

# LIST OF DATA FIELDS – FIRST NATIONS AND INUIT YOUTH EMPLOYMENT STRATEGY (FNIYES) REPORT AND CORRESPONDING FNIYES YOUTH EVALUATION

**DCI Number/Fiscal Year:**

434352 (2018-2019)

**Purpose:**

As per funding agreement

**Reporting Period:**

As per funding agreement

**Due Date:**

As per funding agreement

**Legend:**

- Auto-Calc: Automatically calculated field.
- Auto-Fill: Automatically filled field.
- Mandatory: Field must be completed by recipient to reduce potential delays in processing as Regional Office staff may need to contact recipients for incomplete reports.
- Pre-Populated: Data field is Pre-Populated with information contained in the proposal submitted to the department.
- Roll-Over: Data that has been rolled-over from the previous years' submitted report.

**Field Descriptions:**

Field	Description
<b>Report Identification</b> - When you indicate your type of organization, the form displays only those sections that are relevant to you. If you do not see a section, it is because Indigenous and Northern Affairs Canada (INAC) does not require that information.	
Fiscal Year (Pre-Populated field)	The fiscal year is entered automatically.
Period (Pre-Populated and Mandatory field)	The time period on which you are reporting.
Title of the approved proposal for which this report is being submitted (Pre-Populated and Mandatory field)	The title of the approved proposal for which this report is being submitted
Indicate the stream (or the phase) for this report (Pre-Populated and Mandatory field)	The streams or phases are displayed in the drop down list.
<b>Organization Identification</b> - This section is used to identify the organization information that is required to complete the Report.	

Field	Description
Are you the prospective Recipient of funds directly from INAC? (Mandatory field)	This is a Yes or No answer that causes the form to display only those sections that are relevant to you. Select Yes if you receive funding directly from INAC. Select No indicates that it is a sub-report. Only some of the fields are displayed. Also, refer to Reporting Organization Contacts on the next page.
Recipient Number (Pre-Populated and Mandatory field)	The recipient ID number as assigned by INAC. Important: Make sure to enter a 4-digit number. Add zeroes (0) in front if necessary.
Recipient Name (Pre-Populated and Mandatory field)	The official name of the Recipient of INAC funds.
Organization Type (Pre-Populated and Mandatory field)	A dropdown list of possible organizations that could complete a Proposal.
Organization Name (Pre-Populated and Mandatory field)	The official name of your organization. This field is automatically populated when you enter the Organization No. in the next field and vice versa.
Organization Number (Pre-Populated and Mandatory field)	The official number of your organization. Some Organization Types do not require an Organization Number.
Telephone Number (Mandatory field)	The organization's telephone number.
Extension Number (Pre-Populated field)	The extension number, if applicable.
Fax Number (Pre-Populated field)	The organization's facsimile number.
E-mail Address (Pre-Populated field)	The e-mail address of the organization's contact, if available.
Web site (Rolled-Over data)	The home page URL for the organization's web site.
<b>Mailing Address</b>	

Field	Description
<ul style="list-style-type: none"> <li>- Number/Street/ Apartment/P.O. Box (Pre-Populated and Mandatory field)</li> <li>- City/Town (Pre-Populated and Mandatory field)</li> <li>- Province or Territory (Pre-Populated and Mandatory field)</li> <li>- Country (Pre-Populated and Mandatory field)</li> <li>- Postal Code (Pre-Populated and Mandatory field)</li> </ul>	<p>The address or P.O. Box at which the party can be reached by mail.</p>

**Reporting Organization Contacts (Sub-reports only)**

<p>Provide the Reporting Organization's contact information as requested by your Recipient Organization.</p>	<p>Sub-reports have a Reporting Organization Contacts section where contact information is provided in a text field so that the Recipient Organization knows who to contact if there are questions.</p>
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**List of Reporting Organizations** - The section appears only if you indicated that you are a RECIPIENT of funds directly from INAC and your Organization Type is allowed to deliver funds to other organizations e.g. schools, communities, etc.

