CalJOBS^{SM} Reports Manual for Staff

Prepared By: Program Reporting and Analysis Unit

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INTRODUCTION

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Introduction

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Welcome to the User Manual for the new CalJOBS^{SM} reports. This user manual includes report guidance for all the canned reports that are available in the CalJOBS^{SM} system except for the Cash Draw Module Reports.

Although most of the reports have been designed to be utilized for all the programs such as Wagner-Peyser Act, Workforce Investment Act, and Trade Adjustment Assistance Act there are a number of reports that are program-specific.

The report guidance in this user manual has been organized according to how the reports are mapped and categorized in the CalJOBS^{SM} system. The report names in the Table of Contents are links to the guidance for that report.

This manual includes the following 5 main categories:

1. Summary Reports
2. Detailed Reports
3. Federal Reports
4. Manage Case Assignment
5. Report Issues

Please make a note of the following information that applies to most of the reports in the CalJOBS^{SM} system.

- For reports that have more than one category (i.e. primary filter) available, the selection of a category usually determines the outcome of the report.

  Most reports that are generated in the system include hyperlinks (they appear in blue ink and are underlined). Clicking on the hyperlinks usually displays more detailed information on the subject. For example, if the total number of individuals shown on a report as a hyperlink, clicking on the link may list the information on every individual who is counted in that total.

Please note that use of the blue hyperlink functions is available only within the system-generated reports. Once reports are exported or saved, the blue hyperlinks are no longer active.

- Most reports give you the option to export the generated data into other programs such as excel, pdf, etc. for further analysis, formatting, producing charts and graphs, etc. This option is usually displayed either at the top or at the bottom part of the report outcome page.

To report any issues you encounter with the reports, please see "**Report Issues**" section on page 423 of this manual.

Summary Reports

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Dashboards

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The dashboard reports provide a series of charts and graphs that document specific data on individual and employer's registration, job openings, job referrals, and job orders. The report outcome is entirely charts and graphs.

To run these dashboard reports:

- Log into the system. Once logged in, use the left hand navigation
- Under "**Reports**," click on "**Summary Reports**"
- Under "**Summary Reports**," click on "**Dashboards**." You will be prompted to make a selection from the following categories:

  a) Registered Individual Dashboard

  b) Registered Employer Dashboard

  c) Total Job Openings Dashboard

  d) Total Job Referrals Dashboard

  e) Total Job Orders Dashboard

  Note: After you click on the category of your interest, a screen will be displayed with several filters for you to choose from. Filtering further is usually not necessary unless you want very specific information. Filters will allow you to narrow down the information on your report to the specifics that you want. For example, if you want your report outcome to display information only on the employers who are federal contractors and have registered in the last 90 days, then you can select the following filters for your report:

  - Federal Contractor – Yes
  - Date Filter – Registration Completed Date
  - Date Range – Last 90 days

  a) For the **Registered Individual** category, you may select from any of the following filters for your report.

     - **Region/LWIA Status** - Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region.
     - **Region/LWIA** – Select the LWIA(s) of your interest from the drop down menu for LWIA/Region. Select "**None Selected**" if you want to include all the LWIAs.

- **Office Status** – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region.
- **Office Location** – This filter allows you to select the office of your interest. This option will not be available (grayed out) if no specific Region/LWIA is selected.
- **Web Access Location** – From the drop down menu, make the selection for the web access.
- **Cookie Location** – From the drop down menu, you may select **"internet**" or "**none-selected**" as default.
- **Registration Source** – From the drop down menu, select the indicated source of individuals' registration.
- **Heard about Site** – Select where the individual heard about the site.
- **Type of Age** – Select the age of the individual at registration or their current age.
- **Gender** – You may select to filter your report by the specific gender or select "**none-selected**" to include all males and females.
- **Disability Status** – Select the individuals' disability status indicated at their registration.
- **Race & Ethnicity** – Select the race and ethnicity of the individuals of interest.
- **Looking for Work** – Select for individuals who are or are not looking for a job or leave "none-selected" by default to include all.
- **Resume Status** – Select the resume status from the drop down menu.
- **Migrant and Seasonal Farm Worker** – Select the MSFW status from the drop down menu if the individuals are Migrant and Seasonal Farm Workers.
- **Working in Agricultural ONET Occupation** – Select yes, no, information not provided, or none-selected.
- **Scan Card Assignment** – From the drop down menu, select the scan card assignment or "none-selected" by default.
- **Served in the Military** – Select "**yes**" if the individual served in military, "**no**" if the individual did not serve in the military, or "**none-selected**" if there is no need to filter out for that category.
- **Veteran Type** – From the drop down menu, select the veteran status.
- **Transitioning Service Member** – Select yes, no, or none-selected.
- **Military Spouse/Dependent** – Select yes, no, or none-selected.
- **Spouse or Widow of Veteran** – Select yes, no, or none-selected.
- **Discharge Status** – From the drop down menu, select the discharge status of the veteran.
- **Date Filter** – From the drop down menu, select the filter for the date range.
- **Date Range** – Select the date range from the drop down menu or by typing it in the "**From**" and "**To**" fields.

b) For the **Registered Employer** category, you may select from any of the following filters for your report.

- **Region/LWIA Status** - Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region.
- **Region/LWIA** – Select the LWIA(s) of your interest from the drop down menu for LWIA/Region. Select "**None Selected**" if you want to include all the LWIAs.
- **Office Status** – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region.
- **Office Location** – This allows you to select the office of your interest. This option will not be available (grayed out) if no specific Region/LWIA is selected.
- **Benefits Offered** – From the drop down menu, select the benefits offered by the employer for the job.
- **Cookie Location** – From the drop down menu, you may select "**internet**" or "**none-selected**" as default.
- **Type of Employer** – From the drop down menu, select the employer type (i.e. Private, government, etc.).
- **Employer Status** – Select active, inactive, or all.
- **Type of Registration** – Select a specific type of registration for the employer or select "**none-selected**" to include all.
- **NAICS Industry** – Click on "**search for NAICS**" code to select the industry by the NAICS code.
- **Federal Contractor Status** – Select from yes, no, or none-selected.
- **Affirmative Action** – Select from yes, no, or none-selected.
- **Date Filter** – From the drop down menu, select the filter for the date range.
- **Date Range** –Select the date range from the drop down menu or by typing it in the "**From**" and "**To**" fields.

For the c) **Job Order**, d) **Job Referral**, and e) **Job Opening categories**, you may select from any of the following filters.

- **Region/LWIA Status** - Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region.
- **Region/LWIA** – Select the LWIA(s) of your interest from the drop down menu for LWIA/Region. Select "**None Selected**" if you want to include all the LWIAs.

- **Office Status** – Select Active, Inactive, or All. The "**Active**" status is selected by default and it should be left as is. "Inactive" status is used in rare occasions such as the closure of a particular office in a region.
- **Office Location** – This allows you to select the office of your interest. This option will not be available (grayed out) if no specific Region/LWIA is selected.
- **Staff Assigned Status** – Select Active, Inactive, or All.
- **Staff Assigned** - Select the name of the staff member
- **Category** – Select the job order category from the drop down menu.
- **Special Category** – From the drop down menu, select the special job order category such as summer youth, internship, etc.
- **Occupation** – Click on "**search for ONET**" code to select the occupation by ONET code.
- **Entry Type** – From the drop down menu, select the job order that was entered by the staff members or the employers.
- **Employer Job Order Status** – Select the status of the job order indicated by the employer.
- **Staff Job Order Status** – From the drop down menu, select the status of job order indicated by the staff member.
- **Time Type** – Select the type of the job (i.e. full time, part time, etc.)
- **Featured Job** – Select "**yes," "no"** or "**none-selected"** for featured jobs.
- **Green Jobs** - Select "**yes," "no"** or "**none-selected"** for Green jobs.
- **Jobs Funded by the American Recovery and Reinvestment Act (ARRA)** - Select "**yes," "no"** or "**none-selected"** for jobs funded by ARRA.
- **Display Type** – From the drop down menu, select the job order type (i.e. suppressed, unsuppressed, etc.).
- **Referral By** – Select the job referral type from the drop down menu.
- **Employer Classification** – Select the employer classification from the drop down menu.
- **Benefits Offered** – From the drop down menu, select the benefits offered by the employer for the job.
- **Job Type** – Select the job type (i.e. regular, temporary, seasonal, etc.).
- **Minimum Salary** – From the drop down menu, select the specified range for the minimum salary.
- **Filter By Date** – From the drop down menu, select how you want the date range to be filtered.
- **Date Range** – Select the date range from the drop down menu or by typing it in the "**From**" and "**To**" fields.

- After you select the filters for your report, click on the "**Run Report**" to generate the report outcome.

You have the option to export the report data to any of the following programs. From the drop down menu at the top of the report page, you may select the program of your choice and click on "**Export**."

- **Excel** – Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.
- **CSV** – This file type is primarily associated with 'Comma-Separated Variables'. A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
- **XML** – Extensible Markup Language file format used to create common information formats and share the data and format on the web, intranets, and any other network using standard ASCII text.
- **PDF** – This will allow you to save your report in a portable format so you can share it electronically with others.
- **TIFF** – Tagged Image Format file is used for high quality graphics.

See the following example of the report outcome.

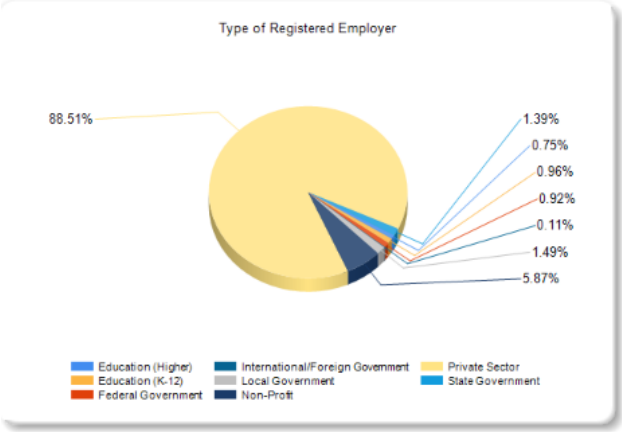
CalJOBS[SM]

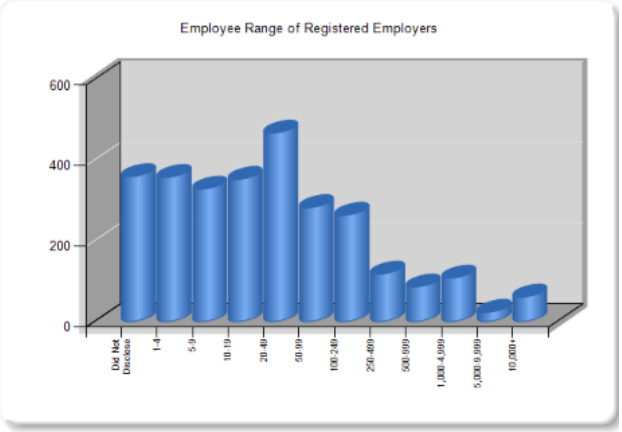
Dashboard - Registered Employer Dashboard

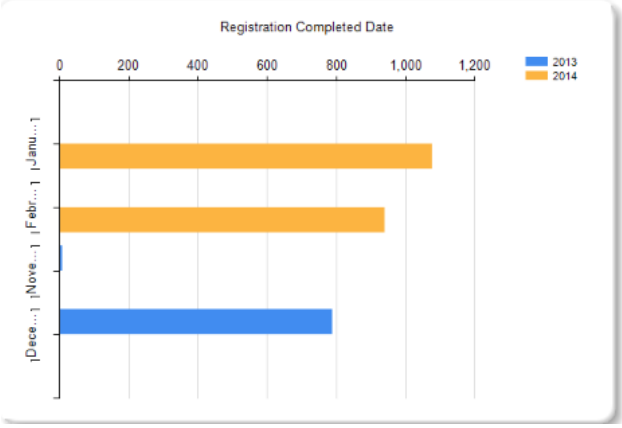
1 of 1 | 75% | Select a format | Export

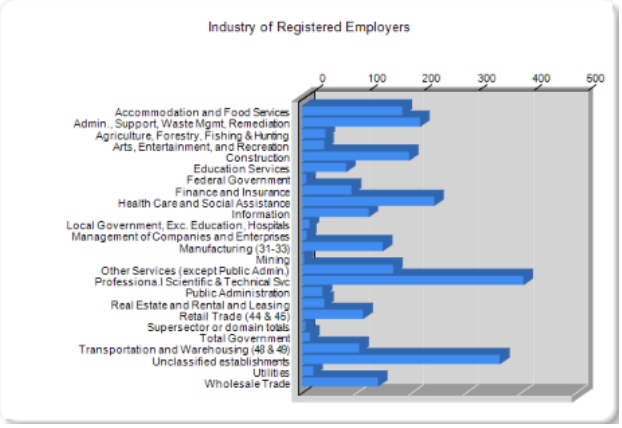
Registered Employer Report

- State=California
- Employer Status=Active
- Starting Date=11/29/2013
- Ending Date=02/26/2014
- Filter Date=Registration Completed Date









Trend Reports

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The Trend reports provide data comparisons (increases or decreases) over specific time periods. It provides totals, differences, and percent of change between current and the prior specified time period(s).

To run these Trend reports:

- Log into the system. Once logged in, use the left hand navigation
- Under "**Reports**," click on "**Summary Reports**"
- Under "**Summary Reports**," click on "**Trend**." You will have the following categories available to select from:

Monthly

- Registered Individual Monthly Comparison
- Registered Individual Monthly Trend (Report output is displayed as chart)
- Registered Employer Monthly Comparison
- Registered Employer Monthly Trend (Report output is displayed as chart)
- Job Openings Monthly Comparison
- Job Openings Monthly Trend (Report output is displayed as chart)
- Job Orders Monthly Comparison
- Job Orders Monthly Trend (Report output is displayed as chart)
- Job Referrals Monthly Comparison
- Job Referrals Monthly Trend (Report output is displayed as chart)

Quarterly

- Registered Individual Quarterly Comparison
- Registered Employer Quarterly Comparison
- Job Referrals Quarterly Comparison
- Job Orders Quarterly Comparison
- Job Openings Quarterly Comparison

Yearly

- Registered Individual Yearly Comparison
- Registered Individual Yearly Trend (Report output is displayed as chart)
- Registered Employer Yearly Comparison
- Registered Employer Yearly Trend (Report output is displayed as chart)
- Job Openings Yearly Comparison
- Job Openings Yearly Trend (Report output is displayed as chart)
- Job Orders Yearly Comparison
- Job Orders Yearly Trend (Report output is displayed as chart)
- Job Referrals Yearly Comparison
- Job Referrals Yearly Trend (Report output is displayed as chart)

Note: After you click on the category of your interest, a screen containing filters to be selected will be displayed.
Filtering further is usually not necessary unless you want very specific information.Filters will allow you to narrow down the information on your report to the specifics that you want.

For the **Registered Individual (Monthly, Quarterly, or Yearly)** category, you may select from any of the following filters for your report.

- **Region/LWIA Status** - Active/ Inactive/ All. The "Active" status is selected by default and it should be left as is. "Inactive" status is used in rare occasions such as the closure of a particular office in a region.
- **Region/LWIA** – Select the LWIA(s) of your interest from the drop down menu for LWIA/Region. Select "**None Selected**" if you want to include all the LWIAs.
- **Office Status** – Active/ Inactive/ All. The "Active" status is selected by default and it should be left as is. "Inactive" status is used in rare occasions such as the closure of a particular office in a region.
- **Office Location** – This allows you to select the office of your interest. This option will not be available (grayed out) if no specific Region/LWIA is selected.
- **Web Access Location** – From the drop down menu, make the selection for the web access.
- **Cookie Location** – From the drop down menu, you may select "internet" or "none-selected" as default.
- **Registration Source** – From the drop down menu, select the indicated source of individuals' registration.
- **Heard about Site** – Select where the individual heard about the site.
- **Type of Age** – Select the age of the individual at registration or their current age of the individual.
- **Gender** – You may select to filter your report by the specific gender or select "none-selected" to include all.

- **Disability Status** – Select the individual's disability status indicated at their registration.
- **Race & Ethnicity** – Select the race and ethnicity of the individual.
- **Educational Achievement** – Select the level of education or choose "none-selected" to include all.
- **Current Unemployment Status** – From the drop down menu, select the individual's unemployment status or select "none-selected" to include all.
- **Looking for Work** – Select for individuals who are or are not looking for a job or leave "none-selected" by default to include all.
- **Resume Status** – Select the individual's resume status from the drop down menu.
- **Migrant and Seasonal Farm Worker** – Select the individual's MSFW status from the drop down menu.
- **Working in Agricultural ONET Occupation** – Select yes, no, information not provided, or none-selected.
- **Scan Card Assignment** – From the drop down menu, select the scan card assignment or "none-selected" by default.
- **Served in the Military** – Select yes, no, or none-selected.
- **Military, Veteran, or Spouse of Veteran** – Select from yes, no, or none-selected.
- **Veteran Type** – From the drop down menu, select the individual's veteran status.
- **Transitioning Service Member** – Select yes, no, or none-selected.
- **Military Spouse/Dependent** – Select yes, no, or none-selected.
- **Spouse or Widow of Veteran** – Select yes, no, or none-selected.
- **Discharge Status** – From the drop down menu, select the discharge status of the veteran.
- **Date Filter** – From the drop down menu, select the filter for the date range.

For the **Registered Employer (Monthly, Quarterly, or Yearly)** category, you may select from any of the following filters for your report.

- **Region/LWIA Status** - **Active/ Inactive/ All**. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region.
- **Region/LWIA** – Select the LWIA(s) of your interest from the drop down menu for LWIA/Region. Select "**None Selected**" if you want to include all the LWIAs.
- **Office Status** – **Active/ Inactive/ All**. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region.
- **Office Location** – This allows you to select the office of your interest. This option will not be available (grayed out) if no specific Region/LWIA is selected.

- **Benefits Offered** – From the drop down menu, select the benefits offered by the employer for the job.
- **Cookie Location** – From the drop down menu, you may select “internet” or “none-selected” as default.
- **Type of Employer** – From the drop down menu, select the employer type (i.e. Private, government, etc.).
- **Employer Status** – Select active, inactive, or all.
- **Type of Registration** – Select a specific type of registration for the employer or select “none-selected” to include all.
- **NAIC Industry** – Click on “**search for NAICS**” code to select the industry by the NAICS code.
- **Federal Contractor Status** – Select from **yes**, **no**, or **none-selected**.
- **Affirmative Action** – Select from **yes**, **no**, or **none-selected**.
- **Date Filter** – From the drop down menu, select the filter for the date range.

For the **Job Order**, **Job Referral**, and **Job Opening categories (Monthly, Quarterly, or Yearly)**, you may select from any of the following filters.

- **Region/LWIA Status** - **Active/ Inactive**/ **All**. The “Active” status is selected by default and it should be left as is. “**Inactive**” status is used in rare occasions such as the closure of a particular office in a region.
- **Region/LWIA** – Select the LWIA(s) of your interest from the drop down menu for LWIA/Region. Select “**None Selected**” if you want to include all the LWIAs.
- **Office Status** – Select Active, Inactive, or All. The “Active” status is selected by default and it should be left as is. “**Inactive**” status is used in rare occasions such as the closure of a particular office in a region.
- **Office Location** – This allows you to select the office of your interest. This option will not be available (grayed out) if no specific Region/LWIA is selected.
- **Staff Assigned Status** – Select **Active**, **Inactive**, or **All**.
- **Staff Assigned** - Select the name of the staff member
- **Category** – Select the job order category from the drop down menu.
- **Special Category** – From the drop down menu, select the special job order category such as summer youth, internship, etc.
- **Occupation** – Click on “**search for ONET**” code to select the occupation by ONET code.
- **Entry Type** – From the drop down menu, select the job order that was entered by the staff members or the employers.
- **Employer Job Order Status** – Select the status of the job order indicated by the employer.
- **Staff Job Order Status** – From the drop down menu, select the status of job order indicated by the staff member.

- **Time Type** – Select the time type of the job of interest (i.e. full time, part time, etc.)
- **Featured Job** – Select yes/no or none-selected for featured jobs.
- **Green Jobs** - Select yes/no or none-selected for Green jobs.
- **Jobs Funded by the American Recovery and Reinvestment Act (ARRA)** - Select yes/no or none-selected for jobs funded by ARRA.
- **Display Type** – From the drop down menu, select the job order type (i.e. suppressed, unsuppressed, etc.).
- **Referral By** – Select the job referral type from the drop down menu.
- **Employer Classification** – Select the employer classification from the drop down menu.
- **Benefits Offered** – From the drop down menu, select the benefits offered by the employer for the job.
- **Job Type** – Select the job type (i.e. regular, temporary, seasonal, etc.).
- **Minimum Salary** – From the drop down menu, select the specified range for the minimum salary.
- **Filter By Date** – From the drop down menu, select how you want the date range to be filtered.

- After you select the filters for your report, click on the "**Run Report**" to generate the report.

You have the option to export the report data to any of the following programs. From the drop down menu at the top of the report page, you may select the program of your choice and click on "**Export**."

- **Excel** – Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.

- **CSV** – This file type is primarily associated with 'Comma-Separated Variables'. A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).

- **XML** – Extensible Markup Language file format used to create common information formats and share the data and format on the web, intranets, and any other network using standard ASCII text.

- **PDF** – This will allow you to save your report in a portable format so you can share it electronically with others.

- **TIFF** – Tagged Image Format file is used for high quality graphics.

See the following example of the report outcome.

Example of the Job Openings Monthly Comparison Report:

Total Job Openings Monthly Comparison Trend Report

- State=CA
- FilterDate=Create Date

Region Lwia	January				February			
	2012	2013	2014	Current-Prior	2012	2013	2014	Current-Prior
Alameda County Workforce Investment Board	354	594	1826	207.41% 1232	160	466	3418	633.48% 2952
Carson/Lomita/Torrance Consortium		25	756	2924% 731	21	21	71	238.1% 50
City of Anaheim Workforce Development Division	99	266	5079	1809.4% 4813	167	255	1536	502.35% 1281
City of Long Beach, Department of Community Develo	121	1758	3455	96.53% 1697	198	619	1809	192.25% 1190
City of Los Angeles	74	718	1630	127.02% 912	220	950	7545	694.21% 6595
City of Oakland Community and Economic Development	24	156	3210	1957.69% 3054	89	27	1659	6044.44% 1632
City of Richmond Employment and Training			99	100.00% 99			110	100.00% 110
City of San Bernardino, Employment and Training Ag	10	51	477	835.29% 426	39	28	287	925% 259

Region Lwia	March			April		
	2012	2013	Current-Prior	2012	2013	Current-Prior
Alameda County Workforce Investment Board	129	711	451.16% 582	483	1939	301.45% 1456
Carson/Lomita/Torrance Consortium	122	58	-52.46% (64)		308	100.00% 308
City of Anaheim Workforce Development Division	1374	272	-80.2% (1102)	492	4363	786.79% 3871
City of Long Beach, Department of Community Develo	300	405	35% 105	78	1680	2053.85% 1602
City of Los Angeles	357	1317	268.91% 960	374	2158	477.01% 1784
City of Oakland Community and Economic Development	27	182	574.07% 155	18	13188	73166.67% 13170
City of Richmond Employment and Training	3	10	233.33% 7		34	100.00% 34
City of San Bernardino, Employment and Training Ag	6	87	1350% 81	59	309	423.73% 250

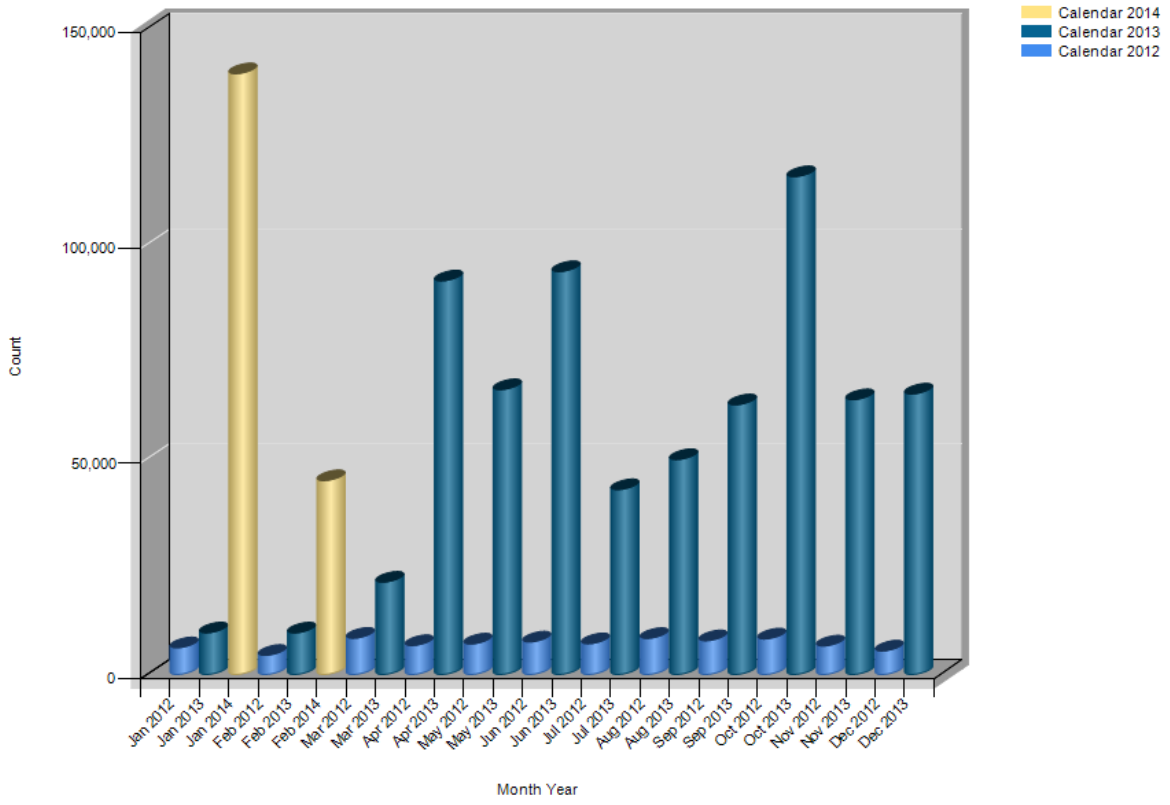
Region Lwia	May			June		
	2012	2013	Current-Prior	2012	2013	Current-Prior
Alameda County Workforce Investment Board	159	1512	850.94% 1353	297	640	115.49% 343
Carson/Lomita/Torrance Consortium	20	558	2690% 538	4	29	625% 25
City of Anaheim Workforce Development Division	137	1595	1064.23% 1458	206	4674	2168.93% 4468
City of Long Beach, Department of Community Develo	277	1431	416.61% 1154	353	1154	226.91% 801
City of Los Angeles	524	1001	91.03% 477	467	1484	217.77% 1017
City of Oakland Community and Economic Development	46	3661	7858.7% 3615	41	2912	7002.44% 2871
City of Richmond Employment and Training	5	45	800% 40	5	9	80% 4
City of San Bernardino, Employment and Training Ag	150	709	372.67% 559	56	233	316.07% 177

CalJOBS℠ **Trend - Job Openings Monthly Trend**

1 of 3 100% Select a format Export

Total Job Openings Monthly Trend Report

- State=CA
- FilterDate=Create Date



Master Summary Reports

(Click here to return to the Table of Content)

These reports provide a statistical summary of various topic totals (i.e. total number of registered individuals, total number of individuals logged in, total number of services provided to individuals, etc.) for a defined time period and location. The following three Master Summary reports are available.

1. **Master Summary**
2. **Master Summary by LWIA**
3. **Master Summary by Office**

1. Master Summary:

This report provides a summary of total statistics associated with LWIA(s) and/or Office(s) for a specified period of time. The report shows aggregated totals that are not separated specifically by each LWIA(s) and/or Office(s).

To run this report:

Option 1: If you have full system access and,

a. **If you want to generate a report on statistical totals associated with all the LWIAs:**

- Log into the system. Once logged in, use the left hand navigation
- Under "**Reports**," click on "**Summary Reports**"
- Click on "**Master Summary**"
- Click on "**Master Summary**"
- Select "**None Selected**" for the LWIA/Region from the drop down menu
- Select a Date Range from the drop down menu or enter a specific "**From**" and "**To**" date either by manually typing it or by clicking on the calendar icon
- Click on "**Run Report**" to run the report. See attached **Report F** for an example of this report.

b. **If you want to generate a report on the statistical totals for a specific LWIA:**

- Log into the system. Once logged in, use the left hand navigation
- Under "**Reports**," click on "**Summary Reports**"
- Click on "**Master Summary**"
- Click on "**Master Summary**"
- Select the LWIA/Region of your interest from the drop down menu
- Select "**None Selected**" for the Office Location
- Select a Date Range from the drop down menu or enter a specific "**From**" and "**To**" date either by manually typing it or by clicking on the calendar icon
- Click on "**Run Report**" to run the report. See attached **Report G** for an example of this report.

c. If you want to generate a report on the statistical totals for a specific office within a LWIA:

- Log into the system. Once logged in, use the left hand navigation
- Under "**Reports**," click on "**Summary Reports**"
- Click on "**Master Summary**"
- Click on "**Master Summary** "
- Select the LWIA/Region of your interest from the drop down menu
- Select the Office of your interest from the drop down menu
- Select a Date Range from the drop down menu or enter a specific "**From**" and "**To**" date either by manually typing it or by clicking on the calendar icon
- Click on "**Run Report**" to run the report. See attached **Report H** for an example of this report.

Option 2: If your privileges grant limited system access and,

a. If you want to generate a report on statistical totals for that LWIA:

- Log into the system. Once logged in, use the left hand navigation

- Under "**Reports**," click on "**Summary Reports**"
- Click on "**Master Summary**"
- Click on "**Master Summary**"
- The LWIA/Region that you have access to should already be highlighted/selected.
- Select "**None Selected**" from the drop down menu for the office location
- Select a Date Range from the drop down menu or enter a specific "**From**" and "**To**" date either by manually typing it or by clicking on the calendar icon
- Click on "**Run Report**" to run the report. See attached **Report H** for an example of this report.

b. If you want to generate a report on statistical totals for a specific office:

- Log into the system. Once logged in, use the left hand navigation
- Under "**Reports**," click on "**Summary Reports**"
- Click on "**Master Summary**"
- Click on "**Master Summary**"
- The LWIA/Region that you have access to should already be highlighted/selected.
- Select the office of your interest from the drop down menu for the office location
- Select a Date Range from the drop down menu or enter a specific "**From**" and "**To**" date either by manually typing it or by clicking on the calendar icon
- Click on "**Run Report**" to run the report. See attached **Report H** for an example of this report.

2. Master Summary by LWIA:

This report shows the statistical totals listed by all or a specified LWIA; however, it will not display the totals separately for each office within the LWIA.

To run this report:

Option 1: If you have full system access and,

a. **If you want to generate a report of statistical totals associated with all the LWIAs/regions:**

- Log into the system. Once logged in, use the left hand navigation
- Under "**Reports**," click on "**Summary Reports**"
- Click on "**Master Summary**"
- Click on "**Master Summary by LWIA**"
- Select "**None Selected**" for Region/LWIA
- Select a Date Range from the drop down menu or enter a specific "**From**" and "**To**" date by either manually typing it or by clicking on the calendar icon
- Click on "**Run Report**" to generate the report. See the attached **Report A** for an example of this report.

b. **If you want to generate a report of statistical totals associated with a specific LWIA:**

- Log into the system. Once logged in, use the left hand navigation
- Under "**Reports**," click on "**Summary Reports**"
- Click on "**Master Summary**"
- Click on "**Master Summary by LWIA**"
- Select the LWIA of your interest from the drop down menu
- Select "**None Selected**" for the Office Location from the drop down menu
- Select a Date Range from the drop down menu or enter a specific "**From**" and "**To**" date either by manually typing it or by clicking on the calendar icon
- Click on "**Run Report**" to run the report. See the attached **Report B** for an example of this report.

Option 2: **If your privileges grant you a limited system access for a specific LWIA, and you want to generate a report on statistical totals associated with that LWIA:**

- Log into the system. Once logged in, use the left hand navigation
- Under "**Reports**," click on "**Summary Reports**"
- Click on "**Master Summary**"
- Click on "**Master Summary by LWIA**"
- The LWIA you have access to should already be highlighted and selected
- Select "**None Selected**" for the Office Location
- Select a Date Range from the drop down menu or enter a specific "**From**" and "**To**" date either by manually typing it or by clicking on the calendar icon
- Click on "**Run Report**" to run the report. See the attached **Report B** for an example of this report.

3. Master Summary by Office:

This report shows statistical totals associated with offices or a specific office within LWIA(s) during a specified period of time.

To run this report:

Option 1: If you have full system access, and

a. If you want to generate a report on statistical totals associated with the all offices within all the LWIAs:

- Log into the system. Once logged in, use the left hand navigation
- Under "**Reports**," click on "**Summary Reports**"
- Click on "**Master Summary**"
- Click on "**Master Summary by Office**"
- Select "**None Selected**" for Region/LWIA
- Select a Date Range from the drop down menu or enter a specific "**From**" and "**To**" date either by manually typing it or by clicking on the calendar icon

- Click on "**Run Report**" to generate the report. See attached **Report C** for an example of this report.

b. If you want to generate a report on statistical totals associated with all the offices within a specific LWIA:

- Log into the system. Once logged in, use the left hand navigation
- Under "**Reports**," click on "**Summary Reports**"
- Click on "**Master Summary**"
- Click on "**Master Summary by Office**"
- From the drop down menu, select the LWIA of your interest
- From the drop down menu, select "**None Selected**" for the Office Location
- Select a Date Range from the drop or enter a specific "**From**" and "**To**" date either by manually typing it or by clicking on the calendar icon
- Click on "**Run Report**" to run the report. See attached **Report D** for an example of this report.

c. If you want to generate a report on statistical totals associated with a specific office within a specific LWIA:

- Log into the system. Once logged in, use the left hand navigation
- Under "**Reports**," click on "**Summary Reports**"
- Click on "**Master Summary**"
- Click on "**Master Summary by Office**"
- From the drop down menu, select the LWIA of your interest
- From the drop down menu, select the office of your interest
- Select a Date Range from the drop down menu or enter a specific "**From**" and "**To**" date either by manually typing it or by clicking on the calendar icon
- Click on "**Run Report**" to generate the report. See the attached **Report E** for an example of this report.

Option 2:

a. **If your privileges grant limited system access, and you want to generate a report on statistical totals associated with a specific office within a LWIA:**
    - Log into the system. Once logged in, use the left hand navigation
    - Under "**Reports**," click on "**Summary Reports**"
    - Click on "**Master Summary**"
    - Click on "**Master Summary by Office**"
    - The LWIA you have access to should already be highlighted/selected
    - Select the office of your interest from the drop down menu or select "**None Selected**" if you want to include all the offices within that LWIA.
    - Select a Date Range from the drop down menu or enter a specific **"From**" and "**To**" date either by manually typing it or by clicking on the calendar icon
    - Click on "**Run Report**" to run the report. See attached **Report E** for an example of this report.

Report A: Master Summary Report by LWIA

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https://www.caljobs.ca.gov/reportsnet/Reports/ssrs/MasterSummary/SearchPage.aspx?ReportPath=%2fMasterSummary%2fbyLWIA

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Master Summary Reports - Master Summary Report by LWIA

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Master Summary Report by LWIA

- Date range: 01/08/2014 - 01/14/2014

Summary	Total
Individuals that Registered	
01 - Alameda County Workforce Investment Board	148
02 - City of Anaheim Workforce Development Division	161
03 - Carson/Lomita/Torrance Consortium	20
04 - Contra Costa County Workforce Development Board	128
05 - Foothill Workforce Investment Board	48
06 - Fresno Area Workforce Investment Corporation	246
07 - Golden Sierra Job Training Agency	115
08 - Humboldt County Community Development Services	40
09 - Imperial County Office of Employment and Training	59
10 - Employers' Training Resource	270
11 - Kings County Job Training Office	23
12 - City of Los Angeles	362
13 - Los Angeles County Department of Community, and Se	1,240
14 - City of Long Beach, Department of Community Develo	252
15 - Madera County Department of Education, Workforce D	22
16 - Marin Employment Connection	31
17 - County of Mendocino	23
18 - Merced County Department of Workforce Investment	98

Done | Internet

CalJOBS - Master SummaryStaff Services - Reports - Master Summary - Windows Internet Explorer

https://www.caljobs.ca.gov/reportsnet/Reports/ssrs/MasterSummary/SearchPage.aspx?ReportPath=%2fMasterSummary%2fbyLWIA

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19 - Monterey County Department of Social and Employmen	112
20 - Mother Lode Job Training	44
21 - Napa County Training and Employment Center	34
22 - NoRTEC Governing Board	192
24 - NOVA Consortium (North Santa Clara), Employment De	77
25 - City of Oakland Community and Economic Development	107
26 - Orange County Community Services Agency, Special P	107
27 - City of Richmond Employment and Training	43
28 - Riverside County Economic Development Agency	363
29 - Sacramento Employment and Training Agency	333
30 - County of San Benito, Community Services and Workf	8
31 - City of San Bernardino, Employment and Training Ag	232
32 - San Bernardino County, Jobs and Employment Service	210
33 - San Diego Workforce Partnership, Inc.	679
34 - Private Industry Council of San Francisco, Inc.	168
35 - San Joaquin County Employment and Economic Develop	131
36 - San Jose Silicon Valley, Workforce Investment Netw	204
37 - Private Industry Council of San Luis Obispo County	13
38 - County of San Mateo, Workforce Investment Board	92
39 - Santa Ana Work Center	88
40 - Santa Barbara County	125
41 - Santa Cruz County Workforce Investment Board	63
42 - SELACO Workforce Investment Board	72
43 - Workforce Investment Board of Solano County	111
44 - Sonoma County Workforce Investment Board	88
45 - South Bay Workforce Investment Board	20
46 - Stanislaus County, Department of Employment and Tr	93
47 - Tulare County Workforce Investment Board, Inc.	38
48 - Workforce Investment Board, Ventura County Human S	175
49 - Verdugo Workforce Investment Board, Community Deve	129
50 - County of Yolo Department of Employment and Social	34
Total number of Individuals that Registered	**7,471**
Individuals that Logged In	
01 - Alameda County Workforce Investment Board	1,152
02 - City of Anaheim Workforce Development Division	1,382

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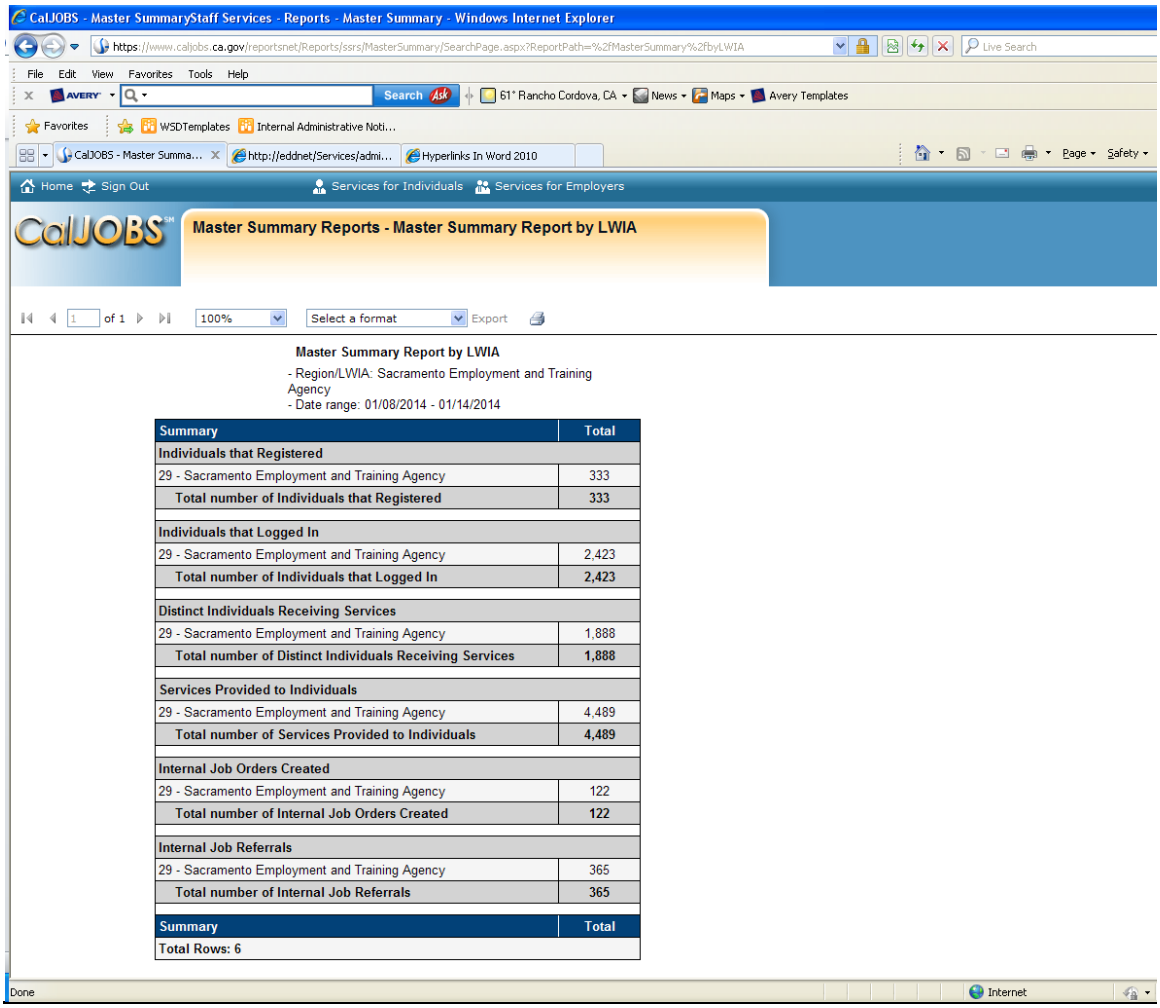
Report B: Master Summary Report by Specific LWIA



Master Summary Report by LWIA

- Region/LWIA: Sacramento Employment and Training Agency
- Date range: 01/08/2014 - 01/14/2014

Summary	Total
Individuals that Registered	
29 - Sacramento Employment and Training Agency	333
Total number of Individuals that Registered	**333**
Individuals that Logged In	
29 - Sacramento Employment and Training Agency	2,423
Total number of Individuals that Logged In	**2,423**
Distinct Individuals Receiving Services	
29 - Sacramento Employment and Training Agency	1,888
Total number of Distinct Individuals Receiving Services	**1,888**
Services Provided to Individuals	
29 - Sacramento Employment and Training Agency	4,489
Total number of Services Provided to Individuals	**4,489**
Internal Job Orders Created	
29 - Sacramento Employment and Training Agency	122
Total number of Internal Job Orders Created	**122**
Internal Job Referrals	
29 - Sacramento Employment and Training Agency	365
Total number of Internal Job Referrals	**365**
Summary	**Total**
Total Rows: 6	

Report C: Master Summary Report by Office

CalJOBS - Master SummaryStaff Services - Reports - Master Summary - Windows Internet Explorer

https://www.caljobs.ca.gov/reportsnet/Reports/ssrs/MasterSummary/SearchPage.aspx?ReportPath=%2fMasterSummary%2fbyOffice

CalJOBS

Master Summary Reports - Master Summary Report By Office

1 of 1 100% Select a format Export

Master Summary Report by Office

- Date range: 01/08/2014 - 01/14/2014

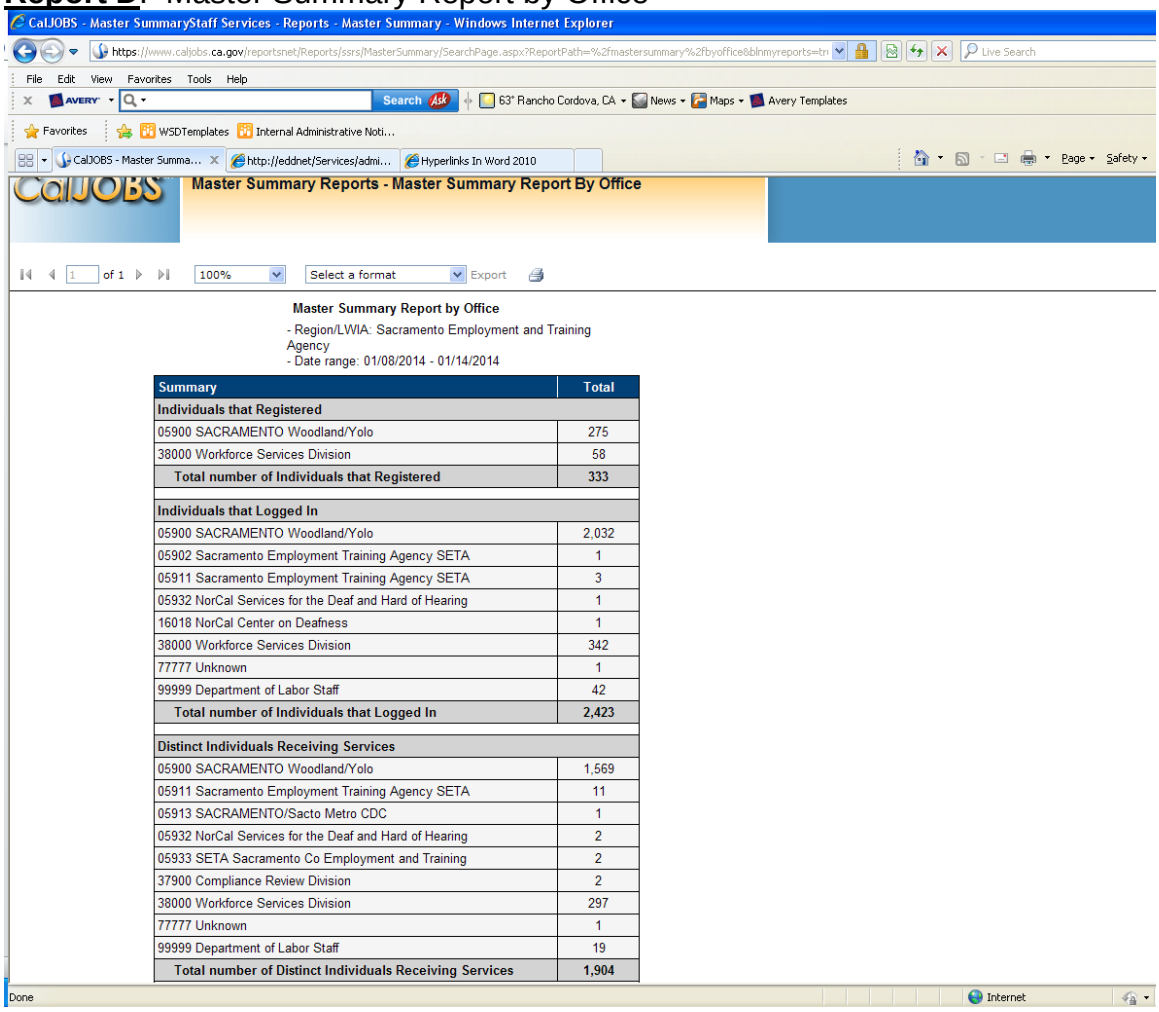
Summary	Total
Individuals that Registered	
00100 San Gabriel Valley/West Covina WS	120
00110 Central San Gabriel Valley WSC/El Monte WS	61
00120 Career Partners/Rosemead WS	55
00130 Los Angeles Urban League/Pomona WS	63
00145 LA Works/Irwindale WS	1
00300 Verdugo Jobs Center/Glendale WS	129
00312 MCS/Hollywood WS	42
00316 CCD/Wilshire-Metro WS	10
00317 PACE/Westlake WS	19
00319 Pasadena JS	48
00422 Irvine WS	179
01000 San Fernando Valley Cluster (WS) Pacoima	168
01015 Santa Clarita WorkSource (JS)**INACTIVE**	7
01100 Canoga Park/West Hills WorkSource Ctr (JS)	137
01130 San Fernando Valley Cluster (WS) Van Nuys	43
01400 Los Angeles South Bay JS	15
01412 Inglewood JS	97
01420 Carson One-Stop JS**INACTIVE**	20
01430 Harbor One-Stop JS	16
01460 Torrance JS	44
03300 OAKLAND/Alameda	107
03325 Hayward JS	93
03330 Fremont JS	55
03900 Rancho Cucamonga Employment Resource Ctr.	123
03913 High Desert Employment Resource Center	87

CalJOBS - Master SummaryStaff Services - Reports - Master Summary - Windows Internet Explorer

https://www.caljobs.ca.gov/reportsnet/Reports/ssrs/MasterSummary/SearchPage.aspx?ReportPath=%2fMasterSummary%2fbyOffice

04217 Westminster Job Service	107
04500 Salinas One Stop	86
04502 Monterey JS	26
04520 Hollister JS	8
04530 Capitola JS	63
04800 Imperial County Workforce Development Office	35
04803 One Stop Business & Employment Office	1
04820 Calexico JS	23
05900 SACRAMENTO Woodland/Yolo	275
05904 Woodland JS	34
06200 Modesto JS	93
06220 Merced Workforce Services Office	80
06240 Los Banos Workforce Services Office	18
06900 S.CLARA Co. S.Jose/Campbl/Sunnyvale/Hollister/Gilr	179
06920 Gilroy JS	25
06930 Sunnyvale JS	77
07200 Santa Maria Workforce Resource Center JS	111
07200 Santa Maria Workforce Resource Center WS	13
07201 Bus. and Career One Stop of San Luis Obispo	13
07202 Santa Barbara Workforce Resource Ctr WS	1
07400 Anaheim Workforce Services Branch	161
08100 Oceanside Workforce Services	203
08200 NORTH VALLEY Marysville/Chico/Colusa/Oroville/Yuba	53
08230 Oroville JS	52
08235 Quincy JS	2
08240 Susanville-Northern Sierra JS	5
08245 Lakeport JS	6
09600 Concord East-Bay Works One-Stop Career Ctr.	68
09610 Eastbay Works Antioch One-Stop-- JS	60
09660 Richmond JS	43
10200 Antelope Valley WorkSource Center (WS)	87
10300 Los Angeles South/Compton JS	90
10319 Gardena One-Stop -- JS Site	20
10324 Compton Career Link WorkSource Ctr--JS Site	31
10325 Los Angeles Urban League--JS Site	1
12200 East Los Angeles Employment & Business Ctr (JS)	27

Report D: Master Summary Report by Office

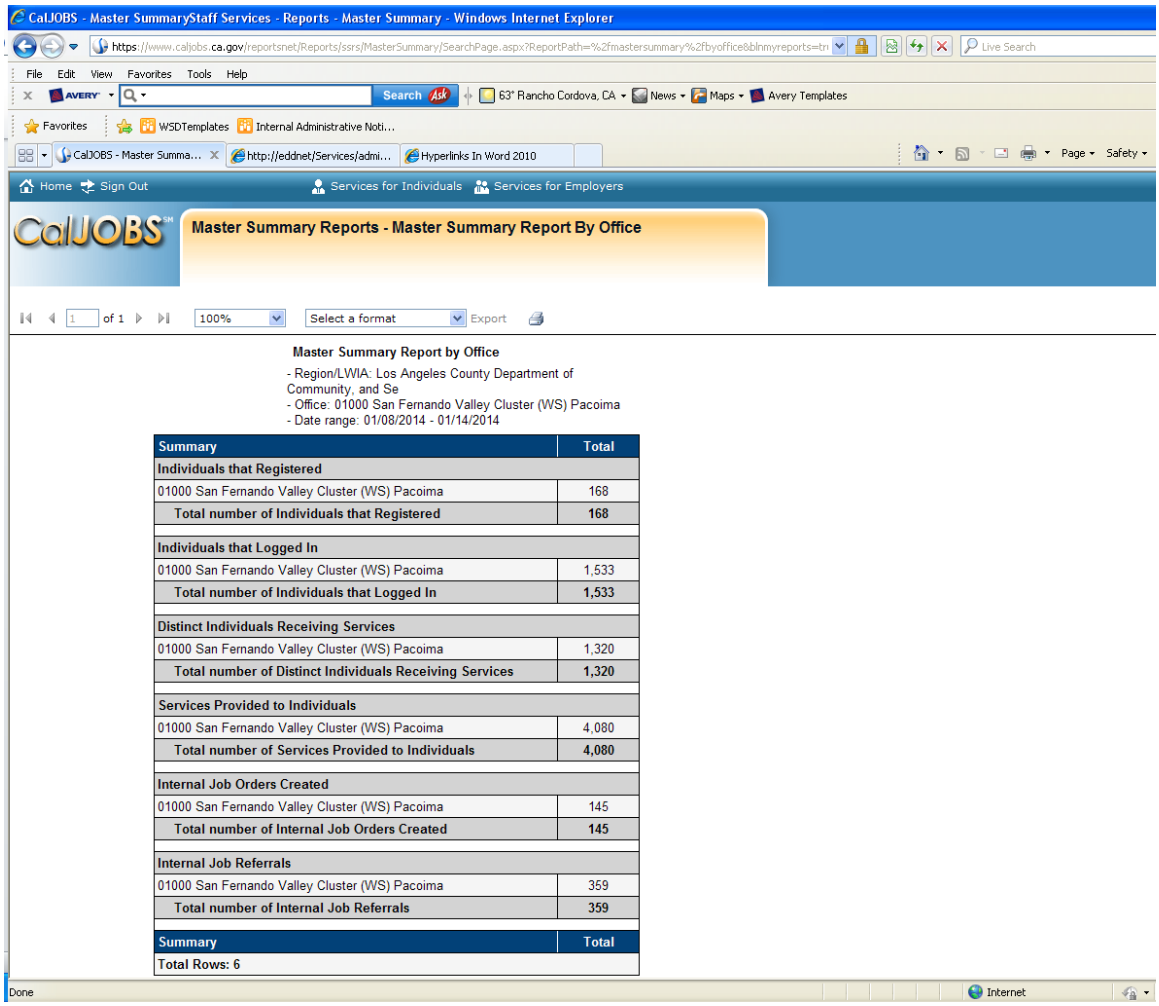


Master Summary Report by Office

- Region/LWIA: Sacramento Employment and Training Agency
- Date range: 01/08/2014 - 01/14/2014

Summary	Total
Individuals that Registered	
05900 SACRAMENTO Woodland/Yolo	275
38000 Workforce Services Division	58
Total number of Individuals that Registered	**333**
Individuals that Logged In	
05900 SACRAMENTO Woodland/Yolo	2,032
05902 Sacramento Employment Training Agency SETA	1
05911 Sacramento Employment Training Agency SETA	3
05932 NorCal Services for the Deaf and Hard of Hearing	1
16018 NorCal Center on Deafness	1
38000 Workforce Services Division	342
77777 Unknown	1
99999 Department of Labor Staff	42
Total number of Individuals that Logged In	**2,423**
Distinct Individuals Receiving Services	
05900 SACRAMENTO Woodland/Yolo	1,569
05911 Sacramento Employment Training Agency SETA	11
05913 SACRAMENTO/Sacto Metro CDC	1
05932 NorCal Services for the Deaf and Hard of Hearing	2
05933 SETA Sacramento Co Employment and Training	2
37900 Compliance Review Division	2
38000 Workforce Services Division	297
77777 Unknown	1
99999 Department of Labor Staff	19
Total number of Distinct Individuals Receiving Services	**1,904**

Report E: Master Summary Report by Office

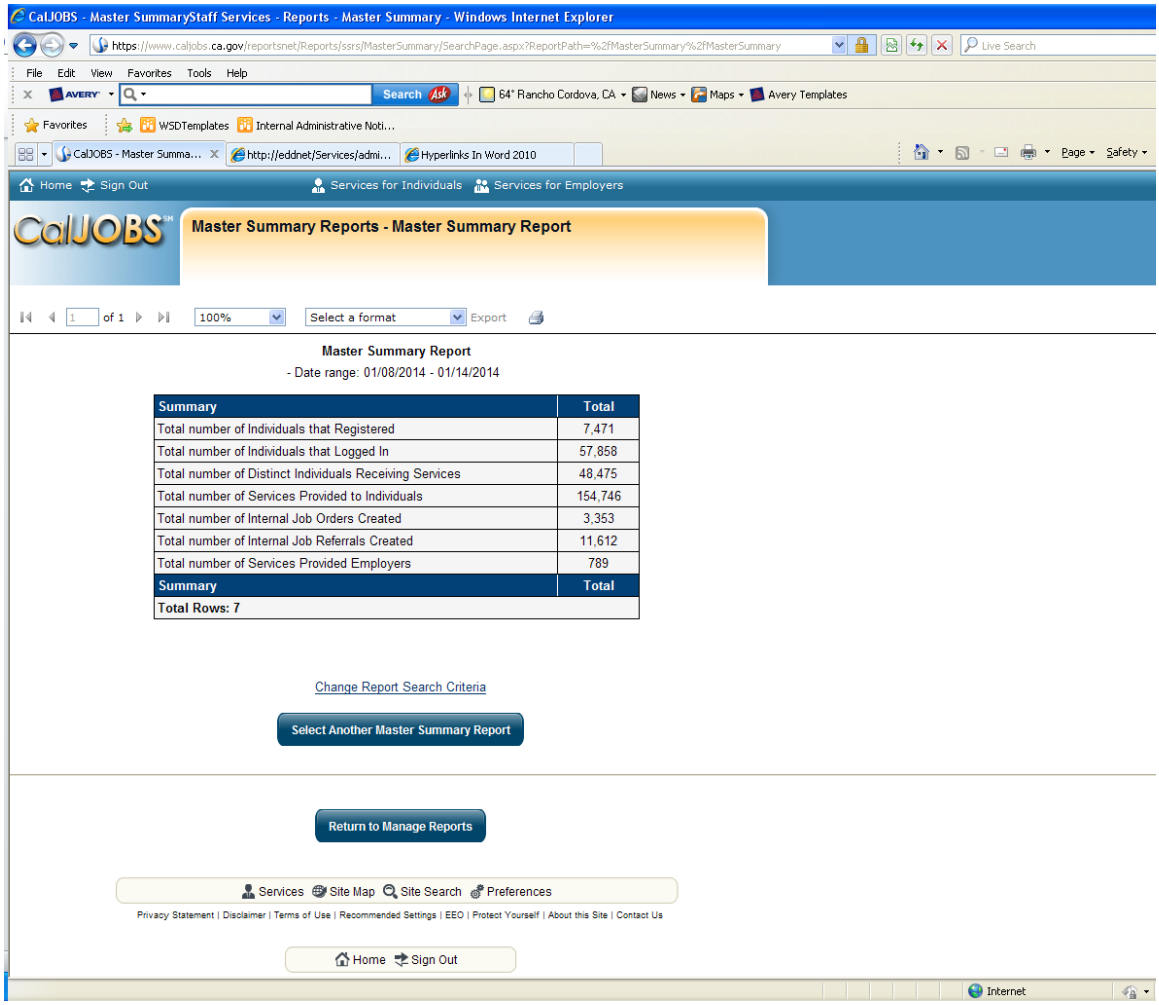


Master Summary Report by Office

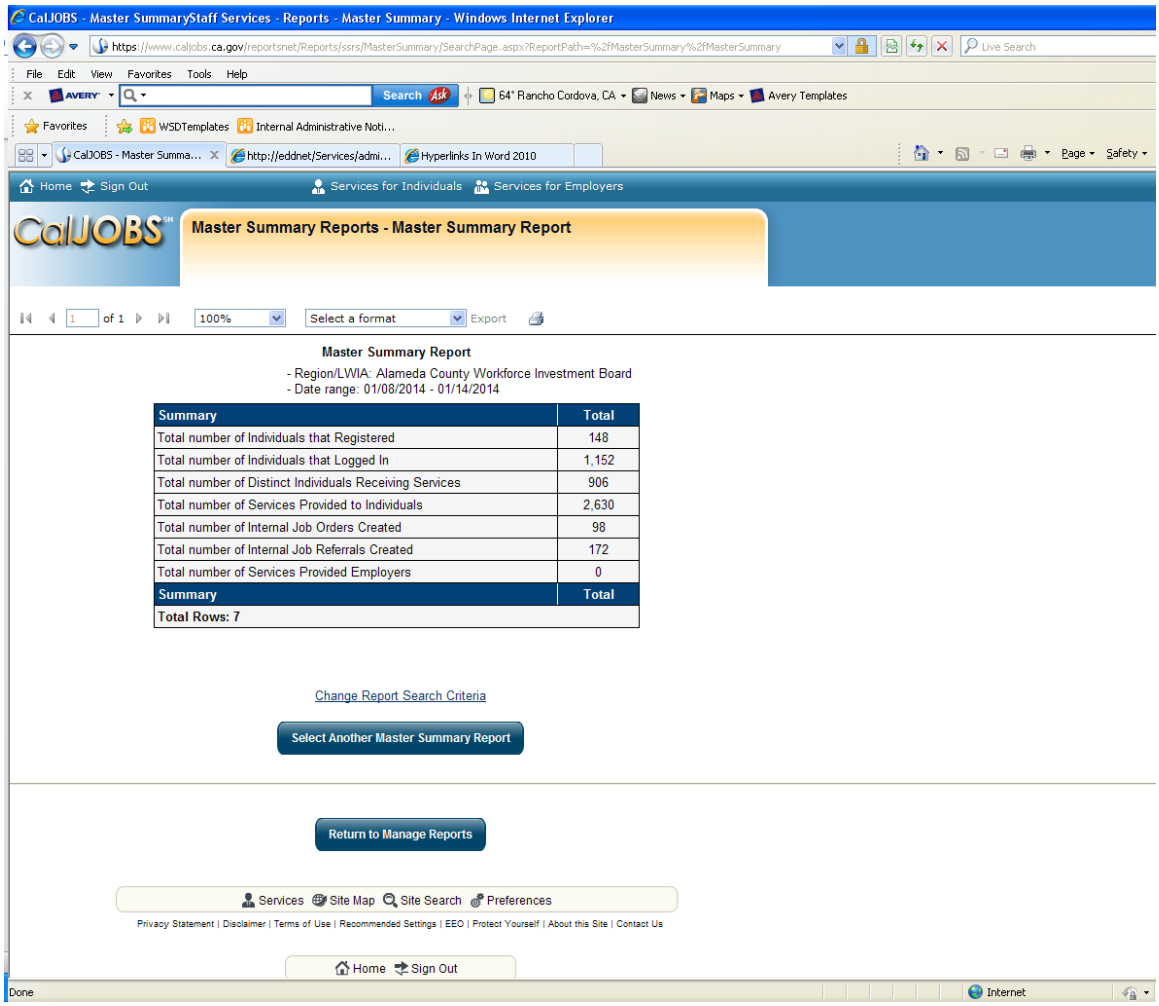
- Region/LWIA: Los Angeles County Department of Community, and Se
- Office: 01000 San Fernando Valley Cluster (WS) Pacoima
- Date range: 01/08/2014 - 01/14/2014

Summary	Total
Individuals that Registered	
01000 San Fernando Valley Cluster (WS) Pacoima	168
Total number of Individuals that Registered	**168**
Individuals that Logged In	
01000 San Fernando Valley Cluster (WS) Pacoima	1,533
Total number of Individuals that Logged In	**1,533**
Distinct Individuals Receiving Services	
01000 San Fernando Valley Cluster (WS) Pacoima	1,320
Total number of Distinct Individuals Receiving Services	**1,320**
Services Provided to Individuals	
01000 San Fernando Valley Cluster (WS) Pacoima	4,080
Total number of Services Provided to Individuals	**4,080**
Internal Job Orders Created	
01000 San Fernando Valley Cluster (WS) Pacoima	145
Total number of Internal Job Orders Created	**145**
Internal Job Referrals	
01000 San Fernando Valley Cluster (WS) Pacoima	359
Total number of Internal Job Referrals	**359**
Summary	**Total**
Total Rows: 6	

Report F: Master Summary report

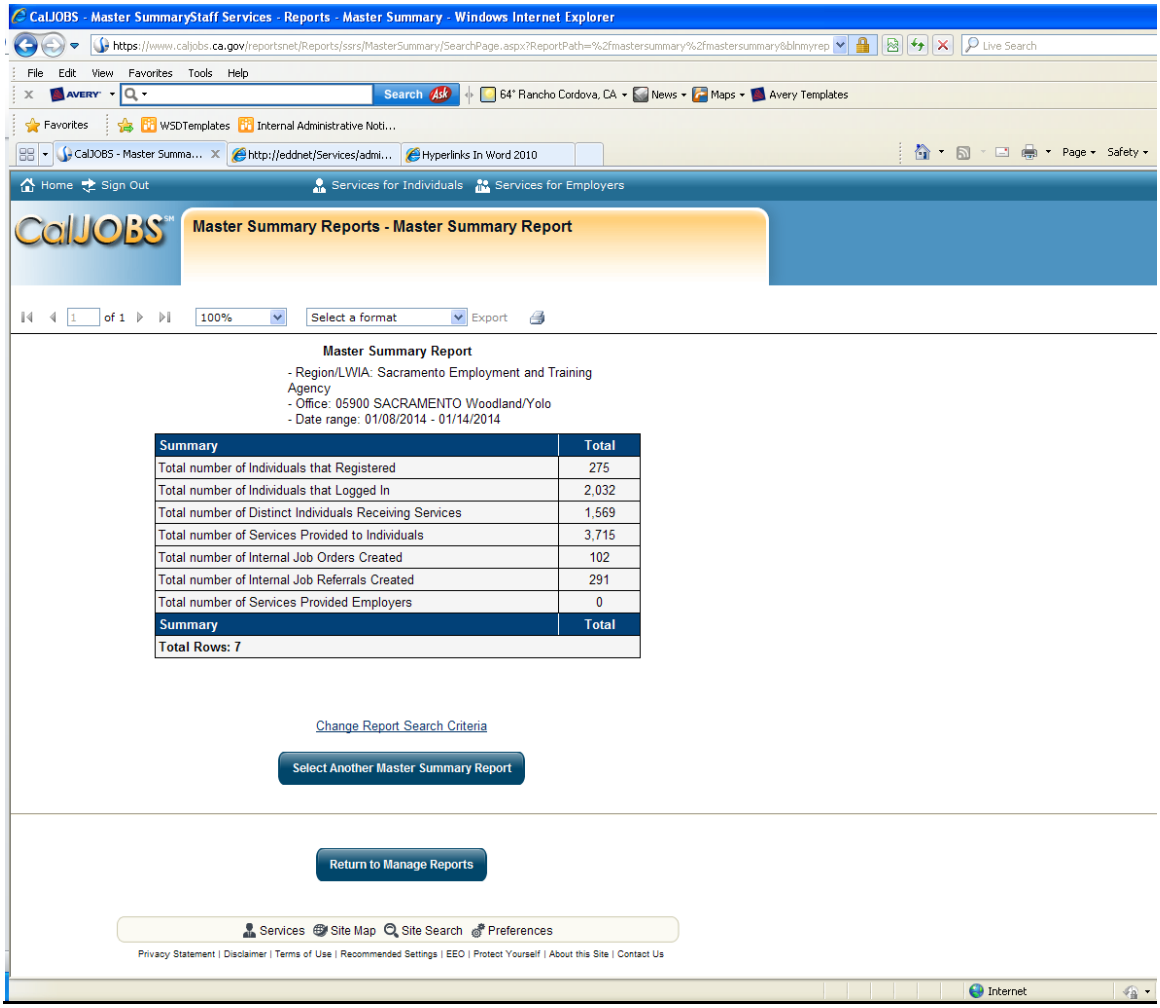


Report G: Master Summary Report



Summary	Total
Total number of Individuals that Registered	148
Total number of Individuals that Logged In	1,152
Total number of Distinct Individuals Receiving Services	906
Total number of Services Provided to Individuals	2,630
Total number of Internal Job Orders Created	98
Total number of Internal Job Referrals Created	172
Total number of Services Provided Employers	0
Summary	**Total**
Total Rows: 7	

Report H: Master Summary Report



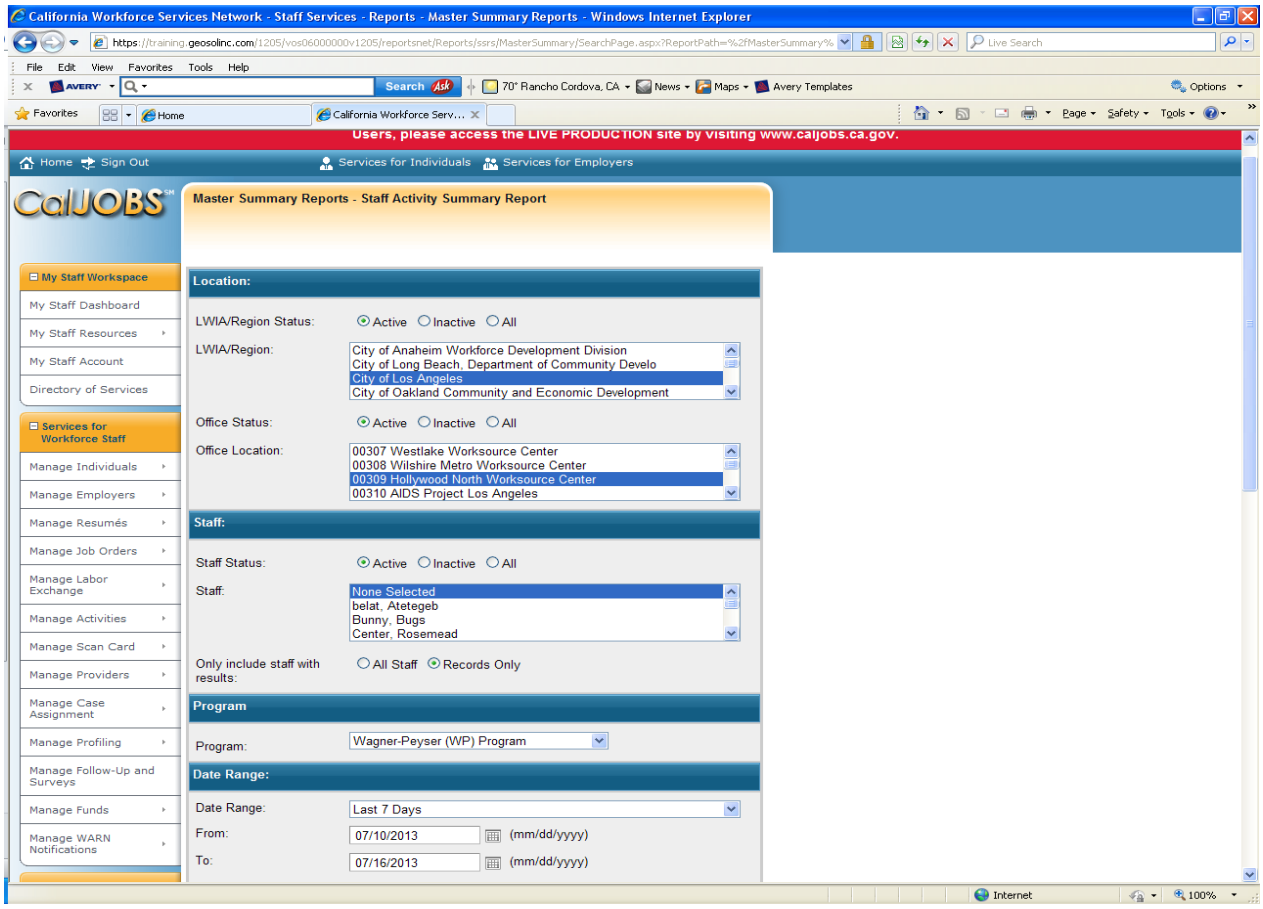
Staff Activity Summary Report

(Click here to return to the Table of Contents)

This report shows the activities/services provided by the staff members during a specified period of time.

To run this report:

- Log into the system. Once logged in, use the left hand navigation
- Under "**Reports**," click on "**Summary Reports**"
- Click on "**Master Summary**"
- Click on "**Staff Activity Summary**." You will get the following screen which will allow you to filter this report by any of the below listed categories:
  - LWIA/Region
  - Office Location
  - Staff
  - Program
  - Date



- Select the LWIA(s) of your interest from the drop down menu for LWIA/Region. To select more than one LWIA, hold the "**Ctrl**" key down while clicking on the LWIAs of your interest. Select "**None Selected**" if you want to include all the LWIAs.
- Select the office(s) of your interest, from the drop down menu for Office Location. To select more than one office, hold the "**Ctrl**" key down while clicking on the offices of your interest. Select "**None Selected**" if you want to include all the offices.
- Select the staff member of your interest form the drop down menu. Select "**None Selected**" if you want to include all the staff.
- Select "**Records Only**" if you want the report to include ONLY the staff members who have performed an activity. Otherwise, click to select "**All Staff**" to include all the staff members regardless of activity.
- Select the program of your interest from the drop down menu. Select "**None Selected**" if you want the report to include activities for all the programs.
- Select a Date Range from the drop down menu or enter a specific "**From**" and "**To**" date either by manually typing it or by clicking on the calendar icon.
- Click on "**Run Report**" to run the report. Below is an example of this report.

Staff Activity Summary Report

- Region/LWIA: Humboldt County Community Development Services
- Office: 13400 REDWOOD EMPIRE Eureka/Crescent City
- Staff Results: Records Only
- Date range: 7/23/2013 - 7/29/2013

Staff	Individuals Registered	Employers Registered	Resumes Created	Job Orders Created	Internal Job Referrals	External Job Referrals
Gallant, Shannon (20058093)				1		
Lockwood, Shannon (20058095)			2	9		
Marley, George (20058054)				2		
Prud''homme, Alexis (20058035)			2			
Weil, Robert (20058092)	1		1			
Total Rows: 5	**1**	**0**	**5**	**12**	**0**	**0**

Detail Master Summary Reports

(Click here to return to the Table of Contents)

The following 3 Detailed Master Summary Reports are available:

1. **Detailed Master Summary by LWIA**
2. **Detailed Master Summary by Office**
3. **Detailed Master Summary**

1. Detailed Master Summary by LWIA:

This report shows all the services provided by all or a specified LWIA; however, it will not display the services by each office within the LWIA.

To run this report:

Option 1: If you have full system access and,

c. **If you want a report on all the services provided by all the LWIAs/regions:**

- Log into the system. Once logged in, use the left hand navigation
- Under "**Reports**," click on "**Summary Reports**"
- Click on "**Master Summary**"
- Click on "**Detail Master Summary by LWIA**"
- Select "**None Selected**" for LWIA/Region
- Select a Date Range from the drop down menu or enter a specific "**From**" and "**To**" date by either manually typing it or by clicking on the calendar icon
- Click on "**Run Report**" to run the report. See the attached **Report A** for an example of this report.

d. **If you want a report on all the services provided by a specific LWIA:**

- Log into the system. Once logged in, use the left hand navigation
- Under "**Reports**," click on "**Summary Reports**"

- Click on "**Master Summary**"
- Click on "**Detail Master Summary by LWIA**"
- Select the LWIA of your interest from the drop down menu
- Select "**None Selected**" for the Office Location from the drop down menu
- Select a Date Range from the drop down menu or enter a specific "**From**" and "**To**" date either by manually typing it or by clicking on the calendar icon
- Click on "**Run Report**" to run the report. See the attached **Report B** for an example of this report.

Option 2: If you have a limited system access for a specific LWIA and,

a. If you want a report on the services provided by the LWIA:

- Log into the system. Once logged in, use the left hand navigation
- Under "**Reports**," click on "**Summary Reports**"
- Click on "**Master Summary**"
- Click on "**Detail Master Summary by LWIA**"
- The LWIA you have access to should already be highlighted and selected
- Select "**None Selected**" for the Office Location
- Select a Date Range from the drop down menu or enter a specific "**From**" and "**To**" date either by manually typing it or by clicking on the calendar icon
- Click on "**Run Report**" to run the report. See the attached **Report C** for an example of this report.

2. Detailed Master Summary by Office:

This report shows all the services provided by a specific office or all the offices within LWIA(s) during a specified period of time.

To run this report:

Option 1: If you have full system access and,

c. If you want a report on the services provided by all the offices in all the LWIAs:

- Log into the system. Once logged in, use the left hand navigation
- Under "**Reports**," click on "**Summary Reports**"
- Click on "**Master Summary**"
- Click on "**Detailed Master Summary by Office**"
- Select "**None Selected**" for LWIA/Region
- Select a Date Range from the drop down menu or enter a specific "**From**" and "**To**" date either by manually typing it or by clicking on the calendar icon
- Click on "**Run Report**" to print the report. Each listed office on the report is a link to the list of the distinct individuals receiving service in that office. See attached **Report D** for an example of this report.

d. If you want a report on the services provided by all the offices within a specific LWIA:

- Log into the system. Once logged in, use the left hand navigation
- Under "**Reports**," click on "**Summary Reports**"
- Click on "**Master Summary**"
- Click on "**Detailed Master Summary by Office**"
- From the drop down menu, select the LWIA of your interest
- From the drop down menu, select "**None Selected**" for the Office Location
- Select a Date Range from the drop or enter a specific "**From**" and "**To**" date either by manually typing it or by clicking on the calendar icon
- Click on "**Run Report**" to run the report. See attached **Report E** for an example of this report.

e. If you want a report on the services provided by a specific office within a specific LWIA:

- Log into the system. Once logged in, use the left hand navigation

- Under "**Reports**," click on "**Summary Reports**"
- Click on "**Master Summary**"
- Click on "**Detailed Master Summary by Office**"
- From the drop down menu, select the LWIA of your interest
- From the drop down menu, select the office of your interest
- Select a Date Range from the drop down menu or enter a specific "**From**" and "**To**" date either by manually typing it or by clicking on the calendar icon
- Click on "**Run Report**" to run the report. See the attached **Report F** for an example of this report.

Option 2: If you limited system access and,

a. **If you want a report on the services provided by the specific office within a LWIA:**

- Log into the system. Once logged in, use the left hand navigation
- Under "**Reports**," click on "**Summary Reports**"
- Click on "**Master Summary**"
- Click on "**Detailed Master Summary by Office**"
- The LWIA you have access to should already be highlighted/selected
- Select the office of your interest from the drop down menu or select "**None Selected**" if you want to see the services provided by all the offices
- Select a Date Range from the drop down menu or enter a specific **"From**" and "**To**" date either by manually typing it or by clicking on the calendar icon
- Click on "**Run Report**" to run the report. See attached **Report G** for an example of this report.

3. Detailed Master Summary:

This report summarizes the total number of all the services provided by LWIA(s) and/or Office(s) during a specified period of time. The report shows the services in total and not separated specifically by each LWIA(s) and/or Office(s).

