

There are three reports related to service registration, plus the Service Registration Intake Form, which generates in the same way.

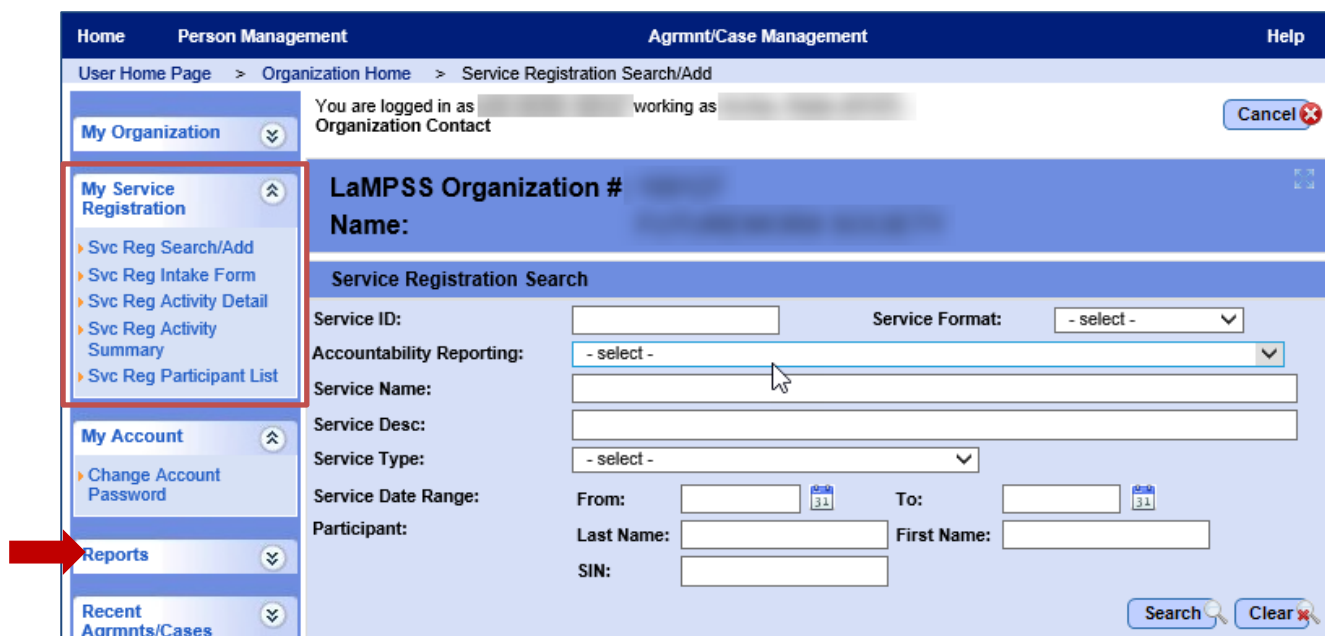
These three service registration reports will be reviewed in this section:

- [Service Registration Participant List](#)
- [Service Registration Activity Summary Report](#)
- [Service Registration Activity Detail Report](#)

Accessing the Reports

To access the service registration reports, login to LaMPSS and navigate to the Service Registration Search screen (see How to Access Service Registration for how to navigate).

The reports you have access to will appear in the left navigation menu under My Service Registration. They can also be accessed through the Reports link in the menu.



When you select a report, it will open a new window.

Service Registration Participant List

The Service Registration Participant List generates a list of all clients that have participated in your organization's services. The report can be limited by using the selection parameters.

Parameters

There are several parameters available to configure the Service Registration Activity Detail Report.

The parameters are:

- **Person Visibility** – Either Private, Shared or select both
- **Service ID** - System-generated Service ID
- **Gender** - Will only display participants with the selected gender on the Person Details
- **Service Type**
- **Age Range From/To** – Will only display participants who fall within the age range entered
- **Service Format**
- **Contact Person** - The contact name entered on the Service Details
- **Marital Status** – Will only display participants with the selected marital status entered on the Person Details
- **Service Date From/To**
- **Language Preference** – Will only display participants with the selected language preference
- **Participant Status**
- **Service Status**
- **Accountability Reporting** - A list of your organization agreements, showing Agreement ID, Start Date, End Date, and Program (Dept/Area)

! When Service ID is entered other parameters except Participant Status will be ignored.

! The only required parameters for the report are Service Date From and Service Date To.

Sample Report

In this sample, the report was run for August 1 to September 30, 2020. The selected parameters are listed at the top of the report. The body of the report contains a list of all service participants.

Person ID	Participant	Gender	Age	Marital Status	Phone	Email	Address	City	Prov	Postal Code	Language Preference	Person Visibility
349814		Male	32									Shared
143912		Female	53								English	Shared
284493		Male	30								English	Shared
196364		Male	33								English	Shared
214211		Male	27								English	Shared

Service Registration Activity Summary Report

This report provides a summarized view of the services completed during the selected date range.

