



# LOS ANGELES COUNTY

## WIA Youth Programs

### DIRECTIVE

**Number:** ARRA/WIAD09-18

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

**Date:** 8/24/09

**Effective Date:** July 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 additional 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 D09-13
- Directive ARRA/WIA D09-12
- EDD Information Notice WSIN08-59
- Directive LACOD-WIAD08-29

#### **SCOPE**

This directive is being issued in support of Directive LACOD-WIAD09-13, *Job Training Automation System (JTA) Forms and Code Updates for the SYEP*.

#### **MIS/JTA Forms Exit Code Updates**

##### *Enrollment Form:*

To capture a successful completion of Work Experience, the Activity code 72 needs to reflect a **completion code of 1**. (See example A)

### Goals Form

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 09, *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 B)

### Exit Form

The Exit Form requests an exit code be entered. For purposes of the ARRAWIA SYEP, **Exit Code "06", *Planned Services Completed is the code to enter to indicate that the youth completed their planned services.*** This code will allow us to capture the only positive outcome measure for SYEP, the Attainment of Work Readiness . (See Example C)

*It is imperative that all MIS is completed and entered in a timely manner.*

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](mailto:bbanck@css.lacounty.gov)

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

Attachments

(Example A)

**WORKFORCE INVESTMENT ACT  
ENROLLMENT/REGISTRATION**

Subgrantee Name
01 Social Security Number
02 Case Number
Application Number

Last Name					First Name / Middle Initial					
<b>03 Education Status</b> 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			<b>04 Enrolled in Education Anytime During Program</b> 1 Yes 2 No		<b>05 Basic Skills Deficient</b> 1 Yes 2 No 9 Not Applicable		<b>06 Grant Code</b>	<b>07 Agency Code</b>	<b>08 Labor Force Status</b> 1 Employed 2 Not Employed	
<b>09 Enrollment Date</b>			<b>10 Date ITA Established</b>		<b>11 Total Amount of ITA</b>		<b>12 Pell Grant Recipient</b> 1 Yes 2 No, Applied but denied 3 No, Application pending 4 Application not submitted		<b>13 Pell Grant School Year Award Amount</b>	
<b>Activity 1</b>	<b>Activity Code</b> <b>72</b>	<b>Agency Code</b>	<b>State Provider ID</b>	<b>Program Code</b>	<b>Job Code / Job Description</b>	<b>Begin Date</b>	<b>Est / End Date</b>	<b>ITA Amount Used</b>	<b>Completion Code</b> <b>1</b>	<b>Goal Code</b> <b>009</b>
<b>Activity 2</b>	<b>Activity Code</b>	<b>Agency Code</b>	<b>State Provider ID</b>	<b>Program Code</b>	<b>Job Code / Job Description</b>	<b>Begin Date</b>	<b>Est/End Date</b>	<b>ITA Amount Used</b>	<b>Completion Code</b>	<b>Goal Code</b>
<b>Activity 3</b>	<b>Activity Code</b>	<b>Agency Code</b>	<b>State Provider ID</b>	<b>Program Code</b>	<b>Job Code / Job Description</b>	<b>Begin Date</b>	<b>Est/End Date</b>	<b>ITA Amount Used</b>	<b>Completion Code</b>	<b>Goal Code</b>
<b>Enrolling Staff Signature</b>				<b>14 Enrolling Staff ID</b>			<b>Date</b>			
<b>Activity Codes</b> <b>Core</b> 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  <b>Intensive</b> 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				<b>Training</b> 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  <b>Youth</b> 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  <b>Miscellaneous</b> 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			<b>Goal Codes (Youth Only)(Optional)</b>  <b>Basic Skills</b> 001 Reading Comprehension 002 Math Computation 003 Writing 004 Speaking 005 Listening 006 Problem Solving, Reasoning, Decision Making 013 ESL / VESL 015 Life Skills  <b>Occupational Skills</b> 007 Perform Actual Tasks 008 Familiarity with Procedures, Tools 016 Technology 019 Information Skills  <b>Work Readiness Skills</b> 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  <b>Completion Codes</b> 1 Completed 2 Not Completed, Involuntary 3 Not Completed, Voluntary 4 Completed during JTPA			



