

CITY OF LOS ANGELES

CALIFORNIA

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JAMES K. HAHN
MAYOR

Date: 12/30/04

To: All WIA-funded Adult and Dislocated Worker Service Providers

From: Manny Chavez, Acting Director
Workforce Development Division

Subject: **INFORMATION BULLETIN NUMBER 05-24**
ISIS CASE MANAGEMENT SYSTEM TRAINING

On October 29, 2004, as part of our commitment to continuous quality improvement, the Workforce Development Division released the ISIS Case Management System for Adults and Dislocated Workers. The new case management system includes on-line case notes and forms for the Individual Employment Plan (IEP), On-the-Job Training (OJT) Agreements, Individual Training Accounts (ITA), and Work Experience, and is integrated with current ISIS MIS functions. Several new reports have been added to help manage your customer caseload.

To help facilitate the transition to the new system, ISIS Case Management System training will be offered at the following Westlake WorkSource Center on the dates below:

Westlake WorkSource Center

1055 Wilshire Blvd. #900A

Los Angeles, CA 90017

(213) 353-1677

Wednesday, January 5, 2005 2:00 pm – 5:00 pm

Wednesday, January 26, 2005 2:00 pm – 5:00 pm

(Parking validation will not be available at Westlake WorkSource Center training sessions.)

Each session has a limited capacity and will be filled on a first-come first-served basis.

If you are interested in attending ISIS case management system training, please contact Ruth Crandall, Training Coordinator, at (213) 485-0926 or via e-mail at rcranal@cdd.lacity.org at least two business days prior to the training.

In your e-mail or message, please indicate:

- 1) Name & WorkSource Center
- 2) 1st and 2nd choice of training sessions.

If you have any questions regarding this Information Bulletin, please contact your assigned MIS Analyst.

MC:VV:SL:MF