

# EDGE (Pilot) Program

## Procedures & Guidelines



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## EDGE Pilot Program Overview

### EDGE Pilot Implementation 2018-2020

In 2018, Employment Support and Income Assistance (ESIA) introduced targeted employment-focused programming for ESIA youth clients. The intent of the EDGE program was to provide immediate supports to clients with the intention that independence from ESIA will be more quickly and more sustainably attained.

The Department of Community Services selected two service providers to deliver a one-year EDGE pilot program for youth ESIA clients, ages 18-26, who were able to focus and commit to an intensive job search/job readiness program. The two pilot sites, one in the Halifax Regional Municipality (HRM) and one outside of HRM each serves up to 50 youth annually.

The EDGE pilot program was extended at the two sites until March 2021 with additional program enhancements for mental wellness and transportation supports.

A preliminary program evaluation was completed after year one (Spring 2019) and the results were overwhelmingly positive.

### EDGE Pilot Expansion 2021-2022

In December 2020, expansion of the pilot sites was approved to include four additional locations. The EDGE Pilot will expand to areas within our province with very high youth-related needs. In addition to the two existing sites, there will be one additional site in the Halifax Regional Municipality (HRM) and three additional sites outside of HRM; Bridgewater, New Glasgow and Sydney. Each pilot location will serve up to 50 youth (total of 300 youth involved in the pilot) throughout a 12-month timeframe.

The program eligibility will expand to include youth transitioning out of care and youth at risk of attachment to ESIA. DCS staff and designated Service Providers (TBD) may refer youth not attached to ESIA to DCS for an assessment and potential referral to the EDGE pilot program. Referrals into the youth pilot will continue to be made by Employment Support Services (ESS) staff who are trained to identify and assess suitable participants.

Service providers of new pilot sites will be required to begin implementation in March 2021. Evaluation is a key component of this project and therefore the selected service providers will be required to work with DCS to ensure that data collection is aligned and compliant with the evaluation processes in place. Program evaluation, including participant/employer surveys and participant focus groups, will continue throughout the duration of the pilot.

### EDGE Pilot Program Objective & Design

The goal of the EDGE Pilot (EDGE) Program is to help prepare and integrate Nova Scotian youth with barriers to employment into the workforce. This is achieved by providing pre-employment and employment services supports to job search ready youth. The EDGE program supports participants who have multiple employment-related barriers and, although job search ready, often require more intensive wraparound job search services than those offered elsewhere.

The EDGE Pilot Program is designed based on the following criteria:

- The EDGE participant is at the center of the program design
- Service Providers will aim to serve Nova Scotian youth who are more barriered with a holistic/wrap around approach
- Programming must be delivered with an Africentric lens and promote meaningful relationships with African Nova Scotian communities
- Program design should be flexible to meet participant needs and allow portability and responsiveness

EDGE is delivered in peer groups, with mentorship and youth-focused supports. It helps young adults develop skills and gain access to the resources they need in a supportive environment designed to meet their needs.

Innovative approaches to program delivery and leveraging community partnerships are encouraged within this pilot program. To this end will be seeking to develop a digital version of EDGE in Summer 2021. Consideration may be given to including options for partial digital delivery within the current application but this is not required.

Please review these guidelines in preparation of your application for funding. All program design specifics necessary to the application are found in the **Supplementary EDGE Program Guide** found at [EDGE-Pilot-Program-Supplementary-Guide.pdf \(novascotia.ca\)](#)

## Program Administration

The EDGE Pilot Program is administered by the Nova Scotia Department of Community Services, Employment Support Services, through the Labour Market Programs Support System (LaMPSS). LaMPSS is a common method for administering Labour Market Programs in Nova Scotia, which focuses on providing consistency in processes and improving services to labour market program agreement holders.

Funding is provided through a contract for activities and corresponding eligible expenses to enable organizations to offer the EDGE Pilot Program to persons legally entitled to work in Canada.

Applications for new program delivery sites are limited to the following locations:

- Halifax – North End Halifax
- Bridgewater
- New Glasgow
- Sydney

## Applying for EDGE Pilot Program Funding

### Registering your Organization

All organizations entering into an agreement for delivering EDGE Pilot projects in Nova Scotia must first be registered as a LaMPSS organization.

Labour Market Programs Support System (LaMPSS) is a bilingual, online system that is used by Nova Scotia departments and agencies to administer labour market programs and services.

This is a one-time registration process. Once registered, it will provide you with the ability to utilize the LaMPSS self service capabilities. LaMPSS provides organizations with self-serve capability, enabling you to apply for funding online for specific labour market programs as well as submitting required financial and activity reports online. If your organization has not previously registered with LaMPSS, you can request a LaMPSS registration form by contacting 1-877-404-7074.

### Applying Online Using LaMPSS Self-Serve

Once you are a registered LaMPSS user, you can apply for funding online using the self-serve capability. To apply on-line go to: [www.gov.ns.ca/lampss](http://www.gov.ns.ca/lampss).

### Completing an Application Form

This section provides supporting information that you will need to complete the application form, and explains the appropriate content required on applications for the EDGE Pilot Program.

### Organization Information

Enter the name and complete mailing address for your organization. If you are applying online, this information will be pre-populated from the information you provided with your LaMPSS registration. If your organization name or mailing address has changed, please contact your provincial contact to obtain a LaMPSS Registration Change form to update your information.

### Project Details

Please provide the following:

<b>Project Title</b>	Provide a title specific to this project. For Example, (Organization’s Name – EDGE Pilot Program – Location)
<b>Agreement Start Date</b>	Provide a proposed start date for the project (date must be before March 1, 2021)
<b>Agreement End Date</b>	Provide the end date for the project - March 31, 2022

### Project/Program Description

Attach a detailed project description/proposal to the application.

