

**City of Los Angeles**  
CALIFORNIA



COMMUNITY  
DEVELOPMENT  
DEPARTMENT  
  
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JAMES K. HAHN  
MAYOR

**To:** All L.A. Bridges I Executive Directors

**From:** John Chavez, Director  
Community Development Department/L.A. Bridges Division

**Date:** July 9, 2004

**Subject:** **L.A. BRIDGES DIRECTIVE NO. 04-05: TEMPORARY REMOVAL OF ISIS 14-DAY RESTRICTION TO ENTER CLIENT ACTIVITIES**

Effective July 1, 2004, the Integrated Services Information System (ISIS) was programmed to restrict users to only enter daily client activity within a 14 calendar-day window. As this restriction is not allowing you to enter some June data, this directive is being released to inform you that the 14-day restriction will be temporarily removed and will be back into effect on Monday, July 26, 2004. We anticipate you being able to enter data without the restriction as early as Wednesday, July 14, 2004. Simultaneously, however, you will be required to enter data within 14 calendar-days for all services provided to program youth and/or families as of July 1, 2004, and thereafter. Therefore, you are asked to plan your data entry accordingly.

**NOTE:** When the 14-day restriction is re-implemented as of July 26, 2004, please be aware that as of July 26, you will not be able to enter data prior to July 13 (the 14 days includes the day the services were rendered).

Questions related to this Directive should be addressed to your respective Service Delivery Area Team Representatives.