

### Agreement Statuses

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As soon as LaMPSS receives your application you will see the new application on your Organization Home Page. New applications will have an initial status of “Application”. You may be contacted by government staff, known as an agreement manager, to discuss your application. If additional information is required for the application, there will be a notification requesting, “Application Resubmission Requested” on your Organization Home Page. Clicking on Action Required will navigate you to LaMPSS Online to resubmit the application with any required updates.

When the agreement moves out of the application stage, you will see a status change to assessment. During the assessment, the agreement manager will review the application and attached documentation. Some additional information may be added to the agreement by the agreement manager.


Agreement managers make a recommendation on whether to move forward with the agreement. At this point the agreement Home Page will show you a status of assessed. When a decision is made to proceed with an agreement the status will update to approved. Before an agreement can go into an active status, you must sign an agreement contract.

As the agreement application moves through each of the business processes you will receive notifications in situations where you need to act.

### Agreement Managers Contact Information

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On the Agreement Home Page, the agreement header displays the agreement tombstone information which includes your Agreement Managers name and link to their email address. When you click on their name, a pop up will be displayed, showing their email address.



The screenshot shows the LaMPSS web interface. At the top left is a small 'La' logo, and at the top right is the large 'LaMPSS' logo. Below these are navigation tabs: Home, Person Management, Agrmnt/Case Management, and Help. The main content area shows the user is logged in as [redacted] working as [redacted]. On the left is a sidebar with 'My Organization' (containing 'Organization Home') and 'Financial Actions' (containing 'Cheque History'). The main content area displays agreement details: 'Agrmnt ID:' followed by 'Program: AW(DCO-ESS)', 'Agreement Manager:' (circled in red), and 'Office:'. To the right of these details, it shows 'Status: Active - Jan 30, 2020', 'Start Date: Feb 10, 2020', and 'End Date: May 22, 2020'.

### Signing the Contract

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All LaMPSS contracts will have the same look and feel but each contract template will be different information. The differences are in the details specific to the agreement, which will be reflected in the various schedules of the contract.

The agreement contract must be signed before an agreement can go into active status.

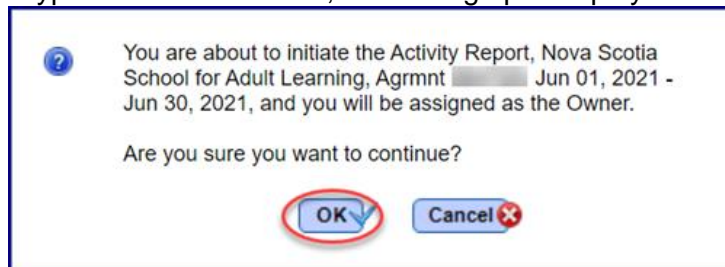
### Activity and Financial Reports

Activity and Financial Reports will be completed via LaMPSS Online. Some programs require the reports be completed by the organization via LaMPSS Online while other programs have other means of reporting. All required reporting will be detailed in the program guidelines and/or in your agreement contract. If you are required to report via LaMPSS Online, follow the steps listed below.

Your organization will see a notification on the Organization Home Page 30 days prior to a report being released. The required reporting due dates will all be detailed in your agreement contract.

Notifications						
P	Type	Agrmnt/ Case ID	Program	Assigned To	Created By	Due Date
●	Action Required		(LAE-WI)			Mar 10, 2017
	Activity Report covering Oct 01, 2015 to Feb 28, 2017 - download form after Feb 28, 2017 and submit before Mar 10, 2017.					
●	Action Required		(LAE-WI)			Mar 10, 2017
	Financial Report covering Oct 01, 2015 to Feb 28, 2017 - download form after Feb 28, 2017 and submit before Mar 10, 2017.					

If you click on the Action Required under Type in the notifications, it will bring up a display window to advise that if you click on OK, you will be initiating a report. The display window will detail the reporting period, the agreement number, and that you will be assigned the owner. When you select OK, you will be navigated to LaMPSS Online. Once the report is launched, an email will be sent with a direct link to your newly created report. You can use this link to return directly to the report without navigating through LaMPSS.



The activity and financial reports via LaMPSS Online will have the same look as the application. Most of the report will be pre-populated from LaMPSS and you will only be required to enter data in limited fields.

The organization information and project detail for both activity and financial reports are Read-Only fields. All other sections will be open to add in the reporting information.

Français

Logout

## Nova Scotia School for Adult Learning Activity Report

Period: Jun 01, 2021 - Jun 30, 2021

[Important Links](#)
[Manage Access](#)
[Return to Overview](#)
[Exit to LaMPSS](#)

### Adult Education Labour and Advanced Education

The following sections of this form can be completed in the order listed or any section can be selected from the list below. Sections can be skipped and completed at a later date. All sections will be available to review before the completed form is submitted.

Agreement ID  
[Redacted]

Due Date  
Jul 10, 2021

Status  
In Progress

Form Section	Last Updated	Last Updated By	Status
1 <a href="#">Organization Information</a>	-	-	👁️ Read-Only
2 <a href="#">Project Detail</a>	-	-	👁️ Read-Only
3 <a href="#">Project Activities Update</a>	Jun 18, 2021	[Redacted]	✅ Saved
4 <a href="#">Reporting Notes</a>	Jun 18, 2021	[Redacted]	✅ Saved
5 <a href="#">Supporting Documents</a>	Jun 18, 2021	[Redacted]	✅ Saved
6 <a href="#">Form Summary</a>	Jun 18, 2021	[Redacted]	✅ Saved

## Submitting an Activity and Financial Reports

Once all form sections are updated and saved, if you wish to submit the form, navigate to the Form Summary section where you can View/Download a Summary of the report and submit the report. If you try to submit the report prior to the due date, you will receive the following error.

### Nova Scotia School for Adult Learning Activity Report

Period: Jun 01, 2021 - Jun 30, 2021

[Important Links](#)   
 [Return to Section List](#)   
 [Exit to LaMPSS](#)

Agreement ID  
[Redacted]

Due Date  
Jul 10, 2021

Status  
In Progress

Step 6 of 6 ▾

### Form Summary

! Form cannot be submitted until the reporting period end date has passed. (400)

Please review the list below:

Error / Warning	Section
<span style="color: #dc3545; font-weight: bold;">!</span> This report covers the period Jun 01, 2021 to Jun 30, 2021. To ensure that the most accurate information is provided, you cannot submit the report before the end of that period.	<a href="#">Form Summary</a>
<span style="color: #dc3545; font-weight: bold;">!</span> All errors must be corrected before submission can occur. <span style="color: #ffc107; font-weight: bold;">!</span> Warnings are for informational purposes and do not necessarily need to be corrected.	

To add or change any of the information, return to the specific section using the Section hyperlink.

To view / print a copy, please click View / Download Summary below.

View/Download Summary
Submit

The action required item will stay on the notification list, until the report is submitted.

If you have multiple agreements, retrieve the correct notification for the activity and financial report and follow the steps above for each agreement.

## Closure of the Agreement

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The final step in closing out an agreement is for the agreement manager to complete a close out assessment. During this process, your organization will submit any final activity or financial reports that are required.

The agreement manager will complete an assessment on the financial management and agreement activities performance. Part of the close out assessment is ensuring that all funding has been disbursed and any amount overpaid has been returned to the government.

All closed agreements in LaMPSS can be viewed by using the Show History button on your Organization Home Page.