Sample Four-Table ESS Documentation Unit Workstation Set-Up

Return Completed Forms

Responder takes forms to their area

Registration, Referral, & Inquiry Workers pick up new forms

Supplier Consent Forms

Change of Info Forms

Current ESS Rates Sheets

Completed Forms

Inquiry Cards

ESS File Forms

Referral Forms

Referral Record

Position Log

ESS Follow-Up Cards

Tray
Review ESS Files & matching Referrals for completeness

Tray
For Search & Reply: White & pink copies of ESS File form, white & yellow copies of the Change of Information form, and all copies of the Inquiry Card

Tray
For the provincial/ territorial ESS Office: Pink copy of Referrals (green stays in ESS File)

Miscellaneous

Situation Reports

Action Plans

Voided Referral Forms

Transfer information onto Registration & Referrals Statistics Record

File ESS Files in Master File Box

ESS File Forms ready to be transferred to statistics

Calculator

Current ESS Rates Sheets

ESS Out Cards

Registration & Referrals Statistics Record

Master File Box

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