The detailed project description must explain how the project activities would contribute to the achievement of the objectives of your project, and address the program elements, guiding principles, case management approach and program design detailed in the **Supplementary EDGE Program Guide**.

Please note that this section in LaMPSS has a limit of 300 words.

### Applicant Eligibility Requirements

Eligible applicants under the EDGE Pilot Program must be able to ensure cohesive and compassionate delivery, execution and accessibility of programming with the following program elements:

- A comprehensive suite of employment programming opportunities and services is required,

while ensuring that each eligible participant has access to and awareness of each program element, tailored to their unique needs.

- New site delivery approaches will leverage the knowledge and proven program success of existing delivery sites.
- Supports to help the participants understand the program components and regular check-ins and progress tracking mechanisms should be built into the program.
- Program mentors who will build strong relationships with youth through regularly scheduled one-on-one meetings that focus on overcoming personal and employment related barriers in moving toward self-sufficiency.
- An understanding of delivering Africentric and culturally competent programming, including evidence-based experience and relationships with African Nova Scotian communities.
- An organizational commitment to diversity that ensures the creation of culturally safe and respectful places that celebrate and build awareness of diversity with Nova Scotia.
- A comfortable, youth-centered environment, a safe space for participation and personal development and ancillary supports to address unique needs of youth, positively impact program attendance and reduce anxiety and stress.
- Delivering on all components will be a requirement of the service provider. Consideration will be given to service providers that can demonstrate strengths in the program areas and have taken into consideration the results and perspectives from the youth engagement sessions.
- Service providers will be expected to service up to 50 youth per year in each location assuming approximately 3-5 intakes with room to accept youth intermittently throughout the year.
- Service provider case management services should continue until labour market attachment or if the participant chooses another path to self-sufficiency. When possible, service providers are expected to provide additional job search support for clients who require additional support in this area.
- Budget accommodations should be made to ensure that all eligible participants have the option of a three-month wage subsidy at 100% of minimum wage.
- A detailed budget breakdown will be required. Within the budget, a portion of funding should be allocated toward Youth Innovation. This is intended for service providers to develop innovative ways to engage youth within their centre. This could include providing youth-led initiatives such as allowing youth to lead the design of the space, providing additional supports in an area identified as important, and provide the financial flexibility to action innovative ideas to support participants. Service providers should propose how to use these funds in the best interest of the participants. Considerations for the innovation funds can be based on youth feedback.

## Program Requirements

Based on the results of the engagement sessions, a program has been developed with three guiding principles and 10 program elements. Successful proponents will be required to deliver on all the program requirements described in the **Supplementary Program Guide for the EDGE Youth Pilot Program** (Guiding Principles, Case Management Approach, and Program Elements).

## Agreement Contact

Select the person in your organization who can be contacted to negotiate and finalize your application by choosing from the list provided on the form. If the appropriate contact name is not included in the list, please click “New” and complete the new contact information fields.

Provide the primary contact’s title, contact number and e-mail address. Please note that this contact should be an individual empowered to negotiate all or some portions of the agreement.

### Project Location(s)

Please provide the address information for the location of the activities. If you have not yet secured a location, please enter your main organization address and advise DCS at a later date of the project address.

### Participants

Enter the total number of Project Participants expected to be served (50).

Enter the number of participants expected for each participant group. Include participants in all relevant participant groups (i.e., a participant may be part of more than one participant group).

The actual number of participants served will be required for activity reporting.

### Agreement Activities

The table below outlines the required information for each eligible activity for the EDGE Pilot Program. This is the complete set of eligible activities.

Case Management	
<b>Brief Description</b>	<p>This activity supports the management of the project participants’ group and individual learning outcomes during the employment or pre-employment interventions (employment action plan, assessments and follow up).</p> <p>Each program element outlined in the <b>Supplementary Program Guide for the EDGE Youth Pilot Program</b> should be conducted in parallel with intensive case management, mentorship and navigation support. This relationship should be built throughout the duration of the program and include post-program check-ins and open communication channels.</p> <p>Case management staff/program mentors should serve to provide positive, compassionate, and forward-looking case plans that empower clients to move toward self-sufficiency while offering stability. Caseloads within the pilot program are intended to be small and therefore staff should have capacity to work intensively with each client.</p>
<b>Expected Results</b>	Provide details on the expected outcomes and how they will be measured.
<b>Where does this activity take place</b>	Select “All Locations”
<b>Expected number of participants</b>	Provide the expected number of participants for this activity.

Job Search - Individual	
<b>Brief Description</b>	This activity refers to individual sessions that enhance the type of competencies and abilities a person requires for effective job search. Job search skills include applying job

	<p>search techniques such as individual mock interviews in low-risk settings, resume writing, use of labour market information, networking, and employer contact skills including interview skills, writing cover letters, initiating follow-up etc.</p> <p>List the types of Job Search skills covered in your project and give details.</p>
<b>Expected Results</b>	Provide details on the expected outcomes and how they will be measured.
<b>Where does this activity take place</b>	Select “All Locations”

### Job Search – Job Development

<b>Brief Description</b>	<p>This activity refers to working intensively with multi-barriered participants and prospective employers to develop appropriate employment opportunities that are reflective of employers’ human resource needs as well as participant skills.</p> <p>Key Components include:</p> <ul style="list-style-type: none"> <li>• Supportive and realistic coaching on job opportunities that align with the skills and interests of the clients.</li> <li>• Assisting job ready workers, connecting with employers.</li> <li>• Working with employers to help facilitate their need and connect them to job ready workers.</li> </ul>
<b>Expected Results</b>	Provide details on the expected outcomes and how they will be measured.
<b>Where does this activity take place</b>	Select “All Locations”

