

**ONTARIO EMPLOYMENT ASSISTANCE SERVICE (OEAS) CLIENT REPORTING
TEMPLATE INSTRUCTIONS FOR SERVICE PROVIDERS**
[For Services other Than Employment Resource Centres (ERC's)]

The Ministry of Training, Colleges, and Universities (MTCU) requires the submission of a Client Reporting Template (CRT) on a quarterly basis, as part of agreements with service providers. The OEAS Client Reporting Template (OCRT) is to be accompanied by a scanned memorandum signed and dated by the appropriate authorized signing officer certifying the report. The following tools and instructions will aid the entry of participant data and submission of the Reporting Template and scanned memorandum to MTCU.

OEAS REPORTING PACKAGE

The package contains:

1) OEAS Client Reporting Template Instructions

These instructions provide guidelines for data entry, data storage, reporting schedule and method of submission of the OEAS Client Reporting Template and signed memorandum. The instructions begin on Page 2 of this document.

2) OEAS Client Reporting Template

The OEAS Client Reporting Template is in Microsoft Excel format. It was developed for the sole purpose of reporting back to MTCU.

3) OEAS Data Definition

The Data Definitions, on a separate tab in the excel document, identifies each data field, the field description, the field format (i.e. drop down, text entry, numeric entry) and whether a field has a mandatory requirement to be completed. It should be read and understood to ensure that data is entered correctly.

4) OEAS Look Up

On the third tab of the excel document. It lists all the fields that contain drop-down menus and their content.

OEAS REPORTING TEMPLATE INSTRUCTIONS

DATA ENTRY

The OEAS Client Reporting Template is a Microsoft Excel spreadsheet with data field headings listed each column. Each participant record will appear on a separate row of the spreadsheet.

Data is to be provided for every program participant. Each new participant should be a new entry (i.e. a new row). All associated data for that participant's participation in the program should be entered on the same row in the appropriate field columns. Data fields are listed in the order that they appear on the OEAS Participant Information Form

The template should be updated on an ongoing basis. Each quarterly submission should be the cumulative data set. Continue to update existing client records and add new client records with information that is available. There should only be one record per client. Send the latest version of the Reporting Template for each submission.

MTCU requires the reporting of personal participant and activity data. Personal participant information includes data such as name, SIN, address, and phone number. Activity data relates to the information of the client's participation in the OEAS program from intake to the result of the intervention.

The reporting template accepts data input in the form of text entries, numeric entries and drop down lists. Most of the fields are mandatory. The data dictionary outlines data entry requirements for each field.

The spreadsheet has the "freeze pane" feature enabled to allow column headers and participant names to be viewable at all times. This feature can be disabled by selecting the "Unfreeze Panes" option in the Window menu of the Microsoft Excel toolbar.

Data entry frequency can be determined by the delivery site however data should be as current as of the end of the reporting period for quarterly submission to MTCU.

DATA STORAGE (PROTECTION & BACK-UP)

As personal information is being captured and stored, necessary care should be taken to ensure the security and integrity of individual participant data. Appropriate products, tools, measures and procedures to prevent the unauthorized or inadvertent collection, use, disclosure, loss, alteration or destruction must be used.

Access to personal information of individual participants must be limited to employees and subcontractors who need the personal information to deliver the program and ensure the compliance with its obligations under the Agreement.

Please refer to your OEAS Agreement for the terms and conditions of Access to Information and Protection of Privacy.

It is advisable to regularly backup two work copies of the data report file in case of file corruption.

REPORTING SCHEDULE

Data should be entered in the spreadsheet on a schedule that will allow timely submission of data to MTCU. The data should be as current as of the reporting period end date. Submission of data to MTCU is due on the first Friday of the first full week of the quarter falling between the 6th and 12th of each month. The reporting schedule is as follows:

REPORTING PERIOD	REPORTING DEADLINE
April 1 st - June 30 th 2011	Friday, July 8, 2011
July 1 st - September 30 th 2011	Friday, October 7, 2011
Oct 1 st - December 31 st 2011	Friday, January 6, 2012
Jan 1 st - March 31 st 2012	Friday, April 6, 2012

DATA SUBMISSION

The OEAS Client Reporting Template and memorandum files should be named with the Service Delivery Site ID Number which can be found on your agreement and the corresponding reporting period date as noted in the chart above:

<SDS SITE ID NUM> - <REPORTING PERIOD> e.g. 1234A - 2011 01 01 – 2011 03 31

The submission of the OEAS Client Reporting Template should be accompanied by a scanned memorandum signed and dated by the appropriate authorized signing officer certifying the report.

The participant data report and memorandum files are to be submitted to MTCU on a password protected USB (Universal Serial Bus) flash drive. USB flash drives are memory devices that plug into a computer's USB port. The USB flash drive must have a strong password security feature to ensure that files are submitted in the manner prescribed.

Information regarding the use of strong passwords can be found at the link below.

<http://www.ipc.on.ca/English/Resources/Educational-Material/Educational-Material-Summary/?id=628>

The password protected USB flash drive containing your files should be couriered to the named MTCU local office contact as per your agreement. The password should be sent to the same local office contact by e-mail. Alternatively, the password protected USB flash drive can be delivered personally to the MTCU local office contact.

The blank USB flash drive will be sent back to the service provider in time for submission of the next quarterly report. Files previously saved on the flash drive will be deleted by MTCU. The MTCU local office contact will notify the service provider should there be any issues with the file or data.

HELP AND SUPPORT

Contact your MTCU local office contact for help and support.