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**MEMORANDUM TO:** Youth Job Connection (YJC) and Youth Job Connection Summer (YJCS) Service Providers

**FROM:** Jacqueline Cureton  
Director, Program Delivery Support Branch

**DATE:** March 31, 2017

**RE:** **Change to Language Proficiency question**

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**Objective:**

The purpose of this memo is to inform all Youth Job Connection (YJC) and Youth Job Connection Summer (YJCS) service providers and staff that a data quality review identified an issue in the recording of the YJC and YJCS Language Proficiency suitability indicator. The lack of clarity around the language proficiency questions resulted in a misinterpretation in the recording and reporting of this indicator on the YJC/YJCS Participant Registration Form.

**What is Happening:**

The Ministry will be changing the language proficiency questions to one Language Skills question on the YJC/YJCS Participant Registration Form and in the Employment Ontario Information System-Case Management System (EOIS-CaMS) on April 10, 2017. The new question will use the scaled response: Unknown, Needs Development, Satisfactory and Strength, which is in line with Employment Service (ES). Reporting on this indicator will continue to be reflected as part of the clients' overall Suitability Score.

**Next Steps:**

To ensure that data is captured accurately, from April 1- April 9, 2017, the Ministry is requesting that service providers hold off on opening and closing cases until April 10, 2017. After which, the new Language Skills question will appear in the YJC and YJCS Client Summaries in EOIS-CaMS with a default response of Unknown. The English and French Language Proficiency indicators will no longer appear in EOIS-CaMS.

Cases opened on or after April 10, 2017 will have this new indicator. For cases that will be closed on or after April 10, 2017, service providers will be able to update the response for the Language Skills indicator based on previous discussions with clients.

Cases opened or closed from April 1-April 9, 2017, will not have 2017/18 data recorded for the Language Skills Indicator and therefore will not be counted towards the overall Suitability Score.

If your organization has any questions, please contact your ETC.

Jacqueline Cureton  
Director

Cc: Mary Joe Freire, Western Region Director  
Andrew Irvine, Northern Region Director  
Patricia Quattrociocchi, Central Region Director  
Jennifer Barton, Eastern Region Director