

All procedures start with logging into EOIS CaMS – www.one-key.gov.on.ca

Enter your **UserID and Password** - enter

Click on **CaMS Application**


Enter PIN # - enter

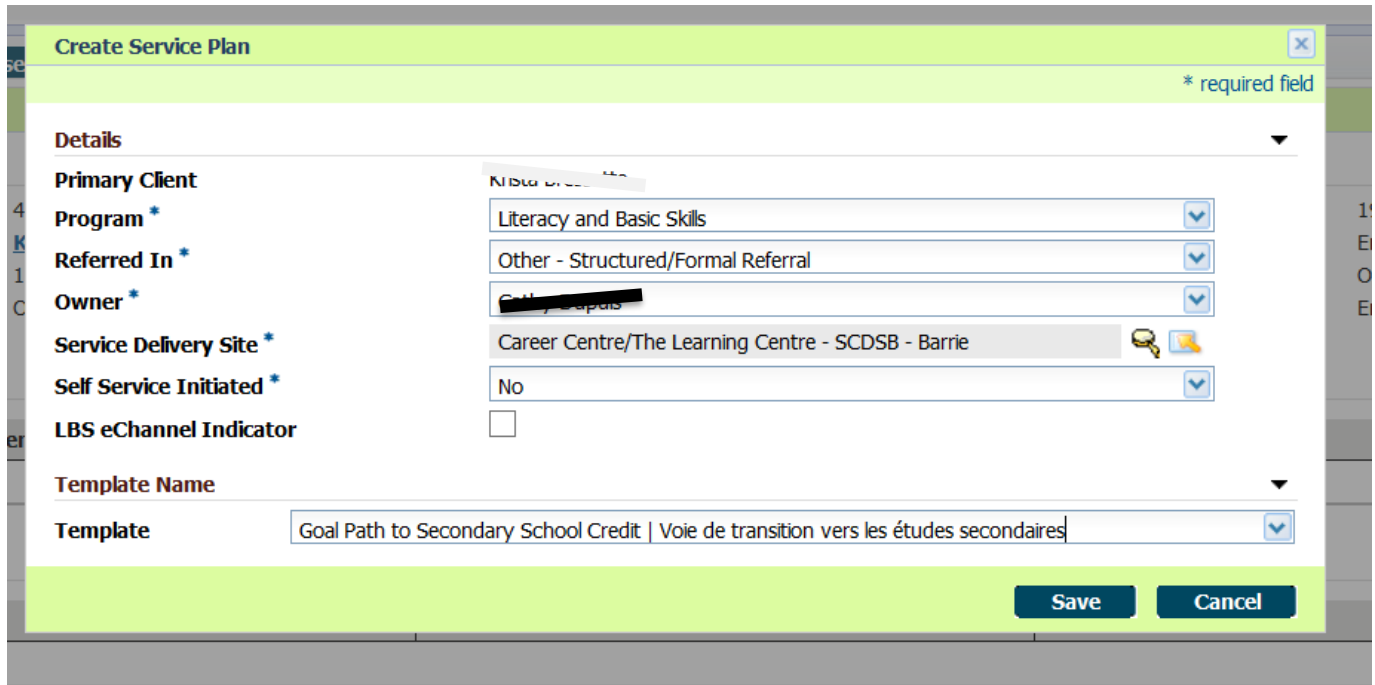
Search for Existing EO Cases or Creating New Case

When students are entered into CaMS they are assigned a Case Ref # and instructors are assigned ownership of this case

- ⇒ **Click on Workspace tab – top far left**
- ⇒ **Click on Register Person**
- ⇒ **Enter Last Name, First Name & Date of Birth – hit search**
 - *If no name match appears – click on continue*
 - Continue to fill in information from front page of PRF
 - Address: ensure postal code search results match mailing address given
 - Email address to be entered if given
- ⇒ **Click on Register – top right hand corner – record person reference number on PRF (left – case reference /person reference)**
- ⇒ **Click “here to open the Employment Ontario home page” – this will give you the case reference number (beside learner name, left hand side) – record on PRF**
 - *If name match appears – double check DOB, click on case reference #*
- ⇒ **Click on “Primary Client” Name will appear in blue**
 - *Check contact information, make changes if necessary from PRF information*
- ⇒ **Click on Background tab – Education – click on New (far right) - fill in information from bottom of page one – Click save**
 - *Check Education, if not already entered make changes from PRF information*
- ⇒ **Close merlot Name tab**

Creating a new Service Plan - Page 4 of PRF

- From the home tab, Click on the action button  to the far right of the “Employment Ontario Home” bar
- Click on dropdown menu, select New Service Plan



Create Service Plan * required field

Details

Primary Client Kisha D...

Program * Literacy and Basic Skills

Referred In * Other - Structured/Formal Referral

Owner * Cathy Caputo

Service Delivery Site * Career Centre/The Learning Centre - SCDSB - Barrie

Self Service Initiated * No

LBS eChannel Indicator

Template Name

Template Goal Path to Secondary School Credit | Voie de transition vers les études secondaires

Save **Cancel**

Program: - Always Literacy

Referred in: As stated on PRF – drop down menu

Owner: Name of Instructor on PRF



Service Delivery Site: choose appropriate site

Self Service Initiated: answer accordingly

Template: Goal Path – Employment or Secondary School etc.

