



LOS ANGELES COUNTY

WIA Adult and Dislocated Worker DIRECTIVE

Number: D-DWA-00-035

SUBJECT: CORE A CUSTOMER TRACKING
DATA COLLECTION DOCUMENTS

DATE: 01/03/02

EFFECTIVE DATE: January 2002

PAGE 1 OF 5

TO: ALL ONE STOP CENTERS

**THIS DIRECTIVE REPLACES WIA DIRECTIVE D-DWA-00-035
ISSUED 11/28/01.**

The purpose of this directive is to provide One Stop Center operators with revised forms for the collection of unduplicated customer Core A data. Collection of this data places One Stops in compliance with the Performance Management Contract. The revised forms are as follows:

- Daily Sign-in Log
- Quarterly Core A Customer Tracking Report
- Definitions/Glossary

One Stop Operators are requested to begin using these forms effective the second Quarter covering the period October – December 2001 or until further notice.

Background:

These data collection documents replaces the ones that were forwarded to One Stop Center Operators with Directive D-DWA-002. On October 28, 2001 the Quality Improvement Committee approved the use of these forms by the One Stop Centers to ensure consistency in tracking first-time customers receiving Core A services. The definitions that accompany the documents are identical with the definitions in the Performance Based Negotiation document.

The One Stops may modify the Daily Sign-in log for the purpose of gathering information unique to their operations. Modification will be additions only; original data will remain in the same order and wording. These documents are available via e-mail. The Quarterly report should be completed and e-mailed to Nicholette Ward at nyork@co.la.ca.us beginning with the quarter October to December 2001. The reports are due within five working days following the ending of the reporting quarter.

Please contact Mrs. Ward at (213) 738-3854 if you have any questions or require additional information.

Josie Marquez, Director
Employment and Training Branch

Attachments