

# 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: February 25, 2003

To: Marina Del Rey-Mar Vista WSC, Central City WSC, South Central WSC,  
West LA WSC, Hollywood WSC, West Adams-Baldwin Hills WSC,  
Southeast LA-Crenshaw WSC, Southeast LA Watts WSC

From: Ann Giagni, Director  
Workforce Development Division

**SUBJECT: WIA DIRECTIVE: 03-30  
RESCHEDULING OF CLASSES FOR MANDATORY CASE  
MANAGEMENT AND MIS TRAINING, ASSOCIATED WITH  
THE HEALTH CARE CAREER LADDER PROJECT**

Your cooperation is needed to designate the appropriate staff members to attend the WIA Case Management Certification and MIS Training. The training is being offered to implement a system wide approach to the Health Care Career Ladder Initiative and to standardized case management, participant tracking, eligibility requirements and service delivery principles.

Mt. San Antonio College Regional Health Occupations Resource Center professionals will conduct the remaining 12 hours of specialized training. **The curriculum will cover MIS procedures, held on March 3, 2003 from 9:00 a.m. to 10:00 a.m. designed for the WorkSource Center MIS staff. The Case Manager's will resume their training on March 3, 2003 from 10:00 a.m. to 12:00 p.m. The final day will offer the CASAS certification training on March 7, 2003 from 9:00 a.m. to 4:00 p.m. Due to the limited space available we suggest you send a maximum of three staff persons to the CASAS training.** A certificate will be issued to WorkSource Center 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.

M:\Health Care\Health Care Case Management Directive-2.doc

AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

## **REVISED TRAINING SCHEDULE**

### **MIS**

Monday 3/03/02 09:00 a.m. to 10:00 a.m.

### **CASE MANAGERS**

Monday 3/03/03 10:00 a.m. to 12:00 p.m.

Friday 3/07/03 09:00 a.m. to 04:00 p.m.

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

AG:RL:PS:RM