

**Ministry of Advanced
Education and Skills
Development**

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



Program Delivery Support
Branch

Direction du soutien à la prestation
des programmes

Memorandum

To: Employment Service, Canada-Ontario Job Grant, Ontario Employment Assistance Service, Targeted Wage Initiative for Older Workers, Youth Job Connection, Youth Job Connection: Summer and Youth Job Link Service Providers

From: Teresa Damaso
Director, Program Delivery and Support Branch
Employment and Training Division
Ministry of Advanced Education and Skills Development (MAESD)

Date: **June 30, 2016**

Subject: Quarterly Status and Adjustment Report for: Employment Service, Canada-Ontario Job Grant, Targeted Wage Initiative for Older Workers, Youth Job Connection, Youth Job Connection: Summer and Youth Job Link
Quarterly Aggregate Data Report for: Ontario Employment Assistance Service

Memo #: **PCA2016-M003**

The purpose of this bulletin is to provide your organization with information about the Quarterly Status and Adjustment Report (QSAR) template for the Employment Service (ES), Canada-Ontario Job Grant (COJG), Targeted Wage Initiative for Older Workers (TIOW), Youth Job Connection (YJC), Youth Job Connection: Summer (YJCS) and Youth Job Link (YJL) programs and the Quarterly Aggregate Data Report (QADR) for the Ontario Employment Assistance Service (OEAS)

What is Happening:

The 2016/17 QSAR/QADR templates are now available on the Employment Ontario Partner's Gateway (EOPG). The report templates are designed to provide a consistent approach for reporting and feedback against performance commitments/deliverables achievement and management of the program.

The QSAR is now a cumulative performance report that asks service providers to identify where they are underperforming, the cause for this and the corrective action

they will undertake to get back on track to meet their agreement commitments by the agreement end date.

The intended outcome of the QSAR/QADR is to increase service providers' organizational capacity and continuous program delivery improvement.

QSAR/QADR Updates:

ES/YJL: The 2016/17 ES QSAR now incorporates YJL questions. For Quarter 1, the aggregate data required for collecting information on workshop requirements for YJL will not be available, therefore, in the meanwhile, Service Providers will need to use manual data to complete the questions related to YJL.

TIOW: As TIOW is winding down March 31, 2017, a question regarding the effectiveness of the program and a request for recommendations regarding the future design or delivery of programs to support the needs of older workers has been added. This question is to be completed in Q4 only.

YJC/YJCS: The QSAR is being introduced to the YJC and YJCS programs for 2016-17. The first QSAR submission deadline for the YJC program is July 15, 2016. For the YJCS program, the first submission deadline is October 17, 2016, due to the availability of the Employment Ontario Information System (EOIS) Case Management System (CaMS) Detailed Service Quality Reports.

One QSAR template is to be used for each site throughout the term of the agreement. Service providers are expected to submit the requested information by the due dates provided by AESD.

The first QSAR submission deadline for ES/YJL, COJG, TIOW, YJC is July 15, 2016 and for YJCS is October 17, 2016.

The first QADR submission deadline for OEAS is July 8, 2016.

For OEAS, TIOW, YJC and YJCS, please review the instructions/staff guide included with the respective programs.

The due date for the AESD reply for **all programs** has been changed. Employment and Training Consultants must now submit their reply no later than ten (10) business days after the Service Provider QSAR/QADR submission deadline. Service providers are expected to submit the requested information by the due dates provided by AESD.

If your organization has any questions regarding the QSAR/QADR, please contact your Employment and Training Consultant (ETC).