

SECOND LEVEL SERVICES REPORT –DATA FIELDS LIST

DCI Number/Fiscal Year:

4502267 (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.

REPORT IDENTIFICATION

This section of the form is used for identification and tracking purposes. The fiscal year and reporting period are automatically filled with the relevant information.

Fiscal Year (Auto-Fill)	The fiscal year is entered automatically.
Period (Auto-Fill and Mandatory)	The time period on which you are reporting.

ORGANIZATION IDENTIFICATION

This section is used to identify the organization completing the report and the Recipient who has the reporting requirement with INAC.

Are you the prospective RECIPIENT of funds directly from INAC? (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 INAC. '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 (Mandatory)	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 (Mandatory)	The official name of the Recipient of INAC funds.

Organization Type (Mandatory)	A dropdown list of possible organizations that could complete a Report.
Organization Name (Mandatory)	The official name of your organization. This field is automatically populated when you enter the Organization Number in the next field and vice versa.
Organization Number (Mandatory)	The official number of your organization. Some Organization Types do not require an Organization Number.
Telephone Number (Mandatory)	The organization's telephone number.
Extension Number	The extension number, if applicable.
Fax Number	The organization's facsimile number.
Email Address	The e-mail address of the organization, if available.
Web site	The home page URL for the organization's web site.
Mailing Address	
<ul style="list-style-type: none"> - Number/Street/ Apartment/P.O. Box - City/Town - Province or Territory - Country - Postal Code (Mandatory)	The address or P.O. Box at which the party can be reached by mail.
Reporting Organization Contacts (Sub-reports only)	
Provide the Reporting Organization's contact information as requested by your Recipient Organization.	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.

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.

Use this section to list the organizations that are providing you with their information in separate PDF forms or XML files exported from their SIS.

Reporting Organization <ul style="list-style-type: none"> - Type - Name - Number - Total Budget - File Name Attached (Auto-Fill)	Data fields will automatically be populated from the Sub-report once attached.
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CONTACTS

Primary Contact Information

The Primary Contact is the person who is responsible for the DCI when completed. The Secondary Contact is the back-up contact in case the Primary Contact is unavailable.

Given Name (Mandatory)	The given name or first name.
Family Name (Mandatory)	The family name or surname.
Title/Position (Mandatory)	The contact's job title or position.
Telephone Number (Mandatory)	The contact's telephone number.
Extension Number	The extension number, if applicable.
Fax Number	The contact's facsimile number, if available.
E-mail Address	The e-mail address of the contact, if available.
Mailing Address	
<ul style="list-style-type: none"> - Number/Street/ Apartment/P.O. Box - City/Town - Province or Territory - Country - Postal Code (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.	
<ul style="list-style-type: none"> - Number/Street/ Apartment/P.O. Box - City/Town - Province or Territory - Country - Postal Code (Mandatory)	The street address.
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.
Given Name (Mandatory)	The given name or first name.
Family Name (Mandatory)	The family name or surname.
Title/Position (Mandatory)	The contact's job title or position.
Telephone Number (Mandatory)	The contact's telephone number.

Extension Number	The extension number, if applicable.
Fax Number	The contact's facsimile number, if available.
E-mail Address	The e-mail address of the contact, if available.
Mailing Address	
<ul style="list-style-type: none"> - Number/Street/ Apartment/P.O. Box - City/Town - Province or Territory - Country - Postal Code (Mandatory)	The address or P.O. Box at which the party can be reached by mail.
Street Address	
Same as Mailing Address	
<ul style="list-style-type: none"> - Number/Street/ Apartment/P.O. Box - City/Town - Province or Territory - Country - Postal Code (Mandatory)	The street address.
CLIENTS SERVED	
Delivery Organization	
Delivery Organization Type (Auto-Fill and Mandatory)	The type of organization completing the report.
Delivery Organization Name (Auto-Fill and Mandatory)	The official name of the organization
Delivery Organization Number (Auto-Fill)	The organization's identification number, if available. This field is only mandatory if the organization has an identification number.
Client Information	
Client Type (Mandatory)	A dropdown list of possible client types.
Client Name (Mandatory)	The official name of the client.
Client Number	The client's identification number, if applicable.
Objective	<p>A dropdown list which defaults to ICT-N/A (i.e., "Information and Communication Technology (ICT)" is not applicable).</p> <p>If you delivered on "Information and Communications Technology (ICT)", then for each client that received ICT equipment or services, you must select "ICT Activities Provided" and complete the ICT technical data fields (see tables below).</p>

Student to Computer Ratio

The presence of ICT technical data fields depend upon the Organization Type.

Minimum Number of Students per Computer (Mandatory)	The minimum number of students assigned to use the school's computers divided by the number of computers that are used by students.
Maximum Number of Students per Computer (Mandatory)	The maximum number of students assigned to use the school's computers divided by the number of computers that are used by students.
Average Number of Students per Computer (Mandatory)	The average number of students assigned to use the school's computer is calculated by dividing the total number of students in all schools by the total number of computers.

