## Complete Close Action Plan Task Demonstration

1. In the “My Task Items Due/Overdue” section of your user homepage locate the close action plan task for your case/client.
2. Click on the task name (“Close Action Plan”) to navigate directly to the **Case Task Page**.
	* The close action plan task will be displayed in the case tasks section of the page

**-OR-**

1. Navigate to the **Case Homepage** by clicking the recent agrmnts/cases section of the left navigation menu.
2. Click on the case ID and name of your client to access the homepage.
	* In the “Case Tasks” section of the homepage locate the close action plan task and click on the task name (“Close Action Plan”) to navigate to the **Case Task Page**.
	* The close action plan task will be displayed in the case tasks section of the page.
3. Select an outcome from the drop-down menu. For this exercise, please indicate that the RTWAP has is complete.
	* Please remember that selecting an outcome of moved out of province, left labour force, referred out or did not follow through will close the case. This action cannot be reversed.
4. Click save. You will be redirected to the **Case Homepage**.
5. Notice that:
	* The case header displays the updated status of Follow Up.
	* A new task (“Record 24 Week Outcome”) was automatically generated by LaMPSS when the action plan was recorded as developed and signed; however, the due date for this task is the last planned intervention end date plus 24 weeks. This task will only appear on the **Case Homepage** and **User Homepage** within 30 days of the due date.

*<<end of exercise>>*