Canada-Ontario Job Grant Technology Infrastructure

October 2014

Employment and Training Division
Ministry of Training, Colleges and Universities

Objectives

Two principle objectives:

1. To support COJG Service Provides as they prepare to deliver the Canada-Ontario Job Grant program.

2. To highlight 'downstream' implementation activities.

Outline

In Scope

1. COJG Employer/Consortium Online Application Process
2. FMR Tool
3. EOIS-CaMS core functionality
   - What's New…
5. COJG Data/Reporting Sources for 2014-15
6. Go-live and future training activities
7. Interim Report Measure**

A Snapshot of Forms/Data

The delivery of COJG will involve significant flows of information amongst employers, participants, trainers, service providers and the ministry. With few exceptions, program information will reside in one or several EO systems.

A Snap of COJG Forms and their Destination

Item	Destination
COJG Employer/Consortium Application	MN or Service Provider (SP)
OSS Vendor Set-up Form	OSS
COJG Employer Registration Form (if applicable)	SP
COJG Participant Registration Form	SP
Confirmation of training registrations/completions/receipt of purchase of training/employer attestation	SP (25 and fewer) MN over 25
Submission of EERs	MN
Submission of SRER or audit (if applicable)	MN
SP-COJG Employer Agreement	Employer
TCU-COJG Employer Agreement	Employer
TCU-SP TP Agreement	SP

COJG Employer/Consortium Online Application

COJG Employer/Consortium Online Application

A few things to keep in mind…

- The COJG Employer/Consortium Online Application submission process was launched on September 26th, 2014. Details of this launch are available in an EO bulletin posted to the EOPG on the 26th.

- A detailed explanation of the online application functionality is outlined in the EOIS-CaMS Service Provider User Guide, Chapter 12, COJG Grant Application, available at the EOPG.

- Slides 7 through 17 are excerpts from Chapter 12.

COJG Employer/Consortium Online Application

New

- The COJG Employer/Consortium Online Application submission process allows prospective employers or consortia to submit a program application online to either a COJG Service Provider of their choice or Ministry Regional Office, depending on whether the application includes skills training for 25 or fewer, or over 25 trainees (or a consortia.)
- The PDF application form is opened and saved in Adobe Acrobat Reader.

Ontario Canada

Canada-Ontario Job Grant Employer/Consortium Application Form

Fields marked with an asterisk (*) are mandatory.

COJG Service Provider/Ministry Use Only		
Date of Registration (yyyy/mm/dd)	Employer Reference Number	Employer/Consortium Case Reference Number

Please note that incomplete applications will not be accepted.

This form is to be completed by an Employer applying for a Canada-Ontario Job Grant. This training request is for: *

- ☐ 25 or fewer training participants
- ☐ Over 25 training participants
- ☐ Consortium

Instructions for Submissions

Completed applications for 25 or fewer training participants must be submitted to a Canada-Ontario Job Grant Service Provider. Please visit www.tcu.gov.on.ca/eng/search.asp. or the Hotline at 1-800-387-5656 to identify a service provider closest to you.

Completed applications for over 25 training participants/consortium must be submitted to the appropriate regional Ministry Office where the majority of the training activity will take place.

Central Region	mtcucentralregion@ontario.ca	East Region	ESRD.Eastern@ontario.ca
North Region	ESRD.North@ontario.ca	West Region	mtcuwesternregion@ontario.ca

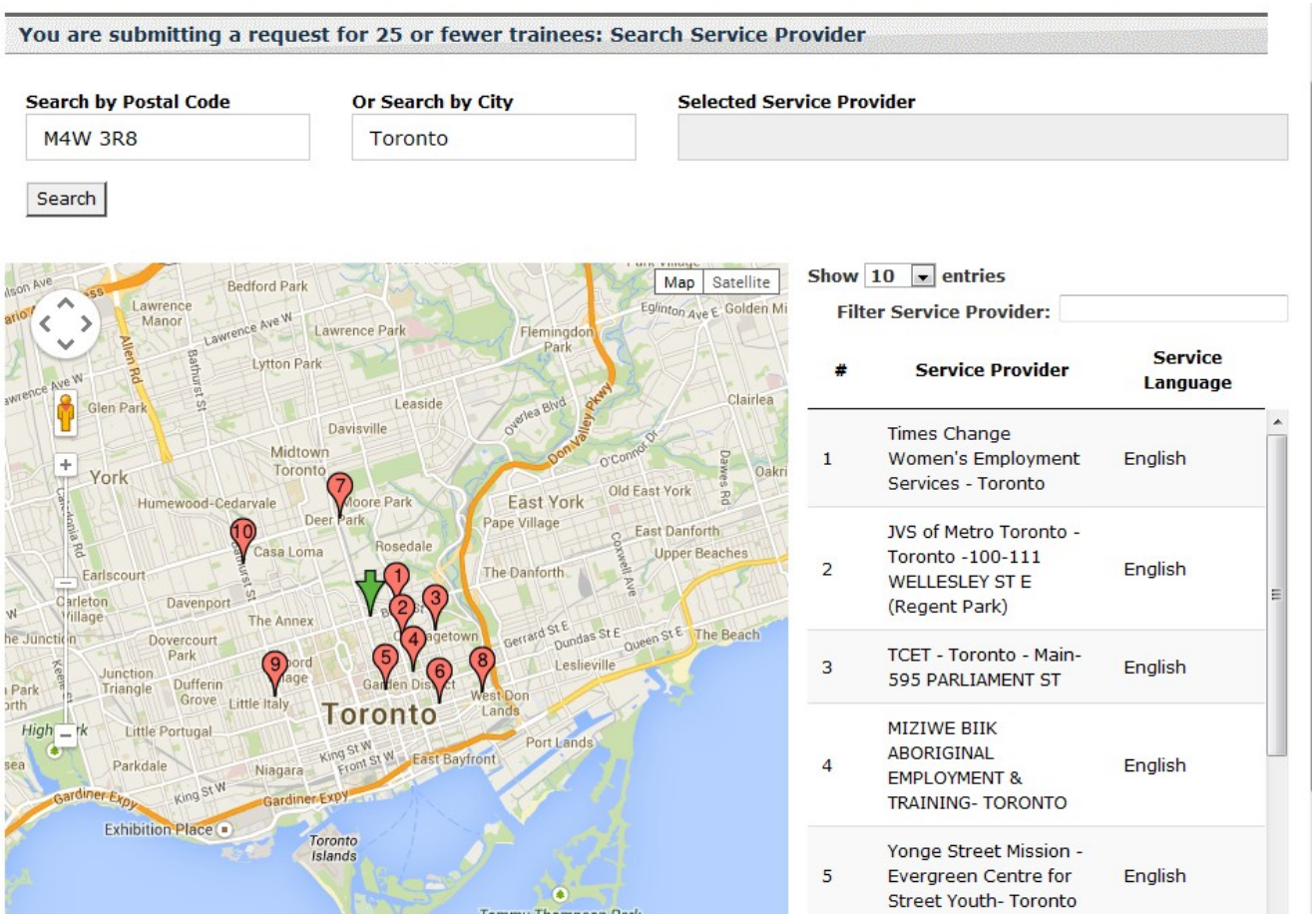
This includes those applications requesting training for participants in other branches/locations.

COJG Employer/Consortium Online Application

- Prospective employers record corporate tombstone information and contact details, as well as training program, training provider and cost information in the application form, which they upload following a simple step-by-step process.

