



London Regional Employment Services

ESCases TRAINING GUIDE



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(1) CaMS

A Common Assessment (CAT 1 and CAT 2) must be created and uploaded into CaMS prior to entry into ESCases.

(2) Accessing ESCases

Receiving the Invitation and Activating

An email will be sent to users to register for ESCases.

Follow the instructions to register for ESCases that are included for setting up your account.

1. Click on the new email with the subject "You've been invited to ESCases".

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Ø Compose	D • 0 1		1-60-61 3/561	> m-
	i⊡ ☆ no-reply	You've been invited to ESCASES - You're invited to join ESCASES, the comprehensive case management platform that sim	nplifies and optimizes your workflow! To get started, simply click on the "Join Now" b	
🖬 Inbox	1			
•				
•				

✓ Note: The invitation to ESCases will expire after 24 hours. Ensure to open the invitation and register for ESCases prior to the link expiring.

1. Click "Join Now."

To get started, simply click on the "Join Now" button to set up your account and experience the efficiency of ESCASES firsthand. Please note that this invitation will expire in 24 hours, so make sure to take action promptly!

ESCASES is your all-in one performance management software. It puts everything you need exactly where you need it.



2. Click the "First Name" field.

nagement	ESCASES	
nember, please Login	Register	
© EN•	Activation Code dbf1fc64-45fa-4dd5-8b90-b819f00ebcab	
	User Name test@escases.ca Email test@escases.ca	
////	Already have an account? Sign In!	REGIST

3. Enter your "First Name" field.

4. Click the "Last Name" field.

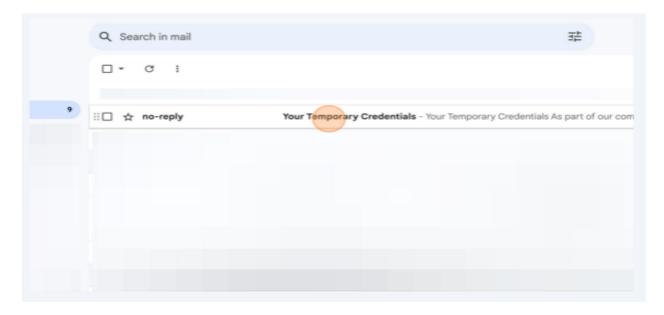
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nber, please Login	Register
• EN•	Activation Code dbf1fc64-45fa-4dd5-8b90-b819f00ebcab
	- First Name
	Last Name
	User Name. test@escases.ca
	Email test@escases.ca
	Already have an account? Sign In!

- 5. Enter your last name.
- 6. Click "Register."

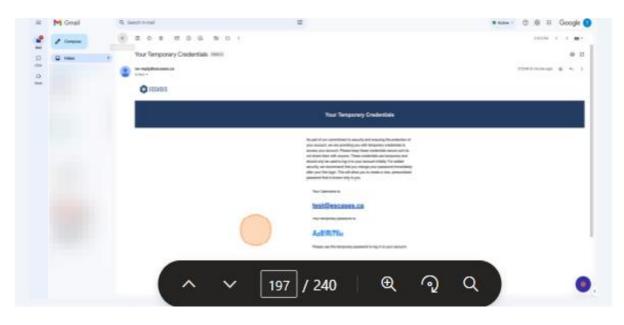
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✓ Note: A temporary password will be emailed to you. Copy your temporary password.

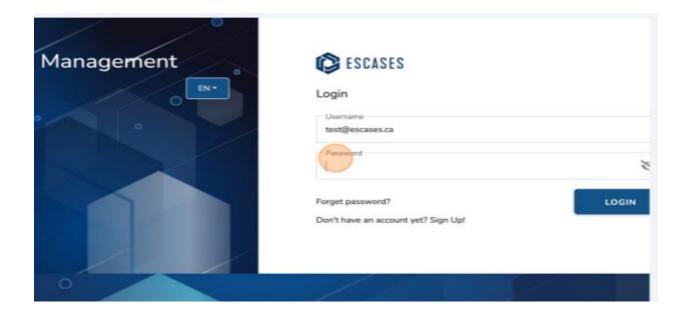
7. Click the email with your temporary credentials.



8. Copy your temporary Password.



9. Paste your temporary password in the "Password" field.

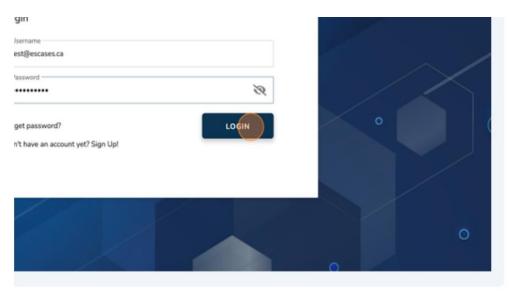


10. Click "Login."

Management	C ESCASES	
	Login	
	Username test@escases.ca	
	Password	×
	Forget password? Don't have an account yet? Sign Up!	LOGIN
0		

- Tip! For consistency purposes, we recommend using your email as your username.
- 11. Click the email with the subject "Your temporary credentials."

12. Click "Login."



13. Enter a new password in the "Password" and "Confirm Password" fields.

ent	ESCASES	
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	To ensure the security of your account, please cre	ate a new password.
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	Confirm Password	Ŕ
	Forget password?	LOGIN
	Don't have an account yet? Sign Up!	

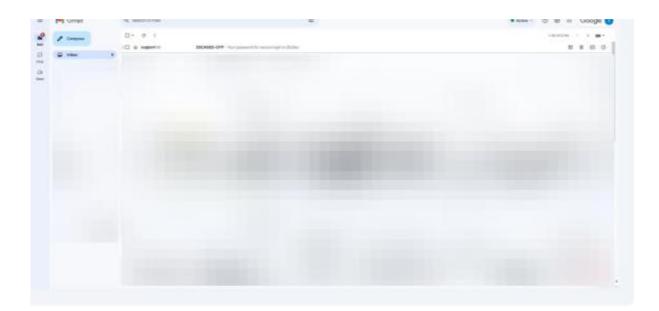
14. Click "Login."

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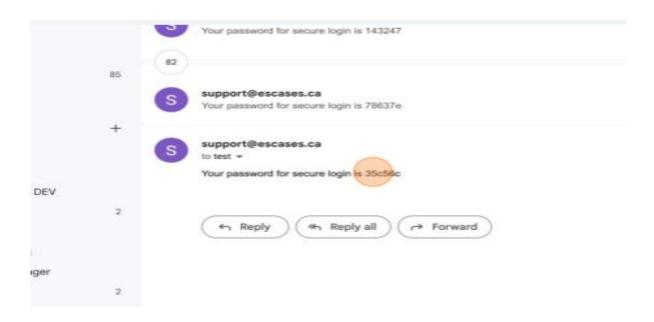
You will be asked for your OTP-One Time password sent to your email.

it	ESCASES	
O EN-	Login	
	To help protect your account, EScases will ask that you complete a specific second step. Please check your email for the OTP code. Once you obtain the OTP code, enter it into the text box below and click on login.	1
	OTP (One time password)	
	Forget password? LOGIN Don't have an account yet? Sign Up!	

15. Click on the OTP email with the subject "ESCASES-OTP."



16. Copy the OTP.



17. Paste the OTP.

nt	ESCASES	1
O EN-	Login	
	To help protect your account, EScases will ask that you complete a specific second step. Please check your email for the OTP code. Once you obtain the OTP code, enter it into the text box below and click on login.	
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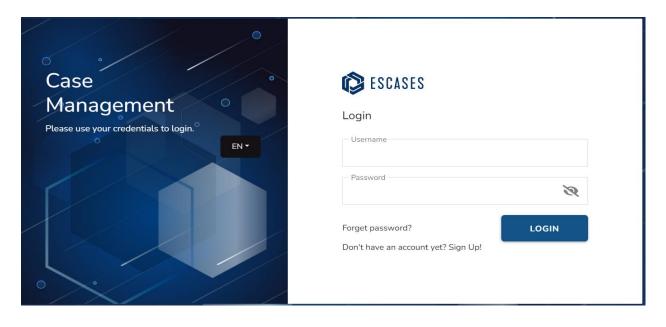
18. Click "Login."

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ESCases First Login

To Log into ESCases, complete the following steps:

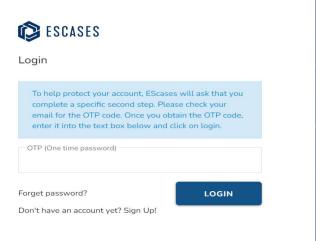
- 1. Enter Your Username i.e., the email address that was used to create the ESCases account.
- 2. Enter your Password.



A one-time password will be emailed to you.

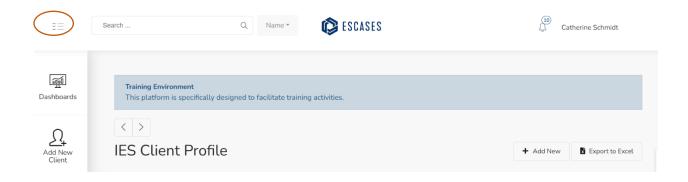
- 3. Enter the one-time password sent to your email account.
- 4. Click "Login."





(3) CaMS Explorer

- ✓ CaMS Explorer is one of the primary tools to help users what is happening in the CaMS environment while also working within ESCases – all without logging into CaMS!
- 1. To open the left navigation, click on the three lines at the top left of the page.



2. Select the CaMS Explorer from the left navigation menu.



Tip! Opening CaMS Explorer in a new tab on your browser can help in switching your view easily between a client profile and CaMS.

CaMS Reference Number

To link CaMS to ESCases, the common assessment Module 1 and Module 2 must be completed and submitted to CaMS.

The Person Reference Number will be used to link ESCases and CaMS. To locate the Person Reference Number:

- Log into CaMS.
- Go to "Cases and outcome."
- Under "Short Cuts" click on "Find Person."
- The "Person Seach" page opens.
- Enter the "First Name" and "Last Name" of the client.
- The "Search Results" will be displayed.
- Copy or write down the client reference number that appears in the "Search Results".

CASE MANAGEME	NT SYSTEM - SSM MAN	NAGER APPLICATION					୍	Catherine Schmidt	⊆ ~
Workspace	Cases and Outco	mes Tasks	Calendar						
Shortcuts	~~	Person Search X							
Participant	^	Person Search	ו						
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Register an Employer								Ç	9
Register a Corporate B	Entity							* required	l field
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Find Corporate Entity		Last Name				First Name			
Find Employer		Date of Birth			⇒	I Identify As			\sim
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Cases	~								
Service Provider	~				Search	Reset			
		Search Res	ults						•
		Reference Number	First Name	Last Name	City	Date of Birth	APPR Client Party ID	SAMS Member ID	

3. Click the "Enter the client reference number here" field and insert the Client Reference Number from CaMS.

)	Enter the client reference number here	
		No results were found.

4. Click "Find Client".

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•	Email					Phone			
						Phone Number 815-546-8245		Topic	

 You can now view the client profile based on the information in CaMS. Remember that this view allows you to see what's been synced into CaMS from ESCases in real-time.

(4) Add New Client

ESCases has streamlined the process for onboarding a new client. Whether the client is Self-Directed or Case-Managed, new clients are entered into ESCases in the exact same way.

- ✓ Note: Only Case-Managed clients will be entered into ESCases at this time.
- 1. From the ESCases screen, navigate to the left menu and locate "Add New Client."

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2. Click "Add New Client."

The "Add New Client" page displays.

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3. Click "First Name."

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	Service Plan Number / EAP	Open
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4. Enter the client's First Name.

5. Click "Last Name."

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6. Enter the client's last Name.

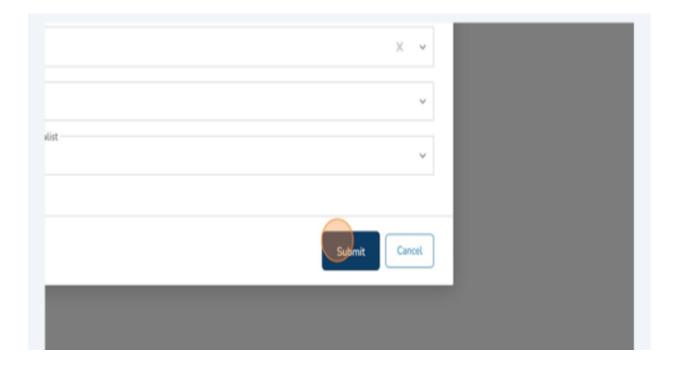
7. Click the "Service Plan/EAP."

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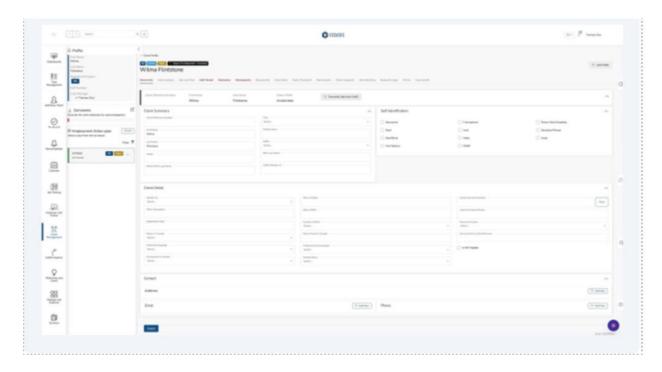
8. Select "IES."

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Client Last Conta	🖻 Service Plan / EAP		
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	12/02/2024		
	Case Manager		
	Administrator User X		
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	Employer Liaison Select		
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- Tip: Leave the "Status" option as open. The "Site ID" field can also be left with the default value as the system will auto-populate with your Site ID.
- 9. Select "Submit."



You have successfully added a new client profile.



(5) Navigation

Duplicate Tabs

ESCases allows a user to open multiple tabs in order to continue working when ESCases is syncing with CaMS.

To duplicate a tab:

- 1. Right click on the "Sandbox Case Management" tab.
- 2. Select "Duplicate tab."

A second tab will open. Users can duplicate as many tabs as required.

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EAP Detail	×	Close tab	Ctrl+W	
- FAP Reference Numbe		Close other tabs		

 \checkmark The user can also copy the link and paste it in another tab.

Tab colour

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Red tabs – sync with CaMS.

- Selecting "Submit" will upload and save information in CaMS and ESCases.
- Information will not save in ESCases if CaMS upload does not take place.

Grey tabs - do not sync with CaMS.

• Selecting "Submit" will save information in ESCases only.

(6) Linking a Client Profile with CaMS

Linking is the most critical step in ensuring your client profile is in sync with CaMS. Linking is typically done after a Common Assessment has been completed and the client has been assigned a Client Reference Number in CaMS (Person Reference Number).

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2. Click "Link Profile."

3. Click the "Client Reference Number" field.

)	You are attempting to link this client's profile to that in CaMS. This will download all the CaMS information with the given Client Reference Number and save it under this client. Please go through all the steps to understand and agree to how the data will be downloaded and saved. If everything is correct, click "Link Profile" to finalize the link.	(
	C First Nations	

4. Insert the "Client Reference Number" from CaMS.

Step 1 Prerequisite	Step 2 Client Information	Step 3 EAP Information	Step 4 Link Profile	
CaMS information Please go through	to link this client's profile t with the given Client Refere all the steps to understand aved. If everything is correct	nce Number and save it and agree to how the da	under this client. ta will be	
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6. Select which data to download from CaMS.

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- Note: By default, all client profile items from CaMS will be downloaded into ESCases.
- ✓ ALERT! If you do not want to overwrite the data you already have in ESCases, please be sure to make the appropriate selection:

- Overwrite from CaMS, or
- Keep current.
- 7. Click "Next."

te	null		
			Social Insurance Number
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		Back Next Cancel	Source of Income Select
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Review the EAP Details

- ALERT! The next phase of linking a profile with CaMS addresses all EAPs found in CaMS - this includes closed and active EAPs.
- By default, any active EAP found in CaMS will overwrite any active IES EAP found in ESCases (case notes are still retained from ESCases when such an overwrite takes place).
- Ministry guidelines are such that only 1 active EAP for an IES client can exist at any given time.

Please wait while the sync takes place. The following message will display: "Congratulations! You have successfully linked the profile".

8. Click "Finished."

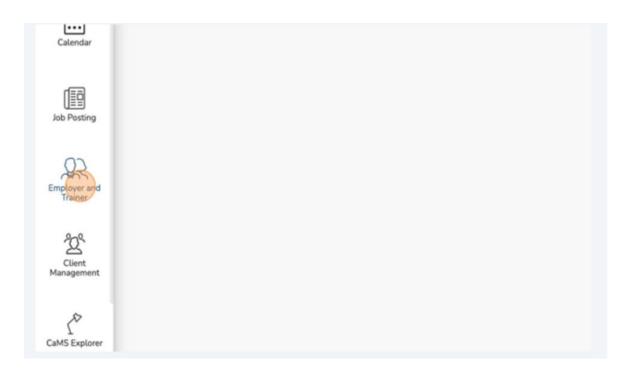
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9. You have now successfully linked a client profile with CaMS.

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(7) Add a New Employer

- Alert! The Employer details must be first entered in CaMS. ESCases can only retrieve Employer details from CaMS. Current Ministry API for Employers is oneway only. Creating an employer in ESCases will not upload Employer details to CaMS.
- Alert! A new version of this is currently being developed but is not yet available. It is anticipated that full two-way syncing will be implemented in Q2 of 2024
- ✓ Note: Section "Linking an Employer in CaMS" will document the steps to find the employer reference number in CaMS.
- 1. Navigate to ESCases navigation bar.
- 2. Click "Employer and Trainer" in the left Navigation window.



3. Click "Employers."

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्रम्म Dashboards	Employers	> KPI Snap		
Ø' Ø Task Management		Start Date	End Date	Filter Reset
Add New Client				

4. Click "Add New."

	EN * (20) Thomas Chui
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5. Click the "Pencil" to edit.

	~	٥
Reference Number		
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6. Click "Registered Legal Name" and enter the business name of the employer.

Registered Legal Name	Trading Name	Employer Reference Number	BIN
Employer Detail			
Registered Legal Name			
Business Size			
Business Desc			
Type of Sector			

7. Fill in all remaining relevant details.

8. Click "Submit."

Job Posting	
Employer and Trainer	Assign to Users Select
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CaMS Explorer	
Workshop and Event	

You have now successfully created a new employer profile.

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(8) Linking an Employer with CaMS

To Locate the employer reference number in CaMS:

- Navigate to "Cases and Outcomes."
- Open "Short Cuts."
- Select "Find Employer."
- Enter the employer information under "Employer Search."
- Copy "Employer Reference Number" from the "Search Results" list.

Employer Search			
			C 🖯
			* required field
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Trading / Business Name	Registered / Legal Name		
Include Employers with	Include Employers with 'Opened in error' Trading Status		
Search	Reset		
Search Results (Number of Items: 4 out of 4)			•
Case Reference Reference	stered / Business City	Last Updated	Trading Status
		18/04/2023	

Alert! A new version of this is currently being developed and should be live in Q2 of 2024 where full two-way syncing will be implemented.

Navigate to the Employer Profile that you want to Link with CaMS.

