

Fresno Regional Workforce Development Board

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OPERATIONAL DIRECTIVE

FRWDB OD # 12-17, Revision B

Date Released: April 23, 2018

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: April 23, 2018

Subject: CalJOBS Implementation, Phase 1 – Adult Basic Career Services

Applicable Program: All

Revision History: Initial Release – 11/30/17

This Revision B adds guidance on handling of Form REG-114 or REG-114s and adds the new, required, Language section to the forms. This revision references OD 06-18, Case File Security.

Effective December 1, 2017, Resource Room staff are required to utilize CalJOBS instead of I-Train for documentation of Basic Career Services (BCS) participants and activities.

All participants coming into the One-Stops for use of the resource room, orientation, or any other BCS shall be registered on CalJOBS and issued a new AJCC Fresno Passport scan card for use on the CalJOBS VOscan Kiosk or for manual input of activities.

Staff will first check CalJOBS to see if the participant is registered. If the participant is registered in CalJOBS staff will input the assigned AJCC Fresno Passport card and provide the card to the participant.

If the participant is not registered in CalJOBS, staff must register the participant on CalJOBS or have participant self-register on the designated computer workstations utilizing the following forms:

- Staff registration: Form [REG-114](#), CalJOBS Registration (or [REG-114s](#), Spanish version) along with the supplemental document (see page 2) may be used to facilitate data collection. These forms print on legal size paper
 - After data is entered into CalJOBS from either form, the form is to be securely destroyed (shredded or security document receptacle). See OD 06-18
- Self-registration: Form REG-115 the CalJOBS Registration Assistance card (or form REG-115s, Spanish version).

The CalJOBS Registration Assistance cards (forms REG-115 & REG-115s) will be replenished by General Services with a week's notification.

The syntax of the CalJOBS username will be the first letter of the participant's first name, last name, and the last four numbers of the SSN. When staff registers the participant, the default password is to be retained as the user will be required to change it when they first login.

After completion of registration, staff must assign the AJCC Fresno Passport number to the Personal Profile of the participant and subsequently provide the card to the participant for future use.

At a minimum, self-service activity codes that will be used are 101, Orientation and/or code 120 Use of AJCC Resource Room must be documented for participants.

Supplemental direction for staff when using the CalJOBS Registration Form for participants.

Required fields that are not on the registration form are as follows;

- **Homeless** - If a homeless participant has absolutely no address or phone number to use staff are to use the One-Stop address and phone number
- **“Please select a method in which you prefer to receive your notifications:”** – this field can be set to Internal Message. If other items are selected the correct contact information must be input on previous screens.
- **From where are you accessing this website?** – use One-Stop Center
- **Default all of the “Are you...” disability questions to Not Specified**, if not disclosed. If disclosed go ahead and select yes for the disclosed disability.
- **UI Claimant or Exhaustee** – if either of these are selected as the Unemployment Eligibility Status, additional information is required and will need to be obtained from the participant
 - **UI Referred by Status** – the UI referral method is required
 - **Claimant has been exempted from Work Search** – Very rare
- **Received a notice of termination or military separation** – if this is a Yes, a date will be required from the participant
- **Have you worked as a farmworker in the last 12 months** – if this is a yes, another question asks if this work was temporary or seasonal.
- **Race** – Choose I do not wish to answer if no Race chosen on form. If Asian or Hawaiian/Other Pacific Islander are chosen additional sub-races are provided. Participant will have to choose one.
- **Public Assistance** – put no and I do not wish to provide Household information.

Language Choices for CalJOBS Registration

- | | | | |
|-------------------------------------|--------------------------------------|----------------------------------|----------------------------------|
| <input type="radio"/> American Sign | <input type="radio"/> Haitian Creole | <input type="radio"/> Navajo | <input type="radio"/> Tewa |
| <input type="radio"/> Amharic | <input type="radio"/> Hindi | <input type="radio"/> Persian | <input type="radio"/> Thai |
| <input type="radio"/> Apache | <input type="radio"/> Hopi | <input type="radio"/> Polish | <input type="radio"/> Tiwa |
| <input type="radio"/> Arabic | <input type="radio"/> Italian | <input type="radio"/> Portuguese | <input type="radio"/> Towa |
| <input type="radio"/> Bengali | <input type="radio"/> Japanese | <input type="radio"/> Pueblo | <input type="radio"/> Turkish |
| <input type="radio"/> Chinese | <input type="radio"/> Korean | <input type="radio"/> Russian | <input type="radio"/> Urdu |
| <input type="radio"/> French | <input type="radio"/> Latin | <input type="radio"/> Spanish | <input type="radio"/> Vietnamese |
| <input type="radio"/> German Greek | <input type="radio"/> Malay | <input type="radio"/> Tagalog | <input type="radio"/> Yiddish |
| | | | <input type="radio"/> Zuni |