

MEMORANDUM TO: Ontario Self-Employment Benefit (OSEB) Coordinators

FROM: Program Delivery Support Branch

DATE: April 24, 2014

SUBJECT: **OSEB Quarterly Status and Narrative Report Template**

MEMO #: OSEB 2014-15 #01

OBJECTIVE:

The purpose of this bulletin is to provide your organization with information about the release of the Ontario Self-Employment Benefit (OSEB) Quarterly Status and Narrative Report Template (QSNR) and Instructions to Coordinators for 2014-15.

BACKGROUND:

The OSEB program requires the QSNR (including the update on participants) to be submitted to your local Employment and Training Consultant (ETC) contact quarterly as per the OSEB Coordinator agreement. Annually, these templates and documents are updated to incorporate program related changes.

The OSEB Business Plan template for 2014-15 was updated. Only seven program indicators and success outcomes required targets, whereas in previous years ten targets were required. A change was made as some program indicators did not appear to add value to the measurement of program success.

Coordinators remain responsible for inputting data for all indicators and outcomes in EOIS-CaMS,

As personal information is being captured on the OSEB participant update spreadsheet, necessary care should be taken to ensure the security and integrity of individual participant data.

OSEB participant data is now required to be submitted by a password protected Universal Serial Bus (USB) flash drive

NEXT STEPS:

The QSNR template and instructions are posted on the EOPG. Please review the documents and familiarize yourself with the content. The Instructions outline the data entry requirements, reporting schedule and submission details.

If your organization has any questions regarding the QSNR, please contact your ETC.