

INFORMATION NOTICE

WORKFORCE SERVICES

Number: WSIN12-56

Date: May 7, 2013

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: CWSN USER GROUP MEETING ON JUNE 5-6, 2013

The purpose of this Information Notice is to announce the California Workforce Services Network (CWSN) User Group meeting to be held on Wednesday, June 5, and Thursday, June 6, at the following location:

Crowne Plaza Anaheim Resort
12021 Harbor Blvd.
Garden Grove, CA 92840

This meeting consists of two-parts; the CWSN User Group Meeting and a Super Trainers Forum:

- 1) The purpose of the main User Group Meeting is to bring the New CalJOBSSM user community together to build expertise by sharing experiences, finding solutions to problems and networking. This meeting is focused on the technical use of our new system. It is not policy making or CWSN training. (This replaces the former MIS Administrator meetings.)
- 2) The separate Super Trainers Forum is an opportunity for the super trainers who are providing training to their own area users to come together and share knowledge on "how to train" others on the New CalJOBSSM system through lessons learned and best practices.

The CWSN super trainers are integral to the success of the new system. As we ramp up for Phase 1B implementation, we need to reengage the super trainers in a common forum and have them share their Phase 1A experiences. On the morning of June 5, 2013, there will be a forum for those super trainers who are available to attend. A separate agenda is attached.

The draft agendas, breakout session overview, and registration form are attached.

ROOM RESERVATIONS

Room reservations should be made directly with the Crowne Plaza Anaheim Resort after May 10, 2013 at 1-866-442-7375, or on their website at www.anaheim.crowneplaza.com.

EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Special requests for services, aids, and/or special formats need to be made by calling (916) 654-8055 (Voice). TTY users, please call the California Relay Service at 711.

The room rate is \$84 plus room tax and a resort fee. A block of rooms is being held under "EDD CWSN" with the group code of "CWSN." Room Reservations must be made by May 29, 2013 to guarantee the room rate. Be prepared to give your credit card number to guarantee the special rate. The hotel will extend this special rate for the night of June 4, 2013, for those attendees that require traveling the previous day. Check-in time is at 4:00 p.m. and checkout time is at 12:00 noon.

Daily self-parking is complimentary, overnight self-parking is included in the resort fee and both have unlimited in/out privileges. Shuttles to and from the Orange County Airport (SNA) are \$12.00 per person. There is a complimentary shuttle to the Disneyland Resort Area from the Hotel to the Anaheim Garden Walk with many different restaurants and shops. For directions and transportation options, please visit the hotel site at www.anaheim.crowneplaza.com.

SPACE LIMITATIONS

Due to space limitations, only two representatives from each direct subgrantee of the EDD Workforce Services Branch and fifteen representatives from each of the WSB Field Divisions are guaranteed a reservation for the meeting. Additional representatives will be placed on a waiting list and will be accommodated, as space is available.

REGISTRATION

If you plan to attend, please complete the attached registration form and e-mail it to the Program Support Unit at kamara.aguiar@edd.ca.gov or fax to (916) 657-0055, no later than Wednesday, May 29, 2013, before 3 p.m.

We look forward to seeing you in Anaheim. If you have any questions regarding this meeting, please contact Onyema Nkwocha at Onyema.nkwocha@edd.ca.gov at (916) 654-8697.

/S/ MICHAEL EVASHENK, Chief
Workforce Services Division

Attachments

Draft Agenda



CWSN User Group Meeting Crowne Plaza Anaheim Resort June 5 - 6, 2013

June 5, 2013

9 : 0 0 a m - n o o n	Trainers Forum - Super Trainers Only
1 : 0 0 p m - 1 : 3 0 p m	Registration
1 : 3 0 p m - 1 : 4 5 p m	Opening and Introductions
1 : 4 5 p m - 2 : 1 5 p m	New CalJOBS SM Project Update <ul style="list-style-type: none"> • What has been completed • What are the latest changes • What are the next steps
2 : 1 5 p m - 2 : 4 5 p m	Process and Procedure Updates
2 : 4 5 p m - 3 : 0 0 p m	Afternoon Break
3 : 0 0 p m - 3 : 1 5 p m	New CalJOBS SM Help Desk <ul style="list-style-type: none"> • Overview of the CWSN Help Desk Process <ul style="list-style-type: none"> ○ Staff ○ Job Seeker ○ Employer • Who to contact, and How
3 : 1 5 p m - 4 : 1 5 p m	When Phase 1A Meets Phase 1B <ul style="list-style-type: none"> • Co-enrollments • Common Exits - Closure, Outcome, Follow-up forms, Activity Codes • JTA Conversion (Individual Record - what is not being converted)
4 : 1 5 p m - 5 : 0 0 p . m .	Open Forum - Question and Answer Period

