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**LBS Data Entry Service Standards**

updated July 2018

| **Data Item** | **Standard** |
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| **Person with disability** | Suggestion that at intake you can ask a question like : “ if there is a fire alarm/emergency in the building, do you require assistance to leave the building?” This may result in more disclosures.Continue to explain to the learner the advantages of disclosing and hope they do disclose |
| **Highest level of education –** **< grade 12**  | Take learner’s word for it – ASK what is highest level completed in own country, or ask “did you finish high school?”ES PRF does ask if client did high school outside Canada. They suggest asking the questions above.If learner has also had some other education, this can be entered in the new Additional Education section |
| **Additional education:****“some college”** | **SUGGESTED**:-if learner **completed** one course or more, enter “some college” – if started in college but did not complete **any** courses, do **not** enter “some college”Can also apply to “some apprenticeship” and “some university”. |
| **Source of income****– Other vs.****– No Income** | **Other** means person receives cheque/payment in their own name - can include pension, investment income, etc.**No Source** means supported by family, friends, savings, etc. - also includes homeless people and inmates at CNCC in PenetanguisheneWhere does “severance” fit? Severance cheque was issued to the person, but once in bank account, it is technically savings. **For the purposes of our stats collection chart, we suggest you add this in with “other” on our templates.** |
| **Time out of training: >6 years out of training is a suitability factor** | **Agreement that to count, the training must have been completed. (Nov. 2016)**Still discussing length of training – no agreement on how long the training should be to count and therefore not be able to record this suitability factor. |
| **Time out of formal education/****training/work – N/A option** | **Missing from PRF - For now, just add this manually to the paper-based form** |
| **Greater than 6 years out of training, education** | Agreement that it makes sense to use “N/A” if the learner is in a **concurrent** program or is employed. Otherwise, use “yes” if learner has never had any training.(greater than 6 years without training)Georgian College staff will have to check with manager to see if this would be OK, as currently they are not using N/A at all.  |
| **Full-time vs. part-time student – what is the definition of “full-time” for LBS?** | LBS providers are inclined to tell students they are not full-time, but this has not been formally agreed. |
| **Referral out to Employment Services (ES)** | LBS learners should be referred out to ES when leaving LBS and ready to work.(Might depend whether ES service plan is closed or still open?) |
| **Referred out to Adult Credits (OSSD)** | When LBS learner moves to adult credit program, it seems the current preference is to record this as a referral out to “high school”. On our stats analysis template, we are calling this “High School/adult credit program”. |
| **Service co-ordination between LBS and ES** | Some Referrals Out don't get counted – referrals to either LBS or ES can be missed in case of multiple referrals for an individual. However, all **referrals in** do get counted; Therefore, by using the referral -in stats, ES providers can see the actual number of people referred by LBS and LBS providers can see the actual numbers referred by ES – we need to start sharing this data with each other.Need to work out process if we pursue this. |
| **Outcomes at exit** **– Unable to work** | Not able to work at the time of exit for physical or mental reasons, for example, on disability of some kind, or health reasons or other circumstances prevent person from working.  |
| **Outcomes at exit - Unemployed** | Not able to work at the time of exit for physical or mental reasons, for example, on disability of some kind, or health reasons or other circumstances prevent person from working.  |
| **Outcomes at exit - Unemployed** | Physically and mentally able to work and no extenuating circumstances, but doesn’t have a job at the time of exit. This can include pregnant people who are not on Employment Insurance. |
| **Outcomes at exit - Employed** | If person has been hired but job hasn’t started yet, they are “employed”.**NOTE**: LBS providers would like to be able to include “employable” in this category but this is not allowed in CaMS at this time. |
| **Referred out – Registered in…….** | As per confirmation, formal referral out just needs confirmation that contact was made with the referral partner. Confirmation can come from the learner or the referral partner. It can be verbal, a business card, returned referral form, etc. – protocol developed with each referral partner. |
| **Culminating task – response options** (yes, no, no response) | **Decision to use Yes and No options only.**  |
| **Deceased learners** | Recommended that SP’s contact their ETC and ask them to close the file.  |
| **How to record GED as a learner goal** | Most feel that it should be added to the secondary school credit (SSC) pathway, especially when getting the GED IS the goal. However, the College cannot record it this way, as they are not the supposed to have clients with a secondary school goal. Because of this, there is a no clear decision as to how to record this. |
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