

THE ELEMENTS OF PERFORMANCE

Capacity Building Unit

THE ELEMENTS OF PERFORMANCE

MODULE 1 WIOA and Performance: The Basics

MODULE 2 Advanced Performance

MODULE 2

Advanced Performance

- LESSON 1 Credential Attainment
- LESSON 2 Measurable Skill Gains
- LESSON 3 Activity Codes

LESSON 1

Credential Attainment

OBJECTIVES

1. Define Credential Attainment.
2. Explain how the Credential Attainment indicator works.
3. Provide examples of Credential Attainment.

Review of Performance Indicators



1. Employment Rate in the 2nd Quarter after Exit



2. Employment Rate in the 4th Quarter after Exit



3. Median Earnings in the 2nd Quarter after Exit



4. Credential Attainment



5. Measurable Skill Gains



6. Effectiveness in Serving Employers

Review of Performance Indicators



1. Employment Rate in the 2nd Quarter after Exit



2. Employment Rate in the 4th Quarter after Exit



3. Median Earnings in the 2nd Quarter after Exit



4. Credential Attainment



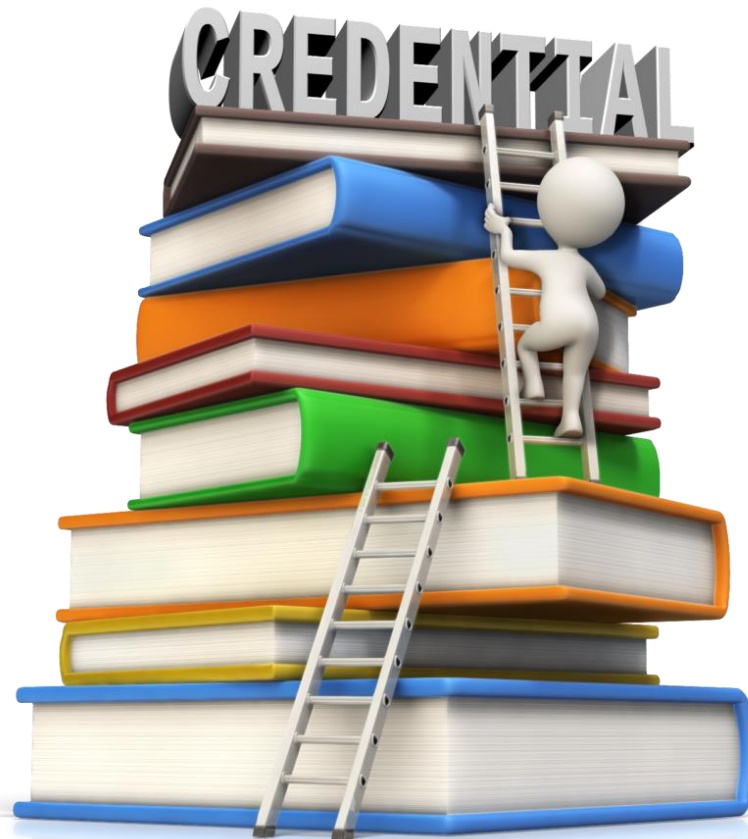
5. Measurable Skill Gains



6. Effectiveness in Serving Employers

Credential Attainment

Secondary Education



Credential Attainment – Secondary Education

Adult/DW

Participants who obtained a secondary education diploma or its equivalent during program participation or within one year after exit **and** 1) were employed (in 1st, 2nd, 3rd, or 4th quarter after exit) **or** 2) enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit.

Numerator

Denominator

Participants who 1) exited and 2) were in a secondary education program (at or above the 9th grade level) without a secondary diploma or equivalent **and** 3) received training that was **not** On the Job Training (OJT) or Customized Training during the reporting period.

Credential Attainment – Secondary Education

Out-of-School Youth (OSY)*

Participants who obtained a secondary education diploma or its equivalent during program participation or within one year after exit **and** 1) were employed (in 1st, 2nd, 3rd, or 4th quarter after exit) **or** 2) enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit.

Numerator

Denominator

Youth participants who 1) exited and 2) were in a secondary education program (at or above the 9th grade level) without a secondary diploma or equivalent **and** 3) participated in a designated education or training program during the reporting period.

* Note: All In-School Youth (ISY) are by default included in the Credential Attainment indicator since they are attending secondary or postsecondary school.

Credential Attainment – Secondary Education

Out-of-School Youth (OSY)

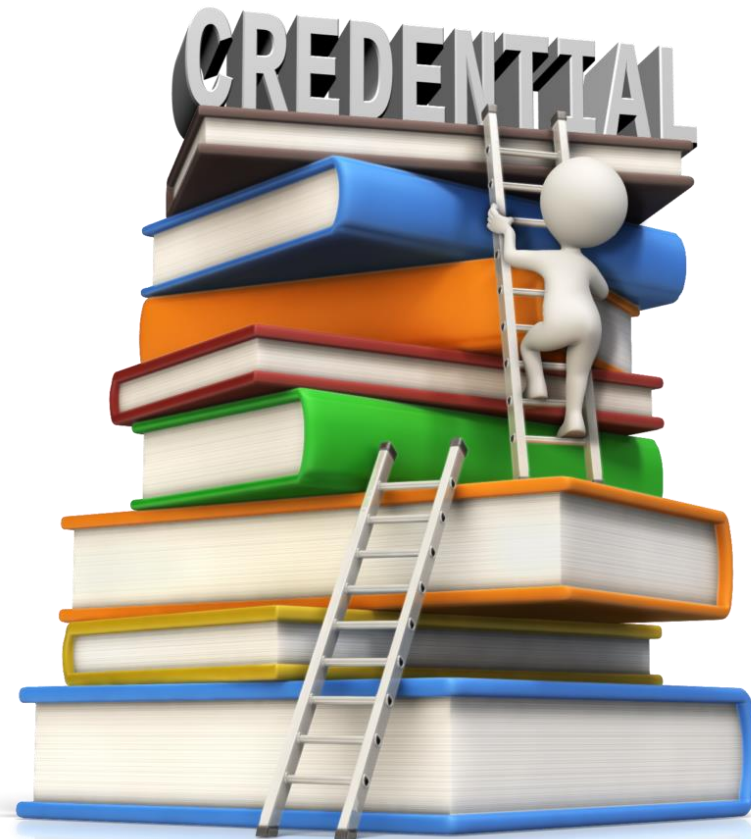
In order to be included in the indicator, OSY participants **MUST** also have enrolled in one of the following education or training programs:

- Occupational Skills Training
- Secondary education during participation in Title I Youth program
- Postsecondary education during participation in Title I Youth program
- Title II-funded adult education during participation in Title I Youth program
- YouthBuild during participation in Title I Youth program
- Job Corps during participation in Title I Youth program