To run this report:

Option 1: If you have full system access and,

d. If you want a report on the total number of services provided by all the LWIAs:

- Log into the system. Once logged in, use the left hand navigation
- Under "**Reports**," click on "**Summary Reports**"
- Click on "**Master Summary**"
- Click on "**Detail Master Summary**"
- Select "**None Selected**" for the LWIA/Region from the drop down menu
- Select a Date Range from the drop down menu or enter a specific "**From**" and "**To**" date either by manually typing it or by clicking on the calendar icon
- Click on "**Run Report**" to run the report. See attached **Report H** for an example of this report.

e. If you want a report on the total number of services provided by a specific LWIA:

- Log into the system. Once logged in, use the left hand navigation
- Under "**Reports**," click on "**Summary Reports**"
- Click on "**Master Summary**"
- Click on "**Detail Master Summary**"
- Select the LWIA/Region of your interest from the drop down menu
- Select a Date Range from the drop down menu or enter a specific "**From**" and "**To**" date either by manually typing it or by clicking on the calendar icon
- Click on "**Run Report**" to run the report. See attached **Report H** for an example of this report.

f. If you want a report on the total number of services provided by a specific office within a LWIA:

- Log into the system. Once logged in, use the left hand navigation
- Under "**Reports**," click on "**Summary Reports**"
- Click on "**Master Summary**"
- Click on "**Detail Master Summary** "
- Select the LWIA/Region of your interest from the drop down menu
- Select the Office of your interest from the drop down menu
- Select a Date Range from the drop down menu or enter a specific "**From**" and "**To**" date either by manually typing it or by clicking on the calendar icon
- Click on "**Run Report**" to run the report. See attached **Report H** for an example of this report.

Option 2: If you have limited system access and,

a. If you want a report on the total number of services provided by LWIA:

- Log into the system. Once logged in, use the left hand navigation
- Under "**Reports**," click on "**Summary Reports**"
- Click on "**Master Summary**"
- Click on "**Detail Master Summary**"
- The LWIA/Region that you have access to should already be highlighted/selected.
- Select "**None Selected**" from the drop down menu for the office location
- Select a Date Range from the drop down menu or enter a specific "**From**" and "**To**" date either by manually typing it or by clicking on the calendar icon
- Click on "**Run Report**" to run the report. See attached **Report H** for an example of this report.

b. If you want a report on the total number of services provided by a specific office:

- Log into the system. Once logged in, use the left hand navigation
- Under "**Reports**," click on "**Summary Reports**"
- Click on "**Master Summary**"
- Click on "**Detail Master Summary**"
- The LWIA/Region that you have access to should already be highlighted/selected.
- Select the office of your interest from the drop down menu for the office location
- Select a Date Range from the drop down menu or enter a specific "**From**" and "**To**" date either by manually typing it or by clicking on the calendar icon
- Click on "**Run Report**" to run the report. See attached **Report H** for an example of this report.

Report A: A couple snap shots of the Detail Master Summary Report by LWIA

CalJOBS - Master SummaryStaff Services - Reports - Master Summary - Windows Internet Explorer

https://www.caljobs.ca.gov/reportsnet/Reports/ssrs/MasterSummary/SearchPage.aspx?ReportPath=%2fMasterSummary%2fDetail%2fbyLwia

Home Sign Out Services for Individuals Services for Employers

CalJOBS

Master Summary Reports - Detail Master Summary Report by LWIA

1 of 1 100% Select a format Export

Detail Master Summary Report by LWIA
- Date range: 7/23/2013 - 7/29/2013

Summary	Total
INDIVIDUAL AND TOTAL SERVICES	
Individuals that Registered	
01 - Alameda County Workforce Investment Board	248
02 - City of Anaheim Workforce Development Division	241
03 - Carson/Lomita/Torrance Consortium	29
04 - Contra Costa County Workforce Development Board	190
05 - Foothill Workforce Investment Board	79
06 - Fresno Area Workforce Investment Corporation	222
07 - Golden Sierra Job Training Agency	116
08 - Humboldt County Community Development Services	42
09 - Imperial County Office of Employment and Training	91
10 - Employers' Training Resource	370
11 - Kings County Job Training Office	30
12 - City of Los Angeles	576
13 - Los Angeles County Department of Community, and Se	1,750
14 - City of Long Beach, Department of Community Develo	395
15 - Madera County Department of Education, Workforce D	37
16 - Marin Employment Connection	53
17 - County of Mendocino	36
18 - Merced County Department of Workforce Investment	115
19 - Monterey County Department of Social and Employmen	95
20 - Mother Lode Job Training	59
21 - Napa County Training and Employment Center	52
22 - NoRTEC Governing Board	211
24 - NOVA Consortium (North Santa Clara), Employment De	100
25 - City of Oakland Community and Economic Development	213

CalJOBS - Master SummaryStaff Services - Reports - Master Summary - Windows Internet Explorer

https://www.caljobs.ca.gov/reportsnet/Reports/ssrs/MasterSummary/SearchPage.aspx?ReportPath=%2fMasterSummary%2fDetail%2fbyLwia

26 - Orange County Community Services Agency, Special P	149
27 - City of Richmond Employment and Training	62
28 - Riverside County Economic Development Agency	608
29 - Sacramento Employment and Training Agency	478
30 - County of San Benito, Community Services and Workf	8
31 - City of San Bernardino, Employment and Training Ag	334
32 - San Bernardino County, Jobs and Employment Service	328
33 - San Diego Workforce Partnership, Inc.	1,074
34 - Private Industry Council of San Francisco, Inc.	234
35 - San Joaquin County Employment and Economic Develop	211
36 - San Jose Silicon Valley, Workforce Investment Netw	25
37 - Private Industry Council of San Luis Obispo County	12
38 - County of San Mateo, Workforce Investment Board	182
39 - Santa Ana Work Center	121
40 - Santa Barbara County	160
41 - Santa Cruz County Workforce Investment Board	359
42 - SELACO Workforce Investment Board	126
43 - Workforce Investment Board of Solano County	133
44 - Sonoma County Workforce Investment Board	107
45 - South Bay Workforce Investment Board	21
46 - Stanislaus County, Department of Employment and Tr	104
47 - Tulare County Workforce Investment Board, Inc.	38
48 - Workforce Investment Board, Ventura County Human S	224
49 - Verdugo Workforce Investment Board, Community Deve	174
50 - County of Yolo Department of Employment and Social	44
Total number of Individuals that Registered	**10,666**
Individuals that Logged In	
01 - Alameda County Workforce Investment Board	1,380
02 - City of Anaheim Workforce Development Division	1,599
03 - Carson/Lomita/Torrance Consortium	156
04 - Contra Costa County Workforce Development Board	1,192
05 - Foothill Workforce Investment Board	654
06 - Fresno Area Workforce Investment Corporation	1,699
07 - Golden Sierra Job Training Agency	766
08 - Humboldt County Community Development Services	332
09 - Imperial County Office of Employment and Training	1,211

Report B:

CalJOBS - Master SummaryStaff Services - Reports - Master Summary - Windows Internet Explorer

https://www.caljobs.ca.gov/reportsnet/Reports/ssrs/MasterSummary/SearchPage.aspx?ReportPath=%2fMasterSummary%2fDetail%2fbyLwia

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Master Summary Reports - Detail Master Summary Report by LWIA

1 of 1 | 100% | Select a format | Export

Detail Master Summary Report by LWIA

- Region/LWIA: Sacramento Employment and Training Agency
- Date range: 7/23/2013 - 7/29/2013

Summary	Total
INDIVIDUAL AND TOTAL SERVICES	
Individuals that Registered	
29 - Sacramento Employment and Training Agency	478
Total number of Individuals that Registered	**478**
Individuals that Logged In	
29 - Sacramento Employment and Training Agency	2,910
Total number of Individuals that Logged In	**2,910**
Distinct Individuals Receiving Services	
29 - Sacramento Employment and Training Agency	2,436
Total number of Distinct Individuals Receiving Services	**2,436**
Services Provided to Individuals	
29 - Sacramento Employment and Training Agency	5,692
Total number of Services Provided to Individuals	**5,692**
LABOR EXCHANGE SERVICES	
Individual Virtual Recruiters Created	
29 - Sacramento Employment and Training Agency	73
Total number of Individual Virtual Recruiters Created	**73**
Resumes Added	
29 - Sacramento Employment and Training Agency	670
Total number of Resumes Added	**670**
Internal Job Orders Created	
29 - Sacramento Employment and Training Agency	103
Total number of Internal Job Orders Created	**103**

Internet

CalJOBS - Master SummaryStaff Services - Reports - Master Summary - Windows Internet Explorer

https://www.caljobs.ca.gov/reportsnet/Reports/ssrs/MasterSummary/SearchPage.aspx?ReportPath=%2fMasterSummary%2fDetail%2fbyLwia

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Internal Job Referrals	
29 - Sacramento Employment and Training Agency	452
Total number of Internal Job Referrals	**452**
External Job Referrals Created	
29 - Sacramento Employment and Training Agency	104
Total number of External Job Referrals Created	**104**
WAGNER PEYSER PROGRAMS (WP) INFORMATION	
Completed WP applications	
29 - Sacramento Employment and Training Agency	1,056
Total number of Completed WP applications	**1,056**
Partial WP applications	
29 - Sacramento Employment and Training Agency	1
Total number of Partial WP applications	**1**
WP Participations	
29 - Sacramento Employment and Training Agency	1,056
Total number of WP Participations	**1,056**
WP Exits	
29 - Sacramento Employment and Training Agency	898
Total number of WP Exits	**898**
Summary	**Total**
Total Rows: 13	

Change Report Search Criteria

Select Another Master Summary Report

Return to Manage Reports

Internet

Report C:

CalJOBS - Master SummaryStaff Services - Reports - Master Summary - Windows Internet Explorer

https://www.caljobs.ca.gov/reportsnet/Reports/ssrs/MasterSummary/SearchPage.aspx?ReportPath=%2fMasterSummary%2fDetail%2fbyLwia

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CalJOBS

Master Summary Reports - Detail Master Summary Report by LWIA

1 of 1 100% Select a format Export

Detail Master Summary Report by LWIA

- Region/LWIA: Sacramento Employment and Training Agency
- Date range: 7/23/2013 - 7/29/2013

Summary	Total
INDIVIDUAL AND TOTAL SERVICES	
Individuals that Registered	
29 - Sacramento Employment and Training Agency	478
Total number of Individuals that Registered	**478**
Individuals that Logged In	
29 - Sacramento Employment and Training Agency	2,910
Total number of Individuals that Logged In	**2,910**
Distinct Individuals Receiving Services	
29 - Sacramento Employment and Training Agency	2,436
Total number of Distinct Individuals Receiving Services	**2,436**
Services Provided to Individuals	
29 - Sacramento Employment and Training Agency	5,692
Total number of Services Provided to Individuals	**5,692**
LABOR EXCHANGE SERVICES	
Individual Virtual Recruiters Created	
29 - Sacramento Employment and Training Agency	73
Total number of Individual Virtual Recruiters Created	**73**
Resumes Added	
29 - Sacramento Employment and Training Agency	670
Total number of Resumes Added	**670**
Internal Job Orders Created	
29 - Sacramento Employment and Training Agency	103
Total number of Internal Job Orders Created	**103**

Internet

CalJOBS - Master SummaryStaff Services - Reports - Master Summary - Windows Internet Explorer

https://www.caljobs.ca.gov/reportsnet/Reports/ssrs/MasterSummary/SearchPage.aspx?ReportPath=%2fMasterSummary%2fDetail%2fbyLwia

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CalJOBS - Master SummaryStaff Services - Reports - ...

Internal Job Referrals	
29 - Sacramento Employment and Training Agency	452
Total number of Internal Job Referrals	**452**
External Job Referrals Created	
29 - Sacramento Employment and Training Agency	104
Total number of External Job Referrals Created	**104**
WAGNER PEYSER PROGRAMS (WP) INFORMATION	
Completed WP applications	
29 - Sacramento Employment and Training Agency	1,056
Total number of Completed WP applications	**1,056**
Partial WP applications	
29 - Sacramento Employment and Training Agency	1
Total number of Partial WP applications	**1**
WP Participations	
29 - Sacramento Employment and Training Agency	1,056
Total number of WP Participations	**1,056**
WP Exits	
29 - Sacramento Employment and Training Agency	898
Total number of WP Exits	**898**
Summary	**Total**
Total Rows: 13	

Change Report Search Criteria

Select Another Master Summary Report

Return to Manage Reports

Internet

Report D: A couple snap shots of Detail Summary Report by Office

CalJOBS - Master SummaryStaff Services - Reports - Master Summary - Windows Internet Explorer

https://www.caljobs.ca.gov/reportsnet/Reports/ssrs/MasterSummary/SearchPage.aspx?ReportPath=%2fMasterSummary%2fDetail%2fbyOffice

Home Sign Out Services for Individuals Services for Employers

CalJOBS

Master Summary Reports - Detail Master Summary Report By Office

1 of 1 100% Select a format Export

Detail Master Summary Report by Office

- Date range: 7/23/2013 - 7/29/2013

Summary	Total
INDIVIDUAL AND TOTAL SERVICES	
Individuals that Registered	
00100 San Gabriel Valley/West Covina WS	150
00110 Central San Gabriel Valley WSC/El Monte WS	71
00120 Career Partners/Rosemead WS	51
00130 Los Angeles Urban League/Pomona WS	107
00300 Verdugo Jobs Center/Glendale WS	174
00307 Westlake Worksource Center	3
00312 MCS/Hollywood WS	73
00316 CCD/Wilshire-Metro WS	20
00317 PACE/Westlake WS	34
00319 Pasadena JS	79
00422 Irvine WS	221
01000 San Fernando Valley Cluster (WS) Pacoima	241
01015 Santa Clarita WorkSource (JS)**INACTIVE**	10
01100 Canoga Park/West Hills WorkSource Ctr (JS)	181
01102 Canoga Park WorkSource Ctr	8
01130 San Fernando Valley Cluster (WS) Van Nuys	73
01400 Los Angeles South Bay JS	19
01412 Inglewood JS	151
01420 Carson One-Stop JS**INACTIVE**	29
01430 Harbor One-Stop JS	42
01460 Torrance JS	55
03300 OAKLAND/Alameda	213
03325 Hayward JS	123
03330 Fremont JS	125

CalJOBS - Master SummaryStaff Services - Reports - Master Summary - Windows Internet Explorer

https://www.caljobs.ca.gov/reportsnet/Reports/ssrs/MasterSummary/SearchPage.aspx?ReportPath=%2fMasterSummary%2fDetail%2fbyOffice

03953 GLAD/DHH	1
03955 San Bernardino Employment Resource Center	334
04203 City of Santa Ana, SDA	7
04213 Santa Ana Workforce Services	114
04217 Westminster Job Service	149
04500 Salinas One Stop	65
04502 Monterey JS	30
04520 Hollister JS	8
04530 Capitola JS	55
04800 Imperial County Workforce Development Office	53
04820 Calexico JS	38
05900 SACRAMENTO Woodland/Yolo	418
05904 Woodland JS	44
05927 NorCal Center on Deafness	1
06200 Modesto JS	104
06220 Merced Workforce Services Office	104
06240 Los Banos Workforce Services Office	11
06900 S.CLARA Co. S Jose/Campbl/Sunnyvale/Hollister/Gilr	304
06920 Gilroy JS	25
06930 Sunnyvale JS	100
07200 Santa Maria Workforce Resource Center JS	136
07200 Santa Maria Workforce Resource Center WS	24
07201 Bus. and Career One Stop of San Luis Obispo	12
07400 Anaheim Workforce Services Branch	241
08100 Oceanside Workforce Services	355
08116 Deaf Community Services of San Diego	2
08200 NORTH VALLEY Marysville/Chico/Colusa/Oroville/Yuba	45
08230 Oroville JS	68
08235 Quincy JS	4
08240 Susanville-Northern Sierra JS	8
08245 Lakeport JS	18
09600 Concord East-Bay Works One-Stop Career Ctr.	95
09610 Eastbay Works Antioch One-Stop-- JS	95
09660 Richmond JS	62
10200 Antelope Valley WorkSource Center (WS)	164
10300 Los Angeles South/Compton JS	150
10319 Gardena One-Stop -- JS Site	21

Report E:

CalJOBS - Master SummaryStaff Services - Reports - Master Summary - Windows Internet Explorer

https://www.caljobs.ca.gov/reportsnet/Reports/ssrs/MasterSummary/SearchPage.aspx?ReportPath=%2fMasterSummary%2fDetail%2fbyOffice

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CalJOBS

Master Summary Reports - Detail Master Summary Report By Office

1 of 1 100% Select a format Export

Detail Master Summary Report by Office

- Region/LWIA: Humboldt County Community Development Services
- Date range: 7/23/2013 - 7/29/2013

Summary	Total
INDIVIDUAL AND TOTAL SERVICES	
Individuals that Registered	
13400 REDWOOD EMPIRE Eureka/Crescent City	42
Total number of Individuals that Registered	**42**
Individuals that Logged In	
13400 REDWOOD EMPIRE Eureka/Crescent City	327
13405 Employment & Trng Dept of Humboldt Co.	4
Total number of Individuals that Logged In	**331**
Distinct Individuals Receiving Services	
13400 REDWOOD EMPIRE Eureka/Crescent City	259
13405 Employment & Trng Dept of Humboldt Co.	2
Total number of Distinct Individuals Receiving Services	**261**
Services Provided to Individuals	
13400 REDWOOD EMPIRE Eureka/Crescent City	577
13405 Employment & Trng Dept of Humboldt Co.	13
Total number of Services Provided to Individuals	**590**
LABOR EXCHANGE SERVICES	
Individual Virtual Recruiters Created	
13400 REDWOOD EMPIRE Eureka/Crescent City	5
Total number of Individual Virtual Recruiters Created	**5**
Resumes Added	
13400 REDWOOD EMPIRE Eureka/Crescent City	65
Total number of Resumes Added	**65**

Internet

CalJOBS - Master SummaryStaff Services - Reports - Master Summary - Windows Internet Explorer

https://www.caljobs.ca.gov/reportsnet/Reports/ssrs/MasterSummary/SearchPage.aspx?ReportPath=%2fMasterSummary%2fDetail%2fbyOffice

File Edit View Favorites Tools Help

Internal Job Orders Created	
13400 REDWOOD EMPIRE Eureka/Crescent City	20
Total number of Internal Job Orders Created	**20**
Internal Job Referrals	
13400 REDWOOD EMPIRE Eureka/Crescent City	54
Total number of Internal Job Referrals	**54**
External Job Referrals Created	
13405 Employment & Trng Dept of Humboldt Co.	5
Total number of External Job Referrals Created	**5**
WAGNER PEYSER PROGRAMS (WP) INFORMATION	
Completed WP applications	
13400 REDWOOD EMPIRE Eureka/Crescent City	101
Total number of Completed WP applications	**101**
WP Participations	
13400 REDWOOD EMPIRE Eureka/Crescent City	101
Total number of WP Participations	**101**
WP Exits	
13400 REDWOOD EMPIRE Eureka/Crescent City	89
13405 Employment & Trng Dept of Humboldt Co.	1
Total number of WP Exits	**90**
Summary	**Total**
Total Rows: 16	

Change Report Search Criteria

Select Another Master Summary Report

Return to Manage Reports

Internet

Report F:

CalJOBS - Master SummaryStaff Services - Reports - Master Summary - Windows Internet Explorer

https://www.caljobs.ca.gov/reportsnet/Reports/ssrs/MasterSummary/SearchPage.aspx?ReportPath=%2fMasterSummary%2fDetail%2fbyOffice

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CalJOBS

Master Summary Reports - Detail Master Summary Report By Office

1 of 1 | 100% | Select a format | Export

Detail Master Summary Report by Office

- Region/LWIA: Humboldt County Community Development Services
- Office: 13400 REDWOOD EMPIRE Eureka/Crescent City
- Date range: 7/23/2013 - 7/29/2013

Summary	Total
INDIVIDUAL AND TOTAL SERVICES	
Individuals that Registered	
13400 REDWOOD EMPIRE Eureka/Crescent City	42
Total number of Individuals that Registered	**42**
Individuals that Logged In	
13400 REDWOOD EMPIRE Eureka/Crescent City	327
Total number of Individuals that Logged In	**327**
Distinct Individuals Receiving Services	
13400 REDWOOD EMPIRE Eureka/Crescent City	259
Total number of Distinct Individuals Receiving Services	**259**
Services Provided to Individuals	
13400 REDWOOD EMPIRE Eureka/Crescent City	577
Total number of Services Provided to Individuals	**577**
LABOR EXCHANGE SERVICES	
Individual Virtual Recruiters Created	
13400 REDWOOD EMPIRE Eureka/Crescent City	5
Total number of Individual Virtual Recruiters Created	**5**
Resumes Added	
13400 REDWOOD EMPIRE Eureka/Crescent City	65
Total number of Resumes Added	**65**
Internal Job Orders Created	
13400 REDWOOD EMPIRE Eureka/Crescent City	20

Internet

CalJOBS - Master SummaryStaff Services - Reports - Master Summary - Windows Internet Explorer

https://www.caljobs.ca.gov/reportsnet/Reports/ssrs/MasterSummary/SearchPage.aspx?ReportPath=%2fMasterSummary%2fDetail%2fbyOffice

File Edit View Favorites Tools Help

Favorites | CalJOBS - Master SummaryStaff Services - Reports - ...

Total number of Internal Job Orders Created	**20**
Internal Job Referrals	
13400 REDWOOD EMPIRE Eureka/Crescent City	54
Total number of Internal Job Referrals	**54**
WAGNER PEYSER PROGRAMS (WP) INFORMATION	
Completed WP applications	
13400 REDWOOD EMPIRE Eureka/Crescent City	101
Total number of Completed WP applications	**101**
WP Participations	
13400 REDWOOD EMPIRE Eureka/Crescent City	101
Total number of WP Participations	**101**
WP Exits	
13400 REDWOOD EMPIRE Eureka/Crescent City	89
Total number of WP Exits	**89**
Summary	**Total**
Total Rows: 11	

Change Report Search Criteria

Select Another Master Summary Report

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Report G: A couple snap shots of the Detail Master Summary Report by Office

CalJOBS - Master SummaryStaff Services - Reports - Master Summary - Windows Internet Explorer

https://www.caljobs.ca.gov/reportsnet/Reports/ssrs/MasterSummary/SearchPage.aspx?ReportPath=%2fMasterSummary%2fDetail%2fbyOffice

CalJOBS

Master Summary Reports - Detail Master Summary Report By Office

1 of 1 100% Select a format Export

Detail Master Summary Report by Office

- Region/LWIA: Sacramento Employment and Training Agency
- Date range: 7/23/2013 - 7/29/2013

Summary	Total
INDIVIDUAL AND TOTAL SERVICES	
Individuals that Registered	
05900 SACRAMENTO Woodland/Yolo	418
38000 Workforce Services Division	60
Total number of Individuals that Registered	**478**
Individuals that Logged In	
05900 SACRAMENTO Woodland/Yolo	2,380
05902 Sacramento Employment Training Agency SETA	4
05911 Sacramento Employment Training Agency SETA	5
05933 SETA Sacramento Co Employment and Training	3
16018 NorCal Center on Deafness	3
33100 Project Management Division	1
38000 Workforce Services Division	437
77777 Unknown	1
99999 Department of Labor Staff	76
Total number of Individuals that Logged In	**2,910**
Distinct Individuals Receiving Services	
02400 Sacramento PCC	4
02500 Sacramento PAC -- UI	1
05900 SACRAMENTO Woodland/Yolo	2,000
05902 Sacramento Employment Training Agency SETA	70
05911 Sacramento Employment Training Agency SETA	25
05932 NorCal Services for the Deaf and Hard of Hearing	1
05933 SETA Sacramento Co Employment and Training	6
10307 Dept. of Rehabilitation **INACTIVE**	4
16018 NorCal Center on Deafness	3

CalJOBS - Master SummaryStaff Services - Reports - Master Summary - Windows Internet Explorer

https://www.caljobs.ca.gov/reportsnet/Reports/ssrs/MasterSummary/SearchPage.aspx?ReportPath=%2fMasterSummary%2fDetail%2fbyOffice

38000 Workforce Services Division	373
77777 Unknown	1
99999 Department of Labor Staff	25
Total number of Distinct Individuals Receiving Services	**2,513**
Services Provided to Individuals	
02400 Sacramento PCC	4
02500 Sacramento PAC -- UI	1
05900 SACRAMENTO Woodland/Yolo	4,540
05902 Sacramento Employment Training Agency SETA	139
05911 Sacramento Employment Training Agency SETA	56
05932 NorCal Services for the Deaf and Hard of Hearing	1
05933 SETA Sacramento Co Employment and Training	9
10307 Dept. of Rehabilitation **INACTIVE**	7
16018 NorCal Center on Deafness	3
38000 Workforce Services Division	877
77777 Unknown	2
99999 Department of Labor Staff	53
Total number of Services Provided to Individuals	**5,692**
LABOR EXCHANGE SERVICES	
Individual Virtual Recruiters Created	
05900 SACRAMENTO Woodland/Yolo	56
38000 Workforce Services Division	16
99999 Department of Labor Staff	1
Total number of Individual Virtual Recruiters Created	**73**
Resumes Added	
05900 SACRAMENTO Woodland/Yolo	551
05933 SETA Sacramento Co Employment and Training	1
38000 Workforce Services Division	117
99999 Department of Labor Staff	1
Total number of Resumes Added	**670**
Internal Job Orders Created	
05900 SACRAMENTO Woodland/Yolo	84
38000 Workforce Services Division	18
80000 Miscellaneous EDD Staff	1

Report H:

CalJOBS - Master SummaryStaff Services - Reports - Master Summary - Windows Internet Explorer

https://www.caljobs.ca.gov/reportsnet/Reports/ssrs/MasterSummary/SearchPage.aspx?ReportPath=%2fMasterSummary%2fDetail%2fMasterSummary

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Favorites | CalJOBS - Master SummaryStaff Services - Reports - ...

CalJOBS

Master Summary Reports - Detail Master Summary Report

1 of 1 | 100% | Select a format | Export

Detail Master Summary Report

- Date range: 7/23/2013 - 7/29/2013

Summary	Total
INDIVIDUAL AND TOTAL SERVICES:	
Total number of Individuals that Registered	10,666
Total number of Individuals that Logged In	68,052
Total number of Distinct Individuals Receiving Services	56,663
Total number of Services Provided to Individuals	166,464
Total number of Staff Assisted Referrals to Providers	0
LABOR EXCHANGE SERVICES:	
Total number of Individual Virtual Recruiters Created	2,267
Total number of Resumes Added	13,469
Total number of Resume Cover Letters Created	0
Total number of Internal Job Orders Created	2,777
Total number of Internal Job Referrals Created	13,432
Total number of External Job Referrals Created	41,444
EMPLOYER SERVICES:	
Total number of Services Provided Employers	744
WAGNER PEYSER PROGRAMS (WP) INFORMATION:	
Total number of Completed WP applications	22,015
Total number of Partial WP applications	1
Total number of WP Participations	22,019
Total number of WP Exits	20,589
WORKFORCE INVESTMENT ACT PROGRAM (WIA) INFORMATION:	
Total number of Completed WIA applications	0
Total number of Partially Completed WIA applications	0
Total number of Distinct Individuals Enrolled In WIA	0
Total number of WIA Participations	0
Total number of WIA Exits	0
GENERIC PROGRAM (GP) INFORMATION:	

Internet

CalJOBS - Master SummaryStaff Services - Reports - Master Summary - Windows Internet Explorer

https://www.caljobs.ca.gov/reportsnet/Reports/ssrs/MasterSummary/SearchPage.aspx?ReportPath=%2fMasterSummary%2fDetail%2fMasterSummary

File Edit View Favorites Tools Help

Favorites | CalJOBS - Master SummaryStaff Services - Reports - ...

Total number of Partially Completed WIA applications	0
Total number of Distinct Individuals Enrolled In WIA	0
Total number of WIA Participations	0
Total number of WIA Exits	0
GENERIC PROGRAM (GP) INFORMATION:	
Total number of Generic-Program Applications Created	0
Total number of Generic-Program Activities Created	0
Total number of Generic-Program Exits Created	0
TRADE ADJUSTMENT ACT PROGRAM (TAA) INFORMATION:	
Total number of Completed TAA applications	0
Total number of Partially Completed TAA applications	0
Total number of TAA Participations Created	0
Total number of TAA Activities Created	0
Total number of TAA Exits Created	0
Summary	**Total**
Total Rows: 29	

Change Report Search Criteria

Select Another Master Summary Report

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12.05

Internet

Detailed Reports

(Click here to return to the Table of Contents)

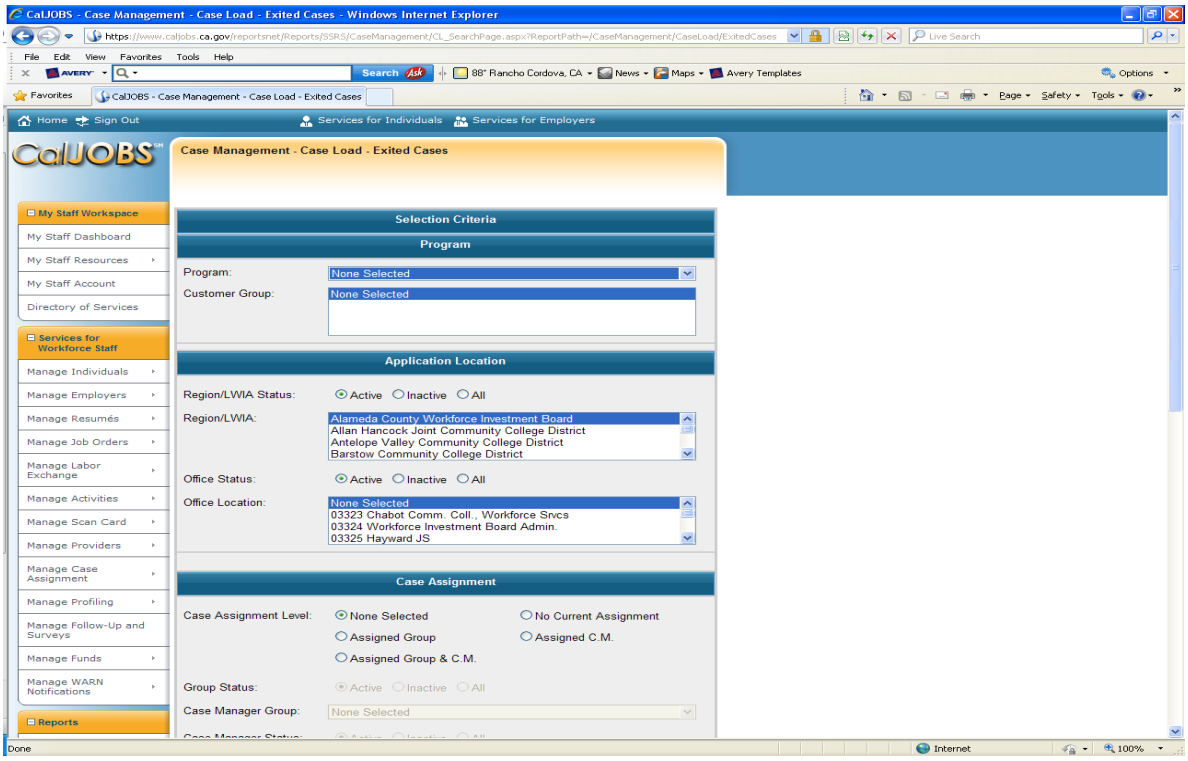
Exited Cases Report

(Click here to return to the Table of Contents)

This report provides a list of individuals who have exited out of a specific federal program such as WIA, W-PA, or TAA.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel.
- Under "Reports," click on "**Detailed Reports**."
- Under the "Case Management Reports," click on "**Case Management**."
- Under "Case Load" click on "**Exited Cases**." The screen below will be displayed with a list of filters that you can choose for your report.



Below is a brief description of the available filters:

- *Program* – Select the desired program from the drop down menu.
- *Customer Group* – This is a subgroup for the "**program**." A program may or may not have subgroups. When you select a program, you may find that no subgroups are available for the program of interest if the "**Customer Group**"

option is not available or grayed out. However, if the option is available, then you may select the "**Customer Group**" of your choice from the drop down menu.

- *Region/LWIA Status* – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region.

- *Region/LWIA* – This allows you to select the Region/ LWIA of your interest.

- *AJCC Location Status* – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region.

- *AJCC Location* – This allows you to select the office of your interest. Choose "**None Selected**" from the drop down menu if you want to include all the offices within the selected Region/LWIA.

- *Case Assignment Level* – You may select from the 5 listed options. Choose "**None-Selected**" if you want to see all the exited cases.

- *Group Status* – Active/Inactive/All. This option is available only when either the "**Assigned Group**" or the "**Assigned Group & C.M.**" is selected for the "Case Assignment Level."

- *Case Manager Group* – Select the group of your interest from the drop down menu. This option is available only when either the "**Assigned Group**" or the "**Assigned Group & C.M.**" is selected for the "Case Assignment Level."

- *Case Manager Status* – This option is available only when either the "**Assigned C.M.**" or the "**Assigned Group & C.M**." is selected for the "**Case Assignment Level.**"

- *Assigned Case Manager* – Select the case manager of your interest from the drop down menu. This option is available only when either the "**Assigned C.M.**" or the "**Assigned Group & C.M.**" is selected for the "**Case Assignment Level**." If you want to run the report on your own case load only, click on the "**Select Me**" and your name will appear in the Assigned Case Manager field.

- *Exit Reason* – Select the exit reason from the drop down menu. "N**one selected**" is the option that will allow you to include all exit reasons. If you have a specific exit reason, select a different option from the drop down menu.

- *Date Range* – Select the date range from the drop down menu or enter a "**From**" and "**To**" date by either manually typing it in the date field or by clicking on the calendar icon.

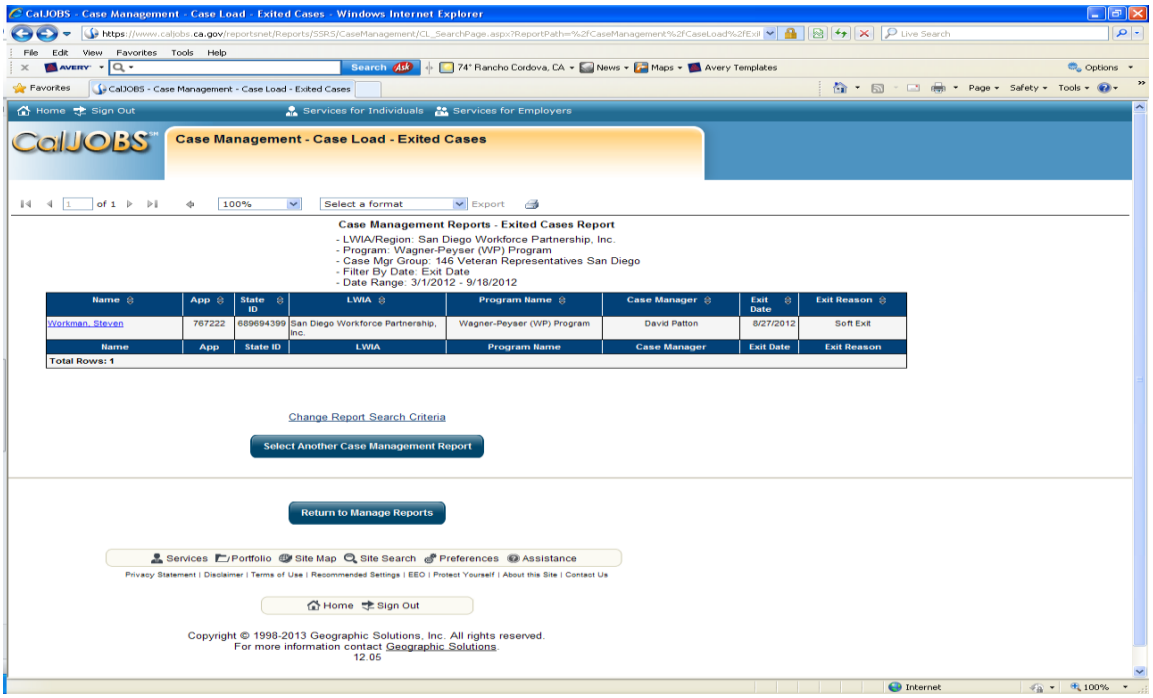
- After you select the appropriate filter(s), scroll down to the bottom of the page and click on "**Run Report**" to generate the report.

- At the top of the report screen, you have the option to export this report to excel for further analysis. From the drop down menu, select "**Excel**" and click on "**Export**."

Utilization of the Report

One possible use of this report is to assist in following up on the exited cases. Case Managers can use this report to ensure clients are captured on the Common Measures reporting. This process is demonstrated with the following series of screen shots.

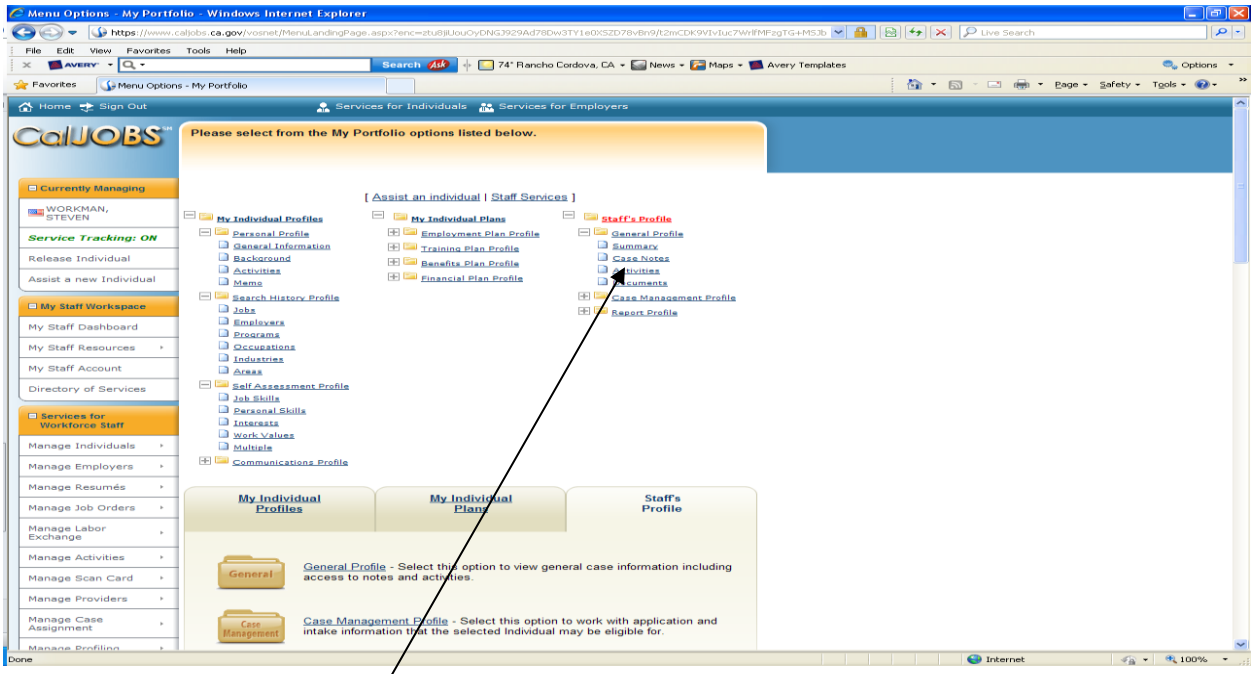
Exited Cases Report



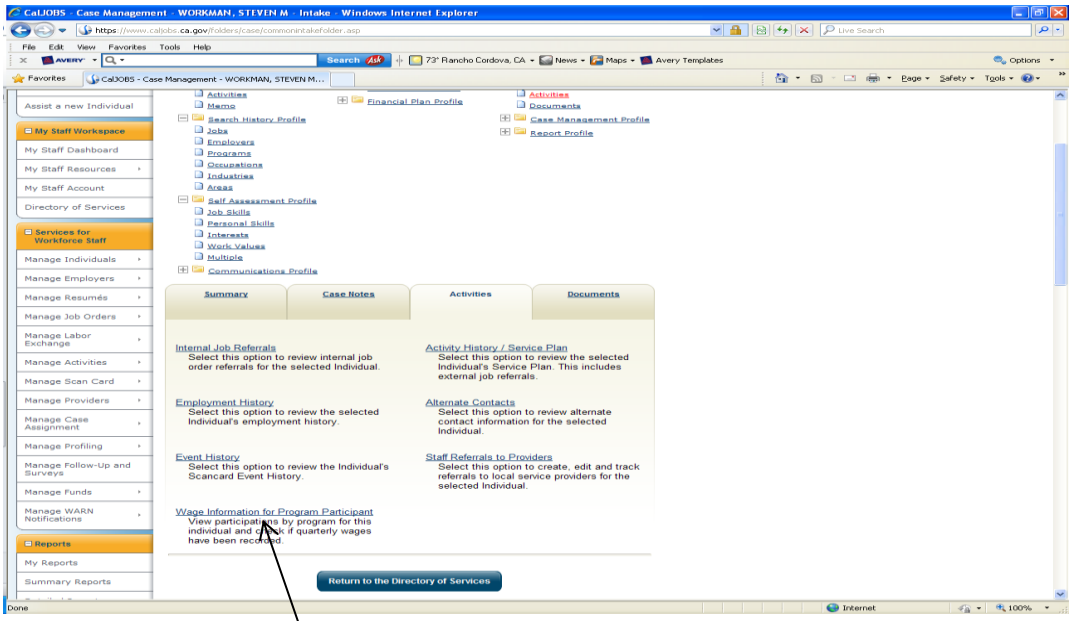
Name	App	State ID	LWIA	Program Name	Case Manager	Exit Date	Exit Reason
Workman, Steven	767222	689694399	San Diego Workforce Partnership, Inc.	Wagner-Peyser (WP) Program	David Patton	8/27/2012	Soft Exit
Name	**App**	**State ID**	**LWIA**	**Program Name**	**Case Manager**	**Exit Date**	**Exit Reason**
Total Rows: 1							

The above report shows that the individual, Steven Workman, has soft exited the program on 08/27/2012.

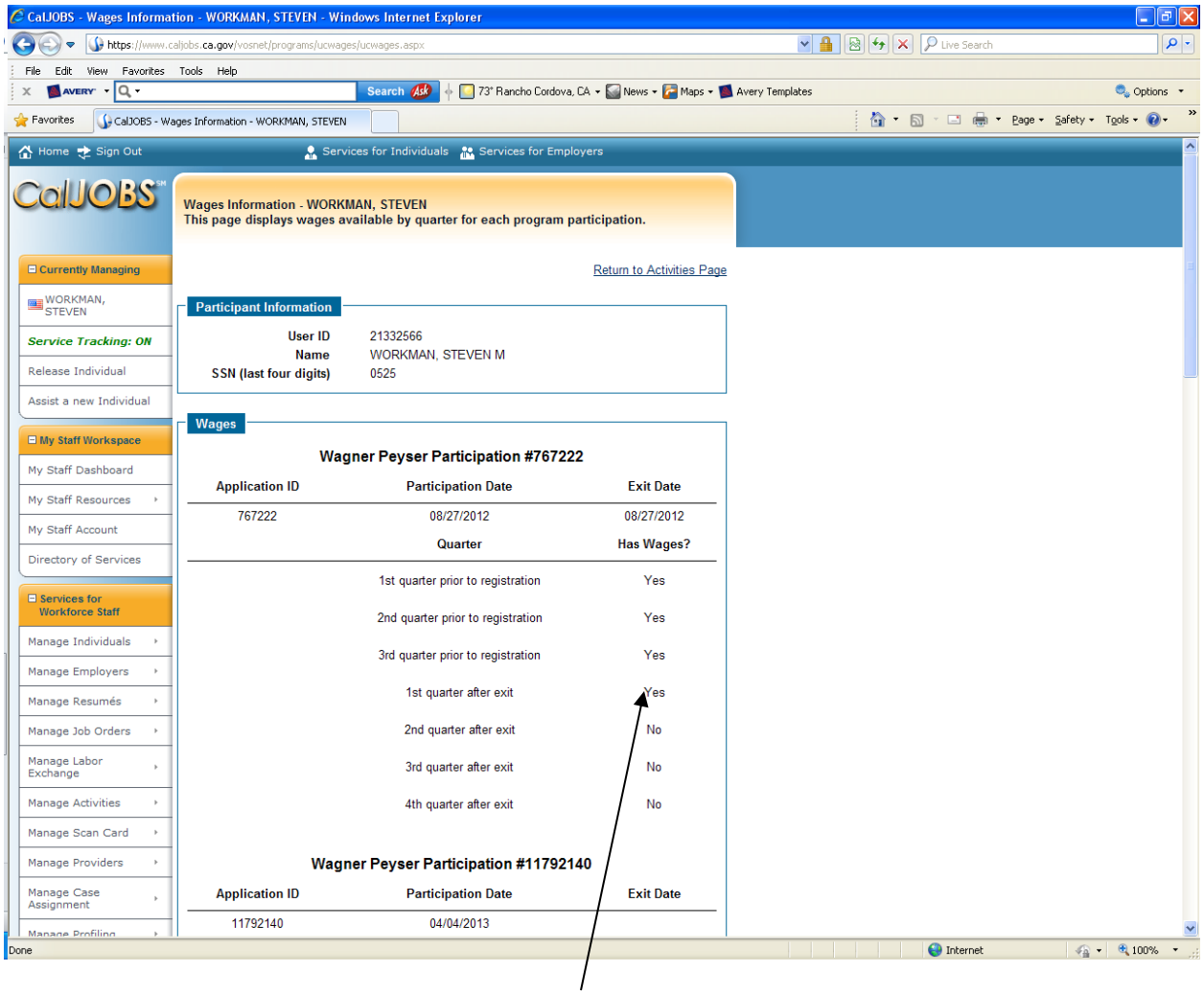
- Click on the name of the individual. The following profile screen for the individual will be displayed.



- Click on the "**Activities**." The following screen screen will be diplayed.



- Click on the "**Wage Information for Program Participant**." You will see the following Wage information screen for the individual (Steven Workman).



- If the wage information indicates "**Yes**" for wages on the 1st quarter after exit for this individual, it means that this will be a positive count in the "**Entered Employment Rate**" for the 1st quarter. The case manager can run the same report in the next two quarters to ensure the individual has maintained his employed status and is counted positive in the "**Employment Retention Rate**."

- If the wage information indicates "**No**" for wages on the 1st quarter after exit and the case manager's completed closure states "**Employed**," then the case manager should follow up with the job seeker to find out if he is still employed. If the job seeker confirms that he is employed, the case manager can complete a supplemental form so that this measure can be counted as positive in the "**Entered Employment Rate**."

- If the wage information indicates "**No**" for wages on the 1st quarter after exit and the case manager's closure does not indicate that the individual was employed, no follow up action is needed.

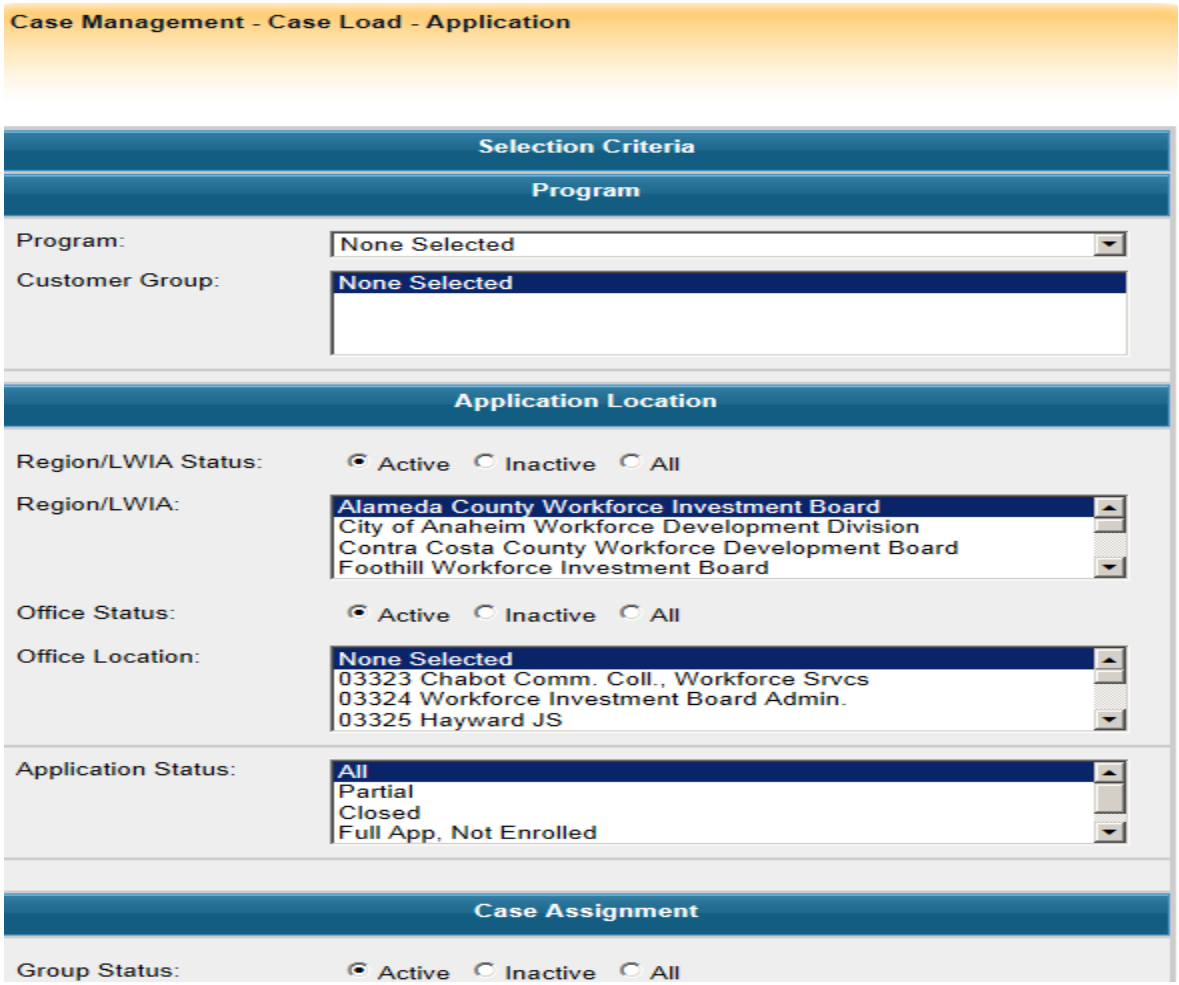
Application

(Click here to return to the Table of Contents)

This report provides a list of individuals in a federal program by the status (partial, closed, and full application but not enrolled) of their application. This report can be used by the case managers as a follow up tool on partial applications or full applications with no enrollment in any programs.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel.
- Under "Reports," click on "**Detailed Reports**."
- Under the "Case Management Reports," click on "**Case Management**."
- Under "Case Load" click on "**Application**." The following screen will be displayed with a list of filters that you can choose for your report.



It is not necessary to use all the filters. Only use the filters to help narrow down the report outcome to the specific informtion that you want. For example, if you want to see only the completed, but not enrolled applications for the WIA program created by a specific staff member in the last 30 days, then you can choose to use the following filters for your report:

- ❖ Program
- ❖ Region/LWIA
- ❖ Office Location
- ❖ Assigned Staff
- ❖ Date Range

Available Filters:

- Program
- Customer Group
- Region/LWIA Status
- Region/LWIA
- Office Location
- Application Status
- Group Status
- Case Manager Group
- Case Manager Status
- Assigned Case Manager
- Type
- Staff Assigned Status
- Staff Assigned
- Dislocation Event
- Filter By Date
- Date Range

- After you select the filters for your report, click on "**Run Report**" to generate the report.

You have the option to export the report data to any of the following programs. From the drop down menu at the top of the report page, you may select the program of your choice and click on "**Export.**"

- ➢ **Excel** – Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.

- ➢ **CSV** – This file type is primarily associated with 'Comma-Separated Variables.' A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel.

- **XML** – Extensible Markup Language file format used to create common information formats and share the data and format on the web, intranets, and any other network using standard ASCII text.
- **PDF** – This will allow you to save your report in a portable format so you can share it electronically with others.
- **TIFF** – Tagged Image Format file is used for high quality graphics.

See the following example of this report:

Case Management Reports - Application Report

- LWIA/Region: County of Mendocino
- Application Status: All
- Filter By Date: Application Date
- Date Range: 01/01/2014 - 01/31/2014

17 - County of Mendocino

Userid	Name	Last 4 SSN	App Id	Phone	Address	Email	Office	Assigned CM	App Date	Elig Date	Intensive	Staff Created	Create Date	App Status	A	DW	YY	OY	SW
23718896	Adams, Matt	4478	12774050	(707) 785-3207	343 White Tail The Sea Ranch, CA 95469	mattman9731@gmail.com	13425 Redwood Empire Workforce Services	No Current Assignment	1/19/2014				1/19/2014	FULL NE	N	N	N	N	N
28050841	Aguirre, Antonio	1701	12792768	(707) 279-9855	PO Box 1140 Kelseyville, CA 95451		13425 Redwood Empire Workforce Services	No Current Assignment	1/24/2014			Gloria Sosa Smith	1/24/2014	FULL NE	N	N	N	N	N
24463163	Ales, Jill	0213	12799375	(707) 489-7735	3541 LELAND LN Ukiah, CA 95482	jill.ales@yahoo.com	13425 Redwood Empire Workforce Services	No Current Assignment	1/27/2014				1/27/2014	FULL NE	N	N	N	N	N
22566340	Alexander, George	6972	12797800	(707) 275-9314	5305 Blue Lakes Rd. #27 Upper Lake, CA 95485		13425 Redwood Empire Workforce Services	No Current Assignment	1/27/2014			Gloria Sosa Smith	1/27/2014	FULL NE	N	N	N	N	N
25286390	Allen, Kenneth	8483	12768790	(707) 671-5215	835 Waugh Ln #2 Ukiah, CA 95482	k.allen78@yahoo.com	13425 Redwood Empire Workforce Services	No Current Assignment	1/16/2014				1/16/2014	FULL NE	N	N	N	N	N

Please note the following definition of the acronyms on the report:

A – Adult
DW – Dislocated Worker
YY – Young Youth
OY – Older Youth
SW – Statewide Worker

Projected End Dates

(Click here to return to the Table of Contents)

This report lists clients in federal programs by their projected end dates on activities or services. This report assists staff members with tracking projected end dates that are coming up.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Detailed Reports**"
- Under "**Case Management Report**" click on **"Case Management Report"**
- Then under "**Case Load**" click on "**Projected End Dates**"

Available Filters:

Program – Select the "Program" of your interest from the drop down menu. "None-Selected" option will include all the Customer Groups

Customer Group – Select the Customer Group of your interest from the drop down menu. "None-Selected" option will include all the Customer Groups.

Region/LWIA Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive status.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the Regions/LWIAs.

Office Location Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive status.

Office Location – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the Office Locations.

Provider Status – Active/ Inactive/ All. The "Active" status is selected by default and it should be left as is. "Inactive" status is used in rare occasions such as the

closure of a particular office in a region. “All” will include both the Active and Inactive status.

Provider – Select the provider of your interest from the drop down menu. Choose “**None Selected**” if you want to include all providers.

Group Status – Active/ Inactive/ All. The “**Active**” status is selected by default and it should be left as is. “**Inactive**” status is used in rare occasions such as the closure of a particular office in a region. “**All**” will include both the Active and Inactive status.

Case Manager Group – Select the Case Manager Group of your interest from the drop down menu. Choose “**None Selected**” if you want to include all Case Manager Groups.

Case Manager Status – Active/ Inactive/ All. The “Active” status is selected by default and it should be left as is. “Inactive” status is used in rare occasions such as the closure of a particular office in a region. “All” will include both the Active and Inactive status.

Assigned Case Manager – Select the Assigned Case Manager of your interest from the drop down menu. Choose “**None Selected**” if you want to include all Assigned Case Managers.

Days from Expiration – by default 30days from Expiration is selected but you can select the date range of your interest from the drop down menu.

After you select the appropriate filters for your report, click on “**Run Report**” to generate the report. Examples of the report are shown on the last page.

You will also have the option to export the report to any of the following programs by clicking the appropriate option at the top of the report screen. *(Please note using of the blue hyperlink function on a generated report only work prior to exporting or saving. Blue Hyperlinks do not work if report has been exported or saved.)*

- **Excel -** Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.

- **CSV** – This file type is primarily associated with ‘Comma-Separated Variables.’ A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).

- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.
- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others

Case Management Reports - Projected End Dates

- LWIA/Region: Alameda County Workforce Investment Board
- Days From Expire: 30

01 - Alameda County Workforce Investment Board							
Name: Aigbekaen, Kenneth		**Username:** 26892075	**WISRD ID:** 147390173	**App ID:** 1548128	**Assigned Case Manager:**		
Activity Code	**Cust Grp Code**	**Office**	**Provider of Service**	**Actual Begin**	**Projected End**	**Last Edit**	**Last Edited By**
220	30	Alameda County Conversion Interface		3/14/2013	3/14/2014	12/23/2013	Conversion User
Name: Alexander, Bryan		**Username:** 21283340	**WISRD ID:** 966722312	**App ID:** 1548205	**Assigned Case Manager:**		
Activity Code	**Cust Grp Code**	**Office**	**Provider of Service**	**Actual Begin**	**Projected End**	**Last Edit**	**Last Edited By**
220	10	Alameda County Conversion Interface		3/12/2013	3/12/2014	12/23/2013	Conversion User
Name: Almuqtadir, Qadriyyah		**Username:** 23077577	**WISRD ID:** 558447441	**App ID:** 1548173	**Assigned Case Manager:**		
Activity Code	**Cust Grp Code**	**Office**	**Provider of Service**	**Actual Begin**	**Projected End**	**Last Edit**	**Last Edited By**
220	30	Alameda County Conversion Interface		3/11/2013	3/11/2014	12/23/2013	Conversion User
Name: Alvarado, Juan		**Username:** 25505794	**WISRD ID:** 395428917	**App ID:** 1547967	**Assigned Case Manager:**		
Activity Code	**Cust Grp Code**	**Office**	**Provider of Service**	**Actual Begin**	**Projected End**	**Last Edit**	**Last Edited By**
220	30	Alameda County Conversion Interface		3/21/2013	3/21/2014	12/23/2013	Conversion User
Name: Andres, Marites		**Username:** 28434785	**WISRD ID:** 181375133	**App ID:** 12593379	**Assigned Case Manager:**		
Activity Code	**Cust Grp Code**	**Office**	**Provider of Service**	**Actual Begin**	**Projected End**	**Last Edit**	**Last Edited By**
199	TA1	Deaf Counseling Advocacy & Ref. Agency		3/15/2012	3/15/2014	1/17/2014	Conversion User
299	TA1	Deaf Counseling Advocacy & Ref. Agency		3/15/2012	3/15/2014	1/17/2014	Conversion User
Name: Arnhold, Kathleen		**Username:** 29429857	**WISRD ID:** 29429857	**App ID:** 1546547	**Assigned Case Manager:**		
Activity Code	**Cust Grp Code**	**Office**	**Provider of Service**	**Actual Begin**	**Projected End**	**Last Edit**	**Last Edited By**
125	10	Alameda County Conversion Interface		3/6/2012	3/6/2014	12/23/2013	Conversion User
185	10	Alameda County Conversion Interface		3/6/2012	3/6/2014	12/23/2013	Conversion User
205	10	Alameda County Conversion Interface		3/6/2012	3/6/2014	12/23/2013	Conversion User
220	10	Alameda County Conversion Interface		3/6/2012	3/6/2014	12/23/2013	Conversion User
Name: Asmundson, Ian		**Username:** 29654559	**WISRD ID:** 29654559	**App ID:** 1549471	**Assigned Case Manager:**		
Activity Code	**Cust Grp Code**	**Office**	**Provider of Service**	**Actual Begin**	**Projected End**	**Last Edit**	**Last Edited By**
301	10	Alameda County Conversion Interface		11/20/2013	2/28/2014	12/23/2013	Conversion User
Name: Bailey, Michelle		**Username:** 29207457	**WISRD ID:** 29207457	**App ID:** 1548181	**Assigned Case Manager:**		
Activity Code	**Cust Grp Code**	**Office**	**Provider of Service**	**Actual Begin**	**Projected End**	**Last Edit**	**Last Edited By**
220	10	Alameda County Conversion Interface		3/21/2013	3/21/2014	12/23/2013	Conversion User
Name: Biagtam, Edilberto		**Username:** 23137236	**WISRD ID:** 748447086	**App ID:** 12592523	**Assigned Case Manager:**		
Activity Code	**Cust Grp Code**	**Office**	**Provider of Service**	**Actual Begin**	**Projected End**	**Last Edit**	**Last Edited By**
199	TA1	Deaf Counseling Advocacy & Ref. Agency		3/7/2012	3/7/2014	1/17/2014	Conversion User
299	TA1	Deaf Counseling Advocacy & Ref. Agency		3/7/2012	3/7/2014	1/17/2014	Conversion User
Name: Bird, Gary		**Username:** 21795831	**WISRD ID:** 636515399	**App ID:** 1547918	**Assigned Case Manager:**		
Activity Code	**Cust Grp Code**	**Office**	**Provider of Service**	**Actual Begin**	**Projected End**	**Last Edit**	**Last Edited By**
220	30	Alameda County Conversion Interface		3/25/2013	3/25/2014	12/23/2013	Conversion User
Name: Bjornnes, Leslie		**Username:** 21759128	**WISRD ID:** 255530219	**App ID:** 1548108	**Assigned Case Manager:**		
Activity Code	**Cust Grp Code**	**Office**	**Provider of Service**	**Actual Begin**	**Projected End**	**Last Edit**	**Last Edited By**
203	10	Alameda County Conversion Interface		3/26/2013	3/26/2014	12/23/2013	Conversion User
220	10	Alameda County Conversion Interface		3/26/2013	3/26/2014	12/23/2013	Conversion User
Name: Braga, Theodore		**Username:** 23590140	**WISRD ID:** 739443495	**App ID:** 1546400	**Assigned Case Manager:**		
Activity Code	**Cust Grp Code**	**Office**	**Provider of Service**	**Actual Begin**	**Projected End**	**Last Edit**	**Last Edited By**

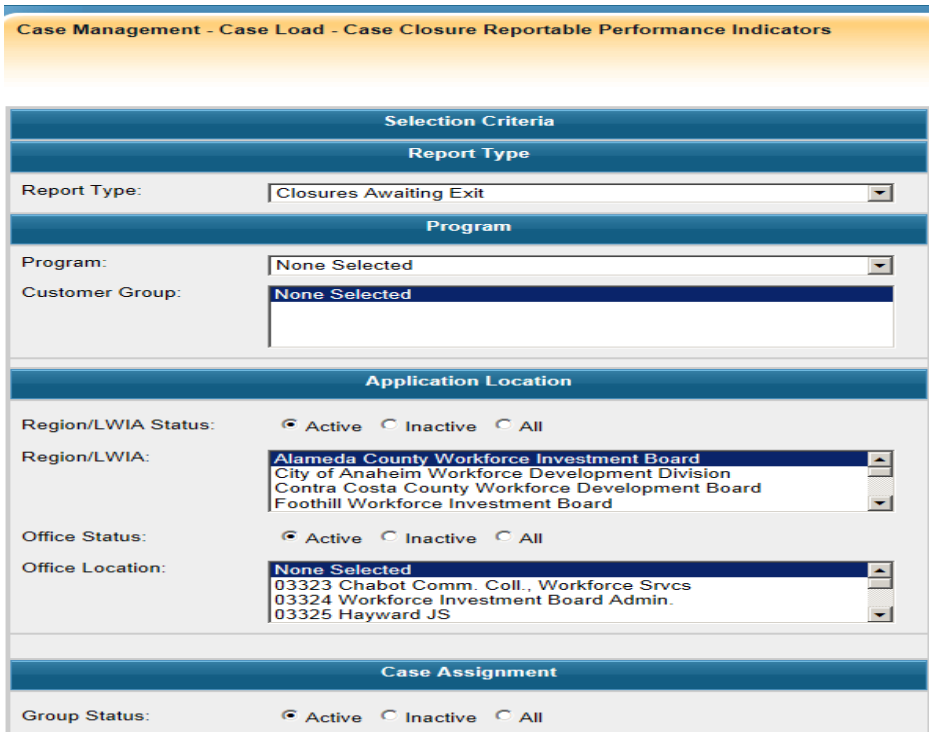
Case Closure Reportable Performance Indicators

(Click here to return to the Table of Contents)

This report provides a list of individuals in a federal program by reportable performance indicators. The report outcome shows performance indicator information such as credential received, school status/ diploma, and employment placement information. The information is pulled from the case closure form completed by the case manager in an individual's profile. Please note these are probable values and not actual performance outcomes.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel.
- Under "Reports," click on "**Detailed Reports**."
- Under the "Case Management Reports," click on "**Case Management**."
- Under "Case Load" click on "**Case Closure Reportable Performance Indicators**." The screen below will be displayed with a list of filters that you can choose for your report.



It is not necessary to use all the filters. Only use the filters to help narrow down the report outcome to the specific informtion that you want. For example, if you want to see the case closures completed only by a specific case manager in a specified office for the Wagner-Peyser program in the last 30 days, then you can choose to use the following filters for your report:

- ❖ Program
- ❖ Region/LWIA
- ❖ Office Location
- ❖ Assigned Case Manager
- ❖ Date Range

Available Filters:

- Report Type
- Program
- Customer Group
- Region/LWIA Status
- Region/LWIA
- Office Status
- Office Location
- Group Status
- Case Manager Group
- Case Manager Status
- Assigned Case Manager
- Filter By Date
- Date Range

- After you select the filters for your report, click on "**Run Report**" to generate the report.

- You have the option to export the report data to any of the following programs. From the drop down menu at the top of the report page, you may select the program of your choice and click on "**Export**."

  - ➢ **Excel** – Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.

  - ➢ **CSV** – This file type is primarily associated with 'Comma-Separated Variables.' A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).

- **XML –** Extensible Markup Language file format used to create common information formats and share the data and format on the web, intranets, and any other network using standard ASCII text.
- **PDF –** This will allow you to save your report in a portable format so you can share it electronically with others.
- **TIFF –** Tagged Image Format file is used for high quality graphics.

See an example of this report on the following page.

Case Management Reports
Case Closure Reportable Performance Indicators - Detail Report

- Report Type: Both - displays all closure types
- LWIA/Region: Sacramento Employment and Training Agency
- Filter By Date: Actual Case Closure
- Date Range: 08/15/2013 - 02/10/2014

* Indicates that column may be used for federal reporting when all countable criteria is met, please refer to your programs guidance on when data is countable for performance

29 - Sacramento Employment and Training Agency

App #:	State ID:	Name:	Office:	Case Manager:	Credential*:	Credential	Credential	School	Attained	Diploma	Entered Employment:	Youth Placement:	Placement Date:	Close Date:
322702	815867411	Errol Barker	05911 Sacramento Employment Training Agency SETA								07/01/2013			09/27/2013
8647541	790394872	Qwana S Metoyer	99999 Department of Labor Staff	Armando Gabriel							10/07/2013			10/30/2013
11726634	575448886	Jon G Jones	05900 SACRAMENTO Woodland/Yolo								11/11/2013			10/21/2013
11754430	1000029825	Denise T Collar	05900 SACRAMENTO Woodland/Yolo								11/06/2013			10/29/2013
11869187	730446746	ANTHONY M MARCOS	38000 Workforce Services Division	Charles Carter							09/03/2013			08/23/2013
11885748	1000084263	Robert Rivera	38000 Workforce Services Division								11/13/2013			12/10/2013
11894579	437424843	JOHN M PROCTOR	05900 SACRAMENTO Woodland/Yolo	Dennis Pearson							06/05/2013			09/25/2013
11991676	519453245	JESSE WILLARD	05900 SACRAMENTO Woodland/Yolo								11/15/2013			10/22/2013
12198499	1000222511	Sharroll Smith	05900 SACRAMENTO Woodland/Yolo								09/23/2013			12/05/2013
12266912	390827	VIOLETA S EDWARDS	38000 Workforce Services Division	Reynaldo Locquiao							10/15/2013			10/09/2013
12540228	1000125449	Carl Boomgaarden	05900 SACRAMENTO Woodland/Yolo								09/16/2013			11/04/2013
12645097	1000136942	Kristi Wilkerson	05900 SACRAMENTO Woodland/Yolo								08/15/2013			12/05/2013

Total Applications: 12

Assigned Case Load Report

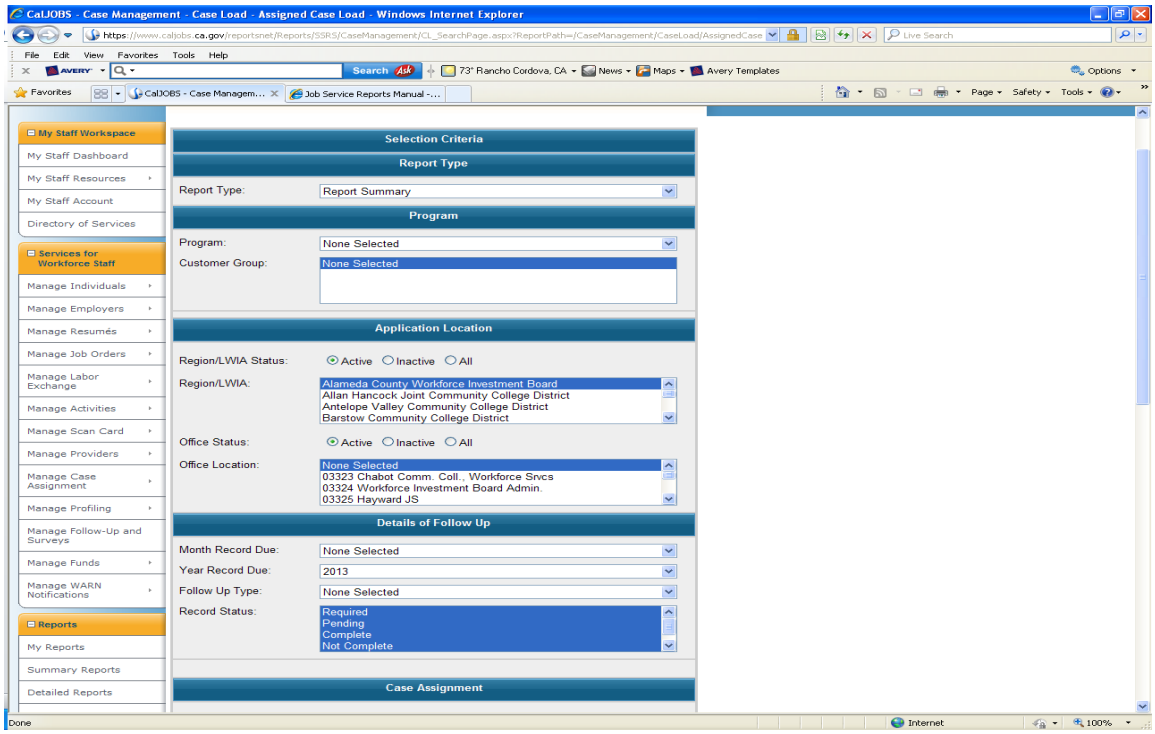
(Click here to return to the Table of Contents)

This report provides a list of clients organized by assigned case manager. This report deals with caseloads that are opened, closed, or in follow up.

Please note that the data produced by this report will not match the data produced by the View Case Load report in the Mange Case Assignment section since this report is produced for a specified date range; whereas, the View Case Load does not have a specific time span.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel.
- Under "Reports," click on "**Detailed Reports**."
- Under the "Case Management Reports," click on the "**Case Management**."
- Under "Case Load" click on "**Assigned Case Load**." The screen below will be displayed with a list of filters that you can choose for your report.



Please note that filtering further is usually **not** necessary unless you want very specific information. For example, if you want to see only the cases for which the 1st quarter after exit follow up have been completed, then you can filter your report by:

- Follow up Type: 1st Quarter after Exit
- Record Status: Complete

The following is a list of all the available filters:

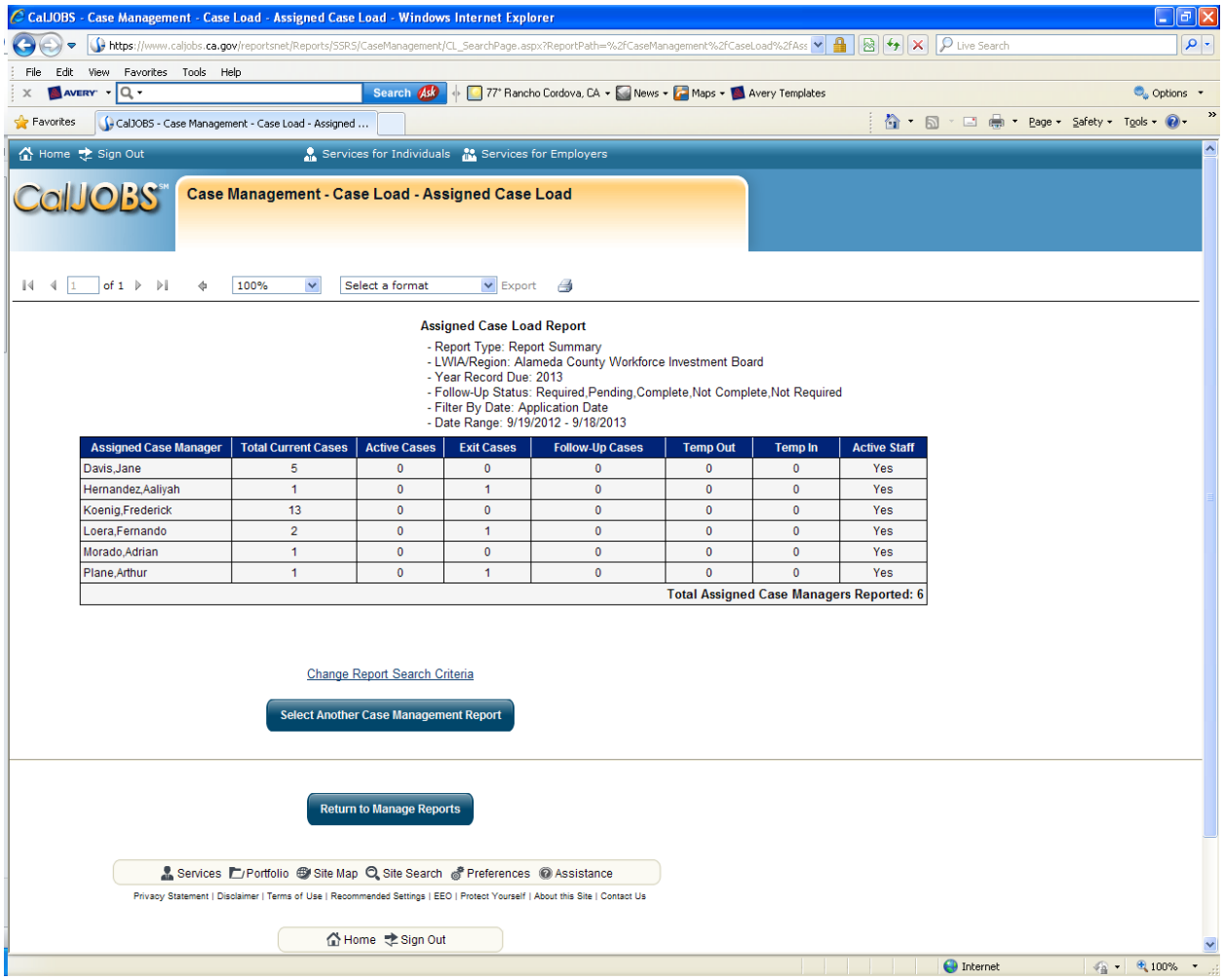
- **Report Type** – Select the type of report from the drop down menu.
- **Program** – Select the program of your choice from the drop down menu.
- **Customer Group** – This is a sub-group for the program field. This field is will not be available or be grayed out if the selected program does not have an assigned sub-group. For example, if "Wagner-Peyser (W-PA)" program is used, the "customer group" will be grayed out. However, if the "Workforce Investment Act (WIA)" is selected for the "program," then the "Customer Group" field will be populated with options to select from.
- **Partner Program Status** – Active/Inactive/All.
- **Partner Program** – These are programs that may be available to individuals in addition to the programs such as WIA, WP, etc. offered by the federal government. Select the appropriate program.
- **Region/LWIA Status** - Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region.
- **Region/LWIA** – This allows you to select the Region/ LWIA of your interest
- **AJCC Location Status** – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region.
- **AJCC Location** – Allows you to select the office location of your interest
- **Month Record Due** – Select the appropriate month.
- **Year Record Due** – Select the appropriate year.
- **Follow Up Type** – Select the type of the follow up from the drop down menu.
- **Record Status** – Select the status of the case from the drop down.
- **Case Assignment Level** – Select the option of your choice by clicking on the bubble next to it.

- **Group Status** – Active/Inactive/All. This filter is not available (grayed out) unless under the “Case Assignment Level” either the option of “**Assigned C.M**” or “**Assigned Group & C.M.**” is selected.
- **Case Manager Group** –This filter is not available (grayed out) unless under the “Case Assignment Level” either the option of “**Assigned Group**” or “**Assigned Group & C.M.**” is selected. If either of these options has been chosen, simply select the Case Manager Group of your choice from the drop down menu.
- **Case Manager Status** - Active/Inactive/All – This filter is not available (grayed out) unless under the “Case Assignment Level” either the option of “**Assigned C.M**” or “**Assigned Group & C.M.**” is selected.
- **Assigned Case Manager** – This filter is not available (grayed out) unless under the “Case Assignment Level” either the option of “**Assigned C.M.**” or “**Assigned Group & C.M.**” is selected. If either of these options has been chosen, simply select the Case Manager Group of your choice from the drop down menu. If you want to run the report on your own case load, click on “select me” and the field will be populated by your name.
- **Exit Office Status** – Active/Inactive/All.
- **Exit Office** – Select the exit office from the drop down menu.
- **Filter By Date** – Select the appropriate option from the drop down menu.
- **Date Range** – Select a date range from the drop down menu or enter a specific “**From**” and “**To**” date either by typing it or clicking on the calendar icon.

- After you select the appropriate filters for your report, click on “**Run Report**” to generate the report. A printout example of this report is shown on the last page.
- At the top of the report screen, you have the option to export this report to excel for further analysis. From the drop down menu, select “**Excel**” and click on “**Export**.”

See an example of this report on the following page.

