

# CalJOBS Data Entry

*English Language Learned (ELL) Grant*

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# Training Includes

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1. Project Flow
  - Program specific services
2. Co-enrollment
  - Exiting participant
  - Follow-Up
  - Performance
3. Performance measures

# WIOA App

(English Language Learner Field)

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## **English Language Learner:**

The participant is a person who has limited ability in speaking, reading, writing or understanding the English language and also meets at least one of the following two conditions **(a)** his or her native language is a language other than English, or **(b)** he or she lives in a family or community environment where a language other than English is the dominant language.

## **Additional Parameter:**

- Cannot enroll active participants
- Cannot enroll participants in Follow-up

# Project Flow (IRC)

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Steps	Partner Responsible	Activity Code
<p><b>Step 1:</b> IRC will conduct outreach, orientation, and assist participants with gathering appropriate documents for eligibility.</p>	<p>IRC</p>	<p>N/A</p>
<p><b>Step 2:</b> Test using CASAS test through Adult Education.</p>	<ul style="list-style-type: none"> <li>• <b>Adult Ed:</b> conduct test</li> <li>• <b>IRC:</b> add scores in CalJOBS</li> </ul>	<p>N/A</p>
<p><b>Step 3:</b> IRC will conduct adult eligibility and enroll participants into ELL.</p>	<p>IRC</p>	<p>N/A</p>

# Project Flow (IRC)

Steps	Partner Responsible	CalJOBS Activity Code	Includes in MSG?	Includes in Credential?
<b>Step 4:</b> IRC will provide the following services	IRC			
* Develop IEP		205	No	No
* ESL Classes		222	No	No
* Support Services		Varies	No	No
* Work Readiness Workshop		105	No	No
* Job Placement Support		125	No	No

# Project Flow (IRC)

Steps	Partner Responsible	CalJOBS Activity Code	Includes in MSG?	Includes in Credential?
<b>Step 5:</b> Once participant is “work ready”, IRC will refer to AJCC – Workforce Specialist	IRC			
* Referral		203	No	No

To begin referral process:

- IRC will need to open activity code 203 and add a case note indicating referral.
- Then, East County will close activity code 203 and add another case note indicating they’ve processed referral and obtained paper file from IRC.

# Project Flow (AJCC)

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Steps	Partner Responsible	CalJOBS Activity Code	Includes in MSG?	Includes in Credential?
<b>Step 6:</b> AJCC will co-enroll (1 <sup>st</sup> WIOA adult services entered into CalJOBS)	AJCC			
* Review of IEP		205	No	No
* Additional services		Varies	Varies	Varies

# Co-Enrollment in WIOA & ELL

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- Who is responsible for Exiting participant?
  - AJCC and IRC must communicate before exit occurs.
- Who is responsible for Performance?
  - ELL Performance: IRC & AJCC
  - WIOA Performance: IRC & AJCC
- Who completes Follow-up Forms?
  - AJCC



# Performance

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## **ELL Performance:**

- # of enrollments
- # co-enrolled
- more information to come ...

## **WIOA Performance (co-enrollments):**

- All included in WIOA performance measures

# Enrollments Report


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Detailed Reports → Under *Individual Reports* select **Enrolled Individual** → List

Selection Criteria	
Program	
Program:	<input type="text" value="Title I - Workforce Development"/>
Customer Group:	<ul style="list-style-type: none"><li>None Selected</li><li>Adult</li><li>Youth</li><li>Dislocated Worker</li></ul>

**WIA-Specific**


Grant Status:  Active  Inactive  All


Grant Type: Statewide Adult 


Available Grants:  
(Press Ctrl to select multiple items)


- 570 - 1092 Veterans Employment-Related Assistance Program P'
- 571 - 2036 - ELL Navigator
- 572 - 1095 - ELL Navigator
- 573 - 1102 - workforce Accelerator Fund 5.0

**Date**

Date Filter: Participation Date 

Date Range: Current Program Year 

From: 07/01/2017  (mm/dd/yyyy)

To: 06/30/2018  (mm/dd/yyyy)

# ENROLLMENTS REPORT

Staff Email Search

1 of 1 100%

## Enrolled Individuals - List

Actual Start Date: 07/01/2017 to 06/30/2018  
 Report Type: Title I - Workforce Development  
 Region/LWIA Name: San Diego Workforce Partnership, Inc.  
 One Stop Location: 14623 San Diego Workforce Partnership (SDWP)  
 Statewide Grant Desc: 1095- ELL Navigator

User Name	State ID	App ID	First Name	Last Name	Age at Participation	City	State	Country	Office Location	Assigned Case Mgr
<a href="#">27780</a>	10290	2234192	Orange	Sharpie	34	San Diego	CA	US	14623 San Diego Workforce Partnership (SDWP)	SDC Staff04

Total Enrolled Individuals: 1

# Services Report

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Detailed Reports → Under *Service Reports* select **Services Provided Individuals**  
→ by Grant

Selection Criteria	
Program	
Program:	<input type="text" value="Title I - Workforce Development"/>
Customer Group:	<ul style="list-style-type: none"><li>None Selected</li><li>Adult</li><li>Youth</li><li>Dislocated Worker</li></ul>

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# SERVICES REPORT


 Staff Email Search 



 of 1
 







## Services Provided Individuals - by Grant

Region/Lwia: San Diego Workforce Partnership, Inc.  
 Office: 14623 San Diego Workforce Partnership (SDWP)  
 Grant Type: Statewide Adult  
 Grant: : 1095- ELL Navigator  
 Veteran Information From: Both  
 Date Field: Actual Begin Date  
 Start Date: 07/01/2017  
 End Date: 06/30/2018

Grant Number	Grant Description	Activity	Activity Description	Distinct Users	Total
	1095- ELL Navigator	203	Objective Assessment	<a href="#">1</a>	1
				1	1
<b>Total Rows: 1</b>					

# For Assistance

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**SDWP CaJOBS**

[caljobs@workforce.org](mailto:caljobs@workforce.org)

Cc: Program Specialist