CalJobs Reporting
LARCA 2.0
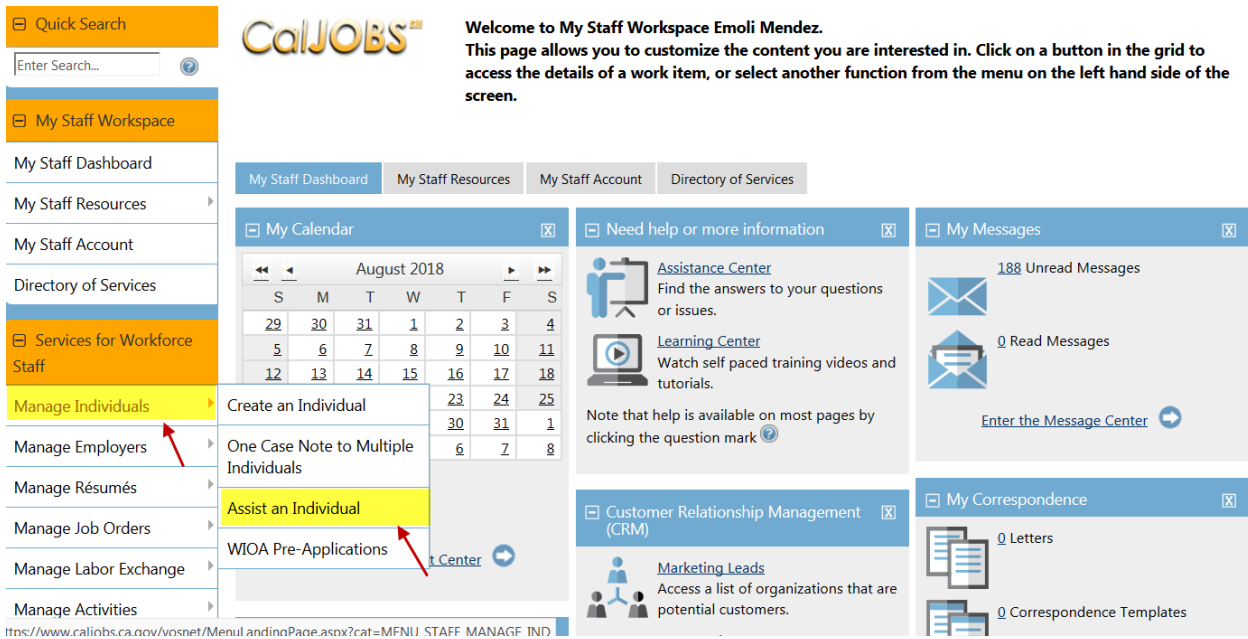
CalJOBS Home Page

www.caljobs.ca.gov

Staff Sign-in Notice

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I Agree   I Disagree

Dashboard

Assisting an Indivdual

Under **Services for Workforce Staff**, you must first select **Manage Individual** and click on **Assist an Individual. A search screen will appear.**

Assisting an Individual (Cont'd)

It is always recommended to enter the full social security number (SS#) to verify if the individal is already in the system. If the full SS# is not available and you receive the following message: "There are no Individuals that meet your search criteria," return to the **Search Screen**, then enter any of the other additional criteria, and search again. After several search attempts, you may go back to the Dashboard and "Create and Individual."

