

INFORMATION NOTICE

WORKFORCE SERVICES

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: CO-ENROLLMENT AND WIA REPORTING OF PARTICIPANTS IN NEW
CalJOBSSM

With the implementation of the Phase 1B of New CalJOBSSM scheduled for May 2014, an updated "CalJOBSSM Participant Forms Flowchart," "Co-Enrollment Matrix" and the new "WIA Co-Enrollment and Reporting Flowchart" are attached to assist in a seamless transition.

The Department of Labor (DOL) guidance pertaining to Common Measures, Training and Employment Guidance Letter (TEGL) 17-05, calls for a single point of exit (i.e. "common exit") for participants when they have not received a service funded by the program or funded by a partner program for 90 consecutive calendar days, and is not scheduled for future services. Per the DOL, the definition of programs includes: Workforce Investment Act (WIA), Wagner-Peyser Act (W-PA), Veterans' Employment and Training Services, and Trade Adjustment Assistance (TAA).

The New CalJOBSSM will facilitate this common exit by allowing all Local Workforce partners and the Employment Development Department staff to view and coordinate all services provided to a single participant, avoiding duplication and providing the widest array of choices for the participant by utilizing all available programs and funding streams.

The New CalJOBSSM will allow a participant to have active at any given time; one W-PA application, one TAA application and multiple WIA applications (as long as the Local Workforce Investment Area is different on each active WIA application). Within a WIA application, the participant can be enrolled in multiple grants (including locally defined grants, statewide projects, formula funds and National Emergency Grants). An active application includes enrollment and the various activities/services funded by the program represented by the type of application (TAA, WIA or W-PA). The attached "CalJOBSSM Participant Forms Flow" chart provides an overview of the client forms flow.

In addition to separate enrollments and activities, each application (regardless of program) will also allow for separate closure and follow-up forms. However, the outcome form (used for exclusionary exit information), and the auto exit, will be shared by all partners after the end of the 90 day period of inactivity across all programs and funding streams (defined in TEGL 17-05). This shared "common exit," will require

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

coordination and communication between all partners serving a participant. The attached "Co-Enrollment Matrix" reviews possible co-enrollment scenarios and the effects of co-enrollment in the new CalJOBSSM system.

The DOL requires that WIA individual participant data be reported quarterly (TEGL 4-13) by each state via the Workforce Investment Act Standardized Record Data (WIASRD) process. The WIASRD is mandated to have one combined record per client, rolling up the entire plan of services provided to the client from all WIA fund sources, and from all WIA service providers. These WIASRD data are used to calculate WIA Common Performance, create the Quarterly Participant Summary Report and to create the WIA Annual Report. Due to the combining of WIA co-enrollments (from all WIA fund sources and service providers) into a single client record, a flowchart has been created to assist Local Partners in understanding the guidance provided by DOL. The attached "WIA Co-Enrollment and Reporting Flowchart" identifies which Local Workforce Investment Board will be identified in the combined records.

Because the TAA and W-PA data are submitted separately to the DOL via other individual participant reports, co-enrollment will not affect the WIA Common Performance calculations (except for the possible delay of an exit while services are provided by another program).

An online training module will be made available prior to CalJOBSSM Phase IB Implementation to assist case managers with the new co-enrollment process.

If you have any questions regarding the information in this notice, please contact Roy Staton at (916) 654-8295, or via email at ManagePerformance.WSB@edd.ca.gov.

