

Fresno Regional Workforce Development Board

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Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWDB OD # 22-18, Revision B

Date Released: August 31, 2018

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: August 31, 2018

Subject: CalJOBS Enrolled Placements

Applicable Program: All

Revision History: Initial Release – 7/5/18

This Revision B clarifies the definition of enrolled placement under WIOA and documents the required case note verbiage in CalJOBS.

This revision requires retroactive input of the required case note. All retroactive case notes must be input by September 15, 2018.

All providers of services are to implement this OD immediately.

Definition

Enrolled placement: A participant secures employment in a position that does not meet the planned employment goals to ensure successful outcomes.

Provider staff is to maintain necessary contact while the participant is in an enrolled placement to ensure the provision of appropriate services per the participant's employment plan.

CalJOBS Documentation

The enrolled placement activity is recorded as follows:

- Open the staff profile and general profile folders,
- Select Activities folder
 - Select Local Status Tracking folder.
 - Select "Add New Activity Tracking".
 - Complete all fields and select as the local activity code "Enrolled Placement".
 - The "actual date" will be the date the participant starts employment.
 - The completion status will initially be "Successful".

- Should the participant lose their employment during participation, staff must edit the Local Activity and change the “completion status” to “Not Successful”.

When an Enrolled Placement is input, an accompanying case note must be created using the case note template, Enrolled Placement – Local Activity Tracking. This is accessed by clicking on Autofill by Template in a new case note and selecting the template listed as “Giles, Timothy – Enrolled Placement – Local Activity Tracking.” The template will fill in the Program, Subject, and place text in the case note description field. Staff must complete the following fields in the case note;

- Contact Date – this is the date that the participant started employment and must match the actual date in the Enrolled Placement Local Activity.
- App ID – Choose the active WIOA app number
- Office Location
- Case Note Description – staff must input the appropriate information in-line with each title
 - Employer Name: the company name with whom the participant obtained employment
 - Address: the street address where the participant is working at or out of
 - City: name of city where the address is located
 - State: the two character designation for the state, i.e. CA
 - Zip: the 7 digit zip code of the address
 - Phone: replace the # symbols with the area code and phone number of the employer
 - Supervisor Name: the name of the participant’s supervisor or another contact at the place of employment
 - Supervisor E-Mail: the e-mail of the person in the Supervisor Name field

It is critical that the subject is not changed and remains as “Enrolled Placement Employer Information.” No additional information beyond what is provided above it is to be added in the Case Note Description, and the entered information above is in-line with the title (keeping the titles in the Case Note Description.)

If you have any questions, please contact the Program Manager.