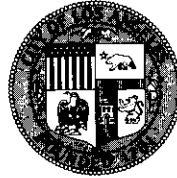


CITY OF LOS ANGELES
CALIFORNIA



JAMES K. HAHN
MAYOR

COMMUNITY DEVELOPMENT
DEPARTMENT

215 W. 6TH STREET
LOS ANGELES, CA 90014

TIME SENSITIVE

Respond by Friday, December 10, 2004

Date: 11-30-04
To: All WIA Youth Opportunity System Contractors
From: Manuel Chavez, Acting Director
Workforce Development Division
Subject: WDD Training Bulletin No. 05-15
MIS WIA Integrated Services Information System (ISIS) Training

The City of Los Angeles will be conducting a comprehensive Integrated Services Information System (ISIS) Training. This class is designed for WIA agency staff assigned to input data into ISIS. For this reason, the class will be limited to those who have previously attended MIS Eligibility and Forms Training and who have not yet received ISIS Training.

We have found that this training is most effective when actual data reported on the various WIA forms, such as the Application; Enrollment/Registration; Exit; and Follow-up forms are utilized. We therefore require each nominee to bring in a variety of WIA intake forms, ready for ISIS data entry into the system.

TRAINING SCHEDULE:

Date: Wednesday, December 15, 2004
Time: 8:30 AM to 12:00 Noon or 1:00 PM to 3:00 PM
Place: Community Development Department
215 West 6th Street, Los Angeles, California 90014
11th Floor Computer Room

This WIA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.



Please note that training will start at 8:30 AM or 1:00 PM. PLEASE BE PROMPT! Attendance is limited to 10 people per session. Reservations will be filled in the order that they are received.

Please e-mail your response by Friday, December 10, 2004 to Ruth Crandall at rcranal@cdd.lacity.org or by faxing this form to Ruth Crandall at (213) 847-6168, as there will be no call-in nominations accepted. You will receive a confirmation of your reservation, which will also serve as your "admittance ticket". PLEASE DO NOT SEND A PARTICIPANT WITHOUT CONFIRMATION/ADMITTANCE TICKET.

Parking will not be validated.

Periodic breaks will be observed, however, no refreshments will be provided.

If you have any questions feel free to contact either Ruth Crandall at (213) 485-0926 or Trinh Nguyen at (213) 473-3594.

RS:MC:VV:SL:TN:RC

YOUTH ISIS TRAINING NOMINATION FORM

AGENCY NAME: _____ DATE: _____

TRAINING COORDINATOR: _____ TELEPHONE NO: _____

AGENCY FAX NO: _____ CASE MANAGER ONLY

ATTENDEE NAME _____

Please **CHECK** off the time you wish to attend training:

Wednesday-December 15, 2004 8:30 AM to 12:00 Noon

Wednesday-December 15 2004 1:00 PM to 3:00 PM

DON'T FORGET TO BRING VARIOUS FORMS FOR ISIS ENTRY

