

Welcome to CalJOBS Reports training. We will cover some useful participant reports that may assist in case management.



We will review the following reports:

- Enrolled Individuals
- Services Provided Individuals
- Measureable Skill Gains
- Credentials
- Case Closure Reportable Performance Indicators
- Individual Case Notes
- Saving to My Reports



Individual Reports | Enrolled Individual Reports - These reports combine information from an individual's registration form with basic case management fields. It is one of the primary reports that staff members can initially run when documenting case management program information on a group of individuals.

You can run the report by Region/LWIA and will be able to choose "Grant" as a filter. Your participants must be enrolled to show in this report. If they are not showing in this report, participation was not created to enroll.

oram:				
grans.	Workforce Innovation and Opportunity Act (WIOA) P	ogram 🔽		
stomer Group:	None Selected Adult Youth Dislocated Worker	Ç Rej	port Filters	
tner Program Status:	Active Inactive All			
tner Program:	None Selected	¥	Location	
	Office Locatio (Pres Critic sect in Remo	: None Selected (Training) Generic Statewide C ABLE-DISABLED ADVOCACY, I ABLE-DISABLED ADVOCACY, I	ontractor Office	3
Date Filter:	Participation Date		WIA-Specifi	c
Date Range: From: To:	Last 7 Days	Grant Status: Grant Type:	Active Inactive All None Selected	

1. In the **Program** area, select "Title I- Workforce Development" in the **Program** field. Leave the other fields as none selected.

2. In the **Location** area, go to the **Region/LWIA** and **Office Location** fields and make appropriate selections. Your location will most likely auto populate. If not, be sure to choose the correct Region and Office Location. If you are a Non-Local Area, be sure your Region/LWIA is WIOA Statewide Grant Contractor.

3. Next in the WIA-Specific area, select your grant in the Available Grants field.

4. Finally in the **Date** area, select "Participation Date" in the **Date Filter** field. Then, select your appropriate dates in the **Date Range** field.

										_	
		Report Type Reg Statewi	Participation Workforce I gion/LWIA Na One de Grant Des	d Individu on Date: 02/ Innovation a ame: WIOA Stop Locati sc: 369 - 10	Jals - By F 14/2017 to 0 ind Opportun Statewide Gi on: L& R Care 82 - WAF 4.0	Region 3/15/20 ity Act (rant Conte er Cente VETS	n (WIOA) ntractor Acceler	Program r			
			\$:	\$		
			Region					Total	% Total		
10A Statewide Gra	nt Contrac	tor 🧲						2	100.00)%	
	-		Region					Total	% Total		
			Ż					÷ Ti	ç otal Rows:	1	
