



Welcome to LaMPSS Release 2 training on case reporting. This is one of a series of learning events being offered for external service providers to help learn how to use the Release 2 of the LaMPSS solution to perform EAS case management. This session will introduce you to the case reporting features of LaMPSS.

Agenda

- Welcome & Objectives
- Case Detail Report
- Person List Report
- Conclusion & Wrap Up

The agenda for this session is seen on this slide.

Objectives

- To provide LaMPSS case management users with an overview of case reporting functionality in LaMPSS.
- To learn the purpose of and how to generate the Case Detail Report and Person List Report

The objectives for today's session are seen here. In addition to pointing out some standard features of LaMPSS reporting, we specifically want to discuss the Case Detail Report and Person List Report which will be the two most commonly used reporting features for case managers.

Agenda

- Welcome & Objectives
- Case Detail Report
- Person List Report
- Conclusion & Wrap Up

LaMPSS includes functionality to generate real time reports on cases. A 'real time' report contains the most current information in LaMPSS at the time you generate the report. Both of the reports we're about to look at are real time reports.

The first of these reports is called the Case Detail Report.

Case Detail Report

➤ **A case level report that may include:**

- ☐ Person Details
- ☐ Case Registration
- ☐ Registration Details
- ☐ Case Status
- ☐ Referral Details
- ☐ Case Information
- ☐ Additional Case Information
- ☐ Education/Training
- ☐ Employment History
- ☐ Other Skills/Knowledge
- ☐ Employment Details

- ☐ Needs Determination
- ☐ Action Plan Details
- ☐ Employment Outcomes
- ☐ Tasks
- ☐ Attachments
- ☐ Notes



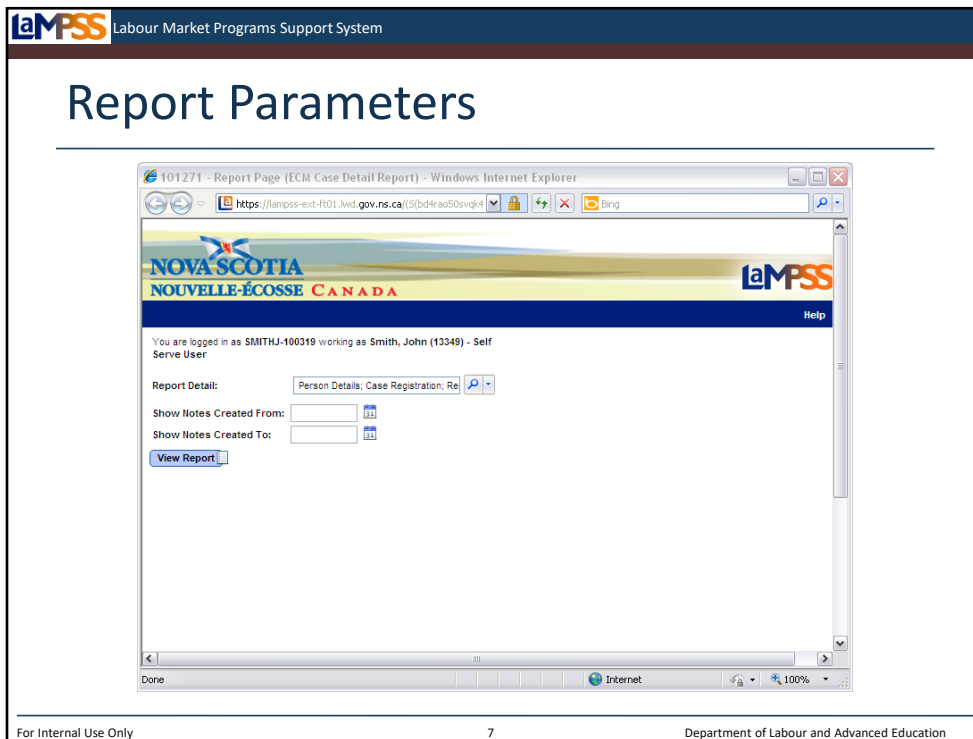
The Case Detail Report is a case level report that will be used primarily by Case Managers. When viewing a case, the user can launch a report quickly and easily to capture all details about a specific case.

