

## Community of Practice- Foundry Works Monthly Meeting

Date: Monday, Oct 25<sup>th</sup>, 9-10 am

### Participants:

Diana Al-Qutub	P	Matt Wenger	P	Judy Dang	P	Acasia Preston	P	Ali Slack	P	Alison Ivan	R
Amber Clarkson	P	Amy Schactman	P	Barbara Thompson	R	Ben McAuley	P	Chris Bennett	P	Dale Handley	R
Dave Stam	P	Debra Cameron	P	Debra Hennig	P	Dominic Chan	R	Donna Desmet	R	Donna Fullerton	P
Elise Durante	P	Georgina Colthurst	R	Gill Walker	R	Gregg Loo	R	Haley Turnbull	R	Jenny Evans	P
Jo Lam	P	Jonathan Chambers	P	Julia Gray	R	Julia Hayos	P	Kelly Sutton	P	Ken Harper	R
Keri Barron	P	Kim Conroy	P	Kim Dumore	P	Kourtney Brisbane	P	Lauren Marutt	P	Melissa Cailleaux	R
Michael McFetridge	R	Mike Gwaliuk	P	Nathan Aubie	R	Nicholas Clarence	R	Nicolett Baan	P	Sandra Teves	P
Sasha Boniface	P	Shannon Golsof	R	Sharon DeLalla	P	Simone Maassen	P	Stephany Berinstein	R	Suhail Nanji	R
Tania Wicken	R	Terry Buylch	R	Vienna Skauge	P						
Guests :		Anna-Joy Ong	P	Cassia Warren	P	Amanda Kwan	P	Stefanie Costales	P	Felice Kwo	P

Agenda Item	Discussion	Action Items
Communication Updates (Stephanie) <ul style="list-style-type: none"> <li>- Exclamation mark removal</li> <li>- New vs old branding timelines</li> <li>- promo materials guidelines</li> <li>- Editing guidelines</li> <li>- Expectation re: webpage</li> <li>- Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• Brand refinement → in development               <ul style="list-style-type: none"> <li>○ Will roll out by Sprig 2022.</li> <li>○ FCO communications will assist center with the updates at the centre or centre specific materials.</li> </ul> </li> <li>• “!” → The mark will be removed moving forward               <ul style="list-style-type: none"> <li>○ Grammatically problematic.</li> <li>○ Doesn’t add value to the program.</li> </ul> </li> <li>• 3 sections of promotional materials added to FW webpage →               <ul style="list-style-type: none"> <li>○ General promotion, promoting to young people, and Promoting to Employers.</li> <li>○ The webpage is a great place to access promotional material templates to the program. More details can be access here:</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Stefanie to connect with Kelly to discuss further regarding promoting to college of family practices.</li> <li>• Please connect with Stefanie at <a href="mailto:scostales@foundrybc.ca">scostales@foundrybc.ca</a> to be added to the mailing list for Foundry Monthly updates or for any other questions/ concern regarding communication needs.</li> </ul>

	<p><a href="https://foundrybc.ca/foundry-works-guide/">https://foundrybc.ca/foundry-works-guide/</a> (pw: employment)</p> <ul style="list-style-type: none"> <li>○ Most of the templates are in MSWord format except for the Rack Cards (PDF only). This can be edited with Adobe editor. If the centres don't have access to Adobe, please forward the info to Stephanie and she can update the cards.</li> <li>○ Alternatively, centers can work directly with Foundry centre specific communications person to create centre specific materials.</li> </ul> <p><b>*Centre specific materials require review and approval by FCO communications team prior to sharing with external communities.</b></p> <ul style="list-style-type: none"> <li>○ FCO communications promise to keep a short turnaround time for approval of the materials.</li> <li>● Feedbacks are always welcome → this informs FCO the needs from the community and the gaps of the support provided.</li> <li>● Inquiry regarding promotional materials geared towards communities at large or other programs, ie. Family practices from FCO FW directly. <ul style="list-style-type: none"> <li>○ IPS received referrals from Primary Care settings and would like to share materials regarding FW with them to create awareness of the program.</li> <li>○ Currently, FCO has been working with individuals centre to support their promotional needs. Each community needs are quite different.</li> <li>○ FCO is planning some provincial initiative as well, ie. Workshops for youth. Hope this will address the needs from youth in a global sense.</li> </ul> </li> <li>● Foundry central monthly updates → Newsletters were sent to the centre. Newsletter included more detailed FW resources.</li> </ul>	
<p>FCO updates</p> <ul style="list-style-type: none"> <li>- Intro Matt and Judy</li> <li>- Overall centre overview</li> <li>- Financial Reporting guidance</li> </ul>	<ul style="list-style-type: none"> <li>● Matt and Judy newly joined FW at FCO → <ul style="list-style-type: none"> <li>○ Matt: Manger, Services Integration and Implementation for FW.</li> <li>○ Judy: Project Support Coordinator for FW.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Please provide feedback regarding the "FW Funding, Reporting and Budget Overview" document and reach out for assistance if required.</li> </ul>

