

CITY OF LOS ANGELES

CALIFORNIA

**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

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DATE: November 19, 2020

TO: LA:RISE Contractors

FROM: Carolyn M. Hull, General Manager *Carolyn Hull*
Economic and Workforce Development Department

**SUBJECT: WDS DIRECTIVE No. 21-08
CALJOBS CLOSE-OUT INSTRUCTIONS OF LOS ANGELES REGIONAL
INITIATIVE FOR SOCIAL ENTERPRISE PY 20/21 COUNTY MEASURE
H CONTRACTS**

EFFECTIVE DATE

This directive is effective upon date of issuance.

PURPOSE

The purpose of this directive is to provide CalJOBS close-out instructions for the City of Los Angeles "Los Angeles Regional Initiative for Social Enterprise" (LA:RISE) Program Year 20-21 Measure H contracts.

BACKGROUND

The LA:RISE program is a multi-faceted intervention that provides transitional jobs and career services to hard-to-employ participants (those with a history of homelessness or at-risk of homelessness) through both Los Angeles City General Fund and Los Angeles County Measure H funding. In mid-October, EWDD was notified that no additional Measure H funds would be granted to the City beyond the initial \$1 million investment for the period of July 1 to October 31. Though a subsequent 60-day time-only extension was granted by the County, based on projected expenditures EWDD has opted to close all contracts on November 30, 2020.

LA:RISE CALJOBS Enrollment Instructions: The MIS Unit provided the following instructions to enter participants and activities into the CalJOBS system.

SOCIAL ENTERPRISE/ TRANSITIONAL EMPLOYMENT PROVIDER	PROGRAM	REQUIRED ACTIVITY CODE
Participants are to be enrolled under the "Regional LA:RISE" Generic Module	ONLY select: LA City General Fund (EWDD) OR LA City Measure H (EWDD)	101- Orientation
WORKFORCE PARTNER	LOCAL GRANT CODE WIOA & Non-WIOA Title 1	REQUIRED IDENTIFIER ACTIVITY CODE
WIOA Title I or WIOA co-enrolled	To distinguish between LA City General Fund and LA City Measure H participants, the following local grant code must be added:	Non-WIOA Local Grant Code Activity Code
LA City General Fund	LA City General Fund (EWDD) LAI 515	321 –Transitional Job
LA City Measure H	LA City Measure H (EWDD) LA0959	321 –Transitional Job
ALL LA RISE participants MUST have a generic module application AND a Title I - WIOA application, in order to count as a fully enrolled LA RISE participant. WorkSource partner will create WIOA Title 1 Application within 30 to 60 days of the generic module application.		
Additional Activity Codes: To assist with tracking of total service delivery and impacts, LA:RISE Workforce Partners are to report activities for services being delivered to WIOA/ Title I Non-WIOA participants (ex. training, training stipend, OJT, support services) when utilizing LA:RISE grant funds.		
JOB RETENTION PROVIDER	PROGRAM	REQUIRED ACTIVITY CODE
Log on to CalJOBS website; Access Regional LA:RISE Generic Module to update Job Retention Outcomes	N/A	N/A
CARRYOVER PARTICIPANTS		
LA:RISE 5.0 carryover participants will continue to be tracked using the "Regional LA:RISE" Generic Module.		

Service Delivery Considerations:

- LA:RISE PY 20-21 Measure H service delivery period 7/1/20 to 11/30/20.
- For majority of LA:RISE Measure H participants, the activity's actual end date (for transitional employment and other LA:RISE services) will go beyond the November 30 close-out date.
- LA:RISE participants must have a CalJOBS generic module application and a Title I - WIOA application
- Active LA:RISE participants will continue to receive services. Gap funding will be provided to support service delivery for the period of 11/1/20 to 6/30/21.
- LA:RISE partner will close all Measure H activities and create a new Generic Application under LA City General Fund (EWDD) program.

CALJOBS MEASURE H CLOSE-OUT INSTRUCTIONS

CalJOBS Data:

Agencies are to ensure that all data entries and activity codes are up to date and current in the CalJOBS system through November 30, 2020.

All Regional LA:RISE Generic Module Application milestones must be updated prior to any record closure including total hours of transitional employment completed, job readiness status, support services provided, retention services provided, change in housing status.

All matching of Generic Module and WIOA Title 1 Applications must be completed. Job placements updated. Case notes must be updated to inform of participant status and services received.

Activity End Dates

- The actual activity end date will be on or before the close-out date (November 30): Close the activity with the appropriate Activity Completion Status and actual end date.
- The actual activity end date goes beyond the close-out date (November 30): Close the activity and enter an Activity Completion Status as "Successful Completion" with November 30, 2020 as the end date.

Case Closures

- Participant has completed all activities and is ready to be exited: Create a case closure.
- Participant is still in need of service and is not ready to be exited: Create a case closure and re-enroll the client in the LA City General Fund Regional LA RISE Program.

A closure will be created for ALL enrolled participants in the Regional LA RISE City Measure H (EWDD) Program.

For regular Regional LA:RISE Generic Module Application Record Closures: Case Managers shall use the following "Exit Reasons"

- "Successful Completion Employed" = Gained unsubsidized permanent employment
- "Planned Services Completed" = Completed 300 hours of TSE and passed 2 JRAs with a score of 3 or higher and will no longer receive further services
- "Planned Services Not Completed" = Dropped out of the program before completion of 300 hours or before passing the JRAs
- Dropped out of the program (did not start the program)

WIOA Title 1 Applications:

WorkSource Center Case manager must ensure that all records with LA City Measure H (EWDD) local grant code LA0959 and activity code 321 transitional job is closed by November 30.

RE-ENROLLMENT CLIENT LIST AND GAP FUNDING

For LA:RISE participants who are still in need of LA:RISE services and who would benefit from re-enrollment using potential City General Funds or other EWDD resources, agencies will submit their request with list of participants to LA:RISE Program Administrator Elizabeth Macias by November 18, 2020. This information will be used for service delivery planning and gap funding recommendations.

CALJOBS Instructions for Re-Enrolling of Participants:

- The participant is still in need of service and is not ready to be exited: The Social Enterprise staff member will create a new Generic Application and select AAI - Regional LA:RISE under the "Meet Program Eligibility" in the Start Page of the Generic Application.
- In the Application Question of the Generic Application, staff will select LA City General Fund (EWDD) under Program Participation.
- A case note MUST be entered for all re-enrolled participants Title: Continuing Activity "Measure H Re-Enrolled Participant as of 12/01/2020."
- WorkSource Center case manager will enter local grant code LA1515- LA City General Fund and activity code 321- Transitional Job in the WIOA Program. Activity code 321 will be documented using the Begin and End Date of 12/01/2020.

Participant File Folders:

A separate City General Fund participant file folder will need to be created for the re-enrolled participants to support service activity under the new funding. As with all files, substantiating documentation shall be included in participant case files to verify the services provided and outcomes achieved under LA City General Fund (EWDD) program.

WDS CONTACT

We thank you in advance for your cooperation. If you have any questions or require further information, please contact:

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