

## **CASE MANAGEMENT AND PARTICIPANT REPORTING**

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### **PURPOSE**

This policy provides guidance regarding case management and participant reporting requirements.

This policy supersedes Local Policy Bulletin #2018-04 Follow-Up Policy for WIOA Title I Adult and Dislocated Worker and Youth Programs, dated August 23, 2018. Retain this policy until further notice.

### **SCOPE**

The Workforce Development Board of Ventura County (WDBVC) and its contractors and subrecipients.

### **REFERENCES**

- WIOA (Public Law 113-128) Sections 3(5), 3(36), and 3(50), and 134
- Workforce Services Directive WSD18-02 (PDF), Subject: Data Change Request Form Procedure (July 31, 2018)
- Workforce Services Directive WSD13-11 (PDF), Subject: CalJOBS Participant Reporting (April 9, 2014)
- Training and Employment Guidance Letter (TEGL) 23-19, Change 3, Subject: Guidance on the Integrated Performance Reporting System Under WIOA (December 1, 2025)

### **POLICY**

The Workforce Innovation and Opportunity Act (WIOA) provides an opportunity for a greater emphasis on customer-focused and effective case management. In providing guidance, support and motivation to customers that seek training, employment, and career advancement, staff take a holistic case management approach that utilizes multiple techniques to address and provide solutions for a variety of barriers and assessed needs of their customers.

Case management also entails coordinating, tracking and reporting customer activities and services via management information systems (MIS). There also is an important connection between case notes and related issues, such as planning, implementation, follow-up, and success. The Workforce Development Board of Ventura County (WDBVC) is required by federal regulations to submit accurate participant reports and validated individual participant data to the Employment Development Department (EDD). The WDBVC is issuing this policy to ensure that participant data are entered into CalJOBS within acceptable timeframes, and in the correct manner.

*The Workforce Development Board of Ventura County is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*

## Case Management

Case management is the provision of a client-centered approach in the delivery of services designed to provide career exploration and guidance, continued support for educational attainment opportunities for skilled training in in-demand occupations and industries and case notes must provide detailed information on the coordination of these services.

In addition, case management includes broader functions like facilitation, communication, and coordination to ensure that each youth receives one on one contact and guidance as needed to participate in and benefit from the activities set forth in the Individual Employment Plan/Individual Service Strategy. All case management activities must be documented in case notes.

Any medical and disability-related information about a particular individual must be kept strictly confidential and must be stored separately and securely from other personnel information.

## Case Notes

Case notes are a key part of the customer file and must be maintained electronically in CalJOBS. Case notes describe the plans, activities, actions, and results of services provided to customers. Accuracy and completeness in case notes is critical because case notes are used by staff as planning tools with customers, and may be reviewed in CalJOBS. Case notes must be consistent with the documentation kept in the customer file. All subrecipient and contractor staff are directed to follow these guidelines for creating and maintaining case notes:

- Include the date of entry and identify the case manager or other staff person.
- Write case notes in a timely manner while the information is fresh.
- Provide a clear history of the customer's situation, barriers, self-sufficiency goals, occupational goals, and services needed and/or received, and describe how the customer will benefit from services.
- Highlight major events, crises, barriers, or anything that is pertinent to the customer continuing in a program (e.g. job search or training) or continuing to receive services.
- Identify who initiated the contact and where the contact took place. Show frequency of customer contact – at least once a month, if not more often – and if there has been a lack of regular customer contact, document why.
- Maintain notes in date and service sequence. An issue mentioned in one case note should include a plan of action/resolution, and be followed-up in subsequent case notes to be clear how the issue was resolved.
- A separate entry shall be made for each contact. It is not acceptable to list a month's worth of case notes in one case note entry in CalJOBS.

- Identify any supporting documentation requested from the customer or from a third party, and record follow-up efforts to obtain the documentation.

#### *Adult and Dislocated Worker Programs – Intake Case Notes*

Listed below are examples of case notes from the intake process. Case notes must be entered upon every point of contact with a participant. Every point of contact is defined as all correspondence with the participant, including: email, phone call, letter, and mail-outs to the participant. Case notes should always be entered immediately and the subject should also be distinguishable, such as Individual Training Account (ITA) payment, ITA check request, Support Service Request, Support Service Payment, behavior during workshop, follow-up, et cetera.

During the intake process, the following should be case noted:

- If the participant is employed or unemployed, household income and family size;
- What eligibility documentation that is missing;
- When a participant statement is used, it must always be case noted with reason why;
- Eligibility for any special projects must be case noted detailing the criteria for eligibility;
- What type of training services or other services participant is interested in, if any;
- The job search skills the participant would like to work on, or skills that are lacking;
- The identified barriers and workshops the participant may be encouraged to participate in;
- If recommendations are given and/or the participant is referred to training; and
- Instructions on next steps along with a date and time for next appointment.

#### *Adult and Dislocated Worker Programs – Supportive Services Case Notes*

A supportive service is assistance that is necessary to enable eligible participant who cannot afford to pay for such assistance and who are unable to obtain supportive services through other programs to participate in authorized Workforce Innovation Opportunity Act (WIOA) activities. Supportive services enable the participant to remain in or to gain employment, stay in training or successfully complete program participation, and are provided on an individual case-by-case basis. Case notes must include what is needed, the barrier it's resolving, the lack of assistance available from other entities, and the participants inability to pay for the support.