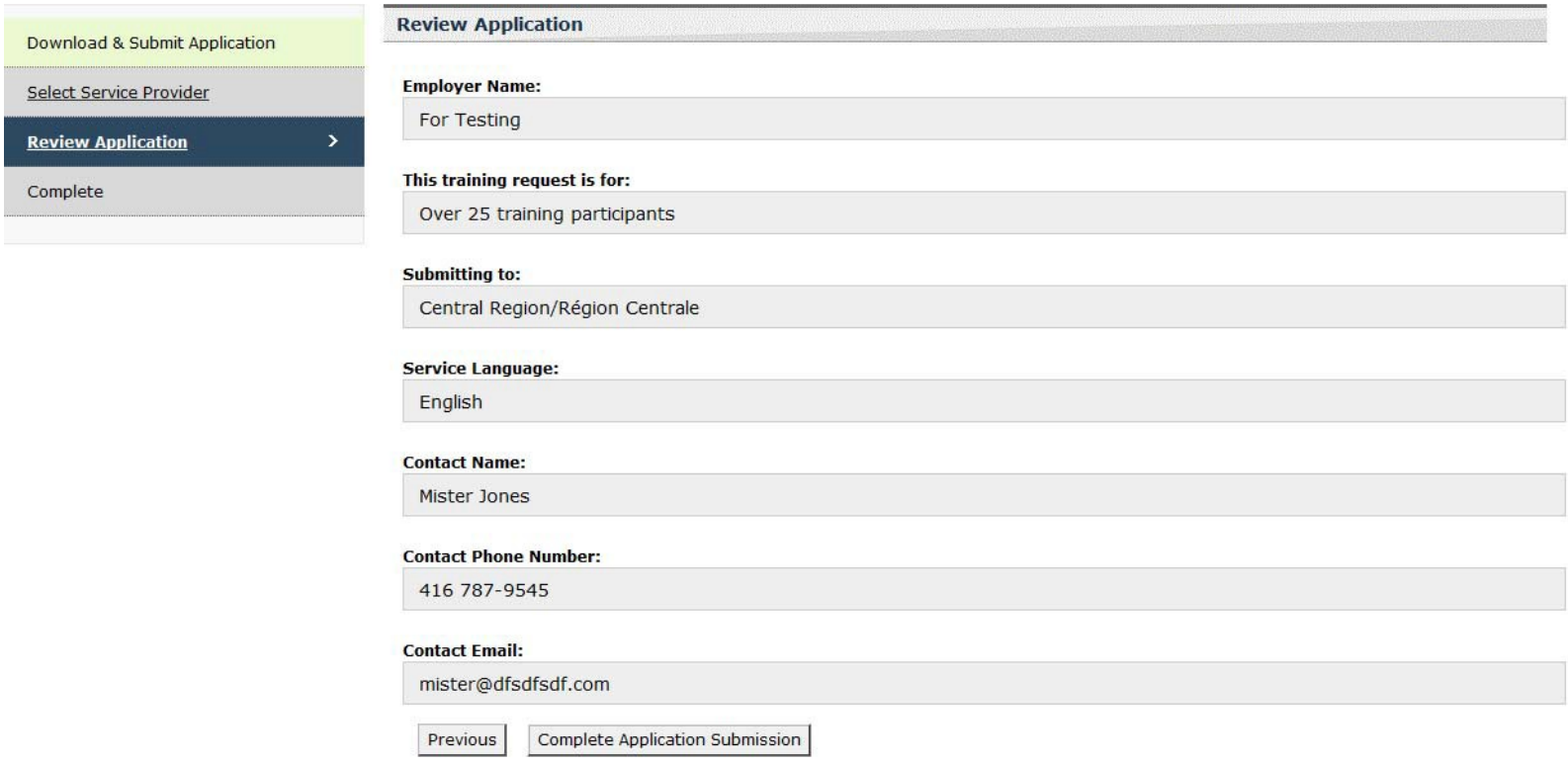
COJG Employer/Consortium Online Application

- If the application is for 25 or fewer training participants, the employer then selects a service delivery site in its vicinity.



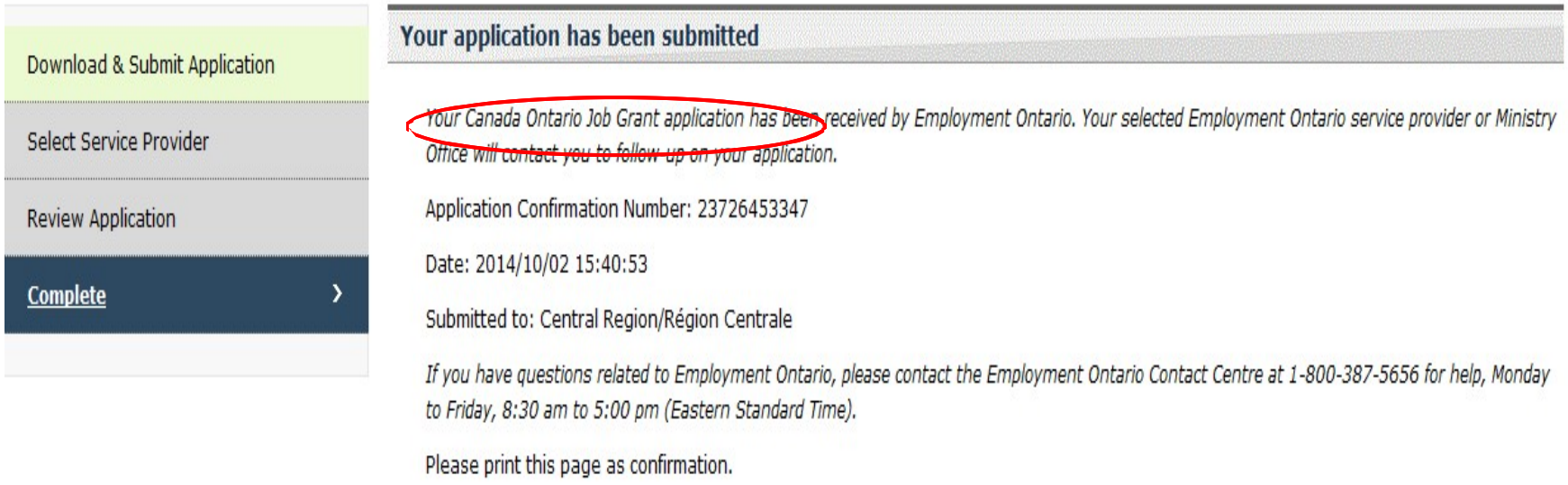
COJG Employer/Consortium Online Application

- If the application is for more than 25 training participants, or involves a consortium of employers, the application will be directed to the nearest MTCU regional office. If approved by MTCU, the application will be forwarded to the appropriate service provider as per the program delivery network.



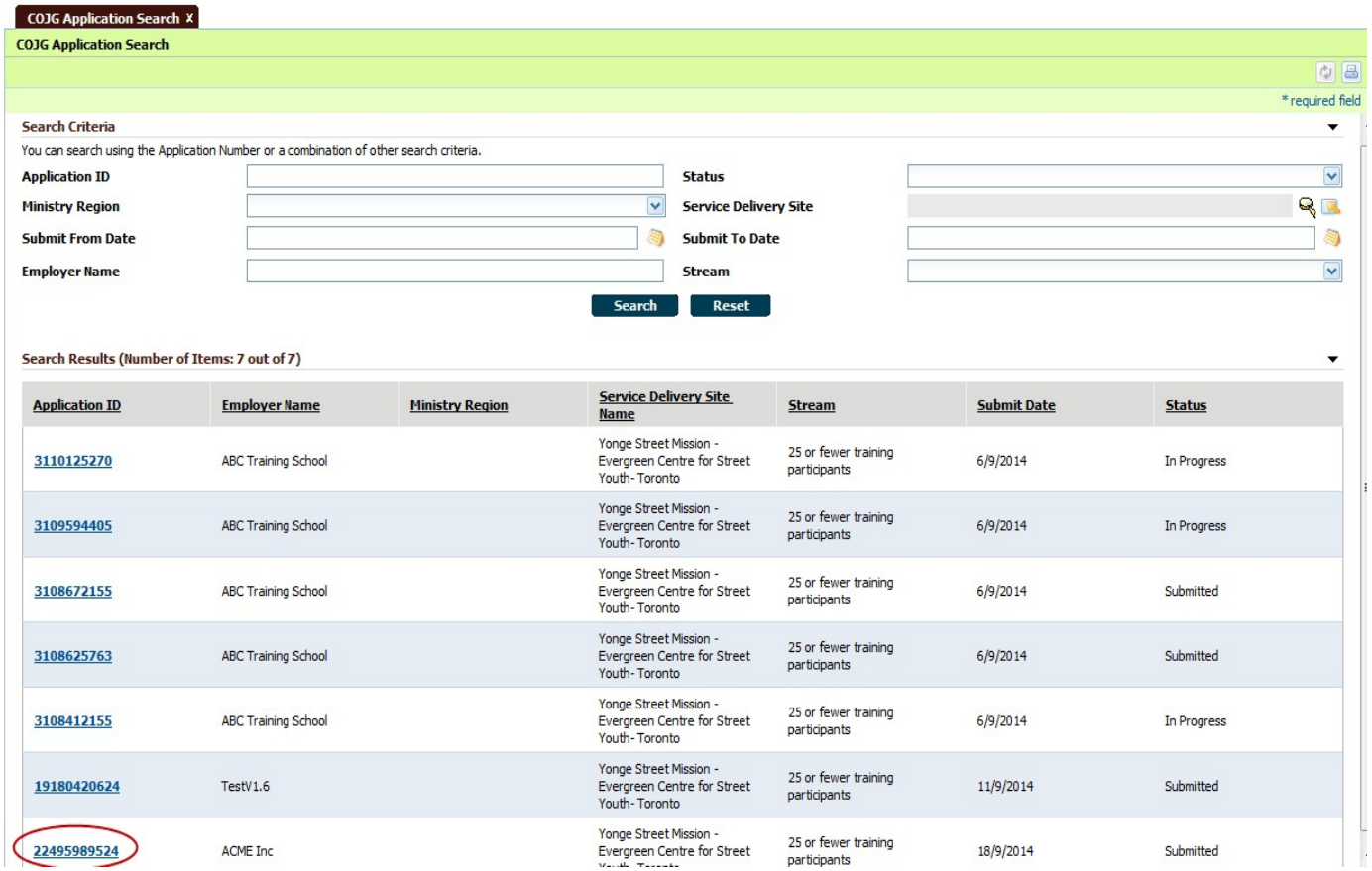
COJG Employer/Consortium Online Application