Click on Save

Again:

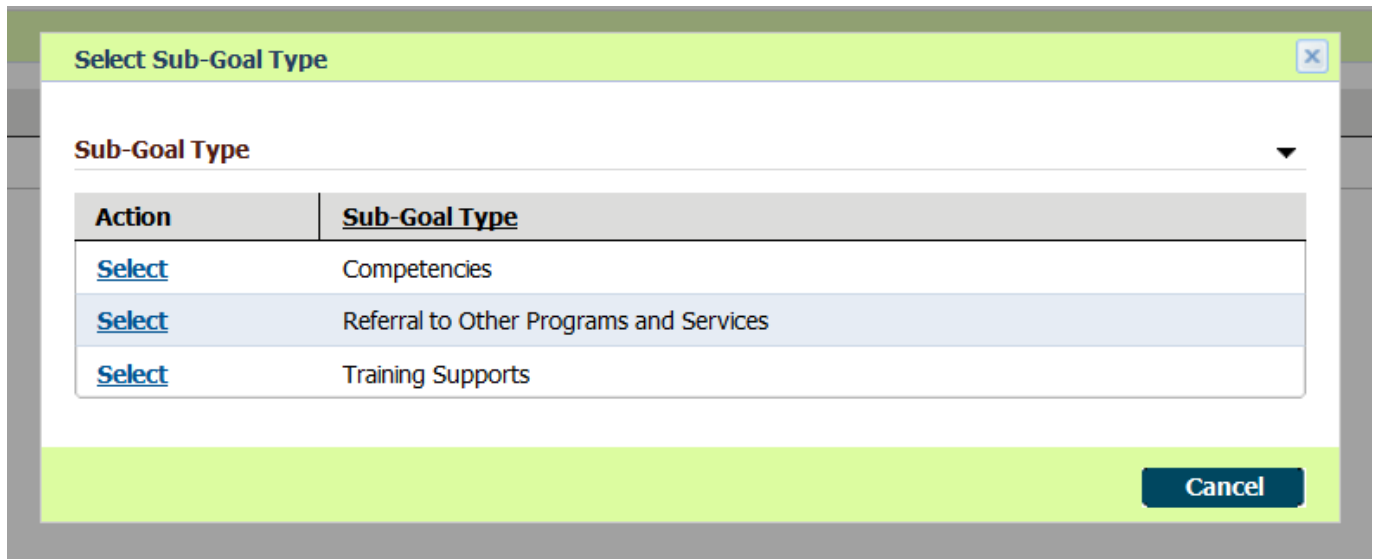
- Click on the action  button to the far right of the “Service Plan Home” bar
- Click on dropdown menu, select “**Submit for Approval**”, a box will appear, click on **Yes**
- Status changes from Open to **Approved**
- Click on **Plan Summary Tab**, click on **New** to far right
- Click on “**Select**” to far left
- Click on the action button  to the far right, click on **Edit**
- Enter **current date into** **Date Accepted**, click save

Client Summary – Page 4 of PRF

- Click on **Client Summary Tab**, click on **New** to far right
- Complete all boxes from Client Summary info on page four of PRF
- Question any sections that are incomplete or seem incorrect
- **Estimated Learner Weekly – bottom of page (classroom hours entered)**
- **Entry Assessment Tool** – choose as per the PRF
- Click on Save

