

SDAG Discussion:  
QSAR / QADR Automation in SP Connect

December 12, 2016

*Program Delivery Support Branch*

Employment and Training Division  
Ministry of Advanced Education and Skills Development

## Purpose

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- To discuss the current process for submitting the Quarterly Status and Adjustment Report (QSAR) and Quarterly Aggregate Data Report (QADR) to the Ministry.
- To provide an update on plans for automation of QSARs and QADRs in 2017-18.
- To address any questions and/or concerns

## Current QSAR and QADR Process

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**The Ministry has committed to automate QSARs and QADRs in SP Connect for the 2017-18 agreement cycle**

- Current reporting process (heavily reliant on manual processes):
  - QSARs and QADRs are posted on EOPG
  - Instructions and due dates form part of the template
  - Service Providers download the template(s), complete and email their completed QSARs / QADRs directly to ETCs within 10 business days of DSQR availability
  - ETCs have 10 business days to respond
- QSAR due dates are consistent for all programs managed in SP Connect, with the exception of LBS & OEAS (QADR)
- All Estimate of Expenditure Report (EER), Statement of Revenue and Expenditure Report (SRER) and Auditor's Report due dates are currently aligned for all programs managed in SP Connect

## Objectives for 2017/18

**Working closely with FASSB and the IT & Cluster, the Ministry has identified a some improvements for 2017-18 (only applies to programs managed in SP Connect)**

- QSARs and QADRs will be automated in SP Connect (eliminating the manual processes)
- Streamlined instructions will be contained within SP Connect, not posted separately on EOPG
- DSQRs for LBS will be made available on the first Monday of each month
- All QSAR and QADR due dates will be aligned
  - **Note:** frequency will not change, e.g. ES still reports for Q1, Q2 & Q4
- The ministry will provide an additional five business days for service providers to submit all QSARs / QADRs
- Reporting due dates will be identified in the agreement and on the SP Connect calendar
- QSARs and QADRs will carry forward information populated in the previous reporting period of the current agreement (TBC)
- Service Providers will be notified when QSARs and QADRs are available, received by the Ministry, and when the Ministry has responded

## Proposed Process

### The SP Connect automated QSARs and QADRs will streamline the current process

- Service Provider roles would match those assigned under the Estimate of Expenditure Report (EER) process:
  - Staff with either the “Service Provider Administrator (SPA)” or the “Service Provider Submission Authority (SPSA)” role would have the ability to populate QSARs / QADRs
  - The SPSA role would submit the QSARs / QADRs
- Proposed QSAR and QADR due dates for the 2017-18 Agreement cycle are:

Report	Reporting Period	Due Date
Report 1	April 1 to June 30, 2017	July 24, 2017
Report 2	July 1 to Sept 30, 2017	October 23, 2017
Report 3	Oct 1 to Dec 31, 2017	January 22, 2018
Report 4	Jan 1 to Mar 31, 2018	April 23, 2018

# Appendix A

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## **The following programs are currently managed in SP Connect**

- Canada-Ontario Job Grant (COJG),
- Employment Services / Youth Job Link (ES/YJL),
- Local Boards (LB)\*,
- Local Employment Planning Councils (LEPC),
- Literacy and Basic Skills - Service Delivery (LBS-SD),
- Literacy and Basic Skills - Support Organization (LBS-SO),
- Ontario Employment Assistance Services (OEAS), and
- Youth Job Connection (incl. Summer) (YJC/S).

*\*Note Local Boards do not have a QSAR or QADR reporting requirement.*