CITY OF LONG BEACH
DEPARTMENT OF COMMUNITY DEVELOPMENT

WORKFORCE DEVELOPMENT BUREAU
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Date: April 3, 2006

To: City of Long Beach Workforce Development Bureau Staff
WIA Subcontractors

From: Bryan S. Rogers, Manager
Workforce Development Bureau

Subject: **POLICY MEMORANDUM: WDB-09**
MANAGEMENT INFORMATION SYSTEM DATA REPORTING

EFFECTIVE DATE
This policy is effective upon date of issue.

PURPOSE
The purpose of this policy is to provide City of Long Beach Workforce Development Bureau staff guidance for the submission of Workforce Investment Act (WIA) Management Information System (MIS) data.

BACKGROUND
Staff from the Adult Services, Operations, and Youth Services Divisions formed a team to look at the processes to drive our data reporting and submission systems – often referred to as MIS. The goal of this Team was to enhance the accuracy and timeliness associated with submission, inputting and reporting of WIA customer activity and outcomes reported through the State's Job Training Automation (JTA) system.

POLICY
The process tools and, where applicable, timeframes provided below will be used by Bureau staff to facilitate the submittal of accurate and timely JTA data. Use of these tools and adherence to the specified timeframes are required and effective immediately.

PROCESS TOOLS AND TIMEFRAMES

1. MIS PAPERWORK FLOW
The WIA MIS Paperwork flow outlines the specific JTA System and Workforce Development Bureau forms used to support our data reporting and submission processes. In addition, these processes identify personnel responsible for completion and review of forms.

As an overview, the attached Flowchart requires the following:
- Designated Program Staff to complete the forms specified
- Program Supervisors to review each form for accuracy and impact on performance measures prior to submittal to MIS Staff (i.e. Program Support Unit)

- Program Supervisors to review each file recommended for exit to ensure that all program, performance, and fiscal concerns have been reviewed/resolved
- MIS Staff to review each form for accuracy prior to entry into JTA
- MIS Forms for a prior month will generally be submitted by the 10th day of the following month
- If MIS staff has an unresolved concern regarding data, the form will be returned for clarification. Forms that are returned will be forwarded to the applicable supervisor with a note indicating the reason(s) the form is being returned.

The flowchart may be amended as the need arises.

2. ROSTERS

On a monthly basis, the Program Support Unit via data extracted from JTA will prepare rosters. In addition, upon receipt of current base wage information from the State, a Base Wage Roster for all WIA customers will be prepared. Rosters will be distributed to Program Staff on a monthly basis. Program Staff will be responsible for reviewing applicable rosters to ensure data is consistent with the JTA information submitted to the Program Support Unit.

3. PARTICIPANT FILE MAINTENANCE

Upon receipt of copies of MIS forms and JTA printouts, Program Staff should discard their existing copies, and file the current forms or printouts provided by the Program Support Unit.

Failure to comply with policies and procedures will result in an administrative review and/or disciplinary action. Supervisors from each Program Unit are responsible for ensuring that these regulations are followed. Any questions pertaining to this policy can be addressed with the Program Support Unit and/or Quality Assurance Unit.

REFERENCES
Job Training Automation System Workforce Investment Act Client Forms Handbook
Job Training Automation System MIS Guide

ADDITIONAL INFORMATION
Please note that this revision updates new Bureau Manager and policy numbering system. No other changes are affected by this memo.
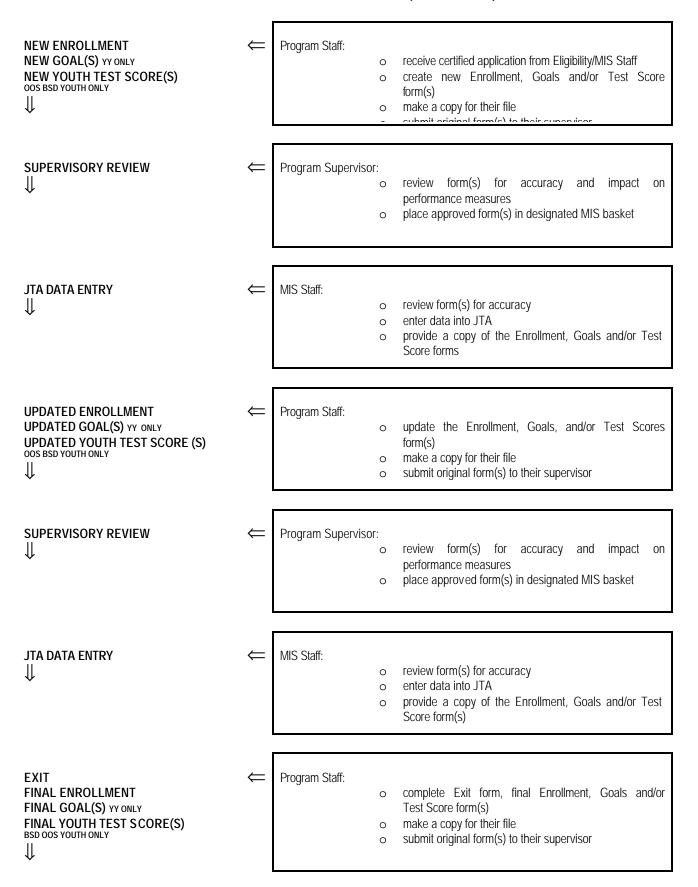
CONTACT
Should you have any questions regarding this Policy Memorandum, please contact Dawn Swann at (562) 570-3736.

