

New CalJOBSSM Service Code Listing – Explanation of Attachments

Listed below are explanations of each column in Attachment 2, 3, 4, 5 and 6, New CalJOBSSM Service Code Listing.

Sample of Attachment 2, New CalJOBSSM Service Code Listing Individual:

New CalJOBS SM Service Codes	Service Code Description	Client	Category	Restart exit clock?
001	Planned Break in Service: Training, Health/Medical	ALL	Housekeeping	YES
002	One Stop Employment And Workforce Information Service	WIA/WPA	Info Core A	NO
003	Self Service Registration	WIA/WPA	Housekeeping	NO
004	Self Service Information On Training Providers, Performance Outcomes	WIA/WPA	Info Core A	NO

Sample of Attachment 3, New CalJOBSSM Service Code Listing Employer:

New CalJOBS Service Code	Service Code Description*	Category	Restart Exit Clock?*
E01	Alien Labor Certification	Employer	No
E02	Americans With Disabilities	Employer	No
E03	America's Job Bank	Employer	No
E04	Apprenticeship	Employer	No
E05	Bonding	Employer	No

Sample of Attachment 4, New CalJOBSSM Service Code Listing PASS:

PASS Activity Service Code	PASS Description	New CalJOBS Service Code*	Service Code Description	Notes
000	Enrollment	none		This will be tracked automatically when other services are obtained, do not convert since other services should be obtained to make this reportable
001	Assess Eligible	102	Initial Assessment	
002	Workshop completed (long)	104	Workshop	
003	Workshop completed (short)	104	Workshop	
004	Workshop completed (resume)	115	Resume Preparation Assistance	
005	CalJOBs Workshop	104	Workshop	

Sample of Attachment 5, Final CalJOBSSM Conversion Crosswalk:

	New CalJOBS SM Service Codes	Service Code Description	Client*	Old Codes		Category	Restarts 90 Day Clock?
				WPA - Old CalJOBS	WIA - JTA		
Self Service Activities	001	Planned Break in Service: Training, Health/Medical	ALL	017	83, 86	Housekeeping	yes
	005	Self Service Labor Market Research	WIA/WPA	008, 087		Info Core A	no
	006	Self Service Job Search through VOS	WIA/WPA	061		Core A	yes
	080	Complaint Process Information	WIA/WPA	90		Housekeeping	no

Sample of Attachment 6, Activity Code Definitions:

New CalJOBS SM Service Code	Service Code Description*	Definition
001	Planned Break in Service: Training, Health/Medical	A participant has a planned gap in service of greater than 90 days due to either of the following: (1) a delay before the beginning of training, or (2) the participant is receiving medical treatment or providing care for a family member with a health/medical condition that precludes entry into unsubsidized employment or continued participation in the program (does not include temporary conditions or situations expected to last for less than 90 days). The gap in service may last no more than 180 consecutive calendar days from the date of the most recent service to allow time to address the barriers to continued participation. However, service providers may initiate a consecutive gap in service of up to an additional 180 days for the participant that follows the initial 180 day period to resolve the issues that prevent the participant from completing program services that lead to employment. A case note should be created for this activity explaining the reason for such a gap in service. By using this activity code it will create a suspension on the 90 day soft exit clock.

Explanation of Columns:

- **New CalJOBSSM Service Codes**

This column lists the new CalJOBSSM service codes.

- **Service Code Description**

This column includes a brief description of each service code.

- **Category**

This column includes categories of services provided. The possible categories are as follows:

- Informational Core A

Universal informational services designed to inform and educate a participant about the labor market and to enable a participant to identify his or her individual employment strengths, weaknesses, and the range of services appropriate for the individual. Informational Core A services do not require registration. This category is reportable to the Department of Labor (DOL). [Training and Employment Guidance Letter (TEGL) 17-05, Section 8]

- Core A – Self Service

Self-service occurs when participants serve themselves in accessing workforce investment system information and activities in either a physical location, such as the America's Job Center of CaliforniaSM resource room or partner agency, or remotely via the use of electronic technologies. This category is reportable to DOL. (TEGL 17-05, Section 8)

- Core A – Staff Assisted Self Service

A "Core A - Self Service" as defined above, but with staff assistance.

Staff assistance – When a staff member provides a participant with readily available information that does not require an assessment by the staff member of the participant's skills, education, or career objectives. Additionally, when a staff member provides the participant with information and instructions on how to access the variety of other services available in the America's Job Center of CaliforniaSM sites including tools found in the resource room. Staff assistance is considered an informational activity. This category is reportable to DOL. (TEGL 17-05, Section 8)

- Core B

Services that are provided with significant staff involvement.

Significant staff involvement - Any assistance provided by staff beyond the informational activities regardless of the length of time involved in providing such assistance. Significant staff involvement includes a staff member's assessment of a participant's skills, education, or career objectives in order to achieve any of the following:

- Assist participants in deciding on appropriate next steps in the search for employment, training, and related services, including job referral;
- Assist participants in assessing their personal barriers to employment; or Assist participants in accessing other related services necessary to enhance their employability and individual employment related needs. This category is reportable to DOL. (TEGL 17-05, Section 8)

- Intensive

Intensive services may include the following:

- Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include:
 - diagnostic testing and use of other assessment tools; and
 - in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals
- Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals
- Group counseling
- Individual counseling and career planning

- Case management for participants seeking training services, and short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training. This category is reportable to DOL. [WIA 134 (d)(3)(C)(i-vi)]
 - Follow-up
Services provided after the closure form is completed. Includes counseling regarding the workplace, for participants in workforce investment activities who are placed in unsubsidized employment, for not less than 12 months after the first day of employment, as appropriate. This category is reportable to DOL. [WIA 134(d)(2)(K)]
 - Training
These services include WIA-funded and non-WIA funded partner training services. The services include: occupational skills training, including training for nontraditional employment; on-the-job training; programs that combine workplace training with related instruction, which may include cooperative education programs; training programs operated by the private sector; skill upgrading and retraining; entrepreneurial training; job readiness training; adult education and literacy activities in combination with other training; and customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.
 - Youth
Eligible youth participants between ages 14-21.
 - Misc.
Tracking for informational purposes. This category is reportable to DOL.
 - Housekeeping
Tracking for informational purposes. This category is not reportable to DOL.
 - Employer Services
Services provided to employers. This category is reportable to DOL.
- **Restart Exit Clock**
A client that has completed all services within a 90-day period of inactivity will soft exit. A soft exit reflects an outcome on the part of the client. The soft exit countdown begins from the last actual end date or projected end date of a service. If the individual doesn't generate any further activities in any federal program, they will successfully exit the system 90 days after that last date. The 90 day exit clock will continue ticking as long as the client doesn't add any new services from any federal programs. Some services, such as follow-up services, can be provided which don't impact the soft exit countdown. Staff can enter these in a client's activity table in much the same way as other services were entered prior to soft exit. These services have been identified as services that staff can still provide without jeopardizing the 90 day countdown.