Credential Attainment

Post-Secondary Education



Credential Attainment – Postsecondary Education

Adult/DW/Youth

Numerator

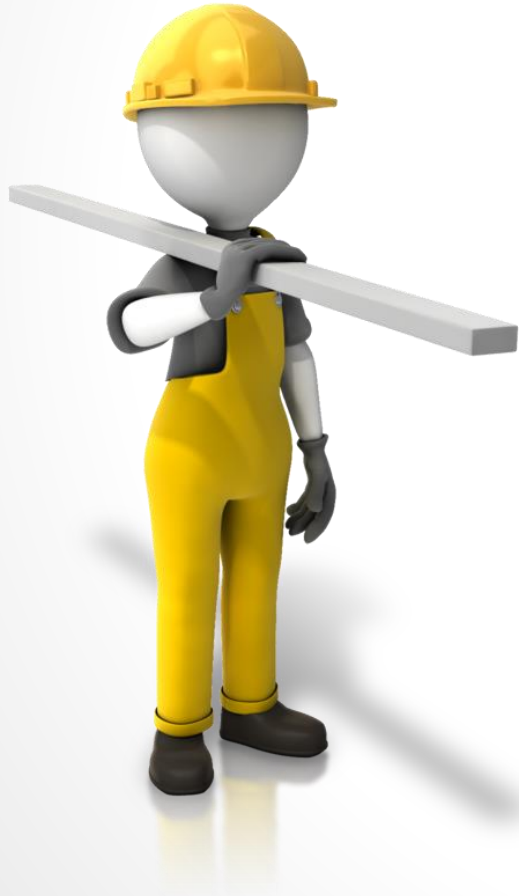
Participants who obtained a recognized post-secondary credential during program participation or within one year after exit from the program.

Denominator

Participants who exited and were in a postsecondary education or training program during program participation.

Credential Attainment

Example: Adult/DW/Youth



- Enters program
- Enters occupational skills training
- Receives recognized credential



Credential Attainment

Example: Adult/DW



- Enters program without high school diploma
- Enrolls in secondary school
- Receives high school diploma
- Employed during 2nd quarter after exit



Credential Attainment

Example: Youth





- Enters program without high school diploma
- Enrolls in secondary school
- Receives high school diploma
- Enrolls in postsecondary education




Credential Attainment

Where is this captured in the CalJOBSSM system?

[-] W   [WIOA #15696273 - Complete](#)

LWIA:	33 - San Diego Workforce Partnership, Inc.	Application Date	01/01/2017
Onestop:	1277 - SDC San Diego Workforce Partnership (SDWP)	Participation Date:	01/01/2017
Open/Total Activities:	1 / 1	Closure Date:	N/A
		Exit Date:	N/A

[-] **Credentials** 0

[Create Credential](#) 

There are no records to display.

[-] **Exit / Outcome** N/A

[-] **Follow-ups** 0

Credential Attainment

Where is this captured in the CalJOBSSM system?

Credential Information

* Credential Received:

Other Credential:

Credential Verification:

* Date Credential Received:

Associated to Activity:

None Selected

High School Diploma

Secondary / High School Equivalency

AA / AS Degree

BA / BS Degree


Occupational Skills License

Occupational Skills Certificate or Credential

Other (specify)

Post Graduate Degree



Occupational Certification



Credential Attainment



Where is this captured in the CalJOBSSM system?


Credential Information

* Credential Received:  

Other Credential:

Credential Verification: [[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

* Date Credential Received:  [Today](#) 

Associated to Activity: [[Search Activities](#)] 

LESSON 1

Credential Attainment

OBJECTIVES REVIEW

1. Defined Credential Attainment.
2. Explained how the Credential Attainment indicator works.
3. Provided examples of Credential Attainment.

LESSON 2



1. Employment Rate in the 2nd Quarter after Exit



2. Employment rate in the 4th Quarter after Exit



3. Median Earnings in the 2nd Quarter after Exit



4. Credential Attainment



5. Measurable Skill Gains



6. Effectiveness in Serving Employers

LESSON 2

Measurable Skill Gains (MSG)

OBJECTIVES

1. Define Measurable Skill Gains.
2. Identify the five types of MSG.
3. Explain how the MSG indicator works.
4. Provide examples of MSG.

MSG Performance Indicator

Definition

Percentage of participants who, during a program year,

are in education or training programs that lead to a recognized postsecondary credential or employment

AND

who are achieving measureable skill gains

**DEFINED
AS**

documented academic, technical, occupational, or other forms of progress toward a credential or employment.

MSG Performance Indicator

Parameters



Measurable Skills Gains is one of six performance indicators mandated by WIOA.



Used to measure interim progress of participants enrolled in education and training programs.



Calculates the number of participants who attain at least one type of gain during the program year.



MSG is a real-time measure, **not** an exit-based measure.



Required only for Program Year(s) in which a participant received training.



“Baseline” measure for PY16 and PY17.

Measurable Skill Gains

Adult/DW/Youth

Numerator

Who is a positive? Participants who, during the program year, are in an education or training program that leads to a recognized postsecondary credential or employment **AND** who are achieving measurable skill gains based on attainment of **one of the five types of gains**

Denominator

Who is included in the indicator? Participants who, during the program year, are in an education or training program that leads to a recognized postsecondary credential or employment.

Five Types of MSG



Educational Functioning Level



Secondary School Diploma



Transcript/Report Card



Training Milestone



Skills Progression

Five Types of MSG



Educational Functioning Level



Secondary School Diploma



Transcript/Report Card



Training Milestone



Skills Progression

Educational Functioning Level (EFL)



Documented achievement of at least one Educational Functioning Level of a participant who is receiving instruction **below** the post-secondary education level.

What is an Educational Functioning Level?

1. Basic skills assessment—Reading, Math, English.
2. Score equated with level of proficiency or competency.
3. That is the EFL for the individual.

Educational Functioning Level



Documented achievement of at least one Educational Functioning Level of a participant who is receiving instruction **below** the post-secondary education level.

What counts as an EFL gain?

1. By comparing a participant's initial EFL as measured by a basic skills pre-test with the participant's EFL as measured by a post-test.
2. When participants who exit the program enroll in postsecondary education or training during the program year.

Educational Functioning Level



Documented achievement of at least one Educational Functioning Level of a participant who is receiving instruction **below** the post-secondary education level.

Numerator

Participants who received educational instruction below the postsecondary level **AND** gained at least one Educational Functioning Level.

Denominator

Participants who, during the program year, are enrolled in an education or training program leading to a recognized postsecondary credential or employment **AND** who are English Language Learners or Basic Skill Deficient/Low Levels of Literacy.

Educational Functioning Level





- Enters the program as Basic Skills Deficient
- Given a pre-test
- Receives instruction below the post-secondary level
- Given a post-test
- Gained 1 Educational Functioning Level




Educational Functioning Level

Where is this captured in the CalJOBSSM system?

