



RICHARD J. RIORDAN
MAYOR

Date: March 1, 2001

To: All City of Los Angeles WIA and WtW Contractors

From: Ann Giagni, Director
Workforce Development Division

Subject: **WIA DIRECTIVE NO. 01- 43**
ISIS IMPLEMENTATION

As you are aware, the Division is in the process of installing and implementing the ISIS system which will allow for the direct data entry of participant information by contractor staff; and, for the electronic delivery of that information to the City. The successful implementation of ISIS is an integral part both of the City's Master Technology Plan and the Performance Management System.

The goal is to have ISIS fully operational by no later than April 30, 2001. The support of contractor staff is therefore imperative to ensure that this goal is met.

In order to provide every contractor with access to ISIS, a DSL line must be installed and a list of contractor staff who will be using the system identified. In the majority of cases, the former has occurred. However, the contractors identified on the attached list have not provided us with proposed user names and their assigned MIS identification numbers.

It is hereby requested that these lists be prepared and faxed to the MIS Section by close of business, Monday, March 5, 2001. *Your failure to respond will result in a hold being placed on the entry of your participant information into the JTA System; or if applicable, the withdrawal of your direct access to JTA.*

Once these lists are received we will immediately schedule to have your staff trained on ISIS data entry. *As a reminder, ISIS training will focus on the use of this application, not MIS forms preparation or eligibility.*

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

AG:MC



ISIS IMPLEMENTATION
Request for List of Proposed Users

Contractor	Adult	Youth	WtW
ACI	X		
Career Encores	X		
Career Planning	X		X
Catholic Charities	X	X	
Chicana	X	X	
Child Care Resource Center			X
City of Glendale*	X		
City of Hawthorne*	X		
City of Torrance*	X		
Community Career Development			X
Community Centers Inc.	X		X
Goodwill	X		
HACLA	X	X (areas 1&4)	X
Harbor Interfaith			X
LAUSD		X	
PACE	X		X
TTI - Canoga Park	X		X
TTI - Van Nuys	X		X
UAW	X		X
UCRA	X		X
VEDC			X
West Area Opportunity Center	X		
WLCAC	X	X	X

* Direct Access to JTA

fax

Date:

To: Trinh Nguyen

Fax No.: (213) 847-6168

From:

Subject: **PROPOSED ISIS USER LIST**

	Staff Member Name	MIS ID #
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		