

# CITY OF LOS ANGELES

CALIFORNIA

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**DATE:** September 18, 2020

**TO:** LA's Workforce Development System

**FROM:** Carolyn M. Hull, General Manager *Carolyn Hull*  
Economic and Workforce Development Department

**SUBJECT: WDS DIRECTIVE No. 21-06  
MANDATORY TWO-DAY CALJOBS TRAINING WEBINARS  
SEPTEMBER 22 AND SEPTEMBER 24, 2020**

## EFFECTIVE DATE

This directive is effective upon issuance.

## PURPOSE

This directive informs WorkSource and YouthSource Center service providers of mandatory online training for MIS staff, case managers and other staff responsible for entering participant information into CalJOBS<sup>SM</sup>.

## BACKGROUND

The California Economic Development Department (EDD) Statewide Training Unit has announced an upcoming two-day CalJOBS<sup>SM</sup> training webinar: ***Performance for Case Management***.

The purpose of this two-part training webinar is to provide WIOA Title I Case Managers with an overview of the performance outcome measures mandated by WIOA, with a particular emphasis on how the participant data they enter into CalJOBS<sup>SM</sup> affects program performance. The webinar focuses on best practices in completing the WIOA Title I application, creating participation, recording activity codes, and entering credentials and measurable skill gains. The webinar concludes with a look at program exit and follow-up as they pertain to program performance.

## TRAINING INFORMATION

### Performance for Case Management – Part 1

Tuesday, September 22, 2020 9:30 a.m. – 12:00 p.m.

### Performance for Case Management – Part 2

Thursday, September 24, 2020 9:30 a.m. – 12:00 p.m.

You do not have to register or RSVP for this webinar. Click on or enter the webinar link below into your browser 5-10 minutes before the webinar start time.

To join the webinars, please refer to the following information.

**To access the conference line:**

**USA toll Free: 877-692-8955**

**Participant Code: 727826**

**To access the Adobe Connect virtual room:**

<https://edd.connectsolutions.com/wsbco-caljobs-trainingteam/>

If you already have an Adobe Connect login and password, you may use that to login. If you do not have an Adobe Connect login, please log in as a Guest and enter your email address in the Name field.

**REQUIRED ACTION**

All MIS staff, case managers and other staff responsible for entering participant information into CalJOBS<sup>SM</sup> should take this online training. At minimum one staff member from each center must attend both training days and be responsible for training non-attendees. Centers must provide their program monitors a list of planned attendees no later than September 18, 2020. Please also cc Emoli Mendez at [Emoli.Mendez@lacity.org](mailto:Emoli.Mendez@lacity.org)

**EWDD CONTACT**

Please contact your assigned program monitor if you have any questions about this directive

CMH:RS:GR:TJ:cg