			<u>`</u>	R	Part sport Type: Work Region/L' Statewide Gra	Enrolled cipation D force Inno VIA Name One Stop nt Desc 3	d Individ late: 02/14 vation and v WIOA St p Location 169 - 1082	duais - List //2017 to 03/15/2017 d Opportunity Act (WIOA) Prog atewide Grant Contractor t. & R. Carreer Center // WAF 4.0 VETS Accelerator	am	1	
	:	:		R	Part sport Type: Work RegionLV Statewide Gra	Enrolled cipation D force Inno VIA Name One Stop nt Desc. 3	d Individ late: 02/14 vation and WIOA St p Location 69 - 1082	duals - List 2017 to 0.315/2017 0 Opportunity Act (WIOA) Progr ateaved Grade Contractor - L & R Career Center - ViAF 4 OVETS Accelerator -	am	1	:
: User Name	÷ App ID	÷ First Name	÷ Last Name	R Age at Participation	Part eport Type: Work Region/LY Statewide Gra	Enrolled cipation D force Inno VIA Name One Stop nt Desc 3	d Indivie late 02/14 vation and WIOA St p Location 69 - 1082 2 Country	duals - List (2015 to 0.51/52017 10.5015/2	am Assigned Case Mgr	1 Participation Date	÷ Prior Participation
: User Name 22054	÷ App ID 2236545	÷ First Name Ruby	Last Name Rose	R Age at Participation 20	Part sport Type: Work Region LY Statewide Gra : City Redding	Enrollec cipation D force Inno rIA Name One Stop nt Desc 3	d Indivie tate: 02/14 wation and WIOA Ste D.Coation 569 - 1082 Country US	Cualto - List U2017 to 03/15/2017 10/00/10/01/01/01/01/01/01/01/01/01/01/0	am	1 Participation Date 12/27/2016	÷ Prior Participation No
: User Name 22054 22056	÷ App 10 2230545 2230699	÷ First Name Ruby Sonny	Cast Name Rose Gray	R Age Participation 20 32	Part aport Type: Work Region/L Statewide Gra : City Redding Sacramento	Enrolled cipation D force Inno 'IA Name One Stop nt Desc 3 State CA	d Individ late: 02/14 vation and WIOA St p Location 169 - 1082 : Country US US	duals - List 2001 so 0.152017 2001 so 0.152017 List Scatter Contextur : : : : : : : : : : : : :	am Case Mgr Vindsey inchmond No Case Mgr	1 2/27/2016 02/21/2017	÷ Prior Participation No No
User Name 22065 22066 User Name	÷ App ID 2230545 2230699 App ID	÷ First Name Ruby Sonny First Name	÷ Last Name Gray Last Name	R Age at Participation 20 32 Age at Participation	Part Report Type Yink Report V Statewide Gra City Redding Sacramento City	Enrolled cipation D force Inno One Stop nt Desc 3 State CA State	d Indivie late: 02/14 willon and WIOA Ste p Location 569 - 1082	Tr dials - List 2017 to 0.5152017 2017 to 0.5152017 2017 to 0.5152017 2017 to 0.5152017 2017 to 0.5152017 2017 to 0.51520 2017 to 0.51	am Assigned Case Myr Assigned As	1 Participation Date 12/27/2016 02/21/2017 Participation Date	Perior Pericipation No No Perior Perior

