

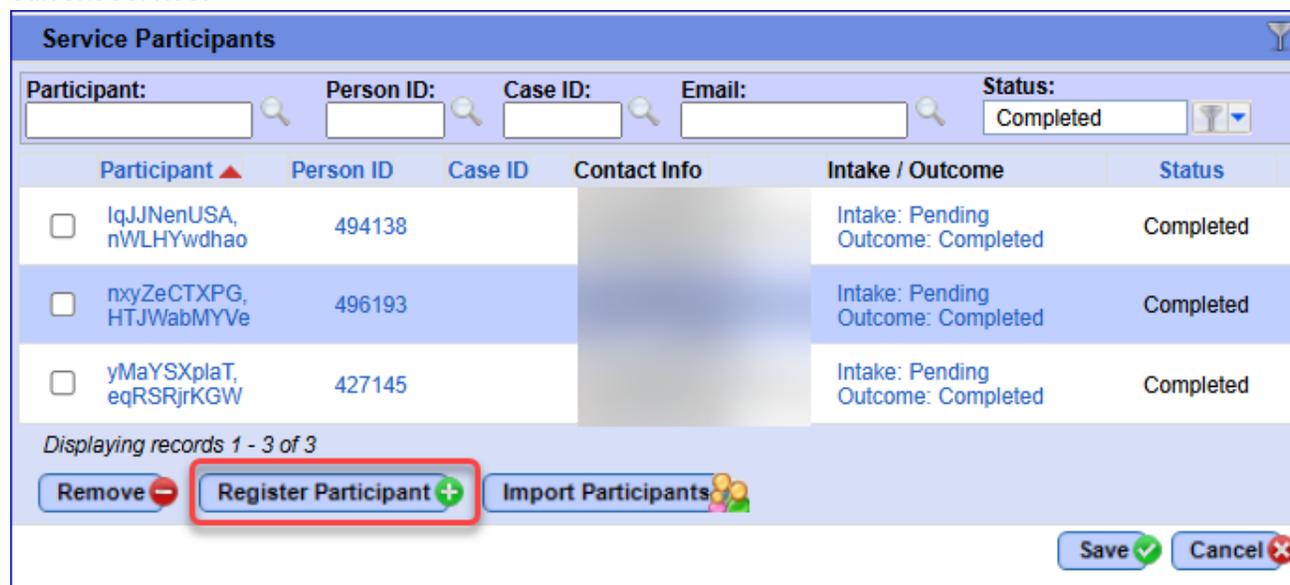
There are two places in LaMPSS where participants can register for services. The first is the Service Participants list screen, found within the My Service Registration module. The participant's Person Homepage can also be used to register them in one or more services.

Search for and Add Participants

This section will detail how to search for and add individual participants. For details on how to import multiple participants from another service (current or previous), review the Import Participants document. The following topics will be addressed:

- [Person Search/Register Popup](#)
- [Share Person](#)
- [Public and Private Persons and Services](#)
- [Business Rules for Registering a Participant](#)
- [Pre-Register a Participant](#)
- [Managing Wait Lists](#)
- [Adding Sessions for Individual Services](#)

The first step is to click the Register Participant button on the Service Participants list screen. This will allow you to search for and, if necessary, add a person to LaMPSS to register that person in the current service.



