

# CITY OF LOS ANGELES

CALIFORNIA

LILLIAN KAWASAKI  
GENERAL MANAGER

COMMUNITY DEVELOPMENT  
DEPARTMENT

215 W. 6TH STREET  
LOS ANGELES, CA 90014



JAMES K. HAHN  
MAYOR

**Time Sensitive**

Date: APR 03 2002

To: All WIA Funded Contractors

From: Ann Giagni, Director  
Workforce Development Division *Ann Giagni*

Subject: WIA Directive No. 02-49  
PY 01-02 WIA 3<sup>rd</sup> Quarter Reconciliation

The purpose of this directive is to provide WIA funded contractors with a participant roster to assist in reconciling PY 01-02 participant data for the period from July 1, 2001 to March 31, 2002. This reconciliation effort is critical because the data reflected in the system will be used to evaluate your program's performance. The 3<sup>rd</sup> quarter evaluation will consider information input into the State JTA system as of March 31, 2002.

**Responses to this reconciliation must be submitted to the MIS Section by April 26, 2002. Therefore, it is critical that your agency pick up the reconciliation packages from the MIS Section no later than 4:30 p.m., Friday, April 19, 2002.** As a reminder, Lead agencies will be responsible for 1) distributing the rosters to their respective collaborator or joint-provider agency, 2) ensuring that the responses are accurate and 3) submitting the reconciliation to the City within the scheduled deadline. Please complete the data reconciliation process utilizing the attached roster.

## CONTRACTOR RECONCILIATION PACKAGE SUBMISSION REQUIREMENTS

The following instructions have been developed to assist in responding to this reconciliation:

- ◆ The reconciliation response **must** be received by MIS no later than April 26, 2002. As a reminder, MIS is reconciling data for the period from July 1, 2001 to March 31, 2002.
- ◆ The response **must** include a cover letter which states the data is accurate or further data reconciliation is necessary. **If your response does not include a cover letter, the City will assume that the MIS data from the roster is accurate and final.**



- ◆ Review the roster for integrity of data (i.e. enrollment dates, completion dates, exit dates, Selective Service registration, activity codes, goal attainment dates, etc.) and compare it with your agency's database. Does the roster include all participants served and exited, including those with your subcontractors? Are the exit outcomes accurate? Please make all corrections or additions directly on the enclosed roster and submit it as part of the reconciliation response. For example, if the enrollment date on the roster is 1/1/02 but the actual enrollment date is 12/31/01, please record the change on the roster.
- ◆ All data adjustments made directly on the enclosed roster **must** also be entered into ISIS.
- ◆ All responses **must** be directed to the attention of your MIS Analyst.

By taking the time now to reconcile participant information, we will reduce the number of changes and additions for the final reconciliation.

Thank you for your prompt attention in this matter. If you have any questions regarding this directive, please contact your assigned MIS Analyst at (213) 485-5723.

AG:RL:MC:VV:MB:MF

Attachment