

## Employment Ontario Information System (EOIS) Service Provider (SP) Connect Bulletin

### **EOIS-SP Connect**

#### **What is happening?**

The Ministry of Training Colleges and Universities - Employment and Training Division is excited to announce the launch of a new Employment Ontario Information system for Service Providers. On June 15th, 2015, Service Provider Connect (SP Connect) will launch and help the Ministry and Service Providers work together to enable a consistent and streamlined approach for managing transfer payment agreements.

Aiming to be more user friendly, the first release of SP Connect offers Service Providers online access to their agreement details. This means Service Providers can now view the most up-to-date information online, this includes an electronic copy of the legal agreement, site allocations, site targets and planned payment schedules. The system will also enable Service Providers to submit reports such as the Estimate of Expenditures report directly online.

#### **What do I need to know?**

##### **Business Process Changes:**

Service Providers will now receive a notification e-mail instead of a template to indicate the Estimate of Expenditure Report (EER) has been released. Service Providers can go online to access the reports which will save time to complete as they will be prefilled with the most up to date information that already exists in the system.

Future releases will add the ability to submit business plan online and the Statement of Revenue and Expenditures Report (SRER).

##### **Updating EOIS ONE-key Terms and Conditions**

On June 15th, 2015, the EOIS ONE-key Terms and Conditions will be updated to reflect the addition of Service Provider Connect (SP Connect) system functionality. Users may be required to reaccept the Terms and Conditions the next time they log in through ONE-key date.

Employment Ontario Information System (EOIS)  
 Service Provider (SP) Connect Bulletin  
**Service Providers affected:**

Service Providers who currently have agreements for the programs listed below will be given access to SP Connect:

- Employment Service (ES)
- Literacy and Basic Skills (LBS)
  - Service Delivery (SD)
  - Service Organizations (SO)
  - LBS e-Channel
- Ontario Self Employment Benefit (OSEB)
- Youth Employment Funds (YEF)
- Ontario Employment Assistance Services (OEAS)
- Summer Jobs Services (SJS)
- Local Boards (LB)
- Targeted Initiative for Older Workers (TIOW)
- Canada Ontario Job Grant (COJG) (Service Provider only)

**User Setup:**

To prepare for the SP Connect system launch on June 15th, 2015, all Service Provider Service Provider Registration Authority should go into CaMS and begin to setup their users with the SP Connect user roles.

Role	Actions
<p><b>Service Provider Submission Authority (SPSA)</b></p> <p>Assign to a: Users who has the authority to submit information to the Ministry on behalf of the organization</p>	<ul style="list-style-type: none"> <li>• View agreement details including payment schedules, targets &amp; allocations</li> <li>• Edit and submit forecast and expenditure information</li> <li>• Generate reports</li> <li>• View calendar</li> </ul>
<p><b>Service Provider Administrator (SPA)</b></p> <p>Assign to a: User who has the authority to view and edit but cannot submit information to the Ministry.</p>	<ul style="list-style-type: none"> <li>• View agreement details including payment schedules, targets &amp; allocations</li> <li>• Edit forecast and expenditure information</li> <li>• Generate reports</li> <li>• View calendar</li> </ul>

If you have any questions about this process, please go to [Employment Ontario Partners' Gateway](#) (EOPG), as a number of valuable resources about User Management are available there:

Employment Ontario Information System (EOIS)  
Service Provider (SP) Connect Bulletin  
**Guide and Resources:**

Before June 15th, the EOIS section on the Employment Ontario Partners' Gateway (EOPG) will contain a new link for SP Connect. This link will contain a number of resources including guides and desk aids. It is strongly recommended that all Service Providers read the Start-up kit before accessing the system.

**Support:**

Service Providers are encouraged to contact their Employment and Training Consultants if they require additional SP Connect system support.

SP Connect will be compatible with standard browsers so no system upgrades will be required.

**Feedback:**

We would love to hear feedback so we can work to improve the system. If Service Providers have any suggestions or feedback about the system, they can submit feedback directly to the Ministry through the feedback section of SP Connect. The Ministry will review all suggestions and take them into consideration for future enhancements to the system.