DATE: May 19, 2015

TO: LA's Workforce Development System

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

SUBJECT: WDS DIRECTIVE NO. 15-14
PY 2014-15 WORKFORCE INVESTMENT ACT (WIA) PARTICIPANT
DATA VALIDATION

EFFECTIVE DATE
This directive is effective upon date of issue.

PURPOSE
The purpose of this directive is to provide all WIA funded service providers with
instructions to validate PY 2014-15 participant data and to confirm the number of
participants served in PY 2014-15.

BACKGROUND
During the past year, the City migrated client data from JobsLA to JobsLA/CalJOBS.
The MIS Section will test the integrity of participant data in three areas: Enrollment
Status, Missing Activity and Soft Exit Status. Accurate data is the first step in evaluating
and improving any service delivery system.

REQUIRED ACTION
The attached Participant Validation Roster and Missing Records form must be filled out
and returned to the City by Friday, June 5, 2015. Lead agencies will be responsible for
distributing the listing to their respective collaborator(s) or joint-provider(s) and for
submitting accurate responses to the City.

DATA VALIDATION INSTRUCTIONS
The City MIS Section has developed a Participant Validation Roster to facilitate this
process along with a spreadsheet to be used to identify participants not reflected on
the roster. The Participant Validation Roster contains a list of clients served by
your agency based on the JobsLA database. This roster provides a list of clients
served in PY 2014-15 and includes the following pre-printed columns: User ID, AppID,
First Name, Last Name. Please fill out the following information:
• **Enrollment Status** - This section is intended to validate participants served in PY 2014-15.
  
  ▪ Active Client for PY 2014-15 – Indicate (Y)es or (N)o under this column for the affected participant if the individual was served by your agency between July 1, 2014 and the present. Note: This includes carryovers and new enrollments served from July 1, 2014 to present.
  
  ▪ Not Our Client (Check) – Place a check mark under this column for the affected participant if the listed individual was not served by your agency (office location)

• **Missing Activity** - This section is used to determine the volume of activity records not reported in the JobsLA/CalJOBS system
  
  ▪ Enroll Date – Enter the actual date that the client enrolled in the WIA Program for affected individuals.
  
  ▪ Activity – Enter the JobsLA/CalJOBS service code under this column for the affected individual.
  
  ▪ End Date – Enter the activity end date for the affected individual.

• **Soft Exit Status** - This section is intended to gauge the volume of unintended soft exits.
  
  ▪ Should Not Have Soft Exit – Place a check mark under this column if the affected client is soft exited and should not have been.
  
  ▪ Soft Exit Date – Enter the soft exit date (date of last WIA service).

• **Notes** – A column is provided to include additional notes.

**Records Missing From the Validation Roster**
A supplemental form has been created to report records not reflected in the Validation Roster. If the individual does not appear on the Participant Validation Roster, please conduct a client search using the JobsLA system and validate if the client is either in JobsLA or missing in the system, then fill in the following information:

• User ID – Enter the auto-generated number created by the system (if any).

• Full SSN – Enter the individual’s 9-digit SSN, including hyphens.

• First Name – Enter the individual’s first name

• Last Name – Enter the individual’s last name

• Enrollment Date – Enter the actual date that the individual enrolled in the WIA Program.

• Individual Not Found In JobsLA – Place a check mark under this column if the individual is still not found in JobsLA.

• Individual Found In JOBSLA Under Different Office Location – If after conducting a client search in the JobsLA system, your client is found in the database under a different office location, place a check mark under this column.

• Name of Incorrect Office Location – Enter the incorrect office location in this column.
DEADLINE FOR RESPONSE
All attachments must be e-mailed to Emoli Mendez at Emoli.Mendez@lacity.org, with a copy to your monitor, by Friday, June 5, 2015.

WDS 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) 744-9395.

JHP:GR:EM