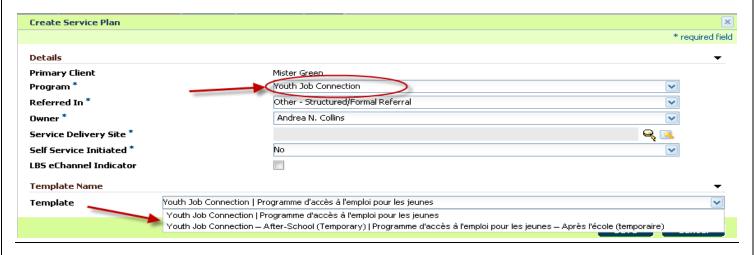
Youth Job Connection Case (YJC) Management System (CaMS) Desk Aid

When to use the Youth Job Connection - After-School (Temporary) Service Plan

From Oct 1, 2015 to March 31, 2016, the YJC – After-School (Temporary) Service Plan will be available to register in-school youth who are seeking after-school employment in CaMS. Participants must have:

- ✓ A Client Service Planning and Coordination plan item,
- ✓ A minimum of 20 hours of Pre-employment services (PES) training before proceeding to a job placement, including the mandatory training on Employment Standards and Occupational Health and Safety; and
- ✓ A Job Placement plan item for part-time employment that is no longer than six months in duration and that does not exceed 10 hours of work time per week and the hours of employment must not overlap with school hours (i.e. must be evening and weekends)

The YJC – After-School (Temporary) Service Plan template option will be disabled once the YJC: Summer program is launched on April 1, 2016.

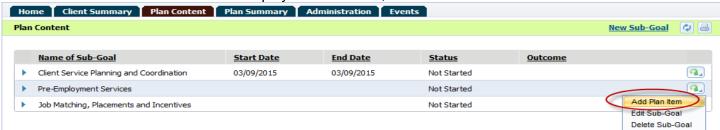


How to record stipend payments in CaMS

A Pre-employment Stipend plan item must be entered for each pay period that a client is paid a portion of their overall stipend. For example, if a YJC client participates in 60 hours of workshops over a three week period for which the service provider (SP) plans to pay the participant on a weekly basis, the service provider must record three PES Stipend-Payment plan items with the Actual Start and End Dates that align with the 3 pay periods. The SP must also enter the number of hours paid and the gross amount paid out to the client for each period.

Step 1: Plan Content

From the **Action Button** next to Pre-Employment Services, select **Add Plan Item**.

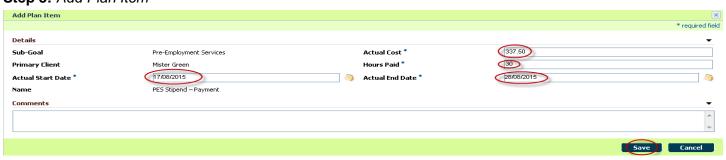


Step 2: Select Plan Item Type

Click Select beside the PES Stipend -- Payment Plan Item.



Step 3: Add Plan Item

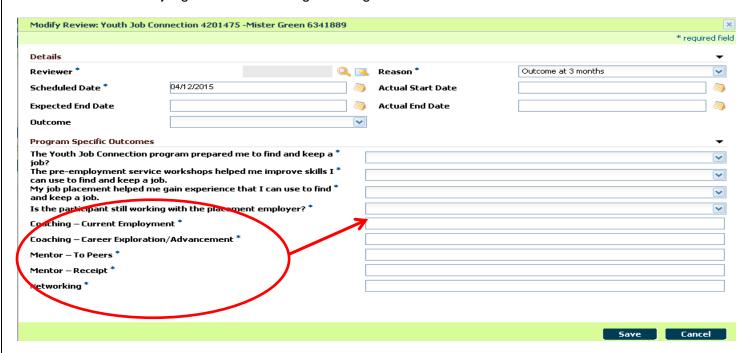


How to record Education and Work Transitions Support (EWTS) Activity

Activities that occur as a part of the Education and Work Transitions Supports are recorded in the CaMS Reviews (Follow-ups) at 3, 6 and 12 months. Service Providers will need to keep track of all client activities using a process outside of CaMS, (such as using a chart in the client file) and then enter the information in CaMS when the follow-ups are due.

At 3 month follow-up	SP enters the number and type of EWTS activities a client participates in from exit to 3 months
At 6 month follow-up	SP enters the number and type of EWTS activities a client participates in from 3 to 6 months
At 12 month follow-up	SP enters the number and type of EWTS activities a client participates in from 6 to 12 months

Important: The number of EWTS activities should not be entered in CaMS in a cumulative nature but as the actual number of activities that occurred since the last follow-up period. In recognition of the variety of EWTS activities available to clients, there is no specific unit of measure. Consequently, YJC service providers will need to exercise their judgement in recording meaningful EWTS activities that meet the definition of EWTS.



Definition of Education and Work Transitions Supports: community focused interventions, resources and support to bridge any early (and critical) transitions from the program to employment or further education.

Coaching – Current Employment

 SP offers ongoing support and assistance to YJC participant in their current job to ensure likelihood of successful job retention.

Coaching - Career Exploration/Advancement

- SP arranges job shadowing or informational interview for participant with seasoned professional in participant's chosen career field.
- SP offers ongoing career guidance and support to participant while he/she pursues the necessary steps to achieve their career goal. This may entail notifying participant of job opportunities, career fairs and other opportunities for labour market research and advancement.

Mentor - to Peers

• SP matches a newly completed YJC participant with a previous YJC participant who has made a successful transition from the program to employment, education or training. The former participant serves as a mentor to the YJC participant on a regular, on-going basis offering guidance and support.

Mentor - Receipt

SP acts as a mentor to the participant on a regular, on-going basis to offer guidance and support post
placement and/or arranges mentorship match for YJC participant with a mentor from a community
organization or employer group. (Mentor provides regular, on-going guidance and support to YJC
participant.)

Networking

- SP creates and organizes opportunities for the YJC participant to network with other participants, current and former. This may include alumni events or career or job fairs which may involve social media or other online opportunities.
- SP creates opportunities and organizes networking events or activities, such as public forums on local
 industries or employment opportunities, arranging key note speakers, career advancement days/fairs, and
 networking with local employers or members of local business associations, chambers of commerce,
 Rotary Clubs or other charitable organizations.