

CITY OF LOS ANGELES

CALIFORNIA

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DATE: August 7, 2019

TO: LA's Workforce Development System

FROM: Gerardo Ruvalcaba, Director
Workforce Development System 

SUBJECT: WDS DIRECTIVE NO. 20-02
(Supersedes WDS Directive No. 19-07)
"LOS ANGELES RECONNECTIONS CAREER ACADEMY 2.0"
CALJOBS AND INVOICING GUIDELINES

EFFECTIVE DATE

This directive is effective upon date of issue.

PURPOSE

The purpose of this directive is to set forth the CalJOBS Management Information System (MIS) and new invoicing guidelines as of July 1, 2019 for the City of Los Angeles "Los Angeles Reconnections Career Academy (LARCA) 2.0" contracts. Compensation of expenditures in the following service modules/activities have been modified: Outreach; Enrollment, Evaluation and Assessment; Case Management Sessions; and Performance Reporting, Collaboration Sessions/Meeting and Training Attendance. Compensation of all other service modules remains unchanged.

BACKGROUND

LARCA 2.0 will provide members of the plaintiff class in the case of "Rodriguez vs. the City of Los Angeles" with a Jobs and Education Program including work readiness and employment services in preparation for entering the workforce, apprenticeship programs, and vocational training opportunities leading to available employment in high demand industries. Participants may receive career counseling, case management, support services, employment readiness, vocational training and education, subsidized employment and employment services through the program administered by the EWDD. All eligible participants must be pre-approved through the court-designated claims administrator. The initial contract term for LARCA 2.0 will be retroactive from June 1, 2017 to June 30, 2020.

The City will contribute a minimum of \$1.125 million and up to a maximum of \$7.5 million per year, over a four-year period. The LARCA 2.0 service providers include procured City of Los Angeles Workforce Innovation and Opportunity Act (WIOA) Workforce Development System providers and the Los Angeles Regional Initiative for Social Enterprise (LA:RISE) service providers.

The average estimated expenditure per participant is approximately \$10,000. Participants may receive up to \$1,000 in support service funds to address barriers to employment, retention of current employment, and needs-related payments necessary to enable program participation. Participants may also receive up to \$1,000 in stipends pursuant to completion of their educational and training milestones.

LARCA 2.0 will be reviewed annually by a third-party evaluator, California State University Northridge, to ensure appropriate services are being provided to program participants.

MIS GUIDELINES

As the source of monies are City General Purpose funds, participants are **NOT** to be co-enrolled into the City's WIOA programs nor other special grant-funded programs without the express written pre-authorization of the City. However, if the participant is already receiving services through a City-funded grant, such as the LA:RISE or WIOA Programs, that participant is still eligible to receive additional services through this program.

The participant should not receive duplicate services; nor should the service provider seek reimbursement for services already provided through other programs. Co-enrollment will require pre-approval from the City.

For purposes of tracking LARCA 2.0 participant activities and outcomes, service providers shall continue to use local **Grant Code LA1554** for the LARCA 2.0 program in CalJOBS.

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
Local Funded Grant	564	LARCA 2.0	LA1554		Add

As delineated in the instructions below, LARCA 2.0 provider case managers must input the following three (3) specific activities that are **required** in order to enroll LARCA 2.0 participants.

- 101 –Orientation & Program Intake (use worksheet)
- 102 – Initial Assessment
- 311 – “Placed in Job Corps”

Optional:

- 226 – Reading and/or Math Testing
- 205 – Development of Individual Education and Employment Plan (IEEP)

Please note: Activity Code 205 - Development of the IEEP is optional and only required if the participant is enrolled in a classroom training program. Activity 311 - “Placed in Job Corps” activities must be input for each participant to prevent the record from “soft exiting” during the life of the program. The end date of June 30, 2021 must be used for Activity Code 311 – “Placed in Job Corps.”

MIS REQUESTS

For any needed MIS requests (such as data correction, assigning a pseudo social security number, or provider transfers), providers must use the attached “**LARCA 2.0 CalJOBS Request for Correction & Transfer Form**” and email it to LARCA2.0MIS@lacity.org with the subject heading: “LARCA 2.0 MIS Request, [provider name] and [contract number].”

Co-enrollments: If the participant is already in the CalJOBS system, providers are required to contact the EWDD MIS Unit via LARCA2.0MIS@lacity.org to secure pre-approval and prior to co-enrolling the participant.

