

MEMORANDUM

TO: Employment Ontario Service Providers

FROM: Jacqueline Cureton
Director, Program Delivery Support Branch

DATE: March 28, 2019

SUBJECT: New reporting requirements for Labour Market Transfer Agreement-funded Employment Ontario programs

I am writing to you to highlight work underway in the ministry to support the collection of new Employment Ontario client-level data starting in April 2019 as part of Ontario's obligations under the federal-provincial Labour Market Transfer Agreements.

As you are likely aware, Employment Ontario is funded in part by the government of Canada under the Labour Market Transfer Agreements. These agreements require Ontario to report specific data on client participation to the federal government.

To support the reporting requirements, the ministry is currently working with the Ministry of Government and Consumer Services (MGCS) to update public-facing Employment Ontario Participant Registration forms. Once finalized, updated participant registration forms will be available at the MGCS Central Forms Repository on or about April 1, 2019.

WHAT IS HAPPENING?

The following Employment Ontario programs will be affected by the changes:

- Canada-Ontario Job Grant (COJG)
- Employment Service (ES)
- Literacy and Basic Skills (LBS)
- Second Career (SC)
- Skills Advance Ontario (SAO)
- Supported Employment (SE)
- Youth Job Connection and Youth Job Connection: Summer (YJC/YJCS)
- Ontario Employment Assistance Services (OEAS)
- Ontario Job Creation Partnership (OJCP)

Updated Employment Ontario Participant Registration forms will include the following new data fields:

- **Number of Dependents:** This data point will represent the count of dependent individuals in a household. A dependant is defined as an individual who lives in the same household as the participant and for whom they have caregiving responsibilities. This field will be required for all participants (i.e. a mandatory field).
- **Immigrated to Canada?:** This data point will represent information about immigrants served and is to be reported as 'Yes', 'No', 'Not applicable' or 'Prefer not to disclose'. This field will be required for all participants. (Please refer to the Questions and Answers for specific information on this data field.)
- **Social Insurance Number:** This data point will be mandatory for all Employment Ontario participants, including those individuals participating in the Literacy and Basic Skills program.

Literacy and Basic Skills Learners and the Social Insurance Number

The Literacy and Basic Skills program is partially funded under the federal-provincial Labour Market Transfer Agreements and as such Ontario is required to collect the Social Insurance Number for all participating clients.

Effective April 1, 2019, collection of the Social Insurance Number will be a requirement for all Literacy and Basic Skills learners. This information will be reported to the federal government to allow Canada to monitor and assess the Employment Insurance program as required under s.3 of the Employment Insurance Act, and to track the progress of clients participating in programs funded under these agreements. The Social Insurance Number will be required at Service Plan activation in the EOIS-Case Management System for all new learners. (A new learner is defined as a client who begins receiving Literacy and Basic Skills services on or after April 1, 2019.)

The Social Insurance Number requirement will also apply to carryover learners – learners who began receiving services prior to April 1, 2019, and who continue to have open Literacy and Basic Skills Service Plans in the EOIS-Case Management System in the new fiscal.

System functionality will be developed to provide Literacy and Basic Skills Service Providers with a warning message to enter a carryover learner's Social Insurance Number when closing a Service Plan. If a carryover learner is unable to provide their Social Insurance Number, the Service Provider will still be able to close the case in the EOIS-Case Management System without the number.

More information about Literacy and Basic Skills learners and the Social Insurance Number is included in the attached Questions and Answers for your reference.

Notice of Collection and Consent

Notice of collection and consent statements will be updated across the Employment

Ontario Participant Registration forms for the above-mentioned programs. The updated notice statements will include references to the Labour Market Transfer Agreements, collection of the Social Insurance Number (new for the Literacy and Basic Skills program), and ministry contact information.

We would like to remind Service Providers of their responsibility to review the notice of collection and consent with Employment Ontario clients when collecting their personal information.

EOIS-Case Management System

The EOIS-Case Management System will be updated on April 15, 2019, to include the data fields noted earlier in this communique. Both “Number of Dependants” and “Social Insurance Number” will be fillable fields and “Immigrated to Canada?” will have four standard options, as previously mentioned.

Service Providers are asked to refrain from entering new clients into the EOIS-Case Management System from April 1 to April 12, 2019. Entry of new clients can resume on April 15, 2019.

Ontario Employment Assistance Services and Additional Data Fields

The Ontario Employment Assistance Services Participant Registration form will be updated with the following data fields in addition to those listed above:

- Marital Status
- Self-identification as man, woman, trans or other
- Status in Canada; Date Arrived in Canada
- Self-identification as a member of a designated group(s)
- Labour Force Attachment

These data field updates align with Labour Market Transfer Agreement requirements and will take effect April 1, 2019, on the Client Reporting Template and the Employment Ontario Participant Registration form.

NEXT STEPS:

We encourage you to refer to the attached Questions and Answers for additional information.

The ministry will be working with the Literacy and Basic Skills e-Channel Service Providers to determine the most appropriate approach in implementing the new data fields and the Notice of Collection and Consent. A supplementary Questions and Answers document for Literacy and Basic Skills e-Channel Service Providers will follow.

At this time, the ministry would also like to remind Employment Ontario Service Providers of the importance of keeping the protection of client information at the

forefront and recommend you carefully review Article 10 regarding the protection of client information of your agreement.

If your organization has any questions, please contact your Employment and Training Consultant.

Jacqueline Cureton
Director

Cc: Jennifer Barton, Eastern Region Director
Andrew Irvine, Northern Region Director
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