WORKFORCE SERVICES
INFORMATION NOTICE

EDD Employment Development Department
State of California

Number: WSIN15-7

Date: August 28, 2015
Expiration Date: 09/28/17
50:158:kd:17734

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: IMPLEMENTATION OF THE NEW CalJOBS℠ DOCUMENT MANAGEMENT AND SCANNING MODULE

The California Employment Development Department (EDD) is pleased to announce the release of the Document Management and Scanning Module in CalJOBS℠. The module will be available for use by the Local Workforce Development Areas and EDD Field Staff by August 31, 2015.

The Document Management and Scanning Module will allow scanned documents to be captured and reviewed online and stored securely in the central database. This module will support Wagner-Peyser, WIOA, Trade Adjustment Act, and any Generic Programs. The ability to upload documents and associate them with an individual requires claimants to provide documents only once versus multiple times if they were to visit different locations for services. The Document Management functionality includes the ability to attach documents to case notes and program verifications, as well as tagging and retrieving digital documents associated with a user record. Linked documents can also be attached and reviewed within the program forms or by viewing the Documents link under General Profile.

The module requires a TWAIN compliant (standard interface between software programs and image-capturing devices) scanning device. Upon first use of the scanning feature, users will be prompted to download a Dynamic Web TWAIN plug-in. Once complete, staff will have the ability to upload documents to the CalJOBS℠ database which can be viewed by staff at any location. Best practices mandate that electronic confidential information shall not be stored outside of the CalJOBS℠ system.

Privilege settings for this module will be communicated to the Management Information System Administrators and EDD Single Points of Contact. Special attention will need to be given to the naming convention of documents, as well as the Document Tag field. Once the document is saved, the document filename cannot be changed, is viewable within the system, and should represent the document type (such as Drivers' License or Social Security Card). Consistency in the document filename and the Document Tag should be considered prior to saving. Recommended naming convention would include the last name of the individual, underscore and the document type (e.g., Smith_Social Security Card).

EDDs Compliance Review Division has confirmed that verifications stored within the CalJOBS^{SM} system will serve as sufficient documentation and hard copies of stored images are no longer required.

For detailed instructions on this module, please refer to the [User Guide for Staff, Chapter 24](#), under the Staff Online Resources menu in CalJOBS^{SM}.

Please direct questions regarding this Information Notice to Kristi Duthler with the CalJOBS^{SM} Operations Team at 916-653-0202.

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