LA:RISE Youth Academy CA4A
Hire LA's Youth Platform Instructions

	Staff with HLA Platform Login Access*	Participant Completes On Their Own
Website	Use this link to enter participant's information https://enrollment.hirelayouth.com/ Select "Add Participant" in the Participant Tab. Once you complete the first page, you will need to select "Edit" on the top right to fill in the rest of the questions.	(Video Demonstration for Staff of Participant View: https://vimeo.com/710925762) Share the link below with your prospective participant. https://www.hirelayouth.com Select "Apply Now"
Password	N/A Unlike CalJOBS^{SM}, staff will NOT need to assign a password for the participant	Participant will need to create an account using their email address and creating a password on the platform.
Address	Use address on participant's application OR agency's address if participant does not have an address.	If the participant identifies as homeless, they may use agency's address on HLA platform/application.
Eligibility/Barrier question	All youth should be entered as "HOMELESS"	**Advise youth to select:** "YES- HOMELESS"
Family size	ALL participants 18 and over should be entered as a Family of "1" EXCEPT if they have children. The number would include themselves PLUS their children.	ALL participants 18 and over are Family of "1" EXCEPT if they have children. The number would include themselves PLUS their children.
T-shirt Size Question	Estimate Size (this question is used for a different CA4A funded program)	Select Size (This question is used for a different CA4A funded program)
Pick a Provider	N/A If logged in as agency staff, it will automatically choose your agency	**Advise youth to select your agency.** This is not quick to correct on the back end. If a youth chooses the wrong provider, please contact EWDD for support.
Program	On the staff website, this option is a drop down at the start of adding a participant.	**Advise youth to select LA:RISE Youth Academy.** If it is not showing up as an option, they may have not selected "HOMELESS".
Completion of Application	Once completed, select the green "Save" option in the top right and the application should say "(Complete)" next to the participant's name.	Advise youth to follow through with the application until they select "SUBMIT" and reach a confirmation page.
Refer to next page for ENROLLMENT INSTRUCTIONS (Required)		
***For Staff Access to the HLA Platform:** Please contact Danielle.Martinez@lacity.org		

