DATE: July 3, 2014

TO: LA’s Workforce Development System

FROM: Robert Sainz
Assistant General Manager

SUBJECT: WDS DIRECTIVE NO. 15-01
CALJOBS DATA MANAGEMENT RESPONSIBILITIES — WORKSOURCE CENTERS

EFFECTIVE DATE
This directive is effective upon date of issue.

PURPOSE
The purpose of this directive is to provide Workforce Investment Act (WIA) funded WorkSource Center (WSC) contractors with instructions on managing WIA participant data to comply with the State Employment Development Department (EDD) data submission requirements.

REQUIRED ACTION
The WorkSource Center contractors are required to reconcile their JTA Data Validation roster with participant data in the EDD CalJOBS system and enter any corrections to Program Year 2013-14 WIA client data into the EDD CalJOBS system. The following provides further instructions:

1. Email Emoli Mendez at emoli.mendez@lacity.org (cc: Greg Burks at greg.burks@lacity.org) with the names of staff members experiencing any login access issues. The Economic and Workforce Development Department (EWDD) will correct CalJOBS user access.

2. Cease inputting participant data into ISIS immediately. Beginning July 1, 2014 (PY 2014-15), all participant data must be input solely into CalJOBS.

3. Complete the attachments contained herein for all participants enrolled prior to July 1, 2014. (Please refer to the JTA Data Validation Roster provided to WorkSource Center contractors on May 5, 2014). Your submission must include your agency name, which begins with “WIA,” and all data fields must be completed for each individual record. Please indicate if a particular attachment is not applicable by inserting “N/A” in the first record. Attachments must be submitted to MIS by July 25, 2014. You may contact Emoli Mendez and Greg Burks if you require another JTA Data Validation Roster.
a. **Attachment 1** – Indicate each New Enrollment NOT listed in the JTA Data Validation Roster but Enrolled in CalJOBS. Please indicate the total number of enrollments listed in the JTA Data Validation Roster.

b. **Attachment 2** – Indicate each Enrollment listed in the JTA Data Validation Roster but missing in CalJOBS.

c. **Attachment 3** – Indicate Enrollments enrolled in ISIS but NOT listed in JTA Data Validation Roster or not found in CalJOBS.

4. Ensure that all data including dates, activities, goals, if applicable; goal and test score information for affected youth programs; exit data, including dates and outcomes; and follow-up information such as results and dates are correct in CalJOBS.

**BACKGROUND**

On April 8, 2014, the EWDD issued WDS Directive 14-09, Instructions for WIA Data Entry Prior to CalJOBS implementation. This directive instructed contractors to continue to input PY 13-14 WIA client data into ISIS and to review Data Validation Rosters and input all information not included in the JTA database into CalJOBS.

On May 5, 2014, the EWDD issued WDS Directive 14-10, CalJOBS Implementation Activities. This directive asked contractors to conduct client searches to determine if JTA data was converted to CalJOBS using Data Validation Rosters. Data not reflected on the roster needed to be input into CalJOBS.

The EDD requires daily data entry to ensure that the State meets federal reporting requirements. Previously, the EDD had indicated that, effective July 1, 2014, participant data would not be accepted beyond 30 days in arrears. However, the EDD recently announced that it would extend the 30-day arrear deadline to 90 days through July 30, 2014. After July 30 2014, the EDD CalJOBS system will prevent participant data input beyond 30 days in arrears. Data Change Requests to the State will be denied if the request is simply because the WSC contractor failed to submit timely. As such, it is imperative that participant data is entered in the EED CalJOBS system timely.

**DEADLINE FOR RESPONSE**

All attachments must be e-mailed to Emoli Mendez, with a copy to Greg Burks, by Friday, July 25, 2014.

**WDS CONTACT**

If you have any questions regarding this directive, please contact Emoli Mendez at Emoli.Mendez@lacity.org or (213) 744-7167, TTY (213) 744-9395 or Greg Burks at greg.burks@lacity.org

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