

MEMORANDUM TO: Youth Job Connection (YJC) Service Provider Network

FROM: Teresa Damaso
Director, Program Delivery Support Branch

DATE: November 19, 2015

SUBJECT: **2015 YJC Case Management System (CaMS) Desk Aid**

MEMO #: **YJC 2015-16 #04**

The purpose of this bulletin is to advise YJC service providers that the YJC CaMS Desk Aid is now available online.

WHAT IS HAPPENING:

The YJC CaMS Desk Aid highlights three key changes that have been incorporated into the Employment Ontario Information System-Case Management System Release 5.2. The desk aid provides basic instructions and definitions on:

- When to use the Youth Connection Afterschool (Temporary) Service Plan,
- How to record stipend payments as a plan item, and
- How to record Education and Work Transitions Support activity during the follow-up/review process.

The desk aid is designed to support service providers when entering YJC client activity in EOIS-CaMS. More detailed information regarding the new system enhancements contained in EOIS-CaMS Release 5.2 is available online at the [Employment Ontario Partners' Gateway](#) (EOPG). The user guide for this latest release will be posted on the EOPG when it becomes available.

If you or your organization has any questions, please contact your Employment and Training Consultant or the EOIS Helpdesk at EOISHelp@ontario.ca for support.