W   [WIOA #15696273 - Complete](#)

LWIA:	33 - San Diego Workforce Partnership, Inc.	Application Date:	01/01/2017
Onestop:	1277 - SDC San Diego Workforce Partnership (SDWP)	Participation Date:	01/01/2017
Open/Total Activities:	1 / 1	Closure Date:	N/A
		Exit Date:	N/A

Literacy & Numeracy 0

[Create Literacy & Numeracy Records](#) 

<input type="checkbox"/> Credentials	0
<input type="checkbox"/> Closure	N/A
<input type="checkbox"/> Exit / Outcome	N/A
<input type="checkbox"/> Follow-ups	0

Educational Functioning Level



Documented achievement of at least one Educational Functioning Level of a participant who is receiving instruction **below** the post-secondary education level.

Numerator

Participants who received educational instruction below the postsecondary level **AND** gained at least one Educational Functioning Level.

Denominator

Participants who, during the program year, are enrolled in an education or training program leading to a recognized postsecondary credential or employment **AND** who are English Language Learners or Basic Skill Deficient/Low Levels of Literacy.

Five Types of MSG



Educational Functioning Level



Secondary School Diploma



Transcript/Report Card



Training Milestone



Skills Progression

Secondary School Diploma



Documented attainment of a secondary school diploma or its recognized equivalent.

Numerator

Participants who attained a High School diploma or its equivalent during the reporting period.

Denominator

Participants who, during the program year, are enrolled in an education or training program leading to a recognized postsecondary credential or employment **AND** who do not have a secondary education diploma at program entry.

Secondary School Diploma





- Enters the program without a High School Diploma.
- Enrolls in secondary education.
- Attains secondary school diploma.




Secondary School Diploma

Where is this captured in the CalJOBSSM system?

W   [WIOA #15696273 - Complete](#)

LWIA:	33 - San Diego Workforce Partnership, Inc.	Application Date	01/01/2017
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Open/Total Activities:	1 / 1	Closure Date:	N/A
		Exit Date:	N/A

Credentials 0

[Create Credential](#) 

There are no records to display.

Exit / Outcome N/A

Follow-ups 0

Secondary School Diploma

Where is this captured in the CalJOBSSM system?

Credential Information

* Credential Received:

Other Credential:

Credential Verification:

* Date Credential Received:

Associated to Activity:

None Selected

High School Diploma

Secondary / High School Equivalency

AA / AS Degree

BA / BS Degree

Occupational Skills License

Occupational Skills Certificate or Credential

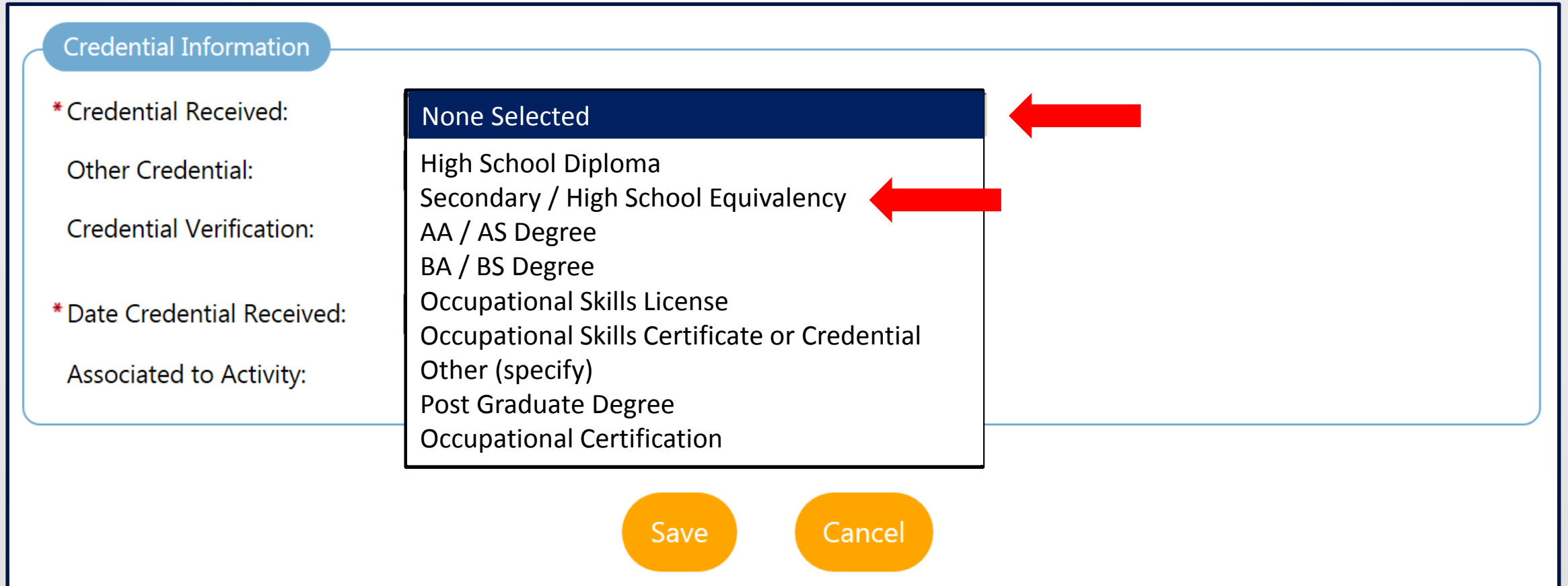
Other (specify)

Post Graduate Degree

Occupational Certification

Save


Cancel



Secondary School Diploma


Where is this captured in the CalJOBSSM system?


Credential Information

* Credential Received: 

Other Credential:

Credential Verification: [[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

* Date Credential Received: 

Associated to Activity: 

Secondary School Diploma



Documented attainment of a secondary school diploma or its recognized equivalent.

Numerator

Participants who attained a High School diploma or its equivalent during the reporting period.

Denominator

Participants who, during the program year, are enrolled in an education or training program leading to a recognized postsecondary credential or employment **AND** who do not have a secondary education diploma at program entry.

Five Types of MSG



Educational Functioning Level



Secondary School Diploma



Transcript/Report Card

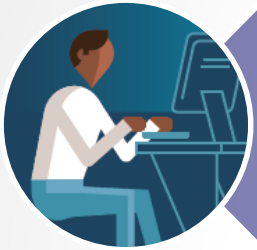


Training Milestone



Skills Progression

Transcript or Report Card: Secondary



Documentation of a transcript or report card for secondary or postsecondary education for one semester showing that the participant is meeting the State unit's academic standards.

Numerator

Participants whose transcript or report card for one semester shows they are meeting the State unit's academic standards.

Denominator

Participants who, during the program year, are enrolled in an education or training program leading to a recognized postsecondary credential or employment who enrolled in secondary education.

Transcript or Report Card: Postsecondary



Documentation of a transcript or report card for secondary or postsecondary education for one semester showing that the participant is meeting the State unit's academic standards.

