

DIRECTIVE

WORKFORCE SERVICES

Number: WSD13-11

Date: April 9, 2014

50:173:me:16841

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: CALJOBSSM PARTICIPANT REPORTING

EXECUTIVE SUMMARY:

Purpose:

This directive provides guidance regarding Workforce Investment Act (WIA), Wagner-Peyser Act (W-PA) and Trade Adjustment Act (TAA) participant reporting requirements.

Scope:

This Directive applies to the Workforce Services Branch and all WIA grantees.

Effective Date:

This directive is effective upon release.

REFERENCES:

- WIA Sections 101(8)(C), 101(31)(B), 122(c), 129(b)(2)(C), 129(c)(2), 133(b)(4), 134(a)(1)(A), 134(a)(2)(B)(ii), 134(a)(2)(B)(iii), 134(a)(3)(A)(iv), 134(d)(4)(E), 136(b) and 189(i)(4)
- Title 20 Code of Federal Regulations (CFR) Sections 661.420, 663.530, 664.510, 665.200(d), 665.200(e), 665.200(h), and 667.140
- Department of Labor (DOL) Training and Employment Guidance Letter (TEGL) 17-05, Common Measures Policy for the Employment and Training Administration's Performance Accountability System and Related Performance Issues (February 17, 2006), and DOL TEGL 17-05 Change 2 (May 20, 2009)
- DOL TEGL 4-13, Workforce Investment Act (WIA) Performance Reporting System (August 28, 2013)
- DOL Training and Employment Notice (TEN) 10-13, Labor Exchange Reporting System Tutorial and ET Handbook No. 406 (October 18, 2013).
- DOL TEGL 6-09, Change 2, Revised Instructions for Implementing the 2013 TAA Trade Activity Participant Report (TAPR) with Edit Checks (July 23, 2012).

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

- DOL TEN 13-13, Accounting for and Reporting Co-Enrollment under the WIA and W-PA Programs (November 29, 2013).

STATE-IMPOSED REQUIREMENTS:

This document contains only State-imposed requirements.

FILING INSTRUCTIONS:

This directive finalizes Draft Directive WSDD-97, issued for comment on February 14, 2014. The Workforce Services Division received 4 comments during the draft comment period; these comments did not result in any changes to the directive. However, the State's consideration of comment number 4 resulted in an important accommodation related to the transition to the new CalJOBSSM system. In response to this comment, the State has agreed to a one-time waiver of the 30-day participant reporting requirement which will extend it through June 29, 2014. See the attachment for more detail on this accommodation. Retain this directive until further notice.

BACKGROUND:

The Employment Development Department (EDD) is required by federal regulations to submit accurate participant reports and validated individual participant data to the Department of Labor (DOL) on a quarterly and annual basis. As part of this reporting requirement, the DOL requires coordination and co-enrollment between the TAA, WIA, and W-PA programs to ensure a common record is maintained for each participant served with these funding streams.

The implementation of Phase IB of the new CalJOBSSM system is scheduled for May 5, 2014, which will be the system of record for the participant tracking of TAA, WIA and W-PA programs. All participants served by these funding streams (either case managed or self-service) must be entered into CalJOBSSM in a timely manner to ensure a common record, and where appropriate, a common exit is maintained at all times.

The EDD is issuing this directive to ensure that participant data are entered into the CalJOBSSM within acceptable timeframes, and in the correct manner.

POLICY AND PROCEDURES:

Frequency

All WIA, TAA, W-PA grant recipients are required to report individual participant data via the CalJOBSSM system, the State's system of record. These data, including individual applications for service, cannot be submitted more than 30-days in arrears. On a quarterly basis, the EDD must report to the DOL a complete participant data set including base wage information (using State, out-of-state and federal wage matching processes). In order to ensure that base wage matching is completed prior to submission, the base wage process begins a month prior to federal report deadlines.

The EDD requires **daily** data entry or data loads, to ensure that the single common record is maintained according to federal requirements. Failure to perform a **daily** upload or data key entry can result in the following:

- Loss of Common Performance Outcomes.
 - Missing Base Wage matching cycles (i.e., clients not submitted for matching).
 - Other grant recipients submitting the client first within the same funding stream. (Information Notice WSIN13-31)
- Increase in errors during the data load process
 - Client already has been entered by another grant recipient
 - Client has already auto-exited due to failure to submit continuing activity/services
 - Compounded errors based on continued delay of successful data loads
- Data Change Requests that must be submitted to assist with errors received during the data load process. Data Change Requests will be denied if reason is due to simple failure to report by grant recipient.
- Loss of CalJOBSSM data quality for all partners.

Failure to Meet Submission Requirements

If participant data are more than 30-days in arrears (i.e., successful data loads or data key entry are not done within any 30-day period), the State will deny cash requests until the late data have been submitted. The late submission of participant data is considered noncompliance with the General Provisions and Standards of Conduct, Exhibit BB, of the Contract/Subgrant Agreement entered into with the State of California, EDD.

In addition, failure to submit within the maximum allowed time period for three separate time periods (i.e., three cash holds due to failure to submit participant data) in any Program Year (i.e., July – June) will result in a grant recipient no longer being eligible to use the data upload option to submit their data. The grant recipient will be required to perform direct CalJOBSSM data entry in order to submit their participant data. Consistent use of the “Request to Change Previously Submitted Data Form” due to failure to meet the 30-day requirement can also result in cash holds. This applies to both data entry and data uploads.

Approval of Grant Recipients to Perform Participant Data Uploads

Local Areas who intend to use the data upload process will need to provide the following:

- The necessary technical staff to ensure successful data uploads with minimal assistance from EDD technical staff.
- Successful data uploads within the 30-day mandated period.
- An acknowledgement that failure to meet submission requirements will result in removal of data load privileges.

WIA grantees must submit a letter of intent to use participant data uploads to the attention of their EDD Regional Advisor or project manager. The letter should include the above assurances. The Regional Advisor/Project Manager will submit the letter to the Information Technology and Program Accountability Section to obtain final approval.

Community Based Organizations, State Agencies and EDD staff are mandated to use the data key entry of participant data and will not be allowed the functionality of data loads unless approved on an exception basis using the process detailed above. This policy is in place due to several factors including: minimizing the use of limited state funds to duplicate the functionality of CalJOBSSM in other systems, and the limited time duration of projects not operated by Local Areas.

ACTION:

Bring this directive to the attention of the Local Area staff, contractors, and other relevant parties.

INQUIRIES:

If you have questions on the data upload process, please contact the CalJOBSSM Help Desk at 916-653-0202. Please direct general inquiries about this directive to your [Regional Advisor](#) or Project Manager at 916-654-7799.

/S/ JOSÉ LUIS MÁRQUEZ, Chief
Workforce Services Division

Attachment is available on the Internet:

[Summary of Comments](#) (PDF)