



AB 17-10 R2

Supersedes AB 17-10 Issued 9/13/2017

Issued: September 5, 2019

Effective Date: July 1, 2019

ACTION BULLETIN

TO: Workforce Innovation and Opportunity Act (WIOA) funded Adult & Dislocated Worker Service Providers contracted through the Alameda County Workforce Development Board (ACWDB)

DATE: September 5, 2019

SUBJECT: Centralized Initial Data Entry for all Training Activities within the CalJOBS system and the Grants Checkbook

PURPOSE OF BULLETIN:

The purpose of this bulletin is to outline the policy and procedure for the centralization of data entry for initial creation of all training activities within the CalJOBS system and in ACWDB's Grants Checkbook.

This revision to Action Bulletin 17-10 is being issued to update the language relevant to the process for initiating new training activities for WIOA participants. Specifically, ACWDB is incorporating a Quality Review step prior to submittal of Individual Training Account (ITA) and On-the-Job Training (OJT) paperwork to ACWDB's fiscal agent. Modifications will be reflected in BOLD font.

BACKGROUND:

Under the Workforce Innovation and Opportunity Act (WIOA), Local Workforce Boards are required to spend an amount equal to thirty percent (30%) of their Formula budget (Adults and Dislocated Workers) on training activities for eligible participants. Of this 30%, one third (1/3) may be leveraged from sources other than WIOA formula funds. Historically, ACWDB has experienced challenges in tracking and accurately reporting this leveraged amount. CalJOBS, the State's client tracking and reporting database, has limited ability to accurately track all the various resources of leveraged funds that are utilized by participants to pay for training. If ACWDB were unable to report leveraged training dollars at the level required, additional sums would have to be captured from our overall formula funding in order to increase the dollars allocated toward training – which in turn, would decrease the amount of funds allocated toward career services and overall Provider funding.

Additionally, the State of California has revamped their CalJOBS enrollment activity codes three times since the adoption of the new CalJOBS system – and has notified local areas that there will be

an additional modification published soon. These continuous modifications have created confusion and lack of clarity regarding use of appropriate training activity codes. It has been a challenge to keep Provider staff up to date with these changes and the result is a tracking system that does not accurately or consistently reflect participants' training activities.

Lastly, with the adoption of ACWDB's Industry Sector and Occupational Framework (ISOF), it has become important (for determining contract performance and adhering to our Local Plan) to accurately classify industry sector and occupational information as it relates to training opportunities for WIOA participants.

As a result of these three identified challenges, ACWDB has decided to centralize initial entry for all training-related data into CalJOBS and ACWDB's Grants Checkbook.

It warrants noting that Provider staff and Site-Managers were informed of this new practice in August, 2017 through email notification – and have adopted this process since the beginning of PY 2017/2018. This bulletin serves as official notification and provides clarity and guidance for Provider staff regarding the specifics of this policy and related procedures.

ACWDB is expanding the use of the policy and procedures as outlined in this bulletin, to include data entry for any training opportunities related to special grants, projects, discretionary programs, and any other non-WIOA-Funded training opportunities in which WIOA participants may be engaged.

POLICY AND PROCEDURES:

Centralization of data entry responsibilities as they relate to training opportunities for ACWDB participants will ensure that our data systems will accurately reflect training activities and codes, leveraged training dollars, and industry sector/occupational references – which will result in more accurate reporting and data management for our local area.

Policy:

Effective to **July 1, 2019**, all Provider staff and case-managers who are tracking or reporting training activities for their WIOA formula or discretionary grant-enrolled participants will be expected to adhere to the policy and procedures as outlined in this bulletin.

Responsibilities will be delegated as follows:

1. Provider staff no longer have responsibility for:
 - a. entering the initial training activity enrollment codes into CalJOBS; or
 - b. encumbering training dollars out of ACWDB's Grants Checkbook

2. Provider staff retain responsibility for:
 - a. All routine steps following initial entry of the training activities/transactions in CalJOBS or the Grants Checkbook, including, but not limited to:
 - i. Determination of appropriate industry sector and/or occupations related to participant training;
 - ii. Entry of the training activity's actual begin date into CalJOBS;

- iii. Entry of training activity completion into CalJOBS;
 - iv. Entry of credential attainment into CalJOBS
3. Workforce Services Support Team (WSST) staff will continue to be responsible for:
- a. Modifications to entries in the Grants Checkbook;
 - b. Modifications to training activities in CalJOBS prior to the actual begin date of the training activity.