### Job Search – Workshops

<b>Brief Description</b>	<p>This activity refers to short group sessions that enhance skills needed to conduct a successful job search. Key components include:</p> <ul style="list-style-type: none"> <li>• Group setting resume/cover letter workshops and ongoing improvements</li> <li>• Job search strategies/accessing the hidden job market</li> <li>• Networking</li> <li>• Labour market research</li> <li>• Use of internet to access job opportunities</li> <li>• Self-marketing</li> <li>• Interview techniques</li> <li>• Preparing to start a job</li> </ul> <p>List the types of Job Search skills provided in your program and give details.</p>
<b>Expected Results</b>	Provide details on the expected outcomes and how they will be measured.
<b>Where does this activity take place</b>	Select “All Locations”

### Post-Employment Supports

<b>Brief Description</b>	<p>This activity refers to job maintenance and mentoring support to improve retention in the competitive labour market. This includes working intensively with clients at the beginning of job attainment to assist them with any needs or challenges as they enter the workforce (e.g. navigating ESIA special needs to obtain a uniform, coaching through the learning curve of a new job, and assisting with employment related questions or speaking to a supervisor).</p> <p>Mentors should work with participants to ensure that successful attachment continues to sustainable long-term employment. Contact and mentorship between the program mentor and participant should begin at regular intervals and ease off as the youth is more comfortable and confident in their role.</p> <p><i>Duration: Up to 6 months following employment. This activity is intended for post employment (i.e. during job placements program mentors are expected to continue to provide case management support and job coaching.) Post-employment support is intended to support clients through independent employment opportunities for a sufficient time to allow them to develop confidence in their position.</i></p>
<b>Expected Results</b>	Provide details on the expected outcomes and how they will be measured.
<b>Where does this activity take place</b>	Select “All Locations”

<b>Skill Enhancement – Job Specific</b>	
<b>Brief Description</b>	<p>This activity includes determining whether a participant’s skills and experience align with local labour market opportunities. If it is perceived that the participant is motivated and employment ready, but their current skills and experience do not align with current opportunities in the labour market then exploration of employment skills training is recommended.</p> <p>Key Components include:</p> <ul style="list-style-type: none"> <li>• Taking the skills training or certification that align with job opportunities and interests</li> <li>• Could include credential attainment or general training (e.g., WHMIS, CPR, Food Handling)</li> </ul> <p>List the types of Job Specific skills provided in your program and give details. Job Specific skills are skills that go beyond the essential skills and are necessary to perform a specific job. This component does not include upgrading or attendance in post-secondary and the need of this element is highly dependent on the skills gaps of the participant and the interest in obtaining a specific skill that is in demand.</p>
<b>Expected Results</b>	Provide details on the expected outcomes and how they will be measured.
<b>Where does this activity take place</b>	Select “All Locations”

<b>Skill Enhancement – PreEmployment</b>	
<b>Brief Description</b>	<p>This activity refers to the delivery of life skills training relates to the more general competencies a person needs to join the workforce and manage home responsibilities.</p> <p>Key components include:</p>

	<ul style="list-style-type: none"> <li>• conflict management / challenging interactions</li> <li>• workplace communication</li> <li>• time management</li> <li>• stress management</li> <li>• routine building</li> <li>• learning coping mechanisms/skills</li> <li>• self-reflection</li> <li>• financial literacy</li> </ul> <p>There is potential to include other life skills such as living independently. Through the assessment process it should be identified which of these soft skills would be recommended for each client.</p>
<b>Expected Results</b>	Provide details on the expected outcomes and how they will be measured.
<b>Where does this activity take place</b>	Select “All Locations”

<b>Work Experience - Job Shadowing</b>	
<b>Brief Description</b>	<p>This activity includes an opportunity for the participant to observe or “shadow” someone during their job in order to confirm a career goal. A job shadow can be as simple as an hour-long visit with one person, to an extended week-long stay allowing interaction with numerous staff and observation of a variety of activities.</p> <p>Key Components include:</p> <ul style="list-style-type: none"> <li>• learning about specific job opportunities through hands-on learning</li> <li>• Employer relationships that allow for a variety of job shadowing opportunities for youth to participate in (informed by labour market need)</li> <li>• Some employers have job shadowing processes in place (e.g., NSHA) while relationship establishment will be a priority development area with many others.</li> </ul> <p>The requirement of this program element is highly dependent on the needs and interests of the participant.</p>
<b>Expected Results</b>	Provide details on the expected outcomes and how they will be measured.
<b>Where does this activity take place</b>	Select “All Locations”

<b>Work Experience – Wage Subsidy</b>	
<b>Brief Description</b>	<p>This activity refers to job placement support, including pre-arranged and subsidized job placements, to help clients obtain permanent positions. Financial incentives for employers are utilized where appropriate. Youth may have limited work experience and a subsidized placement can lead to full time employment opportunities as well as help build work routine, experience, confidence and develop networking opportunities.</p> <p>Key Components include:</p> <ul style="list-style-type: none"> <li>• Matching of interested youth to pre-arranged subsidized work placements with employers</li> <li>• Supported by ESIA special needs policies (e.g. transportation, childcare)</li> <li>• Case management activities and support are to continue throughout the duration of the job placement.</li> </ul>