/S/ JOSÉ LUIS MÁRQUEZ, Chief
Workforce Services Division

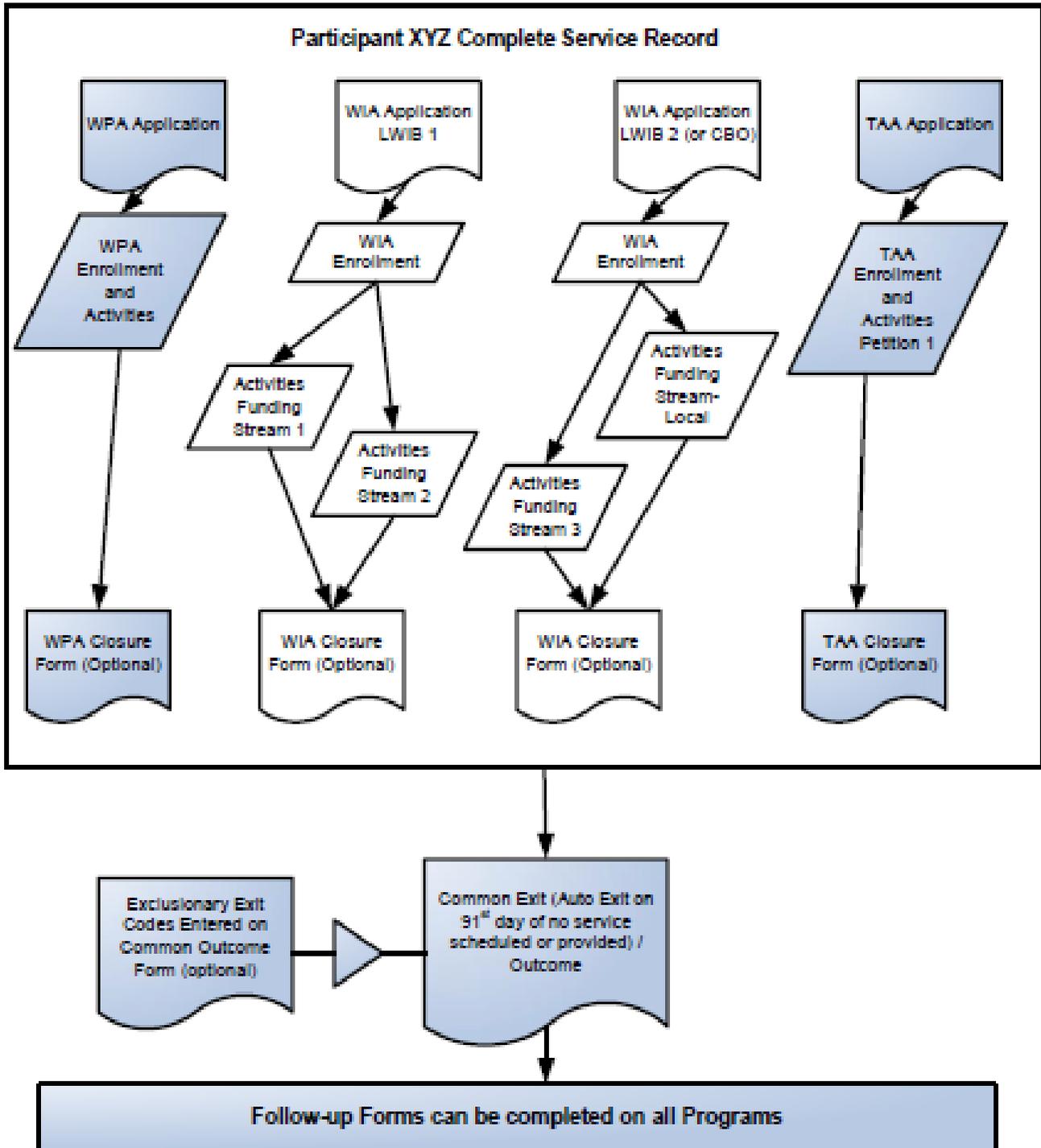
Attachments

Abbreviations Key:

- CBO – Community Based Organization
- LWIB – Local Workforce Investment Board
- TAA – Trade Adjustment Act
- WIA – Workforce Investment Act
- WPA – Wagner-Peyser Act

CalJOBSSM

Participant Forms Flowchart



CalJOBSSM Co-Enrollment Matrix

The jobseeker is not registered in CalJOBSSM

You would like to enroll them into:	What step(s) you need to take:	Effect on W-PA	Effect on WIA	Effect on TAA
W-PA Funded Self-Service	<ul style="list-style-type: none"> • Assist the client to self-register – and ensure that they have a password and logon to access the system 	Once the client has participated in a self-service activity beyond registration – the client is included in W-PA Common Performance	If co-enrolled in WIA – the self service activities will continue the 90 day clock delaying the common exit.	If co-enrolled in TAA – the self service activities will continue the 90 day clock delaying the common exit.
W-PA Funded Service – beyond Self Service	<ul style="list-style-type: none"> • Follow above step to ensure that client is registered in the system. • Determine “Right to Work” and obtain any other missing information from W-PA registration. • Begin recording services. 	Once the client has participated in any service (self-service or other) – the client is included in W-PA Common Performance.	If co-enrolled in WIA – the W-PA service activities will continue the 90 day clock delaying the common exit.	If co-enrolled in TAA – the W-PA service activities will continue the 90 day clock delaying the common exit.
WIA Funded Service	<ul style="list-style-type: none"> • Assist the client to self-register – and ensure that they have a password and logon to access the system. • Collect the missing information and documentation required to create the WIA application to determine eligibility. • Enroll client into program and begin providing services. 	If co-enrolled in W-PA – the WIA service activities will continue the 90 day clock delaying the common exit.	The client is included in WIA Common Performance (if service level is beyond Core A level of services).	If co-enrolled in TAA – the WIA service activities will continue the 90 day clock delaying the common exit.
TAA Funded Service	<ul style="list-style-type: none"> • Assist the client to self-register – and ensure that they have a password and logon to access the system. • Collect the missing information and documentation required to create the TAA application to determine eligibility. • Enroll client into program and begin providing services. 	If co-enrolled in W-PA – the TAA service activities will continue the 90 day clock delaying the common exit.	If co-enrolled in W-PA – the TAA service activities will continue the 90 day clock delaying the common exit.	The client is included is TAA Common Performance.

