



Economic and Workforce Development Department
LA:RISE Youth Academy Programs
Californians for All (CA4A)
 CalJOBSSM Agency Defined Program (ADP)
 Application data entry instructions

[CalJOBSSM Home Page](https://www.caljobs.ca.gov)
<https://www.caljobs.ca.gov>



CA.gov Official Site of the State of California

CalJOBSSM

Sign In / Register

En Español

Helping Californians get back to work.

Search Jobs ▾ Job Title, Company, Occupation or Military Code City, State, County, Region or Zip Search

Enter a keyword and/or location to find jobs.

Advanced Search

1,505	1,481,553	3.4	4,102
New jobs available today	Current Openings	Unemployment Rate	Resumes updated this week

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- 1) Search for participant using complete Social Security to verify current enrollment status in the **Quick Access box**
 - If participant has an active ADP application through another agency or program, you will need to ask the enrolling agency to close out all the activities for that participant before enrolling her/him into any of the LA:RISE Youth Academy Programs.
 - Remember, participants may not be enrolled in any of the Youth Academy programs if they are currently or previously enrolled in LA:RISE programs.



The screenshot shows a web application interface. At the top, there is a navigation bar with links for Home, Accessibility, My Dashboard, Sign Out, Services for Individuals, and Services for Employers. Below this is a search bar labeled 'Quick Assist' with the text 'Enter Search...' and a magnifying glass icon. To the left of the main content area is a sidebar menu with several categories: 'Other Staff Services', 'My Staff Workspace', and 'Services for Workforce Staff'. The 'Services for Workforce Staff' category is expanded, showing options like 'Manage Individuals', 'Manage Employers', 'Manage Résumés', and 'Orders'. The main content area displays a list of services with brief descriptions and links to manage them, such as 'Manage Employers', 'Manage Job Orders', 'Manage Activities', 'Manage Case Assignment', 'Manage Funds', 'Manage WARN Notifications', and 'Manage Surveys'.

Once you have verified that participant is currently NOT enrolled with another agency,

2) Click on Create an Individual



This screenshot shows the same web application interface as the previous one, but with the sidebar menu expanded to the 'Manage Individuals' section. The 'Create an Individual' option is highlighted in blue. Other options visible in the sidebar include 'One Case Note to Multiple Individuals', 'Assist an Individual', and 'Eligibility Explorer Applications'. The main content area remains the same, displaying the list of services and their management links.

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- 3) Begin to input participant's information.
Sample: Kobe Bryant. last 4#'s of SS: 0824
- 4) The page will ask to create a login and a password
 - **CA4A program login suggestion**: First 3 letters of participant's first name and complete last name and last 2 numbers of SS#. SAMPLE Login: ***KobBryant24***
 - **CA4A password suggestion**: CA4A22-23 AND participant's last 4 digits of their SS#. SAMPLE: ***CA4A22-23-0824***
- 5) All required fields will need to be entered before moving on to the following steps.

Portfolio Section

Navigate towards Staff Profiles > Case Management > Profile > Programs

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



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Program Page

The screenshot shows a web interface with four navigation tabs: 'Case Summary', 'Programs' (highlighted in blue), 'Plan', and 'Assessments'. Below the tabs are three program entries:

- Trade Adjustment Assistance (TAA)**
[Create Trade Adjustment Assistance \(TAA\) Application](#)
- National Farmworker Jobs Programs (NFJP)**
[Create National Farmworker Jobs Program \(NFJP\) Application](#)
- Agency Defined Programs**
[Create Agency Defined Program Application](#) (highlighted in yellow with a red arrow pointing to it)

Activity Status: ■ = Open, ■ = Closed, ■ = System Closed, ■ = Voided

[\[Print All \]](#)

The Generic Module has a New Name – Agency Defined Programs.

- 6) In the next step, you will need to select the appropriate LA:RISE Youth Academy Program.
- 7) Californians for All (CA4A); 18-30 yrs. 250 hours
 - a) **ACA- (CA4A) LA:RISE Youth Academy 22-24 (Californians...)**
- 8) Proceed to complete participant contact info

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CalJOBS™ Step 1 of 4. Enter your information below. When you are finished click the *Next >>* button.

Start Page Contact Information Application Questions Staff Information

• Indicates required fields. For help click the information icon next to each section.