<p>Reporting Organization</p> <ul style="list-style-type: none"> <li>- Type (Pre-Populated field)</li> <li>- Name (Pre-Populated field)</li> <li>- Organization Number (Pre-Populated field)</li> <li>- Total Budget (Pre-Populated field)</li> <li>- File Name Attached (Pre-Populated field)</li> </ul>	<p>Data fields will automatically be populated from the Sub-Report once attached.</p>
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**Contacts** - The Primary Contact is the person who INAC would contact for general questions regarding the Report. The Secondary Contact is the back-up contact in case the Primary Contact is unavailable.

<p>Given Name (Pre-Populated and Mandatory field)</p>	<p>The given name or first name.</p>
<p>Family Name (Pre-Populated and Mandatory field)</p>	<p>The family name or surname.</p>
<p>Title/Position (Pre-Populated and Mandatory field)</p>	<p>The contact's job title or position.</p>
<p>Telephone No. (Pre-Populated and Mandatory field)</p>	<p>The contact's telephone number.</p>

Field	Description
Extension No. (Pre-Populated field)	The extension number, if applicable.
Fax No. (Pre-Populated field)	The contact's facsimile number, if available.
E-mail Address (Pre-Populated field)	The e-mail address of the contact, if available.
<b>Mailing Address</b>	
<ul style="list-style-type: none"> <li>- Number/Street/ Apartment/P.O. Box (Pre-Populated and Mandatory field)</li> <li>- City/Town (Pre-Populated and Mandatory field)</li> <li>- Province or Territory (Pre-Populated and Mandatory field)</li> <li>- Country (Pre-Populated and Mandatory field)</li> <li>- Postal Code (Pre-Populated and Mandatory field)</li> </ul>	The address or P.O. Box at which the party can be reached by mail.
<b>Street Address</b>	
Same as Mailing Address	If selected, the fields below will automatically be populated.
<ul style="list-style-type: none"> <li>- Number/Street/ Apartment/P.O. Box (Pre-Populated and Mandatory field)</li> <li>- City/Town (Pre-Populated and Mandatory field)</li> <li>- Province or Territory (Pre-Populated and Mandatory field)</li> <li>- Country (Pre-Populated and Mandatory field)</li> <li>- Postal Code (Pre-Populated and Mandatory field)</li> </ul>	The address or at which the party can be reached.
<b>Secondary Contact Information</b>	
Do you want to specify a secondary contact?	Yes or No - if Yes is selected, the same fields are mandatory as the Primary Contact.

Field	Description
Given Name Given Name (Pre-Populated and Mandatory field)	The given name or first name.
Family Name (Pre-Populated field)(Mandatory field)	The family name or surname.
Title/Position (Pre-Populated and Mandatory field)	The contact's job title or position.
Telephone No. (Pre-Populated and Mandatory field)	The contact's telephone number.
Extension No. (Pre-Populated field)	The extension number, if applicable.
Fax No. (Pre-Populated field)	The contact's facsimile number, if available.
E-mail Address (Pre-Populated field)	The e-mail address of the contact, if available.
<b>Mailing Address</b>	
<ul style="list-style-type: none"> <li>- Number/Street/ Apartment/P.O. Box (Pre-Populated and Mandatory field)</li> <li>- City/Town (Pre-Populated and Mandatory field)</li> <li>- Province or Territory (Pre-Populated and Mandatory field)</li> <li>- Country (Pre-Populated and Mandatory field)</li> <li>- Postal Code (Pre-Populated and Mandatory field)</li> </ul>	The address or P.O. Box at which the party can be reached by mail.
<b>Street Address</b>	
Same as Mailing Address	If selected, the fields below will automatically be populated.

Field	Description
<ul style="list-style-type: none"> <li>- Number/Street/ Apartment/P.O. Box (Pre-Populated and Mandatory field)</li> <li>- City/Town (Pre-Populated and Mandatory field)</li> <li>- Province or Territory (Pre-Populated and Mandatory field)</li> <li>- Country (Pre-Populated and Mandatory field)</li> <li>- Postal Code (Pre-Populated and Mandatory field)</li> </ul>	<p>The address or at which the party can be reached.</p>

**List of Clients to be served**

**Delivery Organization**

<ul style="list-style-type: none"> <li>- Type (Pre-Populated and Mandatory field)</li> <li>- Name (Pre-Populated and Mandatory field)</li> <li>- Number (Pre-Populated and Mandatory field)</li> </ul>	<p>Automatically copied from the Organization Identification section</p>
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**Client Information**