- Once submitted, the employer or consortium receives a confirmation message. The Application Confirmation Number is the same as the Application Number that appears in EOIS-CaMS.



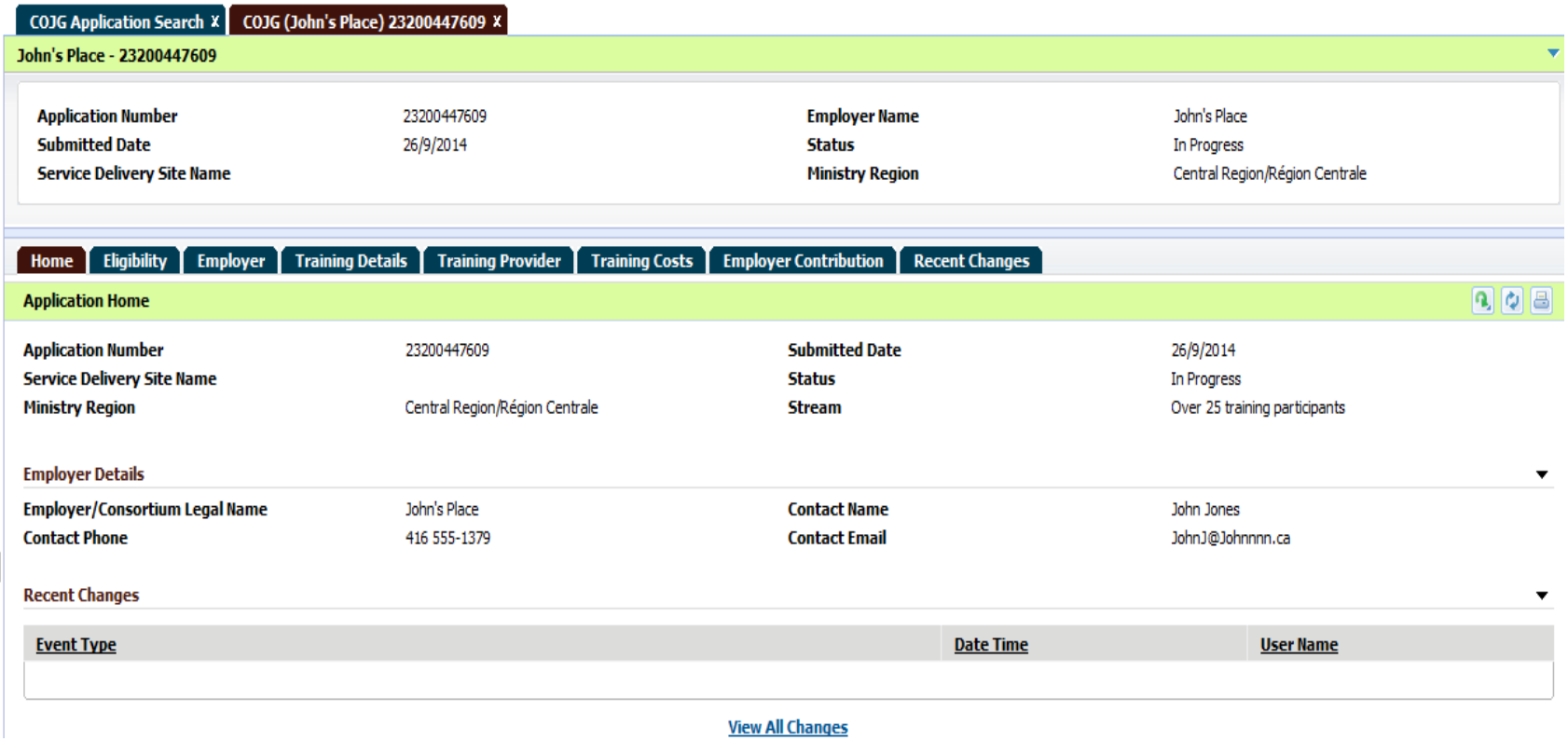
COJG Employer/Consortium Online Application

- An email notification is sent to the service delivery site or to relevant MTCU regional office.
- The application will appear in EOIS-CaMS immediately after submission.



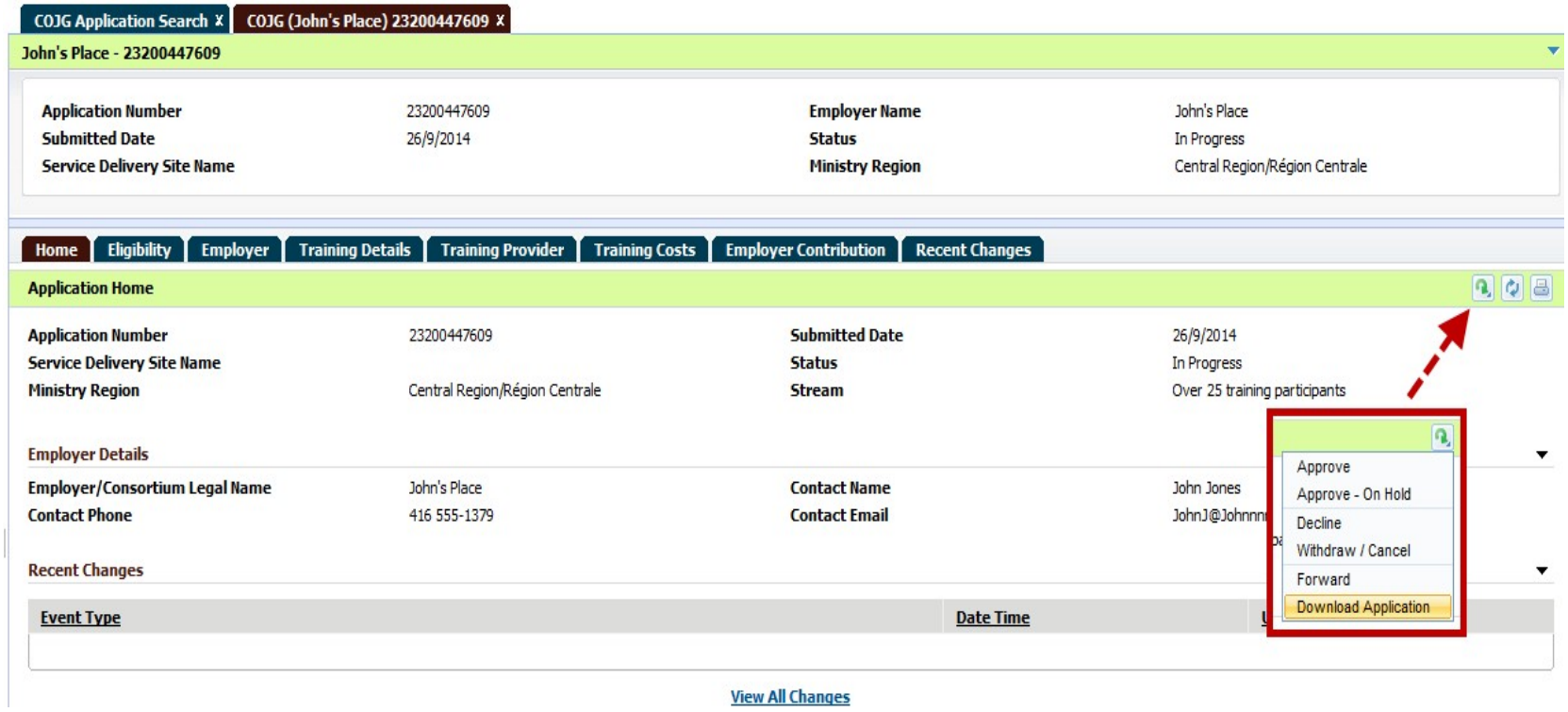
COJG Employer/Consortium Online Application

- If the application is for more than 25 training participants, or is for a consortium of employers, ministry users that are assigned to a COJG position are able to approve and forward applications.