General Information

Close Application, never Enrolled:

* Application Date: 06/07/2021 Today

* Eligibility Date: 06/07/2021 Today

* LWDB: City of Los Angeles

* Office Location: None Selected

Attended a Rapid Response group orientation: Yes No

Event Search: [Rapid Response Event Search](#)

Rapid Response Event Number:

* Meets Program Eligibility: None Selected

[Exit Wizard](#)

<< Back Next >>



* Office Location: None Selected

Attended a Rapid Response group orientation: Yes No

Event Search: [Rapid Response Event Search](#)

Rapid Response Event Number:

Meets Program Eligibility:

- None Selected
- None Selected
- AAE -Youth Work Experience Program
- AAI -Regional LA-RISE
- AAE -LA: Rise 3.0
- LAS -(LA) LA Summer Youth
- LAR -(LA) LA-RISE
- LAW -(LA) Summer Youth 2016
- LAI -(LA) LA RISE 2.0

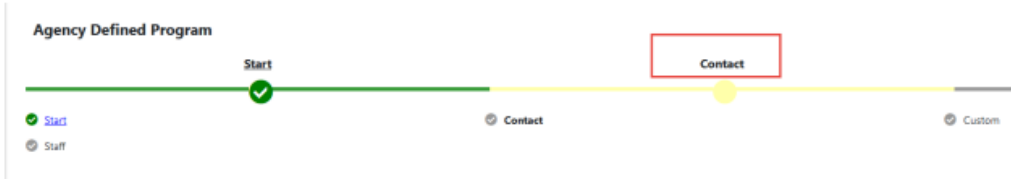
Select Program: ACA- (CA4A) LA:RISE Youth Academy 22-24 (California's for All)

OR

Select Program: AAC- LA:RISE Youth Academy (HHAP)

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Contact Information



Contact Information

First Name:

Middle Initial:

Last Name (including suffix e.g. Jr., Sr., PhD, etc.):

Residential Address

Address 1:

Address 2:

City:

State:

Zip/Postal Code:

County/Borough/Parish:

Country:

Phone Information

Primary Phone Number:

Ext.:

Primary Phone Type:

Alternate Phone Number:

Ext.:

Alternate Phone Type:

Fax:

Email Information

Primary Email:

Ext. Wizard

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9) CA4A ADP Application has 26 questions

- Questions # 21-26 on CalJOBSsm ADP will remain OPEN in the system. These questions MUST be updated before closing all activities to capture accurate data.
- **Please refer to screenshots on next page for complete list of questions.**

11) Add the following Activity Codes when enrolling participant for the first time

Action/Service Activity	Activity Title on CalJOBS sm	CalJOBS sm Activity Code	Recommended actions
Program orientation/InnerSight Inventory (questionnaire)	Orientation	101	You may close activity after entering appropriate service (same day)
CalJOBS sm & HLA platform Enrollment	Enrollment	321	Keep activity OPEN until participant completes their hours. Include hours worked in case note BEFORE closing activity.

CA4A Californian's For All Agency Defined Application Questions

(CA4A) LA:RISE Youth Academy 22-24

Please review the questions below and answer all that apply

*** 1: Registration Date:**

 [Today.](#)

*** 2: Social Enterprise/Transitional
Employment Provider: (Please select
one response):**

- LAI Central YSC- Pico Union - AYE
- LA Central Westlake YSC - UCLA
- CRCD Enterprises
- Goodwill SoCal
- Los Angeles LGBT Center
- North San Fernando Valley – El Proyecto YSC
- West Los Angeles – UCLA YouthSource Center
- YWCA Digital Learning Academy

*** 3: Partnering**

**WorkSource/YouthSource Center:
(Please select one response):**

- LAI Central YSC- Pico Union - AYE
- LA Central Westlake YSC - UCLA
- Hollywood WorkSource Center
- Northeast Los Angeles WorkSource Center
- North San Fernando Valley – El Proyecto YSC
- Vernon Central/LATTC WorkSource Center
- West Los Angeles – UCLA YouthSource Center

*** 4: Date of Birth:**

_____:

 [Today.](#)

*** 5: Age: _____:**

*** 6: Gender: (Please select one response):**

- Female
- Male
- Transgender
- Agender
- Aliagender
- Androgyne
- Bigender
- Cisgender
- Prefer Not to Disclose
- Other

7: If Other was selected above, please indicate below:

_____:

*** 8: How do you self-identify? (Please select one response):**

- Bi-sexual
- Gay
- Lesbian
- Queer/Questioning
- Straight
- Prefer Not to Disclose