1. Click "Actions."

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The Penck Store				Erro H+

2. Click "Edit."

Employer Liaison		③ Add New	
items 10-	Employer Liaison		0
		items 10 -	

3. Click "Overwrite Data from CaMS."

м	
nce Number BIN	Overwrite Data from CaMS
	Trading Name
	Total Number Employees Corp
	Total Number Employees Branch
	Preferred Language
	Preferred Communication

4. Click "Employer Reference Number."

	Overwrite Data from CaMS ×
A	You are attempting to download the current Employer Profile data in CaMS to overwrite the existing Employer Profile data in ESCASES. Please ensure that the employer reference number is correct. Are you sure want to do this ?
ice Number BIN	Employer Reference Number
	Tradin
	Total humper Employees Corp
	Total Number Employees Branch
	Preferred Language

5. Click "Overwrite."

- Employer Reference Number	
10241174035	
Overwrite	
Tradie	Employer
Total Number Employees Corp	Corp Enti
Total Number Employees Branch	Business
Preferred Language	CRA Nun
Preferred Communication	Registrati 08/09/20
	Status

You have successfully linked the employer's profile with CaMS.

milliopil Tierre endi Store	Trading Name The Pencil Store	Credityer Reference N 10241174035	urber BN	Status Active	Ú Overwrite (lata Inan CaMS		
yer Detail								
terrid Legal Name West Store				Trading Name The Perch Score			Employer Hoto 30343174035	ronan Navillan
week Since				Total Number Employees Corp.			Carp D-Hits Re	Antonia Number
				Total Number Employees Branch-			Business block	Reation Number
won Deng				1			CRA-Norder	
af Sector				Preferred Language English			Registration D 09/09/2029	wite:
				Protocold Communication			Gates	
10 (Office and Stare N	factionry and Equipment Wholesa	alar-Disbibutors CAN					Active	
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new ct dress bitrass Types athiese		Suite	Street 1 2015 WOATTREAK, ST	Street 2	Posteo	City RINGSTON	Suite	Caurto Canada
R Tesss Illiness Illiness Illiness Illiness Illiness		Suite Suite		Struct 2 Struct 2			State State	Canada
A A hesis 12×20 Type			285 MONTREAUST Street 1		Detarto Province Ordanio	KINDSTON Ory		

- Alert! Ministry APIs dictate that employer profiles in CaMS are not continuously synced with ESCases. Changes made in ESCases do not reflect in CaMS. If you want to update an employer profile, please do so in CaMS and repeat Step 4 onward from the above steps to update the changes in ESCases.
- ✓ Note: The employer can be assigned to a staff member. The default is "My Employers" which allows you to view the employers you created in ESCases. Changing the default to "All Employers" will allow you to view all employers for your location.

(9) Upload a Document to a Client Profile

- 1. Navigate to the Client profile.
- 2. Click "Documents."

e-Registration -	Unassisted							
vice Plan	EAP Detail	Outcomes	Checkpoints	Documents	Case Note	Task Outreach	Placements	Client Supp
*								

3. Click "Upload Files."

			🗘 Link Profile
			0
>			
			Upload Files
	Tags		Action
			items 100*
)		0	

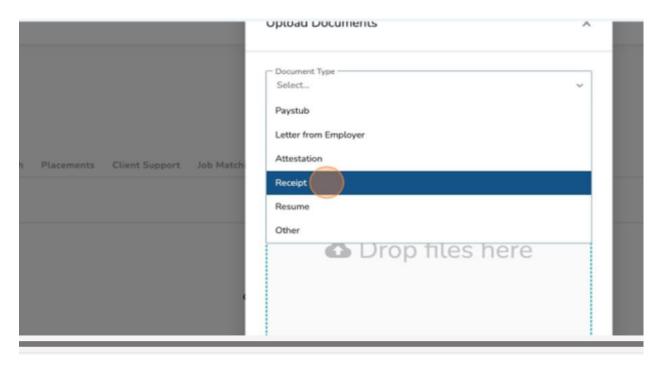
4. Click "Upload from Computer."

	[
Tags	C Upload Files
	⊠ Email ⊡ Copy Link
	0

5. Click "Document Type."

	Upload Documents	×
	Document Type Select Tags Select	v v
Outreach Placements Client Support Job Match	Select Files	
	Drop files here	

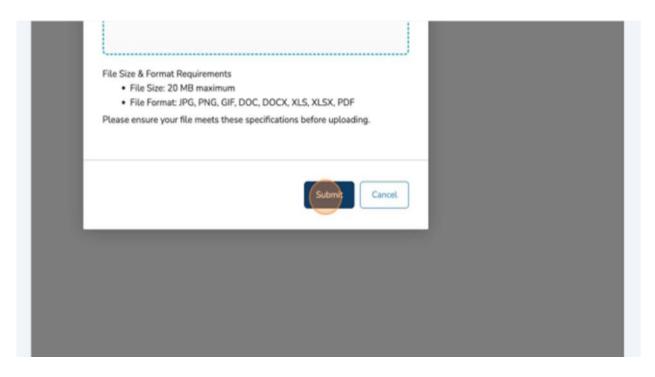
6. Select the appropriate document type.



7. Click "Select Files" and choose the appropriate file from your computer.

	Upload Documents	×
	Document Type Receipt	x ~
	Tags Select	~
ch Placements Client Support Job Match	Select	
	Drap filos horo	
	Drop files here	
o		

8. Click "Submit."



9. Your file has been successfully uploaded to the client profile.

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(10) Add a New Case Note

Tip: Not only do case notes help you comment on client interactions, but they also appear visually in your "Task Management" summary as a "Client Last Contact" pie chart.

To Create a Case Note:

- 1. Navigate to the client profile.
- 2. Click "Case Note."

۹ (#							
EAP Detail Outo	comes Checkpoints	Documents	Case Note	Task Outreach	Placements	Client Support	Job Ma
lame 1 a	Last Name Flintstone		Date of Bir 01/01/19		O Ove	rwrite Data from CaM	IS
				Title Select			

3. Click "Add New."

C Link Profile
Add New Export to PDF
items 100 -

4. Select "Communication Type."

	Add Case Note - Wilma Fl	intstone	
Outreach Placements Clien	Service Plan SP 239 - (IES) Communication Type Select	X v Activity Type Select	Created 08/09/2023
ieset			4

5. Select the appropriate "Communication Type."

	Add Case Note - Wilma Flintstone				
	Service Plan SP 239 - (IES)	× ×	Created 08/09/2023		
	Communication Type Select	Activity Type Select			
] Outreach Placements Clien	Email				
	Phone				
-	Text				
Reset	Virtual				
	In-Person				

6. Click "Activity Type."

Add Case Note - Wilma Flintsto	ne	×
Service Plan SP 239 - (IES) Communication Type Note X ~	X V Activity Type Select Apprenticeship Arrange for Support Attended Interview/Update Career Coaching Career Exploration Communication/Advocacy (OW/ODSP	

7. Select the appropriate "Activity Type."

e Plan	Created	
39 - (IES)	× ~ 08/09/2023	
unication Type	- Activity Type	
× ~	Select	~
	Follow-Up	
	General Update/ Follow up	
	Goal setting	
	Help with forms & computer	
	Intake/Needs Assessment	
	Interview Prep	
	Interview Techniques	
	JCP	
	JCP	

8. Click the "Note" field.

	Service Plan SP 239 - (IES)	× ~	Created 08/09/2023
	Communication Type Note × ~	Activity Type Goal setting X	
Task Outreach Placements Clien	Note		
Reset			

9. Fill in your comments in the "Note" field.

10. Click "submit."

~	Activity Type Goal setting X	×	
rding w	ork preparation.		
_			
_		Submit Cancel	

You have now successfully created a new note.

To print a list of notes:

1. Click "Export to PDF."

Client Info Inte	erventions Service	Plan EAP Detail	Outcomes Check	points Documents	Case Note	
Task Outreach	Placements Clie	nt Support Job Ma	tching Network Lo	gs Thrive Case	Audit	()
				(⊕ Ac	dd New Expert to PDF	
Start Date	End Date	Filte	r Reset			ıQı

- Under "Downloads" Select "Open File."
- A list of Case Notes for the client will be displayed.

(11) Add a Task

Using the task function is an effective method for handling items that are time critical. Tasks can also be assigned to clients so they too can receive notifications from the system regarding time sensitive items.

Navigate to the client profile.

1. Click "Task/Outreach."

>	Outcomes	Checkpoints	Documents	Case Note	Task Outreach	Placements	Client Support	Job Matching	Netv
	Create EAP								
24	ata from CaMS								

2. Click "Add New."

	🗘 Link Profile	
		0
Q Add N	w D Export to PDF	
Status	Actions	
	items 100 -	

3. Click "Action Date."

	Actio	n Date							Anticipated Completion Date
	-	5	Septe	mbe	202	3	Þ		Completed Date
	Su	Мо	Tu	We	Th	Fr	Sa		
reach Placements Clien	27	28	29	30	31	1	2		
	3	4	5	6	7	8	9		
	10	11	12	13	14	15	16	ernal usage)	
	17	18	19	20	21	22	23		
	24	25	26	27	28	29	30		
Assign t		in to Us							Send task to client
	Tho	mas Ch	ui X					× ~	None

- 4. Select the appropriate start date.
- 5. Click "Anticipated Completion Date."

sk		×	
ite)23	Anticipated Completion Date		
gory	Completed Date		
iscription		li.	
:s (This comment section is for your internal usage)			
Users	Send task to client		

6. Select the appropriate "Anticipated Completion Date."

Completed Date

7. Click "Task Category."

New Task	
Action Date Anticipated Completion Date 22/09/2023	
Task Category Select	
Action Description	
Comments (This comment section is for your internal usage)	

8. Select Appropriate Category.

	New Task	
	Action Date 08/09/2023	Anticipated Completion Date 22/09/2023
	Task Category	Completed Date
Placements Clien	Client Action	
	Follow up Thrive Task	
	Comments (This comment section is for your internal usage)	
Assign t	Assign to Users X V	Send task to client None

9. Click "Action Description" field.

	New Task				×
	- Action Date 08/09/2023		Anticipated Completion Date		
	Task Category Client Action	~	Completed Date		ī.
Outreach Placements Clien	Action Description Comments (This comment section is for you	r internal, usage)			
Assign 1	Assign to Users Thomas Chui X	× ~	Send task to client None	×	-
	O Disable Reminder Default to 7 days Custom				
	Custom				

10. Fill in the description.

- Heads-up!: The standard reminder period is set to 7 days. Users assigned to tasks will get daily reminders through email and within ESCases notifications, starting from 7 days prior to the "Anticipated Completion Date" and continuing up until that date.
- 11. Click "Submit."

You have now created a new task.

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To View the "Task Management" area:

- 1. Click on the three lines to open the left navigation bar.
- 2. Select "Task Management" from the side navigation bar.
- 3. The "Task Management" page will open.

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	Classics approvals to separate static flat expenses	100000		(1000)
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lass -				

4. Default is "Task."

The following information can be viewed under task management:

Task Summary Pending	Add New	Milestone Check Points Click on expander to see all. 1, 3, 6 and 12 months
Overdue	3/7	Pending 9 Overdue 2 Rejected 0 Resubmission
Completed	2/7	Client Profile Activities Here's an overview of your recent activities with job seeker profiles, giving you a historical perspective on your past client interactions.
My Assigned Task Pending	1/1	FM Finlay Marsh User ·
Overdue	0/1	CB Cleveland Barkley User * Edited Action Plan 08/05/2024 2:34:38 pm
Completed	0/1	Cleveland Barkley User User * Edited Action Plan 08/05/2024 2:34:07 pm

- 1. Clicking on the status (pending, overdue, completed) will provide a list of clients.
- 2. Clicking on a client name under "Client Profile Activities" will open the "Client Info" page.
- 3. Additional reports can be found by clicking the three lines on the right of the "Client Last Contact", "Client profile by Stage" and "Client Profile by EAP Status".

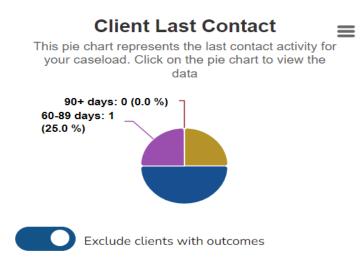
Select "Performance" to view various reports by stream such as:

- Clients by Stream
- Employed at Outcome
- Job Seeker Retained by Employer Overtime
- Unable to Contact Client
- Client Satisfaction by Specialized Population
- Life Stabilization, Employment assistance, Specialized Services, Skills Development, Job Attainment Supports, Job Retention Supports
- Income Supports,
- Hiring by Sector
- Budget Tracking
- Number of Clients in Service
- Employed at Outcome by Specialized Population
- Number of Clients Employed by Month
- Early Exits
- Skills Development
- Employment Assistance Services

Selecting the three lines to the right of the report will produce a list of information to download.

Scroll down to see the "Client Last Contact" pie chart.

1. Clicking on the three lines in the right-hand corner will produce a list of options to download the data.



2. Clicking on a section of the pie chart or number of days will provide a list of clients who fall under that category.



(12) Create an EAP, Sub-Goal, Planned Item with the EAP Assistant

The EAP Assistant will take you through the creation and activation of an EAP, inclusive of adding Sub-Goals and Planned in a two-stage process.

1. Navigate to the Client Profile.

Paul Drew	and an an instance () (
	Manager Contraction Construction Construction (Construction Construction)	and Anton Processing	Test (MPCHARM	Parents Carlingert Milledry Sele-	ek langa Therine Cana Analik
Cart Arbens harder 511 hard 7737999 Ped	i ant here i Preleved Hare Dese	Color of Color 03/05/198		0 Reveal las her Last	
Client Summary		n 3	lf identification		
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Frankrise Radi	No. of Concession, Name		(her	i) and	C Radation Person
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then .	- Inite		Pog Nebers	0.694	
-	Saur				
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	Mart Norther B				
Client Detail					
March In.	L +			Taxas Income Taxaban Anna gag	
and	las etter			unce in lines beam	

2. Click "EAP Detail."

~ >				
	← Client Profile			
	IES No EAP Open () Stage 0: Pr	e-Registration - Unassisted APT Not Con	npleted [0	
	Paul Drew			
	Client Info Interventions Se	rvice Plan EAP Detail Ou	tcomes Checkpoints Docum	ents Case Note
	Client Reference Number	First Name	Last Name	Preferred Na
	7737868	Paul	Drew	
	Client Summary			
	Client Reference Number		Title	
	7737868		Select	

3. Click "Create EAP."

Client Info	Interventions	Service Plan	540 D-1-1	Outcomes	C		C	
Cuent into	interventions	Service Plan	EAP Detail	Outcomes	Checkpoints	Documents	Case Note	Task Ou
There is c	urrently no EAP. W	'ould you like to cr	eate one?	Create EAP				
Expecting	g to see something	9? Click here:	Overwrite Da	ata from CaMS				

The EAP Assistant will display the following guidelines prior to adding the EAP.

Step 1 Prerequisite	Step 2 EAP Information	Step 3 Create Eap	Step 4 Create Sub-Goal	Step 5 Select Plan Item Type	
•					
In order to create a new I Click "Next" if you are rea		(EAP), please ensur	e that the following are t	rue.	
vidalizaa					
uidelines					
► The EAP DOES NOT					
 The EAP DOES NOT The Person/Client D 	OES already exists in C	CaMS and can be fo	und using the client ref		
 The EAP DOES NOT The Person/Client D ESCASES has Client 	OES already exists in C t Reference Number fie	CaMS and can be fo	und using the client ref the Client Info tab	erence number	
 The EAP DOES NOT The Person/Client D ESCASES has Client A brand new Comm 	OES already exists in C t Reference Number fie	CaMS and can be fo	und using the client ref the Client Info tab		ach
 The EAP DOES NOT The Person/Client D ESCASES has Client 	OES already exists in C t Reference Number fie	CaMS and can be fo	und using the client ref the Client Info tab	erence number	ach
 The EAP DOES NOT The Person/Client D ESCASES has Client A brand new Comm 	OES already exists in C t Reference Number fie	CaMS and can be fo	und using the client ref the Client Info tab	erence number	ach
 The EAP DOES NOT The Person/Client D ESCASES has Client A brand new Comm 	OES already exists in C t Reference Number fie	CaMS and can be fo	und using the client ref the Client Info tab	erence number ted and is not already atta	ach

4. Click "Next".

The EAP Assistant will display a form to complete the details to generate the new Employment Action Plan (EAP).

- ✓ Note: Ensure the Service Delivery Site is entered, or an error message will display.
- 5. When presented with Common Assessment (CA) details for the client, Click "Next."

- 11 - 12) Parline () Norma	EAP Assistant		8 anna an
		tert Bart ter		2 mm
	Paul Drew Clearate recentions three the black Subsection	Process No and No compared information is an offer to proceeds a Controp Neural and communities with Carolina around the De- Carolina Neurope National 2702/000		and induces American State Canada
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222 IN	Execting is an among (3.6 has	tem bine bickens tem r -	Dear Nam Saylway Hala 2 Nam Tan Jaki Sayl	
*		las Signalast X v	Tuchil Militiageneri i	
2		The New Yorks	That Place Place	
Contractor -				

The EAP Wizard has two stages: Creation of the EAP then adding and activating the EAP with sub-goals and Plan items.

The creation of the EAP will put you in a queue to upload the details into CaMS.

istant					×			
	Step 2 GP internation	Step 3 Create Exp	Step 4 Cruste Sate Goal		- 1			
-	-	•			- 1			
		5						
Section re	quest to CaMS	4						
	y sent with Package 29	2 Batch 284 Rec	uest 9053381711453	795168	- 1	oport Job Matching	Natsork Loga	Thrive Case Aut
EAP Cr	eate : CaMS is processir	ng the EAP creation	6					
				Back Next	Cancel			

Tip! You can multitask within ESCases while the progress modal is displaying your place in queue by working in another tab.

Once the first phase has completed (EAP number generation), you will be asked to progress forward by adding sub-goals and plan items to the EAP.

6. Click "Next."

p 2	Step 3	Step 4		_		
	Create Eap			_		
	•	*		- 60		
fully crea	ted in CaMS. Click	"Next" to generate yo	our Subgoal and Plan item.			
fully crea	ted in CaMS. Click	"Next" to generate yo	our Subgoal and Plan item.			
fully crea	ted in CaMS. Click	"Next" to generate yo	our Subgoal and Plan item.	1		
fully crea	ted in CaMS. Click	"Next" to generate yo				
fully crea	ted in CaMS. Click	"Next" to generate yo	Back Next Canc	L Jpport	Job Matching	Network Logs
fully crea	ted in CaMS. Click	"Next" to generate yo			Job Matching	Network Logs

7. Click "Select Sub-Goal."

	EAP Assistant				
	Step 1 Prerequisite	Step 2 EAP Information	Step 3 Create Eap	Step 4 Create Sub-Goal	
- Unassisted APT Not Completed 0	Please select all the sub Click "Next" if you are rea		art of this EAP. Mult	iple selections are allowe	d.
5168	Select Sub-Goal Select				
	Employment Assistance S	ervices			
EAP Detail Outcomes C	Jobseeker Financial Suppo	rts			
	Employer Financial Suppo	rts			
create one? Create EAP	Skills Development - Mini	stry Delivered Programs			
	Skills Development - Othe	r			
	Retention				

8. You can add multiple sub-goals by selecting them from the "Select Sub-Goal." menu.

	Step 1 Prerequisite	Step 2 EAP Information	Step 3 Create Eap	Step 4 Create Sub-Goal	St. Select Pla
Unassisted APT Not Completed 0	Please select all the subg Click "Next" if you are rea		art of this EAP. Mult	iple selections are allowe	ed.
168	Select Sub-Goal Employment Assistance Serv	ices x			
EAP Detail Outcomes O	Jobseeker Financial Suppo				
	Skills Development - Minis				
reate one? Create EAP	Skills Development - Othe Retention	r			
	Life Stabilization				
	Specialized Services				_

9. When you have selected all your sub-goals, click "Next."

-	~	•					
ant to be a p iue.	art of this EAP. Mult	iple selections are allowe	ed.				
bseeker Financ	ial Supports 🗙			x ~			
			Back Next	Cancel	apport	Job Matching	Network Logs

10. Select the "Planned Items'	' from the sub-goals v	you want to add.
--------------------------------	------------------------	------------------

v	Please expand the subgoal and check all the different planned items you wante Click "Next" if you are ready to continue.
est ID 9053381711453795168 ted	Sub Goal Name Employment Assistance Services
ventions Service Plan EAP Detail Outcomes C	
	Name Name
no EAP. Would you like to create one? Create EAP	Job Coaching
	Job Search
	Volunteering
something? Click here: O Overwrite Data from CaMS	Employability Skills Training
	Provision of SSM In-Service Self Employment Services
	Custom Basic Plan Item

11. Multiple Planned Items can be selected.

	Client Counselling
Stage 0: Pre-Registration - Unassisted APT Not Completed 0	Sub Goal Name Jobseeker Financial Supports
v	Name Name
nst ID 9053381711453795168 xd	Job Seeker - Accommodation Needs - Assistive Devices and Ada
	Job Seeker - Accommodation Needs - Job-Specific Communicatio
rentions Service Plan EAP Detail Outcomes C	Job Seeker - Accommodation Needs - On-the-Job Supports
	Job Seeker - Diagnostic Assessment
no EAP. Would you like to create one? Create EAP	Job Seeker - Certification Charges
	Inh Saakar - Δradiamic Cradiantial or Drofessional Δereaditation δ

12. When all "Planned Items" have been selected, Click "Next."

n Skills Training
/Infrequent Child Care
nt-Related Transportation
hing and/or Grooming
nt-Related Special Equipment and Supplies
n of International Academic Documents
d Hardware
Back Next Cancel

The EAP status will update to "Active" when the EAP Assistant is completed.

