

# CITY OF LOS ANGELES

CALIFORNIA

COMMUNITY DEVELOPMENT  
DEPARTMENT

215 W. 6TH STREET  
LOS ANGELES, CA 90014



JAMES K. HAHN  
MAYOR

Date: **MAR 14 2003**

To: All City of Los Angeles WIA Funded Service Providers

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

Subject: **WIA DIRECTIVE NO. 03-33  
PY 02-03 PARTICIPANT DATA RECONCILIATION**

The purpose of this directive is to provide all service providers with instructions in order to reconcile Program Year 2002-2003 participant information. As part of this process, MIS is attaching a PY 02-03 JTA Participant Roster dated July 1, 2002 through February 28, 2003.

The City recognizes the time and effort involved in reconciling participant information. For this reason, MIS is attempting to simplify the process by focusing on the following three items:

1. **Client Names** – Carefully review the roster and determine if the City's database includes all participants served by your agency. Clients not reflected on the roster should be listed on the "Additional Names" list provided by MIS. New clients must be entered into ISIS accordingly. If any of the names do not belong to your agency, please record "Not Our Client" beside the name on the roster.
2. **Activity Status** – Check the status of each client's activities. If the roster identifies an activity as "Action Required", then that activity needs to be updated in the ISIS.
3. **Soft Exits** – The City has identified potential soft exits with a check mark. Review your records to determine if there were services provided to the client that were not reported in ISIS.



- If services were not reported, please update ISIS accordingly. Write "Updated" beside the check mark on the roster.
- If no additional services were provided, the client needs to be soft exited. When entering data in ISIS, use the last date of the quarter of the last activity as your Exit Date, and the date you entered the exit form in ISIS as your Soft Exit Determination Date. Please write the exit date beside the check mark on the roster.

**The formal response to this reconciliation process is due on Friday, April 11, 2003.**  
This should include the following:

1. A cover letter, which states that the roster has been reviewed and data on the response is accurate, signed by the Executive Director.
2. The original roster with updates that identify clients who do not belong to your agency and the soft exit status of clients identified with a check mark.
3. Additional Names sheet that lists all clients not found on the roster.
4. All changes and additions indicated on your written response must be entered in ISIS by the due date.

**After the April 11, 2003 deadline, the City will not be accepting any new enrollments dated before January 1, 2003.** If you feel that the City should accept such late data, your Executive Director must prepare a letter justifying the reason(s) why the information is late. The letter must be directed to Ann Giagni, Director Workforce Development Division. The City will review these requests on a case-by-case basis.

Aside from these formal reconciliation requests, please be aware that the City has provided all WIA contractors with tools to reconcile data throughout the year. To facilitate on-going data reconciliation, the City has developed ISIS Participant Rosters accessible on-line. Additionally, the MIS Section also e-mails JTA Participant Rosters and Reports on a monthly basis. Finally, the City has developed the LA-Performs website to assist you with performance tracking. We strongly urge you to reconcile data regularly to avoid a negative impact on your agency's annual performance evaluation.

If you have any questions regarding this reconciliation process or need more information regarding the tools available for year-round reconciliation, please contact your assigned MIS Analyst at (213) 485-5723. Thank you for your continued cooperation.

AG:RL:MC:VV:SL