

INFORMATION NOTICE

WORKFORCE SERVICES

Number: WSIN13-65

Date: May 2, 2014

Expiration Date: 6/2/16

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: CALJOBSSM USER GROUP MEETING—JUNE 4–5, 2014

This Information Notice announces the CalJOBSSM User Group meeting to be held on June 4, 2014, through June 5, 2014, at the following location:

Crowne Plaza Anaheim Resort
12021 Harbor Blvd.
Garden Grove, CA 92840

This meeting consists of two-parts: the CalJOBSSM User Group Meeting and a Super Trainer Breakout Session. We encourage all Workforce Investment Act (WIA) MIS Administrators, CalJOBSSM Super Trainers, and Employment Development Department (EDD) SPOCS/Ambassadors to attend. The draft agenda, breakout session overview and registration form are attached.

ROOM RESERVATIONS

To guarantee the special rate, room reservations **must** be made directly with the Crowne Plaza Anaheim Resort from **May 2, through May 19, 2014**, in one of two ways:

- Call 1-888-233-9527 and mention the group name “CalJOBS 2014”
- Use the [online reservation](#) website

A block of rooms is being held under the group name “CalJOBS 2014” with a special room rate of \$120 per night, plus tax. The hotel will extend this special rate for the night of June 3, 2014, for those attendees who will be traveling the previous day. Check-In time is 4:00 p.m. and Check-Out time is at 12:00 noon.

Daily and overnight self-parking (with unlimited in/out privileges) is complimentary for registered hotel guests and meeting attendees. Airport shuttle transportation to and from the Orange County’s John Wayne Airport (SNA) is \$14 per person through [SuperShuttle](#). To make reservations, visit their website at www.supershuttle.com.

SPACE LIMITATIONS

Due to space limitations, only **2** representatives from each direct subgrantee of the EDD Workforce Services Branch (WSB) and **15** representatives from each of the WSB Field Divisions will be guaranteed a reservation for the meeting. Additional representatives will be placed on a waiting list and accommodated as space becomes available.

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

REGISTRATIONS

If you plan to attend, complete the attached registration form and e-mail to CalJOBSTrainingTeam@edd.ca.gov, no later than **3:00 p.m. on Friday, May 16, 2014.**

If you have any questions regarding this User Group Meeting, please contact the CalJOBSSM Training Team at CalJOBSTrainingTeam@edd.ca.gov. For questions pertaining to meeting location, registrations, or hotel reservations, please contact Sandy Iwatsuru, Program Support Unit, Manager, at 916-654-8972 or e-mail Sandra.Iwatsuru@edd.ca.gov. We look forward to seeing you in Anaheim.

/S/ JOSÉ LUIS MÁRQUEZ, Chief
Workforce Services Division

Attachments



Draft Agenda
CalJOBSSM User Group Meeting
 Crowne Plaza Anaheim Resort
 June 4-5, 2014

Wednesday, June 4, 2014

8:30 a.m. – 9:15 a.m.	Networking/Registration
9:15 a.m. – 9:30 a.m.	Opening and Introductions
9:30 a.m. – 10:30 a.m.	<ul style="list-style-type: none"> • Agency Codes • Know Your WIA Funding Stream • Local Activity Codes • Office Tables
10:30 a.m. – 10:45 a.m.	Morning Break
10:45 a.m. – Noon	<ul style="list-style-type: none"> • Closure/Follow-Up/Outcome • Data Change Request <ul style="list-style-type: none"> ✓ WIA ✓ W-PA
Noon – 1:00 p.m.	Lunch on Your Own
1:00 p.m. – 2:30 p.m.	CalJOBS SM – Who to Call and When? <ul style="list-style-type: none"> • CalJOBSSM Help Desk <ul style="list-style-type: none"> ✓ Staff ✓ Job Seeker ✓ MIS Administrators/EDD SPOCS • Logons – Hints and Troubleshooting Tips • How to Report System Issues via E-mail • Employer Vetting (Job Listing), Process, Issues with Employers
2:30 p.m. – 2:45 p.m.	Afternoon Break
2:45 p.m. – 4:00 p.m.	<ul style="list-style-type: none"> • Co-Enrollment • Conversion/Performance (Bumping Rights)
4:00 p.m. – 5:00 p.m.	Questions and Answers