Example of **Assigned Case Load Report:**



CalJOBS - Case Management - Case Load - Assigned Case Load

Assigned Case Load Report

- Report Type: Report Summary
- LWIA/Region: Alameda County Workforce Investment Board
- Year Record Due: 2013
- Follow-Up Status: Required,Pending,Complete,Not Complete,Not Required
- Filter By Date: Application Date
- Date Range: 9/19/2012 - 9/18/2013

Assigned Case Manager	Total Current Cases	Active Cases	Exit Cases	Follow-Up Cases	Temp Out	Temp In	Active Staff
Davis,Jane	5	0	0	0	0	0	Yes
Hernandez,Aaliyah	1	0	1	0	0	0	Yes
Koenig,Frederick	13	0	0	0	0	0	Yes
Loera,Fernando	2	0	1	0	0	0	Yes
Morado,Adrian	1	0	0	0	0	0	Yes
Plane,Arthur	1	0	1	0	0	0	Yes
							Total Assigned Case Managers Reported: 6

Projected Begin Dates

(Click here to return to the Table of Contents)

This report lists clients in federal programs by their projected begin dates on activities or services. This report assists staff members with tracking projected begin dates that are coming up, much like the Projected End Date Report.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Detailed Reports**"
- Under "**Case Management Report**" click on **"Case Management Report"**
- Then under "**Case Load**" click on "**Projected Begin Dates**"

Available Filters:

Program – Select the **"Program"** of your interest from the drop down menu. **"None-Selected"** option will include all the Customer Groups

Customer Group – Select the Customer Group of your interest from the drop down menu. **"None-Selected"** option will include all the Customer Groups.

Region/LWIA Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive status.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the Regions/LWIAs.

Office Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive status.

Office Location – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the Office Locations.

Provider Status – Active/ Inactive/ All. The "Active" status is selected by default and it should be left as is. "Inactive" status is used in rare occasions such as the

closure of a particular office in a region. “All” will include both the Active and Inactive status

Provider – Select the provider of your interest from the drop down menu. Choose “**None Selected**” if you want to include all providers.

Group Status – Active/ Inactive/ All. The “**Active**” status is selected by default and it should be left as is. “**Inactive**” status is used in rare occasions such as the closure of a particular office in a region. “**All**” will include both the Active and Inactive status.

Case Manager Group – Select the Case Manager Group of your interest from the drop down menu. Choose “**None Selected**” if you want to include all Case Manager Groups.

Case Manager Status – Active/ Inactive/ All. The “Active” status is selected by default and it should be left as is. “Inactive” status is used in rare occasions such as the closure of a particular office in a region. “All” will include both the Active and Inactive status.

Assigned Case Manager – Select the Assigned Case Manager of your interest from the drop down menu. Choose “**None Selected**” if you want to include all Assigned Case Managers.

Days from Expiration – by default 30days from Expiration is selected but you can select the date range of your interest from the drop down menu.

After you select the appropriate filters for your report, click on “**Run Report**” to generate the report. Examples of the report are shown on the last page.

You will also have the option to export the report to any of the following programs by clicking the appropriate option at the top of the report screen.

Clicking on a blue hyperlink generates individual data reports based on the category selected also can be exported and saved. *(Please note that blue hyperlinks do not work if report has been exported or saved).*

- **Excel -** Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.
- **CSV** – This file type is primarily associated with ‘Comma-Separated Variables.” A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).

- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.

- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.

- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.

- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others.

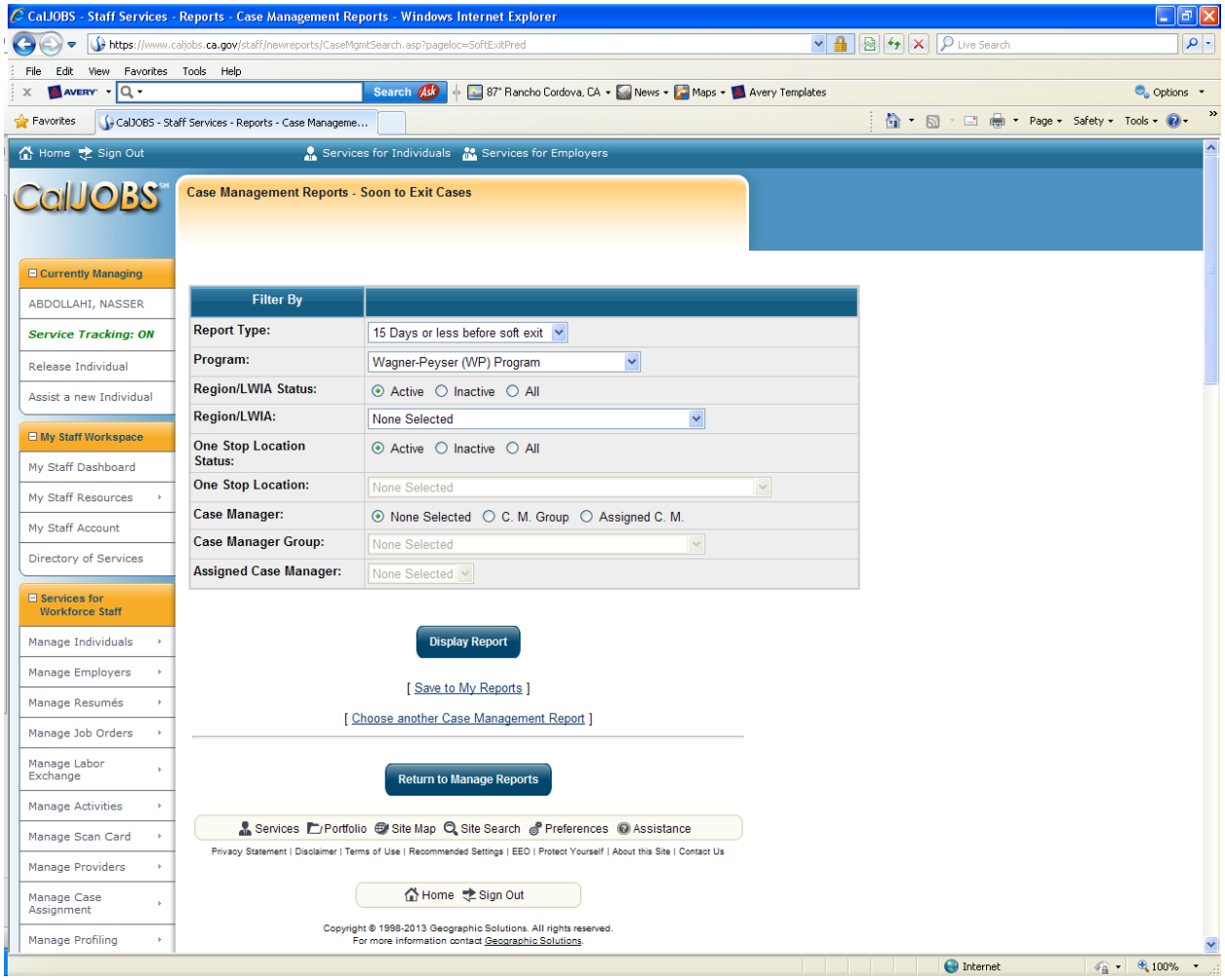
Soon to Exit Cases Report

(Click here to return to the Table of Contents)

This report shows a list of the enrolled individuals in federal programs who are soon to soft exit from the system.

To run this report:

- Log into the system. Once logged in, use the left hand navigation
- Under "Reports," click on "**Detailed Reports**"
- Under the "Case Management Reports," click on "**Case Management**"
- Under "Case Load," click on "**Soon to Exit Cases**." You will get the following screen which will allow you to filter your report by any of the below listed categories.



Available Filters:

Report Type – This allows you to narrow down the list of the potential exiters to those who have 15 days or less, 30 days or less, 45 days or less, 60 days or less, 90 days or less before their soft exit from the system.

Program – This allows you to select a program from Wagner-Peyser (W-PA), Workforce Investment Act (WIA), or Trade Adjustment Assistance (TAA).

Region/LWIA Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region.

Region/LWIA – This allows you to select the Region/ LWIA of your interest.

AJCC Location Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region.

AJCC Location – This allows you to select the office of your interest. This option will not be available (grayed out) if no specific Region/LWIA is selected.

Case Manager – None Selected/ C.M. Group/ Assigned C.M. Select the option of your choice.

Case Manager Group – This option will not be available (grayed out) unless a specific Region/LWIA is chosen and the "**C.M. Group**" option under the "Case manager" filter is selected. If you have selected a specific Region/LWIA and selected the "**C.M. Group**," then the drop down menu for this filter will be populated with options and you may simply select the Case Manager Group of your choice from the drop down menu.

Assigned Case Manager – This option will not be available (grayed out) unless a specific Region/LWIA is chosen and the "**Assigned C.M**" option under the "Case Manager" filter is marked. If you have selected a specific Region/LWIA and selected the "**Assigned C.M .**," then the drop down menu for this filter will be populated with options and you may simply select the Assigned Case Manager of your choice from the drop down menu.

- After you select the appropriate filters for your report, click on "**Display Report**" to generate the report. A printout example of this report is shown on the last page.

You will also have the option to export the report to any of the following programs by clicking the appropriate button at the bottom of the report screen:

- **Excel** – Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.

- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others.

- **CSV** – This file type is primarily associated with 'Comma-Separated Variables'. A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma and is opened in Excel).

- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character and is opened in Notepad.

- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export to Excel and then develop the graphs in Excel.

- **Print** – The print button at the bottom of the page is not available due to ITB System Configuration. Use the print button on your toolbar to print.

See an example of this report on the following page.

WP Soft Exit Predictive - Detail Report
Case Management Reports - Soon to Exit Cases
As of 07/24/2013 15 days or less

- List of all Individuals
- for the Humboldt County Community Development Services LWIA
- with a Program of WP
- from the 13405 Employment & Trng Dept of Humboldt Co. AJCC

Name	State ID	WP App	WP LWIA	WP CM	WIA App	WIA	WIA CM	TAA App	TAA	TAA CM	# Days To Exit	Exit Date Will Be	Desired Occupation	Primary Phone	Vet	Employ	UI
Parsons, Thomas	669449826	2957022	08	c. user	NA			NA			2	04/25/2013	Welders, Cutters, and Welder Fitters	(707)834-8999	Yes	No	Yes
Byington, Dianne	150453339	2216267	08	c. user	NA			NA			6	04/29/2013	Executive Secretaries and Executive Administrative Assistants	(707)476-8128	No	No	No
Olsen, Peter T	785987317	26092	08	c. user	NA			NA			9	05/02/2013	Meat, Poultry, and Fish Cutters and Trimmers	(707)601-6191	No	Yes	No
Name	State ID	WP App	WP LWIA	WP CM	WIA App	WIA	WIA CM	TAA App	TAA	TAA CM	# Days To Exit	Exit Date Will Be	Desired Occupation	Primary Phone	Vet	Employ	UI
Total Rows: 3																	

Clicking on any of the hyperlinks (listed names) on the report will take you to the profile of that individual.

Active Enrollment

(Click here to return to the Table of Contents)

This report lists individuals in a selected federal program who are actively enrolled.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Detailed Reports**"
- Under **"Case Management Reports"** click on "**Case Management Report**."
- Then under "**Case Load**" click on "**Active Enrollment**"

Available Filters:

Report Format – Group Format/ Column Format. Select the outcome format of your interest. The "Group Format" status is selected by default and it should be left as is.

Summary Information – Show entire state summary/ Show selected LWIA only/ Do not show summary. Select the outcome summary of your interest. The "show entire state summary" is selected by default and it should be left as is.

Program – Select the *"Program"* of your interest from the drop down menu. "None-Selected" option will include all the Customer Groups

Customer Group – Select the Customer Group of your interest from the drop down menu. "None-Selected" option will include all the Customer Groups.

Region/LWIA Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive status

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the Regions/LWIAs.

Office Location Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Office Location – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s)

within the selected LWIA. Choose "**None Selected**" if you want to include all the Office Locations.

Provider Status – Active/ Inactive/ All. The **"Active"** status is selected by default and it should be left as is. "Inactive" status is used in rare occasions such as the closure of a particular office in a region. "All" will include both the Active and Inactive status.

Provider – Select the provider of your interest from the drop down menu. Choose "**None Selected**" if you want to include all providers.

Group Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive status.

Case Manager Group – Select the Case Manager Group of your interest from the drop down menu. Choose "**None Selected**" if you want to include all Case Manager Groups.

Case Manager Status – Active/ Inactive/ All. The "Active" status is selected by default and it should be left as is. "Inactive" status is used in rare occasions such as the closure of a particular office in a region. "All" will include both the Active and Inactive status.

Assigned Case Manager – Select the Assigned Case Manager of your interest from the drop down menu. Choose "**None Selected**" if you want to include all Assigned Case Managers.

After you select the appropriate filters for your report, click on "**Run Report**" to generate the report. Examples of the report are shown on the last page.

Clicking on the blue hyperlinks on the reports generates individual data reports or detailed information based on the category selected.

You will also have the option to export the report to any of the following programs by clicking the appropriate option at the top of the report screen. *(Please note using of the blue hyperlink function on a generated report only work prior to exporting or saving. Blue Hyperlinks do not work if report has been exported or saved.)*

- **Excel -** Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.
- **CSV** – This file type is primarily associated with 'Comma-Separated Variables'. A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.
- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others

See an example of this report on the following page.

Case Management Reports - Active Enrollment

- LWIA/Region: Alameda County Workforce Investment Board
- Office: 03325 Hayward JS
- Report Format: Group Format

01 - Alameda County Workforce Investment Board

Customer Group	Activity	Occupational Title	Activity Office	Actual Begin Date	Estimated End Date	Actual End Date	Provider	Grant
Client Name: Adams, Antoinette	**SSN:** 6434	**Primary Case Manager:**	Unassigned	**Intake Office:** 03300 OAKLAND/Alameda				
TAA	199-Conversion Core Service		03325 Hayward JS	12/3/2012	12/3/2013		Unknown Provider	
TAA	300-Occupational Skills Training - Approved Provider List (ITA)		03325 Hayward JS	12/3/2012	12/3/2013		Unknown Provider	
Client Name: Aguinaldo, Manuelina	**SSN:** 3238	**Primary Case Manager:**	Unassigned	**Intake Office:** 03325 Hayward JS				
TAA	199-Conversion Core Service		03325 Hayward JS	4/15/2010			Unknown Provider	
Client Name: Almen, Eric	**SSN:** 6235	**Primary Case Manager:**	Unassigned	**Intake Office:** 03325 Hayward JS				
TAA	199-Conversion Core Service		03325 Hayward JS	2/25/2013	2/25/2014		Unknown Provider	
TAA	300-Occupational Skills Training - Approved Provider List (ITA)		03325 Hayward JS	2/25/2013	2/25/2014		Unknown Provider	
Client Name: Anand, Sumit	**SSN:** 1281	**Primary Case Manager:**	Unassigned	**Intake Office:** 03330 Fremont JS				
TAA	199-Conversion Core Service		03325 Hayward JS	5/10/2010			Unknown Provider	
Client Name: Anderson, Anthony	**SSN:** 4292	**Primary Case Manager:**	Unassigned	**Intake Office:** 03325 Hayward JS				
TAA	199-Conversion Core Service	41101100 - First-Line Supervisors of Retail Sales Workers	03325 Hayward JS	4/22/2013	4/22/2014		Unknown Provider	
TAA	300-Occupational Skills Training - Approved Provider List (ITA)		03325 Hayward JS	4/22/2013	4/22/2014		Unknown Provider	
Client Name: Andrion-ruzzo, Joshua	**SSN:** 4320	**Primary Case Manager:**	Unassigned	**Intake Office:** 03330 Fremont JS				
TAA	199-Conversion Core Service	13207200 - Loan Officers	03325 Hayward JS	8/5/2013	8/5/2014		Unknown Provider	
TAA	300-Occupational Skills Training - Approved Provider List (ITA)		03325 Hayward JS	8/5/2013	8/5/2014		Unknown Provider	
Client Name: Aviles, Monique	**SSN:** 1703	**Primary Case Manager:**	Unassigned	**Intake Office:** 03325 Hayward JS				
TAA	199-Conversion Core Service	11302100 - Computer and Information Systems Managers	03325 Hayward JS	4/22/2013	4/22/2014		TULARE ADULT SCHOOL	
TAA	300-Occupational Skills Training - Approved Provider List (ITA)		03325 Hayward JS	4/22/2013	4/22/2014		TULARE ADULT SCHOOL	

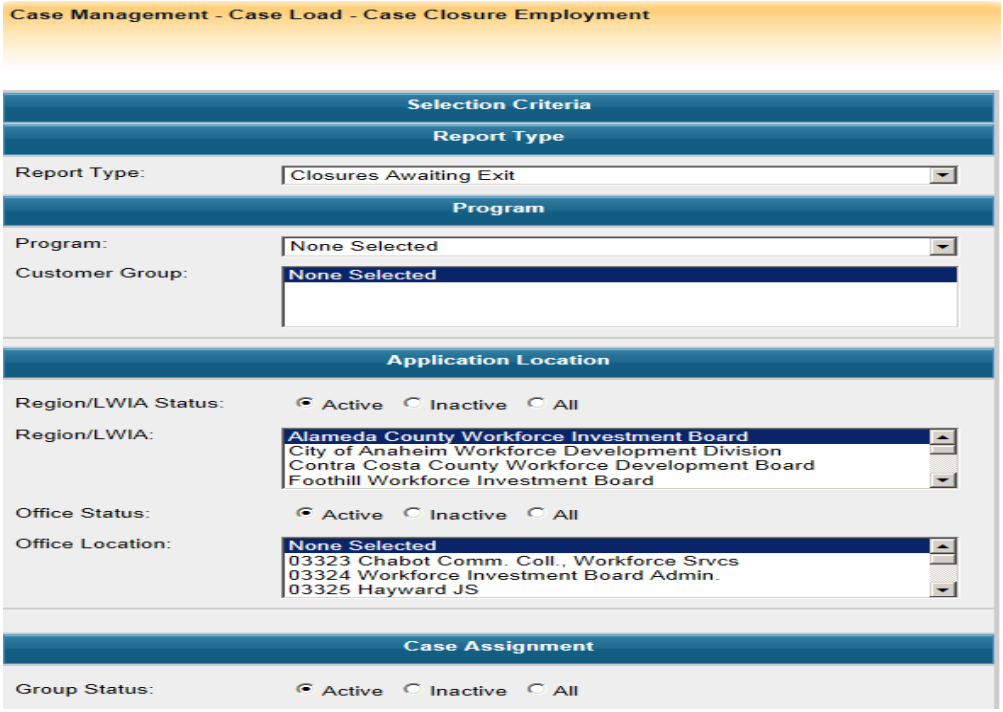
Case Closure Employment

(Click here to return to the Table of Content)

This report provides a list of individuals in a federal program whose cases were closed with an employment indicator. The information is pulled from the case closure form completed by the case manager in an individual's profile. This is not counted towards common performance entered employment rate, but the information will be pre-populated on the follow up form. (Supplemental data will be collected when follow up is completed.)

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel.
- Under "Reports," click on "**Detailed Reports**."
- Under the "**Case Management Reports**," click on "**Case Management**."
- Under "**Case Load**" click on "**Case Closure Employment**." The following screen will be displayed with a list of filters that you can choose for your report.



It is not necessary to use all the filters. Only use the filters to help narrow down the report outcome to the specific information that you want. For example, if you want to see all the closures done for the "employment" measure in a program

such as W-PA, WIA, TAA, etc. by a specific office within a specified period of time, then you can choose the following filters for your report:

- Program
- Region/LWIA
- Office Location
- Date Range

Available Filters:

- Report Type
- Program
- Customer Group
- Region/LWIA Status
- Region/LWIA
- Office Status
- Office Location
- Group Status
- Case Manager Group
- Case Manager Status
- Assigned Case Manager
- Date Range

- After you select the filters for your report, click on "**Run Report**" to generate the report.

You have the option to export the report data to any of the following programs. From the drop down menu at the top of the report page, you may select the program of your choice and click on "**Export**."

- **Excel** – Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.

- **CSV** – This file type is primarily associated with 'Comma-Separated Variables.' A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).

- **XML** – Extensible Markup Language file format used to create common information formats and share the data and format on the web, intranets, and any other network using standard ASCII text.

- **PDF** – This will allow you to save your report in a portable format so you can share it electronically with others.

- **TIFF** – Tagged Image Format file is used for high quality graphics.

Case Management Reports
Case Closure Employment - Detail Report

- Report Type: Both - displays all closure types
- LWIA/Region: Los Angeles County Department of Community, and Se
- Date Range: 08/16/2013 - 02/11/2014

13 - Los Angeles County Department of Community, and Se

App #:	Close Date:	State ID:	Name:	Case Manager: Closure Completed:	Office:
990019	10/11/2013	383628210	Lawrence W. Jones Jr	Charles Carter 28768954	10200 Antelope Valley WorkSource Center (WS)
3173694	8/28/2013	722448760	Fuess Kurt	Jerry Woods 20158540	18200 West Los Angeles Workforce Services
5454366	8/20/2013	768437913	Marie T. Antonio-tanner	Jerry Woods 20158540	18200 West Los Angeles Workforce Services
6977334	9/12/2013	520430589	Raymond R. Martinez	20666257	12280 Hub Cities WorkSource Ctr EDD/WS
7341461	8/16/2013	109429010	Lawrence G. Lacaille	Leandro Macias 20593748	01100 Canoga Park/West Hills WorkSource Ctr (JS)
10061814	9/17/2013	674384539	Erik B. Gomez	Clinton Carver 20546661	00100 San Gabriel Valley/West Covina WS
10332342	11/21/2013	514382516	Gabriel Jimenez	Jordan Ton-that 20565138	00145 LA Works/Irwindale WS
11743495	10/22/2013	1000027796	Duane Moore	Charles Carter 28768954	01430 Harbor AJCC JS
11763379	10/8/2013	709393479	David Beas	20549761	00100 San Gabriel Valley/West Covina WS
11885433	1/24/2014	1000084241	Alan Radtke	Clinton Carver 20546661	00100 San Gabriel Valley/West Covina WS

Employer:	City:	Contact:	Phone:	Job Title:	O*Net:	Wage:	Hours:	Start Date:	End Date:
MarketSource	Alpharetta	Vannessa Schuler	714-369-0662	Product Demonstrater	41901100	$15.00	40.0	10/1/2013	
C.B. Richard Ellis	El Segundo	C.B. Richard Ellis	310-636-4900	Financial Specialists	13205100	$15.00	40.0	8/27/2013	
Ultimate Staffing Services	Woodland Hills	Ultimate Staffing	818-347-3355	Human Resources	13107100	$15.00	40.0	7/22/2013	
Grand Pacific Building SVC Inc	Alta Loma	Jane Leonard	909-466-0800	Project Manager	11919900	$20.00	40.0	9/2/2013	
USD Veterans Affairs	North Hills	Mr. Francis Schmidt	818-895-9402	Facilities Maintenance Support	49904200	$9.00	40.0	7/30/2013	
ACME Clean Air	Rodondo Beach	Ozzy DeLa Cruz	310-818-1860	Mold Remediation	51407200	$11.00	40.0	7/25/2013	
Ormco Corp	Glendora	Bimal Shah	909-596-0100	Electronic Assembler	51202200	$17.00	40.0	11/25/2013	
FedEx Ground	Carson	Ashley	310-538-5781	Package Handler	53706400	$15.00	40.0	10/11/2013	
HD Warehouse Company	City of Industry	HR Department	000-000-0000	Warehouse Associate	43508103	$8.50	40.0	6/1/2013	

Active Cases Summary

(Click here to return to the Table of Contents)

This report provides a list of individuals with still active enrollments organized by region, office, and case manager.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Detailed Reports**" then
- Under **"Case Management Reports"** Click on "**Case Management**."
- Then under "**Case Load**" and click on "**Active Cases Summary**"

Available Filters:

Report Type – LWIA/office location / LWIA/office location/Assigned Case Manager. Select the **"Report Type"** of your interest from the drop down menu.

Program – Select the **"Program"** of your interest from the drop down menu. **"None-Selected"** option will include all the Customer Groups

Customer Group – Select the **Customer Group** of your interest from the drop down menu. **"None-Selected"** option will include all the Customer Groups.

Region/LWIA Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the Regions/LWIAs.

Office Location Status – **Active/ Inactive/ All**. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Office Location – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the Office Locations.

Group Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Case Manager Group – Select the Case Manager Group of your interest from the drop down menu. Choose "**None Selected**" if you want to include all Case Manager Groups.

Case Manager Status – **Active/ Inactive/ All**. The **"Active"** status is selected by default and it should be left as is. **"Inactive"** status is used in rare occasions such as the closure of a particular office in a region. **"All"** will include both the Active and Inactive statuses.

Assigned Case Manager – Select the Assigned Case Manager of your interest from the drop down menu. Choose "**None Selected**" if you want to include all Assigned Case Managers.

Date Range– By default Last 30 Days is selected but you can select the date range of your interest from the drop down menu. (If Custom Date is selected from the drop down menu then **From:** and **To:** dates must be entered)

After you select the appropriate filters for your report, click on "**Run Report**" to generate the report. Examples of the report are shown on the last page.

You will also have the option to export the report to any of the following programs by clicking the appropriate option at the top of the report screen.

Also, there are blue hyperlinks on the report. Clicking on a blue hyperlink generates individual data reports based on the category selected. *(Please note blue hyperlinks do not work if report has been exported or saved.)*

- **Excel -** Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.
- **CSV** – This file type is primarily associated with 'Comma-Separated Variables.' A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.

- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.
- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others

Active Cases Summary Report

- Report Type: LWIA/Office Location
- LWIA/Region: Alameda County Workforce Investment Board
- Office: 03325 Hayward JS
- Date Range: 02/27/2013 - 02/26/2014

Office/Location	Staff First Name	Active Cases with Closure Records	Active Cases Exited
03325 Hayward JS		0	0
Report Totals:		0	0

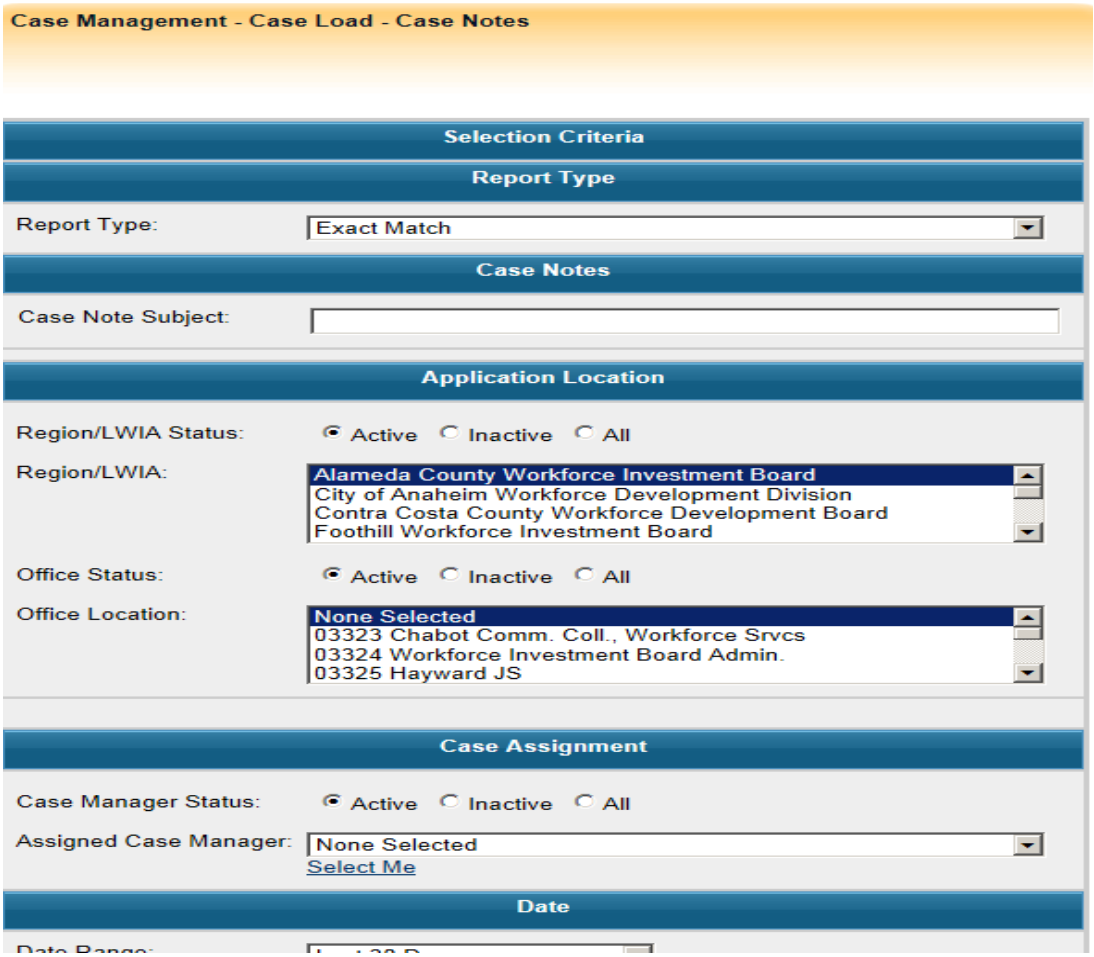
Case Notes

(Click here to return to the Table of Contents)

This report provides staff members with the ability to retrieve a case note(s) in the system that share a common phrase or word.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel.
- Under "Reports," click on "**Detailed Reports.**"
- Under the "**Case Management Reports,**" click on "**Case Management.**"
- Under "**Case Load**" click on "**Case Notes.**" The following screen will be displayed with a list of filters that you can choose for your report.



It is not necessary to use all the filters. Only use the filters to help narrow down the report outcome to the specific information that you want. For example, if you want to see all the case notes for a specific office that has the word “follow up” as part of the Case Note Subject, then you can choose the following filters for your report:

- Report Type: select “includes” from the drop down menu
- Case Note Subject: type the word “follow up”
- Region/LWIA: Select the Region/LWIA
- Office Location: Select the office
- Date Range

Available Filters:

- Report Type
- Case Note Subject
- Region/LWIA Status
- Region/LWIA
- Office Status
- Office Location
- Case Manager Status
- Assigned Case Manager
- Date Range

- After you select the filters for your report, click on “**Run Report**” to generate the report.

- You have the option to export the report data to any of the following programs. From the drop down menu at the top of the report page, you may select the program of your choice and click on “**Export**.”

  - **Excel** – Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.

  - **CSV** – This file type is primarily associated with ‘Comma-Separated Variables’. A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).

  - **XML** – Extensible Markup Language file format used to create common information formats and share the data and format on the web, intranets, and any other network using standard ASCII text.

  - **PDF** – This will allow you to save your report in a portable format so you can share it electronically with others.

- **TIFF** – Tagged Image Format file is used for high quality graphics.

See the following example of this report.

CalJOBS

Case Management - Case Load - Case Notes

1 of 3 100% Select a format Export

Case Management Reports - Case Notes Report

- Report Type: Exact Match
- LWIA/Region: Alameda County Workforce Investment Board
- Date Range: 02/05/2014 - 02/11/2014

Userid	Individual	Created by	Create Date	State ID	Case Subject	Case Notes
27993559	Bender, Angel	Rose, Margaret	02/07/2014	851379556	Enrollment/Desk Counseling	Appointment - Enrollment - Desk Counseling - Registered Caljobs - did paperworks like intake form, client agreement, work history.
27993559	Bender, Angel	Rose, Margaret	02/07/2014	851379556	Job Fair	Emailed the attachment of San Mateo Job Fair on Feb. 19.
22389296	Busby, Paula	Rose, Margaret	02/07/2014	560452889	Desk Counseling	Appointment - Desk Counseling - Discussed about Toolworks and DOR meeting that she is unhappy because they would have to give her test in writing, math, reading, etc. before they could give her its service. She wanted a job badly. Revised resume. Gave her some of DCARA/EDD staff's business cards that she could give it to the employer whenever she goes to any employers. Explained her that she has to use the internet to apply online applications in the future. Recommended her to go to pre-employment training in SF.
25691408	Jeong, Eun	Rose, Margaret	02/07/2014	905427421	Desk Counseling	Clt vped and requested for interpreter for her job on training. Explained her that she has to fill out the interpreter request form before starting job on training. Sent her the attachment of interpreter request form and advised her to send it back to DCARA ES specialist.
25691408	Jeong, Eun	Rose, Margaret	02/07/2014	905427421	Job Fair	Emailed the attachment of San Mateo Job Fair flyer on Feb. 19.
27803251	Estrada Campos, Walter	Rose, Margaret	02/07/2014	623381424	Desk Counseling	Appointment - Desk Counseling - Told clt to input his resume in Caljobs as required.
27803251	Estrada Campos, Walter	Rose, Margaret	02/07/2014	623381424	San Mateo Job Fair	Emailed the attachment of San Mateo Job Fair flyer for February 19.
28717425	Merino, Elenita	Rose, Margaret	02/07/2014	627270928	UI 1099G tax document/SDI	Appointment - Desk Counseling - Clt brought UI 1099G tax document and asked what it was. Explained her that she has to file tax and suggested her to go to IRS office for assistance for free. Discussed about SDI that she had not received monies. Advised her to contact SDI thru videophone relay operator to ask questions.
29278110	Estrada, Luis	Rose, Margaret	02/07/2014	1000479948	Enrollment/Desk Counseling	Appointment - Enrollment - Desk Counseling. Finished paperwork like intake form, client agreement, resume, etc. Caljobs registered.
29278110	Estrada, Luis	Rose, Margaret	02/07/2014	1000479948	Job Fair	Appointment - Enrollment - Desk Counseling. Finished paperwork like intake form, client agreement, resume, etc. Caljobs registered.
29283013	Mabanta, Clarebyll	Rose, Margaret	02/07/2014	1000484620	Enrollment/Desk Counseling/UI	Appointment - Enrollment - Desk Counseling. Assisted clt to call UI to file new claim after she loses her job. Caljobs registered. Explained clt about UI's strict policy etc. Whenever she receives the UI handbook, award, etc., bring them to DCARA/EDD office so the counselor can translate what it means when she receives UI benefits. The union backs clt to see if she could save her job or not.
29065958	Pride, Montino	Davis, Jane	02/07/2014	1000283916	Attempted Contact	Letter was sent a couple of weeks ago requesting an update. Called, l/msg. Need an update.

Ineligible Applications

(Click here to return to the Table of Contents)

This report tracks participants in the Wagner-Peyser program with ineligible applications.

To run this report:

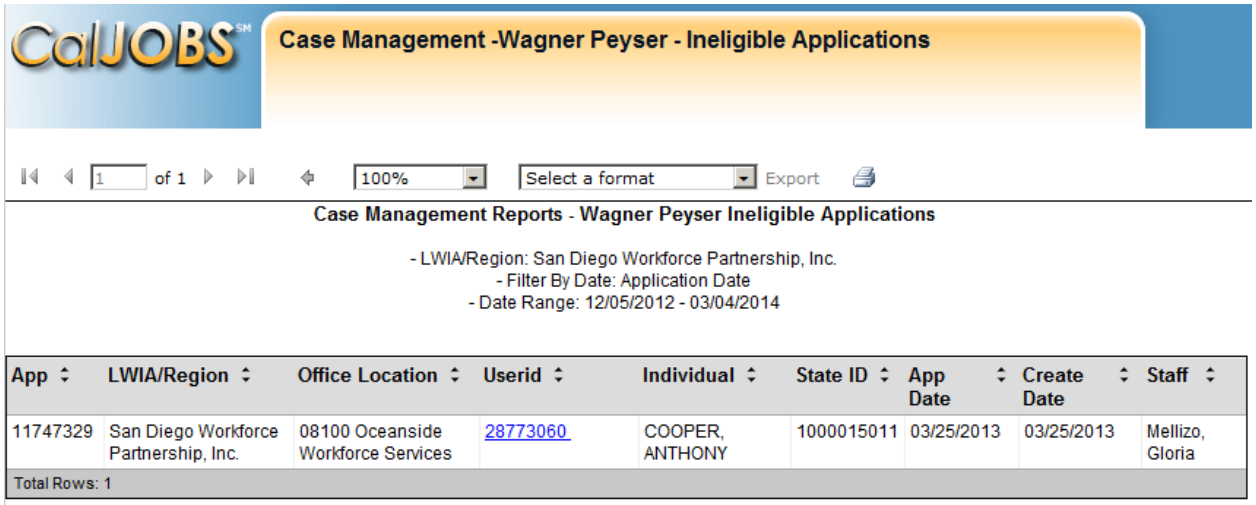
- Log into the system. Once logged in, use the left hand navigation
- Under "**Reports**," click on "**Detailed Reports**"
- Under "**Case Management Reports**," click on "**Case Management**"
- Under "**Case Load Program Specific Only Wagner Peyser**," click on "**Ineligible Applications**." A screen with the following filters will be displayed to choose for your report:
    - **Region/LWIA Status** - Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region.
    - **Region/LWIA** – Select the LWIA(s) of your interest from the drop down menu for LWIA/Region. To select more than one office, hold the "**Ctrl**" key down while clicking on the offices of your interest. Select "**None Selected**" if you want to include all the LWIAs.
    - **Office Status** – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region.
- **Office Location** – Select the office(s) of your interest, from the drop down menu for Office Location. To select more than one office, hold the "**Ctrl**" key down while clicking on the offices of your interest. Select "**None Selected**" if you want to include all the offices.
    - **Filter By Date** – From the drop down menu, select the "**Application Date**" which is the date of the Wagner-Peyser application or the "**Create Date**" which is the date that the application was created in the system.
    - **Date Range** – Select a Date Range from the drop down menu or enter a specific **"From**" and "**To**" date either by manually typing it or by clicking on the calendar icon
- After you select the filters for your report, click on the "**Run Report**" to generate the report outcome.

You will also have the option to export the report to any of the following programs. From the drop down menu at the top of the report page, you may select the program of your choice and click on "**Export**."

Also, there are blue hyperlinks on the report. Clicking on a blue hyperlink generates individual data reports based on the category selected. *(Please note blue hyperlinks do not work if report has been exported or saved.)*

- **Excel** – Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.
- **CSV** – This file type is primarily associated with 'Comma-Separated Variables,' A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
- **XML** – Extensible Markup Language file format used to create common information formats and share the data and format on the web, intranets, and any other network using standard ASCII text.
- **PDF** – This will allow you to save your report in a portable format so you can share it electronically with others.
- **TIFF** – Tagged Image Format file is used for high quality graphics.

See the following example of the report outcome.



App	LWIA/Region	Office Location	Userid	Individual	State ID	App Date	Create Date	Staff
11747329	San Diego Workforce Partnership, Inc.	08100 Oceanside Workforce Services	28773060	COOPER, ANTHONY	1000015011	03/25/2013	03/25/2013	Mellizo, Gloria
Total Rows: 1								

WP Entered Emp Self Service vs Staff Assisted

(Click here to return to the Table of Contents)

This report provides data on the total number of clients who entered employment through their own efforts in comparison to the clients who entered employment through the assistance of staff members.

To run this report:

- Log into the system. Once logged in, use the left hand navigation
- Under "**Reports,**" click on "**Detailed Reports**"
- Under "**Case Management Reports**," click on "**Case Management**"
- Under "**Case Load Program Specific Only Wagner Peyser**," click on "**WP Entered Emp Self Service vs Staff Assisted**." The "**Selection Criteria**" screen will be displayed listing the following filters that you may choose from for your report:

    - **Region/LWIA Status** - Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region.
    - **Region/LWIA** – Select the LWIA(s) of your interest from the drop down menu for LWIA/Region. To select more than one office, hold the "**Ctrl**" key down while clicking on the offices of your interest.
    - **Office Status** – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region.

- **Office Location** – Select the office(s) of your interest, from the drop down menu for Office Location. To select more than one office, hold the "**Ctrl**" key down while clicking on the offices of your interest. Select "**None Selected**" if you want to include all the offices within the selected LWIA(s).
    - **Date Range** – Select a Date Range from the drop down menu or enter a specific **"From**" and "**To**" date either by manually typing it or by clicking on the calendar icon.

      Note : The date range is based on the Federal Fiscal year.

- After you select the filters for your report, click on the "**Run Report**" to generate the report outcome.

You have the option to export the report data to any of the following programs. From the drop down menu at the top of the report page, you may select the program of your choice and click on "**Export**."

- **Excel** – Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.
- **CSV** – This file type is primarily associated with 'Comma-Separated Variables'. A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
- **XML** – Extensible Markup Language file format used to create common information formats and share the data and format on the web, intranets, and any other network using standard ASCII text.
- **PDF** – This will allow you to save your report in a portable format so you can share it electronically with others.
- **TIFF** – Tagged Image Format file is used for high quality graphics.

See the following example of the report outcome.

WP Entered Employment Self Service vs. Staff Assisted

- LWIA/Region: City of Anaheim Workforce Development Division
- Office Location: All
- Reporting Period: 2014 Quarter 1
- Current Month: 12/1/2013 - 12/31/2013, Previous Month 11/1/2013 - 11/30/2013
- Current Quarter: 10/1/2013 - 12/31/2013, Previous Quarter 7/1/2013 - 9/30/2013
- Program to Date: 1/1/2013 - 12/31/2013

Reporting Period	Self Service Only						Self Service With Staff Assisted OR Staff Assisted Only					
	All Exiters	Exclude Employed at Participation	Exclude for Exit Reason	Employed 1st Quarter	Total Exiters without Exclusions	%	All Exiters	Exclude Employed at Participation	Exclude for Exit Reason	Employed 1st Quarter	Total Exiters without Exclusions	%
Current Month	0	0	0	0	0		0	0	0	0	0	
Current Quarter	3020	288	1	0	2731		1313	88	0	0	1225	
Previous Month	1374	140	1	0	1233		674	44	0	0	630	
Previous Quarter	5056	553	0	0	4503		2036	156	0	0	1880	
Program YTD	13354	1505	1	1966	11848	17 %	6172	474	1	1001	5697	18 %

Dislocated Worker Layoff Date

(Click here to return to the Table of Contents)

Lists individuals in the WIA Program by their dislocated worker layoff dates from the WIA application

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Detailed Reports**"
- Click on the "**Case Management Report**."
- Scroll down to "**WIA**" and click on "**Dislocated Worker Layoff Date**"

Available Filters:

Partner Program Status – The "Active" status is selected by default and it should be left as is. "Inactive" status is used in rare occasions such as the closure of a particular office in a region. "All" will include both the Active and Inactive statuses.

Partner Program – Select the Partner Program of your interest from the drop down menu. "None-Selected" option will include all the Partner Programs.

Region/LWIA Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the Regions/LWIAs.

Office Location Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Office Location – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices.

Grant Status – Active/ Inactive/ All. The "Active" status is selected by default and it should be left as is. "Inactive" status is used in rare occasions such as the

closure of a particular office in a region. “All” will include both the Active and Inactive status.

Grant Type – Select the Grant Type of your interest from the drop down menu. Choose “**None Selected**” if you want to include all Grant Types.

Available Grants – Select the Available Grants of your interest from the drop down menu. Choose “**None Selected**” if you want to include all reasons.

Group Status – Active/ Inactive/ All. The “**Active**” status is selected by default and it should be left as is. “**Inactive**” status is used in rare occasions such as the closure of a particular office in a region. “**All**” will include both the Active and Inactive statuses.

Case Manager Group – Select the Case Manager Group of your interest from the drop down menu. Choose “**None Selected**” if you want to include all Case Manager Groups.

Case Manager Status – Active/ Inactive/ All. The “Active” status is selected by default and it should be left as is. “Inactive” status is used in rare occasions such as the closure of a particular office in a region. “All” will include both the Active and Inactive statuses.

Assigned Case Manager – Select the Assigned Case Manager of your interest from the drop down menu. Choose “**None Selected**” if you want to include all Assigned Case Managers.

Eligibility Contractor – Select the Eligibility Contractor of your interest from the drop down menu. Choose “**None Selected**” if you want to include all Eligibility Contractors.

Dislocation Event – Enter the appropriate Dislocation Event. (if unknown click the Event Search link to search appropriate dislocation event)

Filter By Date –Select the Filter Date of your interest from the drop down menu.

Date Range –By default Last 7 Days is selected but you can select the date range of your interest from the drop down menu. (If Custom Date is selected from the drop down menu then **From:** and **To:** dates must be entered)

After you select the appropriate filters for your report, click on “**Run Report**” to generate the report. Examples of the report are shown on the last page.

You will also have the option to export the report to any of the following programs by clicking the appropriate option at the top of the report screen.

Also, there are blue hyperlinks on the report. Clicking on a blue hyperlink generates individual data reports based on the category selected. *(Please note blue hyperlinks do not work if report has been exported or saved.)*

- **Excel -** Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.
- **CSV** – This file type is primarily associated with 'Comma-Separated Variables'. A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.
- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others

15 - Tampa Bay Workforce Alliance			
Client: Cunningham, Andrew	**Username:** CUNNINGHAM013	**WISRD ID:** 13105932	**Office:** WorkForce North Tampa - 4460
Assigned CM: Mcqueen, Niccole	**Lay-Off Employer:** pricewaterhouse coopers	**Reg Date:** 3/26/2012	
Active Activity Code	**Description**	**Begin Date**	
Client: Escobar, Matthew	**Username:** MESCOBAR8669	**WISRD ID:** 12792753	**Office:** Workforce Plant City - 4425
Assigned CM: James, Jakinya	**Lay-Off Employer:** THE FLYER	**Reg Date:** 11/7/2011	

Agency:			**Elig Staff:** Not Available
Elig Date: 3/26/2012		**Proj Disloc Date:** 9/15/2011	
Projected End Date		**Activity Staff**	
Agency:			**Elig Staff:** Not Available
Elig Date: 11/7/2011		**Proj Disloc Date:** 4/1/2011	

Youth Goal

(Click here to return to the Table of Contents)

This report provides a list of youth who do not have a goal or have goals about to expire.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Detailed Reports**"
- Click on the "**Case Management Report**."
- Scroll down to "**WIA**" and click on "**Youth Goal**"

Available Filters:

Report Type – Select the Report Type of your interest from the drop down menu. "None Selected" is not an option.

Partner Program Status – The "Active" status is selected by default and it should be left as is. "Inactive" status is used in rare occasions such as the closure of a particular office in a region. "All" will include both the Active and Inactive statuses.

Partner Program – Select the Partner Program of your interest from the drop down menu. "None-Selected" option will include all the Partner Programs.

Region/LWIA Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the Regions/LWIAs.

Office Location Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Office Location – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices.

Sort Agencies By – Agency/Code – By default Agency is selected or you can select Code. Select to sort by Agency/Code of your interest.

Available Agencies – Select the Agency/Code of your interest from the drop down menu. Choose "**None Selected**" if you want to include all Agencies/Codes.

Grant Status – Active/ Inactive/ All. The "Active" status is selected by default and it should be left as is. "Inactive" status is used in rare occasions such as the closure of a particular office in a region. "All" will include both the Active and Inactive status.

Grant Type – Select the Grant Type of your interest from the drop down menu. Choose "**None Selected**" if you want to include all Grant Types.

Available Grants – Select the Available Grants of your interest from the drop down menu. Choose "**None Selected**" if you want to include all Available Grants.

Group Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive status.

Case Manager Group – Select the Case Manager Group of your interest from the drop down menu. Choose "**None Selected**" if you want to include all Case Manager Groups.

Case Manager Status – Active/ Inactive/ All. The "Active" status is selected by default and it should be left as is. "Inactive" status is used in rare occasions such as the closure of a particular office in a region. "All" will include both the Active and Inactive statuses.

Assigned Case Manager – Select the Assigned Case Manager of your interest from the drop down menu. Choose "**None Selected**" if you want to include all Assigned Case Managers. (If option "Select Me" is clicked then you have assigned yourself)

Days From Expiration –Select the Expiration Date of your interest from the drop down menu. "None Selected" is not an option.

Date Range – By default Last 7 Days is selected but you can select the date range of your interest from the drop down menu. (If Custom Date is selected from the drop down menu then **From:** and **To:** dates must be entered)

After you select the appropriate filters for your report, click on "**Run Report**" to generate the report. Examples of the report are shown on the last page.

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Name	Userid	WISRD ID	App ID	Assigned Case Manager

Manage WIA Youth Goals - California Totals

Office Location	Registration Date	Registration Provider	Registration Staff

Total Individuals Reported: 0

Total Regions Reported: 0
Total Individuals Reported: 0

Manage WIA Youth Goals Summary

Region #	Region/Office/Staff	Number of Individuals	% of Total Missing Goals
		0	0.00 %
		0	0.00 %
		0	0.00 %
Manage WIA Youth Goals - California Totals		Total California Regions:	0
		Total California Individuals:	0

WIA Youth 5% Enrollment Exceptions

(Click here to return to the Table of Contents)

This report provides information on WIA Youth 5% Enrollment Exceptions.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Detailed Reports**"
- Click on the "**Case Management Report**."
- Scroll down to "**WIA**" and click on "**WIA Youth 5% Enrollment Exceptions**"

Available Filters:

Program – By default the Workforce Investment Act (WIA) Program is selected and only option.

Region/LWIA Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the Regions/LWIAs.

Office Location Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Office Location – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices.

Group Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Case Manager Group – Select the Case Manager Group of your interest from the drop down menu. Choose "**None Selected**" if you want to include all Case Manager Groups.

Case Manager Status – Active/ Inactive/ All. The "Active" status is selected by default and it should be left as is. "Inactive" status is used in rare occasions such as the closure of a particular office in a region. "All" will include both the Active and Inactive statuses.

Assigned Case Manager – Select the Assigned Case Manager of your interest from the drop down menu. Choose "**None Selected**" if you want to include all Assigned Case Managers. (If option "Select Me" is clicked then you have assigned yourself)

Program Year – Select the Program Year of your interest from the drop down menu.

After you select the appropriate filters for your report, click on "**Run Report**" to generate the report. Examples of the report are shown on the last page.

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WIA Youth 5% Enrollment Exceptions

- LWIA/Region: Alameda County Workforce Investment Board
- Program Year: 2013

State ID	Name	AppID	LWIA
22385332	TORRES RIVERA, JASON	1549089	Alameda County Workforce Investment Board
29438169	NABORS, ANDRANEE	1547513	Alameda County Workforce Investment Board
29446906	ROSS, RICHARD	1548027	Alameda County Workforce Investment Board
29506770	RAMIREZ BASAVE, JAZMIN	1549230	Alameda County Workforce Investment Board
29525471	PRICE JR, GLEN	1548414	Alameda County Workforce Investment Board
29528794	BOGARD, EVELINI	1548308	Alameda County Workforce Investment Board
29530261	VILLAHERNANDEZ, MARCELLA	1549181	Alameda County Workforce Investment Board
29587487	HINTON, MARCUS	1547903	Alameda County Workforce Investment Board
29589373	WILSON, CECILIA	1549081	Alameda County

Responsible Office	Assigned Case Manager	Participation Date	Exit Date
Alameda County Conversion Interface	No Case Manager	08-14-2013	
Alameda County Conversion Interface	No Case Manager	08-14-2012	
Alameda County Conversion Interface	No Case Manager	01-30-2013	
Alameda County Conversion Interface	No Case Manager	09-30-2013	
Alameda County Conversion Interface	No Case Manager	04-04-2013	
Alameda County Conversion Interface	No Case Manager	02-20-2013	
Alameda County Conversion Interface	No Case Manager	08-12-2013	
Alameda County Conversion Interface	No Case Manager	01-10-2013	
Alameda County Conversion Interface	No Case Manager	07-22-2013	
Alameda County Conversion Interface	No Case Manager	02-25-2013	

Formula Youth	ARRA Youth	SW Youth	SW ARRA Youth	As 5%
Y				
Y				
Y				
Y				
Y				
Y				
Y				
Y				
Y				
Y				

WIA Follow Up
(Details & Summary)

(Click here to return to the Table of Contents)

This report lists WIA individuals, the quarterly follow-up details, and whether they receive training or entered/retained employment during the quarter.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Detailed Reports**"
- Click on the "**Case Management Report**."
- Scroll down to "**WIA**" and click on "**WIA Follow Up (Details & Summary)**"

Available Filters:

Customer Group –Select the Customer Group of your interest from the drop down menu. "None-Selected" option will include all the Customer Groups.

Partner Program – Select the Partner Program of your interest from the drop down menu. "None-Selected" option will include all the Partner Programs.

Region/LWIA Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the Regions/LWIAs.

Office Location Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Office Location – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices.

Sort Agencies By – Agency/Code – By default Agency is selected or you can select Code. Select to sort by either Agency/Code of your interest.

Available Agencies – Select the Agency/Code of your interest from the drop down menu. Choose "**None Selected**" if you want to include all Agencies/Codes.

Month Record Due – Select the Month of your interest from the drop down menu. Choose "**None Selected**" if you want to include all Months in drop down menu.

Year Record Due – Select the Year of your interest from the drop down menu. Choose "**None Selected**" if you want to include all Years in the drop down menu.

Follow Up Type –Select the Follow Up Type of your interest from the drop down menu. Choose "**None Selected**" if you want to include all Follow Up Types.

Record Status –Select the Record Status of your interest from the drop down menu. **"None Selected"** is not an option

Grant Status – Active/ Inactive/ All. The "Active" status is selected by default and it should be left as is. "Inactive" status is used in rare occasions such as the closure of a particular office in a region. "All" will include both the Active and Inactive statuses.

Grant Type – Select the Grant Type of your interest from the drop down menu. Choose "**None Selected**" if you want to include all Grant Types.

Available Grants – Select the Available Grants of your interest from the drop down menu. Choose "**None Selected**" if you want to include all Available Grants.

Group Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Case Manager Group – Select the Case Manager Group of your interest from the drop down menu. Choose "**None Selected**" if you want to include all Case Manager Groups.

Case Manager Status – Active/ Inactive/ All. The "Active" status is selected by default and it should be left as is. "Inactive" status is used in rare occasions such as the closure of a particular office in a region. "All" will include both the Active and Inactive statuses.

Assigned Case Manager – Select the Assigned Case Manager of your interest from the drop down menu. Choose "**None Selected**" if you want to include all Assigned Case Managers.

Exit Office Status –Active/ Inactive/ All. The “Active” status is selected by default and it should be left as is. “Inactive” status is used in rare occasions such as the closure of a particular office in a region. “All” will include both the Active and Inactive statuses.

Exit Office –Select the Assigned Case Manager of your interest from the drop down menu. Choose “**None Selected**” if you want to include all Exit Offices.

After you select the appropriate filters for your report, click on “**Run Report**” to generate the report. Examples of the report are shown on the last page.

Clicking on the blue hyperlinks on the reports generates individual data reports or detailed information based on the category selected.

You will also have the option to export the report to any of the following programs by clicking the appropriate option at the top of the report screen. *(Please note using of the blue hyperlink function on a generated report only work prior to exporting or saving. Blue Hyperlinks do not work if report has been exported or saved.)*

- **Excel -** Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.
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- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.
- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others

Case Management Reports - WIA Follow-Up (Details & Summary)

- LWIA/Region: Alameda County Workforce Investment Board
- Year Record Due: 2012
- Follow-Up Status: Required,Pending,Complete,Not Complete,Not Required

App ID	State ID	First Name	Last Name	Case Mgr	
	Follow-Up Type	Follow-Up Req'd By	Follow Up Status	Actual Comp Date	Emp In Qtr
1535037	364691230	MARCIA	MILLER	No Current Assignment	
	1st Quarter	1/30/2012	Required		N/A
	3rd Quarter	7/30/2012	Required		N/A
	2nd Quarter	4/30/2012	Required		N/A
	4th Quarter	10/30/2012	Required		N/A
1536160	223500430	Paul	Hughes	No Current Assignment	
	4th Quarter	1/30/2012	Required		N/A
	1st Quarter	1/30/2012	Completed	5/7/2011	Yes
1536505	967531746	Claudia	Miyar	No Current Assignment	
	3rd Quarter	1/30/2012	Required		N/A
	4th Quarter	4/30/2012	Required		N/A
1536565	242498377	Kevin	Mahanna	No Current Assignment	
	3rd Quarter	1/30/2012	Required		N/A
	4th Quarter	4/30/2012	Required		N/A
1536995	698436483	DEBORAH	FLEMING	No Current Assignment	
	3rd Quarter	4/30/2012	Required		N/A
	1st Quarter	7/30/2012	Completed	2/23/2012	Yes
	4th Quarter	7/30/2012	Required		N/A
	2nd Quarter	1/30/2012	Required		N/A

Office			Exit Date
Credential Rcvd	Youth Diploma	Youth Placment	Other Status
Alameda County Conversion Interface			9/1/2011
Alameda County Conversion Interface			12/21/2010
	Did not attain a diploma, GED or certificate	None of the above	
Alameda County Conversion Interface			2/14/2011
Alameda County Conversion Interface			2/14/2011
Alameda County Conversion Interface			4/20/2011
	Did not attain a diploma, GED or certificate	None of the above	

1537010	665445523	RIYADH	ABDULLAH	No Current Assignment	
	4th Quarter	4/30/2012	Required		N/A
	1st Quarter	4/30/2012	Completed	7/1/2011	Yes
	3rd Quarter	1/30/2012	Required		N/A
1537055	880441919	FAYLEEN	ALLEN	No Current Assignment	
	2nd Quarter	4/30/2012	Required		N/A
	4th Quarter	10/30/2012	Required		N/A
	1st Quarter	1/30/2012	Required		N/A
	3rd Quarter	7/30/2012	Required		N/A
1537105	151448669	Jada	Tavares	No Current Assignment	
	4th Quarter	10/30/2012	Required		N/A
	1st Quarter	10/30/2012	Completed	2/16/2012	Yes
	3rd Quarter	7/30/2012	Required		N/A
	2nd Quarter	4/30/2012	Required		N/A
1537120	825428880	MELONIE	BRADLEY	No Current Assignment	
	4th Quarter	1/30/2012	Required		N/A
1537343	796441919	RAYMOND	Allen	No Current Assignment	
	4th Quarter	7/30/2012	Required		N/A
	2nd Quarter	1/30/2012	Required		N/A
	3rd Quarter	4/30/2012	Required		N/A

Alameda County Conversion Interface			3/21/2011
	Did not attain a diploma, GED or certificate	None of the above	
Alameda County Conversion Interface			8/3/2011
Alameda County Conversion Interface			9/27/2011
Occupational Skills certificate or credential	Attained a certificte for technical or occupational skills	None of the above	
Alameda County Conversion Interface			10/1/2010
Alameda County Conversion Interface			4/13/2011

Customer Group

(Click here to return to the Table of Contents)

This report categorizes WIA individuals based on their associated customer group (high level funding stream.)

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Detailed Reports**"
- Click on the "**Case Management Report**."
- Scroll down to "**WIA**" and click on "**Customer Group**"

Available Filters:

Customer Group – Select the Customer Group of your interest from the drop down menu. "None-Selected" option will include all the Customer Groups.

Partner Program Status – Active/ Inactive/ All The "Active" status is selected by default and it should be left as is. "Inactive" status is used in rare occasions such as the closure of a particular office in a region. "All" will include both the Active and Inactive statuses.

Partner Program – Select the Partner Program of your interest from the drop down menu. "None-Selected" option will include all the Partner Programs.

Region/LWIA Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the Regions/LWIAs.

Office Location Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Office Location – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s)

within the selected LWIA. Choose "**None Selected**" if you want to include all the Office Locations.

Sort Agencies By – Agency/Code – By default Agency is selected or you can select Code. Select to sort by Agency/Code of your interest.

Available Agencies – Select the Agency/Code of your interest from the drop down menu. Choose "**None Selected**" if you want to include all Agencies/Codes.

Grant Status – Active/ Inactive/ All. The "Active" status is selected by default and it should be left as is. "Inactive" status is used in rare occasions such as the closure of a particular office in a region. "All" will include both the Active and Inactive statuses.

Grant Type – Select the Grant Type of your interest from the drop down menu. Choose "**None Selected**" if you want to include all Grant Types.

Available Grants – Select the Available Grants of your interest from the drop down menu. Choose "**None Selected**" if you want to include all Available Grants.

Group Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Case Manager Group – Select the Case Manager Group of your interest from the drop down menu. Choose "**None Selected**" if you want to include all Case Manager Groups.

Case Manager Status – Active/ Inactive/ All. The "Active" status is selected by default and it should be left as is. "Inactive" status is used in rare occasions such as the closure of a particular office in a region. "All" will include both the Active and Inactive statuses.

Assigned Case Manager – Select the Assigned Case Manager of your interest from the drop down menu. Choose "**None Selected**" if you want to include all Assigned Case Managers.

Filter By Date –Select the Filter Date of your interest from the drop down menu.

Date Range –By default Last 7 Days is selected but you can select the date range of your interest from the drop down menu. (If Custom Date is selected from the drop down menu then "**From"** and "**To"** dates must be entered)

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Assigned Case Manager	LWIA		
Customer Group	Application ID	Client Name	Participation Date
Batista, Zoe	Tampa Bay Workforce Alliance		
Older Youth	16174898	Miller, Jountrell	1/30/2004
			5/2/2011
	16195459	Huggins, Darrion	6/19/2006
			1/11/2012
	16199423	Jimenez, Julian	7/6/2005
			2/22/2012
Batts, Deeon	Tampa Bay Workforce Alliance		
Adult	16059867	Perkins, Muraice	1/8/2009
	16193099	Toussaint, Fara	12/1/2005
			12/9/2011

Office	Total Managed
Activity	Activity Begin Date
WorkForce North Tampa - 4460	3
***Pre-Employment Training / Work Maturity	7/25/2012
***Pre-Employment Training / Work Maturity	7/25/2012
***Develop Service Strategies (IEP/ISS)	8/1/2012
***Support Service - Incentives / Bonuses	8/1/2012
***Support Service - Transportation Assistance	8/1/2012
***Develop Service Strategies (IEP/ISS)	8/1/2012
***Support Service - Incentives / Bonuses	8/1/2012
***Support Service - Transportation Assistance	8/1/2012
***Pre-Employment Training / Work Maturity	7/25/2012
***Pre-Employment Training / Work Maturity	7/25/2012
	10
WorkForce North Tampa - 4460	10
***Career Guidance/Planning	7/26/2012
***Develop Service Strategies (IEP/ISS/EDP)	6/22/2012
***Develop Service Strategies (IEP/ISS/EDP)	6/22/2012

WIA Online Characteristics

(Click here to return to the Table of Contents)

This report provides data search capabilities by using characteristics located on the various WIA participant forms.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Detailed Reports**"
- Click on the "**Case Management Report**."
- Scroll down to "**WIA**" and click on "**WIA On-Line Characteristics**"

Available Filters:

Enrollment Status – Select the Enrollment Status of your interest from the drop down menu. By default Current, Open, Active, & Enrolled Applications is selected and is primarily used.

Region/LWIA Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the Regions/LWIAs.

Office Location Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Office Location – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices.

Customer Group – Select the Customer Group of your interest from the drop down menu. Choose "None Selected" if you want to include all groups.

Grant Type – Select the Grant Type of your interest from the drop down menu. Choose "**None Selected**" if you want to include all Grant Types.

Available Grants – Select the Available Grants of your interest from the drop down menu. Choose "**None Selected**" if you want to include all Available Grants.

Enrollment Activity/Service Code:

Service Code Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Activity/Service Code – Select the Activity/Service Code of your interest from the drop down menu. Choose "None Selected" if you want to include all Activity/service Codes.

Enrollment Provider:

Provider Status – Active/ Inactive/ All. The "Active" status is selected by default and it should be left as is. "Inactive" status is used in rare occasions such as the closure of a particular office in a region. "All" will include both the Active and Inactive statuses.

Provider –Select the Provider of your interest from the drop down menu. "None Selected" is not an option.

State –Select the State of your interest from the drop down menu.

County/Parish –Select the County/Parish of your interest from the drop down menu. Choose "None Selected" if you want to include all County/Parish.

Group Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Case Manager Group – Select the Case Manager Group of your interest from the drop down menu. Choose "**None Selected**" if you want to include all Case Manager Groups.

Case Manager Status – Active/ Inactive/ All. The "Active" status is selected by default and it should be left as is. "Inactive" status is used in rare occasions such as the closure of a particular office in a region. "All" will include both the Active and Inactive statuses.

Assigned Case Manager – Select the Assigned Case Manager of your interest from the drop down menu. Choose "**None Selected**" if you want to include all Assigned Case Managers. (by selecting option "Select Me" assigns you)

Gender – None Selected/Male/Female. The “None Selected” status is selected by default. “Male” status is used when you identify as a Male. “Female” is used when you identify as a Female. Choose “**None Selected**” if you choose not to identify gender

Disability Status –Select the Disability Status of your interest from the drop down menu. “None Selected” if you choose not to identify

Selected Services Registration Status – Select the Select Services Registration Status of your interest from the drop down menu. “None Selected” if you choose not to identify.

Citizenship Status – Select the Citizenship Status of your interest from the drop down menu. “None Selected” if you choose not to identify.

Race – Select the Race of your interest from the drop down menu. “None Selected” if you choose not to identify.

Hispanic – Select the Hispanic of your interest from the drop down menu. “None Selected” if you choose not to identify.

Age Range – Enter age at time of enrollment into WIA; From: & To: need values

Veteran Status – Select the Veteran Status of your interest from the drop down menu. “None Selected” if you choose not to identify.

Campaign Veteran – *None Selected/ Yes/ No*. The “**None Selected**” status is selected by default. “**Yes**” status is used when identifying as Campaign Veteran. “**No**” status is used when identifying not a Campaign Veteran. “None Selected” if you choose not to identify.

Disabled Veteran – Select the Disabled Veteran of your interest from the drop down menu. “None Selected” if you choose not to identify.

Recently Separated Veteran – *None Selected/ Yes/ No*. The “**None Selected**” status is selected by default. “**Yes**” status is used when identifying as yes. “**No**” status is used when identifying no. “None Selected” if you choose not to identify.

Employment Status – Select the Employment Status of your interest from the drop down menu. “None Selected” if you choose not to identify

Received Notice of Layoff or Termination – *None Selected/ Yes/ No*. The “**None Selected**” status is selected by default. “**Yes**” status is used when identifying as yes. “**No**” status is used when identifying no. “None Selected” if you choose not to identify

Reason for Layoff – Select the Reason for Layoff of your interest from the Category Options 1-6 menu. **“None of the above”** if 1-6 does not apply.

Attended Rapid Response Group Orientation – *None Selected/ Yes/ No*. The "**None Selected**" status is selected by default. "**Yes**" status is used when identifying as Attended Rapid Response Group Orientation. "**No**" status is used when identifying not Attended Rapid Response Group Orientation. "None Selected" if you choose not to identify

Unemployment Compensation – Select the Unemployment Compensation of your interest from the drop down menu. "**None Selected**" if you choose not to identify

Highest Grade Completed – Select the Highest Grade Completed of your interest from the drop down menu. "**None Selected**" if you choose not to identify

School Status – Select the School Status of your interest from the drop down menu. "None Selected" if you choose not to identify

Youth who is High School or Less and is below school grade for age – *None Selected/ Yes/ No*. The "**None Selected**" status is selected by default. "**Yes**" status is used when identifying as Youth who is High School or Less and is below school grade for age. "**No**" status is used when identifying not Youth who is High School or Less and is below school grade for age. "**None Selected**" if you choose not to identify

Youth Enrolled in Education leading to H.S. Diploma or GED Certificate – None Selected/ Yes/ No. The "**None Selected**" status is selected by default. "**Yes**" status is used when identifying as Youth Enrolled in Education leading to H.S. Diploma or GED Certificate. "**No**" status is used when identifying not Youth Enrolled in Education leading to H.S. Diploma or GED Certificate. "**None Selected**" if you choose not to identify

Displaced Homemaker – Select the School Status of your interest from the drop down menu. "**None Selected**" if you choose not to identify

Limited English – None Selected/ Yes/ No. The "**None Selected**" status is selected by default. "**Yes**" status is used when identifying as Limited English. "No" status is used when identifying not Limited English. "None Selected" if you choose not to identify

Single Parent – None Selected/ Yes/ No. The "**None Selected**" status is selected by default. "**Yes**" status is used when identifying as Single Parent. "**No**" status is used when identifying not a Single Parent. "**None Selected**" if you choose not to identify

Homeless –None Selected/ Yes/ No. The "None Selected" status is selected by default. "Yes" status is used when identifying as Homeless. "**No**" status is used when identifying not Homeless. "**None Selected**" if you choose not to identify

Runaway Youth – None Selected/ Yes/ No. The "**None Selected**" status is selected by default. "**Yes**" status is used when identifying as Runaway Youth. "**No**" status is used when identifying not a Runaway Youth. "**None Selected**" if you choose not to identify

Offender –None Selected/ Yes/ No. The "**None Selected**" status is selected by default. "**Yes**" status is used when identifying as Offender. "**No**" status is used when identifying not an Offender. "**None Selected**" if you choose not to identify

Pregnant/Parenting Youth – None Selected/ Yes/ No. The "None Selected" status is selected by default. "**Yes**" status is used when identifying as Pregnant/Parenting Youth. "**No**" status is used when identifying not a Pregnant/Parenting Youth. "**None Selected**" if you choose not to identify

Foster Care Youth – None Selected/ Yes/ No. The "None Selected" status is selected by default. "**Yes**" status is used when identifying as Foster Care Youth. "**No**" status is used when identifying not Foster Care Youth. "**None Selected**" if you choose not to identify

Basic Skills Deficient – None Selected/ Yes/ No. The "**None Selected**" status is selected by default. "**Yes**" status is used when identifying as Basic Skills Deficient. "**No**" status is used when identifying not Basic Skills Deficient. "**None Selected**" if you choose not to identify

Out of school youth at time of application – None Selected/ Yes/ No. The **"None Selected**" status is selected by default. "**Yes**" status is used when identifying as Out of school youth at time of application. "**No**" status is used when identifying not Out of school youth at time of application. "None Selected" if you choose not to identify

Youth requires additional assistance – None Selected/ Yes/ No. The "None Selected" status is selected by default. "**Yes**" status is used when identifying as Youth requires additional assistance. "**No**" status is used when identifying not a Youth requires additional assistance. "**None Selected**" if you choose not to identify

Youth Facing Serious Barriers to Employment –None Selected/ Yes/ No. The "**None Selected**" status is selected by default. "**Yes**" status is used when identifying as Youth Facing Serious Barriers to Employment. "**No**" status is used when identifying not a Youth Facing Serious Barriers to Employment. "None Selected" if you choose not to identify

Is Not Self Sufficient Per Local Policy –Select the Is Not Self Sufficient Per Local Policy of your interest from the drop down menu. "**None Selected**" if you choose not to identify

Receiving TANF (Temporary Assistance to Needy Families) – None Selected/ Yes/ No. The "None Selected" status is selected by default. "**Yes**" status is used when identifying as Receiving TANF. "**No**" status is used when identifying not Receiving TANF. "**None Selected**" if you choose not to identify

Receiving SSI (Supplemental Security Income) – None Selected/ Yes/ No. The "None Selected" status is selected by default. "**Yes**" status is used when identifying as Receiving SSI. "**No**" status is used when identifying not Receiving SSI. "**None Selected**" if you choose not to identify

Receiving Refugee Cash Assistance – None Selected/ Yes/ No. The "**None Selected**" status is selected by default. "**Yes**" status is used when identifying as Receiving Refugee Cash Assistance. "**No**" status is used when identifying not Receiving Refugee Cash Assistance "**None Selected**" if you choose not to identify

Household Receiving Food Stamps – None Selected/ Yes/ No. The "**None Selected"** status is selected by default. "**Yes**" status is used when identifying as Household Receiving Food Stamps. "**No**" status is used when identifying not Household Receiving Food Stamps. "None Selected" if you choose not to identify

Publically Supported Foster Child –None Selected/ Yes/ No. The "**None Selected**" status is selected by default. "**Yes**" status is used when identifying as Publically Supported Foster Child. "**No**" status is used when identifying not. Publically Supported Foster Child "None Selected" if you choose not to identify

Qualifies as a Family of One – None Selected/ Yes/ No. The "**None Selected**" status is selected by default. "**Yes**" status is used when identifying as Qualifies as a Family of One. "No" status is used when identifying not Qualifies as a Family of One. "**None Selected**" if you choose not to identify

Family Size – Enter Family size From: & To: need values

Family Income – Enter Family Income From: & To: need values

Meets Low Income Definition – None Selected/ Yes/ No. The "**None Selected**" status is selected by default. "**Yes**" status is used when identifying as Meets Low Income Definition. "**No**" status is used when identifying not Meets Low Income Definition. "**None Selected**" if you choose not to identify

LWIA Adult Priority for services in affect – None Selected/ Yes/ No. The "**None Selected**" status is selected by default. "**Yes**" status is used when identifying as LWIA Adult Priority for services in affect. "**No**" status is used when identifying not LWIA Adult Priority for services in affect. "**None Selected**" if you choose not to identify

Applicants meet the LWIA Adult priority for Services definition – None Selected/ Yes/ No. The "**None Selected**" status is selected by default. "**Yes**" status is used when identifying as Applicants meet the LWIA Adult priority for Services definition. "**No**" status is used when identifying not Applicants meet the LWIA Adult priority for Services definition. "**None Selected**" if you choose not to identify

Adult – Select the Adult of your interest from the drop down menu. "**None Selected**" if you choose not to identify

Dislocated Worker – Select the Dislocated Worker of your interest from the drop down menu. "**None Selected**" if you choose not to identify

Older Youth – Select the Older Youth of your interest from the drop down menu. "**None Selected**" if you choose not to identify

Younger Youth – Select the Younger Youth of your interest from the drop down menu. "**None Selected**" if you choose not to identify

ARRA Adult – Select the ARRA Adult of your interest from the drop down menu. "**None Selected**" if you choose not to identify

ARRA Dislocated Worker – Select the ARRA Dislocated Worker of your interest from the drop down menu. "**None Selected**" if you choose not to identify

ARRA Youth – Select the ARRA Youth of your interest from the drop down menu. "**None Selected**" if you choose not to identify

ARRA Statewide Youth – Select the ARRA Statewide Youth of your interest from the drop down menu. "**None Selected**" if you choose not to identify

Statewide Youth – Select the Statewide Youth of your interest from the drop down menu. "**None Selected**" if you choose not to identify

Statewide Displaced Homemaker- Adult – Select the Adult of your interest from the drop down menu. "**None Selected**" if you choose not to identify

Statewide Incumbent Worker – Select the Statewide Incumbent Worker of your interest from the drop down menu. "**None Selected**" if you choose not to identify

Statewide Other Adult – Select the Statewide Other Adult of your interest from the drop down menu. "**None Selected**" if you choose not to identify

Statewide Rapid Response Additional Assistance – Select the Statewide Rapid Response Additional Assistance of your interest from the drop down menu. "**None Selected**" if you choose not to identify

Statewide Displaced Homemaker-Dislocated Worker – Select the Statewide Displaced Homemaker- Dislocated Worker of your interest from the drop down menu. "**None Selected**" if you choose not to identify

Statewide Other Dislocated Worker – Select the Statewide Other Dislocated Worker of your interest from the drop down menu. "**None Selected**" if you choose not to identify

Grant Type – Select the Grant Type of your interest from the drop down menu. "**None-Selected**" option will include all the Grant Types.

Available Grants – Select the Available Grants of your interest from the drop down menu. "**None-Selected**" option will include all the Available Grants.

School Status at Participation – Select the School Status at Participation of your interest from the drop down menu. "**None-Selected**" option will include all the School Status at Participation.

Employment Status at Participation – Select the Employment Status at Participation of your interest from the drop down menu. "**None Selected**" if you choose not to identify

Unemployment Status at Participation – Select the Unemployment Status at Participation of your interest from the drop down menu. "**None Selected**" if you choose not to identify.

Out of School Youth Status at Participation – Select the Out of School Youth Status at Participation of your interest from the drop down menu. "**None Selected**" if you choose not to identify.

School Status Recorded in Enrollment – Select the School Status Recorded in Enrollment of your interest from the drop down menu. "**None Selected**" if you choose not to identify.

Youth Goal Type – Select the Youth Goal Type of your interest from the drop down menu. "**None-Selected**" option will include all the Youth Goal Types.

Attainment of Goal – Select the Attainment of Goal of your interest from the drop down menu. "**None-Selected**" option will include all the Attainment of Goals.

Assessment Category (ABE/ESL (Youth)) – Select the Assessment Category (ABE/ESL (Youth)) of your interest from the drop down menu. "**None-Selected**" option will include all the Assessment Category (ABE/ESL (Youth)).

Functional Area – Select the Functional Area of your interest from the drop down menu. "**None-Selected**" option will include all the Functional Area.

Test Type – Select the Test Type of your interest from the drop down menu. "**None-Selected**" option will include all the Test Types.

School Status at Case Closure – Select the School Status Case Closure of your interest from the drop down menu. "**None-Selected**" option will include all School Status Case Closures.

Youth Placement at Case Closure – Select the Youth Placement at Case Closure of your interest from the drop down menu. "**None-Selected**" option will include all Youth Placement at Case Closures.

Employed at Case Closure – Select the Employed at Case Closure of your interest from the drop down menu. "**None-Selected**" option will include all Employed at Case Closures.

Occupation of Employment – Select the Occupation of Employment of your interest from the drop down menu. "**None-Selected**" option will include all Occupation of Employment.

Green Job – None Selected/ Yes/ No. The "**None Selected**" status is selected by default. "**Yes**" status is used when identifying as Green Job. "**No**" status is used when identifying not a Green Job. "None Selected" if you choose not to identify

Non Traditional Employment – None Selected/ Yes/ No. The "**None Selected**" status is selected by default. "**Yes**" status is used when identifying as Non Traditional Employment. "**No**" status is used when identifying not Non Traditional Employment. "**None Selected**" if you choose not to identify.

Training Related Employment – Select the Training Related Employment of your interest from the drop down menu. "**None-Selected**" option will include all Training Related Employment.

Receives Fringe Benefits – None Selected/ Yes/ No. The "**None Selected**" status is selected by default. "**Yes**" status is used when identifying as Receives Fringe Benefits. "**No**" status is used when identifying not Receives Fringe Benefits. "**None Selected**" if you choose not to identify.

Unemployment Compensation – None Selected/ Yes/ No. The "**None Selected**" status is selected by default. "**Yes**" status is used when identifying as Unemployment Compensation. "**No**" status is used when identifying not Unemployment Compensation "**None Selected**" if you choose not to identify.

Exit Reason – Select the Exit Reason of your interest from the drop down menu. "**None-Selected**" option will include all Exit Reasons.

Youth Placement Retention (3rd qtr after exit) – Select the Youth Placement Retention of your interest from the drop down menu. "**None-Selected**" option will include Youth Placement Retention.