<p>Client Type (Pre-Populated and Mandatory field)</p>	<p>A drop down list of possible client type</p>
<p>Client Name (Pre-Populated and Mandatory field)</p>	<p>The official name of the client</p>
<p>Client Number (Pre-Populated and Mandatory field)</p>	<p>The client's identification number, if applicable</p>

**Activities Undertaken and Results Achieved**

**Delivery Organization**

<ul style="list-style-type: none"> <li>- Type (Pre-Populated and Mandatory field)</li> <li>- Name (Mandatory field) (Pre-Populated field)</li> <li>- Number (Pre-Populated and Mandatory field)</li> </ul>	<p>Automatically populated from the Organization Identification section.</p>
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**Objective**

Field	Description
Objective (Pre-Populated and Mandatory field)	Objectives approved are pre-populated. The objectives are in line with the program terms and conditions.
<b>Activity</b>	
Activity Type (Pre-Populated and Mandatory field)	A list of possible activities for the Objective. If there is only one Activity available, it appears automatically.  For more information see the National Program Guidelines attached to the form
Activity Name (Pre-Populated and Mandatory field)	The activity name must be unique.
Extent completed (Mandatory field)	Indicate the extent to which the activity was completed as described on the approved proposal.  Select Fully, Partially, or Not at all.
Reason not fully completed (Mandatory field)	This field is enabled and mandatory if the Extent Completed is not Fully.
Explanation (Mandatory field)	A detailed explanation for why the activity was not fully completed. This field is mandatory if the Extent Completed is not Fully.
Activities Undertaken (Pre-Populated and Mandatory field)	A narrative description of the activities undertaken as compared with what was planned
Results Achieved (Mandatory field)	A narrative description of the results achieved as compared with what was planned
Activities Undertaken (Pre-Populated and Mandatory field)	A narrative description of the activities undertaken as compared with was planned.
Results Achieved (Mandatory field)	A narrative description of the results achieved as compared with what was planned.
<b>Audience</b>	
Audience Type (Pre-Populated and Mandatory field)	A list of Audience types.
Target Number (Pre-Populated field)	Automated populated from the approved proposal.
Number reached (Mandatory field)	The number of individuals reached by this activity.
<b>Expenses</b> - This section of the form collects planned expenses required to undertake activities for this objective.	
Expense Type (Pre-Populated and Mandatory field)	A list of possible Expense Types.
Amount Approved (Pre-Populated field)	Automatically populated from the approved proposal.
Amount spent (Mandatory field)	The amount spent on this Activity for this objective.

Field	Description
Explanation (Mandatory field)	An explanation of any variances between the amounts approved and spent.
Total (Auto-Calc field)	This field is automatically calculated.

### Summary of Expenses

The following data fields are applicable to all Education Programs. This section is a summary of the expenses and is where you enter administration costs.

#### Amount Approved

Sub-Total Amount before Program Administration Costs (Pre-Populated field)	A sub-total before administration costs. Automatically populated from the approved proposal.
Administration Costs (Pre-Populated field)	The cost for administration for this fiscal year. Automatically populated from the approved proposal.
Total (Auto-Calc field)	This field is automatically calculated.
Program Administration Costs Percentage (Auto-Calc field)	The Administration Costs are expressed as a percentage and are automatically calculated. It should not exceed 10% of the Sub-Total before Administration Costs.

#### Amount Spent

Sub-Total Amount before Program Administration Costs (Auto-Calc field)	A sub-total before administration costs. This field is automatically calculated.
Administration Costs (Mandatory field)	A detailed explanation or description for the Administration Cost.
Explanation (Mandatory field)	A detailed explanation or description for the Administration Cost.
Total Requested (Auto-Calc field)	This field is automatically calculated.
Program Administration Costs Percentage (Auto-Calc field)	The Administration Costs are expressed as a percentage and are automatically calculated. It should not exceed 10% of the Sub-Total before Administration Costs.

#### Costs

There is no information displayed in this section until you click Calculate.

Calculate Button (Auto-Calc and Mandatory field)	A button used to display the summary of costs. The information is automatically populated from the Expense section.
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There is a table listing the Expense Types, Approved Amounts from the Proposal, the Amounts Spent, Program Administration Costs and a Grand Total.

