

**Fall 2015 CalJOBSSM User Group Meeting
November 3- 4, 2015
Questions & Answers**

Eligible Training Provider List (ETPL) Breakout Session

1. Does ETPL Performance affect Trade Adjustment Assistance (TAA) Providers under Workforce Innovation and Opportunity Act (WIOA)?

TAA providers have no effect on the ETPL performance as it pertains to the TAA program. TAA clients are not required to attend training with providers only on the ETPL. TAA program does not track and/or report whether a TAA training provider is on the ETPL or not.

2. Which State entity will notify Local Areas once the California Workforce Development Board (CWDB) reaches a decision regarding an Eligibility Waiver Request?

The CWDB will notify the local area once a decision is made regarding an Eligibility Waiver Request.

3. How can Local Areas contract with individual apprenticeships if Division of Apprenticeship Standards (DAS) is now listed as the Provider in CalJOBSSM?

Being listed on the ETPL does not preclude a Local Area from direct contracting with an apprenticeship – instead the ETPL policy requires that the apprenticeship program must be listed by DAS on the ETPL (prior to any direct contracting between the local area and the apprenticeship program).

4. Some providers have been waiting up to two years for an approval to operate from the Bureau for Private Postsecondary Education (BPPE). What can be done to expedite the process so the Providers can be listed on the ETPL?

BPPE encourages anyone with questions to contact the, “Bureau’s Enforcement Section at the following address and telephone number: Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833 Telephone: 916-431-6959, FAX: 916-263-1897.”

5. What is the difference in reporting requirements for Community Colleges vs. Private Postsecondary institutions?

According to [Information Notice 15-4](#), Private Postsecondary Training programs must meet and maintain a 70% placement rate for all eligible graduates in that program. For California Community Colleges, programs must achieve and maintain a 70% certificate or credential

attainment, and a 70% Placement Rate in training-related employment for WIOA enrolled students.

6. What is the definition of an Out-of-State Provider and how should these be listed on the ETPL. If a new Training Activity Code is assigned for these providers, what will happen to those already on the ETPL with code 300 under Workforce Investment Act (WIA) Policy and Procedure?

According to the [WIOA ETPL Policy](#), an Out-of-State Provider is one that is headquartered outside of California who does not have in-state training facilities. The providers that were listed on the ETPL under WIA Policy and Procedures will need to be delisted from the ETPL. However, those participants that were sent to an out-of-state provider under WIA Policy and Procedure guidelines will be allowed to complete the program and, therefore, will not be affected. If the provider has a “brick and mortar” facility in California and the approval to operate from BPPE, then the provider can be listed on the ETPL and use code 300. In addition, these providers will need to update the provider address to list the California address in CalJOBSSM. An Out-of-State Provider that does not have a “brick and mortar” facility in California will need to be delisted from the ETPL. Local Areas may use code 346 if the provider is listed on its home state’s ETPL and must include a case note indicating which state has approved the provider.

7. Will Local Areas be given the ability to load data from a local Virtual One Stop (VOS) system onto the ETPL?

The State ETPL is considered a live time environment. There is no load module planned for loads from standalone systems into the CalJOBSSM ETPL .

Non-Local Area Breakout Session

1. What is the definition of Basic Skills Deficient?

Per Employment Development Department (EDD) Central Office Workforce Services Division Policy Unit, WIOA Section 3(5) defines Basic Skills Deficient as - An Individual that is unable to compute or solve problems, or read, write or speak English at a level necessary to function on the job or in the individual's family or in society. Criteria used to determine whether an individual is basic skills deficient includes the following: Lacks a high school diploma or high school equivalency and is not enrolled in post-secondary education; Enrolled in a Title II Adult Education/Literacy Program; English, reading, writing or computing skills at an 8.9 or below grade level; Determined to be Limited English Skills proficient through staff-documented observations; Other objective criteria determined to be appropriate by the local area and documented in its required policy.

2. Does it matter how many weeks unemployed a person is?

Bureau of Labor Statistics defines “Long-Term Unemployed” as 27 weeks or more.

http://www.edd.ca.gov/Jobs_and_Training/pubs/wsd15-09.pdf

<https://www.federalregister.gov/articles/2015/09/01/2015-21607/comment-request-for-information-collection-for-the-workforce-performance-accountability-information>

MIS Administrator/EDD Single Point of Contact (SPOC) Breakout

1. Could the Department of Rehabilitation (DOR) application be used in the Generic Module?

Yes, once the Generic module is available statewide, the questions for the DOR application would need to be submitted and created as a Generic Program. However, in order to ensure that the Generic Module would meet your business needs, further analysis would need to be completed.