Parameters

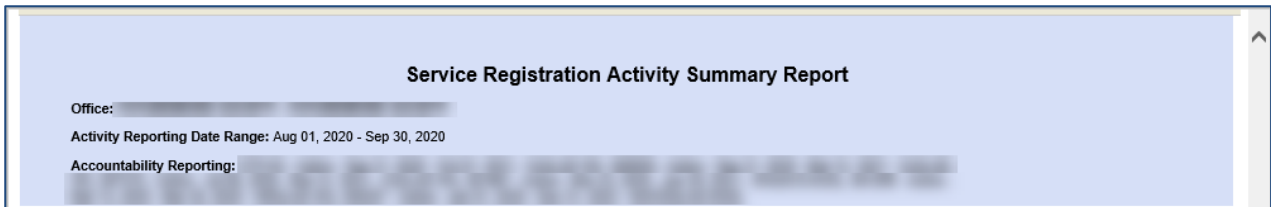
There are only three parameters for the report and all of them are required. You must enter a reporting from date and a reporting to date, as well as select at least one agreement in the Accountability Reporting dropdown menu.

The dropdown will contain a list of all your organization’s funding agreements that include case management, service registration, or both.

Once you have selected parameters, click View Report. The report will generate and load in the bottom of the window.

Sample Report

In this sample, the report was run for August 1 to September 30, 2020 for a series of agreements. The selected parameters are listed at the top of the report.



Each section of the report provides a summary of the services delivered during the selected reporting period for the agreement(s). The report will show three sections:

- Group – Fixed Services
- Group – Continuous Services
- Individual Services

Depending on what Service Format(s) your organization has used each section may or may not have data available. If there is no data, the section will still appear but display a message “No Data Available”.

The Group-Fixed Services section of the report provides a summary of service and participant numbers for the Group (Fixed) services delivered during the reporting period for the agreement(s) as well as a row-by-row view of each Service Type delivered. This list will include the name of the service, the date(s) delivered, and total participants.

A sample of this section of a report is pictured below. You will see the summary row as well as a row for the Service Type of Job Search – Workshops, with a list of the services delivered for that type.

Group-Fixed Services (Completed Services and Completed Participants)				
TOTAL Services Completed (this period)	Total Participants Completed (this period)	TOTAL UNIQUE Participants (this period)	TOTAL UNIQUE Participants (NEW this period)	
6	19	16	14	
Service Type Rollup			TOTAL UNIQUE Participants (this period)	
JobSearch-Workshops			16	
Service Type	Service Name	Start Date	End Date	Participants
JobSearch-Workshops				4
JobSearch-Workshops				7

The next section of the report is Group-Continuous Services. You will again see a summary row as well as a row for the Service Type of Job Search – Workshops, with a list of the services delivered for that type.

Group-Continuous Services (Registered and Completed Participants)			
Total Participants Completed (this period)		TOTAL UNIQUE Participants (this period)	TOTAL UNIQUE Participants (NEW this period)
5		5	5
Service Type Rollup		TOTAL UNIQUE Participants (this period)	
JobSearch-Workshops		5	
Service Type	Service Name	Participants	
JobSearch-Workshops		5	

The final section of the report is Individual Services. This section provides a summary of the individual services delivered during the reporting period for the agreement(s).

Like the other sections, the Service Type section displays a row for each Service Type as well as a list of the services delivered for each type, by name.

Individual Services (Registered and Completed Participants)				
Service Type Rollup		TOTAL VISITS (this period)	TOTAL UNIQUE Participants (this period)	TOTAL UNIQUE Participants (NEW this period)
JobSearch-Individual		1	1	0
WorkExperience-JobCoaching		1	1	1
Service Type	Service Name	VISITS (this period)	UNIQUE Participants (this period)	UNIQUE Participants (NEW this period)
JobSearch-Individual		1	1	0
WorkExperience-JobCoaching		1	1	1

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Service Registration Activity Detail Report

This report can be used to search and view more detailed data on selected services and participants.

Parameters

There are several parameters available to configure the Service Registration Activity Detail Report. The parameters are:

- **Service ID** – System-generated Service ID
- **Service Type**
- **Service Format**
- **Contact Person** – The contact name entered on the Service Details
- **Service Date From/To**
- **Participant Status**

- **Service Status**
- **Accountability Reporting** – A list of your organization agreements, showing Agreement ID, Start Date, End Date, and Program (Dept/Area)



The only required parameters are the Service Date From and Service Date To.



When Service ID is entered, service from and to dates are still required but any other parameters will be ignored.

Sample Report

In this sample, the report was run for August 1 to September 30, 2020 for a series of agreements. The selected parameters are listed at the top of the report.

Service ID	Service Name	Service Type	Format	Contact Person	Service Date	Time	Status	Accountability Reporting
22645		Assessment-CareerCounselling	Individual				Completed	
22646		JobSearch-Individual	Individual				Completed	

Depending on the report parameters, the report may display a list of one or multiple services. For each service, you can expand the row to see a list of participants enrolled in the service.

For each participant, when additional participant information exists, you will also be able to expand and view the participant information.