

CITY OF LOS ANGELES

CALIFORNIA

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Date: **APR 24 2003**

To: All Full Service and Satellite WorkSource Centers, and WIA Youth Contractors,
Leads and Joints

From : Ann Giagni, Director
Workforce Development Division

**SUBJECT: WIA DIRECTIVE # 03-38
CHANGES IN REPORTING EXIT AND FOLLOW-UP DATA TO MIS**

The purpose of this Directive is to inform our contractors of new procedures for reporting Exit (EWIT) and Follow-up activities (EWIF) to MIS.

On January 28, 2003, the State released an Information Bulletin informing the Workforce Development Community of changes and system enhancements initiated in the State Job Training Automation System (JTA). These enhancements will require a new procedure for entering an Exit Date into ISIS, as well as changing the procedure for entering Follow-up data into ISIS.

Please note: All examples reflect the dates and activities listed on the chart included below.

EXITS

As of the date of this Directive, all WIA "Exits" (including "Soft Exits") should be reported in ISIS, as of the final day of the Exit Quarter and reported in Data Field 04, Exit Date, on the Exit screen. For example, if an Exit occurs between January 1 and March 31, the Exit Date should be reported as March 31 (the last day of the Exit Quarter). If an Exit occurs between April 1 and June 30, the Exit Date should be reported as June 30 (the last day of the Exit Quarter). If an Exit occurs between July 1 and September 30, the Exit Date should be reported as September 30 (the last day of the Exit Quarter). If an Exit occurs between October 1 and December 31, the Exit Date should be reported as December 31 (the last day of the Exit Quarter).

30-DAY FOLLOW-UP

The 30-day Follow-up will be due on the last date of the month after the Exit. Because the Exit Date will always be the last date of the Exit Quarter, the 30-day Follow-up will always be due on the last day of the month which follows the Exit Quarter, and reported in ISIS in Data



Field 03, Follow-up Date, on the Follow-up screen. For example, if the Exit Date is March 31, the 30-day Follow-up Date should be reported as April 30. If the Exit Date is June 30, the 30-day Follow-up Date should be reported as July 31. If the Exit Date is September 30, the 30-day Follow-up Date should be reported as October 31. If the Exit Date is December 31, the 30-day Follow-up Date should be reported as January 31.

60-DAY FOLLOW-UP

The 60-day Follow-up will be due on the last date of the second month after the Exit, and reported in ISIS in Data Field 03, Follow-up Date, on the Follow-up screen. Because the Exit Date will always be the last date of the Exit Quarter, the 60-day Follow-up will always be due on the last day of the second month which follows the Exit Quarter For example, if the Exit Date is March 31, the 60-day Follow-up Date should be reported as May 30. If the Exit Date is June 30, the 60-day Follow-up Date should be reported as August 31. If the Exit Date is September 30, the 60-day Follow-up Date should be reported as November 30. If the Exit Date is December 31, the 60-day Follow-up Date should be reported as February 28.

FIRST QUARTER FOLLOW-UP

The First Quarter (91-day) Follow-up will be due on the first date of the quarter which follows the quarter in which the 30-day and 60-day Follow-ups were reported. For example, if the 30-day Follow-up was reported on April 30, and the 60-day Follow-up was reported on May 30 (both of which occur during the Quarter April 1 through June 30), the First Quarter (91-day) Follow-up will always be due on July 1 (the first day of the quarter which follows April 1 – June 30). If the 30-day Follow-up was reported on July 31 and the 60-day Follow-up was reported on August 31 (both of which occur during the Quarter July 1 through September 30), the First Quarter (91-day) Follow-up will always be due on October 1 (the first day of the quarter which follows July 1 – September 30).). If the 30-day Follow-up was reported on October 31 and the 60-day Follow-up was reported on November 30 (both of which occur during the Quarter October 1 through December 31), the First Quarter (91-day) Follow-up will always be due on January 1 (the first day of the quarter which follows October 1 – December 31). If the 30-day Follow-up was reported on January 31 and the 60-day Follow-up was reported on February 28 (both of which occur during the Quarter January 1 through March 31), the First Quarter (91-day) Follow-up will always be due on April 1 (the first day of the quarter which follows January 1 – March 31).

SECOND QUARTER FOLLOW-UP

The Second Quarter Follow-up will always be due on the first day of the quarter which follows the First Quarter Follow-up. For example, if the First Quarter Follow-up is reported on July 1, the Second Quarter Follow-up will always be due on October 1.

THIRD QUARTER FOLLOW-UP

The Third Quarter Follow-up will always be due on the first day of the quarter which follows the Second Quarter Follow-up. For example, if the Second Quarter Follow-up is reported on October 1, the Third Quarter Follow-up will always be due on January 1.

