

The detailed steps can be found in Chapter 6 of the EOIS-SP Connect User Guide



Literacy Service Plan (LSP)

This desk aid is specific to LBS-SO Regional Networks Only

Create a Service Delivery Chart

1. In the Community tab of the LSP, click on Add Service Delivery Chart Tab. The community name and comments will be automatically populated.

A screenshot of the 'Add Service Delivery Chart' tab in the LSP interface. The tab is highlighted with a red box. Below the tab, there are two input fields: 'Community Name' with the value 'Community A' and 'Comments' with the value 'Testing UAT'.

Field	Value
Community Name	Community A
Comments	Testing UAT

2. Select the appropriate sites from the list of service delivery sites. Note: All sites will display and will not automatically be associated with a particular Regional Network. If a site has already been checked, it is already assigned to a LSP Service Delivery Chart.
3. Once desired sites are selected, click on Save. The sites will now have a separate tab.

A screenshot of a list of service delivery sites. The list is a table with checkboxes in the first column, site names in the second column, and site codes in the third column. The checkbox for 'Trillium Lakelands District School Board' is checked and highlighted with a red box. At the bottom right of the list are 'Save' and 'Cancel' buttons.

<input type="checkbox"/>	St Lawrence College	4321G
<input type="checkbox"/>	TRENT VALLEY LITERACY ASSOCIATION	4605A
<input type="checkbox"/>	TRI-COUNTY (STORMONT, DUNDAS, GLENGARRY) LITERACY COUNCIL	4475A
<input checked="" type="checkbox"/>	Trillium Lakelands District School Board	4568B
<input type="checkbox"/>	Upper Canada District School Board	4672A
<input type="checkbox"/>	Upper Canada District School Board	4672B
<input type="checkbox"/>	Vision Loss Rehabilitation Ontario	4590D

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4. Click on the site you wish to complete the Service Delivery Chart for.

Community Details

4589A 4589B Add Service Delivery Chart

Community Name: Community A

Comments: Testing UAT

5. Complete the details outlined.

Service Delivery Chart Details

Site

Site Name

Site Address

Sector: Not For Profit Agency

Community Name: Community A

Comments: Details about Community A

Total Number of Learners to be Served: 0

Estimated Number of Learners Served at this Location *

Client Focus *

Rationale *

Stream *

Anticipated OALCF Complexity Level (s) Served *

Goal Path *

Anglophone Deaf Francophone Indigenous

Level 1 Level 2 Level 3

Goal Path	Estimate % of Learners Served
Employment	20
Apprenticeship	20
Secondary School Credit	20
Postsecondary Education	20
Independence	20

Example of % equaling 100%

Add Itinerant Location

Save Delete Service Delivery Chart

6. Click on Save to retain the details or Delete Service Delivery Chart to discard the information.