

WORKFORCE POLICY BULLETIN

DATE: February 17, 2009	WPB #03-09
TO: Contracted Service Providers	SUBJECT:
FROM: Bob Lanter, Executive Director, Workforce Development Board of Contra Costa County	<input type="checkbox"/> ADMIN
SUBJECT: JTA System Version 4.46.0 Release	<input type="checkbox"/> PLANNING
	<input type="checkbox"/> MARKETING
	<input type="checkbox"/> EEO/AA
	<input type="checkbox"/> FISCAL
	<input checked="" type="checkbox"/> OPERATIONS
	<input type="checkbox"/> RAPID RESPONSE
	SPECIAL FILING: X

The purpose of this Workforce Board Bulletin is to update this Workforce Investment Area’s Policy regarding JTA System Version 4.46.0 Release, WSIN08-35.

The Workforce Services Division (WSD) released Job Training Automation (JTA) System Version 4.46.0 on the weekend of February 6, 2009. The JTA system software became available beginning Monday, February 9, 2009.

This system release addresses a variety of enhancements and/or corrective adjustments. Significant changes included in this release are: (1) Updating youth performance measure programming and edits to improve data collection and enhance performance calculations; and (2) the addition of a process for Local Learning Labs (LLL) operating JTA stand-alone systems to access the date of last CalJOBSSM activity. The changes in this system release are initiated as a result of program requirements and/or user identified issues reported to the JTA Help Desk. The following information provides the detail of the changes to be implemented in the system release.

JTA System—Programs Modified

EWIE – Enter WIA Enrollment; PWIE – Print WIA Enrollment; XWID – Extract WIA Data; LWIE – Load WIA Enrollment; EWIT – Enter WIA Exit; LWIT – Load WIA Exit; XLWCP – Extract Local WIA Common Performance; LWID – Load WIA Individual Participant Data (Log # 6426, 6427, 6428, 6429, 6430, 6432)

The programming modifications made to the above JTA programs are initiated to improve common performance processing on the local and state sides. These changes impact numerator and denominator calculations for the Youth performance measures.

A new data element was added to EWIE (enrollment screen) identified as Enrolled in Education at Anytime (enrl_in_educ_anytim). Please refer to the attached revised Enrollment/Registration Form. This field has a “1” (yes) or “2” (no) designation and is required for youth participants if the Grant Group is

50 or 60. This field identifies whether a youth participant enrolls in school/education at anytime during program participation. The value in this field is used to include or exclude a Youth participant in the “Attainment of a Degree or Certificate” performance measure. The print program (PWIE) is changed to display this new field and the code values.

The following process edits are added to the enrollment screen:

1. Modify Education Status and Basic Skills Deficient fields to be required for youth records.
2. If the Education Status field equals 1, 2, or 6 then set Enrollment in Education at Anytime field to “1” (yes) otherwise set the code to “2” (no).
3. If Enrollment in Education at Anytime equals “2” (no) and the Activity Service Code field is 50 (Adult Education), a message will indicate that Enrollment in Education at Anytime must be “1” (yes).
4. If the screen is in Update Mode, Grant Group is 50 or 60, and the enrollment record has been sent to the State, then the Education Status and Enrollment in Education at Anytime (if the field has been set to “1”) fields cannot be changed. Enrollment in Education at Anytime can be modified if the record was previously sent to the State with the field value set to “2”.

These edits are made to improve compliance with the Department of Labor guidelines for Youth Common Measures. Under Department of Labor guidelines these fields should be verified at point of service (enrollment) rather than at Application.

Definition—“Out of school”—Change in Reporting procedure

With the introduction of the new “Enrolled in Education at Anytime” data field it is critical that the youth’s school status at enrollment is accurately reported in the EWIE Field “03”. If an individual is attending Post-secondary education and is Basic Skills Deficient (BSD), the youth’s education status should be reported accurately as “2” student attending, post H.S. (high school). Previously, many of these participants were reported as “4” Out -of-school, H.S. Grad, employment difficulty. This created a conflict within the common performance calculations. Under the new edit checks, a youth that is BSD and in post-secondary education will be included in the Literacy and Numeracy measure; excluded from the Placement in Employment or Education measure because they are in post-secondary education at enrollment; and Included In the Attainment of Degree or Certificate measure.

