DATE: April 8, 2014

TO: LA’s Workforce Development System

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

SUBJECT: WDS DIRECTIVE NO. 14-09
INSTRUCTIONS FOR WORKFORCE DEVELOPMENT ACT (WIA) DATA
ENTRY PRIOR TO CALJOBS IMPLEMENTATION

EFFECTIVE DATE
This directive is effective upon date of issue.

PURPOSE
The purpose of this directive is to provide all WIA funded contractors with the final WIA client data entry instructions prior to the implementation of the CalJOBS system scheduled for May 5, 2014.

REQUIRED ACTION
CalJOBS Data Conversion
In order to ensure having WIA client data converted in CalJOBS, all contractors will be required to input client information into the ISIS by April 11, 2014. The City MIS Section will process and transmit final data for conversion before the State imposed deadline. The City MIS Section cannot guarantee the conversion of problem data.

Program Year (PY) 2013-14 WIA Client Data
After CalJOBS is implemented, the City MIS Section will require contractors to continue inputting PY 2013-14 WIA client data into ISIS, as well as the CalJOBS system, after the announced May 5, 2014 CalJOBS rollout date. During this time, contractors will be able to enter the WIA Application, Enrollment/Registration, Goals, Youth Test Scores, Exit and Follow-Up Information forms. The City has deemed dual data entry necessary due to some issues regarding the CalJOBS system performance report generation capabilities.

Data Validation Rosters
Prior to the CalJOBS data conversion date, the City will generate final rosters that reflect what has been entered into the State JTA system for CalJOBS conversion. All contractors will be required to review these listings and, beginning May 5, 2014, will be responsible for inputting all information not included in the JTA database into the CalJOBS system.

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.

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