



Exception reporting means that the educational agency or institution, or Career Development Consultant in the case of plans developed with Employment Manitoba, will contact EIA when a concern or issue arises. Effective July 1, there will no longer be an expectation that educators/service providers report to EIA when a participant is maintaining satisfactory involvement. **NOTE:** The EIA program recognizes the expertise of Career Development Consultants and service providers in determining a suitable plan as well as defining for both the program and participant, attendance and performance expectations. Updates can be requested by EIA staff as needed, either from the CDC or the EIA program liaison where one is assigned.

Participants who are NOT engaged with EM in the implementation of their plan can also be required to provide their case coordinator / counselor with report cards or other documentation routinely provided to all students by the educational agency / institution.

When an educational agency reports to EIA a concern about attendance and progress, EIA will support the participant in meeting his/her goals. If necessary, revision of their client action plan may be required. Participants unable to complete education / training for personal and family reasons should create an updated client action plan with appropriate referrals to community agencies or programs (including Job Connections) or new employment goals for those capable of seeking employment.

### **Requests for Exception Reporting as a Part of Plan Approval**

EIA staff will continue to approve participation in programs (pre-employment, life skills etc) for participants with barriers that preclude their referral to Employment Manitoba. A form letter is being developed for completion as a part of approving a "training plan" in the circumstances described above. The purpose of the letter is to notify the service provider of approval of the plan and to request that they notify the case coordinator of any issues with attendance or progress.

### **Communication to Educators/Service Providers**

The EIA program will be issuing a letter to education institutions and service providers to notify them of the discontinuation of Attendance and Progress reports as well as request their participation in exception reporting for participants supported by EIA in programming.

**NOTE:** There is no expectation for service providers to report directly to EIA for participants who are engaged with EM in the development and implementation of the plan. This communication is to flow from the provider to EM who will communicate directly with EIA.