

CITY OF LOS ANGELES

CALIFORNIA

CAROLYN M. HULL
GENERAL MANAGER



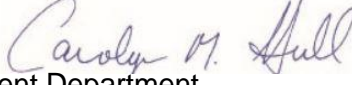
**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

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DATE: July 26, 2021

TO: Los Angeles Regional Initiative for Social Enterprise (LA:RISE) Contractors

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

SUBJECT: WDS DIRECTIVE No. 22-02
(Supersedes WDS Directive No. 20-05 and No. 20-21)
**LOS ANGELES REGIONAL INITIATIVE FOR SOCIAL ENTERPRISE (LA:RISE)
CALJOBSSM REPORTING GUIDELINES AND REQUIRED PROGRAM
DOCUMENTS**

EFFECTIVE DATE

This directive is effective on the date issued.

PURPOSE

The purpose of this directive is to establish the required CalJOBSSM reporting guidelines and program documents for the City of Los Angeles Los Angeles Regional Initiative for Social Enterprise (LA:RISE) programs funded by the City General Fund and Measure H Fund.

BACKGROUND

In partnership with the Robert's Enterprise Development Fund (REDF), LA:RISE is a collaborative partnership that unites the City's Workforce Development System (WDS) with employment Social Enterprises (SEs) to move individuals with employment barriers into the workforce. LA:RISE provides job training, transitional jobs, paid work experiences, and other employment services to the hardest-to-employ individuals. These individuals are those with a history of homelessness or at risk of homelessness, including formerly incarcerated, former gang-involved, long-term unemployed and disconnected youth. The LA:RISE is funded through the City General Funds and County Measure H Fund. By co-enrolling participants into the City's Workforce Opportunity and Innovation Act (WIOA) programs operated by the City's WorkSource Centers (WSCs), LA:RISE is able to leverage funds and work more efficiently.

CONTRACT TERM

The contract period will begin on July 1, 2021 through June 30, 2022.

PROGRAM ELIGIBILITY

The LA:RISE 7.0 eligibility checklist form will be used for the participant enrollments. As directed by the County of Los Angeles for Measure H funding, the United States Department of Housing and Urban Development (HUD) definition of homelessness will be used. Participants must be currently homeless or at risk of homelessness such as unstable housing and unemployed or underemployed such as individuals currently working less than 20 hours a week. Participants must also have the legal right to work in the U.S., reside in the City or County of Los Angeles and be 18 years of age or older. Participants cannot be currently enrolled in another LA:RISE Program.

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.

Participant must self-attest that they meet the LA:RISE eligibility criteria. Please reference the County's WDP-D19-09 Homeless Definition Policy Directive Sept 2019.

PERFORMANCE MEASURES

LA:RISE performance measures and expected outcomes include:

Performance Metrics
100% of total enrolled participants are placed for a minimum of 300 hours in a subsidized transitional job
70% of total enrolled participants are co-enrolled in WIOA
50% of total enrolled complete 300 hours/deemed job ready and are referred to competitive employment
50% of total enrolled are placed in un-subsidized competitive employment
50% of total enrolled participants receive job retention services (post job placement for up to 12 months)

LA:RISE partners utilize the CalJOBSSM system to report program services delivered and participant outcomes achieved. Data from the CalJOBSSM Regional LA:RISE Agency Defined Application and from the City's WIOA program will be used to substantiate program enrollments and performance measures achieved. Self-reported data will not count toward contractual obligations or performance measures.

REQUIRED ELIGIBILITY AND PROGRAM DOCUMENTS

LA:RISE 7.0 standardized forms are to be utilized by the LA:RISE service providers as follows:

Document	To be completed by LA:RISE Partner
Participant Eligibility Form	SE/ transitional employment provider
Co-Enrollment WIOA Referral Form (SE to WSC)	SE
Worksite Review Checklist (compliance)	SE/ transitional employment provider
Worksite Work Experience Agreement	SE/ transitional employment provider
Worksite Acknowledgement Form (onboarding)	SE/ transitional employment provider
Timesheet – Sample (may use alternative)	SE/ transitional employment provider
Transitional Employment Participant Service Profile*	SE/ transitional employment provider
WSC/YSC Transitional Employment Service Profile	WSC/YSC transitional employment provider
Job Readiness Assessment Form (REDF form)	SE
Job Readiness Assessment Form (simple form)	WSC/YSC transitional employment provider
Support Service Verification Form	As applicable, SE, WSC, Retention Provider
Individual Training Agreement (ITA) sample	As applicable, SE, WSC, Retention Provider
Education Stipend Verification	As applicable, SE, WSC, Retention Provider
Employment Participant Service Profile*	Workforce Partner
Employment Verification Form – Sample	Workforce Partner
Retention Support Referral Form	SE or WSC
Retention Participant Service Profile*	Retention Provider
Employment Retention Incentives Tracking Log	Retention Provider