Thursday, June 5, 2014

8:30 a.m. – 8:45 a.m.	Networking/Registration (for those not registered on Day 1)			
	Room 1	Room 2	Room 3	Room 4
8:45 a.m. – 10:15 a.m.	MIS Administrator Breakout	Cash Request & Expenditure Reporting	TAA 2014 Overview	Adult/Dislocated Worker Performance (WIA/W-PA/TAA)
10:15 a.m. – 10:30 a.m.	Morning Break			
10:30 a.m. – Noon	EDD SPOCS and Ambassador Breakout	ETPL	WARN /Rapid Response	Youth Performance (WIA Only)
Noon – 1:00 p.m.	Lunch on Your Own			
1:00 p.m. – 2:30 p.m.	MIS Administrator Breakout (repeat)	Cash Request & Expenditure Reporting (repeat)	W-PA/TAA Reports (repeat)	WIA Reports (Focus on Performance)
2:30 p.m. – 2:45 p.m.	Afternoon Break			
2:45 p.m. – 5:00 p.m.	Trainers Breakout – Super Trainers Only			

BREAKOUT SESSION OVERVIEW

Thursday, June 5, 2014

Adult/Dislocated Worker Performance (WIA Only)	The session is for Common Performance Measures for both Adult and Dislocated Workers. It will include the areas in CalJOBS SM that trigger if the client will be included in the measure(s).
Cash Request & Expenditure Reporting	This session will include a survey of the "Services for Subgrantee" menu and features, followed by a live demonstration of the Cash Request and Expenditure Reporting functions in CalJOBS SM . We'll also explore the current resources available for assistance with the Cash Draw tool.
EDD SPOCS and Ambassadors Breakout	This will be an interactive session with the EDD CalJOBS SM Help Desk to discuss the roles and functions of the EDD System Access Single Point of Contact (SPOC). There will also be a Q&A session to respond to any questions or issues that may exist with the EDD SPOC.
Eligible Training Provider List (ETPL)	CalJOBS SM ETPL: The new system has been live since December 2013. This session will cover the benefits of the new ETPL, and how staff, training providers and participants are interacting through the system.
MIS Administrator Breakout	This will be an interactive session with the WIA MIS Administrators to share experiences and exchange of ideas of what works and where assistance is needed. This will include a discussion and demonstration of common MIS Administrator functions and responsibilities.
Trade Adjustment Assistance (TAA) 2014	The TAA program is a federal program that assists U.S. workers who have lost their jobs as result of foreign trade. Due to the multiple changes in program regulations in recent years, this session will provide an overview of the current TAA benefits and services trade affected workers are eligible to receive in 2014.
WIA Reports (Focus on Performance)	This session will focus on utilizing the WIA performance reports in CalJOBS SM and reviewing the reports crosswalk from Job Training Automation system.
W-PA/TAA Reports	This session will focus on utilizing the reports in CalJOBS SM and reviewing the reports crosswalk from "Old" CalJOBS SM .
Youth Performance (WIA/W-PA/TAA)	The session is for WIA Youth Common Performance Measures. It will include the areas in CalJOBS SM that triggers if the Youth will be included in the measure(s).
WARN	This session will cover how the WARN process starts with the employer's notification and interlaces in the new online process in CalJOBS SM to automatically interact with the Rapid Response coordination.
Trainers Breakout- Super Trainers Only	This is a touch base session with CalJOBS SM Super Trainers and will include Best Practices/Lessons Learned presentation from one of your fellow trainer(s). Still have questions? Let's discuss!



CALJOBSSM User Group Meeting Registration Form

Instructions:

Submit **one** registration form for each participant via e-mail to the Workforce Services Division at CalJOBSTrainingTeam@edd.ca.gov by 3 p.m. on Friday, May 16, 2014, using the following subject line:

"CalJOBS User Group Meeting Registration, June 2014, <insert your Subgrantee Name or EDD Field Division name>"

NOTE: Due to space limitations, we can only guarantee that **2 representatives** from each direct subgrantee of EDD WSB and **15 representatives** from each WSB Field Division will be able to attend the meeting. **Super Trainers who elect to attend the entire day must be part of the allotted 2 (or 15) attendees.**

Additional representatives from each area will be placed on a waiting list and will be accommodated as space becomes available.

Hotel reservations must be made directly with the Crowne Plaza Anaheim Resort.

Attendee Information:

LWIA/Subgrantee/Field Division: _____

Attendee Name: _____ Title: _____

Phone: _____ E-mail: _____

I am representing:

- Local or LWIA MIS Administrator
 Community Based Organization/Educational Entity
 EDD Field Division

Check one of the choices listed below if you plan on attending the first day sessions:

- I will be attending as one of the guaranteed spaces for my entity.
 Please add my name to the Waiting List (for available spaces).

<p>CalJOBSSM Super Trainer Breakout Session Thursday, June 5, 2014 2:45 p.m. – 5 p.m.</p>
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I am one of the Super Trainers and will be attending as:

- EDD Super Trainer
 LWIA/CBO Super Trainer

[Form in MS Word](#)