This may include:

- Person Details
- Case Registration
- Registration Details
- Case Status
- Referral Details
- Case Information
- Additional Case Information
- Education/Training
- Employment History
- Other Skills/Knowledge
- Employment Details
- Needs Determination
- Action Plan Details
- Employment Outcomes

- Tasks
- Attachments
- Notes


This report can only be accessed here, from the case homepage. It will not appear in the left navigation menu from other case screens.





The Case Detail Report will automatically open in a new browser window when you select it from the left navigation menu. You will select your desired parameters for the report and then click the view report button to generate the report.

The first set of parameters you need to select are the report details. You can access a list of all the report details available to be included/excluded in the report by clicking on the pick list icon seen here. The items available in this pick list are all of the sections we reviewed a few moments ago. Select or de-select each section of the report, as desired.


The parameters you select for the report will be “echoed” back at the start of the report underneath the header information.



Labour Market Programs Support System


Parameters & Sample Report

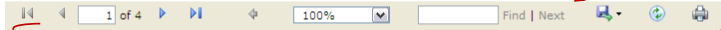
You are logged in as SMITHJ-100319 working as Smith, John (13349) - Self Serve User

Report Detail: 

Show Notes Created From: 

Show Notes Created To: 

[View Report](#)



Case Detail Report

Case ID: 101271	Case Owner: John Smith
Person: Jackson, Jake	Status: RTWAP Mgmt - Jan 12, 2012
Organization: HALIFAX COMMUNITY LEARNING NETWORK	Case Start Date: Jan 05, 2012

Report Details: Person Details, Case Registration, Registration Details, Case Status, Referral Details, Case Information, Additional Case Information, Education/Training, Employment History, Other Skills/Knowledge, Employment Details, Needs Determination, Action Plan Details, Employment Outcomes, Tasks, Attachments, Note


Notes Created From: Jan 01, 2012 to Jan 24, 2012

For Internal Use Only
8
Department of Labour and Advanced Education

The next few slides are a sample Case Detail Report. This report is for a sample case created for training purposes only. We'll use this sample to look at the sections included in the report.

You will notice a toolbar that allows you to page through the report, adjust the view, search and print. Reports can also be sent to a variety of output formats; use the drop-down list to choose your preferred format and click the export button to execute.

First, the header of the report shows some basic information like the case ID, person, case managing organization, case manager, status and start date. Below that, the parameters of the report are echoed back so the user can see exactly what was selected to be included in this report.


Labour Market Programs Support System

Sample Report

Person Details

Name: Jake Jackson

SIN: 129-164-158

Person ID: 100931

Date of Birth: Jun 01, 1979

Gender: Male

Private Client: No

Age: 32

Marital Status: Single

Service Language: Codebook

Date of Death:

Other Language: Codebook

Contact Information

Phone Information

Email Information

Mailing: 5678 Queen Street

Default

Home: (902) 555-5555 Default

Home:

Halifax, NS

83K 4W1, CA

Work:

Work:

Civic:

Mobile: (902) 555-5555

Fax:

Case Registration

Case Type: ECM

Dept/Area: LAE-ENS

Program: ECM

Accountability Reporting: 0 - Oct 01, 2011 - Sep 30, 2012 - EAS(LAE-ENS)

Copy Case Information from Previous Case:

Registration Details

Employment Status: Unemployed

Preferred Contact Method: Email

Employment Details: N/A

Applied for or in receipt of Employment Insurance in the last 36 months?:

Work hours/week:

What type of claim?:

Hourly wage:

Had a claim that ended in the last 36-60 months?:

Expected Layoff Date:

What type of claim?:

Are you a student?: No

Legally entitled to work in Canada?: Yes

Correspondence Lang: English

For Internal Use Only
9
Department of Labour and Advanced Education

Each section of the report that you have selected in the parameters is separated by a header in the light blue/purple shade seen in this example. This is the first page of our sample report and it includes the sections on person details, case registration and registration details.

You can tell from the way the contact information has been indented that it is a sub-section of the person details. The report will display information about the case exactly as it has been entered through the person and case screens.

Agenda

- Welcome & Objectives
- Case Detail Report
- Person List Report
- Conclusion & Wrap Up

The second report on our agenda is called the Person List Report.