	Successfully sent with Package 293 EAP Update : CaMS is processing the EAP update.
c	Back Finished Cancel appo
	CaMS Update
	We've sent your update request to CaMS. While it's in progress, the fields will be locked. Feel free to work on another tab while you wait for it to finish.

Once the EAP Assistant has been completed, a success notification will display.

Image: market of the second of th

13. Click "Finished" to exit the Assistant and your screen will refresh the EAP details.

An active EAP with Sub-goals and Plan Items has been successfully created.

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	l Drew	a balanat. Na talat ta'a	differential 11						0 ushd
Chevel	the bis sectors for	in Ter MP Deal	Datamen Dashpatris	Decomprise Care Name	Said (December 2010) Page	ing had address the	and the	Bagart 38 Melding Melantilogs Theory	Lave Audit
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(13) Upload a Document and Complete a Financial Support Planned Item

Uploading an attachment to a Financial Support

✓ Note: To upload documents to Cams, ensure the plan item details were submitted by clicking the "Submit" button. After a successful submission, a cloud icon will appear on the right side of the plan item, allowing you to upload relevant attachments to CaMS.

East Adverse Namber Felt Harte 7737999 Pe.4	Last Name Professional Name Drew		ur 3em 10/1980	0. Barry-to Day has Call	
Clark Summary		^	Self Identification		
Evel Advenue Factor 2753/968	The second secon	-	C newsianal	C Records	C Resol with Doubling
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#0	Subs Subst				
Andres's first Learning	Bill Lat New				
	Marchaeler 0				
Client Detail					
March Inc.	K v Destination			Territ Insurance Service annuality	

1. Navigate to the client profile.

2. Click "EAP Detail."

Client Prof	S Active 💽 St	tage 3: Pre-Employme	nt – Plan Content Start	APT Not Con	npleted 0		
Client Info	Interventions	Service Plan	EAP Detail	Outcomes	Checkpoints	Documents	Case No
Company			Contract Date		Start	Date	

3. Locate the Sub-goal with Planned Item that you need to upload a document to. Click the chevron to expand the Sub-Goal.

- 61	CALLINER	Mark.	Neur-1				
	Cart Informa Partine 27/27668		Satura Activa	(w) teach	picco harea	(here	
	Sec.5		Annualia Talaat		Lannin, Balancia Stavian		
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4. The "Cloud" icon will display once the Planned Item is exposed.

	Notes () here		C escuses		T Administration
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	Plan ten Name Ansal Serk S Ad Serker - Accemendation NBA Needs - Accemendation NBA Needs - Accedence Devices and Adaptive Technology	n Anal Tel Ion Ions NA Na Nation			0 • •
	Parisei lei Indenez 14254383				
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5. Click the "Cloud" icon to begin the process of attaching the required Planned Item document.

	+ Add New	^	Ģ
e plan item, allowing you to upload relevant attachments to CaMS.			
	•	~	Q
			0
	•	~	

6. Click "Upload New File."

he plan item, allowing you to upload relevant attachments to CaMS.		
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	Upload Existing file	
Outcome	Status 🔳 🗸	0

7. Click on the "Description" field.

iame =		Upload document	×
		Document Type Receipt	< •
	Start Date Invalid date	Tags Select	~
		Description	
		Select Files	
		Drop files here	

- 8. Insert the description for this attachment.
- Tip! The description is extremely important as it will accompany your attachment directly to CaMS.
- 9. Click "Select Files" and choose the attachment for this planned item.

	Receipt	×	*
Start Date	Tags		_
Invalid date	Select		~
	Description		
	This description is important as it will accompany your attachmen CaMS.	t directi	
	Select		
	🗅 Drop files here		

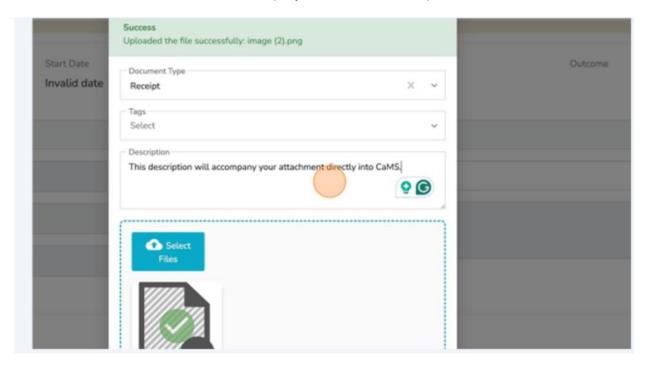
10. Click "Submit."

omit" but Sta	Completed 105.72 KB File Size & Format Requirements • File Size: 20 MB maximum • File Format JPG, PNG, GIF, DOC, DOCX, XLS, XLSX, PDF Please ensure your file meets these specifications before uploading.	nem, ellowing you to upload relevant attachments to
Date d date	End Date N/A	Outcome

When the CaMS Upload begins, the entire screen focus will highlight the action.

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- > Alert! While the upload is occurring directly into CaMS, the screen will display a primary focus on this action to signify the importance.
- 11. A "success" notification will display when the file is uploaded into CaMS.



12. Click "OK."

image (2).png Completed 105.72 KB	item, allowing you to upload relevant attachments to CaMS.
 Size & Format Requirements File Size: 20 MB maximum File Format: JPG, PNG, GIF, DOC, DOCX, XLS, XLSX, PDF ase ensure your file meets these specifications before uploading. 	
Ok	

The new attachment can be seen in the Attachments section.

22	Plan Item Name	Actual Start Date	Actual End Date	Status
Client Management	Job Seeker - Accommodation Needs - Assistive Devices and Adaptive Technology	N/A	N/A	Not Start
	Planned Item Reference			
(D)	14254161			
CaMS Explorer	Attachments			
	image (2).png X			
0				
Workshop and Event				
	Sub Goal Name		Start Da	ate
	Employment Assistance Services		Invalid	date
Mileage and Expense	Submit			

✓ Note: To see the details, click the attachment link.

Completing the Financial Support Submission

1. Click the chevron to expand the rest of the planned item.



2. Click "Caseworker."

	Service Delivery Site Reference
× *	5338A
	Caseworker
	Select
	Actual End Date
	Outcome
	Select
	Status
	Not Started

3. Select the appropriate Caseworker.

Service Delivery Site Reference	
Caseworker	
Sopheap Hok	
Outcome Select	
Status Not Started	
Ready for Review	

4. Click "Actual Start Date."

General Information
Plan Item Name
Job Seeker - Accommodation Needs - Assistive Devices and Adaptive Technology
Caseworker ID
IAAT018464
Actual Start Date
Actual Cost
0
HST Amount
0
Paid Date
Rationale

5. Select the appropriate "Start Date."

22	March 2024	
Client	Su Mo Tu We Th Fr Sa	
Management	25 26 27 28 29 1 2	
R	3 4 5 6 7 8 9	
ſ	10 11 12 13 14 15 16	
CaMS Explorer	17 18 19 20 21 22 23	
~	24 25 26 27 28 29 30	
Ŷ	31 1 2 3 4 5 6	
Workshop and Event	CONTRACTOR	
00		

6. Click "Actual End Date."

	Service Delivery Site Reference
× ~	5338A
	ana an
	Caseworker
	Sopheap Hok
	Actual End Date
	Actual End Date
	Outcome
	Select
	Status
	In Progress
	In Progress
	Desch for Desires
	Ready for Review

7. Select the appropriate "End Date."

Su	Мо	Tu	We	Th	Fr	Sa	
25	26	27	28	29	1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25		27	28	29	30	
31	1	2	3	4	5	6	

8. Click the "Actual Cost" field.

R ar and ver	Plan Item Name Job Seeker - Accommodation Needs - Assistive Devices and Adaptive Technology	
	Caseworker ID	
~	IAAT018464	
3	Actual Start Date	
olders	26/03/2024	
	Actual Cost	
Q	0	
a nt	HST Amount	
ment	0	
	Paid Date	
2		

- 9. Insert the appropriate cost.
- $\checkmark\,$ Note: The actual cost is the total cost of the item, including HST.

10. Click the "HST Amount" field.

Holders	IAAT018464 Actual Start Date 26/03/2024
igq jent gement	Actual Cost 0 HST Amount
<i>\$</i> ⊅ Explorer	Paid Date
P shop and vent	Comments

11. Insert the appropriate HST Amount.

12. Click on the "Paid Date" field.

Stake Holde	5	I	3	4	5		7		9
			10	11	12	13	14	15	16
2°			17	18 25	19 26	20 27	21 28	22 29	23 30
Client Management	:		31	1	20	3	4	5	6
CaMS Explor	,		Paid I						
Q Workshop ar			Comm	nents					

13. Select the appropriate "Paid Date."

Employer and Trainer	March 2024 stive Devices and Adaptive Technology
Transer	Su Mo Tu We Th Fr Sa
00	25 26 27 28 29 1 2
Stake Holders	3 4 5 6 7 8 9
	10 11 12 13 14 15 16
88	17 18 19 20 21 22 23
Client	24 25 26 27 28 29 30
Management	31 1 2 3 4 5 6
Ø	Paid Date
CaMS Explorer	Rationale
0	

14. Click the "Rationale Field."

	20/03/2024
28	Actual Cost 100
Client Management	HST Amount 0
CaMS Explorer	Paid Date 26/03/2024
	Rationale
Workshop and Event	Comments

15. Insert the appropriate "Rationale."

- ✓ Note: Rationale should be detailed and explain why it removes a temporary barrier for the client. Please include enough information for the approver to determine why the item is required. The Rationale has a maximum of 500 characters that can be supplied.
- 16. Click the "Outcome" field.

× ~	Service Delivery Site Reference 5338A
	Caseworker Sopheap Hok
	Actual End Date 26/03/2024
	Outcome Select
	Status Completed
	Ready for Review

17. Select the appropriate "Outcome."

× ×	Service Delivery Site Reference 5338A
	Caseworker Sopheap Hok
	Actual End Date 26/03/2024
	Outcome Select
	Attained Not Attained
	Cancelled

18. Click the "Ready for Review" checkbox.

Sopheap Hok
Actual End Date 26/03/2024
Outcome Attained
Status Completed
Ready for Review

19. Click "Submit."

22	Actual Start Date
Client Management	Actual Cost 100
CaMS Explorer	HST Amount 0
0	Paid Date
Workshop and Event	A rationale for this particular client support.
Mileage and Expense	Comments

The planned item will be uploaded in CaMS. You will be placed in queue while the upload takes place.

	Start Date		sed Date	Goal		Status
Hok	26/03/2024	N/A	*	Emplo	pyment	Active
	CaMS Update					
	We've sent your u another tab while			in progress, the fields	s will be locked. Fee	el free to work on
		Submit	Queued	Processing	Complete	
		~	•	•	•	
		Y	ou are now	first in the que	ue	
	Submitted					

20. When the submission is completed, click "Close."

In this Max Septiment Particulation Processed 1				1000
Paul Drew				0 6
IAF (quinte - Require di HOURE) (1240/HOURE) Number - 109 (Induked				Eres Inc.
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The page will refresh with your submission processed by CaMS.

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			Sector 1				
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(14) Early Exits

1. On the client page, click "EAP details."

					0					C
Client Info	Interventions	Service Plan	EAP Detail	Outcomes	Checkpoints	Documents	Case Note	Task Outreach	Placements	Client Support
Pob Matching	Network Log:	s Thrive	Case Audit							C

2. Scroll down to "EAP Details."

EAP Detail	0	v ^C
- EAP Reference Number 7526990	- Closed Date	Self Service Initiated
CA Reference Number	Client Stream Stream A	Employer At Entrance Reference Number
Client Reference Number 7738410	Status Active	Current Employer Name
Owner ID IAAT019158	Referred In EO - Employment Service Provider	Employer At Outcome Reference Number

3. Click "Status."

EAP Detail	0	× '
EAP Reference Number 7526990	Closed Date	Self Service Initiated Velocity Select
CA Reference Number CA1113260 View	Client Stream Stream A	Employer At Entrance Reference Number
Client Reference Number 7738410	Status Active	Current Employer Name
Owner ID IAAT019158	Referred In EO - Employment Service Provider X V	Employer At Outcome Reference Number

4. Change Status to "Closed" or "Active - On Hold." Close Service Plan screen displays.

Search		Close	e Service Plan: 7526990		×	
AP Detail		– Closu Sele	ire Reason ct		~	
EAP Reference Number		– Closu	re Rationale (1000 char. max)			vice Initia
CA Reference Number CA1113260	Vi					r At Entr
Client Reference Number 7738410					li	Employer
Owner ID IAAT019158				Submit	Cancel	r At Outo
Owner Name Catherine Schmidt		~	Closure Reason Select		Outcom	ne Employ

5. Select a "Closure Reason."

(15) Create an Outcome for a Client

1. Navigate to the client profile.

119 Antonio Variani 1525445 CAULINED	Decisi Beatway Hisk	Inuer (Saria 26/05/20124	Developer Seat	in Au	12 Distriction Date Neth Calling	^
Induster Group	v	EAP Outcome		*	EAP Geel	*
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GAP Detak						~
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		Carl Street.			. Pratrief At Dimens Reference Rather	

- Alert! There are several conditions to be completed prior to completing an Outcomes such as ensuring all Subgoals and Planned Items have a "Completed" status as well as having all four of the EAP Goals from the CA fulfilled (Goal NOC, Goal Hourly Wage, Goal Work Hours, Goal Employment).
- 1. Click "Outcomes."

ge 3: Pre-Employment - Plan Content Star	ted APT Not Complated 0			
Service Plan EAP Detail	Outcomes Checkpoints	Documents	s Case Note	Task Outre
CA Reference Number	Owner	Sta	rt Date	с
CA1113000	Sopheap Hok	26	/03/2024	N
		~	EAP Outcom	ie
			Outcome Select	
	Service Plan EAP Detail CA Reference Number	Service Plan EAP Detail Outcomes Checkpoints CA Reference Number Owner	Service Plan EAP Detail Outcomes Checkpoints Documents CA Reference Number Owner Sta CA1113000 Sopheap Hok 26	Service Plan EAP Detail Outcomes Checkpoints Documents Case Note CA Reference Number Owner Start Date CA1113000 Sopheap Hok 26/03/2024 CA100 Coutcome Outcome

2. Select the appropriate "Outcome Date."

								N/A
Stake Holders	- Outo	ome Di	ste					
	T.		Ма	rch 2	024		•	Date is required.
2°	Su	Мо	Tu	We	Th	Fr	Sa	
Client Management	25	26	27	28	29	1	2	
	3	4	5	6	7	8	9	
ø	10	11	12	13	14	15	16	
L CaMS Explorer	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	employed or both?
0	31	1	2	3	4	5	6	
U Workshop and	3. How	many)	obs do	you cu	rrently	have?		
Event	Subr	nt i						

3. Click the "Employment Situation" field.

	Outcome Date	Outcome Reference Number	Current Employment
	26/03/2024		N/A
Job Posting	Outcome Date		
0	EAP Reference Number		
Employer and Trainer	7526445		
	Employment Situation Select		
R	1. Are you currently working at a	job or business?	
Stake Holders	Select		
28	2. Are you currently working as a	an employee, self-employed or both?	
Client Management	Select		

4. Select the appropriate "Employment Situation."

	26/03/2024 N/A
Job Posting	Outcome Date
00	26/03/2024
Employer and Trainer	EAP Reference Number 7526445
	- Employment Situation
22	Client is employed at 20 hours or more per week
Stake Holders	Client completed all pre-employment activities in EAP but is not employed
L	Client completed all pre-employment activities in EAP but is employed below 20 hours per week
ġ	Client is employed at another employer at 20 hours or more per week
Client Management	Select

5. Click the "Are you currently working at a job or business?" field.

······9	
00	Outcome Date 26/03/2024
Employer and Trainer	EAP Reference Number
	Employment Situation Client is employed at 20 hours or more per week
Stake Holders	1. Are you curreptly working at a job or business?
	Select
Client	2. Are you currently working as an employee, self-employed or both?
Management	Select 3. How many jobs do you currently have?
(D)	

6. Select the appropriate answer.

Employment Situation Client is employed at 20 hours or more per week
Are you currently working at a job or business? Select
Yes No
3. How many jobs do you currently have?
4. How would you describe the work you do (i.e. your job title?) Select

7. Click the "Are you currently working as an employee, self-employed or both?" field.

Employer and Trainer	7526445
00	Employment Situation Client is employed at 20 hours or more per week
Stake Holders	1. Are you currently working at a job or business?
0-0	Yes
Client Management	2. Are you currently working as an employee, self-employed or both? Select
Þ	3. How many jobs do you currently have?
L CaMS Explorer	4. How would you describe the work you do (i.e. your job title?)
Ŷ	Select

8. Select the appropriate answer.

	Employment Situation Client is employed at 20 hours or more per week
Stake Holders	Are you currently working at a job or business?
	Yes
2 Client	2. Are you currently working as an employee, self-employed or both?
Management	Select
	Employee
(D	Self-employed
CaMS Explorer	Both
	4. How would you describe the work you do [i.e. your job title?]
Q	Select
Workshop and Event	5. How would you describe the sector you work in?
	Submit

9. Click the "How many jobs do you currently have?" field.

Employer and Trainer	1. Are you currently working at a job or business? Yes
Stake Holders	2. Are you currently working as an employee, self-employed or both? Employee
Client	3. How many jobs do you currently have? 4. How would you describe the work you do [i.e. your job title?]
Management	Select 5. How would you describe the sector you work in?
L CaMS Explorer	Select

- ✓ Note: Should your response to Question 3 (How many jobs do you currently have?) be one or more, it is mandatory to fill out the Outcomes Jobs section of the questionnaire for each job held. Please complete additional Outcomes Jobs questionnaire for every job you report.

10. Click "Add New."

11. Input the appropriate number.

Employer and Trainer	1. Are you currently working at a job or business? Yes
Stake Holders	2. Are you currently working as an employee, self-employed or both? Employee 3. How many jobs do you currently have?
Client Management	1 4. How would you describe the work you do [i.e. your job title?] Select
CaMS Explorer	5. How would you describe the sector you work in? Select

✓ Should your response to Question 3 (How many jobs do you currently have?) be one or more, it's mandatory to fill out the Outcomes Jobs section of the questionnaire for each job held. Please complete an additional Outcomes Jobs questionnaire for every job you report.

