

WORKFORCE SERVICES
INFORMATION NOTICE

Number: WSIN14-35

Date: March 10, 2015

Expiration Date: 4/10/17

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: CalJOBSSM USER GROUP MEETING APRIL 15–16, 2015

The Workforce Services Branch (WSB) invites all Local Workforce Investment Area Management Information System (MIS) Administrators, CalJOBSSM Super Trainers, and Employment Development Department (EDD) Single Points of Contact/Ambassadors to attend the upcoming CalJOBSSM User Group Meeting. This meeting will be held at the following location on April 15-16, 2015:

Wyndham Anaheim Garden Grove
12021 Harbor Blvd
Garden Grove, CA 92840

The draft agenda and breakout session overview are attached.

REGISTER NOW!

Complete the online [Registration Form](#) to register for the CalJOBSSM User Group Meeting. The online registration website is open from **Friday, March 6, 2015** through **Friday, March 27, 2015**. You will receive confirmation e-mail from Eventbrite when registration is complete.

Contact the [CalJOBSSM Training Team](#) if you need assistance with registering.

SPACE LIMITATIONS

Only three representatives from each direct subgrantee of the EDD WSB and 15 representatives from each of the WSB field divisions will be guaranteed a place for the meeting due to space limitations.

If additional representatives would like to be added to the waiting list, complete the CalJOBSSM User Group Spring 2015 [Waiting List Registration Form](#) and submit it to CalJOBSTrainingTeam@edd.ca.gov. You will receive a confirmation e-mail from Eventbrite when space becomes available, after the registration period is complete.

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

ROOM RESERVATIONS

Room reservations must be made directly with the Wyndham Anaheim Garden Grove from **March 6, 2015** through **April 14, 2015** to guarantee you receive the special group rate. Reservations can be made in one of two ways:

- Call 1-877-999-3223 and mention the Group Name “CaJJOBSSM User Group Meeting”
- Use the [online reservation](#) website

A block of rooms has been reserved under the Group Name “CaJJOBSSM User Group Meeting” with a special room rate of \$120 per night, plus tax. The hotel will offer this rate for the night of April 14, 2015 for attendees who will be traveling on the day prior to the meeting.

Check-In time is 3:00 p.m. and Check-Out time is at 12 noon.

Hotel self-parking is complimentary for registered guests and meeting attendees. Airport shuttle transportation to and from the Orange County-John Wayne Airport (SNA) is approximately \$25 (round trip) per person through [Super Shuttle](#).

If you have any questions regarding this notice, please contact Sandy Iwatsuru, CaJJOBSSM Education and Development Unit Manager, at 916-654-8972 or Sandra.Iwatsuru@edd.ca.gov.

We look forward to seeing you in Anaheim.

/S/ JOSÉ LUIS MÁRQUEZ, Chief
Central Office Workforce Services Division

Attachments



Draft Agenda
 CalJOBSSM User Group Meeting
 Wyndham Anaheim Garden Grove
 April 15-16, 2015

Wednesday, April 15, 2015

8:00 a.m. to 9:00 a.m.	Networking/Registration		
9:00 a.m. to 9:15 a.m.	Opening and Introductions		
9:15 a.m. to 10:30 a.m.	General Session <ul style="list-style-type: none"> • Enhancements • Policy Updates • GSI Representative Update 		
10:30 a.m. to 10:45 a.m.	Morning Break		
10:45 a.m. – 12:00 p.m.	General Session (Cont'd) <ul style="list-style-type: none"> • Division of Apprenticeship Standards • Questions and Answers 		
Noon to 1:00 p.m.	Lunch on Your Own		
Breakout Session	Room 1	Room 2	Room 3
1:00 p.m. – 2:45 p.m.	W-PA Performance	WIA Youth Performance by DOL	ETPL Updates
2:45 p.m. – 3:00 p.m.	Afternoon Break		
3:00 p.m. – 5:00 p.m.	MIS Administrators	Ad-Hoc	WIA Adult & DW Performance by DOL

