Nova Scotia Department of Labour and Advanced Education- Employment Nova Scotia
Careers Nova Scotia Centres- Services and Work activity/ EAS Activity Report- November 2013
Organization Desk Aid

- LaMPSS EAS Activity Report is generated on the **Organization Home Page**
- Reports can be produced for one or more agreements by selecting the project numbers you wish to be included using the *Accountability Reporting* drop down when producing the report

Summary Statistics

Case Statistics Section:

Cases	Carry Forward (start of period)	New Cases (this period)	Total Closed (this period)	Total Ongoing (end of period)	Employed Outcome (this period)	Important points
	Count for existing CASES that are active at the beginning of the reporting period	CASES created during the reporting range (All cases, not just unique clients) This number is used for (quarterly) reporting in the box below the *Information Access- Resource Centre* activity, labeled *Number of Participants* New Added This Period.*	CASES closed during the reporting range	ALL CASES that are active when the report was run	Number is only those CASES where employment is captured on the Return To Work (RTW) Outcome screen. *Employed Outcome (this period) is used for (quarterly) report*ing in the box below RTWAP_2 Mgmt. *Note: Found Employment* counts from the Status Complete Reason codes in *Intake, Assessment and RTWAP_1 Dev.* Should also be added to this number as these numbers do not roll up into the Employed Outcome (this period) number automatically.	*An employed outcome result is not registered here until that case is moved to follow-up status or closed

Intake	**Carry Forward (start of period)** Count for INTAKE status prior to the reporting period	**Started (NEW this period)** Total cases that started INTAKE status during the reporting period. The number in this block will equal the New Cases (this period) in the cases row above as new cases begin in the intake status.	**Completed (this period)** Cases moved forward to Assessment Or closed during the reporting period(for any reason code)	**Status Complete Reason** List of the reasons recorded during the period describing why the case moved out of INTAKE status	**Total (this period)** Total count for each reason type recorded during the period	**Total Ongoing (end of period)** Total cases with a current status of INTAKE at the time of the report	If an organization thinks they should have higher counts for each of the following statuses they should review the workload report to ensure their case managers are completing tasks in LaMPSS in a timely way and moving the client through the case lifecycle (statuses). This is what generates this statistical information.
Assessment	**Carry Forward (start of period)** Count for ASSESSMENT status prior to the reporting period	**Started (NEW this period)** Total cases that started Assessment status during the reporting period	**Completed (this period)** Cases moved forward to RTWAP DEV. Or closed during the reporting period(for any reason code) This number used for (quarterly) reporting in the box below the Case Management-Assessment activity, labeled *Number of Participants* New Added This Period.*	**Status Complete Reason** List of the reasons recorded during the period describing why the case moved out of ASSESSMENT status	**Total (this period)** Total count for each reason type recorded during the period	**Total Ongoing (end of period)** Total cases with a current status of ASSESSMENT at the time of the report	

RTWAP Dev.	**Carry Forward (start of period)** Count for RTWAP DEV. Status prior to the reporting period	**Started (NEW this period)** Total cases that started RTWAP DEV. Status during the reporting period	**Completed (this period)** Cases moved forward to RTWAP MGMT. Or closed during the reporting period(for any reason code) This number used for (quarterly) reporting in the box below the Case Management-RTWAP1_Development activity, labeled *Number of Participants* New Added This Period.*	**Status Complete Reason** List of the reasons recorded during the period describing why the case moved out of RTWAP Dev. Status	**Total (this period)** Total count for each reason type recorded during the period	**Total Ongoing (end of period)** Total cases with a current status of RTWAP DEV. At the time of the report	
RTWAP Mgmt.	**Carry Forward (start of period)** Count for RTWAP MGMT. status prior to the reporting period	**Started (NEW this period)** Total cases that started RTWAP MGMT. status during the reporting period	**Completed (this period)** Cases moved forward to FOLLOW-UP Or closed during the reporting period(for any reason code) This number used for (quarterly) reporting in the box below the Case Management-RTWAP2_Management activity, labeled *Number of Participants* New*	**Status Complete Reason** List of the reasons recorded during the period describing why the case moved out of RTWAP MGMT. status	**Total (this period)** Total count for each reason type recorded during the period	**Total Ongoing (end of period)** Total cases with a current status of RWTAP MGMT. at the time of the report	

			Added This Period.				
Follow-up	**Carry Forward (start of period)** Count for FOLLOW-UP status prior to the reporting period	**Started (NEW this period)** Total cases that started FOLLOW-UP status during the reporting period	**Completed (this period)** Cases moved out of FOLLOW-UP status to CLOSED during the reporting period(for any reason code) This number used for (quarterly) reporting in the box below the Case Management-RTWAP3_Follow-Up activity, labeled *Number of Participants* New Added This Period.*	**Status Complete Reason** List of the reasons recorded during the period describing why the case moved out of FOLLOW-UP status	**Total (this period)** Total count for each reason type recorded during the period	**Total Ongoing (end of period)** Total cases with a current status of FOLLOW-UP at the time of the report	Follow-up occurs at 24 and 52 weeks and may be done by the *Case Manager or* staff with the *Intake and Follow-up* security role. The Workload Report can be reviewed to see how many cases are in Follow-up status in order to ensure the process developed by the organization for contacting clients is being carried out and tasks completed as appropriate.