12. Click "How would you describe the work you do (i.e. your job title?)."

Trainer	Employee
	3. How many jobs do you currently have?
22	1
Stake Holders	4. How would you describe the work you do (i.e. your job title?)
88	Şelect
Client Management	7272 Cabinetmakers
management	7281 Bricklayers
×	7282 Concrete Finishers
CaMS Explorer	7283 Tilesetters

13. Select the appropriate "NOC."

Employer and Trainer	Employee
	3. How many jobs do you currently have?
Stake Holders	1
	4. How would you describe the work you do [i.e. your job title?]
88	Select
Client	7272 Cabinetmakers
Management	7281 Bricklayers
R	7282 Concrete Finishers
CaMS Explorer	7283 Tilesetters
Canal Control Control	7284 Plasterers, Drywall Installers and Finishers and Lathers

14. Click the "How would you describe the sector you work in?" field.

imployer and Trainer	4. How would you describe the work you do (i.e. your job title?)
22	7272 Cabinetmakers
take Holders	5. How would you describe the sector you work in?
	Select
ġ	10. When is the last time you were unemployed?
Client Management	
(D)	Outcome Jobs
aMS Explorer	

	4. How would you describe the work you do (i.e. your job title?)
CO	7272 Cabinetmakers
Stake Holders	5. How would you describe the sector you work in?
	Select
Ľ	999999 Unclassified Establishment
Client Management	311351 Chocolate and Chocolate Confectionery Manufacturing from Cacao Beans
	311352 Confectionery Manufacturing from Purchased Chocolate
ß	311824 Flour Mixes, Dough, and Pasta Manufacturing from Purchased Flour
L CaMS Explorer	315220 Men"s and Boys" Cut and Sew Clothing Manufacturing
	315249 Women"s and Girls" Cut and Sew Clothing Manufacturing
Ŷ	315241 Infants' Cut and Sew Clothing Manufacturing
Workshop and Event	315281 Fur and Leather Clothing Manufacturing

16. Click the "When is the last time you were unemployed" field.

Q	7272 Cabinetmakers	
Stake Holders	5. How would you describe the sector you work in?	
	311351 Chocolate and Chocolate Confectionery Manufacturing from Cacao Beans	
24	10. When is the last time you were unemployed?	
Client Management		
CaMS Explorer	Outcome Jobs	
Workshop and Event	ESCA Submit	

<u>22</u>	Su	Мо	Tu	We	Th	Fr	Sa	
Employer and Trainer	25	26	27	28	29	1	2	
	3	4	5	6	7	8	9	our job title7)
02	10	11	12	13	14	15	16	
Stake Holders	17	18	19	20	21	22	23	,
	24	25	26	27	28	29	30	Jonery Manufacturing from Cacao Beans
Client Management	31 20.%_4	1 en is tri	2 e tast t	3 ome yo	4 u were	5 unem	6 ployea	

20 hours	
	11. How many times have you changed employment since you were last unemployed?
	12. Are you currently attending a school, college, university, apprenticeship or other training program?
× ~	Select
	13. How would you best describe the education or training you are attending?
× ×	Select
	EAP student status other text to describe the education or training you are attending

18. Click the "How many times have you changed employment since you were last unemployed" field.

19. Insert the appropriate number.

er employer at 20 hours or more per week	
nployer at Outcome also contains a value and these values should be a auto-generate the checkpoints.)	different. Both these fields must be populated before adding an Outcome. (If you
Current Employment	
Client is employed at 20 hours or more per week	
	11. How many times have you changed employment since you were
	0
	12. Are you currently attending a school, college, university, apprenti

20. Click the "Are you currently attending a school, college, university, apprenticeship, or other training program" field.

		11 Maria many finan-hara any diseasal analy mantelana any any any any analy ang
		11. How many times have you changed employment since you were last unemployed?
		0
		12. Are you currently attending a school, college, university, apprenticeship or other training pr
×	~	Select
^	*	Yes
		No
×	~	
		EAP student status other text to describe the education or training you are attending
×	~	

28.	
	11. How many times have you changed employment since you were last unemployed?
	0
	12. Are you currently attending a school, college, university, apprenticeship or other training p
х ~	Yes
	Yes
× ~	
	EAP student status other text to describe the education or training you are attending
× ×	
	14. Are you enrolled as a full-time or part-time student?
	Select
	12 Million of the extension have described source encode sends could also be at 10.2

Tip: The questionnaire in Outcomes vary as they are guided by conditional logic. This means certain questions will only appear based on specific answers being supplied. If yes is selected to this question, answer the additional questions required.

22. Click "How satisfied are you with the service you received" field

× •	14. Are you enrolled as a full-time or part-time student?
× •	Select 15. Which of the categories best describes your current employment situation? Select
× • × •	16. How satisfied are you with the service you received, from 1 being completely dissatisfied to 5 being Select.

	Jever
	15. Which of the categories best describes your current employment situation?
× •	Select
	— 16. How satisfied are you with the service you received, from 1 being completely dissatisfied to 5 b Select
× ~	Completely dissatisfied
	Dissatisfied
	Neutral
	Satisfied
	Completely satisfied
	Prefer not to answer

24. Click the "Are you looking to change your current employment in foreseeable future?" field.

Calendar	Job ID 1
E	Job ID 1
Job Posting	Are you looking to change your current employment in foreseeable future ? Select
Employer and Trainer	Excluding overtime, on average, how many paid hours do you usually work per week?
Stake Holders	Not Sure What is your hourty wage (including tips and commissions), before taxes and other deductions? wage?

Calendar	Job ID 1
	Job ID 1
Job Posting	Are you looking to change your current employment in foreseeable future ?
00	Select Yes
Employer and Trainer	No
	Not Sure
Stake Holders	What is your hourty wage (including tips and commissions), before taxes and other deductions? wage?
state i possia	0
22	Prefer not to say

25.Click the "Excluding overtime, on average, how many paid hours do you usually work per week?" field.

Calendar	1
	Job ID 1
Job Posting	Are you looking to change your current employment in foreseeable future ?
Jub rosting	No
Employer and Trainer	Excluding overtime, on average, how many paid hours do you usually work per week?
	Not Sure
22	What is your hourly wage (including tips and commissions), before taxes and other deductions? wage?
Stake Holders	0
88	Prefer not to say

- 26. Input the appropriate answer.
- 27. Click "How would you best describe the nature of your job?" field.

Trainer	
	Not Sure
22	What is your hourly wage (including tips and commissions), before taxes and other deductions? wage?
Stake Holders	20
8º	Prefer not to say
Client Management	How would you best describe the nature of your job?
management	Selact
×	Permanent Job
L CaMS Explorer	Seasonal Job
	Temporary, Term or Contract Job (Non-Seasonal)
0	Casual Job
А	Other (Specify)

28. Select the appropriate answer.

Stake Holders	Not Sure What is your hourly wage (including tips and commissions), before taxes and other deductions? wage? 20
200 Client Management	Prefer not to say How would you best describe the nature of your job? Select
CaMS Explorer	Permanent Job Seasonal Job Temporary, Term or Contract Job (Non-Seasonal)
Workshop and Event	Casual Job Other (Specify)

29. Click the "EAP job nature other text to describe the nature of your job" field.

Stake Holders	Prefer not to say
	How would you best describe the nature of your job?
28	Permanent Job
Client Management	EAP Job nature other text to describe the nature of your job?
æ	
CaMS Explorer	
0	
Workshop and Event E	SCA Submit

30. Input the appropriate answer.

31. Click "Submit."

	20
Stake Holders	Prefer not to say
	How would you best describe the nature of your job?
22	Permanent Job
Client Management	EAP Job nature other text to describe the nature of your job?
	This is a full time job.
æ	
L CaMS Explorer	
Ω	
Workshop and Event	ESCA

32. You will be placed in queue while CaMS processes the questionnaire.

Feund in Outcome Jobs] Submitted Precessing Consider Submitted ** ** ** 11. How many times have you changed employment since you were last unemployed?* ** <t< th=""><th></th><th>ours or more per week is</th><th>We've sent your update request to CaMS. While it's in progress, the fields will be locked. Feel free to work on another tab while you wait for it to fields.</th><th></th></t<>		ours or more per week is	We've sent your update request to CaMS. While it's in progress, the fields will be locked. Feel free to work on another tab while you wait for it to fields.	
in Outcome lobal) a contains a value and Employer at Outcome at at accores again in order to auto-generate the che Image: Contract Employer at Outcome at auto-generate the che Image: Contract Employer at Outcome at auto-generate the che Image: Contract Employer at Outcome at auto-generate the che Image: Contract Employer at Outcome at auto-generate the che Image: Contract Employer at Outcome at auto-generate the che Image: Contract Employer at Outcome at auto-generate the che Image: Contract Employer at Outcome at auto-generate the che Image: Contract Employer at Outcome at auto-generate the che Image: Contract Employer at Outcome at auto-generate the che Image: Contract Employer at Outcome at auto-generate the che Image: Contract Employer at Outcome at auto-generate the che Image: Contract Employer at Outcome at auto-generate at auto-genet at auto-generate at auto-genet at auto-generate at auto	found in Outcome Jobs		Submit: Queued Processing Complete	
leference Number Current Employment Client is employed at 20 hours or more per week	found in Outcome Jobs) e contains a value and	Employer at Outcome als		arget to add it before
Client is employed at 20 hours or more per week 11. How many times have you changed employment since you were last unemployed? 0			Submitted	
0	leference Number	Client is employed a	t 20 hours	
12. Are you currently attending a school, college, university, apprenticeship or other trainin				were last unemployed?
			12. Are you currently attending a school, college, university, ap	oprenticeship or other training pr

33. Click "Close" when the success notification displays.

Queued	Processing	Complete		
: ID 905338171146 J	6553493		×	
				orget to add it before adding an outcome, you can still go ahead
			Close	O Overwrit

34. You have successfully submitted the Outcome.

	Factor 0, 1001	C ISCARES	8° announcement
Charm >	• Santula		
l.	Paul Drew		0 instructs
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	Computer Defaulter Chalquarter		
	 An autom technischer befrecht für für Unserstellt. Aller Par und für Kall	I have performed a sequence or a financier finite from the second according preserve of montring trademits. Must be Stealed for the Societ Instance Instance of the first the second set according preserve of montring trademits. Must be Stealed for the Societ Instance	The sound the sector will also use it instants the sequent Difference
	Nation for Auto-generaliting theologistics		
-	Contracts J. Contractions Structure and the first for chart's employed as 30 means a res	tork par would be parameter	
-	A their many path faces is on the 21 or more Proved in Enteriors State <u>Institute 1.1</u> A support that the state of the State A survival of a solution state A their many part faces is and in 21 or more Proved is Contrary State. A subscription of the state		
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1	Emerginal Contraction Contraction	at Deleven dial instance i mile ant their educe study to deleved. Their from fulfill, with the producer before stating in Thirteene (Figure legal to	

(16) Checkpoint and Document Upload

1. Navigate to the client profile.

Active on Outcomes APT Not Compl	eted 0			
n EAP Detail Outcome	es Checkpoints Documents	Case Note Task Outreach	Action Planning T	ool JMPI Matri
t Name	Last Name	Preferred Name	Date of Birth	
brey	Graham	test	01/01/1980	
			∧ Sel	f Identification
	Title			

2. Click "Checkpoints."

Active Stage 4: Monitoring - Active on Outcomes APT Not Completed 0 y Graham						
Interventions	Service Plan EAP Detail	Outcomes Checkpoints Doc	cuments Case Note Task Outreach	Action I		
eference Number	First Name	Last Name	Preferred Name	Date		
63	Aubrey	Graham	test	01/0		
Summary		Title		^		
33		Select		~		
33		Select				

To upload proof of employment, complete the following steps:

3. Click "Upload New file."

\odot \checkmark	Outcome at 3 months
Upload New file	Scheduled Date 15/05/2024
Upload Existing file	Reviewer ID
	Reviewer
~	Select
	Outcome

- 4. Select the appropriate "Document Type."
- 5. Click the "Description" field.

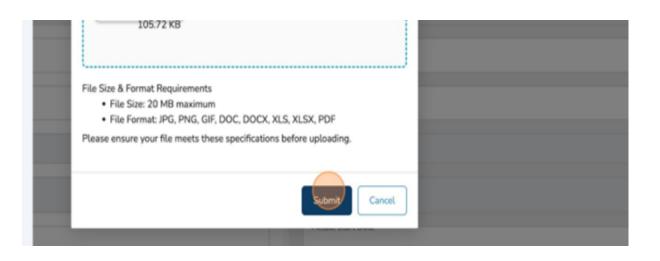
Name *	Upload document		×	1
	Paystub	×	~	
nes APT Not Completed 0	Tags Select		~	
stail Outcomes <u>Checkpoints</u> Documer	Description			Place
	Select Files			ľ

6. Input the appropriate description for the attachment.

7. Click the "Select Files" button and select the appropriate attachment.

Outcomes APT Not Completed 0	Tags Select ~	
	Paystub	1
AP Detail Outcomes Checkpoints Documer	Q 🔊	Plac
	Select Files	

8. Click "Submit."



The attachment will be uploaded directly into CaMS.



Tip! Uploads directly into CaMS display a primary focus while the action is taking place to signify the importance.

A success notification will be displayed.

	Upload document	×	1		
	Success Uploaded the file successfully: image (2).png				
	Document Type Paystub	× •			
	Tags Select	~			
s Documer	Description Paystub		Placements	Client Support	Job Matc
		9 (
	Select		_		_
	Files				

9. Click "OK."

image (2).png Completed 105.72 KB		
Size & Format Requirements • File Size: 20 MB maximum • File Format: JPG, PNG, GIF, DOC, DOCX, XLS, XLS ase ensure your file meets these specifications before		
	OK	
	Milestone Achieved	

10. Click the chevron to expand the entire one-month questionnaire.

	Task Outreach		-			Client Suppor
		₽	Outcome	e at 3 mont	hs	
			Scheduled	Date		
			15/05/20	24		
			Reviewer I	D		
			Reviewer			
		~	Select			
			Outcome			

11. Click the "Reviewer" field.

Add New Client	Outcome at 1 month
Calendar	Scheduled Date 15/03/2024
Job Posting	Reviewer ID Reviewer Select
22	Outcome Select Checkpoint Employer Name
Employer and Trainer	N/A Checkpoint Employer ID

12. Select the appropriate "Reviewer."

	Outcome at 1 month
Calendar	Scheduled Date 15/03/2024 Reviewer ID
Job Posting	Reviewer sop Sopheap Hok
Employer and Trainer	Select Checkpoint Employer Name N/A Checkpoint Employer ID
Stake Holders	Actual Start Date
	- Actual End Date

13. Click the "Outcome" field.

Ē	Scheduled Date
	15/03/2024
Calendar	
	Reviewer ID
	IAAT018464
	- Reviewer
	Sopheap Hok
Job Posting	Supprint The
	Outcome
	Belect
00	Plant
XX	Unemployed
Employer and	Unenployed
Trainer	Not in the Labour Force
	Unable to Contact Client
00	
22	Employed
Stake Holders	
adde notders	
	Actual End Date

14. Select the appropriate "Outcome."

	Outcome
Employer and	Unemployed
Trainer	Not in the Labour Force
CO	Unable to Contact Client Employed
Stake Holders	
0-0	Actual End Date
Client	
Management	Submit Achieved:

15. Click the "Actual Start Date."

	Sopheap Hok
	Outcome
(III)	Employed
Job Posting	Checkpoint Employer Name
	N/A
22	Checkpoint Employer ID
Employer and Trainer	Actual Start Date
A Stake Holders	- Actual End Date
Stake Photoers	Milestone Achieved
Ŷ	Milestone Achieved:
Client Management	Customer Survey
management	Subme survey responses below to full

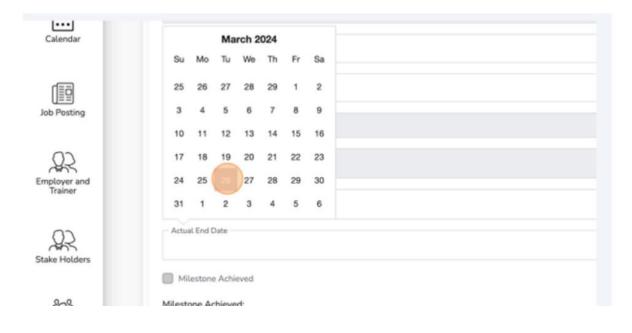
16. Select the appropriate start date.

	March 2024
…	Su Mo Tu We Th Fr Sa
Calendar	25 26 27 28 29 1 2
	3 4 5 6 7 8 9
	10 11 12 13 14 15 16
b Posting	17 18 19 20 21 22 23
	24 25 26 27 28 29 30
22	31 1 2 3 4 5 6
nployer and Trainer	Actual Start Date
CO	Actual End Date
(M)	

17. Click the "Actual End Date" field.

-	25 26 27 28 29 1 2
	3 4 5 6 7 8 9
700 Posting	10 11 12 13 14 15 16
00	17 18 19 20 21 22 23
Employer and	24 25 26 27 28 29 30
Trainer	31 1 2 3 4 5 6
Stake Holders	Actual End Date
25	Milestone Achieved:
Client Management	Customer Survey
	Submit Submit

18. Enter the end date.



19. Click the "Are you currently working at a job or business" field.

Calendar	
Catendar	Outcome Checkpoint Reference Id
	-9198514088995454976
	Outcome Ckp Reference Number
Job Posting	6172526
	1. Are you currently working at a job or business?
22	Belect Delta De
Employer and Trainer	peret
	Yes
	No
222	
Stake Holders	3. How many jobs do you currently have?
	0
20	4. How would you describe the work you do (i.e. your job title?)
Client	 How would you describe the work you do [i.e. your job title?]

Job Posting	Outcome Ckp Reference Number 6172526
Employer and Trainer	1. Are you currently working at a job or business? Select Yes
Stake Holders	No 3. How many jobs do you currently have?
200 Client Management	0 4. How would you describe the work you do (i.e. your job title?) Select

	Outcome Ckp Reference Number 6172526
Employer and Trainer	1. Are you currently working at a job or business? Yes
Stake Holders	2. Are you currently working as an employee, self-employed or both?
Client Management	Self-employed Both 4. How would you describe the work you do (i.e. your job title?) Select
	Submit 5. How woold you describe the sector you work in?

21. Click the "Are you currently working as an employee, self-employed, or both?" field.

Job Posting	6172526
Employer and Trainer	1. Are you currently working at a job or business? Yes
Stake Holders	2. Are you currently working as an employee, self-employed or both? Select Employee
20 Client Management	Self-employed Both 4. How would you describe the work you do (i.e. your job title?) Select
	Submit s. Flow would you describe the sector you work in?

23. Click the "How many jobs do you currently have?" field.

I IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	1. Are you currently working at a job or business? Yes
D. New Client	2. Are you currently working as an employee, self-employed or both? Employee
ialendar	A. How would you describe the work you do (i.e. your job title?)
b Posting	Select 5. How would you describe the sector you work in?
	Select 10. When is the last time you were unemployed?

- 24. Insert the appropriate answer.
- 25. Click the "How would you describe the work you do?" field.

Add New Client	Employee
	3. How many jobs do you currently have?
Ē	1
Calendar	4. How would you describe the work you do (i.e. your job title?)
(EE)	Select
Job Posting	5. How would you describe the sector you work in?
	Select
<u>22</u>	10. When is the last time you were unemployed?
Employer and Trainer	
	11. How many times have you changed employment since you were last unemployed?

26. Select the appropriate answer

27. Select the appropriate NOC.

0	er i e fan en rereit traineiñ an er er drafoef oor, er drafon ei naor.
Add New Client	Employee
	3. How many jobs do you currently have?
rtta	1
Calendar	4. How would you describe the work you do (i.e. your job title?)
	Select
	7272 Cabinetmakers
Job Posting	7281 Bricklayers
	7282 Concrete Finishers
22	7283 Tilesetters
Employer and Trainer	7284 Plasterers, Drywall Installers and Finishers and Lathers
	7291 Roofers and Shinglers

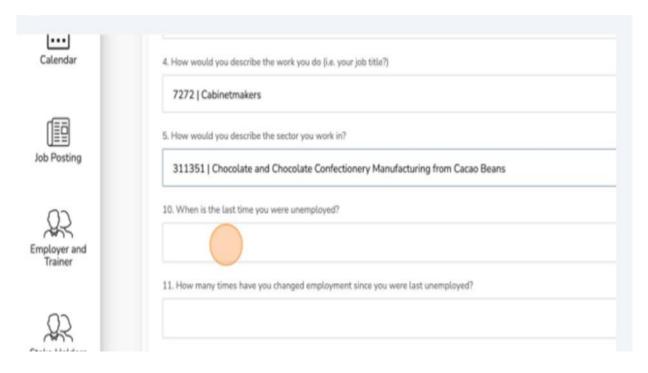
28. Click the "How would you describe the sector you work in?" field.

