



LOS ANGELES COUNTY

WIA DIRECTIVE

NUMBER: DWAY-06-01

**SUBJECT: MANDATORY WIA MIS
BEGINNING & INTERMEDIATE TRAININGS**

DATE: 02/02/06

EFFECTIVE DATE: IMMEDIATELY

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FOR YOUR IMMEDIATE ATTENTION

TO: WIA Service Providers

The purpose of this bulletin is to inform all WIA Service Providers of the mandatory upcoming MIS trainings. We are requesting that caseworkers/case managers, front line supervisors, MIS personnel, and any other staff members who work with customers in the completion of the MIS forms attend one or both of the two levels of training sessions.

The training sessions will be held from 9:30am to 4:00pm. Please refer to the following schedule of training dates to reserve your seat.

Training Dates/Class Sessions	Reservations Must Be Received By:
February 13, 2006 – Beginning Training February 15, 2006 – Intermediate Training	February 9 th by 9:00am
March 14, 2006 – Beginning Training March 15, 2006 – Intermediate Training	March 7 th by 9:00am
September 19, 2006 – Beginning Training September 20, 2006 – Intermediate Training	September 12 th by 9:00am

The beginners MIS training session will cover the following:

- JTA System – Introduction on login-in procedures, and basic JTA system skills.
- JTA Keyboard Function Keys – Teach the JTA function key's individual functions.
- MIS Forms – How to fill out the MIS forms, and the data entry procedures of those forms.
- Performance – How the MIS forms relate to performance and reporting.
- Basic MIS Tracking Reports – How to run a Participant Roster Report
- Query Client History Screen- How to pull up a client's history and run a client search by social security number, name, application number or case number.
- Printing of Automated JTA Forms – How to printout an existing MIS form from the State JTA system.

The Intermediate MIS training session will cover the following:

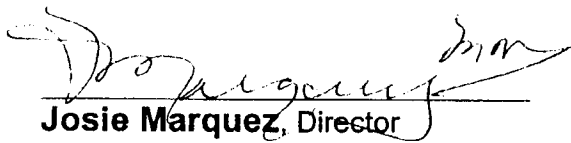
- Discussion on the basic differences between the DOL State performance measures versus the mandated contract performance as it relates to their MIS data entry/reports.
- Client Action Report – How to run the different variations of the Client Action Report for the tracking of future soft exits, and follow-up forms that are overdue. For the purpose of tracking goal anniversary dates, and goal completions without an exit form (youth only). Will teach a new function of this report using an individual's staff I.D. code.
- Participant Local Report – How to run a Participant Local Summary Report for the purpose of tracking various demographic data fields.
- Performance Detail Report – How to run a Performance Detail Report for the purpose of tracking their own DOL State performance numbers.
- Performance Roster Report – How to run a Performance Roster Report for the purpose of tracking who is being counted in each individual DOL State performance measure.
- Base Wage Report – How to run the Base Wage Report for the purpose of tracking non-exiters found in the Base Wage Report, exiters who are found in the Base Wage Report, and exiters who are not found in the Base Wage report for those required quarters.

Training will be held at:

**Community and Senior Services
3175 West Sixth Street
Los Angeles, CA 90020
Board Room (Rm. 105) First Floor**

Please complete the attached form to reserve your space and fax it to (213) 738-3334. Due to limited space, we are requiring that you limit your representatives to one person per agency for each day of training. If additional space is available "alternate" staff may be confirmed. All confirmations will be sent to the agency contact listed on the form.

If you have any questions regarding this matter, please contact Humberto Chairez at (213) 738-2928, or Karen Herberts at (213) 351-8924.


Josie Marquez, Director
Workforce Investment Programs

Attachment

Los Angeles County Workforce Investment Board
Management Information Systems
JTA Training Reservation Request

Beginning/Case Manager Training

- JTA System – Introduction
- JTA Keyboard Function Keys
- MIS Forms
- How the MIS forms relate to performance
- Basic MIS Tracking Reports
- Query Client History Screen
- Printing of Automated JTA Forms

Intermediate Training

- Differences between the DOL State performance measures versus the mandated contract performance as it relates to their MIS data entry/reports.
- Client Action Report
- Participant Local Report
- Performance Detail Report
- Performance Roster Report
- Base Wage Report

Training Dates

February 13, 2006

March 14, 2006

September 19, 2006

Training Dates

February 15, 2006

March 15, 2006

September 20, 2006

Classes will be filled on a first come first serve basis. Class size is limited to 30 people, so reservations are limited to one person plus an alternate per class date. The designated Contact person will receive confirmation from the County on all reservations. After confirmations have been completed, if additional space is available we will fill using the alternate person.

Please complete a separate form for each Training Class date.

We wish to reserve a seat for the following date: _____

Agency Name: _____

Agency Contact: _____ Contact e-mail: _____

Contact Telephone: _____ Contact Fax: _____

Name of Attendee: _____ Telephone: _____

Name of Alternate: _____ Telephone: _____

Please Fax this form to:

**Attention: Humberto Chairez
Fax Number: (213) 738-3334**