Scanning Instruction Guide

Introduction:

The Welcome Centre Newmarket started scanning on April 2014. Back then, only the Case Management Intake form (the page containing the client's signature) and the client's Immigration ID's were scanned. Julia Lopez (the Admin at the time) started the practice, a scanner was installed by AJ in the Admin's office to provide easier access.

In April 2016, Program document scanning was introduced. A copy of the <u>Welcome Centre Scanning Naming Convention</u> was circulated among all the centres.

When Tiffany took over as Admin, she and Sara (the Evening Receptionist at the time) created a system in which Sara can assist Tiffany in the scanning process. Malik Hussain was the IT that assisted with this implementation.

- A shared file was created between Sara's work station and Tiffany's work station.
- This shared file is linked to the Front Reception printer.

How it works:

- 1. Case Manager & Program Staff will place the files that require scanning in the filing room's designated drawer
- Centre Admin will fetch the files that require scanning at the end of the workday and inform the Evening Receptionist of the files that require scanning. The Centre Admin will then lock the files in her office.
- 3. The evening Receptionist will access the Admin's office in the evening to retrieve the files and proceed to scan them following the Welcome Centre Scanning Naming Convention
- 4. The evening Receptionist will return all the files into the Admin's office at the end of her shift and lock the office door again.
- 5. The next day, the Admin will access the shared drive and check over the files scanned by comparing it to the physical files.

How to operate the scanning machines

Scanning via Admin's office

This is the scanner installed in the Admin's office. When it is offline, it looks like this

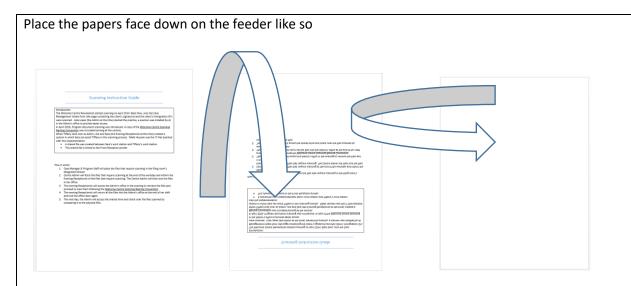


To turn in on, simply unfold the unit so it displays so



The following message will pop up on your screen's bottom right corner



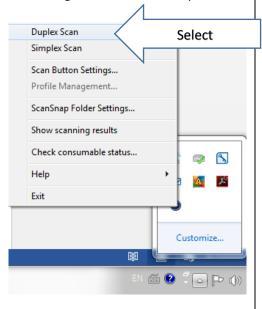


To Scan one sided, just press the blue button on the machine



To Scan double sided, click on the bottom right corner's scanner icon, right click, & select Duplex scan



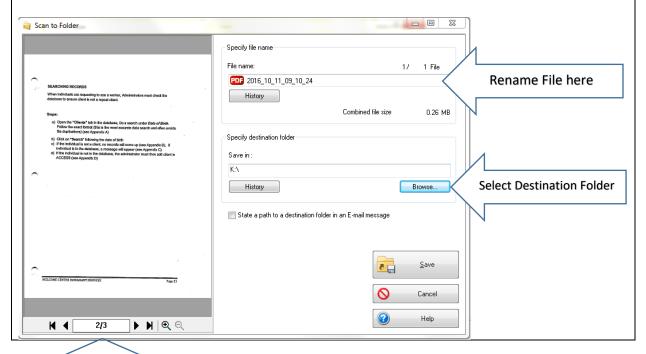


Click



Click on Scan to Folder and the following will pop up.

- Rename the file by referring to the Welcome Centre Scanning Naming Convention
- Click on **Save** afterwards, message of file successfully saved will pop up.