*Note: Please complete the **LARCA 2.0 JobsLA Request Form** to request a pseudo social security number.
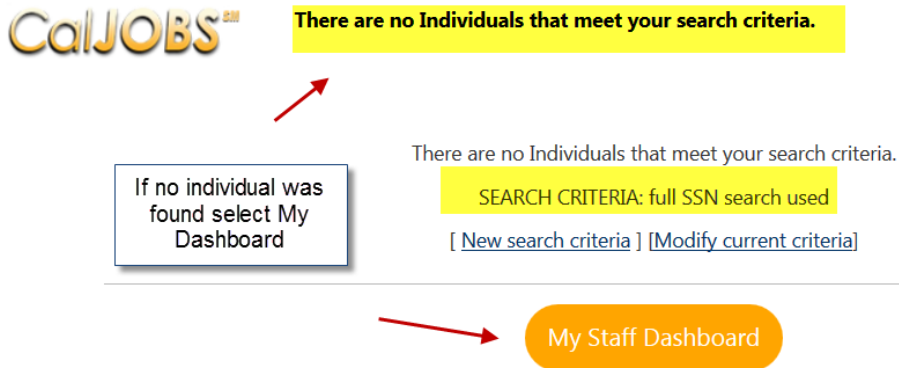
Create an Individual
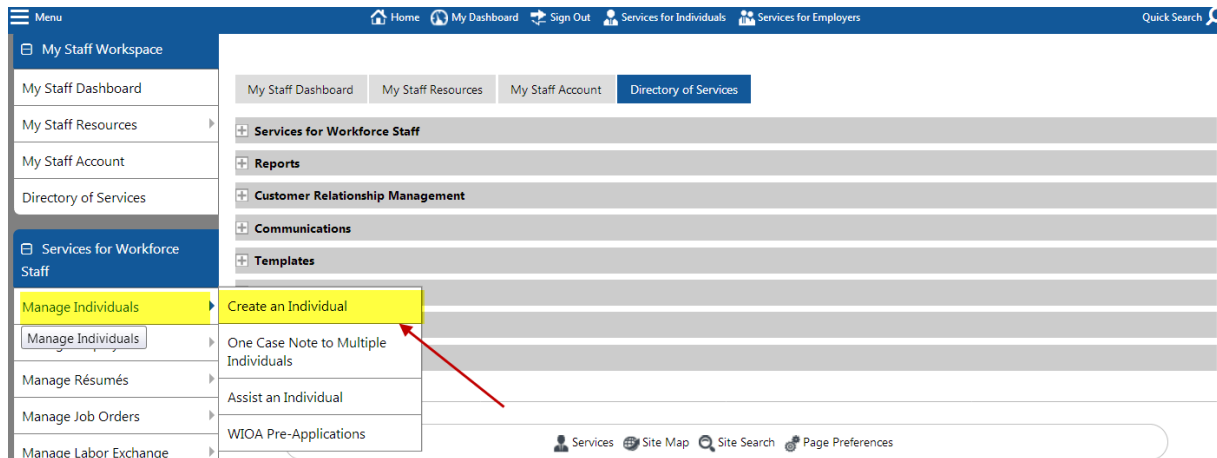
If client was not found in the system, staff will select **"Create an Individual.**

Complete the Registration Form

Staff will create the "Individual Account" for the individual.

User Name and Password Requirements: Staff will be required to create usernames and passwords that meet the individual's standards. Staff will provide the individual with their password so that the individual can have access to the **Resume Builder** and **Job Search**.

The system requires a special character in the password; therefore, you can use any of the following symbols - !, @, #, $, %, ^, *, +, ., or _.

Note: Any boxes/controls with the red asterisk (*) are required fields. If you do not supply an entry, a message will indicate what data is missing when you try to go to the next screen.

Proceed with completing the following sections of the Registration Form -

- Primary Location Information

- E-mail Address

- Demographic Informatioin

- Name

- Residential Address

- Mailing Address

- Phone Number

- Preferred Notification Method

- Site Access

- Demographic Information

- Citizenship

- Disability

- Education Information

- Employment Information

- Farm Worker

- Job Title

- Job Occupation

- Ethnic Origin

- Military Services

- Public Assistance

Individual Case Management

Assisting an Individual

Search Page

Staff will be able to use the individual's claim number (as identified on the individual's Approval Letter) that was entered when the Registration Form was originally completed.

Search Page (continued)

Results View: **Summary** | Detailed
To sort on any column, click a column title.

User Name	First Name	Last Name	SSN	Vet	State ID	Last Login Date	RTW	Last Exited	Created	Action	Select ☐
MOTHEROFALL			2131		32092	06/02/2017	N		06/02/2017	Summary Tab Case Notes Tab Activities Tab Programs Tab	☐
											Save New List
				1 Records found							

Programs - Opens the Programs tab, which shows information about the programs and services that the individual has participated in, including WIOA, Wagner-Peyser, and Welfare Transition, and TAA applications/forms (as applicable).

Right to Work Verification

Go to bottom of the page and select "Remind me later."