<ul style="list-style-type: none"> <li>- Workshop development- based on youth's needs</li> </ul>	<ul style="list-style-type: none"> <li>• FCO thanks everyone for working tirelessly to submit their financial reports within a tight turnaround. <ul style="list-style-type: none"> <li>○ Matt reached out to various centres for further clarification.</li> <li>○ Matt is available by email to assist any inquiries regarding the budget outlined on the reporting guideline document sent last week.</li> <li>○ This document included Wage subsidy information.</li> <li>○ FW is supported via 3 funders: Service Canada Youth Employment and Skills Strategy (YESS), Ministry of Social Development and Poverty Reduction (MSDPR) and Centre for Addiction and Mental Health (CAMH).</li> </ul> </li> <li>• Centre updates→ <ul style="list-style-type: none"> <li>○ 11/ 13 centres have hired support workers.</li> <li>○ 54 youth enrolled in the program as of end of Sept and 15 have achieved outcome.</li> <li>○ Great work with the environmental scan identifying gaps where the young people require assistance and how FW can assist.</li> </ul> </li> <li>• Haley has been essential in training people on Toolbox.</li> </ul>	
<p>Wage subsidized quality employment opportunities- centre preparation and assistance required</p> <ul style="list-style-type: none"> <li>- Guideline</li> <li>- Template</li> </ul>	<ul style="list-style-type: none"> <li>• FCO is working on developing templates, such as contracts with the employer that provide the wages to the youth, to support cases where wage subsidize employment opportunities arise.</li> <li>• FCO will share the documents as soon as they are finalized.</li> </ul>	

<p>Virtual referral process</p> <ul style="list-style-type: none"> <li>- Pathway in development</li> </ul>	<ul style="list-style-type: none"> <li>• Foundry virtual was created to support youth, that don't have access to a Foundry centre in their community, access to a virtual care team.</li> <li>• The virtual care pathway is in development and will be shared with the centres soon to collect feedback asap.</li> <li>• IPS staff indicated that they have been receiving referrals from outside their geographical areas and is hoping to have discussions regarding geographic bounds for IPS coverage. <ul style="list-style-type: none"> <li>○ Need to be intentional regarding the geographical mandate when the boundaries are drawn and be flexible to make sure youth receives the support they need.</li> <li>○ For example, a youth may be working in Vancouver but live in Surrey→ Need to make sure the young person is getting the support they need. Not to have things too rigid.</li> <li>○ Be mindful of less populated areas. Youth shouldn't travel a long way to access a centre in the community to receive support.</li> </ul> </li> </ul> <p><b>*Please involve the Manager, Service Integrations, and implementation to set up further discussions.</b></p> <ul style="list-style-type: none"> <li>○ This should be a continue conversation. FW virtual is available for these conversations case by case as well.</li> <li>○ Alternatively, IPS staff may offer an option to meet with youth virtually as well if staff is comfortable doing so.</li> </ul>	<ul style="list-style-type: none"> <li>• FCO FW team to send out a Summary of IPS staff in each centre and contact info to facilitate connection between the centres.</li> </ul>
<p>Potential COP structural change- 2 groups</p> <ul style="list-style-type: none"> <li>- OPs and Clinical (IPS staff) COP</li> <li>- Cross centre collaboration</li> </ul>	<ul style="list-style-type: none"> <li>• Going forward, the CoP meetings will shift towards more front-line staff meetings. A learning opportunity of successes and challenges, plus sharing of resources. <ul style="list-style-type: none"> <li>○ Identify provincial strategies</li> <li>○ Discussions of complex cases</li> <li>○ Job leads and developer resource sharing</li> </ul> </li> <li>• Kim and Jonathan (Ridge-Meadows) created a group meeting for Oct 28<sup>th</sup> to connect with others in this group. They will forward the meeting invite to the rest of the group. <ul style="list-style-type: none"> <li>○ Everyone is welcome to join if they are interested.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Kim will send out the collaboration meeting invite to the rest of the group for this Thursday.</li> <li>• Judy to send out a survey to the group requesting feedback on the length and frequency of this meeting.</li> <li>• Matt will connect with Kim post meeting to collect feedback.</li> </ul>