Provider Transfers: If the participant goes to another LARCA 2.0 provider to request services, the new provider, upon verifying participant enrollment with the provider of record, should proceed to submit the “**LARCA 2.0 CalJOBS Request for Correction & Transfer Form,**” select “provider transfer” and email the EWDD MIS Unit at LARCA2.0MIS@lacity.org, as well as notify the previous service provider. The new transfer provider will need to review the participant’s file and continue servicing the client based on the participant’s outlined IEEP and progress to date.

REQUIRED SERVICE ACTIVITY CODES

The following service activity codes must be reported in CalJOBS.org:

MIS REQUIRED SERVICE ACTIVITY CODES			
SERVICE MODULE	SERVICE ACTIVITY	CALJOBS CODE	DOCUMENTS/FORMS TO UPLOAD TO CALJOBS
Outreach	Outreach	N/A	N/A
Enrollment, Evaluation, & Assessment	CalJOBS Enrollment: <i>Orientation & Program Intake</i>	101	➤ Copy of approval letter (required if not previously collected)
	<i>Initial Assessment (Basic Needs & Skills)</i>	102	➤ Basic Needs & Skills Assessment Worksheet
	<i>Placed in Jobs Corps</i> <i>Note: Code 311 supersedes code 202)</i>	311*	<i>Note: To keep record from soft exiting, use end date of: 06-30-2021</i>
Case Management (CM) Sessions	CM Sessions & Supports: <i>Individual Counseling</i> <i>Note: Enter service activity code up to 60 times (per contract period) to reflect face-to-face CM sessions/active communication exchanges)</i>	200	➤ Case Management Sessions Update Form
Career Services and Employment Readiness Workshops	Pre-employment skills training or workshop(s) to support a participant’s IEEP: <i>Short-Term Pre-vocational Services</i> <i>Note: Enter service activity code up to seven times to reflect completed workshops.</i>	215	➤ Workshop flyer, sign-in sheet or certificate of completion.
	<i>Financial literacy education (MANDATORY)</i>	221	➤ Same as above
Career Services and Employment Readiness Workshops	Job Readiness Assessment: <i>Interest and Aptitude Testing</i>	204	➤ Copy of participant’s resume ➤ Completed Job Readiness Assessment Tool

MIS REQUIRED SERVICE ACTIVITY CODES			
SERVICE MODULE	SERVICE ACTIVITY	CALJOBS CODE	DOCUMENTS/FORMS TO UPLOAD TO CALJOBS
Vocational Training & Education	<i>Development of the IEEP Skills Assessment</i>	205 226	➤ IEEP Form (required) ➤ Skills Assessment Tool (optional):
	<i>Education and Training to support the participant's IEEP:</i>	Any of the following:	➤ Vocational Training and/or Education agreements
	300 Occupational Skills Training	300	➤ Certificate of completion
	301 On-the-Job Training	301	
	302 Entrepreneurial Training	302	
	304 Customized Training	304	
	305 Skills Upgrading and Retraining	305	
	313 Placed in State/ Local Training (non-TAA, non-WIOA)	313	Tuition:
	320 Private Sector Training	320	➤ Proof of academic good standing (ie: transcripts, progress reports)
	324 Adult Education with Training Services	324	➤ Financial aid award letter
	325 Apprenticeship Training	325	
328 Occupational Skills Training (non ETPL provider)	328		
330 Local Board Determination Training	330		
Vocational Training and Education Stipends	<i>Supportive Services: Incentive/Bonuses</i> <i>Note: Enter service activity code up to 2 times to reflect the two \$500 stipend milestones.</i>	183	➤ Stipend Verification Form with participant signature
Transitional Employment Wages	Transitional Employment: <i>Work Experience</i>	219	➤ Transitional Employment agreement ➤ Participant paystubs with employment dates
Job Placement and Follow-up Services	<i>Follow-up Services After Employment</i> <i>Note: Enter service activity code up to 12 times to reflect face-to-face follow-up meetings.</i>	106	➤ Case note in CalJOBS
Support Services	<i>Supportive Services:</i>	Any of the following:	
	180 Supportive Service: Child/Dependent Care	180	
	181 Supportive Service: Transportation Assistance	181	
	182 Supportive Service: Medical	182	
	184 Supportive Service: Temporary Shelter	184	
	185 Supportive Service: Other	185	➤ Supportive Services Verification Form with participant signature
	186 Supportive Service: Seminar /Workshop Allowance	186	
	187 Supportive Service: Job Search Allowance	187	
	188 Supportive Service: Tools/Clothing	188	
	189 Supportive Service: Housing Assistance	189	
	190 Supportive Service: Utilities	190	
191 Supportive Service: Educational Testing	191		

MIS Required Service Activity Codes: Providers shall enter only the service activity codes outlined in this directive; however, providers should capture all participant services provided in the participant's CalJOBS case notes.