	<p><i>Duration: ~90 days (the recommended time of 3 months is based on allowing enough time for the participant to integrate into the workplace, demonstrate competencies to the employer and build confidence in their skills)</i></p> <p><i>This element should be provided to participants when independent employment is unlikely. Service Providers should allow sufficient budget for all appropriate participants to receive up to 100% of minimum wage (not including MERC) for up to 3 months. It should be negotiated with employers to supplement wages in alignment with the prevailing wage.</i></p>
<b>Expected Results</b>	Provide details on the expected outcomes and how they will be measured.
<b>Where does this activity take place</b>	Select “All Locations”

### Additional Reporting Requirements

Service Registration reports on client outcomes, but there are broader program outcomes of which measurement will support recruitment and retention endeavors, as well as promote an understanding of other performance indicators. This additional reporting is mandatory and will broaden departmental and service provider understanding of how the EDGE Pilot Program is achieving its intended goals. Additional reporting on participant outcomes will be documented on an Excel EDGE participant tracker with mandatory fields that must be continuously updated.

### Project Budget

The following table outlines the eligible costs and specific instructions for each budget category funded by the EDGE Pilot program. Respondents will be required to provide a detailed budget breakdown within the categories outlined in the table below.

Note: It is recommended that you complete both the project budget on the application form and the related Itemized Budget Breakdown template (Annex A) together before you move on to the next section of the application.

Budget Categories		Eligible Costs
<b>Program Delivery (Internal)</b>		
Salary and Benefits		<ul style="list-style-type: none"> <li>• Breakdown by position</li> <li>• Positions included should only be those directly linked to the activities and direct delivery of the project.</li> </ul>
Mandatory Employment Related Costs		<ul style="list-style-type: none"> <li>• Includes benefits: CPP, EI, Vacation Pay</li> </ul>
Health and Dental Benefits		<ul style="list-style-type: none"> <li>• 100% of the employer costs but no more than 50% of the employee costs</li> <li>• Please provide breakdown by position</li> </ul>
Other HR Related Benefits		<ul style="list-style-type: none"> <li>• Any additional HR benefits</li> </ul>
Travel		<ul style="list-style-type: none"> <li>• The organization’s current travel rate for employees to a maximum of the government’s approved rate, whichever is less.</li> </ul>
<b>Program Delivery (Participant)</b>		

Wage Subsidy	<ul style="list-style-type: none"> <li>Includes wage subsidy and mandatory employment related costs</li> <li>Paid to an employer for a participant through agreement between an employer and the project sponsor.</li> <li>Funding allocation should be sufficient to provide 100% wage subsidies to all applicable participants for 3 months at minimum wage (full time).</li> </ul>
Incidental Supports (including Youth Innovation Funds*)	<ul style="list-style-type: none"> <li>This should include Youth Innovation related costs and project ideas.</li> <li>Please see definition under Terms and Conditions Section 8 of this document</li> </ul>
Employment Training	<ul style="list-style-type: none"> <li>Costs to cover short term certification courses that may be required</li> </ul>
Participant Related Special Needs	<ul style="list-style-type: none"> <li>These funds should serve to supplement DCS Special Needs where necessary</li> </ul>
Program Materials (including development of program materials)	<ul style="list-style-type: none"> <li>Includes material development for the organization</li> <li>Includes participant related materials required</li> </ul>
Professional Fees	<ul style="list-style-type: none"> <li>Purchase of professional service for specialized workshops/service offerings</li> </ul>
<b>Operational</b>	
Recurring	<ul style="list-style-type: none"> <li>Portion of overhead (heat, lights, internet) specific to the project</li> </ul>
Professional Fees	<ul style="list-style-type: none"> <li>IT maintenance or other</li> </ul>
Equipment/Technology	<ul style="list-style-type: none"> <li>Includes the purchase/lease of computers, printers, etc.</li> </ul>
Facility	<ul style="list-style-type: none"> <li>Within market value – please specify square footage and rate</li> </ul>
Office supplies	<ul style="list-style-type: none"> <li>Must be specific to the project and utilized for the day to day operations of the project.</li> </ul>
Insurance	<ul style="list-style-type: none"> <li>Commercial insurance</li> </ul>
HST	<ul style="list-style-type: none"> <li>50% of eligible costs</li> <li>Please provide a breakdown</li> </ul>
Other	<ul style="list-style-type: none"> <li>Approval is at the discretion of the Department</li> <li>Please provide a breakdown</li> </ul>
<b>Administrative</b>	
<p>Funding for administrative costs is intended to cover expenses that the organization incurs that are not directly related to delivery of the project/program but are required as part of the overall operations of the organization such as incremental costs for overall organizational governance, management, finance, communications, human resources and information technology support.</p> <p>These costs may include but are not limited to: audit fees, bank fees, basic telephone fees, insurance (general, fire, theft), materials and office supplies, legal fees, information technology maintenance, postage, &amp; management and administrative staff wages not directly working on the delivery of the program.</p> <p>The funding formula is as follows: Calculate 10% of Total - Participant Program Delivery Costs + Total Operational Costs</p>	

Example: \$10,000 (Total Participant Costs) + 4,000 (Total Operational Costs) = \$14,000  
Total Administrative Funding = \$14,000 x 10% = \$1,400

Approved sponsors are eligible for the total amount of this calculation. Please use the following section to outline the projected Administrative Costs:

Note: It is recognized that Administrative expenses are calculated using a budget category that may experience slippage. The amount approved for Administrative will not be reduced at the end of the project if the sponsor has provided the appropriate summary to support the total administrative costs approved as part of the original budget.

**Administrative Items**

- Please provide a breakdown for each item

### Project Cash Flow

Provide a monthly cash flow estimate of the requested project expenses.

