



CalJOBS Help Sheet 6

How to Create Literacy and Numeracy Records in CalJOBS

Prepared by: Research and Statistics Division

How to Create Literacy and Numeracy Records in CalJOBS

This section describes how to create Literacy and Numeracy Records to record Pre-tests and Post-tests in CalJOBS step by step. Please note: Literacy and Numeracy Records are only applicable to Youth participants.

Creating a Literacy and Numeracy record:

After you have located your Youth participant’s case, expand the link by clicking on the (+) located to the left of the WIOA application link.

→ [Workforce Innovation and Opportunity Act \(WIOA\) Program - 1 Application](#)

→ [Create Workforce Innovation and Opportunity Act \(WIOA\) Program](#)

– [Workforce Innovation and Opportunity Act \(WIOA\) Program #2234010. App Date 10/5/2015. Youth Eligibility 10/5/2015. LWIA 13 \(Complete\)](#)
 Case Manager: Staff01, Lao
 Temp Assigned: None Assigned

[Create Participation](#)

[Edit Participation for WIOA #2234010 Participation Date 10/5/2015](#)

[Create Activity](#)

Status	Activity / Provider	WZ	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
	412 - Objective Assessment No Provider Information		301 Youth	10/05/15	10/05/15	01/11/16	10/05/15 Successful Completion

[Create Literacy & Numeracy Records](#)

[Create Younger Youth Goals](#)

[Create Closure](#)

[Edit WIOA Case Closure for WIOA Program #2234010 Closure on 10/5/2015](#)

[Create Outcome](#)

1. Locate and click the Create Literacy & Numeracy Records link (located under the activities table).

Status	Activity / Provider	WZ	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
	412 - Objective Assessment No Provider Information		301 Youth	10/05/15	10/05/15	01/11/16	10/05/15 Successful Completion

→ [Create Literacy & Numeracy Records](#)

- Complete the General Information section by selecting a Customer Group, One Stop Location, and Agency Code.

General Information

Participant - Last 4 SSN: Isaiah M Loera (**-**-1796)

Case ID:

Participation Year: Select the One Stop location with the WIOA prefix.

* LWIA/Region: Los Angeles County Department of Community, and Se

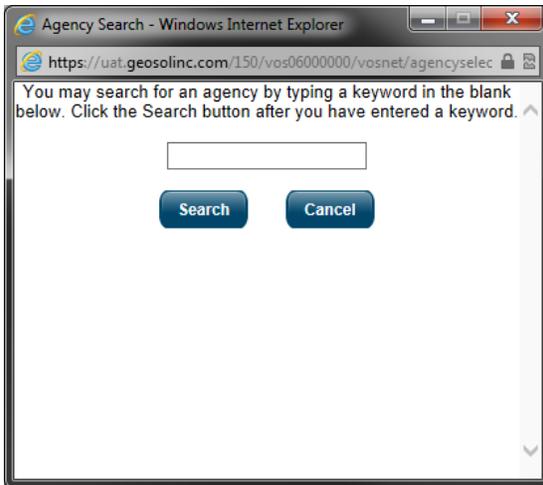
One Stop Location: 00145 LA Works JS

Agency Code: [Agency Code Search](#) Click here to select the Agency Code.

Basic Skills Deficient at Eligibility: No

School Status at Participation: Not attending school,H.S. Dropout

- * Click the Search button to locate your agency. Make sure that you search "LAO" to pull the correct agency.



- Enter the Assessment Information such as Assessment Category, Type of Assessment, Version, Functional Area, etc.

- * Please note that the first record you enter will be for the Pre-test.

Assessment Information

* Test Type: Pre-Test

* Assessment Category: None Selected !

* Type of Assessment: None Selected !

Assessment Type Other:

Assessment Form/Version info:

* Functional Area: None Selected !

Other Functional Area:

4. Enter the Pre-Test information such as Date of pre-test and Score.

*The “**Score Reflects Basic Skills Deficient**” question will automatically be set to Yes or No depending on the test score entered in the previous question.

Pre-Test

* Date of Pre-Test:  Today

* Pre-Test Score:

Educational Functioning Level:

→ Score reflects Basic Skills deficient: No

5. Click on the Save button once you are done. A new table containing the Pre and Post-tests will appear under the Create Literacy and Numeracy Records link.

Status	Activity / Provider	WZ	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
C	412 - Objective Assessment No Provider Information	W	301 Younger Youth	03/19/15	03/19/15	03/19/15	03/19/15 Successful Completion

Create Literacy & Numeracy Records

Funct Area - Assess Category	Pre-Test		Year 1 Post		Year 2 Post		Year 3 Post	
	Date	Funct Lvl	Date	Funct Lvl	Date	Funct Lvl	Date	Funct Lvl
Mathematics - ABE	3/23/2015	3						

a. If you need to modify any information from any test, simply click on the test link from the tests table.

Create Literacy & Numeracy Records

Funct Area - Assess Category	Pre-Test		Year 1 Post		Year 2 Post		Year 3 Post	
	Date	Funct Lvl	Date	Funct Lvl	Date	Funct Lvl	Date	Funct Lvl
Mathematics - ABE	3/23/2015	3						

This action will take you back to the test information page.