Hire LA's YOUTH

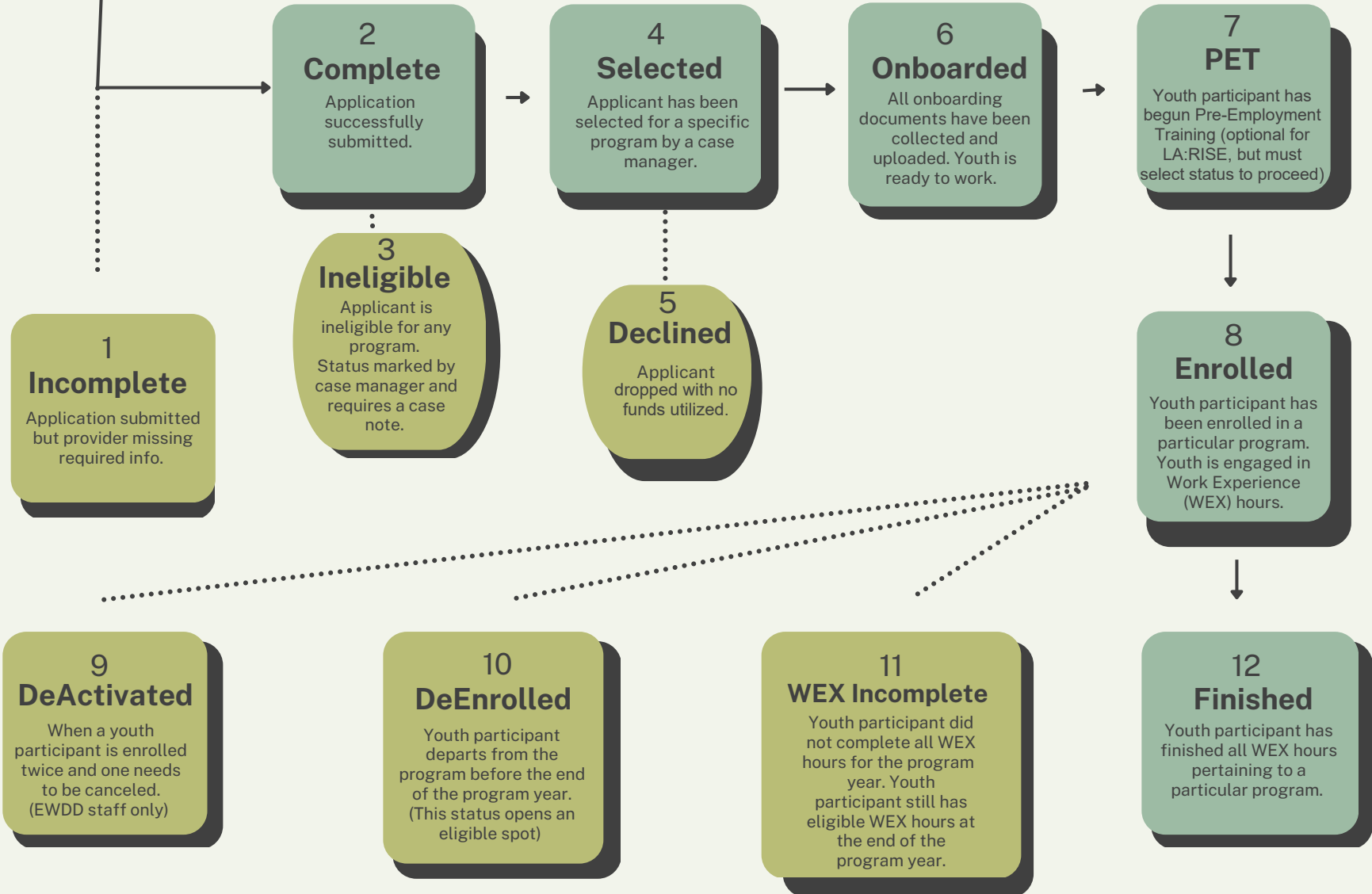## Manual Selection and Participant Enrollment
Most applicants will be selected by the lottery. However, there is a way