Portfolio Page

Programs = CalJOBS Application

My Individual Profiles
- Personal Profile
  - General Information
  - Background
  - Activities
  - Memo
- Search History Profile
- Self Assessment Profile

My Individual Plans
- Employment Plan Profile
- Training Plan Profile
- Benefits Plan Profile
- Financial Plan Profile

Staff Profiles
- General Profile
  - Summary
  - Case Notes
  - Activities
  - Documents (Staff)
- Case Management Profile
  - Case Summary
  - Programs
  - Plan
  - Assessments
- Report Profile

Case Summary	Programs	Plan	Assessments

Title I - Workforce Development (WIOA)   Apps: 1

Create Title I - Workforce Development (WIOA) Application

Convert WIOA Pre-Application

WIOA #_____ - Complete

Edit

Expand

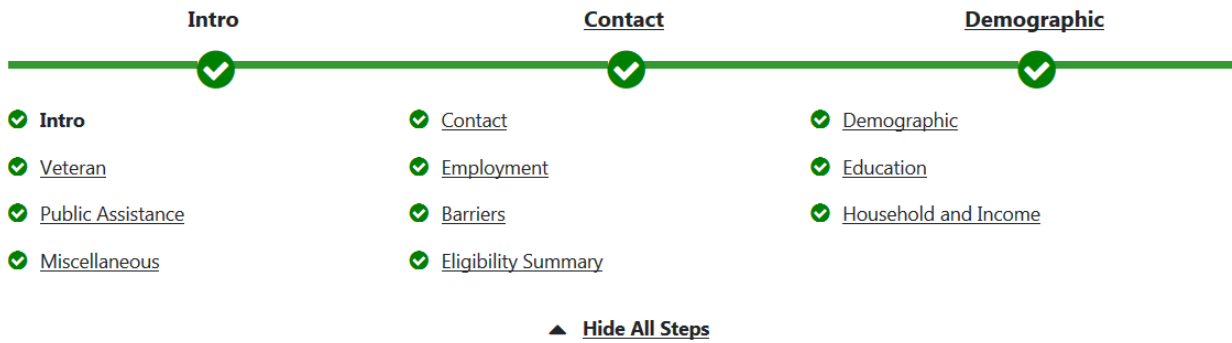|		
LWDB:	**12 - City of Los Angeles**	Application Date	**08/24/2017**
Onestop:		Participation Date:	**08/24/2017**
		Closure Date:	**N/A**
		Exit Date:	**N/A**
Open/Total Activities:	**3 / 21**		

Select Create WIOA Application. After selecting the link, the staff member will need to verify and edit participation before proceeding with the LARCA 2.0 enrollment.

Click the toggle control ("+" symbol) for **Individual Details** and **Preferences** to show/hide these sections.

CalJOBS Application LARCA 2.0

Title I - Workforce Development (WIOA)

Intro	Contact	Demographic

- ✔ **Intro**
- ✔ Veteran
- ✔ Public Assistance
- ✔ Miscellaneous

- ✔ Contact
- ✔ Employment
- ✔ Barriers
- ✔ Eligibility Summary

- ✔ Demographic
- ✔ Education
- ✔ Household and Income

▲ **Hide All Steps**

The Progression Bar will identify all the forms that have been completed in green. All forms must be completed for client to be enrolled in LARCA 2.0 Program.

Application/Registration Information

Application Closed Never Enrolled:	☐ Close application, never enrolled
Application Date:	03/06/2017 (mm/dd/yyyy) 🖩 Today
Adult Eligibility:	☑
Adult Eligibility Date:	03/06/2017 (mm/dd/yyyy) 🖩 Today
Dislocated Worker Eligibility:	☐
Youth Eligibility:	☐
Incumbent Worker Eligibility:	☐

Application date – The system will only accept an application date that is **within the last 30 days**. This is the 30-day lockdown. And the application date cannot be a future date.

About Verification

About Verifications: There are various places throughout this application where the system will require you to verify that the information that is entered is correct. Click on the appropriate **Verify** link to select from a list of methods to confirm the information. If you don't have the proper documents, you may select **"Other Applicable Documentation"** and type **"LARCA 2.0."**

Scan/Upload Documents

Staff will have the capability of scanning <u>or</u> uploading documents used for verification of information.