Here is your list of individuals enrolled in your program.

Note: If you do not see as many participants as you may have thought were enrolled, there is a good chance that some of your individuals are NOT enrolled, meaning Participation might not have been created.



Next we will review the **Services Provided Individuals Report** which shows information about specific services provided to individuals by the staff members. You will want to run this report "by Grant".

Of course this report can be used to see what services are being provided, but this report can also be ran using different filters to show the demographics of those you serve.

Program:	Workforce Innovation and	Opportunity Act (WIOA) Program			
Customer Group:	None Selected Adult Youth Dislocated Worker) R	eport Filters	
Attending Any School: (Excluding Adult Education)	None Selected	~			
				Location	2
		Region/LWIA Stat	Active Inactive	e All	-
		and the second se			
		Region/LWIA:	Verdugo Workford	e Investment Board, Community Deve	
		Region/LWIA: (Press Chi to select multiple itemp)	Verdugo Workforo County of Yolo De WIOA Statewide G Workforce Alliance	te Investment Board, Community Deve partment of Employment and Social	
		Region/LWIA: Press Chrito select multiple temp	Verdugo Workford County of Yolo Der WIOA Statewide G Workforce Alliance	e Investment Board, Community Deve partment of Employment and Social	
		Region/LWIA: (Pless Chi to select multiple terms) Office Status: Office Location:	Verdugo Workforo County of Yolo De WIOA Statewide G Workforce Alliance Active O Ina None Selected	e Investment Board, Community Deve partment of Engloyment and Social rinit Contractor e of North Bay cctive O All	
4		Region/LWIA: Press Cort to select multiple terms Office Status: Office Location: Press Cort to select and the select	Verdugo Workforc County of Yolo De WOA Statewide G Workforce Alliance Active Ina None Selected (Training) Generation ABLE-DISABLED A	e Investment Board, Community Deve partnert of Employment and Social rand Contractor of North Bay Statewade Contractor Office DVOCACY INC	
4	Date	Region/UWA: Press Cet to select multiple terred Office Status: Office Location: Press Det to select multiple terred	Verdugo Workforc County of Yolo De WiOA Statewide G Workforce Alliance @ Active Ina None Selected (Training) Generic' ABLE-DISABLED AL ABLE-DISABLED AL	e Investment Board, Community Deve partnert of Employment and Social and Contractor of North Bay ctrize	3
4	Date	Region/UWA: President of tailed multiple tares: Office Status: Office Location: Preside to safet: multiple tares:	Verduge Workforc County of Volo De WOA Statewole G Workforce Alliance Active O Ina None Selected (fraining). Genetic: ABLE-DISABLED AC ABLE-DISABLED AC	e Investment Board, Community Deve partnert of Employment and Social and Contractor of North Bay ctrice All Statewade Contractor Office OVOCACY, INC. OVOCACY, INC.	3
4 ate Filter:	Date Create Date	Region/UMA: President of tasking multiple tasks Office Status: Office Location: Preside to safet: multiple tasks	Verduge Workforc County of Volo De WCA Statewold G Workforce Alliance Active O Ina None Selected MEL-DISABLED AT ABLE-DISABLED AT ABLE-DISABLED AT	e Investment Board, Community Deve partnert of Employment and Social and Contractor of North Bay ctrice All Statewade Contractor Office OVOCACY, INC.	3
4 ate Filter: ate Range:	Date Create Date	Region/UMA: Preside the safet multiple target Office Status: Office Location: Preside to safet multiple target	Verduge Workfore County of Volo De Will Astatewaski, de Workforce Alliance Active O Ina None Selected (Traning) Genetic, ABLE-DISABLED AC Grant Status:	e Investment Board, Community Deve partnert of Engloyment and Social and Contractor of North Bay citize All Statewade Contractor Office OVOCACY, INC. OVOCACY, INC. OVOCACY, INC.	3
4 ate Filter: ate Range: rom:	Date Create Date	Region/UWA: Preside the safet multiple target Office Status: Office Location: Preside to safet multiple target multiple target preside to safet	Verduge Workfore County of Volo De Wick Statewaski, of Workfore Alliance Active O Ina None Selected (Traning) Genetic, ABLE-DISABLED AC Grant Status: Grant Status:	e Investment Board, Community Deve partners of Engloyment and Social and Contractor of North Bay ctrice All Statewade Contractor Office OVOCACY, INC. OVOCACY, INC. OVOCACY, INC.	3
4 ate Filter: ate Range: rom: o:	Date Create Date V Custom Date 02232017 00212017 (mm/dd/y) 0301/2017 (mm/dd/y)	Region/UWA: President Status: Office Status: Office Status: Office Status: President	Verduge Verdiger County of volo De WOA Statework of Workforce Alliance Workforce Alliance All L-DSABLED AT ABLE-DISABLED AT ABLE-DISABLED AT Grant Status: Grant Status: Grant Type: Available Grants:	e bivestment Board, Community Dave partner of Employment and Social rear Contractor of North Bay ctive All Statewise Contractor Office DVOCACY, INC.	3

- 1. In the **Program** area, select "Title I- Workforce Development" in the **Program** field. Leave the other fields as none selected.
- In the Location area, go to Region/LWIA and Office Location and make appropriate selections. Your location will most likely auto populate. If not, be sure to choose the correct Region and Office Location. If you are a Non-Local Area, be sure your Region/LWIA is WIOA Statewide Grant Contractor.
- 3. Next in the **WIA-Specific** area, select your grant in the **Available Grants** field.
- 4. Finally in the **Date** area, select "Create Date" in the **Date Filter** field. Then, select your appropriate dates in the **Date Range** field.

