

CITY OF LOS ANGELES

CALIFORNIA

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**ECONOMIC AND WORKFORCE
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DATE: July 02, 2020

TO: LA:RISE Contractors

FROM: Gerardo Ruvalcaba, Director 
Workforce Development System

SUBJECT: WDS DIRECTIVE No. 21-02

(Supersedes WDS Directive No. 20-05 and No. 20-21)

**LOS ANGELES REGIONAL INITIATIVE FOR SOCIAL ENTERPRISE
(LA:RISE) CALJOBS REPORTING GUIDELINES AND REQUIRED
PROGRAM DOCUMENTS**

EFFECTIVE DATE

This directive is effective upon date of issuance.

PURPOSE

The purpose of this directive is to set forth the CalJOBSSM reporting guidelines for the City of Los Angeles, Los Angeles Regional Initiative for Social Enterprise (LA:RISE) contracts.

BACKGROUND

The LA:RISE program is a multi-faceted intervention that provides transitional jobs and other services to hard-to-employ participants (those with a history of homelessness or at-risk of homelessness, currently in unstable housing, including formerly incarcerated, and disconnected youth). Participants receive a steady paycheck while in transitional employment at a social enterprise along with the counseling, support, and training needed to succeed in the workplace from a City of Los Angeles WorkSource or YouthSource Center (WSC/YSC) partner. Under the LA:RISE, the participants progress from transitional (subsidized) employment, to bridge (unsubsidized) and/or competitive employment in the open labor market and receive job retention supports for one year from time of placement. The LA:RISE is funded through City General Funds and County Measure H funds. By co-enrolling participants into the City's Workforce Opportunity and Innovation Act (WIOA) programs, LA:RISE is able to leverage funds and work more efficiently. During Program Year 20-21, contracts will run July 1, 2020 through June 30, 2021.

LA:RISE partners utilize the CalJOBSSM system to report program services delivered and participant outcomes achieved. During Program Year 20-21, data from the CalJOBSSM Regional LA:RISE Generic Module Application and from the City's WIOA programs will

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.

be used to substantiate program enrollments and performance measures achieved. Self-reported data will not count toward contractual obligations or performance measures.

PROGRAM ELIGIBILITY

For PY 20-21, an Eligibility Checklist Form will be used for both LA:RISE LA City General Fund and LA City Measure H programs placing extra emphasis on serving participants with a history of homelessness or at risk of homelessness. Prior targeted vulnerable populations (disconnected youth, formerly incarcerated, gang involved, long-term unemployed) must have a history of homelessness, be currently homeless, or at-risk of homelessness (unstable housing). For consistency and, as directed by the County for Measure H funding, the United States Department of Housing and Urban Development (HUD) definition of homelessness will be used. Participant must self-attest that they meet the LA:RISE eligibility criteria. Please reference the County's WDP-D19-09_Homeless Definition Policy Directive Sept 2019.

REQUIRED ELIGIBILITY AND PROGRAM DOCUMENTS

The following LA:RISE standardized forms are to be used during PY 20-21:

Document	Completed by LA:RISE Partner
LA:RISE Participant Eligibility Checklist Form	Social Enterprise
LA:RISE Worksite Acknowledgement Form	Social Enterprise
LA:RISE Job Readiness Assessment Form (REDF Form)	Social Enterprise
LA:RISE Job Readiness Assessment Form 2	WSC/YSC (transitional employment provider)
LA:RISE Retention Support Referral Form	Social Enterprise or Workforce Partner
LA:RISE Employment Retention Incentives Tracking Log	Job Retention Provider

LA:RISE PARTNERS

During PY 20-21, the following agencies will be partnered to provide LA:RISE services:

