MINISTRY OF CHILDREN, COMMUNITY AND SOCIAL SERVICES

Ontario

Ontario Autism Program:

Workforce Capacity Fund

Application Guidelines

August 2023 – Round 3

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1. Background on the Ontario Autism Program

In December 2019, the Ministry of Children, Community and Social Services ("the ministry") announced key elements of the Ontario Autism Program (OAP). All children/youth up to age 18 with a written diagnosis of autism spectrum disorder (ASD) from a qualified professional are eligible to register for the OAP.

Aligned with the recommendations of the Ontario Autism Program Advisory Panel, the OAP offers a range of services and interventions designed to respond to the individual needs of children and youth on the autism spectrum, and their families.

OAP Service Pathways

Core clinical services

Core clinical services are a key service pathway in the OAP. They include:

- applied behaviour analysis
- speech-language pathology
- occupational therapy
- mental health services, including counselling and/or psychotherapy
- technology, program materials and/or therapy equipment at the recommendation of a regulated health professional or Board Certified Behavior Analyst (BCBA)

More information about eligible core clinical services and the qualified providers who can deliver each type of service can be found on the ministry's website, at: Ontario Autism Program: guidelines for core clinical services and supports | Ontario.ca

Urgent Response Services

Urgent response services are available to eligible children and youth registered in the OAP who are experiencing a specific, urgent need. Services and supports are time-limited and intended to respond rapidly to a specific, urgent need to help stabilize the situation, prevent crisis, and reduce the risk of harm to self, others and/or property.

More information about urgent response services, including eligibility criteria and lead organizations, can be found on the ministry website at: https://www.ontario.ca/page/ontario-autism-program-urgent-response-services.

Caregiver-Mediated Early Years Programs

Caregiver-mediated early years programs support families with young children ages 12 months to 48 months (4 years). The programs help young children learn new skills and meet

individualized goals in the areas of social interaction, play, communication, emotional development, adaptive development and self-help skills.

Information about specific programs offered through this pathway, including eligibility requirements and service providers offering these programs, can be found on the ministry website at: https://www.ontario.ca/page/ontario-autism-program-caregiver-mediated-early-years-programs.

Entry to School Program

The entry to school program helps prepare young children between three to six years of age to start kindergarten or grade 1 for the first time. It is composed of two parts: a six-month, group based, skill-building program, followed by individual transition supports as children enter school.

Further information about the entry to school program, including eligibility requirements and the service providers offering this program, can be found on the ministry website at: https://www.ontario.ca/page/ontario-autism-program-entry-school-program.

Foundational Family Services

Foundational family services are available to all families registered in the OAP at any point based on their child's needs, at no cost. These services aim to build a family's capacity to support their child's learning and development. Foundational family services vary from provider to provider and may include family and peer mentoring, caregiver workshops and follow-up coaching sessions, brief targeted consultations, transition supports, and family resource and clinic days.

More information about foundational family services can be found on the ministry website, at: https://www.ontario.ca/page/ontario-autism-program-foundational-family-services.

2. Introducing the OAP Workforce Capacity Fund

The OAP is changing the way many autism services are delivered in Ontario. With all elements of the program now implemented and more funding going directly to families for OAP core clinical services, the demand for qualified clinicians is rising, and the sector is adapting to offer a broader range of flexible and individualized services in an open market.

This transition poses unique challenges for providers across Ontario, particularly those serving Northern, rural, remote, and Indigenous communities, as well as francophone families. To respond to these challenges, in 2021/22 the ministry launched the OAP Workforce Capacity Fund ("the Fund"), a time-limited grant program for children's service providers and their community partners.

The Fund provides 12-month grants through the following streams:

1. **Expansion Stream:** supports children's service providers to expand their internal capacity to deliver core clinical services in the OAP to more children and youth

2. **Innovation Stream:** supports capacity-building projects that can lead to system-wide change and innovation at the community, regional or provincial level

The OAP Workforce Capacity Fund is part of a broader plan to build autism services capacity in Ontario. Read more about the ministry's plan.

