

Employment Service (ES) Data Dictionary

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Person							
Reference Number	Person Home	Display field	N/A	The unique identification number of the client. This is automatically generated by the system when the client is registered. Reference # is the same as Participant ID. The Reference # is a 7 digit number. This number stays with the individuals regardless of program affiliation.			N/A
First Name	Register Person	Free Format Text Field	N/A	The first name of the registered client.			Yes
Last Name	Register Person	Free Format Text Field	N/A	The last name of the registered client.			Yes
Initials	Register Person	Free Format Text Field	N/A	The first letter of the person's first name, and the first letter of the person's last name = initials.			No
Mother's Birth Last Name	Register Person	Free Format Text Field	N/A	The birth last name of the mother of the registered client.			No
Title	Register Person	Drop Down	Dr. Miss Mr. Mrs. Ms. Prof.	The client's title.			No

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Middle Name	Register Person	Free Format Text Field	N/A	The middle name of the registered client.			No
Suffix	Register Person	Drop Down	Esquire Junior Senior First Second Third Fourth Fifth	The suffix of the registered client, e.g. Junior or Senior.			No
Birth Last Name	Register Person	Free Format Text Field	N/A	The birth last name of the registered client. This is only relevant if client's birth last name is different than client's current last name.			No
Gender	Register Person	Drop Down	Female Male Undisclosed	The gender of the registered client.			Yes
Date of Birth	Register Person	Date	Calendar	The date of birth of the registered client. Used to determine the clients age based on service plan start date.	Performance Reporting: The individual is: • younger than 20 years of age , or • older than 44 years of age	Performance	Yes
Registration Date	Register Person	Date	CalendarDefault - the date the EO case is created				Yes
Country of Birth	Register Person	Drop Down	*Country List Available upon Request	The country of birth of the registered client.			No
Status in Canada	Register Person	Drop Down	Canadian Citizen Other Permanent Resident	The client's legal status in Canada.			Yes
Date Arrived in Canada	Register Person	Date	Calendar	The date the client arrived in Canada.			No

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Preferred Language	Register Person	Drop Down	English French	The client's preferred language of service.	For federal reporting purposes		Yes
Preferred Communication	Register Person	Drop Down	Data Transfer Email Fax Hard Copy Phone	The preferred method of communication for the client.			No
Marital Status	Register Person	Drop Down	Common Law Divorced Married Separated Single Undisclosed Widowed	The marital status of the client.			Yes
Visible Minority	Register Person	Checkbox	N/A	This indicates whether or not the client has self identified as a visible minority.			No

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Person with Disability	Register Person	Checkbox	N/A	This indicates whether the client has self-identified as a person with a disability.	<p>The individual has self-identified as disabled as defined by the federal Employment Equity Act.(have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and who (a) consider themselves to be disadvantaged in employment by reason of that impairment, or (b) believe that a employer or potential employer is likely to consider them to be disadvantaged in employment by reason of that impairment, and includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace)</p> <p>Performance Reporting: "yes"</p>	Performance	No

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Aboriginal Group	Register Person	Drop Down	Aboriginal Ancestry First Nations Inuit Métis	This indicates whether the client has self-identified as an aboriginal.	The individual has self identified as an "aboriginal person", a person who is Indian, Inuit or Métis as defined by the federal Employment Equity Act. Performance Reporting: First Nations, Inuit, Métis	Performance	No
Newcomer	Register Person	Checkbox	N/A	This indicates whether or not the client has self identified as a newcomer to Canada.			No
Deaf/Hearing Impaired	Register Person	Checkbox	N/A				No
Francophone	Register Person	Checkbox	N/A				No
Social Insurance Number	Register Person	Free Format Text Field	N/A				No
Date of Death	Modify Person	Valid Date	Calendar	The date of death of the registered client.			No
User	Person Home	Display Field	N/A	The user who registered the client with Employment Ontario.			No
Primary Mailing Address	Register Person	Canada Post Look up	N/A	The primary residence of the client. This must be a mailing address contained within Canada Post database.			Yes
Alternate Mailing Address	Register Person	Canada Post Look up					No

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Phone Number	Register Person	Numeric	Primary Alternate Fax	The contact phone numbers of the client.			No
Email Address	Register Person	Free Format Text Field					No
Comments	Modify Person	Free Format Text Field		Allows the user to add comments to the Person record.			No
Employment (* Does not filter into performance reporting - see "Service Plan" for details)							
Employment Type	Create Employment	Drop Down	ES Placement with Incentive ES Placement without Incentive JCP Placement Paid Placement Hire SJS Placement Self-Employment Unpaid Volunteer	The type of employment.			Yes
Employer (A) For Employment Type JCP Placement Paid Placement Hire Self-Employment Unpaid Volunteer	Create Employment	Free Format Text Field	N/A	The name of the Client's employer.			Yes

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Employer (B) For Employment Type ES Placement with Incentive ES Placement without Incentive SJS Placement	Create Employment	Look Up for a previously registered Employer	Employer Search Criteria Reference Number or Trading Name and/or Business Address Line 1 and/or Registered Name and/or Business City	The trading name of the client's employer. This employer must be registered in the system.			Yes
From Date	Create Employment	Valid Date	Calendar	The start date of the client's employment.			Yes
Employment NOC	Create Employment	Numeric	N/A	The National Occupation Code of the position held by the client.			Yes