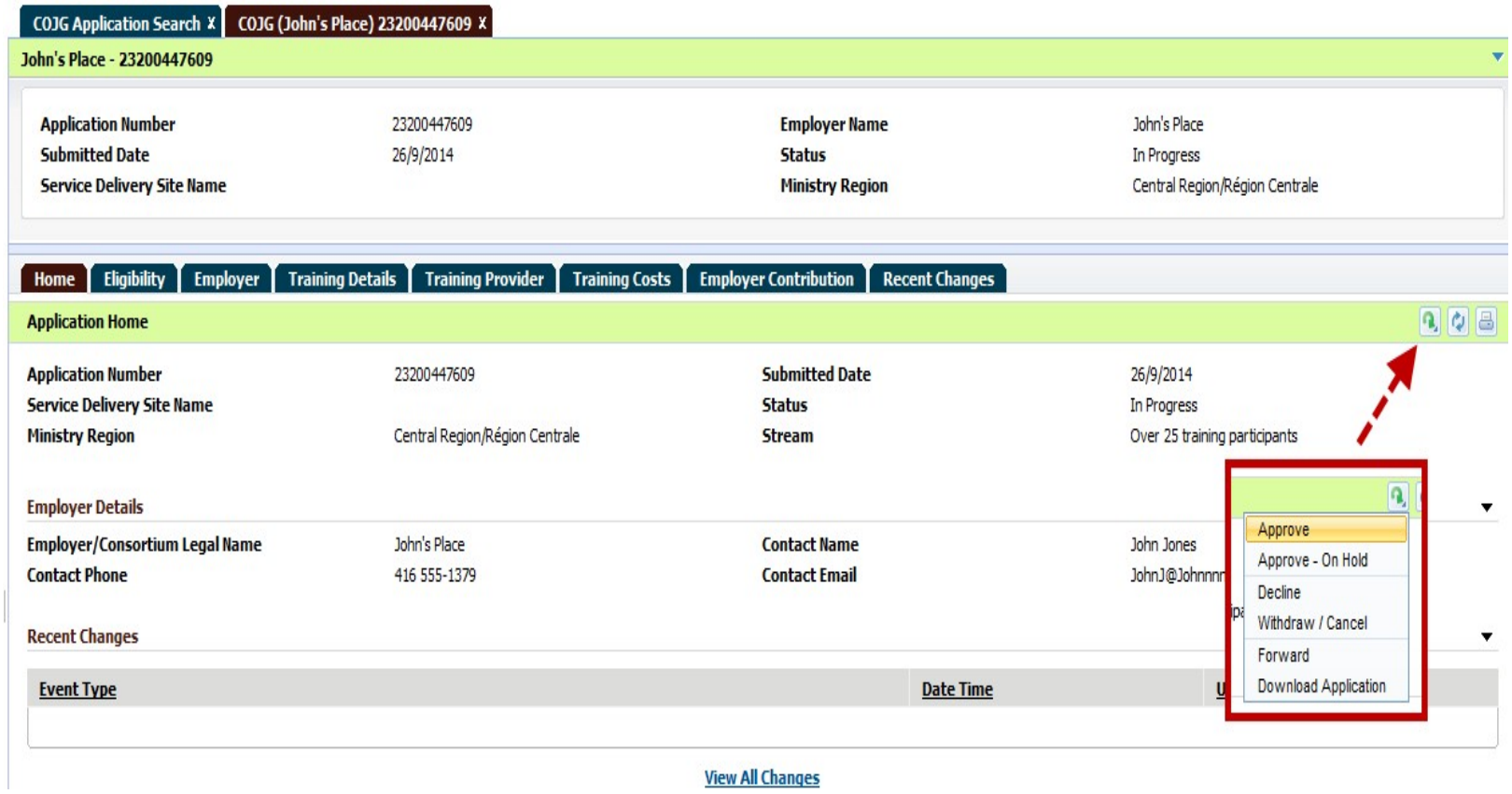
COJG Employer/Consortium Online Application

- For assessment, the application should be downloaded as a PDF file. Since approved applications will be forwarded, it is important that modifications are not made to data that has been submitted by the employer or consortium.



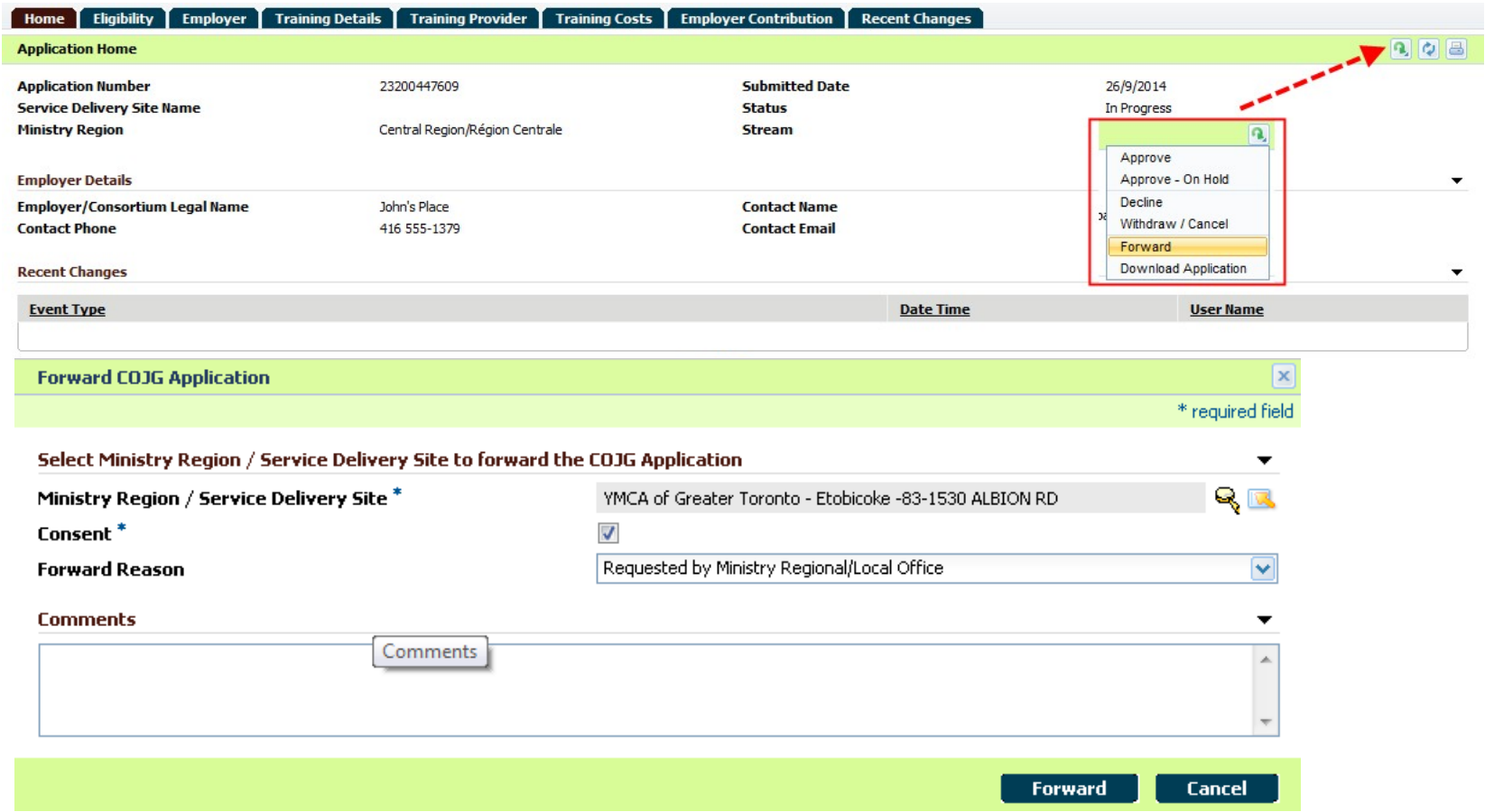
COJG Employer/Consortium Online Application

- Assessment of applications is an offline process. Once a decision to approve or decline an application has been reached, it is a very simple system step.