Social Enterprise/ Transitional Employment Partner	Workforce Partner	Job Retention & Personal Support Partner
Chrysalis Enterprises	Northeast Los Angeles WSC (Goodwill)	Chrysalis
Goodwill Industries So Cal	Northeast Los Angeles WSC (Goodwill)	FOLA
Homeboy Industries	Northeast Los Angeles WSC (Goodwill)	FOLA
Los Angeles Conservation Corps	Northeast Los Angeles WSC (Goodwill)	FOLA
Center for Employment Opportunities	Vernon Central/LATTC WSC (CRCD)	CEO
CRCD Enterprise	Vernon Central/LATTC WSC (CRCD)	ARC
Downtown Women's Center	Vernon Central/LATTC WSC (CRCD)	DWC
GRID Alternatives	Vernon Central/LATTC (WSC CRCD)	ARC
YWCA Digital Learning Academy	Hollywood WSC (MCS)	YWCA DLA
Los Angeles LGBT Center	Hollywood WSC (MCS)	LGBT Center
Managed Career Solutions	Hollywood WSC (MCS)	Hollywood WSC
Center for Living and Learning	Sun Valley WSC (El Proyecto)	CLL
Central Los Angeles – AYE YouthSource Center (operated by Catholic Charities of LA)	Central Los Angeles – AYE YSC	AYE YSC
Sun Valley YouthSource Center (operated by El Proyecto)	Sun Valley YSC	SV YSC
West Los Angeles – UCLA YouthSource Center	West Los Angeles – UCLA YSC	UCLA YSC

CALJOBSSM DATA REPORTING REQUIREMENTS

LA:RISE partners will utilize the CalJOBSSM system (www.caljobs.ca.org) to report program services delivered and outcomes achieved.

Social Enterprise/Transitional Employment Provider	Workforce Partner	Job Retention & Personal Support Provider
Timely data entry into CalJOBS SM system; Use Regional LA:RISE PY20//21 Generic Module Application a) to capture intake/enrollments b) track performance outcomes c) write case notes for participants at a minimum on a monthly basis d) Coordinate with workforce partner for timely creation of CalJOBS WIOA Title 1 Application for all LA:RISE participants; to update employment related data; and for record closures.	Timely data entry into CalJOBS SM : enrolling and tracking of participants in WIOA. a) create CalJOBS WIOA Title 1 Application for all participants b) if eligible, co-enrollment participants into WIOA c) add the LA:RISE local grant code to all WIOA applications d) write case notes for participants at a minimum on a monthly basis e) capture placements into competitive, unsubsidized employment f) coordinate with social enterprise on record closures.	Timely data entry into CalJOBS SM system; Use Regional LA:RISE PY20//21 Generic Module Application a) to capture performance outcomes (financial incentives/milestones) b) write case notes for participants at a minimum on a monthly basis. c) upload paystubs in CalJOBS when distributing financial incentives d) coordinate with workforce partner to update job placement data.

CO-ENROLLMENT INTO WIOA

At least 70% of LA:RISE participants are to be co-enrolled into the City’s WIOA programs. If the potential participant is already receiving services through another City funded grant or WIOA, s/he is still eligible to receive additional services through this program. However, the individual should not receive duplicate services; nor should the service provider seek reimbursement for services already provided through other programs. If the participant is already in the CalJOBS system, agencies are required to contact the City EWDD’s MIS Unit to secure approval to co-enroll the participant and/or to transfer the participant to a LA:RISE service provider.

LA:RISE MIS DATA CORRECTION AND TECHNICAL ASSISTANCE (TA) FORM

Agencies are to use the PY 20-21 LA:RISE CalJOBSSM Data Correction and TA Form for any data corrections, co-enrollment approvals for existing WIOA participants, participant transfer requests, and technical assistance requests.

MIS GUIDELINES

The MIS Unit has provided instructions to enter participants and activities into the CalJOBS system. Please reference screenshots provided by EWDD MIS Unit.

Reference MIS Instruction Screenshots for Regional LA:RISE Generic Module

Social Enterprise/ Transitional Employment Provider	Program	Required Activity Code
Participants are to be enrolled under the "Regional LA:RISE" Generic Module	ONLY select: LA City General Fund (EWDD) OR LA City Measure H (EWDD)	101- Orientation
Case closure: If a participant is job placed into unsubsidized employment or if all services have concluded, agencies are to exit the participant from CalJOBS by completing a case closure.		

