

# INFORMATION NOTICE

## WORKFORCE SERVICES

Number: WSIN14-8

Date: September 29, 2014

Expiration Date: 10/29/16

50:141:si:17171

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: CALJOBS<sup>SM</sup> USER GROUP MEETING—OCTOBER 29–30, 2014

We invite all Workforce Investment Act MIS Administrators, CalJOBS<sup>SM</sup> Super Trainers, and Employment Development Department's Single Points of Contact (SPOCS)/ Ambassadors to attend the upcoming CalJOBS<sup>SM</sup> User Group Meeting on October 29, 2014, through October 30, 2014, at:

Crowne Plaza Sacramento  
5321 Date Avenue  
Sacramento, CA 95841

The draft agenda and registration form are attached; breakout session overview will be available on day of event.

### **ROOM RESERVATIONS**

A block of rooms is being held under the Block Code "CJU" or Group Name "CalJOBS<sup>SM</sup> User Group Meeting" with a special room rate of \$95 per night, plus tax. The hotel will extend this special rate for the night of October 28, 2014, for those attendees who will be traveling the previous day.

To guarantee the special rate, room reservations **must** be made directly with the Crowne Plaza Sacramento from **September 29, 2014 through October 21, 2014**, in one of two ways:

- Call 1-877-504-0054 and mention the Block Code "CJU" or Group Name "CalJOBS<sup>SM</sup> User Group Meeting"
- Use the [online reservation](#) website

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

Daily and overnight self-parking is complimentary for registered hotel guests and meeting attendees. Airport shuttle transportation to and from the Sacramento International Airport (SMF) is \$25 per person through SuperShuttle. To make reservations, visit [www.supershuttle.com](http://www.supershuttle.com).

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

## **SPACE LIMITATIONS**

Due to space limitations, only **3** representatives from each direct subgrantee of the EDD Workforce Services Branch (WSB) and **15** representatives from each of the WSB Field Divisions will be guaranteed a place for the meeting. Additional representatives will be placed on a waiting list and accommodated as space becomes available.

## **REGISTRATIONS**

If you plan to attend, complete the attached registration form and e-mail to [CalJOBSTrainingTeam@edd.ca.gov](mailto:CalJOBSTrainingTeam@edd.ca.gov), no later than **3 p.m.** on **Monday, October 13, 2014**.

If you have any questions regarding this User Group Meeting, please contact the CalJOBS<sup>SM</sup> Training Team at [CalJOBSTrainingTeam@edd.ca.gov](mailto:CalJOBSTrainingTeam@edd.ca.gov). For questions pertaining to meeting location, registrations, or hotel reservations, please contact Sandy Iwatsuru, Program Support Unit Manager, at 916-654-8972 or e-mail [Sandra.Iwatsuru@edd.ca.gov](mailto:Sandra.Iwatsuru@edd.ca.gov). We look forward to seeing you in Sacramento.

/S/ JOSÉ LUIS MÁRQUEZ, Chief  
Workforce Services Division

Attachments



*Draft Agenda*  
**CalJOBS<sup>SM</sup> User Group Meeting**  
 Crowne Plaza Sacramento  
 October 29-30, 2014

Wednesday, October 29, 2014

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"> <li>• Version 14 Update</li> <li>• Employer Job Order</li> <li>• Data Validation: Program Year 2013/Fiscal Year 2014</li> <li>• Office of Statewide Health Planning and Development</li> </ul>			
10:30 a.m. to 10:45 a.m.	Morning Break			
10:45 a.m. - Noon	General Session (Cont'd) <ul style="list-style-type: none"> <li>• Common Exit/90-Day</li> <li>• Questions and Answers</li> </ul>			
Noon to 1:00 p.m.	Lunch on Your Own			
<b>Breakout Session</b>	<b>Room 1</b>	<b>Room 2</b>	<b>Room 3</b>	<b>Room 4</b>
1:00 p.m. – 2:15 p.m.	TBD	ETPL	EDD SPOCS and Ambassador Breakout	Federal Reports (WIA)
2:15 p.m. – 2:30 p.m.	Afternoon Break			
2:30 p.m. – 3:45 p.m.	Exit Reports (WIA/W-PA)	WIA 101 Overview	TBD	Adult Performance (WIA/W-PA)
3:45 p.m. – 5:00 p.m.	Federal Reports (W-PA)	MIS Administrator Breakout	Youth Performance (WIA)	TBD

Thursday, October 30, 2014

8:00 a.m. – 8:45 a.m.	Networking/Registration (for those not registered on Day 1)			
<b>Breakout Session</b>	<b>Room 1</b>	<b>Room 2</b>	<b>Room 3</b>	<b>Room 4</b>
8:45 a.m. – 10:15 a.m.	Timeshare/ Direct Entry	TBD	Federal Reports (Focus on WIA) [Repeat]	Super Trainers
10:15 a.m. – 10:30 a.m.	Morning Break			
10:30 a.m. – Noon	Standalone (By Invitation Only)	ETPL [Repeat]	MIS Administrator Breakout [Repeat]	TBD



## CalJOBS<sup>SM</sup> User Group Meeting Registration Form

### Instructions:

Submit **one registration form for each participant** via e-mail to the Workforce Services Division at [CalJOBSTrainingTeam@edd.ca.gov](mailto:CalJOBSTrainingTeam@edd.ca.gov) by 3 p.m. on **Monday, October 13, 2014**, using the following subject line:

**"CalJOBS User Group Meeting Registration, October 2014, <insert your Subgrantee Name or EDD Field Division name>"**

**NOTE:** Due to space limitations, we can only guarantee that **3 representatives** from each direct subgrantee of EDD WSB and **15 representatives** from each WSB Field Division will be able to attend the meeting. **Super Trainers who elect to attend the entire day must be part of the allotted 3 (or 15) attendees.**

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

Hotel reservations must be made directly with the Crowne Plaza Sacramento.

### Attendee Information:

LWIA/Subgrantee/Field Division: \_\_\_\_\_

Attendee Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

I am representing:

- LWIA MIS Administrator
- LWIA Super Trainer
- Community Based Organization/Educational Entity
- Community Based Organization/Educational Entity Super Trainer
- EDD Field Division
- EDD Field Division Super Trainer

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).

CalJOBS<sup>SM</sup> Super Trainer Breakout Session  
Thursday, October 30, 2014  
8:45 a.m. – 10:15 a.m.

I am one of the Super Trainers and will be attending as:

- EDD Super Trainer  LWIA/CBO Super Trainer

[Form in MS Word](#)