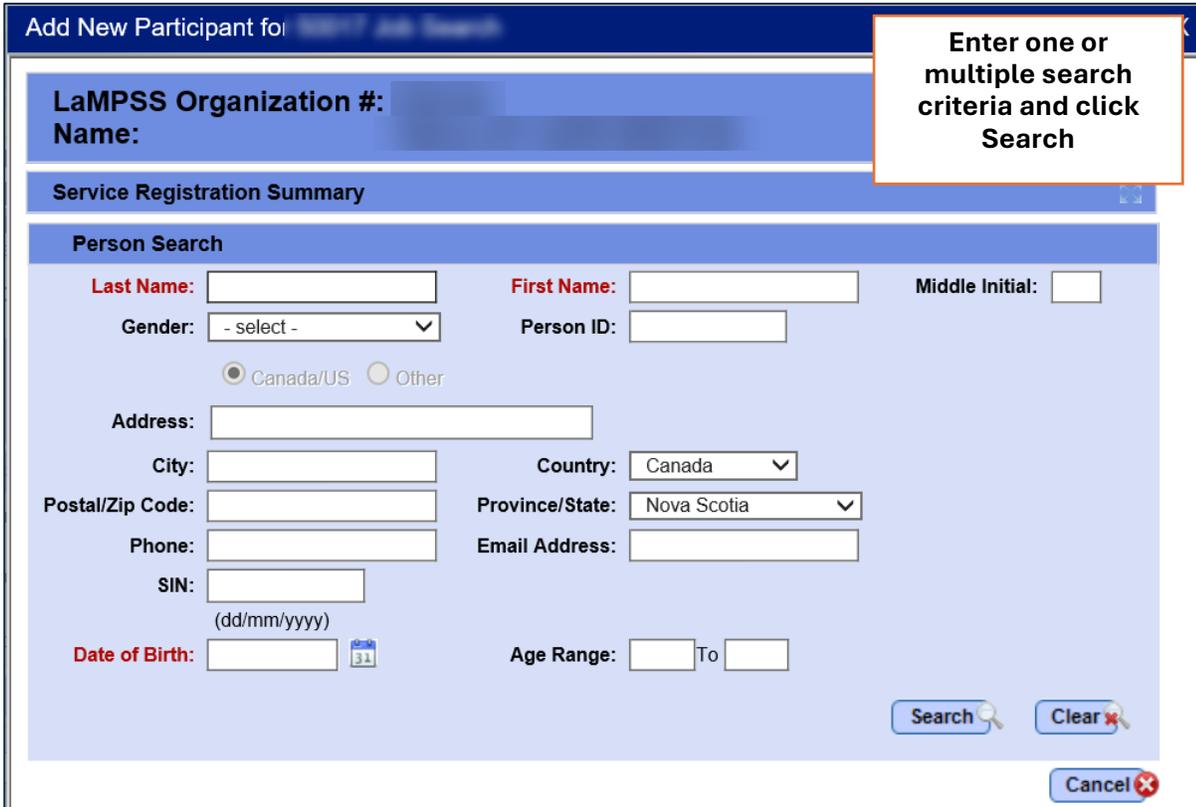
Participant	Person ID	Case ID	Contact Info	Intake / Outcome	Status
<input type="checkbox"/> IqJJNenUSA, nWLHYwdhao	494138			Intake: Pending Outcome: Completed	Completed
<input type="checkbox"/> nxyZeCTXPG, HTJWabMYVe	496193			Intake: Pending Outcome: Completed	Completed
<input type="checkbox"/> yMaYSXplaT, eqRSRjrKGW	427145			Intake: Pending Outcome: Completed	Completed

Displaying records 1 - 3 of 3

Buttons: Remove, **Register Participant**, Import Participants, Save, Cancel

Person Search/Register Popup

The Service Registration Person Search/Register pop-up allows you to search for a participant in LaMPSS.



Any of the parameters seen on the screen can be used to search for a participant. Most often, you will likely search using Person ID, First/Last Name, or Social Insurance Number, but any of the parameters can be used to narrow the search results.



You must search for the participant before LaMPSS provides the ability to add a new LaMPSS Person. This will help prevent duplicate persons from being added to the system.

A few key features of the Person Search to remember:

- LaMPSS uses cumulative searching, so the more search criteria you enter, the more defined the search results.
- Search will use a Soundex ability when Last name and/or First name are entered. Soundex allows similar sounding names to be displayed in the search results
- Partial searching is available for First Name, Last Name, and Address.
- First Name and Last Name will also search through any aliases (i.e. nicknames or alternate/previous) names.