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Employment Reason For Leaving	Create Employment	Drop Down	Another Job Business Closed Downsizing End of Contract End of EO Placement End of Season Fired Illness Immigrated to Canada Incarcerated Lockout Moved Other Pregnancy Project Complete Retired Returned to School Strike Work Shortage Immigrated to Canada Incarcerated Lockout Moved Other Pregnancy Project Complete Retired Returned to School Strike Work Shortage	The reason why the client has left the position.			No
Placement Category	Create Employment	Drop Down	Apprenticeship On the Job Training Test and Hire Work Experience	The category of the placement.			No

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Wage Amount	Create Employment	Numeric	N/A	The wage amount the client is receiving for their employment.			No
Country of Employment	Create Employment	Drop Down	*Country List - Available upon Request	The country where the client's employment was based.			Yes
To Date	Create Employment	Valid Date	Calendar	The end date of the client's employment.			No
Primary	Create Employment	Checkbox	N/A	This field indicates whether or not the employment is the client's primary employment.			No
Job Title	Create Employment	Free Format Text Field	N/A	The position the person holds at the company at the time of employment.			Yes
Employment Hours per Week	Create Employment	Numeric	N/A	The number of hours per week the client is required to work.			Yes
Wage Per	Create Employment	Drop Down	Annum Bi-weekly Hour Monthly Weekly	The frequency of the client's employment wage.			No
Comments	Create Employment	Free Format Text Field	N/A	Allows the user to add comments to the employment record.			No
Education (* Does not filter into performance reporting - see "Service Plan" for details)							
Institution	Create Education	Free Format Text Field	N/A	The name of the Educational Institute the client attended.			Yes
Start Date	Create Education	Date	Calendar	The start date of the period of education.			Yes
Type	Create Education	Drop Down	Full-Time Part-Time	The education type.			Yes

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Qualification	Create Education	Drop Down	Grade 0-8 Grade 9 Grade 10 Grade 11 Grade 12 or equivalent OAC Some Apprenticeship Some College Some University Certificate of Apprenticeship Journey person Certificate/Diploma Applied Degree Bachelor's Degree Post Graduate	The level of education (or training) successfully completed, or in the process of being completed.			Yes
End Date	Create Education	Date	Calendar	The end date of the period of education.			No
Country	Create Education	Drop Down	*Country List - Available upon Request	The country where the Education was obtained.			Yes
Comments	Create Education	Free Format Text Field	N/A	Allows the user to add comments to the education record.			No
Service Plan							
Primary Client	Create Service Plan	Linked Display Field	N/A	The name of the client receiving services in this service plan.			N/A
Program	Create Service Plan	Drop Down	Employment Service Summer Jobs Service	The type of service plan being created.			Yes

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Owner	Create Service Plan	Drop Down	List of users at the same service provider organization as the user creating the service plan	The owner of the Service Plan will default to the user who is creating the Service Plan. Users can search and select another staff member from the same organization.			Yes
Referred In	Create Service Plan	Drop Down	Apprenticeship Program Bridge Training for Immigrants Co-op Diploma Apprenticeship Program Employment Ontario Service Provider Employment Service Provider Govt services Municipal Govt Training Federal Govt Training Provincial Independent Learning Centre Literacy and Basic Skills Service Provider Ministry of Citizenship and Immigration No Response Ontario Disability Support Ontario Internship Ontario Job Bank Ontario Women's Directorate Ontario Works Ontario Youth Apprenticeship Program Other Pre-Apprenticeship Service Canada Services for Aboriginal People Summer Job Service Youth Employment Strategy	The program from which the individual was referred.	The individual has been formally referred, through a recognized referral process, not word of mouth, to the Employment Service provider from either another EO service provider or another community organization. Performance Reporting excludes "no response" and "Employment Service Provider"	Performance	Yes

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Service Delivery Site	Create Service Plan	Look Up	List of all service delivery sites with the service provider organization that the users creating the service plan is a member of.	The Service Delivery Site associated with the Service Provider.	The funded Service Delivery Site (SDS) noted on the Schedule B and which has its own unique SDS number associated with it (MTCU generated via EOIS-CaMS).		Yes
Template	Create Service Plan	Drop Down	Job Retention / Maintien de l'emploi Job Search / Recherche d'emploi Job Search and Placement / Recherche d'emploi et de placement Placement Referral to Feepayer / Recommandation pour des etudes independantes Referral to Job Creation Partnership / Recommandation vers le Partenaiant our la creation d'emplois Referral to Second Career / Deuxième carrière Referral to Self Employment / Travail indépendant				Yes
Goal	Service Plan Home	Display Field	Work Experience	System generated. Non-editable.			N/A
Start Date	Service Plan Home	Display Field	Date	System generated. Non-editable. It is the date that the service plan was created in the system.		Performance	N/A
Plan Reference Number	Service Plan Home	Display Field	Numeric	The unique identification number for the Service plan. This is automatically generated by the system when the Service Plan is created.			N/A

