

CITY OF LOS ANGELES
CALIFORNIA

LILLIAN KAWASAKI
GENERAL MANAGER

COMMUNITY DEVELOPMENT
DEPARTMENT

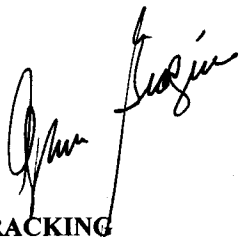
215 W. 6TH STREET
LOS ANGELES, CA 90014



RICHARD J. RIORDAN
MAYOR

Date: **FEB 06 2001**

To: South Bay Workforce Investment Board, Carson/Lomita/Torrance Consortium, Verdugo Consortium

From: Ann Giagni, Director
Workforce Development Division 

Subject: **WIA DIRECTIVE NO. 01-39
USE OF ISIS FOR PARTICIPANT TRACKING**

The purpose of this directive is to advise you that all One-Stop and Youth services providers will be required to enter and track all participant Applications, Enrollments, Younger Youth Goals, Exits, and Follow-ups on the Integrated Services Information System (ISIS) reporting system. **This includes all City of Los Angeles contractors that currently enter participant data through the JTA reporting system.**

Originally, the ISIS system was going to be unavailable to those service providers that entered participant tracking data directly into the JTA system. However, it has been decided that, in order to maintain uniformity and consistency among the City of Los Angeles contractors in participant tracking procedures, all contractors will utilize the ISIS system.

The MIS section of the Workforce Development Division will contact all One-Stop and Youth service providers to advise the dates of installation and on site training.

Until ISIS is operational, please continue to enter all participant information in the JTA system.

If you have any questions regarding this directive, please call Elliott Blue of my staff at (213) 285-6243.

AG:DN:VV:MB:EB