Once a search is completed, there are several possible outcomes:

- If you search by **Person ID** or **Social Insurance Number**, a message will display to indicate that all other search criteria will be ignored. If a match is found, the Person Search Results will display the result. Click on the person to complete the registration in the current service. You will be returned to the Service Participants screen.
- If the search returns **multiple results**, the Person Search Results module will display below the search criteria. The first 100 results will be returned with 10 records per page. The Person Search Results provide key information to help you identify the correct participant.
 - To register a participant from the Person Search Results, click on the blue, hyperlinked name.
 - If the participant is not found in the Person Search Results, the required person data can be entered in the search criteria fields, and the **Add New Participant** button selected to create a new LaMPSS Person and add them to the service.

The screen on the next page is an example of a search with multiple results.



This example also shows how Soundex will return results that “sound like” the name entered in the search criteria (i.e. Johnson and Johnston).

Person Search Search Time: 14 seconds, 822 milliseconds

Last Name: Johnson First Name: Middle Initial:
 Gender: - select - Marital Status: - select - Person ID:
 Address Type: Mailing Canada/US Other
 Care Of:
 Line 2:
 Line 3:
 City: Country: Canada
 Postal/Zip Code: Province/State: Nova Scotia
 Phone: Email Address:
 SIN:
 Date of Birth: (dd/mm/yyyy) Approx. Age: Age Range: To
 Add New Participant + Pre-Register Participant + Search Clear

Name	Gender	Address	Date of Birth	SIN
Johnson, Jane	Female	123 Fourth Street Alphabetown, NS B3M 4T7, CA	Aug 08, 1988	
Johnston, Jean	Male	987 Number Crescent Digitown, NS B3M 4T7, CA	Sep 09, 1979	

To add a new LaMPSS Person, the required fields are:

- Last Name
- First Name
- Gender
- Address (including city and postal code)
- Date of Birth



Although SIN is not a required field to add a Person to LaMPSS, it may be required by some programs to register a participant. You may encounter an error preventing you from adding the participant to a service if SIN is required but not provided.

Once these fields (at a minimum) are completed, click the Add New Participant button to add the person to LaMPSS and simultaneously register the participant in the service.



An easy reminder of the required fields is to click the Add New Participant button. Error messages will display at the top of the window, indicating the required information.



Service Registration Summary

Errors:

- You must enter a Last Name
- You must enter a First Name
- Gender must be indicated
- Address is required
- A city name is required.
- A valid postal/zip code is required.
- Date of Birth is a required field.

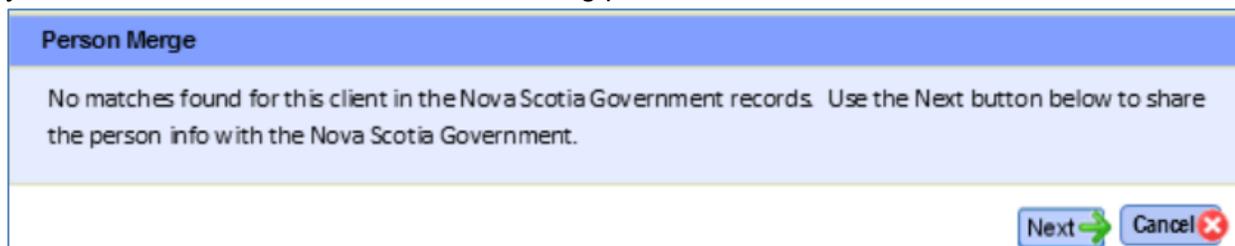
As a best practice, enter as much information as possible. It is important to have contact information for the participant.

As part of adding the person to LaMPSS, the system will guide you through the process of sharing the person with the government and merging records, if potential matches for the person are found. The steps for this process are detailed in the following pages, showing examples where a merge is and is not required. For more information on why it's necessary to share a person, see the section on [Public and Private Persons and Services](#).