of Pages scanned

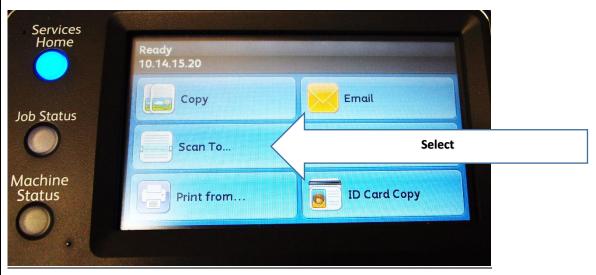
Scanning via Reception Printer

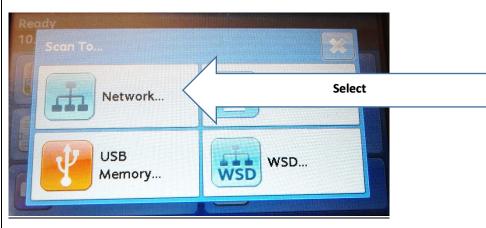
This is the machine used by the Evening Recepionist to scan

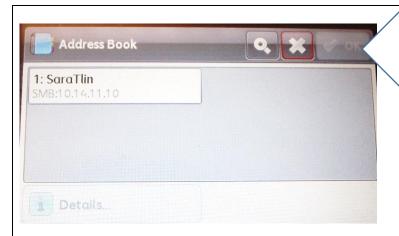


Press the Green Button to wake the Machine







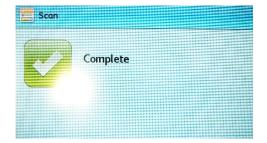


Press Ok after selecting SaraTlin



If you have more pages to scan, select and proceed, if not, select **<u>Done, Upload Now</u>** and it will display the compelte icon





Scanning procedure

The following are samples of scanned files

Client's documents	Picture of file (example)	Name of file
Client intake form	[52672 NM] Iv. Sovannkosal http://wcsphere/cr.wcis/intake?m=p&clid=52672	Client ID.CLIENT LAST
(Second page or the last page	and the second s	NAME.DATE OF INTAKE
of the intake form with clients'	Highest ESL level completed (if applicable): Not applicable [-] ESL assessment date and place:	
signature which is a consent for	HIGHEST EDUCATION LEVEL:	
sharing information)	Highest education level: University Bachelors	
	EMPLOYMENT STATUS: *** Legally entitled to work in Yes	
	Canada: Employment objective: Employment status: Employment status: Employment status general	
	notes:	
	Education: DegreeDiploma Major Number of years Graduation date Country	
	Certificate Region Certificate Country	
	Education notes:	
	Training/Professional affiliation:	
	Subject Association Year Country	
	Training/Professional affiliation	
	notes:	
	Employment: Job title Field Years of experience Country	
	Employment notes:	
	INCOME SUPPORT: Income: Yes Income support: No	
	Ontario works: No ODSP: No	
	Paneinnahle agminge: No.	
	Maternity benefits in last 3 years: No Employment insurance in last 3 No years: Other income support, remarks: No:	
	Other income support, remarks: NO:	
	CONSENT DECLARATION:	
	The Welcome Centre Immigrant Services (WCIS) respects the privacy of the information that you provide to us. The WCIS is composed of five service partners who are dedicated to providing you with a full and seamless service. These agencies are Catholic Community Services of York Region (CCSYR); Centre for Information and Community Services (Or Intario (CICS); COSTI Immigrant Services (COSTI); Job Skill, Syl); and Social Enterprise	
	for Canada (SEC). In order to serve you effectively, the WCIS partners will need from time to time to share your information with each other. Access to personal client information and client records will be limited to only those who require the information to provide you with a service. By signing this consent you agree with this confidentiality policy.	
	Signature: July 18th, 2016	
	2 of 3 18/07/2016 11:24 AM	

Immigration documents which confirms the client's status (Permanent Residence Card, Landing Papers, Refugee Claimant, Convention Refugee etc.)

PR Card

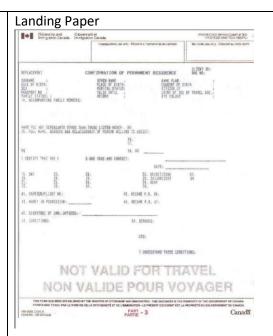




Citizenship Card



5412 (just the client ID)