	<ul style="list-style-type: none"> <li>Also going forward, this group will decide on the frequency and length of these meetings.</li> </ul>	
Research and Evaluation FAQs <ul style="list-style-type: none"> <li>- Research component</li> <li>- Toolbox</li> </ul>	<ul style="list-style-type: none"> <li>FW is hoping to obtain long term support/ funding from SC. IPS is evidence based and supported by research, but this initiative is still new.</li> <li>The more information and outcome of success FW can collect, the stronger business case it will be to request for future funding to expand to other communities.</li> <li>Cassia, Anna-Joy and Amanda are the research team at FCO that will provide support to FW research needs.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

## Community of Practice- Foundry Works Monthly Meeting\_ Minutes

### Date: Monday, Nov 29<sup>th</sup>, 9-1030 am

#### Participants:

Diana Al-Qutub	P	Matt Wenger	P	Judy Dang	P	Acasia Preston	R	Ali Slack	P	Alison Ivan	R
Amber Clarkson	P	Amy Schactman	P	Barbara Thompson	R	Ben McAuley	R	Chris Bennett	R	Dale Handley	R
Dave Stam	P	Debra Cameron	P	Debra Hennig	P	Dominic Chan	P	Donna Desmet	P	Donna Fullerton	R
Elise Durante	R	Georgina Colthurst	R	Gill Walker	R	Gregg Loo	P	Haley Turnbull	R	Isha Simpson	R
Jenny Evans	P	Jo Lam	R	Jonathan Chambers	R	Julia Gray	R	Julia Hayos	R	Kelly Sutton	P
Ken Harper	R	Keri Barron	P	Kim Conroy	R	Kim Dumore	R	Kourtney Brisbane	R	Lauren Marutt	P
Leah Froese	P	Lyn Heinemann	P	Melissa Cailleaux	R	Mike Gwaliuk	R	Michael McFetridge	R	Nathan Aubie	R
Nicholas Clarence	R	Nicolett Baan	R	Oksana	P	Sandra Teves	P	Sasha Boniface	P	Shannon Golsof	R
Simone Maassen	R	Stephany Berinstein	P	Suhail Nanji	R	Tania Wicken	P	Terry Buylch	R	Vienna Skauge	R
Vivian Lau	P	Anna-Joy Ong	P	Cassia Warren	P	Amanda Kwan	P	Felice Kwo	R		

Agenda Item	Discussion	Action Items
<b>Reminders/ Updates</b>		
<b>General Reminders</b> <ul style="list-style-type: none"> <li>Online IPS course for ES</li> <li>Uploading information on toolbox</li> <li>Timing on uploading PIT form</li> <li>Notifying Diana for new hires</li> </ul>	<ul style="list-style-type: none"> <li>Enroll IPS course→ Registration Nov 29 to Dec 4, 2021. <ul style="list-style-type: none"> <li>Course starts Jan 4, 2022. → Link to course on FW webpage</li> </ul> </li> <li>Toolbox→ Please make sure to input data. <ul style="list-style-type: none"> <li>Diana will reach out to centre that may need more support</li> </ul> </li> <li>Upload PIT form (SC funded sites)→ When you know the participant is continuing training or their position with an employer.</li> <li>Please notifying Diana new hires.</li> </ul>	<ul style="list-style-type: none"> <li>Diana to connect with newly hired IPS staff→ North Shore/ FVG.</li> </ul>
<b>Operational FCO updates</b> <ul style="list-style-type: none"> <li>Webpage Updates <ul style="list-style-type: none"> <li>Reporting deadlines,</li> <li>Centres ES contact list</li> <li>Onboarding Pathway Map (visual)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Reporting deadline and IPS Contact list → uploaded on webpage.</li> <li>Onboarding Pathway Process map will be uploaded soon → hyperlinks live and link directly to the resources</li> <li>Virtual Referral map will be uploaded soon → thank you for all the feedback. Pathway will be updated as per suggestions.</li> <li>Activity report template→ uploaded to webpage.</li> </ul>	<ul style="list-style-type: none"> <li>Judy to send out report due reminders one month in advance.</li> </ul>