		S	ervices Pro Region/Lwia: Grant: 369 - Veter D	wided Individual WIOA Statewide Gro Office: L& & Career 1082 - WAF 4.0 VET an Information From late Field: Create Da Start Date: 02/14/201 Evel Date: 02/14/201	Is - by Grant ant Contractor Center S Accelerator Both te 7 7	٦					
: Grant Number	Grant	C Description	: Activity		CACTIVITY Desc	iption	÷ Distinct Users	: Total			
1082	1082 - WAF 4.0	/ETS Accelerator	202	Career Guidance/Pl	anning		2	2			
1082	1082 - WAF 4.0 V	/ETS Accelerator	328	Occupational Skills	Training - Non Ap	prov Provider (No ITA)	2	2			
:		\$:		:		÷ \	:			
Grant Number	Grant	Description	Activity		Activity Desc	iption	Distinct Users 4	Total			
Grant Number	Grant	Description	Activity	St	Activity Desc rvices Provid RegionLwiz W Grant 369 - 10 Veteran Data Sta En	ed Individuals - List OA Statewide Grant Contr fice LB, Caner Center Information From: Both Information From: Both Pade: Co214/2017 Date: 03/15/2017	Distinct Users 4 Total F Report actor rator	Total 4 Rows 2			
Grant Number	Grant Cuser Id	Description	Activity	Se : :: First Name	Activity Desci ervices Provid RegionLwis W Grant: 369 - 10 Veteran Data Sta En Last Name	ed Individuals - List OA Statewide Grant Cool fire L& Colare Cool findemain - Cool Information Fram. Both 10 Bate (201420)17 Date (201420)17 City, State, Country	A Total F Report actor vrator	Total 4 Rows 2	: : Staff Created	: Create Date	Staff Edite
Grant Number	Grant C User Id 22910	Description	Activity	Se First Name John	Activity Desci ervices Provid RegionLwiz W Grant 369 - 10 Veters Data Sa En Cast Name Test	ed Individuals - List OA Statuse Carro Com Ke Lis Color of the Carrow Com Field Costa Data Field Costa Data Field Costa Data City, State. Country Sacramento, CA, US	Distinct Users 4 Total f Report actor rator St 328 - Occupation	rvice	Staff Created Rose, Ranna	2 Create Date 03/07/2017	Staff Edite Rose, Rianna

Here is your list of services provided to those enrolled in your program.



Next we will review the **Measureable Skill Gains** report which provides a list of program participants that have received measurable skill gains.

This report shows each measureable skill gain entered for a participant, however, only one gain per PY is counted in the measure.

		Program	
Program:	Title I - Workforce Development		
Customer Group:	None Selected Adult Youth Dislocated Worker	<u></u>	
Partner Program Status:	O O Active Inactive All		Report Filters
Partner Program:	None Selected	V	Losstian
	State Region: Region/LWIA Status: Region/LWIA: (mus Cri to select multiple Amm) Office Status	None Selected Northern WS Division 1 Southern WS Division 2 LA Coastal WS Division 3 	 ↓ ■
	Office Location:	None related Program Year: 2017	Date

- 1. In the **Program** area, select "Title I- Workforce Development" in the **Program** field. Leave the other fields as none selected.
- 2. In the **Location** area, go to **Region/LWIA** and **Office Location** and make appropriate selections. Your location will most likely auto populate. If not, be sure to choose the correct Region and Office Location. If you are a Non-Local Area, be sure your Region/LWIA is WIOA Statewide Grant Contractor.
- 3. Finally in the **Date** area, select the appropriate year in the **Program Year** field.

				- Progran - Region - Progra	easurable Ski n: Title I - Workfo /LWIA: m Year: 07/01/20	ill Ga orce De 017 - 0 6	ins velopment 6/30/2018				
		•			¢		\$	\$			\$
	Skill	Туре			Total Participa	ants	% of Participants	Total Skill G	ains	% of S	kill Gains
ttainment of a se	condary scho	ol diploma	or its equiv	valent		2	1.25%		2		0.96%
ducational Funct	tioning Level					10	6.25%		13		6.25%
ost-Secondary T	ranscript/Rep	ort Card				34	21.25%		39		18.75%
econdary Transo	ript/Report C	ard				1	0.63%		1		0.48%
kills Progression						45	28.13%		47		22.60%
raining Milestone)					68	42.50%		106		50.96%
		•			: :	:		:	\$		
	Skill	туре			Total Participa	ants	% of Participants	Total Skill	ains	% of S	kill Gains
			All Sk	all Types		160	100.00%		208		100.00%
		_			Measurab - Program: Title I - 1 - Region/LWIA: - Program Year: 07	le Skill Workforc 7/01/201	Gains e Development 7 - 06/30/2018				
:	\$	\$	•	:	:		:	:	1		:
Name	State ID	User ID	App ID	Date	Skill Type		Type of Achievement	Date	Assig	ff	Office
				01/16/2015	Training Milestone	Other tr	raining milestone	12/17/2017			
	-			04/07/2017	Training Milestone	Enrollm	ent: 301 - On-the-Job Training	07/14/2017			
	1			04/07/2017	Training Milestone	Achieve report to	ad satisfactory or better progress owards an established OJT	07/14/2017			

What results is a list of gains for participants that have been entered by staff.