Last Application Page ⟹ Eligibility Summary

Title I - Workforce Development (WIOA)

	Intro		Contact		Demographic
✅	**Intro**	✅	Contact	✅	Demographic
✅	Veteran	✅	Employment	✅	Education
✅	Public Assistance	✅	Barriers	✅	Household and Income
✅	Miscellaneous	✅	Eligibility Summary		

▲ **Hide All Steps**

Program	Eligible	Priority	Calculated Exception/Limitation	Reason(s) Not Eligible	Action
Adult	Yes	LI			☑ Inactive
Dislocated Worker	Undetermined			No DW Eligibility Date.	☑ Inactive
Youth	Undetermined			No Youth Eligibility Date.	☑ Inactive

VET = Veteran, BSD = Basic Skills Deficient, PA = Public Assistance, LI = Low Income, SLP = Additional Priorities

The **"Adult Program"** will **not** be highlighted in "Green" because the individual will **NOT** be enrolled in the WIOA State Program. Staff will proceed by selecting the Non-WIOA Local Grant then selecting "Next" at the bottom of the page.

If the Program "Adult" is highlighted in Green, you can go to the "Action" column and mark it as Inactive.

Add the LOCAL GRANT for LARCA 2.0

Statewide Adult Eligibility: ○ Yes ○ No ◉ Not Applicable ☐ Inactive

Statewide Dislocated Worker Eligibility: ○ Yes ○ No ◉ Not Applicable ☐ Inactive

Applicant does not meet the requirements for Statewide Dislocated Worker eligibility.

Statewide Youth Eligibility: ○ Yes ○ No ◉ Not Applicable ☐ Inactive

Applicant does not meet the requirements for Statewide Youth eligibility.

Statewide Rapid Response Additional Assistance Eligibility: ○ Yes ○ No ◉ Not Applicable ☐ Inactive

Applicant does not meet the requirements for Statewide Rapid Response Additional Assistance eligibility.

Non-WIOA Grants

Non-WIOA Special Grants: ◉ Yes ○ No ○ Not Applicable ☐ Inactive

Local Funded Grants: ◉ Yes ○ No ○ Not Applicable ☐ Inactive

Grants

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
Local Funded Grant	564	LARCA 2.0	LAI554	08/30/2017	Remove

Select from the list of available grants.

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
Local Funded Grant	553	Vulnerable/Underrepresented Populations	LAI553		Add
Local Funded Grant	554	LA Central Library Portal	LAI306		Add
Local Funded Grant	564	LARCA 2.0	LAI554		Add

Once you click on "View Available Grants" select "Add" the LARCA 2.0 . The **"Local Funded Grant"** section applies to programs that are not reported to the State and are locally funded.

Adding a Case Note can be created at a later time.

Current Case Manager: Case currently Not Assigned to a Case Manager
Assign Case Manager
Assign Me
Remove Case Manager Assignment

Previous Case Manager:

Individual Signature

☐ Create PDF
☐ Include Staff Signature

Applicant Signature

Got to the bottom of the page an select "Next."

It is **not** recommended to select "Finish" because you have not yet set the required **THREE ACTIVITIES.**

<< Back   Finish   Next >>
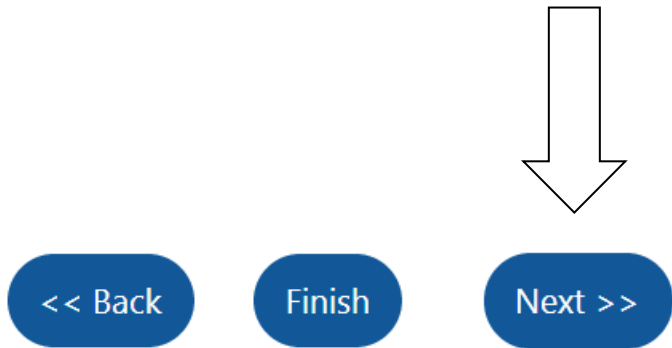
It is important that you click "Next" to proceed with adding activities.

Activity Page

Projected Begin Date and Actual Begin Date – The system will only accept a date that is within

the last 30 days. **This is the 30-day lockdown**.

Activity Code - Activity Codes identify the categories of services that can be offered to an individual enrolled in the LARCA 2.0 Program. Click the **Select Activity Code** link to access a pop-up window that allows you to select an activity code for this enrollment (only one activity can be selected at a time).

