

Agreement Statuses

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 contact by government staff, known as an agreement manager, requiring updated or additional information for your application. When your application is in "Application" status; the LaMPSS system will allow you to make the required changes to the application saved on your computer and re-submit the updated application.

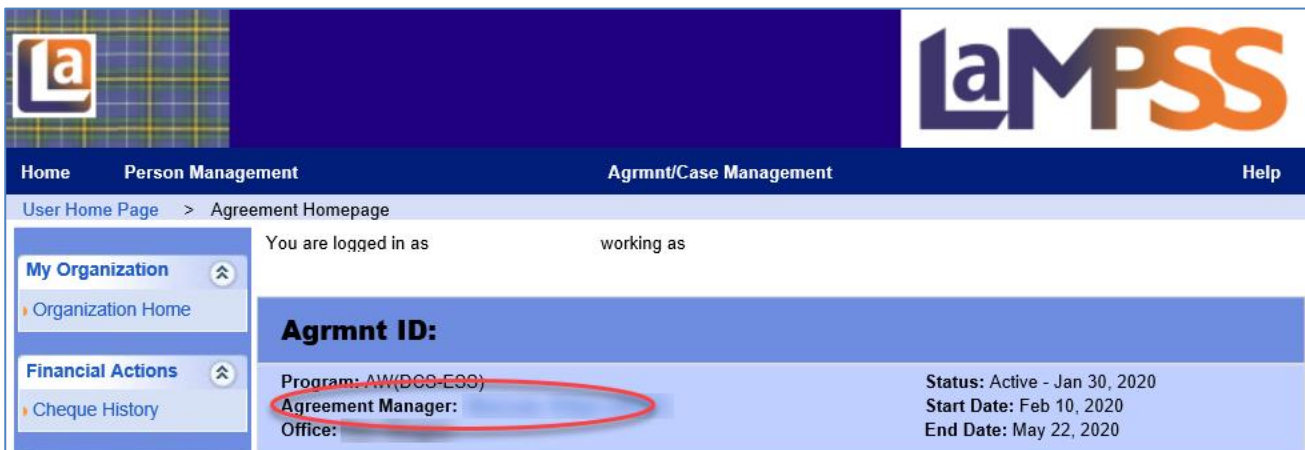
When the agreement moves out of the application stage, you will see a status change to assessment. During the assessment, the agreement manager will review the application and attached documentation. Some additional information may be added to the agreement by the agreement manager.

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

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 display, 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 full 'LaMPSS' logo. Below the logos is a navigation bar with 'Home', 'Person Management', 'Agrmnt/Case Management', and 'Help'. The main content area shows 'User Home Page > Agreement Homepage'. On the left is a sidebar with 'My Organization' (containing 'Organization Home') and 'Financial Actions' (containing 'Cheque History'). The main content area displays 'You are logged in as [redacted] working as [redacted]'. Below this is a blue header for 'Agrmnt ID:'. The details are as follows:

Agrmnt ID:	
Program: AW(DCS-ESS)	Status: Active - Jan 30, 2020
Agreement Manager: [redacted]	Start Date: Feb 10, 2020
Office: [redacted]	End Date: May 22, 2020

Signing the Contract

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.

Downloading your Activity and Financial Reports

Activity and Financial Reports are fillable PDF documents that can be downloaded from LaMPSS. Some programs require the reports be completed electronically by the organization through LaMPSS 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 electronically through LaMPSS, 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 contact.

Notifications						
P	Type	Agmnt/ 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 the self-serve form download popup, just like the application. Once the report is generated, it is best to save the document on your computer then open it to complete the required fields. Most of the report will pre-populate from LaMPSS and you will only be required to enter data in limited fields.

Prior to completing the report, read the instructions under the 'Before you Begin' section. You should then confirm the organization information and projected details sections are correct. If there is incorrect information, login to LaMPSS and update it. You will then be required to retrieve another report that shows the newly updated information.

LaMPSS Self Serve Form Download

LaMPSS Self Serve Form Download

LaMPSS Self Serve Forms are interactive PDF forms that allow you to complete and submit forms electronically. Click the link below to download the form.

[Download WEI AgrmntActRepForm.pdf](#)

After clicking the link above you will be prompted to save or open:

- Click **Save** to save the PDF form to your computer;
- Next open the form and complete it electronically; and,
- Click the **Submit** button at the bottom of the form to send your completed form to the Nova Scotia government.

Completing the Activity Report

PROJECT ACTIVITIES

Each activity you included in the application for funding will be present in the Project Activities section. For each activity, a summary of the information you provided is displayed in the form for reference. Review the information and read the Reporting Requirements instructions specifically. Provide your status in the Update/Status this Period text area for each activity.

Depending on the activity type, up to three additional fields may be present below the Update/Status this Period text area. These are:

- Number of unique participants.
- Number who achieved employment; and,
- Activity costs incurred.

For each value (if present), report the actual information for this reporting period only. If an activity involves multiple sessions by the same participant, count that as a single unique participant. If these fields are not present, continue to the next activity.

PARTICIPANTS

If the participants section is present, specify the number of unique participants across all target groups served this period in the space provided. Count individuals only once. If sessions can be attended multiple times by the same individual, count this as only a single participant.

SUPPORTING DOCUMENTS

You have the option to attach documents and if there are any required documents to submit, they will be listed under the Supporting Documentation section on the form.

REPORTING NOTES

This section allows you the opportunity to provide other relevant information to your agreement manager. If there is nothing important to report outside of the information already provided within the report, leave this section blank.

Completing the Financial Report

FINANCIAL REPORT

The Financial Report section provides you with a view of your project's financials to date. The approved budget amount and reported amount to date total is displayed for each budget item. Additionally, space is provided for you to enter the reported amount this period per budget item. For each budget item, enter the amount of agreement funding spent this period. This is often not the same as your cost this period, as both in kind and other sources of funding may have been used to fund your project activities.

If you enter a value that is over the remaining budgeted amount, it is highlighted red. Provide a note in the Reporting Notes section explaining why. If you require further clarification on completing the

Financial Report, you can refer to the program guidelines for information on how to complete the form and of any supporting documents that are required.

CASH FLOW

If a Cash Flow section is present on your form, update your cash flow through to the end of the project. For each month remaining in the project, estimate the amount of funding required for your project in that month. The current cash flow is provided as a starting point. Additionally, any previously filed financial report totals are provided for reference. Typically, your final balance will be zero. If it is not zero, please provide an explanation why in the Reporting Notes section of the form.

SUPPORTING DOCUMENTS

You have the option to attach documents and if there are any required documents to submit, they will be listed under the Supporting Documentation section on the form.

REPORTING NOTES

If your financial report indicates that you are over or under budget explain why in the space provided. Provide any other relevant information to your agreement manager in this section. If there is nothing important to report outside of the information already provided, leave this section blank.

Submitting an Activity and Financial Reports

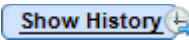
Submitting activity and financial reports are just like the application, by entering your login credentials on the last page and clicking submit. You will receive a message indicating when the report has been successfully submitted.

If you have multiple agreements, retrieve the correct form following the steps above for each agreement.

Closure of the Agreement

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  button on your Organization Home Page.