Passport



Canadian Citizenship certificate





Refugee immigration document



ICAN Assessment and		Clinat
JSW Assessment and	JSW Assessment Registration Form	Client
Intake forms and	Date of Assessment Aug 25 2016 File Number: 50007 NM] Santos, Kc Anne	ID.JSW.intake.date
Confidentiality Clause	Immigration Status PR	
	Date of Landing: 2014-04-04	
	Initial document viewed and verified by staff: CM JV SEC How did you hear about this program? CM	
	23 now and you need about this program: Cit	
	Client Information	
	☐ Female ☐ Male	
	Last Name: Santos, First Name: Kc Anne Address: 161 Lewis Honey Dr L4G0R9 Phone: 905-503-3077 E-Mail: kcannesantos@gmail.com	
	Date of Birth 1985-03-23 Country of Origin: Philippines Native Language: Filipino	
	How long in Canada? □ 0-12 months □ 1-3 years □ 3+ years Client's Trade/Profession: Real Estate Appraiser	
	and 3 mady rotesion, near Estate Appraise	
	Highest Level of Education	
	Less than secondary Secondary (high school)	
	CLIENT CONSENT:	
	Citizenship and immigration Canada Gathering Information and Consent Statement was shared with the client: YES ☑ NO □	
	Client: YES NO Client consents to participate in future research and evaluation surveys generated by CIC:	
	YES 🖾 NO 🗆	
	© JSW Assessment, Revised <u>December 18, 2014</u> . Developed by Teresa lerullo, Just the Facts!	
JSW Job Search-Next	Haven't received yet, so no sample	Client
Steps form		ID.JSW.Steps.date
JSW Occupational		Client ID.JSW.ob.date
Blueprint	Occupation Blueprint for: 42239 NM] Majedi, Donia	
	Occupation Blueprint for: 42239 NM] Majedi, Donia	
	MY GOAL! The occupation I want isAdministrative	
	What job do I want in Canada? I can find a job in my occupation in these cities where I am willing to live York Region	
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	Con find a job in my occupation in these cities where I am willing to like York Region (Optional) The industry I wantany The names of 3-5 companies where I want to send my resume are Sens., retail stores etc.	

First Resume	ALI GHANAVATI, EIT, BSCE 3 Silver Aspen Drive • Thornhill, ON LST 3TI • 6 647.344.5516 (C) 416.834.0736 • alighanavati@hotmail.ca RESULTS-DRIVEN PROJECT COORDINATOR/CIVIL ENGINEER Quality-driven and self-motivated Project Coordinator and Civil Engineer with a track record of success in construction project management. Adaptable, proscrive, and focused on understanding/ meeting client needs, surpassing quality metrics, and completing projects within committed timeframe while compliance with coraptaional HSE regulations. Motivated by identifying and resloving projects problems, interferences, or conflicts with records of providing particular direction about unusual or difficult issues. Successful experience in handling heavy industrial EPC projects (Engineering, Procurement, & Construction) as a project coordinator or eighneer. Ingenious team player at mediation and conflict resolution. Dedicated, results-driven, activative with strong desire. Procurement, & Constructions and the conflict of the construction of the construction and communicating effectively at all levels **CORE COMPETENCIES** **Deep innoviedge of Canadian Construction sequence and activities from specification books and drawings to cover all of projects' scope. **Onestruction (EPC).** **Professional in extracting construction sequence and activities from specification books and drawings to cover all of projects' scope. **Adept in planning and coordinating construction activities, determining critical path and milestones to ensure projects are completed in a timely and cost-effective manner. **Expert in supervising construction even and inspecting construction activities.** **Capability to manage the successful delivery of multi-disciplines projects. **Adept in planning and coordination and activities of construction activities.** **Adepting planning and the successful delivery of multi-disciplines projects. **Adepting planning and coordination planning projects and planning project delivery (IPP) consepts. ***Adepting planning and p	Client ID.firstres.date
JSW Final Resume	Haven't received yet, so no sample	Client ID.JSW.finalres.date
Employability Assessment form	Haven't received yet, so no sample	Client ID.ESS.EA.date
ESS Final Resume	Haven't received yet, so no sample	Client ID.ESS.finalres.date
Accreditation & Qualification Intake Form	Haven't received yet, so no sample	Client ID.AQIS.intake.date