### Legal Signing Officers

Provide the appropriate signing officers for this project agreement as well as the legal signing requirements for your organization.

### Supporting Documentation

You can attach any supporting documents with your application. The table below outlines documents that must be included with the EDGE Pilot Program application.

Document	Mandatory	Document Topic	Requirements
Itemized Budget Breakdown	Yes	Itemized Budget Breakdown	This information should be provided using the Itemized Budget Template for the EDGE (pilot) program. <ul style="list-style-type: none"> <li>• This template can be copied from our website: <a href="https://www.novascotia.ca/EDGE-Pilot-Program-Annex-A-2021-2022.pdf">EDGE-Pilot-Program-Annex-A-2021-2022.pdf (novascotia.ca)</a></li> </ul>
Audited Financial Statement	Yes	Financial Statement	Eligible applicants will be required to submit an annual Audited financial Statement every 3 years. Annual Financial Reviews conducted by a Chartered Accountant can be accepted in the interim years.

### Submitting Your Application

Once your organization has finalized the application including the attachment of all the required templates, and project costs less cash and in-kind contributions, the application may be submitted to the Nova Scotia Department of Community Services using the LaMPSS self-serve system.

In this section of the application enter the following information that would have been received

when your organization was registered as in LaMPSS.

Enter your organization's ID, username and password and click the "submit" button. This will connect you with the LaMPSS system to submit the application.

Please note: There is a 120-day calendar timeline to open, complete and submit an application.

After 120 days, you must begin the process again to ensure the application information is current.

Once submitted, organizations should ensure the submitted application remains in an electronic state (i.e., saved on your computer) to enable the organization to make any requested edits and then resubmit.

***For Selection and Scoring Criteria, please see Supplementary EDGE Program Guide***

## Service Registration for the EDGE Pilot Program

The Department of Community Services implemented a mandatory tracking/reporting system which includes a format and process for the collection of the data and outcomes reporting prior to the end of the fiscal year.

LaMPSS includes a set of functions to help your organization manage the services to be delivered under your agreement; register participants in those services; and facilitate reporting requirements.

LaMPSS Service Registration enables provincial accountability, program evaluation and transformational initiatives by:

- Providing a means for organizations to configure and maintain services.
- Providing a means to register uniquely identified clients, indicate what services they received and capture client characteristics.
- Providing automated reports and analysis tools that reduce the complexity and effort required to compile program participation data.

It is **mandatory** for organizations approved for funding to complete Service Registration on LaMPSS and collect and update the following client profile indicators for each participant involved in a project:

### Client Profile Indicators

- # of clients by service type
- Pre-intervention employment status
- Pre-intervention hours worked per week
- Pre-intervention average weekly earnings
- Pre-intervention education
- Gender
- Age
- Disability descriptors for project participants

Upon completion of the project, organizations are required to report on the following client outcomes:

## Client Outcomes and Impact Indicators

- Service type
- Enhanced employability post-intervention self-assessment of employability
- Enhanced employability post-intervention earned credentials
- Enhanced employability post-intervention career advancement (promotion, increased responsibilities)
- Employment status post-intervention
- Hours worked per week post-intervention
- Average weekly earnings post-intervention
- Self-assessment of relatedness of intervention and employment
- Client satisfaction with intervention

**Note: Approved projects must comply with the requirement to collect client profile outcomes and impact indicators through Service Registration to meet the contractual terms of the agreement.**

## Service Registration (SR) Reporting Deadlines

SR Reporting Requirement	Deadline for completion
<b>Service Setup</b>	1 week after project start date
<b>Service Format</b>	1 week after project start date
<b>Service Naming Convention</b>	1 week after project start date
<b>Service Types</b>	At point of application
<b>Intake Form and Notice of Collection, Use and Disclosure</b>	1 week after project start date
<b>Service Status Update</b>	Completion status must be entered within 1 week of service end date.
<b>Participant Data</b>	<p>All participants must be registered in the service(s) within 1 week of project start date.</p> <p>All mandatory pre-intervention fields must be completed for each participant within 1 week of project start date.</p> <p>Any changes to registration status must be made within 1 week of change.</p> <p>Project completion for funding period must be documented for all participants within 1 week of project completion.</p> <p>All mandatory post-intervention (immediate) fields must be completed for each participant within 2 weeks of service end date.</p> <p>All participants <b>must</b> be contacted to complete surveys at 12 months post intervention.</p>

## Service Setup

Your service offerings are outlined below. The Service Registration functions of LaMPSS define each of the services you will be offering over the course of your funding agreement.

- Service Format (Group Fixed, Group Continuous, or Individual)
- Service Type (select service types that align with activities in your agreement)
- Service Name

## Service Format

There are three formats available: group fixed, group continuous, individual.

### A group fixed format

- A group fixed service has a defined start and end date, so all the participants start and end together. This could be for a day, week, month, semester, etc.
- For example, the group fixed format was chosen for services that have more than one participant starting at the same time, such as training workshops.

### A group continuous format

- A group continuous format is used for group services that have a continuous intake.
- The group continuous service has different start and end dates for each participant enrolled in the same service. The group continuous format can also be used for services where participants may enter a service, leave and then return to the service at a later date.

### An individual format

- Individual service is one-on-one service, such as assessment, post-employment supports, etc.
- An Individual service has no start and end date – it is ongoing, and participation is recorded each time the participant attends.
- After a participant has been added to an individual service, the session count can be incremented without re-registering the participant in that service.

