

CalJobs Reporting LARCA 2.0

CalJOBS Home Page



The screenshot shows the CalJOBS Home Page. At the top left is the logo for CA.GOV CalJOBSSM. To the right of the logo is a language selector "En Español" and a search bar. Below the search bar are two buttons: "Register New User" and "Forgot Password?". To the right of the search bar is a "Password" field and a "Sign In" button. Below the search bar and buttons is a banner for "UI OnlineSM It's here!". The banner features a background image of hands typing on a laptop keyboard. To the right of the banner is a text box that reads: "A fast, convenient, and secure way to access claim information, certify for benefits, and manage claims." Below this text is a "LEARN MORE >" button. At the bottom of the page are four buttons: "Find a Job", "Find a Candidate", "Find an Office", and "More Career Services". To the right of these buttons are two green buttons: "More Career Services" and "More Employer Services".

www.caljobs.ca.gov

Staff Sign-in Notice

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[I Agree](#) [I Disagree](#)

Dashboard

Quick Search

Enter Search...

My Staff Workspace

- My Staff Dashboard
- My Staff Resources
- My Staff Account
- Directory of Services
- Services for Workforce Staff
 - Manage Individuals
 - Manage Employers
 - Manage Résumés
 - Manage Job Orders
 - Manage Labor Exchange
 - Manage Activities

My Staff Dashboard | My Staff Resources | My Staff Account | Directory of Services

My Calendar

August 2018

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
				23	24	25
				30	31	1
				6	7	8

Need help or more information

- Assistance Center: Find the answers to your questions or issues.
- Learning Center: Watch self paced training videos and tutorials.

My Messages: 188 Unread Messages, 0 Read Messages

My Correspondence: 0 Letters, 0 Correspondence Templates

Assist an Individual

WIOA Pre-Applications

Customer Relationship Management (CRM)

Marketing Leads: Access a list of organizations that are potential customers.

https://www.caljobs.ca.gov/vosnet/MenuAndInfoPage.aspx?cat=MFNU1 STAFF MANAG IND

Assisting an Individual

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

Quick Assist

You have saved Individual item(s) in [My Search Lists](#).

Here are the 25 most recent individuals you assisted:

[[Top](#) | [Search](#) | [Bottom](#)]

General Criteria

Individual Username:

Individual User ID:

StateID Number:

First Name:

Last Name:

SSN (last 4 digits):

SSN (full number): Example: 999999999

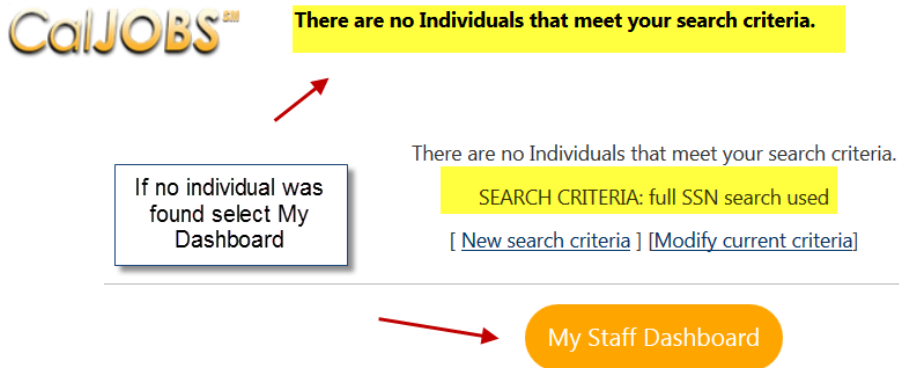
State Source ID:

State Activity ID:

