

INFORMATION NOTICE

WORKFORCE SERVICES

Number: WSIN13-64

Date: May 2, 2014

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: LOCAL AGENCY CODE CONVERSION

This Information Notice clarifies the conversion of local agency codes into the new CalJOBSSM system.

With the implementation of Phase 1B, existing local agency codes in the Job Training Automation (JTA) system convert into the new CalJOBSSM system. The existing JTA agency code converts to the new CalJOBSSM forms where appropriate (see attachment). As an example, the local JTA agency code indicated on the individual activity line of the enrollment form will convert to the activity record in CalJOBSSM; however, the JTA agency code on the header portion of the JTA enrollment form will not convert, as there is not an equivalent form in CalJOBSSM.

Due to the limited data fields in JTA, there will be empty fields in the agency code master lookup record after conversion into CalJOBSSM. After implementation, Management Information System (MIS) Administrators should review to ensure that the agency code information is complete within the *Program Administration* menu of the administrative site.

If you have any questions or need additional assistance setting up a local agency code please contact your local MIS Administrator. MIS Administrators needing assistance should contact the CalJOBSSM Help Desk at 916-653-0202.

/S/ JOSÉ LUIS MÁRQUEZ, Chief
Workforce Services Division

Attachment

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

Local Agency Codes Converted from JTA to CalJOBSSM

Current Agency Code Location in JTA	Converted Agency Code Location in CalJOBS SM
WIA Application (EWIR)	WIA Application
WIA Eligibility Documentation (EDOE)	Will not convert
WIA Enrollment (EWIE) – header	Will not convert
WIA Enrollment (EWIE) – activity code level	WIA Activity
WIA Grant Specific Information (EWGS)	WIA Additional Grant Entry
WIA Goals (EWIG)	WIA Youth Goals
WIA Youth Test Scores (EYTS)	WIA Literacy & Numeracy Test
WIA Exit (EWIT)	WIA Closure
WIA Follow-Up Information (EWIF)	WIA Follow Up