Thank you.

BSR:mh

WIA MIS PAPERWORK FLOW (Effective 4/06)

NEW ENROLLMENT
NEW GOAL(S) YY ONLY
NEW YOUTH TEST SCORE(S)
OOS BSD YOUTH ONLY
⇓

⇐ Program Staff:
- o receive certified application from Eligibility/MIS Staff
- o create new Enrollment, Goals and/or Test Score form(s)
- o make a copy for their file
- o submit original form(s) to their supervisor

SUPERVISORY REVIEW
⇓

⇐ Program Supervisor:
- o review form(s) for accuracy and impact on performance measures
- o place approved form(s) in designated MIS basket

JTA DATA ENTRY
⇓

⇐ MIS Staff:
- o review form(s) for accuracy
- o enter data into JTA
- o provide a copy of the Enrollment, Goals and/or Test Score forms

UPDATED ENROLLMENT
UPDATED GOAL(S) YY ONLY
UPDATED YOUTH TEST SCORE (S)
OOS BSD YOUTH ONLY
⇓

⇐ Program Staff:
- o update the Enrollment, Goals, and/or Test Scores form(s)
- o make a copy for their file
- o submit original form(s) to their supervisor

SUPERVISORY REVIEW
⇓

⇐ Program Supervisor:
- o review form(s) for accuracy and impact on performance measures
- o place approved form(s) in designated MIS basket

JTA DATA ENTRY
⇓

⇐ MIS Staff:
- o review form(s) for accuracy
- o enter data into JTA
- o provide a copy of the Enrollment, Goals and/or Test Score form(s)

EXIT
FINAL ENROLLMENT
FINAL GOAL(S) YY ONLY
FINAL YOUTH TEST SCORE(S)
BSD OOS YOUTH ONLY
⇓

⇐ Program Staff:
- o complete Exit form, final Enrollment, Goals and/or Test Score form(s)
- o make a copy for their file
- o submit original form(s) to their supervisor

SUPERVISORY REVIEW
⇓

⇐ | Program Supervisor:
- o review forms for accuracy and impact in performance measures
- o review participant file for program and fiscal concerns
- o place approved form(s) in designated MIS basket

JTA DATA ENTRY
⇓

⇐ | MIS Staff:
- o review forms for accuracy
- o enter data into JTA
- o provide copy of the Exit, final Enrollment, Goals and/or Test Score

FOLLOW-UP (POST EXIT)
1ST, 2ND & 3RD QUARTER
⇓

⇐ | Program Staff:
- o complete 1st , 2nd & 3rd quarter Follow-up form at applicable intervals

(October, January, April, July)
- o make a copy for their file
- o submit original form to their supervisor

SUPERVISORY REVIEW
⇓

⇐ | Program Supervisor:
- o review form for accuracy and impact on performance measures
- o place approved form in designated MIS basket

JTA DATA ENTRY
⇓

⇐ | MIS Staff:
- o review form for accuracy
- o enter data into JTA
- o provide a copy of the Follow-up Form

FOLLOW-UP (POST EXIT) 4th QUARTER
&
FINAL EXIT YOUTH ONLY
⇓

⇐ | Program Staff:
- o complete 4th quarter Follow-up form at applicable interval

(October, January, April, July)
- o complete final Exit form- adding end dates to post exit services

SUPERVISORY REVIEW
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⇐ | Program Supervisor:
- o review form(s) for accuracy
- o place approved form(s) in designated MIS basket

JTA DATA ENTRY

⇐ | MIS Staff:
- o review form(s) for accuracy
- o enter data into JTA
- o provide a copy of the Follow-up and Exit form(s)