

# INFORMATION NOTICE

## WORKFORCE SERVICES

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: CalJOBS<sup>SM</sup> REPORTS MANUAL

This Information Notice introduces to the Workforce Development Community the Reports Manual to be used for the standard or “canned” reports contained in the new CalJOBS<sup>SM</sup> system.

Upon implementation of Phase IB on May 5, 2014, the new CalJOBS<sup>SM</sup> system will completely replace the Job Training Automation (JTA) system. The JTA system will be archived and available as read-only after implementation, and all the reports supporting the JTA system for current data will no longer be available. In the new CalJOBS<sup>SM</sup>, there are a number of canned reports available that can be used for case management, data collection and analysis, labor exchange information, performance measurement, and common measures reporting to the Department of Labor. Although most of the reports can be used for all programs such as Wagner-Peyser Act, Workforce Investment Act, and Trade Adjustment Assistance Act, there are a number of reports that have been designed as unique, program-specific reports.

The Reports Manual provides step-by-step instructions on how to generate these reports in the new CalJOBS<sup>SM</sup> system. The manual is organized into the following five sections: (1) Summary Reports, (2) Detailed Reports, (3) Federal Reports, (4) Manage Case Assignment, and (5) Report Issues. The guidance in the manual has been organized according to how reports are mapped and categorized in the CalJOBS<sup>SM</sup> system. Report names in the table of contents are links to the guidance for those reports. Section 5 of the manual provides instructions on how and where to report any issues with regards to generating the reports.

The following documents are attached to this Notice. They’re designed to assist you in learning how to use this new resource:

- **JTA to New CalJOBS<sup>SM</sup> Reports Crosswalk**  
Provides information to cross reference the JTA reports to the reports in the CalJOBS<sup>SM</sup> system
- **CalJOBS<sup>SM</sup> Reports Reference Tool**  
Provides a quick overview, tips, and recommendations on CalJOBS<sup>SM</sup> reports

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

The Reports Manual is located in CalJOBS<sup>SM</sup> under the Staff Online Resources.

Please contact your [Regional Advisor](#) if you have any questions about this Information Notice.

/S/ JOSÉ LUIS MÁRQUEZ, Chief  
Workforce Services Division

Attachments are available on the Internet:

1. [JTA to New CalJOBS<sup>SM</sup> Reports Crosswalk](#) (PDF)
2. [CalJOBS<sup>SM</sup> Reports Reference Tool](#) (PDF)