

# **ONTARIO SELF-EMPLOYMENT BENEFIT (OSEB) QUARTERLY STATUS AND NARRATIVE REPORT (QSNR) TEMPLATE**

## **INSTRUCTIONS FOR OSEB COORDINATORS**

The Ministry of Training, Colleges, and Universities (MTCU) requires that you submit the OSEB Quarterly Status and Narrative Report (QSNR) as part of the Ministry's agreement with you. The QSNR is a reporting method designed to capture data on program indicators, success outcomes, and individual participant updates.

### **1) OSEB Quarterly Status and Narrative**

The OSEB Status Narrative is the tool for reporting and receiving feedback against targets and actual results, and participants' business progress.

#### Part 1: Administrative Information

- Name of OSEB Coordinator is the organization name and Contact Name is the name of the organization contact.
- The Region is North, East, West or Central.
- The MTCU Office is the local MTCU office.
- The Agreement Number is the purchase order or PO number found on your agreement.

#### Part 2: Narrative of Outcomes

- Please provide an explanation on any short-term success outcomes not being met, the cause and any adjustment to be implemented to improve results.

### **2) OSEB Participant Update**

Please complete the chart embedded in the QSNR on all active participants currently enrolled in OSEB. Double click on the excel sheet to activate the embedded template. For the "status" column, a dropdown menu has been provided.

## **DATA STORAGE AND PROTECTION**

The OSEB participant update needs to be submitted to MTCU on a password protected Universal Serial Bus (USB) flash drive. The USB flash drive must have a password security feature to ensure that files are submitted in the manner prescribed.

In order to avoid delays in data collection, the OSEB participant update spreadsheet should not be password protected. The USB drive should be protected to protect client privacy. The file itself does not have to be protected.

Coordinators are to courier the password protected USB flash drive containing the appropriate files to their MTCU local office. Alternatively, the password protected USB flash drive can be delivered in person to the MTCU local office contact. Either way, the password of the USB flash drive should be conveyed to the same local office contact by email

The blank USB flash drive will be sent back to the Coordinator in time for submission of the next quarterly report. Files previously saved on the flash drive will be deleted by MTCU. The MTCU local office contact will notify the Coordinator if any issues with the file or data arise.

Coordinators may submit the QSNR template with the participant update or email the QSNR template separately to their local MTCU contact.

### **REPORTING SCHEDULE**

The data should be current as of the reporting period end date. EOIS CaMS runs Report 83 on the third Monday after the quarter end date. The reporting schedule for the submission of the QSNR to MTCU is as follows:

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<b>REPORTING PERIODS</b>	<b>REPORTING DEADLINE</b>
April 1 - June 30, 2015	August 28, 2015
July 1 - September 30, 2015	November 10, 2015
October 1 - December 31, 2015	February 9, 2016
January 1 - March 31, 2016	April 29, 2016

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### **DATA SUBMISSION**

Please complete one QSNR per agreement. Documents must be submitted to MTCU by email.

Please ensure that your QSNR is signed by your authorized signing authority or authorities in Part 2 of the Status Narrative.

### **HELP AND SUPPORT**

Please contact your MTCU local office for help and support.