#### Partners

A Partner is an organization that you expect to provide or has provided funding or in-kind contributions to the project.



<b>Field</b>	<b>Description</b>
Partner Organization Type (Pre-Populated and Mandatory field)	A dropdown list of possible organizations that could be partners.
Partner Organization Name (Pre-Populated and Mandatory field)	Official name of your partner.
Partner Organization Number (Pre-Populated and Mandatory field)	The partner's identification number if available. This field is only mandatory if the partner has an identification number.
In-Kind Contribution (Pre-Populated and Mandatory field)	A check box to indicate an in-kind contribution. The amount defaults to \$0.00.
Amount (Mandatory field)	The amount received from the Partner.
Explanation (Mandatory field)	A detailed explanation to describe the type of in-kind contribution expected or received or the main purpose of the funds received.
<b>Youth Evaluation</b>	
Given Name (Pre-Populated and Mandatory field)	Data fields will automatically be populated from Youth Evaluation once attached.
Family Name (Pre-Populated and Mandatory field)	
Placement Type (Pre-Populated and Mandatory field)	
File Name Attached (Pre-Populated and Mandatory field)	
<b>Supporting Documents</b>	
Type of Supporting Document	A dropdown list of the types of mandatory documents. If there are no mandatory documents, the only available item is Other.
Name of Supporting Document	The title and file name of the supporting document.
Method of Submission	A dropdown list of possible submission methods.
File Name Attached	The file name of the attached document will appear automatically.
<b>Declaration</b>	
Given Name (Mandatory field)	The given name or first name.
Family Name (Mandatory field)	The family name or surname.
Title (Mandatory field)	The job title or position.
Date (YYYYMMDD) (Mandatory field)	Today's date, in the format of Year, Month and Day.

Field	Description
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**First Nations and Inuit Youth Employment Strategy (FNIYES) Youth Evaluations**

**Overview** - This document shows all the possible data fields in the First Nations and Inuit Youth Employment Strategy (FNIYES) Youth Evaluations form (DCI No.434342) which is required from all students participating in the program.

**Legend :**

- Auto-Fill: Automatically filled field.
- Mandatory: Field must be completed by recipient to reduce potential delays in processing as Regional Office staff may need to contact recipients for incomplete reports.

**Indigenous and Northern Affairs (INAC) requires different information depending upon who is completing the form and what sort of job placement you're reporting on. When you enter identifying information on the first page, the form automatically changes to display only the sections you need to fill in.**

Recipient Number (Auto-fill field)	The Recipient ID number as assigned by INAC. This field is automatically populated from the FNIYES Report.
Recipient Name (Auto-fill field)	The official name of the Recipient of INAC funds is automatically populated from the FNIYES Report.
Who is filling in this form? (Mandatory field)	Two choices (radio buttons) to indicate whether it is the: <ul style="list-style-type: none"> <li>- Youth who received the placement, or</li> <li>- Program Administrator.</li> </ul> Important: The form automatically changes to display only the sections you need to fill in.

**Youth Contact Information** - This section is the contact information for the youth who participated in the job placement.

Given Name (Mandatory field)	The given name or first name.
Family Name (Mandatory field)	The family name or surname.
Gender (Mandatory field)	The youth/student's gender – Male or Female.
Date of Birth (Mandatory field)	The student's birth date (YYYYMMDD).
Identity (Mandatory field)	The student's ancestry or heritage.
Telephone No. (Mandatory field)	The 10-digit telephone number.
E-mail Address (if available)	The e-mail address of the contact, if available.

