



JAMES K. HAHN
MAYOR

TIME SENSITIVE

Respond by Friday, August 8, 2003

Date: July 25, 2003
To: All WIA Youth Contractors, Leads and Joints
From: Ann Giagni, Director
Workforce Development Division
Subject: **WDD Information Bulletin No. 04-10**
Integrated Services Information System (ISIS) Training

The City of Los Angeles will be conducting a comprehensive Integrated Services Information System (ISIS) Training. This class is designed for WIA agency staff assigned to input data into ISIS. For this reason, the class will be limited to those who have previously attended MIS Eligibility and Forms Training and who have not yet received ISIS training.

We have found that this training is most effective when actual data reported on the various WIA forms, such as the Application; Enrollment/Registration; Exit; and Follow-up forms are utilized. We therefore require each nominee to bring in a variety of WIA intake forms, ready for ISIS data entry into the system.

TRAINING SCHEDULE:

Date(s): Wednesday, August 20, 2003
Time: 8:30 a.m. to 12:00 noon or 1:00 p.m. to 3:00 p.m.
Place: Community Development Department
215 West 6th Street, Los Angeles, California 90014
11th Floor Computer Room



