DATE: February 26, 2014

TO: LA's Workforce Development System
WorkSource and YouthSource Center Operators

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

SUBJECT: WDS DIRECTIVE NO. 14-08
WORKFORCE INVESTMENT ACT (WIA) CLIENT DATA ENTRY
INSTRUCTIONS

EFFECTIVE DATE
This directive is effective upon date of issue.

PURPOSE
The purpose of this directive is to provide all WIA funded contractors with data entry instructions for use prior to the State rollout of Phase 1B of the CalJOBS system.

REQUIRED ACTION
In an effort to reduce the high volume of data entry backlog, the City has activated ISIS so that contractors will have the opportunity to input WIA data and transmit it to the City MIS Section for processing. During this time, contractors will be required to enter the WIA Application, Enrollment/Registration, Goals, Youth Test Scores, Exit, and Follow-Up Information forms.

It is the responsibility of the contractor to ensure that all participant data is entered into ISIS so that it can be converted into the CalJOBS database.

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.

JHP:CR:EM