Thursday, April 16, 2015

8:00 a.m. – 8:30 a.m.	Networking/Registration (for those not registered on Day 1)		
Breakout Session	Room 1	Room 2	Room 3
8:30 a.m. – 10:15 a.m.	W-PA Reports & Alerts	Spidering & LMI Data by GSI	WIA Reports & Alerts
10:15 a.m. – 10:30 a.m.	Morning Break		
10:30 a.m. – 12:00 p.m.	EDD SPOCS & Ambassadors	MIS - Standalone Systems	MIS - CalJOBS SM Direct User

BREAKOUT SESSION OVERVIEW

WIA Adult & Dislocated Worker Performance by DOL	This session will exam the Adult and Dislocated Worker performance measures and data requirements under the current Workforce Investment Act (WIA) and under the new Workforce Innovation and Opportunity Act (WIOA). Included will be a demonstration and discussion of the State system, CalJOBS SM , illustrating the correlation between the data requirements and data entry to maximize positive results. While program performance accountability under WIOA commences with Program Year 2016 (July 1, 2016), WIA requirements will continue for Program Year 2014 and 2015.
Ad-Hoc	This session will consist of sharing tools and tips related to the Structured and Free-Form Ad-Hoc tools in CalJOBS SM . There will be a demonstration of queries created by EDD Workforce Services Branch field division staff and Local Workforce Investment Area (LWIA) staff, and a Q&A session to address specific
EDD SPOCS & Ambassadors	This session will have the participation of the EDD CalJOBS SM Operations Unit to discuss the roles and functions of the EDD System Access Single Point of Contact (SPOC). There will also be a Q&A session to respond to any questions or issues relating to EDD SPOC.
ETPL Updates	This session will cover CalJOBS SM system entries and how these affect provider program eligibility. The session also will provide information such as performance rate calculations and WIA expedited process for the Bureau of Private Postsecondary Education Approval to operate applications. We will provide links to online resources and host an open dialogue with participants on system related experiences. The last 30 minutes of the session will be "Eligible Training Provider List (ETPL) 101 Basics" for beginners.
MIS Administrators	This session, with the participation of Management Information System (MIS) Administrators, will consist of sharing experiences, ideas, best practices, and identifying where assistance is needed. A discussion and demonstration of common MIS Administrator functions and responsibilities will be included.
MIS CalJOBS SM Direct User	This session will be dedicated to answering questions from LWIA staff that conduct direct key entry into CalJOBS SM . It will be an open panel forum to ask navigation questions, system capabilities, and address any concerns, etc.
MIS Standalone Systems	This is a roundtable discussion between MIS Administrators and Central Office Workforce Services Division management team.
W-PA Performance	While program performance accountability under WIOA commences with Program Year 2016 (July 1, 2016), WP-A requirements will continue for Program Year 2014 and 2015. The session will review the current performance measures set forth by Department of Labor (DOL) for the Wagner-Peyser Act (W-PA) programs. Included will be a demonstration and discussion of the State system, CalJOBS SM , illustrating the correlation between the data requirements and data entry to maximize positive results.

WIA Reports & Alerts	This session will explain and demonstrate how to use the <i>Reports Manual</i> and the <i>Case Management Reports Definitions</i> to create, display, and interpret the summary reports, WIA online characteristics report, soon to exit report, enrolled individual report, project begin/end reports, and alerts.
W-PA Reports & Alerts	This session will explain and demonstrate how to use the <i>Reports Manual</i> and the <i>Case Management Reports Definitions</i> to create, display, and interpret the summary reports, services provided individual report, soon to exit report, enrolled individual report, project begin/end reports, and alerts.
Spidering & LMI Data by GSI	This session will consist of demonstrating the CalJOBS SM job spidering enhancement that was effective as of January 2015. Information presented will consist of how job seekers, employers, and staff can maximize the benefits of the real-time labor market information available as the result of the enhanced job spidering. This session will also provide a preview of upcoming changes to CalJOBS SM in response to the WIOA legislation.
WIA Youth Performance by DOL	This session will exam the Youth Performance Measures and data requirements under the current act, WIA, and under WIOA. Included will be a demonstration and discussion of the State system, CalJOBS SM , illustrating the correlation between the data requirements and data entry to maximize positive results. While program performance accountability under WIOA commences with Program Year 2016 (July 1, 2016), WIA requirements will continue for Program Year 2014 and 2015.