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Status	Service Plan Home	Display Field	Open Approved Active Closed	Status is set by the system and non-editable.			N/A
Closure Reason	Close Service Plan	Drop Down	Change of Goal Client Deceased Client Moved Client Started a Business Completion Found Work Related to Goal Found Work Unrelated to Goal Left Labour Force Opened In Error Other Personal Reasons Program Unsuitable Training provider Closed Unable to contact client Unsatisfactory Employer Unsatisfactory Training Institute	The reason why the service plan is being closed.			Yes
Outcome	Close Service Plan	Drop Down	Employed Employed Part-time Employed Full-time Self-employed Employed Apprentice Employed in a prof occ/trade Employed in area of training/choice Employed in a more suitable job Both employed and in education Both employed and in training In education - OSSD or equivalent In education - postsecondary In education - AU In education - other In training - Apprenticeship	The outcome as a result of service, determined when the participant no longer requires service.	Employed/on a Career Path. Individual is either employed in one of the categories provided, or has returned to school or training full-time or part-time in one of the categories provided: • Secondary school to continue or complete their education up to and including Grade 12, OSSD or equivalent • Post Secondary – entered a post secondary facility to	Performance	Yes

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
			In training - SC Career In training - other EO training initiatives In training - EO Literacy In training - ESL/FLS In training - MCI Bridge In training - Federal In training - other occupational skills training Unemployed Unable to Work Unknown Independence		obtain, pursue or complete a certificate, diploma or degree at a college or university, or if a participant has already achieved a diploma, certificate or degrees and chooses to return to post secondary to obtain an additional diploma, certificate or degree • Academic Upgrading – in academic upgrading working towards secondary or post secondary certification. • Other – any other educational program that provides a certificate or diploma • Ontario Skills Development Program • Second Career Program		

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Customer Satisfaction	Close Service Plan	Drop Down	1 2 3 4 5 No Response	On a 1-5 scale, how likely are you to recommend the Employment Service to someone looking for similar services as those you received? 1 - strongly not recommended 2 - rather not recommend 3 - no general opinion 4 - generally recommend 5 - strongly recommend	Assisted service participants receiving Job Search, Job Matching and Placement, and/or Job/Training Retention services/activities within their service plan. Performance Reporting: 4 and 5 ratings contribute to a positive customer satisfaction rating	Performance	Yes
Closed Date	Service Plan Home	Display Field	Date	System generated. Non-editable. It is the date that the service plan was closed in the system.		Performance	N/A
Client Summary							
Internationally Trained Professional	Create Client Summary	Drop Down	Yes No				Yes
Labour Force Attachment	Create Client Summary	Drop Down	Employed Employed Full Time Employed Part Time Unemployed Under Employed Self Employed Full Time Student Part Time Student				Yes
Credentials not recognized in Ontario	Create Client Summary	Drop Down	Regulated Trade certificate Regulated Profession High School Diploma College Diploma University Degree Not Applicable				Yes

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
History of Poor Work Retention	Create Client Summary	Drop Down	Yes No	An assessment of the individual's work history.	The individual has identified that he/she has been laid-off, quit or fired from at least 2 jobs within the last year. Performance Reporting: "Yes"	Performance	Yes
Job Search Skills	Create Client Summary	Drop Down	Unknown Needs Development Satisfactory Strength	An assessment of the individual's job search skills.	The individual is unable to conduct a successful job search on their own in the competitive labour market for various reasons including: lack of knowledge of job search techniques; difficulty identifying their marketable skills and strengths; poor interviewing/communication skills; limited knowledge of the labour market; unclear how skills match employment opportunities, etc. Performance Reporting: Needs Development		Yes

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Employment Skills	Create Client Summary	Drop Down	Unknown Needs Development Satisfactory Strength	An assessment of the individual's employment skills.	The individual has limited skills and work experience that is inconsistent with labour market attachment/career goals or inconsistent with labour market needs/employer requirements. Performance Reporting: Needs Development		Yes
Language Skills	Create Client Summary	Drop Down	UnknownNeeds DevelopmentSatisfactoryStrength	An assessment of the individual's language skills.	The service provider has documented evidence that the individual's language skill is a barrier to employment. For example, language assessments based on the Canadian Language Benchmark (for newcomers) or literacy levels. Performance Reporting: Needs Development		Yes
Labour Market Change	Create Client Summary	Drop Down	Yes No	The current employment status of the individual at the time the service plan was developed.	The individual has suffered a recent job loss (within the last 6 months) as a result of company/plant downsizing, closure, and layoff. Performance reporting: "Yes"	Performance	Yes

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Employment Experience	Create Client Summary	Drop Down	No Work Experience Worked in Canada Worked but not in Canada	An assessment of the individual's employment experience.	Performance Reporting: The individual has never had paid employment in Canada or elsewhere (no work experience at all), has never had paid employment in Canada.		Yes
Source of Income	Create Client Summary	Drop Down	Employed Self Employed Employment Insurance Ontario Works Ontario Disability Support Program Dependent of OW/ODSP Crown Ward No Source of Income Other	The individual's current source of income.	Performance Reporting: The individual has identified his/her source of income as: • EI • Ontario Works (OW) • Ontario Disability Support Program (ODSP) • Dependant of OW, ODSP • No source of income • Crown Ward		Yes
Highest Level of Education Completed	Create Client Summary	Drop Down	Grade 0-8 Grade 9 Grade 10 Grade 11 Grade 12 or Equivalent OAC Some Apprenticeship Some College Some University Certificate of Apprenticeship Journey Person Certificate/Diploma Degree Bachelor's Degree Post Graduate	The highest level of education completed by the client.	Performance Reporting: The highest education level the individual has completed at service/program entrance: \leq grade 12.		Yes

