

## EOIS Case Management System

### Desk Aid: Adding Sub-Goals

Step One: On the Service Plan Home Page, click on the Plan Content tab.

Home Client Summary **Plan Content** Plan Summary Administration Events

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Service Plan Home ⋮ ↻ 🖨

Case Details ▾

Primary Client	mister green	Plan Reference Number	5977102
Program	Employment Service	Status	Open

Step Two: Click on New Sub-Goal

Print screen of the system, as described above.

Home Client Summary **Plan Content** Plan Summary Administration Events

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Plan Content ★ New Sub-Goal ↻ 🖨

Step Three: Click Select for the appropriate Sub-Goal Type. \*The Sub-Goal Type options will vary based on the program.

#### Create Sub-Goal

Select Sub-Goal ▾

Action	Sub-Goal Type	Name
<a href="#">Select</a>	Employment Service	Job Matching, Placements and Incentives
<b>Select</b>	Employment Service	Job Retention
<a href="#">Select</a>	Employment Service	Job Search
<a href="#">Select</a>	Employment Service	Resources and Information
<a href="#">Select</a>	Ministry Delivered Programs	Referral to Fee Payer
<a href="#">Select</a>	Ministry Delivered Programs	Referral to Job Creation Partnership
<a href="#">Select</a>	Ministry Delivered Programs	Referral to Second Career
<a href="#">Select</a>	Referral to Other Programs and Services	Referral Out to Other Community Resources
<a href="#">Select</a>	Referral to Other Programs and Services	Referral to Other Programs and Services

This is a print-friendly document. For further details, see EOIS-CaMS Service Provider User Guides Step Four: Click Save

## Add Sub-Goal

\* required field

Details



Name

Job Retention

Owner



Me



User



Comments



Save

Previous

Cancel