Employed First Quarter after Exit (supplemental data) – None Selected/ Yes/ No. The "None Selected" status is selected by default. "**Yes**" status is used when

identifying as Employed First Quarter after Exit (supplemental data). "**No**" status is used when identifying not Employed First Quarter after Exit (supplemental data). "**None Selected**" if you choose not to identify

Employed Second Quarter after Exit (supplemental data) – None Selected/ Yes/ No. The "**None Selected**" status is selected by default. "**Yes**" status is used when identifying as Employed Second Quarter after Exit (supplemental data. "**No**" status is used when identifying not Employed Second Quarter after Exit (supplemental data. "**None Selected**" if you choose not to identify

Employed Third Quarter after Exit (supplemental data) – None Selected/ Yes/ No. The "**None Selected**" status is selected by default. "**Yes**" status is used when identifying as Employed Third Quarter after Exit (supplemental data). "**No**" status is used when identifying not. Employed Third Quarter after Exit (supplemental data) "**None Selected**" if you choose not to identify

Employed Fourth Quarter after Exit (supplemental data) – None Selected/ Yes/ No. The "**None Selected**" status is selected by default. "**Yes**" status is used when identifying as Employed Fourth Quarter after Exit (supplemental data). "**No**" status is used when identifying not Employed Fourth Quarter after Exit (supplemental data). "**None Selected**" if you choose not to identify

Occupation – enter occupation (if unknown or not available click "Search for ONET code)

Green Job (any quarter after exit) – None Selected/ Yes/ No. The "**None Selected**" status is selected by default. "**Yes**" status is used when identifying as Green Job (any quarter after exit). "**No**" status is used when identifying not Green Job (any quarter after exit). "**None Selected**" if you choose not to identify

Non Traditional (any quarter after exit) – None Selected/ Yes/ No. The "**None Selected**" status is selected by default. "**Yes**" status is used when identifying as Non Traditional (any quarter after exit). "**No**" status is used when identifying not Non Traditional (any quarter after exit). "None Selected" if you choose not to identify

Training Related Employment (any quarter after exit) – None Selected/ Yes/ No. The "**None Selected**" status is selected by default. "**Yes**" status is used when identifying as Training Related Employment (any quarter after exit). "**No**" status is used when identifying not Training Related Employment (any quarter after exit). "None Selected" if you choose not to identify

Credentials – Select the Credentials of your interest from the drop down menu. "**None-Selected**" option will include all Credentials.

Attained Diploma, GED or Certificate – Select the Attained Diploma, GED or Certificate of your interest from the drop down menu. "**None-Selected**" option will include all Attained Diploma, GED or Certificate.

Employed First Quarter after Exit (wages or supplemental data) – None Selected/ Yes/ No. The "**None Selected**" status is selected by default. "**Yes**" status is used when identifying as Employed First Quarter after Exit (wages or supplemental data). "**No**" status is used when identifying not Employed First Quarter after Exit (wages or supplemental data) "None Selected" if you choose not to identify

Employed Second Quarter after Exit (wages or supplemental data) – None Selected/ Yes/ No. The "**None Selected**" status is selected by default. "**Yes**" status is used when identifying as Employed Second Quarter after Exit (wages or supplemental data). "**No**" status is used when identifying not Employed Second Quarter after Exit (wages or supplemental data) "None Selected" if you choose not to identify

Employed Third Quarter after Exit (wages or supplemental data) – None Selected/ Yes/ No. The "**None Selected**" status is selected by default. "**Yes**" status is used when identifying as Employed Third Quarter after Exit (wages or supplemental data). "**No**" status is used when identifying not Employed Third Quarter after Exit (wages or supplemental data). "None Selected" if you choose not to identify

Employed Fourth Quarter after Exit (wages or supplemental data) – None Selected/ Yes/ No. The "None Selected" status is selected by default. "**Yes**" status is used when identifying as Employed Fourth Quarter after Exit (wages or supplemental data. "**No**" status is used when identifying not Employed Fourth Quarter after Exit (wages or supplemental data "**None Selected**" if you choose not to identify

Employed in any of the four quarters after Exit (wages or supplemental data) – None Selected/ Yes/ No. The "**None Selected**" status is selected by default. "**Yes**" status is used when identifying as Employed in any of the four quarters after Exit (wages or supplemental data). "**No**" status is used when identifying not Employed in any of the four quarters after Exit (wages or supplemental data). "None Selected" if you choose not to identify

After you select the appropriate filters for your report, click on "**Run Report**" to generate the report. Examples of the report are shown on the last page.

Note:

A report with enormous filter options. Based on the answer to the first filter, some options may change.

Clicking on the blue hyperlinks on the reports generates individual data reports or detailed information based on the category selected.

You will also have the option to export the report to any of the following programs by clicking the appropriate option at the top of the report screen. *(Please note using of the blue hyperlink function on a generated report only work prior to exporting or saving. Blue Hyperlinks do not work if report has been exported or saved.)*

- **Excel -** Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.
- **CSV** – This file type is primarily associated with 'Comma-Separated Variables'. A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.
- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others

For Dates: 2/19/2012 to 8/16/2012			
Total:	828	of	829
Active (No Case Closure):	0	of	0
Awaiting Exit (Case Closed):	0	of	0
Exited:	828	of	829

Userid	Lastname	Firstname	AppID	AppDate	Participation Date	Office Location
1360480	albarca	jacqueline	353684	4/8/2011	4/8/2011	Wilshire Metro Worksource Center
1360480	albarca	jacqueline	353684	4/8/2011	4/8/2011	Wilshire Metro Worksource Center
1360480	albarca	jacqueline	353684	4/8/2011	4/8/2011	Wilshire Metro Worksource Center
1036038	Abeyta	David	1111249	4/21/2011	11/21/2011	Wilshire Metro Worksource Ctr--JS
1036038	Abeyta	David	1111249	4/21/2011	11/21/2011	Wilshire Metro Worksource Ctr--JS
1036038	Abeyta	David	1111249	4/21/2011	11/21/2011	Wilshire Metro Worksource Ctr--JS
1036038	Abeyta	David	1111249	4/21/2011	11/21/2011	Wilshire Metro Worksource Ctr--JS
1036038	Abeyta	David	1111249	4/21/2011	11/21/2011	Wilshire Metro Worksource Ctr--JS

Case Manager	Service	Cust Grp
Not Assigned	Conversion Youth Educational Achievement Services	Older Youth
Not Assigned	Conversion Youth Employment Services	Older Youth
Not Assigned	Support Service -Other	Older Youth
Not Assigned	Case Management (Proposed new code for JTA conversion)	Statewide Other - Adult
Not Assigned	Case Management (Proposed new code for JTA conversion)	Statewide Other - Adult
Not Assigned	Case Management (Proposed new code for JTA conversion)	Statewide, Rapid Response Add1 Assistance - Dislo
Not Assigned	Development of IEP/SS/EDP	Statewide Other - Adult
Not Assigned	Development of IEP/SS/EDP	Statewide, Rapid Response Add1 Assistance - Dislo

TAA Waiver Review by Calendar

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This report assists staff members in tracking the due date of a client's 28-day waiver review. The report produces a calendar with numbers on specific days indicating that an individuals' waiver review is due.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel.
- Under "**Reports**," click on "**Detailed Reports.**"
- Then, click on "**Case Management Report**."
- Scroll down to "**Trade**" and click on "**TAA Waiver Review by Calendar"**

Available Filters:

Region/LWIA Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the *Region/LWIA* of your interest from the drop down menu. "**None-Selected**" option will include all the Regions/LWIAs.

Office Location Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Office Location – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the Office Locations.

Case Manager Group Status - Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Case Manager Group -Select the *Case Manager Group* of your interest from the drop down menu. Choose "**None- Selected**" if you want to include all case manager groups.

Assigned Case Manager - Select the *Assigned Case Manager* of your interest from the drop down menu. Choose "**None- Selected**" if you want to include all assigned case managers.

After you select the appropriate filters for your report, click on "**Run Report**" to generate the report. Examples of the report are shown on the last page.

Clicking on the blue hyperlinks on the reports generates individual data reports or detailed information based on the category selected.

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- **Excel -** Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.
- **CSV** – This file type is primarily associated with 'Comma-Separated Variables'. A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.
- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others

TAA Incumbent Worker Report

(Click here to return to the Table of Contents)

This report allows staff to review workers enrolled in the TRADE program who are currently employed by a company with a TRADE petition facing threats of layoff at some point in the future.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel.
- Under "Reports," click on "**Detailed Reports**."
- Then, click on "**Case Management Report**."
- Scroll down to "**TRADE**" and click on "**TAA Incumbent Worker Report**"

Available Filters:

Region/LWIA Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the *Region/LWIA* of your interest from the drop down menu. "**None-Selected**" option will include all the Regions/LWIAs.

Office Location Status– Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Office Location – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the Office Locations.

Case Manager Group Status- Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Case Manager Group - Select the *Case Manager Group* of your interest from the drop down menu. Choose "**None- Selected**" if you want to include all case manager groups.

Assigned Case Manager – Select the assigned case manager of your interest from the drop down menu. Choose "**None- Selected**" if you want to include all assigned case managers.

After you select the appropriate filters for your report, click on "**Run Report**" to generate the report. Examples of the report are shown on the last page.

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- **CSV** – This file type is primarily associated with 'Comma-Separated Variables'. A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.
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- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others

TAA Enrolled individuals with Expired Work Authorizations

(Click here to return to the Table of Contents)

This report lists participants in the TRADE program with current work authorizations that are scheduled to expire.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel.
- Under "Reports," click on "**Detailed Reports.**"
- Then, click on the "**Case Management Report.**"
- Next, scroll down to "**Trade**" and click on "**TAA Enrolled individuals with Expired Work Authorizations.**"

Available Filters:

USCIS (Alien Registration) **"Expiration Days to Expire"**– Select the "*Expiration Days to Expire"* of your interest from the drop down menu. "None-Selected" option will include all the *Expiration Days to Expire.*

Region/LWIA Status – ***Active/ Inactive/ All***. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the ***"Region/LWIA"*** of your interest from the drop down menu. "**None-Selected**" option will include all the *Regions/LWIAs.*

Office Location Status – ***Active/ Inactive/ All***. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Office Location – This option is grayed out if no *"Region/LWIA"* is selected. Once a *"Region/LWIA"* is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the office locations.

Case Manager Group Status **– Active/ Inactive/ All**. The **"Active"** status is selected by default and it should be left as is. **"Inactive"** status is used in rare

occasions such as the closure of a particular office in a region. **"All"** will include both the Active and Inactive statuses.

Case Manager Group – Select the "*Case Manager Group"* of your interest from the drop down menu. Choose "**None-Selected**" if you want to include all *case manager groups.*

Assigned Case Manager – Select the "*Assigned Case Manager"* of your interest from the drop down menu. Choose "**None- Selected**" if you want to include all *assigned case manager*.

After you select the appropriate filters for your report, click on "**Run Report**" to generate the report. Examples of the report are shown on the last page.

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- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.
- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others

Total Participants

(Click here to return to the Table of Contents)

This report lists participants in the WIA program based on the time period requested.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel.
- Under "Reports," click on "**Detailed Reports.**"
- Click on the "**Case Management Report**."
- Scroll down to "**Predictive**" and click on "**Total Participants.**"

Available Filters:

Table Display -By default amount is **25** but you can tailor the rows to fit your needs

Date Type - By default **Quarterly** is selected but you can manually insert your preferred date range.

Date Range – Select the **Quarter** and **Year** of your interest from the drop down menu.
(Please note quarters are based on fiscal year not calendar year)

Responsible Locations:

- **LWIA/Region Status** – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.
- **Region/LWIA** – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs.
- **Office Status** – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.
- **Office Location** – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices.

Agency(ies) - Select the Agency(ies) of your interest from the drop down menu. **"None-Selected"** in not an option.

Customer Group - Select the Customer group of your interest from the drop down menu. Choose "**None- Selected**" if you want to include all groups.

Exit Reason - Select the exit reason of your interest from the drop down menu. Choose "**None- Selected**" if you want to include all reasons.

Provider - *Status/Provider* - Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses. Select the *Provider* - of your interest from the drop down menu. Choose "**None- Selected**" if you want to include all providers.

National Emergency Grant - Select the National Emergency Grant of your interest from the drop down menus, **Status** and **NEG**. Choose "**None Selected**" if you want to include all National Emergency Grants.

After you select the appropriate filters for your report, click on "**Run Report**" to generate the report. Examples of the report are shown on the last page.

Clicking on the blue hyperlinks on the reports generates individual data reports or detailed information based on the category selected.

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- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.

- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others.

LWIA	StateID	WIAApp	WPApp	MastProg	F Name	L Name	Age	Responsible One Stop Office
01	95	14157		2-WIA14157	Test	Arragoals	14	Escarosa Career Center-Century - 4106
01	252	14221		2-WIA14221	Testwia	Youth	16	Escarosa Career Center-Century - 4106
02	5	14150		2-WIA14150	Jeremy	Haveard	32	JobsPlus Crestview - 4117
02	14	14149		2-WIA14149	Bruce	Hunter	49	AWI Help Desk - Email and Phone Contact
14	107	14170		2-WIA14170	Test	Ci	31	Tarpon Springs One Stop Center - 4444
14	152	14190		2-WIA14190	Sandy	Goodboy	35	Mid-County One Stop Center - 4445
14	146	14181		2-WIA14181	Macaroni	Jacobsgsi	47	South-County One Stop Center - 4430
14	167	14189		2-WIA14189	Bobbi	Jobseeker	37	Tarpon Springs One Stop Center - 4444

PartDt	YthDate	ExitDt	CurrQtr	Adult	DW	YngYth	OldYth	NEG	Trng	OutSch	InSch	Yth 5%
6/3/2009	6/4/2009		1	0	0	1	0	0	1	1	0	0
1/17/2012		1/17/2012	1	0	0	0	0	0	0	0	0	1
2/17/2009			1	1	0	0	0	0	0	0	0	0
2/17/2009			1	1	0	0	0	0	0	0	0	0
5/23/2010			1	1	0	0	0	0	0	0	0	0
9/23/2011			1	0	0	0	0	0	1	0	0	0
8/17/2010			1	1	0	0	0	0	1	0	0	0
9/8/2011			1	1	0	0	0	0	1	0	0	0

Total Exiters

(Click here to return to the Table of Contents)

This report lists participants in the WIA program and when they are scheduled to exit from the system.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel.
- Under "Reports," click on "**Detailed Reports.**"
- Click on the "**Case Management Report.**"
- Scroll down to "**Predictive**" and click on "**Total Exiters.**"

Available Filters:

Table Display - By default amount is **25** but you can tailor the rows to fit your needs

Date Type - By default **Quarterly** is selected but you can manually insert your preferred date range.

Date Range – Select the **Quarter** and **Year** of your interest from the drop down menu.
(Please note quarters are based on fiscal year not calendar year)

Responsible Locations:

- **LWIA/Region Status** – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.
- **Region/LWIA** – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs.
- **Office Status** – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.
- **Office Location** – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices.

Agency(ies)- Select the Agency(ies) of your interest from the drop down menu. **"None Selected"** in not an option.

Customer Group-Select the Customer group of your interest from the drop down menu. Choose "**None Selected**" if you want to include all groups.

Exit Reason - Select the exit reason of your interest from the drop down menu. Choose "**None Selected**" if you want to include all reasons.

Provider - *Status/Provider* -Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses. Select the *Provider* of your interest from the drop down menu. Choose "**None Selected**" if you want to include all providers.

National Emergency Grant Select the National Emergency Grant of your interest from the drop down menus, Status and Provider. Choose "**None- Selected**" if you want to include all National Emergency Grants.

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- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.

- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.
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- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others.

LWIA	StateID	WIAApp	WPApp	MastProg	F Name	L Name	Age	Responsible One Stop Office
01	252	14221		2-WIA14221	Testwia	Youth	16	Escarosa Career Center-Century - 4106
Grand Total								

PartDt	YthDate	ExitDt	TermRsn	CurrQtr	Adult	DW	YngYth	OldYth	NEG	Trng	OutSch	InSch	Yth 5%
1/17/2012		1/17/2012	1	0	0	0	0	0	0	0	0	0	1
				0	0	0	0	0	0	0	0	0	1

Youth Placement in Employment or Education

(Click here to return to the Table of Contents)

This report lists youth participants in the WIA program where employment or education placement information was recorded.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel.
- Under "**Reports**," click on "**Detailed Reports.**"
- Click on the "**Case Management Report.**"
- Scroll down to "**Predictive**" and click on "**Youth Placement in Employment or Education.**"

Available Filters:

Table Display - By default amount is 25 but you can tailor the rows to fit your needs

Date Type - By default Quarterly is selected but you can use manual date and insert your preferred date range.

Responsible Locations:

- **LWIA/Region Status** – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.
- **Region/LWIA** – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs.
- **Office Status** – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.
- **Office Location** – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices.

Agency(ies) - Select the Agency(ies) of your interest from the drop down menu. **"None Selected"** in not an option.

Customer Group - Select the Customer group of your interest from the drop down menu. Choose "**None Selected**" if you want to include all groups.

Exit Reason - Select the exit reason of your interest from the drop down menu. Choose "**None Selected**" if you want to include all reasons.

Provider - Status/Provider – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses. Select the *Provider* of your interest from the drop down menu. Choose "**None Selected**" if you want to include all providers.

National Emergency Grant - Select the National Emergency Grant of your interest from the drop down menus, **Status** and **NEG**. Choose "**None Selected**" if you want to include all National Emergency Grants.

After you select the appropriate filters for your report, click on "**Run Report**" to generate the report. Examples of the report are shown on the last page.

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- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.
- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
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LWIA	StateID	WIAApp	WPApp	MastProg	F Name	L Name	Age	Responsible One Stop Office
01	297004	793285		2-WIA793285	Edward	Barton	16	Anne Arundel County One Stop Center (Glen Burnie)
01	672696	600024		2-WIA600024	Mckelle	Belt	18	Anne Arundel County One Stop Center (Glen Burnie)
01	151711	599226		2-WIA599226	Charles	Carroll	19	Anne Arundel County One Stop Center (Glen Burnie)
01	853166	793745		2-WIA793745	Ryan	Dominguez	16	Anne Arundel County One Stop Center (Glen Burnie)

PartDt	YthDate	ExitDt	ExitRsnX	Sch StatX	Emp StatX	EduLvl	Wages	FolUpPlcmt	CurrQtr	Num	Den
2/7/2011	2/7/2011	11/11/2011	0	0	1	10	$0.00	0	0	0	0
2/15/2010	2/15/2010	9/9/2011	0	0	0	10	$0.00	1	0	1	1
2/11/2010	2/11/2010	3/31/2012	0	0	0	10	$0.00	0	0	0	1
2/7/2011	2/7/2011	2/23/2012	0	0	0	08	$0.00	0	0	0	1

Entered Employment Rate

(Click here to return to the Table of Contents)

This report provides a list of participants in the WIA Program and their entered employment status in the system.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel.
- Under "Reports," click on "**Detailed Reports.**"
- Click on the "**Case Management Report.**"
- Scroll down to "**Predictive**" and click on "**Entered Employment Rate.**"

Available Filters:

Table Display - By default amount is **25** but you can tailor the rows to fit your needs

Date Type - By default **Quarterly** is selected but you can use manual date and insert your preferred date range.

Responsible Locations:

- **LWIA/Region Status** – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.
- **Region/LWIA** – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs.
- **Office Status** – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.
- **Office Location** – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices.

Agency(ies) - Select the Agency(ies) of your interest from the drop down menu. **"None Selected"** in not an option.

Customer Group - Select the Customer group of your interest from the drop down menu. Choose "**None Selected**" if you want to include all groups.

Exit Reason - Select the exit reason of your interest from the drop down menu. Choose "**None Selected**" if you want to include all reasons.

Provider - *Status/Provider* - Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses. Select the *Provider* of your interest from the drop down menu. Choose "**None Selected**" if you want to include all providers.

National Emergency Grant - Select the National Emergency Grant of your interest from the drop down menus, **Status** and **NEG**. Choose "**None Selected**" if you want to include all National Emergency Grants.

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- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.

- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others.

Six-Month Employment Retention Rate

(Click here to return to the Table of Contents)

This report provides a list of participants in the WIA Program and their employment retention status.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel.
- Under "Reports," click on "**Detailed Reports.**"
- Click on the "**Case Management Report.**"
- Scroll down to "**Predictive**" and click on **"Six Month Employment Retention Rate."**

Available Filters:

Table Display - By default amount is **25** but you can tailor the rows to fit your needs

Date Type - By default **Quarterly** is selected but you can use manual date and insert your preferred date range.

Responsible Locations:

- **LWIA/Region Status** – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.
- **Region/LWIA** – Select the *Region/LWIA* of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs.
- **Office Location Status** – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.
- **Office Location** – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices.

Agency(ies) - Select the *Agency(ies)* of your interest from the drop down menu. **"None Selected"** in not an option.

Customer Group - Select the Customer group of your interest from the drop down menu. Choose "**None Selected**" if you want to include all groups.

Exit Reason - Select the exit reason of your interest from the drop down menu. Choose "**None Selected**" if you want to include all reasons.

Provider – *Status/Provider* - Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses. Select the *Provider* of your interest from the drop down menu. Choose "**None Selected**" if you want to include all providers.

National Emergency Grant - Select the National Emergency Grant of your interest from the drop down menus, **Status** and **NEG**. Choose "**None Selected**" if you want to include all National Emergency Grants.

After you select the appropriate filters for your report, click on "**Run Report**" to generate the report. Examples of the report are shown on the last page.

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- **Excel -** Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.
- **CSV** – This file type is primarily associated with 'Comma-Separated Variables'. A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.

- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.
- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others.

LWIA	StateID	WIAApp	WPApp	MastProg	F Name	L Name
01	959431488	17795		2-WIA17795	Luis	Cardoso
01	72392964	15918		2-WIA15918	Jonathan	Funsch

Age	Responsible One Stop Office	PartDt	YthDate
46	Hayward JS	3/23/2011	
31	Hayward JS	8/2/2010	

ExitDt	ExitRsnX	PseudoX	Emp EQ1	Emp EQ2	Emp EQ3	YthRet	Sch Stat	YthDipl
8/23/2011	0	0	0	0	0	0	5	0
1/5/2012	0	0	0	0	0	0	5	0

CurrQtr	Ad Num	Ad Den	DW Num	DW Den	OY Num	OY Den	YY Num	YY Den	NEG Num	NEG Den
0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0

Literacy and Numeracy Gains

(Click here to return to the Table of Contents)

This report lists youth participants in the WIA Program who show literacy and numeracy gains.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel.
- Under "Reports," click on "**Detailed Reports.**"
- Click on the "**Case Management Report.**"
- Scroll down to "**Predictive**" and click on **"Literacy & Numeracy Gains."**

Available Filters:

Table Display - By default amount is 25 but you can tailor the rows to fit your needs

Date Type - By default Quarterly is selected but you can use manual date and insert your preferred date range.

Responsible Location:

- **LWIA/Region Status** – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.
- **Region/LWIA** – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs.
- **Office Status** – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.
- **Office Location** – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices.

Agency(ies) - Select the Agency(ies) of your interest from the drop down menu. **"None Selected"** in not an option.

Customer Group -Select the Customer group of your interest from the drop down menu. Choose "**None Selected**" if you want to include all groups.

Exit Reason - Select the exit reason of your interest from the drop down menu. Choose "**None Selected**" if you want to include all reasons.

Provider – *Status/Provider*- Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses. Select the *Provider* of your interest from the drop down menu. Choose "**None Selected**" if you want to include all providers.

National Emergency Grant – Select the National Emergency Grant of your interest from the drop down menus, **Status** and **NEG**. Choose "**None Selected**" if you want to include all National Emergency Grants.

After you select the appropriate filters for your report, click on "**Run Report**" to generate the report. Examples of the report are shown on the last page.

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- **CSV** – This file type is primarily associated with 'Comma-Separated Variables'. A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.

- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others.

LWIA	StateID	WIAApp	WPApp	MastProg	F Name	L Name	Age	Responsible One Stop Office
01	479373555	18602		2-WIA18602	Trevor	Bickham	20	Hayward JS
01	373388397	18585		2-WIA18585	Raana	Brown	18	Hayward JS

PartDt	YthDate	ExitDt	ExitRsnX	PseudoX	Sch StatPart	Basic SkillDef	PartYr	CurrQtr	Num	Den
7/15/2011	7/15/2011		0	0	5	1	1	1	0	1
7/15/2011	7/15/2011		0	0	5	1	-6	1	0	1

Credential Rate

(Click here to return to the Table of Contents)

This report provides a list of participants in the WIA Program and tracks their credential progress and achievement.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel.
- Under "Reports," click on "**Detailed Reports.**"
- Click on the "**Case Management Report.**"
- Scroll down to "**Predictive**" and click on "**Credential Rate.**"

Available Filters:

Table Display - By default amount is **25** but you can tailor the rows to fit your needs

Date Type - By default **Quarterly** is selected but you can manually insert your preferred date range.

Responsible Location:

- **LWIA/Region Status** – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.
- **Region/LWIA** – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs.
- **Office Location Status** – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.
- **Office Location** – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices.

Agency(ies) - Select the Agency(ies) of your interest from the drop down menu. **"None Selected"** in not an option.

Customer Group - Select the Customer group of your interest from the drop down menu. Choose "**None Selected**" if you want to include all groups.

Exit Reason - Select the exit reason of your interest from the drop down menu. Choose "**None Selected**" if you want to include all reasons.

Provider - *Status/Provider* - Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses. Select the *Provide*r of your interest from the drop down menu. Choose "**None Selected**" if you want to include all providers.

National Emergency Grant – Select the National Emergency Grant of your interest from the drop down menus, **Status** and **NEG**. Choose "**None Selected**" if you want to include all National Emergency Grants.

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- **CSV** – This file type is primarily associated with 'Comma-Separated Variables'. A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.

- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others.

LWIA	StateID	WIAApp	WPApp	MastProg	F Name	L Name	Age	Responsible One Stop Office
01	959431488	17795		2-WIA17795	Luis	Cardoso	46	Hayward JS
01	72392964	15918		2-WIA15918	Jonathan	Funsch	31	Hayward JS

PartDt	YthDate	ExitDt	ExitRsnX	PseudoX	Emp EQ1	Trng	Cred	CurrQtr	Ad Num	Ad Den	DW Num	DW Den	OY Num	OY Den
3/23/2011		8/23/2011	0	0	0	0	0	0	0	0	0	0	0	0
8/2/2010		1/5/2012	0	0	0	0	0	0	0	0	0	0	0	0

Six-Month Earning Increase

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This report tracks WIA participants' earning increases over a six month time period once they have achieved employment and the information has been recorded in the system via base wage matching.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel.
- Under "Reports," click on "**Detailed Reports.**"
- Click on the "**Case Management Report**."
- Scroll down to "**Predictive**" and click on **"Six Month Earning Increase."**

Available Filters:

Table Display - By default amount is **25** but you can tailor the rows to fit your needs

Date Type - By default **Quarterly** is selected but you can manually insert your preferred date range.

Responsible Location:

- **LWIA/Region Status** – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.
- **Region/LWIA** – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs.
- **Office Status** – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.
- **Office Location** – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices.

Agency(ies) – Select the Agency(ies) of your interest from the drop down menu. **"None Selected"** in not an option.

Customer Group - Select the Customer group of your interest from the drop down menu. Choose "**None Selected**" if you want to include all groups.

Exit Reason - Select the exit reason of your interest from the drop down menu. Choose "**None Selected**" if you want to include all reasons.

Provider -*Status/Provider* - Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses. Select the *Provider* of your interest from the drop down menu. Choose "**None Selected**" if you want to include all providers.

National Emergency Grant - Select the National Emergency Grant of your interest from the drop down menus, **Status** and **NEG**. Choose "**None Selected**" if you want to include all National Emergency Grants.

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- **CSV** – This file type is primarily associated with 'Comma-Separated Variables'. A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.

- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others

LWIA	StateID	WIAApp	WPApp	MastProg	F Name
41	799436237	942313		2-WIA942313	Donna
33	715660535	1015809		2-WIA1015809	John

L Name	Age	Responsible One Stop Office
Florio	61	Capitola JS
Lloyd	47	SAN DIEGO SO/Chula Vista CDC

PartDt	YthDate	ExitDt	ExitRsnX	PseudoX	EQ1	EQ2+3
4/28/2010		12/29/2011	0	0	$0.00	$0.00
12/3/2010		10/11/2011	0	0	$0.00	$0.00

R2+3	YthRetX	YthPlcmt	CurrQtr	Ad Num	Ad Den	DW Num	DW Den	OY Num	OY Den	NEG Num	NEG Den
$596,240.00	0	0	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0
$594,660.00	0	0	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0

Youth Attainment of Degree or Certificate

(Click here to return to the Table of Contents)

This report tracks youth participants in the WIA program who attained a degree or certification during their involvement in the program.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel.
- Under "Reports," click on "**Detailed Reports.**"
- Click on the "**Case Management Report**."
- Scroll down to "**Predictive**" and click on **"Youth Attainment of Degree or Certificate."**

Available Filters:

Table Display - By default amount is **25** but you can tailor the rows to fit your needs

Date Type - By default **Quarterly** is selected but you can manually insert your preferred date range.

LWIA/Region Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Responsible Location:

- **Region/LWIA** – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs.
- **Office Location Status** – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.
- **Office Location** – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices.

Agency(ies) - Select the Agency(ies) of your interest from the drop down menu. **"None Selected"** in not an option.

Customer Group - Select the Customer group of your interest from the drop down menu. Choose "**None Selected**" if you want to include all groups.

Exit Reason - Select the exit reason of your interest from the drop down menu. Choose "**None Selected**" if you want to include all reasons.

Provider - *Status/Provider* – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses. Select the *Provider* of your interest from the drop down menu. Choose "**None Selected**" if you want to include all providers.

National Emergency Grant - Select the National Emergency Grant of your interest from the drop down menus, **Status** and **NEG**. Choose "**None Selected**" if you want to include all National Emergency Grants.

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- **CSV** – This file type is primarily associated with 'Comma-Separated Variables'. A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.

- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others

LWIA	StateID	WIAApp	WPApp	MastProg	F Name	L Name
01	864373398	18515		2-WIA18515	Precious	Armstrong
01	226392334	18528		2-WIA18528	Eric	Ash-blair

Age	Responsible One Stop Office
18	Hayward JS
18	Hayward JS

PartDt	YthDate	ExitDt	ExitRsnX	EnrEduc	Diploma Date	CurrQtr	Num	Den
7/25/2011	7/25/2011	10/6/2011	0	1		0	0	1
9/2/2011	9/2/2011	12/20/2011	0	1		0	0	1

Youth Diploma/Equivalent Rate

(Click here to return to the Table of Contents)

This tracks youth participants in the WIA program who attained a degree or equivalency.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel.
- Under "Reports," click on "**Detailed Reports.**"
- Click on the "**Case Management Report.**"
- Scroll down to "**Predictive**" and click on **"Youth Diploma/Equivalent Rate."**

Available Filters:

Table Display - By default amount is **25** but you can tailor the rows to fit your needs

Date Type - By default **Quarterly** is selected but you can manually insert your preferred date range.

LWIA/Region Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Responsible Location:

- **Region/LWIA** – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs.
- **Office Location Status** – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.
- **Office Location** – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices.

Agency(ies) - Select the Agency(ies) of your interest from the drop down menu. **"None Selected"** in not an option.

Customer Group - Select the Customer group of your interest from the drop down menu. Choose "**None Selected**" if you want to include all groups.

Exit Reason - Select the exit reason of your interest from the drop down menu. Choose "**None Selected**" if you want to include all reasons.

Provider - *Status/Provider* - Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses. Select the *Provider* of your interest from the drop down menu. Choose "**None Selected**" if you want to include all providers.

National Emergency Grant - Select the National Emergency Grant of your interest from the drop down menu, **Status** and **NEG**. Choose "**None Selected**" if you want to include all National Emergency Grants.

After you select the appropriate filters for your report, click on "**Run Report**" to generate the report. Examples of the report are shown on the last page.

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- **CSV** – This file type is primarily associated with 'Comma-Separated Variables'. A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
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- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.

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LWIA	StateID	WIAApp	WPApp	MastProg	F Name
01	864373398	18515		2-WIA18515	Precious
01	226392334	18528		2-WIA18528	Eric

L Name	Age	Responsible One Stop Office
Armstrong	18	Hayward JS
Ash-blair	18	Hayward JS

PartDt	YthDate	ExitDt	ExitRsnX	Sch StatPart	Diploma Date	Schl StatPart	CurrQtr	Num	Den
7/25/2011	7/25/2011	10/6/2011	0	3		3	0	0	1
9/2/2011	9/2/2011	12/20/2011	0	3		3	0	0	1

Skill Attainment Rate

(Click here to return to the Table of Contents)

This report tracks participants in the WIA program who attained an IEP Goal, and all pertinent details related to the goal.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel.
- Under "Reports," click on "**Detailed Reports.**"
- Click on the "**Case Management Report.**"
- Scroll down to "**Predictive**" and click on **"Skill Attainment Rate."**

Available Filters:

Table Display -By default amount is **25** but you can tailor the rows to fit your needs.

Date Type - By default **Quarterly** is selected but you can use manual date and insert your preferred date range.

Responsible Locations:

- **LWIA/Region Status** – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.
- **Region/LWIA** – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs.
- **Office Status** – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.
- **Office Location** – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices.

Agency(ies) - Select the Agency(ies) of your interest from the drop down menu. **"None Selected"** in not an option.

Customer Group Select the **Customer** group of your interest from the drop down menu. Choose "**None Selected**" if you want to include all groups.

Exit Reason - Select the exit reason of your interest from the drop down menu. Choose "**None Selected**" if you want to include all reasons.

Provider - *Status/Provider* - Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses. Select the *Provider* of your interest from the drop down menu. Choose "**None Selected**" if you want to include all providers.

National Emergency Grant - Select the **National Emergency Grant** of your interest from the drop down menus, **Status** and **NEG**. Choose "**None Selected**" if you want to include all National Emergency Grants.

After you select the appropriate filters for your report, click on "**Run Report**" to generate the report. Examples of the report are shown on the last page.

Clicking on the blue hyperlinks on the reports generates individual data reports or detailed information based on the category selected.

You will also have the option to export the report to any of the following programs by clicking the appropriate option at the top of the report screen. *(Please note using of the blue hyperlink function on a generated report only work prior to exporting or saving. Blue Hyperlinks do not work if report has been exported or saved.)*

- **Excel -** Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.
- **CSV** – This file type is primarily associated with 'Comma-Separated Variables'. A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.

- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.

- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others

LWIA	StateID	WIAApp	WPApp	MastProg	F Name
04	669371210	106709		2-WIA106709	Davonte
04	669371210	106709		2-WIA106709	Davonte

L Name	Age	Responsible One Stop Office
Anderson	14	Antioch One-Stop -- JS
Anderson	14	Antioch One-Stop -- JS

PartDt	YthDate	ExitDt	CurrQtr	Goal ID	Goal Type	Goal Date	Attain Date	Attain Goal	Anniv Date	Goal Set	Goal Attain
10/1/2009	10/1/2009		0	8516	1	10/01/2010	09/30/2011	1	10/01/2011	1	1
10/1/2009	10/1/2009		0	8517	3	10/02/2010	09/30/2011	1	10/02/2011	1	1

Staff Referrals Report

(Click here to return to the Table of Contents)

This report provides information on the referrals of the individuals made by staff members to providers.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel.
- Under "**Reports**," click on "**Detailed Reports.**"
- Under "**Case Management Reports**," click on "**Case Management.**"
- Under "**Staff Referrals**," the following 4 categories for this report are available.

Note: The category you select will determine the output of the report. The following four categories of this report will share the same filters...

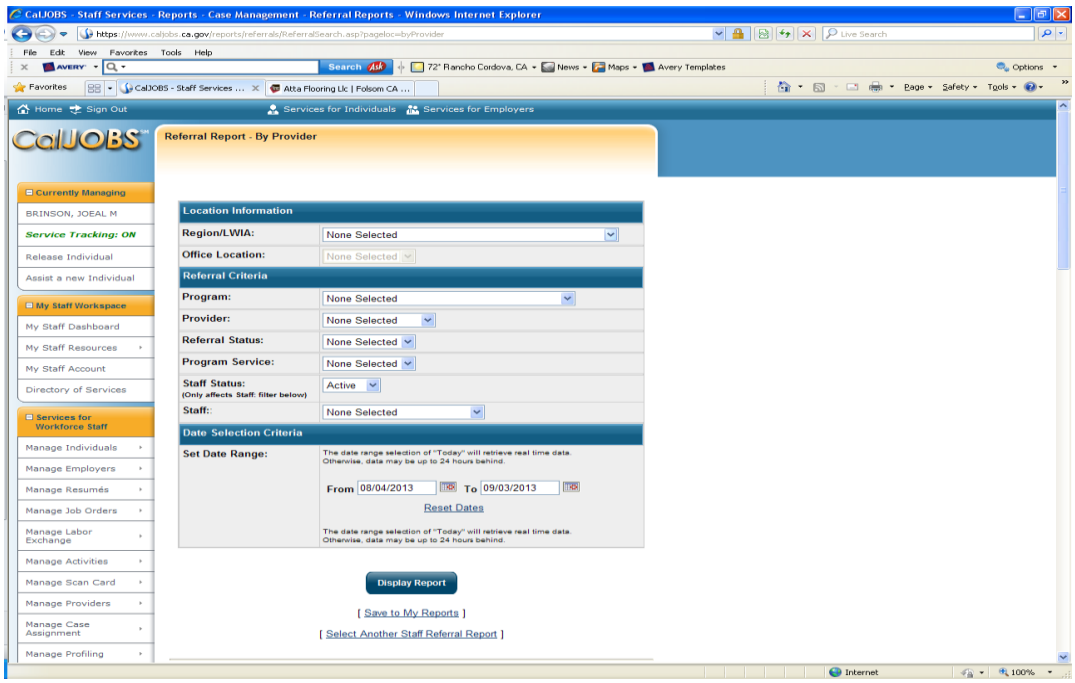
a. *List* – Provides a list of all the individual names that were referred for different services. The report lists the individual names & user ID, referral date, staff member name, provider name & contact name, the service to which the referral was made for, referral result status, and the referral type. The individual user ID is a link to the individual profile.

b. *By Provider* – Shows the referral information organized by the provider of the service. The provider name is a link to a list showing the detailed information about the referral such as the individual name, referral date, provider contact name, etc.

c. *By Staff* – Shows the referral information organized by the staff member who created the referral. The name of the staff member is a link to a list showing detailed information about the referral such as the individual name, referral date, provider name, etc.

d. *By Referral Type* – Shows the referral information organized by the type of the referral it is. The response is a link to the list showing the detailed information about the referral.

- As soon as you select the category of your choice by clicking on it, the following screen will be displayed allowing you to choose certain filters for your report.



- The following list displays the available filters for this report that you may select from:

Location Information

- **Region/LWIA** – Select the LWIA of your interest from the drop down menu. Use "**None Selected**" to include all the LWIAs. You do not have the option to select multiple LWIAs ("non-slected" for all or picking only one LWIA are the only options).

- **Office Location** – Select the office of your interest from the drop down menu. "**None Selected**" can be used to include all the offices within the selected region/LWIA(s). Please note that this filter option is not available (grayed out) if no specific LWIA has been selected.

Referral Criteria

- **Program** – Select the program of your choice from the drop down menu. Select "non-selected" to include all the available programs.

- **Provider** – Select the provider that you want to filter your report by from the drop down menu.

- **Referral Status** – Select the referral Status from the drop down menu.

- **Program Service** – Select the service of your interest from the drop down menu.
- **Staff Status** – Active/Inactive/All – "Active" staus comes up as a default. However, you may select a different option from the drop down menu.
- **Staff** – Select the name of the staff that you want to filter your report by. You may select "**Non-Selected**" to include all staff.

Date Selection Criteria

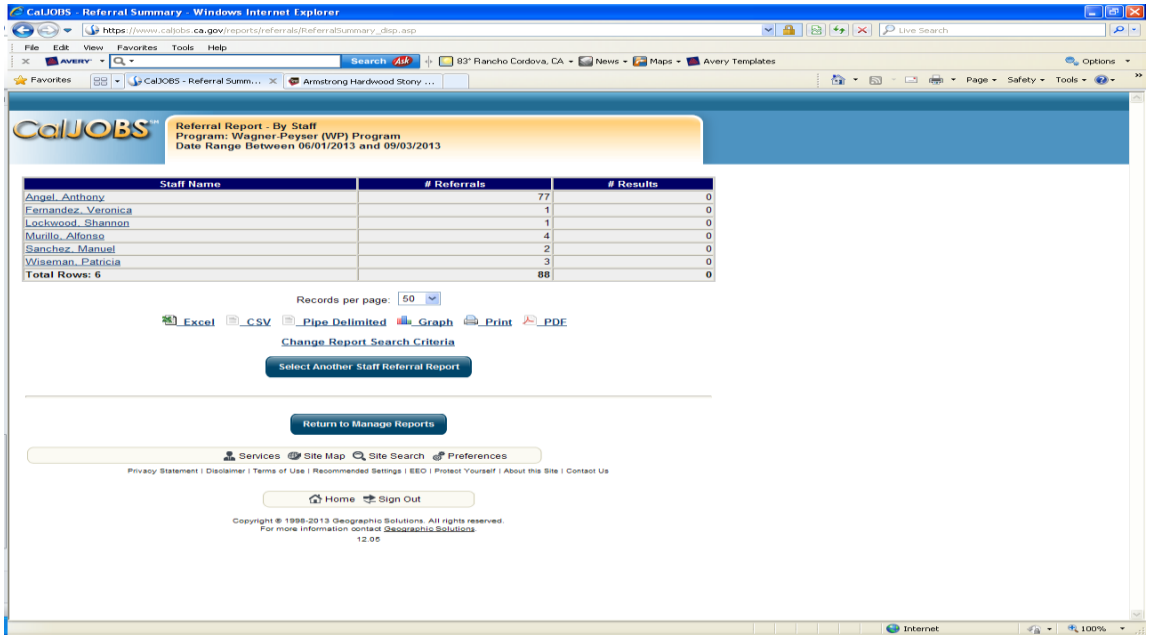
- **Set Date Range** – Select a "**From**" and "**To**" date range either by typing it in the field or by clicking on the calendar icon.

- After selecting the appropriate filter(s), scroll down to the bottom of the page and click on "**Display Report**" to generate the report. You will also have the option to export the report to any of the following programs by clicking any of the following appropriate button at the bottom of the report screen:

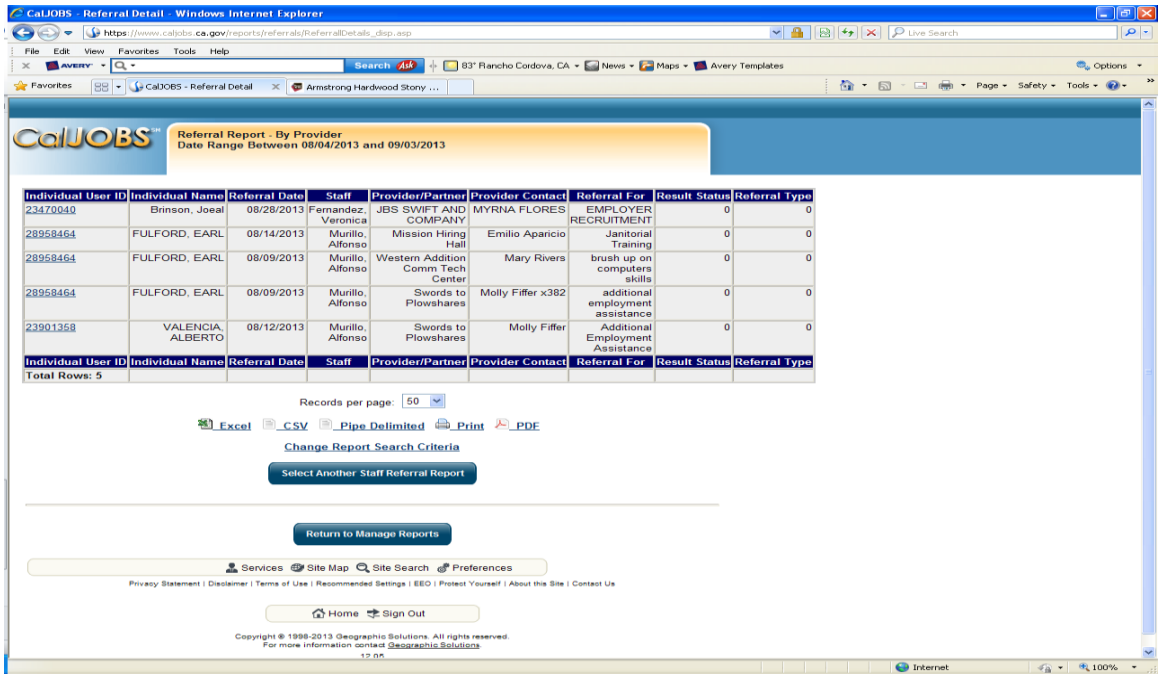
  - **Excel -** Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.
  - **CSV** – This file type is primarily associated with 'Comma-Separated Variables'. A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma and is opened in Excel).
  - **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character and is opened in Notepad.
  - **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.
  - **Print** – The print button at the bottom of the page is not available due to ITB System Configuration. Use the print button on your toolbar to print.
  - **PDF** – This will allow you to save your report in a format that is portable and can electronically be shared with others.

See the following page for the examples of the Staff Referrals Report.

Staff Referrals Report
Category: By Staff
Filters: Program (WP), Date



Staff Referrals Report
Category: By Provider
Filters: Date



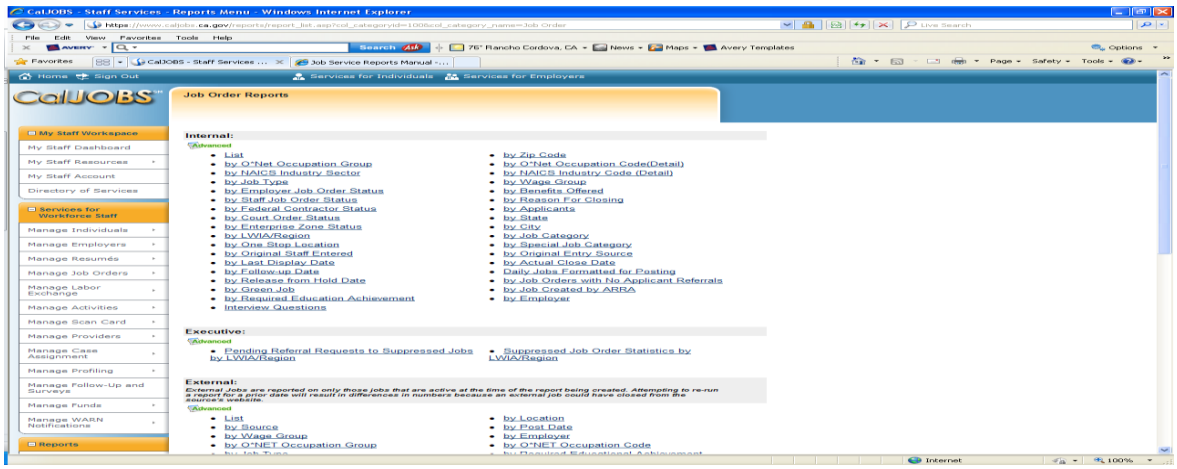
Job Order Report

(Click here to return to the Table of Contents)

This report shows data and information pertaining to the Internal and External job orders. Internal job orders are those that are created either by the employers who have registered in the system or by a staff member representing the employer. External job orders are initially posted on job board such as Career Builder, Hotjobs, etc. and then are “spidered” into the system.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel.
- Under “Reports,” click on “**Detailed Reports.**”
- Under “**Employer Reports**,” click on “**Job Order**.” The screen below will be displayed with a list of categories and sub-categories that you can choose from to appear on the report. There are four report categories:
    - **Internal Reports:** These refer to the job orders created by the registered employers or by the staff member representing the employer.
    - **Executive Reports:** These reports provide information and statistics on suppressed job orders.
    - **External Reports:** These reports provide information related to the external or spidered job orders.
    - **Summary Reports:** These reports summarize statistics such as the number of top job positions by O*Net code and the number of top job positions by NAICS sectors. The information in summary reports applies to both the internal and external jobs orders.



Note that the sub-category you select will determine the output of the report. For example, if you select the "**by O*Net Occupation Group**" your report will show the total number of job orders, job openings, and job referrals listed by the Occupation Group (O*Net). Below is a brief description of each available sub-category.

Sub-Categories for the Internal Job Order Report:

Note: The sub-categories with a **"*"** next to it are available for internal and external job order report.

*List** – Provides a list of all the job orders sorted by the job title and occupation O*Net code, the employer name and address, the job creation and closing date, the number of positions and applications, and the listed wage for the positions.

*By O*Net Occupation Group** – Lists the total number of job orders, the total number of job openings, and the total number of job referrals organized by the O*Net Occupational Group. The Occupation is a link to the actual jobs. O*Net is a National Standard Occupational Classification System that classifies occupations based on the occupational characteristics such as knowledge, skills, abilities, task, general work activity, etc. Occupations have assigned O*Net codes and groups. All this information compiled in a database.

*By NAICS Industry Sector** – Lists the total number of job orders, the total number of job openings, and the total number of job referrals by the NAICS industry sector code and sector title. The industry title is a link to the actual jobs. NAICS is the North American Industry Classification System that classifies business establishments based on the activities in which they are primarily engaged. Businesses have assigned NAICS code.

*By Job Type** – Lists the total number of job orders, the total number of job openings, and the total number of job referrals by the type of job (i.e. regular, seasonal, temporary, etc.). The job type is a link to the actual jobs.

By Employer Job Order Status – Lists the total number of job orders, the total number of job openings, and the total number of job referrals by the employer's job order status (i.e. open, filled, no longer available, etc.). The employer job order status is a link to the actual jobs.

By Staff Job Order Status – Lists the total number of job orders, the total number of job openings, and the total number of job referrals by the staff job order status (i.e. Closed by staff, employer filled position, expired, etc.). The job order status is a link to the actual jobs.

By Federal Contractor Status – Lists the total number of job orders, the total number of job openings, and the total number of job referrals by their federal contractor status (Yes/No). The status is a link to the actual job.

By Court Order Status – Lists the total number of job orders, the total number of job openings, and the total number of job referrals by court order status (Yes/No). The yes/no response is a link to the actual job.

By Enterprise Zone Status – Lists the total number of job orders, the total number of job openings, and the total number of job referrals based on the Yes/No response to the enterprise zone status question. Responses are links to the actual jobs.

*By Region/LWIA** – Lists the total number of job orders, the total number of job openings, and the total number of job referrals by the workforce region/LWIA. The region is a link to the actual job order.

By AJCC Location – Lists the total number of job orders, the total number of job openings, and the total number of job referrals by the AJCC location. Office location is a link to the actual job.

By Original Staff Entered – Lists the total number of job orders, the total number of job openings, and the total number of job referrals by the staff member who assisted the employer to enter the job order into the system. Staff member names are links to the actual jobs.

By Last Display Date – Lists jobs based on their last display date in the system. The dates are links to the actual jobs.

By Follow-up Date – Lists the total number of job orders, the total number of job openings, and the total number of job referrals by the follow-up date established by staff for job order review. Dates are links to the actual jobs.

By Release from Hold Date – lists total job orders, total job openings, and total job referrals by the release from hold date if the job was ever placed on hold. The dates are links to the actual jobs.

*By Green Job** –Provides a list of the jobs indicated by the employer as the "green jobs." It lists all job orders by job title, occupation code (O*Net), employer name and address, number of job postings and application and wage. Each job order number is a link to the actual job.

*By Required Education Achievement** – Lists the total number of job orders, the total number of job openings, and the total number of job referrals by the

minimum educational achievement requirements (i.e. High school diploma, Associate's degree, Bachelor's degree, etc.). Educational achievement requirements are links to the actual jobs.

Interview Questions – Lists the job orders that have interview questions attached to them. The list provides the job orders, the employer name, the LWIA/Region, the office location, and the questions.

By Zip Code – Lists the total number of job orders, the total number of job openings, and the total number of job referrals by zip code. Zip code is a link to the actual job.

*By O*Net Occupation Code (Detail)** – Lists the total job number of orders, the total number of job openings, and the total number of the job referrals organized by the O*Net Occupation Code and related O*Net occupation title. The occupation code is a link to the actual jobs.

*By NAICS Industry Sector (Detail)** – Lists the total number of the job orders, the total number of the job openings, and the total number of the job referrals by the NAICS industry sector code and sector title (more detailed). The industry title is a link to the actual jobs.

*By Wage Group** – Lists the total number of the job orders, the total number of the job openings, and the total number of the job referrals by the wage group. The wage group is a link to the actual job.

By Benefits Offered – Lists the total number of the job orders, the total number of the job openings, and the total number of the job referrals by the benefits offered by the employers. The benefit is a link to the actual job.

By Reason for Closing – Lists the total number of the job orders, the total number of the job openings, and the total number of the job referrals by the reason for the job order closure. Reasons are links to the actual jobs.

By Applicant – Lists the number of applicants for jobs by the job order title. It also shows the total number of job openings and job referrals for each job title. Job title is a link to the actual job.

By State – Lists the total number of the job orders, the total number of the job openings, and the total number of the job referrals by the state. State is a link to the actual job.

By City – Lists the total number of the job orders, the total number of the job openings, and the total number of the job referrals by the city. City is a link to the actual job.

By Job Category – Lists the total number of the job orders, the total number of the job openings, and the total number of the job referrals by job category (regular, domestic, apprenticeship, etc.). Job category is a link to the actual job.

By Special Job Category – Lists the total number of the job orders, the total number of the job openings, and the total number of the job referrals by special job category (summer youth program, internship, etc.). Job category is a link to the actual job.

By Original Entry Source – Lists the total number of the job orders, the total number of the job openings, and the total number of the job referrals by job order entry source (employer or staff). The entry source is a link to the actual job.

By Actual Close Date – Lists the total number of the job orders, the total number of the job openings, and the total number of the job referrals by the job order closing date. Closing date is a link to the actual job order.
Daily Jobs Formatted for Posting – Provides a list of the daily job orders for posting. It lists the city, job title, number of months expiring, minimum age, wage, hours, education level, and driver license requirements.

By Job Orders with No Applicant Referral – Lists the total number of the job orders, the total number of the job openings, and the total number of the job referrals that no applicants have been referred to.

By Job Created by ARRA – Lists the total number of the job orders, the total number of the job openings, and the total number of the job referrals that were created by ARRA (American Recovery and Reinvestment Act).

By Employer* – Lists the total number of the job orders, the total number of the job openings, and the total number of the job referrals created by the employer. The employer is a list to the actual job.

Sub-Categories for the Executive Job Order Reports:

Pending Referral Requests to Suppressed Jobs by LWIA/Region – This category shows the total number of pending referral requests to suppressed jobs listed by the LWIA/Region.

Suppressed Job Order Statistics by SWIA/Region – This report lists the total number of open suppressed jobs by LWIA/Region.

Sub-Categories for the External Job Order Reports:
The following are some additional sub-categories that are available for the External job orders.
Note: External jobs are reported only on those jobs that are active at the time the report being created. Re-running the report at a different time will display different outcome as a results of the closure of some of the external jobs from the source's website.

By Source – Lists the total number of the job orders by the spider source. The source is a link to the actual job.

By Required Experience – Lists the total number of the job orders by the minimum required experience. Required experience is a link to the actual job.

By Job Time Type – Lists the total number of the job orders by the job time type (i.e. full time 30 hours or more, part time less than 30 hours, etc.). Job time type is a link to the actual job.

By Spider Jobs Blocked – Lists the total number of blocked spider jobs.

By Location – Lists the total number of the job orders by city and state. City is a link to the actual job.

By Post Date – Lists the total number of the job orders by the posted date. The post date is a link to the actual job.

Sub-Categories for the Summary Job Order Report:

Top Job Positions by ONET Occupation Group – Provides a summary of the top specified jobs by O*NET Occupation group.

Top Job Positions by NAICS Industry Sector – Summarizes the top specified jobs by the NAICS industry sector.

Summary Job Order Details – Provides a summary list of the top specified job orders by postdate, job title, O*Net code , occupation description, business name, and job location.

- Click on the sub-category of your interest. The "**Selection Criteria**" screen will appear allowing you to choose certain filters for your report. With filters, you can narrow your report down to the information that fits your criteria.

Filtering further is usually **not** necessary unless you want very specific information. For example, if you want to know the number of job orders only for the Summer Youth Program by zip code, select the "**by zip code**" sub-category and filter by "**Summer Youth**" in the "special category." This will retrieve the job orders that are available ONLY for the summer youth program instead of listing all the job orders available within the system.

The following is a list of all the available filters for the Internal Job Order report. The recommended or most commonly used filters from the list below highlighted in yellow. You may use the remaining filters to narrow down your report to retrieve information that will meet your specific needs.

- Display Format
- Outside the US
- State
- County/Parish
- City
- Zip Code
- Ward/Borough/Township
- Region/LWIA Status
- Region/LWIA
- Office Status
- Office Location
- Staff Status
- Staff
- Job Order Category
- Job Order Special Category
- Date Created
- Occupation
- Job Order Entry Type
- Employer Job Order Status
- Staff Job Order Status
- Time Type
- Featured Job
- Green Jobs
- Jobs Funded by ARRA
- Display Type
- Referral By
- Employer Classification
- Benefits Offered
- Job Type
- Minimum Salary
- Date Range

The following is a list of the available filters for the Executive Job Order Report:

- LWIA/Region Status
- Region/LWIA
- Date Range

The following is a list of the available filters for the External Job Order Report:

- O*Net Occupation Group
- O*Net Occupation Title
- Source
- State
- County/Parish
- Date Range

The following is a list of the available filters for the Summary Job Order Report:

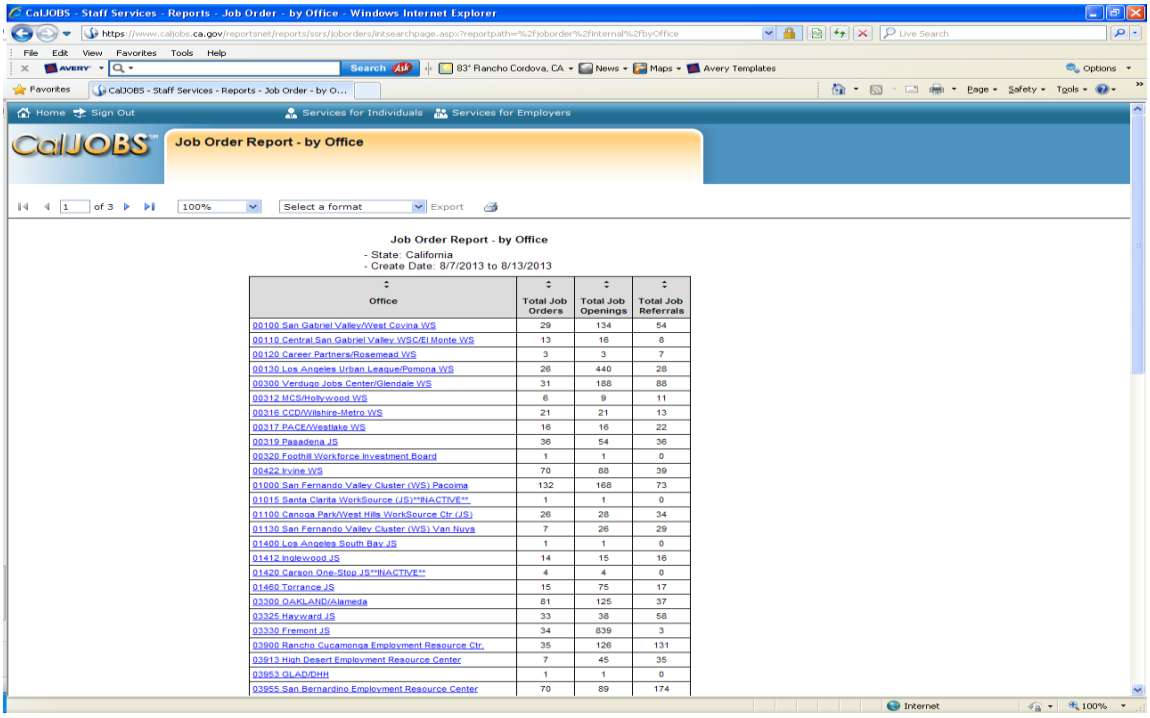
- Display Top
- State
- County/Parish
- City
- Zip Code
- Green Job
- Employer Job Order Status
- Staff Job Order Status
- Filter By Date
- Date Range

- After selecting the appropriate filter(s), scroll down to the bottom of the page and click on "**Run Report**" to generate the report.

  Once the system displays your report, at the top of the screen, you will see a drop down menu that gives you the option to export the report to different programs (XML file with report data, CSV, PDF, excel, and TIFF file). Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.

See the following pages for the examples of the Job Order Reports.

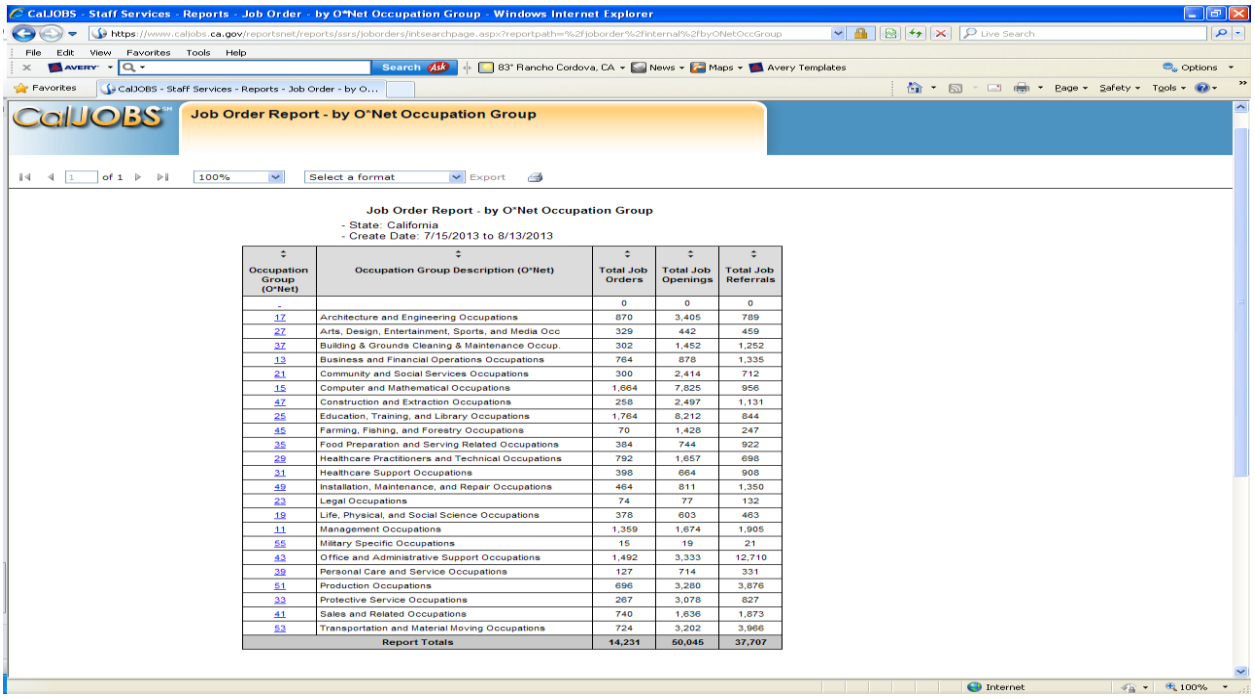
Internal Job Order Report: By Office
Filtered By: Date Range (last 7 days)



Job Order Report - by Office
- State: California
- Create Date: 8/7/2013 to 8/13/2013

Office	Total Job Orders	Total Job Openings	Total Job Referrals
00100 San Gabriel Valley/West Covina WS	29	134	54
00110 Central San Gabriel Valley WSC/El Monte WS	13	16	8
00120 Career Partners/Rosemead WS	3	3	7
00130 Los Angeles Urban League/Pomona WS	26	440	28
00300 Verdugo Jobs Center/Glendale WS	31	188	88
00312 MCS/Hollywood WS	6	9	11
00316 CCD/Wilshire-Metro WS	21	21	13
00317 PACE/Westlake WS	16	16	22
00319 Pasadena JS	36	54	36
00320 Foothill Workforce Investment Board	1	1	0
00422 Irvine WS	70	88	39
01000 San Fernando Valley Cluster (WS) Pacoima	132	168	73
01015 Santa Clarita WorkSource (JS)**INACTIVE**	1	1	0
01100 Canoga Park/West Hills WorkSource Ctr (JS)	26	28	34
01130 San Fernando Valley Cluster (WS) Van Nuys	7	26	29
01400 Los Angeles South Bay JS	1	1	0
01412 Inglewood JS	14	15	16
01420 Carson One-Stop JS**INACTIVE**	4	4	0
01460 Torrance JS	15	75	17
03300 OAKLAND/Alameda	81	125	37
03325 Hayward JS	33	38	58
03330 Fremont JS	34	839	3
03900 Rancho Cucamonga Employment Resource Ctr.	35	126	131
03913 High Desert Employment Resource Center	7	45	35
03953 GLAD/DHH	1	1	0
03955 San Bernardino Employment Resource Center	70	89	174

Internal Job Order Report: By O*Net Occupation Group
Filtered By: Date Range (Last 30 days)

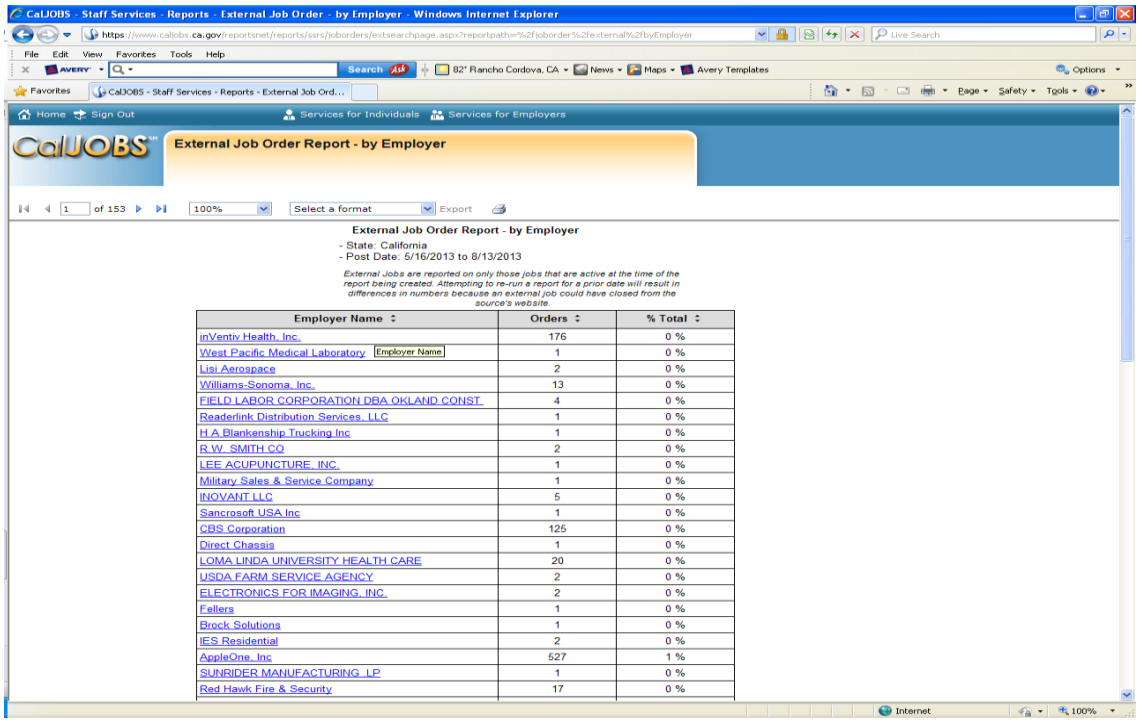


Job Order Report - by O*Net Occupation Group
- State: California
- Create Date: 7/15/2013 to 8/13/2013

Occupation Group (O*Net)	Occupation Group Description (O*Net)	Total Job Orders	Total Job Openings	Total Job Referrals
-		0	0	0
17	Architecture and Engineering Occupations	870	3,405	789
27	Arts, Design, Entertainment, Sports, and Media Occ	329	442	459
37	Building & Grounds Cleaning & Maintenance Occup.	302	1,452	1,252
13	Business and Financial Operations Occupations	764	878	1,335
21	Community and Social Services Occupations	300	2,414	712
15	Computer and Mathematical Occupations	1,664	7,825	956
47	Construction and Extraction Occupations	258	2,497	1,131
25	Education, Training, and Library Occupations	1,764	8,212	844
45	Farming, Fishing, and Forestry Occupations	70	1,428	247
35	Food Preparation and Serving Related Occupations	384	744	922
29	Healthcare Practitioners and Technical Occupations	792	1,657	698
31	Healthcare Support Occupations	398	664	908
49	Installation, Maintenance, and Repair Occupations	464	811	1,350
23	Legal Occupations	74	77	132
19	Life, Physical, and Social Science Occupations	378	603	463
11	Management Occupations	1,359	1,674	1,905
55	Military Specific Occupations	15	19	21
43	Office and Administrative Support Occupations	1,492	3,333	12,710
39	Personal Care and Service Occupations	127	714	331
51	Production Occupations	696	3,280	3,876
33	Protective Service Occupations	267	3,078	827
41	Sales and Related Occupations	740	1,636	1,873
53	Transportation and Material Moving Occupations	724	3,202	3,966
Report Totals		14,231	50,045	37,707

External Job Order Report: By Employer

Filtered By: State (California) and Date Range (Last 90 days)



CalJOBS - Staff Services - Reports - External Job Order - by Employer - Windows Internet Explorer

https://www.caljobs.ca.gov/reportsnet/reports/ssrs/joborders/extsearchpage.aspx?reportpath=%2fjoborder%2fexternal%2fbyEmployer

Home Sign Out Services for Individuals Services for Employers

CalJOBS

External Job Order Report - by Employer

1 of 153 100% Select a format Export

External Job Order Report - by Employer

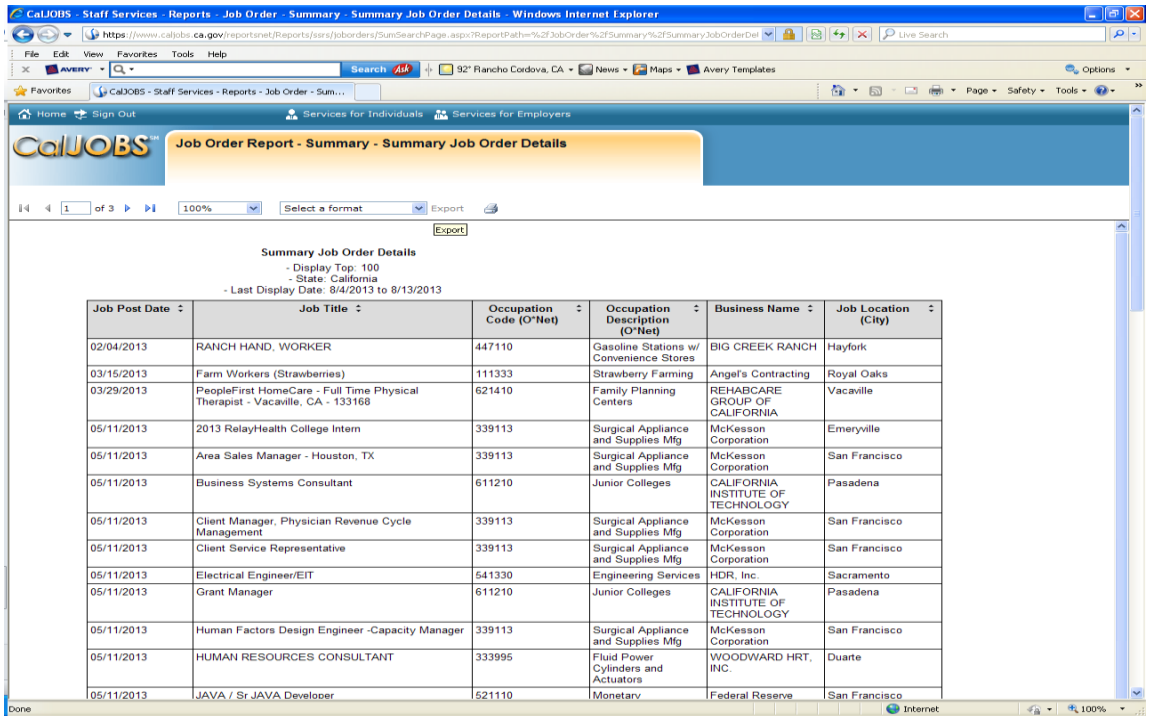
- State: California
- Post Date: 5/16/2013 to 8/13/2013

External Jobs are reported on only those jobs that are active at the time of the report being created. Attempting to re-run a report for a prior date will result in differences in numbers because an external job could have closed from the source's website.

Employer Name	Orders	% Total
inVentiv Health, Inc.	176	0 %
West Pacific Medical Laboratory	1	0 %
Lisi Aerospace	2	0 %
Williams-Sonoma, Inc.	13	0 %
FIELD LABOR CORPORATION DBA OKLAND CONST.	4	0 %
Readerlink Distribution Services, LLC	1	0 %
H A Blankenship Trucking Inc	1	0 %
R.W. SMITH CO	2	0 %
LEE ACUPUNCTURE, INC.	1	0 %
Military Sales & Service Company	1	0 %
INOVANT LLC	5	0 %
Sancrosoft USA Inc	1	0 %
CBS Corporation	125	0 %
Direct Chassis	1	0 %
LOMA LINDA UNIVERSITY HEALTH CARE	20	0 %
USDA FARM SERVICE AGENCY	2	0 %
ELECTRONICS FOR IMAGING, INC.	2	0 %
Fellers	1	0 %
Brock Solutions	1	0 %
IES Residential	2	0 %
AppleOne, Inc	527	1 %
SUNRIDER MANUFACTURING, LP	1	0 %
Red Hawk Fire & Security	17	0 %

Summary Job Order Report: Summary Job Order Details

Filter By: Display Option (Top 100), Date Range (Last 20 Days)



CalJOBS - Staff Services - Reports - Job Order - Summary - Summary Job Order Details - Windows Internet Explorer

https://www.caljobs.ca.gov/reportsnet/Reports/ssrs/joborders/SumSearchPage.aspx?ReportPath=%2fJobOrder%2fSummary%2fSummaryJobOrderDet

Home Sign Out Services for Individuals Services for Employers

CalJOBS

Job Order Report - Summary - Summary Job Order Details

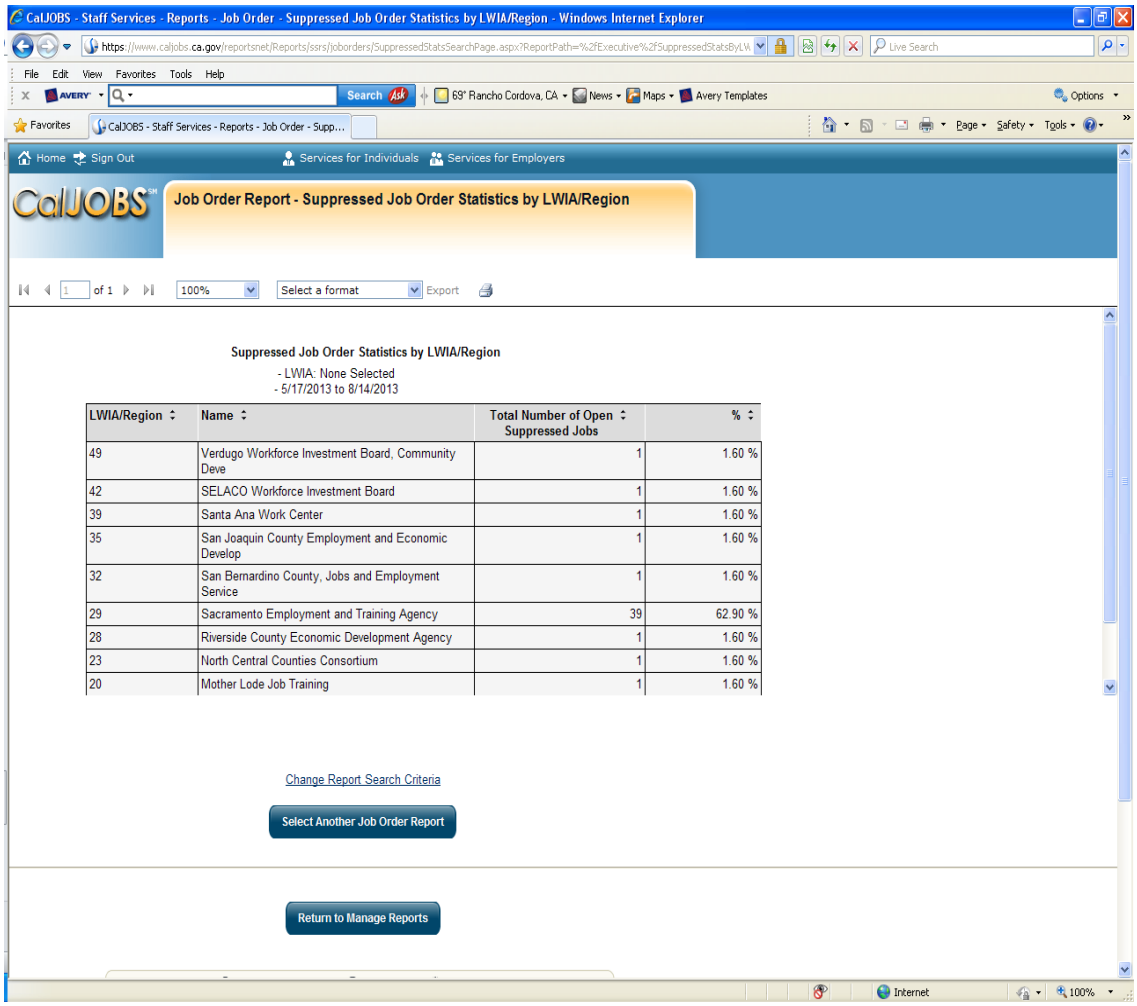
1 of 3 100% Select a format Export

Summary Job Order Details

- Display Top: 100
- State: California
- Last Display Date: 8/4/2013 to 8/13/2013

Job Post Date	Job Title	Occupation Code (O*Net)	Occupation Description (O*Net)	Business Name	Job Location (City)
02/04/2013	RANCH HAND, WORKER	447110	Gasoline Stations w/ Convenience Stores	BIG CREEK RANCH	Hayfork
03/15/2013	Farm Workers (Strawberries)	111333	Strawberry Farming	Angel's Contracting	Royal Oaks
03/29/2013	PeopleFirst HomeCare - Full Time Physical Therapist - Vacaville, CA - 133168	621410	Family Planning Centers	REHABCARE GROUP OF CALIFORNIA	Vacaville
05/11/2013	2013 RelayHealth College Intern	339113	Surgical Appliance and Supplies Mfg	McKesson Corporation	Emeryville
05/11/2013	Area Sales Manager - Houston, TX	339113	Surgical Appliance and Supplies Mfg	McKesson Corporation	San Francisco
05/11/2013	Business Systems Consultant	611210	Junior Colleges	CALIFORNIA INSTITUTE OF TECHNOLOGY	Pasadena
05/11/2013	Client Manager, Physician Revenue Cycle Management	339113	Surgical Appliance and Supplies Mfg	McKesson Corporation	San Francisco
05/11/2013	Client Service Representative	339113	Surgical Appliance and Supplies Mfg	McKesson Corporation	San Francisco
05/11/2013	Electrical Engineer/EIT	541330	Engineering Services	HDR, Inc.	Sacramento
05/11/2013	Grant Manager	611210	Junior Colleges	CALIFORNIA INSTITUTE OF TECHNOLOGY	Pasadena
05/11/2013	Human Factors Design Engineer -Capacity Manager	339113	Surgical Appliance and Supplies Mfg	McKesson Corporation	San Francisco
05/11/2013	HUMAN RESOURCES CONSULTANT	333995	Fluid Power Cylinders and Actuators	WOODWARD HRT, INC.	Duarte
05/11/2013	JAVA / Sr JAVA Developer	521110	Monetary	Federal Reserve	San Francisco

Executive Job Order Report: Supressed Job Order Statistics by LWIA/Region
Filter By: Date Range (Last 90 days)



LWIA/Region	Name	Total Number of Open Suppressed Jobs	%
49	Verdugo Workforce Investment Board, Community Deve	1	1.60 %
42	SELACO Workforce Investment Board	1	1.60 %
39	Santa Ana Work Center	1	1.60 %
35	San Joaquin County Employment and Economic Develop	1	1.60 %
32	San Bernardino County, Jobs and Employment Service	1	1.60 %
29	Sacramento Employment and Training Agency	39	62.90 %
28	Riverside County Economic Development Agency	1	1.60 %
23	North Central Counties Consortium	1	1.60 %
20	Mother Lode Job Training	1	1.60 %

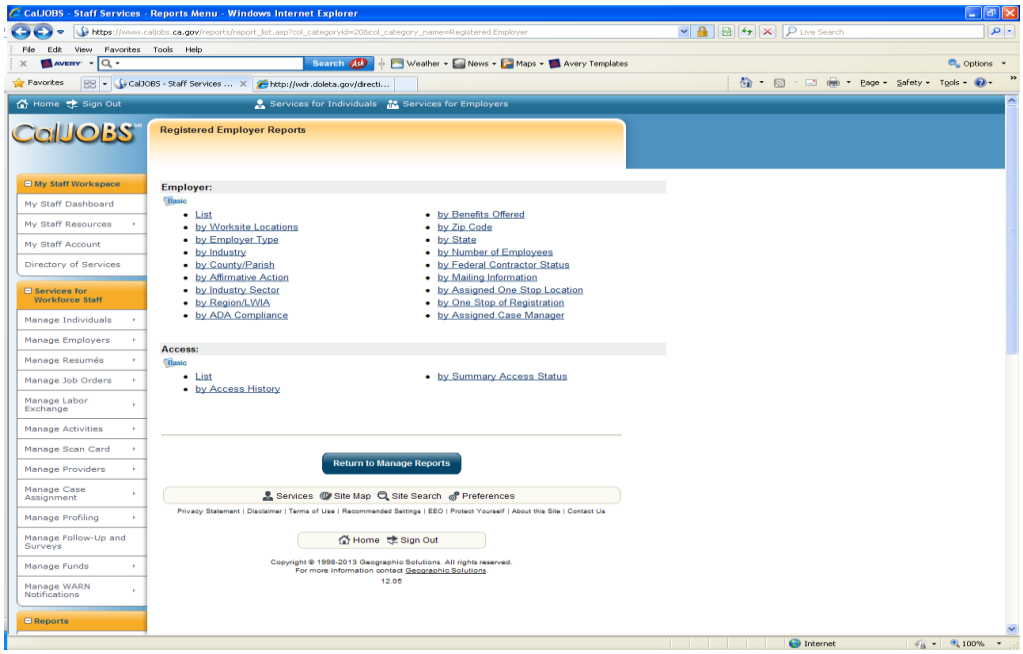
Registered Employer Report

(Click here to return to the Table of Contents)

This report shows information about the employers who have registered in the system. The information on this report is derived from the employer's registration form whether the employer is registered in the system on his own or with the assistance of a staff member.