*** 9: Race (Select all that apply):**

- American Indian or Alaska Native,
- Asian,
- Black or African American,
- Native Hawaiian or Other Pacific Islander,
- White,
- Other,
- Prefer Not to Disclose

*** 10: Ethnicity (Please select one response):**

- Hispanic or Latino,
- Not Hispanic or Latino,
- Prefer Not to Disclose

- * 11: Housing Status at (CA4A) LA:RISE Youth Academy Enrollment: (Please select one response):**
- Currently Homeless in shelter
 - Currently Homeless on street
 - Rapid Rehousing (time limited financial assistance)
 - At-risk of homelessness (currently unstably housed)
 - Subsidized housing or permanent supportive housing, Transitional Housing,
 - Halfway Home,
 - Staying at someone else's apartment, room, couch surfing or house)
 - Not homeless

- * 12: History with the Foster Care System? (Please select one response):**
- No – Never in Foster Care System
 - Yes – Currently in Foster Care System with Active/Open case
 - Yes – Previously in Foster Care -Case closed/Transitioned Out

- * 13: Do you have children or are expecting a child?**
- No – Never had children
 - Yes – Currently expecting child
 - Yes – I have a child or children

- * 14: Previous Involvement with the Criminal Justice System: (Please select all that apply):**
- Arrested, not charged
 - Arrested, charges dropped/dismissed
 - Charged, acquitted/not guilty
 - Charged, convicted
 - Incarcerated in prison or jail
 - Parole
 - Probation
 - No previous history
 - Prefer not to disclose

- * 15: Currently on Probation or Parole: (Please select one response):**
- No
 - Yes - Adult Probation (18 & over)
 - Yes - Youth Probation (18 & under)
 - Yes – Parole
 - Prefer not to disclose

- * 16: Employment History: (Please select one response):**
- Currently unemployed – have not worked in past 6 months
 - Currently underemployed (20 hours or less)
 - Never been employed

*** 17: Do you or anyone in your house currently receive public assistance from any of the following programs? Please select all that apply:**

- General Relief
- CalFresh/SNAP
- CalLEARN
- CalWORKS/TANF (Cash Assistance)
- Refugee Cash Assistance (RCA)
- SSI or SSDI
- Unemployment compensation
- Veteran Benefits
- None
- Other

*** 18: Highest Education Level Achieved (Please select one response):**

- Some high school completed,
- HS diploma,
- HS equivalency completed (GED, HiSET),
- Vocational school certificate,
- Associate's degree,
- Bachelor's degree,
- Master's degree,
- Doctorate degree

19: Enrollment Date: _____ :

  [Today](#)

20: Completion Date: _____ :

  [Today](#)

*** 21: Housing Status at (CA4A) LA:RISE Youth Academy Exit : (Please select one response):**

- Halfway house/transitional house
- Homeless in shelter
- Homeless on street
- Own apartment, room or house
- Rent apartment, room or house
- Staying at someone else's apartment, room or house
- Permanent Supportive housing (subsidized rent)
- Rapid Rehousing (time limited financial assistance)
- Residential Treatment
- No change in Housing Status

*** 22: Educational Status at (CA4A)**
LA:RISE Youth Academy Exit : (Please select one response):

- Enrolled in vocational skills training program
- Enrolled in a certificated education program
- Enrolled in GED or in credit recovery or basic skills remediation program
- Retention in GED or in credit recovery or basic skills remediation program
- Completed GED, High School Equivalency or basic skills remediation program
- No Education completed

*** 23: Employment Status at (CA4A)**
LA:RISE Youth Academy Exit : (Please select one response):

- Yes
- No

*** 24: WIOA Co-enrollment at (CA4A)**
LA:RISE Youth Academy : (Please select one response):

- Yes
- No

25: WIOA Enrollment Date:
_____:

  [Today](#)

*** 26: WIOA Enrolling WorkSource/YouthSource Center:**
(Please select one response):

- LAI Central YSC- Pico Union - AYE
- LA Central Westlake YSC - UCLA
- Hollywood WorkSource Center
- Northeast Los Angeles WorkSource Center
- North San Fernando Valley – El Proyecto YSC
- Vernon Central/LATTC WorkSource Center
- West Los Angeles – UCLA YouthSource Center

27. Transitional Employment Hours Completed:

28: Completion Date: _____:

  [Today](#)