<ul style="list-style-type: none"> <li>○ Virtual Referral Update</li> <li>○ Activity Report Template</li> <li>● Other updates <ul style="list-style-type: none"> <li>○ YAC Update (Group workshops)</li> </ul> </li> <li>● Promotional Materials</li> <li>● Agreement templates <ul style="list-style-type: none"> <li>○ Final_Verifying Participant Eligibility - Guide for Contribution Recipients</li> <li>○ Final_Youth and Service Provider Financial Agreement</li> <li>○ Final_Wage Subsidy Workplace Experience Agreement</li> <li>○ Final_Foundry Works Participant Intake Form</li> </ul> </li> <li>● Financial Reporting Guidance <ul style="list-style-type: none"> <li>○ Funding request Template</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>○ Please connect with any inquiries.</li> <li>● YAC→ Recruiting for first focus group underway. <ul style="list-style-type: none"> <li>○ First focus group set for December 2021→ Previous youth participants and/or family members participated in the Pilot FW program.</li> <li>○ Map out their experiences during and after they complete the program.</li> <li>○ Create resources to promote the program.</li> <li>○ First social media post gone out to recruit participants → Raysa (engagement team) and Matt will be leading this work.</li> <li>○ Future focus groups→ youth that are currently in or may be interested in the program</li> <li>○ FCO will send out resources to the centre with QR code→ youth can scan the code and register →\$50 honorarium to participate in the focus group</li> <li>○ General demographic information will be collected and to confirm their interest in participating in an on-going basis.</li> </ul> </li> <li>● Promotional Material→ Finalizing educational institution one pager this week.</li> <li>● Eligibility template→ Created to include more details and align with SC requirements.</li> <li>● Financial agreement→ lists the expectation of the youth when they receive financial support from FW program. <ul style="list-style-type: none"> <li>○ Forms can be completed at the point of reimbursement. → Each youth can have multiple forms, a new form for each type of assistance provided.</li> <li>○ Work placement/ volunteering → try out a job/ position for work experience. These are considered “employment skills training” services → Youth can be offered an honorarium – paid out of the living expense funding for their participation in employment skills training – for the hours spent @ a rate of 15.20 (BC minimum wage) → FW can provide financial assistance to youth for living assistance.</li> </ul> </li> <li>● Wage Subsidy agreement→ Thank you Deb H for sharing the template. <ul style="list-style-type: none"> <li>○ Wage Subsidy is the amount provided to the employers by FW centres → Should be a competitive rate for the position that the youth is applying for. Wage subsidy is to cover actual wages paid to the participant. → Should be for formal work offer only. → Centres can allocate some MSDPR funding for wage subsidy to employers.</li> </ul> </li> <li>● Participant Intake Form <ul style="list-style-type: none"> <li>○ The participants to complete this form during engagement period (SC centres) or depart (MSDPR centres) the FW program.</li> <li>○ Please fill out the intake form as per your discussion with the participants.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● FW to change the title on the wage subsidy document</li> <li>● IPS staff to review the Wage Subsidy agreement document and provide feedback to FCO FW.</li> </ul>
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	<ul style="list-style-type: none"> <li>Funding Request Template for SC funded centres→ repurpose funding from SC. <ul style="list-style-type: none"> <li>FCO need to notify SC how FW would like to use the funds to better support youth.</li> <li>Please complete the excel document by Dec 6, 2021.</li> </ul> </li> <li>Diana thanked the centres for updating the FW participant numbers so quickly. <ul style="list-style-type: none"> <li>Discrepancies between the Toolbox data with centre reporting still exist → Some centres are retrospectively updating the participant numbers.</li> <li>Once the data is more consistent and validated, the requests for updates will become less urgent.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Send Judy the Funding request at <a href="mailto:jdang@foundrybc.ca">jdang@foundrybc.ca</a>. Due Dec 6.</li> <li>Matt to confirm with MSDPR how we can repurpose the slippage funds.</li> </ul>
<b>Clinical Discussions and Knowledge Exchange</b>		
<ul style="list-style-type: none"> <li>ES staff round table intro</li> <li>Supporting Gender Diverse Youth</li> <li>Youth Recruitment</li> <li>Inclusion criteria for participants</li> </ul> <p>Participant Wages: how each centre is managing funds? What worked and did not work?</p>	<p>Round table intro:</p> <ul style="list-style-type: none"> <li>Campbell river→ Tanya, Cassidee, and Jenny. Week 13 and serving 14 youths.</li> <li>Victoria→ Amber. Building relationships with youth.</li> <li>Prince George→ Lauren and Vienna. Serving 2 and working on the 3<sup>rd</sup> youth.</li> <li>Kelowna→ Nic. 2 month. Automotive industry is willing to help youth. Win for FW.</li> <li>Penticton→ Keri started in April. Employer contacts are breeding employer contact!</li> <li>Abbotsford→ Deb C. and Ali. <ul style="list-style-type: none"> <li>Started in the summer, serving 9 youth and one more this week. Great to form relationship and helping youth find stability and confidence.</li> </ul> </li> <li>North Shore→ Gill and Oksana. Today is Oksana first day.</li> <li>Vancouver Granville→ Kelly was part of the pilot program. Enjoying connecting with the youth. One more IPS staff will join next week.</li> <li>Virtual→ Sasha. Part of Pilot. FW is a service that is meeting a need with other services also provided by Foundry.</li> <li>Research team→ Anna, Cassia and Amanda. Happy to connect and answer any research related questions.</li> </ul> <p>Supporting Gender Diverse Youth:</p> <ul style="list-style-type: none"> <li>Youth must answer questions about their gender and legal names when filling out legally require paperwork to apply for jobs. What are some general approaches to answer these requests/ questions? <ul style="list-style-type: none"> <li>Unfortunately, youth still required to use their legal names to apply for jobs. However, everyone agreed having a conversation ahead of the time with both employers and youth are helpful.</li> <li>Employers seemed to be supportive and willing to learn more.</li> <li>Options and supports can be giving to both the youth and employers.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Judy to find the resources from Trans Care BC</li> <li>Amanda to send 1-page infographics from The 519.</li> <li>Diana to update PIT form</li> </ul>