To run this report:

- Log into the system. Once logged in, use the left hand navigation.
- Under "**Reports**," click on "**Detailed Reports.**"
- Under the Employer Reports section, click on "**Registered Employer**." You will get the following screen with a list of categories that you can select for your report.



Please note that the category you select will determine the output of the report. The following is a brief description of each category:

List – It provides a list of the registered employers, contact name, worksite location, and the date of registration. The name of the employer is a link to the employer's profile.

By Worksite Locations – Lists all the employers based on their worksite locations. The employer name is a link to the employer's worksite location and the date of registration.

Employer Type – Lists the total number of employers by their employer type (i.e. Federal Government, Local Government, and Private Sector). The employer type is a link to the employer's name and contact, worksite location, and the registration date.

By Industry – Lists the number of the employers by the NAICS Code. NAICS is the North American Industry Classification System that classifies business establishments based on the activities in which they are primarily engaged. Businesses have assigned NAICS code. NAICS code is a link to the employer's name and contact, worksite location, and the date of registration.

By County/Parish – Lists the number of registered employers by their worksite county locations. The county name is a link to the employer's name and contact, worksite location, and the date of registration.

By Affirmative Action – Lists the number of registered employers by their (Yes/No) response to the affirmative action question. The responses are links to the employers' name and contact, worksite location, and the date of registration.

By Industry Sector – Lists the total number of employers by the NAICS sector code and industry title. The industy code is a link to the employer's name and contact, worksite location, and the date of registration.

By Region/LWIA – Lists the number of registered employers by the Region/LWIA. Regions are links to the employers' name and contact, worksite location, and the date of registration.

By ADA Compliance – Lists employers by their (Yes, No, or Information Not Provided) response to the ADA Compliance question. Responses are links to the employers' name and contact, worksite location, and the date of registration.

By Benefits Offered – Lists the employers by the benefits (medical, dental, life insurance, vision, etc.) they offer. Indicated benefits are links to the employers' name and contact, worksite location, and the date of registration.

By Zip Code – Lists the employers' worksite locations by the zip code. The zip code is a link to the employer's name, contact, and the date of registration.

By State – Lists the employer worksite locations by their states. States are links to the employers' name, contact, worksite location, and the date of registration.

By Number of Employees – Lists the total number of registered employers by the the number of the employees they have. Number of employeees ranges from 1-4, 5-9, 10-19, 20-49, 50-99, 100-249, 250-499, 500-999, 1000-4999, 5000-9999,

and 10000+. The employee ranges are links to the employers' name, contact, worksite location, and the date of registration.

By Federal Contractor Status – Lists the number of employers by their Yes/No response to the Federeral Contractor question. Responses are links to the employers' name, contact, worksite location, and the date of registration.

By Mailing Information – Lists the registered employers by their mailing address locaiton. The employer's name is a link to the employer profile folder.

By Assigned AJCC Location – Lists the number of employers by their assigned AJCC based on their registration location. Each AJCC is a link to the employer name, contact, and the date of registration.

By Assigned Case Manager – Lists the employers by their assigned case manager. Case Manager's name is a link to the employer's name, contact, and the date of registration.

There are three catorgies listed under "**Access**" that document an employer's current access rights and throughout their history with the system. These categories are:

- List
- By Access History
- By Summary Access Status

- Click on the category of your interest. When you click on a category, you will get the "**Selection Criteria**" screen that allows you to choose some report filters. Filters will allow you to narrow down the information on your report to the specifics that you want.

  Filtering further is usually not necessary unless you want specific information. For example, if you want to know how many of the registered employers who have been assigned to each office locations and have registered in the past 90 days are federal contractors, then you should choose the "**By Assigned AJCC Location**" category and filter your report by "**Federal Contractor Status**" – Yes, and by "**Date Range**" for the last 90 days.

  Following is a list of all the available filters for this report:

  - Region/LWIA Status
  - Region/LWIA
  - Office Location Status
  - Office Location
  - State
  - Benefits Offered
  - Type of Employer
  - Employer Status
  - Type of Registration
  - NAICS Industry
  - Federal Contractor Status
  - Affirmative Action

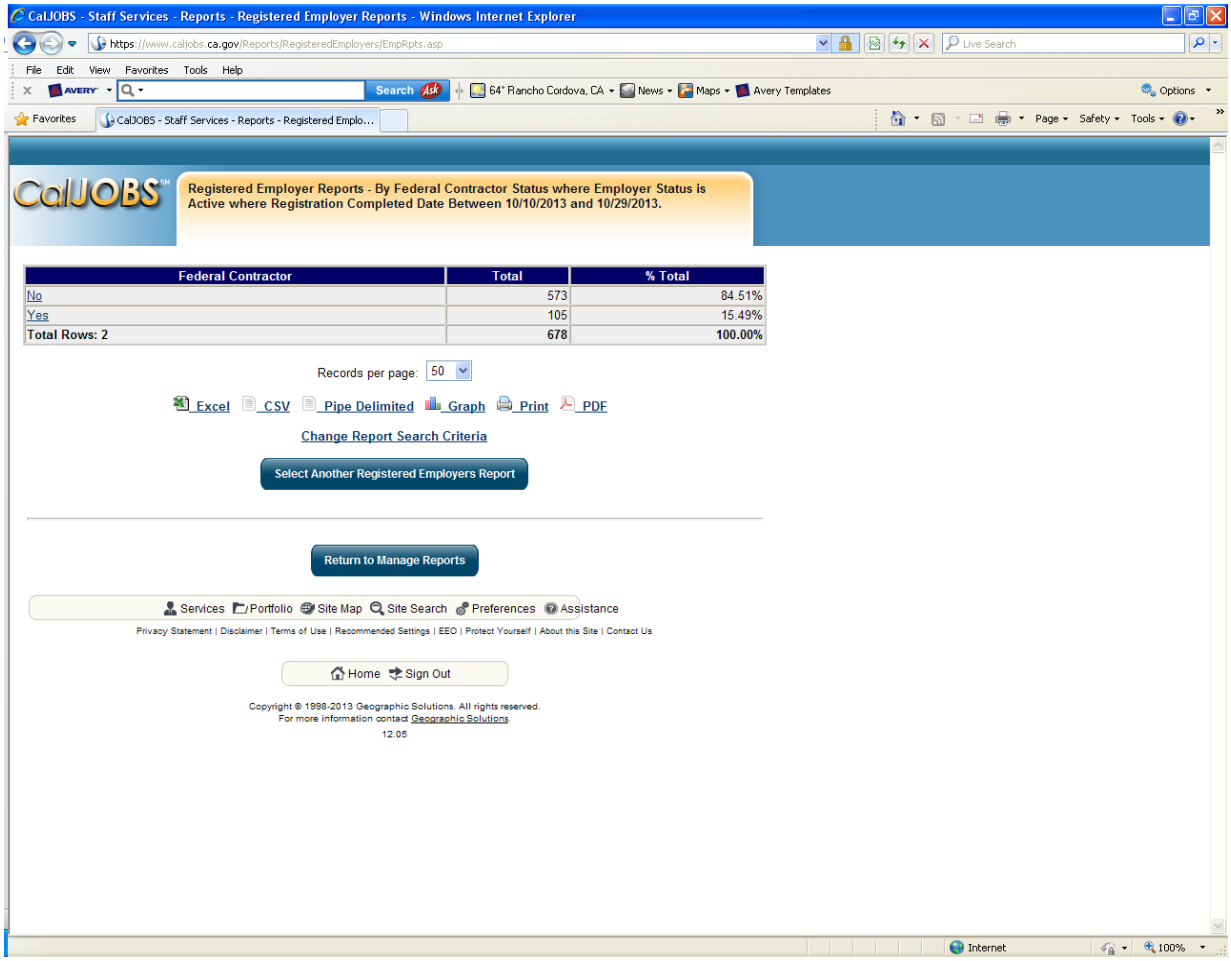
- Cookie Location
- Filter Date Range
- Set Date Range

- After selecting the appropriate filter(s), scroll down to the bottom of the page and click on "**Display Report**" to generate the report. You will also have the option to export the report to any of the following programs by clicking on the appropriate button at the bottom of the report screen:

  - **Excel -** Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.
  - **CSV** – This file type is primarily associated with 'Comma-Separated Variables'. A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
  - **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
  - **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.
  - **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
  - **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others.

See the example of this report on the following page.

Registered Employer Report:
Category: By Federal Contractor Status
Filters: Date Range (last 20 days)



If you click on the "**Yes**" and "**No**" hyperlinks, you will see a list of the employers' name, ID number, contact name, city, state, and the registration date.

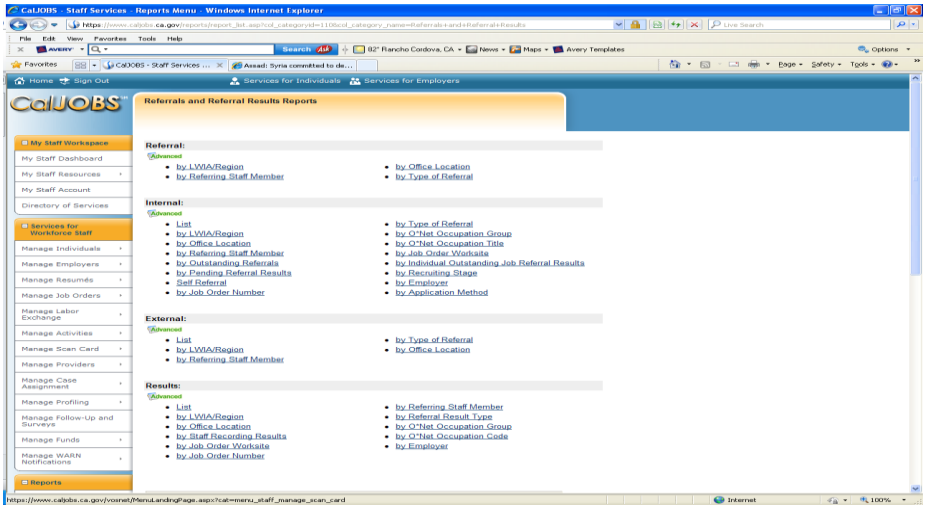
Referrals and Referral Results Report

(Click here to return to the Table of Contents)

This report shows the individual referrals to employers for their job postings. Also, this report documents the subsequent hire results of these referrals.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel.
- Under "Reports," click on "**Detailed Reports.**"
- Under the "Employer Reports," click on the "**Referrals and Referral Results.**" The screen below will be displayed with a list of categories and sub-categories that you can choose from to appear on the report. There are five report categories:
    - **Referral:** Lists job referrals by region, office, referring staff member, and referral type.
    - **Internal:** Lists job referral information for preferred employer jobs. These are also known as internal jobs.
    - **External:** Lists job referrals from spidered or external jobs.
    - **Results:** Lists the known and documented job order referral results.
    - **Hire:** Lists the internal referrals and hire results from those referrals



Note that the sub-category you select will determine the output of the report. For example, if you select the "by O*Net Occupation Group" sub-category under the Internal Referrals, your report will show the total number of internal job referrals listed by the Occupation Group. Below is a brief description of each available sub-category.

Sub-Categories for Referral:

By LWIA/Region – Provides a list of the total number of internal and external job referrals and the result of those referrals by LWIA/Region.

By Referring Staff Member – Provides a list of internal and external job referrals by the staff member who is conducting the referral.

By Office Location – Provides a list of internal and external job referrals by AJCC location.

By Type of Referral – Provides a list of referrals by referral type such as External Job Referral by Staff, Outside Web-Link, Referred to Job 3 Days or Less, etc.

Sub-Categories for Internal:

List – Provides a list of internal job referrals. It lists the username, the referred individual's name, address, job order number, O*Net code, Job order minimum wage, referring office, and the referral date.

By LWIA/Region – Provides a list of the total number of internal job referrals by LWIA/Region. It lists the total number of staff referrals and the internet referrals.

By Referring Staff Member – Lists the total number of internal referrals by referring staff and their associated primary office. Staff member name is a link to a list showing detailed information on the referred individual as well as the job referral.

By Outstanding Referrals – Provides a list of outstanding job referrals from jobs that are still open and available. It lists job order number, employer name, job title, job order status, office location, and referral created by. The job order number is a link to a list showing detailed information on the referred individual and the job referral.

By Pending Referral Results – Provides a list of the pending referrals.

By Self-Referral – Provides a list of internal self-referrals. It lists the username, individual name, job order number, employer name and contact, job title, and the referral date.

By Job Order Number – Provides the total number of internal referrals by job order number. It lists number of referrals, job order number, employer name, job title, job postdate, job order status, the associated office, and the staff who created the referral. The number of referrals is a link to a list showing detailed information about
each referral.

By type of Referral – Provides the total number of internal job referrals by the type of referral. It lists the total number of staff referrals and internet referrals. The type of referral is a link to a list showing detailed information on the referral.

*By O*Net Occupation Group* – Provides the total number of referrals (staff and internet referrals) by O*Net occupation group. The O*Net occupation group is a link to a list showing detailed information about the job referral.

*By O*Net Occupation Title* – Provides a list of the total number of referrals by O*Net Occupation title. It lists the staff referrals as well as the internet referrals.

By Job Order Worksite – Provides the total number of internal referrals listed by job order worksite. It lists the job order worksite, the employer name, the total number of staff referrals and the total number of internet referrals. Job order worksite is a link to a list showing detailed information on the referral.

By Individual Outstanding Job Referral Results – Provides a list of internal referrals by the job referral results. It lists Individual's name, job order number, employer name, job title, job order postdate, job order status, office location, and the staff member who created the referral. Job order number and employer name are links to a list showing detailed information on referral.

By Recruiting Stage – Provides a list of job referrals by recruiting stage (i.e. interviewed, scheduled interview, made offer, etc.). It lists the number of the staff referrals and the internet referrals. The recruiting stage is a link to the list showing detailed information on the referral.

By Employer – Provides a list of the internal job referrals by the employer. It lists the employer name, job order worksite, the total number of the staff referrals, and the total number of internet referrals. The job order worksite is a link to the list showing detailed information on the referral.

By Application Method – Provides a list of job referrals by the application method (i.e. online, in person, via email, by mail, by fax, etc.).

Sub-Categories for External:

List – Provides a list of external job referrals. It lists the username, the individual name, address, referral source and type, referring office, and the referral date.

By LWIA/Region – Provides the total number of external job referrals by LWIA/Region. It lists the total number of staff referrals and the internet referrals. The listed LWIAs are links to the list showing detailed information on the referral.

By Referring Staff Member – Lists the total number of external job referrals by the referring staff member and his/her associated primary office. The referring staff name is a link to the list showing detailed information on the referral.

By type of Referral – Provides the total number of external job referrals by the type of referral. It lists the total number of staff and internet referrals. The type of referral is a link to the list showing detailed information on the referral.

By Office Location – Provides the total number of external job referrals by office location. It lists the total number of staff referrals and the internet referrals. The office name is a link to the list showing detailed information on the referral.

Sub-Categories for Results:

List – Provides a list of the internal job referral results. The list displays the username, the individual's name, address, job order number, employer username and work site, O*Net code and job title, minimum and maximum wage for the job order, referring staff and office, referral result, hire date, and hire wage.

By *LWIA/Region* – Provides a list of the internal job referral results by LWIA/Region.
The listed LWIAs are links to a list showing detailed information on the results of the referral.

By Office Location – Provides a list of the internal job referral results by the office location. Office location is a link to the list showing detailed information on the referral results.

By Staff Recording Results – Provides a list of the internal job referral results by the staff member who recorded the results. Staff member name is a link to the list showing detailed information on the referral results.

By Job Order Worksite – Provides a list of the internal job referral results by the job order worksite. The job order worksite is a link to the list showing detailed information on the referral results.

By Job Order Number – Provides a list of the internal job referral results by the job order number. Job order number is a link to the list showing detailed information on the referral results.

By Referring Staff Member – Provides the total number of internal job referral results by the referring staff and their associated primary office. The referring staff name is a link to the list showing detailed information on the referral results.

By Referral Result Type – Provides the total number of job referral results by the referral result type. The referral result type is a link to the list showing detailed information on the referral results.

*By O*Net Occupation Group* – Provides the total number of the internal job referral results by O*Net occupation group. The O*Net Occupation group is a link to the list showing detailed information on the referral results.

*By O*Net Occupation Code* – Provides the total number of internal job referral results by the O*Net Occupation code. O*Net code is a link to the list showing detailed information on the referral results.

By Employer – Provides the total number of internal job referral results by the employer. The employer name is a link to the list showing detailed information on the referral results.

- Click on the desired sub-category. The "**Selection Criteria**" screen will appear allowing you to choose certain filters for your report. With filters, you can narrow your report down to the information that fits your criteria. For example, if you want to know the number of internal job referrals listed by the employer for the individuals who are transitioning service members in the last 30 days, you can select "**By Employer**" Internal Category and use the following filters:

    - Record Set Location: Individual
    - Transitioning Services Member: Select "Yes"
    - Date Range (Last 30 days)

However, selecting too many filters for the same report may eliminate the chance of obtaining positive results.

The following is a list of the available filters for the **Referral**, **Internal,** and **Results** categories to select from:

- Table Display
- Referral Type
- Recruiting Stage
- Record Set Location***
- Office Location
- Staff Reported Status
- Search By
- Staff Reported

- LWIA/Region Status
- LWIA/Region
- Office Status
- State
- Filter Date
- Set Date Range

*** The drop down menu for this filter (Record Set Location) gives you the option to select from individual, employer, job order, or service record. More filters will become available depending on what option is selected in this field. For example, selecting the "**individual"** option from this drop down menu, allows one to filter by the additional individual options such as individual's veteran status, individual's employment status, gender, age, and ethnicity.

<u>The following is a list of all the available filters for the **External** categories to select from:</u>

- Type of Referral
- Methold of Referral Entry
- Referring Region/LWIA
- Referring Office
- Referring Staff Member
- State
- County/Parish
- Ward/Borough/Township (Not in use in California)
- City
- Zip Code
- Cookie Location
- Individual Region/LWIA
- Individual Office
- Filter Date
- Date Range

<u>The following is a list of all the available filters for the **Hire** category to select from:</u>

- Status
- Search By
- Staff
- Referral Type
- Occupation
- Minimum Salary
- Region/LWIA
- Office Status
- Office Location
- State
- County/Parish
- City
- Zip Code
- Ward/Borough/Township
- Filter By Date
- Date Range

- After selecting the appropriate filter(s), scroll down to the bottom of the page and click on "**Run Report**" to generate the report.

  Once the system displays your report, at the top of the screen, you will see a drop down menu that gives you the option to export the report to different programs (XML file with report data, CSV, PDF, Excel, and TIFF file). Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.

See the following example of this report.

Referral and Referral Results Report:

In this example, we want to find the total number of referrals made by staff members in each office location for eligible veterans. We will use the following parameters for the report:

Category: Internal Job Order Referral by Office Location

Filter: Record Set Location (Individual)
Veteran Status (Yes, Eligible Veteran)
Date Range (Last 30 days)

The following report outcome will be displayed showing the total number of referrals by each listed office.

Referral Reports - Internal Job Order Referral - Detail Report by Office Location

- by Individual
- Veteran Status: Yes, Eligible Veteran
- Actual Date Between 9/1/2013 and 9/30/2013

	Staff Referrals	% Staff Referrals	Internet Referrals	% Internet Referrals	Total Referrals	% Total Job Referrals
00100 San Gabriel Valley/West Covina WS	17	0.8%	99	2.4%	116	1.9%
00110 Central San Gabriel Valley WSC/El Monte WS	2	0.1%	62	1.5%	64	1.0%
00115 Central San Gabriel Valley Worksource	0	0.0%	1	0.0%	1	0.0%
00120 Career Partners/Rosemead WS	1	0.0%	28	0.7%	29	0.5%
00130 Los Angeles Urban League/Pomona WS	7	0.3%	91	2.2%	98	1.6%
00145 LA Works/Irwindale WS	1	0.0%	0	0.0%	1	0.0%
00300 Verdugo Jobs Center/Glendale WS	34	1.7%	61	1.5%	95	1.5%
00307 Westlake Worksource Center	0	0.0%	1	0.0%	1	0.0%
00312 MCS/Hollywood WS	5	0.2%	7	0.2%	12	0.2%
00316 CCD/Wilshire-Metro WS	0	0.0%	2	0.0%	2	0.0%
00317 PACE/Westlake WS	0	0.0%	3	0.1%	3	0.0%
00319 Pasadena JS	35	1.7%	45	1.1%	80	1.3%
00320 Foothill Workforce Investment Board	0	0.0%	1	0.0%	1	0.0%
00422 Irvine WS	166	8.2%	61	1.5%	227	3.7%
00900 Pomona WS (IAW; REF 00130)	0	0.0%	4	0.1%	4	0.1%
01000 San Fernando Valley Cluster (WS) Pacoima	8	0.4%	97	2.3%	105	1.7%
01100 Canoga Park/West Hills WorkSource Ctr (JS)	0	0.0%	23	0.6%	23	0.4%
01101 Van Nuys/N. Sherman Oaks WorkSource Ctr	0	0.0%	2	0.0%	2	0.0%
01130 San Fernando Valley Cluster (WS) Van Nuys	0	0.0%	13	0.3%	13	0.2%
01400 Los Angeles South Bay JS	0	0.0%	6	0.1%	6	0.1%
01412 Inglewood JS	11	0.5%	54	1.3%	65	1.1%
01430 Harbor AJCC JS	7	0.3%	46	1.1%	53	0.9%
01460 Torrance JS	4	0.2%	12	0.3%	16	0.3%
03300 OAKLAND/Alameda	0	0.0%	75	1.8%	75	1.2%
03325 Hayward JS	0	0.0%	13	0.3%	13	0.2%
03330 Fremont JS	0	0.0%	23	0.6%	23	0.4%
03331 Eden Area AJCC	0	0.0%	2	0.0%	2	0.0%

03900 Rancho Cucamonga Employment Resource Ctr.	155	7.7%	103	2.5%	258	4.2%
03913 High Desert Employment Resource Center	14	0.7%	71	1.7%	85	1.4%
03955 San Bernardino Employment Resource Center	11	0.5%	194	4.7%	205	3.3%
04213 Santa Ana Workforce Services	20	1.0%	27	0.7%	47	0.8%
04217 Westminster Job Service	35	1.7%	69	1.7%	104	1.7%
04500 Salinas AJCC	0	0.0%	14	0.3%	14	0.2%
04502 Monterey JS	1	0.0%	16	0.4%	17	0.3%
04520 Hollister JS	0	0.0%	2	0.0%	2	0.0%
04530 Capitola JS	0	0.0%	2	0.0%	2	0.0%
04800 Imperial County Workforce Development Office	21	1.0%	34	0.8%	55	0.9%
04820 Calexico JS	6	0.3%	9	0.2%	15	0.2%
05900 SACRAMENTO Woodland/Yolo	1	0.0%	103	2.5%	104	1.7%
05904 Woodland JS	0	0.0%	17	0.4%	17	0.3%
06200 Modesto JS	96	4.8%	84	2.0%	180	2.9%
06201 Turlock JS	9	0.4%	10	0.2%	19	0.3%
06220 Merced Workforce Services Office	350	17.4%	39	0.9%	389	6.3%
06223 Merced Adult School	14	0.7%	0	0.0%	14	0.2%
06240 Los Banos Workforce Services Office	10	0.5%	2	0.0%	12	0.2%
06900 S.CLARA Co. S.Jose/Campbl/Sunnyvale/Hollister/Gilr	4	0.2%	32	0.8%	36	0.6%
06920 Gilroy JS	0	0.0%	2	0.0%	2	0.0%
06930 Sunnyvale JS	0	0.0%	21	0.5%	21	0.3%
07200 Santa Maria Workforce Resource Center JS	2	0.1%	46	1.1%	48	0.8%
07200 Santa Maria Workforce Resource Center WS	0	0.0%	4	0.1%	4	0.1%
Report Total:	**2,017**	**100.0%**	**4,150**	**100.0%**	**6,167**	**100.0%**
1						

Clicking on any of the office name hyperlinks will yield a list with detailed information on the referrals for that office. For example, clicking on the **01460 Torrance JS office** which has a total of 17 referrals will display the following list of detailed information for each of those 17 referrals. (shown on the following page)

Referral Reports - Internal Job Order Referral - Detail Report - List Report

- Office Location: 01460 Torrance JS
- by Individual
- Veteran Status: Yes, Eligible Veteran
- Actual Date Between 9/1/2013 and 9/30/2013

Username	First Name	Last Name	City, State Country	JO #	O*Net Code	O*Net Occupation	JO Min Wage	JO Unit of Pay	Referral Type	Referring Office	Referring Staff	Referral Date
21691841	Mr Roderick	Watson	Torrance, CA US	13976595	49909900	Installation, Maintenance, and Repair Workers, All Other	$13.00	Hour	Internet Referral	01460 Torrance JS		9/2/2013
21691841	Mr Roderick	Watson	Torrance, CA US	13977258	49101100	First-Line Supervisors of Mechanics, Installers, and Repairers	$55,000.00	Year	Internet Referral	01460 Torrance JS		9/2/2013
21691841	Mr Roderick	Watson	Torrance, CA US	13977436	49904200	Maintenance and Repair Workers, General	$50,000.00	Year	Internet Referral	01460 Torrance JS		9/14/2013
21691841	Mr Roderick	Watson	Torrance, CA US	13979592	11919900	Managers, All Other	$8.00	Hour	Internet Referral	01460 Torrance JS		9/7/2013
22162096	Maurice	Rankins	Gardena, CA US	13975450	15106100	Database Administrators	$0.00	Year	Staff Referral	01460 Torrance JS	Danny Wilson	9/5/2013
22162096	Maurice	Rankins	Gardena, CA US	13978959	11919900	Managers, All Other	$8.00	Hour	Staff Referral	01460 Torrance JS	Danny Wilson	9/5/2013
22562087	Senichi	Sumi	Torrance, CA US	13962585	43507100	Shipping, Receiving, and Traffic Clerks		Other	Internet Referral	01460 Torrance JS		9/26/2013
22562087	Senichi	Sumi	Torrance, CA US	13973799	41203100	Retail Salespersons	$10.00	Hour	Internet Referral	01460 Torrance JS		9/26/2013
22562087	Senichi	Sumi	Torrance, CA US	13982234	43508101	Stock Clerks, Sales Floor	$12.00	Hour	Internet Referral	01460 Torrance JS		9/12/2013
22562087	Senichi	Sumi	Torrance, CA US	13982381	43303100	Bookkeeping, Accounting, and Auditing Clerks		Other	Internet Referral	01460 Torrance JS		9/12/2013
22562087	Senichi	Sumi	Torrance, CA US	13986262	43507100	Shipping, Receiving, and Traffic Clerks	$10.00	Hour	Internet Referral	01460 Torrance JS		9/26/2013
23136736	Jason	Houser	Torrance, CA US	13975269	49909800	Helpers--Installation, Maintenance, and Repair Workers	$10.00	Hour	Staff Referral	01460 Torrance JS	Danny Wilson	9/5/2013
23136736	Jason	Houser	Torrance, CA US	13976431	49904300	Maintenance Workers, Machinery		Other	Staff Referral	01460 Torrance JS	Danny Wilson	9/3/2013
24298863	Howard	Weitzenhoffer	Torrance, CA US	13990474	53103100	First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators	$0.00	Hour	Internet Referral	01460 Torrance JS		9/30/2013
24912693	Charles	Hyder	TORRANCE, CA US	13964621	51502100	Print Binding and Finishing Workers	$11.00	Hour	Internet Referral	01460 Torrance JS		9/2/2013
24912693	Charles	Hyder	TORRANCE, CA US	13983077	51904100	Extruding, Forming, Pressing, and Compacting Machine Setters, Operators, and Tenders	$9.00	Hour	Internet Referral	01460 Torrance JS		9/20/2013
28999773	Randy	Kellerhals	Torrance, CA US	13974480	53706200	Laborers and Freight, Stock, and Material Movers, Hand	$12.75	Hour	Internet Referral	01460 Torrance JS		9/4/2013
Total Referrals												

Background Information

(Click here to return to the Table of Contents)

This report is designed to locate individuals by using data they supplied when they entered information through the Resume Builder. Some of this information is not available in the Assist an Individual search screen. This report can be used by the staff members to search for the individuals who may qualify for certain jobs based on the individuals' specific background information. For example, if staff members are looking for individuals who may be qualified for jobs that require specific commercial driving abilities, they could generate a listing of individuals broken down "By Driver's License Endorsements."

To run this report:

- Log into the system. Once logged in, use the left hand navigation
- Under "**Reports**," click on "**Detailed Reports**"
- Scroll down to "**Individual Reports**," then click on "**Background Information**." You will get the following screen with a list of categories of the background information that you may run. Please note that the category you select will determine the output of the report.

The following is a brief description of each category.

List – Provides a list of the individuals with their username, full name, city, state, country, and registration or last access date (depending on what filter was used for the date). The username is a link to the individual profile.

By Individual Relies on Public Transportation – Provides the total number of individuals based on their Yes/No response to the question pertaining to their dependence on public transportation. Responses are links to the username which in turn links to the individual's profile.

By Driver's License Endorsements – Provides the total number of individuals based on their response to the driver's license endorsement question. The responses are links to the username which links to the individual's profile.

By Actual Occupation Experience – Provides the total number of individuals based on their actual occupation experience. The report list the occupation experience by O*NET code. The responses are links to the list of the individuals with their usernames that link to the individual's profile.

By Desired Salary – Lists the total number of individuals by their indicated desired salary. The listed salary is a link to the list of individuals with their usernames that link to the individual's profile.

By Educational Category – Provides a list of total number of individuals based on their educational category they indicated. Responses are links to the list of individuals with their username that links to the individual's profile.

By Desired Work Location – Lists the total number of individuals based on their indicated desired work location county. Work locations link to the list of individuals and their usernames that link to the individual's profile.

By Access to Motor Vehicles – Lists the total number of individuals based on their Yes/No response to the question regarding whether or not they have access to a motor vehicle. Responses are links to the list of individuals with their usernames that link to the individual's profile.

By Driver's License Type – Lists the total number of individuals by the type of driver license they hold (i.e. commercial, regular, learner's permit, etc.). Responses are links to the list of individuals with their usernames that link to the individual's profile.

By Desired Occupation – Lists the total number of individuals by their indicated desired occupation. Responses are links to the list of the individuals and their usernames that link to the individual's profile.

By Education Level – Lists the total number of individuals by their level of educational achievement (i.e. high school diploma, B.A. degree, etc.). Responses are links to the list of individuals and their usernames that link to the individual's profile.

- After you select the desired category by clicking on it, another screen is displayed allowing you to choose any of the following listed filters for your report.
    - Local LWIA/Region Status
    - Local LWIA/Region
    - State
    - Type of Age
    - Desired Salary
    - Public Transportation
    - Access to Motor Vehicle
    - Driver's License Endorsement Type
    - Driver's License Type
    - Education Level
    - Educational Category
    - Actual Occupation Experience
    - Filter Date By
    - Date Range

- After you select the filters for your report, click on "Display Report" to generate the report.
- At the bottom of report screen, you will be given the option to export the report data to any of the following programs.

    - **Excel** – Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.

    - **CSV** – This file type is primarily associated with 'Comma-Separated Variables'. A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).

    - **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.

    - **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.

    - **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.

    - **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others.

See the example of this report on the following page.

CalJOBS

List of Background Information By Education Level where Registration Date between 01/08/2014 and 02/07/2014.

Education Achievement Level	Total
1 Year at College or a Technical or Vocational School	164
10th Grade Completed	4
11th Grade Completed	6
12th Grade & Did Not Graduate or Certificate of High School Attendance	16
2 Years at College or a Technical or Vocational School	142
2nd Grade Completed	1
3 Years at College or a Technical or Vocational School	78
3rd Grade Completed	1
4th Grade Completed	1
6th Grade Completed	2
9th Grade Completed	2
Associate's Degree	150
Bachelor's Degree	501
Certificate of Attendance/Completion (Disabled Individuals)	1
Doctorate Degree	52
General Educational Development (GED) Certificate	34
High School Diploma	348
Master's Degree	169
No School Grades Completed	3
Specialized Degree (e.g. MD, DDS)	13
Vocational School Certificate	71
Total Rows: 21	**1,759**

Records per page: 50

Excel CSV Pipe Delimited Graph Print PDF

Change Report Search Criteria

Select Another Background Information Report

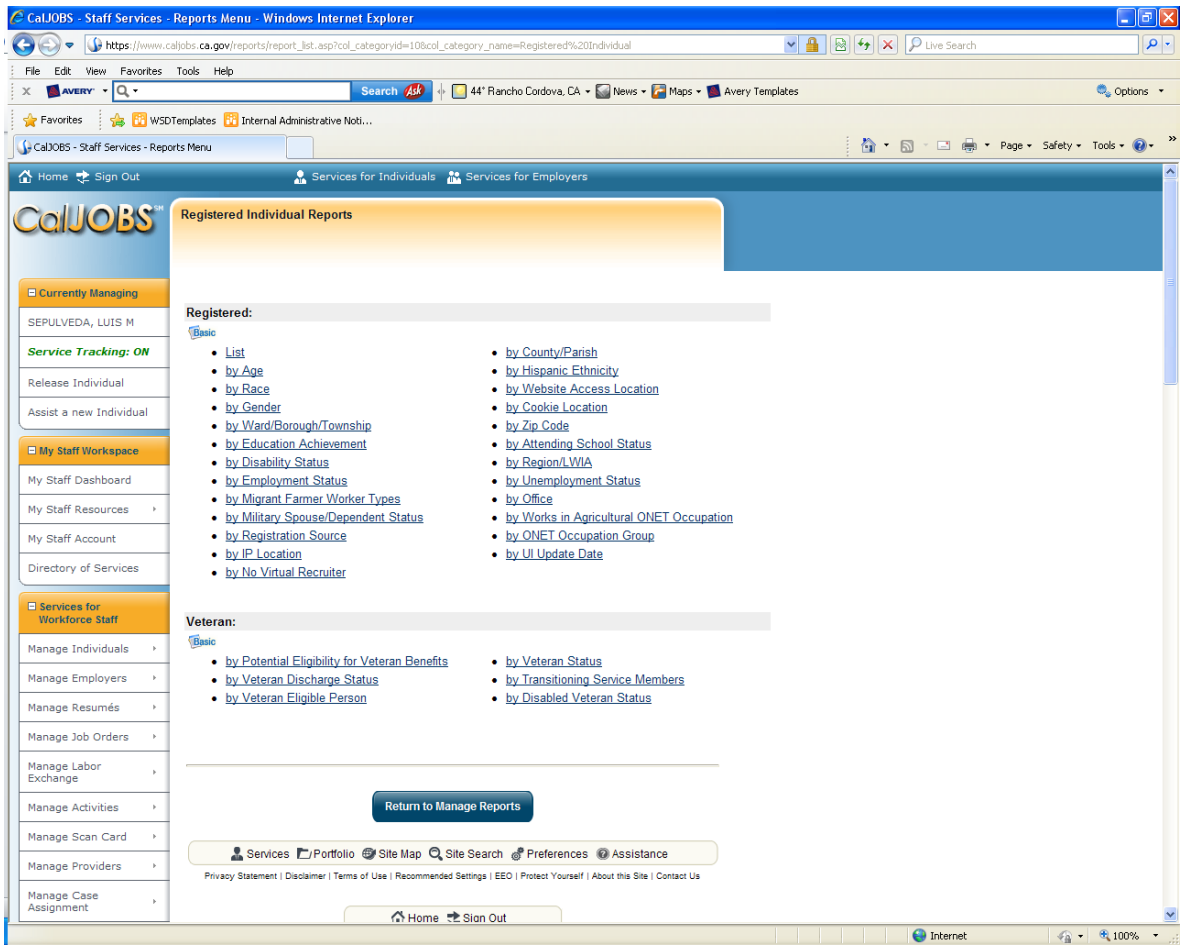
Registered Individual Report

(Click here to return to the Table of Contents)

This report shows the total number of individuals who have registered in the system. This report bears no relation to whether the registered individuals are enrolled in a federal program or are actually using the system. The report simply displays statistics on individuals registered either at an American Job Center of California[SM] (AJCC) or remotely via internet.

To run this report:

- Log into the system. Once logged in, use the left hand navigation
- Under "**Reports**," click on "**Detailed Reports**"
- Scroll down to the "**Individual Reports**" section, click on "**Registered Individual**." You will get the following screen with a list of categories that you can select for your report.



Please note the category that you select will determine the output of the report. Below is a brief description of each category:

List – Provides a list of all the registered individuals based on the filters used. It lists the individual's username, name, city, state, county, and registration date. The "user name" is a link to the individual's profile.

By Age – Lists the percentage and total number of registered individuals by the age range. The age ranges are: Under 19, 19-21, 22-32, 33-44, 45-54, 55-64, and 65+. The age ranges are links to the actual user names.

By Race – Lists the percentage and total number of registered individuals by their indicated races. The responses are links to the actual user names.

By Gender – Lists the percentage and total number of registered individuals by gender (male/female). Responses (male/female) are links to the actual user names.

By Ward/Borough/Township – Lists the registered individuals by ward/borough/township if those geographic designations are pertinent with the operating system.
Not in use in California.

By Education Achievement – Lists the percentage and the total number of registered individuals by their education achievement levels (i.e. High School Diploma, GED, etc.). Responses are links to the the actual user names.

By Disability Status – Lists the percentage and total number of the registered individuals and their (yes/no) responses to the Disability Status question. Responses are links to the actual user names.

By Employment Status – Lists the percentage and total number of registered individuals by their employment status at the time of registration. Responses are links to the actual user names.

By Migrant Farmer Worker Types - Lists the percentage and the total number of the registered individuals by the (yes/no) responses they selected for the Migrant/Seasonal Farm Worker question on the registration form. Responses are links to actual user names.

By Military Spouse/Dependent Status – Lists the percentage and total number of registered individuals by the reponses they selected for the Military Spouse/Dependent Status question. Responses are links to actual user names.

Registration Source – Lists the percentage and total number of registered individuals by the way they registered in the systems (i.e. self service entry, staff entered entry, unemployment claimants-interface, etc.). Reponses are links to actual user names.

By IP Location – Lists registered individuals based on their IP (internal protocol) location during registration in the system. Responses are links to actual user names.

By No Virtual Recruiter – Lists registered individuals who do not have virtual recruiter as part of their profile. The "username" is a link to the individual's profile.

By County/Parish – Lists the registered individuals by county/parish locations. Locations are links to the actual user names.

By Hispanic Ethnicity – Lists the percentage and the total number of registered individuals based on their (yes/no/Info not provided/not specified) response to the ethnicity question they selected on the registration form. Responses are links to the actual user names.

By Web Site Access Location – Lists the percentage and total number of registered individuals by where they accessed the system (i.e. home, work, job fair, etc.). Locations are links to the actual user names.

By Cookie Location – Lists the percentage and the total number of registered individuals by cookie locations. Responses are links to the actual user names.

By Zip Code – Lists the percentage and total number of the registered individuals by their zip code. Zip codes are links to actual user names.

By Attending School Status - Lists the percentage and total number of registered individuals by their responses indicating whether they are currently attending school. Responses are links to the actual user names.

By Region/LWIA – Lists the percentage and the total number of registered individuals by the Region/LWIA they are associated with. Regions are links to the actual user names.

By Unemployment Status – Lists percentage and total number of registered individuals by their selection of whether they are receiving unemployment benefits. Responses are links to the actual user names.

By Office – Lists the percentage and total number of registered individuals by the office they are associated with. Offices are links to the user names.

By Works in Agricultural ONET Occupation – Lists the percentage and total number of registered individuals based on their response to the question related to agricultural occupations. Answers are links to the actual user names.

By ONET Occupation Group – Lists the percentage and total number of registered individuals based on their responses to the ONET occupational group questions. Responses are links to the actual user names.

By UI Update Date – Lists the percentage and total number of registered individuals based on their UI update dates. Responses are links to the actual user names.

The following additional cateorgies for Veterans are available that you may select from:

By Potential Eligibility for Veteran Benefits – Lists the percentage and total number of the registered individuals who are veterans and who responded (yes/no) that they may potentially be eligible for veteran benefits. Responses are links to the actual user names.

By Veteran Discharge Status – Lists the percentage and total number of registered veterans by the discharge status they indicated at registration. Responses are links to the user names.

By Veteran Eligible Person – Lists the percentage and total number of registered veterans by their answer to the veteran eligible person question during the registration process. Responses are links to the user names.

By Veteran Status – Lists the percentage and total number of registered individuals based on their responses to the veteran status question. Respones are links to the actual user name.

By Transitioning Service members – Lists registered individuals by their response to the veteran transitioning service member question. Responses are links to the actual user name.

By Disabled Veteran Status – Lists the percentage and total number of the registered veterans by their reponses to the question regarding disability status. Responses are links to the end user.

- Click on the desired category. After you click on a category, you will get the screen that will allow you to choose report filters. Filters will help to narrow down the information on your report according to your specification. For example, if you want to know how many of the Migrant/Seasonal farm workers who have registered in a particular office have resumes in file, then you can select the "**by Migrant Farmer Worker Types**" category and filter by **Region/LWIA**, by **office location**, and by **resume status**.

  Following is a list of all the available filters for this report.

  - State
  - Type of Age
  - Gender
  - Race
  - Hespanic
  - Haitian
  - Educational Achievement
  - Attending School Status
  - Disability Status
  - Offender Status
  - Resume Status
  - Employment Status
  - Unemployment Claimant
  - UI Claimant Type
  - Veteran Status
  - Discharge Status
  - Served In Military
  - Transitioning Service Members
  - Veteran eligible Person
  - Spouse/Dependent Active Duty Military
  - Region
  - Office
  - Cookie Location
  - Website Access Location
  - Migrant and Seasonal Farm Worker
  - Agricultural ONET Occupations
  - ONET Occupational Groups
  - Looking for Work
  - Spouse or Widow of Veteran
  - Heard About Site
  - Scan Card Assignment
  - Registration Source
  - Filter Date By
  - Set Date Range

- After selecting the appropriate filter, scroll down to the bottom of the page and click on "**Display Report**" to generate the report. You will also have the option to export the report to any of the following programs by clicking on the appropriate button at the bottom of the report screen:

  - **Excel -** Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.
  - **CSV** – This file type is primarily associated with 'Comma-Separated Variables'. A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).

- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.
- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a portable format so you can share it electronically with others.

See below for an example of this report.

Registered Individual Report: By Office
Filter by: Region/LWIA, Date

List of all Registered Individuals by Office Location With An LWIA/Region of Sacramento Employment and Training Agency where Registration Date is between 12/29/2013 and 01/17/2014.

Office	Total	% Total
05900 SACRAMENTO Woodland/Yolo	921	82.60%
38000 Workforce Services Division	194	17.40%
Total Rows: 2	**1,115**	**100.00%**

Records per page: 50

Excel CSV Pipe Delimited Graph Print PDF

Change Report Search Criteria

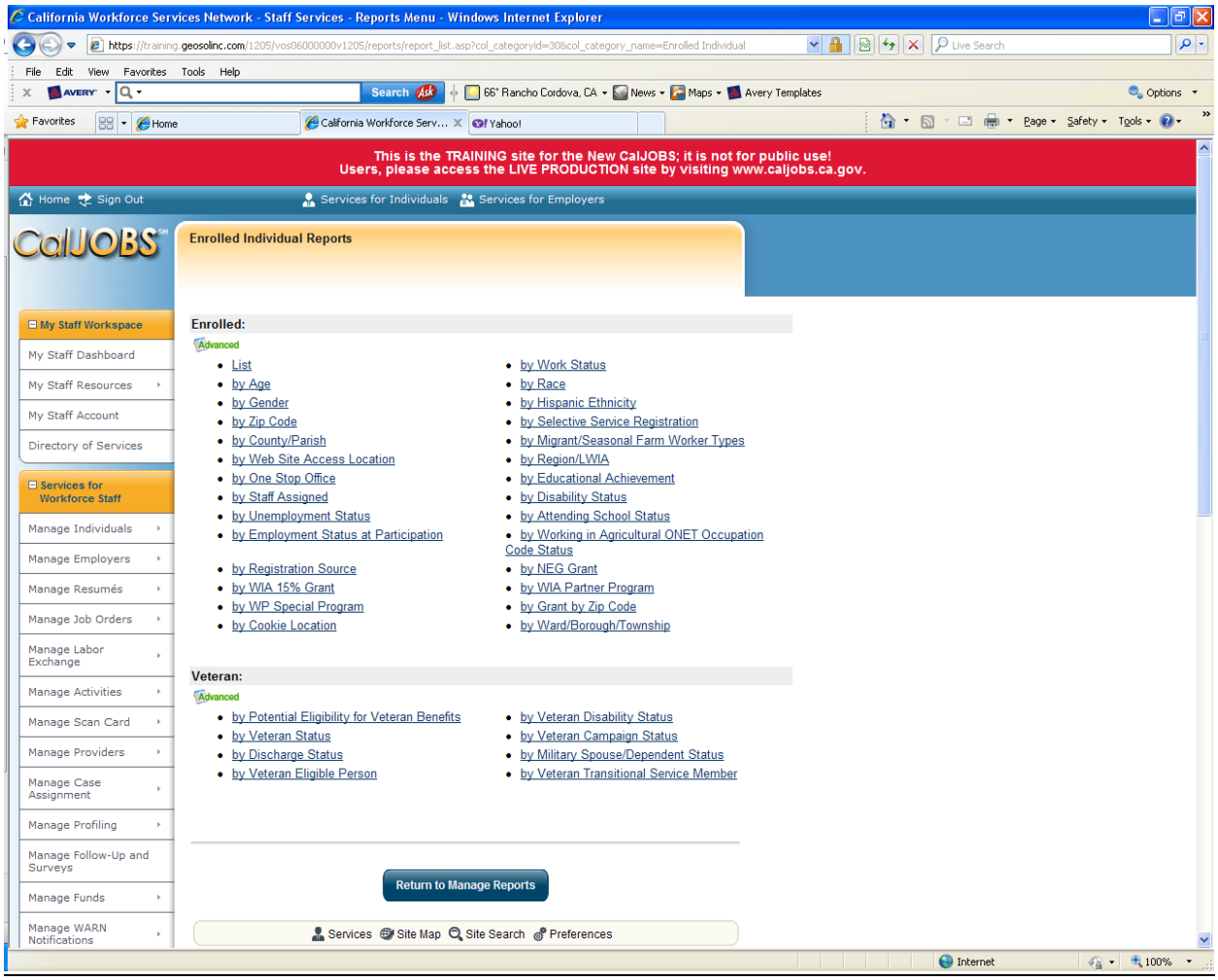
Enrolled Individual Report

(Click here to return to the Table of Contents)

This report shows a list of all the enrolled individuals in a selected federal program (WIA, W-PA, TAA, etc.) within an identified time period.

To run this report:

- Log into the system. Once logged in, use the left hand navigation
- Under "**Reports**," click on "**Detailed Reports**"
- Scroll down to the Individual Reports section, click on "**Enrolled Individual**." You will get the following screen with a list of categories that you can choose from to exhibit on the report.



Please note the category that you select, will determine the output of the report. For example, if you select the “By Age” category, your report will show the percentage and total number of the enrolled individuals in each age bracket. Below is a brief description of each category:

List – provides a list of all the enrolled individuals in a selected federal program. The report will list the individuals by: name, address, office location where they enrolled in, app ID, and user name. The “user name” is a link to the individual’s profile folder.

By Age – lists the percentage and total number of the enrolled individuals by an age range. The age ranges are: Under 19, 19-21, 22-32, 33-44, 45-54, 55-64, and 65+. The age ranges are links to the actual user names.

By Gender – lists the percentage and total number of the enrolled individuals by gender (male/female). Responses (male/female) are links to the actual user names.

By Zip Code – lists the percentage and total number of the enrolled individuals by their zip code. Zip codes are links to actual user names.

By County/Parish – lists the enrolled individuals by county locations even those outside of the system’s region or state. Counties are links to the actual user names.

By Web Site Access Location – lists the percentage and total number of the enrolled individuals by where they accessed the system (i.e. home, work, job fair, etc.). Locations are links to the actual user names.

By AJCC– lists the percentage and total number of the enrolled individuals by the office they are associated with. Offices are links to the user names.

By Staff Assigned – lists the percentage and total number of the enrolled individuals by the staff member to whom their case is assigne to. Staff member names are links to the actual user names.

By Unemployment Status – lists percentage and total number of the enrolled individuals by their selection of whether they are receiving unemployment benefits. Responses are links to the actual user names.

By Employment Status at Participation – lists the percentage and total number of the enrolled individuals by their employment status at the time of enrollment. Responses are links to the actual user names.

By Registration Source – lists the percentage and the total number of the enrolled individuals by their registration source (i.e. staff assisted, self-service, etc.). Responses are links to the actual user names.

By WIA 15% Grant – lists the individuals who are enrolled in a WIA 15% Grant. Responses are links to the actual user names.

By WP Special Program – lists the individuals that are enrolled in any Wagner-Peyser special program. Responses are links to the actual user names.

By Cookie Location – lists the percentage and the total number of the enrolled individuals by cookie caching locations. Responses are links to the actual user names.

By Work Status – lists the percentage and total number of the enrolled individuals by the responses they provided for their employment status (i.e. working full time, not employed, etc.). Responses are links to the actual user names.

By Race – lists the percentage and total number of the enrolled individuals by their indicated race. The responses are links to the actual user names.

By Hispanic Ethnicity – lists the percentage and the total number of the enrolled individuals based on their (yes/no/Info not provided/not specified) response on the ethnicity they selected on the registration form. Responses are links to the actual user names.

By Selective Service Registration – lists the percentage and total number of the enrolled individuals and their reponses whether they registered with selective service. Responses are links to the actual user names.

By Migrant/Seasonal Farm Worker Types - lists the percentage and the total number of the enrolled individuals by the response they selected for the Migrant/Seasonal Farm Worker Type question. The responses are links to actual user names.

By Region/LWIA – lists the percentage and the total number of the enrolled individuals by the Region/LWIA they are associated with. Regions are links to the actual user names.

By Educational Achievement – lists the percentage and the total number of the enrolled individuals by their education achievement levels (ie. High School Diploma, GED, etc.). Responses are links to the the actual user names.

By Disability Status – lists the percentage and total number of the enrolled individuals and their (yes/no) responses to the Disability Status question. Responses are links to the actual user names.

By Attending School Status - lists the percentage and total number of the enrolled individuals by their responses of whether they are currently attending school. Responses are links to the actual user names.

By Working in Agricultural ONET Occupation Code Status – lists the percentage and total number of the enrolled individuals by ONET codes related to agricultural occupations. Answers are links to the actual user names.

By NEG Grant – Lists the individuals who are enrolled in an NEG Grant. Responses are links to the actual user names.

By WIA Partner Program – lists the enrolled individuals who are enrolled in a WIA Partner Program. Responses are links to the actual user names.

By Grant by Zip Code – lists the enrolled individuals by grant type and by zip code. Responses are links to the user names.

By Ward/Borough/Township – lists the enrolled individuals by ward/borough/township if those geographic designations are pertinent with the operating system.

In addition to the above categories, there are the following cateorgies for Veterans that you may select from:

By Potential Eligibility for Veteran Benefits – lists the percentage and total number of the enrolled individuals who are veterans and who responded (yes/no) that they may potentially be eligible for veteran benefits. Responses are links to the actual user names.

By Veteran Status – lists the percentage and total number of the enrolled individuals who responded (yes/no) regarding veteran eligibility. Respones are links to the actual user name.

By Discharge Status – lists the percentage and total number of the enrolled veterans by the discharge status they indicated at registration. Responses are links to the user names.

By Veteran Eligible Person – lists enrolled veterans by the answer to the veteran eligibility question during the registration process. Responses are links to the user names.

By Disabled Veteran Status – lists the percentage and total number of the enrolled veterans by their reponse to the question regarding their disability status. Responses are links to the end user.

By Veteran Campaign Status – lists enrolled veterans by their campaign status (yes/no/information not provided).

By Military Spouse/Dependent Status – lists percentage and the total number of the enrolled individuals by their answer (yes/no/information not provided) to the military spouse or military dependent question. Answers are links to the user name.

By Veteran Transitional Service member – lists enrolled individuals by their response to the veteran transitional service member question. Responses are links to the actual user name.

- Click on the category of your interest. As soon as you click on a category, you will get the "**Selection Criteria**" screen that allows you to choose some report filters. Filters will allow you to narrow down the information on your report to the specifics that you want. For example, if you want to know how many of the Migrant/Seasonal farm workers who have enrolled in a particular office have resumes in file, then you can filter by **Region/LWIA**, by **office location**, and by **resume available**.

Following is a list of all the available filters for all the categories of the Enrolled Individual report.

- Program (WIA,WP,etc)
- Special Program Status
- Special Program
- Region/LWIA Status
- Region/LWIA
- Office Status
- Office Location
- TANF Office Information
- Outside the US?
- State
- County/Parish
- City
- Zip Code
- Web Access Location
- Cookie Location
- Registration Source
- Heard about Site?
- Age Selection
- Gender
- Disability Status
- Race & Ethnicity
- Educational Achievement Leve
- Registered with the Selective Service
- Employment Status at Participation
- Current Unemployment Status
- UI Claimant
- Dislocated Worker
- Attended a Rapid Response Event
- Looking for Work
- Resume Available
- Military, Veteran or Spouse of Veteran
- Case Assignment Level
- Group Status
- Case Manager Group
- Case Manager Status
- Assigned Case Manager
- Current Active Individual Status
- Date

- After selecting the appropriate filter, scroll down to the bottom of the page and click on “**Run Report**” to generate the report.

Refer to the following pages to see examples of the Enrolled Individual Reports.

Example 1: Enrolled Individuals Report with the following specifications:
Selected Category: **By AJCC**
Selected Filters: **Program** (Wagner-Peyser)
Region/LWIA (Sacremento Employment and Training Agency)
Date (Last 90 days)

Enrolled Individuals - By Office

- Participation Date: 4/25/2013 to 7/23/2013
- Report Type: Wagner-Peyser (WP) Program
- Region/LWIA Name: Sacramento Employment and Training Agency

Office	Total	% Total
03330 Fremont JS	1	0.01 %
16000 ROSEVILLE/Auburn	1	0.01 %
05900 SACRAMENTO Woodland/Yolo	12005	78.92 %
05932 NorCal Services for the Deaf and Hard of Hearing	1	0.01 %
16018 NorCal Center on Deafness	26	0.17 %
05911 Sacramento Employment Training Agency SETA	123	0.81 %
05933 SETA Sacramento Co Employment and Training	2	0.01 %
38000 Workforce Services Division	3048	20.04 %
17500 Stockton JS	2	0.01 %
12965 Fairfield-North Bay JS	1	0.01 %
05904 Woodland JS	1	0.01 %
Total Rows: 11		

The listed offices on the above report are links to the user name of the enrolled individuals. If you click on any of the offices on the report, you will get a detailed list of all the enrolled individuals. For example, if you click on the "**17500 Stockton JS**" office that shows 2 enrolled individuals, you will get the following list.

Enrolled Individuals - List

- Participation Date: 4/25/2013 to 7/23/2013
- Report Type: Wagner-Peyser (WP) Program
- Region/LWIA Name: Sacramento Employment and Training Agency

User Name	App ID	First Name	Last Name	City	State	Country	Office Location	Assigned Case Mgr	Particpation Date	Prior Participation	Map
28903973	12021198	ROSALBA	ARTACHO	GALT	CA	US	17500 Stockton JS	No Case Assignmt	06/10/2013	No	Map
28930421	12072461	RODOLFO	MARTINEZ	GALT	CA	US	17500 Stockton JS	No Case Assignmt	06/24/2013	No	Map
Total Enrolled Individuals: 2											

Example 2: Enrolled Individuals Report with the following specifications:

Selected Category: **By AJCC**

Selected Filters: **Program** (Wagner-Peyser)
Region/LWIA (Sacremento Employment and Training Agency)
Office Location (05900 Sacramento Woodland/Yolo)
Date (Last 90 days)

Enrolled Individuals - By Office

- Participation Date: 4/25/2013 to 7/23/2013
- Report Type: Wagner-Peyser (WP) Program
- Region/LWIA Name: Sacramento Employment and Training Agency
- AJCC Location: 05900 SACRAMENTO Woodland/Yolo

Office	Total	% Total
05900 SACRAMENTO Woodland/Yolo	12005	100.00 %
Total Rows: 1		

Example 3: Enrolled Individuals Report with the following specifications:

Selected Category: **By Migrant/Seasonal Farm Worker Status**

Selected Filters: **Program** (Wagner-Peyser)
Region/LWIA (Employers' Training Resource)
Office Location (13535 Delano WS)
Date (Last 30 days)

Enrolled Individuals - By Migrant/Seasonal Farm Worker Status

- Participation Date: 6/24/2013 to 7/23/2013
- Report Type: Wagner-Peyser (WP) Program
- Region/LWIA Name: Employers' Training Resource
- AJCC Location: 13535 Delano WS

Migrant/Seasonal Farm Worker Status	Total	% Total
Migrant Farm Worker	55	10.13 %
No	476	87.66 %
Seasonal Farm Worker	12	2.21 %
Total Rows: 3		

Example 4: Enrolled Individuals Report with the following specifications:

Selected Category: **By Disabled Veteran Status**

Selected Filters: **Program** (Wagner-Peyser)
Region/LWIA (San Diego Workforce Partnership, Inc.)
Office Location (08100 Oceanside Workforce Services)
Date (Last 180 days)

Enrolled Individuals - By Disabled Veteran Status

- Participation Date: 1/25/2013 to 7/23/2013
- Report Type: Wagner-Peyser (WP) Program
- Region/LWIA Name: San Diego Workforce Partnership, Inc.
- AJCC Location: 08100 Oceanside Workforce Services

Disabled Veteran Status	Total	% Total
Information Not Provided	10124	54.38 %
No	7978	42.85 %
Yes, Disabled	246	1.32 %
Yes, Special Disabled (greater than 30%)	270	1.45 %
Total Rows: 4		

Example 5: Enrolled Individuals Report with the following specifications:

Selected Category: **By Age**

Selected Filters**:** **Program** (Wagner-Peyser)
Region/LWIA (Alameda County Workforce Investment)
Date (Last 7 days)

Enrolled Individuals - By Age

- Participation Date: 7/16/2013 to 7/22/2013
- Report Type: Wagner-Peyser (WP) Program
- Region/LWIA Name: Alameda County Workforce Investment Board

Registration Age	Total	% Total
19-21	11	2.48 %
22-32	99	22.30 %
33-44	121	27.25 %
45-54	99	22.30 %
55-64	98	22.07 %
65 and Older	16	3.60 %
Total Rows: 6		

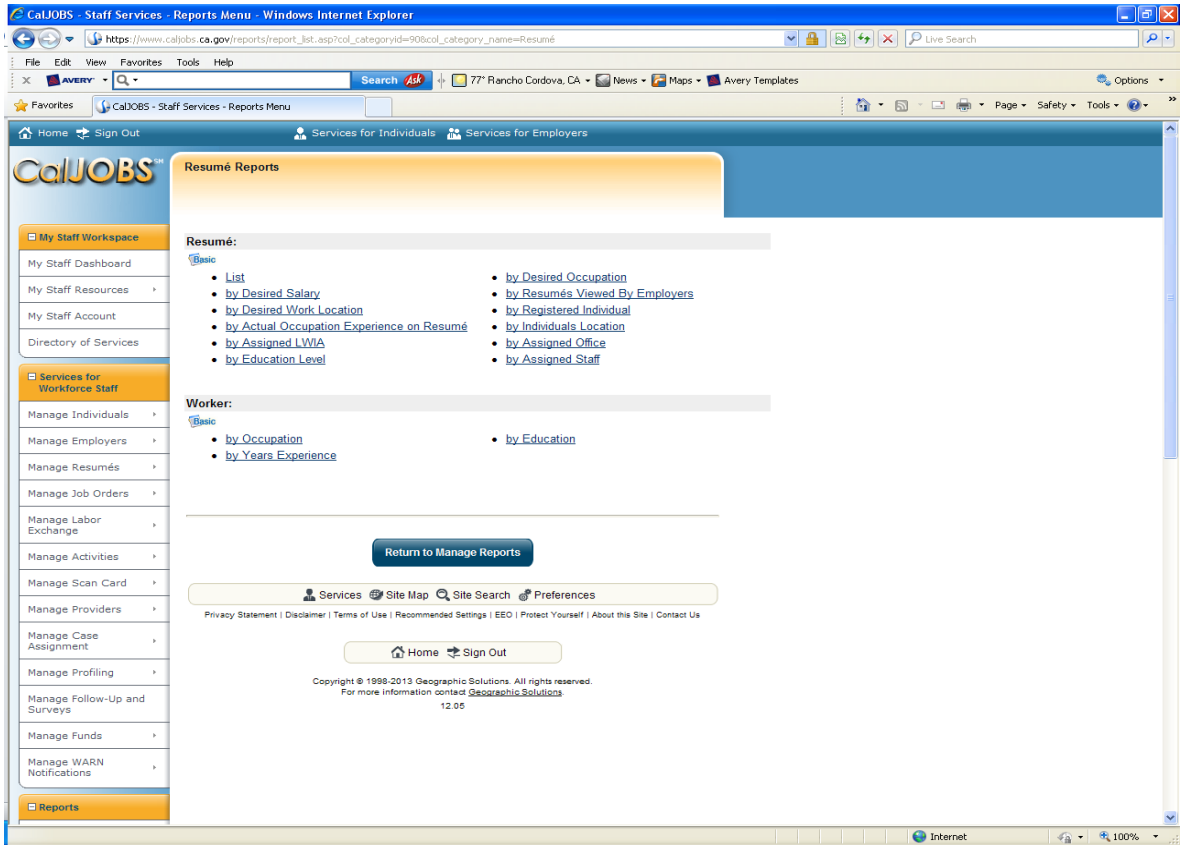
Résumé Report

(Click here to return to the Table of Contents)

This report shows information about the resumes created by the individuals who registered in the system. The report helps staff members manage the resumes by either working on behalf of the job seekers to identify which employers viewed their resumes or by working on behalf of the employers to locate individuals whose goals will align with the employers' goals.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel.
- Under "Reports," click on "**Detailed Reports**."
- Under the "Individual Reports," click on "**Resume**." The screen below will display a list of categories that you can select to appear on your report.



Note that the category you select will determine the output of the report. For example, selecting "**by Desired Occupation**," will display the total number of

resumes listed by the desired occupation. Below is a brief description of each available category.

List – Provides a list of individuals that have resumes in the system. It lists the individuals' name, address, user name, date resume was created, resume title, and the desired occupation. Username is a link to the individual profile and resume title is a link to the resume.

By Desired Salary – Lists the total number of resumes by the individual's desired salary. The desired salary is a link to a list that contains the username and the resume title. Username links to the individual's profile and the resume title links to the individual's resume.

By Desired Work Location – Lists the total number of resumes by the desired work location indicated by the individuals. The desired work location could be a state, county, or another designation. The desired location is a link to a list that contains the username and the resume title. Username links to the individual's profile and the resume title links to the individual's resume.

By Actual Occupation Experience on Resume – Lists the total number of resumes by the actual occupational experience. The occupational experience is a link to a list that contains the username and the resume title. Username links to the individual's profile and the resume title links to the individual's resume.

By Assigned LWIA – Lists the total number of resumes related to the specific LWIA/regions. The listed LWIA is a link to a list that contains the username and the resume title. Username links to the individual's profile and the resume title links to the individual's resume.

By Educational Level – Lists the total number of resumes by the individuals' level of education. Education level is a link to a list that contains the username and the resume title. Username links to the individual's profile and the resume title links to the individual's resume.

By Desired Occupation – Lists the total number of resumes by the desired occupation. Desired occupation is a link to a list that contains the username and the resume title. Username links to the individual's profile and the resume title links to the individual's resume.

By Resumes Viewed by Employers – Lists the total number of the resumes by the employers who viewed those resumes. The Company/Employer name is a link to a list that contains the username and the resume title. Username links to the individual's profile and the resume title links to the individual's resume.

By Registered Individual – Lists total number of resumes by the individual who created them. The name is a link to a list that contains the username and the

resume title. Username links to the individual's profile and the resume title links to the individual's resume.

By Individuals Location – Lists total number of resumes by the location of the individual. The location is a link to a list that contains the username and the resume title. Username links to the individual's profile and the resume title links to the individual's resume.

By Assigned Office – Lists the total number of resumes by the offices within LWIA/Regions. The office name is a link to a list that contains the username and the resume title. Username links to the individual's profile and the resume title links to the individual's resume.

By the Assigned Staff – Lists the total number of resumes of individuals by the staff they are assigned to for assistance. The staff name is a link to a list that contains the username and the resume title. Username links to the individual's profile and the resume title links to the individual's resume.

By Occupation – Lists the total number of individuals by their desired job title. Job title is a link to a list that contains the username and the resume title. Username links to the individual's profile and the resume title links to the individual's resume.

By Years of Experience – Lists the total number of individuals by the years of their experience. Year of experience is a link to a list that contains the username and the resume title. Username links to the individual's profile and the resume title links to the individual's resume.

By Education – Lists the total number of individuals by their education status. Education status is a link to a list that contains the username and the resume title. Username links to the individual's profile and the resume title links to the individual's resume.

- Once you select the category of your choice by clicking on it, the "**Display Options**" screen will appear allowing you to choose certain filters for your report. With filters, you can narrow your report down to the information that fits your criteria.

  Filtering further is usually **not** necessary unless you want very specific information. For example, if you want to know which employers viewed the resumes of the individuals who are eligible veterans, select the category "**By Resumes Viewed by the Employers**" and filter by "**Veteran Status: eligible veteran**." This will retrieve a list of only those employers who viewed the resumes of veteran eligible individuals.

The following is a list of all the available filters:

- Desired Work Location
- Individuals Residential Address
- Assigned Region/Office
- Resume Online
- Resume Active
- Desired Salary
- Desired Occupation
- Shift Availability
- Drivers License Type
- Drivers Lic Endorsement Type
- Education Level
- Attending School
- Current Age
- Migrant Farm Worker
- Employment Status
- Unemployment Status
- Vet, TSM(Transitional Service Member), spouse of a deceased or disabled vet
- Transitioning Service Member
- Disability Status
- Campaign Veteran
- Disabled Veteran
- Recently Separated Veteran
- Veteran Status
- Homeless Veteran
- Military Dependent
- Individual User Status
- Assigned Case Manager
- Program Participation
- Registration Source
- Filter Date By
- Date Range

- After selecting the appropriate filter(s), scroll down to the bottom of the page and click on "**Display Report**" to generate the report. You will also have the option to export the report to any of the following programs by clicking on the appropriate button at the bottom of the report screen:

  - **Excel -** Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.
  - **CSV** – This file type is primarily associated with 'Comma-Separated Variables'. A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
  - **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.

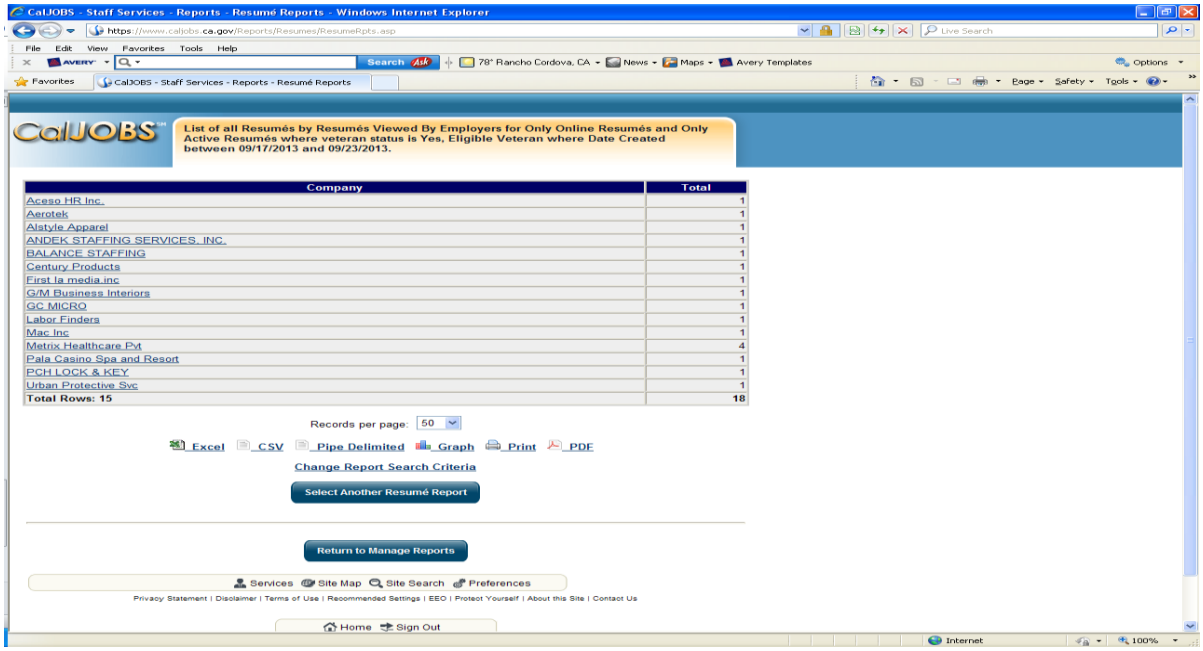
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.
- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. To print this report, use the print button on your main toolbar.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others.

See the following pages for the examples of the Resume Reports.

Resume Report

Category: Resumes Viewed by Employers

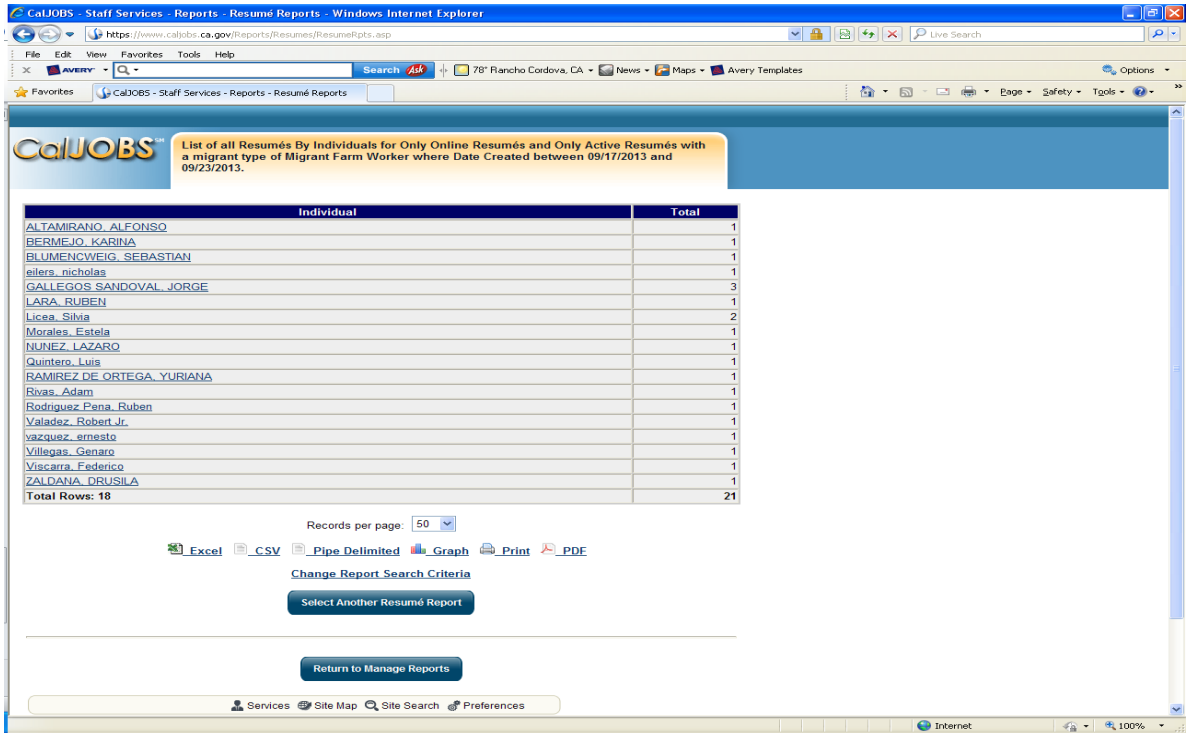
Filters: Veteran Status (Yes, eligible Veteran), Date Range (last 7days)



Resume Report

Category: By Registered Individuals

Filters: Migrant Farm Worker, Date (last 7 days)



Assessment Results

(Click here to return to the Table of Contents)

These reports list assessment outcomes that are part of the Self-Assessment Profile in an individual's profiles. Staff members can find out what specific skills are the most common for a particular area.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel.
- Under "Reports," click on "**Detailed Reports.**"
- Scroll down to "**Miscellaneous Reports.**"
- Then, click on "**Assessment Results**" under "**Result**."

The Assessment Results Reports show the most common assessment results for a particular area or region.

Note: The outcome will vary according to the category selected

Available Categories:

Work Keys by Individual – provides a list of individuals that have Work Keys skills similar to the filtered search criteria used by staff members.

Job skills by Individuals **–** provides a list of individuals that match O*NET job skills similar to the filtered search criteria used by staff members.

Interests by Individual **–** provides a list of individuals that match criteria used against the Workplace Interest Analyzer.

Interests by Occupation **–** provides a list of occupations that match criteria used against the Workplace Interest Analyzer.

Work Values **–** provides a list of individuals that share specific work value outcomes from the work values assessment tool.

Work Keys Summary **–** provides a summary of data pertaining to the Work Keys assessment tool.

Job Skills by Summary **–** provides a list of individuals that share specific O*NET occupational job skills.

Interests **–** provides a list of individuals that share common characteristics with the Work Interests Analyzer.

Personal Skills **–** provides a list of individuals that share common characteristics with the Personal Skills Assessment tool.

Available Filters within each category:

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the Regions/LWIAs.