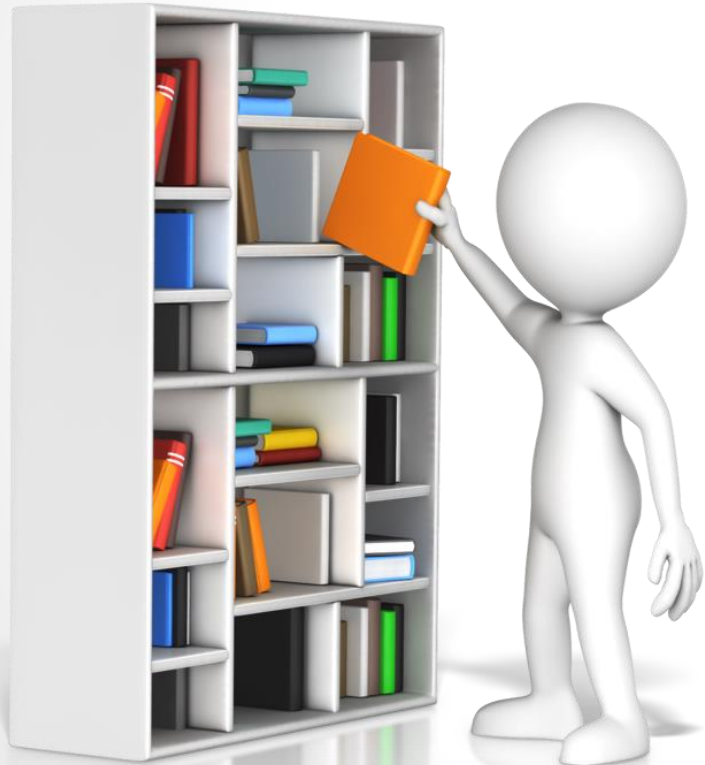
Numerator

Participants whose transcript or report card shows they completed a minimum of 12 hours per semester, or for part-time students a total of at least 12 credit hours over two completed consecutive semesters during the program year, **and** that shows the participant is meeting the State unit's academic standards.

Denominator

Participants who, during the program year, are enrolled in an education or training program leading to a recognized postsecondary credential or employment who participated in postsecondary education.

Transcript or Report Card: Secondary



- Enters program and enrolls in secondary education.
- Submits their transcript.
- Meets the State unit's academic standards.



Transcript or Report Card: Postsecondary



- Enters program and enrolls into post-secondary education.
- Submits their transcripts.
- Meets the requisite number of credit hours.
- Meets the State unit's academic standards.



Transcript or Report Card

Where is this captured in the CalJOBSSM system?

W   [WIOA #15696273 - Complete](#)

LWIA:	33 - San Diego Workforce Partnership, Inc.	Application Date:	01/01/2017
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Open/Total Activities:	1 / 1	Closure Date:	N/A
		Exit Date:	N/A

Measurable Skills Gain 0

[Create Measurable Skills Gain](#) 

<input type="checkbox"/> Youth Goals	0
<input type="checkbox"/> Credentials	0
<input type="checkbox"/> Closure	N/A
<input type="checkbox"/> Exit / Outcome	N/A
<input type="checkbox"/> Follow-ups	0


Transcript or Report Card


Where is this captured in the CalJOBSSM system?

Skill Attainment Information

Fill in the following information for the skill achievement.

Program: Workforce Innovation and Opportunity Act (WIOA) Program

Skill Type: Secondary Transcript/Report Card 

Date Skill Attained:  [Today](#)

Type of Achievement: Report card/transcript for one semester and meets academic standards

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#)]


Transcript or Report Card


Where is this captured in the CalJOBSSM system?

Skill Attainment Information

Fill in the following information for the skill achievement.

Program: Workforce Innovation and Opportunity Act (WIOA) Program

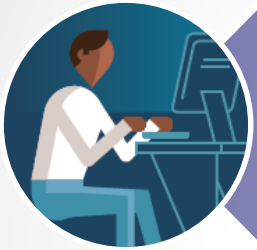
Skill Type: Post-Secondary Transcript/Report Card ▾ 

Date Skill Attained:  [Today](#)

Type of Achievement: None Selected ▾

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#)]

Transcript or Report Card: Secondary



Documentation of a transcript or report card for secondary or postsecondary education for one semester showing that the participant is meeting the State unit's academic standards.

Numerator

Participants whose transcript or report card for one semester shows they are meeting the State unit's academic standards.

Denominator

Participants who, during the program year, are enrolled in an education or training program leading to a recognized postsecondary credential or employment who enrolled in secondary education.

Transcript or Report Card: Postsecondary



Documentation of a transcript or report card for secondary or postsecondary education for one semester showing that the participant is meeting the State unit's academic standards.

Numerator

Participants whose transcript or report card shows they completed a minimum of 12 hours per semester, or for part-time students a total of at least 12 credit hours over two completed consecutive semesters during the program year, **and** that shows the participant is meeting the State unit's academic standards.

Denominator

Participants who, during the program year, are enrolled in an education or training program leading to a recognized postsecondary credential or employment who participated in postsecondary education.

Five Types of MSG



Educational Functioning Level



Secondary School Diploma



Transcript/Report Card



Training Milestone



Skills Progression

Training Milestone



A satisfactory or better progress report towards established milestones from an employer or training provider (e.g. completion of OJT or one year of a registered apprenticeship program, etc.)

Numerator

Participants who, during the program year, are enrolled in OJT, Registered Apprenticeship or Work Experience and who attained satisfactory or better progress towards established milestones from an employer or training provider within the reporting period.

Denominator

Participants who, during the program year, are enrolled in OJT, Registered Apprenticeship or Work Experience.*

* Note: Youth participants enrolled in OJT and Work Experience are not included in the MSG.

Training Milestone




- Enters program and enrolls in OJT.
- Employer reports that a training milestone has been attained.



Training Milestone


Where is this captured in the CalJOBSSM system?

[-] W   [WIOA #15696273 - Complete](#)

LWIA:	33 - San Diego Workforce Partnership, Inc.	Application Date	01/01/2017
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Open/Total Activities:	1 / 1	Closure Date:	N/A
		Exit Date:	N/A

[-] [Activities / Enrollments / Services](#) 1

[-] **Measurable Skills Gain** 0

[Create Measurable Skills Gain](#) 

[-] Credentials	0
[-] Closure	N/A
[-] Exit / Outcome	N/A
[-] Follow-ups	0


Training Milestone


Where is this captured in the CalJOBSSM system?

Skill Attainment Information

Fill in the following information for the skill achievement.

Program: Workforce Innovation and Opportunity Act (WIOA) Program

Skill Type: 

Date Skill Attained:  Today

Type of Achievement:

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#)]

Training Milestone



A satisfactory or better progress report towards established milestones from an employer or training provider (e.g. completion of OJT or one year of a registered apprenticeship program, etc.)

Numerator

Participants who, during the program year, are enrolled in OJT, Registered Apprenticeship or Work Experience and who attained satisfactory or better progress towards established milestones from an employer or training provider within the reporting period.