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Country Highest Level of Education Completed	Create Client Summary	Drop Down	In Canada Outside Canada	The country where the highest level of education of the client was completed.	The individual received their highest level of education (high school diploma, college diploma/certificate, university degree) from outside Canada, or their regulated trade certificate or regulated professional accreditation from outside Canada (resulting in credentials not recognized in Ontario). Performance Reporting: Outside Canada	Performance	Yes
Time Out of School/Work	Create Client Summary	Drop Down	Less than 3 Months 3 to 6 Months 6 Months to 1 Year More than a Year	The amount of time the client has been out of school, work or training.	Performance Reporting: The individual has been out of school, or out of work, or out of training for 6 months or more (>26 weeks).	Performance	Yes
Sub-Goals							
Sub-Goal Type	Select Sub-Goal Type	Display Field	Employment Service Ministry Delivered Programs Referral to Other Programs and Services				N/A

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Sub-Goal	Select Sub-Goal	Display Field	Sub-Goal Type - Employment Service Resources and Information Job Matching, Placements and Incentives Job Retention Job Search Sub-Goal Type - Ministry Delivered Programs Referral to Job Creation partnership Referral to Second Career Referral to Self Employment Referral to Fee Payer Sub-Goal Type - Referral to Other Programs and Services Referral to Other Programs and Services				N/A
Name	Plan Content	Display Field	Resources and Information Job Matching, Placements and Incentives Job Retention Job Search Referral to Job Creation partnership Referral to Second Career Referral to Self Employment Referral to Fee Payer Referral to Other Programs and Services				N/A
Start Date	Plan Content	Display Field	Date	System generated. Non-editable. It is based on the earliest start date of all the plan items under the sub-goal.			N/A
End Date	Plan Content	Display Field	Date	System generated. Non-editable. It is based on the latest end date of all the plan items under the sub-goal.			N/A

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Status	Plan Content	Display Field	Not Started In Progress Completed	The system sets the Status upon creation to 'Not Started' The system sets the status to 'In Progress' when at least one plan item under the sub-goal has a status of 'In Progress' The system will set the status to 'Completed' when the outcome is set to 'Attained'.			N/A
Outcome	Modify Sub-Goal	Drop Down	Attained Cancelled Not Attained				N/A
Owner	Modify Sub-Goal	Look Up	List of users at the same service provider organization as the case owner.				N/A
Job Search – Plan Items							
Sub-Goal	Select Sub-Goal	Display Field	Job Search	The name of the sub-goal. The possible sub-goals are Job Search, Job Matching and Placement, or Job/Training Retention.		Performance	N/A

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Name	Select Plan Item Type	Display Field	Arrange for Daycare Arrange for Housing Arrange for Personal Supports Attend Job Interview Attend Workshop Career Assessment Compile Portfolio Complete Resume Conduct Cold Calls Evaluate Foreign Credentials Job Application Preparation Job Shadow Network Obtain References Prepare for Interview Prior Learning Assessment Professional Accreditation Research Employers Research Occupations Resume Preparation Support for disclosure of disabilities Custom Basic Plan Item Evaluate Foreign Credentials Job Application Preparation Job Shadow Network Obtain References Prepare for Interview Prior Learning Assessment Professional Accreditation Research Employers Research Occupations Resume Preparation Support for disclosure of disabilities				N/A

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Primary Client	Add Plan Item	Linked Display Field	Primary Client				N/A
Expected Start Date	Add Plan Item	Valid Date	Calendar - Default to today's date				Yes
Expected End Date	Add Plan Item	Valid Date	Calendar - Default to today's date				Yes
Expected Outcome	Add Plan Item	Static/Look Up	Documentation Employed Experience Incentive Paid Increased Knowledge Referred Supports in Place				Yes
Estimated Cost	Add Plan Item	Numeric					No
Responsibility	Add Plan Item	Display Field	Optional - default is Participant				No
Plan Item Owner	Add Plan Item	Display Field	Optional - default is Service Plan Owner				No
Outcome	Modify Plan item	Drop Down	Attained Not Attained Cancelled	The system will ensure an outcome is recorded for the plan item if an actual end date is entered.			N/A
Actual Start Date	Modify Plan item	Valid Date	Calendar				Yes
Actual End Date	Modify Plan item	Valid Date	Calendar	The system will ensure an outcome is recorded for the plan item if an actual end date is entered.			Yes
Actual Cost	Modify Plan item	Numeric	Optional	The system will provide an informational message to remind the user to update Actual cost when an actual end date is entered.			No

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Good Cause	Modify Plan item	Look Up	Lost Contact Unable to Work Employed				No
Job Matching, Placements and Incentives – Plan Items							
Sub-Goal	Select Sub- Goal	Display Field	Job Matching, Placements and Incentives	The name of the sub-goal. The possible sub-goals are Job Search, Job Matching and Placement, or Job/Training Retention.		Performance	N/A