2.1 What we hope to achieve

The vision of the Fund is to grow and develop the workforce delivering OAP services so that families in the OAP can access and/or purchase the services they need, where and when they need them.

The Fund has three broad objectives:

1. **Staff:** build, retain, and grow the OAP clinical workforce
2. **Organizations:** increase the skills and knowledge of service provider organizations to deliver OAP services, including core clinical services, and/or to operate within a fee-for-service market
3. **Delivery models:** strengthen service delivery models and approaches to improve service access for families

What success looks like:

- A diverse range of OAP clinicians are available across the province
- OAP core clinical service providers have viable and sustainable fee-for-service business models that respond to need
- OAP service providers are able to recruit and retain experienced, qualified staff, including clinicians
- OAP service providers have increased skills, confidence and motivation to deliver quality OAP services
- Students and jobseekers are aware of employment opportunities within the OAP
- New partnerships and collaborative approaches are established
- New OAP service delivery models are established that improve access for families
- Indigenous and francophone families, and those living in Northern, rural and remote areas, have access to local, culturally appropriate OAP services

2.2 Priority Applications

The ministry recognizes that there are capacity needs across Ontario and will accept applications focused on any region or sociodemographic group. However, given the unique challenges faced in some communities, the ministry will prioritize applications that are:

- focused on building core clinical service capacity in Northern, rural, and remote communities; and/or
- focused on increasing capacity to serve Indigenous and/or francophone families in the OAP.

As the number of applications received for each consecutive round of the Fund increases, it is anticipated that demand for the Fund will continue to grow year over year. In response, the ministry will fund as many capacity-building projects as possible within the available funding allotment.

The eligibility requirements set out in these guidelines provide a baseline from which the ministry makes determinations about which projects to fund. Meeting the eligibility requirements to apply for funding does not guarantee that an applicant will be successful. In addition, receiving funding in one funding round does not guarantee funding in subsequent rounds. Each funding round is distinct and each application is considered based on the merits of the application and in the context of all other applications received in the current round of funding.

All eligibility decisions are final and there is no appeals process if an application is not approved for funding.

3. Grant Timing and Size

3.1 How long is the grant term?

There are three separate application periods, which include, Summer 2021, Summer 2022 and Summer 2023. Grants are awarded for a 12-month period as follows:

- Round 1: January 1, 2022 to March 31, 2023 (completed)
- Round 2: April 1, 2023 to March 31, 2024 (in progress)
- Round 3: April 1, 2024 to March 31, 2025

For each application round, the ministry is seeking 12-month projects or activities. The ministry will not extend any grants beyond the 12-month period, however, organizations can reapply for funding in the next application round.

3.2 How much funding is available?

Organizations can apply for 12-month grants in the following ranges:

	Minimum	Maximum
Expansion Stream	$25,000	$200,000
Innovation Stream	$25,000	$300,000

Funding will flow monthly in 12 installments. The ministry will consider alternative payment schedules where appropriate. More details on the specific eligible expenses that can be included are available in the application forms.

3.3 How many applications can an organization submit?

Organizations can submit a maximum of one application per stream, per year as the lead organization.

Organizations can partner on as many projects as they wish but may only be the lead applicant on one application per year for either stream.

4. Eligible Organizations and Projects

4.1 Expansion Stream

The Expansion Stream provides financial support to help children's service providers expand their internal capacity to deliver OAP core clinical services to more children and youth.

The purpose of this stream is to immediately increase the availability of fee-for-service OAP core clinical services by mobilizing Ontario's existing service providers for rapid growth.

Who can apply?

The ministry will consider applications from **children's service providers** (public and private) who are seeking to build their capacity to deliver OAP core clinical services (e.g., applied behaviour analysis, speech-language pathology, occupational therapy, and/or mental health services) during the grant period.

The ministry will accept applications from single organizations, as well as joint applications from organizations that wish to partner in order to maximize the impact of the grant funding (e.g., organizations may wish to partner to purchase training).

What can funding be used for?

Funding from the Expansion Stream can be used for activities that directly increase an organization's capacity to deliver OAP core clinical services.