Procedures for Participants Being Referred to Training funded through WIOA or other Discretionary Grants being Administered through ACWDB:

NOTE: The following steps should occur AT LEAST two weeks prior to the scheduled begin date of the requested training.

Step 1: Case-managers/Provider staff should continue to follow their internal policies and procedures established to determine participant appropriateness for training. This new process should not cause the modification of a Provider’s internal process for determining appropriateness for training.

Step 2: Case-managers/Provider staff should confirm, through ACWDB’s Grants Checkbook, that training funds are available, but SHOULD NOT make any entry into the checkbook.

Step 3: Case-managers/Provider staff should submit appropriate paperwork **directly to the attention of their assigned WSST Technician.** (NOTE: Timelines and other requirements that are presently in place will remain in effect.)

- Appropriate Paperwork:
 - Individual Training Account (ITA) Worksheet with a print-out of the Eligible Training Provider List (ETPL) listing for the requested training program; or
 - On-the-Job (OJT) Referral Form; **or**
 - **Local Board Determination Training request form**
 - Current WSST Roster:

Name	Ph #	Email	Fax
Victoria Casaray	510.259.3579	vcasaray@acgov.org	510/259-3845
Quinallison Dovey	510.259.3814	qjarin@acgov.org	
Delia Torres	510.259.3841	Delia.torres@acgov.org	

Step 4: WSST staff will **perform a quality review on submitted paperwork and if approved,** make appropriate entries into:

- The CalJOBS system;
 - OJT employers will be entered as a provider; and
 - All training enrollment activities will be entered into the participant record;
- ACWDB’s Grants Checkbook

Step 5: WSST staff will forward reviewed paperwork to the attention of ACWDB’s fiscal agent [presently Oakland Private Industry Council (OPIC)] for processing and send notification back to the case-manager to confirm that data entry into CalJOBS and ACWDB’s Grants Checkbook has been completed.

Step 6: Provider staff/Case-managers should enter the actual begin date of training into the CalJOBS system once training begins.

Step 7: If modifications or cancellations are required, Provider staff/Case-managers should complete and submit appropriate documentation to WSST and request assistance from WSST staff using the contact information referenced above. **WSST staff will review and, upon approval, forward modifications/cancellations to ACWDB’s fiscal agent.**

- Appropriate documentation (NOTE: These are forms that are presently in use):
 - ITA Modification Form;
 - ITA Cancellation Form;
 - OJT Modification Form; and
 - OJT Cancellation Form

Step 8: Provider staff/Case-managers should enter the actual end date of training into the CalJOBS system once training completes and should record credential attainment in CalJOBS, if relevant.

Procedures for Participants in Training Activities NOT Funded through WIOA or other Discretionary Grants being Administered through ACWDB:

Step 1: If training is **not** funded through an ACWDB administered program/grant, there is no screening or prerequisite that needs to be confirmed – and there is no need to confirm the availability of funds through ACWDB’s Grants Checkbook.

Step 2: Provider staff/Case-managers should gather the following information and forward it to the attention of the WSST using contact information provided above:

- Training Provider Information:
 - Name of training provider (or employer for OJT);
 - Address;
 - Title of Course/Program/OJT Job;
 - Anticipated dates of training (beginning and end);
 - Source of Funding for this program/course;
 - Industry Sector and/or Occupation Framework information (ISOF)

Step 3: WSST staff will make appropriate entries into the CalJOBS system **and the Grants Checkbook:**

- OJT employers will be entered as a provider; and
- Training enrollment activities will be entered into the participant record

Step 4: WSST staff will send notification back to the case-manager to confirm that data entry into CalJOBS **and the Grants Checkbook** has been completed.

Step 5: Provider staff/Case-managers should enter the actual begin date of training into the CalJOBS system once training begins.

Step 6: Provider staff/Case-managers should request assistance from WSST staff if modifications or cancellations are required for the CalJOBS training entry.

Step 7: Provider staff/Case-managers should enter the actual end date of training into the CalJOBS system once training completes and should record credential attainment in CalJOBS, if relevant.

Action:

The effective date of this bulletin is **July 1, 2019**. Please bring this Action Bulletin to the attention of all relevant staff/parties.

Information and Inquiries:

For further information and inquiries please contact:

Michele G. Garcia
MIS Administrator
24100 Amador Street, 6th Floor
Hayward, CA 94544-1203
Desk: (510) 259-3802
Email: mggarcia@acgov.org