After selecting the first "THREE" required LARCA activities, agencies will be able to continue adding activities as services progress.

Staff Information

Staff ID:

* Position: Staff

Current Case Manager: Group:
Case Manager:
Temporary Case Manager: Not Applicable
Assign Case Manager
Assign Me

Remove Case Manager Assignment

Previous Case Manager:

Comments:

Case Notes: [Add a new Case Note | Show Filter Criteria]

ID	Create Date	Subject	Action
No data found.			

Case Notes are required. You are <u>NOT</u> required to assign a Case Manager (not recommended).

Next >>

Selecting a Provider

Provider information is not required for LARCA 2.0 customers.

Activity Closure
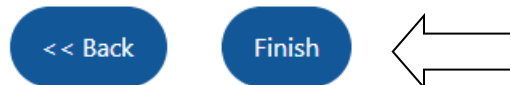
When activity is ready to be closed enter the **Last Activity Date** for this individual's enrollment in the field provided, using an MM/DD/YYYY format (e.g. 06/30/2020). You can also click the calendar icon to select a date, or click the **Today** link to enter today's date.

Select a **Completion Code** for this activity from the drop-down list.

If services have not been completed do not enter a Closure Date or Completion Code, select "Finish."

CalJOBS Program Page

Workforce Innovation and Opportunity Act (WIOA) Program   Apps: 1

Create Workforce Innovation and Opportunity Act (WIOA) Application

Convert WIOA Pre-Application

WIOA _____ - Complete

LWIA:	**12 - City of Los Angeles**	Application Date	**04/26/2017**
Onestop:		Participation Date:	**04/26/2017**
		Closure Date:	**N/A**
		Exit Date:	**N/A**
Open/Total Activities:	**5 / 7**		

Case Information

ABC Eligibility Date: N/A

Adult Eligibility Date: N/A

Dislocated Worker Eligibility Date: N/A

Youth Eligibility Date: 04/26/2017

Incumbent Worker Eligibility Date: N/A

Location and Staff

LWIA: 12 - City of Los Angeles

Onestop: 2421 - LAI South Los Angeles-

Create Staff Username:

Edit Staff Username: 29413013

Case Manager:

Temporary Case Manager: N/A

⊞ **Eligibility Summary**	
⊞ **Participation**	12/25/2016
⊞ **Activities / Enrollments / Services**	5
⊞ **Measurable Skills Gain**	0
⊞ **Literacy & Numeracy**	0
⊞ **Youth Goals**	0
⊞ **Credentials**	0
⊞ **Closure**	N/A
⊞ **Exit / Outcome**	N/A
⊞ **Follow-ups**	0

Create Activity / Service / Enrollment

You will now see a new link under the WIOA Program that provides the newly-completed application name, number, date, and eligibility type. You will also see the **"Create Activity"** link, you will now be able to create additional activities for the LARCA 2.0 Program .

The first Three Activities are Required

Status	Activity / Provider	WZ	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
1. C	101 - Orientation	W	LARCA 2.0	07/01/2019	07/01/2019	07/01/2019	07/01/2019 Successful Completion
2. C	102 - Initial Assessment	W	LARCA 2.0	07/01/2019	07/01/2019	07/01/2019	07/01/2017 Successful Completion
3. O	**306 – WIOA Prerequisite Training**	W	LARCA 2.0	Current Date (07-01-2019)	Current Date	06/30/2021	Close

Optional:

4. C	226 - Reading and/or Math Testing	W	LARCA 2.0	07/01/2019	07/01/2019	07/01/2019	07/01/2019 Successful Completion
5. C	205 - Development of IEP/ISS/EDP	W	LARCA 2.0	07/01/2019	07/01/2019	07/01/2019	07/01/2019 Successful Completion

You may close activity codes 101, 102, 226, and 205 with the same Begin and End date.