to manually select an application and enroll individual applicants.
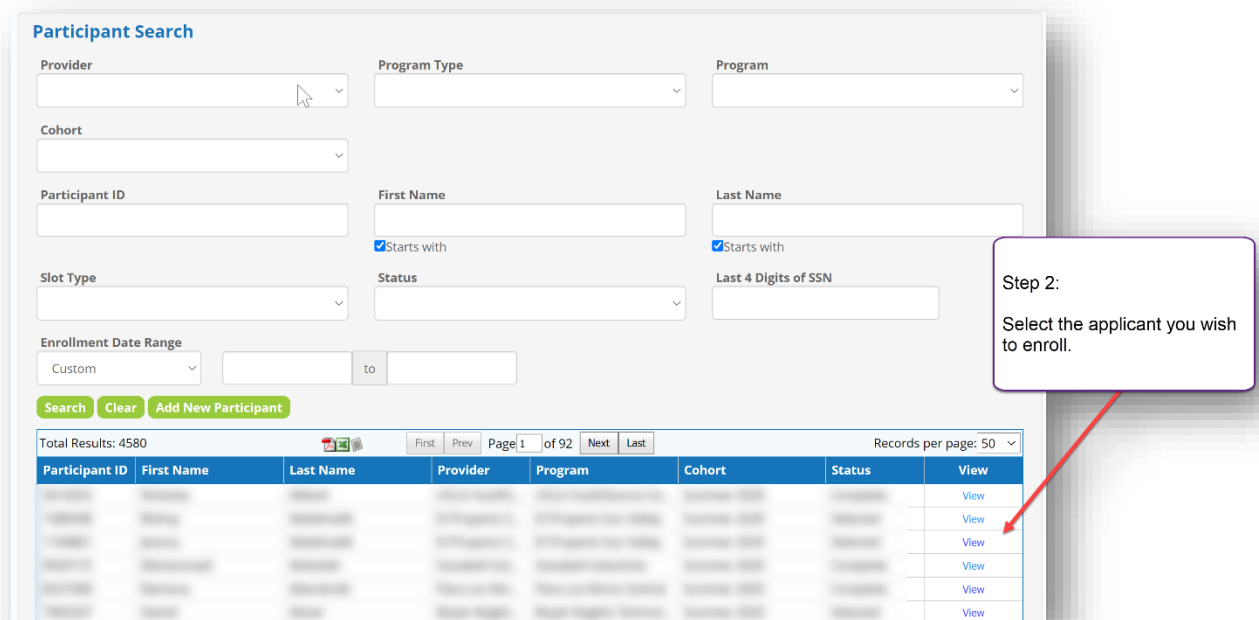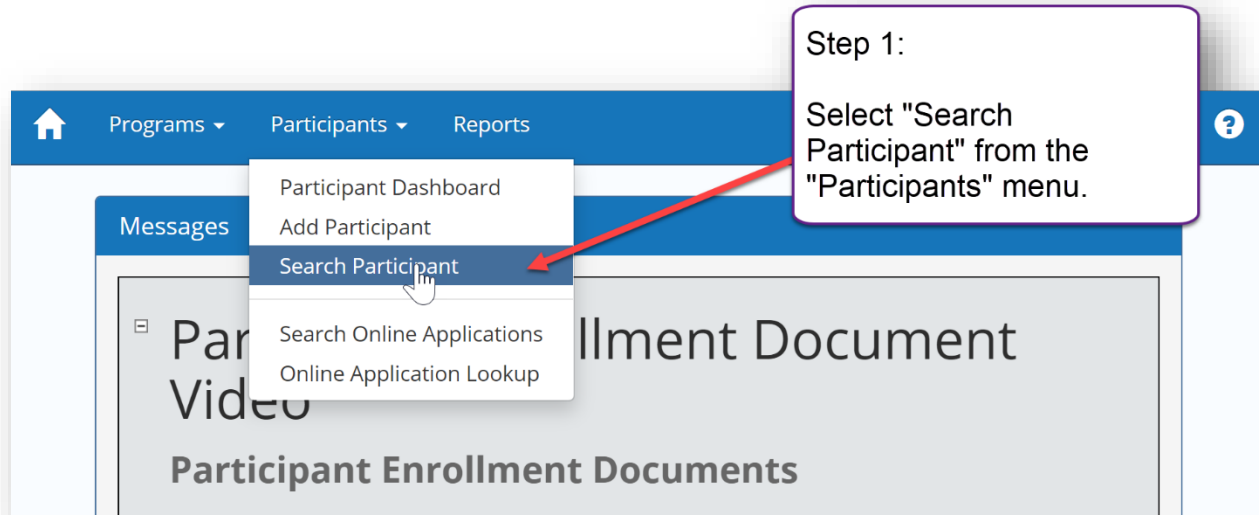
Follow the steps below.