#### *Adult and Dislocated Worker Programs – Training Case Notes*

Case notes related to training should document the following:

- Pre-training case notes (where the participant is at in the process of gathering their training information);
- Waitlisted information (if the participant has to be waitlisted);
- Financial Aid eligibility;

- Approval of training, including the type of program (area of study), the credential type, and the anticipated end date of training;
- All waivers requested and approved;
- All changes to the participant training (program switch, attending two schools, etc);
- Dropped out of training with reason noting any credential that may have been received;
- Completion of training, indicating the degree or certification attained, including the date attained; and
- All check requests and payments made charged to the Individual Training Account (ITA).

#### *Adult and Dislocated Worker Programs – Closure/Exit and Follow-up Case Notes*

While there are additional activities that must occur and updates made in CalJOBS, the following activities and information must be documented in case notes:

- Participant employment closure/exit information, including place of employment, number of hours working, wage, and position;
- Detail the closure/exit in case notes, documenting all action plans, activities, and training has been completed;
- Follow-up activity documented at least quarterly during the 1st through the 4th quarters after exit, including employer, wage, hours, position, address, phone, contact numbers, and any name changes;
- Any assistance the participant may need to maintain or re-gain employment.

#### *Post-Exit Follow-Up Survey and Source Documentation for Outcome Measures*

Federal performance reporting under WIOA requires staff to collect and retain source documentation for each participant's outcome measures, including employment status, earnings, and credential attainment, in the second and fourth quarters after exit. In accordance with TEGL 23-19, Change 3, Attachment II, a participant-completed post-exit survey constitutes acceptable self-attestation source documentation when other primary sources, such as UI wage record match or administrative wage match through the National Directory of New Hires, are not available or practicable. The WDBVC has adopted a post-exit survey instrument, available as a digital survey at <https://forms.cloud.microsoft/g/vFZnjqJs9> or as a paper form. Service providers that choose to use the WDBVC-administered digital survey must notify the WDBVC, which will grant view access to responses so that case managers can retrieve and upload each participant's submission to their case file. Service providers may alternatively administer their own equivalent survey instrument, provided it meets all requirements described in this section.

Staff must not use a participant post-exit survey as a first resort when UI wage data or other primary documentation is reasonably obtainable.

#### *Post-Exit Survey Requirements*

The WDBVC has adopted an approved post-exit follow-up survey instrument. The survey is available in paper form and as a digital form administered through Microsoft Forms, accessible at <https://forms.cloud.microsoft/g/vFZnjnQJs9>. Case managers must use this link when distributing the survey to participants via text message, email, or the participant portal. All of the following requirements apply:

- The survey must be completed and submitted by the participant. Staff may not complete the survey on behalf of a participant under any circumstances.
- The survey must be traceable to the specific participant. Digital submissions must include a submission timestamp generated by the form platform. Paper submissions must be signed and dated by the participant.
- The completed survey, whether paper or digital, must be scanned and uploaded into the participant's record as source documentation and attached to the relevant follow-up activity or case note. Digital survey responses exported from Microsoft Forms must be saved and uploaded.
- Staff must document in case notes the date the survey was sent, the date it was received, the source documentation type used for each outcome measure, and the date the outcome data was entered.

#### *Distributing the Survey to Participants*

Case managers are responsible for sending the post-exit survey to participants at the appropriate follow-up intervals. Prior to sending the survey, case managers must verbally remind the participant of which program they were enrolled in so they can accurately respond to the program selection question. This reminder may occur during a phone call, in person, or within the body of the outreach message.

Service providers that choose to use the online survey option must notify the WDBVC, which will grant view access to survey responses, allowing case managers to retrieve each participant's submission and upload it to the appropriate case file.

The following sample messages are approved for use when distributing the WDBVC survey link. Case managers may adapt the language to fit the participant's preferred communication style while preserving the core content.

#### *Sample Email:*

Subject: Quick Follow-Up from [Program Name] – Please Complete This Short Survey

Hi [Participant First Name],

I hope you are doing well. As a reminder, you participated in the [Program Name] program through the Workforce Development Board of Ventura County. As part of that program, we are required to check in with participants after they leave to see how things are going.

Could you please take about 5 minutes to complete this short follow-up survey? Your answers help us continue improving our services and are kept confidential.

Survey link: <https://forms.cloud.microsoft/g/vFZnjqJs9>

When you get to the question that asks which program you were enrolled in, please select [Program Name].

If you have any questions or need help completing the survey, please do not hesitate to reach out to me directly.

Thank you, [Case Manager Name] [Program Name]

*Sample Text Message:*

Hi [First Name], this is [Case Manager Name] from the [Program Name] program at the Workforce Development Board of Ventura County. We have a short 5-minute follow-up survey we are required to send you. Please select [Program Name] when it asks which program you were in. Survey link: <https://forms.cloud.microsoft/g/vFZnjqJs9>. Reply or call me at [Phone Number] if you have any questions.

All outreach attempts, whether successful or not, must be documented in case notes, including the date, method of contact, and whether the survey link was sent. If a participant does not respond within 14 days, case managers must make at least one additional outreach attempt before documenting the contact as unsuccessful.

