DATE: July 25, 2013

TO: LA's Workforce Development System

FROM: Jaime H. Pacheco-Orozco, Director
Workforce Development System

SUBJECT: WDS DIRECTIVE NO. 14-01
FINAL SUBMISSION DEADLINE FOR PY 2012-2013 WORKFORCE INVESTMENT ACT (WIA) FORMULA PARTICIPANT DATA RECONCILIATION

EFFECTIVE DATE
This directive is effective upon date of issue.

PURPOSE
The purpose of this directive is to advise all WIA funded service providers that the deadline for submission of any data revisions for WIA Formula participant records included in performance calculations for PY 2012-2013 is 4:00 p.m. on August 22, 2013.

REQUIRED ACTION
All agencies are required to pick up the reconciliation packages from the MIS Unit between 9:00 a.m. and 4:00 p.m. on Thursday, August 1, 2013. As a reminder, lead agencies will be responsible for 1) distributing the rosters to their respective collaborator or joint-provider agency, 2) ensuring that the responses are accurate, and 3) submitting the reconciliation response to the City within the scheduled deadline.

RECONCILIATION GUIDELINES AND REQUIREMENTS:

Participant Rosters
Review the roster in the reconciliation package and confirm the accuracy of total enrollments, exits, and outcomes, i.e., Entered Employment; Credential and Employment (Adults, Dislocated Workers, or Older Youth); Six Month Retention; Adult/Dislocated Worker Average Earnings; Six Month Older Youth Earnings Change; Youth Diploma or Equivalent; Skill Attainment; and Younger Youth Retention. Input missing/inaccurate data on the Application, Enrollment, Goal (Youth Service Providers Only), Exit and Follow-Up forms via ISIS and submit data to the City.

As a reminder, all previously reported activities must be closed before an exit can be entered in ISIS. In order to facilitate data validation, please record all corrections and additions directly on the attached Participant Roster in red ink.
Participants not reflected on the roster should be listed on the Additional Names List included in the reconciliation package. If a participant listed on the roster does not belong to your agency, please indicate "Not our Client" beside the name that appears on the roster. To increase accuracy, please review and resolve all problems documents in ISIS.

As you are aware, the Adult and Dislocated Worker program data is loaded from ISIS directly into the State JTA system. Please note that problem document notes written in programming language are classified as system errors that will be processed by the City. Additionally, service providers will not be required to enter employer numbers when entering employer information in ISIS. The system will auto-populate the field with "99999" and will generate the numbers during the JTA load process.

Follow-Up
The 30-day, 60-day, 1st, 2nd, 3rd, and 4th Quarter follow-ups are required for all exited clients. The attached roster lists clients whose follow-ups are due for the program year. Please ensure that all follow-ups due are inputted and submitted in ISIS.

The formal response to this reconciliation activity is due on Friday, August 22, 2013 at 4:00 p.m. Due to the anticipated high volume of data corrections and adjustments, the City cannot guarantee the data entry/JTA Load of problem forms or information.

Please submit your reconciliation package response to:

Economic and Workforce Development Department
MIS Unit, 6th Floor
1200 W. 7th Street
Los Angeles, CA 90017
Attention: Jaime H. Pacheco-Orozco, Director
Workforce Development System

Your response should include the following:

- A cover letter signed by the Executive Director, which states that the roster has been reviewed and data on the response is accurate.
- The original participant roster containing corrections and updates, clients who do not belong to your agency.

A late or non-response to this reconciliation will affect your Administrative Capability score on your Annual Performance Evaluation.

DEADLINE FOR RESPONSE:
All changes and additions indicated on your written response must be entered in ISIS by 4:00 p.m. on August 22, 2013.

WDD CONTACT:
If you have any questions regarding this directive, please contact Emoli Mendez at Emoli.Mendez@lacity.org or at (213) 744-7167, TTY (213) 747-9395. Thank you for your continued cooperation.