

# INFORMATION NOTICE

## WORKFORCE SERVICES

Number: WSIN13-44

Date: February 14, 2014

Expiration Date: 3/14/16

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: NEW CALJOBS<sup>SM</sup> PHASE 1B CONVERSION PLAN

This Information Notice (IN) provides a summary of the plan for the conversion from the Job Training Automation (JTA) system to the New CalJOBS<sup>SM</sup> system during the Phase 1B Implementation. The implementation of Phase 1B of the New CalJOBS<sup>SM</sup> system is scheduled for Monday, May 5, 2014. The dates contained in this IN supersede all previously announced dates pertaining to Phase 1B.

Prior to the Phase 1B implementation date, the following schedule must be met to ensure a clean conversion of data from JTA:

DATE	ACTION
April 18, 2014 – Close of Business (COB)	Final submission of Workforce Investment Act (WIA) Case Notes to the Employment Development Department (EDD) for conversion.
April 18, 2014 – COB	Final submission of JTA Participant Information to the State. No data uploads or key entry will be allowed after this date. JTA will be locked to Individual Participant Data (IPD) transmissions at 8 a.m. on April 21, 2014.
April 18, 2014 – COB	Final submission of expenditure information into JTA. No key entry changes should be made after this date. Cash requests will remain available.
April 25, 2014 – 12 noon	Final submission of Cash Requests and EDD Approved Invoices to the State (a separate Information Notice will be issued).
April 25, 2014 – COB	JTA will be “read only”, data uploads and data key entries are not allowed.
April 27 – May 4, 2014	New CalJOBS <sup>SM</sup> will be inaccessible. Jobseekers, Employers and EDD/local partner staff will see an alert message on the homepage prior to and during this time period.
May 5, 2014	New CalJOBS <sup>SM</sup> is now available for use by Jobseekers, Employers and EDD/local partner staff.

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

During the time that New CalJOBS<sup>SM</sup> is inaccessible, job seekers and employers will be encouraged to visit their nearest America's Job Center of California<sup>SM</sup> (AJCC) to research any services they may be able to receive without CalJOBS<sup>SM</sup> access. If a job seeker has questions about their unemployment benefits, they should be directed to contact the EDD Unemployment Insurance (UI) Branch, either by calling the customer service numbers listed on their contact letter or referring to the [Apply for UI Benefits Information](#) website.

The conversion plan for Phase 1B includes the following:

### **Conversion of Occupational Codes**

The Standard Occupational Classification (SOC), Occupational Employment Statistics (OES), Dictionary of Occupational Titles (DOT) codes will be automatically converted into the latest version of Occupation Information Network (O\*NET) occupational coding structure. The Department of Labor (DOL) now mandates only the use of O\*NET 4 or higher for this coding (see Training and Employment Guidance Letter TEGL 4-13). Additional information regarding O\*NET can be found at [www.onetcenter.org/](http://www.onetcenter.org/).

### **JTA Participants – Conversion**

JTA participants that have an activity that began on or after 7/1/2005, or had an activity that continued past 7/1/2005, will be converted except in the following circumstances:

- Any self-service applications - currently JTA eligibility code "S"
- Applications with only the following JTA eligibility codes of "N" or "H" (JTA long term unemployed, JTA IVC veteran grant) and no enrollment in a "900" grant code series. These are older programs that are no longer recognized under WIA.
- Applications with the JTA eligibility code of "X" (not eligible) and no enrollment in a "900" grant code series.
- Applications that are 90 days or older (at the time of conversion) that do not have any enrollments / activities recorded in JTA. In order for these participants to be converted, an enrollment and an activity must be recorded in JTA prior to the last IPD transmission.

On May 5th, all self-service or staff assisted self-services provided by a local area can be recorded utilizing the existing application on file for a client. These services will be reported as both a Wagner-Peyser Act (W-PA) and WIA self-service on DOL reports where appropriate.

### **Merging of Multiple Records for a Single Client**

Merging of client master records will occur where an existing W-PA, WIA and Trade Adjustment Act (TAA) enrollment exist for a single client (or multiple records exist in the same program but across several local areas). A determination must be done on client records utilizing the same Social Security Number (SSN) to verify if the records belong to an individual client. The attached "Phase 1B Conversion Bumping Rights" explains the process utilized to determine if the multiple records indicate a single client or multiple clients. If a client has been moved to a pseudo SSN, but staff determine at a later date that the client is part of a different master record (such as where a last name was changed only on one of the funding streams), a Data Change Request (Directive [WSD10-14](#)) must be submitted to merge the client records.

### **Conversion of Local Grant Codes**

The Local “900” Grant Codes that have been successfully transmitted via the JTA Extract WIA Data (XWID) will be converted into the New CalJOBS<sup>SM</sup>. The Local Grant Code assigned will be the three character Subgrantee Code and the existing “900” grant code assigned by the local. As an example, if Subgrantee XYZ had a local grant “920”, then the converted local grant code is XYZ920. Instructions for setting up new local grant codes and the naming convention for these new codes will be provided in a separate Information Notice.

### **Conversion of WIA Case Notes**

All WIA Case Notes received at EDD, prior to the April 18, 2014, deadline will be converted into the New CalJOBS<sup>SM</sup>. Any WIA Case Notes received after the deadline will not be accepted. Questions pertaining to WIA Case Note conversion should be directed to the CalJOBS<sup>SM</sup> Help Desk at 916-653-0202.

### **Conversion of Local Defined Tables**

JTA tables that are specific to the local area (or local values within common tables) will not be converting. As a rule, if the information did not transmit to the state during the IPD process, that information is not in the state level tables and will not be converted. Examples of these types of tables/values include but are not limited to: Employers, Agency Codes, Staff Identification Numbers (reviewer, interviewer), Local Customized Values (activity codes and race/ethnicity codes).

### **Possible Reversal of Exits**

The DOL requires a single point of exit (i.e. common exit) for participants across all DOL programs including WIA, TAA and W-PA (Information Notice [WSIN13-31](#)). Due to this mandate, during the merging of client records into a single master client record, any existing exits and follow-up information may be backed out for an individual client. This will **only** occur if activities are found where:

1. Any actual activity end dates or estimated activity end dates goes beyond the exit date; and
2. The activity is of the type that restarts the 90-day clock. A list of activity service codes and their effect on the 90-day clock can be found in Information Notice [WSIN13-39](#).

A separate Information Notice will be released in regards to decommission of JTA, however, it is expected that JTA will be available in a “read only” format for a minimum of three months.

If you have any questions regarding the conversion plan or the phased implementation, please contact [CalJOBSAdmin@edd.ca.gov](mailto:CalJOBSAdmin@edd.ca.gov) .

/S/ JOSÉ LUIS MÁRQUEZ, Chief  
Workforce Services Division

Attachment

\*Hierarchy is based on data validation requirements for each Program

# Phase 1B Conversion

## “Bumping” Rights

October 10, 2013