The jobseeker is registered in CalJOBSSM

You would like to enroll them into:	What step you need to take:	Effect on W-PA	Effect on WIA	Effect on TAA
W-PA Funded Self Services	<ul style="list-style-type: none"> The client can immediately begin taking part in self-service activities such as resume building and job search. 	Once the client has participated in a self-service activity beyond registration – the client is included in W-PA Common Performance	If co-enrolled in WIA – the self service activities will continue the 90 day clock delaying the common exit.	If co-enrolled in TAA – the self service activities will continue the 90 day clock delaying the common exit.
W-PA Funded Services – beyond Self Service	<ul style="list-style-type: none"> Determine “Right to Work” and obtain any other missing information from W-PA registration. Begin recording services. 	Once the client has participated in any service (self-service or other) – the client is included in W-PA Common Performance.	If co-enrolled in WIA – the W-PA service activities will continue the 90 day clock delaying the common exit.	If co-enrolled in TAA – the W-PA service activities will continue the 90 day clock delaying the common exit.
WIA Funded Services	<ul style="list-style-type: none"> Collect the missing information and documentation required to create the WIA application to determine eligibility. Enroll client into program and begin providing services. 	If co-enrolled in W-PA – the WIA service activities will continue the 90 day clock delaying the common exit.	The client is included is WIA Common Performance (if service level is beyond Core A level of services).	If co-enrolled in TAA – the WIA service activities will continue the 90 day clock delaying the common exit.
TAA Funded Services	<ul style="list-style-type: none"> Collect the missing information and documentation required to create the TAA application to determine eligibility. Enroll client into program and begin providing services. 	If co-enrolled in W-PA – the TAA service activities will continue the 90 day clock delaying the common exit.	If co-enrolled in W-PA – the TAA service activities will continue the 90 day clock delaying the common exit.	The client is included is TAA Common Performance.

The jobseeker is registered in CalJOBSSM, and is receiving services provided by another Local Workforce Investment Area (LWIA):

You would like to enroll them into:	What step you need to take:	Effect on W-PA	Effect on WIA	Effect on TAA
WIA Funded Services	<ul style="list-style-type: none"> Collect the missing information and documentation required to create a second WIA application to determine eligibility. Enroll client into program and begin providing services. 	If co-enrolled in W-PA – the WIA service activities will continue the 90 day clock delaying the common exit.	The client is included is WIA Common Performance (if service level is beyond Core A level of services).	If co-enrolled in TAA – the WIA service activities will continue the 90 day clock delaying the common exit.

The jobseeker is registered in CalJOBSSM, and is receiving services provided by another funding stream (either WIA or Local Grant) within your Local Workforce Investment Board (LWIB):

You would like to enroll them into:	What step you need to take:	Effect on W-PA	Effect on WIA	Effect on TAA
WIA Funded Services	<p>If the new Grant Code (funding stream) is not displayed in the Create Activity choice list of grant codes under the WIA Application for your LWIA:</p> <ul style="list-style-type: none"> • Select your LWIA WIA Application • Select Grants tab • Review Grants – if Grant is not listed, select “Edit Grant Information” • Add Grant(s) and select Finish. • Now create the activity, choosing the new funding stream 	If co-enrolled in W-PA – the WIA service activities will continue the 90 day clock delaying the common exit.	The client is included is WIA Common Performance (if service level is beyond Core A for any WIA funded activities).	If co-enrolled in TAA – the WIA service activities will continue the 90 day clock delaying the common exit.

Workforce Investment Act Co-Enrollment and Reporting Flowchart