June 6, 2013

8 : 3 0 a m - 8 : 4 5 a m	Registration (for those not registered on Day 1)			
	Room 1	Room 2	Room 3	Room 4
8 : 4 5 a m - 1 0 : 1 5 a m	New CalJOBS SM Employers	New CalJOBS SM ETPL	New CalJOBS SM Jobseekers	Common Performance: Overview
1 0 : 1 5 a m - 1 0	Morning Break			
1 0 : 3 0 p m - N o o n	EDD SPOCs and Ambassadors Forum	New CalJOBS SM WARN	LWIA MIS Administrator Forum	WPA/JVSG Vets Forum
N o o n - 1 : 0 0 p m	Lunch			
1 : 0 0 p m - 2 : 3 0 p m	New CalJOBS SM Employers (repeat)	TBD	New CalJOBS SM Jobseekers (repeat)	Common Performance: Overview (repeat)

**CALIFORNIA WORKFORCE SERVICES NETWORK (CWSN)
USER GROUP MEETING
Crowne Plaza Anaheim Resort**

**BREAKOUT SESSION OVERVIEW
Thursday, June 06, 2013**

New CalJOBSSM ETPL	Introduction to the Eligible Training Provider List (ETPL) System in the New CalJOBS SM . This session will cover the new web-based application and approval processes of WIA eligible training providers in the new system including provider and Local Workforce Investment Area's new data entry procedures.
New CalJOBSSM WARN	Introduction to the upcoming changes in the Worker Adjustment and Retraining Notification Act (WARN) in the New CalJOBS SM . This session will cover the new web-based processes to record WARN notices and the menu of options to obtain reports and coordinate rapid response assistance at the local level.
New CalJOBSSM Employers	This session will cover employer's experience within the CalJOBS SM system from registration, job orders, recruitment plans, and candidate searches to the staff side of assisting employers with reoccurring issues, problems, and overall fixes for the employer.
EDD SPOCS and Ambassadors Forum	This will be an interactive training session with the EDD CalJOBS SM Help Desk to discuss the roles and procedures of the EDD System Access Single Point of Contact. There will also be a Q and A session to respond to any questions or issues that may exist with the EDD SPOC process.
New CalJOBSSM Jobseekers	This will be an interactive training session on the procedures and advantages being offered to California jobseekers in the New CalJOBS SM System. We will also cover assisting jobseekers from the EDD staff perspective.
Common Performance: Overview	This break out session will review Wagner-Peyser and Workforce Investment Act common measures. During this session we will discuss how common measures will be calculated and determined after the launch of Phase 1B.
WPA/JVSG Vets Forum	This will be an interactive session with the WP/JVSG representatives to share experiences and exchange ideas of what works and where assistance is needed.
LWIA MIS Administrator Forum	This will be an interactive session with the LWIA's MIS Administrators to share experiences and exchange of ideas of what works and where assistance is needed.

Super Trainers Open Forum

9:00 a.m. – 9:10 a.m.	Welcome and Introductions
9:10 a.m. – 10:15 a.m.	Presentations: Looking Forward with Past Experience (Lessons Learned, Best practices)
10:15 a.m. – 10:30 a.m.	Morning Break
10:30 a.m. – 11:30 a.m.	Phase 1 B Expected Challenges <ul style="list-style-type: none"> • Converted JTA Clients • Continued UI new claimants – log on confusion • Co-enrollments • Common Exits • Activity codes • Combo staff logons – WIA/WPA • Continued programming with no advance notice (i.e. “where did that button come from?”)
11:30 a.m. – noon	Open Discussion <ul style="list-style-type: none"> • What do you need to be successful



CWSN User Group Meeting Registration Form

Instructions:

Please submit **one registration form for each participant** via e-mail to the Workforce Services Division at Kamara.aguiar@edd.ca.gov by **Wednesday, May 29, 2013** using the following subject line:

“CWSN User Group Meeting Registration, June 2013, <insert your Subgrantee or EDD Field Division names>”

PLEASE NOTE: Due to space limitations, we can only guarantee that **2 representatives** from each subgrantee and **15 representatives** from each WSB Field Division will be able to attend the meeting. **Please note that Super Trainers who elect to attend the entire day must be part of the allotted 2 (or 15) attendees.**

Additional representatives from each area will be placed on a waiting list and will be accommodated as space is available.

Hotel reservations must be made directly with the hotel.

Attendee Information:

LWIA/Subgrantee/Field Division: _____

Attendee Name: _____ Title: _____

Phone: _____ E-mail: _____

I am representing:

- Local or LWIA MIS Administrator
 Field Division

Check one of the choices listed below if you plan on attending the first day sessions:

- I will be attending as one of the guaranteed spaces for my entity.
 Please add my name to the Waiting List (for available spaces).

<p>Super Trainer Forum Early Morning Session 9 a.m. – noon</p>
<p>CWSN Super Trainer Forum: Wednesday, June 5th from 9 a.m. -12 p.m. I am one of the Super Trainers and will be attending as:</p> <p><input type="checkbox"/> EDD Super Trainer <input type="checkbox"/> LWIA Super Trainer</p>

[Form in MS Word](#)