Only the following activities are eligible under the Expansion Stream:

- Staff training
- Hiring additional clinical or non-clinical staff
- Increasing hours for clinical or non-clinical staff employed by the organization
- Purchasing clinical supervision
- Purchasing technology that directly supports virtual service delivery
- Service provider travel within Ontario to serve more children living in rural and remote communities

The activities must directly increase the number of children or youth in the OAP that the applicant organization is able to serve. The ministry will also consider other direct results from funded activities (e.g., improvements to service quality and service outcomes, increase in family choice, enhanced efficiency, lower service costs for families).

4.2 Innovation Stream

The Innovation Stream supports capacity-building projects that can lead to system-wide change and innovation at the community, regional or provincial level.

The purpose of this stream is to enable service providers and partners to work together to solve complex problems that will result in increased access for families to OAP services in any of the five OAP service pathways outlined in section 1. **Note:** Applications in the Innovation Stream must include projects that are separate and distinct from any activities that are being funded under existing Transfer Payment service agreements.

Who can apply?

For the Innovation Stream, the ministry will consider applications from groups of organizations/ collaboratives. Individual organizations may **not** submit an application to the Innovation Stream without a broader group of partner organizations.

One organization must be named as the 'lead organization' for the collaborative/consortium. The lead organization will prepare the application form and, if successful, will manage all aspects of the grant, including responsibility for the funding agreement and reporting.

The following organizations are eligible to serve as the lead organization:

- **Children's service providers** (public and private)
- **Indigenous-led organizations**[1] including, but not limited to:
    - not-for-profit and for-profit corporations, registered charities, and other public bodies that are Indigenous-led; and
    - Indigenous communities (inclusive of First Nations, Métis and Inuit communities)
- **Post-secondary institutions**, in partnership with children's service providers
- **Professional associations and regulatory colleges**, in partnership with children's service providers; and
- **Not-for-profit organizations and community groups**, in partnership with children's service providers

Who can partner?

While the lead organization must be one of the above listed eligible organizations and meet all eligibility criteria, it is free to partner with any organization. At least one of the partners, or the lead organization itself, must have a local presence and expert knowledge of the community and populations they wish to serve. In general, the collaborative/consortium should be reflective of the project beneficiaries, and its organizations should include individuals with lived experience of the issue to be solved (among the organizational leadership, board, or in key staff roles, for example).

Applications must identify all members of the collaborative/consortium and their role on the project.

What can funding be used for?

Funding from the Innovation Stream can be used for projects that meet the following criteria:

1. **Responds to a broad workforce or service system challenge related to the delivery of services in the OAP**

    This means that the applicant has looked at the existing workforce or service system and has identified one specific challenge that is impacting, or could impact, the effective delivery of OAP services. For example:

    - There aren't enough providers in the community to serve local OAP families
    - More specialized training is needed to support delivery of one or more OAP service pathways
    - Organizations in the community are struggling to retain staff

[1] An Indigenous-led organization is an organization that serves an Indigenous community and whose governance reflects the composition of that community.

- Post-secondary students/new graduates need more autism-specific training, supervision, and support
- Local clinicians and organizations need to build their competencies to serve specific populations, such as Indigenous families, francophone families and English Language Learners
- Service providers need more business skills to adapt to a fee-for-service market
- Local market conditions make it difficult to establish a viable fee-for-service business
- Organizations are working in siloes and need more opportunities to collaborate
- Traditional service delivery models do not work well for the community

2. **Involves developing and testing an innovative solution to address the identified challenge**

   This means that the applicant will test out an idea or approach to solve the identified challenge. The project should focus on what and how the applicant will learn, in addition to any specific, measurable results for the target community. Applicable lessons learned from the project must be shared at the end of the project to help inform similar initiatives in other contexts and communities.