**Address**

Field	Description
Number, Street, Apartment, P.O. Box <ul style="list-style-type: none"> <li>- City/Town (Mandatory field)</li> <li>- Province or Territory (Mandatory field)</li> <li>- Country (Auto-fill field)</li> <li>- Postal Code (Mandatory field)</li> </ul>	The address or P.O. Box at which the student can be reached by mail.
<b>Inuit Community or Band of Residence</b>	
Inuit Community or Band of Residence (Mandatory field)	Two choices are provided: Inuit Community or Band of Residence.
Inuit Community Name or Band of Residence Name (Mandatory field)	The name of the Inuit Community or the Band of Residence where you live.
<b>Work Placement Profile</b> – The form automatically changes based on the Type of Work Placement to display the fields that need to be filled in for that type of placement.	
Type of Work Placement (Mandatory field)	There are three types of Work Placements to choose from: <ul style="list-style-type: none"> <li>- Co-operative Education Placement</li> <li>- Mentored Work Placement</li> <li>- Summer Work Placement</li> </ul>
Job Title (Mandatory field)	The name or title for the job.
Start Date of Placement	The first day of the job placement in the format (YYYYMMDD).
End Date of Placement (Mandatory field)	The last day of the job placement in the format (YYYYMMDD).
Employer Name (Mandatory field)	The full name of the employer.
Did you complete your placement? (Mandatory field)	Fully indicates that the job was completed as planned. Partially indicates that it was not fully completed. When you select Partially, you must indicate a reason why (see next field).
If you did not complete your placement, indicate why. (Mandatory field)	This section needs to be filled-in if the job placement was Partially completed. A list of reasons (radio buttons) is provided.
How many hours in total did you work? (Mandatory field)	The total number of hours worked.
Job Classification (Mandatory field)	Select the classification, or category, that the job would fall under from the drop-down list. If you need help, click the View Instructions button and click on Instructions which provides a list of Job Classifications in the Appendix.

Field	Description
Was the job located on reserve? (Mandatory field)	Yes or No to indicate whether the work was performed on reserve.
<b>Personal Profile</b> – This section describes the youth who held the job placement. The fields in the first section are:	
Official Language (Mandatory field)	English or French to indicate the language spoken at home.
Do you have a disability? (Mandatory field)	Yes or No to indicate whether the employer can claim expenses for accommodating special needs.
Highest Level of Education Completed (Mandatory field)	The highest level of education that you have completed from the choices provided.
What were your goals at the start of your placement? (for Co-op Education Placement only) (Mandatory field)	A list of possible goals that may apply to you.
What was your goal at the start of your placement? (for Mentored Work Placement only) (Mandatory field)	A list of possible goals that may apply to you. Choose one.
What was your employment status at the start of the program? (for Mentored Work Placement only) (Mandatory field)	There are two options: Underemployed or Unemployed.
In the beginning of the work placement, were you in receipt of employment insurance? (for Mentored Work Placement only) (Mandatory field)	This is a Yes or No answer.
What were your goals prior to this summer work experience? (for Summer Work Placement only) (Mandatory field)	A list of possible goals that apply to you.
<b>Skills and Knowledge Gained</b> - This section describes the skills and certificate that have been acquired through the job placement.	
What employability skills do you feel you developed during this work placement? Check all that apply. (Mandatory field)	The skills that you gained or developed during your time on the job placement.
If you received a certificate as a result of your work placement, specify its name.	If applicable, the name of the certificate that you earned.
<b>Personal Reflection</b> – This section lists a number of questions about your experiences during the job placement.	

Field	Description
Do you feel you are more employable as a result of your work placement? (Mandatory field)	Three choices are presented to answer the question: Absolutely, Somewhat, or Not at all.
Are you more aware of the benefits of completing your education? (Mandatory field)	Three choices are presented to answer the question: Absolutely, Somewhat, or Not at all.
Are you more aware of the different types of jobs that are available? (Mandatory field)	Three choices are presented to answer the question: Absolutely, Somewhat, or Not at all.
Are you more interested in taking science, math and/or technology courses? (Mandatory field)	Three choices are presented to answer the question: Absolutely, Somewhat, or Not at all.
Overall, were you satisfied with your work placement? (Mandatory field)	Three choices are presented to answer the question: Absolutely, Somewhat, or Not at all.
<b>Status After Your Work Placement</b> – This section is only for youth who participated in a Mentored Work placement.	
What is your status now that the work placement is over? (Mandatory field)	Your current employment status.
If returning to school, what level of study will you be pursuing?	If applicable, the level of education that you will be pursuing.
<b>Success Stories / Suggestions</b> - This section is used to enter positive aspects and potential improvements to the placement or program.	
What were the most positive aspects of your placement?	Write, in your own words, the positive elements of the job placement.
What could be done to improve your placement and/or the program?	Write, in your own words, your thoughts on how the work placement could be improved.