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## **CalJOBS Help Sheet #5**

# **How to Create a WIOA Participation and Activity Enrollment in CalJOBS**

Prepared by: Research and Statistics Division

## How to Create a WIOA Participation in CalJOBS

This section describes how to create a WIOA participation in CalJOBS step by step.

For Staff Access please refer to Help Sheet #1 on How to Access CalJOBS.

To create a WIOA Application please refer to Help Sheet #4.

Creating a WIOA Participation:

1. Navigate to the WIOA Program and click the “+” symbol to expand the applications. Then click the “+” symbol next to the application to expand the details. Click on “Create Participation” to create the WIOA Participation for the client.



2. Enter the participation information for the participant making sure the information is verified and correctly reflect the paper case. Once finished, click “Next” and it will create the participation for the client. You will be directed to the activity page. *(Note: You cannot enroll the client in any activities without a participation. Once you create the participation you will be redirected to activity enrollment automatically.)*

General Information	
Staff User Add:	4698
State ID:	4458
Name:	Oliver Revillo
Application Date:	09/22/2015
Earliest Eligibility Date:	09/22/2015

Participation Information	
• Participation Date:	<input type="text"/> Today
Date of Birth:	09/24/1993
Age at Participation:	
• Employment Status at Participation:	Not Employed <span style="float:right">▼</span>
	[ <a href="#">Verify</a>   <a href="#">Scan</a>   <a href="#">Upload</a>   <a href="#">Link</a>   <a href="#">View</a> ]
	✓ Documentation In Case File
• UC/UI Status:	No, Neither Claimant nor Exhaustee <span style="float:right">▼</span>
	[ <a href="#">Verify</a>   <a href="#">Scan</a>   <a href="#">Upload</a>   <a href="#">Link</a>   <a href="#">View</a> ]
	✓ Documentation In Case File
Highest Grade Completed:	10 Elementary/Secondary school grades completed
School Status at Participation:	In-school,High School or less
	[ <a href="#">Verify</a>   <a href="#">Scan</a>   <a href="#">Upload</a>   <a href="#">Link</a>   <a href="#">View</a> ]
	✓ Documentation In Case File
<i>If the status displayed from the application is not the current status, please check the box below (requires privileges) or update the application record.</i>	
	<input type="checkbox"/> Update Application School Status
Out-of-School Youth:	Not Applicable

This section describes how to enroll the participant in activities.

Enrolling a participant in activities:

1. Enter the participants correct program group and select the office location for the client. Next, click on “Click Here” link next to agency code search to input the correct agency code.  
*(Note: You must search using “LAO”. If you search by your agency code, you may not get the correct agency. Also, if you select an incorrect program group you may not modify after. You will need to send a data change request to our Tech Support email and have them void it for you.)*

General Information



Participant User Name:	JOSELITO_1
Participant State ID:	6112
Last Name, First Name MI:	Rivas, Ernest
Social Security Number:	3959
Address:	3175 W 6TH ST Los Angeles, CA 90020
Application Summary:	Program:WIA Application Date:3/16/2015 Eligibility Date:3/16/2015
Participation Date:	03/17/2015
* Customer Program Group:	10B - Adult Intensive-Training ▼
* LWIA Region:	Los Angeles County Department of Community, and Se ▼ <small>LWIA cannot be modified if staff has local region assignment.</small>
* Office Location:	None Selected ▼
Agency Code Search:	<a href="#">Click Here</a> 
Agency Code:	<input type="text"/> - <input type="text"/>

*(Note: Although the system does not require an agency code, LA County requires all agencies to input agency*

- Enter the enrollment information. Click on “Select Activity Code” to select the appropriate activity for the enrollment. Make sure to include all dates for the activity.

*(Note: Since this is the first activity immediately following the participation, “Actual Begin Date” is automatically inputted since the participation date is the begin date of the first activity. It is not a required field, however if it is not inputted for an activity, it will close 30 days from the projected begin date. Also, activity codes like program groups cannot be modified after they are created. If an error was made, you have to contact Tech Support to void out the activity.)*

**Enrollment Information**

Grant:

WIOA Title II Partner Program:  Yes, service is a WIOA Title II Partner Program.

• Activity Code:    
[Select Activity Code](#)

Projected Begin Date:  Today

Actual Begin Date:   
Actual begin date may not be modified on the first activity.

• Projected End Date:  Today

Any classes attended through Distance Learning:  Yes  No

Click on the Select Activity Code link to select an activity.