3. **Addresses at least one of the Fund's three objectives**

   This means that the project activities will lead to changes that help to address one or more of the Fund's overarching objectives:

   - **Staff:** build, retain, and grow the OAP clinical workforce
   - **Organizations:** increase the skills and knowledge of service provider organizations to deliver OAP services, including core clinical services, and/or to operate within a fee-for-service market
   - **Delivery models:** strengthen service delivery models and approaches to improve service access for families

   When considering how the project fits with one of these objectives, the applicant should consider the problem they are trying to solve, the specific results they want to achieve and what lessons could be learned from the project.

4. **Targets an entire community, region(s), or the province as a whole**

   This means that the collaborative/consortium is coming together and coordinating its efforts around an identified challenge that cuts across a community, region(s), or the province as a whole. Members of the collaborative/consortium are expected to work towards a shared goal and a common agenda that is mutually beneficial and has a positive impact for families across the target area.

5. **Addresses broader challenges faced by Indigenous communities when trying to access Ontario Autism Program services (applicable to proposals focused on supporting Indigenous communities only)**

   Indigenous communities face additional barriers when trying to access autism-specific services and supports, including diagnostic services. The OAP Advisory Panel report recommended that the ministry engage with Indigenous communities through implementation of the OAP to ensure that the service delivery model is responsive to their unique needs and there are culturally-appropriate resources and services available, including by cultivating local partnerships to share information and to support family referrals.

   To help address these unique challenges, such as lack of local, culturally-inclusive supports and lengthy travel times to access OAP services, in addition to the criteria listed above, applications that are focused on supporting Indigenous communities may apply for grant funding to advance a broader set of capacity-building goals including:

   - Improving access to early identification and/or local diagnostic services in Indigenous communities, including autism awareness supports for parents/caregivers, streamlining diagnostic service pathways and building local capacity
   - Supporting culturally-safe, responsive and trauma-informed service navigation for Indigenous families, including information about how to access local supports
   - Building local capacity in Indigenous communities to deliver autism services that align with the services available in the Ontario Autism Program and support Indigenous children/youth on the autism spectrum. This may include training opportunities for paraprofessionals, and/or identifying opportunities to leverage or build on existing capacity in local health services organizations and/or in federally funded schools.

Project Examples

Potential projects could include, but are not limited to:

Objective	Potential Projects
Staff	• Activities to support recruitment and retention in rural and remote communities (e.g., field work placements). *Note: retention bonuses are not an eligible activity (see Section 5. Ineligible Activities).* • Professional development training and communities of practice. • Initiatives to improve cultural and language competency.
Organizations	• Activities to help OAP service providers develop business plans and market readiness strategies. • Activities to help OAP service providers use data and technology to inform decision making, service provision, system planning and performance measurement.

Objective	Potential Projects
Delivery Models	• Pilots for new service delivery approaches to increase access to core clinical services, including technology. • Initiatives to support service planning and coordination among service providers. • Activities to establish collaborative partnerships to prepare communities and regions for the new OAP service delivery model.

A summary of all previously approved Innovation Stream projects is available on the ministry's website.

4.3 Key Performance Indicators

Applicants in both streams will be required to provide information related to three key performance indicators (data elements). Information provided at application will be used to identify your baseline target, which will be used to track the status of the project. While it is understood that not all performance indicators will apply to each project, organizations are asked to do their best to provide an accurate estimate.

Due to the unique nature and breadth of potential projects in the Innovation Stream, applicants will be asked to identify an additional 3-5 key performance indicators directly related to their projects.

Mandatory performance measures that all organizations must provide during the application process are as follows:

- Total number of additional children served
- Total number of staff trained
- Total number of Full-Time Equivalent clinician jobs funded

Additional performance measures that will be required if relevant to your project include:

- Number of Full-Time Equivalent (FTE) clinician jobs funded by job category
- Number of kilometers travelled to serve families in rural and/or remote communities

Definitions of these performance indicators can be found in Appendix A.

4.4 Additional Eligibility Requirements

In addition to the above requirements, all lead applicants to both streams must:

- Be Ontario-based (e.g., main operations occur, and services are provided, in Ontario); and

- Have legal status (e.g., organizations established by or under legislation; federally or provincially incorporated; band councils established under the *Indian Act*; or other Indigenous-led organizations that are incorporated)

5. Ineligible Activities

The OAP Workforce Capacity Fund is focused on building clinical capacity to support the delivery of OAP services. It is not about creating new, standalone autism or clinical service programs or building other new service pathways in the OAP.

