DATE: August 18, 2017

TO: USC Village Project Contractors, WorkSource Center Partners, and YouthSource Center Partners

FROM: Gerardo Ruvalcaba, Director Workforce Development Division

SUBJECT: WDS DIRECTIVE NO. 18-03 UNIVERSITY OF SOUTHERN CALIFORNIA (USC) VILLAGE PROJECT MIS REPORTING GUIDELINES

EFFECTIVE DATE
This directive is effective upon date of issue.

PURPOSE
The purpose of this directive is to provide MIS reporting guidelines for the USC Village Project with a contract term of July 1, 2017 to June 30, 2018.

BACKGROUND
As a part of the USC Village Development Agreement, USC has allotted non-restricted funds to be allocated to community based organizations (501 (c) 3 designated entities) and public training providers to train and place local and disadvantaged residents of the Local Project Area into permanent jobs at the Project. The Development Agreement defines local as “Tier 1”, three miles from the project area, and “Tier 2”, a second priority, five miles from the project area.

Attached you will find maps of Tier 1 and Tier 2 along with a list of zip codes from which the residents can reside, for eligibility purposes.

REQUIRED ACTION
Information of each participant shall be entered in to JobsLA.org within thirty (30) days of completion of activity. If activity has been completed prior to the issuance of Directive 18-03, participant information shall be entered within thirty (30) days of the effective date of this directive.

Attached you will find instructions for properly capturing participants into the USC Village Project.

WDS CONTACT
Questions or concerns should be addressed to the assigned contract monitor, Aurlia Granger at aurlia.granger@lacity.org or 213-744-9008, TTY 213-744-9395.

GR:AG
Attachments: 1. USC Village Project Tier 1 and 2
2. USC Village Project JobsLA Instruction
USC Village Project

Tier 1

The USC Village is located at 3301 South Hoover Street, Los Angeles, CA 90007. Tier 1 includes any residence within a three (3) mile radius of the USC Village. Zip codes within tier 1 are: 90007, 90089, 90015, 90037, 90006, and 90011.
USC Village Project

Tier 2

The USC Village is located at 3301 South Hoover Street, Los Angeles, CA 90007. Tier 2 includes any residence within a five (5) mile radius of the USC Village. Zip codes within tier 2, excluding those found in tier 1 are: 90018, 90062, 90017, 90014, 90070, 90071, 90021, 90057, 90005, 90013, 90015, 90078, 90080, 90081, 90076, 90083, 90086, 90087, 90088, 90082, 90093, 90074, 90030, 90050, 90051, 90052, 90053, 90054, 90055, 90060, 90072, 90009, 90010, and 90189
JobsLA Home Page

JobsLA.org

WARNING! This government computer system is the property of the California Employment Development Department (EDD) and may only be accessed by authorized users. Unauthorized access, use, disruption, modification, or destruction of this system is strictly prohibited and may be subject to criminal prosecution and/or adverse action. The EDD may monitor any activity or communications on the system and retrieve any information stored within the system. By accessing and using this system, you are consenting to such monitoring and information retrieval for law enforcement and other purposes. Users should have no expectation of privacy as to any communication on or information created, maintained and stored within the system. Including information stored centrally, locally on a disk drive, or on removable electronic storage media. The penalties for unauthorized access or use may include criminal and/or civil actions under the California Information Privacy Act §1798.63 and Penal Code §602.
Welcome to My Staff Workspace Emolii Mendez. This page allows you to customize the content you are interested in. Click on a button in the grid to access the details of a work item, or select another function from the menu on the left-hand side of the screen.
Assisting an Individual

Under Services for Workforce Staff, you must first select Manage Individual and click on Assist an Individual. A search screen appears.

Always recommended to enter the full social security number to verify if the individual is already in the system. If the full social security number is not available you can use any of the other search criteria. “There are no Individuals that meet your search criteria,” return to the Search Screen, enter additional criteria, and search again. After several search attempts, you can go back to the Dashboard and “Create and Individual.”

