



Literacy Service Plan (LSP)

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

Add Itinerant Locations to a Service Delivery Chart of a LSP

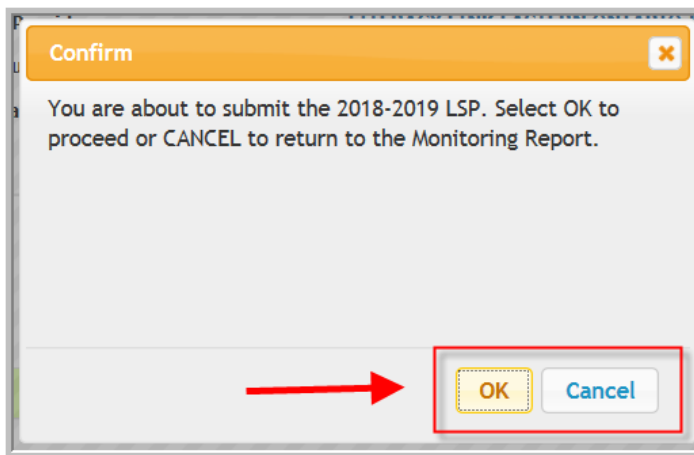
Itinerant locations should be added to the Itinerant Locations panel in the Service Provider tab prior to completing a LSP (see Chapter 4 for instructions). Itinerant locations can only be added by the Service Delivery Site, not by a Regional Network.

1. Any itinerant locations associated with a SDS for which a Service Delivery Chart has been created will display in the drop-down of Itinerant Location. Select the site from the drop down menu.
2. Enter the Effective Date and End Date using the calendar.
3. Complete all mandatory fields (marked with an asterisk *) and click Save.

A screenshot of the 'Add Itinerant Location' form. The form has a title bar 'Add Itinerant Location' with a close button. The fields are: 'Site' (text input with value '4589A'), 'Itinerant Location' (dropdown menu with a red arrow pointing to it), 'Effective Date' (calendar icon), 'End Date' (calendar icon), 'Estimated Number of Learners to be Served' (text input with a red border), 'Client Focus' (text area with placeholder '<Enter Text Here>'), and 'Rationale' (text area with placeholder '<Enter Text Here>'). A blue callout box points to the dropdown menu with the text: 'Select from drop-down. Note: Itinerant Locations must be set up in advance by the Service Delivery Site to appear here.' At the bottom right are 'Save' and 'Cancel' buttons.

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

4. A Confirm pop-up will display. Click on OK to submit or Cancel to disregard.



5. A confirmation message will display at the top of the screen indicating the successful submission.

