

# CITY OF LOS ANGELES

CALIFORNIA

JOHN L. REAMER, JR.  
INTERIM GENERAL MANAGER



ERIC GARCETTI  
MAYOR

ECONOMIC & WORKFORCE  
DEVELOPMENT DEPARTMENT

1200 W. 7TH STREET  
LOS ANGELES, CA 90017

**DATE:** June 27, 2019

**TO:** LA's Workforce Development System

**FROM:** Gerardo Ruvalcaba, Director  
Workforce Development System 

**SUBJECT: WDS DIRECTIVE NO. 19-24**  
(Supersedes WDS Directive No. 19-19)  
**CALJOBS<sup>SM</sup> "PLAN" SECTION – OBJECTIVE ASSESSMENT  
SUMMARY (OAS) & INDIVIDUAL EMPLOYMENT PLAN (IEP)**

## **EFFECTIVE DATE**

This directive is effective upon date of issue.

## **PURPOSE**

The purpose of this directive is to provide WorkSource Centers with instructions for the utilization of the "Plan" section in CalJOBS<sup>SM</sup> in lieu of the Individual Employment Plan (IEP) documents provided in WDS Directive 19-19. The use of the Plan section will ensure thorough, consistent, and standardized input of participant assessment information.

## **BACKGROUND**

The Workforce Innovation and Opportunity Act (WIOA) requires that all Adult and Dislocated Worker (DW) participants who are actively receiving individualized career services and/or training services be provided an assessment and an individual employment plan as part of the service strategy. The Plan section in CalJOBS<sup>SM</sup> consists of two parts: the Objective Assessment Summary (OAS) and the Individual Employment Plan (IEP).

The Objective Assessment Summary (OAS) section covers: Program Expectations, Employment Expectations, Education History, Basic Skills / Education Factors, Education, Occupational Transferable Skills, Employment History, Job Readiness, Workplace Behavior, Health and Behavioral Observations, Living Environment, Economic Factors/Financial Situation, Vocational / Occupational Factors, Other Assistance Received, Barriers to Employment, Testing Results, Other Testing, and Agency Referrals.

The Individual Employment Plan (IEP) section covers: Program Affiliation (Title I—Workforce Development WIOA, Title III—Wagner-Peyser WP), Type of Goal (Employment, Training, Schooling, Internship, Paid Internship), Term of Goal, Plan Date, Description of Goal, Date Established, Estimated Completion Date, Actual Completion Date, Completion Status, Reason Closed, Goal Details, and Services Provided.

The completion of the OAS and the IEP sections found under the “Plan” tab will satisfy the assessment and IEP service strategy requirement under WIOA and Local Workforce Development Area (LWDA) policy.

### **REQUIRED ACTION**

Effective immediately, WorkSource Centers must complete the OAS and IEP sections under the “Plan” tab in CalJOBS<sup>SM</sup> in lieu of physical IEP documents. The Plan section must be completed for all Adult and DW participants who are actively receiving individualized career services and/or training services. WorkSource Centers are only required to print the Individual Employment Plan/Service Strategy. The printed IEP page must be included in participant files with signatures and services (activity codes). The printed IEP portion must be signed and dated by the applicant as well as a member of the WorkSource Center staff. Activity Code “205” must appear on the printed copy.

Please see attached guide for detailed instructions on completing the OAS and IEP sections in CalJOBS<sup>SM</sup>.

### **CONTACT**

If you have any questions or require further information, please contact your assigned Program Monitor. Questions regarding CalJOBS<sup>SM</sup> data entry instructions should be directed to Emoli Mendez at [Emoli.Mendez@lacity.org](mailto:Emoli.Mendez@lacity.org) or (213) 744-7167 or TTY (213) 744- 9305.

GR:RC:cg

Attachments: CalJOBS<sup>SM</sup> “Plan” Section — Data Entry Guide