Denominator

Participants who, during the program year, are enrolled in OJT, Registered Apprenticeship or Work Experience.*

* Note: Youth participants enrolled in OJT and Work Experience are not included in the MSG.

Five Types of MSG



Educational Functioning Level



Secondary School Diploma



Transcript/Report Card



Training Milestone



Skills Progression

Skills Progression



Successful passage of an exam that is required for a particular occupation, **OR** progress in attaining technical or occupational skills as demonstrated through a trade-related benchmark.

Numerator

Participants who successfully completed an exam that is required for a particular occupation, or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.

Denominator

Participants who, during the program year, are enrolled in an education or training program leading to a recognized postsecondary credential or employment.

Skills Progression



- Enters program.
- Enrolls in an occupational skills training program.
- Passes examination that demonstrates attainment of occupational skills.



Skills Progression

Where is this captured in the CalJOBSSM system?

[-] W   [WIOA #15696273 - Complete](#)

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Onestop:	1277 - SDC San Diego Workforce Partnership (SDWP)	Participation Date:	01/01/2017
Open/Total Activities:	1 / 1	Closure Date:	N/A
		Exit Date:	N/A

[-] **Measurable Skills Gain** 0

[Create Measurable Skills Gain](#) 

[-] Credentials	0
[-] Closure	N/A
[-] Exit / Outcome	N/A
[-] Follow-ups	0

Skills Progression


Where is this captured in the CalJOBSSM system?

Skill Attainment Information

Fill in the following information for the skill achievement.


Program: Workforce Innovation and Opportunity Act (WIOA) Program

Skill Type: Skills Progression

Date Skill Attained:  Today

Type of Achievement: None Selected

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#)]



Skill Progression



Successful passage of an exam that is required for a particular occupation, **OR** progress in attaining technical or occupational skills as demonstrated through a trade-related benchmark.

Numerator

Participants who successfully completed an exam that is required for a particular occupation, or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.

Denominator

Participants who, during the program year, are enrolled in an education or training program leading to a recognized postsecondary credential or employment.

Five Types of MSG



Educational Functioning Level



Secondary School Diploma



Transcript/Report Card



Training Milestone



Skills Progression

Measurable Skill Gains Report

Provides a list of program participants that have received measurable skill gains.

Measurable Skill Gains				
- Program: Workforce Innovation and Opportunity Act (WIOA) Program				
- Date Range: 10/13/2015 - 10/13/2016				
↕ Skill Type	↕ Total Participants	↕ % of Participants	↕ Total Skill Gains	↕ % of Skill Gains
Educational Functioning Level	2,521	91.74%	3,782	91.86%
Post-Secondary Transcript/Report Card	54	1.97%	71	1.72%
Secondary Transcript/Report Card	1	0.04%	1	0.02%
Skills Progression	72	2.62%	97	2.36%
Training Milestone	100	3.64%	166	4.03%
↕ Skill Type	↕ Total Participants	↕ % of Participants	↕ Total Skill Gains	↕ % of Skill Gains
All Skill Types	2,748	100.00%	4,117	100.00%

LESSON 2

Measurable Skill Gains (MSG)

OBJECTIVES REVIEW

1. Defined Measurable Skill Gains.
2. Identified the five types of MSG.
3. Explained how the MSG indicator works.
4. Provided examples of MSG.

LESSON 3

CalJOBSSM Activity Codes and Performance Goals

OBJECTIVES

1. Explain why we use activity codes.
2. Describe where to find activity codes.
3. Discuss how activity codes affect the Exit Clock.
4. Review Statewide performance goals for PY 2016-2017 and 2017-2018.

CalJOBSSM Activity Codes

What are activity codes?

The screenshot shows the CalJOBS website homepage. At the top, there is a blue header with the CalJOBS logo and a navigation bar containing fields for Username and Password, a Sign In button, and links for Register New User and Forgot Password? An En Español link is also present. Below the header is a promotional banner for CalEITC4Me.org with the text "IT'S YOUR MONEY GET IT!" and "FIND OUT HOW CalEITC4Me.org". The banner includes a CalEITC logo and navigation arrows. Below the banner is a row of service buttons: "Find a Job", "Find a Candidate", "Find an Office", "More Career Services", and "More Employer Services". Below this is a "Quick Job Search" section with a search bar and fields for "Enter Keyword", "Enter City", "Enter ZIP Code", a distance dropdown set to "10 miles", and a "Search" button. The bottom section is titled "Useful Links" and contains several informational links and descriptions.

CA.GOV CalJOBSSM En Español

Username Password Sign In

Register New User Forgot Password?

IT'S YOUR MONEY
GET IT!
FIND OUT HOW CalEITC4Me.org

Cal
EITC
4me

Find a Job Find a Candidate Find an Office More Career Services More Employer Services

Search for jobs in your area.

Quick Job Search Enter Keyword Enter City Enter ZIP Code 10 miles Search

Useful Links

CalJOBS Mobile App Available
Attention Job Seekers! Look for jobs from your smartphone with the CalJOBS mobile app, available on [Apple](#) and [Google Play](#) stores.

Access California's Only ETPL
Access the Eligible Training Provider List featuring educational programs and apprenticeships for job seekers. Training providers who would like to be included within the ETPL will need to establish an account by registering in CalJOBS. For more information, please contact your [Local Workforce Development ETPL Coordinator](#).

Find Jobs Fairs And Workshops in Your Area
Visit the [Job Fairs and Workshops](#) page to get information on upcoming events in your area.

Need Assistance With Your CalJOBS Account?
Contact the CalJOBS Help Desk at 1-800-758-0398, Monday through Friday from 8:00 a.m. to 5:00 p.m. Closed on state holidays.

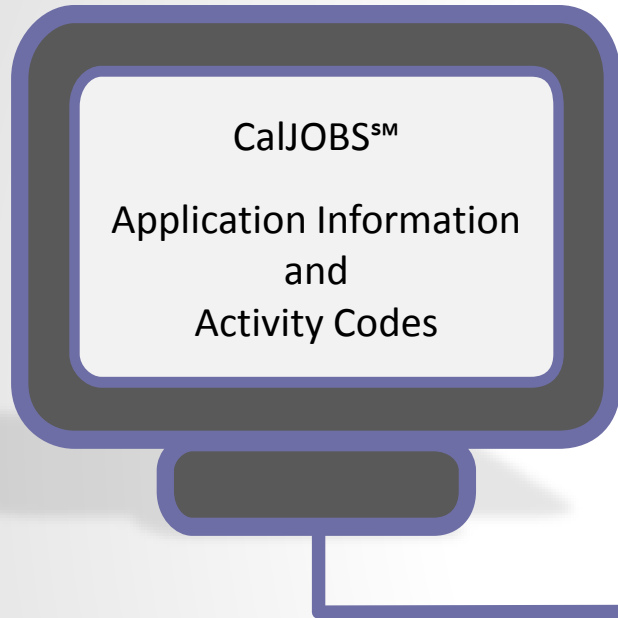
CalJOBSSM Activity Codes

Why use activity codes?