The following activities are ineligible and will not be funded:

- Activities that do not directly support the delivery of OAP services
- Activities that focus on other special needs programs outside of the OAP
- Activities that focus on client groups outside of the OAP (e.g., adults on the autism spectrum; children who do not have a diagnosis or who are not registered for the OAP)
- The creation and/or delivery of new clinical service programs that are outside of the existing OAP service pathways
- Costs associated with training on specific intervention programs offered through other OAP service pathways (e.g., Caregiver-mediated early years programs
- Wage enhancements, bonuses, honoraria, stipends, new benefits, or other compensation increases for existing staff members.

6. Evaluating Applications

6.1 Evaluation Criteria

Each application will be evaluated by experienced ministry staff based on four categories: people, strategy, impact, and process:

Category	Expansion Stream	Innovation Stream
PEOPLE	✓ Staff delivering the project have the necessary skills and experience to successfully carry out the activities outlined in the project proposal.	

Category	Expansion Stream	Innovation Stream
STRATEGY	✓ The project is focused on building the organization's clinical capacity to deliver OAP core clinical services through one or more of the following activities: staff training, hiring staff, increasing staff hours, purchasing clinical supervision, purchasing technology, and/or service provider travel to serve rural and/or remote communities. ✓ The applicant has clearly defined the focus of the activities they would like to undertake, and related outputs.	✓ The project responds to a broad workforce or service system challenge related to the delivery of OAP services. ✓ The project involves developing and testing an innovative solution to that challenge ✓ The applicant has clearly defined their project and specific deliverables that they will achieve within the grant period. ✓ The applicant has provided clear and compelling evidence on the need for this project.
IMPACT	✓ The proposed activities will directly result in the organization's ability to serve more children in the OAP core clinical service pathway. ✓ If applicable, the applicant has demonstrated other direct results from funded activities (e.g., improvements to service quality and service outcomes, increase in family choice, enhanced efficiency, lower service costs for families). ✓ The organization has demonstrated a plan for how they expect to sustain their increased capacity beyond the grant funding period.	✓ The project will address one or more of the Fund's three objectives (see Section 2.1 for list). ✓ The project will result in positive and sustainable outcomes for a community, region(s), or the province as a whole. ✓ The applicant has identified a plan for reporting on and sharing lessons learned at the end of their project
	✓ If applicable, the applicant has explained how their proposed activities will benefit Northern, rural, remote, Indigenous and/or francophone families.	

PROCESS	✓ The applicant is ready to move quickly to implement activities during the grant period and has a viable workplan and timelines to deliver results within one year. ✓ The applicant has a sound evaluation plan to track progress and measure the success of this project. ✓ The budget is cost-effective and proportional to the scale and complexity of the proposed activities, and the current size of the organization. Applicants are expected to seek reasonable opportunities to reduce costs where possible and maximize the impact of all available funding to achieve good value-for-money.

6.2 Risk Assessment

During the application process, the ministry will also assess each applicant's organizational risk by looking at information provided by the applicant about the organization's governance, financial records, financial management practices, project management staff, and planning. The purpose of the risk assessment is to ensure that public funds are being dispersed responsibly to organizations with a sound financial record and sufficient administrative capacity to manage grant funding and achieve project goals.

To support this assessment, applicants will need to submit an audited financial statement or a review engagement as part of their application package. These statements should cover the applicant's most recent fiscal year. If audited financial statements or a review engagement are not available, the ministry will also accept non-audited financial statements that include an income statement, balance sheet and notes to statements, however, this may result in a higher risk score for the applicant.

The ministry will **not** accept income tax statements in place of an audited financial statement or review engagement for the purposes of applying to the Fund.