(Example B)

# WORKFORCE INVESTMENT ACT GOALS

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

Last Name	First Name / Middle Initial
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Primary Goal	Goal Type	Goal Code	Goal Description	Date Set	Result Code	Result Description	Date Attained
1	3	009	Attainment of Work Readiness Skills	TBD by agency	1	Attainment of Work Readiness Skills	TBD by Agency

Staff Signature	03 Goals Staff ID	Date
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<b>Primary Goal Code</b> 1 Primary Goal 2 Not Primary Goal	<b>Goal Type</b> 1 Basic Skills 2 Occupational Skills 3 Work Readiness Skills	<b>Result Code</b> 1 Attained Goal 2 Set, Goal Not Attained
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<b>Goal Code</b> <b>BASIC SKILLS</b> 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	<b>OCCUPATIONAL SKILLS</b> 007 Perform Actual Tasks 008 Familiarity With Procedures, Tools 016 Technology 019 Information Skills	<b>WORK READINESS</b> 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
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**WORKFORCE INVESTMENT ACT**

**EXIT**

01 Application Number

02 Agency Code

Social Security Number

Last Name	First Name / Middle Initial
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<b>03 Exit Education Status</b> 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	<b>04 Exit Codes</b>  <div style="font-size: 24pt; font-weight: bold; text-align: center;">06</div>	<b>Exit Codes</b> (Select up to three codes) 01 Entered Employment 02 Called Back / Remained With Layoff Employer 03 Entered Advanced Training 04 Entered Postsecondary Education 05 Attained Recognized Certificate / Diploma / Degree 06 Planned Services Completed ← 07 Planned Services Not Completed 08 Lacks Transportation 09 Family Care 10 Health / Medical 11 Cannot Locate 12 Death 13 Institutionalized 14 Voluntary Other 15 Objective Assessment Only 16 Returned to Secondary Education (Youth Only) 17 Soft Exit 18 Reservists Recalled 19 Automatic State Exit 20 Mandated Residential Program Youth
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<b>05 Exit Date</b>	<b>06 Soft Exit Determination Date</b>	<b>07 Degree Attained</b> 1 Yes 2 No, credential intended 3 No, credential not intended 4 No, credential pending 5 No training services provided	<b>08 Date Degree or Certificate Attained</b>	<b>09 Type of Degree Attained</b> 1 High School Diploma 2 Equivalency / GED 3 AA or AS Diploma / Degree 4 BA or BS Diploma / Degree 5 Occupational Skills License 6 Occupational Skills Certificate or Credential 7 Other
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<b>10 Entered Postsecondary Education</b> 1 Yes 2 No	<b>11 Entered Advanced Training</b> 1 Yes 2 No	<b>12 Entered Military Service</b> 1 Yes 2 No	<b>13 Entered Qualified Apprenticeship</b> 1 Yes 2 No
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<b>14 Date Employed</b>	<b>15 Employer Number</b>	<b>16 Employer Name</b>
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<b>Employer Address</b>	<b>Employer City / State</b>	<b>Employer ZIP</b>
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<b>17 Employer Contact</b>	<b>18 Contact Phone</b>	<b>19 Job Code</b>	<b>20 Hours Per Week</b>
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<b>21 Hourly Wage</b>	<b>22 Training Related Employment</b> 1 Yes 2 No 9 Not Applicable	<b>23 Determination Method</b> 1 Training to job 2 Industry to training 3 Other	<b>24 Health Benefits</b> 1 Yes 2 No	<b>25 Non-Traditional Employment</b> 1 Yes 2 No
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<b>Exit Staff Signature</b>	<b>26 Exit Staff ID</b>	<b>27 Update Client Info?</b> Y Yes N No	<b>Date</b>
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**Post Exit Services**

28 Service Code	29 Description	30 Begin Date	31 End Date
(Is not required for SYEP)	(Is not required for SYEP)		

**Post Program Service Code**

- 01 Educational Achievement
- 02 Employment Services
- 03 Additional Youth Support
- 04 Citizen and Leadership
- 05 Follow-up Services