2. Can the Generic Module track individual construction experience?

Yes, the Generic application questions can be geared towards construction experience.

3. Can an individual have more than one Generic Application at a time?

An individual can only have one application per Generic Program open at a time. However, they can have multiple applications for different Generic Programs open at one time.

4. Can a computer be set up as a monitor for VOS can use?

Yes, the monitor would need to be attached to a wedge reader and either have a touch screen monitor or keyboard.

5. Can DOR staff have access to CalJOBSSM?

Yes, DOR is a partner of EDD. Currently they can be given View Access (privilege group) pending further conversations with DOR regarding needed privileges.

6. Document Management Privileges:

Following are the current privilege settings for the Document Management Module. MIS Administrators and EDD SPOC and Ambassadors have access to edit these privileges for their respective staff on a case-by-case basis.

Privilege	LWIA/CBO Staff	LWIA Partner Staff	LWIA Partner Supervisor	LWIA MIS Staff Admin	WSB Supervisor	WSB Staff
Document Management						
Add Documents	Yes	Yes	Yes	Yes	Yes	Yes
Delete Documents	No	No	No	Yes	Yes	No
View Documents	Yes	Yes	Yes	Yes	Yes	Yes
Link Documents	Yes	Yes	Yes	Yes	Yes	Yes
Scan Documents	Yes	Yes	Yes	Yes	Yes	Yes
Download Documents	No	No	No	Yes	Yes	No
Search Documents	Yes	Yes	Yes	Yes	Yes	Yes
Access Non-Annotated Documents	No	No	No	Yes	Yes	No
Edit Documents	No	No	No	Yes	Yes	No

7. Do CalJOBSSM alerts get sent to your Outlook email account?

Alerts are sent to the e-mail account which is listed in your staff account. This information can be found on the Admin site on the Account Information tab. You will receive alerts through Outlook if your email account is set up through Outlook. Individual job seekers will also receive alerts based on how their account is set up in CalJOBSSM. Alerts will be sent via email if they have chosen to receive communication through their personal email account. Alerts will also be available in the message center each time staff or an individual job seeker signs into CalJOBSSM.

8. Can a watermark be added to all scanned and uploaded documents?

An Online Project Communication (OPC) has been submitted to Government Strategies Inc. (GSI) to determine if "COPY" can be stamped across all documents.

9. Zip Code Queries:

This query generates the zip codes for one specific local area. You would just need to change the Services Delivery Area (SDA) code in the yellow highlighted SDA code to your applicable 2-digit code. Go to the Ad-Hoc Query Wizard/Click Use Free-form Structured Query Language (SQL) Tool/Copy and paste the query into the text box/Finish.

Example: The query would be as follows if you wanted a report for Alameda County only.

```
zipxoffice.[zipcode],
zipxoffice.[office],
office.[officename],
sdalookup.[sdadesc]
FROM ZIPXOFFICE WITH(NOLOCK)
JOIN OFFICE WITH(NOLOCK) ON office.[office] = zipxoffice.[office]
JOIN SDALOOKUP WITH(NOLOCK) ON sdalookup.[sda] = office.[lwia]
WHERE SDALOOKUP.[sda] = '01'
ORDER BY
sdalookup.[sdadesc] ASC,
zipxoffice.[zipcode] ASC
```

10. Who has access to suspicious activities report?

Staff who have access to Security Reports will be able to run the suspicious activity report. Currently, the following groups have access to this report: EDD WSB Supervisor, Local Workforce Investment Area (LWIA) MIS Staff Admin, LWIA Partner Supervisor. The security report is found under Detailed Reports>Miscellaneous Reports>Security.

Wagner-Peyser Topics of Interest Breakout

1. It appears that the Résumé goes inactive even if active in Wagner-Peyser. Can services keep Résumé active?

No, services will not keep a Résumé active. The individual will need to go into their Résumé to reactivate or edit it to keep it active.

2. Are there system logs that track who printed a document?

No there are not.

3. Does the Information Technology Branch (ITB) file transfer capture if the Résumé is uploaded? Staff seem to think that an uploaded Résumé does not fulfill the Unemployment Insurance (UI) requirement.

The ITB transfer does capture uploaded Résumés and, yes, an uploaded Résumé does fulfill the UI requirement.