Share Person

If the service is not private, LaMPSS will automatically guide you through the process of sharing the person with the government.

If no potential matches for the current person are found in LaMPSS, a message will display, and you will click Next to continue with the sharing process.



Person Merge

No matches found for this client in the Nova Scotia Government records. Use the Next button below to share the person info with the Nova Scotia Government.

Next → Cancel ✕

If potential matches are found, LaMPSS will display the Person Merge screen with the Potential Matches.

Add New Participant for 67546 SKILL-Child and Youth Worker
□ X

Person: Smith, Finnley ↗

Service Registration Summary ↖

Person Merge

One or more persons already exist in the Nova Scotia Government records who match this client. Please select the appropriate match from the results below.  Submit

Potential Matches

	Name	Gender	Default Address	Date of Birth
<input type="checkbox"/>	Smith, Finn	Male		Oct 10, 1998

Displaying records 1 of 1

Next →
Cancel ✖

The name, gender, address, date of birth and Social Insurance Number (if known) will be displayed to help you determine if one of the records is a match for the person you are adding.

Once you review the Potential Matches, select the checkbox beside the desired person and click Next to continue. LaMPSS will display your record side-by-side with the existing shared record.

Person: Smith, Finnley ↗

Service Registration Summary ↗

Your Record	Provincial Shared Record																
Person: Smith, Finnley	Person: Smith, Finn																
Please verify or modify the selections below to ensure the records are correctly merged.																	
<input type="radio"/> Date of Birth: Oct 10, 1998 <input type="radio"/> Age: 27 <input type="radio"/> Title: <input type="radio"/> Last Name: Smith <input checked="" type="radio"/> First Name: Finnley <input type="radio"/> Middle Initial: <input type="radio"/> Gender: Male <input type="radio"/> SIN: <input type="radio"/> Marital Status: <input type="radio"/> Service Language: <input type="radio"/> Other Language:	<input type="radio"/> Date of Birth: Oct 10, 1998 <input type="radio"/> Age: 27 <input type="radio"/> Title: <input type="radio"/> Last Name: Smith <input type="radio"/> First Name: Finn <input type="radio"/> Middle Initial: <input type="radio"/> Gender: Male <input type="radio"/> SIN: 873-297-634 <input type="radio"/> Marital Status: Single <input type="radio"/> Service Language: English <input type="radio"/> Other Language:																
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Merge 	Cancel 																

You will need to review the information for each record and use the radio buttons to modify the selections if necessary, to ensure the information is up-to-date and the records are merged correctly.

When you have verified all information, click the Merge button at the top or the bottom of the screen. LaMPSS will display a message requesting you to confirm you wish to proceed with the merge and share the person's information with the Nova Scotia government. Click OK to complete the process.

At this point, the person will be registered as a participant in the selected service and you will be redirected to the Service Participants screen.

You will still need to Save the Service Participants screen to complete the change. If you try to navigate away without saving you will receive a warning message.

Public and Private Persons and Services

Both a LaMPSS Person and a service can be private or public. **Most persons and services will need to be public so they can be included in any accountability or activity reporting for your funding agreement with the government.**

When a service is created, the visibility is set to private or public on the Service Details screen. If a service is set up as private, it will not be linked to any of your organization's funding agreements and is not visible to internal government LaMPSS users. Private services should only be used if you wish to manage services and participants for non-funded activities.

When a person is added to LaMPSS by an external user, they are initially visible only to other users from the same organization. Through the Share Person functionality, the person can be shared with the government. As part of the process, LaMPSS will search other shared person records to ensure they have not been created by another service provider. If so, you will be presented with the option to merge your newly added person with the existing person in LaMPSS.

To be eligible to participate in funded services (i.e. public services), a person must be shared with the government. If you attempt to register a private person in a funded service, LaMPSS will display an error message notifying you that the person must be shared with the government before they can be registered in the current service.