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Name	Select Plan Item Type	Display Field	Apprenticeship Employer Signing Bonus – Final Payout Apprenticeship Employer Signing Bonus - Initial Payout Apprenticeship Scholarship - Final Payout Apprenticeship Scholarship - Initial Payout Assessment of Workplace Capacity Custom Basic Plan Item Placement with Incentive Placement without incentive Supports for Individuals - Child Care Supports for Individuals - Academic Assessment Supports for Individuals - Certification charges Supports for Individuals - Clothing Supports for Individuals - Language Assessment Supports for Individuals - Other Supports for Individuals - Special Equipment Supports for Individuals - Training Costs Supports for Individuals - Translation of Academic documents Supports for Individuals - Transportation Supports for Individuals - Workplace Accommodation Needs Workplace Safety training				N/A
Primary Client	Add Plan Item	Linked Display Field	Primary Client				Yes

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Employer For Plan Items ES Placement with Incentive ES Placement without Incentive	Add Plan Item	Look Up for a previously registered Employer	Employer Search Criteria Reference Number or Trading Name and/or Business Address Line 1 and/or Registered Name and/or Business City				Yes
Expected Start Date	Add Plan Item	Valid Date	Calendar - Default to today's date				Yes
Expected End Date	Add Plan Item	Valid Date	Calendar - Default to today's date				Yes
Expected Outcome	Add Plan Item	Static/Look Up	DocumentationEmployedExperienceIncentive PaidIncreased KnowledgeReferredSupports in Place				Yes
Estimated Cost	Add Plan Item	Numeric					No
National Occupation Classification Code For Plan Items ES Placement with Incentive ES Placement without Incentive	Add Plan Item	Numeric	N/A	On Save the system will verify that a valid National Occupation Classification Code has been entered and will display the actual NOC occupation title in the field.			Yes
Responsibility	Add Plan Item	Display Field	Optional - default is Participant				No
Plan Item Owner	Add Plan Item	Display Field	Optional - default is Service Plan Owner				No
Outcome	Modify Plan item	Drop Down	Attained Not Attained Cancelled	The system will ensure an outcome is recorded for the plan item if an actual end date is entered.			N/A

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Employer Satisfaction For Plan Items ES Placement with Incentive ES Placement without Incentive	Modify Plan item	Drop Down	1 2 3 4 5 No Response				Yes
Actual Start Date	Modify Plan item	Valid Date	Calendar				Yes
Actual End Date	Modify Plan item	Valid Date	Calendar	The system will ensure an outcome is recorded for the plan item if an actual end date is entered.			Yes
Actual Cost	Modify Plan item	Numeric	Optional	The system will provide an informational message to remind user to update Actual cost when an actual end date is entered.			Yes
Good Cause	Modify Plan item	Look Up	Lost Contact Unable to Work Employed				No
Job Retention – Plan Items							
Sub-Goal	Select Sub-Goal	Display Field	Job Retention	The name of the sub-goal. The possible sub-goals are Job Search, Job Matching and Placement, or Job/Training Retention.		Performance	N/A
Primary Client	Add Plan Item	Linked Display Field	Primary Client				N/A

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Name	Select Plan Item Type	Display Field	Attend Workshop Coaching Custom Basic Plan Item Develop Support Plan Mentoring Monitor Sensitivity/diversity Training Workplace Safety Training				N/A
Expected Start Date	Add Plan Item	Valid Date	Calendar Default to today's date				Yes
Expected End Date	Add Plan Item	Valid Date	Calendar Default to today's date				Yes
Expected Outcome	Add Plan Item	Static/Look Up	Documentation Employed Experience Incentive Paid Increased Knowledge Referred Supports in Place				Yes
Expected Outcome	Add Plan Item	Static/Look Up	Documentation Employed Experience Incentive Paid Increased Knowledge Referred Supports in Place				Yes
Estimated Cost	Add Plan Item	Numeric					No
Responsibility	Add Plan Item	Display Field	Optional - default is Participant				No
Plan Item Owner	Add Plan Item	Display Field	Optional - default is Service Plan Owner				No

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Outcome	Modify Plan item	Drop Down	Attained Not Attained Cancelled	The system will ensure an outcome is recorded for the plan item if an actual end date is entered.			N/A
Actual Start Date	Modify Plan item	Valid Date	Calendar				Yes
Actual End Date	Modify Plan item	Valid Date	Calendar	The system will ensure an outcome is recorded for the plan item if an actual end date is entered.			Yes
Actual Cost	Modify Plan item	Numeric	Optional	The system will provide an informational message to remind user to update Actual cost when an actual end date is entered.			No
Good Cause	Modify Plan item	Look Up	Lost Contact Unable to Work Employed				No
Resources and Information – Plan Items							
Sub-Goal	Select Sub-Goal	Display Field	Resources and Information				
Name	Select Plan Item Type	Display Field	Attend Workshop Custom Basic Plan Item				
Primary Client	Add Plan Item	Linked Display Field	Primary Client				
Expected Start Date	Add Plan Item	Valid Date	Calendar - Default to today's date				
Expected End Date	Add Plan Item	Valid Date	Calendar - Default to today's date				

