



## Job Aid: TRF and RASP Process (as of Jan 2, 2025)

Actions	Steps
<p><b>Search for a TRF/RASP referral in the Jobs Portal</b></p>	<p><b>Note:</b> <i>The Intake Team will initiate all contact attempts and close the applications. Service Providers will receive referrals through the Jobs Portal for RASP/TRF Applicants who confirm interest in accessing services.</i></p> <ol style="list-style-type: none"> <li>1. Log into the Jobs portal and search for a client referral.</li> <li>2. Review the “Referral Details” on the client’s profile page to see the type of referral e.g., TRF, RASP (<i>TRF/RASP Application numbers will be provided for reference purposes only</i>).</li> </ol> <div style="border: 2px solid black; padding: 10px; margin: 10px 0;"> <p><b>Referral Details</b> <a href="#">Edit</a></p> <p>Reasons For Referral</p> <p>Referral Source: <span style="border: 1px solid yellow; padding: 2px;">TRF ref# 7894562456773</span>            Location: 123 Employment Services /            Flags: transportation / Language barriers            NOTE: Client speaks French speaks English may need assistance with translation</p> </div>
<p><b>Complete the Common Assessment</b></p>	<ol style="list-style-type: none"> <li>1. Log into the Common Assessment Tool.</li> <li>2. Complete and submit the Common Assessment.</li> </ol> <div style="border: 2px solid black; padding: 10px; margin: 10px 0; text-align: center;"> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 2px solid yellow; padding: 5px 15px; background-color: #0070c0; color: white; text-decoration: none;">Submit assessment</div> <div style="border: 1px solid #ccc; padding: 5px 15px; text-decoration: none; color: #0070c0;">Return to previous step</div> <div style="text-decoration: none; color: #0070c0;">Return to search</div> </div> </div>
<p><b>Create an Employment Action Plan (EAP)</b></p>	<ol style="list-style-type: none"> <li>1. Log into CaMS, follow steps to create an Employment Action Plan (EAP).</li> </ol> <div style="border: 2px solid black; padding: 10px; margin: 10px 0; text-align: center;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>3492F</span> <span>...</span> </div> <div style="border: 2px solid yellow; padding: 5px 15px; background-color: #0070c0; color: white; text-decoration: none; margin: 10px auto; width: 100px;">Create EAP...</div> </div> <ol style="list-style-type: none"> <li>2. When creating the EAP, it is <u>important</u> to select the appropriate option for the “<b>Referred In</b>” and “<b>Self Service Initiated</b>” drop-down fields:</li> </ol>



**For TRFs:**

- Referred in field: **“Targeted Referral and Feedback”**
- Self Service Initiated: **“NO”**

**Create Employment Action Plan**

Program *	Employment Action Plan
Referred In *	Targeting, Referral and Feedback
Owner *	Nadine Phillip
Service Delivery Site *	
Self Service Initiated *	No
Employment Goal *	
Employment Goal - Number Of Hours Worked	0

**For RASP:**

- Referred In field: **“Other/Structured Formal Referral”**
- Self Service Initiated: **“YES”**

**Create Employment Action Plan**

Program *	Employment Action Plan
Referred In *	Other - Structured/Formal Referral
Owner *	Nadine Phillip
Service Delivery Site *	
Self Service Initiated *	Yes
Employment Goal *	
Employment Goal - Number Of Hours Worked	0

3. Complete the remaining field and click **“Save”**.