*The respective LA:RISE Participant Service Profile (Transitional Employment, Employment, and Retention) should be updated on a monthly basis, at a minimum, and are intended to capture a cumulative summary of services provided. The form is to be shared with the other two collaborating partners and incorporated as needed in the monthly co-case management staff meetings. It may also be used as part of the case management exchange or coaching session with the LA:RISE participant.

PARTICIPANT FILE FORMS AND REQUIRED DOCUMENTS

The LA:RISE 7.0 Participant File Forms must be included in each participant file and used to organize the required standardized program and support documents within the file accordingly. All LA:RISE standardized program and support documents must be available for monitoring review as requested by EWDD.

LA:RISE PARTNERS

The following agencies will partner to provide coordinated LA:RISE services:

Social Enterprise/ Transitional Employment Partner	Workforce Partner	Job Retention & Personal Support Partner
Chrysalis Enterprises	Northeast Los Angeles WSC (Goodwill)	Chrysalis
Goodwill Industries So Cal	Northeast Los Angeles WSC (Goodwill)	FOLA**
Homeboy Industries	Northeast Los Angeles WSC (Goodwill)	FOLA
Los Angeles Conservation Corps	Northeast Los Angeles WSC (Goodwill)	FOLA
Center for Employment Opportunities	Vernon Central/LATTC WSC (CRCD)	CEO
CRCD Enterprise	Vernon Central/LATTC WSC (CRCD)	ARC**
Downtown Women's Center (DWC)	Vernon Central/LATTC WSC (CRCD)	DWC
GRID Alternatives	Vernon Central/LATTC (WSC CRCD)	ARC
YWCA Digital Learning Academy	Hollywood WSC (MCS)	YWCA DLA
Los Angeles LGBT Center (LGBTC)	Hollywood WSC (MCS)	LGBTC
Managed Career Solutions (MCS)	Hollywood WSC (MCS)	Hollywood WSC
Center for Living and Learning (CLL)	Sun Valley WSC (EI Proyecto)	CLL
Central Los Angeles – AYE YouthSource Center (operated by Catholic Charities of LA) (AYE YSC)	Central Los Angeles – AYE YSC	AYE YSC
Sun Valley YouthSource Center (operated by EI Proyecto) (SV YSC)	Sun Valley YSC	SV YSC
West Los Angeles – UCLA YouthSource Center (UCLA YSC)	West Los Angeles YSC (UCLA)	UCLA YSC
New Earth Organization (NEO)	West Los Angeles WSC	NEO

** Specialized Retention Providers: Friends Outside in LA County (FOLA) and Anti-Recidivism Coalition (ARC)

CalJOBSSM DATA REPORTING REQUIREMENTS

LA:RISE partners will utilize the CalJOBSSM system (www.caljobs.ca.org) to report program services delivered and outcomes achieved. The following are data reporting responsibilities for each provider.

Social Enterprise/ Transitional Employment Provider	Workforce Provider	Job Retention & Personal Support Provider
Timely data entry into CalJOBS SM system; Use Regional LA:RISE Agency Defined Application a) to capture intake/enrollments b) track performance outcomes c) write case notes for participants at a minimum on a monthly basis d) Coordinate with workforce partner for timely creation of	Timely data entry into CalJOBS SM : enrolling and tracking of participants in WIOA. a) create CalJOBS SM WIOA Title 1 Application for all participants b) if eligible, full co-enrollment into WIOA c) add the LA:RISE local grant code to all WIOA applications d) write case notes for participants at a minimum on a monthly basis	Timely data entry into CalJOBS SM system; Use Regional LA:RISE Agency Defined Application a) to capture performance outcomes (financial incentives/milestones and support services)