Closure / Exit / Outcome/ Follow-ups
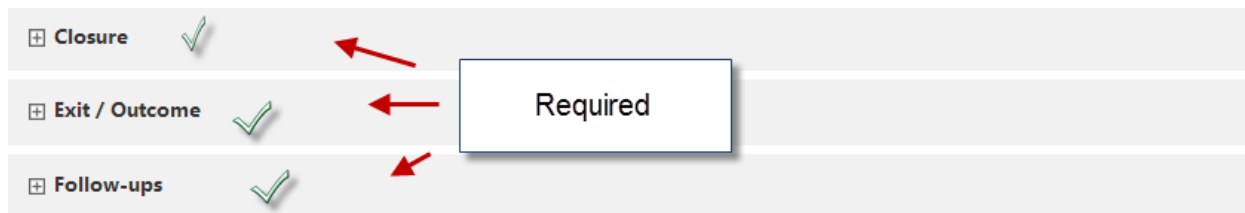
The Closure Information tab is the final tab that will eventually need completion for case closure requirements. More information on the following tabs will be provided at a later time.

LARCA 2.0 On-Line Characteristics Report
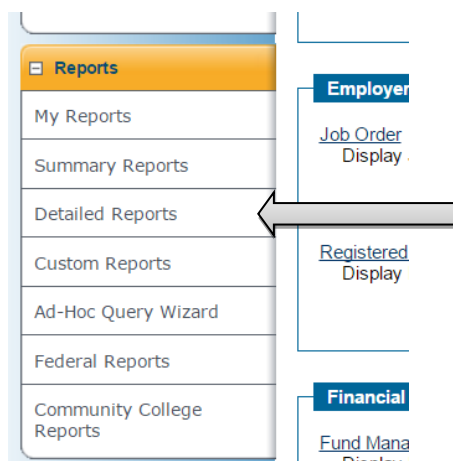
On the navigation bar select "Detailed Reports"

Under Case Management Reports select "Case Load - WIOA"

Select "On-Line Characteristics"

Under the Selection Criteria filter select "Only Open, Active & Enrolled Applications within Date Range".

Input a date range into the "From" and "To" fields.

Program
Customer Group: (Press Ctrl to select multiple items)
Statewide Rapid Response Add'l Assistance DW
Statewide Dislocated Worker
National Dislocated Worker Grant (NDWG)
Local Funded Grant

Under the Program filter area select "Local Funded Grant" from the program drop box.

Enrolled Grant

Statewide Grants including NEG:

Grant Type: Local Funded Grant

Available Grants: (Press Ctrl to select multiple items)

550 - LAI Sector - Chem. Technician
553 - Vulnerable/Underrepresented Populations
554 - LA Central Library Portal
564 - LARCA 2.0

Under the Enrolled Grant area select "Local Funded Grant" from the grant type drop box.

Select "564 – LARCA 2.0" from the grant type drop box.

OPTIONAL:

Enrollment

Enrollment Activity/Service Code:

Activity/Service Code: (Press Ctrl to select multiple items)

114 - Job Referral: Federal Contractor Job (FCJL)
115 - Resume Preparation Assistance
117 - UI General Information
118 - UI Claims Assistance
119 - Financial Aid Assistance
120 - Use of AJCC Resource Room
121 - Job Referral: Job Outside CalJOBS (non-Federal)

In the Enrollment filter area you may select activity code(s) that you would like to specifically search for.

*** If you would like a listing of all activities performed than do not select any activity codes

Run Report

[Save to My Reports]

[Select Another Case Load - WIOA Report]

Scroll to the bottom of the page.

Click "Run Report"

Sample Report

On-Line Characteristics Report

- Enrollment Status: Only Open, Active, & Enrolled Applications Within Date Range
- Start Date: 01/01/2017
- End Date: 12/31/2017
- Age Type: Age Within Date Range
- Age Within Date Range: 55-100
- LWIA: City of Los Angeles
- Customer Group Enrollment: Adult,Dislocated Worker
- State: California

For Dates: 1/1/2017 to 12/31/2017			
Total:	5,982	of	35,935
Active (No Case Closure):	5,982	of	35,935
Awaiting Exit (Case Closed):	0	of	0
Exited:	0	of	0
Average Hourly Wage	$15.80	of	$14.93
Number of Global Exclusions	13	of	35935
Number of Soft Exit	2840	of	35935

