## CalJOBS<sup>SM</sup> SYSTEM UPGRADE TO VERSION 17

On Tuesday, February 21, 2017, the CalJOBS system will be upgraded from Version 16.3 to Version 17. Version 17 will include enhancements in the navigation of the system for all users, as well as various improvements for each specific user type (i.e., individuals, employers, staff, and administrators).

The following are key dates for the implementation of Version 17:

| Date | Action |
|---|---|
| January 10, 2017 | User Acceptance Testing (UAT) begins. |
| January 20, 2017 - COB | UAT Concludes. |
| February 10, 2017 | An alert message regarding the upcoming system upgrade will be displayed on the Employment Development Department's website and the CalJOBS homepage. |
| February 17, 2017 at 5 p.m. (PST) February 21, 2017 at 8 a.m. (PST) | CalJOBS will be inaccessible. A page announcing the system upgrade and maintenance period will be displayed during this time. |
| February 21, 2017 at 8 a.m. (PST) | CalJOBS will be available for use by job seekers, employers, and staff. |

Version 17 upgrades will give all users the ability to quickly access a range of services on easier to read screens. For example, the interface will be redesigned to be more responsive, including changes to dashboard icons, navigation menus, and other screen layouts. This will give the user more workspace on the screen, and will be more flexible to their needs. Also, users will be able to hide navigation menus, and the screen will adjust to the platform they are using to view CalJOBS (i.e., PC, Tablet, or Smartphone).

Here are some highlights of program, application, and functionality changes included in Version 17:

- **Adult Basic Career (ABC) Eligibility**
  The ABC eligibility will no longer be available within the WIOA application with the upgrade to Version 17. With the removal of ABC eligibility, WSIN15-29 will no longer be valid.

- **Incumbent Worker Training Eligibility**
  The Incumbent Worker Training eligibility will now be online and available through the WIOA application.

- **Participant Individual Record Layout (PIRL) Changes**
  The separate PIRL tab will be removed and all of the PIRL data elements will be incorporated into appropriate applications for WIOA Title 1B and Trade Adjustment Assistance (TAA).

- **Wagner-Peyser Application**
  The Wagner-Peyser application will not be changed at this time. EDD Staff should refer to the Internal Administrative Notice (IAN) 16-001 regarding the collection of data for Wagner-Peyser applicants.

- **Programs Tab**
  The programs tab will see a new look as a result of the interface redesign. This new functionality will help the staff more efficiently assist individuals through new features including (1) the ability to filter program applications (i.e., all, complete, closed never enrolled, by LWIA); (2) the ability to filter activities, and programs (i.e., WIOA, Wagner-Peyser, TAA); (3) the ability to show or hide summary tabs for Individual detail, summary view, staff pins, and staff access; and (4) display the separate items related to each application by expanding it, which are then displayed in separate, expandable rows and descriptive text icons (if hovered over), allowing the user to edit the application via a wizard, print the application, and view a summary of the verification documents.

- **Document Management**
  Document Management will add two additional links to the action column: "Edit" and "Meta Data." This will be available for both individuals and employers. Going forward with Version 17, the links available in the "Document Management" tab will be "View," "Edit," "Delete," and "Meta Data**."** Users will now be able to view a document, view and edit a document and its related properties, or just view the document properties.

- **Reports**
  There will be a number of reports added and/or updated with the release of Version 17. Added reports include (1) the Measurable Skills Gain Report (Summary and Individual

details formats); (2) Summary Gauge Report on Performance; (3) Veterans Data Discrepancy Report; and (4) Trade will receive four new reports (i.e., TAA List by TAA Petition Number, by TAA Decision Date, by TAA Employer), six Mobile App reports (i.e., App First Time Users, User Demographics Compare, Mobile App Sessions, by Device Type, by Sessions Duration, Mobile App Users by City), and a Payment Details Report (Fund Management). The updated reports in the Version 17 release include the Referrals and Referral Results Report (now by location), and the Individual Registration and Employer Registration Contact Reports (new filters).

- **Job Seeker Changes**
  Individual users will see a new magnifying glass icon at the top right of all screens for conducting a *Quick Job Search*. This gives users the ability to quickly search for a job, regardless of where they are in the system. After the results of their job search are displayed, job seekers can then click for a summary or a detailed view of each job. They can also change the job search criteria, save the job search, or select another job seeker service. If the job seeker decides to click on the job opening, they can share the job via social media or email, as well as apply for the job.

- **Employer Changes**
  In addition to the cosmetic changes from the interface redesign, employers will now be able to choose "*internship*" as a job type category when submitting their job orders. In order to choose this job type (and others, such as apprenticeship, on the job training, volunteer, temporary, contract, seasonal, and regular), employers will need to choose "Manual Entry Custom Job Order."

More information on additional changes will become available when Version 17 is released. For your convenience, quick-reference cards are attached below for each user type (i.e., individual, staff, and employer).

If you have any questions regarding the implementation of Version 17, please contact the CalJOBS Operations Unit at CalJOBSAdmin@edd.ca.gov, or by phone at 916-653-0202.

/S/ JAIME GUTIERREZ, Chief
    Central Office Workforce Services Division

Attachments are available on the internet:

1. Individual Quick Reference Card for Version 17.0
2. Employer Quick Reference Card for Version 17.0
3. Staff Quick Reference Card for Version 17.0