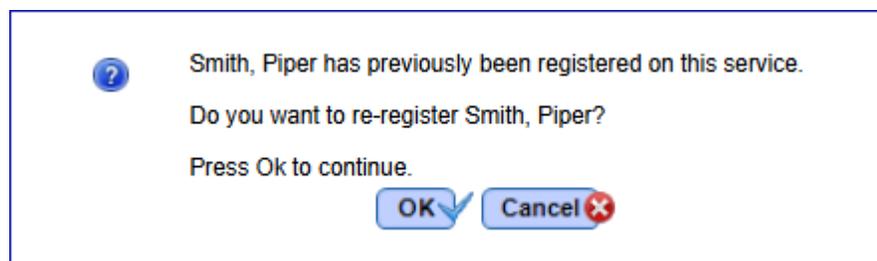
Business Rules for Registering a Participant

Before a participant is added to a service, LaMPSS will check to ensure several business rules are met.

If the selected participant is already registered in the service, an error message will be displayed

For Group (Continuous) and Individual services, if the selected participant has been registered in the service in the past, a warning message will be displayed.

The message will inform you that the participant has previously been registered and confirm that you want to re-register the same participant.



If you select OK, a second instance of the participant will be added to the Service Participants list.

A participant can only be re-registered if the Session Dates do not overlap.

The screen below shows an example of this scenario. Use the Show History button to see a full list of current and past participants.

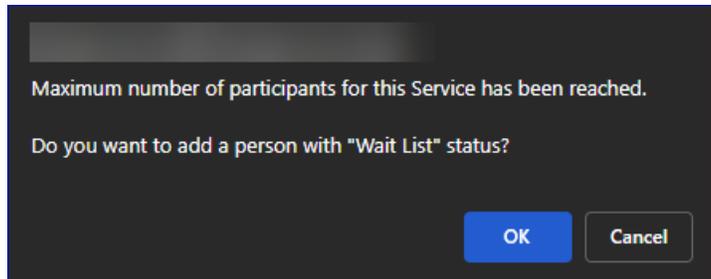
Participant	Person ID	Case ID	Contact Info	Intake / Outcome	Status
<input type="checkbox"/> Smith, Piper	559417	496682			Registered
<input type="checkbox"/> Smith, Piper	559417	496682			Did Not Complete

Displaying records 1 - 2 of 2

Buttons: Remove, Register Participant, Import Participants, Save, Cancel

For Group (Fixed) services, LaMPSS will verify that the maximum number of participants has not been reached.

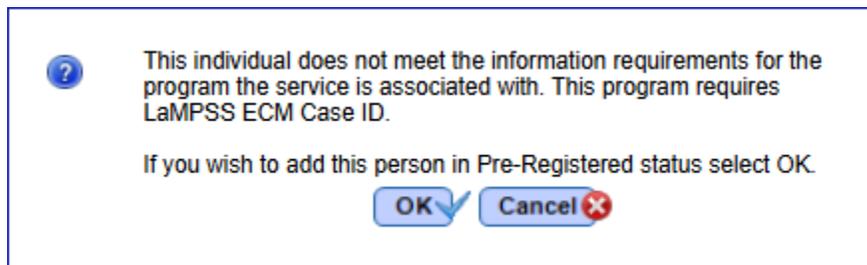
If the maximum has already been registered, a warning message will be displayed. If you select OK on the warning, the participant will be registered in the service with a status of "Wait List".



See the [Wait List](#) section for more information on how to manage participants on the wait list.

Finally, for all Service Types LaMPSS will verify the participant selected meets any specific registration requirements of the program.

If registration requirements are not met, a warning message is displayed, and you will be given the option of [pre-registering](#) the participant.



Pre-Register a Participant

To register a participant, they must be a LaMPSS person, and they must meet any specific registration requirements of the funding program. If you do not have sufficient detail to create a LaMPSS person record for a participant, you can reserve a spot in a service using the Pre-Register functionality.

