

CITY OF LOS ANGELES

CALIFORNIA

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DATE: September 23, 2019

TO: LA:RISE Contractors

FROM: Gerardo Ruvalcaba, Director
Workforce Development System 

**SUBJECT: WDS DIRECTIVE NO. 20-05
LOS ANGELES REGIONAL INITIATIVE FOR SOCIAL ENTERPRISE
(LA:RISE) MIS CALJOBS REPORTING GUIDELINES AND REQUIRED
PROGRAM DOCUMENTS**

EFFECTIVE DATE

This directive is effective upon date of issuance.

PURPOSE

The purpose of this directive is to set forth the MIS CalJOBS reporting guidelines for the City of Los Angeles "Los Angeles Regional Initiative for Social Enterprise" (LA:RISE) contracts.

BACKGROUND

The LA:RISE program is a multi-faceted intervention that provides transitional jobs and other services to hard-to-employ participants (those with a history of homelessness or at-risk of homelessness, currently in unstable housing, including formerly incarcerated, and disconnected youth). Participants receive a steady paycheck while in transitional employment at a social enterprise along with the counseling, support, and training needed to succeed in the workplace from a City of Los Angeles WorkSource or YouthSource Center (WSC/YSC) partner. Under the LA:RISE, the participants progress from transitional (subsidized) employment, to bridge (unsubsidized) and/or competitive employment in the open labor market and receive job retention supports for one year from time of placement. The LA:RISE is funded through City General Funds and County Measure H funds. By co-enrolling participants into the City's Workforce Opportunity and Innovation Act (WIOA) programs, LA:RISE is able to leverage funds and work more efficiently. During Program Year 19-20, contracts will run July 1, 2019 through June 30, 2020.

LA:RISE partners utilize the CalJOBS system to report program services delivered and participant outcomes achieved. During Program Year 19-20, data from the CalJOBS Regional LA:RISE Generic Module Application and from the City's WIOA programs will be used to substantiate program enrollments and performance measures achieved. Self-reported data will not count toward contractual obligations or performance measures.

PROGRAM ELIGIBILITY

For PY 19/20, a new Eligibility Checklist Form will be used for both LA:RISE LA City General Fund and LA City Measure H programs placing extra emphasis on serving participants with a history of homelessness or at risk of homelessness. Prior targeted vulnerable populations (disconnected youth, formerly incarcerated, gang involved, long-term unemployed) must have a history of homelessness, be currently homeless, or at-risk of homelessness (unstable housing). For consistency and, as directed by the County for Measure H funding, the United States Department of Housing and Urban Development (HUD) definition of homelessness will be used. Participant must self-attest that they meet the LA:RISE eligibility criteria. Please reference the County's WDP-D19-09_Homeless Definition Policy Directive Sept 2019.

REQUIRED ELIGIBILITY AND PROGRAM DOCUMENTS

The following LA:RISE standardized forms are to be used during PY 19/20:

DOCUMENT	COMPLETED BY LA:RISE PARTNER
LA:RISE 5.0 Participant Eligibility Checklist Form	Social Enterprise
LA:RISE 5.0 Worksite Acknowledgement Form	Social Enterprise
LA:RISE 5.0 Job Readiness Assessment Form (REDF Form)	Social Enterprise
LA:RISE 5.0 Job Readiness Assessment Form 2	WSC/YSC (transitional employment provider)
LA:RISE 5.0 Retention Support Referral Form	Social Enterprise or Workforce Partner
LA:RISE 5.0 Employment Retention Incentives Tracking Log	Job Retention Provider

LA:RISE PARTNERS

During PY 19/20, the following agencies will be partnered to provide LA:RISE services:

SOCIAL ENTERPRISE/ TRANSITIONAL EMPLOYMENT PARTNER	WORKFORCE PARTNER	JOB RETENTION & PERSONAL SUPPORT PARTNER
Chrysalis Enterprises	Northeast Los Angeles WSC (Goodwill Industries of Southern California)	Chrysalis Enterprises
Goodwill Industries	Northeast Los Angeles WSC (Goodwill Industries of Southern California)	Anti-Recidivism Coalition or Friends Outside in Los Angeles County
Homeboy Industries	Northeast Los Angeles WSC (Goodwill Industries of Southern California)	Anti-Recidivism Coalition or Friends Outside in Los Angeles County
Center for Employment Opportunities	Vernon Central/LATTC (Coalition for Responsible Community Development)	Center for Employment Opportunities
CRCD Enterprises	Vernon Central/LATTC (Coalition for Responsible Community Development)	Anti-Recidivism Coalition or Friends Outside in Los Angeles County
Los Angeles Conservation Corp	Vernon Central/LATTC (Coalition for Responsible Community Development)	Anti-Recidivism Coalition or Friends Outside in Los Angeles County
Downtown Women's Center	Vernon Central/LATTC (Coalition for Responsible Community Development)	Downtown Women's Center
YWCA Digital Learning Academy	Hollywood WorkSource Center (Managed Career Solutions)	YWCA Digital Learning Academy
Los Angeles LGBT Center	Hollywood WorkSource Center (Managed Career Solutions)	Los Angeles LGBT Center
Center for Living and Learning	Sun Valley WorkSource Center (El Proyecto Del Barrio)	Center for Living and Learning
New Earth Organization	West Los Angeles WorkSource Center (JVS SoCal)	New Earth Organization