Enhanced Services/ Group: (Completed Session and Participant Counts)

		important points
Total Sessions completed (this period)	Count of all Group workshops scheduled and completed for the period selected.	Session must show as completed to appear on the report, if the organization believes their count is low they should check to make sure the session was closed to complete. If the session ends prior to the intended end date the end date should be adjusted to the current date before closing the session. Case managed clients will have these sessions indicated in their RTWAP on the action plan/add intervention screen. Not all participants will have a RTWAP but all clients must have an open case to be registered for an enhanced service.
Total Participants Completed (this period)	Count of all Participants recorded as having "Completed" their Group session for the period selected. This number used for (quarterly) reporting in the box below the Job Search-Workshop activity, labeled *Number of Participants* New Added This Period.*	The participant outcome and the session must both be recorded as "Complete" to be included on the report. This number represents the total count of registered participants who "completed" all group session during the period, regardless if the individual attended more than one session. A "No Data Available" message will appear in this section if no Enhanced Services/Group were completed during the period of the report.
Total UNIQUE Participants (this period)	Count of all Unique Participants that attended during the period, subject to the participant and session being recorded as complete.	The total **Unique** participants (this period) will only count an individual once when attending multiple sessions.
Total UNIQUE Participants (NEW this period)	Count of all Unique Participants that attended during the period who are first time participants for this activity since the CNSCS or CSNCW agreement began.	This section only counts the participants once during the life of the CNSC- S/W agreement as unique or new to enhanced services group or individual.

Breakdown of sessions completed for the period reported		
Service Type	Relates to the generic LaMPSS service type that was selected for each Group session the organisation has created and scheduled during the period. Service Type: Job Search-Workshop is used by most CNSC Service providers; Work Activity agreements also use Skill Enhancement- Pre-Employment, Skill Enhancement-Essential Skills and Skill Enhancement- Job Specific.	All activities except Job Search Individual require a matching intervention in the client's action plan. Job Search Individual can be an intervention in an action plan but a RTWAP is not required for those, same day, one-on-one (provision of workshop type information), usually served in the front end. Note that a minimum case is still required. The Accountability Reporting should be checked to make sure sessions are being recorded against the correct agreement number.
Service Name	Service Name is the customized name the organisation has assigned to the session, i.e., Ace the Interview, Job Search- Resume, etc.	Organizations can also include a geographic destination in the service name label, in order to differentiate different office locations they may have.
Start Date	Start date of service	It is important to insert the actual start date of the session.
End Date	End date of service	It is important to insert the actual end date of the session. The end date for the session must be within the reporting period to be included in the EAS Report. If the end date entered is in the future (e.g. Jan. 2014) it will not appear on a report until that time frame is selected. When closing a session the end date should be changed to reflect the actual date the session ended. Sessions closed to complete in error with a future end date can be corrected by having your LaMPSS organizational configurator go into Org. Enhanced Services on the Organizational Home Page and clicking on the show history button. Clicking on the Service ID will open the session. The service status can then be changed back to "scheduled" and end date, etc. changed. Once the status is changed back to completed, this will allow the enhanced service to appear on the LaMPSS generated Activity Report.
Participants	Count of Group participants with a "Completed" entry recorded on the relevant Enhanced Service Participants screen.	Count of registered participants who completed each session

Enhanced Services/ Individual: (Completed Participant Counts)

		important points
Service Type	Relates to the generic activity / service type of the Individual session created by the organisation in Enhanced Services. These entries should relate to the "intervention" type activities outlined in the organisation's EAS Agreement. They could be: Assessment-Career Counselling, Assessment-Diagnostic Referral, Job Search-Individual, Job Search-Job Development, or Job Search- Job Coaching.	The organization can create an *Enhanced Service Report* to view the group and individual services scheduled, completed or cancelled for the period of the report. The Accountability Reporting should be checked to make sure sessions are being recorded against the correct agreement number. Case managed clients will have Assessment-Career Counselling, Assessment- Diagnostic Referral, Job Search-Individual, Job Search-Job Development, or Job Search- Job Coaching. indicated in their RTWAP on the action plan/add intervention screen Not all participants will have a RTWAP but all clients must have an open case to be registered for enhanced service/individual such as those clients accessing Job Search Individual.
Total UNIQUE Participants (this period)	Count of unique participants with a "Completed" entry recorded on the relevant Enhanced Service Participants screen.	This section only counts the participants once as unique even though they may have attended several sessions.
Total UNIQUE Participants (NEW this period)	Counts the total number of unique Participants recorded against each service type, with a "Completed" outcome for the period selected. The numbers in this area are used for (quarterly) reporting in the boxes below each of the Enhanced Services- Individual such as Assessment- Diagnostic Referral, Job Search- Job development activity etc., labeled *Number of Participants* New Added This Period.*	This section only counts the participants once during the life of the CNSC- S/W agreement as unique or new to enhanced services group or individual. This figure is used for quarterly activity reporting. A "No Data Available" message will appear in this section if no Enhanced Services/Individual were completed during the period of the report.
Total Visits (this period)	Counts the total number of instances of a service type for all participants during the report period	Useful for information purposes to indicate "how busy" the service provider was during the period.

