

**Ministry of Advanced
Education and Skills
Development**

Program Delivery Support
Branch
33 Bloor Street East, 2nd Floor
Toronto ON M7A 2S3
Tel: (416) 314-4268
Fax: (416) 325-6162

**Ministère de l'Enseignement
supérieur et de la Formation
professionnelle**

Direction du soutien à la prestation
des programmes
33, rue Bloor Est, 2e étage
Toronto ON M7A 2S3
Tél: (416) 314-4268
Télééc: (416) 325-6162



MEMORANDUM TO: Youth Job Connection (YJC) Service Providers

FROM: Jacqueline Cureton
Director, Program Delivery Support Branch

DATE: May 18, 2018

RE: Revised Youth Job Connection (YJC) and Youth Job Connection:
Summer Guidelines and Materials

Guidelines Revisions:

Please note that minor revisions have been made to the YJC and the YJCS Guidelines. The updated guidelines are now available on the Employment Ontario Partners' Gateway. As well, a Qs and As document created from questions collected on the information session calls is also available for service provider reference.

The revisions to the guidelines include:

- Youth Job Connection Guidelines, 4.1.1. Clarified Completion Score Definition
 - As part of the business planning process with the ministry, service providers will see a number of new terms: Participant Target, Completion Target, and Completion Score.
 - The Participant Target is the total number of service plans a service provider is expected to close in a year.
 - The Completion Target is the total number of service plans the service provider is expected to close in a fiscal year with an outcome of "attained" and a status of "completion". The Completion Target is 75% of the Participant Target.
 - The Completion Score, which determines the 20% Efficiency score, is calculated by dividing the actual number of completions by the Completion Target. A service provider would need to achieve 100% of their

Completion Target in order to meet their Efficiency score (Completion Score). The Service Quality Standard for Efficiency is 100%.

- For example: a service provider with a Participant Target of 100 youth would be expected to achieve a completion target of 75 youth (or 75%).
- Based on a continuation of the above example, a service provider achieving 60 completions in the fiscal year would meet 80% of their target (60 actual completions divided by the Completion Target of 75). The service provider would achieve 1.6 out of 2.0 in their final Service Quality Standard score.
- Youth Job Connection: Summer Guidelines, 4.1.1. Clarified Completion Score Definition
 - The Completion Target is 90% of the Participant Target, which is the total number of service plans a service provider is expected to close in a fiscal year.
 - The Completion Score, which determines the 5% Efficiency score, is calculated by dividing the actual number of completions by the Completion Target. A service provider would need to achieve 100% of their Completion Target in order to meet their Efficiency score (Completion Score). The Service Quality Standard for Efficiency is 100%.
 - For example: a service provider with a Participant Target of 100 youth would be expected to achieve a completion target 90 youth (or 90%).
 - Based on a continuation of the above example, a service provider achieving 85 completions in the fiscal year would meet 94% of their target (85 actual completions divided by the Completion Target of 90). The service provider would achieve 0.47 out of 0.5 in their final Service Quality Standard score.

If your organization has any questions, please contact your Employment and Training Consultant.

Jacqueline Cureton
Director
Program Delivery Support Branch

Cc: Daniel Kay, Western Region Director
Andrew Irvine, Northern Region Director
Todd Kilpatrick, Central Region Director
Jennifer Barton, Eastern Region Director