Reference Regional LA:RISE MIS Instruction Screenshots WIOA Title 1 Applications

Workforce Partner	Local Grant Code WIOA & Non-WIOA Title 1	Required Identifier Activity Code
WIOA Title I or WIOA co-enrolled	To distinguish between LA City General Fund and LA City Measure H participants, the following local grant code must be added:	Non-WIOA Local Grant Code Activity Code
LA City General Fund	LA City General Fund (EWDD) LAI 515	321 –Transitional Job
LA City Measure H	LA City Measure H (EWDD) LAO959	321 –Transitional Job
<p>ALL LA RISE participants MUST have a generic module application AND a Title I - WIOA application, in order to count as a fully enrolled LA RISE participant. Without the Title I WIOA application, EWDD will not be able to record crucial demographic data, nor track placements and employment information. Social Enterprises shall coordinate with workforce partner to create CalJOBS WIOA Title 1 Application for all LA:RISE participants within 30 to 60 days of the generic module application.</p> <p>In order to match an LA RISE generic application to a correct Title I – WIOA application, the following conditions must occur:</p> <ol style="list-style-type: none"> 1. LA RISE Generic and Title I application must be under the same Local Workforce Development Board (i.e. LA:RISE Program: City of LA EWDD) 2. Title I application must have an activity with the Regional LA RISE (LA0959) or LA RISE City General Fund (LAI515) local grant code. 3. Title I application create date must be within 60 days of generic application OR 4. Generic application must be between Title I application date and last service/exit date. <p>•An LA RISE activity can be added to an existing Title I application, and it will be a match, as long as the generic app date is before the Title I exit date.</p>		
Additional Activity Codes: To assist with tracking of total service delivery and impacts, LA:RISE Workforce Partners are to report activities for services being delivered to WIOA/ Title I Non-WIOA participants (ex. training, training stipend, OJT, support services) when utilizing LA:RISE grant funds.		

Job Retention Provider	Program	Required Activity Code
Log on to CalJOBS website; Access Regional LA:RISE Generic Module to update Job Retention Outcomes	N/A	N/A

CARRY OVERS

LA:RISE 5.0 carryover participants will continue to be tracked using the "Regional LA:RISE" Generic Module. Social Enterprise/Transitional Employment providers shall report outcomes tied to transitional employment. Job Retention Providers shall report retention services provided. For participants no longer receiving services or for those successfully placed into unsubsidized employment, agencies are to ensure that all data entries are up to date in the CalJOBSSM system. Proceed to close the participant record once the participant has been job placed or no longer receiving services. For active, co-enrolled WIOA participants, Workforce Partners shall report outcomes tied to training and job placement.

LA:RISE A BRIDGE HOME (ABH) PILOT PROJECT PARTICIPANTS

During PY 20-21, LA:RISE will continue to provide job readiness, transitional employment, and job placement services to persons residing at ABH sites. These emergency shelters are part of the City of Los Angeles efforts to help individuals experiencing homelessness find their way off the streets and under a roof. The ABH sites will provide interim housing, intensive case management, and supportive services to unhoused individuals. The linkage between the ABH sites and LA:RISE is an excellent opportunity to leverage resources and work more efficiently. The interim housing provided through the ABH program helps stabilize individuals experiencing homeless and provides a potential cohort of participants that would benefit from the LA:RISE program.

There are approximately 30 ABH sites in various stages of construction and, at present, the following sites are in operation.

ABH Site	Location
El Puente	El Puente (90012)
YWCA	1214 Lodi Place (YWCA) (90038)
Schrader	1533 Schrader (90028)
Casa Azul	1920 W. 3rd St. (90057)
Downtown Women's Center	Downtown Women Center (90013)
Gardner Library	Gardner Library (90046)
The Bread Yard at St. Andrews	5965 St. Andrew Pl (90047)
Wallis House	Aviva Family and Children's Services (90046)
Imperial	2316 E. Imperial Hwy (Watts) (90059)
Pacific Sunset	ABH Pacific Sunset (90291)
8th Street	122 W. 8th St., San Pedro (90731)
Hope St	2817 S. Hope St (90007)
V.A.	Veterans Administration West LA Campus (90073)

