

### Update the Service Participant (Intake / Outcome)

The Service Participant Screen can be accessed from the Service Participants page by clicking the hyperlink for the Participant's name or by the hyperlinks provided for the Intake and Outcome fields.

Participant	Person ID	Case ID	Contact Info	Intake / Outcome	Status
<input type="checkbox"/> AmTuntSVPE, kXwbfnuJQf	468085			Intake: Pending Outcome: Pending	Registered
<input type="checkbox"/> bZmGkXrVsJ, DkbMzSLyOn	463477			Intake: Completed Outcome: Pending	Registered

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

If there are outstanding questions on the Intake or Outcome Assessments, the Status will be "Pending". The Status will be "Complete" if all required fields are answered.



Any questions about the Intake/Outcome information for a specific funding program should be directed to your program area contact/representative.

The **Intake** Screen consists of three main sections:

- **Participant Summary** – The top section displays the name, email, phone number and service of the participant currently being viewed.
- **Additional Participant Information** – A **Copy Previous Intake** button will be available if this feature is available for the program.
- **Intake Assessment** – The section will list any additional information elements required for the funding program. This section may vary in appearance from program to program, depending on the specific reporting requirements. For each information element, there will be a short description, a tooltip providing more detail, and a field (e.g., numeric, dropdown) to respond.

The screenshot shows the 'Service Registration Additional Information' page for a participant. The top navigation bar includes 'Home', 'Person Management', 'Agrmnt/Case Management', 'Organization Management', and 'Help'. The breadcrumb trail is 'User Home Page > Service Registration Additional Information'. The user is logged in as [redacted] working as [redacted].

**Service Participant** (dropdown menu):

- Participation Schedule
- Intake
- Outcome

**Participant Summary**

Participant: AmTuntSVPE, kXwbfnuJQf  
 Email: [redacted]  
 Phone: [redacted]  
 Service: EDGE Job Shadowing

**Additional Participant Information**

**Intake Assessment**

**Designated Group**

Designated Group - Aboriginal Identity			- select -
Designated Group - Immigrant			- select -
Designated Group - Persons with Disabilities			Yes
Designated Group - African Nova Scotian			No

Buttons: Previous, Next, Save, Save & Return to List, Cancel

The **Outcome** screen consists of three main sections.

- **Participant Summary** – The top section displays the name, email, phone number, and the service of the participant currently being viewed.
- **Additional Participant Information** - A **Copy Previous Intake** button will be available if this feature is available for the program.
- **Outcome Assessment** – This section will list any immediate outcomes for the participant. For each information element, there will be a short description, a tooltip providing more detail, and a field (e.g. numeric, dropdown) to respond.

The screenshot shows the 'Service Registration Additional Information' page for a participant named Smith, Finnley. The top navigation bar is the same as the previous screenshot. The breadcrumb trail is 'User Home Page > Service Registration Additional Information'. The user is logged in as [redacted] working as [redacted] - Organization Contact.

**Service Participant** (dropdown menu):

- Participation Schedule
- Intake
- Outcome

**Participant Summary**

Participant: Smith, Finnley  
 Email: [redacted]  
 Phone: [redacted]  
 Service: SKILL-Child and Youth Worker - [redacted]

**Additional Participant Information**

**Copy Previous Intake** (+)

**Outcome Assessment**

**Student**

Student - Withdrawal Reason - select -

Buttons: Previous, Next, Save, Save & Return to List, Cancel

Fields marked with a checkmark must have a response before you can save the participant's Intake or Outcome screen. These are the required fields for the funding program through which the service is delivered. .



The tooltips for each information element provide additional details on what information a field will capture. Any further questions for a funding program must be directed to your program area contact/representative.

If you have information to enter for more than one participant, the Previous and Next buttons at the bottom of the screen will allow you to move through the list of participants without returning to the main Service Participants screen.

When all updates have been made, click Save to stay on the Service Participant Additional Information page. When you click the Save & Return to List button, you will return to the Service Participants list screen.