Office Location Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Office – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the Office Locations.

Set Date Range– By default Last 30 Days is selected but you can select the date range of your interest from the drop down menu. (If Custom Date is selected from the drop down menu then **From:** and **To:** dates must be entered)

After you select the appropriate filters for your report, click on "**Run Report**" to generate the report. Examples of the report are shown on the last page.

Clicking on the blue hyperlinks on the reports generates individual data reports or detailed information based on the category selected.

You will also have the option to export the report to any of the following programs by clicking the appropriate option at the top of the report screen. *(Please note using of the blue hyperlink function on a generated report only work prior to exporting or saving. Blue Hyperlinks do not work if report has been exported or saved.)*

- **Excel -** Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.
- **CSV** – This file type is primarily associated with 'Comma-Separated Variables'. A comma delimited file is a database exported into a format where

each record is a single line and each field in the record is indicated by a comma upon opening in Excel).

- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.
- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others

Equal Employment Opportunity

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These reports document employer, job order, and staff information as they relate to the age, race, and ethnicity of applicants who applied for jobs from preferred employers.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Detailed Reports**"
- Scroll down to "**Miscellaneous Reports**" Then
- Click on "**Equal Employment Opportunity**" under EEO

Note: The available Categories outcome will change per category selected with the available filters.

Available Categories:

Job Order—displays job orders and the race/ethnicity of all applicants that applied and were hired.

Employer – displays job orders by employer, and the race/ethnicity of all applicants that applied and were hired.

Job Order Percentages – Similar to the Job Order report, except outcomes are percentages instead of raw numbers.

Available filters within each category:

Job Order Status – Select *the "Job Order Status"* of your interest from the drop down menu. "**None-Selected**" option will include all the Job Order Status.

Job Order Number(s) – enter Job Order Number(s) to view Job Orders available.

Job Keyword – Enter key words to define your Job Order Search.

Search Options – Select *the "Search Options"* of your interest from the drop down menu. "**None-Selected**" option will include all the *"Search Options"* available.

Job Occupation Group – Select *the "Job Occupation Group"* of your interest from the drop down menu. "**None-Selected**" option will include all the *"Occupation Groups."*

Employer Name – Enter Employer Name to define Employer Search.

Employer Industry Sector – Select *the "Employer Industry Sector"* of your interest from the drop down menu. "**None-Selected**" option will include all *the "Employer Industry Sectors."*

Employer Industry – Select *the "Employer Industry"* of your interest from the drop down menu. "**None-Selected**" option will include all the *"Employer Industry."*

Employer Size – Select *the "Employer Size"* of your interest from the drop down menu. "**None-Selected**" option will default to "0" employees.

Employer Federal Contractor – None Selected/Yes/No. The "**None Selected**" status is selected by default and it should be left as is. "**Yes**" status is used when an employer has a federal contract. "**NO**" status is used when an employer does not have a federal contract.

Employer FEID – Enter *"Federal Employer Identification Number" (FEID)*

Employer UIID – Enter *"Unemployment Insurance Identification Number" (UIID)*

State – Select *the "State"* of your interest from the drop down menu. "**None-Selected**" option will include all the *"States."*

County – Select *the "County"* of your interest from the drop down menu. "**None-Selected**" option will include all the *"County."*

City – Select *the "City"* of your interest from the drop down menu. "**None-Selected**" option will include all *"City."*

Zip Code – Enter correct "Zip Code" based on the State, County and City selected.

Date Range – By default Last 7 Days is selected but you can select the date range of your interest from the drop down menu. (If Custom Date is selected from the drop down menu then **From:** and **To:** dates must be entered)

After you select the appropriate filters for your report, click on "**Run Report**" to generate the report. Examples of the report are shown on the last page.

Clicking on the blue hyperlinks on the reports generates individual data reports or detailed information based on the category selected.

You will also have the option to export the report to any of the following programs by clicking the appropriate option at the top of the report screen. *(Please note using of the blue hyperlink function on a generated report only work prior to exporting or saving. Blue Hyperlinks do not work if report has been exported or saved.)*

- **Excel -** Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.
- **CSV** – This file type is primarily associated with 'Comma-Separated Variables'. A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.
- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others

Survey Report

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The survey reports provide data on survey results, such as the customer feedback forms, to aid in determining the usefulness of the system. Virtual One Stop (VOS) includes online customer satisfaction survey forms for individual participants, employers, and analysts/researchers.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel.
- Under "Reports," click on "**Detailed Reports.**"
- Scroll down to "**Miscellaneous Reports**"
- Then, click on "**Survey**" under Customer Satisfaction Surveys.

Note: All items display the user's answer, number of times answered (how many other responses match the answer), and percentage of total times answered (match responses represent what percentage of overall user answers?)

Available Filters:

Login Type – *Analyst/Employer/Individual/Any.* The ***"Any"*** is selected by default and it should be left as is***. "Any"*** selected will give you all login types.

User Type – Select the ***"User Type"*** of your interest from the drop down menu. *"**Any**"* option will include all User Types.

Region/LWIA Status: ***Active/ Inactive/ All****.* The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select *the* ***"Region/LWIA"*** of your interest from the drop down menu. "**None-Selected**" option will include all the Regions/LWIAs.

Office Location Status – ***Active/ Inactive/ All****.* The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Office – This option is grayed out if no *Region/LWIA* is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within

the selected LWIA. Choose "**None Selected**" if you want to include all the Office Locations.

Set Date Range– By default Last 30 Days is selected but you can select the date range of your interest from the drop down menu. (If Custom Date is selected from the drop the down menu then **From:** and **To:** dates must be entered.

After you select the appropriate filters for your report, click on "**Run Report**" to generate the report. Examples of the report are shown on the last page.

- **Excel -** Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.
- **CSV** – This file type is primarily associated with 'Comma-Separated Variables'. A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.
- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others

Contact Reports

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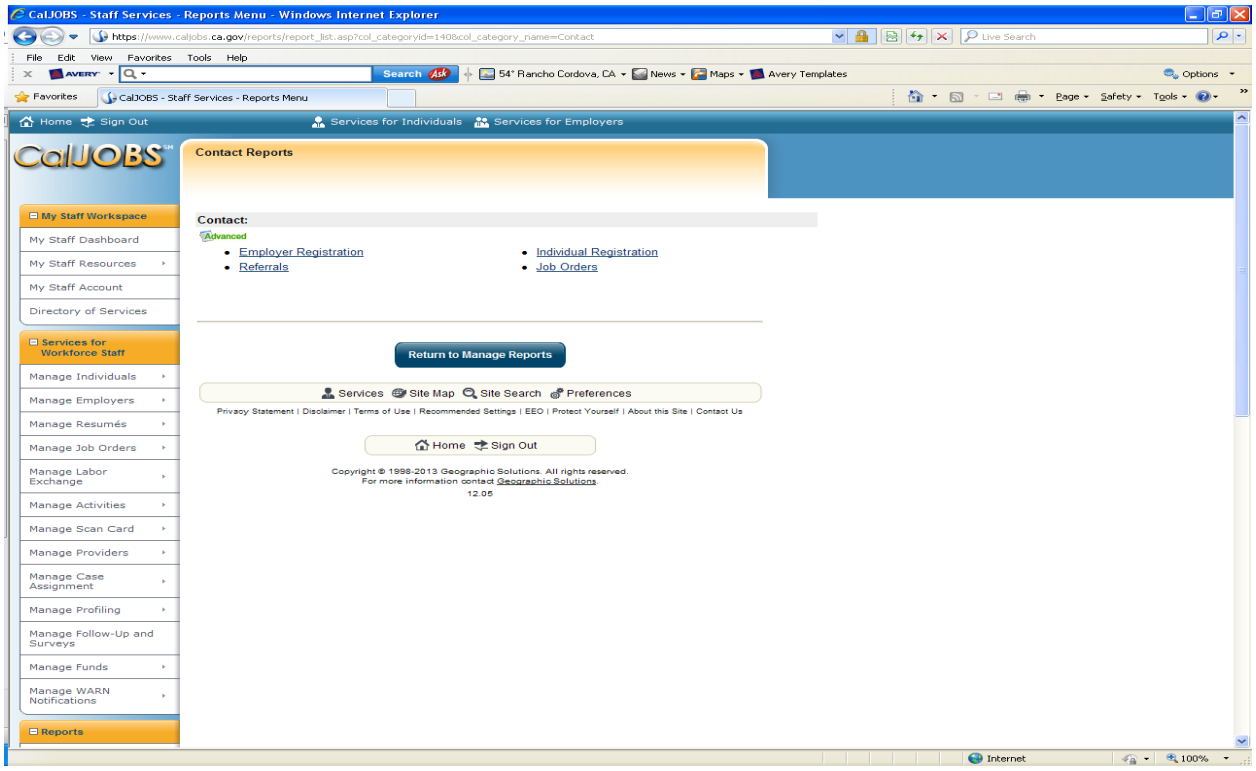
This report provides employers and individuals' contact information for the staff members to use when following up with individuals and employers as needed.

To run this report:

- Log into the system. Once logged in, use the left hand navigation.
- Under "**Reports**," click on "**Detailed Reports.**"
- Under the "**Miscellaneous Reports**" click on "**Contact**." You will get the following screen with a list of different categories of the contact reports that you can run.



The following is a brief description of each category:

Employer Registration – Provides the employer's contact information within a specified area for a defined date range. It lists the employer registration date, FEIN (Federal Employer Identification Number), employer email address, website, contact name and number, and the employer address.

Individual Registration – Provides an individual's contact information within a specified area for a defined date range. It lists the individual registration date, name, phone number, address, email address, education level, work status, and veteran status.

Referral – Provides the individual's contact information within a specified area for a defined date range of referrals. It lists the job order number, job title, employer name, individual's name, address, phone number, email address; referral date, staff member user ID, and the associated office.

Job Order – Provides the employer contact information within specified areas for a defined date range of specific job orders. It lists the job order number, job title, number of positions, hours and shift for the position, required education requirements, employer name, address, contact name, and phone number.

- After you click to select the desired category, the "**Selection Criteria**" screen displays allowing you to choose from the following filters for your report:
    - Region/LWIA Status
    - Region/LWIA
    - Office Status
    - Office Location
    - Group Status – Only available for the "**Individual**" and "**Referral**" categories.
    - Case Manager Group Status – Only available for the "**Individual**" and "**Referral**" categories.
    - Case Manager Status Status – Only available for the "**Individual**" and "**Referral**" categories.
    - Assigned Case Manager Status – Only available for the "**Individual**" and "**Referral**" categories.
    - Employer Job Order Status – Only available for the "**Job Order**" cateory
    - Staff Job Order Status – Only available for the "**Job Order**" category
    - Program – Only available for the "**Individual Registration**" category
    - Special Program Status – Only available for the "**Individual Registration**" category

- Special Program – Only available for the "**Individual Registration**" cateogry
- Date Range

- After you select the filters for your report, click on "**Run Report**" to generate the report.

You have the option to export the report data to any of the following programs. From the drop down menu at the top of the report page, you may select the program of your choice and click on "**Export**."

- **Excel** – Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.
- **CSV** – This file type is primarily associated with 'Comma-Separated Variables'. A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
- **XML** – Extensible Markup Language file format used to create common information formats and share the data and format on the web, intranets, and any other network using standard ASCII text.
- **PDF** – This will allow you to save your report in a portable format so you can share it electronically with others.
- **TIFF** – Tagged Image Format file is used for high quality graphics.

See an example of this report on the following page.

Contact Reports - Employer Registration

- Region/LWIA: Alameda County Workforce Investment Board
  - Registration Completed Date: 11/08/2013 - 11/14/2013

Registration Completed Date	FEIN #	Employer Name	E-mail	URL	Phone	Contact	Address / City / State / Zip	County
11/8/2013 10:15:55 AM		Express Employment Professionals	Cheryl.Zakkak@ExpressPros.com	http://www.ExpressPros.com	(510) 358-2353	Cheryl Zakkak	39510 Paseo Padre Parkway Suite 260 Fremont, CA 94538	Alameda County
11/8/2013 11:40:32 AM		Mohawk Industries Inc	elisa_zielinski@mohawkind.com	http://www.mohawkind.com/	(909) 356-7309	Elisa Zielinski	41494 Boyce Rd. Fremont, CA 94538	Alameda County
11/12/2013 2:04:11 PM		Powernet Global Services Inc.	info@powernetgs.com	http://www.powernetgs.com	(510) 887-4701	Ronda Gary	28437 Satellite Street Hayward, CA 94545	Alameda County
11/8/2013 2:48:38 PM		Municipal Maintenance Equip	tmoore@source-mme.com	http://www.source-mme.com/	(510) 332-1303	Tim Moore	1930 W Winton Ave #8 Hayward, CA 94545	Alameda County
11/11/2013 9:22:59 AM		Senspex Technical Services, LLC	dkoehn@senspex.com	http://senspextechnicalservices.com/	(510) 265-0540	Danielle Koehn	20956 Corsair Blvd Hayward, CA 94545	Alameda County
11/11/2013 3:27:06 PM		Rockin'Jump	lorraine@rockinjump.com		(925) 401-7200	Lorraine Wilson	7901 Stoneridge Dr Pleasanton, CA 94588	Alameda County
Registration Completed Date	FEIN #	Employer Name	E-mail	URL	Phone	Contact	Address / City / State / Zip	County

Security Reports

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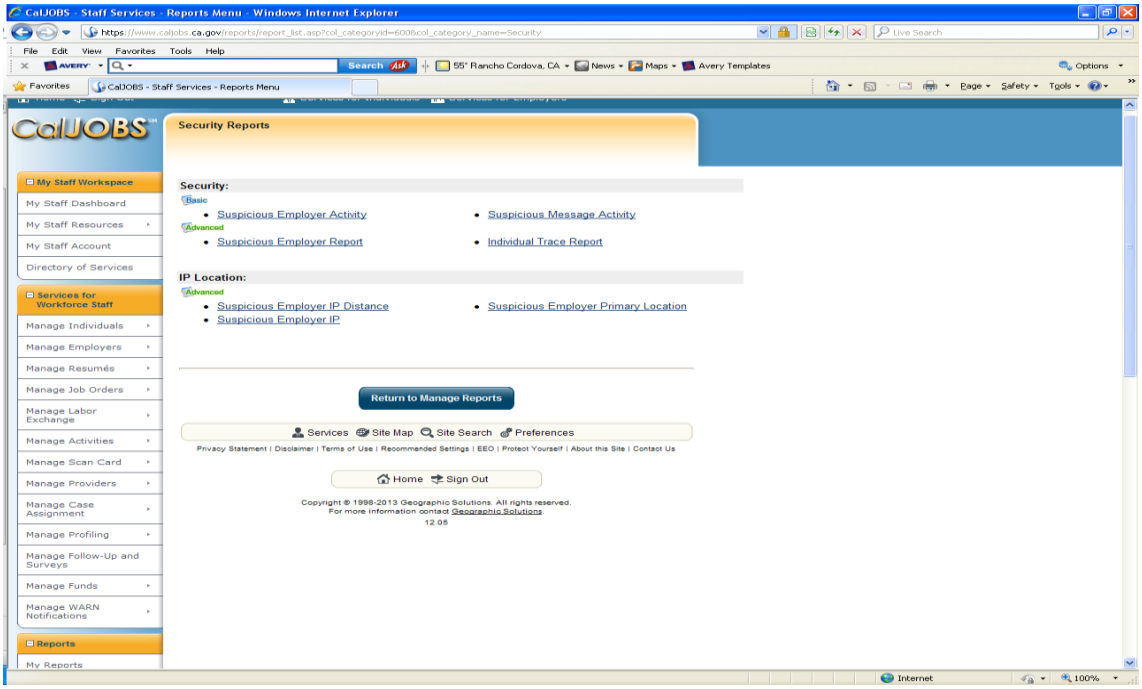
This report is designed to assist the staff members in locating potential fraudulent employers and other customer groups by showing the number of the individuals viewed and the number of the messages sent or received. For example, a large discrepancy between the number of individuals viewed by an employer and the number of the job orders they have in the system could indicate the potential for identity theft. Another example would occur when the number of messages that one sends overwhelmingly exceeds the number of messages he or she receives.

These reports can also be utilized for other reasons such as reviewing employers' activities to see if they use the system to their full advantage.

<u>To run this report:</u>

- Log into the system. Once logged in, use the left hand navigation.
- Under "**Reports**," click on "**Detailed Reports.**"
- Under the "**Miscellaneous Reports**" click on "**Security.**" You will get the following screen with a list of different types or categories of the security reports that you can run.



The following is a brief description of each category:

Suspicious Employer Activity – Provides a list of the employers with the number of individuals that they are viewing versus the number of the job orders they have in the system and the number of messages they are sending.

Suspicious Message Activity – Reviews the staff members, employers, and individuals for excessive message activities which may be an indication of potential fraud or abuse. It shows the name, user ID, the date message was sent, the number of messages sent, and the number of those messages read.

Suspicious Employer Report – Provides contact information on the suspected employer based on the criteria entered for the report.

Suspicious Employer IP Distance – Reviews employers based on the distance between the employer and their IP location. It lists the employer name, contact name, employer location, IP location and its distance from the employer's location.

Suspicious Employer IP – It reviews and lists the employer's contact information based on the suspicious employer IP address.

Suspicious Employer Primary Location – It reviews and lists the employer's contact information based on the suspicious employer primary IP location.

- After you select the category of your interest by clicking on it, you will get the screen where you specify the criteria for your report. Type in the criteria. You may also use any of the following filters to narrow down the outcome of the report to the specific information you want.
    - Region/LWIA Status
    - Region/LWIA
    - Office Location Status
    - Office Location
    - Date Range
- Click on "**Run Report**" to generate the report. You have the option to export the report to Excel for further analysis if needed.

See an example of this report on the following page.

Example: Suspicious Employer Activity Report

Security Report - By Suspicious Employer Activity with the # of viewed individuals greater than 100 where Date Range Between 10/16/2013 and 11/04/2013.

pany Name	Username	Create Date	Number of Individuals Viewed	View Date	Number of Job Orders	Sent Mes
ARLSBAD	29041802	08/20/2013	175	10/29/2013	0	
dtec Inc	28771657	03/14/2013	166	10/22/2013	0	
ARLSBAD	29041802	08/20/2013	146	11/1/2013	0	
dtec Inc	28771657	03/14/2013	136	10/29/2013	0	
e Consulting	28853463	05/01/2013	124	10/25/2013	0	
ARLSBAD	29041802	08/20/2013	121	10/23/2013	0	
all Staffing ions	28766590	03/12/2013	110	10/31/2013	2	
Rows: 7			**978**		**2**	

Records per page: 50

Tracking Report

(Click here to return to the Table of Contents)

The Tracking Report is used to track information important for system performance. This report can inform staff members which part of the system is being used the most. It will display totals and breakdowns according to defined service components in the system and how many times each area is visited. This helps define the services that are used most often.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel.
- Under "Reports," click on "**Detailed Reports.**"
- Scroll down to "**Miscellaneous Reports**"
- Then, click on "**Tracking Report**" under "**Tracking**."

Note: The available Categories outcome will change per category selected with the available filters.

Available Categories:

By Service – lists specific locations within Virtual One Stop and how many times these locations were accessed by users. The **Service Description** options are links. Click one of them and staff can view specific sections within that location and the number of times a user accessed those specific sections.

By Location – lists locations where the site was accessed (i.e., internet). This report is not very useful because the *internet* is usually the only response. **Columns** include the **Location**, which is a link, and **Total Visits**. Click the link under **Location** and it will show specific locations within Virtual One Stop that were accessed via the internet location.

Available Filters within each category:

Set Date Range– By default Last 7 Days is selected but you can select the date range of your interest from the drop down menu. (If Custom Date is selected from the drop down menu then **From:** and **To:** dates must be entered)

Notes:

1. *This report will probably not get accessed very much. However, if you have an interest in knowing where users go within the system, this report is for you.*

2. *Similar tracking reports are located in the* ***Reports*** *section of an individual's profile to determine where an individual has gone within the system.*

3. *This report might be interesting to track trends over time.*

After you select the appropriate filters for your report, click on "**Run Report**" to generate the report. Examples of the report are shown on the last page.

Clicking on the blue hyperlinks on the reports generates individual data reports or detailed information based on the category selected.

You will also have the option to export the report to any of the following programs by clicking the appropriate option at the top of the report screen. *(Please note using of the blue hyperlink function on a generated report only work prior to exporting or saving. Blue Hyperlinks do not work if report has been exported or saved.)*

- **Excel -** Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.
- **CSV** – This file type is primarily associated with 'Comma-Separated Variables'. A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.
- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others

Eligible Training
Consumer Report System (CRS)

(Click here to return to the Table of Contents)

This report is designed to provide information about eligible training providers and their programs.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel.
- Under "Reports," click on "**Detailed Reports.**"
- Scroll down to "**Provider Reports.**"
- Then, click on "**Provider.**"

The Provider Reports are divided into two sub-categories:

- **Eligible Training (CRS)** – Lists information on providers that have WIA eligible programs.
- **Provider** – Lists detailed information on providers based on general profile information and course information.

Notes:

These are a merger of two previous reports: the Eligible Training Provider Reports and the Provider Reports. You can now find data for these two reports under one heading.

The available Categories outcome will change per category selected with the available filters.

Available Categories within Eligible Training (CRS):

By Providers – generates a list of eligible training providers based on filtering data entered by staff.

By Provider Contact – generates a list of eligible training provider contacts/ representatives.

By Programs – provides a list of provider programs based on filtering data entered by staff.

By Program Status – provides a list of provider programs, which can be sorted by program data.

Available Filters within each Category:

State – Select *"State"* of your interest from the drop down menu. "**None-Selected**" option will include all the *"States."*

Active Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Report Type – *Summary/Detail* Select the outcome Report Type of your interest. Summary option gives a summary report type and Detail gives a detailed report type.

- *Provider to Report On*:
  - **Provider Status** – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.
  - **Provider Name** – Select *"Provider Name"* of your interest from the drop down menu. "**None-Selected**" option will include all *"Provider Name."*
- *Provider Type* – Select *"Provider Type"* of your interest from the drop down menu. "**None-Selected**" option will include all *"Provider Type."*
- *Closest LWIA/Region* – Select the LWIA/Region of your interest from the drop down menu. "**None-Selected**" option will include all the LWIA/Regions.

After you select the appropriate filters for your report, click on "**Run Report**" to generate the report. Examples of the report are shown on the last page.

Clicking on the blue hyperlinks on the reports generates individual data reports or detailed information based on the category selected.

You will also have the option to export the report to any of the following programs by clicking the appropriate option at the top of the report screen. *(Please note using of the blue hyperlink function on a generated report only work prior to exporting or saving. Blue Hyperlinks do not work if report has been exported or saved.)*

- **Excel -** Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.

- **CSV** – This file type is primarily associated with ‘Comma-Separated Variables’. A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.
- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others

Provider Reports

(Click here to return to the Table of Contents)

This report is designed to provide information about training providers and their programs.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel.
- Under "**Reports**," click on "**Detailed Reports.**"
- Scroll down to "**Provider Reports**"
- Then, click on "**Provider.**"

The Provider Reports are divided into two sub-categories:

- **Eligible Training (CRS) –** information on providers that have WIA eligible programs.
- **Provider** – Lists detailed information on providers based on general profile information and course information.

Notes:

These are a merger of two previous reports: the Eligible Training Provider Reports and the Provider Reports. You can now find data for these two reports under one heading.

The available Categories outcome will change per category selected with the available filters.

Most of this information is gleaned from the provider profile and program profiles.

Available Categories within Provider:

By Providers – generates a list of providers based on filtering data entered by staff.

By Contact – generates a list of provider contacts/ representatives.

By Program – provides a list of provider programs based on filtering data entered by staff.

Available Filters within each Category:

Rows – Enter the amount of *"Rows"* of your interest

Region/LWIA Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all Region/LWIA's.

State – Select *"State"* of your interest from the drop down menu. "**None-Selected**" option will include all *"States."*

Include Approved Training Providers – Select *"Include Approved Training Providers"* of your interest from the drop down menu. "**None-Selected**" option will include all *"Include Approved Training Providers."*

Provider to Report On – Select "*Provider to Report On"* of your interest from the drop down menu. "**None-Selected**" option will include all "*Provider to Report On."*

Provider Type – Select *"Provider Type"* of your interest from the drop down menu. "**None-Selected**" option will include all *"Provider Type."*

Date Selection – Select "*Date Selection"* of your interest from the drop down menu. "**None-Selected**" option will include all "*Date Selection."*

After you select the appropriate filters for your report, click on "**Run Report**" to generate the report. Examples of the report are shown on the last page.

Clicking on the blue hyperlinks on the reports generates individual data reports or detailed information based on the category selected.

You will also have the option to export the report to any of the following programs by clicking the appropriate option at the top of the report screen. (Please note using of the blue hyperlink function on a generated report only work prior to exporting or saving. Blue Hyperlinks do not work if report has been exported or saved.)

- **Excel -** Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.
- **CSV** – This file type is primarily associated with 'Comma-Separated Variables'. A comma delimited file is a database exported into a format where

each record is a single line and each field in the record is indicated by a comma upon opening in Excel).

- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.
- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others

Event Scheduler Reports

(Click here to return to the Table of Contents)

This category of reports tracks services generated that are associated with events created through the *Events* calendar.

To locate these reports:

- Log into the system. Once logged in, use the left hand navigation panel.
- Under "Reports," click on "**Detailed Reports.**"
- Scroll down to "**Service Reports.**"
- Then, click on "**Event Scheduler.**"

The Event Scheduler Reports provides details about events and the services associated with them through the *Events* calendar.

Note: *The outcome will vary according to the category selected*

Available Categories:

Detailed Event List – Displays a list of events based on search criteria entered by the staff member.

Detailed Attendance Tracking – Displays a list of individuals that are associated with events and the services associated with those events.

Registered Event Type Summary – Displays a list of events and associated individuals by the event type.

Registered Event Summary – Displays a list of individuals associated with events and based on the staff member's search criteria.

Available Filters within each category:

Region/LWIA Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the Regions/LWIAs. (hold Ctrl to select multiple Region/LWIA)

Office Status – *Active/ Inactive/ All*. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region**. "All"** will include both the Active and Inactive statuses.

Office Location – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the Office Locations.

Include non-attached LWIA/Region Records – *Yes/No* "No" status is selected by default and it should be left as is. "**Yes**" status is used when LWIA/Region records are included**. "No"** status is used when LWIA/Region records are not included.

Included non-attached Office Location Records – *Yes/No* "No" status is selected by default and it should be left as is. "**Yes**" status is used *"Included non-attached Office Location Records"* are included**. "No"** status is used *"Included non-attached Office Location Records"* are not included.

Event Available To – Select the *"Event Available To"* of your interest from the drop down menu.

Event Category Status – *Active/ Inactive/ All*. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region**. "All"** will include both the Active and Inactive statuses.

Event Category – Select the *"Event Category"* of your interest from the drop down menu.

Date Range– By default Last 30 Days is selected but you can select the date range of your interest from the drop down menu. (If Custom Date is selected from the drop down menu then **From:** and **To:** dates must be entered)

Event Status – *Active/ Inactive/ All*. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region**. "All"** will include both the Active and Inactive statuses.

Event – Select the *"Event Category"* of your interest from the drop down menu.

Staff Status – *Active/ Inactive/ All*. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region**. "All"** will include both the Active and Inactive statuses.

Staff – Select the *"Staff"* of your interest from the drop down menu.

Organization – Enter the "Organization" name of your interest.

State – Select the *"State"* of your interest from the drop down menu.

City – Enter the "City" name of your interest.

Date Range– By default Last 30 Days is selected but you can select the date range of your interest from the drop down menu. (If Custom Date is selected from the drop down menu then **From:** and **To:** dates must be entered)

After you select the appropriate filters for your report, click on "**Run Report**" to generate the report. Examples of the report are shown on the last page.

Clicking on the blue hyperlinks on the reports generates individual data reports or detailed information based on the category selected.

You will also have the option to export the report to any of the following programs by clicking the appropriate option at the top of the report screen. *(Please note using of the blue hyperlink function on a generated report only work prior to exporting or saving. Blue Hyperlinks do not work if report has been exported or saved.)*

- **Excel -** Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.
- **CSV** – This file type is primarily associated with 'Comma-Separated Variables'. A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.
- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others

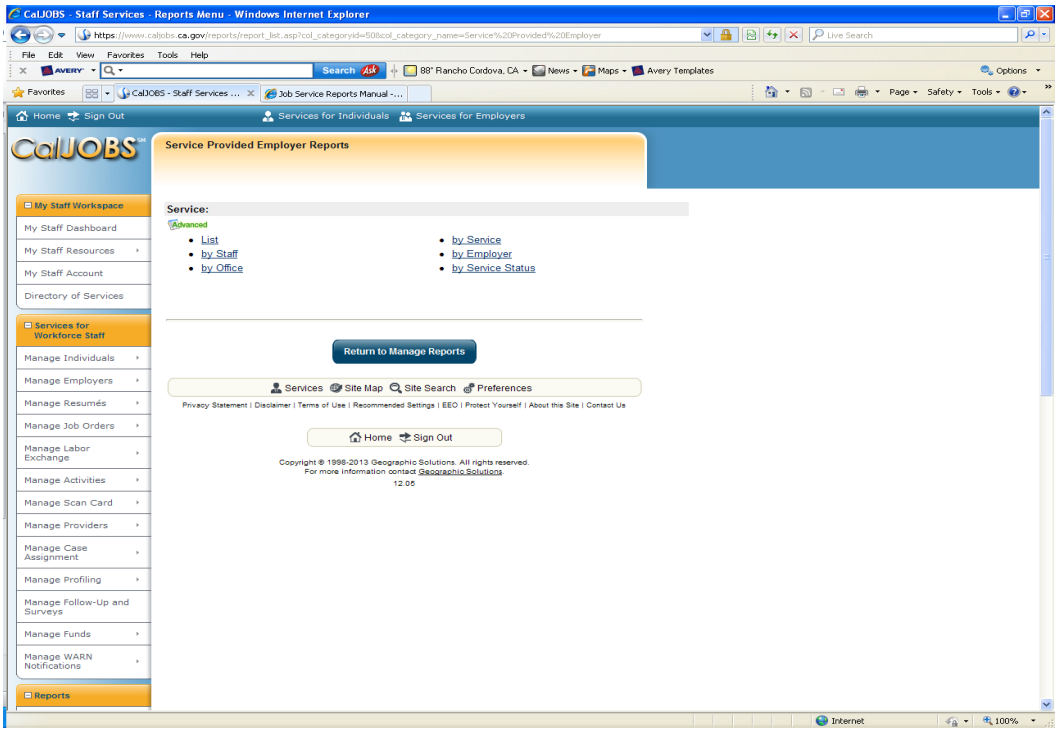
Services Provided Employer Report

(Click here to return to the Table of Contents)

This report provides information about system generated and staff assisted services that are provided to employers.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel.
- Under "**Reports**," click on "**Detailed Reports.**"
- Under the "**Services Reports**" click on the "**Services Provided Employer.**" The screen below will be displayed with a list of six categories to choose from. The category you select will determine the output of the report.



Below is a brief description of each category.

List – Provides a list of all the preferred employers within a specified timeframe, their address, and their contact person as well as the services that were provided to them. It also shows the staff member who provided the service and the actual date of service. Preferred employers are those who have registered in the CalJOBS system.

By Staff – Lists the staff members, the number of services they provided to the preferred employers, and the number of the preferred employers they served.

By Office – Lists the total number of employers served and the total number of services provided by each office. Offices are links to the employer information and the services given.

By Service – Lists the total number of services and the total number of employers that received those services by the employer service code. Service codes are links to the employer information.

By Employer – Lists all the employers and the total number of services given to each employer. Employer name is a link to the table showing specific information on the services.

By Service Status – Lists the total number of employers, the total number of services they received by the current service status. Service status is a link to the list showing specific information on the employers and the services they received.

- After you select the category of your choice by clicking on the respective hyperlink, another screen will be displayed that will allow you to choose certain filters for your report. The following list describes all the available filters.

    - **Region/LWIA Status** – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" includes both "**Active**" and "**Inactive**" statuses.

    - **Region/LWIA** – Select the LWIA of your interest from the drop down menu. Use "**None Selected**" to include all the LWIAs. To select multiple LWIAs, hold the "**Ctrl**" key down while clicking on each desired LWIA.

    - **Office Status** – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the "**Active**" and "**Inactive**" statuses. Please note that

this filter option is not available (grayed out) if you do not select a LWIA.

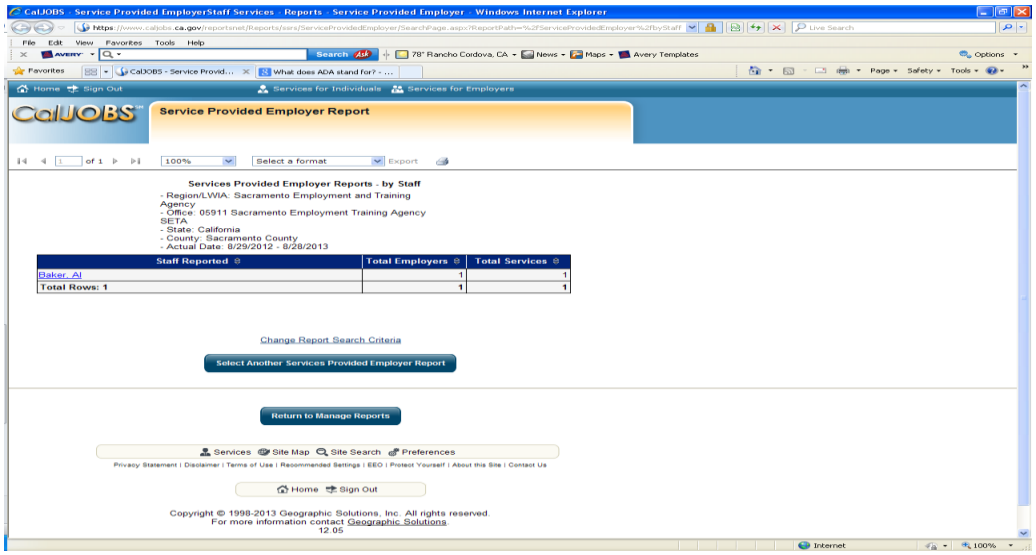
- **Office Location** – Select the office of your interest from the drop down menu. "**None Selected**" can be used to include all the offices within the region/LWIA. To select multiple offices, hold the "**Ctrl**" key down while clicking on the office locations of your choice. Please note that this filter option is not available or grayed out if you do not select a LWIA.
- **State** – Select the state that contains the employer's location. Please note that some of the employers who have job sites in California may be incorporated in states other than California.
- **City** – Filtering by City is currently not an available option.
- **County** – Select the appropriate county from the drop down menu for the preferred employers. A "state" must be selected for the county options to be available. If no "state" is selected, to filter by "county" option will not be available.
- **Ward/Borough/Township** – This option does not apply to California.
- **Zip Code** – Select the appropriate zip code from the drop down menu for the preferred employer(s). A "state" must be selected for the zip code filter option to be available. If no "state" is selected, to filter by "zip code" option will not be available.
- **State Contractor** – Non Selected/Yes/No. Select the appropriate filter based on the status of the employer as a state contractor.
- **Federal Contractor Status** – Non Selected/Yes/No. Select the appropriate filter based on the status of the employer as a federal contractor.
- **Affirmative Action** – To filter for employers who have an Affirmative Action plan.
- **ADA Compliant** – To filter for employers who are ADA (American with Disability Act) compliant.
- **Staff** – Search and select the staff member name.
    - **Status** – Select the "active," "inactive," or "all."
    - **Search By** – Select to search by the staff member's "**last name**," "**first name**," or "**username**."

        - **Staff** – Search for the staff member's name by typing either the "**last name**," "**first name**," or "**username**" in the available field. As soon as you type in the first few letters of the name, a list of names appear to select from. Click on the staff name to select it and then click on "**Add**."
        - **Staff Selected** – The selected name will be listed in the "**Staff Selected"** field. To remove the name, if entered in error, click on the name in the "Staff Selected" field and click on "**Remove**."
    - **Service Code** – Select the appropriate service code from the drop down menu. To select multiple service codes, hold the "**Ctrl**" key down while clicking on the service codes of interest.
    - **Service Completion Status**:
    - **Filter By Date** – Select the appropriate date option for the employer record in the system.
    - **Date Range** – Enter the date range by either typing the date or by clicking on the calendar icon.

- Filtering further is usually **<u>not</u>** necessary unless you want very specific information. For example, if you want to see all the services provided to employers in the Sacramento county in the last 12 months by each staff member at the SETA office location, then you can select the "**By Staff**" category and use the following filters:

  Region/LWIA: Sacramento Employment and Training Agency
  Office Location: SETA
  State: California
  County: Sacramento County
  Date Range: Last 12 months

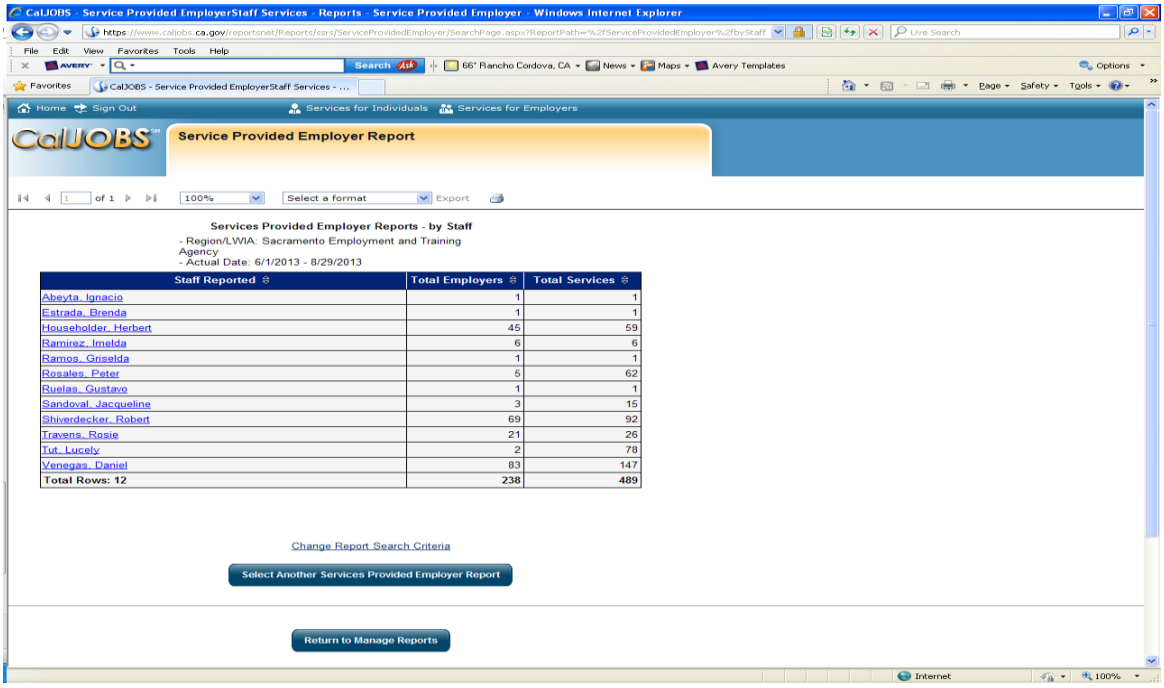
  You will see the specific information on your report based on your selected criteria. See below for the report output for this example.



See the following page for more examples of the Services Provided Employer Report.

Services Provided Employer Report
Category: By Office
Filters: LWIA (Sacramento Employment and Training Agency), State (CA), Date Range (Last 90 Days)

Services Provided Employer Report
Category: By Staff
Filters: LWIA (Sacramento Employment and Training Agency), State (CA), Date Range (Last 90 days)



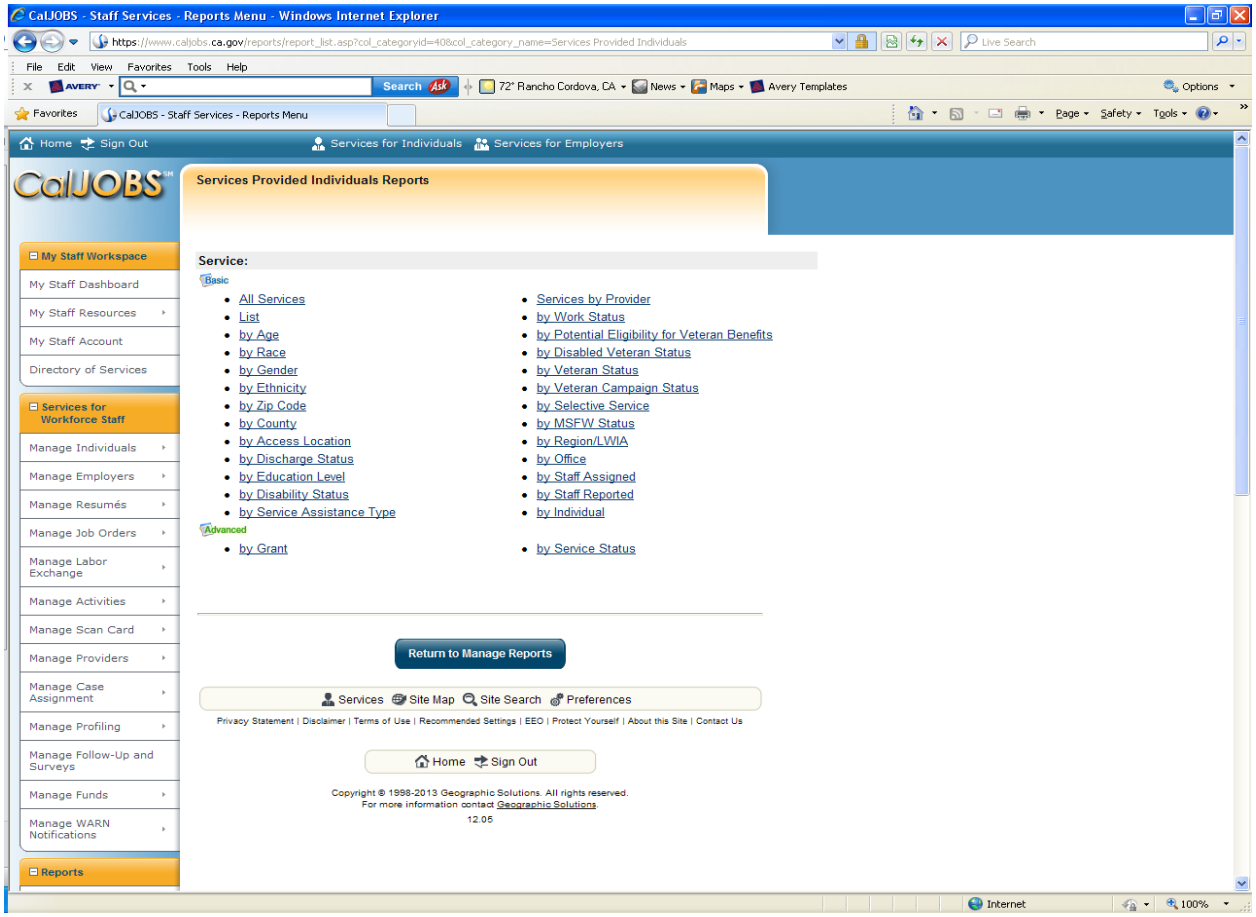
Services Provided Individuals Report

(Click here to return to the Table of Contents)

This report shows information about the specific services provided to individuals by the AJCC staff members.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel.
- Under "Reports," click on "**Detailed Reports.**"
- Under the "**Services Reports**," click on the "**Services Provided Individuals.**" The screen below will be displayed with a list of categories that you can choose from to appear on your report.



Note that the category you select will determine the output of the report. For example, if you select "**by MSFW Status**," your report will display the total number of services provided to individuals by the Migrant and Seasonal Farm workers status. Below is a brief description of each available category.

All Services – Provides a list of all the provided services based on the selected criteria. It also lists the total number of the services received by distinct users. An individual, who receives multiple services, is counted only once under the distinct user.

List – Provides a list of the individuals who received the services. The user name is a link to the individual profile.

By Age – Lists the percentage and the total number of services provided to individuals by age range. The age ranges are: "**Under 19**," "**19-21**," "**22-32**," "**33-44**," "**45-54**," "**55-64**," "**65 and older**," and "**Information Not Provided**." The ages are links to user names.

By Race – Lists the percentage and the total number of services provided to the individuals by their indicated races. The responses are links to the actual user names.

By Gender – Lists the percentage and the total number of services provided to individuals by gender (male/female/information not provided). The responses are links to the user names.

By Ethnicity – Lists the percentage and the total number of service provided to individuals by the ethnicity they selected upon registration. Responses are links to the user names.

By Zip Code – Lists the percentage and the total number of services provided to individuals by their zip code. Zip code is a link to the user name.

By County – Lists the percentage and the total number of services provided to individuals by the county locations even those outside the system's region or state. Counties are links to the user name.

By Access Location – Lists the percentage and the total number of services provided to the individuals by location of system access (i.e. home, work, library, job fair, etc.). Responses are links to the user names.

By Discharge Status – Lists the percentage and the total number of services provided to individuals by the veteran discharge status they indicated on the registration form. Responses are links to the user names.

By Education Level – Lists the percentage and the total number of services provided to the individuals by their education achievement levels (i.e. High

School Diploma, Vocational School Certificate, Associate's degree, etc.). Responses are links to the user names.

By Disability Status – Lists the percentage and the total number of services provided to the individuals by their disability status. The (yes/no/not specified) responses are links to the user names.

By Service Assistance Type – Lists the percentage and the total number of services provided to the individuals by the type of services (Self Services, Staff Assisted) they received. Responses are links to the user names.

Services by Provider – Lists the percentage and the total number of services provided to the individuals by the service providers.

By Work Status – Lists the percentage and the total number of services provided to individuals by their work status (i.e. full time, part time, never worked, etc.). The responses are links to the user names.

By Potential Eligibility for Veterans Benefits – Lists the percentage and the total number of services provided to the individuals based on their (Yes/No) responses to the eligibility question for the veterans benefits. Responses are links to the user names.

By Disabled Veterans Status – Lists the percentage and the total number of services provided to the veteran individuals based on their responses (Yes, Yes Special Disabled, No) to the question regarding the disability status. Responses are links to the user names.

By Veteran Status – Lists the percentage and the total number of services provided to the individuals by the responses regarding their veteran status. Responses are links to the user names.

By Veteran Campaign Status – Lists the percentage and the total number of services provided to veterans by their campaign status. Responses are links to the user names.

By Selective Service – Lists the percentage and the total number of the services provided to individuals by their response to whether they have registered for selective services. Responses are links to the user names.

By MSFW Status – Lists the percentage and the total number of services provided to the individuals by their MSFW status. The responses are links to the user names.

By Region/LWIA – Lists the percentage and the total number of services provided to the individuals by the Region/LWIA they are associated with. Also this option shows how many programs the individuals are enrolled in. The Region/LWIAs are links to the user name.

By Office – Lists the percentage and the total number of services provided to individuals by office for all the programs. Offices are links to the user names.

By Staff Assigned – Lists the percentage and the total number of services to the individuals by the staff member that their cases are assigned to. Staff members are links to the user names.

By Staff Reported – Lists the percentage and the total number of the services provided to individuals. It also lists the total number of users by the staff member reporting the service. The staff member name is the link to the user name.

By Individual – Lists the individual's name, address, and the total number of the services he or she received.

By Grant – Lists the total number of distinct users by the grant and the activity/service they received.

By Service Status – Lists the total number of the distinct users and the total number of services by the service status (i.e. successful completion, unsuccessful completion, etc.).

- Once you select the category of your choice by clicking on it, the "**Display Options**" screen will appear allowing you to choose certain filters for your report. With filters, you can narrow your report down to the information that fits your criteria.

Filtering further is usually **not** necessary unless you want very specific information. For example, if you want to know how many of the Migrant Seasonal Farm workers, who enrolled in the "12608 Fresno North-JS" office, attended a workshop, select the category "**By MSFW**" and select the following filters:

- *AJCC*: **12608 Fresno North-JS** and
- *Activity/Service Code*: **104 Workshop**."

This will retrieve only those individiduals in the **12608 Fresno North-JS** office who are **MSFW** and have attended a **workshop**.

The following is a list of all the available filters.

- Program Type
- Special Program
- State
- Staff Assigned
- Staff Recorded
- Region/LWIA
- Gender
- Highest Grade Completed
- Disability Status
- Work Status
- Unemployment Status
- Unemployment Claimant

- AJCC
- Activity/Service Code
- Age Selection
- Age Range
- Race
- Receiving TANF
- Receiving Food Stamps
- Unemployment Claimant Type
- Selective Service Registration
- Discharge Status
- Served in Military
- Cookie Location
- Access Location
- Filter Date By
- Set Date Range

- After selecting the appropriate filter(s), scroll down to the bottom of the page and click on "**Display Report**" to generate the report. You will also have the option to export the report to any of the following programs by clicking on the appropriate button at the bottom of the report screen:

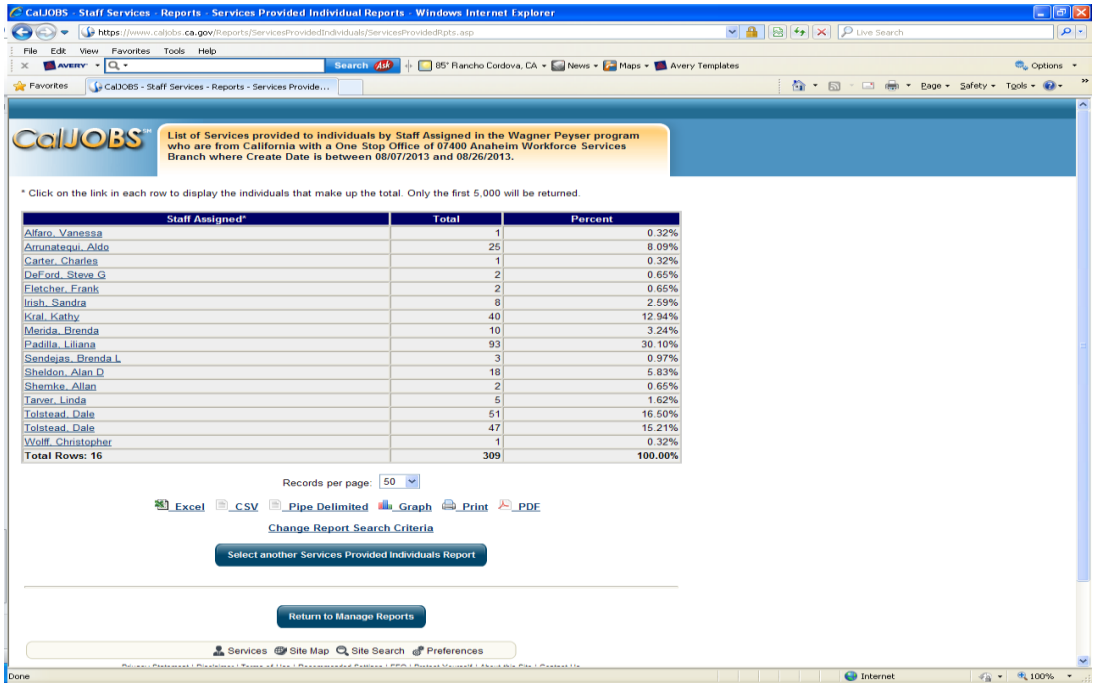
  - **Excel -** Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.
  - **CSV** – This file type is primarily associated with 'Comma-Separated Variables'. A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
  - **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
  - **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.
  - **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
  - **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others.

See the following pages for the examples of the Services Provided to Individuals Reports.

Services Provided Individual Report

Category: By Staff Assigned

Filters: Program (WP), State (CA), Office (07400 Anaheim WSB), Date

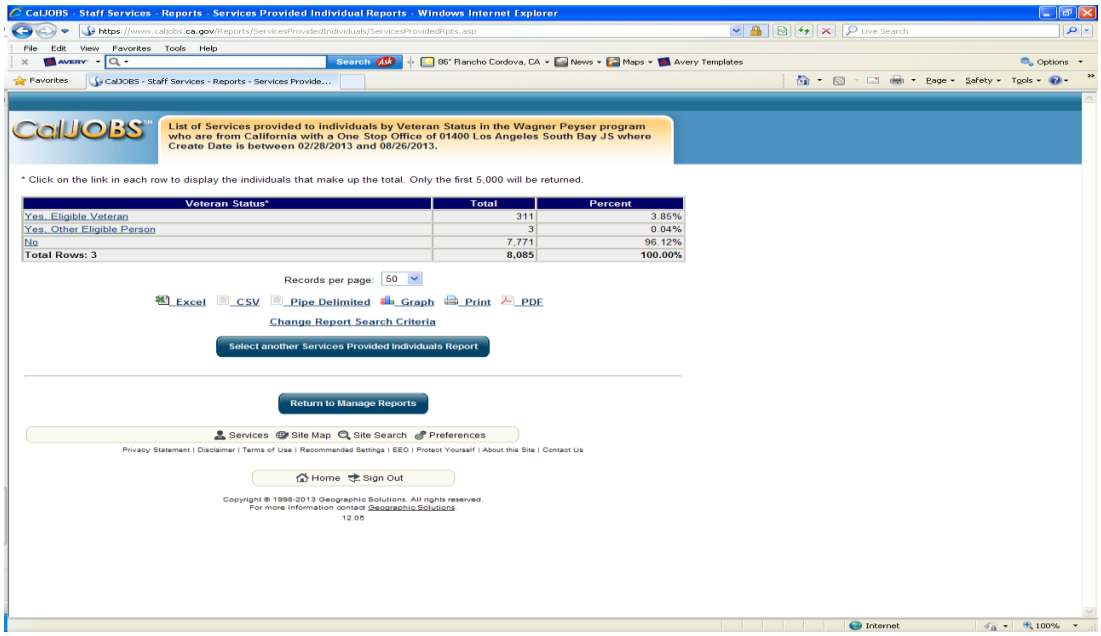


Staff Assigned*	Total	Percent
Alfaro, Vanessa	1	0.32%
Arrunategui, Aldo	25	8.09%
Carter, Charles	1	0.32%
DeFord, Steve G	2	0.65%
Fletcher, Frank	2	0.65%
Irish, Sandra	8	2.59%
Kral, Kathy	40	12.94%
Merida, Brenda	10	3.24%
Padilla, Liliana	93	30.10%
Sendejas, Brenda L	3	0.97%
Sheldon, Alan D	18	5.83%
Shemke, Allan	2	0.65%
Tarver, Linda	5	1.62%
Tolstead, Dale	51	16.50%
Tolstead, Dale	47	15.21%
Wolff, Christopher	1	0.32%
Total Rows: 16	**309**	**100.00%**

Services Provided Individual Report

Category: By Veteran Status

Filters: Program (WP), State (CA), Office (01400 Los Angeles JS), Date



Veteran Status*	Total	Percent
Yes, Eligible Veteran	311	3.85%
Yes, Other Eligible Person	3	0.04%
No	7,771	96.12%
Total Rows: 3	**8,085**	**100.00%**

Warn Reports

(Click here to return to the Table of Contents)

This section provides reports for the Worker Adjustment and Retraining Notification (WARN).

To locate these reports:

- Log into the system. Once logged in, use the left hand navigation panel.
- Under "Reports," click on "**Detailed Reports.**"
- Scroll down to "**Warn Reports.**"
- Then, click on "**Warn.**"

Notes:

The available Categories outcome will change per category selected with the available filters.

Available Categories within Warn:

Detailed Listing **–** provides details of a WARN event and those that are impacted or associated with the event.

Available Filters:

Detailed Listing Selection – Select the "Detailed Listing Selection" of your interest from the drop down menu.

Year: Select the "Year" of your interest from the drop down menu.

By Location **–** provides information about WARN notices by location.

Available Filters:

Company and Location Selection – Select the "Company and Location Selection" of your interest from the drop down menu.

Year: Select the "Year" of your interest from the drop down menu.

By LWIA **–** provides information about WARN notices by workforce region.

Available Filters:

Year: Select the "Year" of your interest from the drop down menu.

By Company **–** provides information regarding WARN notices organized by the company for which they were issued.

Available Filters:

Company and Location Selection ─ Select the "Company and Location Selection" of your interest from the drop down menu.

Year: Select the "Year" of your interest from the drop down menu.

By Layoff Date **–** provides information regarding WARN notices by the layoff notice date.

Available Filters:

Layoff Dates ─ Select the "Layoff Dates" of your interest from the drop down menu.

Year: Select the "Year" of your interest from the drop down menu.

After you select the appropriate filters for your report, click on "**Run Report**" to generate the report. Examples of the report are shown on the last page.

You will also have the option to export the report to any of the following programs by clicking the appropriate option at the top of the report screen. *(Please note using of the blue hyperlink function on a generated report only work prior to exporting or saving. Blue Hyperlinks do not work if report has been exported or saved.)*

- **Excel -** Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.
- **CSV** – This file type is primarily associated with 'Comma-Separated Variables'. A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.

- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.
- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others

Federal Reports

Click here to return to the Table of Contents)

Total Participants

(Click here to return to the Table of Contents)

This report lists participants in the WIA program based on the time period requested.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Federal Reports**"
- Under Federal Reports click on **"ETA WIA 9090 Quarterly"** then under Performance Measures: click **"Total Participants."**

Available Filters:

Date Range – Select the quarter and year of your interest from the drop down menu.
(Please note quarters are based on fiscal year not calendar year)

Region/LWIA Status – Active/ Inactive/ All. This filter is based upon your privileges. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs. *(To select multiple Regions/LWIA hold ctrl and select your multiple Region/LWIA).*

Office Location Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Office Location – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices. *(To select multiple Office Locations hold ctrl and select your multiple Office Locations).*

Fund Stream – Select the fund stream of your interest from the drop down menu. **"None Selected"** if you want to include all funding streams.

Exit Reason – Select the exit reason of your interest from the drop down menu. Choose "**None Selected**" if you want to include all reasons.

Provider Status Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Provider Select the Provider of your interest from the drop down menu. Choose "**None Selected**" if you want to include all providers. *(To select multiple Providers hold ctrl and select your multiple Providers)*

National Emergency Grant – Select the National Emergency Grant of your interest from the drop down menu. Choose "**None Selected**" if you want to include all National Emergency Grants.

After you select the appropriate filters for your report, click on "**Run Report**" to generate the report. Examples of the report are shown on the last page.

Clicking on the blue hyperlinks on the reports generates individual data reports or detailed information based on the category selected.

You will also have the option to export the report to any of the following programs by clicking the appropriate option at the top of the report screen. *(Please note using of the blue hyperlink function on a generated report only work prior to exporting or saving. Blue Hyperlinks do not work if report has been exported or saved.)*

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- **CSV** – This file type is primarily associated with 'Comma-Separated Variables'. A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.
- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.

- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others.

ETA WIA 9090 Quarterly: Total Participants

Please note this data was last refreshed on 1/15/2014

Filter Criteria

Report Period: 2nd Quarter 2013 - (1/1/2013 - 12/31/2013)

Region/LWIA: Alameda County Workforce Investment Board

Office Location: 03325 Hayward JS

LWIA	State ID	App ID	Program ID	Name	Office Location	Participation Date
01	848381817	1546234	2	ABAD, HONORATO	03325 Hayward JS	12/9/2011
01	553391197	1546454	2	ABAD, WILFREDO	03325 Hayward JS	12/16/2011
01	600383366	1548318	2	ABARSOSA, MARJORIE	03325 Hayward JS	3/14/2013
01	29171427	1547988	2	ABDELSHAHEED, NADIA	03325 Hayward JS	1/24/2013
01	29318731	1546431	2	ABDULLAH, QADRIYYAH	03325 Hayward JS	2/13/2012
01	29178263	1544458	2	ABEL, CHERYL	03325 Hayward JS	1/3/2011
01	87445015	1548135	2	ABELS, ALISON	03325 Hayward JS	11/26/2012
01	347438069	1546921	2	Abenojar, Agnes	03325 Hayward JS	5/11/2012
01	505429094	1548869	2	Abernathy, Grace	03325 Hayward JS	7/16/2013
01	100440384	1548901	2	Abeyta, Maricela	03325 Hayward JS	7/18/2013
01	986389828	1548370	2	ABUBAKAR, RAHANAT	03325 Hayward JS	4/2/2013
01	151387961	1547752	2	ACEVES, ELISEO	03325 Hayward JS	11/29/2012
01	271396587	1548131	2	ACHI, FRANCE	03325 Hayward JS	2/19/2013
01	840451843	1548560	2	ACOSTA, JERRY	03325 Hayward JS	5/2/2013
01	935432035	1545884	2	Acuff, Martin	03325 Hayward JS	10/19/2011
01	29445460	1549017	2	ADAME, ERIKA	03325 Hayward JS	8/5/2013
01	29457763	1548281	2	ADAME, FRANKIE	03325 Hayward JS	1/8/2013
01	29626935	1547730	2	ADAMOS, SIGMUND	03325 Hayward JS	10/15/2012
01	804442303	1548729	2	ADAMS, MAYA	03325 Hayward JS	6/12/2013
01	29423087	1548220	2	ADAMS-BOW, GIOVONTE	03325 Hayward JS	2/26/2013
01	29608699	1548394	2	ADELA, YAWO	03325 Hayward JS	4/4/2013
01	29185688	1547925	2	AFLAKI, SOHEILA	03325 Hayward JS	1/14/2013
01	543387987	1547016	2	AGUIAR, DANNY	03325 Hayward JS	6/4/2012
01	156533116	1547738	2	AGUILAR, JOHNNY	03325 Hayward JS	11/19/2012
01	29469266	1548609	2	AGUIRRE NAVAS, NIDIA	03325 Hayward JS	4/17/2013
LWIA	State ID	App ID	Program ID	Name	Office Location	Participation Date
Grand Totals - Records: 9,986						

Youth Date	Exit Date	Curr Qtr	Self Service	Adult	DW	YY	OY	NEG	Train	Out of School	In School
	4/19/2013	0	0	0	1	0	0	0	1	0	0
	8/19/2013	0	0	0	1	0	0	0	1	0	0
	3/29/2013	0	0	0	1	0	0	0	0	0	0
	1/24/2013	0	0	1	0	0	0	0	0	0	0
		1	0	1	0	0	0	0	1	0	0
	8/27/2013	0	0	0	1	0	0	0	0	0	0
		1	0	0	1	0	0	0	0	0	0
	2/20/2013	0	0	0	1	0	0	0	0	0	0
	7/16/2013	0	0	1	0	0	0	0	0	0	0
	7/31/2013	0	0	0	1	0	0	0	0	0	0
	4/22/2013	0	0	0	1	0	0	0	0	0	0
		1	0	1	0	0	0	0	0	0	0
	3/6/2013	0	0	0	1	0	0	0	0	0	0
		1	0	1	0	0	0	0	0	0	0
		1	0	0	1	0	0	0	0	0	0
8/5/2013		1	0	0	0	1	0	0	0	0	1
1/8/2013	6/25/2013	0	0	0	0	1	0	0	0	1	0
		1	0	1	0	0	0	0	0	0	0
		1	0	0	1	0	0	0	1	0	0
2/26/2013		1	0	0	0	1	0	0	0	1	0
		1	0	1	0	0	0	0	0	0	0
	4/14/2013	0	0	1	0	0	0	0	0	0	0
		1	0	1	0	0	0	0	0	0	0
	6/10/2013	0	0	0	1	0	0	0	0	0	0
4/17/2013		1	0	0	0	1	0	0	0	0	1
Youth Date	Exit Date	Curr Qtr	Self Service	Adult	DW	YY	OY	NEG	Train	Out of School	In School
		4,392	7,570	8,522	1,300	237	151	0	346	206	182

Total Exiters

(Click here to return to the Table of Contents)

This report lists participants in the WIA program and when they are scheduled to exit from the system.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Federal Reports**"
- Under Federal Reports click on "ETA WIA 9090 Quarterly" then under Performance Measures: click **"Total Exiters."**

Available Filters:

Date Range – Select the quarter and year of your interest from the drop down menu.
(Please note quarters are based on fiscal year not calendar year)

Region/LWIA Status – Active/ Inactive/ All. This filter is based upon your privileges. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs. *(To select multiple Regions/LWIA hold ctrl and select your multiple Region/LWIA).*

Office Location Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Office Location – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices. *(To select multiple Office Locations hold ctrl and select your multiple Office Locations).*

Fund Stream – Select the fund stream of your interest from the drop down menu. **"None Selected"** if you want to include all funding streams.

Exit Reason – Select the exit reason of your interest from the drop down menu. Choose "**None Selected**" if you want to include all reasons.

Provider Status Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Provider – Select the Provider of your interest from the drop down menu. Choose "**None Selected**" if you want to include all providers. *(To select multiple Providers hold ctrl and select your multiple Providers)*
National Emergency Grant – Select the National Emergency Grant of your interest from the drop down menu. Choose "**None Selected**" if you want to include all National Emergency Grants.

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- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others.

ETA WIA 9090 Quarterly: Total Exiters

Please note this data was last refreshed on 1/15/2014

⊟ Filter Criteria

Report Period: 2nd Quarter 2013 - (10/1/2012 - 9/30/2013)

Region/LWIA: Alameda County Workforce Investment Board

Office Location: 03325 Hayward JS

LWIA	State ID	App ID	Program ID	Name	Office Location
01	848381817	1546234	2	ABAD, HONORATO	03325 Hayward JS
01	553391197	1546454	2	ABAD, WILFREDO	03325 Hayward JS
01	600383366	1548318	2	ABARSOSA, MARJORIE	03325 Hayward JS
01	29171427	1547988	2	ABDELSHAHEED, NADIA	03325 Hayward JS
01	29178263	1544458	2	ABEL, CHERYL	03325 Hayward JS
01	347438069	1546921	2	Abenojar, Agnes	03325 Hayward JS
01	505429094	1548869	2	Abernathy, Grace	03325 Hayward JS
01	100440384	1548901	2	Abeyta, Maricela	03325 Hayward JS
01	29383053	1547226	2	ABU, MALIK	03325 Hayward JS
01	986389828	1548370	2	ABUBAKAR, RAHANAT	03325 Hayward JS
01	271396587	1548131	2	ACHI, FRANCE	03325 Hayward JS
01	242442880	1545443	2	ACUNA, ANGELA	03325 Hayward JS
01	29457763	1548281	2	ADAME, FRANKIE	03325 Hayward JS
01	559434782	1542539	2	ADAME, NORMA	03325 Hayward JS
01	1000239482	1547303	2	Adams, Deja	03325 Hayward JS
01	29185688	1547925	2	AFLAKI, SOHEILA	03325 Hayward JS
01	156533116	1547738	2	AGUILAR, JOHNNY	03325 Hayward JS
01	747394696	1546090	2	Ahrari, Adela	03325 Hayward JS
01	112450937	1547735	2	AKINS, JOHN	03325 Hayward JS
01	112450937	1548840	2	AKINS, JOHN	03325 Hayward JS
01	112450937	1549030	2	AKINS, JOHN	03325 Hayward JS
01	1000000703	1548179	2	AKRAM, KABEERA	03325 Hayward JS
01	1000167481	1548463	2	AL ITBI, MUDHAFAR	03325 Hayward JS
01	363440829	1548141	2	ALBERTS, INGRID	03325 Hayward JS
01	291396329	1546950	2	alderete, alan	03325 Hayward JS
LWIA	State ID	App ID	Program ID	Name	Office Location
Grand Totals - Records: 6,077					

Exit Date	Term Reason	Pseudo X	Curr Qtr	Self Service	Adult	DW	YY	OY	NEG	Out of School	In School
4/19/2013	00	0	0	0	0	1	0	0	0	0	0
8/19/2013	00	0	1	0	0	1	0	0	0	0	0
3/29/2013	00	0	0	0	0	1	0	0	0	0	0
1/24/2013	00	0	0	0	1	0	0	0	0	0	0
8/27/2013	99	1	1	0	0	1	0	0	0	0	0
2/20/2013	00	0	0	0	0	1	0	0	0	0	0
7/16/2013	00	0	1	0	1	0	0	0	0	0	0
7/31/2013	00	0	1	0	0	1	0	0	0	0	0
12/17/2012	00	0	0	0	1	0	0	0	0	0	0
4/22/2013	00	0	0	0	0	1	0	0	0	0	0
3/6/2013	00	0	0	0	0	1	0	0	0	0	0
12/5/2012	00	0	0	0	0	1	0	0	0	0	0
6/25/2013	00	0	0	0	0	0	1	0	0	1	0
10/1/2012	00	0	0	0	1	1	0	0	0	0	0
10/8/2012	00	0	0	0	0	0	1	0	0	0	1
4/14/2013	00	0	0	0	1	0	0	0	0	0	0
6/10/2013	00	0	0	0	0	1	0	0	0	0	0
4/30/2013	00	0	0	0	1	0	0	0	0	0	0
12/17/2012	00	0	0	0	1	0	0	0	0	0	0
7/17/2013	00	0	1	0	1	0	0	0	0	0	0
8/16/2013	00	0	1	0	1	0	0	0	0	0	0
3/26/2013	00	0	0	0	1	0	0	0	0	0	0
4/18/2013	00	0	0	0	1	0	0	0	0	0	0
3/29/2013	00	0	0	0	0	1	0	0	0	0	0
2/25/2013	00	0	0	0	0	1	0	0	0	0	0
Exit Date	Term Reason	Pseudo X	Curr Qtr	Self Service	Adult	DW	YY	OY	NEG	Out of School	In School
		35	1,643	4,555	5,225	913	104	77	0	99	82

Placement in Employment or Education

(Click here to return to the Table of Contents)

This report lists youth program participants with placement results in employment or education.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Federal Reports**"
- Under Federal Reports click on **"ETA WIA 9090 Quarterly"** then under Performance Measures: click **"Placement in Employment or Education."**

Available Filters:

Date Range – Select the quarter and year of your interest from the drop down menu.
(Please note quarters are based on fiscal year not calendar year)

Region/LWIA Status – Active/ Inactive/ All. This filter is based upon your privileges. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs. *(To select multiple Regions/LWIA hold ctrl and select your multiple Region/LWIA).*

Office Location Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Office Location – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices. *(To select multiple Office Locations hold ctrl and select your multiple Office Locations)*

Fund Stream – Select the fund stream of your interest from the drop down menu. **"None Selected"** if you want to include all funding streams.

Exit Reason – Select the exit reason of your interest from the drop down menu. Choose "**None Selected**" if you want to include all reasons.

Provider Status Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Provider Select the Provider of your interest from the drop down menu. Choose "**None Selected**" if you want to include all providers. *(To select multiple Providers hold ctrl and select your multiple Providers)*

National Emergency Grant – Select the National Emergency Grant of your interest from the drop down menu. Choose "**None Selected**" if you want to include all National Emergency Grants.

After you select the appropriate filters for your report, click on "**Run Report**" to generate the report. Examples of the report are shown on the last page.

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- **CSV** – This file type is primarily associated with 'Comma-Separated Variables'. A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.
- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.

- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others

ETA WIA 9090 Quarterly: Placement in Employment or Education

Please note this data was last refreshed on 1/15/2014

Filter Criteria

Report Period: 2nd Quarter 2013 - (4/1/2012 - 3/31/2013)

Region/LWIA: Alameda County Workforce Investment Board

Office Location: 03325 Hayward JS

LWIA	State ID	App ID	Name	Age	Office Location	Exit Date
01	1000239482	1547303	Adams, Deja	16	03325 Hayward JS	10/8/2012
01	29606322	1546806	AGUILAR, SONIA	20	03325 Hayward JS	8/3/2012
01	29487840	1545842	ALHARAZY, ALI	17	03325 Hayward JS	6/27/2012
01	29216006	1545981	ALLEN, TORRELL	21	03325 Hayward JS	9/30/2012
01	29475527	1546160	ALVARADO, BRANDEN	20	03325 Hayward JS	5/24/2012
01	819394490	1546127	Alviar, Nayeli	19	03325 Hayward JS	6/30/2012
01	29500545	1547963	AMBRIZ, SUSAN	20	03325 Hayward JS	10/25/2012
01	29610383	1545957	ANDERSON, KEVIN	17	03325 Hayward JS	6/6/2012
01	29540365	1545822	AREVALO JR, FELIPE	17	03325 Hayward JS	6/30/2012
01	29575602	1546854	ATCHISON, DEAANTE	19	03325 Hayward JS	10/2/2012
01	29506328	1546235	BANDY, BRIJUANAE	20	03325 Hayward JS	9/12/2012
01	29418861	1545972	BARBA, JADE	17	03325 Hayward JS	8/24/2012
01	29533487	1546418	BARBALINARDO, GABRIELLA	18	03325 Hayward JS	8/16/2012
01	29544723	1546111	BARBALINARDO, VINCENT	20	03325 Hayward JS	6/30/2012
01	29544723	1547613	BARBALINARDO, VINCENT	21	03325 Hayward JS	1/9/2013
01	29457680	1545778	BARNES, DAVION	15	03325 Hayward JS	12/3/2012
01	29583517	1545261	BARNES, N'KAYLA	17	03325 Hayward JS	8/29/2012
01	1000012919	1545276	BEACHUM, PENNY	18	03325 Hayward JS	3/13/2013
01	1000253500	1547351	BEAMON, RONNELL	21	03325 Hayward JS	11/14/2012
01	29579940	1547168	BECERRA, MARTIN	16	03325 Hayward JS	12/15/2012
01	29546504	1545790	BERNABE, JESUS	19	03325 Hayward JS	4/25/2012
01	29436485	1546782	BERNSTEIN, ALEXANDER	21	03325 Hayward JS	8/1/2012
01	29464679	1546202	BERRY, MO'NIKA	19	03325 Hayward JS	9/30/2012
01	29603092	1545715	BICKHAM, TREVOR	20	03325 Hayward JS	12/31/2012
01	29463674	1545702	BOLDEN, ZACHARY	20	03325 Hayward JS	9/14/2012
LWIA	State ID	App ID	Name	Age	Office Location	Exit Date
Grand Totals - Records: 257						

Edu Lvl	Exit Reason X	Sch Status X	Emp Status X	Wages	Follow Up Plcmt	Curr Qtr	Num	Denom
11	0	0	0	$0.00	0	0	0	1
13	0	1	0	$0.00	0	0	0	0
11	0	0	0	$0.00	0	0	0	1
87	1	0	0	$0.00	0	0	0	0
87	0	1	0	$0.00	0	0	0	0
87	0	1	1	$0.00	0	0	0	0
87	0	0	0	$0.00	0	0	0	1
11	0	0	0	$0.00	0	0	0	1
10	0	0	0	$0.00	0	0	0	1
13	0	1	0	$0.00	0	0	0	0
13	0	0	0	$0.00	0	0	0	1
11	0	0	0	$0.00	1	0	1	1
87	0	0	1	$0.00	1	0	0	0
87	0	0	0	$0.00	1	0	1	1
87	0	0	0	$0.00	0	1	0	1
10	0	0	0	$0.00	0	0	1	1
11	0	0	0	$0.00	1	0	1	1
87	0	0	0	$0.00	0	1	0	1
11	0	0	0	$0.00	0	0	0	1
10	0	0	0	$0.00	0	0	0	1
11	0	0	0	$0.00	0	0	0	1
87	0	0	0	$0.00	0	0	0	1
13	0	0	0	$0.00	1	0	1	1
87	0	0	0	$0.00	0	0	0	1
87	1	0	0	$0.00	0	0	0	0
Edu Lvl	Exit Reason X	Sch Status X	Emp Status X	Wages	Follow Up Plcmt	Curr Qtr	Num	Denom
	18	33	20	$0.00	15	37	32	194

Entered Employment Rates

(Click here to return to the Table of Contents)

This report lists program participants and their entered employment status.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Federal Reports**"
- Under Federal Reports click on **"ETA WIA 9090 Quarterly"** then under Performance Measures: click **"Entered Employment Rates."**

Available Filters:

Date Range – Select the quarter and year of your interest from the drop down menu.
(Please note quarters are based on fiscal year not calendar year)

Region/LWIA Status – Active/ Inactive/ All. This filter is based upon your privileges. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs. *(To select multiple Regions/LWIA hold ctrl and select your multiple Region/LWIA).*

Office Location Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

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Fund Stream – Select the fund stream of your interest from the drop down menu. **"None Selected"** if you want to include all funding streams.

Exit Reason – Select the exit reason of your interest from the drop down menu. Choose "**None Selected**" if you want to include all reasons.

Provider Status Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the

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National Emergency Grant – Select the National Emergency Grant of your interest from the drop down menu. Choose "**None Selected**" if you want to include all National Emergency Grants.

