

MANDATED USE OF ONE INTEGRATED DATA SYSTEM – DIRECT DATA KEY ENTRY INTO CalJOBSSM

EXECUTIVE SUMMARY

This policy provides the guidance and direction regarding the mandated use of one integrated data system. All Title I *Workforce Innovation and Opportunity Act* (WIOA) recipients and subrecipients will be required to be direct entry CalJOBS users no later than July 1, 2018.

This directive finalizes Workforce Services Draft Directive *Mandated Use of One Integrated Data System – Direct Data Entry into CalJOBS* (WSDD-160), issued for comment on January 11, 2017. The Workforce Development Community submitted five comments during the draft comment period. A summary of comments, including all changes, is provided as Attachment 1.

Retain this directive until further notice.

REFERENCES

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- WIOA (Public Law 113-128)
 - Title 2 *Code of Federal Regulations* (CFR) Part 2900: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (Department of Labor [DOL] Exceptions)
 - Title 20 CFR: “WIOA; Final Rule,” Section 683.200
 - Training and Employment Guidance Letter (TEGL) 15-14, Subject: *Implementation of the New Uniform Guidance Regulations* (December 19, 2014)
 - [Workforce Services Directive WSD13-11](#), Subject: *CalJOBS Participant Reporting* (April 9, 2014)
 - Workforce Services Directive WSD16-07, Subject: *Regional and Local Planning Guidance for PY 2017-2020* (September 16, 2016)
 - Workforce Services Directive WSD16-10, Subject: *Property—Purchasing, Inventory, and Disposal* (November 10, 2016)

BACKGROUND

On behalf of the Governor, the California Labor and Workforce Development Agency (LWDA) and the California Workforce Development Board (State Board), the Employment Development Department (EDD) is required to submit accurate WIOA participant reports and validated individual participant data to the Department of Labor (DOL) on a quarterly and annual basis. As part of this requirement, DOL requires coordination and co-enrollment between the Trade Adjustment Assistance (TAA) program, the WIOA Title I Adult, Dislocated Worker and Youth programs, and the WIOA Title III Wagner-Peyser program to ensure that a common record is maintained for each participant served by these funding streams.

On May 5, 2014, the final phase of CalJOBS was implemented, which created the State of California's WIOA Titles I and III federally recognized "system of record" for the participant tracking and reporting of TAA, the *Workforce Investment Act* (now WIOA), and the *Wagner-Peyser Act*. As the system of record, CalJOBS provides a unified and streamlined intake and case management system that enables co-enrollment across programs, while reducing the duplication of services provided to America's Job Center of California (AJCC) clients. The system is currently being used by all Wagner-Peyser, TAA, and Jobs for Veterans State Grant program funded staff. Additionally, 37 of California's 46 Local Areas are either current direct entry CalJOBS users or are in the process of transitioning to using the system in this fashion.

On December 19, 2014, DOL adopted final regulations for the Uniform Guidance issued by the federal Office of Management and Budget (OMB), which provides fiscal and administrative guidance for the administration of the WIOA program. These regulations include specific requirements for purchasing property. As discussed in WSD16-10, the intent of Uniform Guidance is to ensure that purchases of property are approved, performed through fair and open competition, and managed according to proper inventory, maintenance, and disposition procedures. One of the questions subrecipients must consider prior to requesting approval to direct charge WIOA funds for the purchase of property to ensure funds are being spent in a fiscally prudent and efficient manner is *"Does the state already provide the item, service, or software being considered for rent, purchase or subscription?"*

On Thursday, June 16, 2016, a State Board sponsored meeting was held that included executives from the State Board, the EDD, and Local Area partners regarding the topic of allowing third-party management information systems to co-exist with direct entry CalJOBS users. At this meeting, the State Board Executive Director informed all attendees that it was the intent of the State Board to have all Local Areas using the CalJOBS system. EDD executives reaffirmed EDD's commitment to providing a system that will meet or exceed California and Local Area needs, which has been demonstrated by the recent addition of the CalJOBS Mobile Application, VOscan Module, Generic Module, and the Document Management Module. Additionally, the State-level partners agreed to create a CalJOBS Governance Council, which would provide guidance in the ongoing development and enhancement of the system, and include Local Area representation.

With the implementation of WIOA and the mandates of both DOL and the OMB Uniform Guidance, the LWDA and the State Board have determined that use of a single, integrated data system will best serve the needs of California. This will ensure consistently defined and applied data elements and facilitate compliance with performance reporting and evaluation requirements. In addition, it reduces AJCC operational costs by alleviating the need for third party systems, which are paid for at the expense of services provided to the job seekers and employers of California.

POLICY AND PROCEDURES

All WIOA funding recipients and subrecipients not using CalJOBS for direct entry of WIOA data are required to be fully transitioned and be direct key entry users of CalJOBS by July 1, 2018. At that time, all current application program interface services will be decommissioned.

WIOA recipients and subrecipients who are not currently direct-entry CalJOBS users are encouraged to contact the CalJOBS Operations Unit at CalJOBSAdmin@edd.ca.gov or 916 653-0202, for assistance in developing a transition plan that must be in place no later than July 31, 2017.

In order to address the concerns and interests of all subrecipients, the EDD will create a CalJOBS Governance Council to oversee changes and future enhancements to the system. The Governance Council will consist of representatives from the State Board, EDD's Workforce Services Branch, and one representative from each of the 14 Regional Planning Units ([WSD16-07](#)). A separate Information Notice will be issued to announce the formation of the CalJOBS Governance Council.

ACTION

Bring this directive to the attention of all affected staff and subrecipients.

INQUIRIES

If you have any questions, please contact your assigned [Regional Advisor](#) at 916-654-7799.

/S/ JAMIE L. GUTIERREZ, Chief
Central Office Workforce Services Division

Attachments are available on the internet:

[Summary of Comments](#)