South Los Angeles AJCC Center (Catholic Charities of Los Angeles, Archdiocesan Youth Employment)	South Los Angeles AJCC Center (Catholic Charities of Los Angeles, Archdiocesan Youth Employment)	South Los Angeles AJCC Center (Catholic Charities of Los Angeles, Archdiocesan Youth Employment)
El Proyecto Del Barrio Youth Source Center	El Proyecto Del Barrio Youth Source Center	El Proyecto Del Barrio Youth Source Center
Hollywood WorkSource Center (Managed Career Solutions)	Hollywood WorkSource Center (Managed Career Solutions)	Hollywood WorkSource Center (Managed Career Solutions)
UCLA YouthSource Center	UCLA YouthSource Center	UCLA YouthSource Center

CALJOBS DATA REPORTING REQUIREMENTS

LA:RISE partners will utilize the CalJOBS system (www.caljobs.ca.org) to report program services delivered and outcomes achieved.

SOCIAL ENTERPRISE	WORKFORCE PARTNER	JOB RETENTION PROVIDER
Timely data entry into CalJOBS system ; Use LA:RISE PY19/20 Generic Module a) to capture intake/ enrollments b) track performance outcomes c) write case notes for participants at a minimum on a monthly basis d) coordinate with Workforce partner to update employment related data	Timely data entry into CalJOBS: enrolling and tracking of participants in WIOA. a) Create CalJOBS WIOA Title 1 Application for Non-WIOA participants b) If eligible, co-enrollment participants into WIOA c) Add the LA:RISE local grant code to all WIOA applications d) Capture placements into competitive, unsubsidized employment e) Coordinate with social enterprise to update employment related data in the LA:RISE PY19/20 Generic Module.	Timely data entry into CalJOBS system; Use LA:RISE PY19/20 Generic Module a) to capture performance outcomes (financial incentives/milestones) b) write case notes for participants at a minimum on a monthly basis. c) upload paystubs in CalJOBS when distributing financial incentives

CO-ENROLLMENT INTO WIOA

At least 70% of LA:RISE participants are to be co-enrolled into the City’s WIOA programs. If the potential participant is already receiving services through another City funded grant or WIOA, s/he is still eligible to receive additional services through this program. However, the individual should not receive duplicate services; nor should the service provider seek reimbursement for services already provided through other programs. If the participant is already in the CalJOBS system, agencies are required to contact the EWDD MIS Unit to secure approval to co-enroll the participant and/or to transfer the participant to a LA:RISE service provider.

MIS GUIDELINES

The MIS Unit has provided instructions to enter participants and activities into the CalJOBS system. Please reference screenshots provided by EWDD MIS Unit.

Reference PY 19-20 MIS Instruction Screenshots for Regional LA:RISE Generic Module

SOCIAL ENTERPRISE/ TRANSITIONAL EMPLOYMENT PROVIDER	PROGRAM	REQUIRED ACTIVITY CODE
PY19/20 Participants are to be enrolled under the Generic Module "Regional LA:RISE"	ONLY select: LA City General Fund (EWDD) OR LA City Measure H (EWDD)	101- Orientation
Case closure: If a participant is job placed into unsubsidized employment or if all services have concluded, agencies are to exit the participant from CalJOBS by completing a case closure.		

Reference PY 19-20 Regional LA:RISE MIS Instruction Screenshots WIOA Title 1 (Non-WIOA)

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:RISE 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:RISE City General Fund (EWDD) LAI 515	321 –Transitional Job
LA City Measure H	Regional LA RISE LAO959	321 –Transitional Job
Additional Activity Codes for Non-WIOA Title 1: Although some services may not be tied to LA:RISE performance measures, but to assist with tracking of total service delivery and impacts, LA:RISE Workforce Partners are to report activities for services being delivered to 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 LA:RISE Generic Module to update Job Retention Outcomes	N/A	N/A

CARRY OVERS

LA:RISE 4.0 carryover participants will continue to be tracked in the LA:RISE Generic Module under "Regional LA:RISE." Social Enterprise shall report outcomes tied to transitional employment. For active, co-enrolled WIOA participants, Workforce Partners shall report outcomes tied to job placement. Job Retention Providers shall report retention services provided. For participants no longer receiving services or for those successfully placed into unsubsidized employment, agencies are to ensure that all data entries are up to date in the CalJOBS system through end of grant and proceed to close the participant record.

WDS CONTACT

Questions or concerns should be addressed to the LA:RISE Program Administrator, Elizabeth Macias at Elizabeth.Macias@lacity.org or 213-744-7196, TTY (213) 744-9395.

GR:DB:EM:cg

Attachments:

1. PY 19-20 LA:RISE 5.0 Eligibility Checklist & Required Program Documents
2. County of LA WDP-D19-09_Homeless Definition Policy Directive Sept 2019
3. PY 19-20 MIS Instruction Screenshots for Regional LA:RISE Generic Module
4. PY 19-20 Regional LARISE MIS Instruction Screenshots WIOA Title 1 (Non-WIOA)