

CITY OF LOS ANGELES

CALIFORNIA

LILLIAN KAWASAKI
GENERAL MANAGER

COMMUNITY DEVELOPMENT
DEPARTMENT

215 W. 6TH STREET
LOS ANGELES, CA 90014
(213) 485-1617
FAX (213) 237-0551



RICHARD J. RIORDAN
MAYOR

Date: January 24, 2001

To: All Workforce Development One-Stop, Satellite, and Youth Opportunity Contractors

From: Ann Giagni, Director
Workforce Development Division

**SUBJECT: WIA DIRECTIVE NO: 01-37
ON-SITE ISIS DATA ENTRY TRAINING**

This Directive is to advise all Adult/Dislocated Worker and Youth Service Providers that the MIS staff of the Workforce Development Division will be visiting all agencies to conduct ISIS training.

It is requested that the agencies provide a list of their data entry staff in order that user identifications can be assigned. This list must be provided prior to the training session.

All agencies will be contacted by the MIS Section regarding the date and time of the scheduled training sessions.

If you have any questions regarding this Directive, please contact Trinh Nguyen of my staff at (213) 485-8093.

AG:DN:VV:MB:EB