*Earnings Documentation*

When a post-exit survey is used to document earnings for the Median Earnings in the Second Quarter After Exit measure, the survey response must reflect actual total wages earned during the applicable calendar quarter. Projected or estimated wages based on an hourly rate are not sufficient. Staff must review survey responses for completeness and flag any responses where total quarterly earnings are not reported before entering outcome data.

*Credential Attainment Documentation*

When a post-exit survey is used to document credential attainment, the survey response alone constitutes acceptable self-attestation. However, staff must make a reasonable effort to obtain and retain corroborating documentation, such as a copy of the certificate, diploma, or transcript, when the participant is able to provide it. The type of recognized credential reported must align with one of the credential categories recognized under WIOA and defined in TEGL 23-19, Change 3, Attachment II, which includes industry-recognized credentials, occupational licenses, postsecondary degrees, secondary school diplomas or equivalencies, and registered

apprenticeship certificates. Staff must document the credential type using the appropriate PIRL element.

### *Youth Programs Case Notes*

Case notes are a very important aspect of the job; staff are required to update participant case notes at every point of contact with a youth. Case notes must document all of the following:

- Objective assessment, determination of school status and eligibility barrier determination. Testing information, both dates and grade levels must match actual documentation in the file. Show the need for any special accommodations as well as areas of strength;
- Goal development and monitor progress toward attainment of that goal. The goal attainment date must match case note date;
- Referrals to 14 elements available during participation and who is providing the services; Are any partner agencies providing resources?
- When participating in work experience activities, information on the work experience placement site and supervisor contact information. Does worksite placement align with career goals? Is this placement part of a career pathway? Detailed work experience notes documenting progress and any issues at the worksite;
- Academic and occupational training plan engagement. Document all changes to the learning plan (program switch, attending two schools, etc.);
- Terminations or dropped from activities with reasons why;
- Completed academic or occupational skills training with a high school diploma, high school equivalency certificate, degree or certification attained. You must include the actual date in case notes. Date of attainments must match actual documentations;
- All check requests and payments made for incentives, supportive services and those items charged under the Individual Training Account (ITA);
- All waivers requested and approved.

### *Youth Programs – Intake Case Notes*

Listed below are examples and instructions regarding the content of case notes for the Youth Programs. Case notes must be entered upon every point of contact with a participant. Every point of contact is defined as all correspondences with the participant, such as, emails, phone calls, letters, and mail-outs to the students. Case notes should always be entered immediately and the subject should also be distinguishable such as Objective Assessment, Follow-up, Goal Attainment, etc.

During the intake process, case notes should (notes may vary depending on individual):

- If client is an in-school or out-of-school youth, and if they are employed, have previous work experience, household income, and family size;
- What eligibility documentation you have;

- What type of services are they most interested in;
- If, and how, are they at risk of dropping out;
- Barriers identified;
- Recommendations on next steps that will occur to get participant engaged along with a planned next date and time to meet.

#### *Youth Programs – Objective Assessment Case Notes*

Each youth receives an objective assessment of academic levels, skill levels, and service needs. The assessment shall, at a minimum, include a review of occupational skills, basic skills, prior work experience, employability, interest, aptitudes, supportive service needs, and developmental needs.

#### *Youth Programs – Program Participation Case Notes*

A youth's participation begins after he/she is determined eligible and receives a service funded by the program. This is known as the participation date and must be case noted. The participation date must be case noted. Any activity provided under any of the 14 required program elements initiates participation. The length of a youth's participation should be appropriate to his/her needs, as identified through an objective assessment and as documented in the Individual Service Strategy (ISS).

#### *Youth Programs – Work Experience Case Notes*

Work experience is designed as a planned, structured learning experience that takes place in the workplace for a limited period of time. The intent of work experience is to provide youth with opportunities for career exploration, skill development, and to enhance their work readiness skills in preparation for employment. The goal is not to benefit the employer. It is competency based skills training and documentation of progress must be recorded in case notes along with the following:

- Initial placement indicating the job-site and supervisor along with supports provided must be documented. Structured learning plan along with the proposed time length for the work experience based on the individual needs of the participant;
- Case notes need to indicate the assessment that determined that the youth was lacking in employability skills;
- Every 30 days the contractor shall review and document the progress of work experience participants;
- Is the work experience paid or unpaid;
- Indicate which category the work experience aligns with:
  - Summer employment opportunity
  - Pre-apprenticeship program
  - Internship and job shadowing

- On-the-job-training
- Identify the academic and occupational education that coincides with the work experience.

#### *Youth Programs – Supportive Services Case Notes*

A supportive service is assistance that is necessary to enable eligible youth who cannot afford to pay for such assistance and who are unable to obtain supportive services through other programs to participate in authorized Workforce Innovation Opportunity Act (WIOA) activities. For youth participants such activities must correspond to the 14 WIOA elements for youth programs. Supportive services enable the participant to remain in or to gain employment, stay in training or successfully complete program participation, and are provided on an individual case-by-case basis. Case notes must include what is needed, the barrier it's resolving, the lack of assistance available from other entities, and the participants inability to pay for the support.

#### *Youth Programs – Incentives Case Notes*

Incentive payments are permitted for recognition and achievement directly tied to training activities and work experience. Incentive payments are tied to the goals of the program identified in the participant's ISS. The WIOA funds must be connected to recognition of achievement of milestones in the program tied to work experience, education, or training. Such incentives for achievement could include improvements marked by acquisition of a credential or other successful outcomes. Document in case notes the amount of the payment, how the payment was made, the specific achievement made to be eligible for the payment and provide informant on how it relates to the participants' ISS.