General Information

Participant - Last 4 SSN: Isalah M Loera (***--**-1796)

Case ID: 2234010

Participation Year: 1

LWIA/Region: Los Angeles County Department of Community, and Se

One Stop Location: 00145 LA Works JS

Agency Code: Agency Code Search

Basic Skills Deficient at Eligibility: No

School Status at Participation: Not attending school,H.S. Dropout

Assessment Information

Test Type: Pre-Test

Assessment Category: ABE

Type of Assessment: ABE

Assessment Type Other:

Assessment Form/Version Info:

Functional Area: Mathematics

Other Functional Area:

Pre-Test

Date of Pre-Test: 10/27/2015 Today

Pre-Test Score: 3

Educational Functioning Level: Beginning ABE Literacy/High Beginning ESL Literacy

Score reflects Basic Skills deficient: Yes

Staff Information

Position: None Selected

Staff User Add: 4698

Create Date: 10/27/2015

Staff User Edit: 4698

Edit Date: 10/27/2015

Current Case Manager: Group: LA Works
Case Manager: Staff01, Lao
Temporary Case Manager: Not Applicable
[Assign Case Manager](#)
[Remove Case Manager Assignment](#)

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

ID	Create Date	Subject	Action
No data found.			

Progress/Post Assessment

No progress or post test records found.

Assessments beyond Year 3 are not reportable in the federal extract file, and will not count in federal performance calculations.

[Create Progress/Post Assessment Record](#)

Save Cancel Delete Print

Notice the two last sections that appear at the bottom of the page, Staff Information and Progress Assessments.

Staff Information

Position: 

Staff User Add: 4698

Create Date: 10/27/2015

Staff User Edit: 4698

Edit Date: 10/27/2015

Current Case Manager: Group: LA Works
Case Manager: Staff01, Lao
Temporary Case Manager: Not Applicable
[Assign Case Manager](#)
[Remove Case Manager Assignment](#)

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

ID	Create Date	Subject	Action
No data found.			

Under Staff Information, the only editable field is Position, however, "Staff" should always be selected in this field.

To add a Progress test or Post-test.

1. Click on the “Create Progress/Post Assessment Record” link in the Progress Assessments section.

Progress/Post Assessments

No progress or post test records found.

Assessments beyond Year 3 are not reportable in the federal extract file, and wil not count in federal preformance calculations.

[Create Progress/Post Assessment Record](#)

The following page appears:

General Information

Participant - Last 4 SSN: Isaiah M Loera (**-**-1798)

Case ID: 2234010

Participation Year: 1

• LWIA/Region: Los Angeles County Department of Community, and Se

One Stop Location: 00145 LA Works JS

Agency Code: [Agency Code Search](#)

[] - []

Basic Skills Deficient at Eligibility: No

School Status at Participation: Not attending school,H.S. Dropout

Pre-Test Assessment Information

• Test Type: Pre-Test

• Assessment Category: ABE

• Type of Assessment: ABLE

Assessment Type Other:

Assessment Form/Version info:

• Functional Area: Mathematics

Other Functional Area:

Pre-Test

• Date of Pre-Test: 10/27/2015

• Pre-Test Score: 3

Educational Functioning Level: Beginning ABE Literacy/High Beginning ESL Literacy

Score reflects Basic Skills deficient: Yes

Progress/Post Assessments

• Test Type: Progress Test

Assessment Form/Version info: []

• Progress Test Score: []

Educational Functioning Level:

• Date Assessed: [] Today

Participant remains Basic Skills deficient: No

• Position: None Selected

- Complete the General Information section by entering the One Stop Location and Agency Code. Notice that the test information fields have been grayed out. This is because the same assessment should be applied for the Pre and any consecutive tests.

General Information

Participant - Last 4 SSN:	Isaiah M Loera (**-**-1798)
Case ID:	2234010
Participation Year:	1
• LWIA/Region:	Los Angeles County Department of Community, and Se
One Stop Location:	00145 LA Works JS 
Agency Code:	Agency Code Search <input type="text"/> - <input type="text"/>
Basic Skills Deficient at Eligibility:	No
School Status at Participation:	Not attending school, H.S. Dropout



- Next, complete the Progress Assessment section. In this section, you need to specify the Test Type (Progress test or Post-Test), enter the Assessment Form/Version, Test score, Date of Assessment and Position.

Progress/Post Assessments

• Test Type:	Progress Test 		<div style="border: 1px solid black; padding: 2px;"> None Selected Progress Test Post-Test </div>
Assessment Form/Version info:	<input type="text"/>		
• Progress Test Score:	<input type="text"/>		
Educational Functioning Level:			
• Date Assessed:	<input type="text"/>  Today		
Participant remains Basic Skills deficient:	No		
• Position:	None Selected 		

* Notice that the system pre-populates the “**Educational Functioning Level**” and “**Participant remains Basic Skills deficient**” fields based on the score entered in the previous field.

Progress/Post Assessments

• Test Type:	Progress Test 
Assessment Form/Version info:	<input type="text"/>
• Progress Test Score:	700
Educational Functioning Level:	Low Adult Secondary Education/ Exit ESL
• Date Assessed:	10/27/2015  Today
Participant remains Basic Skills deficient:	No
• Position:	None Selected 

4. Click the Save button when finished.



The newly entered test will appear in the Progress Assessments section of the original test page. You may go back to the record to make any changes.

5. Click the Save button once again.
6. You have finished creating literacy and numeracy records in CalJOBS.

Progress/Post Assessments

Date Assessed	Educational Functioning Level	Year	Test Type	Action
10/27/2015	Low Adult Secondary Education/ Exit ESL	1	Progress Test	Edit

Assessments beyond Year 3 are not reportable in the federal extract file, and will not count in federal performance calculations.

[Create Progress/Post Assessment Record](#)



Click the Edit link of the Progress Assessment if you need to make any changes.