	<ul style="list-style-type: none"> <li>○ Some recommended youth using their preferred name on their CV and contact information.</li> <li>• Request to share resources provincial resource → ie. Qmunity (Provincial program) or Trans Care BC documents. <ul style="list-style-type: none"> <li>○ Amanda mentioned → series of 1-page infographics from The 519 around creating authentic spaces and trans inclusion that may be helpful to share with employers who are interested in learning more</li> <li>○ Others are also welcome to resources to Judy for distribution.</li> </ul> </li> <li>• Request to change the PIT form → list preferred name before legal name</li> </ul> <p>Youth recruitment:</p> <ul style="list-style-type: none"> <li>• It has been easy to have other agencies and employment programs to refer youth to FW because the differences in Inclusion criteria. <ul style="list-style-type: none"> <li>○ Pool resources in the community → “Why didn’t this happen sooner?!”</li> </ul> </li> <li>• It is nice to join the centre team huddles calls and meet other clinicians from other Foundry services. <ul style="list-style-type: none"> <li>○ Helping other team members with their case load and create a wholistic approach to care for youth.</li> </ul> </li> <li>• Campbell river will have a community virtual coffee chat in the new year with other youth service providers and education and employment program.</li> <li>• Priorities given to youth that will benefit from the program the most → youth that have goals and want to gain employment and education. → Not rigid on the NEET criteria.</li> <li>• If we are finding that a lot of youth that can benefit from the program but don’t fit within the requirement, we will relay the information to our funders and have that discussion.</li> </ul>	
<p>New Business:</p> <ul style="list-style-type: none"> <li>• Can youth already part of the FW program join research?</li> <li>• Fidelity of program</li> </ul>	<ul style="list-style-type: none"> <li>• Youth that have been part of the FW program can still participate in research if they are within eight weeks of enrollment into the program. This is to protect the integrity of the baseline survey data.</li> </ul>	<ul style="list-style-type: none"> <li>• Deferred Fidelity of Program discussion to next meeting</li> </ul>