Target Groups

		important points
Target Group Membership	Lists all target groups listed in LaMPSS	Organization will see all target groups available in LaMPSS. ENS indicates the target group information for CNSCS and CNSCW in the program guidelines and does not require other target group information; however, the organization may use additional information for their own purpose. Participant identification of target group membership is voluntary but organizations should advise clients of the importance of this information.
Started (new this period)	Indicates the target group selections (new) made during the reporting period selected	As client intake and assessment is completed and target group information entered into LaMPSS it will populate this section.
Total Ongoing (end of period)	Indicates the target group selections made since the beginning of the agreement (cumulative)	These are cumulative numbers

Applications For Funding

		important points
Program	**Indicates the program type e.g. Fee payer, Skills Development, START-IA etc.**	Can be used to determine the number of client applications initiated by the organization provider for various programs
Application Status	Status will be either; application, assessed, approved, active, approved, on-hold or closed	
Carry Forward (start of period)	Count for applications that had a status of application, assessed, approved, active, approved, on-hold or closed prior to the reporting period	
Started (new this period)	Count of applications with start dates within the period selected.	
Total Ongoing (end of period)	Total applications started but not yet submitted at the time of the report	

Case Interventions

		important points
Intervention Type	Relates to the type of intervention recorded on client Action Plan, as selected from the drop down list available for this field on the Intervention Details screen.	Interventions should be part of a plan to achieve the goal outlined in the Needs Determination and should address the barriers to employment identified in the Needs Determination
Type of Funding	Funding option that was selected for each action plan intervention that started during the period selected, i.e., LMDA, LMA, Federal Youth, etc.,	
Delivery Model	How the intervention is delivered: In House External Self-Managed	
Started (this period)	Count of interventions with start dates within the period selected.	
Completed (this period)	Count of interventions that had an outcome recorded and closed for the period selected.	

Case Details-Case List

		important points
Case ID	Indicates the case ID number issued by LaMPSS when the case is created	If no case ID is indicated this means the client is receiving service but a case has not been created in LaMPSS
Status	Reason codes indicate the status the client is currently in : intake, assessment, RTWAP Development, Management, Follow-up, closed or on-hold	
Status Reason	Indicates the most recent task/ status reason recorded which resulted in the current case status at the time the report was generated	
Case start date	Date the case was created	Looking at the case start date and status reason code will provide an indication of whether the client is moving through the case statuses.
Case End date	Date the case was closed	

Case Manager	Name of the Case Manager	
Person	Client's name	

Enhanced Service Report

The Enhanced Service information can also be accessed on the *Organization Home Page under Reports-Enhanced Services*

Service ID	A service ID number is assigned when the session is set up by on the Organizational Home Page under the Org. Actions section using Org. Enhanced Services	If there is a box with an x in the middle you can click on this to expand the following participant information: *Case ID- number created when the current case was created* *Participant- Participant's name* *Phone- Client's phone number* *E-mail- Client's e-mail address* *Status- Client status could be complete, did not complete, cancelled, etc.* Clicking on this area again will close the expanded information. To view the part
Service Name	Service name is a section where the organization can create customized names or labels for their sessions to make to make the selection easier for the case manager or person registering clients	This section should not include any sessions labeled RTWAP 1, 2 etc. as these counts are case management functions produced by completing tasks to move the client through the case management life cycle (statuses)
Service Type	Service types include those generic LaMPSS service types available such as Assessment- Career Counselling	These should be checked to see if the service types reported are activity types included in the agreement. There may be some groups who use LaMPSS to record information related to activities for non-ENS activities such as projects with Workers Compensation etc.; these should be marked as private and would not appear on the report.
Format	This can be either Enhanced Service individual or Enhanced Service Group	

Contact Person	Person who is to be contacted to arrange registering the client for the session	
Service Date	Date of the session	
Time	Time of the session	
Status	Can be scheduled, completed or cancelled	Service Status- This refers to the status of the enhanced service Participant Status- When producing the report there is also a selection named "*participant status" which must be selected to later appear as part of the service ID detail information*
Accountability Reporting	This is the agreement number the session is assigned to. The accountability reporting is chosen when the session is being set up by the organization	Check to make sure the correct accountability number for the agreement has been selected.

Note: When viewing Enhanced Service information accessed on the *Organizational Home Page under Organization-Enhanced Services* the scheduled sessions will display.
Service Format (group or individual) that have been completed or cancelled can be viewed by clicking on the *Show History* button.
Click on the hyperlink *Service ID* for the session you would like to review.
Click on the *Show Participants* link on the left side of the page and when the "no records returned message" appears click on the *Show History* button again. This will allow the Case ID, participant name, participant e-mail and/or phone number and client status information to display.
Individual sessions will not show a start date as the session set up may have multiple participants with different start dates. Participant names will appear more than once in the list if there was more than one service visit.