EOIS Case Management System
Service Provider User Guide: Reporting

Summer Jobs Service
Employers (Client Level) #52

Version 1.3
April 2013

Document History

Version #	Date	Description
1.0	May 2011	New report for Summer Jobs Service
1.1	May 2012	Style guide revisions for Release 3.0
1.2	October 2012	Exclude cancelled employment history records
1.3	April 2013	Placement information will be drawn from new mandatory fields within the service plan placement plan item

Using the Guide

Users should consider the following when using this guide:

- All detailed report user guides are located on the EOIS Service Provider Reporting Website under the affiliated "Guide" link. As this website retains a history of the guides, it is recommended that the guide link be used in conjunction with the report.

- The EOPG website (www.eopg.ca) has the latest versions, as well as the overall EOIS-CaMS user guide (Chapter 10 - Reporting), under the "Guides and Resources" section. This chapter is recommended to be reviewed as a starting point.

- Throughout this user guide specific types of items are distinguished through the following text styles:
   - CaMS page names have been italicized and CaMS field names have been placed in quotes. For example, data is drawn from the *Plan Content* page, "Status" and "Outcome" fields, for the sub-goal "Training Supports."
   - Titles that refer directly to the report titles, column or row headings or specific CaMS fields have been capitalized. For example, the service plan information is displayed in the Service Provider column of the report.

Summer Jobs Service Employers (Client Level) #52

Description
This report shows Summer Job Service (SJS) employers, associated placements, employer satisfaction, and expenditures for the fiscal year grouped by employer for each service delivery site. The report has one line per placement and can be used to monitor SJS activity and placement expenditures.

Access
This report is available to service provider managers and staff.

Format, Schedule and Retention
This report is in Excel format to accommodate the ability to adjust font size, column widths, sort and manipulate data and print based on service provider preferences. This report will run weekly, available on Monday mornings, with a total of 56 weeks of reports being retained on the EOIS SP Reporting Website.

Data Filtering
Participants with SJS placements ("Hiring Incentive - Direct Hire" or "Hiring Incentive – Provider Identified") are filtered into the report based upon their service plan being in an "Open", "Approved" or "Active" state, or being "Closed" in the fiscal year. Service plans that are closed with a closure reason of "Opened in Error" are excluded from the report.

Data Sources
The information in the report is obtained from several different pages:

Employer Information
The Employer Information (Employer Business Identification Number, Business Name, Business Size, and Business Type) is drawn from the *Employer Registration* page.

Placement Information
The placement information (Commitment, Incentive Expended, Balance, Placement Type, Placement National Occupation Classification (NOC), Placement Start Date, Placement End Date, Placement Duration Weeks, Placement Status and Employer Satisfaction) is drawn from the plan item screen, for only two plan items: "Hiring Incentive – Direct Hire" or "Hiring Incentive – Provider Identified".

Employment Information (Placement Details)
Note: due to a CaMS change, employment placement information is sourced from new mandatory fields within the service plan placement plan item which populates the employment history record.

Employment placement information will not appear on the report until the plan item status is "Attained"

The employment information (Placement Wage, Period, Hours per Week, and Placement North American Industry Classification System (NAICS)) is drawn from the *Employment* page, using the date range to match the Placement.

Employment information that has been entered into a plan item record will be reflected in an employment history record. If no matching employment history information is found, blanks are displayed. If the Employment History record has been cancelled it will be excluded from the report.

Participant Information and Case Owner
The participant information (Placement Participant Name and Case Owner) is drawn from the *Person* page.

Totals
Totals are provided for Business Names, Hiring Incentives – Commitments, Incentive Expended and Balance, in addition to number of Placements, regardless of type.

Appendix – Detailed Column Descriptions

Column Names		Description
English	**French**	
Employer Information		
Employer BIN	Numéro de l'entreprise	The placement employers' business identification number. CaMS field: "Employer alternative ID", type "Business number"
Business Name	Nom de l'entreprise	The placement employers' business name. CaMS field: "Employer Trading Name"
Bus. Size	Taille de l'entreprise	The placement employer's business size. CaMS field: "Employer Business size", type "1-10", "11-50", "51-500", "500+".
Bus. Type	Type de l'entreprise	The placement employer's business type. CaMS field: "Employer type of business", type "Manufacturing", "Other", "Primary", "Retail", "Service"
Placement Information		
Commitment	Engagement	Hiring Incentive Committed to the placement employer. CaMS field: Plan item "Placement with Incentive", field = "Estimated cost"
Incentive Expended	Dép. d'inc.	Hiring incentive expended to the placement employer. CaMS field: Plan item "Placement with Incentive", field = "Actual Cost"
Balance	Reste	Calculated field: Hiring Incentive Commitment - Hiring Incentive Expenditure
Pl. Type	Type de placement	The type of placement provided. CaMS field: "Name"
Pl NOC	CNP du pl.	The National Occupation

Column Names		Description
English	**French**	
		Classification Code associated with the placement. CaMS field: "Employment NOC"
Pl. Start Date	Date de début du pl.	Placement Start date. CaMS field: "Actual Start Date"
Pl. End Date	Date de fin du pl.	Placement End Date. CaMS field: "Actual End Date"
Pl Dur Weeks	Durée du pl. en semaines	Placement duration calculated in weeks. Calculated field: "Actual End Date – "Actual Start Date"
Pl. Status	État du Placement	Status of placement: "Complete" or "In Progress" CaMS field: "In progress" – plan item "Actual Start Date" with no end date, "Completed" – has an actual end date
Employer Satisfaction	Satisfaction de l'employeur	The placement employer's satisfaction with the service.
Employment Information (Placement Details)		
Pl Wage	Salaire du pl.	The wage paid to the client during the placement. CaMS field: "Wage Amount"
Per	Par	The placement wage type associated to the wage amount CaMS field: "Per", type "Annum", "Biweekly", "Hour", "Monthly", "Weekly"
Hours/week	Heures/Semaine	The placement hours per week. CaMS field: "Employment Hours per Week"
Pl NAICS	SCIAN du pl.	The North American Industry Classification System Code associated with the placement. CaMS field: "NAICS Code"

Column Names		Description
English	**French**	
Participant Information and Case Owner		
Placement Participant Name	Nom complet de part. du pl.	Placement participant last name, first name. CaMS field: "Last Name" and "First Name"
Case Owner(Name)	Responsible du cas	The service provider staff person associated to the case. CaMS field: "Owner"