Next, we will review the **Credentials** report which provides information on participants' credential attainment.

			Program	
Program:	Title I - Workfor	ce Development	×	
Customer Group:	None Selected Adult Youth Dislocated Worl	ker)	Report Filters
Partner Program Status:	Active Inac	O		
Partner Program:	None Selected			Location
		State Region:	None Selected Northern WS Division 1 Southern WS Division 2 LA Coastal WS Division 3	Ĵ
		Region/LWIA Status:	O O Active Inactive All	
		Region/LWIA: (Press Ctrl to select multiple items)	County of Mendocino Merced County Department Monterey County Workforce NoRTEC Governing Board	t of Workforce Investment
		Office Status	Acti	Date
		Office Location:	None S Filter By Date:	Credential Date
			3 Date Range:	Last 30 Days
			From:	09/11/2017 (mm/dd/yyyy)

- 1. In the **Program** area, select "Title I- Workforce Development" in the **Program** field. Leave the other fields as none selected.
- 2. In the **Location** area, go to **Region/LWIA** and **Office Location** and make appropriate selections. Your location will most likely auto populate. If not, be sure to choose the correct Region and Office Location. If you are a Non-Local Area, be sure your Region/LWIA is WIOA Statewide Grant Contractor.
- 3. Finally in the **Date** area, select "Credential Date" in the **Filter By Date** field. Then, select your appropriate dates in the **Date Range** field.

: User ID S	: State ID	: App ID	: Name	: Office	C Participation Date	: Closure Date	÷ Exit Date	‡ Assigned Staff	Credential Type	: Credential Date	\$ Provider	: Page Reported
					09/26/2016	09/12/2017			Occupational Skills License	09/20/2017	Butte College	
					05/16/2017				Occupational	09/13/2017	AFWD	
					05/15/2017				Occupational Certification	09/25/2017	AFWD	
					05/15/2017	-			Occupational	09/12/2017	AFWD	
					05/25/2017	09/29/2017			Occupational Skills Certificate or Credential	09/14/2017	SUTTER COUNTY SUPERINTENDENT OF SCHOOLS	
\$	\$	•	\$:	\$	\$:	:	:	:	:	\$
Jser ID S	statte ID	App ID	Name	Office	Participation Date	Closure Date	Exit Date	Assigned Staff	Credential Type	Credential Date	Provider	Page Reported
							Tot	al Individuals:	5		Total	Credentials:



Case Closure Reportable Performance Indicators - This report lists individuals in a federal program by reportable performance indicators. The report outcome shows performance indicators for credential attainment, school status and diploma, and employment placement information. Much of this data is derived from the Case Closure form in an individual's program application.

			Report Ty	/pe		
eport Type:	Both - Displays a	I closure types				
			Program			
	Program:	Workforce Innovatio	n and Opportunity Act (WIOA) P	rogra		
	Customer Group:	None Selected Adult Youth Dislocated Worker		0	Report Filters	
	Partner Program Status:	Active Inactive	O All		3	
	Partner Program:	None Selected	100		-	
					Location	
			Region/LWIA Status:	Active Inac	tive All	
Ľ	1		Region/LWIA:	Verdugo Workfo	orce Investment Board, Community Deve	
		_	(Press Ctrl to select	County of Yolo I	Department of Employment and Social	_^
Filter By Date:	Actual Case Closur	e 🗹	multiple items)	Workforce Alliar	nce of North Bay	~
Date Range:	Last 30 Days	~	Office Status:	● Active ○ I	inactive O All	
From:	02/07/2017	(mm/dd/yyyy)	Office Location:	JEWISH VOCATI	ONAL SERVICE LA	
To:	03/08/2017	(mm/dd/yyyy)	(Press Ctrl to select	JEWISH VOCATI	ONAL SERVICE SF	
				PETTISH VOCAN	OTTAL STCS	~

