

CWSN Policy Update

The CWSN Policy Committee, created in July 2011, and its members represent both the experience and interests of the Employment Development Department (EDD), the California Workforce Investment Board (CWIB) and the local partners. The Committee meets on a regular basis and acts in an advisory capacity to The Workforce Services Division (WSD) Project Team to ensure that policy issues are addressed.

The WSD Project Team is currently involved with the following policy activities:

- Reviewing existing policy and procedures to refresh areas that need to be updated for consistency.
- Reviewing policy and procedures that were released during the implementation of the first phase of the New CalJOBSSM to ensure that guidance is still applicable under the final implementation of the system's new features and services.
- Identifying current policy and procedures that have not been addressed, where guidance or further communication would be beneficial.

Policies and procedures are released via an Information Notice (IN) or Directive and posted on the EDD website in the [Policy and Guidance page](#). To subscribe to receive email notifications when new INs or Directives are available, register on the [Get Email Notices page](#).

Announcing the New CalJOBSSM Training Provider Registration Process

Attention Eligible Training Providers receiving Workforce Investment Act (WIA) training funds:

Effective December 2, 2013, all new and existing eligible training providers must self-register in CalJOBSSM as a new provider to be included in the new Eligible Training Provider List (ETPL) to be released February 2014. Provider Representatives will be able to add and update program and institution information. For more information, visit the [ETPL page](#) or contact your Local ETPL Coordinator.

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Do you have a story,
questions, or comment
for us?

Send it to:

Workforce Services Branch
P.O. Box 826880, MIC 50
Sacramento, CA 94280-0001

Or, e-mail it to:

Workforce411@edd.ca.gov

CWSN Training and Additional Resources

The Workforce Services Branch's Program Support Unit (PSU) has been busy refreshing and renewing the Super Trainer list to ensure that all Local Workforce Investment Areas (LWIA) and the EDD Field Divisions are represented during the implementation of the new features involving activities under the WIA. The new features and services of CalJOBSSM contain enhanced and expanded programming and functionality that will significantly add to the initial Super Trainer training. The PSU is working closely with the Super Trainers so the most current information and access to resources are shared for a successful final implementation phase.

Some training will be targeting specific groups (such as the Cash Request training to the LWIA Fiscal Officers). The following is a list of the upcoming training topics for specific audiences:

The PSU will communicate upcoming training dates when available. Our vendor's (Geographic Solutions Inc.) training modules and materials will be posted on the forthcoming CalJOBSSM Training website. It is our goal that these items will act as both a refresher and a source of new information to prepare all staff for the future of the New CalJOBSSM system.

For training questions please contact PSU at:
EDDCWSNTrainingTeam@edd.ca.gov.

Training Attendees	Upcoming Training Topics
Super Trainers	<ul style="list-style-type: none"> • Co-Enrollment • Service Tracking/Attendance Refresher Document • VOScan Automated Service Tracking (post implementation) • Document Scanning (post implementation) • Standard and Advanced Fund Training for Participant Activities (post implementation)
LWIA ETPL Coordinators	<ul style="list-style-type: none"> • ETPL (including a Quick Reference Card)
EDD Field Division TAA Coordinators	<ul style="list-style-type: none"> • TAA - Trade Act Overview • TAA Case Management (2 Part Training)
LWIA MIS Administrators	<ul style="list-style-type: none"> • Participant Local Grant Codes • Data Uploads
WARN Coordinators	<ul style="list-style-type: none"> • WARN Management
LWIA Fiscal Officers	<ul style="list-style-type: none"> • Cash Requests • Expenditure Submittals

CWSN Help Desk Tip

Employers:

When posting a job order, make sure to ask applicants to submit their résumé through the New CalJOBSSM system. This is the fastest and easiest way to view candidates' résumés and get the right person hired in a timely manner.

User Acceptance Testing

User Acceptance Testing (UAT) is a critical step towards a successful implementation of the New CalJOBSSM system. The testing of the Eligible Training Provider List module was completed in November 2013, in preparation for the early launch in December 2013. We are currently preparing for the next two phases of UAT, functional and conversion, which is scheduled to begin December 9th. During the functional UAT, testers will enter fictitious data into the system to test if the system is working as designed. During the conversion UAT, testers will review screens, run test case scenarios and pull reports to verify the data converted correctly. UAT ensures that the final implementation of your New CalJOBSSM system runs as smoothly as possible.



State of California

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Department

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EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.