Documents to Upload to CalJOBS:

- a. Providers shall request and keep a copy of the participant's "Approval Letter" at intake to verify program eligibility.
- b. Providers shall use the following LARCA 2.0 program standardized forms:
 1. Program Intake Worksheet;
 2. Informed Consent;
 3. Support Services Verification;
 4. Education and Vocational Training Stipends Verification;
 5. Case Management Sessions Update; and
 6. Transitional Employment Notification

INVOICING GUIDELINES

For the LARCA 2.0 program, contracted providers shall be paid for service expenditures up to the maximum amount specified in the Expenditure Table below.

All program service activities must be reported in CalJOBS to receive payment.

EXPENDITURE TABLE		
SERVICE MODULE	UP TO MAXIMUM AMOUNT	REQUIRED ELEMENTS AND DOCUMENTATION
Outreach		
1. Outreach	\$10,000 per year for PY19/20 Outreach activities	1. Outreach: (retroactive to July 1, 2019) <i>Outreach and recruitment activities (\$25/hour)</i> Contractor must report Outreach Activity on monthly invoice.
Enrollment, Evaluation & Assessment		
2. Enrollment, Evaluation & Assessment	\$300 per participant enrollment (One-time expense)	2. Enrollment, Evaluation, & Assessment (All of the following are required to receive payment): <ul style="list-style-type: none"> • CalJOBS Orientation & Program Intake (use worksheet), • Initial Assessment, • "Placed in Jobs Corps"
Case Management (CM) Sessions and Supports		
1. CM Sessions	CM Sessions/ Supports \$2,400/year per participant	1. CM Sessions: <i>Up to 24 CM sessions per contract period to address barriers to employment and/or education as identified in the IEEP.</i> <ul style="list-style-type: none"> • At a minimum, one "active communication" exchange per month (ie: in-person meeting, video conferencing, phone calls) • Payment will be based on the number of delivered CM sessions as documented and detailed in the "Case Management Sessions & Support Activities Update" Form
2. CM Supports		2. CM Supports: (retroactive to July 1, 2018) <ul style="list-style-type: none"> • Payment will be based on the number of CM support activities as documented and detailed in the "Case Management Sessions & Support Activities Update" Form

EXPENDITURE TABLE		
SERVICE MODULE	UP TO MAXIMUM AMOUNT	REQUIRED ELEMENTS AND DOCUMENTATION
Performance Reporting, Collaboration Sessions/Meeting and Training Attendance		
3. Performance Reporting	Up to \$1,200/year (billed at \$100/month per "Active" Participant*)	3. Performance Reporting: Performance reporting, summaries, and success stories and other supplemental reports as requested by EWDD including CalJOBS "Monthly Online Characteristics Report"
4. Collaboration Sessions/ Meetings and Training		4. Collaboration Sessions/ Meetings and Training Attendance by LARCA 2.0 primary public contact at collaboration meetings, training, and best practice sessions as scheduled by the City as evidenced by sign-in sheets. Note: *Active Participant: receives a minimum of one service activity per month.
Career Services and Employment Readiness Workshops	\$500 per participant	<i>Payment will be based on the number of workshops completed; however, actual costs are required to be reported for any "contracted" workshops)</i> <ul style="list-style-type: none"> • Up to seven (7) pre-employment skills training or workshops (ex. job search skills, resume-writing, interviewing skills, computer basics, money management, personal accountability, stress solutions, research and preparation, soft skills training, customer service, and work etiquette) • Financial literacy certificate of completion (MANDATORY course) • Workshop flyer and sign-in sheet or certificate of completion • CalJOBS summary case notes outlining skills training workshops completed by participant • Participant's Resume • Completed Job Readiness Assessment Tool compensated at \$80/assessment, provided participant has completed a minimum of one (1) job readiness workshop.
Vocational Training & Education	\$5,000 per participant	<ul style="list-style-type: none"> • Completed Skills Assessment Tool (optional) • Detailed Individual Education and Employment Plan (IEEP) that clearly identifies the participant's barriers to employment, the plan of action to address those barriers, and the participant's education and employment goals (required). • Training agreement (payment for actual cost of training; for total hours completed by participant) • Attendance record or certificate of completion • Jobs LA summary case notes confirming the successful completion of IEEP training and education goals in CalJOBS
Training and Education Stipends	\$1,000 per participant	<ul style="list-style-type: none"> • Stipend Verification Form with participant signature • Jobs LA case notes confirming successful completion of IEEP education and training milestones in CalJOBS (up to \$1,000)
Transitional Employment Wages	\$6,500* per participant	<ul style="list-style-type: none"> • Transitional Employment Agreement, Up to 400 hours at the City's minimum hourly wage (payment for wage reimbursement based on actual number of hours worked) • Copy of the Participant's Paystubs • Completed Job Readiness Assessment Tool (at midpoint and at conclusion) • CalJOBS case notes confirming successful completion of transitional employment <p>*Note: Payroll related taxes, fees, and insurance costs may also be billed.</p>

