

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

Enter your **UserID and Password** - enter

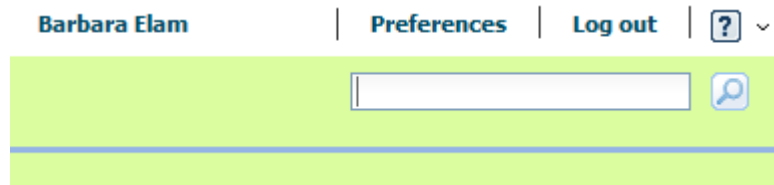
Click on **CaMS Application**

Enter PIN # - enter

Search for Existing EO Cases

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

⇒ **Enter Case Reference # from Exit form into top right blank space of the Case Search bar**



If no Case Reference # given – proceed with search by Client Name

⇒ **Click on Workspace tab – top far left**

⇒ **Click Register Person**

⇒ **Enter Last Name, First Name – hit search**

⇒ **When name appears,– this will give you the case reference number (beside learner name, left hand side) – record on Exit form (top right hand corner)**

- *If name match appears (or more than one) – double check City*


⇒ **Click on Service Plan reference #, far left**

- Ensure Service Plan type is Literacy, plan is still active, and we have ownership


⇒ **Click on Plan Content Tab**

- All Sub-Goals must have status of Completed
- Learning Activities Sub Goal – edit (click on blue arrow)


Editing a Learning Activity Plan Item

- Click on the action button  click on Edit plan item from drop down
- Enter in Outcome from bottom left of Exit form – “Has the learner completed all goal path...” If yes, enter Attained, if no, enter Not Attained
- Enter Actual End Date, this is Date of Exit Assessment from Exit form

Editing a Milestone Plan Item

- Click on the action button  click on Edit plan item from drop down
- Enter in Outcome – if Milestone completion has not been reported on progress report, Outcome is Not Attained
- Enter Actual End Date, this is Date of Exit Assessment from Exit form

Editing the Sub Goal (including Learning Activity)

- Before editing Sub Goal, view milestones/plan items to see outcomes (attained or not attained) – after viewing close Sub Goal
- Click on the action button  to far right, click on Edit Sub Goal from drop down
- Enter in Outcome – if one or more Milestones have been attained – Outcome is Attained if the only milestone is Not Attained, Outcome is Not Attained
- Continue editing until all Sub Goals Outcomes are entered

⇒ Click on Home Tab

- Click on action button to the far right, click on Close from the drop down menu
- Complete all mandatory fields from information given on Exit form
- Click on save
- Pop up box will appear, click on Yes if you are sure
- Status of Service Plan will change to Closed

Initial front page beside Case Reference # box, this indicates to Instructor that Exit has been entered into CaMS.