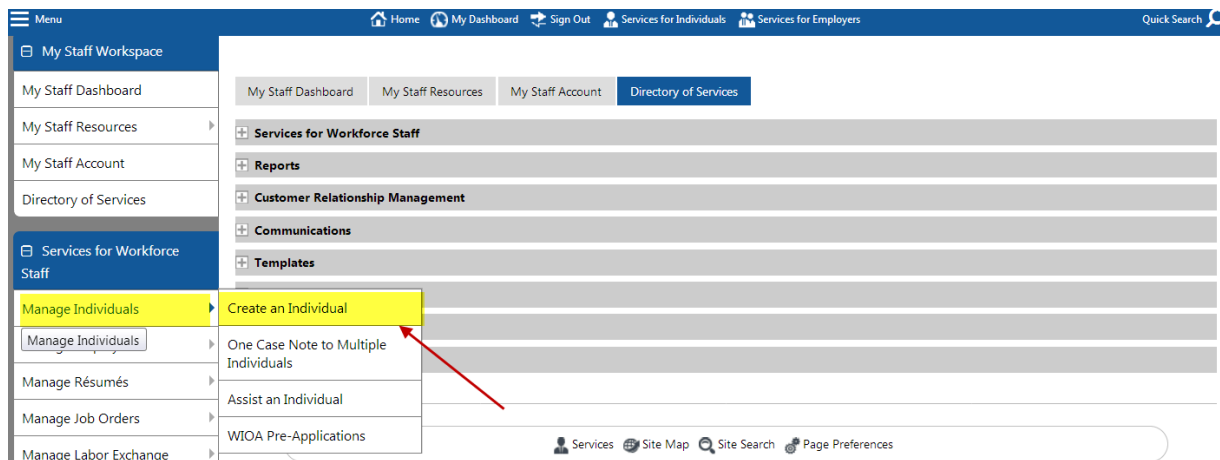
Assisting an Individual (Cont'd)

It is always recommended to enter the full social security number (SS#) to verify if the individual 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 _.



Fill out the information below to complete this section of the application.

* Indicates required fields.

For help click the question mark icon next to each section.

Login Information

* User Name: Individuals Claim Number will be used as their User Name.
Enter a unique user name (3 - 20 characters, and must include characters, letters or numbers. Allowable characters are + @ . _ Spaces are not allowed.)

* Password: Staff will assist individual with creating a Password
Enter Password: (8 - 20 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are # @ \$ % ^ . ! * + .)

* Confirm Password:

* Security Question:

* Security Question Response:
Special characters are not allowed.

Social Security Number

* Social Security Number (SSN): Do not enter dashes (for example, 999001111)

* Re-enter Social Security Number: If Individual does not want to provide their full SS#, you must request a Pseudo # from MIS. This field must be entered.

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 Information
- 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

The screenshot shows a staff dashboard with a sidebar on the left containing navigation options: My Staff Dashboard, My Staff Resources, My Staff Account, Directory of Services, Services for Workforce Staff, Manage Individuals (highlighted in yellow), Manage Individuals (rs), Manage Résumés, and Manage Job Orders. A dropdown menu is open for 'Manage Individuals', listing 'Create an Individual', 'One Case Note to Multiple Individuals', and 'Assist an Individual' (highlighted in yellow). A red arrow points from the 'Assist an Individual' menu item to the 'Assist an Individual' option in the dropdown. The main content area features a 'What would you like to do next?' section with two options: 'Job Search' (with a brief description) and 'Résumé Builder' (with a brief description). Below this, there are links for 'Job Seeker Services' and 'Unemployment Services'.

Search Page

The screenshot shows a search page titled 'General Criteria'. It contains several input fields for search criteria: Individual Username, Individual User ID, StateID Number, First Name, Last Name, SSN (last 4 digits), SSN (full number) with an example '999999999', State Source ID, State Activity ID, Date of Birth (with a calendar icon and format '(mm/dd/yyyy)'), and Telephone Number (with a format '____ - ____ - ____' and an 'Include Alternate' checkbox). A prominent red box labeled 'Enter Individual's Claim Number' is overlaid on the 'Individual User ID' field. A red arrow points from this box to a 'Search' button on the right side of the form.

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	<input type="checkbox"/>

[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."

Right to Work Verification

Documentation to Right to Work must be provided to assist this individual. PI

Individual: Mother Ofall

Current Citizenship:

USCIS (Alien Registration) Number:

USCIS (Alien Registration) Expiration Date: Today

Select one from each column. All documents must be unexpired.

Documents that Establish Identity

- U.S. Passport or U.S. Passport Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
- Employment Authorization Document that contains a photograph (Form I-766)
- In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as

Portfolio Page

Programs = CalJOBS Application

[[Assist an individual](#) | [Staff Services](#) | [Individual Portfolio](#)]