Select an Item - Google Chrome

https://www.caljobs.ca.gov/vosnet/programs/enrollment/enrollfieldselect.aspx?enc=wf

To select an activity, click on an activity link below. Activities that do not have a link mean there are no programs offered for the selected customer group and / or region.

Activity Code	Activity Title	Provider Type
001	<a href="#">Planned Break in Service: Training, Health/Medical</a>	PS - Office Services
101	<a href="#">Orientation</a>	PS - Office Services
102	<a href="#">Initial Assessment</a>	PS - Office Services
103	<a href="#">Provision Information On Training Providers, Performance Outcomes</a>	PS - Office Services
104	<a href="#">Workshop</a>	PS - Office Services
105	<a href="#">Job Finding Club</a>	PS - Office Services
107	<a href="#">Provision Of Labor Market Research</a>	PS - Office Services
110	<a href="#">Attended Rapid Response</a>	PS - Office Services
106	<a href="#">Follow-up Services after Employment (prior to Exit)</a>	PS - Office Services
108	<a href="#">Referred to WIA Services (not Training)</a>	PS - Office Services
111	<a href="#">TAP Workshop</a>	PS - Office Services
112	<a href="#">Job Fair</a>	PS - Office Services
115	<a href="#">Resume Preparation Assistance</a>	PS - Office Services
116	<a href="#">Received Service From Staff Not Classified-note in case notes</a>	PS - Office Services

- Enter the staff information. If not already assigned, select “Assign Me” to assign yourself as the case manager for the individual. If your privilege level is set to supervisor, you will have the ability to assign case managers by selecting “Assign Case Manager”. Once you hit “Next” the activity is created.

Staff Information

Staff ID: 4698

\* Position:  ▼

Current Case Manager: Case currently Not Assigned to a Case Manager

[Assign Case Manager](#)  
[Assign Me](#)  
[Remove Case Manager Assignment](#)

Previous Case Manager:

Comments:

Case Notes: [ [Add a new Case Note](#) | [Show Filter Criteria](#) ]

ID	Create Date	Subject	Action
No data found.			

***(Note: Although assigning a case manager is optional, LA County requires all individuals to have a case manager.)***

4. Enter the provider information for the client. If your provider information is still being verified through I-Train, you may click "Exit". Your activity has already been created and you may enter any subsequent information when needed or as necessary.

Enrollment Service Provider Information



<b>Enrollment Summary:</b>	Enrollment ID: 2753983 Username: OLIVER WIOA Application ID: 2233964 Activity Code: 101 Activity Dates: 9/22/2015 - 9/22/2015
<b>* Provider:</b>	<input style="width: 100%; height: 20px;" type="text"/> <a href="#">[ Select Provider ]</a>
<b>* Service, Course or Contract:</b>	<input style="width: 100%; height: 20px;" type="text"/> <a href="#">[ Select Service, Course or Contract ]</a>
<b>Provider Locations:</b>	<input style="width: 100%; height: 40px;" type="text"/> <a href="#">[ Select Provider Locations ]</a>
<b>Provider Contacts:</b>	<input style="width: 100%; height: 20px;" type="text"/> <a href="#">[ Select Provider Contacts ]</a>
<b>* Occupational Training Code:</b>	Not Applicable

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- After you have completed the remaining tabs and your client is finished with the activity, you may close out the activity. Enter any appropriate information including completion code, last day of service, and any additional case notes. Click “Finish” to close out the activity or “Back” to edit existing information. *(Note: If you happen to make a mistake on the completion code or the last activity date, contact Tech Support as soon as possible. Because of the 30 day lockdown policy set by EDD, if you request a backdate or completion code change past 30 days, it won't be possible. You will need to add a case note.)*

[General Information](#)
[Service Provider](#)
[Enrollment Cost](#)
[Financial Aid](#)
[Enrollment Budget](#)
[Budget Planning](#)
[Closure Information](#)

**Closure Information**

Enrollment Summary: Enrollment ID: 2753983  
 Username: OLIVER  
 WIOA Application ID: 2233964  
 Activity Code: 101  
 Activity Dates: 9/22/2015 - 9/22/2015

Last Activity Date:   [Today](#)

Completion Code:

Received Credential: Not Applicable.

Case Notes: [ [Add a new Case Note](#) | [Show Filter Criteria](#) ]

ID	Create Date	Subject	Action
No data found.			

**Credential History**

Education/Credential History:

[Exit Wizard](#)

[Finish and Start a New Enrollment](#)