“If it’s not in CalJOBS, it didn’t happen.”



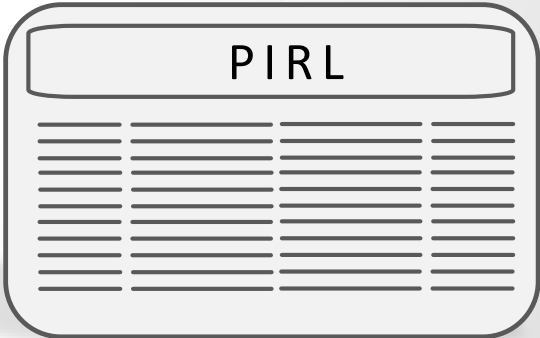
Why use activity codes?



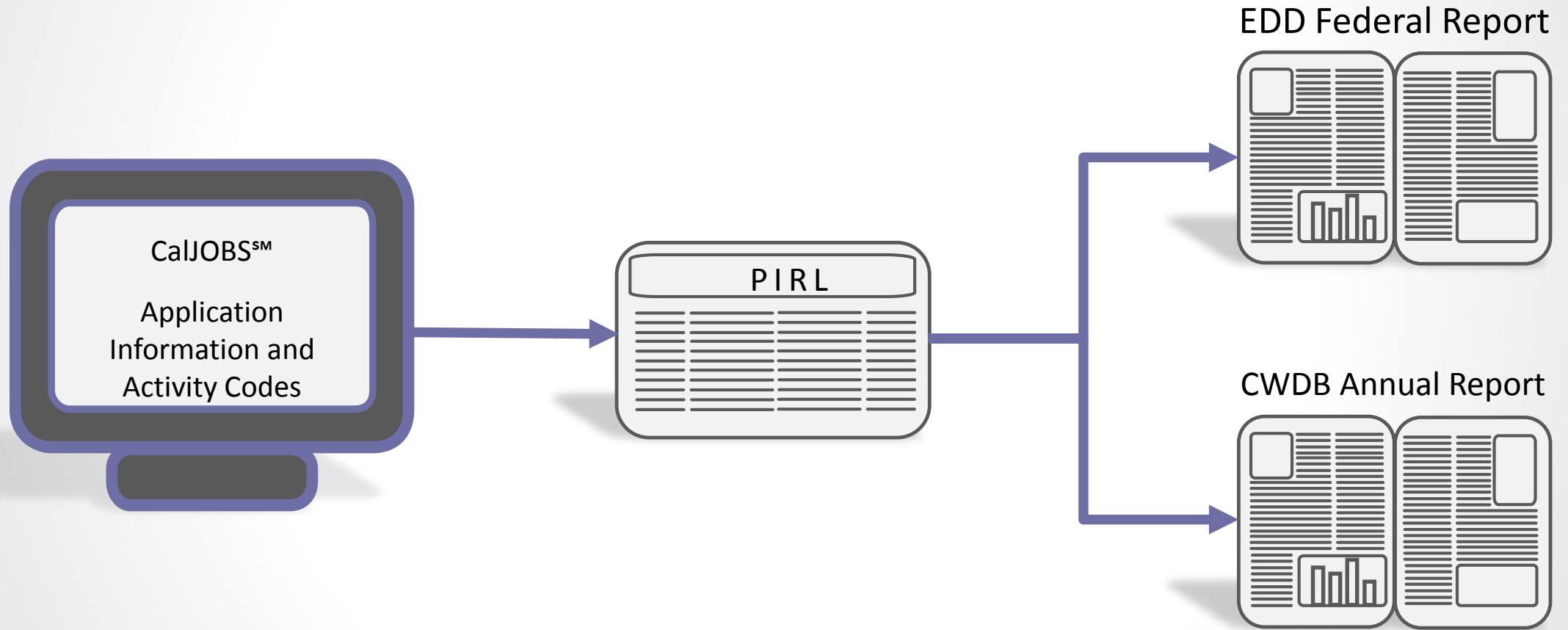
Self-service, information-only, and other career services are entered into CalJOBSSM as a **Service Activity Code**. This multi-digit code identifies specific program activities, such as attending a resume writing workshop or completing a Title III Wagner-Peyser application.



The CalJOBSSM service provider transfers the activity codes into the DOL reporting template, called the **Participant Individual Record Layout (PIRL)**. The PIRL is what the DOL uses to measure program performance.



Why use activity codes?



CalJOBSSM Activity Codes

Text vs. Code

Provision of
Information on
Training Providers/
Performance
Outcomes

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CalJOBSSM Activity Codes

Text vs. Code



CalJOBS Service Codes	Service Code Description
001	Planned Break in Service: Training, Health/Medical
002	One Stop Employment And Workforce Information Service
003	Self Service Registration
004	Self Service Information On Training Providers, Performance Outcomes
005	Self Service Labor Market Research
006	Self Service Job Search through VOS
007	Self Service Job Search through VOS
008	Self Service Job Search through VOS
009	Self Service Job Search through VOS
010	Self Service Job Search through VOS
011	Self Service Job Search through VOS
012	Self Service Job Search through VOS
013	Self Service Job Search through VOS
014	Self Service Job Search through VOS
015	Self Service Job Search through VOS
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023	Self Service Job Search through VOS
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067	Self Service Job Search through VOS
068	Self Service Job Search through VOS
069	Self-Service Informed of Veteran Priority of Service
090	Skills Self-Assessment
101	Orientation
102	Initial Assessment
103	Provision Information On Training Providers, Performance Outcomes
104	Workshop
105	Job Finding Club
106	Follow-up Services after Employment (prior to Exit)
107	Provision Of Labor Market Research
108	Referred to WIA Services (not Training)
110	Attended Rapid Response
111	TAP Workshop

102 Initial Assessment

Where To Find CalJOBSSM Activity Codes

The screenshot shows the homepage of the State of California Employment Development Department (EDD). At the top left is the logo for CA.gov. To its right is the text "State of California Employment Development Department". A search bar is located in the top right corner, containing the text "WSIN17-09" and a magnifying glass icon. This search bar is circled in red. Below the header is a navigation menu with links for "About EDD", "Find a Job", "File & Manage a Claim", "Employer Services", and "EDD News". The main content area features a large banner for "e-Services for Business" with the text "Manage your employer payroll tax accounts online, 24 hours a day, 7 days a week!" and a list of services: Register, File, Pay, and Update. Below the banner are several service categories: "Find a Job", "File & Manage a Claim", "Employer Services", "EDD Resources", "Featured Links", and "Translate". Each category has a list of sub-services and a "More..." link. A language selection dropdown is located in the bottom right corner.

CA.gov State of California
Employment Development Department

WSIN17-09

Home About EDD Find a Job File & Manage a Claim Employer Services EDD News

e-Services for Business

Manage your employer payroll tax accounts online,
24 hours a day, 7 days a week!

