

CITY OF LOS ANGELES

CALIFORNIA

COMMUNITY DEVELOPMENT
DEPARTMENT

215 W. 6TH STREET
LOS ANGELES, CA 90014



JAMES K. HAHN
MAYOR

Date: April 26, 2004

To: All City of Los Angeles WIA Funded Service Providers

From: Manuel Chavez, Acting Director
Workforce Development Division

Subject: **WIA DIRECTIVE NO. 04-17**
PY 2003-2004 PARTICIPANT DATA RECONCILIATION
- DUE JUNE 1, 2004

The purpose of this directive is to provide all service providers with instructions in order to reconcile participant data for Program Year 2003-2004. As part of this process, MIS is attaching the following rosters:

- PY 03-04 JTA Participant Roster dated July 1, 2003 through April 16, 2004
- Exit Roster for performance period April 1, 2003 through March 31, 2004

Information Bulletin 04-53 provides new reporting and performance timelines for program year 03-04. There will be two data reconciliation activities for this year-end closeout. This directive addresses the first reconciliation activity and the second will be released on a separate cover on June 23, 2004. This first reconciliation will focus on the following areas:

- Soft exits
- New enrollments for PY 03-04
- All activity and goal information on new and carryover participants for PY 03-04
- Exit information on participants who exited April 1, 2003 through March 31, 2004

The second data reconciliation will focus on the remaining enrollments and exits from February 1, 2004 through June 30, 2004, follow-up information on those who exited from April 1, 2002 through March 31, 2004, and goals information for younger youth participants.



1. Soft Exits

The City has identified potential soft exits with a check mark on the Participant Roster. Review your records to determine if there were services provided to the participants 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 participant needs to be soft exited. When entering data in ISIS, use the date 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.

2. New Enrollments for PY 03-04

Carefully review the roster and determine if the City's database includes all participants served by your agency. Participants not reflected on the roster should be listed on the "Additional Names" list provided by MIS. New participants 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.

3. Activity/Goals Information on New and Carryover Participants for PY 03-04

Check the status of each participant's activities. If the roster identifies an activity as "Action Required" or a goal as "Goal Due", then that activity or goal needs to be updated in ISIS. Please ensure that all services provided are reported in ISIS, with special attention to supportive services, on-the-job training, customized training and occupational skills training.

4. Exit Data on Participants who exited April 1, 2003 through March 31, 2004

Please review the exit roster and confirm accuracy of data. Make all corrections directly on the roster. **This is your final opportunity to submit exit data on participants who exited from April 1, 2003 through March 31, 2004. After the June 1, 2004 deadline, data submitted for these exiters will no longer receive performance credits.**

The formal response to this reconciliation activity is due on Tuesday, June 1, 2004 at 5:00 p.m. Please submit your reconciliation package to the MIS Unit, 9th Floor, 215 W. 6th Street, Los Angeles, CA 90014. 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 participant roster with updated information/corrections including soft exit status of clients identified with a check mark and identification of clients who do not belong to your agency.
3. Additional Names sheet that lists all clients not found on the roster.
4. The original exit roster with updates or corrections.
5. All changes and additions indicated on your written response must be entered in ISIS by the due date.

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, WDD also e-mails Performance Rosters 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.

RS:MC:VV:SL

Attachments