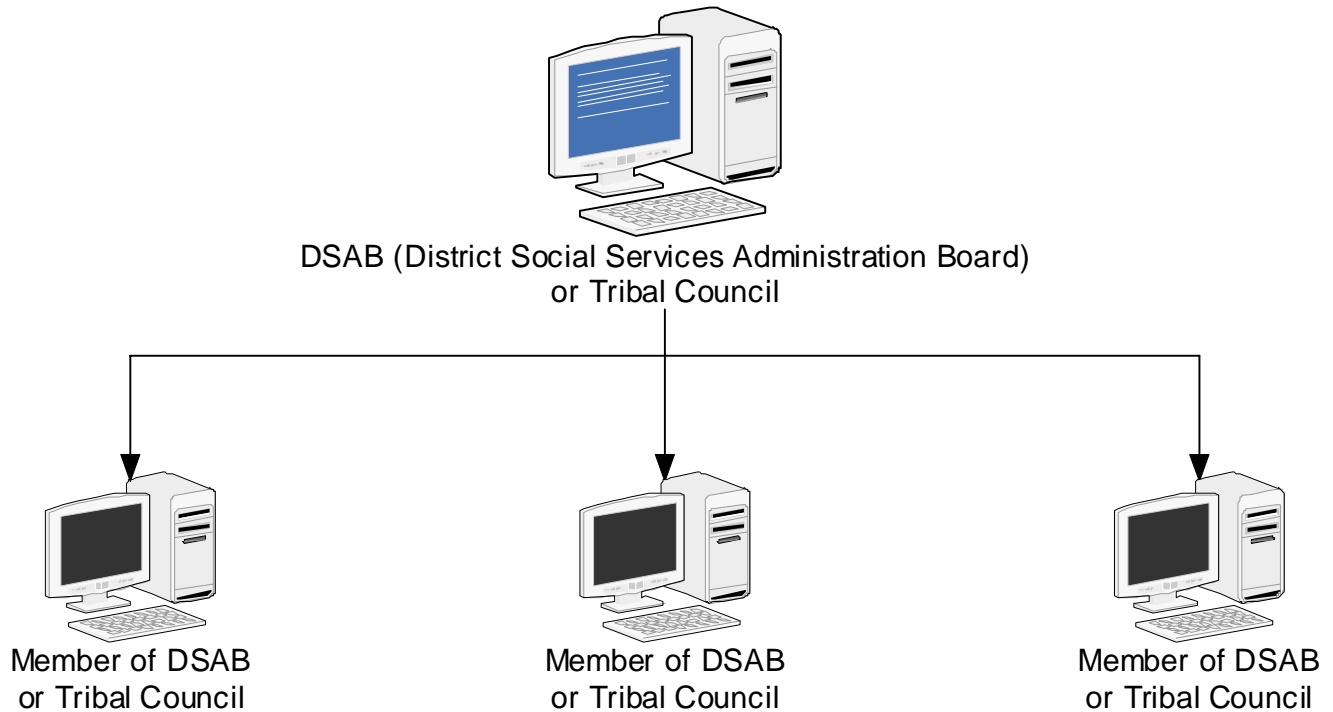
Heat Bill: \$0.00
 % of Heat: 100 Heat Amount: \$0.00
 Transferred to Utilities: \$0.00
 Water Bill: \$0.00
 Electric Bill: \$0.00
 Other (Sewer, etc): \$0.00

Total Utilities: \$0.00

Fire Insurance: \$0.00
 Service Fees/Taxes: \$0.00
 Miscellaneous Costs: \$0.00
 Description:

OK

Centralized Administration Board



Each member of the DSAB/Tribal Council operates as normal and are independently generating reports and information as per their own local office's requirements.