To pre-register a participant, only the first name, last name, and either phone number or email address are required.

Once you select Register Participant on the Service Participants screen and the Add New Participant screen appears, the first step will still be to search for the desired participant to determine if they exist in LaMPSS.

If the participant is not returned in the Person Search Results, the **Pre-Register Participant** button will allow you to add the participant in Pre-Registered status.

Click the Pre-Register Participant button to access the popup seen here and complete the entry.

As noted in the popup, the purpose of pre-registering is *only* to save a spot for the participant in the service.

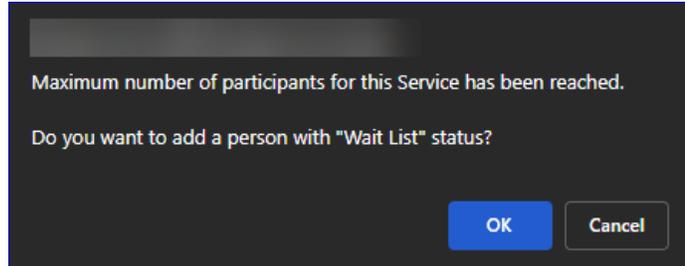
To later register the participant, once the information is available to create a LaMPSS person, you will register the newly created (and shared) person and then remove the pre-registered version of the participant.

You cannot change a pre-registered participant to registered.

Managing Wait Lists

Each Group (Fixed) service is set up with both a minimum and maximum number of participants.

When a service reaches its maximum number of registered participants, you can continue to add participants to the service, but they will have a status of Wait List and a wait list number. This enables you to track clients waiting for a service, in the order they are added.



To add a participant to the wait list, follow the normal steps to search for and add a participant. When you select a participant to add to the service, if the maximum number of participants has already been registered, a warning message will display.

If you select OK in this pop-up, the participant you are about to search for is added to the list of service participants; however, the status is Wait List instead of Registered.

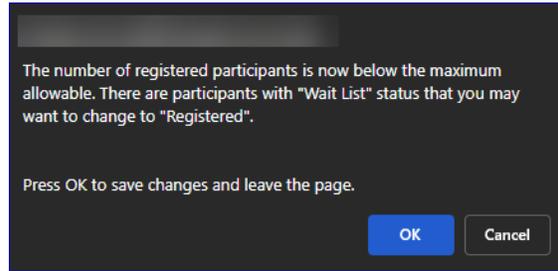
The first participant added to the wait list will have a wait list number 1, the second participant added will have a wait list number 2, and so on.

The Service Participants list seen here has 3 participants in Wait List status.

Service Participants						
Participant:	Person ID:	Case ID:	Email:	Status:		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	- select -		
Participant	Person ID	Case ID	Contact Info	Intake / Outcome	Status	Wait List
<input type="checkbox"/> EyGzzYNfXb, ahibvzqjz	362519				Registered	
<input type="checkbox"/> Lass, Bonnie	468085				Wait List	1
<input type="checkbox"/> Smith, Finnley	587902				Wait List	3
<input type="checkbox"/> Smith, Piper	574190	505970			Wait List	2

Displaying records 1 - 4 of 4

If a Registered participant is removed from this service, LaMPSS will display a message to remind you that the number of registered participants is now below the maximum and there are participants in wait list status that you may want to register.



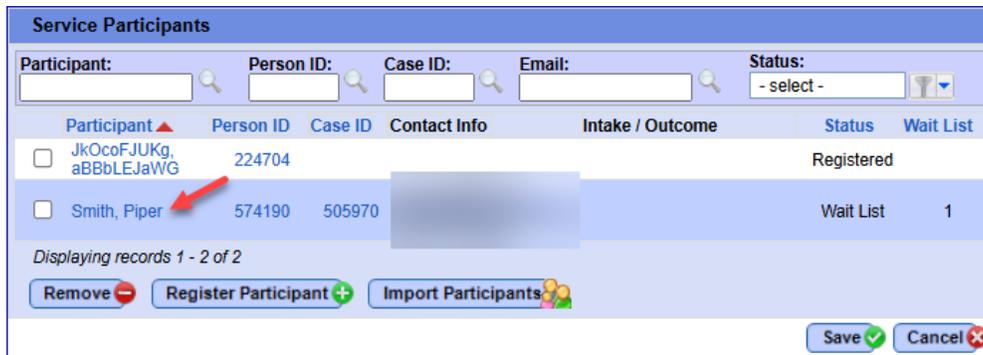
While LaMPSS will not automatically switch a participant to registered status, it will remind you.