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Expected Outcome	Add Plan Item	Field Type	Documentation Employed Experience Incentive Paid Increased Knowledge Referred Supports in Place				
Estimated Cost	Add Plan Item	Numeric					
Responsibility	Add Plan Item	Display Field	Optional - default is Participant				
Plan Item Owner	Add Plan Item	Display Field	Optional - default is Service Plan Owner				
Outcome	Modify Plan item	Drop Down	Attained Not Attained Cancelled	The system will ensure an outcome is recorded for the plan item if an actual end date is entered.			
Actual Start Date	Modify Plan item	Valid Date	Calendar				
Actual End date	Modify Plan item	Valid Date	Calendar	The system will ensure an outcome is recorded for the plan item if an actual end date is entered.			
Actual Cost	Modify Plan item	Numeric	Optional	The system will provide an informational message to remind user to update Actual cost when an actual end date is entered.			
Good Cause	Modify Plan item	Look Up	Lost Contact Unable to Work Employed				

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Referral to Job Creation Partnership (JCP) – Plan Items							
Sub-Goal	Select Sub-Goal	Display Field	Referral to Job Creation Partnership		"Performance Reporting: Registered/participating in Training (+ what is noted above): Referral to Fee Payer Referral to Job Creation Partnership Referral to Second Career Referral to Self Employment"	Performance	N/A
Name	Select Plan Item Type	Display Field	Completed and Signed Application Recommendation to Register in Job Creation Partnership Resume Submit Application to Ministry Local Office				N/A
Primary Client	Add Plan Item	Linked Display Field	Primary Client				N/A
Expected Start Date	Add Plan Item	Valid Date	Default to today's date - Calendar				Yes
Expected End Date	Add Plan Item	Valid Date	Default to today's date - Calendar				Yes
Expected Outcome	Add Plan Item	Static	Documentation				Yes
Estimated Cost	Add Plan Item	Numeric					No
Responsibility	Add Plan Item	Display Field	Optional - default is Participant				No
Plan Item Owner	Add Plan Item	Display Field	Optional - default is Service Plan Owner				No

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Outcome	Modify Plan item	Drop Down	Attained Not Attained Cancelled	The system will ensure an outcome is recorded for the plan item if an actual end date is entered.			N/A
Actual Start Date	Modify Plan item	Valid Date	Calendar				Yes
Actual End date	Modify Plan item	Valid Date	Calendar	The system will ensure an outcome is recorded for the plan item if an actual end date is entered.			Yes
Actual Cost	Modify Plan item	Numeric	Optional	The system will provide an informational message to remind user to update Actual cost when an actual end date is entered.			No
Good Cause	Modify Plan item	Look Up	Lost Contact Unable to Work Employed				No
Referral to Second Career – Plan Items							
Sub-Goal	Select Sub-Goal	Display Field	Referral to Second Career		"Performance Reporting: Registered/participating in Training (+ what is noted above): Referral to Fee Payer Referral to Job Creation Partnership Referral to Second Career Referral to Self Employment"	Performance	N/A

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Name	Select Plan Item Type	Display Field	Completed and Signed Application Labour Market Research Letter of Acceptance from Training Provider Recommendation to Register in Second Career Research Training Institutions Submit Application to Ministry Local Office				N/A
Primary Client	Add Plan Item	Linked Display Field	Primary Client				N/A
Expected Start Date	Add Plan Item	Valid Date	Default to today's date - Calendar				Yes
Expected End Date	Add Plan Item	Valid Date	Default to today's date - Calendar				Yes
Expected Outcome	Add Plan Item	Static	Documentation				Yes
Estimated Cost	Add Plan Item	Numeric					No
Responsibility	Add Plan Item	Display Field	Optional - default is Participant				No
Plan Item Owner	Add Plan Item	Display Field	Optional - default is Service Plan Owner				No
Outcome	Modify Plan item	Drop Down	Attained Not Attained Cancelled	The system will ensure an outcome is recorded for the plan item if an actual end date is entered.			N/A
Actual Start Date	Modify Plan item	Valid Date	Calendar				Yes
Actual End Date	Modify Plan item	Valid Date	Calendar	The system will ensure an outcome is recorded for the plan item if an actual end date is entered.			Yes

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Actual Cost	Modify Plan item	Numeric	Optional	The system will provide an informational message to remind user to update Actual cost when an actual end date is entered.			No
Good Cause	Modify Plan item	Look Up	Lost Contact Unable to Work Employed				No
Referral to Self Employment – Plan Items							
Sub-Goal	Select Sub- Goal	Display Field	Referral to Self Employment		"Performance Reporting: Registered/participating in Training (+ what is noted above): Referral to Fee Payer Referral to Job Creation Partnership Referral to Second Career Referral to Self Employment"	Performance	N/A
Name	Select Plan Item Type	Display Field	Attend Orientation Session				N/A
Primary Client	Add Plan Item	Linked Display Field	Primary Client				N/A
Expected Start Date	Add Plan Item	Valid Date	Default to today's date - Calendar				Yes
Expected End Date	Add Plan Item	Valid Date	Default to today's date - Calendar				Yes
Expected Outcome	Add Plan Item	Static	Increased Knowledge				Yes
Estimated Cost	Add Plan Item	Numeric					No
Responsibility	Add Plan Item	Display Field	Optional - default is Participant				No