- [-] 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

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

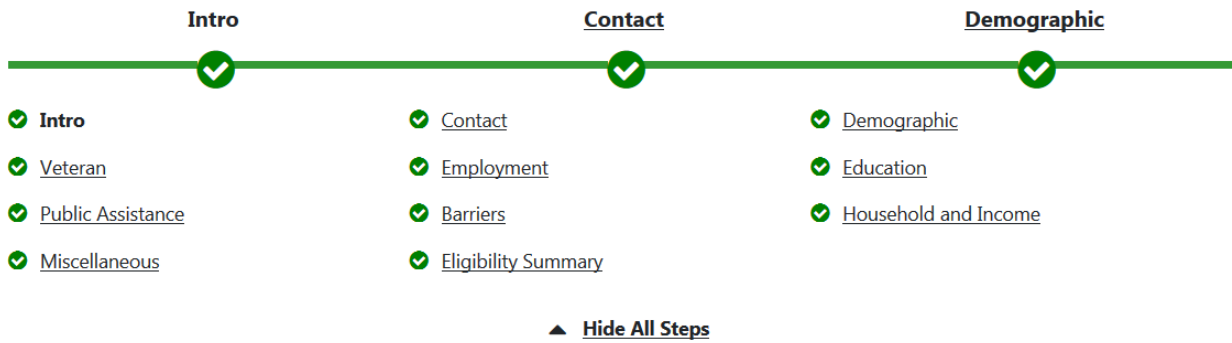
Select Create WIOA Application. After selecting the link, the staff member will need to verify and edit participation before proceeding with the LARCA 2.0 enrollment.

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

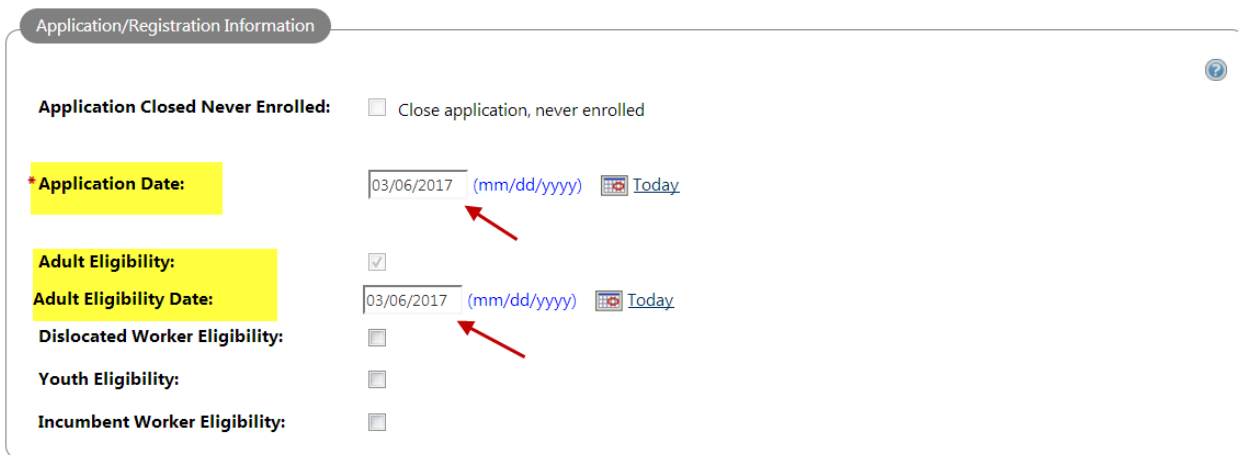
CalJOBS Application LARCA 2.0

Title I - Workforce Development (WIOA)

1 / 11 



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.



The screenshot shows the 'Application/Registration Information' form. It includes the following fields and options:

- Application Closed Never Enrolled:** Close application, never enrolled
- * Application Date:** (mm/dd/yyyy)
- Adult Eligibility:**
- Adult Eligibility Date:** (mm/dd/yyyy)
- Dislocated Worker Eligibility:**
- Youth Eligibility:**
- Incumbent Worker Eligibility:**

Two red arrows point to the date fields in the 'Application Date' and 'Adult Eligibility Date' rows.

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

Demographic Information

[Edit Date of Birth](#)

* Date of Birth:

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

Other Applicable Documentation, (specify)

Date of Birth Verification

- Baptismal Record with Date of Birth
- Birth Certificate
- DD-214
- Driver's License
- Federal, State or Local Government ID Card
- Hospital Birth Record
- Passport
- Public Assistance/Social Service Record
- School Records/Identification
- Work Permit
- Decree of court
- Native American Tribal Document
- Tribal Record with Date of Birth
- Other Applicable Documentation, (specify)

[Reset](#)

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

Demographic Information

[Edit Date of Birth](#)

* Date of Birth:


[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

Other Applicable Documentation, (specify)

Staff will have the capability of scanning or uploading documents used for verification of information.