Organizations that are identified as high risk may still receive funding, but they may be subject to additional reporting requirements, or a reduced funding allocation. All funding terms and conditions, including the amount of the funding allocation, are determined at the ministry's sole discretion. Some key terms and conditions are in Section 8 below and should be carefully reviewed.

7. Application Process

7.1 Before Applying

Before applying, the ministry encourages organizations to review the entire Application Guidelines.

Organizations should also review:

- the Applicant Checklist
- the ministry's OAP website
- the ministry's guidelines for OAP core clinical services, as well as information on other OAP service pathways is available on the ministry's website
- the data elements definitions provided in Appendix A of this document
- the ministry's data on workforce capacity: Results of the Special Needs Workforce Survey and OAP Registrant Data (see Appendix B)

7.2 Steps in the Process

The application process will include the following steps and timelines:

Step 1: Application

Applicants complete and submit the OAP Workforce Capacity Fund application form through Transfer Payment Ontario.

Step 2: Evaluation

The ministry reviews and evaluates all applications. During the evaluation phase, the ministry may follow-up with some applicants to request further information or clarification about proposed projects.

Step 3: Notification

The ministry notifies all applicants about the outcome of their application. Approval may be conditional upon the applicant making changes to their proposed project or budget.

Step 4: Service Agreement and Funding

Successful applicants must enter into a transfer payment agreement with the ministry to receive funding. Funds flow to the grant recipient only once this agreement is signed by both parties. See Section 8 for some of the key terms and conditions. If the successful applicant and the ministry are unable to agree to terms in the agreement, funding will not be provided.

Project implementation can begin as soon as the agreement is fully executed.

7.3 How to Apply

All applications must be submitted electronically through Transfer Payment Ontario: https://www.ontario.ca/page/get-funding-ontario-government.

To apply, applicants must be registered in Transfer Payment Ontario. Early registration is encouraged for applicants who do not already have a Transfer Payment Ontario account, as this process can take up to five business days.

The deadline to apply for Round 3 is **October 26, 2023, at 5:00pm EST.** All applications **must be submitted through Transfer Payment Ontario** by the deadline. Please note that Transfer

Payment Ontario will **not** accept applications submitted after the deadline and the ministry will not accept applications through email. All applicants are encouraged to begin the application process early to ensure enough time to create or update an account and troubleshoot any potential technical issues that may arise.

Instructions to Complete Registration in Transfer Payment Ontario

Applicants who already have an existing TPON account can view available funding opportunities and access the Workforce Capacity Fund application forms at: Get funding from the Ontario government | ontario.ca

For applicants without a TPON account, there are two steps to complete in order to access the Workforce Capacity Fund application forms:

1. Create a ONe-Key account which allows secure access to create a TPON account.
2. Register and create an account in Transfer Payment Ontario (TPON).

Detailed instructions to create an account in TPON can be found here.

8. Grant Terms and Conditions

Grant recipients will be subject to several terms and conditions as part of their service agreement, including:

- Grant recipients need to carry at least $2 million commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury, and property damage before the Grant Letter agreement can be executed. The insurance policy must list "His Majesty the King in right of Ontario, his ministers, agents, appointees and employees" as an additional insured party.
- Grant recipients need to maintain financial records and books of account with respect to all project activities. The ministry may request to see these documents at any point in the grant period.
- Grant recipients must provide an interim and year-end report to the ministry on the outcomes of their projects and use of funding, together with a statement of revenues and expenses, including audited financial statements. Recipients receive the final payment only after submission and review of any required financial statements or audits and approval of the year-end report.
- Any unspent or unreconciled grant funds will need to be returned to the ministry.
- In addition, grant recipients must acknowledge that any information collected by the ministry, including applications, service agreements and reports, is subject to disclosure in accordance with the *Freedom of Information and Protection of Privacy Act.*

9. Questions

If you have questions about the OAP Workforce Capacity Fund, or your organization's eligibility, please contact OAP_CFA@ontario.ca.

For assistance related to the TPON system, applicants are asked to contact **TPON Client Care** at 416-325-6691 or 1-855-216-3090 or TPONCC@Ontario.ca

TTY/Teletypewriter (for the hearing impaired): 416-325-3408 / Toll-free: 1-800-268-7095.

