

**Donna Kinapen**

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**From:** Donna Kinapen  
**Sent:** June 14, 2017 5:19 PM  
**To:** 'Woodard, David (MCSS)'  
**Subject:** RE: Edited OESP Training Material

Happy to have a Friday afternoon meeting disappear from my schedule. ☺

*Thanks, Donna*

*Please note that my email address has now changed to [donna.kinapen@oeb.ca](mailto:donna.kinapen@oeb.ca) please update your address book accordingly*

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**From:** Woodard, David (MCSS) [<mailto:David.Woodard@ontario.ca>]  
**Sent:** June-14-17 5:10 PM  
**To:** Donna Kinapen  
**Subject:** RE: Edited OESP Training Material

We're on the same page—the client scenarios and the all-day are definitely happening ☺ The one I would cancel is a Sub-group meeting on training, Friday 2:30 to 3:30pm.

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**From:** Donna Kinapen [<mailto:Donna.Kinapen@oeb.ca>]  
**Sent:** June 14, 2017 5:03 PM  
**To:** Woodard, David (MCSS)  
**Subject:** RE: Edited OESP Training Material

Cancelling the one this Friday morning on “unhappy path scenarios” or the all-day on Friday the 23<sup>rd</sup>? It is the one this Friday that is important.

*Thanks, Donna*

*Please note that my email address has now changed to [donna.kinapen@oeb.ca](mailto:donna.kinapen@oeb.ca) please update your address book accordingly*

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**From:** Woodard, David (MCSS) [<mailto:David.Woodard@ontario.ca>]  
**Sent:** June-14-17 4:59 PM  
**To:** Donna Kinapen; Annette Altounian  
**Subject:** RE: Edited OESP Training Material

The training one?

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**From:** Donna Kinapen [<mailto:Donna.Kinapen@oeb.ca>]  
**Sent:** June 14, 2017 4:58 PM  
**To:** Woodard, David (MCSS); Annette Altounian  
**Subject:** RE: Edited OESP Training Material

Not this Friday's meeting? That one is important.

*Thanks, Donna*

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**From:** Woodard, David (MCSS) [<mailto:David.Woodard@ontario.ca>]  
**Sent:** June-14-17 4:57 PM  
**To:** Donna Kinapen; Annette Altounian  
**Subject:** RE: Edited OESP Training Material

Ok cool. I think I'll cancel Friday's meeting then—there's a bunch of other meetings being scheduled that day...

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**From:** Donna Kinapen [<mailto:Donna.Kinapen@oeb.ca>]  
**Sent:** June 14, 2017 4:50 PM  
**To:** Woodard, David (MCSS); Annette Altounian  
**Subject:** RE: Edited OESP Training Material

It's on my list to do tomorrow.

*Thanks, Donna*

*Please note that my email address has now changed to [donna.kinapen@oeb.ca](mailto:donna.kinapen@oeb.ca) please update your address book accordingly*

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**From:** Woodard, David (MCSS) [<mailto:David.Woodard@ontario.ca>]  
**Sent:** June-14-17 4:14 PM  
**To:** Annette Altounian; Donna Kinapen  
**Subject:** RE: Edited OESP Training Material

Hi Annette, Donna,

Just wondering if you were able to take a look. Were you waiting to discuss at Friday's Training Sub-group call?

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**From:** Woodard, David (MCSS)  
**Sent:** June 09, 2017 10:16 AM  
**To:** Campbell, Dave W (MCSS); Fredette, Helene (MCSS); Mulhall, Catherine (MCSS); Annette Altounian ([Annette.Altounian@oeb.ca](mailto:Annette.Altounian@oeb.ca)); Donna Kinapen ([Donna.Kinapen@oeb.ca](mailto:Donna.Kinapen@oeb.ca))  
**Cc:** Antoniadis, Effie (MCSS); Hardie, Colleen (MCSS); Melo, Michael (MCSS); Gerritse, Shannon (MCSS); Devadason, Jonathan (MCSS)  
**Subject:** Edited OESP Training Material

Hi everyone,

I reduced and edited the following ICF training documents made for Intake Agencies as a start toward finalizing supports for the SWAT Team:

- OESP-LEAP Program Manual (in tracked changes)
- OESP Intake Agency Training Slides (slides 1-60. I'll have to send the rest in another email

b/c the whole deck is too large for outlook)

I left place holders for things still in development like work flows, scripts for phoning applicants, and new OESP credit matrix.

- Dave, Helene, Catherine can you review with an eye towards SA SWAT Team needs?
- Annette, Donna can you review with an eye towards ensuring relevant OESP items are captured (or delete anything irrelevant)?

Edits/comments for the Program Manual can be done in tracked changes. You can include comments in the slide deck as well, but can you make edits in a coloured font?

Thanks,  
David

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