Add Sub-goal/Plan Item – on page 5 of PRF

- Click on **Plan Content Tab**, click on **New Sub Goal** to far right

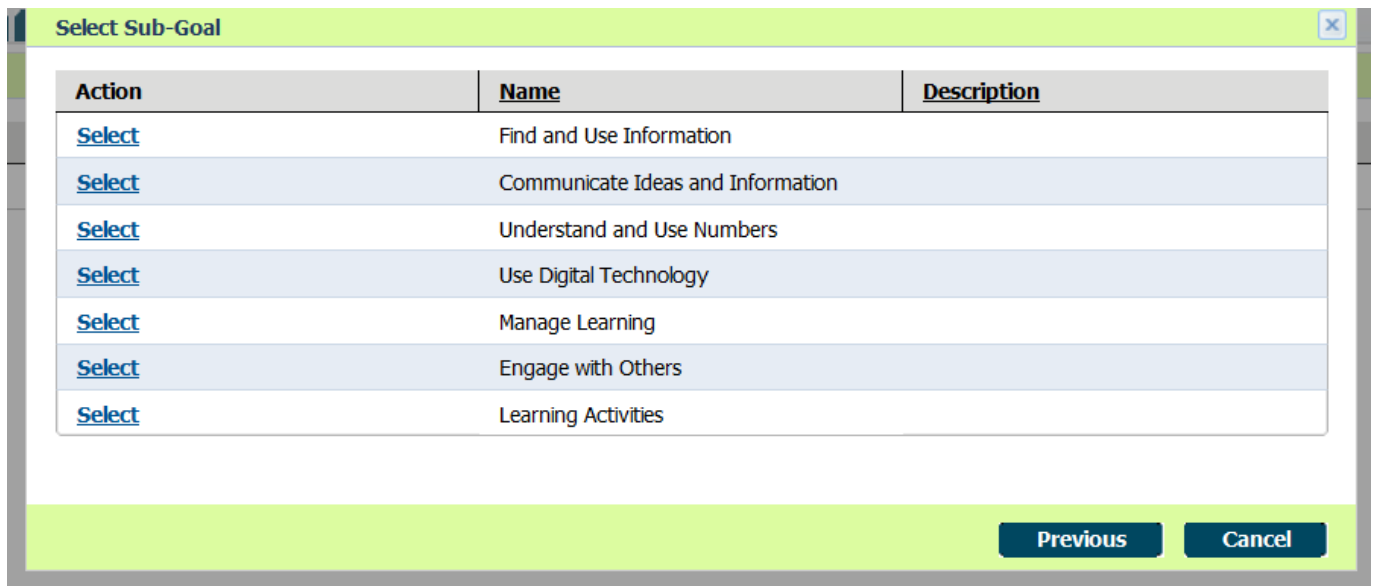


The screenshot shows a dialog box titled "Select Sub-Goal Type" with a close button (X) in the top right corner. Below the title is a dropdown menu labeled "Sub-Goal Type". A table is displayed with three rows, each containing a "Select" link and a "Sub-Goal Type" description.

Action	Sub-Goal Type
Select	Competencies
Select	Referral to Other Programs and Services
Select	Training Supports

At the bottom right of the dialog box is a "Cancel" button.

- Select **Competencies**, when adding in Sub Goal




The screenshot shows a dialog box titled "Select Sub-Goal" with a close button (X) in the top right corner. Below the title is a table with three columns: "Action", "Name", and "Description". Each row contains a "Select" link, a name, and a description.

Action	Name	Description
Select	Find and Use Information	
Select	Communicate Ideas and Information	
Select	Understand and Use Numbers	
Select	Use Digital Technology	
Select	Manage Learning	
Select	Engage with Others	
Select	Learning Activities	

At the bottom right of the dialog box are "Previous" and "Cancel" buttons.

- Select appropriate sub goal as stated on PRF – match to OALCF (large) Chart
- **Click off Me**, search for User (instructor name), select and save

Adding a Plan Item

- Click on the action button  to the far right of the sub goal
- Click on **Add Plan Item**
- Select appropriate Plan Item from list, matching to PRF and refer to Chart

Select Plan Item Type

Plan Item

Action	Name	Plan Item Type
Select	Interact with Others	Basic Plan Item
Select	Write Continuous Text	Basic Plan Item
Select	Complete and Create Documents	Basic Plan Item
Select	Express Oneself Creatively	Basic Plan Item

- Enter in **Expected start and end dates** from PRF
 - Enter **Expected Outcome** – ie Level 1
 - Delivery Method is always **Classroom** from drop down menu
 - Always click on **Blended Learning**
 - **Milestone:** click on drop down menu and pick appropriate milestone as indicated on PRF
 - Click on Save
- ⇒ **Select Sub Goal** – click on blue arrow beside sub goal (left side), this will reveal your plan items
- Plan Items: **Click on far right action button, click on Edit Plan Item**
 - Enter **Actual Start Date**, which is the **same as Expected Start Date** on PRF
 - Hit Save, Status is now **In Progress**
- ⇒ All learners should also have a **Learning Activity** assigned to them (no milestone attached) but it is not mandatory to create the learner
- ⇒ (See Page 5 for detailed step-by-step instructions if needed)
- Follow instructions for adding a Sub Goal, Learning Activity is listed at the bottom of Competencies list
 - Continue following instructions for adding Sub Goal and Plan Item
 - Plan Item will match Learner’s goal (from top of page four on PRF)
 - Note: use “Learning related to communications for....” further education & training, to further employment, or for self advocacy
 - If the goal path is Independence – self-advocacy should be selected
- ⇒ Add as many Sub Goals as listed on PRF

The end result of the registration should have the **Status as Active**, and **both the sub-goals In Progress**.

Use the office “**Entered**” stamp on the front, top of the PRF. Enter in the **dd/mm/yyyy** (in that order) in the empty box of the stamp. Initial beside the stamp as well.

Break down of Entering the Learning Activity Sub-Goal


click **New sub-goal**

select **Learning Activity** (it’s the last competency choice)

Unclick the ME box

Click the magnifying glass to **change the user** name. Search the instructor and select.

Save

Use the  button to **Add Plan Item**

Select either “Learning related to communications for further: **education** & training or **employment** or **self advocacy**

Select Continue

Enter the **start and end dates** as per the PRF

Expected Outcome will be “**Related Learning Achieved**”

Delivery Method is **Classroom**

Check off the **Blended Learning** Box

There will be **no milestone**

Save and Exit

Now **open the Learning Activity sub-goal** by clicking on the blue arrow on the left of the Plan Item

Enter the sub-goal expected start date that is on the PRF

Save