Person List Report

➤ **An organization level report that may include:**

- | | |
|---|--|
| <input type="checkbox"/> Person Visibility | <input type="checkbox"/> Intervention Service Provider |
| <input type="checkbox"/> Age Range From | <input type="checkbox"/> Organization ID |
| <input type="checkbox"/> Age Range To | <input type="checkbox"/> Gender |
| <input type="checkbox"/> Language Preference | <input type="checkbox"/> Marital Status |
| <input type="checkbox"/> Residency Status | <input type="checkbox"/> Level of Education |
| <input type="checkbox"/> NOC (Experience) | <input type="checkbox"/> NOC (Preference) |
| <input type="checkbox"/> Person self identifies as | <input type="checkbox"/> Targeted group membership |
| <input type="checkbox"/> In receipt of the following benefits | <input type="checkbox"/> Case Status |
| <input type="checkbox"/> Case Start Date From | <input type="checkbox"/> Interventions |
| <input type="checkbox"/> Case Start Date To | <input type="checkbox"/> Accountability Reporting |
| <input type="checkbox"/> Case Manager | |

The Person List Report will be used to identify persons that your organization case manages. This list of persons can be used to identify groups for targeted interventions and to help your organization plan future staffing and activities.

This organization level report may include the items seen on this slide.

laMPSS Labour Market Programs Support System

Accessing the Report

Logout

NOVA SCOTIA
NOUVELLE-ÉCOSSE CANADA

laMPSS

Home **Person Management** Agrmt/Case Management Help

User Home Page > Organization Home

My Organization

- Organization Home
- Organization Details
- Organization Contacts
- Org. Enhanced Services
- Org. Business Partners
- Org. Published Services
- Case Info Preferences

Notification Actions

Apply for Funding

Programs and Services

My Account

- Change Account
- Password

Reports

- Person List Report
- Intake Form
- Enhanced Service

➤ The **Person List Report** can be accessed from the **Organization Homepage**

☐ Select **Person List Report** from **Reports** in the left navigation menu.

For Internal Use Only 12 Department of Labour and Advanced Education

The Person List Report can be accessed through the reports section of the left navigation menu on the organization homepage.

You will need to navigate to your organization homepage and then launch the report from the left navigation menu.

This report can only be accessed here, from the organization homepage. It will not appear in the left navigation menu from other screens.

Report Parameters

Report Page (Person List Report) - Windows Internet Explorer

https://lampss-ext-r01.jwtd.gov.ns.ca/USQzPmestvowpbbfC

NOVA SCOTIA
NOUVELLE-ÉCOSSE CANADA

LaMPSS

You are logged in as SMITHJ-100319 working as Smith, John (13349) - Self Serve User

Person Visibility: -select- Gender: -select-
Age Range From: 0 Age Range To: 100
Language Preference: -select- Marital Status: -select-
Residency Status: -select- Level of Education: -select-
NOC (Experience): NOC (Preference):
Person self identifies as: Targeted group membership:
In receipt of the following benefits: Case Status: -select-
Case Start Date From: Case Start Date To:
Case Manager: -select- Interventions: -select-
Intervention Service Provider: -select- Accountability Reporting: -select-
Organization Id: HALFAX COMMUNITY LEARNING NETWORK

View Report

For Internal Use Only 13 Department of Labour and Advanced Education

The Person List Report will automatically open in a new browser window when you select it from the left navigation menu. You will select your desired parameters for the report and then click the view report button to generate the report. Any time a parameter is not specified no filter will be applied to the person list report.

The first parameter is person visibility and allows you to choose either private or shared persons (or both) to be included in the report. Next, you have the option to narrow the results displayed in the report by gender (male, female or unknown).

The report can be narrowed down to clients with a specific age range, language preference, marital status or residency status as well.

The level of education pick list allows you to select to include clients with a specific level of education from elementary to a doctorate.


The NOC code search can be launched from the report to select a specific NOC code to narrow down the results included in the report. The first NOC code is the one that appears on the education and experience page in LaMPSS while the second NOC code is the one that appears on the needs determination screen in LaMPSS. If you select a NOC code in either of these fields only clients with cases indicating that exact NOC code will be returned in your search results.

Next you can narrow down the report to clients who have self-identified, are members of a target group or are in receipt of specific benefits (e.g. Canada Pension Plan, student loans).

You can also decide to select only persons with cases in a specific status, or with cases that have started between specific dates. The report can be narrowed down to persons working with certain case managers, interventions or intervention service providers.




Finally, you can also choose to select clients that are associated with a specific EAS agreement in the accountability reporting field (helpful if your organization has multiple EAS agreements with ENS).