TPON Client Care is available Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time.

Appendix A: Data Element Definitions

1. Number of additional children served – total and by category (mandatory)

The number of additional* children with a diagnosis (or suspected diagnosis) of autism spectrum disorder who received clinical services from your organization during the reporting period *as a direct or indirect result of grant funding.*

**Note: "Additional" children refers to the number of children served as a result of the grant funding that are in addition to the estimated number of children you would be able to serve without the grant funding (e.g., your baseline capacity).*

Please report the number of additional children served by the following categories:

Category	Definition
Children who reside in Northern Ontario	Children who reside within North Region, as defined by the Ministry of Children, Community and Social Services.
Children who reside in a rural or remote community	Children who reside in a community that meets one of the following criteria: A rural community is defined as any community that has either: • Has a score of 40 or greater on the Rurality Index of Ontario; or • Has a population of less than 1,000 people and a population density of 399 or fewer inhabitants per square kilometer. Remote communities are typically isolated and only accessible by air for most of the year. Some communities may have limited access to seasonal ice roads or long and unreliable gravel roads, ferries or remote railway. Ontario has 21 communities that have been assessed by Transport Canada and/or the province (see link) as remote.
Children who received service in French	Any children who received service in French.
All children	The total number of additional children served. This number is inclusive of children who meet any of the above categories.

Example: As of January 1, 2022, ABC Agency had baseline capacity to serve 30 children. As a result of OAP Workforce Capacity Fund investments (e.g., staff hired, training completed, travel to rural and/or remote areas) ABC Agency brought in 15 more clinical service clients, for a total of 45 children served during the reporting period. 5 of the children reside in a rural and/or remote community in Northern Ontario. Two

children received service in French; all other children received service in English. ABC Agency would report:

- "5" for children who reside in Northern Ontario;
- "5" for children who reside in a rural or remote community;
- "2" for children who received service in French; and,
- "15" for all children.

2. Total number of staff trained - unique count (mandatory)

The total number of staff at your organization who completed training funded by the OAP Workforce Capacity Fund during the reporting period. Each staff member should be counted as one unit (i.e., headcount), regardless of whether they are full or part-time staff members. This should also be a unique count, meaning that each staff member should only be counted once, regardless of how much training they completed.

Example: ABC Agency has 15 clinical staff members. All 15 staff members received Indigenous Cultural Competency training, and 5 of the 15 staff members also received PECS Level 1 training. ABC Agency would report "15" for this data element.

3. Number of Full-Time Equivalent (FTE) clinician jobs funded – total (mandatory) and by job category

The number of FTE clinician jobs, total and by job category, that were funded directly by the OAP Workforce Capacity Fund during the reporting period.

These jobs may have been filled with new hires, or they may reflect increased hours for existing staff (i.e., hired prior to January 1, 2022). In your count, include only the portion of the staff person's time that was funded through the OAP Workforce Capacity Fund.

Example: ABC Agency used grant funding to hire 1 FTE Occupational Therapist. They also used grant funding to increase the hours of their current Board Certified Behavior Therapist by 20 hours/week or 0.5 FTE. ABC Agency would report "1" in the Occupational Therapist category and 0.5 in the Board Certified Behavior Therapist category.

4. Number of kilometers travelled to serve families in rural and/or remote communities

The total number of kilometers that your staff travelled during the reporting period to serve families in rural and/or remote areas, using grant funding. A rural and/or remote community is defined as any community that meets one of the following criteria:

- Has a score of 40 or greater on the Rurality Index of Ontario; or
- Has a population of less than 1,000 people and a population density of 399 or fewer inhabitants per square kilometer.

Example: ABC Agency's Speech-Language Pathologist travelled to a nearby rural community once a month for 12 months to serve 5 families, using grant funding. The Speech-Language Pathologist drove 60km each way to reach the community, for a total of 1,440 km. ABC Agency would report "1,440" for this data element.