In the Service Participants list, find the participant you want to register. If there are multiple participants on the wait list, you can use the wait list number to determine who should have priority for the service.

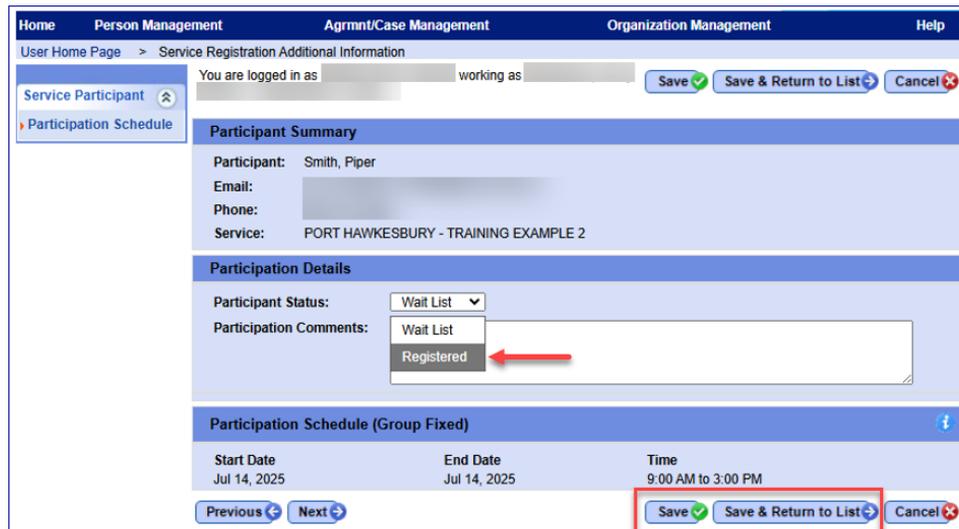


Since many factors could determine which participant should be registered next, LaMPSS does not enforce the wait list order. For example, perhaps one participant has a higher need for the service or the next participant in “line” cannot be reached to confirm availability.

To change a participant from Wait List status to Registered, click on the hyperlinked Participant name.



This will take you to the Service Participant Additional Information screen for the participant. In the dropdown menu at the top of the screen, change the Participant Status to Registered. If you click Save you will stay on the Participant Schedule screen. “Save & Return to List” will take you back to the Service Participants screen.



The screenshot shows the 'Service Participant' form in the LaMPSS system. The form is divided into several sections:

- Participant Summary:** Displays participant information such as Name (Smith, Piper), Email, Phone, and Service (PORT HAWKESBURY - TRAINING EXAMPLE 2).
- Participation Details:** Includes a dropdown for 'Participant Status' (set to 'Wait List') and a 'Participation Comments' dropdown menu. The 'Registered' option is selected and highlighted with a red arrow.
- Participation Schedule (Group Fixed):** Shows the start date (Jul 14, 2025), end date (Jul 14, 2025), and time (9:00 AM to 3:00 PM).

At the bottom of the form, there are navigation buttons: 'Previous', 'Next', 'Save', 'Save & Return to List', and 'Cancel'. The 'Save' button is highlighted with a red box.

Adding Sessions for Individual Services

Once a participant has been added to an Individual service, at least one session must be added before you can save the Service Participants. See How to Update the Service Participant document for instructions on adding a session.