- 1. In the **Report Type** area, select "Both- Displays all closure types" in the **Report Type** drop-down.
- 2. In the **Program** area, select "Title I- Workforce Development" in the **Program** drop down. Leave the rest of the filters as none selected.
- In the Location area, go to Region/LWIA and Office Location and make appropriate selections. Your location will most likely auto populate. If not, be sure to choose the correct Region and Office Location. If you are a Non-Local Area, be sure your Region/LWIA is WIOA Statewide Grant Contractor.
- 4. Finally in the **Date** area, select "Actual Closure Date" in the **Filter by Date** field. Then, select your appropriate dates in the **Date Range** field.



Here is your list of Case Closures Reportable Performance Indicators to those enrolled in your program. In this screenshot, the **School Status** and **Entered Employment** columns contain data.



This Case Notes report will retrieve case notes created for individuals. Staff can search for specific case notes in a variety of ways, including a popular keyword search that locates case notes based on a word or phrase in the subject field or the narrative field.

		Report Type		
Exact Mate	h	1		
Includes				
		Case Notes		
Note Subject: 328		2		
	a	Care Noter O Include Surt		
m Case Notes: (where contact type	• Form (rset) (Second e System C	case notes O include syste	Ren	ort Filters
			nep	or criticity
		Program		
Program Status:		0	2	
Program Status:	O Active Inactive	O All	3	
Program Status: Program:	Active Inactive Workforce Innovation and	O All d Opportunity Act (WIOA) Program	3	
Program Status: Program:	O Active Inactive Workforce Innovation and	O All d Opportunity Act (WIOA) Program	Location	
Program Status: Program:	Active Inactive Workforce Innovation an Region/LWIA Status:	O All dOpportunity Act (WIOA) Program	Location	
Program Status: Program:	Active Inactive Workforce Innovation an Region/LWIA Status:	All d Opportunity Act (WIOA) Program Active Inactive All	Location	
Program Status: Program:	Active Inactive Workforce Innovation an Region/LWIA Status: Region/LWIA:	All d Opportunity Act (WIOA) Program Active Inactive All Verdugo Workforce Investment Board. C	Location	4
Program Status: Program:	Active Inactive Workforce Innovation an Region/LWIA Status: Region/LWIA: press Cris sets mage tend	All Coportunity Act (WIOA) Program Active Inactive All Verdugo Workforce Investment Board. County of Violo Department of Employm WIOA StateWede Grant Contractor	Location	
Program Status: Program:	Active Inactive Workforce Innovation an Region/LWIA Status: Region/LWIA: Pets Of to sale: multiple term:	All d Opportunity Act (WIDA) Program Active Inactive All Verdugo Workforce Investment Board County of Viol Department of Employ WIDA Statewed Grant Contractor Workforce Alliance of North Bay	Location Community Deve ent and Social	
Program Status: Program:	Active Inactive Inactive Workforce Innovation an Region/LWIA Status: Region/LWIA Pess Of to suat multiple tent Office Status:	All dopportunity Act (WIOA) Program doportunity Act (WIOA) Program Active Inactive All Verduge Workforce Investment Board. County of Vioa Department of Employ WIOA Statewise Grant Contractor Workforce Alline of North Bay e Active Inactive All	Location Community Deve ent and Social	•
Program Status: Program:	Active Inactive Inactive Morkforce Innovation an Region/LWIA Status: Region/LWIA resume mage Inne Office Isotatus: Office Isotatus:	All d Opportunity Act (WIDA) Program d Opportunity Act (WIDA) Program Active Inactive All Veroups Workforce Investment Band, County of Voc Department of Employm WIDA Statewide dram Contractor WIDA Statewide dram Statewide dram Contractor WIDA Statewide dram WIDA Statewide dram WIDA Statewide dram Statewid	Location Community Deve ent and Social	
Program Status: Program:	Active Inactive Morkforce Innovation an Region/LWIA Status: Region/LWIA: Pres Crt to sele: multiple term Office Status: Office Status: Office Location: Pres Crt to selet:	All Coportunity Act (WIOA) Program Active Inactive All Verdugo Workforce Investment Board C County of Volo Department of Employm WIOA Statewed Grant Contractor Workforce Allance of North Bay Cative O Inactive O All IEWISH VOCATIONAL SERVICE IA	Location Community Deve ent and Social	4
Program Status: Program:	O Active Inactive Inactive Morkforce Innovation an Region/LWIA Status: Region/LWIA Suss Cris sust mulges tend Office Status: Office Location: mulge tend	All Gopportunity Act (WIOA) Program Gopportunity Act (WIOA) Program Active Inactive All Verduge Workforce Investment Board, County of Voa Department of Employ Workforce Allance of North Bay @ Active Inactive All EWISH VOACHTONAL SERVICE LA	Location community Deve ent and Social	4 Date
Program Status: Program:	Active Inactive Inactive Morkforce Innovation an Region/LWIA Status: Region/LWIA Status: Office Status: Office Status: Office Status: Office Location: Insuch tend	All Copportunity Act (WIOA) Program Active Inactive All Verdugs Workforce Investment Board, County of Vio Department of Earloy WIOA Statewide Grant Contractor WIOA Statewide G	Location Community Deve ent and Social	A Date

