

CITY OF LOS ANGELES

CALIFORNIA

CAROLYN M. HULL
GENERAL MANAGER



ERIC GARCETTI
MAYOR

**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

1200 W. 7TH STREET
LOS ANGELES, CA 90017

DATE: March 16, 2021

TO: LA's Workforce Development System

FROM: Carolyn M. Hull, General Manager
Workforce Development System

**SUBJECT: WDS INFORMATIONAL BULLETIN No. 21-13
CALJOBSSM ACTIVITY CODE REVISIONS**

EFFECTIVE DATE

This bulletin is effective on date of issue.

PURPOSE

The purpose of this bulletin is to provide updated information regarding CalJOBS Activity Codes.

BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) provides a workforce system that delivers career and training services throughout California. For staff that enters data into CalJOBS, these services are tracked in the CalJOBS system through the use of CalJOBS activity codes.

The use of activity codes has a direct relationship to federal reporting and WIOA performance indicators and should be evaluated closely to ensure the service provided aligns with the definition of the activity code selected for entry into CalJOBS.

On December 23, 2020, the State issued a Special Notice email that included revisions to the Workforce Services Directive CalJOBS Activity Codes (WSD19-06) dated December 27, 2019.

Summary of Revisions

Revision to Reporting Category
<ul style="list-style-type: none">• Main Directive, Page 5, the Supportive Services section was updated to provide guidance that supportive services should be funded by the same program as the career or training service.• Main Directive, Page 5, the Supportive Services section previously stated "However, unlike Adults & DWs, Youth participants may also receive supportive services during follow-up." This section has now been updated to "All Title I

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.

participants may receive supportive services during follow-up.”

- Main Directive, Page 5, the Supportive Services section has been updated to allow Supportive Services to be tracked per Local Area policy, provided that a participant-level service is open in CalJOBS.
- Main Directive, Page 5, the Follow-Up Services section previously stated “Note that follow-up career services are not a qualifying service for the receipt of supportive services. Therefore, an individual who is only receiving follow-up services may not receive supportive services. [TEGL 19-16]”. This section has now been removed.
- Main Directive, Page 6, the Follow-Up Services section previously stated “For Youth participants, follow-up services are ‘critical services provided following a youth’s exit from the program to help ensure the youth is successful in employment and/or postsecondary education and training.’ Supportive services may be provided during follow-up for Youth participants. [TEGL 21-16]. This has now been changed to “Follow-up services are critical services provided following a participant’s exit from the program to help ensure the individual is successful in employment and/or postsecondary education and training. Supportive services may be provided during follow-up.”

Revision to CalJOBS Activity Codes Dictionary

- Attachment 1, Page 4, “CalJOBS Activity Codes Dictionary” erroneously lists the name of activity code 106 as “Follow-Up Services after Employment (prior to exit)”. The name of the activity has been updated to “In Program Follow-Up”.
- Attachment 1, Pages 45-46, “CalJOBS Activity Codes Dictionary” erroneously stated that activity codes F12-F22 were for “*Youth only, Per TEGL 19-16 an Adult/DW customer who has exited and is only receiving follow-up services is not eligible to receive supportive services during their follow-up. ” That wording has been removed on each activity code along with any wording that referenced a “Youth participant”. That wording has now been changed to “participant”.

Revision to CalJOBS Activity Codes Detailed Listing

- Attachment 2, Page 1, “CalJOBS Activity Codes Detailed Listing – Individual” erroneously lists the name of activity code 106 as “Follow-Up Services after Employment (prior to exit)”. The name of the activity has been updated to “In Program Follow-Up”.
- Attachment 2, Page 9, “CalJOBS Activity Codes Detailed Listing – Individual” erroneously listed activity codes F12-F22 as available to the “Youth” and “NFJP” programs only. It has now been updated to include the “Adult/DW” programs.

Revision to CalJOBS Activity Codes and Performance Crosswalk

- Attachment 3, Page 3, “CalJOBS Activity Codes and Performance Crosswalk” erroneously listed activity code 424 “Entrepreneurial Skills Training” as an activity code that would put a participant into the MSG and Credential Attainment measures. This activity code has now been removed.

WDS CONTACT

If you have any questions regarding this bulletin, please contact Emoli Mendez at Emoli.Mendez@lacity.org or (213)744-7167, TTY: 711..

CMH:GR:DB:EM:cg

Attachment: CalJOBS Activity Codes Dictionary