FIRST NATIONS AND INUIT YOUTH EMPLOYMENT STRATEGY (FNIYES) REPORT AND CORRESPONDING FNIYES YOUTH EVALUATIONS - LIST OF DATA FIELDS

DCI Number/Fiscal Year:
434352 (2024-2025)

Purpose:
As per funding agreement

Reporting Period:
As per funding agreement

Due Date:
As per funding agreement

Legend:
- Mandatory: Completing all mandatory data fields will reduce potential delays as ISC Regional Office staff will need to contact recipients whose Report is incomplete.
- Pre-populated: These fields are automatically populated from the approved proposal such as Recipient Number and Recipient Name.
- Auto-Calc: Automatically calculated field.

IMPORTANT:
The list below is a representation of the data fields. The actual reports are available on the ISC Services Portal or through your Regional Office. Some of these reports will be available with your pre-populated data, which will save you preparation time. If you have any questions please contact your Regional Office.

Field Descriptions:

Field	Description
Report Identification 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 ISC does not require that information	
Fiscal Year (Pre-populated)	This field defaults to the fiscal year for which you are submitting a report.
Period (Pre-populated)	This field defaults to the period for which you are submitting a report.
Title of the approved proposal for which this report is being submitted (Pre-populated and Mandatory)	The title of the approved proposal for which this report is being submitted
Organization Identification This section is used to identify the organization information that is required to complete the report.	

Field	Description
Are you the RECIPIENT of funds directly from ISC? (Mandatory)	This is a Yes or No answer that causes the form to display only those sections that are relevant to you. “Yes” indicates that your organization receives funding directly from ISC. “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 No. (Pre-populated and Mandatory)	The recipient ID number as assigned by ISC. Important: Make sure to enter a 4-digit number. Add zeroes (0) in front if necessary.
Recipient Name (Pre-populated and Mandatory)	The official name of the Recipient of ISC funds.
Organization Type (Pre-populated and Mandatory)	A drop-down list of possible organizations that could complete a Report.
Organization Name (Pre-populated and Mandatory)	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 No. (Pre-populated and Mandatory)	The official number of your organization. Not all organization types require an organization number.
Telephone No. (Mandatory)	The organization's telephone number. This field is automatically formatted.
Extension No. (Pre-populated)	The extension number, if applicable.
E-mail Address (Pre-populated)	The e-mail address of the organization's contact, if available.
Web site (Pre-populated)	The home page URL for the organization's web site.
Mailing Address	
- Number/Street/ Apartment/P.O. Box - City/Town - Province or Territory - Country - Postal Code (Pre-populated and Mandatory)	The address or P.O. Box at which the party can be reached by mail.
Contacts The Primary Contact is the person who ISC would contact for general questions regarding the Report. The Secondary Contact is the back-up contact in case the Primary Contact is unavailable.	
Given Name (Pre-populated and Mandatory)	The given name or first name.
Family Name (Pre-populated and Mandatory)	The family name or surname.

Field	Description
Title/Position (Pre-populated and Mandatory)	The contact's job title or position.
Telephone No. (Pre-populated and Mandatory)	The contact's telephone number.
Extension No. (Pre-populated)	The extension number, if applicable.
Fax No. (Pre-populated)	The contact's facsimile number, if available.
E-mail Address (Pre-populated)	The e-mail address of the contact, if available.
Mailing Address	
- Number/Street/ Apartment/P.O. Box - City/Town - Province or Territory - Country - Postal Code (Pre-populated and Mandatory)	The address or P.O. Box at which the party can be reached by mail.
Street Address	
Same as Mailing Address	If selected, the fields below will automatically be populated.
- Number/Street/ Apartment/P.O. Box - City/Town - Province or Territory - Country - Postal Code (Pre-populated and Mandatory)	The street address or P.O. Box at which the party can be reached by mail.
Secondary Contact Information	
Do you want to specify a secondary contact?	Yes or No - if Yes is selected, the same fields are mandatory as the Primary Contact.
Clients Served The following data fields are applicable to FNIYES.	
Delivery Organization	
- Delivery Organization Type - Delivery Organization Name - Delivery Organization No. (Pre-populated and Mandatory)	Automatically copied from the Organization Identification section.
Client Information	
Client Type (Pre-populated and Mandatory)	A drop-down list of possible client types.

