

# CITY OF LOS ANGELES

CALIFORNIA

RICHARD L. BENBOW  
GENERAL MANAGER



COMMUNITY DEVELOPMENT  
DEPARTMENT

1200 W. SEVENTH STREET  
LOS ANGELES, CA 90017

ANTONIO R. VILLARAIGOSA  
MAYOR

Date: June 26, 2006

To: LA's Workforce Development System

From: Manny Chavez, Director  
Workforce Development Division

Subject: **Directive Number: 06-20**  
**FINAL SUBMISSION DEADLINE FOR PY 2005-2006 PARTICIPANT DATA RECONCILIATION**

## EFFECTIVE DATE:

This directive is effective upon date of issue.

## PURPOSE:

The purpose of this directive is to advise all WIA funded service providers that the deadline for submission of any data revisions for the participant records included in performance calculations for PY 2005-2006 is **July 7, 2006**.

This directive also provides instructions for the completion of the year-end data reconciliation.

## RECONCILIATION GUIDELINES AND REQUIREMENTS:

### Data Reconciliation

#### 1. Participant Rosters

Review the attached roster and confirm accuracy of total enrollments, exits, and outcomes, i.e., Entered Employment; Credential and Employment (Adults, Dislocated Workers, or Older Youth); Six Month Retention; Six Month Earnings Change/Replacement; Youth Diploma or Equivalent; Skill Attainment; Younger Youth Retention. Input missing/inaccurate data on the Application, Enrollment, and Exit forms via ISIS and submit the data to the City.

As a reminder, all previously reported activities must be closed before an exit can be entered in ISIS. In order to facilitate data validation, please record all corrections and additions directly on the attached Participant Roster in red ink.

Participants not reflected on the roster should be listed on the Additional Names List included in this package. If a participant listed on the roster does not belong to your agency, please indicate "Not our Client" beside the name that appears on the roster.

To increase accuracy, please review and resolve all problems documents in ISIS.

As you are aware, Adult and Dislocated Worker program data is loaded from ISIS directly into the State JTA system. Please note that problem documents written in programming language are classified as system errors that will be processed by the City. Additionally, service providers will not be required to enter employer numbers when entering employer information in ISIS. The system will auto-populate the field with "99999" and will generate the numbers during the JTA load process.

**2. Follow-Up Rosters**

30-day, 60-day, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarter follow-ups are required for all exited clients. The attached roster lists clients whose follow-ups are due for this program year. Please ensure that all follow-ups due are inputted and submitted in ISIS.

**3. Goal Information (Youth Service Providers Only)**

As you know, the State JTA system will automatically calculate a negative outcome when a goal is overdue and a goal result code has not been reported and input into the State JTA system. For this reason, youth service providers need to focus on younger youth goal outcomes for the time period of 4/1/05 to 3/31/06. Unless there is any planned break in services, the goal is due one year after it is set. It is your responsibility to ensure that goal result codes are entered accurately in ISIS once they are due in order to receive a positive performance credit.

**4. Carryovers**

Review the participant roster and identify participants who were enrolled prior to July 1, 2006 and will still be receiving services and/or training on July 1, 2006. Identify carryovers by writing "Carryover" in red ink below the participant's name on the attached roster. For carryovers not found in the roster, record the additional names and social security numbers on the attached "PY 06-07 Additional Carryover List".

The formal response to this reconciliation activity is due on Friday, July 7, 2006 at 5:00 PM. Due to the anticipated high volume of data corrections and adjustments, the City cannot guarantee the data entry/JTA Load of problem forms or information.

Please submit your reconciliation package response to:

Community Development Department  
MIS Unit, 6<sup>th</sup> Floor  
1200 W. Seventh Street  
Los Angeles, CA 90017  
Attention: Manuel Chavez, Director  
Workforce Development Division

Your response should include the following:

1. A cover letter signed by the Executive Director, which states that the roster has been reviewed and data on the response is accurate.
2. The original participant roster containing the following:
  - Corrections and updates
  - "Not our Client" labels that identify clients who do not belong to your agency
  - "Carryover" labels that identify clients who will continue to receive services after June 30, 2006
3. Goals (for Youth Service Providers only), with updated information
4. Additional Names List that identifies clients not found in the roster
5. Additional Carryover List that identifies additional carryovers not reflected in the participant roster

**DEADLINE FOR RESPONSE:**

All changes and additions indicated on your written response **must be entered in ISIS by July 12, 2006.**

**WDD CONTACT:**

If you have any questions regarding this directive, please contact the MIS analyst at (213) 744-7167. Thank you for your continued cooperation.

MC:VV:lr  
Attachments