#### *Youth Programs – Closure/Exit and Follow-up Case Notes*

While there are additional activities that must occur and updates made in CalJOBS, the following activities and information must be documented in closure/exit case notes:

- Participant employment closure/exit information, including place of employment, number of hours working, wage, and position;
- Detail the closure/exit in case notes, documenting all action plans, activities, and training has been completed.

Follow-up services must be provided for a duration on 12 months. Follow-up services are activities after completion of participation to monitor and enhance a youth's success during their transition to employment and further education, and to provide assistance as needed for a successful transition. The type of services provided and the duration of each service must be determined based on the needs of the individual and documented in the case notes. When follow-up contact is made, inquiries on employer, wage, hours, position, address, phone and other contact numbers, and name changes should be updated and recorded in case notes.

### *Post-Exit Follow-Up Survey and Source Documentation for Outcome Measures – Youth Programs*

The same post-exit survey requirements described above under Adult and Dislocated Worker Programs apply to Youth Program participants. Staff must follow the source documentation hierarchy, survey completion requirements, attestation standards, distribution procedures, upload requirements, and credential documentation procedures described in that section. For Youth participants, follow-up contact made solely to collect outcome data does not constitute a follow-up service and must not be recorded as such. Survey administration may occur in conjunction with a meaningful follow-up contact, but the two must be documented separately in case notes.

### **Follow-up Services**

Follow-up services must be based on each participant's needs. Participants must be made aware that follow-up is part of the commitment they make in joining the program; the message will be positive in tone and show the individual the benefit of follow-up.

Follow-up contacts must be meaningful and person-centered. Contacts may not simply be a way to obtain needed data; therefore, a phone call or text to see if the participant is employed or in school is not sufficient. Effective follow-up contacts, at a minimum, should include open-ended questions to help pro-actively identify the need for follow-up services. Follow-up services must, at a minimum:

- Be integrated into the program design and be seen as having as much value as all other program components;
- Assist participants in overcoming barriers that may interfere with the achievement of their career objectives;
- Provide proactive and reactive interventions to encourage retention in education or employment;
- Provide intense and on-going job retention support for both the participant and employer
- Facilitate communication and problem resolution;
- Provide immediate intervention for both participant and employer as needs are identified;
- Link the participants to partners to support advancement to better jobs or postsecondary education and training;
- Help troubleshoot employment and personal issues; and
- Occur frequently enough to address any issues the youth is currently facing.

Follow-up services must begin immediately following the last date of service (closure date). Follow-up services do not trigger the exit date to change or delay exit for performance reporting.

### *Adult and Dislocated Worker Programs Follow-up*

The WIOA requires that follow-up services must be made available to Adult and Dislocated Workers for a period up to 12 months following exit from the program. The goal of follow-up services is to ensure job retention, wage gains and career progress for participants who have entered unsubsidized employment.

Follow-up services may include, but are not limited to the following:

- Counseling individuals about the workplace;
- Contacting individuals or employers to verify employment;
- Contacting individuals or employers to help secure better paying jobs, additional career planning, and counseling for the individual;
- Assisting individuals and employers in resolving work-related problems;
- Connecting individuals to peer support groups;
- Providing individuals with information about additional educational or employment opportunities; and
- Providing individuals with referrals to other community resources.

Adults and Dislocated Workers in follow-up services may receive supportive services.

Adult and Dislocated Worker participants in follow-up shall be contacted at least once (1) per quarter. Follow-up may be conducted by telephone, in person, via e-mail (or other social media), or by written correspondence. Preference is for the follow-up to be through a medium that increases the probability of interaction with the participant and also increases the probability of continued contact.

Follow-up services require contact, interaction, and the provision of an acceptable follow-up service. As an example, a text to provide assistance with a job or work-related problem is follow-up. However, although sending a letter might be considered “following-up”, this is not a preferred follow-up service. Follow-up should show interaction and the provision of an actual follow-up service.

#### *Youth Programs Follow-up*

Follow-up services must be made available to all WIOA Youth for a minimum of 12 months from the date of exit. The goal of follow-up services for youth is to enable participants to continue life-long learning and achieve a level of self-sufficiency to ensure job retention, wage gains, and postsecondary education and training progress.

Follow-up services for youth may include, but are not limited to the following program elements:

- Supportive services;
- Adult mentoring;
- Financial literacy education;
- Services that provide labor market information and employment information about in-demand industry sectors;

- Activities that help youth prepare for and transition to postsecondary education and training; and
- Other services necessary to ensure the success of the youth in employment and/or postsecondary education.

All youth must receive some form of follow-up services for a minimum duration of 12 months unless the youth declines to receive follow-up services or the youth cannot be located or contacted. The types of services provided and the intensity of services must be determined based on the needs of the youth. Follow-up services must include more than a contact or attempted contact, a service must be provided (if possible). Contacting an individual for securing documentation in order to report a performance outcome does not constitute a follow-up service.

Youth participants in follow-up shall be contacted at least once (1) per month. Follow-up may be conducted by telephone, in person, via e-mail (or other social media), or by written correspondence. Preference is for the follow-up to be through a medium that increases the probability of interaction with the participant and also increases the probability of continued contact.