Last Application Page Eligibility Summary

Title I - Workforce Development (WIOA) 1 / 11 

Intro 
Contact 
Demographic 

-  [Intro](#)
-  [Veteran](#)
-  [Public Assistance](#)
-  [Miscellaneous](#)

-  [Contact](#)
-  [Employment](#)
-  [Barriers](#)
-  [Eligibility Summary](#)

-  [Demographic](#)
-  [Education](#)
-  [Household and Income](#)

 [Hide All Steps](#)

Program	Eligible	Priority	Calculated Exception/Limitation	Reason(s) Not Eligible	Action
Adult	Yes	LI			<input checked="" type="checkbox"/> Inactive
Dislocated Worker	Undetermined			No DW Eligibility Date.	<input checked="" type="checkbox"/> Inactive
Youth	Undetermined			No Youth Eligibility Date.	<input checked="" type="checkbox"/> 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

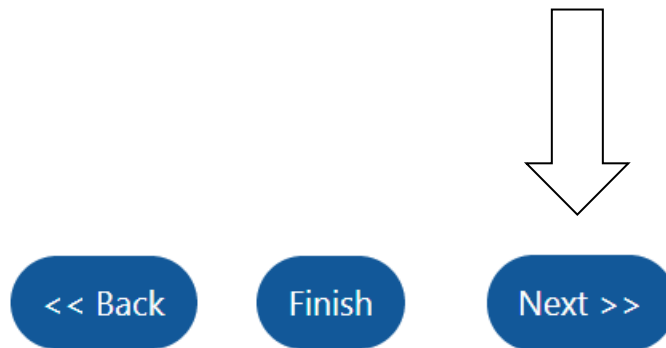
Create PDF

Include Staff Signature

[Applicant Signature](#)

Got to the bottom of the page and select “Next.”

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



It is important that you click “Next” to proceed with adding activities.

Activity Page

General Information | Service Provider | Enrollment Cost | Financial Aid | Enrollment Budget | Budget Planning | Closure Information

General Information

Participant User Name:

Participant State ID:

Last Name, First Name MI:

Social Security Number: 6594

Address:

Application Summary: Program: WIOA
Application Date: 4/14/2014
Earliest Eligibility Date: 4/14/2014 12:00:00 AM

Participation Date: 05/11/2014

Case Closure Date: 04/15/2016

WIOA Youth Funding: In-School Youth

* Customer Program Group:

* LWIA Region:
LWIA cannot be modified if staff has local region assignment.

* Office Location:

Select 98 Local Funded Grant

Enrollment Information

Grant: Select Local Grant 554

WIOA Title II Partner Program: Yes, service is a WIOA Title II Partner Program.

* Activity Code: Select the first Activity '101 Orientation'

Projected Begin Date: Today

Actual Begin Date: Today

* Projected End Date: Today

Any classes attended through Distance Learning: Yes No

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:

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 NOT required to assign a Case Manager (not recommended).



Selecting a Provider

Activity Enrollment - Service Information
This page displays activity service and worksite information for the specified participant.

General Information **Service Provider** ~~Enrollment Test~~ ~~Financial Aid~~ ~~Enrollment Budget~~ ~~Budget Planning~~ **Closure Information**

Enrollment Service Provider Information

Enrollment Summary: Enrollment ID: 2762803
Username: ANDREWWONG
Not Applicable Application ID: 22882
Activity Code: 101
Activity Dates: 9/28/2015 - 9/28/2015

* Provider:
[Select Provider]

* Service, Course or Contract:
[Select Service, Course or Contract]

Provider Locations:
[Select Provider Locations]

Provider Contacts:
[Select Provider Contacts]

* Occupational Training Code: Not Applicable

<< Back Next >>

[Exit Wizard]

Skip to Closure Information


Provider information is not required for LARCA 2.0 customers.

Activity Closure

General Information | Service Provider | Enrollment Cost | Financial Aid | Enrollment Budget | Budget Planning | **Closure Information**

Closure Information

Enrollment Summary: Enrollment ID:
Username: cafcac
WIOA Application ID:
Activity Code: 181
Activity Dates: 4/7/2017 - 4/26/2017

Last Activity Date:  Today

Completion Code: ▼

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

ID	Create Date	Subject	Action
No data found.			