Appendix B: Ontario Autism Program Client Data

OAP Registrant Data Summary
As of June 30, 2023

Table 1: Distribution by Age and Region

Children and Youth Registered for the Ontario Autism Program, June 30, 2023[1]					
Regions	Age Group[2]				Total Registered in the OAP
	0-3	4-9	10-14	15-17	
Central	1,641	10,103	6,921	3,002	21,667
East	987	6,603	4,992	2,141	14,723
North	204	1,385	1,245	543	3,377
Toronto	1,115	6,552	4,079	1,448	13,194
West	624	4,129	2,885	1,424	9,062
Location Undetermined[3]	115	223	101	38	477
Ontario	**4,686**	**28,995**	**20,223**	**8,596**	**62,500**

1. Includes children/youth registered in the Ontario Autism Program. Data based on the Ontario Autism Client Information System (OACIS) and AccessOAP Data Warehouse as of June 30, 2023. These values are aligned to the most recent HBN document.

2. Age of children/youth as of June 30, 2023. Children/youth who are 18 years or older and those with missing date of birth were excluded.

3. Includes children/youth that could not be mapped to a Region because the postal codes were missing or invalid.

Table 2: Distribution by Census Division

Census Division	Children and Youth Registered for the Ontario Autism Program, June 30, 2023[1,2]	
	#	%
Dufferin	372	0.60%
Halton	2,291	3.67%
Peel	6,728	10.76%
Simcoe	3,343	5.35%
Waterloo	2,611	4.18%
Wellington	716	1.15%
York	5,606	8.97%

Census Division	Children and Youth Registered for the Ontario Autism Program, June 30, 2023[1,2]	
	#	%
Central Region Total	**21,667**	**34.67%**
Durham	4,366	6.99%
Frontenac	1,141	1.83%
Haliburton	49	0.08%
Hastings	685	1.10%
Kawartha Lakes	288	0.46%
Lanark	347	0.56%
Leeds and Grenville	481	0.77%
Lennox and Addington	269	0.43%
Northumberland	297	0.48%
Ottawa	4,817	7.71%
Peterborough	559	0.89%
Prescott and Russell	356	0.57%
Prince Edward	68	0.11%
Renfrew	523	0.84%
Stormont, Dundas and Glengarry	477	0.76%
East Region Total	**14,723**	**23.56%**
Algoma	607	0.97%
Cochrane	394	0.63%
Greater Sudbury / Grand Sudbury	588	0.94%
Kenora	180	0.29%
Manitoulin	32	0.05%
Muskoka	256	0.41%
Nipissing	427	0.68%
Parry Sound	138	0.22%
Rainy River	69	0.11%
Sudbury	86	0.14%
Thunder Bay	489	0.78%
Timiskaming	111	0.18%
North Region Total	**3,377**	**5.40%**
Toronto	13,194	21.11%
Toronto Total	**13,194**	**21.11%**
Brant	684	1.09%
Bruce	93	0.15%
Chatham-Kent	175	0.28%
Elgin	261	0.42%
Essex	991	1.59%

Census Division	Children and Youth Registered for the Ontario Autism Program, June 30, 2023[1,2]	
	#	%
Grey	172	0.28%
Haldimand-Norfolk	363	0.58%
Hamilton	2,136	3.42%
Huron	89	0.14%
Lambton	280	0.45%
Middlesex	1,455	2.33%
Niagara	1,923	3.08%
Oxford	303	0.48%
Perth	137	0.22%
West Region Total	**9,062**	**14.50%**
Location Undetermined[3]	**477**	**0.76%**
Ontario	**62,500**	**100.00%**

1. Includes the total number of children/youths registered in the Ontario Autism Program (OAP). Data based on the Ontario Autism Client Information System (OACIS) and AccessOAP Data Warehouse as of June 30, 2023. Please note the Data Warehouse may capture a few less clients due to variances in data update times.

2. Age of children/youth as of June 30, 2023. Children/youth who are 18 years or older and those with missing date of birth were excluded.

3. Includes children/youth that could not be mapped to a Region because the postal codes were missing or invalid.