## Service Types

The service types available under the EDGE Pilot Program include:

- Case Management
- Job Search – Individual
- Job Search – Job Development
- Job Search Workshops
- Post-Employment Supports
- Skill Enhancement- Pre-Employment
- Skill Enhancement – Job Specific
- Work Experience – Job Shadowing
- Work Experience – Wage Subsidy

Service types and service formats for your organization are outlined in the tables below. The services you deliver are aligned with the activities that have been specified in your contract.

## Service Naming Convention

All EDGE Pilot Programs follow the exact same naming convention for the services that they offer, for data analysis purposes. The naming convention is as follows:

Service Type	Service Format	Service Name
<b>Case Management</b>	Individual	Case Management
<b>Job Search Individual</b>	Individual	Job Search Individual
<b>Job Search- Job Development</b>	Individual	Job Development
<b>Job Search Workshops</b>	Group-Continuous	Job Search Workshops
<b>Post-Employment Supports</b>	Individual	Job Maintenance
<b>Skill Enhancement- Pre-Employment</b>	Group – Continuous	Life Skills & Employment Preparation
<b>Skill Enhancement – Job Specific – Workshops</b>	Group-Continuous	Certificate Offering - specific name of workshop  e.g. Certificate Offering – First Aid, Certificate Offering - WHMIS
<b>Work Experience – Job Shadowing</b>	Individual	Job Shadowing
<b>Work Experience – Wage Subsidy</b>	Group Continuous	Wage Subsidy

## Registering Participants in Services

Intake form and Notice of Collection, Use, and Disclosure

A Service Registration intake form will be available to your organization in LaMPSS. You will be able to generate and customize this form in LaMPSS. The form will include an intake section which contains the “core” Person characteristics (name, address, gender, date of birth) plus the generated list of “additional” client characteristics enabled in Program Process Control for the EDGE Pilot program. The form also has a consent section containing an approved form to acknowledge the participant’s understanding of Collection, Use and Disclosure.

Service providers are required to collect personal information from individuals in order to verify their eligibility as participants, as well as to enable the Department of Community Services to evaluate the effectiveness of services being delivered.

Service providers are also responsible for informing individuals of the purposes for which their personal information is being collected, and obtain consent for the sharing of that information with

the province. They must also inform participants of their rights under the Freedom of Information and Protection of Privacy Act to view their personal information when it is held by the province as a result of the disclosure. It must be documented also that the individual consents to the use and sharing of that information as it has been explained to them.

Service providers are required to treat all information about the participants that it collects or compiles as confidential and ensure that all necessary measures have been undertaken to protect the information against unauthorized release or disclosure. This includes appropriate care in their use of electronic forms of information record keeping, information sharing, and the disposition of computers and similar electronic storage devices when being replaced or no longer used for project purposes.

### Participant Data

Organizations are required to enter participants into each of their service offerings. Information that the service provider will collect from participants for EDGE Pilot program includes:

#### Required:

- SIN
- Name, Date of Birth, Gender, Education
- Designated Group – Aboriginal Peoples, Immigrants, African Canadians, Francophone/Acadian, Persons with Disabilities, Youth, Employment Support & Income Assistance (ESIA) Recipient
- Pre-Intervention – Employment Status, Hours Worked/Week, Average Weekly Earnings, Education Level
- Immediate Outcome – Credential/Certification Earned, Employment Status, Hours Worked, Average Weekly Earnings, Primary Withdrawal Reason, Withdrawal Date

#### Optional:

- Disability Type – Visual impairment/Blind, Hearing Impairment/Deaf, Attention Deficit (ADD/ADHD), Dexterity Impairment, Learning Impairment, Mobility, Developmental, Cognitive, Emotional/Mental Health, Other
- Immediate Outcome – Employment Details

Organizations will have the ability to copy the following participant information into another service offering:

- Designated Group – Aboriginal Peoples, Immigrants, African Canadians, Francophone/Acadian, Persons with Disabilities, Youth, Employment Support & Income Assistance (ESIA) Recipient

### Service Registration Reporting Requirements

Programs that utilize ESS funding require Service Registration to enable tracking of the characteristics/statistics required for accountability reporting. For data collection on client profile indicators, the completion of Service Registration Intake form & Notice of Collection of Use & Disclosure is required. Service Providers may use collection methods that fit best for their clients:

- In person interviews
- Telephone interviews
- Self-administered Intake form

For data collection on client outcomes and impact indicators (immediate outcomes only), Service Providers may use collection methods that fit best for their clients:

- In person interviews
- Telephone interviews

For data collection on client outcomes and impact indicators, past participants must be contacted by your organization to complete follow up surveys at 12 months post-intervention. Service Providers may use collection methods that fit best for their participants:

- In person interviews
- Telephone interviews
- Self-administered surveys (on-line, email delivery & response, post mailed delivery and response)

\*All post-intervention surveys must be sent to your Agreement Manager upon completion.

## Evaluation Requirements

### Overview

The following information will be required from service providers to determine the success of the EDGE Youth Pilot Program implementation. This information will provide input both to the ongoing performance measurement of the pilot from an outcomes/results perspective and the evaluation of the pilot success, considering both its process and outcomes/results.

DCS will work with the successful providers to determine the most efficient methods to capture the information.

### Short, Medium and Long-term Results

Short, medium and long-term results will be monitored over the course of the EDGE pilot program. These results will also be used to answer the evaluation questions that assess the effectiveness of the pilot considering both the delivery of the pilot and its achievement of results. In addition to accurate Service Registration and Participant Tracker reporting, service providers will be required to periodically facilitate surveys and focus groups with participants, contact EDGE employers for feedback, and complete ad hoc participant statistic requests from DCS.