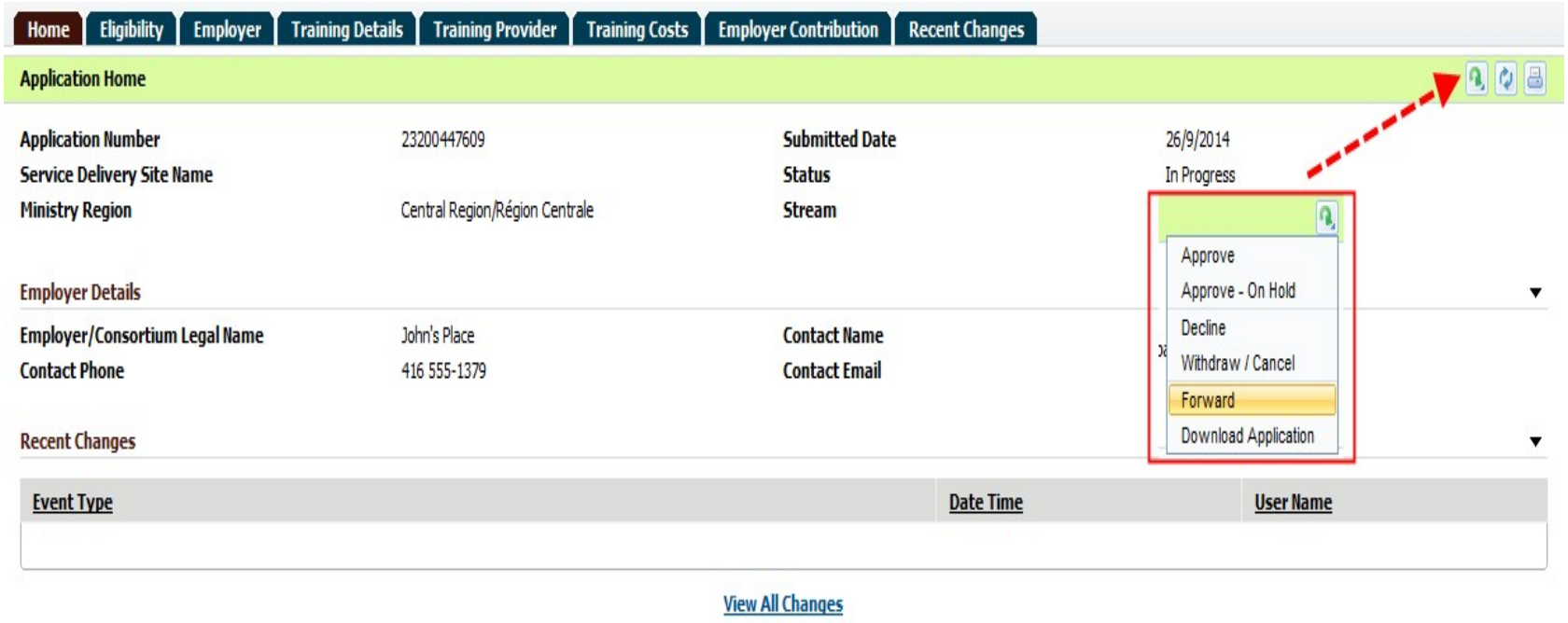
COJG Employer/Consortium Online Application

- For applications with over 25 training participants, the system will only allow forwarding by the ministry to COJG providers authorized for >25 delivery and other ministry regions.



COJG Employer/Consortium Online Application

- For applications for consortia, the system will allow forwarding by the ministry to all COJG providers and other ministry regions.
- Applications for 25 or fewer training participants can be forwarded between any service delivery site offering COJG and the ministry.



FMR Tool

FMR Tool

- The FMR Tool is an interim application used by ETD to support appropriate oversight of EO agreements, in particular, financial management of its transfer payment agreements with the EO network.

- The FMR Tool will be used in the administration of the COJG program specifically to support the administration of the EER process that has been established in other programs such as the Employment Service.

- Please note – at the time of this writing, the specific label of the account lines on slide 20 may be adjusted. Therefore, slide 20 is included for illustrative purposes.

- Your ETC will have additional details regarding the EER submission process.

Estimate of Expenditures Report
canada-Ontario Job Grant

Fiscal Year: 2014-2015
Period : 4
Reporting Period: Nov 1, 2014 • Nov 3-0,2014
Due Date: December 12, 2014
Service Provider Name: DURHAM COLLEGE OF APPLIED ARTS & TECHNOLOGY 4374E
Site ID:

Budget Line	cast 14	Variance E=A-D	Forecast % of Allocation F=D/A
Operating Funds	0.00		100.00%
Employer Incentives and Individual Supports	0.00		100.00%
Training Contribution	0.00		100.00%
Other Funding	0.00		
Case Administration	0.00		100.00%
	0.00	$0.00	100.00%

Budget Line
Operating Funds
Employer Incentives and Individual Supports
Training Contribution
Other Funding
Case Administration

Interest Earned (April 1, 2013 - June 30, 2014)	G	$0.00
Disposition of Assets (As per Section 5.2 of the A	H	$0.00
Total Other Revenue		$0.00

Ministry Funding Received $1,(K)C)00.
Service Provider YTO Expenditures (ported ab $6200.00.
Gross Surplus/(Deficit) M=L/J 1 13%
$800.00
Percentage Gross Surplus/(Deficit)

Gross Surplus/(Deficit) $0.00.
$800.00

YTO Variance Explanation(s):

Forecast Variance Explanation(s):

I certify that the information is true and correct to the best of my knowledge and claimed in accordance with the legal agreement and that I have the authority to bind the Recipient.

Name and Title of Authorized Signing Officer

Date

Signature of Service Provider Authorized Signing Officer

EER Reporting Schedule

Report	ES Reporting Period	COJG Reporting Period	Due Date
P1 EER	Apr 1, 2014 – Jun 30, 2014	N/A	Jul 14, 2014
P2 EER	Apr 1, 2014 – Aug 31, 2014	N/A	Sep 12, 2014
P3 EER	Apr 1, 2014 – Sep 30, 2014	N/A	Oct 14, 2014
P4 EER	Apr 1, 2014 – Nov 30, 2014	Nov 1, 2014 – Nov 30, 2014	Dec 12, 2014
P5 EER	Apr 1, 2014 – Dec 31, 2014	Nov 1, 2014 – Dec 31, 2014	Jan 14, 2015
P6 EER	Apr 1, 2014 – Mar 31, 2015	Nov 1, 2014 – Mar 31, 2015	Apr 07, 2015
SRER	Apr 1, 2014 – Mar 31, 2015	Nov 1, 2014 – Mar 31, 2015	Jun 12, 2015

EOIS-CaMS

EOIS-CaMS

A few things to keep in mind…

- Work is currently underway to enhance EOIS-CaMS to support the delivery of COJG. COJG Service Providers will learn more about the system release dates and enhancements by late October / early November.

- At the time of this writing, system enhancements are in development; therefore, screenshots included on slides 24 through 35 are non-production versions and are subject change.

EOIS-CaMS

EOIS-CaMS will be enhanced to support the delivery of COJG. These enhancements include:

- Updating the current employer registration to include COJG specific fields
- Addition of an Employer Employment Ontario (EO) Case
- Two new service plan templates:
  - ✓ COJG Employer
  - ✓ COJG Participant
- New “rules” to support reviews (AKA follow-ups) for the two new service plan templates.