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Plan Item Owner	Add Plan Item	Display Field	Optional - default is Service Plan Owner				No
Outcome	Modify Plan item	Drop Down	Attained Not Attained Cancelled	The system will ensure an outcome is recorded for the plan item if an actual end date is entered.			N/A
Actual Start Date	Modify Plan item	Valid Date	Calendar				Yes
Actual End Date	Modify Plan item	Valid Date	Calendar	The system will ensure an outcome is recorded for the plan item if an actual end date is entered.			Yes
Actual Cost	Modify Plan item	Numeric	Optional	The system will provide an informational message to remind user to update Actual cost when an actual end date is entered.			No
Good Cause	Modify Plan item	Look Up	Lost Contact Unable to Work Employed				No
Referral to Feepayer – Plan Items							
Sub-Goal	Select Sub-Goal	Display Field	Referral to Fee payer		"Performance Reporting: Registered/participating in Training (+ what is noted above): Referral to Fee Payer Referral to Job Creation Partnership Referral to Second Career Referral to Self Employment"	Performance	N/A

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Name	Select Plan Item Type	Display Field	Completed and Signed Application Letter of Acceptance from Training Provider Recommendation to Register in Fee payer Submit Application to Ministry Local Office				N/A
Primary Client	Add Plan Item	Linked Display Field	Primary Client				N/A
Expected Start Date	Add Plan Item	Valid Date	Calendar - default to today's date				Yes
Expected End Date	Add Plan Item	Valid Date	Calendar - default to today's date				Yes
Expected Outcome	Add Plan Item	Static	Documentation				Yes
Estimated Cost	Add Plan Item	Numeric					No
Responsibility	Add Plan Item	Display Field	Optional - default is Participant				No
Plan Item Owner	Add Plan Item	Display Field	Optional - default is Service Plan Owner				No
Outcome	Modify Plan item	Drop down	Attained Not Attained Cancelled	The system will ensure an outcome is recorded for the plan item if an actual end date is entered.			N/A
Actual Start Date	Modify Plan item	Valid Date	Calendar				Yes
Actual End Date	Modify Plan item	Valid Date	Calendar	The system will ensure an outcome is recorded for the plan item if an actual end date is entered.			Yes
Actual Cost	Modify Plan item	Numeric	Optional	The system will provide an informational message to remind user to update Actual cost when an actual end date is entered.			No

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Good Cause	Modify Plan item	Look Up	Lost Contact Unable to Work Employed				No
Referral to Other Programs – Plan Items							
Sub-Goal	Select Sub- Goal	Display Field	Referral to Other Programs and Services				N/A

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Name	Select Plan Item Type	Display Field	Apprenticeship Program Bridge Training for Immigrants Co-op Diploma Apprenticeship Program Credential Assessment Custom Basic Plan Item Employment Ontario Service Provider Employment Service Provider General Education Development Government Services Municipal Government Training Federal Government Training Provincial High School Independent Learning Centre Literacy and Basic Skills - Academic Career Entrance Literacy and Basic Skills Service Provider Ministry of Citizenship and Immigration Ontario Disability Support Program Ontario Internship Program Ontario Job Bank Ontario Women's Directorate Ontario Works Pre-Apprenticeship Program Service Canada Services for Aboriginal People Summer Jobs Service Youth Employment Strategy		"Performance Reporting: Registered for education/training to complete high school or equivalent: Academic Career Entrance General Education Development High School Independent Learning Center Registered/participating in Training: Apprenticeship Program Bridge Training for Immigrants Co-op Diploma Apprenticeship Program Government Training Prov Government Training Fed Literacy and Basic Skills service provider Pre-apprenticeship Program + what is noted in Ministry Delivered Programs Registered or confirmed receiving services with other community resources that support employability: Credential Assessment/WES Ontario Disability Support Program Ontario Works Gov't Services Munic"	Performance	N/A

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Primary Client	Add Plan Item	Linked Display Field					N/A
Expected Start Date	Add Plan Item	Valid Date	Calendar - default to today's date				Yes
Expected End Date	Add Plan Item	Valid Date	Calendar - default to today's date				Yes
Expected Outcome	Add Plan Item	Static/Look Up	Documentation Employed Experience Incentive Paid Increased Knowledge Referred Supports in Place				Yes
Estimated Cost	Add Plan Item	Numeric					No
Responsibility	Add Plan Item	Display Field	Optional - default is Participant				No
Plan Item Owner	Add Plan Item	Display Field	Optional - default is Service Plan Owner				No
Outcome	Modify Plan item	Drop down	Attained Not Attained Cancelled	The system will ensure an outcome is recorded for the plan item if an actual end date is entered.			N/A
Actual Start Date	Modify Plan item	Valid Date	Calendar				Yes
Actual End Date	Modify Plan item	Valid Date	Calendar	The system will ensure an outcome is recorded for the plan item if an actual end date is entered.			Yes
Actual Cost	Modify Plan item	Numeric	Optional	The system will provide an informational message to remind user to update Actual cost when an actual end date is entered.			No

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Good Cause	Modify Plan item	Look Up	Lost Contact Unable to Work Employed				No
Events							
Reviewer	Create Review	Look Up	First name Last Name Organization Unit Job				Yes
Reason	Create Review	Drop Down	Outcome at 3 months Outcome at 6 months Outcome at 12 months Opened in Error				Yes
Scheduled (Start) Date	Create Review	Valid Date	Calendar - default to today's date				Yes
Expected End Date	Create Review	Valid Date	Calendar				No

