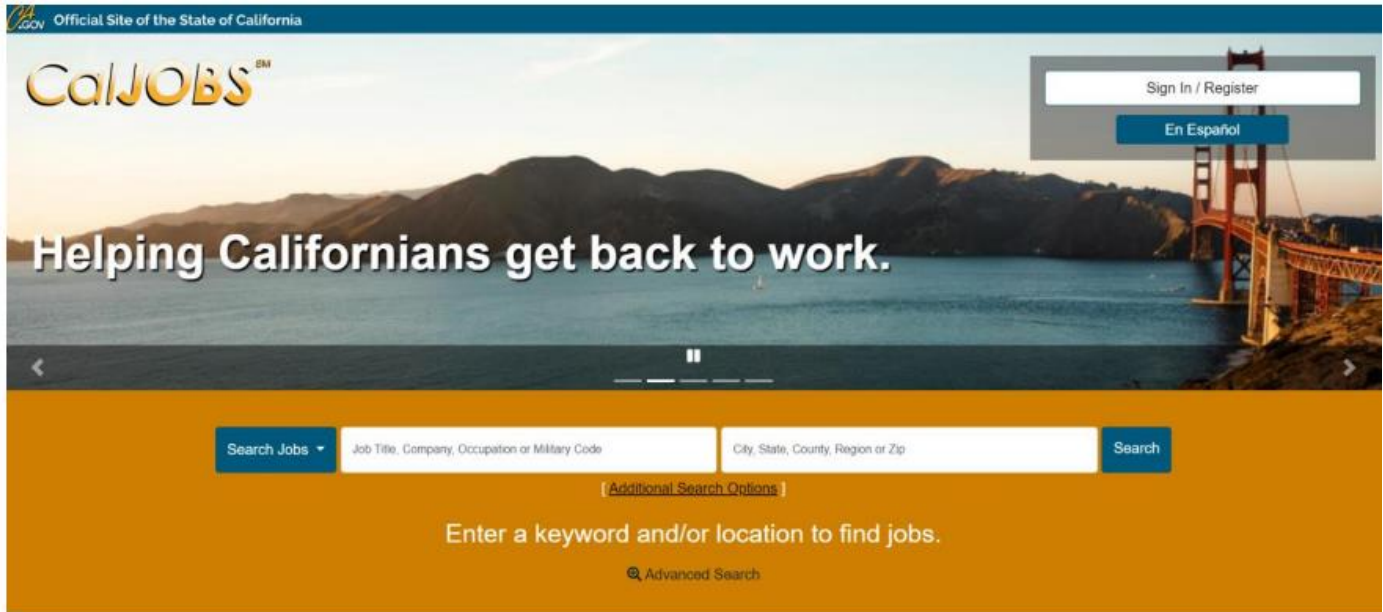


High Road Training Partnership (H RTP) CalJOBS Reporting Grant LAI322



WIOA CO-ENROLLMENT will be required -

- WIOA Dislocated Worker or Adult Enrollment
- Local Grant Code LAI322

All H RTP Grant program participants will be **required** to be co-enrolled in the City's WIOA Adult or DW programs. As the participant should be new, and unduplicated, the individual will not already be in the CalJOBSSM system. The individual should not receive duplicate services; nor should the service provider seek reimbursement for services already provided through other programs.

CalJOBSSM DATA REPORTING REQUIREMENTS

H RTP providers will utilize the CalJOBSSM system (www.caljobs.ca.gov) to report program services delivered and outcomes achieved. The following are data reporting responsibilities for each provider.

Workforce Provider
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) full co-enrollment into WIOA c) add the H RTP local grant code (LAI 322) to all WIOA applications and activity code 108. d) write WIOA case notes for participants e) capture placements into competitive, unsubsidized employment

MIS Guidelines

Please use the following instructions to properly report the High Road Training Partnership Program H RTP.

Local Grant Code LAI322 and Activity Code 108 – Referred to WIOA Services, will be entered into CalJOBS to track the H RTP enrollments.

Reporting Local Grant & Activity Code

- Use Grant Code – LAI322
- Use Activity Code 108 – Referred to WIOA Services

1. Search for / Assist an Individual

If the individual is already enrolled in the system, please contact the MIS Unit staff for further instructions.