Follow-up services require contact, interaction, and the provision of an acceptable follow-up service. As an example, a text to provide assistance with a job or work-related problem is follow-up. However, although sending a letter might be considered “following-up”, this is not considered a follow-up service since interaction and the provision of an actual follow-up service are required.

#### *Documentation of Follow-up*

Minimum monthly contacts and services must be documented in the case notes and CalJOBS. Case notes must include narrative regarding all contacts and services. Additionally, appropriate activity codes (F-codes) for services provided to participants in follow-up must also be added to CalJOBS, as appropriate.

#### *Exceptions to Follow-up*

Follow-up services may be discontinued if the participant indicates that they no longer need or want the follow-up contact. The participant must send an email or documentation in writing indicating the participant’s desire not to be contacted further. This must be documented in CalJOBS case notes.

#### **Frequency of Data Entry into CalJOBS**

All contractors and subrecipients are required to report individual participant data via the CalJOBS system, the State’s system of record, unless otherwise noted. These data, including individual applications for service, cannot be submitted more than 30-days in arrears. On a

quarterly basis, the EDD must report to the Department of Labor (DOL) a complete participant data set including base wage information (using State, out-of-state and federal wage matching processes). In order to ensure that base wage matching is completed prior to submission, the base wage process begins a month prior to federal report deadlines.

The EDD and WDBVC prefer **daily** data entry, to ensure that the record is maintained according to federal requirements. Failure to perform a daily upload or data key entry can result in the following:

- Loss of Common Performance Outcomes.
  - Missing Base Wage matching cycles (i.e., clients not submitted for matching).
  - Other grant recipients submitting the client first within the same funding stream. (Information Notice WSIN13-31)
- Increase in errors during the data load process
  - Client already has been entered by another grant recipient
  - Client has already auto-exited due to failure to submit continuing activity/services
  - Compounded errors based on continued delay of successful data loads
- Data Change Requests that must be submitted to assist with errors received during the data load process. Data Change Requests will be denied if reason is due to simple failure to report by grant recipient.
- Loss of CalJOBS data quality for all partners.

### **Failure to Meet CalJOBS Submission Requirements**

If participant data are more than 30-days in arrears (i.e., successful data loads or data key entry are not done within any 30-day period), the WDBVC will deny cash requests until the late data have been submitted. The late submission of participant data is considered noncompliance with the Agreement entered into with the County of Ventura.

### **Data Change Request (DCR) Form**

The DCR form is intended to maintain data integrity, promote consistent and accurate data in the DOL Quarterly and Annual reports, and enable performance to be properly calculated.

Data within the program application cannot be updated or changed once the individual becomes a participant in the program. It is the staff's responsibility to ensure that all application data is accurate prior to enrolling an individual. The only time a program application can be updated is when additional program eligibility is being determined. Only new data associated to that program eligibility can be added to the application.

Subrecipient and contractor staff must ensure records are updated within 30 calendar days of the activity's Projected End Date/Scheduled Date to avoid a "System Closed" completion status. Once the activity becomes "System Closed," the data cannot be changed or updated. Activities

with a “System Closed” completion status are included in performance calculations. Subrecipient and contractor staff have access to change data within 30 days of the activity’s Actual End Date.

A participant’s application is system-exited after 90 calendar days of inactivity across all programs within CalJOBS, and when no new activity has been scheduled for the participant in CalJOBS. If services (except post-program/follow-up services) need to be provided to an applicant who has been system-exited, the application intake process must be completed again. Participants who repeat the application intake process will have their new enrollment counted separately in performance calculations.

If any data needs to be added or changed after 30 days, the DCR form (Attachment I) must be completed and submitted to the WDBVC MIS Administrator via email at [HSA-Info.WDB@ventura.org](mailto:HSA-Info.WDB@ventura.org). All correspondence should include “Data Change Request” in the subject line. Any requests associated to data beyond 90 days will be reviewed on a case-by-case basis and may not be approved.

Upon receipt of a fully completed DCR form, the WDBVC will review the request and analyze the overall impact of the proposed change, especially with respect to current WIOA performance outcomes. Each request will be considered on a case-by-case basis, contingent upon the detailed reasons listed, and the supporting documentation provided. If additional information is required, the WDBVC will email the requestor for clarification. The requestor must reply to the WDBVC message within seven calendar days, or the request may be denied. The reply must include the entire email stream and all attachments.

Accurate data is critical to reporting and performance calculations. While WDBVC understands that there are instances that a DCR is necessary, technical assistance may be provided to subrecipient and contractor staff with excessive DCRs.

If the DCR is approved, the WDBVC will submit the requested changes to EDD. If EDD approves the DCR, it is the requestor’s responsibility to verify that the changes made by the EDD are accurate. If the DCR is denied, the WDBVC will notify the subrecipient or contractor and explain the reason(s) for the denial.

Consistent use of the DCR Form due to failure to meet the 30-day requirement can also result in cash holds.

### **CalJOBS Document Scanning and Maintenance of Paperless Files**

Through the use of CalJOBS Document Scanning, subrecipients and contractors are no longer required to maintain hard paper files of participant information that are scanned into the CalJOBS system. Additionally, documents scanned into the CalJOBS system take place of hard files for verification, monitoring, and audit purposes. Once properly scanned into the CalJOBS system, paper records should be destroyed (i.e. shredded) and any documents that have been saved to

a computer hard drive, desktop, removable media, Cloud storage, or in other environments shall be deleted. Such records shall only be maintained in the CalJOBS system unless a subrecipient chooses to maintain both a CalJOBS electronic file and a paper file.

