

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.

Create Service Plan * required field

Details

Primary Client Mister Green

Program * Youth Job Connection

Referred In * Other - Structured/Formal Referral

Owner * Andrea N. Collins

Service Delivery Site *

Self Service Initiated * No

LBS eChannel Indicator

Template Name

Template Youth Job Connection | Programme d'accès à l'emploi pour les jeunes
Youth Job Connection | Programme d'accès à l'emploi pour les jeunes
Youth Job Connection – After-School (Temporary) | Programme d'accès à l'emploi pour les jeunes – Après l'école (temporaire)

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**.

Home **Client Summary** **Plan Content** **Plan Summary** **Administration** **Events**

Plan Content [New Sub-Goal](#)

Name of Sub-Goal	Start Date	End Date	Status	Outcome
Client Service Planning and Coordination	03/09/2015	03/09/2015	Not Started	
Pre-Employment Services			Not Started	Add Plan Item Edit Sub-Goal Delete Sub-Goal
Job Matching, Placements and Incentives			Not Started	

Step 2: Select Plan Item Type

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

Select	Personal management (life) skills – Other	Basic Plan Item
Select	Personal management (life) skills – Plan and set professional learning goals	Basic Plan Item
Select	Personal management (life) skills – Positive attitude, self-awareness and workplace expectations	Basic Plan Item
Select	Personal management (life) skills – Responsible behaviours, actions and decisions	Basic Plan Item
Select	Personal management (life) skills – Self-confidence, assertiveness training	Basic Plan Item
Select	Personal management (life) skills – Social media profiles and online presence	Basic Plan Item
Select	PES Stipend – Payment	Basic Plan Item

Cancel

Step 3: Add Plan Item

Add Plan Item * required field

Details

Sub-Goal Pre-Employment Services

Primary Client Mister Green

Actual Start Date * 17/08/2015

Name PES Stipend – Payment

Actual Cost * 337.50

Hours Paid * 30

Actual End Date * 28/08/2015

Comments

Save **Cancel**

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.

Modify Review: Youth Job Connection 4201475 -Mister Green 6341889 * required field

Details

Reviewer * [] Reason * Outcome at 3 months

Scheduled Date * 04/12/2015 Actual Start Date []

Expected End Date [] Actual End Date []

Outcome []

Program Specific Outcomes

The Youth Job Connection program prepared me to find and keep a job? []

The pre-employment service workshops helped me improve skills I can use to find and keep a job. []

My job placement helped me gain experience that I can use to find and keep a job. []

Is the participant still working with the placement employer? * []

Coaching – Current Employment * []

Coaching – Career Exploration/Advancement * []

Mentor – To Peers * []

Mentor – Receipt * []

Networking * []

Save Cancel

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.