<< Back Finish ←

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
Open/Total Activities:	5 / 7	Closure Date:	N/A
		Exit Date:	N/A

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

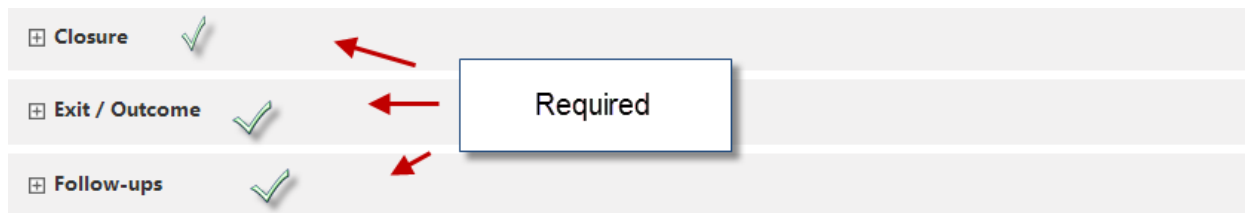
Status	Activity / Provider	WZ	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
1. 	101 - Orientation		LARCA 2.0	07/01/2019	07/01/2019	07/01/2019	07/01/2019 Successful Completion
2. 	102 - Initial Assessment		LARCA 2.0	07/01/2019	07/01/2019	07/01/2019	07/01/2017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

Optional:

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

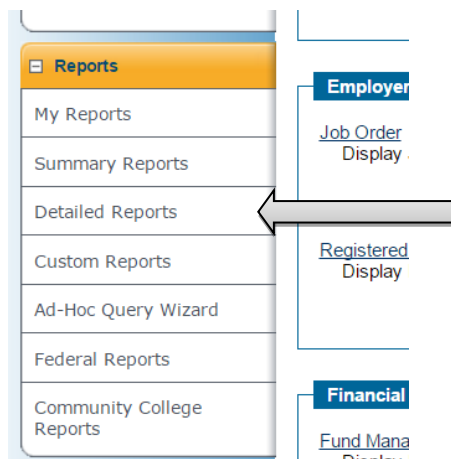
You may close activity codes 101, 102, 226, and 205 with the same Begin and End date.

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”

Case Management Reports

Case Load Display Case Load Reports	Case Load - Non-WIOA Display Case Load - Non-WIOA Reports
Case Load - WIOA Display Case Load - WIOA Reports	Documentation Display Documentation Reports
Payment Display Payment Reports	Predictive Display Predictive Reports
Staff Referrals Display Staff Referrals Reports	

Under Case Management Reports select “Case Load - WIOA”

WIOA:

Advanced

- [Customer Group](#)
- [Dislocated Workers by Dislocation Event](#)
- [Follow Up Employment](#)
- [Outcomes by Highest Service Level](#)
- [Priority Summary - Dislocated Worker](#)
- [Summary of First Services](#)
- [Timeliness of Data Input](#)
- [Dislocated Worker Projected Layoff Date](#)
- [Follow Up Details & Summary](#)
- [On-Line Characteristics](#)
- [Priority Summary - Adult](#)
- [Selective Service Candidacy](#)
- [Targeted Population Summary](#)

Select “On-Line Characteristics”

Selection Criteria

Enrollment Status:

Date Range:

From: (mm/dd/yyyy)

To: (mm/dd/yyyy)

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:
(Press Ctrl to select multiple items)

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

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:
 - Return to "Services for Workforce Staff"
 - Select "Manage Individuals"
 - Select "Create an Individual"
 - 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:

- Return to the "Services for Workforce Staff"
- Select "Manage Individual"
- Select "Assist an Individual"
- Go to WIOA Program tab
- Click on "Create WIOA Application"
- 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:"

- Go to "Non-WIOA Grants"
- Select "Local Funded Grants" then select "Yes"
- Scroll to the Grants Section and select "View Available Grants"
- All the Local Grants will be available. Click "Add LAI554 LARCA 2.0"
- 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.

- Go to "Create Activity," and under General Information click on "Customer Program Group"
- Select "98 Local Funded"
- Scroll down to "Enrollment Information"
- Click on the "Grant" drop down menu to select LAI554 LARCA 2.0
- Click on the "Select Activity Code" link
- Note: Selecting this link allows the user to access a pop-up window to select an activity code for this enrollment.
- Select the assigned activity code
- 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.

- Continue to complete the rest of the fields
- 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:

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

Optional:

- 226 – Reading and/or Math Testing
- 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."