Field	Description
Client Name (Pre-populated and Mandatory)	The official name of the client.
Client No. (Pre-populated and Mandatory)	The client’s identification number, if applicable.
Activities Undertaken and Results Achieved	
Delivery Organization	
- Delivery Organization Type - Delivery Organization Name - Delivery Organization No. (Pre-populated and Mandatory)	Automatically populated from the Organization Identification section.
Objective	
Objective (Pre-populated and Mandatory)	A list of possible Objectives for the program.
Total Amount Spent	
Total Amount Spent (Pre-populated and mandatory)	This field is automatically calculated, and represents the total of all expenses associated with the objective.
Activity	
Activity Type (Pre-populated and Mandatory)	A list of possible activities for the Objective. If there is only one Activity available, it appears automatically.
Activity Name (Pre-populated and Mandatory)	The activity name must be unique.
Extent completed (Mandatory)	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)	This field is enabled and mandatory if the Extent Completed is not Fully.
Activities Undertaken (Pre-populated and Mandatory)	A narrative description of the activities undertaken as compared with what was planned
Results Achieved (Mandatory)	A narrative description of the results achieved as compared with what results were expected.
Audience	
Audience Type (Pre-populated and Mandatory)	A list of Audience types.
Target Number (Pre-populated)	This field is automatically populated.
Number Reached (Mandatory)	The number of individuals reached by this activity.
Expenses This section of the form collects planned expenses required to undertake activities for this objective.	

Field	Description
Expense Type (Pre-populated and Mandatory)	A list of possible Expense Types.
Amount Approved (Pre-populated)	This field is automatically calculated.
Amount spent (Mandatory)	The amount spent on this Activity for this objective.
Explanation (Mandatory)	A detailed description of the Expense, including how the cost estimates were determined.
Total (Auto-Calc)	A sub-total for all expenses for this Activity. This field is automatically calculated.
Summary of Expenses	
This section is a summary of all amounts requested from ISC by your organization and is where you enter administration costs.	
Amount Approved	
Sub-Total Amount before Program Administration Costs (Auto-Calc)	A sub-total before administration costs. This field is automatically calculated.
Administration Costs (Pre-populated)	The cost for administration for this fiscal year.
Explanation (Mandatory)	A detailed description of the amount approved, including how the cost estimates were determined.
Total (Auto-Calc)	This field is automatically calculated.
Program Administration Costs (Percentage) (Auto-Calc)	The Administration Costs are expressed as a percentage and are automatically calculated. It should not exceed 15% of the *Sub-Total before Administration Costs.*
Amount Spent	
Sub-Total Amount before Program Administration Costs (Auto-Calc)	A sub-total before administration costs. This field is automatically calculated.
Administration Costs (Mandatory)	The cost for administration for this fiscal year.
Explanation (Mandatory)	A detailed description of the amount spent, including how the cost estimates were determined.
Total Requested (Auto-Calc)	This field is automatically calculated.
Program Administration Costs (Percentage) (Auto-Calc)	The Administration Costs are expressed as a percentage and are automatically calculated. It should not exceed 15% of the *Sub-Total before Administration Costs.*
Costs	
There is no information displayed in this section until you select **Calculate**.	

Field	Description
Calculate Button (Auto-Calc and Mandatory)	A button used to display the summary of costs. The information is automatically populated from the Expense section.
There is a table listing the Expense Types, Approved Amounts from the Proposal, the Amounts Spent, Program Administration Costs and a Grand Total.	
Youth Work Placement Summary This section is a summary of the ***total number of work placements***. For each of the Work Placement Types (Summer, Mentored, Co-op), complete the table regardless of whether a youth evaluation was obtained from the youth.	
Total Number of Work Placements	The total number of work placements provided.
Work Placement Complete	The number of individuals who completed their work placement (summer, mentored, co-op, and total)
Youth from an Official Languages Minority Community	The number of individuals from an Official Languages Minority Community (summer, mentored, co-op, and total)
Youth from a rural, remote, Northern or fly-in community	The number of individuals from a rural, remote, Northern or fly-in community (summer, mentored, co-op, and total)
Partners	
A Partner is an organization that you expect to provide or has provided funding or in-kind contributions to the project. If you add a Partner, these fields become mandatory.	
Partner Organization Type (Pre-populated and Mandatory)	A drop-down list of possible organizations that could be partners.
Partner Organization Name (Pre-populated and Mandatory)	Official name of your partner.
Partner Organization No. (Pre-populated and Mandatory)	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)	A check box to indicate an in-kind contribution. The amount defaults to $0.00.
Amount (Mandatory)	The amount received from the Partner.
Explanation (Mandatory)	A detailed explanation to describe the type of in-kind contribution expected or received or the main purpose of the funds received.
Youth Evaluations The List of Data Fields is available by selecting the Menu button on the Youth Evaluation DCI and selecting *View Instructions* option. Fill in the placement type and amount.	
Attaching Youth Evaluation to Folder	
Given name (Mandatory)	The given name or first name.
Last initial (Mandatory)	The initial of the youth's family name.