- ✓ Register
- ✓ File
- ✓ Pay
- ✓ Update

Enroll or Log in Today [LEARN MORE >](#)

• • • •

Find a Job

- CalJOBSSM
- Job Fairs and Workshops
- Toolbox for Job Seekers
- Resources for Job Seekers
- [More...](#)

File & Manage a Claim

- File for Unemployment
- Certify for UI Benefits
- Disability Insurance
- Paid Family Leave
- [More...](#)

Employer Services

- Payroll Taxes
- e-Services for Business
- Respond to UI Claims
- Jobs and Training for Employers
- [More...](#)

EDD Resources

- Ask EDD
- News and Announcements
- Forms and Publications
- Labor Market Information

Featured Links

- EDD Data Library
- Fraud and Penalties
- Recent Fraud Convictions
- Online Services

Translate

Select Language

Powered by Google Translate
[View Disclaimer](#)



CaIJOBSSM ACTIVITY CODES

The CaIJOBS Activity Codes will be revised effective October 2, 2017. The Department of Labor (DOL) issued additional *Workforce Innovation and Opportunity Act* (WIOA) performance reporting guidance that created a need for a revised list of activity codes. The use of activity codes has a direct relationship to performance measures and should be evaluated closely. Staff should familiarize themselves with the following attachments to ensure accurate use of CaIJOBS activity codes.

CaIJOBSSM Activity Codes – Explanation of Attachments (Attachment 1)

This provides a detailed description of the information included on attachments 2 and 3.

CaIJOBSSM Activity Codes Dictionary (Attachment 2)

This provides a comprehensive list of both participant and employer activity codes, as well as a detailed definition for each activity code.

CaIJOBSSM Activity Codes Detailed Listing – Individual (Attachment 3)

This contains : (1) the name and number for each CaIJOBSSM activity code, (2) the program(s) that are able to use the activity code, (3) the category of service, (4) a determination of whether or not use of the activity code will affect the exit status of the participant, and (5) the corresponding Participant Individual Record Layout data element number(s).

If you have any questions regarding this information, please contact the Central Office Workforce Services Division, Program Reporting and Analysis Unit at 916-654-8305 or wsbmanageperformance@edd.ca.gov.

/S/ JAIME L. GUTIERREZ, Chief
Central Office Workforce Services Division

Attachments are available on the internet:

1. [CaIJOBS Activity Codes – Explanation of Attachments](#)
2. [CaIJOBS Activity Codes Dictionary](#)
3. [CaIJOBS Activity Codes Detailed Listing – Individual](#)
4. [CaIJOBS Activity Codes Detailed Listed – Employer](#)
5. [Errata Chronology](#)

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

CalJOBSSM Activity Codes

CalJOBSSM Activity Codes Dictionary

005	Self-Service Labor Market Research This activity is system generated when an individual accesses labor market information, such as information on state and local labor market conditions; industries, occupations, and characteristics of the workforce; employer wage and benefit trends; short and long-term industry and occupational projections; worker supply and demand; area businesses' identified skill needs; job vacancies' survey results; workforce availability; business turnover rates; job creation; and job identification of high-growth and high-demand industries.
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CalJOBSSM Activity Codes

CalJOBSSM Activity Codes Dictionary

102	Initial Assessment AJCC staff conducted an initial assessment of a participant's skill level, aptitude, abilities, interests, and supportive service needs.
103	Provision of Information on Training Providers/Performance Outcomes AJCC staff provided an individual with readily available information on training providers that did not require staff's assessment of the individual's skills, education, or career objectives.
105	Job Finding Club A participant attended an organized activity that provided instructions on résumé writing, application preparation, interviewing skills, and/or job lead development, and included a period of structured application where participants attempted to secure employment.

CalJOBSSM Follow-Up Activity Codes

Activity Code	Activity Code Name and Definition
F01	<p>Referral to Community Resources</p> <p>AJCC staff referred a participant to a community resource after being placed in unsubsidized employment, education, or training. This follow-up service was provided to the individual to enable him/her to progress further in their occupation or retain employment.</p>
F02	<p>Referral to Medical Services</p> <p>AJCC staff referred a participant to medical services after being placed in unsubsidized employment, education, or training. This follow-up service was provided to the individual to enable him/her to progress further in their occupation or retain employment.</p>

F06	<p>Career Development and Further Education Planning</p> <p>AJCC staff provided a participant additional career planning and counseling after being placed in unsubsidized employment. This follow-up service was provided to the individual to enable him/her to progress further in his/her occupation or retain his/her employment.</p>
F07	<p>Assistance with Work-Related Problems</p> <p>Staff assisted a participant with a work-related problem, which may have included contacting the participant's employer. This follow-up service was provided to the individual to enable him/her to progress further in his/her occupation, or retain employment.</p>

CalJOBSSM Employer Activity Codes

Activity Code	Activity Code Name and Definition
E01	<p>Alien Labor Certification</p> <p>Under the H-2A program, local AJCC staff developed a hiring agreement with an employer that took into account the local AJCC site's resources, but that did not adversely affect the site's ability to adequately serve other employers. The hiring agreement may not include provisions for AJCC staff to assist the employer in pre-employment activities such as verifying prior employment or obtaining references.</p>
E02	<p>Americans with Disabilities</p> <p>AJCC staff contacted an employer that submitted a job posting that appeared to be discriminatory under the <i>Americans with Disabilities Act</i> of 1990. In contacting the employer, AJCC provided legal job posting requirements, and informed the employer that unless the job posting's specifications can be legally justified, that the employer's job posting request could not be accommodated.</p>

After determining that the CalJOBS job-seeker participant pool did not include qualified individuals for an employer's specific job opening, AJCC staff conducted recruitment efforts to locate qualified individuals. These efforts include, but are not limited to, contacting colleges, trade schools, professional organizations, and other employment and training providers who may have access to individuals with the employer's required skills and qualifications.



CaJOBSSM ACTIVITY CODES

The CaJOBS Activity Codes will be revised effective October 2, 2017. The Department of Labor (DOL) issued additional *Workforce Innovation and Opportunity Act* (WIOA) performance reporting guidance that created a need for a revised list of activity codes. The use of activity codes has a direct relationship to performance measures and should be evaluated closely. Staff should familiarize themselves with the following attachments to ensure accurate use of CaJOBS activity codes.

