

# City of Los Angeles

CALIFORNIA

COMMUNITY DEVELOPMENT  
DEPARTMENT

215 W. 6TH STREET  
LOS ANGELES, CA 90014



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MAYOR

**JUN 12 2003**

Date:

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 # 03-44  
REVISED GUIDELINES IN REPORTING EXIT AND FOLLOW-UP  
DATA TO MIS**

This directive replaces WIA Directive #03-38 "Changes in Reporting Exit and Follow-up Data to MIS" dated April 20, 2003.

The prior directive required contractors to report exits at the last day of each quarter. Due to another set of system enhancements in the State JTA system, this requirement was modified.

## **EXITS**

Effective immediately, All WIA "Exits" should be reported in ISIS **as the end date of the last activity provided** and reported in Data Field 04, Exit Date, on the Exit Screen. For example, if the last activity end date is January 31, the exit date will also be January 31.

## **30-DAY FOLLOW-UP**

The 30-day follow-up will be due **30 days from the exit date**. For example, if an exit occurs on January 31, the 30-day Follow-up will be on March 2.

## **60-DAY FOLLOW-UP**

The 60-day follow-up will be due **60 days from the exit date**. For example, if an exit occurs on January 31, the 60-day Follow-up will be on May 1.

**There are no changes to the reporting requirements for the first, second, third and fourth quarter follow-ups.**