Services for Workforce Staff

Manage Individuals >

Manage Employers >

Manage Résumés >

Create an Individual

Create an account to provide individuals access to the features..

One Case Note to Multiple Individuals

Create one case note and associate it to multiple individuals.

Assist an Individual

Assist registered individuals, and view any of the profiles -...

Eligibility Explorer Applications

View and approve pending Eligibility Explorer Applications..

2. Create the WIOA Application

Once the Application Form is complete, staff must enter activities.

Title I - Workforce Development (WIOA)

[Create Title I - Workforce Development \(WIOA\) Application](#)

3. Add the Local Grant Code

To add the Local Grant Code, go to the "Eligibility Summary," which is the last page of the WIOA application, and follow these steps:

- 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** LAI322 High Road Training Partnership Program."
- Scroll down and click "Finish."

Non-WIOA Grants

Non-WIOA Special Grants: Yes No Not Applicable Inactive

Local Funded Grants: Yes No Not Applicable Inactive

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
Local Funded Grant	869	CD-8 Reinvestment Fund Grant	LAI309		Add
Local Funded Grant	954	High Road Training Partnership H RTP	LAI322		Add
Local Funded Grant	958	High Road Training Partnership H RTP	LAI322		Add

[Exit Wizard](#)

<< Back

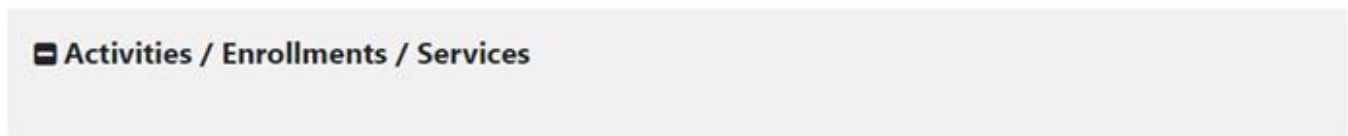
Finish

Print

4. Add Activity 108 under the Local Grant Code LAI322

Once the Local Grant Code has been added, you must enter Activity Code 108- Referred to WIOA Services under the Local Grant.

- Go to "Create Activity," and under General Information, click "Customer Program Group."
- Select "98 Local Funded"
- Scroll down to "Enrollment Information."
- Click on the "Grant" drop-down menu to select LAI322.
- Click on the "Select Activity Code" link.
- Select the assigned activity code 108.
- Enter an Actual Begin Date and Projected End Date. The Projected End Date will be the same as the Begin date (One-day Duration).
- Continue to complete the rest of the fields.
- Scroll down and select "Next" at the bottom of the page.



[Create Activity / Enrollment / Service](#)



Participant User Name:

Participant State ID:

Last Name, First Name MI:

Address:

Application Summary:

Program: Title I - Workforce Development (WIOA)
Application Date: 8/8/2020
Earliest Eligibility Date: 08/08/2020

Participation Date:

08/08/2020

* Customer Program Group:

98 - Local Funded Grant

* LWDB:

City of Los Angeles

LWDB cannot be modified if staff has local region assignment.

* Office Location:

LAI Boyle Heights - East Los Angeles WorkSource

Agency Code Search:

[Click Here](#)

Agency Code:

 -

Enrollment Information

Grant: LAI322 – High Road Training Partnership

WIOA or Non-WIOA Partner Program: Yes, service is a WIOA or Non-WIOA Partner Program.

Activity Code: 108 Referred to WIOA Services (not trainin
[\[Select Activity Code \]](#)

Projected Begin Date: (mm/dd/yyyy) Today

Actual Begin Date: (mm/dd/yyyy) Today

Projected End Date: (mm/dd/yyyy) Today

Any classes attended through [Distance Learning](#): Yes No

Enter the Projected Begin Date
Actual Begin Date and
Projected End Date for the activity.
If it is a one-day activity, all three
dates would be the same.

* Actual Begin Date is REQUIRED.

Next >>

Reminder:

Please verify the following:

- WIOA Activities were entered first.
- Local Grant Code LIA322 HRTP was added to the Non-WIOA Grant section.
- Activity Code 108 – Referred to WIOA Services was entered under Grant Code LAI322. Use the same Begin and End date for Activity Code 108.