Add New Client	
	3. How many jobs do you currently have?
Ē	1
Calendar	4. How would you describe the work you do (i.e. your job title?)
	7272 Cabinetmakers
Job Posting	5. How would you describe the sector you work in?
	Select
60	10. When is the last time you were unemployed?
Employer and Trainer	
	11. How many times have you changed employment since you were last unemployed?
22	
Stake Holders	12. Are you currently attending a school, college, university, apprenticeship or other training program?

29. Select the appropriate sector.

	7272 Cabinetmakers
	5. How would you describe the sector you work in?
Job Posting	Select
0	999999 Unclassified Establishment
Employer and	311351 Chocolate and Chocolate Confectionery Manufacturing from Cacao Beans
Trainer	311352 Confectionery Manufacturing from Purchased Chocolate
	311824 Flour Mixes, Dough, and Pasta Manufacturing from Purchased Flour
22	315220 Men"s and Boys" Cut and Sew Clothing Manufacturing
Stake Holders	315249 Women"s and Girls" Cut and Sew Clothing Manufacturing
0-0	315241 Infants' Cut and Sew Clothing Manufacturing
2	315281 Fur and Leather Clothing Manufacturing
Client	2152RQ I All Other Cut and Sew Clothing Manufacturing

30. Click the "When is the last time you were unemployed?" field.



31. Select the appropriate date.

		-					
dd New Client	-	Ma	rch 2	024		Þ	
	Su Mo	o Tu	We	Th	Fr	Sa	
(iii)	25 26	27	28	29	1	2	
Calendar	3 4	5	6	7	8	9	our job title?)
	10 11	12	13	14	15	16	
	17 18	19	20	21	22	23	
ob Posting	24 25	26	27	28	29	30	jonery Manufacturing from Cacao Beans
	31 1	2	3	4	5	6	
22	20. v 400 16	one tasci	ame yo	u were	unem	pioyea	
nployer and Trainer							
	11. How man	ny times	have yo	ou char	nged er	mployr	nent since you were last unemployed?
0							

32. Click the "How many times have you changed employment since you were last employed?" field.

	5. How would you describe the sector you work in?
Job Posting	311351 Chocolate and Chocolate Confectionery Manufacturing from Cacao Beans
CD	10. When is the last time you were unemployed?
Employer and Trainer	25/03/2024
	11. How many times have you changed employment since you were last unemployed?
22	
Stake Holders	12. Are you currently attending a school, college, university, apprenticeship or other training program?
	Select
Client	13. How would you best describe the education or training you are attending?
Management	Select
	Submit

33. Enter the appropriate number.

Add New Client	25/03/2024
Calendar	11. How many times have you changed employment since you were last unemployed?
Job Posting	12. Are you currently attending a school, college, university, apprenticeship or other training program?
Employer and Trainer	No EAP student status other text to describe the education or training you are attending
CO	14. Are you enrolled as a full-time or part-time student?

34. Click the "Are you currently attending a school, college, or university...?" field.

35. Select the appropriate answer.

- Tip: The questions vary as they are guided by conditional logic. This means certain questions will only appear based on specific answers being supplied.
- Alert! Should your response to Question 3 (How many jobs do you currently have?) be one or more, it is mandatory to fill out the Checkpoints Jobs section of the questionnaire for each job held. Please complete an additional Checkpoints Jobs questionnaire for every job you report.

36. If the client has more than one job, click "Add New."

	×
n?	
	~
() Add 1	New Y

37. Click the "Are you looking to change your current employment in the foreseeable future?" field.

Calendar	Job ID 1
æ	1 Job ID
Job Posting	Are you looking to change your current employment in foreseeable future ?
Employer and	Yes No
Trainer	Not Sure
<u>S</u>	What is your hourly wage (including tips and commissions), before taxes and other deductions? wage?

38. Select the appropriate answer.

	Job ID 1
Job Posting	Are you looking to change your current employment in foreseeable future ?
Employer and Trainer	Yes No Not Sure
Stake Holders	What is your hourly wage (including tips and commissions), before taxes and other deductions? wage?
22°. Client	Prefer not to say Wage cannot be zero How would you best describe the nature of your job?

39. Click the "Excluding overtime, on average how many.....?" field.

Calendar	1			
	Job ID 1			
Job Posting	Are you looking to change your current employment in foreseeable future ?			
	No			
Employer and Trainer	Excluding overtises on average, how many paid hours do you usually work per week?			
	Not Sure			
Stake Holders	What is your hourly wage (including tips and commissions), before taxes and other deductions? wage?			
Stake Hotgers	0			
28	Prefer not to say Wage cannot be zero			
Client	How would you best describe the nature of your job?			

40. Input the appropriate answer.

41. Click the "What is your hourly wage (including tips...?" field.

-	1							
Job Posting	Are you looking to change your current employment in foreseeable future ?							
	No							
<u>9</u> 2	Excluding overtime, on average, how many paid ho	ours do you usually work per week?						
Employer and Trainer	20							
	Not Sure							
22	What is your hourly wage (including tips and come	nissions), before taxes and other deductions? wage?						
Stake Holders	d 🖉							
88	Prefer not to say	Wage cannot be zero						
Client Management	How would you best describe the nature of your jo	b?						
	Select							

42. Input the appropriate answer.

43. Click the "How would you best describe the nature of your job?" field.

Job Posting	Not Sure What is your hourly wage (including tips and commissions), before taxes and other deductions? wage?
Employer and Trainer	20 Prefer not to say How would you best describe the nature of your job?
Stake Holders	Select Permanent Job Seasonal Job
Client Management	Temporary, Term or Contract Job (Non-Seasonal) Casual Job Other (Specify) and MINISTRY Status

44. Select the appropriate answer.

Job Posting	Not Sure What is your hourly wage (including tips and commissions), before taxes and other deductions? wage?
	20
Employer and Trainer	Prefer not to say How would you best describe the nature of your job?
Stake Holders	Select Permanent Job
	Seasonal Job
Ŷ	Temporary, Term or Contract Job (Non-Seasonal) Casual Job
Client Management	Other (Specify)
	Submit and Ministry Status

Return to the top of the questionnaire and locate the "Milestone Achieved" checkbox.

45. Check it.

Job Posting	- Checkpoint Employer ID
C Employer and	Actual Start Date 26/03/2024
Trainer	Actual End Date 26/03/2024
Stake Holders	Milestone Achieved Milestone Achieved:
25	Customer Survey This feature is currently unavailable. Please manually input your customer survey responses below to fulf
Client Management	Submit Checkpoint Reference Id
	-9198514088995454976

46. Click "Submit."

Job Posting	15/08/2024
22	- Reviewer ID
Employer and Trainer	Reviewer Select
22	Outcome Select
Stake Holders	Checkpoint Employer Name N/A
2 Client	- Checkpoint Employer ID
Management	Actual Start Date Submit
*	

You will be placed in a queue while the checkpoint is being processed by CaMS.

+ Carthols		100
Aubrey Graham		
Designing lights - Seguer (1-681383751678883756		(944
Classified Internations Service Flat AMP Detail Dataset	m Despetti Decent Garter Seljbins AderParagini Affrida Parene Datbaget Affrida	y mountain them tax halt
Checkpoints		0. decrementations have (unit
Outcome at 1 month	Anne	0
	Cable Decision Update	
Sensor her		
SMORDH.		
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biose .		
Engineer		
Declared Deploy Note	Yee are new first in the game	
Designed Station V	Quest .	
Nuclearity		
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Interfaction in the second sec		

You will be provided with a success notification.

47. Click "Closed."

Queued	Processing	Complete	
~	~	~	
533817114785		- Success - Checkpoint	×
P			
			Close
	- Actual End Da	te	

You have successfully submitted your checkpoint.

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Electric location break Milling Education	a constant carrier for increase , into formalize a	Without Passess Last Agent as Basing 1	C beek bis hor cet
Colourse at 1 marth	⊖ ∨ OAsara	at 3 months	A ~
Ministra Inc.	Projection (Projection)		
Annual State	Response 1 Martington		
ANTERNA Automatic	Trees Ballet	- Autoritation and a second	
Taylog Ha	T - Last		
England Deduced Instance Rates	A - A Depart MA	Dation Nets	(Seal)
NR Determination 1	See Pulper	Defeat #	
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a Adment	Manhood A		_0

(17) Client Supports

The Client Support workflow requires both submission of a request and approval.

Client Support Workflow – Submit a Request

Please note: Information entered in this section will not be uploaded to CaMS. ESCases has the ability to track budgets and the actual or committed amounts attached to the budget.

To track a client support amount, complete the following steps:

1. Navigate to the client profile and click "Client Support."

•	Clercitylla Clercitylla Aaron Williams	As Engloyment . Har Torone Youhud	APT The Composed				1	1 Lak Public
-			Outcomes Checkpoints Dec	umento Caso Nota	Task / General A	etian Planning Tool	Placement Class Say Adv. Mar	(K) (g
-	Caret Relations Valuation 7736375	First Nation Aaron	Lost Norw Williams	Professional Boogie	liste .	Cale of Brits 01/02/1980	O Denverle Data have GMG	^
	Client Summary			^	Self Identification	m		^
	Coast Rationnes Number 279682%		Tile Select		Divisional	C Psecaphane	Person with Disability	e
	Feet Plane		Hubbe Nariss		Deaf	inst.	C Ratislast Person	
	Last Name Williams		Polend Tana Booje		Dealthind	C Mette	C Yeath	
	- Main		Suffa		Ommen	C cas		
	AW Notes's Brits (and News		Total Brit Lat Ners	*				
	See.		LOSSING D					

2. Click "Add New."

							🗘 Link Profile	
se Note	Task Outreach	Action Pl	anning Tool	JMPI Matrix	Placements	Client Support	Job Matching	٥
		0	.00				+ Add New	
rts Actual		Site	Status	Approve	ed Date	Action	5	Ø

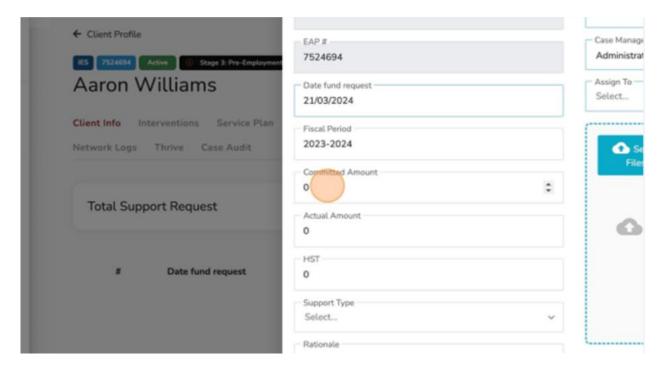
3. Click "Date Fund Request."

> Aaron Williams	Add Client Support - Aaron Williams					
	Personal Reference ID 7736375	- Status				
Client Profile Stage 3: Pre-Employment Stage 3: Pre-Employment	EAP # 7524694	Case Manager Administrator User				
Aaron Williams	Date fund request	Assign To Select				
Client Info Interventions Service PLan Network Logs Thrive Case Audit	- Fiscal Period	Select				
	Committed Amount 0	Files				
Total Support Request	Actual Amount 0	🙆 Dro				
# Date fund request	HST 0					

4. Select the appropriate date.

t Info Interventions Service Plan	1								Select
ork Logs Thrive Case Audit	1		Ma	rch 2	024)÷.		Select
or coga mine case sourc	Su	Мо	Tu	We	Th	Fr	Sa		Files
	25	26	27	28	29	1	2		
otal Support Request	3	4	5	6	7	8	9		A Drop f
	10	11	12	13	14	15	16		🚯 Drop f
# Date fund request	17	18	19	20	21	22	23		
	24	25	26	27	28	29	30		
	31	1	2	3	4	5	6	~	
	Ratio	nale							

5. Click the "Committed Amount" field.



6. Insert the appropriate Committed Amount.

7.Click the "Support Type" field.

Total Sup	port Request	Actual Amount O		۵
	Date fund request	HST 0		
		Support Type Select	~	
		Rationale		L
		Program/Fund (ES/ODSP)		
		General Support Preferred Vendor	X ¥	

8. Select the appropriate "Support Type."

Charles and the second s		Pressions Petroparts	- D
		0	G Drc
		HST	
*	Date fund request	0	
		- Support Type	
		Select 🗸	
		Job seeker - Accommodation needs - assistive devices and adaptive technology	L
		Job seeker - Accommodation needs - job-specific communication skills training	
		Job seeker - Accommodation needs - on-the-job supports	
		Job seeker - Diagnostic assessment	
		Job seeker - Certification charges	
		Job seeker - Academic credential or professional accreditation assessment	
CCA.CCC 3030			

9. Click the "Rationale" field.

Total Supp	ort Request	Actual Amount			۵D
	Date fund request	HST O			
		Support Type		_	
		Job seeker - Accommodation needs - assistive de	×	~	
		Rationalo			L
		Program/Fund (ES/ODSP)		1	
		General Support	×	~	
		Preferred Vendor			
ASES 2020		the December		_	

11. Insert the appropriate Rationale.

✓ Note: Please include a detailed rationale of why the support removes a temporary barrier for the client and aligns with the client's EAP and/or employment goal.

12. Click the "Program Fund" field.

k Logs I hrive Case Audit	0	
al Support Request	Support Type Job seeker - Accommodation needs - assistive de X v	
# Date fund request	Rationale This device is required for ABCD.	
	Program/Fund (ES/ODSP) General Support × ~	
	- Preferred Vendor	
	- Item Description	

13. Select the appropriate Fund.

Total Supp	port Request	Support Type Job seeker - Accommodation needs - assist	tive de \times \sim	
	Date fund request	Rationale This device is required for ABCD.	9 @	l
		Program/Fund (ES/ODSP) General Support General Support ODSP	× ~	
		Internal Transfer Clients responsible for obtaining receipt/s	લ	

14. Click the "Preferred Vendor" field.

	Date fund request	9 (3	
		Program/Fund (ES/ODSP) General Support X ~	
•		Preferred Mendor	
		- Item Description	
		 Internal Transfer Clients responsible for obtaining receipt(s) 	
ESCASES 2020		Company will invoice St. Lawrence College - Sharbot Lake •	

15. Insert the "Preferred Vendor" as required.

16. Click the "Item Description" field.

	Date fund request	Rationale This device is required for ABCD.	l
		Program/Fund (ES/ODSP) General Support X V	
		Preferred Vendor The preferred vendor is Selling Corp.	
		Item Description	
ESCASES 2020		 Internal Transfer Clients responsible for obtaining receipt(s) Company will invoice St. Lawrence College - Sharbot Lake • 	

✤ The description as a 500-character limit as set by the Ministry.

17. Insert the appropriate "Item Description."

18. Click the "Status" field.

nt Support - Aaron Williams			×		
sference ID	Status Draft	×	~		
	Case Manager Administrator User	×	~		
equest !4	Assign To Select		~		
d 4	Select			etrix	Placements
Amount	Files				
Junt	Drop files	s here			

19. Select "Submit."

1 Client Support - Aaron Willia	ms	×	
rsonal Reference ID 36375	Status Draft X	~	l
P # 24694	Draft		I
te fund request /03/2024	Assign To Select	×	I
cal Period 23-2024	Select		atri
mmitted Amount	Files		I
tual Amount	Drop files here		I
π			

20. Click the "Case Manager" field.

			-	
L Reference ID	Status			
75	Submit X	~		
	Case Manager	_		
34	Administrator User ×	\sim		
id request	Administrator User			
1024	Sopheap Hok			
riod	Sath Ly		atrix	Place
024				
	Hesham Elmaamly			
ed Amount	hisham abdelrahman			
umpunt	Katy Mitchell			
	Jerome Strader			
	Alicia Malcolm-DaCosta			

21. Select the appropriate "Case Manager."

nt Support - Aaron Williams			×		
leference ID	Status Submit	×	~		
	Case Manager	×	~		
request 24	JobCoach Thomas Selecc		÷		
od 24	Select			atrix	Placement
I Amount	Files				
ount	🛆 Drop fil	les here			

22. Click the "Assign to" field.

Client Support - Aaron Willia	ms	×	1	
inal Reference ID	Status Submit	× ~		
r 1694	Case Manager JobCoach Thomas	x ~		
fund request 3/2024	Assign To Select	~		
l Period 3-2024	Select		atrix	Placemen
witted Amount	Files			
sl Amount	🙆 Drop file	es here		

23. Select the appropriate Manager that is to approve this client support.

ent Support - Aaron Willian	ns	×		
Reference ID 5	Submit	× •		
4	Case Manager JobCoach Thomas	× ~		
f request 024	Assign To man	~		
riod	Manager Thomas		atrix	Placeme
124 Id Amount	hisham abdelrahman			

- ✓ If you don't see the person that's supposed to approve this request on the "Assign To" list, please see the "Client Fund Setting" in the admin section of the training guide.
- Note: The "Client Fund Setting" can be update by the staff in your organization that has the authority to complete this section based on assigned staff roles in ESCases.

24. Click "Submit."

× ×			
		proved Date	Actions
9			
æ.			
	9 (6)		
rceipt(s)			
ada - Downsview - SSM ♥			
	Submit Cancel		

Client Support has been successfully submitted.

		•		
a	€ ClassifigBa			
anh.	Aaron Williams	and ()		O Link Hottle
in the second	Class left and consistence Service Plan CAP Detail Columnes National Logis These Care Audit	Checkpoints Disconants Case Notes Teals Detroice	Action Planning Tool, JMPI Matrix Pla	centers Class Support All Marching
Gare	Total Support Request \$200.00	Total Support Actual	0.00	♦ Add/tone
1	# Data fund request Supports Request	Supports Actual. She	Status Agground D	
1	1 21-Mar-2024	\$200.00 \$0.00 \$338A	Sec.	Adom*
	Showing 1 to 1 of 1 orbits			ten H.
rand w				
2	155485 2020			Bure 222

- ✓ Note: If client signature is required:
 - Go to list. On Actions
 - o select Payment Record. Print the record and have client sign.
 - The signed copy can be scanned and uploaded in documents.

Client Support Workflow – Approve Request

Tip! When a client support request is made by the submitter, an email is sent to the approver.

The approver will receive an email.

1. The approver will click the link to access the client support.

Client Support			
Client Support has been submitted			
Client Name	: Aaron Williams		
Support Type	Job seeker - Accommodation needs - assistive devices and adaptive technology		
Item Description	This is a description of the XYZ device.		
Rational	This device is required for ABCD.		
Committed Amount	: 200		
Actual Amount	: 0		
HST	:0		
General/ODSP	: General Support		
Preferred Vendor	The preferred vendor is Selling Corp.		
Review Request			
https://serco-sandbox.escases.ca/a serviceplan/1080/program/es?tab=			

2. Select the "Status" field.

,	Status Submit	× ~
	Submit	
	Approve	
	Rejected	
		treach Action Plannin
	Select Files	
	🛆 Drop fi	los horo

3. Click "Approve."

nt Support - Aaron Williams			×		
Reference ID	Status Submit	×	~		
	Submit Approve				
request 124	Rejected				
od 24	Select Files			treach	Action P
d Amount				2	
	Drop files he	ere			

4. Click the "Approve Date" field.

ersonal Reference ID	- Statu								
736375	App							×	~
AP #	Case	Manag	er						
524694	DdoL	loach T	homa	IS				×	~
Vate fund request	Assig	in To -							
1/03/2024	Mar	ager Ti	vomas	×				×	~
iscal Period	Appr	oved D	ate —						_
023-2024									
ommitted Amount			Ma	rch 2	024		>		
:00	Su	Mo	Tu	We	Th	Fr	Sa		
vctual Amount									
1	25	26	27	28	29	1	2		
IST	3	4	5	6	7	8	9		
1	10	11	12	13	14	15	16	here	
kupport Type	17	18	19	20	21	22	23		

Þ March 2024 Su Mo Tu We Th Sa Fr here Approved Date needs - assistive de., X BCD.

