



LOS ANGELES COUNTY

WIA Youth Programs

DIRECTIVE

Number: ARRA/WIA D09-13

Subject: Job Training Automation System (JTA) Forms and Code Updates for the SYEP

Date: 6/23/09

Effective Date: May 1, 2009

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TO: WIA/ARRA SYEP YOUTH CONTRACTORS

PURPOSE:

The purpose of this directive is to provide Summer Youth Employment Program (SYEP) Contractors with instructions for entering the participant data into the Job Training Automation (JTA) System in a manner that will capture the sole positive outcome measure for SYEP: *Work Readiness*.

REFERENCE

- Directive ARRA/WIA D09-12
- EDD Information Notice WSIN08-59
- Directive LACOD-WIAD08-29

PURPOSE

In addition to the MIS JTA Enrollment/Registration Form, the Goals Form will be required. This directive is a clarification of Directive LACOD-WIAD08-29 Approval of WIA Youth Common Measures Waiver and Update of JTA Client Forms Handbook which indicated the Goals form was optional.

MIS JTA Enrollment Forms

The Enrollment Form requests both an activity code and a goal code. For purposes of the ARRA/WIA SYEP, the activity code will be 72 *Employment Services*. This code indicates "Preparation for and success in employment services include paid and unpaid work experiences." Although in some instances your agency may wish to use additional activity codes, the required activity code for the SYEP is 72. The corresponding Goal Code is located under Work Readiness Skills. The code to be used is 009 which is *World of Work Awareness*. (See Example A)

MIS JTA Goals Forms

As indicated above, the Goals Form is a requirement for SYEP. Once the Registration Form has been completed, the Goal Form must also be completed.

The Goal Form has a field that is titled *Primary Goal*. The Primary Goal codes are 1= Primary Goal or 2 = Not Primary Goal. For the purposes of SYEP, your agency will enter 1 into this field. Next, under *Goal Type* the entry will be 3 which reflect Work Readiness Skills. The Goal Form will be used in two steps. Step one will be the establishment of Work Readiness as a primary goal(s) which will be 009, *World of Work Awareness* from the Work Readiness category. (See Example B)

Step two occurs when it can be determined if the goal(s) has been attained. The *Result Code* (1=Goal Attained, 2 = Goal Not Attained), *Result Description* and *Date Attained* fields must be completed in order to receive credit for the skill attainment outcome. (See Example C)

It is imperative that all MIS is completed and entered in a timely manner. At least one goal must be set on the Goals Forms within one month after Enrollment/Registration and must be set on the date of Enrollment/Registration.

If you have any questions about this directive, please contact Maggie Mireles, Program Manager, at (213) 738-2198 or Barbara Banck at (213) 351-8924 or bbanck@css.lacounty.gov

**Josie Marquez, Executive Director
Workforce Investment Board**

Attachments

WORKFORCE INVESTMENT ACT ENROLLMENT/REGISTRATION (Example A)