CalJOBS SM WIOA Title 1 Application for all LA:RISE participants; to update employment related data; and for record closures.	e) capture placements into competitive, unsubsidized employment f) coordinate with social enterprise on record closures.	b) write case notes for participants at a minimum on a monthly basis. d) coordinate with workforce partner to update job placement data.
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CO-ENROLLMENT INTO WIOA

At least 70% of LA:RISE participants must be co-enrolled into the City’s WIOA programs. If the potential participant is already receiving services through another City funded grant or WIOA, they are still eligible to receive additional services through this program. However, the individual should not receive duplicate services; nor should the service provider seek reimbursement for services already provided through other programs. If the participant is already in the CalJOBSSM system, agencies are required to contact the EWDD’s MIS Unit to secure approval to co-enroll the participant and/or to transfer the participant to a LA:RISE service provider.

LA:RISE MIS DATA CORRECTION AND TECHNICAL ASSISTANCE (TA) FORM

The LA:RISE CalJOBSSM Data Correction and TA Form must be used for any data corrections, co-enrollment approvals for existing WIOA participants, participant transfer requests, and technical assistance requests.

MIS GUIDELINES

The MIS Unit has provided instructions to enter participants and activities into the CalJOBSSM system.

Reference Attachment 3 Regional LA:RISE – Agency Defined Program MIS Instruction Screenshots

SOCIAL ENTERPRISE/ TRANSITIONAL EMPLOYMENT PROVIDER	PROGRAM	REQUIRED ACTIVITY CODE
Participants are to be enrolled under the “Regional LA:RISE” Agency Defined Program	ONLY select: LA City General Fund (EWDD) OR LA City Measure H (EWDD)	101 - Orientation

Reference Attachment 4 Regional LA:RISE - WIOA Title 1 (Non-WIOA) MIS Instruction Screenshots

WORKFORCE PARTNER	LOCAL GRANT CODE WIOA & Non-WIOA Title 1	REQUIRED IDENTIFIER ACTIVITY CODE
WIOA Title I or WIOA co-enrolled	To distinguish between LA City General Fund and LA City Measure H participants, the following local grant code must be added:	Non-WIOA Local Grant Code Activity Code
LA City General Fund	LA City General Fund (EWDD) LAI 515	321 –Transitional Job
LA City Measure H	LA City Measure H (EWDD) LAO959	321 –Transitional Job

ALL LA RISE participants MUST have an Agency Defined application AND a Title I - WIOA application, in order to count as a fully enrolled LA RISE participant. Without the Title I WIOA application, EWDD will not be able to record crucial demographic data, nor track placements and employment information. Social Enterprises will coordinate with workforce partner to create CalJOBSSM WIOA Title 1 Application for all LA:RISE participants **within 30 to 60 days of the Agency Defined application.**

In order to match an LA RISE generic application to a correct Title I – WIOA application, the following conditions must occur:

1. LA RISE Agency Defined and Title I application must be under the same Local Workforce Development Board (i.e. LA:RISE Program: City of LA EWDD)

2. Title I application must have an activity with the Regional LA RISE (LA0959) or LA RISE City General Fund (LAI515) local grant code. 3. Title I application create date must be within 60 days of Agency Defined application OR 4. Agency Defined application must be between Title I application date and last service/exit date. •An LA RISE activity can be added to an existing Title I application, and it will be a match, as long as the generic app date is before the Title I exit date.		
Additional Activity Codes: To assist with tracking of total service delivery and impacts, LA:RISE Workforce Partners are to report activities for services being delivered to WIOA/ Title I Non-WIOA participants (ex. training, training stipend, OJT, support services) when utilizing LA:RISE grant funds.		
JOB RETENTION PROVIDER	PROGRAM	REQUIRED ACTIVITY CODE
Log on to CalJOBS SM website; Access Regional LA:RISE Agency Defined Program to update Retention Outcomes	N/A	N/A

CARRY OVERS

Approved LA:RISE 6.0 carryover participants will continue to be tracked using the “Regional LA:RISE” Agency Defined Program. LA:RISE providers will continue to report outcomes tied to transitional employment, job placements, and retention and are to update the monthly notes accordingly. Carryover participant files will be subject to performance monitoring and file review.