5. Select the appropriate date.

6. Click "Submit."

х ~			Approved Date	Ad
		omit		
b.				
ceipt(s) da - Downsview - SSM •				
	Submit Cancel			

The "Client Support" has been approved.

	C > fact	Q Nama-	Manager Therban
1	Profile Profile Aure Aure Last Norme Villame	Care Police Care P	() (an Poste
3 - 0ien	Phone 433-546-8242 Client Stream Steam C	Classible Interventions Service Tea EAP Datal Datasetes Chadapates Descenario Case Nets Teak (Colonauti Anton Parency Teal, 2011) Chart Segurit Colon Segurit	utra Pasamenta
	Registent/Fregun (AP Norder 72409	Total Support Request \$200.00 Total Support Actual 0.00	+ Add New
2	Cons Marager + Administrator User + Sagtway Hut	# Detection Segments Request Segments Actual Still Status Approved Date 1 21-Max-2024 5200.00 50.00 5338A Approved Date 22-Max-2024	Adam Adam *
R. o I and	Comments Consider the class of the science of the provided set of the science of the sc	Showing to 1 of 1 ordino	ine are
, pikower	12 EAP Creation Date 23/12/2014-08(deys spc		
5	Last survey, 1000/0224 (2), days ago		Budar 202
	(R) Ferritoument Action stan + LAP		

✓ The submitted and the approver will receive a notification through email when the status of the "Client Support" has changed.

Client Support has been approved	
Client Name	: Aaron Williama
Support Type	Job seeker - Accommodation needs - assistive devices and adaptive technology
Item Description	This is a description of the XYZ device.
Rational	This device is required for ABCD.
Committed Amount	: 200
Actual Amount	:0
HST	:0
General/ODSP	: General Support
Preferred Vendor	The preferred vendor is Selling Corp.
Review Request	
https://seroo-sandbox.escases.ca/a serviceolan/1080/propram/les?tab=/	
Canada one	and Ontario

Completing an Approved Client Support

- Outreach Action Planning Tool JMPI Matrix Placements **Client Support** Job Matching Network Logs) + Add New 0.00 () Site Status Approved Date Actions)0 5338A 22-Mar-2024 Approve Actions • Items 10 -Q
- 1. Select the client support.

2. Click "Actions."

	0.00			+ Add New	
Site	Status	Approved Date	Actions		¢
5338A	Approve	22-Mar-2024		Actions *	
				Items 10 -	Q
					r.

3. Click "Edit."

		0.00			+ Add New	
						Ø
	Site	Status	Approved Date	Activ	S Payment Record	
00	5338A	Approve	22-Mar-2024		Ø Edit	
					1 Delete	
						Q

4. Click "Actual Amount" field.

aron Williams	Date fund request	Assign To
	21/03/2024	Manager Thomas X
ent Info Interventions Service Plan EAP	Fiscal Period 2023-2024	Approved Date 22/03/2024
	Committed Amount 200	Select
Total Support Request	Actual Amount	Files
# Date fund request	HST 0	🛆 Dr
1 21-Mar-2024	Support Type Job seeker - Accommodation needs - assistive de. X ~	
owing 1 to 1 of 1 entries	Rationale This device is required for ABCD.	
		L

- 5. Input the appropriate "Actual Amount."
- 6. Click the "HST" field.

Interventions Service Plan EAP	Fiscal Period 2023-2024	Approved Date 22/03/2024
and Decemb	Committed Amount 200	Select
port Request	Actual Amount 150	Files
Date fund request	PHST .	🗅 Drop fi
1 21-Mar-2024	Support Type Job seeker - Accommodation needs - assistive de X	
of 1 entries	Rationale This device is required for ABCD.	

- 7. Input the appropriate "HST" amount.
- 8. Click the "Status" field.

Support - Aaron Williams	\$	×	
rence ID	Status	× ~	
	Approve		
	Completed		
uest	Closed		
	Approved Date	Placeme	nts Client S
	22/03/2024		
nount	Select		
ıt.	Files		

9. Click "Complete."

Reference ID	Status			
5	Approve	×	~	
4.	Approve			
l request 024	Closed			
iod.	Approved Date			Placements
024	22/03/2024			
ed Amount	Select			
	Files			

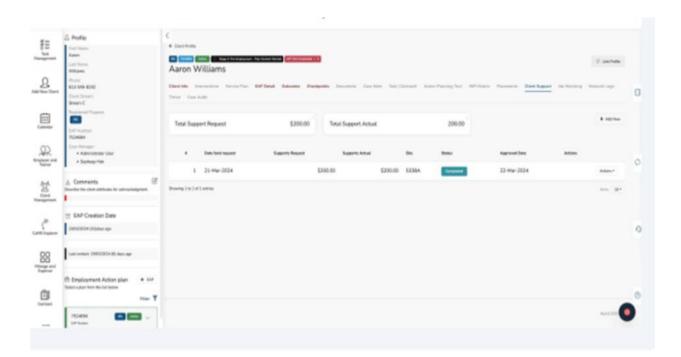
10. Click "Select Files" field and attach the "Receipts" or "Invoices" to validate the information in the "Actual Amount" field.

nal Reference ID	Status		
375	Completed	× ~	
1	Case Manager		
694	JobCoach Thomas	~	
fund request	- Assign To		
3/2024	Manager Thomas 🗙	~	
Period		Placements	c
-2024	Select		
nitted Amount	Files		
il Amount	🛆 Drop file	es here	
D		Approved D	ate
1.20			

11. Click "Submit."

× •	Final Call for OrdersJPG	_	Draft	
p.			Lpprove	22-Mar-2024
ice.				
receipt(s) 1ada - Downsview - SSM ¥				
		ubmit Cancel		

You have successfully completed a client support submission.



(18) Placements

- ✓ Note: An employer must first be entered into CaMS and linked to ESCases using the Employer Reference Number.
- 1. Navigate to the "Client Profile."
- 2. Click "Placements."

						🗘 Link Profile
c Outreach	Action Planning Tool	JMPI Matrix	Placements	Client Support	Job Matching	Network Logs
	Date of Birth 01/01/1980		Ö Overwrite	Data from CaMS		^
Self Id	entification					^

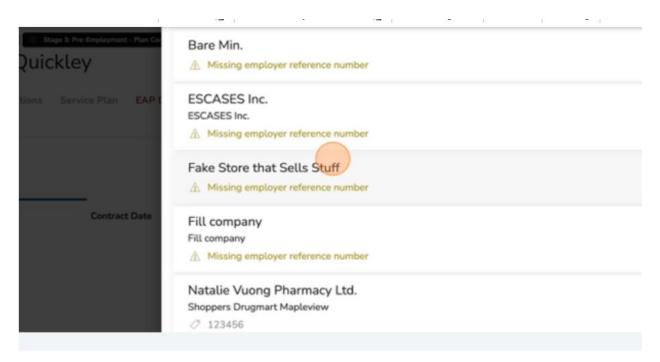
3. Click "Add New."

						🗘 Link Profile	
Outreach	Action Planning Tool	JMPI Matrix	Placements	Client Support	Job Matching	Network Logs	٥
						+ Add New	
f all contracts		Support Typ	e	Status	Assign to		Ø

4. Click "View."

	Add Placement - Immanuel Quickley			×
ł	Employer	File ID		
L	- Support Type	Apprenticeship		
n Cor	Select v	0		
Π.	Contract Date	Agreement Type		
		Select		v
AP C	Hourty Wage	Program/Fund (ES/ODSP)		
	0	General Support	×	~
	Hourly Incentive	Status		
	0	Select		v
	Weeks	Note		
	0			
e	Hours			
	nours -			

5. Select the Employer for the placement.



6. When you find the employer for the placement, click "Select."

od ON		Status	Assign to
ON ON			
	Items 5 •		
Set	Cancel		

7. Click the "Support Type" field.

٩	Add Placement - Immanuel Quickley	
	Employer Store 54	File ID
s 3: Pre-Employment + Plan Cor	Support Type Select ~	Apprenticeship 0
dey	Job Placement Job Trails	Agreement Type Select
Service Plan EAP [Job Accommodation	Program/Fund (ES/ODSP) General Support
	Hourly Incentive 0	Status Select
—	Weeks 0	Note
Contract Date	Hours	

8. Select the appropriate "Support Type."

Q	Add Placement - Immanuel Quickley				
	Employer Store 54 View	File ID			
	Support Type Select	Apprenticeship			
Pre-Employment - Plan Cor	Job Placement	0 Agreement Type			
,	Job Trails	Select			
ervice Plan EAP I	Job Accommodation	Program/Fund (ES/ODSP) General Support			
	Hourly Incentive 0	Status Select			
-	Weeks 0	Note			
Contract Date	Hours				

9. Click the "Contract Date" field.

٩	Add Placement - Immanuel Quickley		
	Employer Store 54	View	File ID
Stage 3: Pro-Employment - Plan Co	Support Type Job Placement	x ~	Apprenticeship 0
Quickley	Contract Date		Agreement Type Select
ntions Service Plan EAP C	Hourty Wage		Program/Fund (ES/ODSP) General Support
	Hourly Incentive		Status Select
	Weeks 0		Note
Contract Date	Hours		

10. Select the appropriate "Contract Date."

	ey									Agreement Type Select
nterventions Ser	rvice Plan EAP (1		Ма	rch 2	024		•		Program/Fund (ES/ODSP)
Audit		Su	Мо	Ти	We	Th	Fr	Sa		General Support
				07		-				Status
		25	26	27	28	29	1	2		Select
		3	4	5	6	7	8	9		Note
	Contract Date	10	11	12	13	14	15	16		
		17	18	19	20	21	22	23		
		24	25	26	27	28	29	30		
		31	1	2	3	4	5	6		Select
		Actu	al Amo	unt						Files
		\$0								
		Assig	in to							
		Sele	ct						~	🚯 Drop f

11. Click the "Hourly Wage" field.

	Employer Store 54	View	File ID
← Client Profile	Support Type		Apprenticeship
ILS 7526413 Active Stage 3: Pre-Employme	Job Placement	× ~	0
Immanuel Quickley	Contract Date		Agreement Type
ininianuel Quickley	21/03/2024		Select
Client Info Interventions Service Plan			Program/Fund (ES/
Thrive Case Audit	9	٥	General Support
	Hourly Incentive		- Status
	0		Select
	Weeks		Note
Company Contra	0 ect Date		
Company	Hours		
	0		
	Committed Amount		·····
	\$0		

12. Input the appropriate "Houry Wage."

13. Click the "Hourly incentive" and input the appropriate incentive amount.

		JUNE JA		
← Client Profile		- Support Type		Apprentic
ES 7526413 Active 0	Stage 3: Pre-Employment - Plan Cor	Job Placement	× ×	0
Immanuel Qu	licklev	Contract Date		Agreemer
innundet qu	nencey	21/03/2024		Select
Client Info Intervention	s Service Plan EAP (- Hourty Wage		Program/1
Thrive Case Audit		20		General
		Hourty Incentive	~	Status -
		q	\$	Select
		Weeks		Note
Company	Contract Date	0		
		Hours		
		0		
		Committed Amount		·
		\$0		6
		Actual Amount		
		<u>^</u>		

14. Click the "Weeks" field.

Immanuel Quickley		Contract Date	Agreemen
······,		21/03/2024	Select
Client Info Interventions Service P	Lan EAP (- Hourly Wage	Program/F
Thrive Case Audit		20	General S
		- Hourty Incentive	Status -
		4	Select
Company Co	ntract Date	e viente e	Note
		Hours 0	
		Committed Amount	·
		\$0	0
		Actual Amount	FI
		\$0	
		Assign to	
		A 1 .	

15. Input the appropriate "Weeks" value.

16. Click the "Hours" field.

ient Info Intervention	s Service Plan EAP (Hourty Wage 20	
		Hourty Incentive 4	
	_	Weeks	5
Company	Contract Date	Hours	0
		Committed Amount \$0	
		Actual Amount \$0	
		Assign to Select	~
		- Site ID	

- 17. Input the appropriate "Hours" amount.
- 18. Click the "Assign to" field.

Audit	8	
	Hours 320	
Contract Date	Committed Amount	
	Actual Amount \$0	Select Files
	Assign to Select v	🗅 Drop f
	Site ID Select ~	
	- Start Date	
	- End Date	L
]	

19. Select the appropriate staff from the drop down.

20. Select the "Site ID" field.

	320	
	Committed Amount	·
ny Contract Date	\$1,280	Select
	Actual Amount	Files
	SO	
	Assign to	
	Manager Thomas X ~	🚯 Drop
	Site ID	
	Şelect ~	
	5338A	
	End Date	L
20		

21. Select the appropriate "Site ID."

Company	Contract Date	Committed Amount \$1,280		Select		
		Actual Amount \$0		Files		
		Assign to Manager Thomas	х ч	🙆 Dri		
		Site ID Select 5338A	~			
		- End Date				
SES 2020				_		

22. Select the "Start Date" field.

ipany.	Contract Date	25 3 10	26 4 11	27 5 12	28 6 13	29 7 14	1 8 15	2 9 16			Select Files	
		17 24	18 25	19 26	20 27	21 28	22 29	23 30	×	~	🛆 Dro	
•		31 Start		2	3	4	5	6	×	~		C
		- End [Jate									
2020					(<u>)</u>						

23. Select the appropriate "Start Date."

Audit	8									
	4		Ма	rch 2	024		÷			
	Su	Мо	Tu	We	Th	Fr	Sa			,
Contract Date	25	26	27	28	29	1	2			Select
	3	4	5	6	7	8	9			Files
	10	11	12	13	14	15	16			
	17	18	19	20	21	22	23	×	~	🛆 Drop fi
	24	25	26	27	28	29	30		_	
	31	1	2	3	4	5	6	×	~	
	Start	Date								
	- End (Date							٦	

24. Click the "End Date" field.

npany	Contract Date			Ma	rch 2	024		+					
(part)		Su	Мо	Tu	We	Th	Fr	Sa			Select Files		
		25	26	27	28	29	1	2					
		3	4	5	6	7	8	9					
		10	11	12	13	14	15	16	×	~	6 Dro		
		17	18	19	20	21	22	23	×	~			
		24	25	26	27	28	29	30					
		31	1	2	3	4	5	6					
		End	Date -	1	7	_				_			

25. Select the appropriate "End Date."

		320									
Company	Contract Date	-(м	ay 20	24					
Company	Contract Date	Su	Mo	Tu	We	Th	Fr	Sa			Select Files
		28						4			
									×	~	٥D
			2	21	22	23	24	25	×	~	
		26	27	28	29	30	31	1			
		21/0	3/202								
		End (Date								L
SES-2020											

26. Click "Agreement Type."

Placement - Immanuel Quickley		×
slover re 54	View File ID	
Placement	Apprenticeship	
tract Date03/2024	Agreement Type Select	-
rly Wage	Program/Fund (ES/ODSP) General Support X	~ Placeme
rty Incentive	Status Select	~
iks	Note	-
rs.		

27. Select the appropriate "Agreement Type."

Placement - Immanue	el Quickley		×	
oyer ± 54	View	File ID		
ort Type		Apprenticeship		
Placement	× ×	0		
act Date		- Agreement Type		
3/2024		Select	~	
ly Wage		Placement with Incentive	-	Placemen
		Test and Hire		
ly incentive		Status		
		Select	~	
cs.		Note		
5				

28. Click the "Status" field.

16.54	~	
port Type Vacement X	 ✓ 0 	
itract Date 03/2024	Agreement Type Placement with Incentive X ~	
<i>a</i> rly Wage	Program/Fund (ES/ODSP) General Support X V	Placeme
uty Incentive	Status Select ~	
eks	Job Searching	
275	Placed	
	Quit	

29. Select the appropriate "Status."

ontract Date	2 II Set II	
1/03/2024	Agreement Type Placement with Incentive X	~
lourly Wage	Program/Fund (ES/ODSP)	Placements
0		· .
jourly Incentive	C Status	
	Select	~
Veeks	Job Searching	
	Placed	
lours		
20	Employed	
ommitted Amount	Quit	
1,280	Closed	
ctual Amount	Apprentice	
0		
asign to		
Aanager Thomas X V	▲ Dron files here	

30. Click the "Note" field.

intract Date 1/03/2024	Agreement Type Placement with Incentive	×	~	
surty Wage	Program/Fund (ES/ODSP) General Support	×	~	Placement
surly Incentive	Status	×	~	
leeks	Note			
surs 20				
mmitted Amount				
1,280	Select			
tual Amount	Files			
)				
isign to	V V Drop file			
Themes				

31. Insert the appropriate "Note."

32. Click the "Select Files" upload box to attach the placement document(s).

ncentive	Status Placed × ~	
	This is placement stuff	Support Type
ted Amount		Job Placement
Amount	Select	Job Placement
0 ~	Drop files here	
. × ~		
ite 2024		

33. Click "Submit."

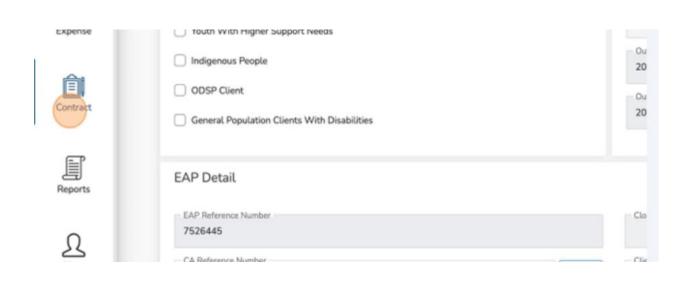
	Files	100	ratement	riaceu
~				
× ~	placement.pdf			
	placement.pdf Completed 161.16 KB			
	·			
	Subrit	el .		

You have successfully added a placement.

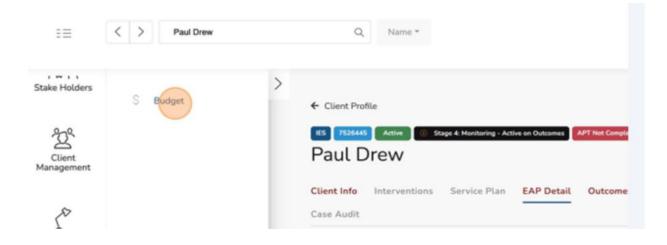
11	C > See. Q New*	C ESCASES	P Administrator Unit
aj uKowh ≝=	Cliest Polis Cliest Polis Margin Indexes Immanuel Quickley	artaningan ()	() see manu
Task spoment	Cleatible Interventions Service Pice EAP Detail, C Three Case Audit	akanan Chalipainte Decements Cene Natio Task Outwark Active Planning Fast	APP Marke Parments Client Support Job Matching Nativerk Lega
D New Clark			0 Add Nor
<u></u>	Gergany Gertiant Data Sitest D		Status Assignts () Placed Manager Thomas Assignt
ndar	Showing I to I of I entries		here 182*
č) stra			0
2 2 2			
R.	ESCA0ES 2020		BAS 222

(19) Budget Settings - Contract

- There are several areas to set the budget for your organization. This can be accomplished through the Contract section in ESCases.
- 1. Click on the three lines at the top left-hand corner.
- 2. Click "Contract" on the left navigation bar.