EXPENDITURE TABLE		
SERVICE MODULE	UP TO MAXIMUM AMOUNT	REQUIRED ELEMENTS AND DOCUMENTATION
Job Placement and Follow-Up Services	\$900 per participant	<ul style="list-style-type: none"> • Proof of employment (e.g. Employment Verification Letter or copy of participant pay stub) • CalJOBS summary case notes clearly documenting Contractor's role in securing job placement for the participant (e.g. job referral, facilitated interview with an employer, brokered placement after completion of transitional employment, targeted recruitment) • CalJOBS summary case notes documenting the follow-up meetings and services provided. • Up to twelve (12) monthly face-to-face/active communication exchange follow-up meetings to assist with employment retention (e.g. in person meeting, video calling, telephone calls).
Support Services	\$1,000 per participant	<ul style="list-style-type: none"> • Supportive Services Verification Form with participant signature (one-time only, up to \$1,000)

REQUEST FOR APPROVAL FORM (FOR EXCESS AMOUNT):

On average, \$10,000 may be allocated per participant based on services provided. The costs for services are inclusive of all programmatic and administrative costs. Any cost in excess of that amount or in excess of the identified maximum amount per service module (*Case Management Sessions, Career Services and Employment Readiness Workshops, Vocational Training and Education, Transitional Employment, Follow-up Services, or Support Services*) must be pre-approved by the City using the attached LARCA 2.0 Request for Approval Form. The request form must be e-mailed to the LARCA 2.0 Unit at LARCA2.0Approvals@lacity.org with subject heading "LARCA 2.0 Request for Approval, [provider name], [contract #]." LARCA 2.0 Program Staff will review and approve the submitted requests.

INVOICE TEMPLATE

Contracted providers shall use the attached financial reporting forms and submit the package electronically to LARCA 2.0 program operations staff for review and approval before payment processing.

To receive payment, the invoice package must include:

1. A cover letter on official letterhead that includes a summary of expenditures and is signed by an authorized provider representative.
2. LARCA 2.0 Invoice and Expenditure Report.
3. A copy of the "**CalJOBS Monthly Online Characteristics Report**" (in Excel) reflecting all required service activities have been reported in CalJOBS.org. (Please reference attached LARCA 2.0 CalJOBS Reporting Instructions).

All required support documents outlined in the LARCA 2.0 CalJOBS Required Service Activity Codes table must be scanned and uploaded to participant's file in the CalJOBS system. All other standardized program forms and expenditure support documentation must be kept in the participant's file. All costs billed to the City must be accounted for and recorded separately in the provider's general ledger.

ZERO EXPENDITURES FISCAL REPORT:

Providers must submit an invoice on a monthly basis even if no services were rendered nor costs incurred during a particular month. The provider should indicate zero expenditure on the fiscal reporting forms and invoice. This will allow the City to ensure the accuracy of obligations or expenditures and to have positive confirmation that no subsequent charges will follow.

WDS CONTACT

Questions and/or concerns should be addressed to the LARCA 2.0 Unit, Attention: Monica Walters at 213-744-9709, TTY (213) 744-9395.

Program requests:

Address all questions and/or concerns regarding the CalJOBS MIS to: LARCA2.0MIS@lacity.org.

Address all questions and/or concerns regarding program and fiscal approvals to: LARCA2.0Approvals@lacity.org.

GR:MW:cg

Attachments:

1. All LARCA 2.0 Standardized Program Forms (Rev. JULY 2019)
 - a. Participant Orientation Packet (Green)
 - b. Case Worker Toolkit Forms (Blue)
2. LARCA 2.0 Request for Approval Form (Rev. JULY 2019)
3. LARCA 2.0 CalJOBS/MIS Reporting Instructions (Rev. JULY 2019)
4. LARCA 2.0 CalJOBS Request for Correction & Transfer Form (Rev. AUGUST 2019)
5. LARCA 2.0 Financial Reporting Forms and Instructions (Rev. AUGUST 2019)
 - * Available for download from the EWDD website on August 12, 2019