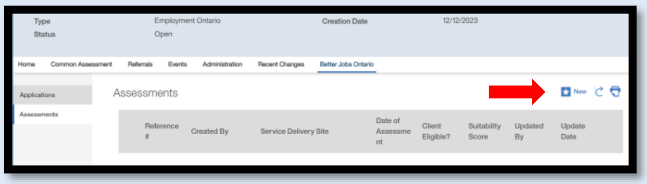
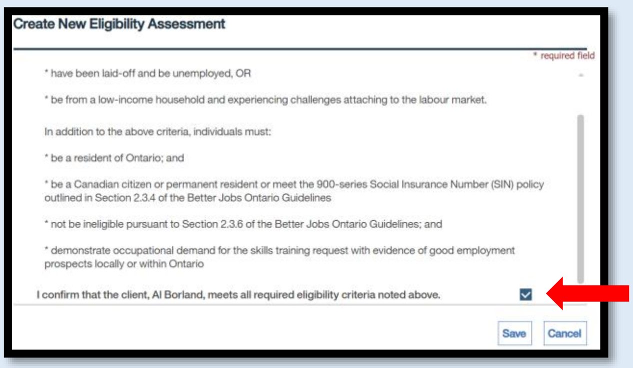
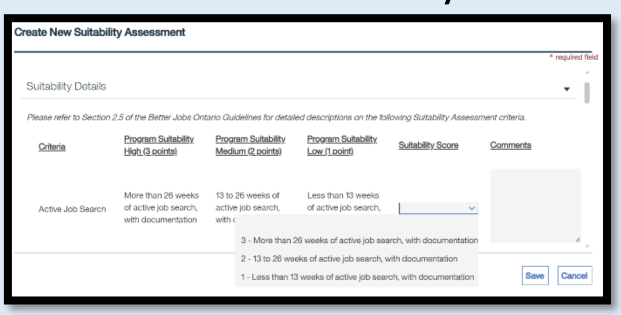
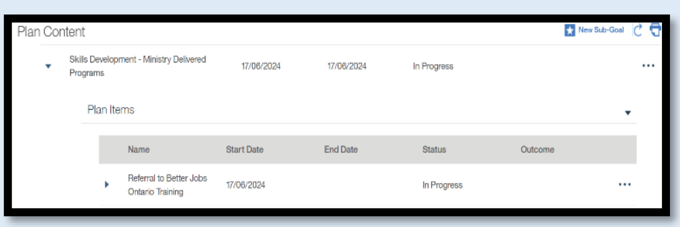
Job Aid: Better Jobs Ontario Processes in CaMS

To be used when completing a paper application and submitting to Ministry via Sensitive Content Management email.

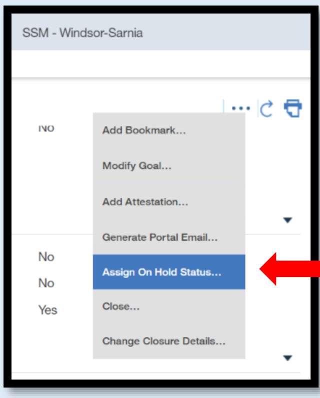
Process	Steps
Determine eligibility  	1. From the EO case, find and select the "**Better Jobs Ontario**" tab. 2. Select "**Assessments**" from the menu on the left-hand side. 3. From the Assessments tab click "**New**". 4. The "<u>Create New Assessment Eligibility</u>" window will open. Review the eligibility criteria. If it is determined that the client meets all criteria, check the box at the bottom and click "**Save**".
Determine Suitability 	1. The "<u>Create New Suitability Assessment</u>" window will open. 2. Complete the 7 Suitability Assessment criteria questions. *Note: Please refer to Section 2.5 of the Better Jobs Ontario Guidelines for detailed descriptions.* [Service Provider Resources – WRE Network]
Create Referral in CaMS 	1. From the <u>Plan Content</u> tab, click "**New Sub-Goal**" and select "**Skills Development-Ministry Delivered**". 2. Click on the ellipses on the sub-goal and select "**Add Plan Item**". 3. Select "**Referral to Better Jobs Ontario Training**" from the Plan items list. 4. Click the ellipses to edit the plan item and add the Start Date *(e.g., 06/09/2024)* **Note:** ***Do not add an 'End Date' to the plan item at this time***. *The BJO referral is **only** deemed complete once the client completes their training program.*

January 2025

Note: *Once the application is ready to be submitted to the Ministry for review (application is completed, all required documentation has been reviewed and approved), the Service Provider will submit the BJO application and all supporting documents to the Ministry using the **"Sensitive Content Management (SCM)"** secured email system.*

Client's BJO Application is Approved

Place EAP On-hold

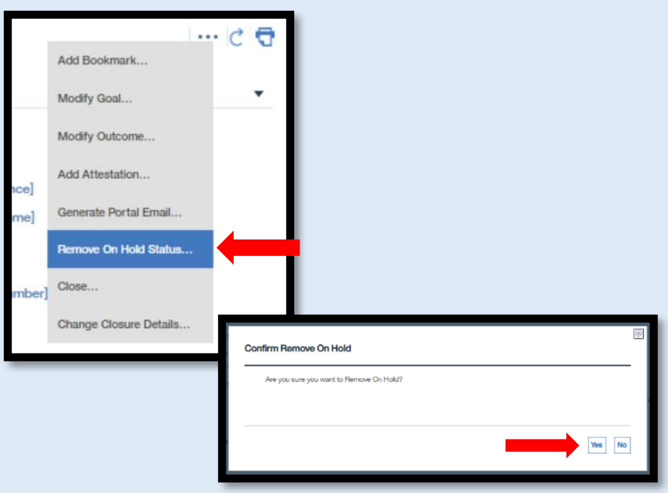


Note: *This step should be completed when the client starts their training program.*

1. From the Employment Action Plan's home page, click the ellipses and select "**Assign On-Hold Status**".
2. The "Confirm Assign On-Hold" window prompt will pop up.
3. Click "Yes".

Client has completed BJO Program

Remove On-Hold Status



Note: *This step is to be completed once client has completed their training program and ready for job search assistance. Client will be counted as a client served and could be eligible for Performance Based Funding (PBF) if client obtains a funded Outcome.*

1. From the "Employment Action Plan's" home page, click the ellipses and select "**Remove On-Hold Status**".
2. The "Confirm Remove On-Hold" window prompt will pop up.
3. Click "**Yes**".

Complete Plan Item

1. Navigate to the associated plan item (*Referral to Better Jobs Ontario Training*) on the Plan Content tab.
2. Select the ellipses and click "**Edit Plan Item**".
3. Add an end date and assign an outcome (e.g., Attained, Not Attained, and Cancelled). **Note:** *The end date should be the date the training program was completed.*
4. Click "**Save**"