3. Click "Budget."



4. Click "Add New."

			+ Add New	
				0
Fiscal	Program	Site 10	Actions	0
2023-2024	General Budget	5338AF	Actions *	

5. Click the "Contract" field.

Q. Name *	Add New Budget	×
et	Start	
tes: 5338AA - St. Lawrence College - Sharbot Lake	- Fiscal	
Hearings Services 5338K - Loyalist College - Bellevil	C Program	80
5338R - March of Dimes 5338S - Career Edge - Belle 5338Z - St. Lawrence College - Kingston 5338AQ - A	Select	~ (-
5338BC - SCDSB - Career Centre 5338AM - Career S	C Site ID	201
5338AE - Georgian College- Orangeville 5338AS - C	Select	~ 3M
e C. C. 5338BE - La Clé 5338AF - Lutherwood - K 5338AU - The Working Centre 5338AL - The Workin 5338A - Serco Canada - Downsview - SSM 5338B -	Note	ch

6. Input the appropriate budget amount.

7. Click the "Start" field.

	Contract \$1,000,000.00	
udget	Start	
itter by Site Search Q	- Fiscal	
ered Sites: 5338AA - St. Lawrence College - Sharbot Lake		
anadian Hearings Services 5338K - Loyalist College -Bellevi .tart 5338R - March of Dimes 5338S - Career Edge - Belle		
tre 5338Z - St. Lawrence College - Kingston 5338AQ - A VB) 5338BC - SCDSB - Career Centre 5338AM - Career S		
US 5338AE - Georgian College- Orangeville 5338AS - 0	Select	~
nberidge C. C. 53388E - La Clé 5338AF - Lutherwood -) Ioh 5338AU - The Working Centre 5338AL - The Worki Iland 5338A - Serco Canada - Downsview - SSM 5338B	Note	

8. Select the appropriate "Start Date."

	Contract \$1,000,000.00								
get	Start								
Site Search Q			Ap	oril 20	24		Þ		
Sites: 5338AA - St. Lawrence College - Sharbot Lake in Hearings Services 5338K - Loyalist College -Bellevil	Su	Mo	Tu	We	Th	Fr	Sa		
5338R - March of Dimes 5338S - Career Edge - Belle 5338Z - St. Lawrence College - Kingston 5338AQ - A	31	1	2	3	4	5	6		~
5338BC - SCDSB - Career Centre 5338AM - Career S	7	8	9	10	11	12	13		
5338AE - Georgian College- Orangeville 5338AS - C ige C. C. 5338BE - La Clé 5338AF - Lutherwood - K	14	15	16	17	18	19	20		~
5338AU - The Working Centre 5338AL - The Workin 5338A - Serco Canada - Downsview - SSM 5338B -	21	22	23	24	25	26	27		
1 3336K - Serce Canada - Downstrew - 35m 1 3556B -	28	29	30	1	2	3	4		
# Contract									

9. Select the "Program" field.

	Contract\$1,000,000.00	
	Start	
Search Q	Fiscal 2024-2025	5338
gs Services 5338K - Loyalist C March of Dimes 5338S - Care St. Lawrence College - Kingston	eer Edge - Belle Select	~ 8N - Care nisfit
- SCDSB - Career Centre 5338 E - Georgian College- Orangeville	8AM - Career S Site ID e 5338AS - C Select	vreal
5338BE - La Clé 5338AF - J - The Working Centre 5338A	No. of Concession, Name	P - Reg chner

10. Select the appropriate "Budget Type."

	Contract - \$1,000,000.00 Start - 01/04/2024	
BAA - St. Lawrence College - Sharbot Lake	Fiscal 2024-2025	5338F
Services 5338K - Loyalist College -Bellevil March of Dimes 5338S - Career Edge - Belle L Lawrence College - Kingston 5338AQ - Al SCDSB - Career Centre 5338AM - Career S	Program Select ~	8N - Cot 1 - Caree nisfil 1 preal
Georgian College- Orangeville 5338AS - C 5338BE - La Clé 5338AF - Lutherwood - K The Working Centre 5338AL - The Workir Serco Canada - Downsview - SSM 5338B -	General Budget PBFT	gwood P - Regic chner
Contract		Prog

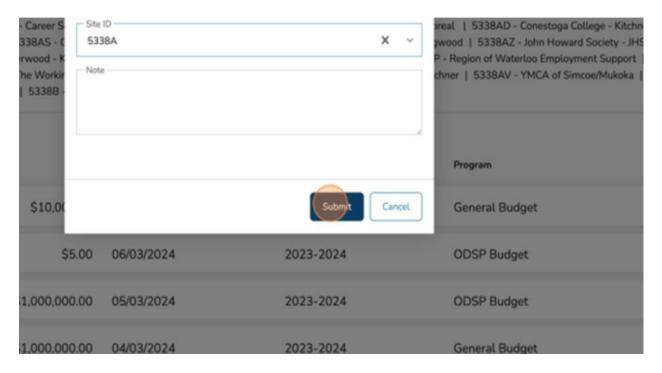
11. Click the "Site ID" field.

ət	\$1,000,000.00	
x Search Q Hs: 5338AA - St. Lawrence College - Sharbot Lake	01/04/2024 Fiscal 2024-2025	
Hearings Services 5338K - Loyalist College - Bellevil 338R - March of Dimes 5338S - Career Edge - Belle 138Z - St. Lawrence College - Kingston 5338AQ - A	Program ODSP Budget	× ~
138BC - SCDSB - Career Centre 5338AM - Career S 1338AE - Georgian College- Orangeville 5338AS - C C. C. 5338BE - La Clé 5338AF - Lutherwood - K	Site ID Select	~
338AU - The Working Centre 5338AL - The Workin 5338A - Serco Canada - Downsview - SSM 5338B -	Note	
# Contract		

12. Select the appropriate "Site ID."

5338AU - The Working Centre 5338A - Serco Canada - Dov	vnsview - SSM 53388 - 533	IBAL IBBG IBAG	
# Contract		ISAV	
1	\$10,00	IBAH	
2	\$5 53	BA	
3	\$1,000,000.00	05/03/2024	2023-2024
4	\$1,000,000.00	04/03/2024	2023-2024
5	\$10,000.00	18/09/2023	2023-2024
1 to 5 of 5 entries			

13. Click "Submit."



You have successfully added a New Budget.

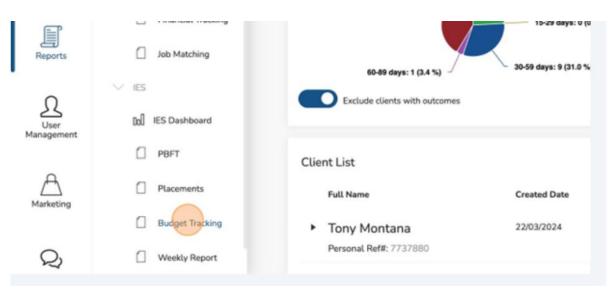


(20) Budget Tracking Report

- ✓ The Budget Tracking Report in ESCases efficiently consolidates Client Supports and Placements into a streamlined and user-friendly summary. It offers administrators a straightforward way to handle daily financial duties and maintain focus on broader financial goals.
- 1. Click on the three lines at the top left-hand corner.
- 2. Click "Reports."



3. Click "Budget Tracking."



The "General Budget" displays totals for Committed, Return, Spend, and available funds based on the Client Support submissions.

General Budget: \$1,010,000		ODSP Budget: \$1,000,005
Committed	\$106,929.5	Committed
Committed Return	\$106,929.5 \$40,923	Committed Return

The "ODSP Budget" displays totals for Committed, Return, Spent and Available funds based on the Client Support submissions.

	ODSP Budget: \$1,000,005		Financial Support Categories
,929.5	Committed	\$469	Support Type
0,923	Return	\$152	
,006.5	Spent	\$317	Job seeker - Academic credential or professio
,993.5	Available	\$999,688	Job seeker - Accommodation needs - assisti

- ✓ Budget calculations are based on "Approved" & "Completed" statuses, only.
- 4. Click the chevron to expand the "Financial Support Categories" view.

					-	
	Financial Support Categories				Ţ	
\$469 \$152	Support Type	Total	Stream A	Stream B	Stream C	
\$469 \$152 \$317 999,688		Total \$0.00	Stream A	Stream B	Stream C \$0.00	

A full view of all Client Support Categories will be displayed.

	Financial Support Categories) ^	
\$469 \$152	Support Type	Total	Stream A	Stream B	Stream C	
\$317	Job seeker - Academic credential or professional accreditation assessment	\$0.00	\$0.00	\$0.00	\$0.00	
999,688	Job seeker - Accommodation needs - assistive devices and adaptive technology	\$4,105.00	\$18.00	\$567.00	\$3,520.00	
	Job seeker - Accommodation needs - job-specific communication skills training	\$12.00	\$0.00	\$0.00	\$12.00	
	Job seeker - Accommodation needs - on-the-job supports	\$210.00	\$0.00	\$10.00	\$200.00	
	Job seeker - Certification charges	\$224.00	\$0.00	\$0.00	\$224.00	
	Job seeker - Diagnostic assessment	\$20.00	\$0.00	\$0.00	\$20.00	
	Job seeker - Emergencyferfrequent child care	\$0.00	\$0.00	\$0.00	\$0.00	

The Client Support list shows all Client supports currently in your organization inclusive of all statuses (Draft, Submit, Approved, Completed, Closed).

Budget Tracking	1								
Filefielde South	G. Brent Relativer	3044* 2011-0014		had					
									0
General Budgett \$1,0	10.000	COSP Budget \$1,000		Financial Support Cate	gories				0
Conveilled	\$106,929,5		\$469	Support Fran		tour .	Burt Burt	it itset (1
Return Sperit	\$40,923 \$66,006.5		\$182 \$317	In same - Anderso ranket	u o polesioni accuttator	anatomica SLO	51.08 54	0. 0.0	
Auglistie	\$943,993,5	Ausliabia	\$500,488	It make Accessible	web- and the device and all	after helmings \$4,195,00	tanin and	-	
then Bayers . Brainer &	and .								0
Chert Hame	Regards Type	Generalized Armond	Askati Amerit	Post Date	Ration	farmerie	Fata	Atlan	
Aese Williams	Intracket - Accemended.	5200	\$270	25/23/2024	General	This device is required for .	Completed	Adam*	
	Jahr sacher - Accommodate.	1000	5200	070392024	General	test	Dut	ADALT	o
Elles Anderson	an man - sourcement.	. 5000		010082004	UP PR		10mm		
Alan Anderson	Jato sector - Accommodati.	44	50	02/03/2014	009*	adfaddaf	Dut	Allory*	

5. Click "Employer Support" to change the displayed items to "Employer Supports."

<u>S</u> ient	Committed		\$106,929.5	Committed	
gement	Return		\$40,923	Return	
	Spent		\$66,006.5	Spent	
\$	Available		\$943,993.5	Available	
Explorer					
captorer					
	Client Support	Employer Support	rt		
3	Client Support	Employer Suppor	rt		
2	Client Support	Employer Suppor	rt		
hop and	Client Support # Client Na		rt Support Type	Committed Amount	
hop and ent	# Client Na				
hop and ent	# Client Na	me	Support Type		

6. Click the chevron to expand the "Financial Support Categories" view.

Careral Budget: \$.010,000	005P Budget \$1,000,00	16	Financial Support Catego	garles			
Conveited	\$106,529,5 \$40,923	Correntitied	\$460 \$152	Sugarant Tapas	test.	Search D	und in	uni.
Spert Available	596.006.5 5043.993.5	Sport. Available	\$317 \$899.688	Isli-Acohrselation	84.00		952.855.85	81
				Lin Reserve	10.08		500.40	6042(8)
Chercheger Independent	lageret							
# Chart Name	Sugarst Type	Constituted Amount	Annual Annual	Puil Date	Endget	(many m	inter .	-
Agen William	Isb Pacareert	\$4,800	5800	1003/2024	Gerwal	This is piscense it staff	Placed	Adam
Aase William	Jab Placement	\$1.000	50	21/03/2024	General		Placed	him
Adam Saklar		\$1.005	\$1,005	09020024	General		Placed	Abri
Adam Sabiar	Into Placement	\$3,060	50	22037024	Gerwini		Pacod	Adam
	Jab Pacament	50	50	21/03/2014	Gerwini	Test	Parel	Alter

A full view of all Placement items will be displayed.

ESCASES					
\$469	Financial Support Categ	pories Total	Stream A	Stream B	Stream C
\$152 \$317			Stream A \$0.00	Stream 8 \$52,000.00	
\$152	Support Type	Total			Stream C

The Placement List shows all placements currently in your organization inclusive of all statuses (Placed, Quit, Active, Hold).

Gereral Budget: \$1,000	000	005P Budget \$1,000,005		Financial Support Catagorian				
Committeel	\$106,929,5 \$40,923	Correstant	5400 5152	Sugarst Year	Tetel	lesses à la	inset 8	Research 2
Sport	\$66,006,5	Sport	5917	10 Austrosition	and services	36.85	012,000,00	
Available	\$943,993,5	Analishke	\$999.688	10 Passent	\$14,428.08	01430	\$205.00	10620
# Claritions	Support Spec	Constitut Annual	Arbai Annat	Put Day	Traiger	Connects	-	
Agus Williams	Jub Parament	\$4,000	\$460	1903/2024	General	This is placement stuff	Placed	Adam
Ages Willow	Isti Pacanent	51.000	50	21/03/2024	General		Plaind	Adam
Adam Saltier		\$1,005	\$1,005	09/52/2024	Gerensi		Paced	
Adam Sackler	Jab Parament	933,620	90	22/13/2024	General		Pand	Adar
Adam Subler	10 Pacement	90	90	21/03/2024	General	Test .	Panel	Adap
		5500	\$200	25/03/2024	General		Planet	4.04

"Filter" can be found at the top of the page underneath the heading "Budget Tracking."

							100			
11	() Search	Q,	Nane*	C ESCASES			P	Administra	tor Usar	
Q fastep and East	Budget Track	cing Q Store	Budget Type + Status	• 2029-2024	01042023 31032024 Read					
CO CO Expense Expense	Filtered Sites									0
Contract										0
Contract Reports	General Budget:	\$1.010.000	ODSP Budget: \$1	,000,005	Financial Support Categories				~	0
Contract	General Budget S Committed Return Spent	\$1.010.000 \$106.929.5 \$40.923 \$66.006.5	ODSP Budget: \$1 Committed Return Spert	,000,005 5469 5152 5317	Financial Support Categories	Test	Stream A	from 8	v Streen C	

7. Click the "Stream" field to filter by stream.

Budget	Hacking	1						
Filter By Site	Search	Q	Streem •	Budget Type •	Status •	2023-2024	~	01/04/2
Filtered Sites:			All Stream	n :				
			Stream A					
			Stream B					
			Stream C					

8. Click "Budget Type" to filter by "Budget Type."

Filter By Site	Search	Q	Stream *	Budget Type -	Status *	2023-2024	×	01/04/2023	3
iltered Sites:				All Budget Type					
				I ; General	1				
				ODSP	1				

9. Click on "Status" to filter by "Status."

get Tracking	9				
Site Search	Q Stream •	Budget Type •	Status • 2023-2024	01/04/2023	31/03/2024
Sites:			All Status		
			Submit		
			Approve		
			Rejected		
			Closed		
			Durk		

 You can also generate a Client Support or Placement by clicking the gear icon from the top right of the report.

10. Click the "Gear" icon.

23-2024	01/04/2023	31/03/2024	Reset

You can select to Add a "Client Support" or a "Placement" as well as Export the support to Excel.

						0 *	
23-2024	×	01/04/2023	31/03/2024	Reset		Add Client Support	
5338D - Ag	ilec 53	338E - Loyalist C	ollege - Bancroft	5338F - KEYS	5338G - Algonquin CAAT-E	Add Placement	
v 5338Q -	IHS Rest	tart 5338R - M	farch of Dimes 5	338S - Career E	5338M - Meta Vocational Serv idge - Belleville 5338T - Ca e Centre 5338Z - St. Lawre	r Export to Excel	٥
BAR - CMHA Porgian Colleg - John Howa	Waterlo e- Oran d Societ	o Wellington Bra geville 5338A y - JHSWW- Car	nch 5338AY - Co S - Georgian Colleg mberidge C. C. 5	ollege Boreal ge- Barrie 533 338BE - La Clé	ilec (KWB)- Oshawa 5338E 5338AD - Conestoga College 38AI - Employment Resource- 5338AF - Lutherwood - Ki	e - Kitchner / Georgian Bay- tchner 5338AK -	Ø
					cond Chance - Guelph 5338 'MCA of Three Rivers - Cambri		

(21) Performance Based Funding (PBFT Report)

- ✓ The Performance Based Funding Tracking report brings together the oversight and summarization of Checkpoints, enabling administrators to record expected revenues from the SSM in alignment with a predetermined fee structure.
- 1. Click "Reports."

Workshop and Event	Apt Guy	Job seeker - Accommodati	\$1
	Aubrey Graham		\$0
Mileage and Expense	Aubrey Graham		\$200
Ê	Betty Rubble	Job seeker - Accommodati	\$5
Contract	Betty Rubble	Job seeker - Accommodati	\$5
Reports	Showing 1 to 10 of 58 entries		
0	ECCACEC 2020		
2. Click	"PBFT."		

А			JOD BEEKEI - AUGUITHINGOL	~
Norkshop and Event	Referrals Financial Tracking	Apt Guy	Job seeker - Accommodati	\$
Mileage and Expense	Job Matching	Aubrey Graham		Şi
Capital	∨ ies	Aubrey Graham		\$
Contract	[0] IES Dashboard	Betty Rubble	Job seeker - Accommodati	Ş
	PBFT	Betty Rubble	Job seeker - Accommodati	\$
Ē	Placements	Phanian 1 to 10 of EQ antilas		

3. Click "Edit" to edit the fee structure of PBF.

100.00.00	narie * Piller fan All Maralle		PROP PROR		the first					
Senatas (1920) Roberto (1920) printit, Kielman Coloque Denat Society - 24000 Historyce (1	 W. Lopalit Schage: Metan INIT: Earner Erlage: Heaven 1 1030840 - Agles: (FWR) 1 5330842 - Garwettape Cel 19: Materica: Weblington 1 	dia 5238, -Carin ee 52382, Carin Jostoff, 523855 Sage - Kichner/Mid \$23852 - Michael Sadgh 535852	numb Long USV 53 Adjan (Kito) 9395 Adjan (Kito) 9395 Adjan (Kito) 93960 - 034 Adjan (Kito) 93960 - 034 Adjano 93960 - 034 Marking Control The Westing Control	V - Canton Holgo - Transian 1933 1 13355634 - Aglica (Kirillis Can CACT Economicsty Services 53 Ecoloristyp C. E. 525865 - La	1 E2894 Generic Suurien RV 20141 K1001 Parla- leve I \$23856 Generation Ho 0087-70K1/5 S2384C G 031 S23847 Lutherwood	1 E2000 - Mitaninan - Ordi Namo, Rus J. N2007 - Ania aring Services (KINN 1 52) ergior - Echiga- Dergonita Kitutuar 1 522644 - Latho	ac-Angenar (80.00 ⁴ - 141a nature Millary Resource Devi 405C - 50.2403 - Complex Grin 1 52.0845 - Complex Grin created Carithridge 52.00	eller Detra: Rolfine 5 in 51997 B. Lawrence Dr a 5199566 Gener Solutio go-Daris 52094 Grato RT Latherpoint 52084	EBQ - Inti Nachari (12200- Grapo - Kingalan (12200- ris (122007 - China Wasari chart Resource - Georgian Bos Region of Waterlan Graphysis	2001 - Canadian Hearings March of Dimon 1 (2008) - Carnel Maltino to Water (2008) - Agline Nethers to Water (2008) - Agline for Medingson Disease (2018) - Calingwood (2018) - Caline March Sasard (2) - Statistic - Trail Series - Canadrosgie (2018) - Trail Series - Canadrosgie (2018) - Trail
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	1.04			a Uriana	Rate	- 144	Hame Peterson	e Read Paraling		10.000
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Roses B	64			1 1404		\$146.00) there are be because	er Result funding fractation		(m)
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to that Sector										
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	(14) (14)	inei .	New Parties	Means A	10-10-2012					10.00
			1010-01410-0	Sec. 2	11.12.000		100.00		10110	101.00
+ 1ml	alari 70		The Partner	Stream A	44.11.000		0.0.40			10.0

4. Input the value for each stream for each checkpoint and select "Submit."

) territion		Steam	a.						Statement for
WK.			-	1 Huells	3 mue	Eller.	12 million			_
		COLUMN TO MANY DO	Report.							
2	Sector MIN - Looke C Belevia 1007 - Caser 2005 Catera 10080-	Lawrenz Gibige - Partiel Late 1 Integer Meta-de (1918) - Carro Nige Napares (1978) - Carro Agles (2018) - mark (1978)	Chapter Printers					An Ontar Andrea 1 1 AURIL II. Lawrence for AURILIA Career Tables	trape strappine 0.018342 - 0	Machiel Street, J. 19985. Carrier Sal Million in Work \$19894. Agrico as Weldington Branch, \$19894.
ř	Balany (1978) Marchan	Constitute College - Ritching / Water Heatington (202001) School Heating and Charles - Schopin (1020002) Heating - Schoping (102000)	The Station of Street of Street			29	50	Collected & Million	Report of Witheline Despination	California I 1206-2 - International Al August I 1206-27 - International and Carolingia I 120802 - Interna-
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The funding allocation can be viewed from the right side of the report.