LA:RISE ABH PARTNERS

During PY 20-21, the following agencies will be partnered to provide LA:RISE services:

Social Enterprise/ Transitional Employment Partner	Workforce Partner
Chrysalis Enterprises	Northeast Los Angeles WSC (Goodwill)
Goodwill Industries	Northeast Los Angeles WSC (Goodwill)
Los Angeles Conservation Corp	Northeast Los Angeles WSC (Goodwill)
CRCD Enterprise	Vernon Central/LATTC (CRCD)
Downtown Women's Center	Vernon Central/LATTC (CRCD)
Los Angeles LGBT Center	Hollywood WSC (MCS)
YWCA Digital Learning Academy	Hollywood WSC (MCS)
Managed Career Solutions	Hollywood WSC (MCS)
Center for Living and Learning	Sun Valley WSC (El Proyecto)

ABH MIS GUIDELINES

As with the regular LA:RISE program, partners will utilize the CalJOBSSM system to report program services delivered and outcomes achieved. The LA:RISE ABH pilot is funded by the City's General Fund.

A Bridge Home Program Referrals and Participant Enrollment
<p>Under Question 5 of the Generic Module Application, LA:RISE partners are to select Referral Source: "A Bridge Home Program."</p> <p>A new question has been incorporated in the PY 20-21 Regional LA:RISE Generic Module Application. For ABH referrals, SE/Transitional Employment Provider will now be able to specify the ABH site location. Select from the list of ABH sites.</p>

Social Enterprise/ Transitional Employment Provider	Program	Required Activity Code
Participants are to be enrolled under the Generic Module "Regional LA:RISE"	Select: LA City General Fund (EWDD)	101- Orientation
Workforce Partner	Local Grant Code WIOA & Non-WIOA Title 1	Required Identifier Activity Code
WIOA Title I or WIOA co-enrolled	To identify participant as LA City General Fund- A Bridge Home participant, the following local grant code must be added:	Non-WIOA Local Grant Code Activity Code
LA City General Fund	LA City General Fund (EWDD) LAI 515	321 –Transitional Job
Use Activity Code 321 to identify participants who are in transitional employment. Social Enterprises shall coordinate with workforce partner to create CalJOBS WIOA Title 1 Application for all LA:RISE participants within 30 to 60 days of the generic module application.		
Use The Following Activity Code if not LA:RISE Ready		
LA City General Fund	LA City General Fund (EWDD) LAI 515	323 - Workplace Training & Cooperative Education
Use Activity Code 323 to identify participants who are in the preparation phase. These are participants who are not ready to start the LA:RISE transitional employment opportunity but who are receiving other job readiness services (ex. Orientation, job readiness assessment; workshop, job club, resume prep)		

CASE CLOSURES

Case managers shall close the Generic Module and WIOA Title I apps at roughly the same time, when the participant has either entered permanent employment or will no longer receive services. Case Managers shall create a record closure for participants who are inactive for more than 60 days or who have dropped from the program.

Case Managers shall use the following "Exit Reasons"

- "Successful Completion Employed" = Gained unsubsidized permanent employment
- "Planned Services Completed" = Completed 300 hours of TSE and passed 2 JRAs with a score of 3 or higher and will no longer receive further services
- "Planned Services Not Completed" = Dropped out of the program before completion of 300 hours or before passing the JRAs

Job Retention Providers can still enter retention data into the Generic Application AFTER the application is closed.

WDS CONTACT

Questions or concerns regarding this directive should be addressed to LA:RISE Program Administrator, Elizabeth Macias at Elizabeth.Macias@lacity.org or (213) 238-1717, TTY: 711.

GR:DB:EM:cg

Attachments:

1. PY 20-21 LA:RISE Participant Eligibility Checklist Form and Program Documents
2. County of LA WDP-D19-09 – Homeless Definition Policy Directive September 2019
3. Regional LA:RISE - Generic Application 6.0 MIS Instruction Screenshots
4. Regional LA:RISE - 6.0 WIOA Title 1 (Non-WIOA) MIS Instruction Screenshots
5. Creating Case Closures Screenshots
6. LA:RISE CalJOBS Data Correction and Technical Assistance Form