- 1. In the **Report Type** area, select "Includes" from the **Report Type** drop-down.
- 2. In the **Case Notes** area, type in what word or number you want find that is included in the subject name of the case notes in the **Case Note Subject** field.
- 3. In the **Program** area, select "Title I- Workforce Development".
- 4. In the Location area, go to Region/LWIA and Office Location, and make appropriate selections. Your location will most likely auto populate. If not, be sure to choose the correct Region and Office Location. If you are a Non-Local Area, be sure your Region/LWIA is WIOA Statewide Grant Contractor.
- 5. Finally in the **Date** area, select the appropriate date range in the **Date Range** field.

Userid Individual Created By Contact Last Edited By Date Contact Case Subject Case Subject <th cols<="" th=""><th></th></th>	<th></th>	
Constraint Create Constraint Constraint Constraint Case Constraint Case Constraint Case Constraint Case Constraint Case Constraint Case Case Constraint Case Cas		
0 Test. John Rose, Rianna 3/7/2017 31866 328 Case Note Test. 4 Tester. John Rose, Rianna 3/1/2017 31866 328 Case Note Test.	: Notes	
4 Tester John Rose Rianna 3/13/2017 3/13/2017 Rose Rianna 3/13/2017 31869 328 Training Activity Training Activity		
	: Notes	
Date Date Date Date		

			Selection Criteria	3 My Sup	Reports
Region/LWIA Status:	Active Inactive All			Det	tailed Reports
Region/LWIA: Press Chi to select multiple items!	Mother Lode Job Training Napa County Training and Employment Center Santa Barbara County Santa Cruz County Wookforce Investment Board	0		Cus	stom Reports
Office Status:	Active O Inactive O All		My Reports:		
Office Location: Press Col to select multiple items!	None Selected 04530 Capitola (WSB) 04535 Watsonville (WSB) SCB Community Action Roard	[°]	Report Description	un Update Fi	Action
	Face commany score ages		Veteran Information		
Veteran Type:	IDOBS - My Reports - Internet Explorer				
		_	Date		
Date Range: Plea	se enter in a description for this report: Save Close	2			
From: To: Do I	Not Share: Share with everyone that has ac	ccess to this report: O			
			Reset.Dates		
			The time came talactics of "Toda," all estima and th		

If you would like to save a report and its filters to **My Reports**:

- 1. Choose the "Save to My Reports" link at the bottom of each report *before* you select the "Run Report" button.
- 2. You may receive a pop-up blocker message. Allow the pop-up, and name your report in the description area; choose "Save".
- 3. Your report with the same filters will appear in My Reports.
- 4. You can easily run the report by selecting "<u>Update Filters</u>" in the Action column when you are in your **My Reports**.



CalJOBS houses predictive reports which help local staff predict the reporting results and outcomes of data in a manner that parallels WIOA quarterly and annual reports. These reports show the numerators and denominators, however, they are inaccurate until further notice.

Use the question mark icon for more information on each report.