	Based Fundi	ing inac	NU							C Court in Court
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Review 1038 - Louise - Bolevia 1037 - Cene KINB Richard 103800 Cologe Revisi 103800 Society (HOVIE Waterio	Solage (Induction) 50 - Solge - Happener) 50 - Agles: (KVM) - Hamilton Solaring Calorge - KVMA2 - Hadington) 423642 earrid Charson - Solight	138. Carrenov 383 - Conser Ed 1 5338491 - Ag Johner / Milderle Johne Howard 1 5338642 - Th	ny Long LEV 10204 94 - Peter I 52007 - Ca Ana (1010) Angas I 520 44 - KAMMA EDVINET Secury 2400700 Candoo 4 Woning Canton 5333	Hole Verational Services new Edge - Transport 5325 Birthit - Agalac (FURAD: Colo Tamonantity Berninan, 1 KD rologo C. C. 1 1325000 - La	Per-CONT SOOM - Perform even SOOMA - Constant Has been HOCUR SOOMA - Ge ON SOOMA - Constant - F	13300 intention One area Paul 12207 - Nea Ing Amaza (13308 122 Ing a Talinge Danged) Ratione 133844 - Latio	ar Ampric (1020) Inna nava Milary Resource Carto 1800 - 302360 - Canas Carto 1 1823676 - Reegan Catag munet Cartologa (10260	tern Deter Redres (15) 1 15362 - 31 Levenne Gr 1 15362 - 31 Levenne Gr 1 1536747 - Gene Solution 1 1536747 - Gene Solution 1 153674 7 - Lefterweet (115367	1980) - John Frederick, J. (2008) Jago - Gregorian, J. (2008) - J G. J. (2008) - Orbert House next Resource: Descripter Hay Region of Vesterlas (Regional	100 Canadian Huarings Marika at Dinese (15200C - Garner Dag Michiae Wath (15200C - Agline tan Hudingson Started) (15200C - Geologowan (15200C) - Other Michiae (15200C) - PreCA of Second (1
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Select.			*							
Clerk Norm	\$17 Talcon	a Naritar	Case Marager	Bren	504 Calucrin Data	1. Hudi PDP	116870	116a0-P0F	12 March PDP	PIP Analabia
	70104		No result	Street A	10-10-2017					\$1.18
	751104		Mile Parket.	Second R	10.00-2010		526.00	110.00	241.0	100.0
							10.00			10.00

Performance Based Funding Earned is the total amount of PBF collected.

	🖉 Edit	Funding Allocation
th	Maximum Total per Candidate	Maximum Performance Based Funding
0	\$130.00	> Performance Based Funding Earned
00	\$360.00	1 Month earned
0	\$1,080.00	3 Month earned
		6 Month earned
		12 Month earned
		> Remaining Performance Based Funding Available

The remaining Performance Based Funding Available is the remaining balance between PBF collected and PBF outstanding.

\$10,00	ing	ormance Based Fund	Maximum Perf	Maximum Total per Candidate	12 Month	Month
\$54	1	ased Funding Earned	> Performance B	\$130.00	\$65.00	\$30.00
\$39	ding Available	formance Based Fund	Remaining Per	\$360.00	\$180.00	90.00
				\$1,080.00	\$540.00	270.00

Updating Payments

1. Locate the client you would like to update and expand the chevron to view the details.

Event	By Staff Select	÷				
Mileage and Expense	Client Name	EAP Reference	Case Manager	Stream	EAP Outcome D	1 Mont
	Laurie Skydigger	7523957	Angela Wiggins	Stream C	05-01-2024	
Ê	 Sean Marks 	7524112	Sopheap Hok	Stream C	19-01-2024	
Contract	Kevin Willis	7524114	Administrator U	Stream C	23-01-2024	\$90.00
F	Dee Brown	7524613	Administrator U	Stream C	25-01-2024	
Reports	 Rick Grime 	7523328	Administrator U	Stream B	18-01-2024	
Ω	 Muggsy Bogues 	7524616	Administrator U	Stream C	30-01-2024	
User Management	 Dell Curry 	7524618	Administrator U	Stream C	30-01-2024	

2. Click "Add PTMS."

am	EAP Outcome D	1 Month PBF	3 Month PBF	6 Month PBF	12 Month PBF	PBF Available	Ø
am C	05-01-2024					\$0.00	
am C	19-01-2024					\$0.00	
am C	23-01-2024	\$90.00				\$90.00	
pletion Dat	e	Milestone Achiev	red	PBF EARNED			0
		Yes		\$90.00		PTMS	
		No			O ADD F	PTMS	
		No			O ADD F	PTMS	

3. Click the appropriate quarter when the payment was received.

Kevin Willis		C	Month PBF PMTS	×
Stream A	\$5.00	\$30.00	Month PBF Paid Q1	
Stream B	\$30.00	\$60.00	Month PBF Paid Q2	_
Stream C	\$90.00	\$180.00	\$0	
			Month PBF Paid Q3 \$0	
By Staff Select		~	Month PBF Paid Q4 \$0	ī
Client N	ame EAI	P Reference C	Month PBF Variance \$90	
Laurie Si	kydigger 752	23957 A		
 Sean Ma 	rks 752	24112 5	Submit Cance	4

- 4. Enter the appropriate amount received.
- 5. Click "Submit."

v trence Ca	Month PBF Paid Q3 S0 Month PBF Paid Q4 \$0 Month PBF Variance \$0		PBF 6 Month PBI	F 12 Month PBF
Adn	ninistrator U., Stream C. 23-01-2 Outcome Completion Date 28-03-2024	Cancel Cancel Cancel No Cancel Cancel Cancel No Cancel Can	PBF EARNED \$90.00	

You have successfully updated the payment for PBF.

Insti-	G. Norm*			C ESCAS	SH S				The manufacture in
Street A	91.00	10.00	10.00 30.0		34,90,000) Reference Seat Funds	a bened		
Search 1	100.00	345.00	381.00 3381.0		1040.00) Remarking Texture and Tex	and Toronton Torontom		
Brase C	201.01	1.00.00	1010 2010		1.00.0				
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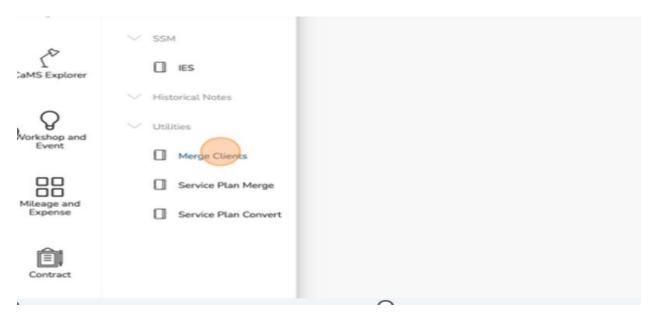
(25) Admin Tools - Merging Client Profiles

> Alert!!! Merging cannot be undone. Use with extreme caution.

Job Posting	Start Date	End Date	Filter	Reset
Employer and Trainer				(
Client Management				
CaMS Explorer				
0				

1. Click "Client Management."

2. Click "Merge Clients."



3. Click "My Clients."

	Use the search to find all the clients you wish to merge together. Merging will move all service plan into the primar
Job Posting	Merge Clients
Employer and Trainer	My Clents - 32 - Search Q. Suggested Duplicates
Client Management	Client List Full Name
ſ	 Carla Cheers Personal Ref#:

4. Click "All Client."

Job Posting	Merge Clients
Employer and Trainer	My Clients - 32 Search Q Suggested Duplicates All Clients - 360
25	My Clients - 32
Client Management	Full Name
CaMS Explorer	 Carla Cheers Personal Ref#:
	Woody Boyd

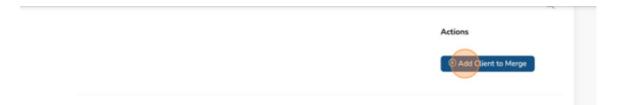
5. Click the "Search" field.

Job Posting	Use the search to find all the clients you wish to merge together. Merging will move all service plan into the primar
	Merge Clients
Employer and Trainer	All Clients - 360 • Suggested Duplicates

- 6. Enter the client Name.
- 7. Locate the client profile you want to add to the merge.
- 8. Click "Add client to the merge."

The Re-search to Read the datase, possible to reage together. Narging soft toward and are the printing value and before of the prince of the best the possible data before the possible data betwee the possible data before						
Merge Clients			this flop			
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Client Liet			· ·			
Address .	lanan	Task Burniss	- Andrea			
 Carla Cheers Persona Met. 		 b. Praynov Durmar 				
Carla Cheers Insura Met. 71(s/71)		0. h-Propen. 0. Domina	Entertaining			

- 9. Locate the other client profile you want to add to the merge.
- 10. Click "Add client to the Merge."



11. Click "Review Merge."

EN *	Thomas Chui	
	Review Merge	

Alert! Ensure you identify the appropriate profile as the "Primary" profile. Choosing the "Primary" profile will set this client as the main profile moving forward. All other profiles involved in this merge will be consolidated into the primary profile.

12. Click "Make Primary."

unmerged. Select wi	ents to be merged. Merged clie ich client you wish to be the p vill have their service plans mo non-primary clients will be m	rimary client. This oved to the primary		
Carla Cheers Client Id#: 393 Personal Ref#: N/A		Primary		
Carla Cheers Client Id#: 237 Personal Ref#: 773	1773	Make Primary	Task Overview	
		Merge Cancel		

13. Click "Merge."

	Client Id#: 237 Personal Ref#: 7731773	
ts	Carla Cheers Client Id#: 393 Personal Ref#: N/A	Make Primary Task Overview
		Cancel
	No rows	

14. Click "X" to close.

view	
cessful. Client 237 Carla Cheers (7731773) now	
ns of the other Clients.	
Cancel	
Cancel	

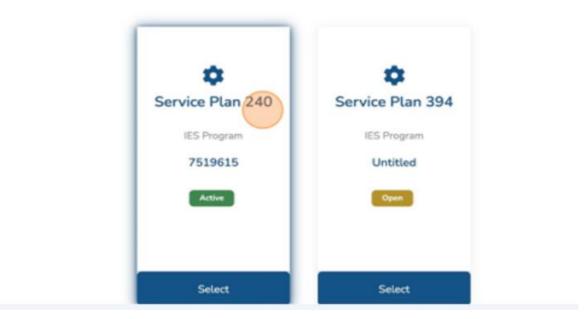
15. Click the "Search" field.

Sector Party	
	Use the search to find all the clients you wish to merge together. Merging will move all service plan into the primar
Job Posting	Merge Clients
, <u>85</u>	All Clients - 360 - Carla
Employer and Trainer	
Ľ	Client List
Client Management	Full Name
(°	
)	0

- 16. Type the name of the client profile you just merged.
- 17. Select the "Client profile."

NAME OF THE OWNER	Carla Cheers	
	Employer	rge together. Merging will move all service plan into the primar
Job Posting	Merge Clients	
Employer and Trainer	All Clients - 360 - Carla	Suggested Duplicates
22 Client	Client List	
Management	Full Name	

You can now see two (2) service plans after the merge for the client.



You have successfully merged profiles.

li Polla			C ESCASES				м
	() - Destilute						
	Carla Cheers					10	in futu
Parts RELATE RES Classification Tangenti	August Mild State (1993) And States					-	1
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	Name of the State		Trans Film		to a state of terms		

After the Profiles are merged the EAP must be merged. To merge the EAP, complete the steps under merging service plans in the next section.

(26) Admin Tools - Merging Service Plans

- ✤ Alert!! Merging cannot be undone. Use with extreme caution.
- 1. Click "Client Management."

	Job Posting			
1	Employer and Trainer			
	Client Management			c
c	CaMS Explorer			
1	Workshop and Event			

2. Enter the client that has the service plan to be merged.

imployer and Trainer	Service Plan Merge	2		
Client	Client List			c
at45 Explorer	Full Name Jack Jack Personal Refit: 7732755	Comments	Task Overview 1 - In-Progress 0 - Overdue	Last Contr O days ago
Vorkshop and Event				
Mileage and Expense				
)		0		C

3. Click "Select."

		Q	
	Actions		
(Select		
	seManager: Iomas Chui		
	antiga antig		
ca	seManager:		
T	iomas Chui		
11	iomas Chui		

4. Click "Add to Merge" for the first service plan you want to merge.

	Back Review Merge	
Status Open	⊙ Add To Mergle	٥
Status Open	🕑 Add To Merge	

5. Click "Add to Merge" for the second service plan you want to merge.

	Back Review Merge	
Status	• Add To Merge	0

6. Click "Review Merge."

EN - Dimas Chui	
Back	
	٥

- Alert! Choosing the "Primary" service plan will set this as the Primary Service Plan. All other service plans involved in this merge will be consolidated into the primary service plan.
- 7. Click "Make Primary."

	ogram	Status	Primary	_
- 7732755 X SP 45	85	Active		
	ID: 493			
	Number: 77323	755		
	Intake Date: 12/10			
	Status: Active			
	Program: IES			
	Site: 53380	ā.		
	caseManager:			
	Administrator Use	ć.		
	Sopheap Hok			
	ogram Es	Status Antre	Edata Primary	
	ID: 495			
	Number: 75215	-49		
	Intake Date: 27/09			
	Status: Active			
	Program: IES			
	Site: 53384	£		
	caseManager:			
	Administrator Use	-		
	Mark King			
	1			
		_		

8. Click "Merge."

	n ager: ninistrator User k King		
Program	Status Active	Make Primary	
	ID: 493		
Num	ber: 7732755		
Intake [ate: 12/10/2023		
St	tus: Active		
	ram: IES		
	Site: 5338G		
caseMa	hager:		
	ninistrator User		
Sop	heap Hok		
		(Merge) Cancel	

9. Click on the "X" to close.

10. Search for your client with the newly merged Service Plans.

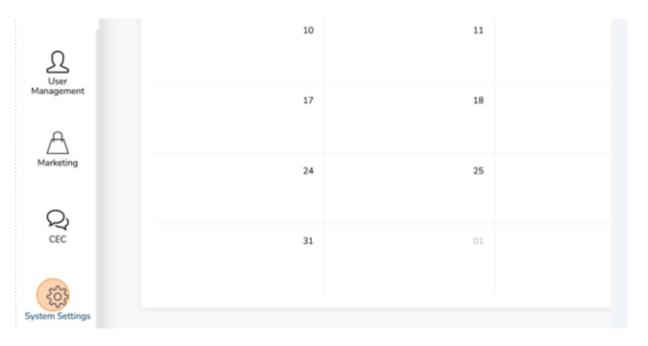
ΞΞ	< > Jack	Q		C ESCASES	
	Client				
Trainer	Jack Jack 25-Dec-2000	$\mathbf{\overline{\mathbf{v}}}$			
202	A Jack Jack				
Client Management	Employer		Q, Active 1 Active - On Hold 0	Active - On Outcomes 0	& R 0 Open 1 Closed 0
CaMS Explorer	0 OVERDUE				 ✓
0	Client List				
Vorkshop and					
Event	First Name	Last Name	Personal Ref	Comments	Last Contact
Mileage and Expense	▶ Jack	Jack	7732755		0 days age

You have successfully merged service plans.

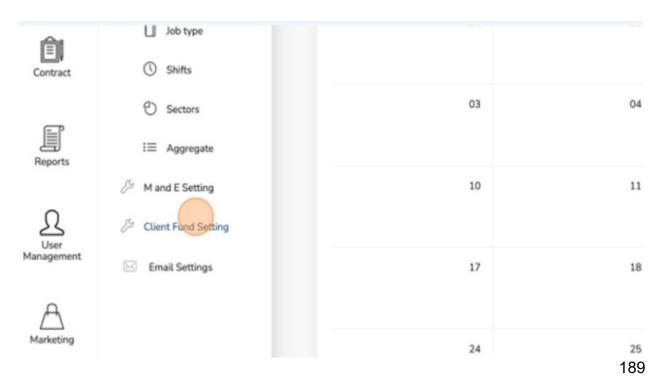
s	Filter T
0	
Service Plan	493
IES Program	
7732759	
Atte	
Select	
	Cancel

(27) Admin Tools - Client Fund Settings

- ✓ Note: this can only be completed by staff with the appropriate access level at your organization.
- 1. Click "System Settings."



2. Click "Client Fund Settings."



3. Click "Add new."

(19) Administrator User	
+ Add	New
	0

4. Click the "User" field.

ame *		Add New Supervisor	×
		User Select	~
nd Settir	ng		
learch	Q		Submit Cancel

1. Select the appropriate user to add.

Name *	Add New Supervisor	<
	Select	
Fund Setting	Administrator User	
Search Q	Jerome Strader Alicia Malcolm-DaCosta	
E 5338AA - St. Lawrence College - Sharbo 5338I - ACFOMI 5338J - Canadian Hearin		e - Bancroft 533
338P - Intravision - Ontrac - Renfrew 533	2.11. 01	ille 5338T - Car
38W - ECMH 5338X - Performance Plus 88AN - Agilec (KWB)- Fergus 5338AW - A	Victoria Bisram	ige - Kingston 5 38BC - SCDSB - Ci
38AY - College Boreal 5338AD - Conesto	Benjamin Gadwa	5338BF - FOCI
t Resource- Georgian Bay- Collingwood 5 338AK - Lutherwood- Cambridge 5338AT	and the second	BAX - Second Cha

2. Click "Submit."

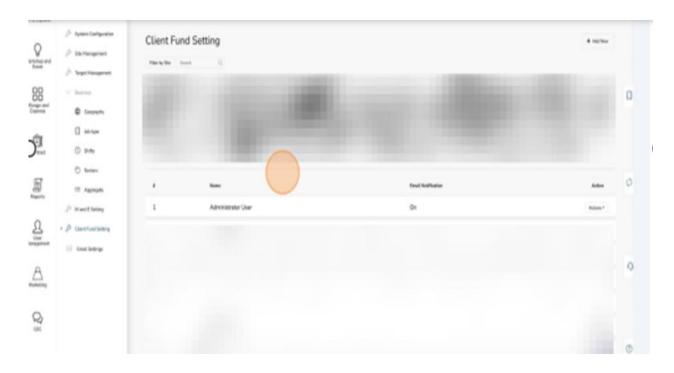
Add New Supervisor	×
Administrator User	× ~
	Submit

3. Click "Actions."

н,	C > Annihim	Q. Name*	C ESCASES		Antoinization lines
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4. Click "Turn Email Notification On."

Email Notification	Action	Ø
Off	Actions *	
	Remove	
	Turn Email Notification On	0
	Actions •	~
	Actions •	
	Actions *	



You have successfully added a new user to the assign list.