Subrecipients and contractors must ensure that all scanned documents are inspected visually to ensure they are complete, clear, and easily read. Visual inspections for documents that are scanned into CalJOBS system must be complete, clear and legible as well as properly aligned.

Original content of a scanned document must not be altered or modified once it has been finalized. While scanning the original document is preferred, scanning legible verified documents provided by partners may serve as sufficient documentation. Documents uploaded into the CalJOBS system must always be current and kept current through program participation. In addition, case notes must identify the intent and purpose of all documents that are uploaded into the CalJOBS system.

Subrecipients and contractors must upload verification documents within CalJOBS as soon as documentation is made available and in accordance with eligibility guidelines and timeframes. Subrecipients and contractors must ensure that participant information is accurately reported in CalJOBS and that documents are uploaded for all fields that require verification.

### **Attaching Documents to Case Notes and/or Activities**

All documents pertinent to participant activities should be scanned through case notes and/or activities to support those entries. Subrecipient and contractor specific forms that aid in assessing the needs of the participant (e.g. supportive services determination, training eligibility determination, etc.) must be attached to the case notes of specific activities.

Subrecipients and contractors must also attach documents to case notes and/or activities for documentation of services that provided under the appropriate activity (e.g. job referral verification, resume assistance, etc.).

### **Electronic Signatures**

Document Scanning includes the addition of electronic signatures to any necessary documents or forms. Signatures may be captured within CalJOBS or using an electronic software such as pDoc Signer or DocuSign. Subrecipients and contractors are encouraged to use electronic signatures for participant convenience.

All scanners and signature pads purchased with WDBVC funds are the property of the WDBVC and staff must observe the proper care and use of the equipment. This equipment must also be listed on the subrecipient or contractor Inventory List.

### **File Naming Convention**

When uploading documents into the CalJOBS system, service providers must provide detailed names for the uploaded documents, following the example naming convention in Attachment II.

### **Procedures for Uploading Medical and/or Disability-Related Information**

When uploading medical and/or disability-related information into CalJOBS, subrecipients and contractors shall ensure that these documents are marked as “Medical” in CalJOBS.

Examples of medical and/or disability-related information include:

- Medical/health history
- Disability information
- Doctor’s notes
- Disability benefits
- Driver’s License indicating the need for corrective lenses
- Individualized Education Program (IEP)

### **ACTION**

Bring this policy to the attention of all affected staff.

### **INQUIRIES**

Inquiries regarding this policy can be addressed to the WDBVC at 805-477-5306.

/S/ Rebecca Evans, Executive Director  
Workforce Development Board of Ventura County

### **ATTACHMENTS:**

- Attachment I - Data Change Request (DCR) Form
- Attachment II - File Naming Convention



To: WDBVC  
 E-Mail: [HSA-Info.WDB@ventura.org](mailto:HSA-Info.WDB@ventura.org)

**DATA CHANGE REQUEST: WORKFORCE INNOVATION AND OPPORTUNITY ACT**

**I. Requestor Identifying Information Section**

DATE OF REQUEST: \_\_\_\_\_

SUBRECIPIENT: \_\_\_\_\_

MIS ADMINISTRATOR: \_\_\_\_\_

REQUESTOR: \_\_\_\_\_

REQUESTOR'S EMAIL ADDRESS: \_\_\_\_\_

REQUESTOR'S PHONE NUMBER: \_\_\_\_\_

**II. Detailed Reason for Requested Correction Section**

Make the appropriate selection from the **(CHOOSE AN ITEM)** drop-down menu of what needs to be corrected. Include the applicant's name, program name, application number, and policy and procedure that staff will follow to avoid similar errors from reoccurring. Provide additional documentation as an attachment if needed. If submitting a DCR for more than three individuals or changes, additional participants or changes must be listed separately on an Excel spreadsheet. **Do not send complete Social Security numbers.**

**CHOOSE AN ITEM**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CHOOSE AN ITEM**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CHOOSE AN ITEM**

\_\_\_\_\_

\_\_\_\_\_

**III. Authorized Signature Section**

AUTHORIZED SIGNATURE OF REQUESTOR	DATE:
AUTHORIZED SIGNATURE OF MIS ADMINISTRATOR	DATE:
AUTHORIZED SIGNATURE OF EXECUTIVE DIRECTOR (OR PROGRAM DESIGNEE)	DATE:

**Document Upload Matrix  
WIOA INTAKE**

Area	Form Title	Scan Name	Upload through	Contact Date	Case Note Template	Narrative		
INTAKE Packet	Equal Opportunity is the Law	<b>IntakePkt.FirstInitialLast.4SS# (eg: IntakePkt.VSmith.1234)</b>	Case Note	Scan Date	Intake Packet	INTAKE PACKET  FORMS: 1. Non-Discrimination and Equal Opportunity 2. Program Grievance / Complaint Procedures 3. Conflict of Interest Statement 4. Authorization to Release Information 5. Supportive Services Orientation 6. Employment and Follow-Up Services		
	Program Grievance / Complaint Procedures							
	Conflict of Interest Statement							
	Authorization to Release Information							
	Supportive Service Orientation							
	Employment and Follow-up Services							
INTAKE (SPANISH) Packet	Equal Opportunity is the Law	<b>IntakePkt.FirstInitialLast.4SS# (eg: IntakePkt.ESanchez.1234)</b>	Case Note	Scan Date	WIOA Intake Packet	INTAKE PACKET  FORMS: 1. Non-Discrimination and Equal Opportunity 2. Program Grievance / Complaint Procedures 3. Conflict of Interest Statement 4. Authorization to Release Information 5. Supportive Services Orientation 6. Employment and Follow-Up Services		
	Program Grievance / Complaint Procedures							
	Conflict of Interest Statement							
	Authorization to Release Information							
	Supportive Service Orientation							
	Employment and Follow-up Services							
Verification Documents (upload separately)	Right to Work Documents	<b>RTW.FirstInitialLast.4SS#</b>	Application - Verification	Scan Date	RTW Documentation	RTW Documents Verified		
	Dislocated Worker Certification	<b>DWCert.FirstInitialLast.4SS#</b>			DW Certification / Verification	Dislocated Worker verification / certification form completed. Layoff letter and available job orders included		
	Selective Service Verification	<b>SelSvc.FirstInitialLast.4SS#</b>			Selective Service Verification	Selective Service registration verified		
	Selective Service Explanation	<b>SelSvcExplain.FirstInitialLast.4SS#</b>			Selective Service Explanation	Customer completed letter of explanation as to why he did not register for Selective Service		
	CA Driver License	<b>CDL.FirstInitialLast.4SS#</b>			CDL	Citizenship		
	Social Security Card	<b>SS.FirstInitialLast.4SS#</b>			Social Sec Card			
	Resident Alien Card	<b>ResAl.FirstInitialLast.4SS#</b>			Res Alien Card			
	Passport	<b>PPort.FirstInitialLast.4SS#</b>			Passport			
	Veteran	<b>DD214.FirstInitialLast.4SS#</b>			DD214	Form DD214 provided to establish Veteran Status		
	Public Assistance	<b>PubAsst.FirstInitialLast.4SS#</b>			TANF, Food Stamps, etc.	Public Assistance		
	Unemployment verification	<b>UIB.FirstInitialLast.4SS#</b>			UIB Verif.	DW documentation of UIB		
	IEP	CalJOBS Individual Employment Plan			<b>SignedIEP.FirstInitialLast.4SS#</b>	Case Note	Scan Date	Individual Employment Plan
Intake	Non-Enrollment Letter	<b>NonEnr.FirstInitialLast.4SS#</b>	Case Note	Letter Date	Non-Enrollment	Non-Enrollment letter with signatures		

**Document Upload Matrix  
WIOA INTAKE**

Area	Form Title	Scan Name	Upload through	Contact Date	Case Note Template	Narrative
Intake	Spanish Non-Enrollment Letter	<b>NonEnr.FirstInitialLast.4SS#</b>	Case Note	Letter Date	Non-Enrollment	Spanish Non-Enrollment with signatures
Intake	Applicant Statement	<b>AppSt.FirstInitialLast.4SS#</b>	Case Note	Scan Date	Applicant Statement	Applicant Statement clarification/self-attestation for: _____

**Document Upload Matrix  
INDIVIDUAL TRAINING ACCOUNTS (ITA)**

Area	Form Title	Scan Name	Upload through	Contact Date	Case Note Template	Narrative
ITA Packet per checklist (Eng. or Sp)	ITA Checklist	<b>ITAPkt.FirstInitialLast.4SS#</b>	Case Note	Scan Date	ITA Packet with LMI data	ITA Packet with LMI data
	ITA Application					1. ITA Checklist
	Training Budget					2. ITA Application
	LMI: O'NET Report with wage data; Job announcements applicable to training					3. Training Budget
	Provider/School Information					4. LMI: O'NET Report with wage data; Job announcements applicable to training request
	Program Data Sheet (ETPL)					5. Provider/School Information
	Eligible Training Provider Worksheet					6. Program Data Sheet (ETPL)
	Eligible Provider Selection					7. Eligible Training Provider Worksheet
	Individual Training Account Agreement					8. Eligible Provider Selection
						9. Individual Training Account Agreement
	Spanish:					Spanish Sample given to customer for reference. All signatures obtained. ITA approved
Pell Grant	Pell Grant Award Letter	<b>Pell.FirstInitialLast.4SS#</b>	Case Note	Scan Date	Pell Award	Pell Grant awarded for: _____ or Not eligible for Pell Grant due to: _____
Resume	Detailed resume for: _____ (objective)	<b>(upload in resume section)</b>	Resume Builder	N/A	N/A	N/A
ITA Voucher	Individual Training Account Voucher	<b>ITAVoucher.FirstInitialLast.4SS#</b>	Case Note	Scan Date	ITA Voucher	All signatures obtained. ITA approved ITA details:
ITA CTB info.	(California Training Benefits) Training Enrollment Verification (TEV)	<b>TEV.FirstInitialLast.4SS#</b>	Case Note	Scan Date	TEV	TEV submitted to EDD Fax #; and Fax confirmation sheet uploaded TEV
ITA	Applicant statement	<b>AppStmt.FirstInitialLast.4SS#</b>	Case Note	Scan Date	Applicant Statement	Applicant statement provided clarification/self-attestation for: _____
ITA Amendment	Amendment ITA / OJT Agreement	<b>ITAAmend.FirstInitialLast.4SS#</b>	Case Note	Scan Date	Amendment	ITA Amendment for: _____ Estimated end date extended to: _____

