

COVID-19 Vaccination Policies —Training Delivery Agents (TDAs) Reporting Requirements

Note: This document is intended to provide guidance to TDAs but should not be relied on as medical or legal advice. In the event of any conflict between this document and any applicable legislation or any orders, directives, or instructions issued by the government, including the Office of the Chief Medical Officer of Health, the legislation, order, directive, or instructions prevail(s). TDAs are responsible for their compliance with any applicable requirements and are encouraged to consult with their legal counsel and local public health units on the development and implementation of COVID-19 vaccination policies.

General

Q. What information is my institution required to report to the Ministry of Labour, Training & Skills Development (MLTSD) in accordance with the instructions of the Chief Medical Officer of Health?

A. The Chief Medical Officer of Health requires all institutions to collect, maintain, and disclose the following statistical (non-identifiable) information:

1. the number of Required Individuals that provide proof of being fully vaccinated against COVID-19;
2. the number of Required Individuals that provide a documented medical reason for not being fully vaccinated against COVID-19;
3. the number of Required Individuals that complete an educational session about the benefits of COVID-19 vaccination where applicable; and
4. the total number of Required Individuals at the institution to whom the instructions of the Chief Medical Officer of Health apply.

Q. Why is the information necessary?

A. The information will enable the government to assess the progress of institutions in implementing COVID-19 vaccination policies and to determine the number of individuals on training site.

Q. When must I start reporting the information?

A. An initial report from TDAs is requested by **5 p.m. on Friday, October 15, 2021.**

Q. How often will my institution have to submit reports?

A. In order to assess the ongoing progress being made with implementation of COVID-19 vaccination policies, **reporting will be required weekly (by 5 p.m. on each subsequent Friday)** The ministry will notify all institutions if this changes.

Q. Is my institution required to report the information cumulatively or only for the previous week?

A. Data reported each Friday should include the data as of 11:59 p.m. on the Wednesday of that same week. Institutions should report data cumulatively since the launch of their vaccine policies (i.e. a rolling total of the of staff and apprentices who have attended training site and who have provided proof of vaccination; who have provided a medical exemption; or who have completed an educational session).

For example, the first report submitted by Friday, October 15, should include statistics for the number of staff and apprentices who attended the training site at any point from the launch of the policy on September 7, up to and including Wednesday, October 13. The second report should include statistics from September 7 through Wednesday, October 20.

Q. How should my institution submit reports?

A. All TDAs are required to submit reports via the Program Approval and Registration Information System (PARIS), with a secure log-in. PARIS will be live for reporting starting on Thursday, October 14.

Q. As PARIS is a system managed by the Ministry of Colleges and University, does this indicate any change in the accountability for TDAs away from MLTSD?

A. Although the PARIS system is maintained by the Ministry of Colleges and Universities IT Cluster, the data will be transferred to MLTSD for reporting purposes. The PARIS system is being used as an existing tool to ensure efficiency in collecting and compiling data; this does not affect the current funding and reporting relationship for apprenticeship schooling.

Q. What must I do if I do not currently have access to PARIS?

A. Institutions that do not currently have access to PARIS are being asked to identify a user for each training site (or one user for the entire institution who will submit reports for each training site). The ministry will send a link to PARIS, along with log-in information, to all identified individuals. When an identified individual logs in, they will be automatically directed to the vaccination policy reporting tab.

Users identified to report for multiple training sites will be able to select each training site from a drop-down menu and to submit data for each separately.

Q. Where can I find support for PARIS, including step-by-step instructions for logging in and submitting vaccination policy reports?

A. TDAs will receive an e-mail with instructions on how to register in PARIS and set a password. Once you log in, you will see a new left-hand menu item called Vaccination.

Guidelines will appear at the top of the page with helpful instructions on how to complete the page with the required information. Should you have further questions on how to use the system, please contact PCC@ontario.ca.