LA:RISE CITY GENERAL FUND - COUNCIL DISTRICT (CD) PILOT

During Program Year 2021-22, Council Member Paul Krekorian, CD 2, and Council Member Mark Ridley-Thomas, CD 10, have earmarked City General to expand services to a total of 98 CD 2 residents and a total of 47 CD 10 residents who are experiencing homelessness or at risk of experiencing homelessness. CD 2 allocated \$750,000 and CD 10 allocated \$359,792 for this targeted LA:RISE initiative. Individuals must reside within the respective council district verified by zip codes/address. The LA:RISE participant eligibility criteria applies to this pilot.

LA:RISE CD 2 and CD 10 PILOT PROGRAM PARTNERS

The following agencies will partner to provide coordinated LA:RISE services:

LA:RISE CD 2 (CITY GENERAL FUND)

Social Enterprise/ Transitional Employment Partner	Workforce Partner	Job Retention & Personal Support Partner
Chrysalis (San Fernando Valley)	Pacoima North Valley WSC (Goodwill)	FOLA
Goodwill Industries So Cal	Pacoima North Valley (WSC Goodwill)	FOLA
Center for Living and Learning	Sun Valley WSC (El Proyecto)	FOLA

LA:RISE CD 10 (CITY GENERAL FUND)

Social Enterprise/ Transitional Employment Partner	Workforce Partner	Job Retention & Personal Support Partner
Chrysalis	West Adams WSC (AADAP)	FOLA
Goodwill Industries So Cal	West Adams WSC (AADAP)	FOLA
Los Angeles Conservation Corps	West Adams WSC (AADAP)	FOLA
Los Angeles LGBT Center	West Adams WSC (AADAP)	FOLA
CRCD Enterprise	West Adams WSC (AADAP)	ARC
GRID Alternatives	West Adams WSC (AADAP)	ARC

MIS GUIDELINES – CD 2 and CD 10 LA:RISE PILOT

CalJOBSSM is required to report program services delivered and outcomes achieved for this pilot. The reporting instructions are as follows:

SOCIAL ENTERPRISE/ TRANSITIONAL EMPLOYMENT PROVIDER	PROGRAM	REQUIRED ACTIVITY CODE
Participants are to be enrolled under the “Regional LA:RISE” Agency Defined Program	Select: LA City General Fund (EWDD)	101- Orientation
WORKFORCE PARTNER	LOCAL GRANT CODE WIOA & Non-WIOA Title 1	REQUIRED IDENTIFIER ACTIVITY CODE
WIOA Title I or WIOA co-enrolled	Following local grant code must be added:	Non-WIOA Local Grant Code Activity Code
LA City General Fund	LA City General Fund (EWDD) LAI 515	321 –Transitional Job
All LA RISE participants MUST have an Agency Defined AND a Title I - WIOA application		
REFERRAL SOURCE TO IDENTIFY CD 2 or CD 10 PARTICIPANTS		
Under Question 5 of the Agency Defined Application, LA:RISE SE partner is to select “Other” as the Referral Source and type in “CD 2” or “CD 10” as applicable.		

CASE CLOSURES

Case managers will close the Agency Defined and WIOA Title I applications at roughly the same time, when the participant has either entered permanent employment or will no longer receive services. Case Managers will create a record closure for participants who are inactive for more than 60 days or who have dropped from the program.

Case Managers will use the following “Exit Reasons”

- “Successful Completion Employed” = Gained unsubsidized permanent employment
- “Planned Services Completed” = Completed 300 hours of TSE and passed 2 JRAs with a score of 3 or higher and will no longer receive further services
- “Planned Services Not Completed” = Dropped out of the program before completion of 300 hours or before passing the JRAs
- Dropped = Participant did not start the transitional employment program

WDS CONTACT

Questions or concerns regarding this directive should be addressed to LA:RISE Program Administrator, Elizabeth Macias at Elizabeth.Macias@lacity.org or (213) 238-1717, TTY: 711.

GR:DB:EM:cg

Attachments:

1. LA:RISE Participant Eligibility Checklist Form and Program Documents
2. County of LA WDP-D19-09 – Homeless Definition Policy Directive September 2019
3. Regional LA:RISE – Agency Defined Program MIS Instruction Screenshots
4. Regional LA:RISE - WIOA Title 1 (Non-WIOA) MIS Instruction Screenshots
5. Regional LA:RISE CalJOBSSM Reports Screenshots
6. Agency Defined Program – Creating a Closure Screenshots
7. CalJOBSSM Correction Form and Technical Assistance
8. LA:RISE Participant File Checklist