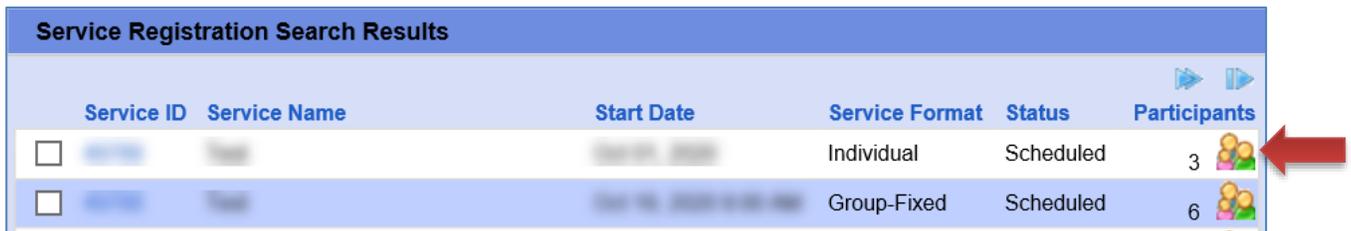## Service Participants Screen Overview

This section reviews the Service Participants screen.

Accessing the Service Participants Screen

To access the Service Participants screen for any service, click on the participants icon for the service in the Service Registration Search Results.

You can also access the screen by clicking the [Show Participants] icon at the bottom of any Service Details screen.

Service Participants Overview

There are two main sections of the Service Participants screen:

- **Service Registration Summary** – This section displays a summary of the service currently being viewed.

- **Service Participants** – This section will pre-populate with any existing (active) participants in the service and includes buttons to Delete a service, Register Participant, and Import Participants. The Show History button can be selected to display participants in other statuses (e.g. Completed)

The Service Participants list will display up to 50 participant records per page. By default, the list is sorted in ascending order by name. The list will display this information for each participant:

- **Participant** – The participant's name will be displayed in a <last name, first name> format. The name will hyperlink to the Participation Schedule page.

- **Person ID** – The participant's unique LaMPSS Person ID. The Person ID is a hyperlink to the Person Home Page. A tooltip will display the participant's date of birth.

- **Case ID** – If the participant has an active case, this will be displayed. The Case ID is a hyperlink to the Case Homepage if you have privileges to view the information. A tooltip will display the case type, the status, and the name of the Case Manager.

- **Contact Info** – If available, the participant's default email address and phone number will be displayed.

- **Intake / Outcome** – Displays the stats of the Service Intake Assessment and Outcome Assessment. The status is "Complete" if all the required assessment questions are answered, and "Pending" if some questions are outstanding. A hyperlink is provided to the Intake and Outcome Assessment screens for the Participant.

- **Status** – The participant's current registration status.

- **Wait List** – A system-generated number indicating the order in which the participant was added to the waitlist. This is only displayed when the Service Format is Group (Fixed).

The workflow to register participants is illustrated in the diagram on the next page.

Participant Registration Workflow

This flowchart illustrates the sequence of steps to register a participant in a service from the Service Participants page. The functionality associated with each step is detailed in the sections to follow.

The most direct flow, to register a participant who is *already* a LaMPSS person, is shaded in green on the far left.