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- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others

ETA WIA 9090 Quarterly: Entered Employment Rates

Please note this data was last refreshed on 1/15/2014

⊟ Filter Criteria

Report Period: 2nd Quarter 2013 - (4/1/2012 - 3/31/2013)

Region/LWIA: Alameda County Workforce Investment Board

Office Location: 03325 Hayward JS

LWIA	State ID	App ID	Name	Office Location	Exit Date
01	285445300	1546794	AARON, DIOMI	03325 Hayward JS	5/14/2012
01	361381704	1543042	ABAD, LEOPOLDO JR	03325 Hayward JS	9/12/2012
01	623677377	1543012	ABAD, MICHELLE	03325 Hayward JS	8/21/2012
01	955270948	1546128	ABALOS, RONNEL	03325 Hayward JS	9/28/2012
01	842383613	1541501	ABAN, ERNESTO	03325 Hayward JS	6/11/2012
01	600383366	1547307	ABARSOSA, MARJORIE	03325 Hayward JS	8/8/2012
01	600383366	1548318	ABARSOSA, MARJORIE	03325 Hayward JS	3/29/2013
01	667439542	1546008	ABBAZI, MINA	03325 Hayward JS	4/30/2012
01	29171427	1547988	ABDELSHAHEED, NADIA	03325 Hayward JS	1/24/2013
01	347438069	1546921	Abenojar, Agnes	03325 Hayward JS	2/20/2013
01	168440079	1542151	ABINA, STEVE	03325 Hayward JS	6/25/2012
01	819453024	1542319	ABLAZA, ALEX	03325 Hayward JS	9/12/2012
01	29169222	1547353	ABRAHA, DANIEL	03325 Hayward JS	9/6/2012
01	902374679	1542797	ABREGANA, ARISTOTLE	03325 Hayward JS	6/6/2012
01	851374679	1541496	ABREGANA, GENESIS	03325 Hayward JS	6/8/2012
01	33374199	1541495	ABRIL, DENNIS	03325 Hayward JS	5/21/2012
01	29383053	1547226	ABU, MALIK	03325 Hayward JS	12/17/2012
01	500452701	1542385	ABUAN, RONALD	03325 Hayward JS	4/6/2012
01	831442103	1543712	ABUTAN, ROMEO	03325 Hayward JS	4/6/2012
01	257391942	1542644	ACEVEDO, REGIS	03325 Hayward JS	6/12/2012
01	873436020	1541995	ACEVES, EFRAIN	03325 Hayward JS	9/18/2012
01	554374625	1543304	ACEVES, HUMBERTO	03325 Hayward JS	4/6/2012
01	271396587	1548131	ACHI, FRANCE	03325 Hayward JS	3/6/2013
01	889436606	1542653	ACHIKE, MICHAEL	03325 Hayward JS	5/17/2012
01	94377856	1543311	ACOSTA-RAMIREZ, PEDRO	03325 Hayward JS	8/6/2012
LWIA	State ID	App ID	Name	Office Location	Exit Date
Grand Totals - Records: 3,299					

Exit Reason X	Pseudo X	Emp Status X	Wages	Follow Up	Curr Qtr	Adult Num	Adult Denom	DW Num	DW Denom	OY Num	OY Denom	NEG Num	NEG Denom
0	0	0	$0.00	0	0	0	0	0	1	0	0	0	0
0	0	1	$0.00	0	0	0	0	0	0	0	0	0	0
0	0	1	$0.00	0	0	0	0	0	0	0	0	0	0
0	0	0	$0.00	0	0	0	0	1	1	0	0	0	0
0	0	1	$0.00	0	0	0	0	0	0	0	0	0	0
0	0	0	$0.00	0	0	0	0	0	1	0	0	0	0
0	0	0	$0.00	0	1	0	0	1	1	0	0	0	0
0	0	0	$0.00	0	0	0	0	0	1	0	0	0	0
0	0	0	$0.00	0	1	0	1	0	0	0	0	0	0
0	0	0	$0.00	0	1	0	0	0	1	0	0	0	0
0	0	1	$0.00	0	0	0	0	0	0	0	0	0	0
0	0	1	$0.00	0	0	0	0	0	0	0	0	0	0
0	0	0	$0.00	0	0	0	1	0	0	0	0	0	0
0	0	1	$0.00	0	0	0	0	0	0	0	0	0	0
0	0	0	$0.00	0	0	0	1	0	1	0	0	0	0
0	0	1	$0.00	0	0	0	0	0	0	0	0	0	0
0	0	0	$0.00	0	0	0	1	0	0	0	0	0	0
0	0	1	$0.00	0	0	0	0	0	0	0	0	0	0
0	0	0	$0.00	0	0	0	1	0	1	0	0	0	0
0	0	1	$0.00	0	0	0	0	0	0	0	0	0	0
0	0	1	$0.00	0	0	0	0	0	0	0	0	0	0
0	0	0	$0.00	0	0	0	1	0	1	0	0	0	0
0	0	0	$0.00	0	1	0	0	0	1	0	0	0	0
0	0	1	$0.00	0	0	0	0	0	0	0	0	0	0
0	0	0	$0.00	0	0	0	1	0	1	0	0	0	0
Exit Reason X	Pseudo X	Emp Status X	Wages	Follow Up	Curr Qtr	Adult Num	Adult Denom	DW Num	DW Denom	OY Num	OY Denom	NEG Num	NEG Denom
152	95	1,182	$0.00	0	533	47	1,028	164	1,413	19	96	0	0

Retention Rates

(Click here to return to the Table of Contents)

This report provides a list of participants in the WIA Program and their employment retention status.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Federal Reports**"
- Under Federal Reports click on **"ETA WIA 9090 Quarterly"** then under Performance Measures: click **"Retention Rates."**

Available Filters:

Date Range – Select the quarter and year of your interest from the drop down menu.
(Please note quarters are based on fiscal year not calendar year)

Region/LWIA Status – Active/ Inactive/ All. This filter is based upon your privileges. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs. *(To select multiple Regions/LWIA hold ctrl and select your multiple Region/LWIA).*

Office Location Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

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Fund Stream – Select the fund stream of your interest from the drop down menu. **"None Selected"** if you want to include all funding streams.

Exit Reason – Select the exit reason of your interest from the drop down menu. Choose "**None Selected**" if you want to include all reasons.

Provider Status Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Provider – Select the Provider of your interest from the drop down menu. Choose "**None Selected**" if you want to include all providers. *(To select multiple Providers hold ctrl and select your multiple Providers).*

National Emergency Grant – Select the National Emergency Grant of your interest from the drop down menu. Choose "**None Selected**" if you want to include all National Emergency Grants.

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ETA WIA 9090 Quarterly: Retention Rates

Please note this data was last refreshed on 1/15/2014

Filter Criteria

Report Period: 2nd Quarter 2013 - (10/1/2011 - 9/30/2012)

Region/LWIA: Alameda County Workforce Investment Board

Office Location: 03325 Hayward JS

LWIA	State ID	App ID	Name	Office Location	Exit Date	Yth Diploma Date
01	285445300	1546794	AARON, DIOMI	03325 Hayward JS	5/14/2012	
01	361381704	1543042	ABAD, LEOPOLDO JR	03325 Hayward JS	9/12/2012	
01	520469347	1543556	abad, mary grace	03325 Hayward JS	12/16/2011	
01	623677377	1543012	ABAD, MICHELLE	03325 Hayward JS	8/21/2012	
01	955270948	1546128	ABALOS, RONNEL	03325 Hayward JS	9/28/2012	
01	842383613	1541501	ABAN, ERNESTO	03325 Hayward JS	6/11/2012	
01	600383366	1547307	ABARSOSA, MARJORIE	03325 Hayward JS	8/8/2012	
01	29609176	1539731	ABBAS, KARIMA	03325 Hayward JS	11/29/2011	
01	667439542	1546008	ABBAZI, MINA	03325 Hayward JS	4/30/2012	
01	300928350	1545892	abdullah, saladin	03325 Hayward JS	1/31/2012	
01	168440079	1542151	ABINA, STEVE	03325 Hayward JS	6/25/2012	
01	819453024	1542319	ABLAZA, ALEX	03325 Hayward JS	9/12/2012	
01	29169222	1547353	ABRAHA, DANIEL	03325 Hayward JS	9/6/2012	
01	383440175	1541711	ABRAHAM, JOHN	03325 Hayward JS	2/23/2012	
01	937435951	1542945	ABRAHAM, RICKY	03325 Hayward JS	11/22/2011	
01	902374679	1542797	ABREGANA, ARISTOTLE	03325 Hayward JS	6/6/2012	
01	851374679	1541496	ABREGANA, GENESIS	03325 Hayward JS	6/8/2012	
01	669395511	1543551	ABREGO MONTOYA, MARIA	03325 Hayward JS	3/28/2012	
01	33374199	1541495	ABRIL, DENNIS	03325 Hayward JS	5/21/2012	
01	500452701	1542385	ABUAN, RONALD	03325 Hayward JS	4/6/2012	
01	831442103	1543712	ABUTAN, ROMEO	03325 Hayward JS	4/6/2012	
01	257391942	1542644	ACEVEDO, REGIS	03325 Hayward JS	6/12/2012	
01	873436020	1541995	ACEVES, EFRAIN	03325 Hayward JS	9/18/2012	
01	554374625	1543304	ACEVES, HUMBERTO	03325 Hayward JS	4/6/2012	
01	889436606	1542653	ACHIKE, MICHAEL	03325 Hayward JS	5/17/2012	
LWIA	State ID	App ID	Name	Office Location	Exit Date	Yth Diploma Date
Grand Totals - Records: 3,470						

Exit Reason X	Pseudo X	Emp EQ1	Emp EQ2	Emp EQ3	Yth Ret	Sch Status X	Yth Diploma	Curr Qtr
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	1
1	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	1
0	0	1	1	1	0	0	0	1
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	1
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	1
0	0	0	0	0	0	0	0	1
0	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	1	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	1
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
Exit Reason X	Pseudo X	Emp EQ1	Emp EQ2	Emp EQ3	Yth Ret	Sch Status X	Yth Diploma	Curr Qtr
187	112	279	185	86	103	29	73	1,192

Adult Num	Adult Denom	DW Num	DW Denom	OY Num	OY Denom	YY Num	YY Denom	NEG Num	NEG Denom
0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
0	0	1	1	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
0	1	0	1	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
Adult Num	Adult Denom	DW Num	DW Denom	OY Num	OY Denom	YY Num	YY Denom	NEG Num	NEG Denom
22	84	35	177	14	25	6	64	0	0

Literacy and Numeracy Gains

(Click here to return to the Table of Contents)

This report lists youth participants in the WIA Program who show literacy and numeracy gains.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Federal Reports**"
- Under Federal Reports click on **"ETA WIA 9090 Quarterly"** then under Performance Measures: click **"Literacy & Numeracy Gains."**

Available Filters:

Date Range – Select the quarter and year of your interest from the drop down menu.
(Please note quarters are based on fiscal year not calendar year)

Region/LWIA Status – Active/ Inactive/ All This filter is based upon your privileges. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs. *(To select multiple Regions/LWIA hold ctrl and select your multiple Region/LWIA).*

Office Location Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Office Location – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices. *(To select multiple Office Locations hold ctrl and select your multiple Office Locations).*

Fund Stream – Select the fund stream of your interest from the drop down menu. **"None Selected"** if you want to include all funding streams.

Exit Reason – Select the exit reason of your interest from the drop down menu. Choose "**None Selected**" if you want to include all reasons.

Provider Status Active/ Inactive/ All The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Provider Select the Provider of your interest from the drop down menu. Choose "**None Selected**" if you want to include all providers. *(To select multiple Providers hold ctrl and select your multiple Providers)*

National Emergency Grant – Select the National Emergency Grant of your interest from the drop down menu. Choose "**None Selected**" if you want to include all National Emergency Grants.

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- **Excel -** Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.
- **CSV** – This file type is primarily associated with 'Comma-Separated Variables'. A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.

- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others

ETA WIA 9090 Quarterly: Literacy & Numeracy Gains

Please note this data was last refreshed on 1/15/2014

Filter Criteria

Report Period: 2nd Quarter 2013 - (1/1/2013 - 12/31/2013)

Region/LWIA: Alameda County Workforce Investment Board

Office Location: 03325 Hayward JS

LWIA	State ID	App ID	Name	Age	Office Location	Participation Date
01	29554049	1547335	ALHAMBRA, AUDREY	21	03325 Hayward JS	8/7/2012
01	29458695	1547463	ANDRADE-HERNANDEZ, WILLIAM	18	03325 Hayward JS	8/13/2012
01	29588088	1547637	BALURAN, KEVIN	18	03325 Hayward JS	8/13/2012
01	29449382	1547338	BARBALINARDO, GIULIANNA	18	03325 Hayward JS	8/7/2012
01	29620156	1547621	CARTER, KADEEM	19	03325 Hayward JS	9/17/2012
01	29174036	1547340	CATIPON, MARGARET	19	03325 Hayward JS	8/7/2012
01	1000357161	1546784	Coney, Damone	20	03325 Hayward JS	3/30/2012
01	659390510	1546514	DURANT, ANTHONY	21	03325 Hayward JS	2/29/2012
01	29520449	1547948	FELICIANO, LORENZO	17	03325 Hayward JS	11/7/2012
01	29611077	1547398	GALLAGHER, EMILY	18	03325 Hayward JS	8/7/2012
01	29524685	1548160	GONZALEZ, JOEL	19	03325 Hayward JS	12/28/2012
01	29564984	1546503	GREEN, KEVIN	19	03325 Hayward JS	1/19/2012
01	29460752	1548027	HARRIS, TONISHA	21	03325 Hayward JS	12/14/2012
01	29604485	1546140	HEARNE, MELEANE	18	03325 Hayward JS	7/5/2012
01	29495484	1547731	HESTER, DALAINA	18	03325 Hayward JS	9/17/2012
01	29526859	1547709	HOGAN, RANDALL	20	03325 Hayward JS	11/14/2012
01	29451481	1546551	HOLMES, JELANI	17	03325 Hayward JS	8/1/2011
01	80395416	1547810	Jackson, Felicia	20	03325 Hayward JS	12/11/2012
01	182373477	1547192	LASO, ADOLPH	21	03325 Hayward JS	3/14/2012
01	29599574	1547348	LAVENTURE, MICHAEL	19	03325 Hayward JS	8/7/2012
01	29525408	1547697	LEON JR, ADOLFO	18	03325 Hayward JS	10/29/2012
01	29619927	1547493	LYNCH, DE'AYSHIA	19	03325 Hayward JS	9/19/2012
01	29416398	1547305	MANU, ANDREW	18	03325 Hayward JS	7/19/2012
01	869386376	1547722	MARISCAL, ROSALIA	20	03325 Hayward JS	11/6/2012
01	319377496	1546521	Mejia, Donzale	20	03325 Hayward JS	2/29/2012
LWIA	State ID	App ID	Name	Age	Office Location	Participation Date

Youth Date	Exit Date	Sch Part	Part Yr	Exit Reason X	Pseudo X	BSD	Curr Qtr	Num	Denom
8/7/2012	6/24/2013	5	1	0	0	1	0	0	1
8/13/2012	9/16/2013	4	1	0	0	1	0	0	1
8/13/2012		5	1	0	0	1	0	1	1
8/7/2012	6/18/2013	5	1	0	0	1	0	0	1
9/17/2012		4	1	0	0	1	0	0	1
8/7/2012		5	1	0	0	1	0	1	1
3/30/2012	6/30/2012	5	1	0	0	1	0	1	1
2/29/2012	6/30/2012	5	1	0	0	1	0	0	1
11/7/2012	6/30/2013	4	1	0	0	1	1	0	1
8/7/2012	6/18/2013	5	1	0	0	1	0	0	1
12/28/2012		4	1	0	0	1	1	1	1
1/19/2012	1/8/2013	5	1	0	0	1	0	1	1
12/14/2012		5	1	0	0	1	1	0	1
7/5/2012		5	1	0	0	1	0	0	1
9/17/2012	3/7/2013	4	1	0	0	1	0	0	1
11/14/2012		3	1	0	0	1	1	0	1
8/1/2011		5	2	0	0	1	0	0	1
12/11/2012		4	1	0	0	1	1	1	1
3/14/2012	12/31/2012	3	1	0	0	1	0	0	1
8/7/2012		5	1	0	0	1	0	1	1
10/29/2012	12/30/2012	5	1	0	0	1	1	1	1
9/19/2012	6/13/2013	4	1	0	0	1	0	1	1
7/19/2012		5	1	0	0	1	0	0	1
11/6/2012		4	1	0	0	1	1	0	1
2/29/2012	4/30/2012	5	1	0	0	1	0	0	1
Youth Date	Exit Date	Sch Part	Part Yr	Exit Reason X	Pseudo X	BSD	Curr Qtr	Num	Denom
				0	0	43	15	12	43

Employment and Credential Rates

(Click here to return to the Table of Contents)

This report lists WIA participants and tracks their employment and credential record or rate in the WIA program.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Federal Reports**"
- Under Federal Reports click on **"ETA WIA 9090 Quarterly"** then under Performance Measures: click **"Employment and Credential Rates."**

Available Filters:

Date Range – Select the quarter and year of your interest from the drop down menu.
(Please note quarters are based on fiscal year not calendar year)

Region/LWIA Status – Active/ Inactive/ All This filter is based upon your privileges. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs. *(To select multiple Regions/LWIA hold ctrl and select your multiple Region/LWIA).*

Office Location Status – Active/ Inactive/ All The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Office Location – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices. *(To select multiple Office Locations hold ctrl and select your multiple Office Locations).*

Fund Stream – Select the fund stream of your interest from the drop down menu. **"None Selected"** if you want to include all funding streams.

Exit Reason – Select the exit reason of your interest from the drop down menu. Choose "**None Selected**" if you want to include all reasons.

Provider Status – Active/ Inactive/ All The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Provider Select the *Provider* of your interest from the drop down menu. Choose "**None Selected**" if you want to include all providers. *(To select multiple Providers hold ctrl and select your multiple Providers)*
National Emergency Grant – Select the National Emergency Grant of your interest from the drop down menu. Choose "**None Selected**" if you want to include all National Emergency Grants.

After you select the appropriate filters for your report, click on "**Run Report**" to generate the report. Examples of the report are shown on the last page.

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- **CSV** – This file type is primarily associated with 'Comma-Separated Variables'. A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).

- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.

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- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.

- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others

ETA WIA 9090 Quarterly: Employment and Credential Rates

Please note this data was last refreshed on 1/15/2014

⊟ Filter Criteria

Report Period: 2nd Quarter 2013 - (4/1/2012 - 3/31/2013)

Region/LWIA: Alameda County Workforce Investment Board

Office Location: 03325 Hayward JS

LWIA	State ID	App ID	Name	Office Location	Exit Date
01	285445300	1546794	AARON, DIOMI	03325 Hayward JS	5/14/2012
01	361381704	1543042	ABAD, LEOPOLDO JR	03325 Hayward JS	9/12/2012
01	623677377	1543012	ABAD, MICHELLE	03325 Hayward JS	8/21/2012
01	955270948	1546128	ABALOS, RONNEL	03325 Hayward JS	9/28/2012
01	842383613	1541501	ABAN, ERNESTO	03325 Hayward JS	6/11/2012
01	600383366	1547307	ABARSOSA, MARJORIE	03325 Hayward JS	8/8/2012
01	600383366	1548318	ABARSOSA, MARJORIE	03325 Hayward JS	3/29/2013
01	667439542	1546008	ABBAZI, MINA	03325 Hayward JS	4/30/2012
01	29171427	1547988	ABDELSHAHEED, NADIA	03325 Hayward JS	1/24/2013
01	347438069	1546921	Abenojar, Agnes	03325 Hayward JS	2/20/2013
01	168440079	1542151	ABINA, STEVE	03325 Hayward JS	6/25/2012
01	819453024	1542319	ABLAZA, ALEX	03325 Hayward JS	9/12/2012
01	29169222	1547353	ABRAHA, DANIEL	03325 Hayward JS	9/6/2012
01	902374679	1542797	ABREGANA, ARISTOTLE	03325 Hayward JS	6/6/2012
01	851374679	1541496	ABREGANA, GENESIS	03325 Hayward JS	6/8/2012
01	33374199	1541495	ABRIL, DENNIS	03325 Hayward JS	5/21/2012
01	29383053	1547226	ABU, MALIK	03325 Hayward JS	12/17/2012
01	500452701	1542385	ABUAN, RONALD	03325 Hayward JS	4/6/2012
01	831442103	1543712	ABUTAN, ROMEO	03325 Hayward JS	4/6/2012
01	257391942	1542644	ACEVEDO, REGIS	03325 Hayward JS	6/12/2012
01	873436020	1541995	ACEVES, EFRAIN	03325 Hayward JS	9/18/2012
01	554374625	1543304	ACEVES, HUMBERTO	03325 Hayward JS	4/6/2012
01	271396587	1548131	ACHI, FRANCE	03325 Hayward JS	3/6/2013
01	889436606	1542653	ACHIKE, MICHAEL	03325 Hayward JS	5/17/2012
01	94377856	1543311	ACOSTA-RAMIREZ, PEDRO	03325 Hayward JS	8/6/2012
LWIA	State ID	App ID	Name	Office Location	Exit Date
Grand Totals - Records: 3,299					

Cred	Exit Reason X	Pseudo X	Emp EQ1	Train	Curr Qtr	Adult Num	Adult Denom	DW Num	DW Denom	OY Num	OY Denom
	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	1	0	0	1	0	1	0	0
	0	0	0	1	0	0	1	0	1	0	0
5	0	0	1	1	0	0	0	1	1	0	0
	0	0	0	1	0	0	1	0	1	0	0
	0	0	0	0	0	0	0	0	0	0	0
	0	0	1	0	1	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	1	0	0	0	0	0	0
	0	0	0	0	1	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	1	0	0	1	0	1	0	0
	0	0	0	0	0	0	0	0	0	0	0
5	0	0	0	1	0	0	1	0	1	0	0
5	0	0	0	1	0	0	1	0	1	0	0
	0	0	0	1	0	0	1	0	1	0	0
6	0	0	0	1	0	0	1	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	1	0	0	0	0	0	0
5	0	0	0	1	0	0	1	0	1	0	0
	0	0	0	1	0	0	1	0	1	0	0
Cred	Exit Reason X	Pseudo X	Emp EQ1	Train	Curr Qtr	Adult Num	Adult Denom	DW Num	DW Denom	OY Num	OY Denom
	152	95	265	1,446	533	31	1,205	49	1,248	7	115

Average Earnings

(Click here to return to the Table of Contents)

This report tracks an individual's Average Earnings. Displays a snapshot of rate changes where, if an individual earned a recorded amount at the start of program and as a result of training services provided they earn a higher amount after leaving the program, the amount is a positive measurement.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Federal Reports**"
- Under "Federal Reports" Click on **"ETA WIA 9090 Quarterly"** then under Performance Measures: click **"Average Earnings."**

Available Filters:

Date Range – Select the quarter and year of your interest from the drop down menu.
(Please note quarters are based on fiscal year not calendar year)

Region/LWIA Status – Active/ Inactive/ All This filter is based upon your privileges The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs. *(To select multiple Regions/LWIA hold ctrl and select your multiple Region/LWIA).*

Office Location Status – Active/ Inactive/ All The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Office Location – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices. *(To select multiple Office Locations hold ctrl and select your multiple Office Locations).*

Fund Stream – Select the fund stream of your interest from the drop down menu. **"None Selected"** if you want to include all funding streams.

Exit Reason – Select the exit reason of your interest from the drop down menu. Choose "**None Selected**" if you want to include all reasons.

Provider Status – Active/ Inactive/ All The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

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- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.

- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others.

ETA WIA 9090 Quarterly: Average Earnings

Please note this data was last refreshed on 1/14/2014

⊟ Filter Criteria

Report Period: 4th Quarter 2012 - (4/1/2011 - 3/31/2012)

Region/LWIA: Alameda County Workforce Investment Board

Office Location: 03325 Hayward JS

LWIA	State ID	App ID	Name	Office Location
01	29266205	1541780	AASLAND, DANA	03325 Hayward JS
01	520469347	1543556	abad, mary grace	03325 Hayward JS
01	29609176	1539731	ABBAS, KARIMA	03325 Hayward JS
01	300928350	1545892	abdullah, saladin	03325 Hayward JS
01	29592075	1540109	ABORDO, MEGAN	03325 Hayward JS
01	383440175	1541711	ABRAHAM, JOHN	03325 Hayward JS
01	937435951	1542945	ABRAHAM, RICKY	03325 Hayward JS
01	177439747	1543832	Abrahamson, Terri	03325 Hayward JS
01	669395511	1543551	ABREGO MONTOYA, MARIA	03325 Hayward JS
01	361266922	1543378	abuelsaad, wagih	03325 Hayward JS
01	464675272	1541167	ABUSNEINEH, ABED	03325 Hayward JS
01	9357946	1543407	ACEVEDO, LUIS	03325 Hayward JS
01	183392402	1544720	ACOSTA, GERMAN	03325 Hayward JS
01	29521369	1544461	ADALTI, AKSHAY	03325 Hayward JS
01	302396944	1541094	ADAMS, GENE	03325 Hayward JS
01	28423365	1541785	ADAMS, II, GREGORY	03325 Hayward JS
01	177432128	1539682	ADAMS, INIBEHE	03325 Hayward JS
01	153442419	1544952	ADKINS, MARLENE	03325 Hayward JS
01	697444076	1545037	AGAS, AURORA	03325 Hayward JS
01	109387581	1539647	Ageze, Solomon	03325 Hayward JS
01	29467188	1545355	AGLORO, AGNES	03325 Hayward JS
01	468360964	1546007	AGODI, FRANK	03325 Hayward JS
01	29423953	1544817	AGOSTO, RIZZA	03325 Hayward JS
01	29583963	1539968	AGOSTO-SAMUSEVA, CHRISTIAN	03325 Hayward JS
01	29611156	1545768	AGUIAR, AZUCENA	03325 Hayward JS
LWIA	State ID	App ID	Name	Office Location
Grand Totals - Records: 2,909				

Exit Date	Exit Reason X	Pseudo X	OY Ret	EQ1	EQ2+3	R2+3	Curr Qtr
8/1/2011	1	1	0	$0.00	$0.00	$0.00	0
12/16/2011	1	0	0	$0.00	$0.00	$0.00	0
11/29/2011	0	0	0	$0.00	$0.00	$0.00	0
1/31/2012	0	0	0	$0.00	$0.00	$0.00	1
6/1/2011	0	0	1	$0.00	$0.00	$0.00	0
2/23/2012	0	0	0	$0.00	$0.00	$0.00	1
11/22/2011	1	0	0	$0.00	$0.00	$0.00	0
8/24/2011	0	0	0	$0.00	$0.00	$0.00	0
3/28/2012	0	0	0	$0.00	$0.00	$0.00	1
4/28/2011	0	0	0	$0.00	$0.00	$0.00	0
7/15/2011	0	0	0	$0.00	$0.00	$0.00	0
6/21/2011	0	0	0	$0.00	$0.00	$0.00	0
9/29/2011	0	0	0	$0.00	$0.00	$0.00	0
6/10/2011	0	0	0	$0.00	$0.00	$0.00	0
9/21/2011	0	0	0	$0.00	$0.00	$0.00	0
3/1/2012	0	0	0	$0.00	$0.00	$0.00	1
6/28/2011	0	0	0	$0.00	$0.00	$0.00	0
7/29/2011	0	0	0	$0.00	$0.00	$0.00	0
5/9/2011	0	0	0	$0.00	$0.00	$0.00	0
5/24/2011	0	0	0	$0.00	$0.00	$0.00	0
6/3/2011	0	0	0	$0.00	$0.00	$0.00	0
11/17/2011	0	0	0	$0.00	$0.00	$0.00	0
6/28/2011	0	0	0	$0.00	$0.00	$0.00	0
6/30/2011	0	0	0	$0.00	$0.00	$0.00	0
12/21/2011	0	0	0	$0.00	$0.00	$0.00	0
Exit Date	Exit Reason X	Pseudo X	OY Ret	EQ1	EQ2+3	R2+3	Curr Qtr
	143	75	157	$0.00	$0.00	$0.00	635

Adult Num	Adult Denom	DW Num	DW Denom	OY Num	OY Denom	NEG Num	NEG Denom
$0.00	0	$0.00	0	$0.00	0	$0.00	0
$0.00	0	$0.00	0	$0.00	0	$0.00	0
$0.00	0	$0.00	0	$0.00	0	$0.00	0
$0.00	0	$0.00	0	$0.00	0	$0.00	0
$0.00	0	$0.00	0	$0.00	0	$0.00	0
$0.00	0	$0.00	0	$0.00	0	$0.00	0
$0.00	0	$0.00	0	$0.00	0	$0.00	0
$0.00	0	$0.00	0	$0.00	0	$0.00	0
$0.00	0	$0.00	0	$0.00	0	$0.00	0
$0.00	0	$0.00	0	$0.00	0	$0.00	0
$0.00	0	$0.00	0	$0.00	0	$0.00	0
$0.00	0	$0.00	0	$0.00	0	$0.00	0
$0.00	0	$0.00	0	$0.00	0	$0.00	0
$0.00	0	$0.00	0	$0.00	0	$0.00	0
$0.00	0	$0.00	0	$0.00	0	$0.00	0
$0.00	0	$0.00	0	$0.00	0	$0.00	0
$0.00	0	$0.00	0	$0.00	0	$0.00	0
$0.00	0	$0.00	0	$0.00	0	$0.00	0
$0.00	0	$0.00	0	$0.00	0	$0.00	0
$0.00	0	$0.00	0	$0.00	0	$0.00	0
$0.00	0	$0.00	0	$0.00	0	$0.00	0
$0.00	0	$0.00	0	$0.00	0	$0.00	0
$0.00	0	$0.00	0	$0.00	0	$0.00	0
$0.00	0	$0.00	0	$0.00	0	$0.00	0
Adult Num	Adult Denom	DW Num	DW Denom	OY Num	OY Denom	NEG Num	NEG Denom
$0.00	0	$0.00	0	$0.00	0	$0.00	0

Attainment of Degree or Certificate

(Click here to return to the Table of Contents)

This report tracks attainment of training degree or certificate in WIA program.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Federal Reports**"
- Under Federal Reports Click on **"ETA WIA 9090 Quarterly"** then under Performance Measures: click "**Attainment of Degree or Certificate**."

Available Filters:

Date Range – Select the quarter and year of your interest from the drop down menu.
(Please note quarters are based on fiscal year not calendar year)

Region/LWIA Status – Active/ Inactive/ All. This filter is based upon your privileges. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs. *(To select multiple Regions/LWIA hold ctrl and select your multiple Region/LWIA).*

Office Location Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Office Location – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices. *(To select multiple Office Locations hold ctrl and select your multiple Office Locations)*

Fund Stream – Select the fund stream of your interest from the drop down menu. **"None Selected"** if you want to include all funding streams.

Exit Reason – Select the exit reason of your interest from the drop down menu. Choose "**None Selected**" if you want to include all reasons.

Provider Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Provider Select the *Provider* – of your interest from the drop down menu. Choose "**None Selected**" if you want to include all providers. *(To select multiple Providers hold ctrl and select your multiple Providers).*

National Emergency Grant – Select the National Emergency Grant of your interest from the drop down menu. Choose "**None Selected**" if you want to include all National Emergency Grants.

After you select the appropriate filters for your report, click on "**Run Report**" to generate the report. Examples of the report are shown on the last page.

Clicking on the blue hyperlinks on the reports generates individual data reports or detailed information based on the category selected.

You will also have the option to export the report to any of the following programs by clicking the appropriate option at the top of the report screen. *(Please note using of the blue hyperlink function on a generated report only work prior to exporting or saving. Blue Hyperlinks do not work if report has been exported or saved.)*

- **Excel -** Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.
- **CSV** – This file type is primarily associated with 'Comma-Separated Variables'. A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.

- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others.

ETA WIA 9090 Quarterly: Attainment of Degree or Certificate

Please note this data was last refreshed on 1/15/2014

⊟ Filter Criteria

Report Period: 2nd Quarter 2013 - (4/1/2012 - 3/31/2013)

Region/LWIA: Alameda County Workforce Investment Board

Office Location: 03325 Hayward JS

LWIA	State ID	App ID	Name	Age	Office Location
01	1000239482	1547303	Adams, Deja	16	03325 Hayward JS
01	29606322	1546806	AGUILAR, SONIA	20	03325 Hayward JS
01	29487840	1545842	ALHARAZY, ALI	17	03325 Hayward JS
01	29216006	1545981	ALLEN, TORRELL	21	03325 Hayward JS
01	29475527	1546160	ALVARADO, BRANDEN	20	03325 Hayward JS
01	819394490	1546127	Alviar, Nayeli	19	03325 Hayward JS
01	29500545	1547963	AMBRIZ, SUSAN	20	03325 Hayward JS
01	29610383	1545957	ANDERSON, KEVIN	17	03325 Hayward JS
01	29540365	1545822	AREVALO JR, FELIPE	17	03325 Hayward JS
01	29575602	1546854	ATCHISON, DEAANTE	19	03325 Hayward JS
01	29506328	1546235	BANDY, BRIJUANAE	20	03325 Hayward JS
01	29418861	1545972	BARBA, JADE	17	03325 Hayward JS
01	29533487	1546418	BARBALINARDO, GABRIELLA	18	03325 Hayward JS
01	29544723	1546111	BARBALINARDO, VINCENT	20	03325 Hayward JS
01	29544723	1547613	BARBALINARDO, VINCENT	21	03325 Hayward JS
01	29457680	1545778	BARNES, DAVION	15	03325 Hayward JS
01	29583517	1545261	BARNES, N'KAYLA	17	03325 Hayward JS
01	1000012919	1545276	BEACHUM, PENNY	18	03325 Hayward JS
01	1000253500	1547351	BEAMON, RONNELL	21	03325 Hayward JS
01	29579940	1547168	BECERRA, MARTIN	16	03325 Hayward JS
01	29546504	1545790	BERNABE, JESUS	19	03325 Hayward JS
01	29436485	1546782	BERNSTEIN, ALEXANDER	21	03325 Hayward JS
01	29464679	1546202	BERRY, MO'NIKA	19	03325 Hayward JS
01	29603092	1545715	BICKHAM, TREVOR	20	03325 Hayward JS
01	29463674	1545702	BOLDEN, ZACHARY	20	03325 Hayward JS
LWIA	State ID	App ID	Name	Age	Office Location

Participation Date	Youth Date	Exit Date	Diploma Date	Exit Reason X	Enr In Educ	Curr Qtr	Num	Denom
8/9/2012	8/9/2012	10/8/2012		0	1	0	0	1
1/12/2012	1/12/2012	8/3/2012	8/3/2012	0	1	0	1	1
7/1/2011	7/1/2011	6/27/2012	6/15/2012	0	1	0	1	1
10/7/2011	10/7/2011	9/30/2012	2/9/2012	1	1	0	0	0
12/22/2011	12/22/2011	5/24/2012		0	1	0	0	1
8/16/2011	8/16/2011	6/30/2012		0	1	0	0	1
10/3/2012	10/3/2012	10/25/2012		0	0	0	0	0
8/23/2011	8/23/2011	6/6/2012	6/4/2012	0	1	0	1	1
10/4/2011	10/4/2011	6/30/2012		0	1	0	0	1
3/30/2012	3/30/2012	10/2/2012	6/8/2012	0	1	0	1	1
1/3/2012	1/3/2012	9/12/2012	9/12/2012	0	1	0	1	1
8/23/2011	8/23/2011	8/24/2012	6/6/2012	0	1	0	1	1
8/16/2011	8/16/2011	8/16/2012		0	1	0	0	1
8/16/2011	8/16/2011	6/30/2012		0	1	0	0	1
8/7/2012	8/7/2012	1/9/2013		0	1	1	0	1
7/1/2011	7/1/2011	12/3/2012		0	1	0	0	1
7/13/2011	7/13/2011	8/29/2012	6/7/2012	0	1	0	1	1
7/13/2011	7/13/2011	3/13/2013		0	1	1	0	1
8/6/2012	8/6/2012	11/14/2012	10/4/2012	0	1	0	1	1
7/5/2012	7/5/2012	12/15/2012		0	1	0	0	1
11/17/2011	11/17/2011	4/25/2012		0	1	0	0	1
2/3/2012	2/3/2012	8/1/2012	4/3/2012	0	1	0	1	1
12/8/2011	12/8/2011	9/30/2012		0	1	0	0	1
7/15/2011	7/15/2011	12/31/2012		0	1	0	0	1
7/15/2011	7/15/2011	9/14/2012	12/31/2011	1	1	0	0	0
Participation Date	Youth Date	Exit Date	Diploma Date	Exit Reason X	Enr In Educ	Curr Qtr	Num	Denom
				18	222	37	87	208

Youth Diploma or Equivalent Rate

(Click here to return to the Table of Contents)

This tracks youth participants in the WIA program who attained a degree or equivalency.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Federal Reports**"
- Under Federal Reports click on **"ETA WIA 9090 Quarterly"** then under Performance Measures: click **"Youth Diploma or Equivalent Rate."**

Available Filters:

Date Range – Select the quarter and year of your interest from the drop down menu.
(Please note quarters are based on fiscal year not calendar year)

Region/LWIA Status – Active/ Inactive/ All. This filter is based upon your privileges The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs. *(To select multiple Regions/LWIA hold ctrl and select your multiple Region/LWIA).*

Office Location Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Office Location – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices. *(To select multiple Office Locations hold ctrl and select your multiple Office Locations).*

Fund Stream – Select the fund stream of your interest from the drop down menu. **"None Selected"** if you want to include all funding streams.

Exit Reason – Select the exit reason of your interest from the drop down menu. Choose "**None Selected**" if you want to include all reasons.

Provider Status Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Provider Select the Provider of your interest from the drop down menu. Choose "**None Selected**" if you want to include all providers. *(To select multiple Providers hold ctrl and select your multiple Providers)*

National Emergency Grant – Select the National Emergency Grant of your interest from the drop down menu. Choose "**None Selected**" if you want to include all National Emergency Grants.

After you select the appropriate filters for your report, click on "**Run Report**" to generate the report. Examples of the report are shown on the last page.

Clicking on the blue hyperlinks on the reports generates individual data reports or detailed information based on the category selected.

You will also have the option to export the report to any of the following programs by clicking the appropriate option at the top of the report screen. *(Please note using of the blue hyperlink function on a generated report only work prior to exporting or saving. Blue Hyperlinks do not work if report has been exported or saved.)*

- **Excel -** Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.
- **CSV** – This file type is primarily associated with 'Comma-Separated Variables'. A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.

- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others

ETA WIA 9090 Quarterly: Youth Diploma or Equivalent Rate

Please note this data was last refreshed on 1/15/2014

⊟ Filter Criteria

Report Period: 2nd Quarter 2013 - (10/1/2012 - 9/30/2013)

Region/LWIA: Alameda County Workforce Investment Board

Office Location: 03325 Hayward JS

LWIA	State ID	App ID	Name	Age	Office Location	Participation Date
01	29457763	1548281	ADAME, FRANKIE	17	03325 Hayward JS	1/8/2013
01	1000239482	1547303	Adams, Deja	16	03325 Hayward JS	8/9/2012
01	29569016	1548533	AMEZCUA RODRIGUEZ, LEONARDO	18	03325 Hayward JS	4/23/2013
01	29458695	1547463	ANDRADE-HERNANDEZ, WILLIAM	18	03325 Hayward JS	8/13/2012
01	1000148045	1546438	ARAGON, MARCELLA	17	03325 Hayward JS	2/21/2012
01	29449382	1547338	BARBALINARDO, GIULIANNA	18	03325 Hayward JS	8/7/2012
01	29457680	1545778	BARNES, DAVION	15	03325 Hayward JS	7/1/2011
01	1000012919	1545276	BEACHUM, PENNY	18	03325 Hayward JS	7/13/2011
01	29579940	1547168	BECERRA, MARTIN	16	03325 Hayward JS	7/5/2012
01	29487078	1548727	BENTON, MATTHEW	18	03325 Hayward JS	6/7/2013
01	725383113	1545324	Blanco, Rachel	17	03325 Hayward JS	7/21/2011
01	29371594	1547746	BONFIL, MARISSA	16	03325 Hayward JS	9/20/2012
01	29500109	1548529	BONKOFSKY, SAMANTHA	16	03325 Hayward JS	2/12/2013
01	29548472	1547551	BRADLEY, AVANTE	18	03325 Hayward JS	9/25/2012
01	29443968	1548491	BRADLEY, TAMISHA	18	03325 Hayward JS	4/11/2013
01	29574648	1545698	BROWN, RAANA	18	03325 Hayward JS	7/15/2011
01	29487103	1547321	BUTLER, SONDRA	17	03325 Hayward JS	7/2/2012
01	29457616	1547713	CANNON, ANGELAH	17	03325 Hayward JS	10/24/2012
01	1000146535	1547900	CARRILLO, ADELA	18	03325 Hayward JS	1/7/2013
01	29513012	1546196	CHAVEZ, JORGE	18	03325 Hayward JS	12/22/2011
01	29604888	1547468	CHAVEZ, ROBERTO	16	03325 Hayward JS	9/5/2012
01	29513457	1546849	CONYERS III, SAMUEL	17	03325 Hayward JS	3/15/2012
01	309386252	1547322	Cumby II, Eric	18	03325 Hayward JS	7/2/2012
01	29569863	1546194	DE LARA, JULIUS	18	03325 Hayward JS	12/22/2011
01	29580531	1548654	DICKENSON, AMALIA	17	03325 Hayward JS	2/12/2013
LWIA	State ID	App ID	Name	Age	Office Location	Participation Date

Participation Date	Youth Date	Exit Date	Diploma Date	Sch Part	Sch Exit	Exit Reason X	Curr Qtr	Num	Denom
1/8/2013	1/8/2013	6/25/2013		4	4	0	0	0	1
8/9/2012	8/9/2012	10/8/2012		1	1	0	0	0	0
4/23/2013	4/23/2013	8/26/2013		2	2	0	1	0	0
8/13/2012	8/13/2012	9/16/2013		4	4	0	1	0	1
2/21/2012	2/21/2012	9/18/2013	8/31/2012	1	5	0	1	0	1
8/7/2012	8/7/2012	6/18/2013		5	3	0	0	0	0
7/1/2011	7/1/2011	12/3/2012		2	1	0	0	0	0
7/13/2011	7/13/2011	3/13/2013		5	5	0	0	0	0
7/5/2012	7/5/2012	12/15/2012		1	1	0	0	0	0
6/7/2013	6/7/2013	8/26/2013		2	2	0	1	0	0
7/21/2011	7/21/2011	9/16/2013	8/12/2011	5	3	0	1	0	0
9/20/2012	9/20/2012	6/12/2013	6/12/2013	2	5	0	0	0	1
2/12/2013	2/12/2013	7/30/2013		2	2	0	1	0	0
9/25/2012	9/25/2012	5/14/2013		4	4	0	0	0	1
4/11/2013	4/11/2013	6/15/2013		1	5	0	0	0	1
7/15/2011	7/15/2011	12/31/2012		5	5	1	0	0	0
7/2/2012	7/2/2012	12/30/2012		5	5	0	0	0	0
10/24/2012	10/24/2012	2/26/2013		1	1	0	0	0	0
1/7/2013	1/7/2013	2/23/2013		4	4	0	0	0	1
12/22/2011	12/22/2011	5/31/2013	12/22/2012	3	3	0	0	0	0
9/5/2012	9/5/2012	6/13/2013	6/13/2013	1	5	0	0	1	1
3/15/2012	3/15/2012	6/17/2013		1	4	0	0	0	1
7/2/2012	7/2/2012	3/30/2013		5	3	0	0	0	0
12/22/2011	12/22/2011	12/20/2012		3	3	0	0	0	0
2/12/2013	2/12/2013	7/30/2013		1	1	0	1	0	0
Participation Date	Youth Date	Exit Date	Diploma Date	Sch Part	Sch Exit	Exit Reason X	Curr Qtr	Num	Denom
						3	15	24	45

Skill Attainment Rate

(Click here to return to the Table of Contents)

This report tracks participants in the WIA program who attained an IEP Goal, and all pertinent details related to the goal.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Federal Reports**"
- Under Federal Reports click on **"ETA WIA 9090 Quarterly"** then under Performance Measures: click **"Skill Attainment Rate."**

Available Filters:

Date Range – Select the quarter and year of your interest from the drop down menu.
(Please note quarters are based on fiscal year not calendar year)

Region/LWIA Status – Active/ Inactive/ All. This filter is based upon your privileges. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs. *(To select multiple Regions/LWIA hold ctrl and select your multiple Region/LWIA).*

Office Location Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Office Location – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices. *(To select multiple Office Locations hold ctrl and select your multiple Office Locations)*

Fund Stream – Select the fund stream of your interest from the drop down menu. **"None Selected"** if you want to include all funding streams.

Exit Reason – Select the exit reason of your interest from the drop down menu. Choose "**None Selected**" if you want to include all reasons.

Provider Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Provider – Select the Provider of your interest from the drop down menu. Choose "**None Selected**" if you want to include all providers. *(To select multiple Providers hold ctrl and select your multiple Providers)*

National Emergency Grant – Select the National Emergency Grant of your interest from the drop down menu. Choose "**None Selected**" if you want to include all National Emergency Grants.

After you select the appropriate filters for your report, click on "**Run Report**" to generate the report. Examples of the report are shown on the last page.

Clicking on the blue hyperlinks on the reports generates individual data reports or detailed information based on the category selected.

You will also have the option to export the report to any of the following programs by clicking the appropriate option at the top of the report screen. *(Please note using of the blue hyperlink function on a generated report only work prior to exporting or saving. Blue Hyperlinks do not work if report has been exported or saved.)*

- **Excel -** Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.
- **CSV** – This file type is primarily associated with 'Comma-Separated Variables'. A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.

- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others

ETA WIA 9090 Quarterly: Skill Attainment Rate

Please note this data was last refreshed on 1/15/2014

Filter Criteria

Report Period: 2nd Quarter 2013 - (10/1/2012 - 9/30/2013)

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

Office Location: 00105 Alhambra WS

LWIA	State ID	App ID	Name	Age	Office Location	Participation Date
13	29433698	2066723	ACOSTA, ADAM	18	00105 Alhambra WS	9/3/2012
13	29433698	2066723	ACOSTA, ADAM	18	00105 Alhambra WS	9/3/2012
13	29564168	2046158	ACOSTA, DESIREE	18	00105 Alhambra WS	7/20/2012
13	29564168	2046158	ACOSTA, DESIREE	18	00105 Alhambra WS	7/20/2012
13	29594178	2069125	ACOSTA, LUIS	17	00105 Alhambra WS	1/9/2013
13	29594178	2069125	ACOSTA, LUIS	17	00105 Alhambra WS	1/9/2013
13	29594178	2069125	ACOSTA, LUIS	17	00105 Alhambra WS	1/9/2013
13	29568982	2056154	ADAMS, SHAVES	18	00105 Alhambra WS	9/25/2012
13	29568982	2056154	ADAMS, SHAVES	18	00105 Alhambra WS	9/25/2012
13	29451745	2048090	AGUAYO, ANTHONY	18	00105 Alhambra WS	8/3/2012
13	29451745	2048090	AGUAYO, ANTHONY	18	00105 Alhambra WS	8/3/2012
13	29451745	2048090	AGUAYO, ANTHONY	18	00105 Alhambra WS	8/3/2012
13	29513180	2052369	AGUILAR, ANGEL	17	00105 Alhambra WS	8/29/2012
13	29513180	2052369	AGUILAR, ANGEL	17	00105 Alhambra WS	8/29/2012
13	29513180	2052369	AGUILAR, ANGEL	17	00105 Alhambra WS	8/29/2012
13	29558662	2053139	AGUILAR, FRANCISCO	18	00105 Alhambra WS	9/5/2012
13	29558662	2053139	AGUILAR, FRANCISCO	18	00105 Alhambra WS	9/5/2012
13	555382259	2066264	Aguilar, Janette	18	00105 Alhambra WS	12/14/2012
13	29503496	2062550	AGUILAR, JOSELINE	17	00105 Alhambra WS	11/6/2012
13	29540438	2066072	AGUIRRE, MARIA	18	00105 Alhambra WS	11/26/2012
13	29540438	2066072	AGUIRRE, MARIA	18	00105 Alhambra WS	11/26/2012
13	29540438	2066072	AGUIRRE, MARIA	18	00105 Alhambra WS	11/26/2012
13	29583634	2067918	ALBA, ANAYELI	18	00105 Alhambra WS	11/2/2012
13	29583634	2067918	ALBA, ANAYELI	18	00105 Alhambra WS	11/2/2012
13	29583634	2067918	ALBA, ANAYELI	18	00105 Alhambra WS	11/2/2012
LWIA	State ID	App ID	Name	Age	Office Location	Participation Date
Grand Totals - Records: 1,201						

Youth Date	Exit Date	Goal Type	Goal Date	Attain Date	Anniversary Date	Exit Reason X	Pseudo X	Curr Qtr	Num	Denom
9/3/2012	3/30/2013	1	9/3/2012	3/30/2013	9/3/2013	0	0	0	1	1
9/3/2012	3/30/2013	3	9/3/2012	3/30/2013	9/3/2013	0	0	0	1	1
7/20/2012	3/31/2013	1	7/20/2012	1/7/2013	7/20/2013	0	0	0	1	1
7/20/2012	3/31/2013	3	7/20/2012	3/31/2013	7/20/2013	0	0	0	1	1
1/9/2013	6/30/2013	1	1/9/2013	1/25/2013	1/9/2014	0	0	0	1	1
1/9/2013	6/30/2013	3	1/9/2013	1/25/2013	1/9/2014	0	0	0	1	1
1/9/2013	6/30/2013	3	1/9/2013	6/30/2013	1/9/2014	0	0	0	1	1
9/25/2012	5/14/2013	1	9/25/2012	5/14/2013	9/25/2013	0	0	0	1	1
9/25/2012	5/14/2013	3	9/25/2012	12/13/2012	9/25/2013	0	0	0	1	1
8/3/2012	3/22/2013	1	8/3/2012	1/23/2013	8/3/2013	0	0	0	1	1
8/3/2012	3/22/2013	2	8/23/2012	12/4/2012	8/23/2013	0	0	0	1	1
8/3/2012	3/22/2013	3	8/3/2012	3/22/2013	8/3/2013	0	0	0	1	1
8/29/2012	5/3/2013	1	8/29/2012	1/24/2013	8/29/2013	0	0	0	1	1
8/29/2012	5/3/2013	2	9/24/2012	12/18/2012	9/24/2013	0	0	0	1	1
8/29/2012	5/3/2013	3	8/29/2012	5/3/2013	8/29/2013	0	0	0	1	1
9/5/2012	3/28/2013	3	9/5/2012	3/28/2013	9/5/2013	0	0	0	1	1
9/5/2012	3/28/2013	3	9/6/2012	3/28/2013	9/6/2013	0	0	0	1	1
12/14/2012	6/24/2013	3	12/14/2012	6/24/2013	12/14/2013	0	0	0	1	1
11/6/2012	5/6/2013	3	11/6/2012	5/6/2013	11/6/2013	0	0	0	1	1
11/26/2012	6/10/2013	1	11/26/2012	12/14/2012	11/26/2013	0	0	0	1	1
11/26/2012	6/10/2013	3	11/26/2012	12/14/2012	11/26/2013	0	0	0	1	1
11/26/2012	6/10/2013	3	11/26/2012	6/10/2013	11/26/2013	0	0	0	1	1
11/2/2012	6/30/2013	1	11/2/2012	12/19/2012	11/2/2013	0	0	0	1	1
11/2/2012	6/30/2013	3	11/2/2012	12/19/2012	11/2/2013	0	0	0	1	1
11/2/2012	6/30/2013	3	11/2/2012	6/30/2013	11/2/2013	0	0	0	1	1
Youth Date	Exit Date	Goal Type	Goal Date	Attain Date	Anniversary Date	Exit Reason X	Pseudo X	Curr Qtr	Num	Denom
						0	0	65	1,162	1,162

Quarterly Summary

(Click here to return to the Table of Contents)

This report displays a summary of all of the individuals reported in the quarterly WIA federal participant report.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Federal Reports**"
- Under Federal Reports click **on "ETA WIA 9090 Quarterly"** then under Performance Measures: click **"Quarterly Summary."**

Available Filters:

Date Range – Select the quarter and year of your interest from the drop down menu.
(Please note quarters are based on fiscal year not calendar year)

Region/LWIA Status – Active/ Inactive/ All. This filter is based upon your privileges The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs. *(To select multiple Regions/LWIA hold ctrl and select your multiple Region/LWIA).*

Office Location Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.
Office Location – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices. *(To select multiple Office Locations hold ctrl and select your multiple Office Locations)*

After you select the appropriate filters for your report, click on "**Run Report**" to generate the report. Examples of the report are shown on the last page.

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- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others.

ETA WIA 9090 Quarterly: Quarterly Summary

Please note this data was last refreshed on 1/15/2014

⊟ Filter Criteria

Report Period: 2nd Quarter 2013

Region/LWIA: Alameda County Workforce Investment Board

Office Location: 03325 Hayward JS

Report Due Date: 2/15/2014 **Date:** 1/16/2014

Report Quarter End Date: 12/31/2013 **State:** CA

Performance Items (Time Period for Cumulative Performance)	Program Group	Current Quarter		Cumulative 4-Quarter	
		Value	Numerator / Denominator	Value	Numerator / Denominator
Total Participants (1/1/2013 - 12/31/2013)	**Total Adult Participants**	4,138		9,606	
	Total Adults (self-service Only)	3,015		7,570	
	WIA Adults	3,510		8,522	
	WIA Dislocated Workers	657		1,300	
	National Emergency Grant	0		0	
	Received Training Services	184		346	
	WIA Adults	79		140	
	WIA Dislocated Workers	115		223	
	Total Youth (14 - 21) Participants	254		388	
	Younger Youth (14 - 18)	155		237	
	Older Youth (19 - 21)	99		151	
	Out-of-School Youth	138		206	
	In-School Youth	116		182	
Total Exiters (10/1/2012 - 9/30/2013)	**Total Adult Exiters**	1,623		5,905	
	Total Adults (self-service Only)	1,523		4,555	
	WIA Adults	1,562		5,225	
	WIA Dislocated Workers	61		913	
	National Emergency Grant	0		0	
	Total Youth (14 - 21) Participants	20		181	
	Younger Youth (14 - 18)	15		104	
	Older Youth (19 - 21)	5		77	
	Out-of-School Youth	8		99	
	In-School Youth	12		82	

Placement in Employment or Education (4/1/2012 - 3/31/2013)	WIA Youth (14 - 21)	3.23%	1 / 31	16.49%	32 / 194
Attainment of Degree or Certificate (4/1/2012 - 3/31/2013)	WIA Youth (14 - 21)	21.88%	7 / 32	41.83%	87 / 208
Literacy & Numeracy Gains (1/1/2013 - 12/31/2013)	WIA Youth (14 - 21)	26.67%	4 / 15	27.91%	12 / 43
Youth Diploma or Equivalent Rate (10/1/2012 - 9/30/2013)	WIA Younger Youth (14 - 18)	50.00%	3 / 6	53.33%	24 / 45
Skill Attainment Rate (10/1/2012 - 9/30/2013)	WIA Younger Youth (14 - 18)	0.00%	0 / 0	0.00%	0 / 0
Entered Employment Rates (4/1/2012 - 3/31/2013)	Adults	2.19%	3 / 137	4.57%	47 / 1,028
	Dislocated Workers	11.15%	29 / 260	11.61%	164 / 1,413
	Older Youth (19 - 21)	14.29%	1 / 7	19.79%	19 / 96
	National Emergency Grant	0.00%	0 / 0	0.00%	0 / 0
Employment and Credential Rates (4/1/2012 - 3/31/2013)	Adults	0.66%	1 / 151	2.57%	31 / 1,205
	Dislocated Workers	3.49%	6 / 172	3.93%	49 / 1,248
	Older Youth (19 - 21)	0.00%	0 / 8	6.09%	7 / 115
Retention Rates (10/1/2011 - 9/30/2012)	Adults	15.79%	3 / 19	26.19%	22 / 84
	Dislocated Workers	17.86%	10 / 56	19.77%	35 / 177
	Older Youth (19 - 21)	57.14%	4 / 7	56.00%	14 / 25
	Younger Youth (14 - 18)	5.56%	1 / 18	9.38%	6 / 64
	National Emergency Grant	0.00%	0 / 0	0.00%	0 / 0

Average Earnings (10/1/2011 - 9/30/2012)	Adults	$0.00	$0.00	$0.00	$0.00
			0		0
	Dislocated Workers	$0.00	$0.00	$0.00	$0.00
			0		0
	Older Youth (19 - 21)	$0.00	$0.00	$0.00	$0.00
			0		0
	National Emergency Grant	$0.00	$0.00	$0.00	$0.00
			0		0

ETA WP 9002/VET 200 Quarterly Report

(Click here to return to the Table of Contents)

The 9002 and 200 series of reports provide quarterly data and information for the federal common performance measures for the Wagner-Peyser (W-PA) program. The 200 series which is a subset of the 9002 reports provides information specifically on the employment and training services provided by DVOP/LVER staff to veterans. The 9002 and 200 series of reports are divided into four distinct reporting categories:

1. Services: 9002 A,B, EUC, and F
2. Outcome: 9002C, D, and EUC
3. Job Openings: 9002E
4. Veterans: 200 A, B, and C

The following is a brief description of each report.

9002A – Records information on the services for all the WP program participants.

9002B – Records information on the services for the participants who are veterans, eligible persons, and transitioning service members.

9002C – Records information on the employment outcomes resulting from the services provided to all the individuals who exit from the WP program.

9002D – Records information on the employment outcomes for veterans, eligible persons, and transitioning service members who exit from the WP program.

9002E – Records information on the job openings by the Occupation (O*Net Standard Occupation Code and by the industry (NAICS) code.

9002F – Records priority of service for covered persons.

9002 EUC – Records services to participants and performance outcomes for exiters.

VETS 200 – Records information regarding the Veterans employment and training services. The data contains similar elements as in 9002, but it applies to the activity of the participants who receive one or more services from:

- Local Veterans Employment Representatives (LVER)—recorded on the VETS200B report

- Disabled Veterans Outreach Program staff (DVOPs)—recorded on the VETS200A report
- Unduplicated Counts of Services/Outcomes Provided by LVER & DVOPs – recorded on the VETS200C report

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Federal Reports**"
- Click on the "**ETA WP 9002/ VETS200 Quarterly.**" Select your desired report by clicking on its name. The "**Selection Criteria**" screen will be displayed allowing you to filter your report by any of the following parameters:

Note: These reports will be populated with the exact figures that are reported to Department of Labor (DOL) just after the manager of the Program Reporting and Analysis Unit finalizes the report submission to DOL which is 45 days after the end of the quarter.

- *Date Range* – Select the quarter and year for your report.

  Note: The quarter and the year indicate the fiscal year and not the calendar year. Refer to the following table for the fiscal and calendar year reference.

Fiscal Year 2012				Fiscal Year 2013				Fiscal Year 2014			
1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q
Jul-Sep 2012	Oct-Dec 2012	Jan-Mar 2013	Apr-Jun 2013	Jul-Sep 2013	Oct-Dec 2013	Jan-Mar 2014	Apr-Jun 2014	Jul-Sep 2014	Oct-Dec 2014	Jan-Mar 2015	Apr-Jun 2015

- *Region/LWIA Status* – Active/ Inactive/ All
- *Region/LWIA* – Select the LWIA(s) of your interest from the drop down menu for LWIA/Region. To select more than one LWIA, hold the "**Ctrl**" key down while clicking on the LWIAs of your interest. Select "**None Selected**" if you want to include all the LWIAs.
- *Office Status* – Active/ Inactive/ All
- *Office Location* – Select the office(s) of your interest, from the drop down menu. To select more than one office, hold the "**Ctrl**" key down while clicking on the offices of your interest. Select "**None Selected**" if you want to include all the offices.

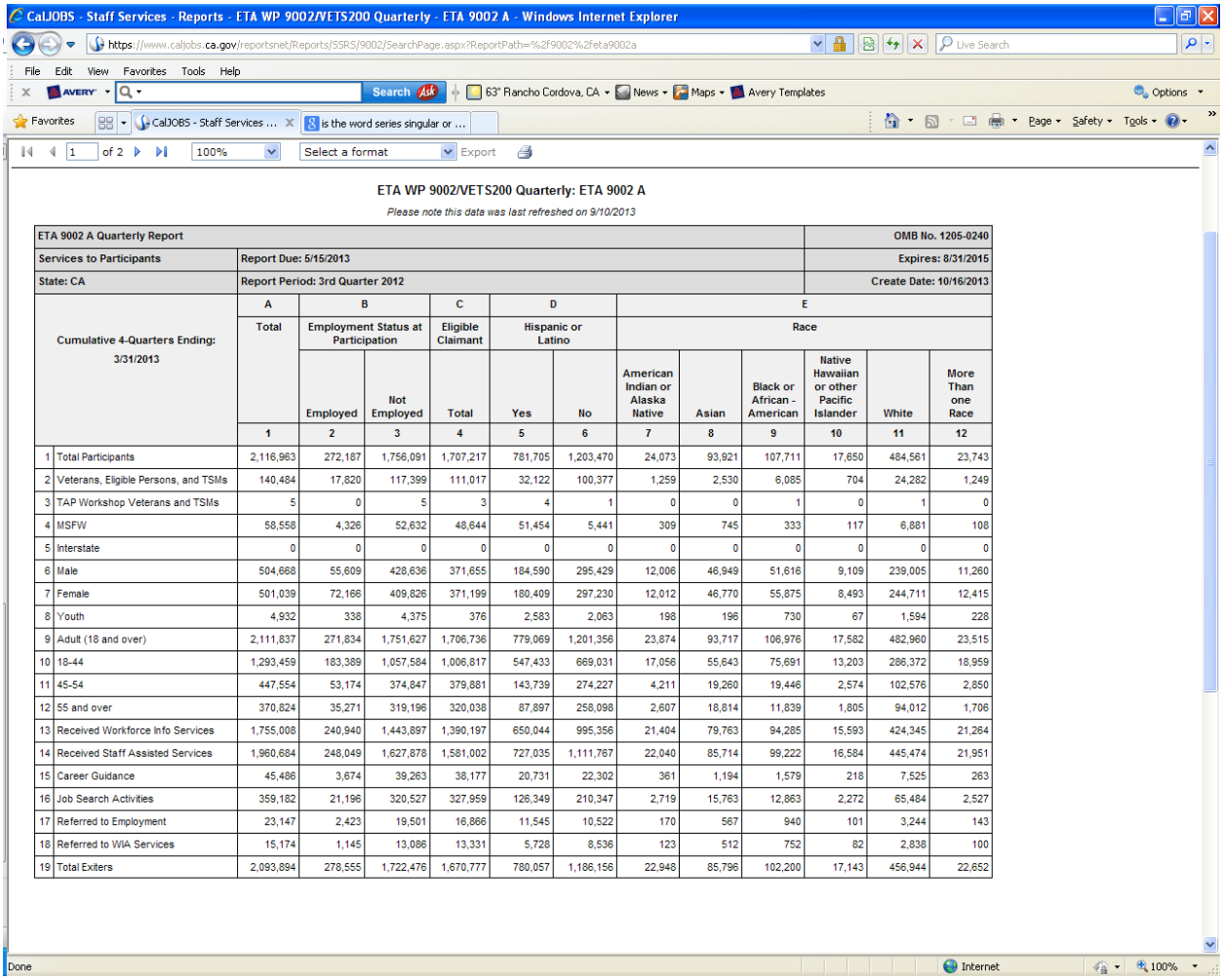
<u>Note</u>: This option will be grayed out and not available if "**None Selected**" has been chosen for the Region/LWIA.

- *<u>Additional Filters</u>* – are used for the Youth Employment Opportunity Program or for the Deaf and Hard of Hearing Program.

- After you selected the filters for your report, click on "**Run Report**" to generate the report.

- At the top of the report screen, you have the option to export this report to excel for further analysis. From the drop down menu, select "**Excel**" and click on "**Export.**"

<u>Example of the 92002A Report:</u>

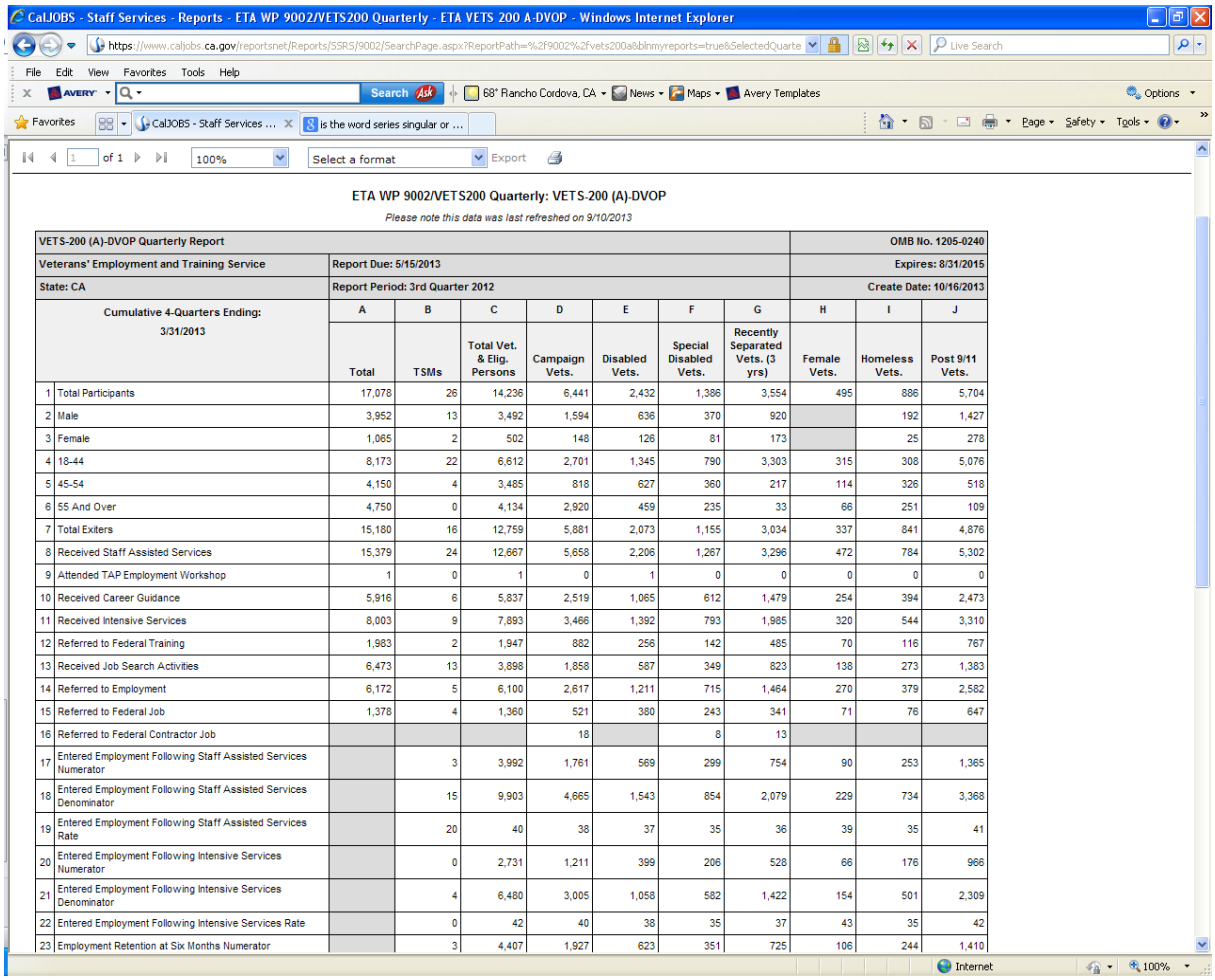


ETA WP 9002/VETS200 Quarterly: ETA 9002 A

Please note this data was last refreshed on 9/10/2013

ETA 9002 A Quarterly Report												OMB No. 1205-0240
Services to Participants	Report Due: 5/15/2013											Expires: 8/31/2015
State: CA	Report Period: 3rd Quarter 2012											Create Date: 10/16/2013
Cumulative 4-Quarters Ending: 3/31/2013	A	B		C	D		E					
	Total	Employment Status at Participation		Eligible Claimant	Hispanic or Latino		Race					
		Employed	Not Employed	Total	Yes	No	American Indian or Alaska Native	Asian	Black or African - American	Native Hawaiian or other Pacific Islander	White	More Than one Race
	1	2	3	4	5	6	7	8	9	10	11	12
1 Total Participants	2,116,963	272,187	1,756,091	1,707,217	781,705	1,203,470	24,073	93,921	107,711	17,650	484,561	23,743
2 Veterans, Eligible Persons, and TSMs	140,484	17,820	117,399	111,017	32,122	100,377	1,259	2,530	6,085	704	24,282	1,249
3 TAP Workshop Veterans and TSMs	5	0	5	3	4	1	0	0	1	0	1	0
4 MSFW	58,558	4,326	52,632	48,644	51,454	5,441	309	745	333	117	6,881	108
5 Interstate	0	0	0	0	0	0	0	0	0	0	0	0
6 Male	504,668	55,609	428,636	371,655	184,590	295,429	12,006	46,949	51,616	9,109	239,005	11,260
7 Female	501,039	72,166	409,826	371,199	180,409	297,230	12,012	46,770	55,875	8,493	244,711	12,415
8 Youth	4,932	338	4,375	376	2,583	2,063	198	196	730	67	1,594	228
9 Adult (18 and over)	2,111,837	271,834	1,751,627	1,706,736	779,069	1,201,356	23,874	93,717	106,976	17,582	482,960	23,515
10 18-44	1,293,459	183,389	1,057,584	1,006,817	547,433	669,031	17,056	55,643	75,691	13,203	286,372	18,959
11 45-54	447,554	53,174	374,847	379,881	143,739	274,227	4,211	19,260	19,446	2,574	102,576	2,850
12 55 and over	370,824	35,271	319,196	320,038	87,897	258,098	2,607	18,814	11,839	1,805	94,012	1,706
13 Received Workforce Info Services	1,755,008	240,940	1,443,897	1,390,197	650,044	995,356	21,404	79,763	94,285	15,593	424,345	21,264
14 Received Staff Assisted Services	1,960,684	248,049	1,627,878	1,581,002	727,035	1,111,767	22,040	85,714	99,222	16,584	445,474	21,951
15 Career Guidance	45,486	3,674	39,263	38,177	20,731	22,302	361	1,194	1,579	218	7,525	263
16 Job Search Activities	359,182	21,196	320,527	327,959	126,349	210,347	2,719	15,763	12,863	2,272	65,484	2,527
17 Referred to Employment	23,147	2,423	19,501	16,866	11,545	10,522	170	567	940	101	3,244	143
18 Referred to WIA Services	15,174	1,145	13,086	13,331	5,728	8,536	123	512	752	82	2,838	100
19 Total Exiters	2,093,894	278,555	1,722,476	1,670,777	780,057	1,186,156	22,948	85,796	102,200	17,143	456,944	22,652

Example of the 200A Report:



ETA WP 9002/VETS200 Quarterly: VETS-200 (A)-DVOP

Please note this data was last refreshed on 9/10/2013

VETS-200 (A)-DVOP Quarterly Report										OMB No. 1205-0240
Veterans' Employment and Training Service	Report Due: 5/15/2013									Expires: 8/31/2015
State: CA	Report Period: 3rd Quarter 2012									Create Date: 10/16/2013
Cumulative 4-Quarters Ending: 3/31/2013	A	B	C	D	E	F	G	H	I	J
	Total	TSMs	Total Vet. & Elig. Persons	Campaign Vets.	Disabled Vets.	Special Disabled Vets.	Recently Separated Vets. (3 yrs)	Female Vets.	Homeless Vets.	Post 9/11 Vets.
1 Total Participants	17,078	26	14,236	6,441	2,432	1,386	3,554	495	886	5,704
2 Male	3,952	13	3,492	1,594	636	370	920		192	1,427
3 Female	1,065	2	502	148	126	81	173		25	278
4 18-44	8,173	22	6,612	2,701	1,345	790	3,303	315	308	5,076
5 45-54	4,150	4	3,485	818	627	360	217	114	326	518
6 55 And Over	4,750	0	4,134	2,920	459	235	33	66	251	109
7 Total Exiters	15,180	16	12,759	5,881	2,073	1,155	3,034	337	841	4,876
8 Received Staff Assisted Services	15,379	24	12,667	5,658	2,206	1,267	3,296	472	784	5,302
9 Attended TAP Employment Workshop	1	0	1	0	1	0	0	0	0	0
10 Received Career Guidance	5,916	6	5,837	2,519	1,065	612	1,479	254	394	2,473
11 Received Intensive Services	8,003	9	7,893	3,466	1,392	793	1,985	320	544	3,310
12 Referred to Federal Training	1,983	2	1,947	882	256	142	485	70	116	767
13 Received Job Search Activities	6,473	13	3,898	1,858	587	349	823	138	273	1,383
14 Referred to Employment	6,172	5	6,100	2,617	1,211	715	1,464	270	379	2,582
15 Referred to Federal Job	1,378	4	1,360	521	380	243	341	71	76	647
16 Referred to Federal Contractor Job				18		8	13			
17 Entered Employment Following Staff Assisted Services Numerator		3	3,992	1,761	569	299	754	90	253	1,365
18 Entered Employment Following Staff Assisted Services Denominator		15	9,903	4,665	1,543	854	2,079	229	734	3,368
19 Entered Employment Following Staff Assisted Services Rate		20	40	38	37	35	36	39	35	41
20 Entered Employment Following Intensive Services Numerator		0	2,731	1,211	399	206	528	66	176	966
21 Entered Employment Following Intensive Services Denominator		4	6,480	3,005	1,058	582	1,422	154	501	2,309
22 Entered Employment Following Intensive Services Rate		0	42	40	38	35	37	43	35	42
23 Employment Retention at Six Months Numerator		3	4,407	1,927	623	351	725	106	244	1,410

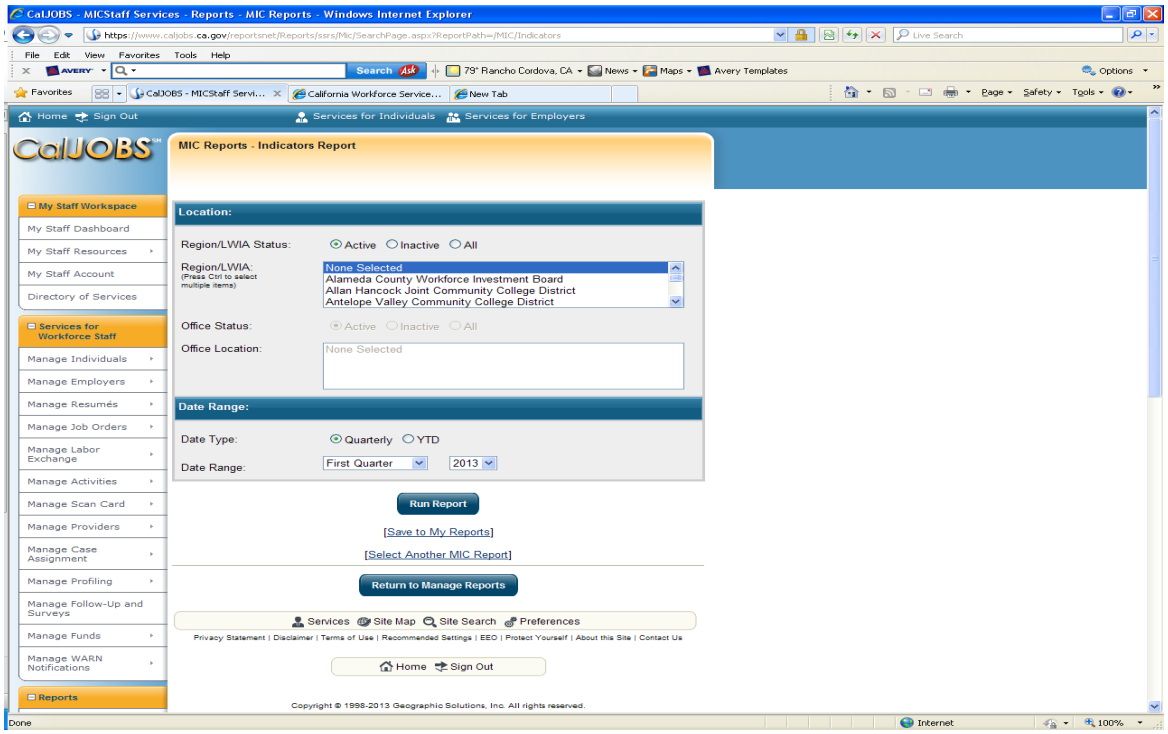
MIC Report

(Click here to return to the Table of Contents)

This report counts and tracks various levels of services provided to Migrant and Seasonal Farm Workers (MSFW. The information will be reported to the Department of Labor on a quarterly basis as the migrant indicators of compliance (MIC).

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Federal Reports**"
- Click on "**MIC,**" the following screen will be displayed.



- You may use the following filters for your report:
  - *Region/LWIA* – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region.
  - *Region/LWIA* – Select the Region/LWIA of your interest from the drop down menu. To select more than one Region/LWIA, hold the "**Ctrl**" key

down while clicking on the desired Region/LWIAs. Choose "**None-Selected**" if you want to include all the Region/LWIAs.

- *Office Status* – Active/Inactive/All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region.

- *Office Location* – Select the office(s) of your interest from the drop down menu. To select more than one office, hold the "**Ctrl**" key down while clicking on the desired office(s).

- *Date Range* – Select the quarter and year for your report.

  Note: The quarter and the year indicate the fiscal year and not the calendar year. Refer to the following table for the fiscal and calendar year reference.

Fiscal Year 2012				Fiscal Year 2013				Fiscal Year 2014			
1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q
Jul-Sep 2012	Oct-Dec 2012	Jan-Mar 2013	Apr-Jun 2013	Jul-Sep 2013	Oct-Dec 2013	Jan-Mar 2014	Apr-Jun 2014	Jul-Sep 2014	Oct-Dec 2014	Jan-Mar 2015	Apr-Jun 2015

- After you selected the filters for your report, click on "**Run Report**" to generate the report.

- At the top of the report screen, you have the option to export this report to excel for further analysis. From the drop down menu, select "**Excel**" and click on "**Export.**"

See the following page for an example of the MIC report.

