

**ONTARIO SELF-EMPLOYMENT BENEFIT (OSEB)  
QUARTERLY STATISTICAL REPORT  
INSTRUCTIONS FOR OSEB COORDINATORS**

The Ministry of Training, Colleges, and Universities (MTCU) requires that you submit the OSEB Quarterly Statistical Report (QSR) as part of the Ministry's agreement with you. The QSR is a reporting method designed to capture data on program indicators, success outcomes, the results of the Voluntary End of Program Survey and individual participant updates.

**OSEB REPORTING PACKAGE**

The package contains:

- 1) OSEB Quarterly Statistical Report Instructions  
These instructions provide guidelines for data entry, data storage, when and how to submit the OSEB QSRT and Status Narrative.
- 2) OSEB Quarterly Statistical Report Template (QSRT)  
The OSEB QSRT is in Microsoft Excel format. It was developed for the purpose of reporting aggregate data only to MTCU.
- 3) OSEB Quarterly Statistical Report Template (QSRT) - Status Narrative  
The OSEB Status Narrative is the tool for reporting and receiving feedback against targets and actual results, and participants' progression. It is submitted with the QSRT.

**1. OSEB QSRT INSTRUCTIONS**

The template for 2011/12 is intended to capture data for all (i.e. carry-over and new) individuals receiving services from you on or after April 1, 2011.

**Data Entry**

The OSEB QSRT is a Microsoft Excel spreadsheet with the following fields:

OSEB Coordinator Information

Name of OSEB Coordinator is the organization name and Contact Name is the name of the organization contact.

The Region is North, South, East or Central.

The MTCU Office is the local MTCU office.

The Agreement Number is the purchase order or PO number found on your agreement.

### Program Indicators

This section of the QSRT accepts data input in the form of numeric entries only.

Data fields are listed in the order that they appear on your OSEB Coordinator Business Plan Description – Template 1.

Enter target and actual figures for the current quarterly reporting period. Subsequent templates should also include the data for preceding quarters that were previously completed in order to have cumulative totals in the “YTD Totals” column.

The targets are included in your OSEB Coordinator agreement – Schedule B and E.

No other program indicators should be added to this template. If other program indicators or activity milestones exist in your Business Plan Description – Template 1 or agreement, you may be asked by your Employment Training Consultant (ETC) to report on these separately.

### Success Outcomes

This section of the QSRT accepts data input in the form of numeric entries only.

Data fields are listed in the order that they appear on your OSEB Coordinator Business Plan Description – Template 1.

Enter target and actual figures for the current quarterly reporting period. Subsequent templates should also include the data for preceding quarters that were previously completed in order to have cumulative totals in the “YTD Totals” column.

The targets are included in your OSEB Coordinator agreement – Schedule B and E.

The Client Satisfaction percentage target is already populated with the standard expected achievement rate of 80%.

The actual result for the Client Satisfaction percentage will automatically populate in the corresponding field once the numbers are entered in the Voluntary End of Program Survey Data section.

No other program indicators should be added to this template. If other program indicators or activity milestones exist in your Business Plan Description – Template 1 or agreement, you may be asked by your ETC to report on these separately.

### Voluntary End of Program Survey

100% of clients should be given the opportunity to complete the Voluntary Satisfaction Survey. The Voluntary End of Program Survey result is based solely on the number of clients who **complete** the survey.

There are 5 options for clients:

1. Strong Disagree

2. Mildly Disagree
3. Neutral
4. Mildly Agree
5. Strongly Agree

Enter the number of clients who answered for each option.

The total of the 5 categories will automatically populate in the Total field. Once you have entered the data in the 5 categories, please ensure the total matches the number of clients your records indicate have completed the survey.

The 80% client satisfaction expected result is based on those clients who choose to complete the survey and answer Mildly Agree – 4 and Strongly Agree -5.

## 2. OSEB QSRT- STATUS NARRATIVE

The OSEB QSRT – Status Narrative is a supplement where you can provide:

- Details on what targets weren't achieved and why
- A note on any adjustments you plan to make to better achieve targets
- A very brief update on every participant.

Please be brief and succinct (i.e. bullet points) when providing information.

### Part 1

If you are currently on target for the program indicators and success outcomes, you can just indicate "All targets are being met". You are not required to elaborate if you are achieving your targets.

If you are not achieving your targets, please provide the information requested unless otherwise specified by MTCU.

### Part 2

Please provide the required participant information requested unless otherwise specified by MTCU.

## DATA STORAGE (BACK-UP)

It is advisable that you regularly backup two copies of the QSRT to prevent loss in the event of a file corruption.

## REPORTING SCHEDULE

The data should be current as of the reporting period end date. The reporting schedule for the submission of the QSRT and Status Narrative to MTCU is as follows:

## Employment Ontario Partners' Gateway

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REPORTING PERIODS	REPORTING DEADLINE
April 1 - June 30, 2011	July 15, 2011
July 1 - September 30, 2011	October 15, 2011
October 1 - December 31, 2011	January 15, 2012
January 1 - March 31, 2012	April 15, 2012

### **DATA SUBMISSION**

Please complete one QSRT and Status Narrative per agreement. Documents must be submitted to MTCU by email.

Please ensure that your QSR is signed by your authorized signing authority or authorities in Part 2 of the Status Narrative.

### **HELP AND SUPPORT**

Please contact your MTCU local office for help and support.