EOIS-CaMS

COJG Lifecycle in EOIS-CaMS

1.) Register Employer

2.) Create Employer EO Case

3.) Create Employer COJG service plan

4.) Register Participant(s)

5.) Create Participant COJG service plan(s)

6.) Maintain both Participant and Employer service plans

7.) Closure of Participant service plan(s)

8.) Closure of Employer service plan

9.) Reviews/Follow-ups for both Employer and Participant(s)

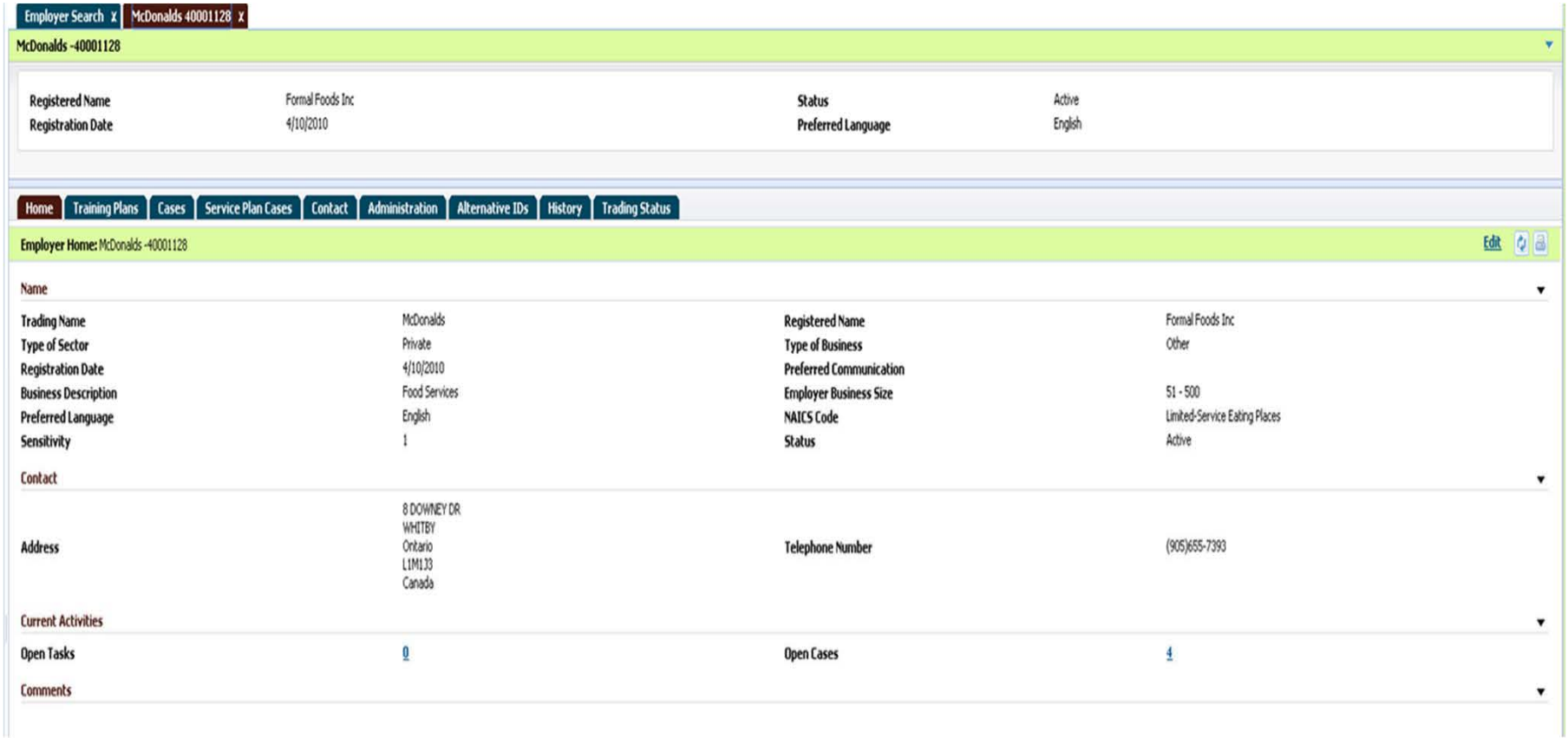
EOIS-CaMS

Employer Registration:

- Registration begins from the *COJG Application Home* page after the application has been approved. This functionality is similar to registering a client from the *EOSS Application Home* page.
- First, a user is forced to search to see if the employer currently exists in the database to avoid duplicate entries. The *Employer Search* criteria remains the same as the current release of EOIS-CaMS.
- If the employer does not exist, the user will be brought to the *Employer Registration* page, which will prepopulate "select" fields from the COJG Employer Application. The user has the ability to modify and add any additional data before "registering" the employer. Once registered, an *Employer Home* page will be available to users.
- The current *Employer Registration* and *Employer Home* page will be modified to include COJG specific fields.
- Users will have the ability to distinguish between employers with ES service plans and COJG service plans.

EOIS-CaMS

Employer Home Page



EOIS-CaMS

COJG Employer Service Plan

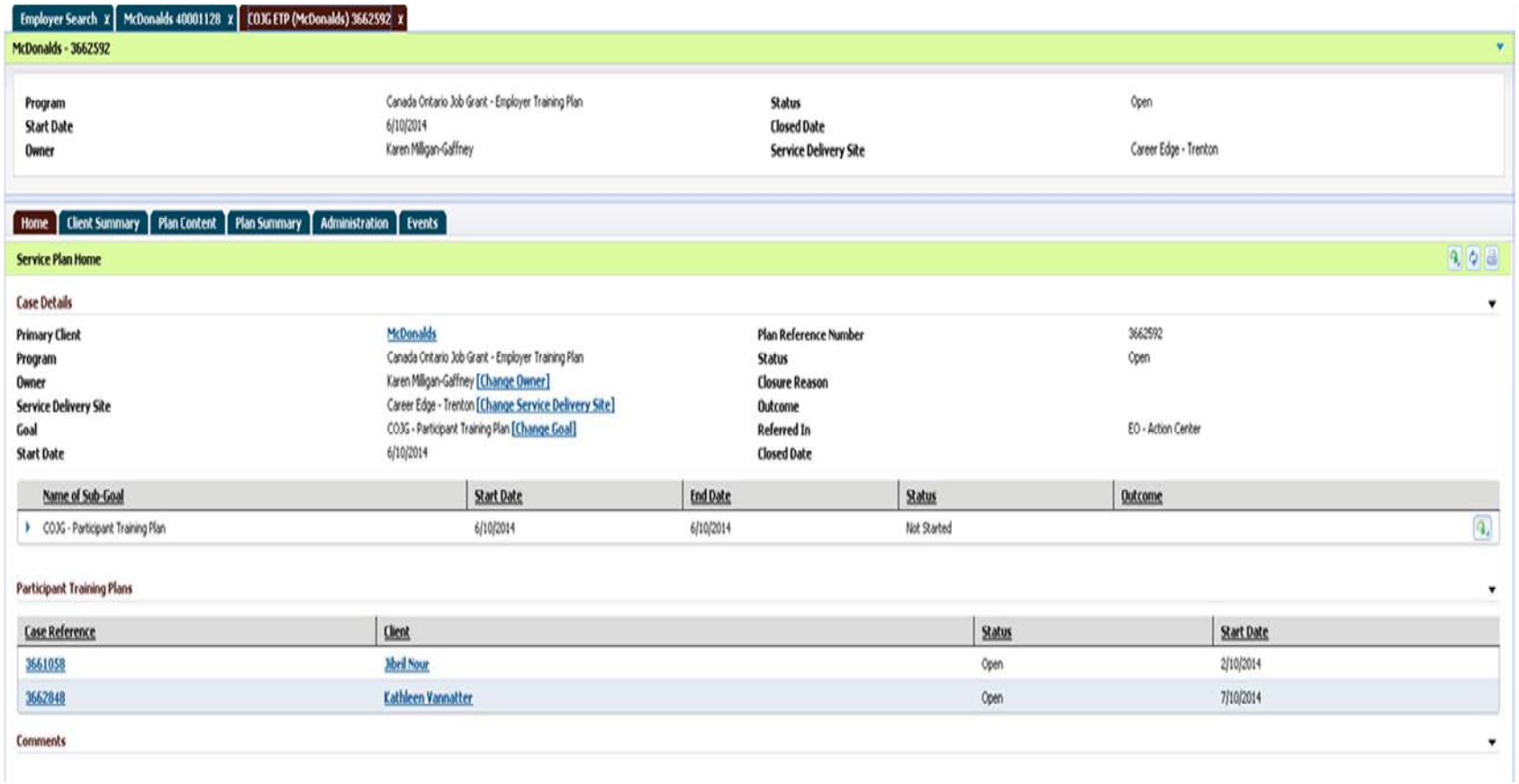
It is important to note that the "Seven Steps to Create and Activate a Service Plan" will remain valid for COJG service plans. A user must select a service plan template, add a client summary, add/maintain sub-goal(s) and plan item(s) and issue/accept a plan summary.