1. Select "Search Participant" from the "Participants" menu
2. Select the applicant you wish to enroll
3. Select the "Status" tab
4. Click the "Select" button to select the applicant
5. Select "OK" to continue with selecting the applicant
6. The screen will flash and the applicant will be selected (The "Accept" button will only appear once the applicant has all documents accounted for)
7. Go to the "Documents" to input the type of documents provided by the youth.
8. Select the green "Edit" button to activate drop down links for each document.
9. (Optional) If agency decides to upload documents, select the "Upload" button next to the corresponding document.
10. (Optional) Upload as shown on page 4, if needed.
11. (Required) Once all documents have an option selected for the drop down menus- whether uploaded or not, select the "Status" tab
12. Ensure Californian's for All is listed and Select the "Accept" button
13. Select the "Program Option," enter the Birth Date, and select the "Continue" button (the status of the participant will change to "Onboarded")
14. Continue to update Status until you reach "Enrolled" (see status workflow on next page for all definitions.)
15. Once the participant completes the program, change their status to "Finished".

Youth Applies To HIRE LA or Staff Adds Participant

HIRE LA STATUS WORK FLOW

2
Complete
Application successfully submitted.

4
Selected
Applicant has been selected for a specific program by a case manager.

6
Onboarded
All onboarding documents have been collected and uploaded. Youth is ready to work.

7
PET
Youth participant has begun Pre-Employment Training (optional for LA:RISE, but must select status to proceed)

3
Ineligible
Applicant is ineligible for any program. Status marked by case manager and requires a case note.

5
Declined
Applicant dropped with no funds utilized.

1
Incomplete
Application submitted but provider missing required info.

8
Enrolled
Youth participant has been enrolled in a particular program. Youth is engaged in Work Experience (WEX) hours.

9
DeActivated
When a youth participant is enrolled twice and one needs to be canceled. (EWDD staff only)

10
DeEnrolled
Youth participant departs from the program before the end of the program year. (This status opens an eligible spot)

11
WEX Incomplete
Youth participant did not complete all WEX hours for the program year. Youth participant still has eligible WEX hours at the end of the program year.

12
Finished
Youth participant has finished all WEX hours pertaining to a particular program.

For a further description, please see the images provided below.

Step 1:

Select "Search Participant" from the "Participants" menu.

Step 2:

Select the applicant you wish to enroll.

Step 3:

Select the "Status" tab.

Participant: Connolly, Erin (Complete)

Previous Next Exit

All Peoples Community Center

General Contacts Status Case Notes Notes Reports

Status

Current Status: **Complete**

This application is <u>eligible</u> for the following funding slots: GF, OUY

Click here to select this applicant: Select

<u>Application History</u>
07/27/2020 03:23 PM Application Entered into the system by provider

Participant: Connolly, Erin (Complete)

Previous Next Exit

All Peoples Community Center

General Contacts Status Case Notes Notes Reports

Status

Current Status: **Complete**

This application is <u>eligible</u> for the following funding slots: GF, OUY

Click here to select this applicant: **Select**

Step 4:

Click the "Select" button to select the applicant.

<u>Application History</u>
07/27/2020 03:23 PM Application Entered into the system by provider

🜨 FSV 🟨 LA 🟨 A&E 🔷 AFTS 🌐 YEPS   YALP 🟢 WebEx 🟢 Eleo 🟨 Newark 🌐

Reports

enrollment.hirelayouth.com says
Do you want to change this COMPLETED Participant's status to
SELECTED?

OK   Cancel

Participant: Connolly, Erin (Com

Previous Next Exit

All Peoples Community Center

General Contacts Status Case Notes Notes Reports

Status

Current Status: **Complete**

This application is <u>eligible</u> for the following funding slots: GF, OUY

Click here to select this applicant: **Select**

Step 5:

Select "OK" to continue with selecting the applicant.

<u>Application History</u>
07/27/2020 03:23 PM Application Entered into the system by provider

Participant: Connolly, Erin (Selected)

Previous | Next | Exit

All Peoples Community Center

| General | Contacts | Documents | Status | Case Notes | Notes | Reports |

Status

Current Status: **Selected**

This application is <u>eligible</u> for the following funding slots: GF, OUY

All documents must be entered before this applicant can accept the job offer.

Click here if the applicant declines the job offer: **Decline**

Click here to REMOVE selection of this application: **Place Back in Pool**

> Step 6:
>
> The screen will flash and the applicant will be selected.
>
> The "Accept" button will only appear after the applicant has uploaded their documents.

<u>Application History</u>
07/27/2020 03:23 PM Application Entered into the system by provider
07/27/2020 07:33 PM Application selected by the lottery

Participant: Connolly, Erin (Selected)

Exit

All Peoples Community Center

| General | Contacts | Documents | Status | Case Notes | Notes | Reports |

Enrollment Documents

Edit

> Step 7:
>
> Go to the "Documents" to review the documents the applicant uploaded.