Field	Description
Placement type (Mandatory)	The type of work placement.
Hours Worked	The number of hours worked.
File Name Attached	Select check mark to attach file.
Supporting Documents If you add a Supporting Document, these fields become mandatory.	
Type of Supporting Document (Mandatory)	A drop-down list of the types of mandatory documents. If there are no mandatory documents, the only available item is Other.
Name of Supporting Document (Mandatory)	The title and file name of the supporting document.
Method of Submission (Mandatory)	A drop-down list of possible submission methods.
File Name Attached (Mandatory)	The file name of the attached document will appear automatically.
Declaration	
Given Name (Mandatory)	The given name or first name.
Family Name (Mandatory)	The family name or surname.
Title (Mandatory)	The job title or position.
Date (Mandatory)	Today's date (YYYY-MM-DD)

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Field descriptions:

Field	Description
ISC 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 No.	The Recipient Identification number as assigned by ISC. This field is automatically populated from the FNIYES Report.
Recipient Name	The official name of the Recipient of ISC funds is automatically populated from the FNIYES Report.

Field	Description
Who is filling in this form?	Two choices (radio buttons) to indicate whether it is the: • Youth who received the placement, or • Program Administrator. **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	The given name or first name.
Last Initial	The initial of family name or surname.
Gender	The youth/student’s gender – Female, Male or Another Gender as stated on your Indian Status Card.
Year of Birth	The student’s birth year (yyyy). A picklist is provided.
Identity	The student’s ancestry or heritage.
Cell No.	The contact's cellphone number.
E-mail Address (if available)	The e-mail address of the contact, if available.
Inuit Community or Band of Residence	Two choices are provided: Inuit Community or Band of Residence.
Inuit Community Name or Band of Residence Name	The name of the Inuit Community or the Band of Residence where you live.
Work Placement Profile 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	There are four types of Work Placements to choose from: • Co-operative Education Placement • IAFNYES Mentored Work Placement • Mentored Work Placement • Summer Work Placement
Job Title	The name or title for the job.

Field	Description
Start Date of Placement	The first day of the job placement in the format yyyy-mm-dd.
End Date of Placement	The last day of the job placement in the format yyyy-mm-dd.
How many hours in total did you work?	The total number of hours worked.
Job Classification	Select the classification, or category, that the job would fall under from the drop-down list. If you need help, select the View Instructions button and choose Instructions which provides a list of Job Classifications in the Appendix.
Was the job located on reserve?	Yes or No to indicate whether the work was performed on reserve. **Important:** This question does not appear for Inuit students.
Youth Provided Information This section describes the youth who held the job placement.	
Personal Profile – Youth Served The fields in this section are:	
Are you a person with a disability?	Indicates if the youth self identifies as a person with a disability.
Do you identify as 2SLGBTQI+?	Indicates if youth identifies as part of sexual and gender diverse communities
Official Language	English or French to indicate the language spoken at home.
Highest Level of Education	Youth indicates the highest level of education acquired.
Skills Development	Youth indicates the skill(s) that have been acquired through the job placement.
Youth Progress Toward Development The fields in this section are:	
Employed or Self-Employed (Mentored Work)	Indication of the youth’s employment status after their Mentored Work placement.

Field	Description
Returning to School or Training (Co-op and Summer Work)	Indication of the youth’s status after completing their Coop or Summer Work placement.
Support The fields in the section are:	
Youth report that they receive support. Check all that apply.	Indication that youth received support from the employer during their work placement
Career Navigation The fields in the section are:	
Youth has clarity about their future career (industry, type of work, job characteristics).	Indicates the level of clarity the youth has on a future career after their work placement.
Youth has clarity on how to progress toward career of choice (navigation of job opportunities, career goal next steps).	Indicates the level of clarity the youth has on making progress in their career of choice after their work placement.
Success Stories / Suggestions 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.