Subgrantee Name
01 Social Security Number
02 Case Number
Application Number

Last Name					First Name / Middle Initial						
03 Education Status 1 Student, H.S. or less 2 Student, attending post H.S. 3 Out-of-School, H.S. dropout 4 Out-of-School, H.S. grad, employment difficulty 5 Out-of-School, H.S. grad, no employment difficulty 6 Alternative School			04 Enrolled in Education Anytime During Program 1 Yes 2 No		05 Basic Skills Deficient 1 Yes 2 No 9 Not Applicable		06 Grant Code	07 Agency Code	08 Labor Force Status 1 Employed 2 Not Employed		
09 Enrollment Date			10 Date ITA Established		11 Total Amount of ITA		12 Pell Grant Recipient 1 Yes 2 No, Applied but denied 3 No, Application pending 4 Application not submitted		13 Pell Grant School Year Award Amount		
Activity 1	Activity Code 72	Agency Code	State Provider ID	Program Code	Job Code / Job Description	Begin Date	Est / End Date	ITA Amount Used	Completion Code	Goal Code 009	
Activity 2	Activity Code	Agency Code	State Provider ID	Program Code	Job Code / Job Description	Begin Date	Est/End Date	ITA Amount Used	Completion Code	Goal Code	
Activity 3	Activity Code	Agency Code	State Provider ID	Program Code	Job Code / Job Description	Begin Date	Est/End Date	ITA Amount Used	Completion Code	Goal Code	
Enrolling Staff Signature					14 Enrolling Staff ID		Date				
Activity Codes Core 10 Follow-up Services, Counseling 11 Staff Assisted Job Development Contact (JDC) 12 Staff Assisted Job Referrals 13 Staff Assisted Job Search, Placement 14 Staff Assisted Workshops / Job Clubs 15 Other Core Services 16 Non-WIA Funded Core Services 17 Co-enrolled Core Services 18 Local Office Orientation 19 Job Fair Information 20 Special Service 21 Staff Assisted initial Assessment Intensive 30 Case Mgt for Participants 31 Comprehensive Assessments 32 Development of Individual Employment Plan 33 Group Counseling 34 Work / Entry Employment Experience 35 Individual Counseling and Career Planning 36 Out-of-Area Job Search 37 Relocation Expenses 38 Short Term Pre-vocational Services 39 Internships 40 Other Intensive Services 41 Non-WIA Funded Intensive Services 42 Co-enrolled Intensive Services 43 Order Search 44 Bonding Assistance 45 WOTC Eligible					Training 50 Adult Education 51 Customized Training 52 Entrepreneurial Training 53 Job Readiness Training 54 Occupational Skills Training 55 On-The-Job Training 56 Private Sector Training 57 Skill Upgrading and Retraining 58 Workplace Training and Coop Ed 59 Other Training Services 60 Non-WIA Funded Training Services 61 Co-enrolled Training Services Youth 70 Summer-related 71 Educational Achievement Services 72 Employment Services 73 Citizen and Leadership Services 74 Other Youth Services 75 Non-WIA Funded Youth Services 76 Co-enrolled Youth Services Miscellaneous 81 Supportive Services 82 Needs-related Payments 83 Planned Break In Services: Delay in Training 84 Non-WIA Funded Miscellaneous 85 Co-enrolled Miscellaneous Services 86 Planned Break in Services: Health / Medical 90 : 99 Optional Local Use					Goal Codes (Youth Only)(Optional) Basic Skills 001 Reading Comprehension 002 Math Computation 003 Writing 004 Speaking 005 Listening 006 Problem Solving, Reasoning, Decision Making 013 ESL / VESL 015 Life Skills Occupational Skills 007 Perform Actual Tasks 008 Familiarity with Procedures, Tools 016 Technology 019 Information Skills Work Readiness Skills 009 World of Work Awareness 010 Labor Market Knowledge 011 Career Planning 012 Job Search Techniques 014 Leadership 017 Allocates Resources 018 Team Work 020 Interpersonal Skills Completion Codes 1 Completed 2 Not Completed, Involuntary 3 Not Completed, Voluntary 4 Completed during JTPA	



WORKFORCE INVESTMENT ACT GOALS (Example C – Goal Achieved)

Subgrantee Name
01 Case Number
Application Number
02 Agency Code
Social Security Number

Last Name				First Name / Middle Initial			
Primary Goal	Goal Type	Goal Code	Goal Description	Date Set	Result Code	Result Description	Date Attained
1	3	009	Attainment of Work Readiness Skills	9/11/09	1	Attainment of Work Readiness Skills	9/11/09
Staff Signature				03 Goals Staff ID		Date	
Primary Goal Code 1 Primary Goal 2 Not Primary Goal		Goal Type 1 Basic Skills 2 Occupational Skills 3 Work Readiness Skills			Result Code 1 Attained Goal 2 Set, Goal Not Attained		
Goal Code							
BASIC SKILLS 001 Reading Comprehension 002 Math Computation 003 Writing 004 Speaking 005 Listening 006 Problem Solving, Reasoning, Decision Making 013 ESL / Vocational ESL 015 Life Skills				OCCUPATIONAL SKILLS 007 Perform Actual Tasks 008 Familiarity With Procedures, Tools 016 Technology 019 Information Skills		WORK READINESS 009 World of Work Awareness 010 Labor Market Knowledge 011 Career Planning 012 Job Search Techniques 014 Leadership 017 Allocates Resources 018 Team Work 020 Interpersonal Skills	