



LOS ANGELES COUNTY ADULT AND DISLOCATED WORKER DIRECTIVE

NUMBER: D-DWA-04-015

SUBJECT: SOFT EXITS AND THE JOB TRAINING
AUTOMATION SYSTEM

DATE: 6/07/04

EFFECTIVE DATE: IMMEDIATELY

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FOR YOUR IMMEDIATE ATTENTION

To: ALL WIA ADULT AND DISLOCATED WORKER SERVICE PROVIDERS

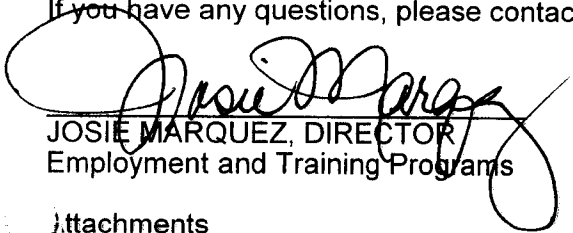
The purpose of this directive is to inform all WIA Adult and Dislocated Worker service providers of the upcoming change to the JTA system and how this change affects clients who are indicated as not having a current activity for 90 days. These changes may affect each service provider's performance unless action is taken to ensure that client records in the JTA system are up to date.

The State of California's Employment Development Department (EDD) has notified the County that they will be modifying the JTA system to automatically exit clients who have not been indicated as receiving services in the last 90 days. This will be determined by looking at the end date of each activity in the clients' enrollment form. If 90 days has passed since the end of the latest activity indicated, the client will be exited automatically at the end of 60 days past the 90-day soft exit window. In addition, the end date for each activity will no longer be an optional field. All activities in the enrollment form **must** include the estimated end date upon entry in the JTA system. As a result, any records that have been previously entered without an estimated end date must be corrected to include an estimated end date.

In order to identify and correct any records which do not have an estimated end date or have estimated end dates which have expired (yet the client has not been exited), please run the report in the JTA system called the PWCAR (Print WIA Client Action Report) with the option "Soft Exits Due" selected. This report must be run for the entirety of the WIA Program (7-1-2000 to present). All clients that appear on this report are the clients that will be affected by this change to the JTA system (they will be soft-exited automatically). If any of the clients that appear on this report are currently active, or have been active within 90 days of the latest activity on their enrollment form, current activities must be entered or they will be exited automatically as a soft exit.

Please run the PWCAR report and make any corrections to client records before **June 20, 2004**. County staff will be running the IPD extract on this date. If these corrections are not made, the errors will be transmitted to EDD and your agency's performance will be affected. Please refer to the attached list for information regarding how many clients your agency has active in the system that will be affected by this change.

If you have any questions, please contact Michael Arredondo at (213) 738-2786.


JOSIE MARQUEZ, DIRECTOR
Employment and Training Programs

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**Number of Soft Exits Due
by Worksource Center
WIA Adult Program
As of 6-7-2004**

| Agency | Agency Code | Number of Clients Due for Soft Exits |
|---|-------------|--------------------------------------|
| Antelope Valley Worksource Center | 106 | 109 |
| Career Partners Worksource Center | 121 | 3 |
| Career Partners Worksource Center, El Monte | 111 | 6 |
| Carson Lomita Torrance | 136 | 4 |
| Chicana Services Action Center | 269 | 4 |
| City of Compton Careerlink | 105 | 47 |
| East Los Angeles Worksource Center, ACS | 601 | 141 |
| El Proyecto Del Barrio/SFV Worksource | 117 | 0 |
| Foothill Employment and Training | 116 | 13 |
| Hub Cities Worksource Center | 109 | 51 |
| JVS/West Hollywood Worksource Center | 213 | 3 |
| LA Urban League, Pomona Worksource | 235 | 0 |
| LA Urban League, South Central Worksource | 602 | 20 |
| LA Works Worksource Center | 107 | 3 |
| Northeast San Fernando Valley Worksource | 242 | 40 |
| SASSFA Worksource Center | 119 | 30 |
| South Bay WIB | 333 | 4 |
| West Los Angeles/CPC Worksource Center | 108 | 0 |
| Total Worksource Centers | | 465 |

**Number of Soft Exits Due
by Worksource Center
WIA Dislocated Worker Program
As of 6-7-2004**

| Agency | Agency Code | Number of Clients Due for Soft Exits |
|---|--------------------|---|
| Antelope Valley Worksource Center | 106 | 69 |
| Career Partners Worksource Center | 121 | 7 |
| Career Partners Worksource Center, El Monte | 111 | 12 |
| Carson Lomita Torrance | 136 | 0 |
| Chicana Services Action Center | 269 | 3 |
| City of Compton Careerlink | 105 | 21 |
| East Los Angeles Worksource Center, ACS | 601 | 69 |
| El Proyecto Del Barrio/SFV Worksource | 117 | 0 |
| Foothill Employment and Training | 116 | 5 |
| Hub Cities Worksource Center | 109 | 34 |
| JVS/West Hollywood Worksource Center | 213 | 4 |
| LA Urban League, Pomona Worksource | 235 | 0 |
| LA Urban League, South Central Worksource | 602 | 29 |
| LA Works Worksource Center | 107 | 2 |
| Northeast San Fernando Valley Worksource | 242 | 90 |
| SASSFA Worksource Center | 119 | 29 |
| South Bay WIB | 333 | 11 |
| West Los Angeles/CPC Worksource Center | 108 | 0 |
| Total Worksource Centers | | 380 |

**Number of Soft Exits Due
by Special Needs Agency
WIA Adult Program
As of 6-7-2004**

| Agency | Agency Code | Number of Clients Due for Soft Exits |
|---|--------------------|---|
| Asian American Drug Abuse, Inc. | 295 | 0 |
| Assert, Inc. | 239 | 7 |
| Basic Adult Spanish Education (BASE) | 591 | 0 |
| Community Based Education & Development | 150 | 12 |
| Goodwill Industries | 453 | 3 |
| Housing Authority City of Los Angeles | 580 | 4 |
| Jewish Vocational Service | 213S | 5 |
| Jobs for Progress - SER S. Bay* | 250 | 14 |
| New Directions, Inc. | 451 | 1 |
| Pacific Asian Consortium in Employment (PACE) | 245 | 0 |
| Streelights/Raleigh Studios | 232 | 0 |
| TTI America | 409 | 1 |
| UAW-LETC | 257 | 0 |
| Van Ness Recovery House | 450 | 6 |
| Total for Special Needs Agencies | | 53 |

* This agency has 12 clients that need to be soft-exited under the WIA Dislocated Worker Grant.