## Community of Practice- Foundry Works Monthly Meeting\_ Minutes

### Date: Thursday, Dec 16<sup>th</sup>, 2-330 pm

#### Participants:

Diana Al-Qutub	P	Matt Wenger	P	Judy Dang	P	Acasia Preston	R	Ali Slack	P	Alison Ivan	R
Amber Clarkson	P	Amy Schactman	R	Anna Wilms	P	Barbara Thompson	R	Ben McAuley	R	Cassidee Wood	P
Chris Bennett	R	Dale Handley	R	Dave Stam	R	Debra Cameron	P	Debra Hennig	R	Dominic Chan	R
Donna Desmet	R	Donna Fullerton	R	Elise Durante	R	Georgina Colthurst	P	Gill Walker	R	Gregg Loo	R
Haley Turnbull	R	Isha Simpson	P	Jenny Evans	P	Jo Lam	R	Jonathan Chambers	P	Julia Gray	R
Julia Hayos	R	Kelly Sutton	P	Ken Harper	R	Keri Barron	P	Kim Conroy	R	Kim Dumore	P
Kourtney Brisbane	R	Lauren Marutt	P	Leah Froese	P	Lyn Heinemann	R	Melissa Cailleaux	R	Michael McFetridge	R
Mike Gwaliuk	R	Nathan Aubie	R	Nicholas Clarence	R	Nicolett Baan	R	Oksana	R	Sandra Teves	R
Sasha Boniface	P	Shannon Golsof	R	Simone Maassen	R	Stephany Berinstein	P	Suhail Nanji	R	Tania Wicken	R
Tanya Timbers	P	Terry Buylch	R	Vienna Skauge	P	Vivian Lau	P	Felice Kwo	R	Gillian Cott	P
Anna-Joy Ong	P	Cassia Warren	P	Amanda Kwan	R						

Agenda Item	Discussion	Action Items
<b>Reminders/ Updates</b>		
<b>General Reminders</b> <ul style="list-style-type: none"> <li>Training in January: Agreements Training, PIT training</li> <li>Toolbox adjustment</li> <li>IPS online course sig-up</li> </ul>	<ul style="list-style-type: none"> <li>3 agreements (Wage Subsidy, Financial Agreement, and intake form) → please review and connect with FCO if you have any questions. → May provide training in January if people have concerns while completing the forms.</li> <li>PIT training in January → How to complete GCOS online?</li> <li>Toolbox adjustment → work continues into January → notify IPS staff for training once the adjustment is complete.</li> <li>Recommendation to sign up for IPS course online → deadline is Dec 24, 2021. (Link attached)</li> </ul>	<ul style="list-style-type: none"> <li>IPS course training Link: <a href="https://ipsworks.org/index.php/training-courses/practitioner-skills-course/">https://ipsworks.org/index.php/training-courses/practitioner-skills-course/</a></li> </ul>
<ul style="list-style-type: none"> <li>Tracking sheet Demo</li> </ul>	<ul style="list-style-type: none"> <li>Client Expense Tracking sheet               <ul style="list-style-type: none"> <li>Each client per sheet. Summary sheets organize by quarters.</li> </ul> </li> <li>No need to backtrack → tracking set for Q4 2021/2022 tracking onwards.</li> </ul>	<ul style="list-style-type: none"> <li>Tracking sheet will be shared when formulas are fully functional.</li> </ul>

## Clinical Discussions and Knowledge Exchange

- Inclusion criteria for participants  
Participant Wages: how each centre is managing funds? What worked and did not work?
- Fidelity of program
- Pro-D opportunity notice- support autistic job seekers