<u>Proof of Identity</u>

| Passport | Download Remove Upload |

<u>City of Los Angeles Resident</u>

| School Records | Download Remove Upload |

<u>CalWORKS</u>

| | Upload |

| General | Contacts | Documents | Status | Worksites | Case Notes | Payroll | Hours | Notes | Reports |

Enrollment Documents

Edit

<u>Proof of Identity</u>

| Federal, State Or Local Government Issued Identification Card | Upload |

<u>City of Los Angeles Resident</u>

| DWP Or Other Utility Bill | Upload |

> Step 8: Select **EDIT** to activate the document drop down menus. Choose the documents provided and then select **SAVE**. Upload is optional.

| General | Contacts | Documents | Status | Worksites | Case Notes | Payroll | Hours | Notes | Reports |

Enrollment Documents

Save | Cancel

<u>Proof of Identity</u>

| Federal, State Or Local Government Issued Identification Card ⌄ | Upload |

<u>City of Los Angeles Resident</u>

| DWP Or Other Utility Bill ⌄ | Upload |

*If not uploading, you must still choose type of documents in case file to proceed

Participant: Connolly, Erin (Selected)

All Peoples Community Center

| General | Contacts | Documents | Status | Case Notes | Notes | Reports |

Enrollment Documents

Step 11: Required*

Once all documents have been reviewed, select the "Status" tab.

Proof of Identity

| Passport ⌄ | Download   Remove   Upload |

City of Los Angeles Resident

| School Records ⌄ | Download   Remove   Upload |

CalWORKS

| Confidential Verification form dated within the prior 6 months ⌄ | Download   Remove   Upload |

Participant: Connolly, Erin (Selected)

All Peoples Community Center

| General | Contacts | Documents | Status | Case Notes | Notes | Reports |

Status

Current Status: Selected

This application is **eligible** for the following funding slots: ~~GF, OUY~~   Must show "Californian's for All"

Click here if the applicant accepts the job offer: **Accept**

Click here if the applicant declines the job offer: **Decline**

Click here to REMOVE selection of this application: **Place Back in Pool**

Step 12

Select the "Accept" button.

Application History
07/27/2020 03:23 PM Application Entered into the system by provider
07/27/2020 07:33 PM Application selected by the lottery

HIRE LA's YOUTH

Enroll Participant

To enroll this application, please select the Program option and re-enter the birth date below.

Program Option *

BirthDate *

Continue Cancel

Step 13

Select the "Program Option," enter the Birth Date, and select the "Continue" button.

olly, Erin
Center
Documents
ted
gible for the f
re if the applic
re if the applicant declines the job offer: Decline
re to REMOVE selection of this application: Place Back in Pool

Participant: Connolly, Erin (Enrolled)   Exit

All Peoples Community Center   **Enrolled: Hire LA - Summer 2020 - (1/1/0001 to 1/1/0001)**

General Contacts Documents Status Case Notes Notes Reports

Status

Current Status: **Enrolled**

must show "Californian's for All"

This application is <u>enrolled</u> for the following funding slots: ~~OUY~~   (Change Slot)

This application is <u>enrolled</u> for the following Program Option: Option 1 – Virtual   (Change Program O

This application is <u>eligible</u> for the following funding slots: GF, OUY

Click here to de-enroll the participant from this cycle   De-Enroll

The status of the participant will now say "Onboarded." You can then update the status to say "PET" (Optional for LA:RISE but must select to proceed). Then you will have the option to mark them as "Enrolled".

The status of the participant will now say "Enrolled"

Participants will only count for Mayor's Office data tracking if marked as Enrolled OR Finished (the status after Enrolled)

*Refer back to Status Workflow on Page 2 of 7 for all Status definitions

Application History
07/27/2020 03:23 PM Application Entered into the system by provider
07/27/2020 07:33 PM Application selected by the lottery
07/27/2020 08:20 PM Application enrolled