



Literacy Service Plan (LSP)

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

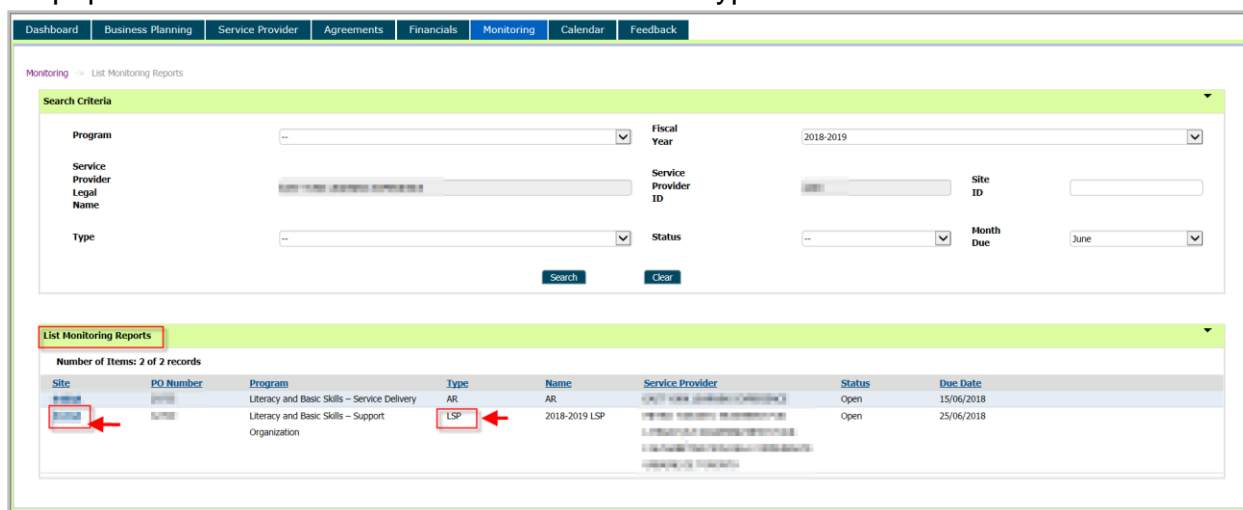
What are Literacy Service Plans (LSP) and Service Delivery Charts (SDC)?

LSPs and SDCs are two documents that are completed by the regional networks and the LBS service providers as part of the Literacy Service Planning and Service Coordination Process. LSPs and SDCs purpose is to facilitate effective and efficient delivery of the LBS program within their communities.

Starting in 2019-20 fiscal year, LSP template and the Service Delivery Charts have been integrated in SP Connect to support the Literacy Service Planning and Coordination Process for each community. This integration aims to support the LSPSC process by providing provincial consistency in the LSPs, easing administration burdens through automation and allowing the ministry to examine literacy needs different communities.

Populating a Literacy Service Plan (LSP)

1. From the Dashboard, the LSP will display under the Monitoring Reports panel. If the LSP is not on the Dashboard, click on Monitoring, List Monitoring Reports, and use Literacy Service Plan as the Type in the search panel. Change the Month Due criteria to the appropriate field.
2. To populate the LSP click on the Site link for the Type LSP.



3. The LSP will display with tabs: the LSP tab with instructions, an “Add Communities tab” and an All Panels which will display the entire LSP. To add a community, click on the ‘Add Community’

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



4. Enter the community name and comments in the Add Community Details pop-up.
5. Complete the Literacy Service Plan – Regional Network and Community questions. Once complete, click on Save to retain the information or Delete Community to discard.