## EDGE Pilot Program – Quarterly Reporting Requirements

The requirements for Activity and Financial reports for the EDGE Pilot program are outlined in the agreement.

### Reporting Online Using LaMPSS Self-Serve

Reports should be submitted online using LaMPSS self-serve at [www.gov.ns.ca/lampss](http://www.gov.ns.ca/lampss).

### Completing an Activity Report

This section provides supporting information required to complete the activity report.

## Project Activities

Please refer to main activities section for complete reporting requirements. Tables have been provided in the section below outlining the Activity Reporting details and Service Registration requirements for each activity.

Please provide this information for each activity of your agreement. You will only be required to report on the activities approved in your agreement.

Case Management	
Update / Status this Period	Provide a summary of how this activity is progressing in the reporting quarter, and any results obtained.
Number of unique participants	Provide the actual number of participants for this activity during this reporting period.
Reporting Requirements	Provide details outlining the number of participants whose status is registered, complete or incomplete for the Case Management (during this reporting period).
Service Registration	Set up Individual Service Format for this activity.

Job Search - Individual	
Update / Status this Period	Provide a summary of how this activity is progressing in the reporting quarter, and any results obtained.
Number of unique participants	Provide the actual number of participants for this activity during this reporting period.
Reporting Requirements	Provide details outlining the number of participants whose status is registered, complete or incomplete for support with individual job search (during this reporting period).
Number who achieved employment	Provide the actual number of participants for this activity that have achieved employment <b>post intervention</b> during this reporting period.
Service Registration	Set up Individual Service Format for this activity.

Job Search – Job Development	
Update / Status this Period	Provide a summary of how this activity is progressing in the reporting quarter, and any results obtained.
Number of unique participants	Provide the actual number of participants for this activity during this reporting period.
Reporting Requirements	Provide details outlining the number of participants whose status is registered, complete or incomplete for job development (during this reporting period).
Number who achieved employment	Provide the actual number of participants for this activity that have achieved employment <b>post intervention</b> during this reporting period.
Service Registration	Set up Individual Service Format for this activity.

## Job Search – Workshops

Update / Status this Period	Provide a summary of how this activity is progressing in the reporting quarter, and any results obtained.
Number of unique participants	Provide the actual number of participants for this activity during this reporting period.
Reporting Requirements	Provide details outlining the number of participants whose status is registered, complete or incomplete for job search workshops (during this reporting period).
Number who achieved employment	Provide the actual number of participants for this activity that have achieved employment <b>post intervention</b> during this reporting period.
Service Registration	Set up Group Continuous Service Format for this activity.

Post-Employment Supports	
Update / Status this Period	Provide a summary of how this activity is progressing in the reporting quarter, and any results obtained.
Number of unique participants	Provide the actual number of participants for this activity during this reporting period.
Reporting Requirements	Provide details outlining the number of participants whose status is registered, complete or incomplete for the Post-Employment Supports activity (during this reporting period).
Service Registration	Set up Individual Service Format for this activity.

Skill Enhancement – Job Specific	
Update / Status this Period	Provide a summary of how this activity is progressing in the reporting quarter, and any results obtained.
Number of unique participants	Provide the actual number of participants for this activity during this reporting period.
Reporting Requirements	Provide details outlining the number participants whose status is registered, complete or incomplete for each service offered under the Skill Enhancement – Job Specific activity (during this reporting period)
Number who achieved employment	Provide the actual number of participants for this activity that have achieved employment <b>post intervention</b> during this reporting period.
Service Registration	Set up Group Continuous Service Format for this activity.

Skill Enhancement – PreEmployment	
Update / Status this Period	Provide a summary of how this activity is progressing in the reporting quarter, and any results obtained.
Number of unique participants	Provide the actual number of participants for this activity during this reporting period.
Reporting Requirements	Provide details outlining the number participants whose status is registered, complete or incomplete for Life Skills & Employment Preparation offered under the Skill Enhancement – Pre-Employment activity (during this reporting period)
Service Registration	Set up Group-Continuous Service Format for this activity.

### Work Experience - Job Shadowing

Update / Status this Period	Provide a summary of how this activity is progressing in the reporting quarter, and any results obtained.
Number of unique participants	Provide the actual number of participants for this activity during this reporting period.
Reporting Requirements	Provide details outlining the number of participants whose status is registered, complete or incomplete for work experience – job shadowing (during this reporting period).
Service Registration	Set up Individual Service Format for this activity.
<b>Work Experience – Wage Subsidy</b>	
Update / Status this Period	Provide a summary of how this activity is progressing in the reporting quarter, and any results obtained.
Number of unique participants	Provide the actual number of participants for this activity during this reporting period.
Reporting Requirements	Provide details outlining the number of participants whose status is registered, complete or incomplete for the Work Experience – Wage Subsidy activity (during this reporting period).
Number who achieved employment	Provide the actual number of participants for this activity that have achieved employment <b>post intervention</b> during this reporting period.
Service Registration	Set up Group Continuous Service Format for this activity.

## Participants

Enter the actual number of unique participants during this reporting period for all activities.

Enter the actual number of participants during this reporting period for each participant group. Include participants in all relevant participant groups. For example, a participant may be part of more than one participant group, they may be both male and unemployed, and you would report this participant in both sections.

**Unique participant** – the activity reports for this program ask that you report on the number of unique participants that have participated in this period. A unique participant should only be counted once for that activity. For example, if you had an activity running and during the last reporting period there were 5 participants and in this reporting period those 5 are still participating but 3 more have joined the group, **for the purpose of reporting unique participants, you would just report on the 3 new people that have joined the group.** In this example, your first report would have reported on the 5 original participants and your second report would report 3 new participants that joined during this reporting period.