The parameters you select for the report will be “echoed” back at the start of the report underneath the header information.


Labour Market Programs Support System

Sample Report

1 of 1
75%
Find | Next

Person List Report

Organization: HALIFAX COMMUNITY LEARNING NETWORK

Person Viability: Shared

Gender:

Age Range: 20 to 75

Language Preference:

Marital Status:

Residency Status:

Education:

NOC (Experience):

NOC (Preference):

Accountability Reporting:

Person self identified as:

Targeted group membership:

In respect of the following benefits:

Case Status: Assessment, Follow-up, Intake, RTWAP Dev, RTWAP Mgmt

Case Start Date:

Case Manager: Smith, John, Smith, Jane

Interventions:

Intervention Service Provider:

Person Name	Gender	Age	Phone #	Email	Address	City	Province	Postal Code	El Active / Reach Back	Visible Minority	Aboriginal	PWD	Case ID	Case Status	Employment Achieved
Brown, Bobby	Male	51	(555) 555-5555		5 Lucy/River Road	Dartmouth	NS	B2Y 4V9	Yes	No	No	No	101250	Intake	No
Jackson, Jane	Male	32	(902) 555-5555		5578 Queen Street	Halifax	NS	B3K 4N1	No	No	No	No	101271	RTWAP Mgmt	No
Johnson, Doug	Male	51	(902) 555-5555		35 Oceanview Drive	Sydney	NS	B1Y 2Y5	Yes	No	No	No	101249	Assessment	No
Jones, Jane	Female	45	(555) 555-5555		321 Bedford Drive	Bedford	NS	B4R 3T5	No	No	No	No	101254	Intake	No
MacLeod, Mark	Male	31	(555) 555-5555		789 Summer Street	Halifax	NS	B4B 3E2	No	No	No	No	101252	Intake	No
Mason, Mandy	Female	20	(555) 555-5555		123 Queen Street	Halifax	NS	B2S 4B3	Yes	No	No	No	101241	Intake	No
Patterson, Peter	Male	42	(555) 555-5555		456 Prince Street	Eastern Passage	NS	B3R 4E2	No	No	No	No	101253	Intake	No
Smith, Jody	Male	33	(555) 555-5555		456 River Street	Dartmouth	NS	B2V 4R7	No	No	No	No	101255	Intake	No
8													8		0

Person List Report

Created in LaMPSS on Jan 24, 2012

Page 1 of 1

For Internal Use Only
14
Department of Labour and Advanced Education

Similar to the Case Detail Report, this is an example of a Person list report that has been created for training purposes only. We'll use this sample to look at the sections included in the report.

You will once again notice a toolbar that allows you to page through the report, adjust the view, search and print. Reports can also be sent to a variety of output formats; use the drop-down list to choose your preferred format and click the export button to execute.

First, the header of the report shows your organization (i.e. Halifax Community Learning Network). Below that, the parameters of the report are echoed back so the user can see exactly what was selected to be included in this report. For this sample report we have selected that we would like to see shared clients with ages between 20 and 75 years who have cases in assessment, follow up, intake, RTWAP development and management. These clients must also be case managed by either John or Jane Smith.

Finally, the report will display a list of all person records that meet the selected criteria. The list will be displayed in alphabetical order by last name. Notice that the case ID column includes a hyperlink where you can jump to the Case Detail Report for the person listed! Just click on the hyperlink and the case detail report will launch in a new browser window.

Agenda

- Welcome & Objectives
- Case Detail Report
- Person List Report
- Conclusion & Wrap Up

In conclusion, let's revisit briefly revisit our objectives for this session. In addition to pointing out some standard features of LaMPSS reporting, we wanted to discuss the Case Detail Report and Person List Report which will be the two most commonly used reporting features for case managers. Hopefully you are now becoming familiar with LaMPSS reports and how you might be able to use them in your daily work.

Conclusion & Wrap Up

➤ Where to go for help ...

- ☐ This On-Line Learning Module
- ☐ User Reference Guides (On-line Help)
- ☐ LaMPSS Operations Support LaMPSS@gov.ns.ca

Please refer back to this material as required to refresh your knowledge of how to use business partners and enhanced services.

So now what? If you have questions on how to use this functionality you can refer to this material or you can review the on-line LaMPSS User Guides for information on how the screens/application functions. Also, you can always contact LaMPSS Operations Support.

Thank You!

Thank you very much for your participation!