

WORKFORCE SERVICES INFORMATION NOTICE

Number: WSIN15-41

Date: April 8, 2016

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: RELEASE OF THE NEW GENERIC MODULE IN CALJOBSSM

The California Employment Development Department (EDD) is pleased to announce the release of the Generic Module in CalJOBS. The module will be available for use by the Local Workforce Development Areas (Local Areas) on April 1, 2016.

The Generic Module allows Local Areas to track locally funded grants that are not administered nor reported by the state through the *Workforce Innovation and Opportunity Act (WIOA)* or *Wagner-Peyser Act*. The module allows tracking of the local program from the application, to enrollment, to program outcomes using screens similar to those in the WIOA application. The parameters of each program are established and managed at the local level and are associated with the specific Local Area. The Generic Module allows Local Areas to create programs using unique eligibility questions based on program-specific requirements. Access to each generic program is privilege-based by Local Area and by program.

MIS Administrators will need to complete the *Generic Program Request Form* (attached) to capture program specific details, question sets, and service codes to create a generic program. Submit completed forms to the CalJOBS Operations Unit (CJOU). The CJOU will review the request and enter the program into CalJOBS. Please note, the Generic Module cannot be used to capture Adult Basic Career Services. Each program created is available for use by the Local Area for which it was created, and access can be granted to staff members as needed. MIS Administrators have the privilege to grant staff access to their specific program. However, CJOU will need to give staff access to the Generic Module.

Individuals must be registered in CalJOBS in order to create a generic application. Only general information (name, address, phone number and e-mail address) will auto populate from the registration into the generic application. Any additional personal information must be captured through the question set. Existing service codes will be available for generic programs and should be chosen based upon the specific needs of the program and the individuals being served. Soft exits will not generate in the module and staff will need to complete an outcome to officially terminate the individual's enrollment in the program.

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

For detailed instructions on this module, please refer to the *User Guide for Staff*, Chapter 9, under the “Staff Online Resources” menu in CalJOBS.

If you have any questions, please contact Kristi Duthler with the CalJOBS Operations Team at 916-653-0202 or caljobsamin@edd.ca.gov.

/S/ JOSÉ LUIS MÁRQUEZ, Chief
Central Office Workforce Services Division

Attachments are available on the internet:

1. [Generic Program Request Form](#)