# Agency Defined Program – Creating a Closure

## Select Create Exit/Outcome under Agency Defined Program Application

| Agency Defined Programs | Apps: 1 |
|---|---|

Create Agency Defined Program Application

### Regional LA:RISE #2243688 - Complete ✏️ 🖶 ☑

| LWDB: | 12 - City of Los Angeles | Application Date | 08/28/2019 |
|---|---|---|---|
| Onestop: | 322 - 00308 Wilshire Metro Worksource | Exit Date: | N/A |

| ➕ Activities / Enrollments / Services | 0 |
|---|---|
| ➕ Partner Programs | 0 |
| ➕ Credentials | 0 |
| ➖ Exit / Outcome | N/A |

Create Exit/Outcome ⬅

## Step 1 - Fill out the following fields in the closure section

**CalJOBS℠**

**Step 1 of 3.**
Enter your information below. When you are finished click the *Next>>* button.

\* *indicates required fields.* ⓘ *For help click the information icon.*

| **General Information** | **Employment Information** | **Staff Information** |
|---|---|---|

## Login Information

**User ID:** 35101

**Participant Name:** Alvarez, Jonny, A

**Eligible Date:** 08/28/2019

**Program:** AAI -Regional LA:RISE

**\*Date of Exit:** [ ] 📅 Today ⬅

**Local Workforce Investment Area:** City of Los Angeles

**\*One Stop Location:** 00308 Wilshire Metro Worksource Center ▾ ⬅

## Exit Information

**\*Exit Reason:** None Selected ▾ ⬅

**Exit Wizard**

Next >> ⬅

## Step 2 – Employment Information **(NOT REQUIRED)**

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**Step 2 of 3.**
Enter your information below. When you are finished click the *Next>>* button.

| General Information | Employment Information | Staff Information |
|---|---|---|

## Placement Information

No employers available.

**[ Add Employer ]**

xit Wizard

NOT REQUIRED
Captured In WIOA

**<< Back**    **Next >>**

## Step 3 - Staff Information

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**Step 3 of 3.**
Enter your information below. To save your changes and continue, click the *Finish>>* button.

| General Information | Employment Information | Staff Information |
|---|---|---|

## Outcome Staff Information

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

| ID | Create Date | Subject | Action |
|---|---|---|---|
| 46262 | 01/22/2020 | Deleted Exit | ✏️ ✉️ |
| | | ⏮ ◀ Page 1 ▼ of 1 ▶ ⏭ Rows: 100 ▼ | |

**Current Case Manager:**  Case currently Not Assigned to a Case Manager
**Assign Case Manager**                                                ℹ️

**Assign Me**
**Remove Case Manager Assignment**
**Previous Case Manager:** [                    ]

**Exit Wizard**

**<< Back**    **Finish**    **Delete**