## Supporting Documentation

You can include any supporting documents with your activity report.

## Reporting Notes

Provide any additional information.

## Completing a Financial Report

This section provides supporting information required to complete the financial report.

## Project Costs

Provide the actual costs for each eligible expense for this reporting period.

## Project Cash Flow

Provide an updated cash flow estimate for the remainder of the agreement.

## Supporting Documentation

You can attach any supporting documents with your financial report.

## Reporting Notes

Provide any additional information.

## Submitting Your Reports

Once your organization has finalized the report including the attachment of all the required templates, the report may be submitted to the Department using the LaMPSS self-serve system.

In this section of the report enter the following information that would have been received when your organization was registered in LaMPSS.

Enter your organization's ID, username and password and click the "submit" button. This will connect you with the LaMPSS system to submit the application.

## Terms and Conditions

The following are additional terms and conditions of funding under this program:

- An agreement will only be approved when all required forms have been completed.
- Service providers must be able to begin delivering the pilot 7 weeks after service provider selection.
- Delivering on all components outlined in the **Supplementary Program Guide for the EDGE Youth Pilot Program** will be a requirement of the service provider. Consideration will be given to service providers that can demonstrate strengths in the program areas and have taken into consideration the results and perspectives of the pilot's to date and youth engagement sessions (as detailed in the appendices of the **Supplementary Program Guide for the EDGE Youth Pilot Program**).
- Service providers must demonstrate a commitment to building an inclusive culture that celebrates diversity and recognizes the African Nova Scotian experience.
- Service providers will be expected to service up to 50 youth per year in each location assuming approximately 3-5 intakes with room to accept youth intermittently throughout the year.
- Service provider case management services should continue until labour market attachment or if the participant chooses another path to self-sufficiency. When possible, service providers are expected to provide additional job search support for clients who require additional support in this area.
- Budget accommodations should be made to ensure that all eligible participants have the option of a three-month wage subsidy at 100% of minimum wage.

- Applicants will be required to apply within LaMPSS and adhere to the reporting requirements associated with it.
- A detailed budget breakdown will be required. The budget framework can be found in Appendix G of the **Supplementary Program Guide for the EDGE Youth Pilot Program**.
- \*Within the budget, a portion of funding should be allocated toward **Youth Innovation**. This is intended for service providers to develop innovative ways to engage youth within their centre. This could include providing youth-led initiatives such as allowing youth to lead the design of the space, providing additional supports in an area identified as important, and provide the financial flexibility to action innovative ideas to support participants. Service providers should propose how to use these funds in the best interest of the participants. Considerations for the innovation funds can be based on youth feedback included in the appendices of the **Supplementary Program Guide for the EDGE Youth Pilot Program**.
- All ESIA project participants are subject to compliance and adherence to ESIA regulations as defined in: [http://www.novascotia.ca/just/regulations/regs/esiaregs.htm#TOC1\\_1](http://www.novascotia.ca/just/regulations/regs/esiaregs.htm#TOC1_1)
- All projects funded under this program cannot exceed a maximum of 52 weeks in duration.
- All projects funded through this program are required to have adequate liability insurance covering everyone on the project including employees, participants, directors of the organization and volunteers.
- This program will not pay for costs incurred prior to the start date of the project.
- Capital assets, not already available within the project sponsor's organization, may be considered eligible if they are necessary for the operation of the project or service being considered. Please provide a breakdown and rationale to keep the equipment upon completion of the project.
- Rent will only be provided for project space owned by the project sponsors when the sponsor is able to demonstrate that the space is frequently rented to an outside person/agency and that dedicating the space to the project will result in a loss of revenue.
- Eligible program applicants must be not-for-profit community-based agencies and they must be registered and in good standing with the Registry of Joint Stocks or registered as a federally approved charitable organization.
- Project sponsors must comply with data collection and Service Registration requirements. Evaluation is a key component of this project and therefore selected service providers will be required to work with DCS to ensure that data collection is aligned and compliant with the evaluation processes in place.
- If payments made to the project sponsor exceed the total actual cost of the project, the unused portion of the funds must be returned to the Department of Community Services payable to the Minister of Finance within 30 days of project termination or by April 6, 2018 whichever is first.
- All questions pertaining to the interpretation or application of these procedures and guidelines, including any budget exceptions, are subject to review and final approval of the Director of Employment Support Services (Division).

## Privacy Considerations

In order to minimize the risk of an employer-employee relationship between the EDGE Program provider and the province, the province cannot be overly prescriptive in how the provider will carry out its activities. It is for this reason that there are special privacy, financial management and

accountability considerations involved in funding the activities.

EDGE providers are required to collect personal information from individuals in order to verify their eligibility as participants, as well as to enable the Department to evaluate the activities in assisting individuals to obtain employment.

EDGE providers are also responsible for informing individuals of the purposes for which their personal information is being collected and obtain consent for the sharing of that information with the province. They must also inform participants of their rights under the provincial Privacy Act to view their personal information when it is held by the province as a result of the disclosure. It must be documented also that the individual consents to the use and sharing of that information as it has been explained to them.

EDGE providers are required to treat all information about the participants that it collects or compiles as confidential and ensure that all necessary measures have been undertaken to protect the information against unauthorized release or disclosure. This includes appropriate care in their use of electronic forms of information record keeping, information sharing, and the disposition of computers and similar electronic storage devices when being replaced or no longer used for project purposes.

## Contact Information

For further information please contact the Employment Support Services Program Specialist at 902-223-4158.