

**Ministry of Advanced  
Education and Skills  
Development**

Mowat Block  
Queen's Park  
Toronto ON M7A 1L2

**Ministère de l'Enseignement  
supérieur et de la Formation  
professionnelle**

Édifce Mowat  
Queen's Park  
Toronto ON M7A 1L2



September 8, 2017

Dear Employment Ontario Service Provider,

As part of our ongoing work to modernize and transform the ministry's employment and training programs and services, I am pleased to share information with you about a new initiative to design and eventually pilot common assessment tools that will better identify the employment-related needs of our clients.

The common assessment tools are intended to equip service providers with a more consistent means of assessing the employment and training needs of clients, and matching them to services of appropriate intensity. In addition, common assessment will help identify other health, human and social service needs (e.g., essential skills, housing and child care) and support timely referrals to relevant service providers. The common assessment tools and pilot are being co-designed with municipalities and two partner ministries: the Ministry of Community and Social Services and the Ministry of Health and Long-Term Care, and will focus on four key components:

- A jobseeker assessment tool that would allow individuals to identify their employment and wraparound service needs;
- A statistical model that serves as the foundation for the tool's predictive accuracy in streaming individuals to services of appropriate intensity;
- A Work Life Action Plan – which is a shared online space for service providers and individuals to collaborate on action planning; and,
- Connectivity between the tool and existing information systems, including the Employment Ontario Information System.

Presently, four programs have been chosen to be included in the development and prototyping of the tool, given their employment-related focus:

- Employment Ontario's Youth Job Connection (YJC)
- Employment Ontario's Employment Service (ES)
- Ontario Works – Employment Assistance (OW-EA)
- Ontario Disability Support Program – Employment Supports (ODSP – SP)

While earlier stages of the project focused on researching best practices and promising approaches, the work currently underway involves developing a better understanding of user needs, gathering and documenting key performance indicators and business requirements, and prototype testing leading up to a pilot launch.

We will continue to update you as this work progresses. The ministry will be contacting a small number of service providers within the network to contribute front-line staff or supervisor expertise to the technical team to further the pilot design work.

There may be future opportunities to participate in early testing of common assessment tools or in the pilot itself. Further information on these opportunities will be shared once details have been finalized by the ministry.

You will find more information regarding the Common Assessment tool on the [EOPG](#).

Thank you again for your ongoing commitment to delivering high-quality employment and training services to Ontarians.

If you have any questions, please contact your local MAESD office.

Sincerely,

Original signed by

Shelley Unterlander  
Assistant Deputy Minister (A)  
Employment and Training Division  
Ministry of Advanced Education and Skills Development

CC: Glenn Craney, Assistant Deputy Minister, Strategic Policy and Programs Division