If all the required fields are completed, when you return to the Service Participants screen, the Intake and/or Status will be updated to "Completed".

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	
<input type="checkbox"/> AmTuntSVPE, kXwbfnuJQf	468085			Intake: Completed Outcome: Pending	Registered	
<input type="checkbox"/> bCzPCgnDEo, DUxANpIWRT	485711			Intake: Completed Outcome: Completed	Completed	

### **Copy Additional Participant Information**

If the participant you are registering has previously participated in a service where additional information elements were collected, the Copy Previous Intake button may appear at the top of the Additional Participant Information section for both the Intake and Outcome screens.



Additional Participant Information		
Copy Previous Intake +		
Designated Group - Aboriginal Identity:		- select -
Designated Group - Immigrant:		- select -
Designated Group - Persons with Disabilities:		- select -

For each funding program in LaMPSS, certain additional information elements have been configured to allow them to be copied forward from a participant's previous service. These are typically things that would not change over time, such as membership in a designated group.

The information copied is different from program to program. This feature is used to quickly move forward with known information, instead of re-entering the fields.

### **Update Participant Sessions – Individual Only**

For Individual services, sessions are recorded to capture information about when a participant attended/participated in the service. The participant is registered in the service *once*, then sessions are used to capture instances of their involvement (e.g. each appointment or meeting)

A minimum of one session needs to be recorded before the participant can be saved in the service.

To add a session, click the Add Session button. Then select a date for the session using the calendar icon. A Session Comment can be added; however, it is not a required field. Click Save (or Save & Return to List). You can add one or multiple sessions at a time.

**Participant Summary**

Participant: AHZctSCDoU, NQfvWwEIER  
 Email:  
 Phone: (379) 580-6428  
 Service: EDGE Assessment

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**Participation Details**

Participant Status: Registered ▼  
 Participation Comments:

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**Participation Schedule (Individual)** i

To add a session, enter / select a date and click the button to add a session.

**Add Session** +

Session Date:  
(dd/mm/yyyy)

31

31

18/06/2025

Session Comment:

Delete -

Delete -

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Previous
Next

Save ✓
Save & Return to List
Cancel ✗



The session dates must fall within the start date and end date of the accountable agreement through which the service is funded. If they do not, an error message will be displayed when you try to add the session(s).

If the participant was previously registered in the current service the new session dates cannot overlap the session dates from their previous participation in the service. If they do, an error message will be displayed when you try to add the session(s).

To delete a session, select the checkbox beside the session and then click the Delete button.

### Update Participant Start/End Dates – Group (Continuous) Only

For Group (Continuous) services, participant start and end dates are recorded to capture when a participant began and finished their involvement in the service.

The service may take place over a long period of time, while a specific participant may only attend for part of that time (e.g. a group service delivered for 1 year, but a participant only attends for 3 months).

Click the Add Session button, then select the dates using the calendar icons. The Session Comment can be added; however, it is not a required field. Click Save (Save & Return to List). You

can add one or multiple sessions at a time. The participant's start and end dates must fall within the start and end dates of the accountable agreement under which the service is funded.

The screenshot displays a web interface for managing a participant's sessions. It is divided into three main sections:

- Participant Summary:** Shows fields for Participant ID (AmTuntSVPE, kXwbfnuJQf), Email, Phone, and Service.
- Participation Details:** Includes a dropdown for Participant Status (set to 'Registered') and a text area for Participation Comments.
- Participation Schedule (Group-Continuous):** Features an 'Add Session' button with a plus icon, circled in red. Below it, there are input fields for Start Date (dd/mm/yyyy) and End Date (dd/mm/yyyy), also circled in red. The first row shows dates 09/09/2025 and 28/11/2025. A 'Session Comment' field is to the right. Each row has a 'Delete' button with a minus icon.

At the bottom, there are navigation buttons: 'Previous', 'Next', 'Save', 'Save & Return to List', and 'Cancel'.



If a participant is re-registered in the same service, having previously participated, the new dates cannot overlap the dates from their previous participation in the service. If they do, an error message will be displayed when you try to add the session(s).