

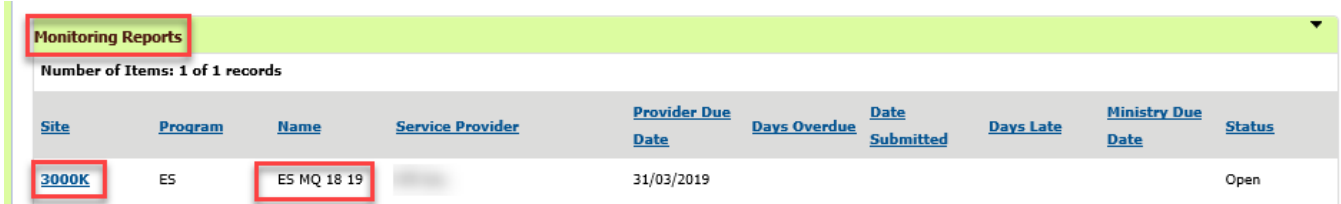
The detailed steps can be found in Chapter 7 of the EOIS-SP Connect User Guide



## Monitoring Questionnaire

### Completing and Saving the Monitoring Questionnaire

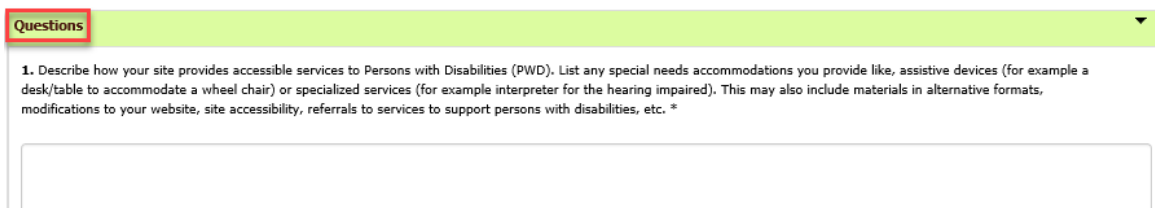
1. The MQ can be found on the Dashboard under Monitoring Reports. If not there, click on the Monitoring Tab and then on List Monitoring Reports.



A screenshot of a web application interface showing a table of Monitoring Reports. The table has a header with columns: Site, Program, Name, Service Provider, Provider Due Date, Days Overdue, Date Submitted, Days Late, Ministry Due Date, and Status. A single row is visible with the following data: Site: 3000K, Program: ES, Name: ES MQ 18 19, Service Provider: (blurred), Provider Due Date: 31/03/2019, Days Overdue: (blank), Date Submitted: (blank), Days Late: (blank), Ministry Due Date: (blank), Status: Open. The '3000K' and 'ES MQ 18 19' cells are highlighted with red boxes.

Site	Program	Name	Service Provider	Provider Due Date	Days Overdue	Date Submitted	Days Late	Ministry Due Date	Status
3000K	ES	ES MQ 18 19		31/03/2019					Open

2. Click on the appropriate site for completion.
3. Complete the questions under the Questions Panel. Remember, save frequently to avoid losing work.



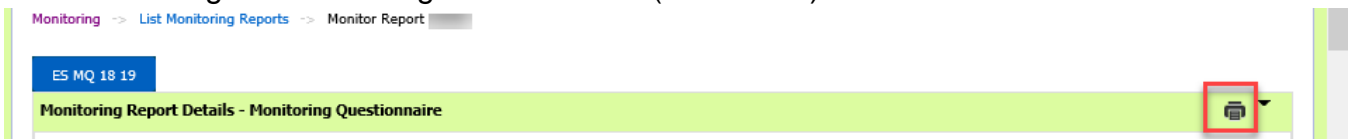
A screenshot of a web application interface showing a 'Questions' panel. The panel has a title 'Questions' and a text area for input. The text area contains the following text: '1. Describe how your site provides accessible services to Persons with Disabilities (PWD). List any special needs accommodations you provide like, assistive devices (for example a desk/table to accommodate a wheel chair) or specialized services (for example interpreter for the hearing impaired). This may also include materials in alternative formats, modifications to your website, site accessibility, referrals to services to support persons with disabilities, etc. \*'. The 'Questions' title is highlighted with a red box.

4. Once complete, click on Submit.



### Print the Monitoring Questionnaire (MQ)

1. After accessing the Monitoring Questionnaire (see above) click on the Printer icon.



The detailed steps can be found in Chapter 7 of the EOIS-SP Connect User Guide

2. A PDF document will display and can be printed and/or saved.

**SP Connect - Monitor Report: ES MQ 18 19**

**Monitoring Report Details - Monitoring Questionnaire**

Reporting Period	01/04/2018 - 31/03/2019	Due Date	31/03/2019	Status	Open
Site		Service Provider		PO Number	
Program	Employment Service	TP Accountability Office			
Employment Training Consultant		Consultant Email			

**Regional Risk Assessment Rating**

Region	Rating	Status	Last Update Date	Reason
Central Region	Low	Approved	17/07/2017	Migration
Eastern Region				
Northern Region				
Western Region	Low	Approved	17/07/2017	Migration

**Instructions**

The Monitoring Questionnaire is based on the requirements outlined in the program guidelines and Agreement deliverables committed to during business planning. It provides the service delivery site (SDS) with the opportunity to demonstrate the processes and activities it has in place in order to ensure success in meeting these requirements. Ministry staff will use the questionnaire as a starting point for discussion, and will be in touch following your submission of the questionnaire to discuss successes and/or challenges that the site has experienced. It is recommended that you have the following documents available when completing the following questionnaire: Your current agreement, Your approved 2018-19 Business Plan, All Quarterly Status and Adjustment Reports completed to date, All Estimate of Expenditure Reports submitted to date, under the current agreement, Past feedback reports for any observations / action items previously identified. Please provide as much information as possible in response to each question and ensure that it is completed and submitted to the ministry in EOIS-SP Connect within 15 business days of receipt. Provide responses to both ES and YJL programs and if necessary, specify which program(s) the response applies to.