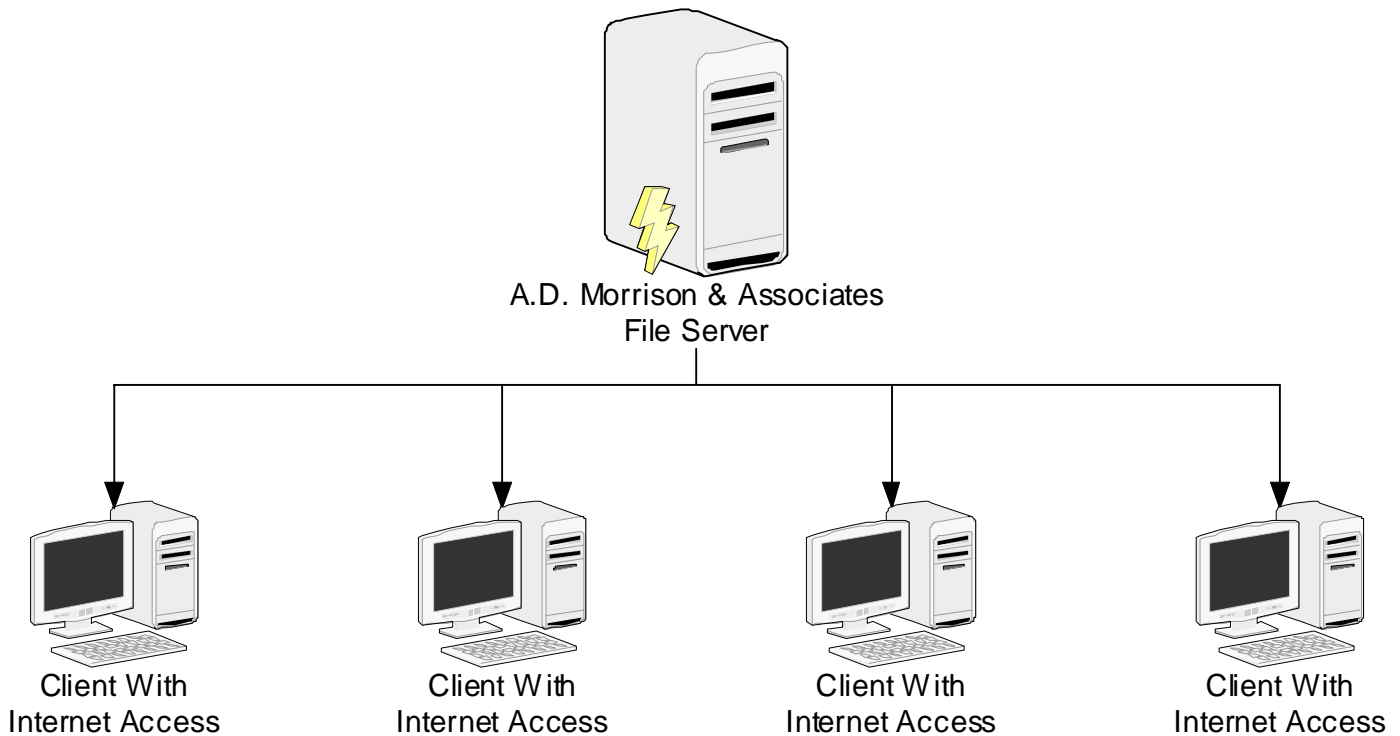
On a monthly basis, each member creates and transmits a file electronically to the Administration Board. This file contains the following information:

- Basic client information for active clients from each site
- Monthly subsidy claim form totals and statistics

Once the information has been received by the Administration Board, they can:

- Produce the subsidy claim forms for any individual member site
- Produce a "rolled up" version of all the members' subsidy claim forms for submission to the Ministry and/or INAC as necessary.
- Perform basic inquiries identifying client's that are active in each site to assist in the elimination of fraud or for other related purposes (client inquiry).

Backup Service



With our "Backup Service", clients can transmit their Social Services data files electronically to our "File Server". This provides clients with a disaster recovery plan to help them get back up and running as quickly as possible in the event of emergencies such as fires, theft/vandalism, floods and other natural disasters.

Our file server is backed up on a regular basis ensuring that your data would be backed up as well.

The file that is being sent to our server over the internet is securely encrypted prior to transmission to prevent any unauthorized interception.

This backup feature can be used as your sole method of backing up your data, or to compliment your existing backup strategies that you may already have in place.

This is an optional subscription based service and is available for the low rate of \$360 per year per site.