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November 6, 2017

TO: All Subrecipients of the Orange County Development Board

FROM: Brian Rayburn
              Interim Director

SUBJECT: CalJOBS Participant Reporting Timeline
              Information Notice No. 17-OCDB-02

PURPOSE:
This policy provides guidance regarding participant reporting requirements and timeline in the CalJOBS system.

This policy supersedes Information Notice No. 14-OCWDA-05 dated November 6, 2014.

EFFECTIVE DATE:
This policy is effective on the date of issuance.

REFERENCES:
- EDD Directive WSD13-11 CalJOBS Participant Reporting (April 9, 2014)

BACKGROUND:
The Employment Development Department (EDD) is required by federal regulations to submit accurate participant reports and validated individual participant data to the Department of Labor (DOL) on a quarterly and annual basis.

On May 5, 2014, CalJOBS, part of the California Workforce Services Network (CWSN), replaced the Job Training Automation (JTA) system. CalJOBS is the system of record for the participant tracking of Trade Adjustment Assistance Program (TAA), WIOA and Wagner-Peyser Act (W-PA) programs. All participants served by these funding streams must be entered into CalJOBS in a timely manner to ensure a common record, and where appropriate, a common exit is maintained at all times.

The EDD State Directive WSD13-11 emphasizes the need to enter participant data into the CalJOBS system within acceptable timeframes, and in the correct manner.

POLICY AND PROCEDURES:

1. All OCDB Subrecipients for WIOA formula programs and special projects are required to report individual participant data via the CalJOBS system, the State's system of record.

2. All OCDB Subrecipients shall:
   a. ensure strict adherence to all State and OCDB requirements related to CalJOBS;
   b. establish quality control procedures to protect the integrity of data pertaining to participants, services and outcomes;
   c. establish a review process for CalJOBS reports that include participant rosters and other reports provided by the OCDB; and
   d. ensure strict adherence to proper handling of personally identifiable information (PII) and other confidential participant information.

3. In addition:
   a. Install and follow efficient internal data entry and data management processes that require timely input of participant data in CalJOBS;
   b. Enter participant data in CalJOBS **within 5 business days** from the start or end date of any activity (i.e. application, participation/enrollment, service provision, credentials, measurable skills gains, closure, follow up, WIOA performance outcome, etc.). The 5-business-day timeline shall also apply to all updates in start or end dates;
   c. Ensure that staff designated to handle data entry and data management are given prior training on CalJOBS functionalities and limitations; and,
   d. Install a system to establish staff accountability for data entered.

4. Failure to enter or submit data in a timely manner can result in the following:
   a. Loss of common performance outcomes as any delay in data submission may result in missing timely match with base wage records;
   b. Errors such as soft/auto exit due to failure to update activities/services, client already entered by another program or grant recipient, etc.;
   c. Data Change Requests to EDD by the OCDB will be denied if reason is due to simple failure to submit data; and
   d. Loss of CalJOBS data quality and integrity.

5. The accuracy and reliability of program reports submitted by subrecipients are fundamental elements of good public administration, and are necessary tools for maintaining and demonstrating system integrity. In order to ensure the accuracy and reliability of reported information, subrecipients are required to validate the data submitted in CalJOBS. Failure to demonstrate the validity of reported data will be deemed to be a failure to report, and subject to corrective action or sanction, as appropriate.

6. To ensure that subrecipients are able to successfully implement data validation, the OCDB will monitor on a regular schedule.

All participant data, including individual applications for service, cannot be entered or submitted more than 30-days in arrears. Any late submission of participant data (more than 30-days in arrears) is considered noncompliant. Also, failure to meet the 30-day requirement may result in cash holds or de-obligation of funds.

ACTION:

Bring this Information Notice along with the attachment to the attention of all staff.

INQUIRIES:

If you have any questions, please contact appropriate contract administration staff at 714-480-6500.