Process edits are added to EWIT (exit screen)

When using the F5 (file record) key, new edits apply to entries on the enrollment screen to assure data consistency:

1. The Education Status field was changed to be a required field for youth records.
2. If the EWIT Education Status field is 1, 2, or 6 and the EWIE Enrolled in Education at Anytime field is “2” (no) this field must be changed to “1” (yes) to be consistent with Education status.

3. If the EWIE Education Status field is “3” and the EWIT Degree Type field is greater or equals “1” and the EWIE Enrollment in Education at Anytime field is “2” (no), then the Anytime field must be changed to “1” (yes) to be consistent with the Degree Type.

4. If the EWIE Education Status field is “4” or “5”, EWIT Degree Type field is greater or equals “3”, and the EWIE Enrolled in Education at Anytime field is “2” then the Anytime field must be changed to “1” to be consistent with the Degree Type.

These edits assure that participants that have attained a degree or certificate during participation in the program or within three quarters after exit (during follow-up) are properly coded as enrolled in education during program participation. This ensures inclusion in the Attainment of Degree or Certificate measure.

To facilitate processing, extract (XWID) and load (LWID) programs were modified to format/load the changes and edits detailed above.

Local Learning Labs Only

EWIT – Enter WIA Exit; XWID – Extract WIA Data; LCAL – Load CalJOBS Activity Dates; XWID – Extract WIA Data; LWID – Load WIA Data (Log # 6413, 6414, 6415, 6419, 6424, 6425)

Programming modifications affecting exit activity have been made to assure consistency in the exit process for stand-alone LLL. Standalone LLL will now have access to a CalJOBS_{SM} data table to check for the date of last CalJOBS_{SM} service. This will prevent an automatic soft-exit when an Adult or Dislocated Worker has completed services reported in the JTA system but is still doing job search activities through CalJOBS_{SM}.

A new load program (LCAL) has been added for LLL JTA stand-alone system users to facilitate the automatic soft-exit process. The purpose of the program is to load CalJOBS job seeker data to the local database. Nightly, a state-side process extracts job seeker data from the CalJOBS_{SM} database and creates an output file that is transferred to the FTP site. A LLL operating a stand-alone JTA system should connect to the FTP site to access this file. The LCAL will run from the menu and load data to the stand-alone job seeker table. The XWID process will access this job seeker data to determine whether it's time for a soft exit. Learning labs should always run the LCAL program prior to running the XWID process.

Other XWID changes were made to facilitate auto-exit processing:

- Reset flags and correct process variables to improve the auto-exiting process.
- Correct the program to pass the resume flag from the local document of eligibility table to the corresponding table on the state-side for Option 2 learning lab offices.
- The program was modified to allow the EWIT Education Status field to be null and not be required for Adult and Dislocated Worker activity. The Education Status field continues to be required for youth (application age less than or equal to 21).

Data Scripts

- S4460lab.sql – populates learning lab standalone field (learn_lab.standalone).
- S4460menu.sql – add new LCAL program to default menu.
- S4460case.sql – set the new Enrollment in Education at Anytime field (enrl_in_educ_anym) for existing records.
- s4460ver.sql – update version table.

Database Changes

- Add Fields:
 - learn_lab (standalone)
 - wia_case (enrl_in_educ_anym)
 - wia_ipd_case (enrl_in_educ_anym)
- Add Table:
 - stnd_job_seeker - fields: Social Security Number (ssn); CalJOBS Last Activity Date (cj_last_actvy_dt); Entry Date (entry_dt).

Schema Scripts – n/a

Note To Standalone JTA System Users—The release files will be available on Wednesday, February 11, 2009 on the FTP site at endor.jta.edd.ca.gov and on the timeshare server at jta.cahwnet.gov.

Should you have any questions regarding this JTA system release, please call the JTA Help Desk at (916) 653-0202.

Policy

It is the policy of the Workforce Development Board of Contra Costa (WDB) that all affected contracted service providers will implement WSIN08-35 immediately.

http://www.edd.ca.gov/Jobs_and_Training/pubs/wsin08-35.pdf

Attachment

If you have any questions regarding this bulletin, please contact Terri Shields at (925) 646-5239.

cc: Joe Valentine, Director, EHSD
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