- FW inclusion criteria for accepting youth participants → Youth that is interested in the program and would benefit with the team approach from Foundry as they access other Foundry services.
- Based on IPS staff clinical judgments to make the determination as a team.
  - High school student eligible → if IPS approach is beneficial.
  - SC Contract → No international student eligible.
  - MSDPR contract → more flexible regarding international students but will need to keep track of these participants.
- If someone require assistance but is already employed. → Can't report as an outcome but would still like to track these activities.
    - FCO is adjusting Toolbox and working with evaluation team to better track these participants.
    - Can track additional support required by participants in the activity report. → showcase earlier support to participants is more beneficial.
    - Please complete mental health questionnaire → Other Foundry services can better provide support in other areas of their lives.

### Wage subsidy vs Living allowance

- Foundry Virtual is rewarding the living expenses (allowance) as honorarium as they reached the outcome. → preferred route.
  - Virtual → MSDPR budget → more flexible
- SC contract states → Living (wage) allowance can only be reimbursed based on hours spent on skill development and training opportunity.
  - Ie. \$300 honorarium for 20 hours participation → in a training program or employee skill building sessions with Foundry directly or with an external program.
  - Need to provide rational of payment giving out to youth → in case of audits on funds provided, supporting evidence is required.
- T4 → for youth receiving wage income over \$500.
- T4 A → for youth receiving bursaries over \$500.
  - Ie. Tuitions paid on their behalf.
  - Course is different from Tuition → First aid training course is useful for youth to be integrated work force. → does not count towards \$500 bursaries. → no need for T4A.
- Items such as clothing or food may be reimbursed under "Materials", on case by case basis, according to SC contract → but budget is small.

	<ul style="list-style-type: none"> <li>• Currently SC contract states→ no completion bonus is allowed.</li> <li>• Matt → submitted requests to increase allowance for emergency support, hospitality, and materials funding. → Requested funding allotment be more flexible.</li> <li>• Wage Subsidy Funding agreements provided by FCO included detailed information regarding wage subsidies→ should be useful to provide talking points in conversations with the employers.</li> </ul> <p>Fidelity of Program:</p> <ul style="list-style-type: none"> <li>• Plans for fidelity review of FW program → QI and QA evaluation of the program using Fidelity scales captured in the IPS model. <ul style="list-style-type: none"> <li>○ Not everything outlined in the Fidelity scale will meet each centre's needs. → use the scale as a compass to build the best services possible. → possible Improvement opportunities.</li> </ul> </li> <li>• First CoP meeting video→ Sasha and Kelly spoke about the Fidelity scales.</li> </ul> <p>Pro-D opportunity notice- Support autistic job seekers→</p> <ul style="list-style-type: none"> <li>• Free learning opportunity- 6 modules→ non-mandatory.</li> <li>• the modules can be completed in any order after completing the first module.</li> </ul>	<ul style="list-style-type: none"> <li>• Matt can check if a completion bonus can be considered.</li> <li>• IPS staff→ Please re-watch the video on webpage.</li> <li>• Judy to send out the resources- Support autistic job seekers</li> </ul>
<p>New Business:</p> <ul style="list-style-type: none"> <li>• IPS Team intro</li> <li>• Research recruitment</li> </ul>	<ul style="list-style-type: none"> <li>• Sasha- Foundry Virtual, Vocational Counsellor</li> <li>• Ali and Debra- Foundry Abbotsford</li> <li>• Anna Joy and Cassia- Research Coordinators for FW and LIFT</li> <li>• Anna (new) and Kelly part of the pilot FW program)- OT at Foundry Vancouver- Granville.</li> <li>• Georgina- Foundry Terrace, Employment navigator.</li> <li>• Gillian (new)- Foundry Victoria -Vocational counsellor</li> <li>• Lauren- Foundry Prince George- Job developer</li> <li>• Vienna- Foundry Prince George- Vocational Counsellor</li> <li>• Kim and Jonathan, Foundry Ridge-Meadows- Project coordinator</li> <li>• Stephany- Foundry Richmond, Project Coordinator-</li> <li>• Tanya- Foundry Campbell River- Youth employment specialist</li> </ul> <p>Research Recruitment→ Deferred to next meeting.</p>	