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/S/ JAIME L. GUTIERREZ, Chief
Central Office Workforce Services Division

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CaJOBSSM Service Activity Codes

CaJOBS Activity Codes Detailed Listing

#	Activity Code Name	Adult/ DW	Youth	WP	JVSG	MSFW	TAA	Reporting Category	Exit Clock?	PIRL
								Basic Career Service (Self-Service)		
105	Job Finding Club	x	x			x	x	Basic Career Service (Staff-Assisted)	YES	1104, 1322
106	Follow-up Services after Employment (prior to exit)	x	x	x		x		Basic Career Service (Staff-Assisted)	YES	1200
107	Provision of Labor Market Research	x	x			x		Basic Career Service (Self-Service Workforce Information Service)	NO	1101
108	Referred to WIOA Services (not training)		x	x		x		Basic Career Service (Self-Service Workforce Information Service)	NO	1113
108	Referred to WIOA Services (not Training)		x			x		Basic Career Service (Staff-Assisted)	YES	1113
109	Referred to Community Resource		x	x		x		Basic Career Service (Staff-Assisted)	YES	1113
110	Attended Rapid Response		x	x				Misc.	NO	Not Reported
112	Job Fair		x	x				Basic Career Service (Self-Service Workforce Information Service)	NO	1100
114	Job Referral: Federal Contractor Job Listing (FCJL)		x	x		x		Basic Career Service (Staff-Assisted)	YES	1109

CalJOBSSM Activity Codes

Exit Clock Review



Program Exit



Exit is the **last date of service** for **all programs** and there are no future services scheduled. The date of exit, however, is not known until 90 days have lapsed in which no additional services are provided.



The **Exit Clock** refers to the 90 days in which an individual is not receiving any services. If no services are provided for 90 days, the individual is exited from the system.



Program Exit



Any additional services requiring significant staff involvement **do** restart the Exit Clock. Self-service, information-only and follow-up services **do not** extend the Exit Clock.



The exit is initiated automatically by CalJOBS as soon as the 90 day Exit Clock has lapsed. Note: the exit date is the last date of service not the last day of the Exit Clock.



CaJOBSSM Service Activity Codes

CaJOBS Activity Codes Detailed Listing

#	Activity Code Name	Adult/ DW	Youth	WP	JVSG	MSFW	TAA	Reporting Category	Exit Clock?	PIRL
105	Job Finding Club	x		x		x	x	Basic Career Service (Staff-Assisted)	YES	1104, 1322
106	Follow-up Services after Employment (prior to exit)	x		x	x	x		Basic Career Service (Staff-Assisted)	YES	1200
107	Provision of Labor Market Research	x		x		x		Basic Career Service (Self-Service Workforce Information Service)	NO	1101
108	Referred to WIOA Services (not training)			x	x	x		Basic Career Service (Self-Service Workforce Information Service)	NO	1113
107	Provision of Labor Market Research			x	x			Workforce Information Service)	NO	1101
108	Referred to WIOA Services (not Training)			x		x		Basic Career Service (Staff-Assisted)	YES	1113
109	Referred to Community Resource			x	x	x		Basic Career Service (Staff-Assisted)	YES	1113
110	Attended Rapid Response			x	x			Misc.	NO	Not Reported
112	Job Fair			x	x			Basic Career Service (Self-Service Workforce Information Service)	NO	1100
114	Job Referral: Federal Contractor Job Listing (FCJL)			x	x	x		Basic Career Service (Staff-Assisted)	YES	1109

CalJOBSSM Activity Codes

Remember: “If it’s not in CalJOBS, it didn’t happen.”

The screenshot shows the CalJOBS website homepage. At the top left is the CA.GOV logo and the CalJOBSSM logo. To the right are login fields for Username and Password, with a Sign In button. Below these are links for Register New User and Forgot Password? A banner in the center reads "IT'S YOUR MONEY GET IT!" with "FIND OUT HOW CalEITC4Me.org" and the CalEITC 4me logo. Below the banner are four buttons: Find a Job, Find a Candidate, Find an Office, and More Career Services. Below these are two more buttons: More Employer Services. A search bar is located below the buttons, with the text "Search for jobs in your area." and "Quick Job Search". The search bar has fields for Enter Keyword, Enter City, Enter ZIP Code, a dropdown for 10 miles, and a Search button. At the bottom, there is a "Useful Links" section with the following text: "CalJOBS Mobile App Available: Attention Job Seekers! Look for jobs from your smartphone with the CalJOBS mobile app, available on Apple and Google Play stores." "Access California's Only ETPL: Access the Eligible Training Provider List featuring educational programs and apprenticeships for job seekers. Training providers who would like to be included within the ETPL will need to establish an account by registering in CalJOBS. For more information, please contact your Local Workforce Development ETPL Coordinator." "Find Jobs Fairs And Workshops in Your Area: Visit the Job Fairs and Workshops page to get information on upcoming events in your area." "Need Assistance With Your CalJOBS Account?: Contact the CalJOBS Help Desk at 1-800-759-0398, Monday through Friday from 8:00 a.m. to 5:00 p.m. Closed on state holidays."

California Statewide Performance Goals



- WIOA mandates statewide performance goals for Title I and Title III Wagner-Peyser Programs.
- Performance goals cover PY 2016-2017 and PY 2017-2018.
- Negotiated with the DOL and based on past performance adjusted for new definitions and regulations.
- Performance goals for PY 2017-2018 may be renegotiated.

Performance Goals

Employment in the 2nd and 4th Quarters

Program Year 2016-17	2nd Quarter after Exit	4th Quarter after Exit
Title I Adult	65%	62.5%
Title I Dislocated Workers	68%	66.5%
Title I Youth	62.4%	64.2%
Title III Wagner-Peyser	53.7%	53.7%

Program Year 2017-18*	2nd Quarter after Exit	4th Quarter after Exit
Title I Adult	68%	65.5%
Title I Dislocated Workers	71%	69.5%
Title I Youth	65.4%	67.2%
Title III Wagner-Peyser	56.7%	56.7%

* Performance goals for 2017-18 could be renegotiated with the DOL.

Performance Goals

Median Earnings and Credential Attainment

Program Year 2016-17	Median Earnings	Credential Attainment
Title I Adult	\$4,957	42.9%
Title I Dislocated Workers	\$7,308	60%
Title I Youth	Baseline	64.7%
Title III Wagner-Peyser	\$4,862	N/A

Program Year 2017-18*	Median Earnings	Credential Attainment
Title I Adult	\$5,157	55.9%
Title I Dislocated Workers	\$7,523	63%
Title I Youth	Baseline	57.7%
Title III Wagner-Peyser	\$5,162	N/A

* Performance goals for 2017-18 could be renegotiated with the DOL.

Local Area Performance Goals



- Title I performance goals for the 46 Local Workforce Development Areas are negotiated with the California Workforce Development Board (CWDB).
- Statewide goals are a baseline for Local Area goals.
- Title III Wagner-Peyser performance goals are **statewide only**.
- PY 2017-18 Local Area goals may be renegotiated.

Reporting Guidance

Department of Labor documents with reporting periods can be found on the DOL ETA WIOA website at:

https://www.doleta.gov/performance/reporting/eta_default.cfm

For further questions about reporting and performance, you can contact the Program Reporting and Analysis Unit at:

WSBManagePerformance@edd.ca.gov



LESSON 3

CalJOBSSM Activity Codes and Performance Goals

OBJECTIVES REVIEW

1. Explain why we use activity codes.
2. Discuss how activity codes affect the Exit Clock.
3. Describe where to find activity codes.
4. Review Statewide performance goals for PY 2016-2017 and 2017-2018.