User ID	State ID	Lastname	Firstname	App ID	App Date	Participation Date	Office Location	Case Manager	
27019830	268388892		Simon	16428651	01/18/2017	01/18/2017	LAI Northeast Los Angeles WorkSource Center		Career Guidance/Planning
27019830	268388892		Simon	16428651	01/18/2017	01/18/2017	LAI Northeast Los Angeles WorkSource Center		Job Search and Placement
29997299	1000910157		DOMITILA	16055268	09/12/2016	09/14/2016	LAI Pacoima - North Valley WorkSource Center		Job Search and Placement
29997299	1000910157		DOMITILA	16055268	09/12/2016	09/14/2016	LAI Pacoima - North Valley WorkSource Center		Initial Assessment
29997299	1000910157		DOMITILA	16055268	09/12/2016	09/14/2016	LAI Pacoima - North Valley WorkSource Center		Orientation
29169552	1000378286		YOLANDA	16001610	08/11/2016	08/11/2016	LAI Northeast Los Angeles WorkSource Center		Job Search and Placement
29169552	1000378286		YOLANDA	16001610	08/11/2016	08/11/2016	LAI Northeast Los Angeles WorkSource Center		Career Guidance/Planning
29169552	1000378286		YOLANDA	16001610	08/11/2016	08/11/2016	LAI Northeast Los Angeles WorkSource Center		Case Management
30412987	1001320693		WILLIE	15980790	07/29/2016	07/29/2016	LAI South Los Angeles WorkSource Center		Job Fair
25009321	473432582		Larhonda	17157435	09/28/2017	09/28/2017	LAI South Los Angeles WorkSource Center		Orientation

07/26/19

Please use the following instructions to properly report LARCA 2.0 (Grant Code 554) and related program activities into the CalJOBS system. Please reference the attached "LARCA 2.0 CalJOBS Reporting Screenshots" for the afore-mentioned instructions.

1. Search for / Assisting an individual.
   a. If the individual is already enrolled in the system, please contact the LARCA 2.0 Unit staff for further instructions.

   b. If the individual does not match your search criteria, complete the registration form by following these steps:

   - o Return to "Services for Workforce Staff"
   - o Select "Manage Individuals"
   - o Select "Create an Individual"
   - o Complete the Registration Form

2. Create the WIOA application
   Once the Registration Form is complete, staff should "Create the WIOA application" by following these steps:
   - o Return to the "Services for Workforce Staff"
   - o Select "Manage Individual"
   - o Select "Assist an Individual"
   - o Go to WIOA Program tab
   - o Click on "Create WIOA Application"
   - o Complete the required fields of the application

3. Add the Local Grant Code
   To add the Local Grant Code to the drop down menu, follow these steps in the "Eligibility and Grants:"
   - o Go to "Non-WIOA Grants"
   - o Select "Local Funded Grants" then select "Yes"
   - o Scroll to the Grants Section and select "View Available Grants"
   - o All the Local Grants will be available. Click "Add LAI554 LARCA 2.0"
   - o Scroll down and click "Finish"

4. Create an Activity
   From this point on, you will be able to select Local Grant when creating an activity.
   - o Go to "Create Activity," and under General Information click on "Customer Program Group"
   - o Select "98 Local Funded"
   - o Scroll down to "Enrollment Information"
   - o Click on the "Grant" drop down menu to select LAI554 LARCA 2.0
   - o Click on the "Select Activity Code" link
   - o Note: Selecting this link allows the user to access a pop-up window to select an activity code for this enrollment.
   - o Select the assigned activity code
   - o Enter an Actual Begin Date and Projected End Date

   Note: While each Activity Code should accurately reflect a Projected End Date, four of the required initial Activity Codes must have a Closed Date that matches the Begin Date.

   - o Continue to complete the rest of the fields

   - o Scroll down and select "Next" at the bottom of the page

   Reminder: Please verify that in addition to selecting the local grant code of LAI554, the required three (3) Activity Codes are entered as well:

   - o 101 – Orientation & Program Intake
   - o 102 – Initial Assessment
   - o 311– Placed in Job Corps *(must use end date of May 31, 2021)*

   Optional:
   - o 226 – Reading and/or Math Testing
   - o 205 – Development of IEEP

5. Activity Closure Information
   Under "Last Activity Date" enter the same date as the begin date of the activity you selected. Under Completion Code, select "Successful Completion" then select "Finish."