System Process Flow:

- After creating an EO Case for the employer, the user has the ability to create a service plan from the **Action Button** (similar to all other service plan functionality) from the *EO Home* page.
- The user will be brought to the Create Service Plan page, where they choose the COJG Employer Service Plan from the list of templates. A *COJG Employer Service Plan Home* page will be created upon saving the data.
- Similar to ES service plans, a sub-goal will be automatically added to the service plan when the COJG template is chosen.

EOIS-CaMS

COJG Employer Service Plan Home Page

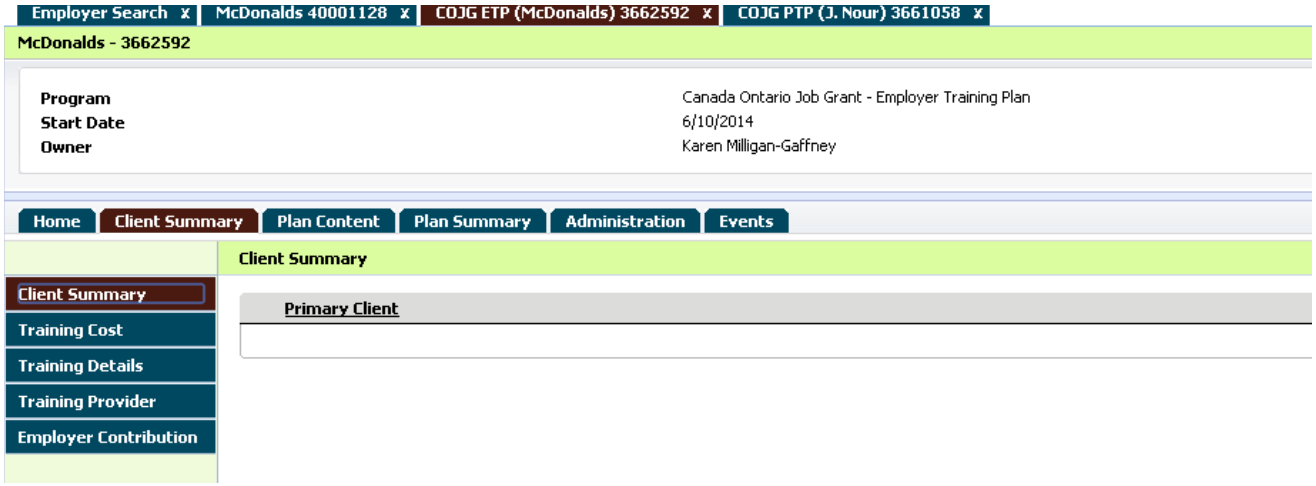


EOIS-CaMS

Client Summary within the COJG Employer Service Plan

A new feature has been added to *Client Summary* within the COJG Employer service plan:

- A **Tab Content Bar** has been added to the *Client Summary*. All sections within the **Tab Content Bar** must be completed for the service plan to proceed to an "approved" status.
- Data from the COJG Employer Application will be prepopulated into the sections, however, a user must manually "save" the data in each section. This allows the user to review the data (making sure all fields are up-to-date) and make any modifications that may be necessary.



EOIS-CaMS

Participant Registration

Registration of COJG Participants will follow the same process and system functionality as all other EO clients in EOIS-CaMS.

A user will:

- Search for the participant to see if they currently exist. If they do exist, a user will need to determine if they are participating in any other EO programs and assess the eligibility for COJG.
- Create the participant via the *Register Person* page. An EO Case will automatically be created for the individual at the end of the registration.
- Employment and education background, as well as contact details are recorded/maintained in the *Person Home* page.
- Once the "tombstone" data has been recorded, a COJG Participant service plan can be created from the **Action Button** in the *EO Home* page.

EOIS-CaMS

COJG Participant Service Plan

The participant COJG service plan structure will resemble other EO service plan types. The functionality to create and maintain the service plan will follow the same process as the current release of EOIS-CaMS.

Process Flow:

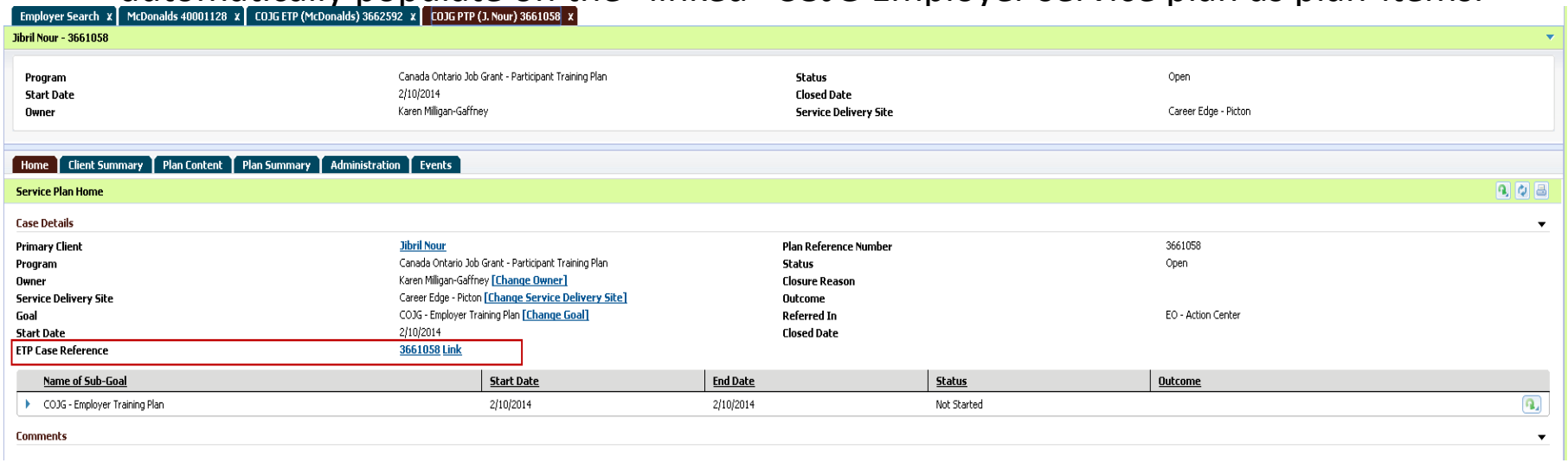
- From the *EO Home* page, the user will be brought to the *Create Service Plan* page, where they choose the COJG Participant Service Plan from the list of templates. A *COJG Participant Service Plan Home* page will be created upon saving the data.
- Similar to ES service plans, a sub-goal will be automatically added to the service plan when the COJG template is chosen.
- In addition to the sub-goal, one plan item (Training Details) will also be automatically added to service plan.
- The *Training Details* plan item is where a user will record data specific to their training. For example, the dates in which the training will occur, the estimate and actual costs of training, as well as any in-kind contribution. *This Training Details* plan item is specific to the course, and a participant may have more than one *Training Details* plan item attached to their service plan.

EOIS-CaMS

COJG Participant Service Plan Home Page

A feature unique to the COJG Participant service plan is the addition of a "link" to the COJG Employer service plan.

- Link is created during the service plan creation where a user must search for the previously created COJG Employer service plan.
- COJG Employer service plan reference number and link will appear in the *COJG Participant Service Plan Home* page.
- Once link is created, the participant details (Name/Reference Number) will automatically populate on the "linked" COJG Employer service plan as plan items.



EOIS-CaMS

Maintain Service Plan:

- Functionality to maintain a service plan remains the same as today.
- Similar to YEF, it is extremely important that users keep the **Estimated** and **Actual Cost** fields, as well as **In-Kind Contribution** accurate and up-to-date.

Close Service Plan:

- Functionality will remain the same as all other EO service plans for both the COJG Employer and COJG Participant, however, both service plan types will have their own unique rules on "when" a service plan can be closed.
- When a COJG Participant service plan is closed, the corresponding linkage/plan item on the COJG Employer service plan will automatically update – reducing the administrative work required on the COJG Employer service plan.

