



LOS ANGELES COUNTY

WIA Adult, Dislocated Worker and Youth

DIRECTIVE

NUMBER: LACOD-WIAD08-38

SUBJECT: The Documentation of WIA Participant Data into the Job Training Automation (JTA) System

DATE: 07-31-2008

EFFECTIVE: IMMEDIATELY

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TO: WIA Contractors

PURPOSE:

The purpose of this directive is to re-inform WIA contractors to input all Workforce Investment Act (WIA) participant information into the Job Training Automation (JTA) System on a timely basis. This includes the proper documentation and coding of all services provided to participants and the exiting of participants once services are completed. All information from the participants' WIA client forms, such as the Application Form, Enrollment Form, Youth Test Scores Form (applies only to WIA Youth program), Exit Form, and Follow-up Forms, must be entered and updated into the respective electronic forms in the JTA System.

Refer to Los Angeles County Directive, LACOD-WIAD08-20, *WIA Participant Data Monthly Submission Deadline into the Job Training Automation (JTA) System for Program Reporting*, for information on monthly program reporting procedures into the JTA System to comply with Federal and State WIA program reporting requirements.

Instruction and guidance for completing the various WIA client forms and inputting data into the JTA System are contained in the EDD Draft Directive WSDD-6, *WIA JTA System Client Forms Handbook* (January 2008), at http://www.edd.ca.gov/Jobs_and_Training/pubs/wsdd-6.pdf. This handbook should serve as a reference manual for even the most experienced WIA/MIS personnel.

REQUIRED DEADLINES FOR ACTIVITY DOCUMENTATION AND PARTICIPANT EXITS:

The entry of participant data into the JTA System on a timely basis coincides with the program reporting deadline of the 12th of the month as established by the Los Angeles County Directive, LACOD-WIAD08-20, *WIA Participant Data Monthly Submission Deadline into the Job Training Automation (JTA) System for Program Reporting*. Thus, the **12th of the month is the deadline** for WIA contractors to input and update participant information into the JTA System, including activity codes on participant Enrollment Forms and exiting participants, for the previous month.

Activity Code Documentation:

All services and training provided to participants enrolled into a WIA program must be recorded with the appropriate activity codes on the Enrollment Form. The JTA System Client Forms Handbook serves as a valuable tool to ensure that the proper activity code is used for the service or training provided to a participant.

The following are all the activity codes which should be coded on a participant's Enrollment Form if the participant was provided the service or training:

Activity Codes	
Core	
10	Follow-up Services, Counseling
11	Staff Assisted Job Development
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
20	Hurricane Katrina
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 & 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
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

Participant Exits:

Once a WIA participant has completed all services, including partner services, or when a participant is not expected to return, the Exit Form must be completed by the monthly reporting deadline in the JTA System to record the participant exit from the WIA program and to track post-program services. Under WIA regulations, a participant must be exited from the program within 90 days of the end date of the last service or training provided to the participant. If a participant does not receive any WIA funded or non-WIA funded partner service for 90 days, the participant will be automatically exited from the JTA System. This is considered a "soft exit" and any services or training that did not have a completion code will automatically be given a "not completed" code. The JTA System records automatic exits with exit code 19, "Automatic State Exit." Participants should not be soft exited from the JTA System. The generation of the WIA Client Action Report for soft exits will alert you of potential soft exits with an "action due date" or deadline. As a reminder, it is mandatory for Follow-up Forms to be completed for four quarters after a participant's exit.

If you have any questions, please contact Maggie Mireles at (213) 738-2198 or Robert Brieff at (213) 351-8924.


 JOSIE MARQUEZ, Executive Director
 Workforce Investment Board