Accréditation & Qualification Information Services Action Plan	Accreditation and Qualification Information Services (AQIS) for Internationally Trained Professionals & Trades People	Client ID.AQIS.AP.date
	Accreditation Pathways for Lyudmilla Marchuk Date: 2016/08/02 Facilitator: Dana Sassa: NOC: Code Catagory 323 Other Technical Occupations in Health Card (Except Dental) 341 Assisting Occupations in Support of Health Services	
	Pathways: Pathways to Skittle Upgranting Action Plan: Totaline You have decided to study to become an Optician, and we have rest to look for college level program to fit your needs. We have browned a few programs and the one offered by Georgian College in Barrie seemed to be the right fit. We also looked at the admission requirements as well as prerequisities and you have decided you will contact them to see what you should do op provide them with the prerequisities recessary, as some colleges do bothing in their own provides are general. A general overview of what to expert was discussed. If receded, follow up appointments can be booked for further astitution. Phase: 1-877-763-1155	
	Page 1 of 1	
Credentials (degrees, diplomas, certificates)	Haven't received yet, so no sample	Client ID.credentials.date
Immigration & Refuge Protection Board document	Haven't received yet, so no sample	Client ID.IRPB.date

Any correspondence	Citizenship and Citoyenneté et PROTECTED WHEN COMPLETED - B Immigration Canada Immigration Canada	Client ID.corres.date
letter	PAGE 1 OF 2 RESETTLEMENT NEEDS ASSESSMENT FORM	
	GENERAL INSTRUCTIONS	
	 Form IMM 5544 serves as a practical tool to facilitate the collection and distribution of pertinent information that could impact the ability of refugees to successfully travel to and resettle in Canada. 	
	 The Panel Physician (PP) is to complete this form and provide functional assessment and special requirements of the refugee during travel to Canada and post-arrival. This information is essential to ensure the provision of effective reception arrangements, and to ensure that the refugee is destined to a city in Canada that has the apportise support services available. Such information enables resettlement workers to plan and provide refugees selected abroad with the assistance appropriate to their needs. 	
	 Each refugee to be resettled in Canada will be issued an IMM 5544 form with the IMM 1017 form (Medical Report: Applicant Biodata and Summary) 	
	 All IMM 5544 forms issued are to be completed by the PPs and shall be sent to the Regional Medical Office attached to the completed IMM 1017 and IMM 5419 forms. 	
	SPECIFIC INSTRUCTIONS	
	For each refugee with No/No resettlement needs, check box following the statement "There are no special travel requirements or settlement issues".	
	Section 1, 2, 3, 4 and 5 to be completed if there are special travel requirements or settlement issues.	
	 Functional Assessment. Indicate conditions that may impact the client's ability to travel or that may require urgent attention upon arrival to Canada. 	
	Check appropriate boxes and provide details where relevant.	
	Special Travel Requirements. If no special travel requirements then check "none".	
	 The special traver requirements that Check, home. Otherwise, indicate whether the require special preparation or services such as a wheelchair, other special equipment or a medical sector and provide details where relevant. 	
	Post Arrival Service Requirements (in Canada);	
	 If no post-arrival services are required, check box "No services required (e.g., this might be indicated for a condition such as paraplegia, where there are travel requirements and housing requirements, but no special post-arrival service is needed.) 	
	If service is required, check all appropriate boxes, indicate the urgency of the service and provide details where relevant.	
	Housing and Daily Activities/Assistance Requirements.	
	 If there are "Housing and Daily Activities/Assistance Requirements", check all appropriate boxes and provide details where relevant. 	
	Other comments relating to resettlement needs.	
	 Provide any other relevant information that may assist the refugee client in their travel and resettlement. 	
	Please date and sign the form. Indicate your PP number and the place the form was completed.	
	IMM 6644 (11-2012) E (IDEPONIBLE EN FRANCAIS - IMM 6644 (1	
	, , , , , , , , , , , , , , , , , , , ,	
CLBA (Canadian Language Benchmark Assessment)	Haven't received yet, so no sample	Client ID.CLBA.date
Language Assessment	Haven't received yet, so no sample	Client ID.LA.date
LINC intake form	Haven't received yet, so no sample	Client
	, ,	ID.LINCintake.date
	Haven't received yet, so no sample	
CDSB intake form		Client ID.YCDSB.date
OCC intake form	Haven't received yet, so no sample	Client
occ intake ioiiii	Haven't received yet, so no sample	ID.OCCintake.date
YRDSB intake form	Haven't received yet, so no sample	Client ID.YRDSB.date