Reviews (AKA Follow-Ups):

- Functionality on how to view and modify reviews will remain the same.
- New rules on the "frequency" of reviews specific to COJG will be added to the corresponding COJG service plans

EOIS-CaMS

Reviews (Follow-up) Frequencies

Target	Dimension	Indicator	Question	Range	Timeframe
Trainee	Service Impact	Employment Status	Client Status - Employed, self employed, both employed and …	Code	Exit/6/12
		Training Quality	Does the individual feel that they are utilizing the skills acquired in training	1-5	Exit/6/12
		Credential Obtainment	Did the individual obtain any credential as a result of the training	Y/N	Exit
		Job Quality/Advancement	The individual has experienced an increase post-participation in either …	Y/N	Exit/6/12
Employer	Service Impact	Training	Did the skills training meet the workforce needs of the employer	1-5	Exit/3/12
		Job Performance (incumbent)	Has the employer seen an increase in the trainee's productivity	Y/N	Exit/3/12
		Job Performance (Job matched)	Was the job-matched individual retained by the employer beyond the probationary period	Y/N	Exit/3/12
		Employee Retention	How many of the trainees have been retained by the employer	#	Exit/3/12
Employer	Customer Value		Did the Canada-Ontario Job Grant enable you to invest in training for your employee(s) that otherwise would not have happened?	Y/N	Exit
			Do you think that Ontario should continue to deliver the Canada-Ontario Job Grant?	Y/N	Exit
Trainee	Customer Value		Do you think that Ontario should continue to deliver the Canada-Ontario Job Grant?	Y/N	Exit
Employer	Customer Service	Customer Satisfaction	On a 1-5 scale, how likely are you to recommend the Canada-Ontario Job Grant to other employers?	1-5	Exit
Trainee	Customer Service	Customer Satisfaction	On a 1-5 scale, how likely are you to recommend the Canada-Ontario Job Grant to someone looking for similar services as those you received?	1-5	Exit

EOIS-CaMS
Data and Reporting

Data Collection and Approach to Reporting

Context

The collection/tracking and reporting of COJG employer and participant information will serve three basic but important needs including:

1. Support **program administration and delivery**
   - Eligibility, suitability, program uptake, financial management, TP agreement requirements

2. Support **program evaluation** and determining strategic directions

3. Support **reporting obligations** to the government of Canada
   - Monthly and annual reporting requirements as per the Agreement

Data Collection and Approach to Reporting

A few things to keep in mind:

The Ministry will have access to a significant amount of COJG program information both at the employer and participant level:

1. The implicated systems or tools will depend on the specific type of program data, and its source.

2. Existing and new EOIS-CaMS reports may be implicated

3. The Ministry is currently confirming a reports release strategy which may resemble the following:
   - COJG Report Release 1.0: At launch of the online application
   - COJG Reports Release 2.0/2.1: Fall/Winter 2014
   - COJG Reports Release 3.0: Timing to TBC

Data/Report Prioritization – Possible Delivery Timeframes

Required By	Cluster Release	Name	Notes
Day 1	1.0	COJG Uptake & Profile Information	May be a report or query with content placed in a dashboard
	2.0	All data being included in the CaMS PRIME Universe	Will allow for data mining and meeting ad hoc & other required reporting needs.
	2.0	COJG Employer Agreement Report (Service Provider & Ministry Versions)	New reports (TBC – whether to generate SP & MN versions)
		FMR EER Roll-up Reports including SRER	Status quo format
	2.0	Service Provider Inactive Cases (Client level) #20	COJG inactive cases expected to show on this report automatically
	2.0	Service Provider User Management - #42	Information expected to show on this report automatically
	2.0	Service Provider / Delivery Site List (Ministry Use) (SDS level) (#26B)	Information expected to show on this report automatically
	2.1	Service Provider Data files	Separate and distinct from existing EOIS Service Provider Data files. Delivery timetable - TBC
Dec 2014	2.1	Service Provider Follow-up Cases (Service Plans) - #19A & Follow-up Completion Report (SP & MDP) (Ministry version) - #19E	Existing reports that need to be modified for specific COJG follow-up requirements
Jan 2015	3.0	COJG Employer Case Activity Report & Ministry Version	New Reports
		COJG Trainee Case Activity Report & Ministry Version	New Reports
		COJG Placement Report	New Reports
		Service Delivery Site List - #26	Information expected to show on this report with a minor change
		Service Delivery Site labels - #27 & Service Provider Labels - #29	Information expected to show on these reports with a minor change
May 2015		Ontario to Canada Annual Report	Expected to be handled from data mining from PRIME Universe

Expected Data Content for the Employer Agreement Report

Employer Identification

- Employer Case ID
- Employer Name

Employer Agreement Details

- Placement
- Agreement Value
- Employer Contribution - Cash
- Employer Contribution - In Kind
- Canada Ontario Contribution
- Employer Contribution Percent

Training Details

- Training Plan Status
- Start Date
- End Date
- # of Trainees - Agreement
- # of Trainees - Planned
- # of Trainees - Actual

Trainee Details

- Trainee Case ID
- Trainee Name
- Trainee Status
- Trainee Start Date
- Trainee End Date
- Trainee Actual Cost
- Trainee Actual In Kind
- Employer Costing (only Closed Training Plans)
- Final Training Cost
- Actual In Kind Contribution
- Canada Ontario Final Obligation

System Resources and Support Model

System Resources and Support Model

System Resources

As part of the Ministry's commitment to support Service Providers, it publish system resources related to the Online Application process and EOIS-CaMS Release 4.2 and 4.3 (COJG Enhancements) in a timely fashion.

What resources are expected for the Online Application and Release 4.2 and 4.3?

- Service Provider and Ministry User Guide updates
- Detailed Reporting Guide updates
- A Release 4.1 launch bulletin highlighting the key enhancements to EOIS-CaMS (was posted to the EOPG).

Where to find resources for Release 4.1 (and in future 4.2 and 4.3)?

- EOPG: http://www.tcu.gov.on.ca/eng/eopg/eotransformation/eois-cams.html
- EOIS Intranet: http://asatraining.edu.gov.on.ca/Case_Management/index.html

Support Model – status quo

Go-live and Future Implementation Activities

Where are we today?

- In early stages of design & development but making steady progress

- In the process of finalizing a release strategy which will likely involve a phased approach to the implementation of the EOIS-CaMS functionality to support COJG.
  - ✓ Phase 1: Implement Service Plan functionality

  - ✓ Phase 2: Implement Review functionality

Implementation Activities

- Publication of resource material as per ministry practice
- Exploring opportunities to support capacity building/knowledge sharing activities later this fall/winter

Interim Report Measure – Details to be Confirmed

Why?

- To support the Ministry in managing COJG TP agreements with SPs between the period of approximately Nov. 3rd and when COJG functionality goes live in EOIS-CaMS, the Ministry will implement an interim measure. (Basically, a 'fail-safe' measure.)

What

- Will consist of a PDF form consisting of 7 questions (see slide 45)
- SP will complete the PDF form for each SDS and submit it to the assigned regional mailbox used for EER submissions.

Business Process/Flow (Similar to EER process)

- SP/SDS -> the region -> uploaded to the FMR where regional and provincial roll-ups will occur
- Leverage existing ETC & SDM review/approval used with ES EERs.

Frequency (TBC)

Reporting Period A: Covering Nov. 1 to Nov. 30 -- report to be submitted to the MN by the first Friday in Dec. 2014

Reporting Period B: Covering Dec. 1 to Dec. 31st -- report to be submitted to the MN by the first Friday in Jan., 2015

Interim Report Measure: Questions

Question 1

- Over the last month, please identify the **number of COJG approved and signed employers agreements** which are associated with this service delivery site.

Question 2

- What is the **total combined cost of training (training costs, in kind and cash contributions) for all COJG employer agreements** signed over this reporting period, associated with this service delivery site?

Question 3

- What is the **total value of the Employer Cash Contributions for all COJG employer agreements** signed over this reporting period, associated with this service delivery site?

Question 4

- What is the **total value of the Employer In-Kind Contributions for all COJG employer agreements signed over this reporting period,** associated with this service delivery site?

Question 5

- What is the **total value of the training costs you have committed to cover (less in kind contributions) for all COJG employer agreements** signed over this reporting period, associated with this service delivery site?

Question 6

- What is the **total number of trainees for all COJG employer agreements signed over this reporting** period, associated with this service delivery site?

Question 7

- What is the **total number of Participant registration forms you have received for Ministry delivered Over 25 agreements** for this reporting period, associated with this service delivery site?

Qs & As