**Document Upload Matrix**  
**INDIVIDUAL TRAINING ACCOUNTS (ITA)**

Area	Form Title	Scan Name	Upload through	Contact Date	Case Note Template	Narrative
ITA Progress Report(s)	ITA Progress Report	<b>ProgRpt._____.4SS#</b> <b>(ex: ProgRpt.April.1234)</b>	Case Note	Scan Date	Progress Report	ITA Progress Report for the month of: _____ Training status/concerns: _____

**Document Upload Matrix  
On-the-Job Training (OJT)**

Area	Form Name	Scan Name	Upload through	Contact Date	Case Note Template	Narrative	
OJT	OJT Employer Pre-Award Business Review	OJTPreAward.FirstInitialLast.4SS#	Case Note	Scan Date	OJT Pre-Award Review	OJT Pre-Award documents: Workers Compensation Coverage	
OJT	OJT Employer Orientation	OJTPreAward.FirstInitialLast.4SS#	Case Note	Scan Date	OJT Pre-Award Documents	OJT Pre-Award Documents:	
	OJT Agreement Worksheet						
	OJT Pre-Award Checklist & Employer Verification						
OJT	OJT Training Agreement	OJTAgreemt.FirstInitialLast.4SS#	Case Note	Scan Date	OJT Agreement	Signed/Approved OJT Agreement: Employer: _____ Start Date: _____ Est. End Date: _____ Total \$ _____	
OJT	OJT Invoice	OJTInv____.FirstInitialLast.4SS#	Case Note	Scan Date	OJT Invoice with supporting verification	OJT Invoice # ____ OJT status: _____ Est. End Date: _____	
	OJT Timesheet						
OJT	OJT Final Invoice	OJTFinInv.FirstInitialLast.4SS#	Case Note	Scan Date	OJT Final Invoice with supporting verification	Final OJT Invoice # ____ OJT status: _____ End Date: _____ ES notified	Assigned
OJT	OJT Amendment	OJTAmend.FirstInitialLast.4SS#	Case Note	Scan Date	OJT Amendment	OJT Amended: _____ New End Date: _____ Change in cost: _____	

## Document Upload Matrix Supportive Services (SS)

Area	Form Title	Scan Name	Upload through	Contact Date	Case Note Template	Narrative
SS	Pre-approval Supportive Services Memo	Pre-ApprSS.FirstInitialLast.4SS#	Case Note	Scan date	Pre-Approval SS	Supportive services <u>approved</u> or <u>not approved</u> for: _____
SS	Non-Career Services (WIOA) Resources	NonRes.FirstInitialLast.4SS#	Case Note	Scan date	Non-WIOA Resources	Non-WIOA Resources
SS	Supportive Services Non-Approval	NonApprovedSS.FirstInitialLast.4SS#	Case Note	Scan date	Non-Approval Supportive Services (Spanish)	Spanish Non-Approval Letter of Supportive Services sent to customer.
SS	SP Supportive Services Non-Approval	NonApproveSS.FirstInitialLast.4SS#	Case Note	Scan date	Non-Approval Supportive Services	Non-Approval Letter of Supportive Services sent to customer.
SS	Supportive Services Request	SS_____.FirstInitialLast.4SS#	This form is for customer reference	Scan date	SS - (ITEM)	Supportive Service Approved Item: _____ Amount: \$ _____
SS	SP Supportive Services Request	SS_____.FirstInitialLast.4SS#	Case Note	Scan date	SS - (ITEM)	Supportive Service Approved Item: _____ Amount: \$ _____
SS	Bus Pass Receipt	BusPass.FirstInitialLast.4SS#	Case Note	Scan date	SS - Bus Pass	Provided Bus to customer for training or work-related transportation.
SS	Transportation Reimbursement Log (SP for customer's reference)	Mileage._____.FirstInitialLast.4SS#	Case Note	Scan date	SS - Mileage (Month, Year)	Supportive Service Approved Mileage Reimbursement (Month Year) Amount: \$ _____
SS	Budget form	Budget.FirstInitialLast.4SS#	Case Note	Scan date	Financial budget	Income and Expense budget form
SS	Vendor Authorization	VenAuth.FirstInitialLast.4SS#	Case Note	Scan date	Vendor Authorization	Purchase approved through Vendor Authorization

## Document Upload Matrix

### EXIT

Area	Form Title	Scan Name	Upload through	Contact Date	Case Note Template	Narrative
	Positive Closure	PosClosure.FirstInitialLast.4SS#	Case Note	Date of notice	Positive closure with employment; Background Work History entered in CalJOBS	
	Non-Positive Closure	Non-PosClosure.FirstInitialLast.4SS#	Case Note	Date of notice	Non-Positive closure, no employment; Justification for exit reviewed and approved by Supervisor	
	Conclusion Notice	ConclusionNotice.FirstInitialLast.4SS#	Case Note	Date of notice	Conclusion of all services; 4th Qtr Follow-up completed	