

# CITY OF LOS ANGELES

CALIFORNIA

JULIE DOWNEY  
INTERIM GENERAL MANAGER

COMMUNITY DEVELOPMENT  
DEPARTMENT

215 W. 6TH STREET  
LOS ANGELES, CA 90014



JAMES K. HAHN  
MAYOR

Date: **FEB 07 2003**

To: Executive Directors and Program Managers of the following WorkSource Centers: Marina Del Rey-Mar Vista, Central City, South Central, West LA, Hollywood, West Adams-Baldwin Hills, Southeast LA-Crenshaw, Southeast LA Watts

From: Ann Giagni, Director  
Workforce Development Division

Subject: **WIA DIRECTIVE 03-29  
MANDATORY CERTIFIED CASE MANAGEMENT TRAINING,  
ASSOCIATED WITH THE HEALTH CARE CAREER LADDER  
PROJECT**

The Community Development Department is conducting a Mandatory Training Program for members of your staff to help implement a system wide approach to the Health Care Career Ladder Initiative. The Workforce Investment Board has allocated \$1 Million to this project this year to train WIA participants interested in the health care industry to become In-Home Support Service Professionals, Certified Nursing Assistants, Licensed Vocational Nurses and, in some cases, Registered Nurses.

Mt. San Antonio College Regional Health Occupations Resource Center professionals will conduct the 32-hour training. The curriculum will cover Theories of Case Management, Use of Basic Skills Assessment Test and Scoring, Career Counseling and Education Plans, as well as Environmental Barriers that require Intensive Support Services. These along with 17 other topics, will make up the training outline for your key staff members. Due to the intensity of the course work, a certificate will be issued to your staff upon completion of this training.

All classes will be held at the Community Development Department, 215 W. 6<sup>th</sup> Street, Second Floor, Los Angeles, CA 90014. Please ask your staff to park at L.A. Garage (the green structure), located at 545 S. Main Street, Los Angeles, CA 90014. This is the only location CDD will be able to validate parking.

**Please designate two members of your staff who you deem most appropriate to participate in this training program.** We recommend your lead case manager, and a back-up attend. However, based on the curriculum, and the various duties assigned to your staff, you may have another staff member you would also like to send.

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The following outlines the schedule for this Mandatory Training Program.

**Training Schedule**

Tuesday	2/11/03	8:00A.M. -4:30PM
Wednesday	2/12/03	8:00A.M. -4:30P.M.
Monday	3/03/03	8:00A.M. -4:30P.M.
Monday	3/17/03	8:00A.M. -4:30P.M.

Thank you in advance for your cooperation with this essential training process. Should you have any questions, please contact Renee` Moon, of my staff at (213) 473-0377.

AG:RL:PS:RM