

## Foundry Works Toolbox

*Frequently Asked Questions about using Toolbox for the Foundry Works program*

### **Do we need to enter retrospective data?**

You do not have to enter end of service data for visits that occurred before April 4th in the new form if you have already recorded the visits with the old method. For clients who started before April 4th who are continuing to seek services, please fill out as many of the registration questions as you can at their first visit after April 4th using the new form. There will be questions you will be unable to answer (e.g. MyLifeTracker) and others that you will be able to answer (e.g. start date and baseline barriers).

### **When do we need to complete the registration questions?**

Registration questions must be filled out all at once within one month of the client starting the program. You will need to gather the information for the registration questions as well as the health/mental health screeners included in the client package (Self-Rated Health, Self-Rated Mental Health, and MyLifeTracker).

### **How do I fill out MyLifeTracker?**

Please see the MyLifeTracker 1-pager located on the website. This tool is filled out at the beginning of the young person's involvement with the program and again at the end of their involvement with Foundry Works

### **When do I “close” a file?**

Close a client's Foundry Works file when they no longer need support from the Foundry Works program. Clients may still be accessing other Foundry services.

### **What is a “Quality Employment Opportunity” and how do I record it?**

A Quality Employment Opportunity is 1) a work placement that is co-created by the employment specialist and the employer and may/may not involve wage subsidy. The employer MUST be paying a portion or the entire hourly rate to the youth 2) competitive job. *\*\*Do not tick this box if the youth is in an unpaid work experience.* They are recorded in Toolbox on the End of Service form. If you are having trouble locating this option, please contact your REA.

### **What is an “Accredited Skills Training” and how do I record it?**

An Accredited Skills Training is when a youth participates in courses that are specific and identify gaps in their education and skill



development. The course must be delivered by an accredited institution registered within the province (e.g. university or college.) They are recorded in Toolbox on the End of Service form. If you are having trouble locating this option, please contact your REA.

### **How do I know what stage of readiness my client is at?**

The stages of readiness are adapted from the Transtheoretical Model of Behaviour Change. The definitions are as follows, and can also be found in the definitions document located on the website:

**Pre-contemplation:** The individual is not thinking about work, school, or training at this time.

**Contemplation:** The individual is weighing the pros and cons of starting work, study, or training, but has not reached a decision.

**Determination/Preparation:** The individual has decided to work towards their work, study, or training goal and is taking steps to prepare for this change.

**Active seeking:** The individual is actively pursuing work, study, or training opportunities.

**Maintaining seeking activities for at least 6 months:** The individual has actively been pursuing work, study, or training opportunities for 6 months or longer.

**Working/Studying:** The individual has started work, study, or a training program.

### **When a young person switches between funding sources, do I need to do the registration questions again?**

No. Registration questions need only to be filled out once per client.