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Outcome	Modify Review	Drop Down	Employed Employed Part-time Employed Full-time Self-employed Employed Apprentice Employed in a prof occ/trade Employed in area of training/choice Employed in a more suitable job Both employed and in education Both employed and in training In education - OSSD or equivalent In education - postsecondary In education - academic upgrading In education - other In training - Apprenticeship In training - Second Career In training - other EO training initiatives In training - EO Literacy In training - ESL/FLS In training - MCI Bridge projects In training - Federal In training - other occupational skills training Unemployed Unable to Work Unknown Independence				No
Actual Start date	Modify Review	Valid Date	Calendar				No
Actual End Date	Modify Review	Valid Date	Calendar				No
Did your training help prepare you for future employment?	Modify Review	Drop Down	Yes No No Response				No

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
ES Resource and Information							
Participation							
Year	Create Resource and Information Participation	Drop Down	2009...2025	The year for which the user is recording the number of individuals and employers participating in Resource and Information. This is calendar-year based e.g. 2009 represents the year 2009 and NOT 2008-09 or 2009-10.		Performance	Yes
Month	Create Resource and Information Participation	Drop Down	01 02 03 04 05 06 07 08 09 10 11 12	The month for which the user is recording the number of individuals and employers participating in Resource and Information. The month is based on a calendar year e.g. 12 = December not March.		Performance	Yes
Actual Start date	Modify Review	Valid Date	Calendar				No
Actual End Date	Modify Review	Valid Date	Calendar				No
Did your training help prepare you for future employment?	Modify Review	Drop Down	Yes No No Response				No

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Customer Satisfaction							
Type of Respondent	Create Resource and Information Customer Satisfaction	Drop Down	Event Participant Individual R & I Employers	The type of respondent for whom Customer Satisfaction aggregate data is recorded.	Event Participant: Individuals who participated in structured resource and information workshop sessions. Individuals: Turnstile count of individuals using the RI Placement R&I Employers: Employers who received support for their human resource planning and recruitment through the Resource and Information service component.	Performance Customer Service	Yes
Year	Create Resource and Information Customer Satisfaction	Drop Down	2009...2025	The calendar year in which the Customer Satisfaction record was completed by the respondent. This is calendar-year based e.g. 2009 represents the year 2009 and NOT 2008-09 or 2009-10.		Performance	Yes

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Month	Create Resource and Information Customer Satisfaction	Drop Down	01 02 03 04 05 06 07 08 09 10 11 12	The month in which the Customer Satisfaction record was completed by the respondent. Represents the month within the calendar year e.g. 12 = December.		Performance	Yes
Number That Responded with a Rating of 1	Create Resource and Information Customer Satisfaction	Numeric			Number of individuals and employers who report satisfaction with the employment services based on the question: How likely are you to recommend the employment services to someone looking for similar services as those you received?: 1, strongly not recommend, 2, rather not recommend, 3 no general opinion, 4, generally recommend, 5 strongly recommend. 4 and 5 ratings contribute to a positive customer satisfaction rating	Performance Customer Service	Yes

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Number That Responded with a Rating of 2	Create Resource and Information Customer Satisfaction	Numeric				Performance Customer Service	Yes
Number That Responded with a Rating of 3	Create Resource and Information Customer Satisfaction	Numeric				Performance Customer Service	Yes
Number That Responded with a Rating of 4	Create Resource and Information Customer Satisfaction	Numeric			4 and 5 ratings contribute to a positive customer satisfaction rating	Performance positive customer satisfaction rating	Yes
Number That Responded with a Rating of 5	Create Resource and Information Customer Satisfaction	Numeric			4 and 5 ratings contribute to a positive customer satisfaction rating	Performance positive customer satisfaction rating	Yes
Number That Responded with NA	Create Resource and Information Customer Satisfaction	Numeric		The number of individuals that responded with a rating of NA. This is what is used in cases of "no response" or "would not respond".			Yes

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Comments	Create Resource and Information Customer Satisfaction	Free Format Text Field		Allows the user to add comments to the record.			No
Information Sessions							
Type of Information Session	Create Information Sessions	Drop Down	Job Fair Rapid Re-employment Service orientation EI recipient service orientation Apprenticeship orientation Newcomer orientation Specific Profession/Trade occupation overview Other Job search Career planning Resume writing Cover letters Interview techniques Essential skills Worker health and safety Labour market				Yes
Description	Create Information Sessions	Free Format Text Field					Yes
Audience	Create Information Sessions	Drop Down	Employers General Public Newcomers Students	The audience for which the information session is directed towards.			Yes

Field Name	Source	Field Type	Field Type Options	Field Description	ES Program/ Performance Definition	Performance Dimension Field	Mandatory Field
Number of Attendees	Create Information Sessions	Numeric		The number of attendees per session.	The number of individuals participating in structured sessions that contain comprehensive and relevant information which can be conducted in group session (on or off site), e-learning sessions or one-to-one (when appropriate). These sessions can be up to 2 days in duration.	Performance Efficiency	Yes
From Date	Create Information Sessions	Valid Date		The start date of the Information Session.		Performance Efficiency	Yes
To Date	Create Information Sessions	Valid date		The end date of the Information Session.			Yes
Comments	Create Information Sessions	Free Format Text Field		Allows the user to add comments to the record.			No