Notes:
Create an Individual

If client was not found in the system, staff will select “Create an Individual.”
Complete the Registration Form

Staff will create the "Individual Account" for the individual.

User Name and Password Requirements: Staff will be required to create a user names and passwords that meet the individual's standards. Staff will provide the individual with their password so that they could have access to the Resume Builder and Job Search. The system requires a special character in the password, you can use any of the following symbols - !, @, #, $, %, ^, *, +, -, __ or __.

Note: Any boxes/controls with the red asterisk (*) are required fields. If you do not supply an entry, a message will indicate what data is missing when you try to go to the next screen.
Proceed with completing the following sections of the Registration Form -

- Primary Location Information
- E-mail Address
- Demographic Information
- Name
- Residential Address
- Mailing Address
- Phone Number
- Preferred Notification Method
- Site Access
- Demographic Information
- Citizenship
- Disability
- Education Information
- Employment Information
- Farm Worker
- Job Title
- Job Occupation
- Ethnic Origin
- Military Services
- Public Assistance

Note: Any boxes/controls with the red asterisk (*) are required fields. If you do not supply an entry, a message will indicate what data is missing when you try to go to the next screen.
Individual Case Management
Assisting an Individual

Search Page

General Criteria

- Individual Username:
- Individual User ID:
- StateID Number:
- First Name:
- Last Name:
- SSN (last 4 digits):
- SSN (full number):
- State Source ID:
- State Activity ID:
- Date of Birth: (mm/dd/yyyy)
- Telephone Number: (Include Alternate)

Example: 999999999

Recommend the full SS#
Programs - Opens the Programs tab, which shows information about the programs and services that the individual has participated in, including WIOA, Wagner-Peyser, and Welfare Transition, and TAA applications/forms (as applicable).

Right to Work Verification

Go to bottom of the page and select “Remind me later.”
Select the Create WIOA Application. After selecting the link, the staff member will need to verify and edit participation before proceeding with the USC Village enrollment.

Click the toggle control ("+" symbol) for Individual Details and Preferences to show/hide these sections.
This page will help you gather WIOA information on the selected Individual. Please fill in the required fields and then click the Next button to proceed through each step.

### Identifying Information

- **Username/Login Name:**
- **User ID:**
- **State ID:**
- **User Account Create Date:** 1/13/2017 12:17:04 PM
- **WIA Converted Application ID:** Not applicable

### Application/Registration Information

- **Application Date:** (mm/dd/yyyy)  
  - (Today)
- **Adult Eligibility:**
- **Dislocated Worker Eligibility:**
- **Youth Eligibility:**
- **Incumbent Worker Eligibility:**

Select the application type/group by using the available checkboxes.

**Application date** – The system will only accept an application date that is within the last 30 days. This is the 30-day lockdown. And the application date cannot be a future date.
About Verification: There are various places throughout this application where the system will require you to verify that the information that is entered is correct. Click on the appropriate Verify link to select from a list of methods to confirm the information. If you don’t have the proper documents, you may select “Other Applicable Documentation” and type “USC Village.”
Eligibility Matrix - This table displays the WIOA formula program eligibility in green for the applicant. From the Action column, staff can select an Inactive status by program. Applicant will only
Once the Grant has been added, it will appear under the Grants section.
Closure Information
This page displays activity closure information for the specified participant.

Enrollment Summary:
Enrollment ID: 8519219
Username: MI.DH82201A8
WDE Application ID: 14730187
Activity Code: 501
Activity Dates: 6/1/2015 - 6/1/2015

Last Activity Date:
You do not have sufficient privileges to modify this field.

Completion Code:
Successful Completion

Case Notes:
Add a new Case Note | Show Filter Criteria
<table>
<thead>
<tr>
<th>ID</th>
<th>Create Date</th>
<th>Subject</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
No data found.

Close activity when services

<< Back  Finish  Delete

Finish and Start a New Activity
The above WIOA codes will be used to identify services provided by USC Village Program. In addition to the activities identified above, you may add additional activities as needed to report ser-