



JAMES K. HAHN
MAYOR

Date:

To: All WIA Youth Contractors, Leads and Joins

From: Ann Giagni, Director
Workforce Development Division

Subject: WIA INFORMATION BULLETIN NO. 03-27
MIS REPORTS FOR YOUTH PROGRAM

Beginning January 2003, the MIS Section will be providing you with regular MIS reports. These reports are designed to facilitate reconciliation of data and tracking of performance status. All reports will be based on your approved ISIS documents that have been entered into the State JTA system.

Monthly Reports:

1. Older Youth Roster (by service provider)
2. Younger Youth Roster (by service provider)
3. Younger Youth Goals Roster (by service provider)
4. Summary of Enrollments and Exits (by consortia area and service provider)
5. Problem Document Report (by consortia area)

Quarterly Reports:

1. Quarterly State Performance Report (by consortia area)
2. Roster of Numerators and Denominators of the State Performance Report (by consortia area)
3. Selective Service Registration Report (by consortia area)

All reports will be sent through electronic mail. If you are interested in receiving these reports, submit your request to Stella Larracas at slarraca@cdd.lacity.org. Please include your name, title, phone number, e-mail address and agency name in your request. Any questions regarding this information bulletin should also be directed to Stella Larracas at (213) 485-7390.

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