The steps to follow if the participant *does not already* exist in LaMPSS and/or you do not have all the necessary information about the participant are detailed in the rest of the flowchart.
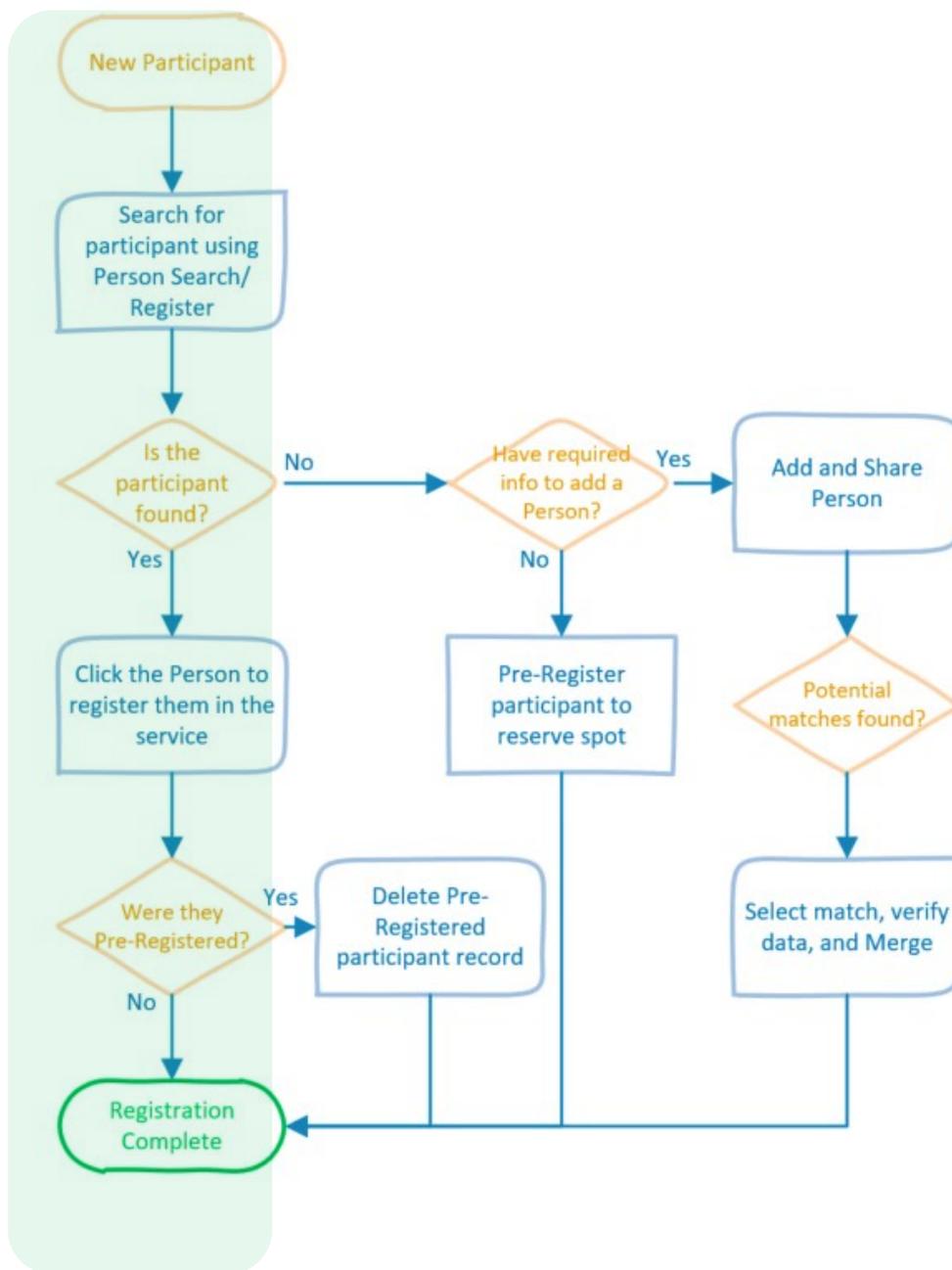
Service Participant List Filters

When a list of Service Participants is displayed, a series of optional parameters can be used to help you search for specific participants by filtering the participant list. These parameters are displayed across the top of the Service Participants list.

The optional parameters can be used one at a time or together to filter the participants' list. Once text is entered in one of the parameter textboxes, click the magnifying glass icon to filter the list.
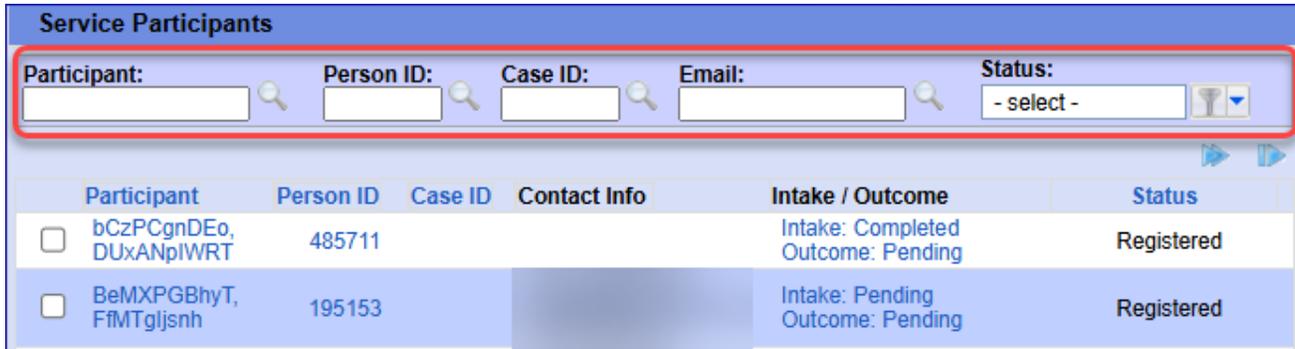
The parameters include:

- **Participant** – You can enter all or part of a participant's name

- **Person ID** – You can enter a 6-digit Person ID

- **Case ID** – You can enter a 6-digit Case ID

- **Email** – You can enter all or part of a participant's default email address

- **Status** – You can use the multi-select dropdown to select one or more participant statuses

Each of these optional parameters includes a tooltip to remind you how to use each filter.

Once a filter has been applied, a filter button will appear in the Service Participants header to remind you that the current view is filtered. Clicking the button will reset all parameters (i.e. will clear any data entered).