Internet Connectivity

Minimum Speed Downstream	The minimum downstream connectivity speed at the school.
Maximum Speed Downstream	The maximum downstream connectivity speed at the school.
Average Speed Downstream	The average downstream connectivity speed at the school.
Minimum Speed Upstream	The minimum upstream connectivity speed at the school.
Maximum Speed Upstream	The maximum upstream connectivity speed at the school.
Average Speed Upstream	The average upstream connectivity speed at the school.

Annual Internet Access Fees

For each school: tally the total cost of Internet access fees for the entire reporting year. This amount may be different from the amount funded by INAC.

The field in this section is:

Minimum Amount	Lowest cost paid by a school.
Maximum Amount	Highest cost paid by a school
Average Amount	Average yearly amount paid by all schools is obtained by dividing the total cost for all schools by the number of schools.

Tip: If there is only one school in your report, use the same value in the Minimum, Maximum and Average fields.

ACTIVITIES UNDERTAKEN AND RESULTS ACHIEVED

Objective

In the Second Level Services Report, Objectives are the types of work placements.

Objective (Mandatory)	A dropdown list of possible objectives.
Activity	
Activity Type (Mandatory)	A list of possible activities for the Objective. For more information see the <i>National Program Guidelines</i> attached to the form.
Activity Name (Mandatory)	The Activity Name must be unique. It cannot be the same as another Activity Name. If the name already exists, a warning is displayed.

Extent completed (Mandatory)	Indicate the extent to which the activity was completed as planned. 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.
Explanation (Mandatory)	A detailed explanation for why the activity was not fully completed. This field is mandatory if the Extent Completed is not Fully.
Activities Undertaken (Mandatory)	A narrative description of the activities undertaken as compared with what was planned.
Results Achieved (Mandatory)	A narrative description of the results achieved.
Expenses	
Expense Type (Mandatory)	A list of possible Expense Types.
Amount Spent (Mandatory)	The amount spent on this Activity for this objective.
Explanation (Mandatory)	An explanation of any variances between the amounts approved and spent.
Total (Auto-Calc)	This field is automatically calculated.
Summary of Expenses	
This section is a summary of all amounts requested from INAC by your organization and is where you enter administration costs.	
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 explanation or description for the Administration Cost.
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 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)	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, the Amounts Spent, Program Administration costs and percentage and the Total.

PROJECT STATUS UPDATE

This is only required for certain Organization Types.

Achievements and Successes (Mandatory)	A narrative description of your achievements and successes.
Challenges and Lessons Learned (Mandatory)	A narrative description of your challenges and lessons learned.
Engagement with Communities and Partners (Mandatory)	A narrative description of how you engaged with your communities and partners.

Performance Measures

Student Learning Assessment Results

This section will only appear for certain Organization Types. The data provided are to be aggregated for all schools that administered each test.

Type of Test (Mandatory)	The area of learning being assessed.
Jurisdiction (Mandatory)	The federal or provincial jurisdiction for the assessment.
Name of Test (Mandatory)	The official name of the test used to assess students.
Grade Tested (Mandatory)	The grade that was assessed.
Total number of students in the grade (Mandatory)	The number of students (male and female) that were eligible to be tested.
Number of students who took the test (Mandatory)	The number of eligible students (male and female) who took part in the assessment.
Number of students who met or exceeded the provincial standard level (Mandatory)	The number of eligible students (male and female) who took part in the test and who met or exceeded the standard level, which is the level expected for their age and/or grade.
Comments (Mandatory)	An explanation relating to the learning assessment describing how it was administered and/or the results achieved.

Percentage of schools administering standard learning assessments

Enter the number of schools in the aggregate (Mandatory)	These fields do not calculate a percentage; rather they provide the necessary values to make the calculation.
Enter the number of schools that administer standard learning assessments (Mandatory)	

Attendance Results

Provide the average monthly attendance for the school year just completed for all students.

Month (Mandatory)	A list of the ten months that make up the school year.
Monthly Attendance (Mandatory)	The average attendance rate in all participating schools for each month.
Comments (Mandatory)	An explanation related to the learning assessment describing how it was administered and/or the results achieved. Any explanatory comments related to school attendance.

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 Organization, these fields become mandatory.

Partner Organization Type (Mandatory)	A dropdown list of possible organizations that could be partners.
Partner Organization Name (Mandatory)	Official name of your partner.
Partner Organization Number (Mandatory)	The partner's identification number if available. This field is only mandatory if the partner has an identification number.
In-Kind Contribution	A check box to indicate an in-kind contribution.
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.

SUPPORTING DOCUMENTS

If you add a Supporting Document, these fields become mandatory.

Type of Supporting Document (Mandatory)	A dropdown list of the types of mandatory documents.
Name of Supporting Document (Mandatory)	The title and file name of the supporting document.
Method of Submission (Mandatory)	A dropdown list of possible submission methods.
File Name Attached (Auto-Fill)	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/Position (Mandatory)	The job title or position.

Date (YYYY-MM-DD)
(Mandatory)

Today's date, in the format of Year Month and Day.