MIC Report:

CalJOBS - MICStaff Services - Reports - MIC Reports - Windows Internet Explorer

https://www.caljobs.ca.gov/reportsnet/Reports/ssrs/Mic/SearchPage.aspx?ReportPath=%2fMIC%2fIndicators

Home Sign Out Services for Individuals Services for Employers

CalJOBS

MIC Reports - Indicators Report

1 of 1 100% Select a format Export

MIGRANT INDICATORS OF COMPLIANCE STATEWIDE REPORT

US DEPARTMENT OF LABOR
EMPLOYMENT AND TRAINING
OFFICE OF ADMINISTRATION AND MANAGEMENT

PROCESSING DATE: 11/14/2013
REGION/LWIA:
OFFICE:

REPORT PERIOD: FROM: 1/1/2013
TO: 3/31/2013
DATE TYPE: Quarterly

		Migrant Farm Workers		Migrant Food Processing Workers		Seasonal "Non-Migrant" Farm Workers		Migrant and Seasonal Farm Workers		All Non-MSFW Applicants	
No#	Reporting Element	Actual Number	% of Total Apps	Actual Number	% of Total Apps	Actual Number	% of Total Apps	Actual Number	% of Total Apps	Actual Number	% of Total Apps
A. Total New and Renewal Applications											
1	Total Active Applicants	15,535	100.00 %	13	100.00 %	878	100.00 %	16,426	100.00 %	169,743	100.00 %
2	Complete Applications	3,969	25.55 %	3	23.08 %	488	55.58 %	4,460	27.15 %	79,609	46.90 %
3	Partial Applications	11,566	74.45 %	10	76.92 %	390	44.42 %	11,966	72.85 %	90,134	53.10 %
B. Referred to Employment											
4	Total Referred to Employment	331	2.13 %	0	0.00 %	53	6.04 %	384	2.34 %	5,320	3.13 %
5	In AG Industries	122	0.79 %	0	0.00 %	30	3.42 %	152	0.93 %	123	0.07 %
6	In Non-AG Industries	209	1.35 %	0	0.00 %	23	2.62 %	232	1.41 %	5,197	3.06 %
C. Placed into Jobs with Wage Breakdown											
	I. Placements into Employment										
7	Total Applications Placed in Jobs	63	0.41 %	0	0.00 %	18	2.05 %	81	0.49 %	32	0.02 %
8	In Agricultural Industries	52	0.33 %	0	0.00 %	18	2.05 %	70	0.43 %	0	0.00 %
9	To Last 3 Days or Less	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %
10	To Last 4 -150 Days	52	0.33 %	0	0.00 %	18	2.05 %	70	0.43 %	0	0.00 %
11	To Last Over 150 Days	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %
12	In Non-AG Industries	11	0.07 %	0	0.00 %	0	0.00 %	11	0.07 %	32	0.02 %
13	To Last 3 Days or Less	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %
14	To Last 4 -150 Days	11	0.07 %	0	0.00 %	0	0.00 %	11	0.07 %	8	0.00 %
15	To Last Over 150 Days	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	24	0.01 %

Done Internet 100%

CalJOBS - MICStaff Services - Reports - MIC Reports - Windows Internet Explorer

https://www.caljobs.ca.gov/reportsnet/Reports/ssrs/Mic/SearchPage.aspx?ReportPath=%2fMIC%2fIndicators

	II. Wage Rates for Placements into Employment										
16	Under $8.00	8	0.05 %	0	0.00 %	0	0.00 %	8	0.05 %	8	0.00 %
17	$8.50 And Over Inc.	26	0.17 %	0	0.00 %	18	2.05 %	44	0.27 %	21	0.01 %
18	$9.00 And Over Inc.	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	19	0.01 %
19	$9.50 And Over Inc.	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	15	0.01 %
20	$10.00 And Over Inc.	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	15	0.01 %
21	Average Wage	8	0.05 %	0	0.00 %	9	0.99 %	8	0.05 %	13	0.01 %
22	Placement recorded at $0.00	18	0.12 %	0	0.00 %	0	0.00 %	18	0.11 %	96	0.06 %
23	$0.50 Over Minimum Wage of $8.00	26	0.17 %	0	0.00 %	18	2.05 %	44	0.27 %	21	0.01 %
D. Other Services Provided											
24	Job Development Contact	145	0.93 %	0	0.00 %	26	2.96 %	171	1.04 %	790	0.47 %
25	Referred to Training	64	0.41 %	0	0.00 %	35	3.99 %	99	0.60 %	836	0.49 %
26	Career Guidance	358	2.30 %	0	0.00 %	17	1.94 %	375	2.28 %	3,269	1.93 %
27	Tested	147	0.95 %	0	0.00 %	10	1.14 %	157	0.96 %	1,698	1.00 %
28	Referred to Support Services	1,387	8.93 %	0	0.00 %	108	12.30 %	1,495	9.10 %	3,290	1.94 %
29	Received Staff Assisted Services	3,711	23.89 %	0	0.00 %	268	30.52 %	3,979	24.22 %	25,770	15.18 %
		Migrant Farm Workers		Migrant Food Processing Workers		Seasonal "Non-Migrant" Farm Workers		Migrant and Seasonal Farm Workers		All Non-MSFW Applicants	
No#	Reporting Element	Actual Number	% of Total Apps	Actual Number	% of Total Apps	Actual Number	% of Total Apps	Actual Number	% of Total Apps	Actual Number	% of Total Apps
E. Reporting for Complete Applications											
2	Complete Applications	3,969	100.00 %	3	100.00 %	488	100.00 %	4,460	100.00 %	79,609	100.00 %
6	In Non-AG Industries	84	2.12 %	0	0.00 %	16	3.28 %	100	2.24 %	2,687	3.38 %
12	In Non-AG Industries	2	0.05 %	0	0.00 %	0	0.00 %	2	0.04 %	7	0.01 %
13	To Last 3 Days or Less	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %
14	To Last 4 -150 Days	2	0.05 %	0	0.00 %	0	0.00 %	2	0.04 %	1	0.00 %
15	To Last Over 150 Days	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	6	0.01 %
24	Job Development Contact	46	1.16 %	0	0.00 %	14	2.87 %	60	1.35 %	306	0.38 %
25	Referred to Training	18	0.45 %	0	0.00 %	13	2.66 %	31	0.70 %	398	0.50 %
26	Career Guidance	155	3.91 %	0	0.00 %	9	1.84 %	164	3.68 %	1,664	2.09 %
27	Tested	98	2.47 %	0	0.00 %	7	1.43 %	105	2.35 %	910	1.14 %
28	Referred to Support Services	490	12.35 %	0	0.00 %	53	10.86 %	543	12.17 %	1,739	2.18 %

Internet 100%

CalJOBS - MICStaff Services - Reports - MIC Reports - Windows Internet Explorer

https://www.caljobs.ca.gov/reportsnet/Reports/ssrs/Mic/SearchPage.aspx?ReportPath=%2fMIC%2fIndicators

		Actual Number Accomplished for Total MSFWs	Actual Percent Accomplished for Total MSFWs	Target Number Required (based on Non-MSFW served or Federal Perf)	Actual Number Accomplished for All Non-MSFW Applicants	Percent Required (based on Non-MSFW served or Federal Perf)	Met Requirement (Yes or No)
No#	Reporting Element	Actual Number	Actual Percentage	Required Number	Actual Number	Required Percentage	Met Requirement
F. MIC Performance Indicators							
	I.Equity Ratio Indicators						
1	Total Active Applications	16,426			169,743		
4	Referred to Employment	384	2.34 %	0	5,320	0.00 %	YES
28	Referred to Support Services	1,495	9.10 %	0	3,290	0.00 %	YES
29	Received Staff Assisted Services	3,979	24.22 %	0	25,770	0.00 %	YES
2	Complete Applications	4,460			79,609		
24	Job Development Contact	60	1.35 %	0	306	0.00 %	YES
26	Career Guidance	164	3.68 %	0	1,664	0.00 %	YES
	II.Minimum Service Level Indicators						
7	Placed in Jobs	81	0.49 %	0	32	0.00 %	YES
23	$0.50 Over Minimum Wage of $8.00	44	0.27 %	0	21	0.00 %	YES
15	Placed in Long Term Non-AG Job (over 150 days)	0	0.00 %	0	24	0.00 %	NO

Change Report Search Criteria

Select Another MIC Report

Return to Manage Reports

EEO Report

(Click here to return to the Table of Contents)

These reports provide information for the Equal Employment Opportunity Act including gender and ethnicity information on individuals.

To locate these reports:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Federal Reports**"
- Click on the "**EEO.**" The following 6 report display options will be available for you to choose from:

  - ***Wagner-Peyser-Age and Disability Status***

    Provides information on the age and disability status of the participants within the Wagner-Peyser program.

  - ***Wagner-Peyser-Ethnicity and Race***

    Provides information on the race and ethnicity of the participants within the Wagner-Peyser program.

  - ***Service Types- Adult and Dislocated Worker***

    Provides information on the service type for "Adult" and "Dislocated Worker" within the WIA (Workforce Services Investment Act) program.

  - ***Program Participations- Adult and Dislocated Worker***

    Provides information on the participation of the "Adult" and the "Dislocated Worker" within the WIA program.

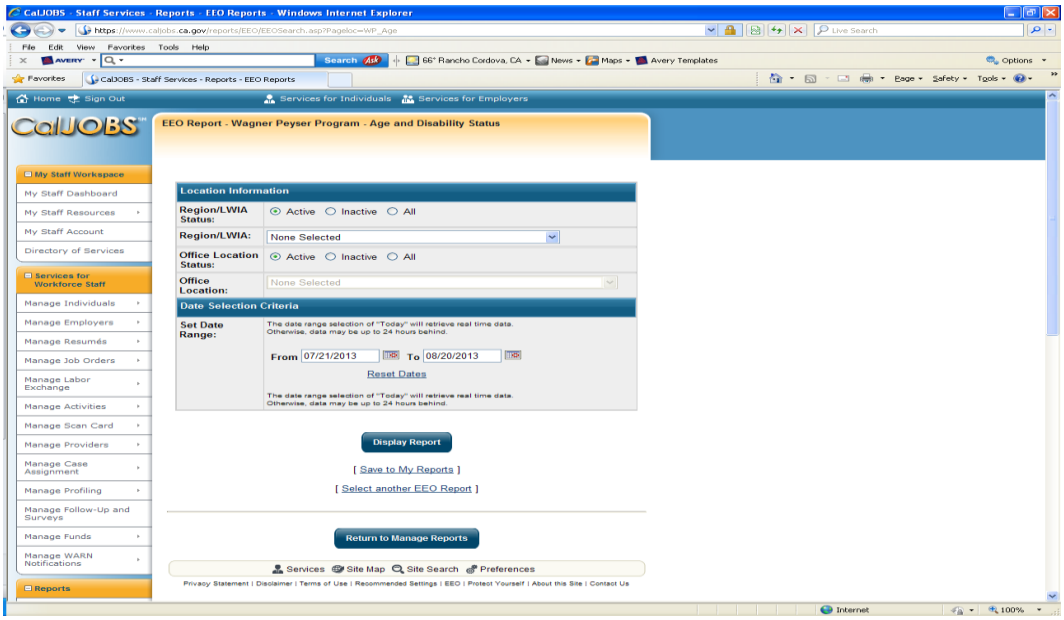
  - ***WIA Youth Program - Summary***

    Provides summary information on "youth" participation within the WIA program.

  - ***WIA Youth Program- Detailed***

    Provides detailed information on "youth" participation within the WIA program.

- Click on the report display option of your choice. The following screen will be displayed allowing you to use certain filters for your report.



Available Filters:

Region/LWIA Status – Active/ Inactive/ All The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs.

Office Location Status – Active/ Inactive/ All The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Office Location – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices.

Date Range – Select a "**From**" and "**To**" date by clicking on the calendar icons or just typing it in the fields.

- After you select the appropriate filters for your report, click on "**Display Report**" to generate the report. Examples of the report are shown on the last page.

You will also have the option to export the report to any of the following programs by clicking the appropriate button at the bottom of the report screen.

- **Excel -** Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.
- **CSV** – This file type is primarily associated with 'Comma-Separated Variables.' A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.
- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others.

EEO Report – Wagner- Peyser Program - Age and Disability Status for Los Angeles County Department of Community, where Date Range Between 07/01/2013 and 07/31/2013.

	Total	Age 14-21		Age 22-29		Age 30-54		Age 55 and up		Disability Status	
		M	F	M	F	M	F	M	F	M	F
Total Participations	64609	1552	1577	5261	5120	13880	14550	4785	4840	699	510
% of Total	100%	2.40%	2.44%	8.14%	7.92%	21.48%	22.52%	7.41%	7.49%	1.08%	0.79%
Total Referrals	5088	79	64	377	375	1136	1132	457	342	62	50
% of Total	100%	1.55%	1.26%	7.41%	7.37%	22.33%	22.25%	8.98%	6.72%	1.22%	0.98%
Total Placed	1	0	0	0	0	0	0	0	0	0	0
% of Total	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Excel CSV Pipe Delimited Print PDF

EEO Report - Wagner Peyser Program - Ethnicity and Race for Orange County Community Services Agency, Special P where Date Range Between 06/01/2013 and 07/31/2013.

	Total	Hispanic or Latino		White		African American/ Black		American Indian/Alaskan Native		Asian		Hawaiian/ Other Pacific Islander		More than 1 Race	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F
Total Participations	5357	432	439	987	1008	61	48	29	38	588	402	25	25	29	44
% of Total	100%	8.06%	8.19%	18.42%	18.82%	1.14%	0.90%	0.54%	0.71%	10.98%	7.50%	0.47%	0.47%	0.54%	0.82%
Total Referrals	766	74	59	131	131	10	14	4	4	91	61	7	2	4	6
% of Total	100%	9.66%	7.70%	17.10%	17.10%	1.31%	1.83%	0.52%	0.52%	11.88%	7.96%	0.91%	0.26%	0.52%	0.78%
Total Placed	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% of Total	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Excel CSV Pipe Delimited Print PDF

Total Participants

(Click here to return to the Table of Contents

This annual report is similar to the WIA 9090 Quarterly, except filtering by LWIA is required.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Federal Reports**"
- Under Federal Reports click on **"ETA WIA 9091 Annual"** then under Performance Measures: click **"Total Participants."**

Available Filters:

Program Year – Select the program year of your interest from the drop down menu.
(Please note years are based on fiscal year not calendar year)

Region/LWIA Status – Active/ Inactive/ All This filter is based upon your privileges. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs. *(To select multiple Regions/LWIA hold ctrl and select your multiple Region/LWIA)*

Office Location Status – Active/ Inactive/ All The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Office Location – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices. *(To select multiple Office Locations hold ctrl and select your multiple Office Locations)*

Fund Stream – Select the fund stream of your interest from the drop down menu. **"None Selected"** if you want to include all funding streams.

Exit Reason – Select the exit reason of your interest from the drop down menu. Choose "**None Selected**" if you want to include all reasons.

Provider Status Active/ Inactive/ All The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Provider Select the Provider of your interest from the drop down menu. Choose "**None Selected**" if you want to include all providers. *(To select multiple Providers hold ctrl and select your multiple Providers)*

After you select the appropriate filters for your report, click on "**Run Report**" to generate the report. Examples of the report are shown on the last page.

Clicking on the blue hyperlinks on the reports generates individual data reports or detailed information based on the category selected.

You will also have the option to export the report to any of the following programs by clicking the appropriate option at the top of the report screen. *(Please note using of the blue hyperlink function on a generated report only work prior to exporting or saving. Blue Hyperlinks do not work if report has been exported or saved.)*

- **Excel -** Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.
- **CSV** – This file type is primarily associated with 'Comma-Separated Variables.' A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.
- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others.

ETA WIA 9091 Annual: Total Participants

Please note this data was last refreshed on 1/14/2014

⊟ Filter Criteria

Report Period: PY-2012 - (7/1/2012 - 6/30/2013)

Region/LWIA: Alameda County Workforce Investment Board

Office Location: 03325 Hayward JS

LWIA	State ID	App ID	Program ID	Name	Office Location	Participation Date
01	848381817	1546234	2	ABAD, HONORATO	03325 Hayward JS	12/9/2011
01	361381704	1543042	2	ABAD, LEOPOLDO JR	03325 Hayward JS	2/13/2010
01	623677377	1543012	2	ABAD, MICHELLE	03325 Hayward JS	3/25/2010
01	553391197	1546454	2	ABAD, WILFREDO	03325 Hayward JS	12/16/2011
01	955270948	1546128	2	ABALOS, RONNEL	03325 Hayward JS	10/31/2011
01	600383366	1548318	2	ABARSOSA, MARJORIE	03325 Hayward JS	3/14/2013
01	600383366	1547307	2	ABARSOSA, MARJORIE	03325 Hayward JS	8/8/2012
01	29171427	1547988	2	ABDELSHAHEED, NADIA	03325 Hayward JS	1/24/2013
01	29318731	1546431	2	ABDULLAH, QADRIYYAH	03325 Hayward JS	2/13/2012
01	29178263	1544458	2	ABEL, CHERYL	03325 Hayward JS	1/3/2011
01	87445015	1548135	2	ABELS, ALISON	03325 Hayward JS	11/26/2012
01	347438069	1546921	2	Abenojar, Agnes	03325 Hayward JS	5/11/2012
01	819453024	1542319	2	ABLAZA, ALEX	03325 Hayward JS	3/16/2010
01	29169222	1547353	2	ABRAHA, DANIEL	03325 Hayward JS	8/21/2012
01	29383053	1547226	2	ABU, MALIK	03325 Hayward JS	7/25/2012
01	986389828	1548370	2	ABUBAKAR, RAHANAT	03325 Hayward JS	4/2/2013
01	873436020	1541995	2	ACEVES, EFRAIN	03325 Hayward JS	3/2/2010
01	151387961	1547752	2	ACEVES, ELISEO	03325 Hayward JS	11/29/2012
01	271396587	1548131	2	ACHI, FRANCE	03325 Hayward JS	2/19/2013
01	840451843	1548560	2	ACOSTA, JERRY	03325 Hayward JS	5/2/2013
01	94377856	1543311	2	ACOSTA-RAMIREZ, PEDRO	03325 Hayward JS	6/10/2010
01	935432035	1545884	2	Acuff, Martin	03325 Hayward JS	10/19/2011
01	242442880	1545443	2	ACUNA, ANGELA	03325 Hayward JS	8/4/2011
01	29457763	1548281	2	ADAME, FRANKIE	03325 Hayward JS	1/8/2013
01	559434782	1542539	2	ADAME, NORMA	03325 Hayward JS	3/11/2010
LWIA	State ID	App ID	Program ID	Name	Office Location	Participation Date
Grand Totals - Records: 7,253						

Youth Date	Exit Date	Self Service	Adult	DW	YY	OY	Train	Out of School	In School
	4/19/2013	0	0	1	0	0	1	0	0
	9/12/2012	0	1	1	0	0	0	0	0
	8/21/2012	0	1	1	0	0	0	0	0
	8/19/2013	0	0	1	0	0	1	0	0
	9/28/2012	0	0	1	0	0	1	0	0
	3/29/2013	0	0	1	0	0	0	0	0
	8/8/2012	0	0	1	0	0	0	0	0
	1/24/2013	0	1	0	0	0	0	0	0
		0	1	0	0	0	1	0	0
	8/27/2013	0	0	1	0	0	0	0	0
		0	0	1	0	0	0	0	0
	2/20/2013	0	0	1	0	0	0	0	0
	9/12/2012	0	1	1	0	0	0	0	0
	9/6/2012	0	1	0	0	0	0	0	0
	12/17/2012	0	1	0	0	0	1	0	0
	4/22/2013	0	0	1	0	0	0	0	0
	9/18/2012	0	1	1	0	0	0	0	0
		0	1	0	0	0	0	0	0
	3/6/2013	0	0	1	0	0	0	0	0
		0	1	0	0	0	0	0	0
	8/6/2012	0	1	1	0	0	0	0	0
		0	0	1	0	0	0	0	0
	12/5/2012	0	0	1	0	0	0	0	0
1/8/2013	6/25/2013	0	0	0	1	0	0	1	0
	10/1/2012	0	1	1	0	0	0	0	0
Youth Date	Exit Date	Self Service	Adult	DW	YY	OY	Train	Out of School	In School
		3,544	5,479	2,418	253	198	555	236	215

Total Exiters

(Click here to return to the Table of Contents)

This annual report is similar to the WIA 9090 Quarterly, except filtering by LWIA is required.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Federal Reports**"
- Under Federal Reports click on **"ETA WIA 9091 Annual"** then under Performance Measures: click **"Total Exiters."**

Available Filters:

Program Year – Select the program year of your interest from the drop down menu.
(Please note years are based on fiscal year not calendar year)

Region/LWIA Status – Active/ Inactive/ All This filter is based upon your privileges. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs. *(To select multiple Regions/LWIA hold ctrl and select your multiple Region/LWIA)*

Office Location Status – Active/ Inactive/ All The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Office Location – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices. *(To select multiple Office Locations hold ctrl and select your multiple Office Locations)*

Fund Stream – Select the fund stream of your interest from the drop down menu. **"None Selected"** if you want to include all funding streams.

Exit Reason – Select the exit reason of your interest from the drop down menu. Choose "**None Selected**" if you want to include all reasons.

Provider Status Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Provider Select the Provider of your interest from the drop down menu. Choose "**None Selected**" if you want to include all providers. . *(To select multiple Providers hold ctrl and select your multiple Providers)*

After you select the appropriate filters for your report, click on "**Run Report**" to generate the report. Examples of the report are shown on the last page.

Clicking on the blue hyperlinks on the reports generates individual data reports or detailed information based on the category selected.

You will also have the option to export the report to any of the following programs by clicking the appropriate option at the top of the report screen. *(Please note using of the blue hyperlink function on a generated report only work prior to exporting or saving. Blue Hyperlinks do not work if report has been exported or saved.)*

- **Excel -** Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.
- **CSV** – This file type is primarily associated with 'Comma-Separated Variables.' A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.
- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others.

ETA WIA 9091 Annual: Total Exiters

Please note this data was last refreshed on 1/14/2014

⊟ Filter Criteria

Report Period: PY-2012 - (4/1/2012 - 3/31/2013)

Region/LWIA: Alameda County Workforce Investment Board

Office Location: 03325 Hayward JS

LWIA	State ID	App ID	Program ID	Name	Office Location
01	285445300	1546794	2	AARON, DIOMI	03325 Hayward JS
01	361381704	1543042	2	ABAD, LEOPOLDO JR	03325 Hayward JS
01	623677377	1543012	2	ABAD, MICHELLE	03325 Hayward JS
01	955270948	1546128	2	ABALOS, RONNEL	03325 Hayward JS
01	842383613	1541501	2	ABAN, ERNESTO	03325 Hayward JS
01	600383366	1547307	2	ABARSOSA, MARJORIE	03325 Hayward JS
01	600383366	1548318	2	ABARSOSA, MARJORIE	03325 Hayward JS
01	667439542	1546008	2	ABBAZI, MINA	03325 Hayward JS
01	29171427	1547988	2	ABDELSHAHEED, NADIA	03325 Hayward JS
01	347438069	1546921	2	Abenojar, Agnes	03325 Hayward JS
01	168440079	1542151	2	ABINA, STEVE	03325 Hayward JS
01	819453024	1542319	2	ABLAZA, ALEX	03325 Hayward JS
01	29169222	1547353	2	ABRAHA, DANIEL	03325 Hayward JS
01	902374679	1542797	2	ABREGANA, ARISTOTLE	03325 Hayward JS
01	851374679	1541496	2	ABREGANA, GENESIS	03325 Hayward JS
01	33374199	1541495	2	ABRIL, DENNIS	03325 Hayward JS
01	29383053	1547226	2	ABU, MALIK	03325 Hayward JS
01	500452701	1542385	2	ABUAN, RONALD	03325 Hayward JS
01	831442103	1543712	2	ABUTAN, ROMEO	03325 Hayward JS
01	257391942	1542644	2	ACEVEDO, REGIS	03325 Hayward JS
01	873436020	1541995	2	ACEVES, EFRAIN	03325 Hayward JS
01	554374625	1543304	2	ACEVES, HUMBERTO	03325 Hayward JS
01	271396587	1548131	2	ACHI, FRANCE	03325 Hayward JS
01	889436606	1542653	2	ACHIKE, MICHAEL	03325 Hayward JS
01	94377856	1543311	2	ACOSTA-RAMIREZ, PEDRO	03325 Hayward JS
LWIA	State ID	App ID	Program ID	Name	Office Location
Grand Totals - Records: 3,722					

Exit Date	Term Reason	Pseudo X	Self Service	Adult	DW	YY	OY	Out of School	In School
5/14/2012	00	0	0	0	1	0	0	0	0
9/12/2012	00	0	0	1	1	0	0	0	0
8/21/2012	00	0	0	1	1	0	0	0	0
9/28/2012	00	0	0	0	1	0	0	0	0
6/11/2012	00	0	0	1	1	0	0	0	0
8/8/2012	00	0	0	0	1	0	0	0	0
3/29/2013	00	0	0	0	1	0	0	0	0
4/30/2012	00	0	0	0	1	0	0	0	0
1/24/2013	00	0	0	1	0	0	0	0	0
2/20/2013	00	0	0	0	1	0	0	0	0
6/25/2012	00	0	0	1	1	0	0	0	0
9/12/2012	00	0	0	1	1	0	0	0	0
9/6/2012	00	0	0	1	0	0	0	0	0
6/6/2012	00	0	0	1	1	0	0	0	0
6/8/2012	00	0	0	1	1	0	0	0	0
5/21/2012	00	0	0	1	1	0	0	0	0
12/17/2012	00	0	0	1	0	0	0	0	0
4/6/2012	00	0	0	1	1	0	0	0	0
4/6/2012	00	0	0	1	1	0	0	0	0
6/12/2012	00	0	0	1	1	0	0	0	0
9/18/2012	00	0	0	1	1	0	0	0	0
4/6/2012	00	0	0	1	1	0	0	0	0
3/6/2013	00	0	0	0	1	0	0	0	0
5/17/2012	00	0	0	1	1	0	0	0	0
8/6/2012	00	0	0	1	1	0	0	0	0
Exit Date	Term Reason	Pseudo X	Self Service	Adult	DW	YY	OY	Out of School	In School
		95	423	2,646	2,533	132	125	143	114

Placement in Employment or Education

(Click here to return to the Table of Contents)

This annual report is similar to the WIA 9090 Quarterly, except filtering by LWIA is required.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Federal Reports**"
- Under Federal Reports click on **"ETA WIA 9091 Annual"** then under Performance Measures: click **"Placement in Employment or Education."**

Available Filters:

Program Year – Select the program year of your interest from the drop down menu.
(Please note years are based on fiscal year not calendar year)

Region/LWIA Status – Active/ Inactive/ All This filter is based upon your privileges. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs. *(To select multiple Regions/LWIA hold ctrl and select your multiple Region/LWIA).*

Office Location Status – Active/ Inactive/ All The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Office Location – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices. *(To select multiple Office Locations hold ctrl and select your multiple Office Locations)*

Fund Stream – Select the fund stream of your interest from the drop down menu. **"None Selected"** if you want to include all funding streams.

Exit Reason – Select the exit reason of your interest from the drop down menu. Choose "**None Selected**" if you want to include all reasons.

Provider Status Active/ Inactive/ All The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Provider Select the Provider of your interest from the drop down menu. Choose "**None Selected**" if you want to include all providers. *(To select multiple Providers hold ctrl and select your multiple Providers)*

After you select the appropriate filters for your report, click on "**Run Report**" to generate the report. Examples of the report are shown on the last page.

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- **CSV** – This file type is primarily associated with 'Comma-Separated Variables.' A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.
- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others.

ETA WIA 9091 Annual: Placement in Employment or Education

Please note this data was last refreshed on 1/14/2014

Filter Criteria

Report Period: PY-2012 - (10/1/2011 - 9/30/2012)

Region/LWIA: Alameda County Workforce Investment Board

Office Location: 03325 Hayward JS

LWIA	State ID	App ID	Name	Age	Office Location
01	29606322	1546806	AGUILAR, SONIA	20	03325 Hayward JS
01	29487840	1545842	ALHARAZY, ALI	17	03325 Hayward JS
01	29216006	1545981	ALLEN, TORRELL	21	03325 Hayward JS
01	29475527	1546160	ALVARADO, BRANDEN	20	03325 Hayward JS
01	819394490	1546127	Alviar, Nayeli	19	03325 Hayward JS
01	29610383	1545957	ANDERSON, KEVIN	17	03325 Hayward JS
01	29540365	1545822	AREVALO JR, FELIPE	17	03325 Hayward JS
01	1000288480	1545628	ARMSTRONG, PRECIOUS	18	03325 Hayward JS
01	29469371	1545641	ASH-BLAIR, ERIC	18	03325 Hayward JS
01	29506328	1546235	BANDY, BRIJUANAE	20	03325 Hayward JS
01	29418861	1545972	BARBA, JADE	17	03325 Hayward JS
01	29533487	1546418	BARBALINARDO, GABRIELLA	18	03325 Hayward JS
01	29544723	1546111	BARBALINARDO, VINCENT	20	03325 Hayward JS
01	29583517	1545261	BARNES, N'KAYLA	17	03325 Hayward JS
01	29517267	1545966	BAVIERA, ISAIAH	16	03325 Hayward JS
01	29546504	1545790	BERNABE, JESUS	19	03325 Hayward JS
01	29436485	1546782	BERNSTEIN, ALEXANDER	21	03325 Hayward JS
01	29464679	1546202	BERRY, MO'NIKA	19	03325 Hayward JS
01	29184790	1546084	BOHLER, TROY	19	03325 Hayward JS
01	29463674	1545702	BOLDEN, ZACHARY	20	03325 Hayward JS
01	29519076	1545749	BOYKIN, ANEKA	20	03325 Hayward JS
01	29519076	1547315	BOYKIN, ANEKA	21	03325 Hayward JS
01	29582786	1547022	BRADLEY, BERNARD	19	03325 Hayward JS
01	29214879	1545328	BUTLER, ANGEL	18	03325 Hayward JS
01	29487103	1546204	BUTLER, SONDRA	17	03325 Hayward JS
LWIA	State ID	App ID	Name	Age	Office Location
Grand Totals - Records: 211					

Exit Date	Edu Lvl	Exit Reason X	Sch Status X	Emp Status X	Wages	Follow Up Plcmt	Num	Denom
8/3/2012	13	0	1	0	$0.00	0	0	0
6/27/2012	11	0	0	0	$0.00	0	0	1
9/30/2012	87	1	0	0	$0.00	0	0	0
5/24/2012	87	0	1	0	$0.00	0	0	0
6/30/2012	87	0	1	1	$0.00	0	0	0
6/6/2012	11	0	0	0	$0.00	0	0	1
6/30/2012	10	0	0	0	$0.00	0	0	1
10/6/2011	14	0	1	0	$0.00	0	0	0
12/20/2011	88	0	1	1	$0.00	0	0	0
9/12/2012	13	0	0	0	$0.00	0	0	1
8/24/2012	11	0	0	0	$0.00	1	1	1
8/16/2012	87	0	0	1	$0.00	1	0	0
6/30/2012	87	0	0	0	$0.00	1	1	1
8/29/2012	11	0	0	0	$0.00	1	1	1
10/20/2011	10	0	0	0	$0.00	0	0	1
4/25/2012	11	0	0	0	$0.00	0	0	1
8/1/2012	87	0	0	0	$0.00	0	0	1
9/30/2012	13	0	0	0	$0.00	1	1	1
10/17/2011	87	0	0	0	$0.00	1	1	1
9/14/2012	87	1	0	0	$0.00	0	0	0
10/19/2011	87	1	0	0	$0.00	0	0	0
9/30/2012	87	0	0	0	$0.00	0	0	1
7/24/2012	87	0	1	0	$0.00	0	0	0
3/20/2012	87	0	0	0	$0.00	0	0	1
6/30/2012	11	0	0	0	$0.00	0	0	1
Exit Date	Edu Lvl	Exit Reason X	Sch Status X	Emp Status X	Wages	Follow Up Plcmt	Num	Denom
		15	29	18	$0.00	16	33	155

Entered Employment Rates

(Click here to return to the Table of Contents)

This annual report is similar the WIA 9090 Quarterly, except filtering by LWIA is required.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Federal Reports**"
- Under Federal Reports click on **"ETA WIA 9091 Annual"** then under Performance Measures: click **"Entered Employment Rates."**

Available Filters:

Program Year – Select the program year of your interest from the drop down menu.
(Please note years are based on fiscal year not calendar year)

Region/LWIA Status – Active/ Inactive/ All This filter is based upon your privileges. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs. *(To select multiple Regions/LWIA hold ctrl and select your multiple Region/LWIA).*

Office Location Status – Active/ Inactive/ All The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Office Location – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices. *(To select multiple Office Locations hold ctrl and select your multiple Office Locations)*

Fund Stream – Select the fund stream of your interest from the drop down menu. **"None Selected"** if you want to include all funding streams.

Exit Reason – Select the exit reason of your interest from the drop down menu. Choose "**None Selected**" if you want to include all reasons.

Provider Status Active/ Inactive/ All The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Provider Select the Provider of your interest from the drop down menu. Choose "**None Selected**" if you want to include all providers. *(To select multiple Providers hold ctrl and select your multiple Providers)*

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- **CSV** – This file type is primarily associated with 'Comma-Separated Variables.' A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
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- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others.

ETA WIA 9091 Annual: Entered Employment Rates

Please note this data was last refreshed on 1/14/2014

⊟ Filter Criteria

Report Period: PY-2012 - (10/1/2011 - 9/30/2012)

Region/LWIA: Alameda County Workforce Investment Board

Office Location: 03325 Hayward JS

LWIA	State ID	App ID	Name	Office Location	Exit Date
01	285445300	1546794	AARON, DIOMI	03325 Hayward JS	5/14/2012
01	361381704	1543042	ABAD, LEOPOLDO JR	03325 Hayward JS	9/12/2012
01	520469347	1543556	abad, mary grace	03325 Hayward JS	12/16/2011
01	623677377	1543012	ABAD, MICHELLE	03325 Hayward JS	8/21/2012
01	955270948	1546128	ABALOS, RONNEL	03325 Hayward JS	9/28/2012
01	842383613	1541501	ABAN, ERNESTO	03325 Hayward JS	6/11/2012
01	600383366	1547307	ABARSOSA, MARJORIE	03325 Hayward JS	8/8/2012
01	29609176	1539731	ABBAS, KARIMA	03325 Hayward JS	11/29/2011
01	667439542	1546008	ABBAZI, MINA	03325 Hayward JS	4/30/2012
01	300928350	1545892	abdullah, saladin	03325 Hayward JS	1/31/2012
01	168440079	1542151	ABINA, STEVE	03325 Hayward JS	6/25/2012
01	819453024	1542319	ABLAZA, ALEX	03325 Hayward JS	9/12/2012
01	29169222	1547353	ABRAHA, DANIEL	03325 Hayward JS	9/6/2012
01	383440175	1541711	ABRAHAM, JOHN	03325 Hayward JS	2/23/2012
01	937435951	1542945	ABRAHAM, RICKY	03325 Hayward JS	11/22/2011
01	902374679	1542797	ABREGANA, ARISTOTLE	03325 Hayward JS	6/6/2012
01	851374679	1541496	ABREGANA, GENESIS	03325 Hayward JS	6/8/2012
01	669395511	1543551	ABREGO MONTOYA, MARIA	03325 Hayward JS	3/28/2012
01	33374199	1541495	ABRIL, DENNIS	03325 Hayward JS	5/21/2012
01	500452701	1542385	ABUAN, RONALD	03325 Hayward JS	4/6/2012
01	831442103	1543712	ABUTAN, ROMEO	03325 Hayward JS	4/6/2012
01	257391942	1542644	ACEVEDO, REGIS	03325 Hayward JS	6/12/2012
01	873436020	1541995	ACEVES, EFRAIN	03325 Hayward JS	9/18/2012
01	554374625	1543304	ACEVES, HUMBERTO	03325 Hayward JS	4/6/2012
01	889436606	1542653	ACHIKE, MICHAEL	03325 Hayward JS	5/17/2012
LWIA	State ID	App ID	Name	Office Location	Exit Date
Grand Totals - Records: 3,470					

Exit Reason X	Pseudo X	Emp Status X	Wages	Follow Up	Public Assist	Core Service	Int Service	Train Service	Vet
0	0	0	$0.00	0	0	1	0	0	0
0	0	1	$0.00	0	0	1	1	0	0
1	0	0	$0.00	0	0	1	1	0	0
0	0	1	$0.00	0	0	1	1	1	0
0	0	0	$0.00	0	0	1	1	0	0
0	0	1	$0.00	0	0	1	1	0	0
0	0	0	$0.00	0	0	1	0	0	0
0	0	0	$0.00	0	0	1	1	0	0
0	0	0	$0.00	0	0	1	1	0	0
0	0	0	$0.00	0	1	1	1	0	0
0	0	1	$0.00	0	0	1	1	0	1
0	0	1	$0.00	0	0	1	1	0	0
0	0	0	$0.00	0	1	1	0	0	0
0	0	1	$0.00	0	0	1	1	0	0
1	0	0	$0.00	0	0	1	1	0	0
0	0	1	$0.00	0	0	1	1	0	0
0	0	0	$0.00	0	0	1	1	0	0
0	0	0	$0.00	0	0	1	1	1	0
0	0	1	$0.00	0	0	1	1	0	0
0	0	1	$0.00	0	0	1	1	0	0
0	0	0	$0.00	0	0	1	1	0	1
0	0	1	$0.00	0	0	1	0	0	0
0	0	1	$0.00	0	0	1	1	0	0
0	0	0	$0.00	0	0	1	1	0	0
0	0	1	$0.00	0	0	1	1	0	0
Exit Reason X	Pseudo X	Emp Status X	Wages	Follow Up	Public Assist	Core Service	Int Service	Train Service	Vet
187	112	1,393	$0.00	0	328	3,263	2,617	830	239

Disabled	Disp Homemkr	Older Ind	Out of Sch Yth	Adult Num	Adult Denom	DW Num	DW Denom	OY Num	OY Denom
0	0	0	0	0	0	0	1	0	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	1	1	0	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	1	0	0
0	0	0	0	0	1	0	0	0	0
0	0	1	0	0	0	0	1	0	0
1	0	0	0	0	0	0	1	0	0
0	0	1	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	1	0	0	0	0
0	0	1	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	1	0	1	0	0
0	0	1	0	1	1	1	1	0	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	1	0	1	0	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	1	0	1	0	0
0	0	1	0	0	0	0	0	0	0
Disabled	Disp Homemkr	Older Ind	Out of Sch Yth	Adult Num	Adult Denom	DW Num	DW Denom	OY Num	OY Denom
118	6	641	113	57	1,111	172	1,434	20	85

Retention Rates

(Click here to return to the Table of Contents)

This annual report is similar to the WIA 9090 Quarterly, except filtering by LWIA is required.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Federal Reports**"
- Under Federal Reports click on **"ETA WIA 9091 Annual"** then under Performance Measures: click **"Retention Rates."**

Available Filters:

Program Year – Select the program year of your interest from the drop down menu.
(Please note years are based on fiscal year not calendar year)

Region/LWIA Status – Active/ Inactive/ All This filter is based upon your privileges. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs. *(To select multiple Regions/LWIA hold ctrl and select your multiple Region/LWIA)*

Office Location Status – Active/ Inactive/ All The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Office Location – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices. *(To select multiple Office Locations hold ctrl and select your multiple Office Locations)*

Fund Stream – Select the fund stream of your interest from the drop down menu. **"None Selected"** if you want to include all funding streams.

Exit Reason – Select the exit reason of your interest from the drop down menu. Choose "**None Selected**" if you want to include all reasons.

Provider Status Active/ Inactive/ All The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Provider Select the Provider of your interest from the drop down menu. Choose "**None Selected**" if you want to include all providers. *(To select multiple Providers hold ctrl and select your multiple Providers)*

After you select the appropriate filters for your report, click on "**Run Report**" to generate the report. Examples of the report are shown on the last page.

Clicking on the blue hyperlinks on the reports generates individual data reports or detailed information based on the category selected.

You will also have the option to export the report to any of the following programs by clicking the appropriate option at the top of the report screen. *(Please note using of the blue hyperlink function on a generated report only work prior to exporting or saving. Blue Hyperlinks do not work if report has been exported or saved.)*

- **Excel -** Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.
- **CSV** – This file type is primarily associated with 'Comma-Separated Variables.' A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.
- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others.

ETA WIA 9091 Annual: Retention Rates

Please note this data was last refreshed on 1/14/2014

⊟ Filter Criteria

Report Period: PY-2012 - (4/1/2011 - 3/31/2012)

Region/LWIA: Alameda County Workforce Investment Board

Office Location: 03325 Hayward JS

LWIA	State ID	App ID	Name	Office Location	Exit Date
01	29266205	1541780	AASLAND, DANA	03325 Hayward JS	8/1/2011
01	520469347	1543556	abad, mary grace	03325 Hayward JS	12/16/2011
01	29609176	1539731	ABBAS, KARIMA	03325 Hayward JS	11/29/2011
01	300928350	1545892	abdullah, saladin	03325 Hayward JS	1/31/2012
01	29592075	1540109	ABORDO, MEGAN	03325 Hayward JS	6/1/2011
01	383440175	1541711	ABRAHAM, JOHN	03325 Hayward JS	2/23/2012
01	937435951	1542945	ABRAHAM, RICKY	03325 Hayward JS	11/22/2011
01	177439747	1543832	Abrahamson, Terri	03325 Hayward JS	8/24/2011
01	669395511	1543551	ABREGO MONTOYA, MARIA	03325 Hayward JS	3/28/2012
01	361266922	1543378	abuelsaad, wagih	03325 Hayward JS	4/28/2011
01	464675272	1541167	ABUSNEINEH, ABED	03325 Hayward JS	7/15/2011
01	9357946	1543407	ACEVEDO, LUIS	03325 Hayward JS	6/21/2011
01	183392402	1544720	ACOSTA, GERMAN	03325 Hayward JS	9/29/2011
01	29521369	1544461	ADALTI, AKSHAY	03325 Hayward JS	6/10/2011
01	302396944	1541094	ADAMS, GENE	03325 Hayward JS	9/21/2011
01	28423365	1541785	ADAMS, II, GREGORY	03325 Hayward JS	3/1/2012
01	177432128	1539682	ADAMS, INIBEHE	03325 Hayward JS	6/28/2011
01	153442419	1544952	ADKINS, MARLENE	03325 Hayward JS	7/29/2011
01	697444076	1545037	AGAS, AURORA	03325 Hayward JS	5/9/2011
01	109387581	1539647	Ageze, Solomon	03325 Hayward JS	5/24/2011
01	29467188	1545355	AGLORO, AGNES	03325 Hayward JS	6/3/2011
01	468360964	1546007	AGODI, FRANK	03325 Hayward JS	11/17/2011
01	29423953	1544817	AGOSTO, RIZZA	03325 Hayward JS	6/28/2011
01	29583963	1539968	AGOSTO-SAMUSEVA, CHRISTIAN	03325 Hayward JS	6/30/2011
01	29611156	1545768	AGUIAR, AZUCENA	03325 Hayward JS	12/21/2011
LWIA	State ID	App ID	Name	Office Location	Exit Date
Grand Totals - Records: 2,909					

Yth Diploma Date	Exit Reason X	Pseudo X	Emp EQ1	Emp EQ2	Emp EQ3	Yth Ret	Sch Status X	Yth Diploma	Public Assist	Core Service
	1	1	0	0	0	0	0	0	0	1
	1	0	0	0	0	0	0	0	0	1
	0	0	0	0	0	0	0	0	0	1
	0	0	0	0	0	0	0	0	1	1
9/10/2010	0	0	0	0	0	1	0	1	1	1
	0	0	0	0	0	0	0	0	0	1
	1	0	0	0	0	0	0	0	0	1
	0	0	0	0	0	0	0	0	0	1
	0	0	1	0	0	0	0	0	0	1
	0	0	0	0	0	0	0	0	0	1
	0	0	0	0	0	0	0	0	0	1
	0	0	1	1	0	0	0	0	0	1
	0	0	0	1	1	0	0	0	0	1
	0	0	1	1	0	0	0	0	0	1
	0	0	0	0	0	0	0	0	0	1
	0	0	0	0	0	0	0	0	0	1
	0	0	0	0	0	0	0	0	1	1
	0	0	0	0	0	0	0	0	0	1
	0	0	0	0	0	0	0	0	0	1
	0	0	0	0	0	0	0	0	0	1
	0	0	1	1	0	0	0	0	0	1
	0	0	0	0	0	0	0	0	0	1
	0	0	1	1	0	0	0	0	0	1
	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	1
Yth Diploma Date	Exit Reason X	Pseudo X	Emp EQ1	Emp EQ2	Emp EQ3	Yth Ret	Sch Status X	Yth Diploma	Public Assist	Core Service
	143	75	438	356	137	172	43	153	451	2,521

Int Service	Train Service	Vet	Disabled	Disp Homemkr	Older Ind	Out of Sch Yth	Adult Num	Adult Denom	DW Num	DW Denom	OY Num	OY Denom	YY Num	YY Denom
1	0	1	0	0	1	0	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	0	0	1	0	0	0	0	0	0	0	0	0	0	0
0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
1	0	0	0	0	1	0	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	0	0	0	1	0	0	1	0	1	0	0	0	0
1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	0	0	0	0	0	0	1	0	1	0	0	0	0
1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	0	0	0	0	0	0	1	0	1	0	0	0	0
1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	0	0	0	0	0	0	1	0	1	0	0	0	0
0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
1	1	0	0	0	0	0	0	0	0	1	0	0	0	0
0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Int Service	Train Service	Vet	Disabled	Disp Homemkr	Older Ind	Out of Sch Yth	Adult Num	Adult Denom	DW Num	DW Denom	OY Num	OY Denom	YY Num	YY Denom
1,863	767	204	132	5	501	189	53	172	51	315	8	10	17	143

Literacy and Numeracy Gains

(Click here to return to the Table of Contents)

This annual report is similar to the WIA 9090 Quarterly, except filtering by LWIA is required.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Federal Reports**"
- Under Federal Reports click on **"ETA WIA 9091 Annual"** then under Performance Measures: click **"Literacy & Numeracy Gains."**

Available Filters:

Program Year – Select the program year of your interest from the drop down menu.
(Please note years are based on fiscal year not calendar year)

Region/LWIA Status – Active/ Inactive/ All This filter is based upon your privileges. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs. *(To select multiple Regions/LWIA hold ctrl and select your multiple Region/LWIA)*

Office Location Status – Active/ Inactive/ All The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

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Fund Stream – Select the fund stream of your interest from the drop down menu. **"None Selected"** if you want to include all funding streams.

Exit Reason – Select the exit reason of your interest from the drop down menu. Choose "**None Selected**" if you want to include all reasons.

Provider Status Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Provider Select the Provider of your interest from the drop down menu. Choose "**None Selected**" if you want to include all providers. *(To select multiple Providers hold ctrl and select your multiple Providers)*

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- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.
- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others.

ETA WIA 9091 Annual: Literacy & Numeracy Gains

Please note this data was last refreshed on 1/14/2014

⊟ Filter Criteria

Report Period: PY-2012 - (7/1/2012 - 6/30/2013)

Region/LWIA: Alameda County Workforce Investment Board

Office Location: 03325 Hayward JS

LWIA	State ID	App ID	Name	Age	Office Location	Participation Date
01	29603092	1545715	BICKHAM, TREVOR	20	03325 Hayward JS	7/15/2011
01	725383113	1545324	Blanco, Rachel	17	03325 Hayward JS	7/21/2011
01	1000357161	1546784	Coney, Damone	20	03325 Hayward JS	3/30/2012
01	998378495	1545637	CONTRERAS, CATALINA	21	03325 Hayward JS	8/26/2011
01	29593166	1546060	DE LA VARA, SAVANNAH	18	03325 Hayward JS	8/16/2011
01	659390510	1546514	DURANT, ANTHONY	21	03325 Hayward JS	2/29/2012
01	29624782	1545644	FAUMUINA, ONOSAI	19	03325 Hayward JS	8/30/2011
01	29579616	1545248	GLOVER, ANJIA	19	03325 Hayward JS	7/13/2011
01	1000076848	1545247	gonzalez, Julissa	19	03325 Hayward JS	7/5/2011
01	29481443	1545376	GRAYSON, KYRIE	17	03325 Hayward JS	7/27/2011
01	29564984	1546503	GREEN, KEVIN	19	03325 Hayward JS	1/19/2012
01	509394433	1545754	HAIRSTON, JOSETTA	19	03325 Hayward JS	9/18/2011
01	29451481	1546551	HOLMES, JELANI	17	03325 Hayward JS	8/1/2011
01	1000122748	1545739	JACKSON-HUNNICUTT, AJALIA	19	03325 Hayward JS	7/15/2011
01	1000256937	1545679	JENKINS, JONATHAN	18	03325 Hayward JS	9/1/2011
01	182373477	1547192	LASO, ADOLPH	21	03325 Hayward JS	3/14/2012
01	869386376	1546218	MARISCAL, ROSALIA	20	03325 Hayward JS	12/29/2011
01	29539549	1545325	MARTINEZ, FRANKI	18	03325 Hayward JS	7/21/2011
01	319377496	1546521	Mejia, Donzale	20	03325 Hayward JS	2/29/2012
01	29500714	1545533	NAVAS, FRANKLIN	17	03325 Hayward JS	8/15/2011
01	29568021	1545553	OLACHEA, ARIELLE	20	03325 Hayward JS	8/22/2011
01	29447208	1545723	OROPEZA, ALEXIS	18	03325 Hayward JS	7/6/2011
01	29600339	1545250	PALMA, MARIA	18	03325 Hayward JS	7/13/2011
01	570373551	1546257	Phillips, Mackey	20	03325 Hayward JS	1/4/2012
01	29502536	1546026	TOVANCHE, MIGUEL	20	03325 Hayward JS	11/22/2011
LWIA	State ID	App ID	Name	Age	Office Location	Participation Date
Grand Totals - Records: 30						

Participation Date	Youth Date	Exit Date	Sch Part	Part Yr	Exit Reason X	Pseudo X	BSD	Num	Denom
7/15/2011	7/15/2011	12/31/2012	5	1	0	0	1	0	1
7/21/2011	7/21/2011	9/16/2013	5	1	0	0	1	1	1
3/30/2012	3/30/2012	6/30/2012	5	1	0	0	1	1	1
8/26/2011	8/26/2011	10/15/2011	3	1	0	0	1	0	1
8/16/2011	8/16/2011	6/30/2012	5	1	0	0	1	0	1
2/29/2012	2/29/2012	6/30/2012	5	1	0	0	1	0	1
8/30/2011	8/30/2011	9/4/2012	3	1	0	0	1	0	1
7/13/2011	7/13/2011	6/3/2013	5	1	0	0	1	1	1
7/5/2011	7/5/2011	6/27/2013	5	1	0	0	1	1	1
7/27/2011	7/27/2011	6/13/2012	4	1	0	0	1	1	1
1/19/2012	1/19/2012	1/8/2013	5	1	0	0	1	1	1
9/18/2011	9/18/2011	9/30/2012	5	1	0	0	1	1	1
8/1/2011	8/1/2011		5	1	0	0	1	0	1
7/15/2011	7/15/2011	8/30/2012	5	1	0	0	1	1	1
9/1/2011	9/1/2011	4/4/2012	4	1	0	0	1	0	1
3/14/2012	3/14/2012	12/31/2012	3	1	0	0	1	0	1
12/29/2011	12/29/2011	9/30/2012	4	1	0	0	1	1	1
7/21/2011	7/21/2011	3/27/2013	4	1	0	0	1	0	1
2/29/2012	2/29/2012	4/30/2012	5	1	0	0	1	0	1
8/15/2011	8/15/2011	6/19/2013	4	1	0	0	1	1	1
8/22/2011	8/22/2011	3/12/2013	5	1	0	0	1	0	1
7/6/2011	7/6/2011	6/30/2012	5	1	0	0	1	0	1
7/13/2011	7/13/2011	6/13/2013	5	1	0	0	1	1	1
1/4/2012	1/4/2012	6/30/2012	5	1	0	0	1	0	1
11/22/2011	11/22/2011	6/1/2012	4	1	0	0	1	1	1
Participation Date	Youth Date	Exit Date	Sch Part	Part Yr	Exit Reason X	Pseudo X	BSD	Num	Denom
					0	0	30	16	30

Twelve-Month Earnings Increase / Replacement

(Click here to return to the Table of Contents)

This report tracks WIA participants' earning increases over a twelve month time period once they have achieved employment and the information has been recorded in the system via base wage matching.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Federal Reports**"
- Under Federal Reports click on **"ETA WIA 9091 Annual"** then under Performance Measures: click **"12-Month Earnings Increase / Replacement."**

Available Filters:

Program Year – Select the program year of your interest from the drop down menu.
(Please note years are based on fiscal year not calendar year)

Region/LWIA Status – Active/ Inactive/ All This filter is based upon your privileges. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs. *(To select multiple Regions/LWIA hold ctrl and select your multiple Region/LWIA).*

Office Location Status – Active/ Inactive/ All The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

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Fund Stream – Select the fund stream of your interest from the drop down menu. **"None Selected"** if you want to include all funding streams.

Exit Reason – Select the exit reason of your interest from the drop down menu. Choose "**None Selected**" if you want to include all reasons.

Provider Status Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

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- **CSV** – This file type is primarily associated with 'Comma-Separated Variables.' A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.

- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others.

See an example of the report on the following pages.

ETA WIA 9091 Annual: 12-Mth Earnings Increase / Replacement

Please note this data was last refreshed on 1/14/2014

Filter Criteria

Report Period: PY-2012 - (1/1/2011 - 12/31/2011)

Region/LWIA: Alameda County Workforce Investment Board

Office Location: 03325 Hayward JS

LWIA	State ID	App ID	Name	Office Location	Exit Date	Exit Reason X
01	29266205	1541780	AASLAND, DANA	03325 Hayward JS	8/1/2011	1
01	520469347	1543556	abad, mary grace	03325 Hayward JS	12/16/2011	1
01	29609176	1539731	ABBAS, KARIMA	03325 Hayward JS	11/29/2011	0
01	665445523	1537005	ABDULLAH, RIYADH	03325 Hayward JS	3/21/2011	0
01	29592075	1540109	ABORDO, MEGAN	03325 Hayward JS	6/1/2011	0
01	937435951	1542945	ABRAHAM, RICKY	03325 Hayward JS	11/22/2011	1
01	177439747	1543832	Abrahamson, Terri	03325 Hayward JS	8/24/2011	0
01	361266922	1543378	abuelsaad, wagih	03325 Hayward JS	4/28/2011	0
01	464675272	1541167	ABUSNEINEH, ABED	03325 Hayward JS	7/15/2011	0
01	9357946	1543407	ACEVEDO, LUIS	03325 Hayward JS	6/21/2011	0
01	183392402	1544720	ACOSTA, GERMAN	03325 Hayward JS	9/29/2011	0
01	29521369	1544461	ADALTI, AKSHAY	03325 Hayward JS	6/10/2011	0
01	302396944	1541094	ADAMS, GENE	03325 Hayward JS	9/21/2011	0
01	177432128	1539682	ADAMS, INIBEHE	03325 Hayward JS	6/28/2011	0
01	565436010	1539034	Adams, Lee	03325 Hayward JS	1/14/2011	0
01	153442419	1544952	ADKINS, MARLENE	03325 Hayward JS	7/29/2011	0
01	697444076	1545037	AGAS, AURORA	03325 Hayward JS	5/9/2011	0
01	109387581	1539647	Ageze, Solomon	03325 Hayward JS	5/24/2011	0
01	29467188	1545355	AGLORO, AGNES	03325 Hayward JS	6/3/2011	0
01	468360964	1546007	AGODI, FRANK	03325 Hayward JS	11/17/2011	0
01	29423953	1544817	AGOSTO, RIZZA	03325 Hayward JS	6/28/2011	0
01	29583963	1539968	AGOSTO-SAMUSEVA, CHRISTIAN	03325 Hayward JS	6/30/2011	0
01	29611156	1545768	AGUIAR, AZUCENA	03325 Hayward JS	12/21/2011	0
01	363387923	1541846	AGUIAR, DAWN	03325 Hayward JS	5/1/2011	0
01	378439096	1542558	Aguiar, Elaine	03325 Hayward JS	4/28/2011	0
LWIA	State ID	App ID	Name	Office Location	Exit Date	Exit Reason X
Grand Totals - Records: 2,803						135

Pseudo X	EQ1	EQ3+4	R2+3	Adult Num	Adult Denom	DW Num	DW Denom	OY Num	OY Denom
1	$0.00	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	0
0	$0.00	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	0
0	$0.00	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	0
0	$0.00	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	0
0	$0.00	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	0
0	$0.00	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	0
0	$0.00	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	0
0	$0.00	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	0
0	$0.00	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	0
0	$0.00	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	0
0	$0.00	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	0
0	$0.00	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	0
0	$0.00	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	0
0	$0.00	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	0
0	$0.00	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	0
0	$0.00	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	0
0	$0.00	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	0
0	$0.00	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	0
0	$0.00	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	0
0	$0.00	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	0
0	$0.00	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	0
0	$0.00	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	0
0	$0.00	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	0
Pseudo X	EQ1	EQ3+4	R2+3	Adult Num	Adult Denom	DW Num	DW Denom	OY Num	OY Denom
73	$0.00	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	0

Wages at Entry to Employment

(Click here to return to the Table of Contents)

This report provides information on **Wages at Entry to Employment**.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Federal Reports**"
- Under Federal Reports click on **"ETA WIA 9091 Annual"** then under Performance Measures: click **"Wages at Entry to Employment."**

Available Filters:

Program Year – Select the program year of your interest from the drop down menu.
(Please note years are based on fiscal year not calendar year)

Region/LWIA Status – Active/ Inactive/ All This filter is based upon your privileges. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs. *(To select multiple Regions/LWIA hold ctrl and select your multiple Region/LWIA).*

Office Location Status – Active/ Inactive/ All The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Office Location – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices. *(To select multiple Office Locations hold ctrl and select your multiple Office Locations)*

Fund Stream – Select the fund stream of your interest from the drop down menu. **"None Selected"** if you want to include all funding streams.

Exit Reason – Select the exit reason of your interest from the drop down menu. Choose "**None Selected**" if you want to include all reasons.

Provider Status Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Provider Select the Provider of your interest from the drop down menu. Choose "**None Selected**" if you want to include all providers. *(To select multiple Providers hold ctrl and select your multiple Providers)*
After you select the appropriate filters for your report, click on "**Run Report**" to generate the report. Examples of the report are shown on the last page.

Clicking on the blue hyperlinks on the reports generates individual data reports or detailed information based on the category selected.

You will also have the option to export the report to any of the following programs by clicking the appropriate option at the top of the report screen. *(Please note using of the blue hyperlink function on a generated report only work prior to exporting or saving. Blue Hyperlinks do not work if report has been exported or saved.)*

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- **CSV** – This file type is primarily associated with 'Comma-Separated Variables.' A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.
- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others.

ETA WIA 9091 Annual: Wages at Entry to Employment

Please note this data was last refreshed on 1/14/2014

Filter Criteria

Report Period: PY-2012 - (10/1/2011 - 9/30/2012)

Region/LWIA: Alameda County Workforce Investment Board

Office Location: 03325 Hayward JS

LWIA	State ID	App ID	Name	Office Location	Exit Date	Exit Reason X
01	285445300	1546794	AARON, DIOMI	03325 Hayward JS	5/14/2012	0
01	361381704	1543042	ABAD, LEOPOLDO JR	03325 Hayward JS	9/12/2012	0
01	520469347	1543556	abad, mary grace	03325 Hayward JS	12/16/2011	1
01	623677377	1543012	ABAD, MICHELLE	03325 Hayward JS	8/21/2012	0
01	955270948	1546128	ABALOS, RONNEL	03325 Hayward JS	9/28/2012	0
01	842383613	1541501	ABAN, ERNESTO	03325 Hayward JS	6/11/2012	0
01	600383366	1547307	ABARSOSA, MARJORIE	03325 Hayward JS	8/8/2012	0
01	29609176	1539731	ABBAS, KARIMA	03325 Hayward JS	11/29/2011	0
01	667439542	1546008	ABBAZI, MINA	03325 Hayward JS	4/30/2012	0
01	300928350	1545892	abdullah, saladin	03325 Hayward JS	1/31/2012	0
01	168440079	1542151	ABINA, STEVE	03325 Hayward JS	6/25/2012	0
01	819453024	1542319	ABLAZA, ALEX	03325 Hayward JS	9/12/2012	0
01	29169222	1547353	ABRAHA, DANIEL	03325 Hayward JS	9/6/2012	0
01	383440175	1541711	ABRAHAM, JOHN	03325 Hayward JS	2/23/2012	0
01	937435951	1542945	ABRAHAM, RICKY	03325 Hayward JS	11/22/2011	1
01	902374679	1542797	ABREGANA, ARISTOTLE	03325 Hayward JS	6/6/2012	0
01	851374679	1541496	ABREGANA, GENESIS	03325 Hayward JS	6/8/2012	0
01	669395511	1543551	ABREGO MONTOYA, MARIA	03325 Hayward JS	3/28/2012	0
01	33374199	1541495	ABRIL, DENNIS	03325 Hayward JS	5/21/2012	0
01	500452701	1542385	ABUAN, RONALD	03325 Hayward JS	4/6/2012	0
01	831442103	1543712	ABUTAN, ROMEO	03325 Hayward JS	4/6/2012	0
01	257391942	1542644	ACEVEDO, REGIS	03325 Hayward JS	6/12/2012	0
01	873436020	1541995	ACEVES, EFRAIN	03325 Hayward JS	9/18/2012	0
01	554374625	1543304	ACEVES, HUMBERTO	03325 Hayward JS	4/6/2012	0
01	889436606	1542653	ACHIKE, MICHAEL	03325 Hayward JS	5/17/2012	0
LWIA	State ID	App ID	Name	Office Location	Exit Date	Exit Reason X
Grand Totals - Records: 3,470						187

Pseudo X	Emp Status X	Wages	Follow Up	Adult Num	Adult Denom	DW Num	DW Denom	OY Num	OY Denom
0	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0
0	1	$0.00	0	$0.00	0	$0.00	0	$0.00	0
0	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0
0	1	$0.00	0	$0.00	0	$0.00	0	$0.00	0
0	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0
0	1	$0.00	0	$0.00	0	$0.00	0	$0.00	0
0	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0
0	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0
0	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0
0	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0
0	1	$0.00	0	$0.00	0	$0.00	0	$0.00	0
0	1	$0.00	0	$0.00	0	$0.00	0	$0.00	0
0	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0
0	1	$0.00	0	$0.00	0	$0.00	0	$0.00	0
0	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0
0	1	$0.00	0	$0.00	0	$0.00	0	$0.00	0
0	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0
0	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0
0	1	$0.00	0	$0.00	0	$0.00	0	$0.00	0
0	1	$0.00	0	$0.00	0	$0.00	0	$0.00	0
0	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0
0	1	$0.00	0	$0.00	0	$0.00	0	$0.00	0
0	1	$0.00	0	$0.00	0	$0.00	0	$0.00	0
0	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0
0	1	$0.00	0	$0.00	0	$0.00	0	$0.00	0
Pseudo X	Emp Status X	Wages	Follow Up	Adult Num	Adult Denom	DW Num	DW Denom	OY Num	OY Denom
112	1,393	$0.00	0	$0.00	0	$0.00	0	$0.00	0

Annual Summary

(Click here to return to the Table of Contents)

This report displays a summary of all of the individuals reported in the annual WIA federal participant report.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Federal Reports**"
- Under Federal Reports click on **"ETA WIA 9091 Annual"** then under Performance Measures: click **"Annual Summary."**

Available Filters:

Program Year – Select the program year of your interest from the drop down menu.
(Please note years are based on fiscal year not calendar year)

Region/LWIA Status – Active/ Inactive/ All This filter is based upon your privileges. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs. *(To select multiple Regions/LWIA hold ctrl and select your multiple Region/LWIA).*

Office Location Status – Active/ Inactive/ All The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

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After you select the appropriate filters for your report, click on "**Run Report**" to generate the report. Examples of the report are shown on the last page. Clicking on the blue hyperlinks on the reports generates individual data reports or detailed information based on the category selected.

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Employment and Credential Rates

(Click here to return to the Table of Contents)

This report is similar to the WIA 9090 Quarterly, except filtering by LWIA is required.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Federal Reports**"
- Under Federal Reports click on **"ETA WIA 9091 Annual"** then under Performance Measures: click **"Employment and Credential Rates."**

Available Filters:

Program Year – Select the program year of your interest from the drop down menu.
(Please note years are based on fiscal year not calendar year)

Region/LWIA Status – Active/ Inactive/ All This filter is based upon your privileges. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs. *(To select multiple Regions/LWIA hold ctrl and select your multiple Region/LWIA).*

Office Location Status – Active/ Inactive/ All The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.
Office Location – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices. *(To select multiple Office Locations hold ctrl and select your multiple Office Locations)*

Fund Stream – Select the fund stream of your interest from the drop down menu. **"None Selected"** if you want to include all funding streams.
Exit Reason – Select the exit reason of your interest from the drop down menu. Choose "**None Selected**" if you want to include all reasons.

Provider Status Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Provider Select the Provider of your interest from the drop down menu. Choose "**None Selected**" if you want to include all providers. *(To select multiple Providers hold ctrl and select your multiple Providers)*

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- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others.

ETA WIA 9091 Annual: Employment and Credential Rates

Please note this data was last refreshed on 1/14/2014

⊟ Filter Criteria

Report Period: PY-2012 - (10/1/2011 - 9/30/2012)

Region/LWIA: Alameda County Workforce Investment Board

Office Location: 03325 Hayward JS

LWIA	State ID	App ID	Name	Office Location	Exit Date
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01	361381704	1543042	ABAD, LEOPOLDO JR	03325 Hayward JS	9/12/2012
01	520469347	1543556	abad, mary grace	03325 Hayward JS	12/16/2011
01	623677377	1543012	ABAD, MICHELLE	03325 Hayward JS	8/21/2012
01	955270948	1546128	ABALOS, RONNEL	03325 Hayward JS	9/28/2012
01	842383613	1541501	ABAN, ERNESTO	03325 Hayward JS	6/11/2012
01	600383366	1547307	ABARSOSA, MARJORIE	03325 Hayward JS	8/8/2012
01	29609176	1539731	ABBAS, KARIMA	03325 Hayward JS	11/29/2011
01	667439542	1546008	ABBAZI, MINA	03325 Hayward JS	4/30/2012
01	300928350	1545892	abdullah, saladin	03325 Hayward JS	1/31/2012
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01	29169222	1547353	ABRAHA, DANIEL	03325 Hayward JS	9/6/2012
01	383440175	1541711	ABRAHAM, JOHN	03325 Hayward JS	2/23/2012
01	937435951	1542945	ABRAHAM, RICKY	03325 Hayward JS	11/22/2011
01	902374679	1542797	ABREGANA, ARISTOTLE	03325 Hayward JS	6/6/2012
01	851374679	1541496	ABREGANA, GENESIS	03325 Hayward JS	6/8/2012
01	669395511	1543551	ABREGO MONTOYA, MARIA	03325 Hayward JS	3/28/2012
01	33374199	1541495	ABRIL, DENNIS	03325 Hayward JS	5/21/2012
01	500452701	1542385	ABUAN, RONALD	03325 Hayward JS	4/6/2012
01	831442103	1543712	ABUTAN, ROMEO	03325 Hayward JS	4/6/2012
01	257391942	1542644	ACEVEDO, REGIS	03325 Hayward JS	6/12/2012
01	873436020	1541995	ACEVES, EFRAIN	03325 Hayward JS	9/18/2012
01	554374625	1543304	ACEVES, HUMBERTO	03325 Hayward JS	4/6/2012
01	889436606	1542653	ACHIKE, MICHAEL	03325 Hayward JS	5/17/2012
LWIA	State ID	App ID	Name	Office Location	Exit Date
Grand Totals - Records: 3,470					

Cred	Exit Reason X	Pseudo X	Emp EQ1	Train	Public Assist	Core Service	Int Service	Train Service	Vet	Disabled
	0	0	0	0	0	1	0	0	0	0
	0	0	0	1	0	1	1	0	0	0
	1	0	0	0	0	1	1	0	0	0
	0	0	0	1	0	1	1	1	0	0
5	0	0	1	1	0	1	1	0	0	0
	0	0	0	1	0	1	1	0	0	0
	0	0	0	0	0	1	0	0	0	0
2	0	0	0	1	0	1	1	0	0	0
	0	0	0	0	0	1	1	0	0	0
	0	0	0	0	1	1	1	0	0	1
	0	0	0	0	0	1	1	0	1	0
	0	0	0	1	0	1	1	0	0	0
	0	0	0	0	1	1	0	0	0	0
	0	0	0	0	0	1	1	0	0	0
	1	0	0	0	0	1	1	0	0	0
5	0	0	0	1	0	1	1	0	0	0
5	0	0	0	1	0	1	1	0	0	0
5	0	0	1	1	0	1	1	1	0	0
	0	0	0	1	0	1	1	0	0	0
	0	0	0	0	0	1	1	0	0	0
	0	0	0	0	0	1	1	0	1	0
	0	0	0	0	0	1	0	0	0	0
	0	0	0	0	0	1	1	0	0	0
	0	0	0	0	0	1	1	0	0	0
5	0	0	0	1	0	1	1	0	0	0
Cred	Exit Reason X	Pseudo X	Emp EQ1	Train	Public Assist	Core Service	Int Service	Train Service	Vet	Disabled
	187	112	279	1,542	328	3,263	2,617	830	239	118

Disp Homemkr	Older Ind	Out of Sch Yth	Adult Num	Adult Denom	DW Num	DW Denom	OY Num	OY Denom
0	0	0	0	0	0	0	0	0
0	0	0	0	1	0	1	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	1	0	1	0	0
0	0	0	0	0	1	1	0	0
0	0	0	0	1	0	1	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	1	0	0	0	0
0	1	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	1	0	0	0	0	0	0	0
0	0	0	0	1	0	1	0	0
0	0	0	0	0	0	0	0	0
0	1	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	1	0	1	0	0
0	0	0	0	1	0	1	0	0
0	1	0	1	1	1	1	0	0
0	0	0	0	1	0	1	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	1	0	0	1	0	1	0	0
Disp Homemkr	Older Ind	Out of Sch Yth	Adult Num	Adult Denom	DW Num	DW Denom	OY Num	OY Denom
6	641	113	41	1,282	61	1,347	6	100

Average Earnings

(Click here to return to the Table of Contents)

This report is similar to the WIA 9090 Quarterly, except filtering by LWIA is required.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Federal Reports**"
- Under Federal Reports click on **"ETA WIA 9091 Annual"** then under Performance Measures: click **"Average Earnings."**

Available Filters:

Program Year – Select the program year of your interest from the drop down menu.
(Please note years are based on fiscal year not calendar year)

Region/LWIA Status – Active/ Inactive/ All This filter is based upon your privileges. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs. *(To select multiple Regions/LWIA hold ctrl and select your multiple Region/LWIA)*

Office Location Status – Active/ Inactive/ All The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Office Location – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices. *(To select multiple Office Locations hold ctrl and select your multiple Office Locations)*

Fund Stream – Select the fund stream of your interest from the drop down menu. **"None Selected"** if you want to include all funding streams.

Exit Reason – Select the exit reason of your interest from the drop down menu. Choose "**None Selected**" if you want to include all reasons.

Provider Status Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Provider Select the Provider of your interest from the drop down menu. Choose "**None Selected**" if you want to include all providers. *(To select multiple Providers hold ctrl and select your multiple Providers)*

After you select the appropriate filters for your report, click on "**Run Report**" to generate the report. Examples of the report are shown on the last page.

Clicking on the blue hyperlinks on the reports generates individual data reports or detailed information based on the category selected.

You will also have the option to export the report to any of the following programs by clicking the appropriate option at the top of the report screen. *(Please note using of the blue hyperlink function on a generated report only work prior to exporting or saving. Blue Hyperlinks do not work if report has been exported or saved.)*

- **Excel -** Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.
- **CSV** – This file type is primarily associated with 'Comma-Separated Variables.' A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.
- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others.

ETA WIA 9091 Annual: Average Earnings

Please note this data was last refreshed on 1/14/2014

⊟ Filter Criteria

Report Period: PY-2012 - (4/1/2011 - 3/31/2012)

Region/LWIA: Alameda County Workforce Investment Board

Office Location: 03325 Hayward JS

LWIA	State ID	App ID	Name	Office Location	Exit Date
01	29266205	1541780	AASLAND, DANA	03325 Hayward JS	8/1/2011
01	520469347	1543556	abad, mary grace	03325 Hayward JS	12/16/2011
01	29609176	1539731	ABBAS, KARIMA	03325 Hayward JS	11/29/2011
01	300928350	1545892	abdullah, saladin	03325 Hayward JS	1/31/2012
01	29592075	1540109	ABORDO, MEGAN	03325 Hayward JS	6/1/2011
01	383440175	1541711	ABRAHAM, JOHN	03325 Hayward JS	2/23/2012
01	937435951	1542945	ABRAHAM, RICKY	03325 Hayward JS	11/22/2011
01	177439747	1543832	Abrahamson, Terri	03325 Hayward JS	8/24/2011
01	669395511	1543551	ABREGO MONTOYA, MARIA	03325 Hayward JS	3/28/2012
01	361266922	1543378	abuelsaad, wagih	03325 Hayward JS	4/28/2011
01	464675272	1541167	ABUSNEINEH, ABED	03325 Hayward JS	7/15/2011
01	9357946	1543407	ACEVEDO, LUIS	03325 Hayward JS	6/21/2011
01	183392402	1544720	ACOSTA, GERMAN	03325 Hayward JS	9/29/2011
01	29521369	1544461	ADALTI, AKSHAY	03325 Hayward JS	6/10/2011
01	302396944	1541094	ADAMS, GENE	03325 Hayward JS	9/21/2011
01	28423365	1541785	ADAMS, II, GREGORY	03325 Hayward JS	3/1/2012
01	177432128	1539682	ADAMS, INIBEHE	03325 Hayward JS	6/28/2011
01	153442419	1544952	ADKINS, MARLENE	03325 Hayward JS	7/29/2011
01	697444076	1545037	AGAS, AURORA	03325 Hayward JS	5/9/2011
01	109387581	1539647	Ageze, Solomon	03325 Hayward JS	5/24/2011
01	29467188	1545355	AGLORO, AGNES	03325 Hayward JS	6/3/2011
01	468360964	1546007	AGODI, FRANK	03325 Hayward JS	11/17/2011
01	29423953	1544817	AGOSTO, RIZZA	03325 Hayward JS	6/28/2011
01	29583963	1539968	AGOSTO-SAMUSEVA, CHRISTIAN	03325 Hayward JS	6/30/2011
01	29611156	1545768	AGUIAR, AZUCENA	03325 Hayward JS	12/21/2011
LWIA	State ID	App ID	Name	Office Location	Exit Date
Grand Totals - Records: 2,909					

Exit Reason X	Pseudo X	OY Ret	EQ1	EQ2+3	R2+3	Public Assist	Core Service	Int Service	Train Service
1	1	0	$0.00	$0.00	$0.00	0	1	1	0
1	0	0	$0.00	$0.00	$0.00	0	1	1	0
0	0	0	$0.00	$0.00	$0.00	0	1	1	0
0	0	0	$0.00	$0.00	$0.00	1	1	1	0
0	0	1	$0.00	$0.00	$0.00	1	1	0	0
0	0	0	$0.00	$0.00	$0.00	0	1	1	0
1	0	0	$0.00	$0.00	$0.00	0	1	1	0
0	0	0	$0.00	$0.00	$0.00	0	1	1	0
0	0	0	$0.00	$0.00	$0.00	0	1	1	1
0	0	0	$0.00	$0.00	$0.00	0	1	1	0
0	0	0	$0.00	$0.00	$0.00	0	1	1	0
0	0	0	$0.00	$0.00	$0.00	0	1	1	1
0	0	0	$0.00	$0.00	$0.00	0	1	1	1
0	0	0	$0.00	$0.00	$0.00	0	1	1	1
0	0	0	$0.00	$0.00	$0.00	0	1	1	1
0	0	0	$0.00	$0.00	$0.00	0	1	1	0
0	0	0	$0.00	$0.00	$0.00	1	1	1	1
0	0	0	$0.00	$0.00	$0.00	0	1	0	0
0	0	0	$0.00	$0.00	$0.00	0	1	0	0
0	0	0	$0.00	$0.00	$0.00	0	1	1	1
0	0	0	$0.00	$0.00	$0.00	0	1	1	1
0	0	0	$0.00	$0.00	$0.00	0	1	0	0
0	0	0	$0.00	$0.00	$0.00	0	1	1	1
0	0	0	$0.00	$0.00	$0.00	0	0	0	0
0	0	0	$0.00	$0.00	$0.00	0	1	0	0
Exit Reason X	Pseudo X	OY Ret	EQ1	EQ2+3	R2+3	Public Assist	Core Service	Int Service	Train Service
143	75	157	$0.00	$0.00	$0.00	451	2,521	1,863	767

Vet	Disabled	Disp Homemkr	Older Ind	Out of Sch Yth	Adult Num	Adult Denom	DW Num	DW Denom	OY Num	OY Denom
1	0	0	1	0	$0.00	0	$0.00	0	$0.00	0
0	0	0	0	0	$0.00	0	$0.00	0	$0.00	0
0	0	0	0	0	$0.00	0	$0.00	0	$0.00	0
0	1	0	0	0	$0.00	0	$0.00	0	$0.00	0
0	1	0	0	0	$0.00	0	$0.00	0	$0.00	0
0	0	0	1	0	$0.00	0	$0.00	0	$0.00	0
0	0	0	0	0	$0.00	0	$0.00	0	$0.00	0
0	0	0	0	0	$0.00	0	$0.00	0	$0.00	0
0	0	0	1	0	$0.00	0	$0.00	0	$0.00	0
0	0	0	0	0	$0.00	0	$0.00	0	$0.00	0
0	0	0	0	0	$0.00	0	$0.00	0	$0.00	0
0	0	0	0	0	$0.00	0	$0.00	0	$0.00	0
0	0	0	0	0	$0.00	0	$0.00	0	$0.00	0
0	0	0	0	0	$0.00	0	$0.00	0	$0.00	0
0	0	0	0	0	$0.00	0	$0.00	0	$0.00	0
0	0	0	0	0	$0.00	0	$0.00	0	$0.00	0
0	0	0	0	0	$0.00	0	$0.00	0	$0.00	0
0	0	0	1	0	$0.00	0	$0.00	0	$0.00	0
0	0	0	1	0	$0.00	0	$0.00	0	$0.00	0
0	0	0	0	0	$0.00	0	$0.00	0	$0.00	0
0	0	0	0	0	$0.00	0	$0.00	0	$0.00	0
0	0	0	1	0	$0.00	0	$0.00	0	$0.00	0
0	0	0	0	0	$0.00	0	$0.00	0	$0.00	0
0	0	0	0	1	$0.00	0	$0.00	0	$0.00	0
0	0	0	0	0	$0.00	0	$0.00	0	$0.00	0
Vet	Disabled	Disp Homemkr	Older Ind	Out of Sch Yth	Adult Num	Adult Denom	DW Num	DW Denom	OY Num	OY Denom
204	132	5	501	189	$0.00	0	$0.00	0	$0.00	0

Attainment of Degree or Certificate

(Click here to return to the Table of Contents)

This report is similar to the WIA 9090 Quarterly, except filtering by LWIA is required.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Federal Reports**"
- Under Federal Reports click on **"ETA WIA 9091 Annual"** then under Performance Measures: click **"Attainment of Degree or Certificate."**

Available Filters:

Program Year – Select the program year of your interest from the drop down menu.
(Please note years are based on fiscal year not calendar year)

Region/LWIA Status – Active/ Inactive/ All This filter is based upon your privileges. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs. *(To select multiple Regions/LWIA hold ctrl and select your multiple Region/LWIA)*

Office Location Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Office Location – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices. *(To select multiple Office Locations hold ctrl and select your multiple Office Locations)*

Fund Stream – Select the fund stream of your interest from the drop down menu. **"None Selected"** if you want to include all funding streams.

Exit Reason – Select the exit reason of your interest from the drop down menu. Choose "**None Selected**" if you want to include all reasons.

Provider Status Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Provider Select the Provider of your interest from the drop down menu. Choose "**None Selected**" if you want to include all providers. *(To select multiple Providers hold ctrl and select your multiple Providers)*

After you select the appropriate filters for your report, click on "**Run Report**" to generate the report. Examples of the report are shown on the last page.

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- **Excel -** Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.
- **CSV** – This file type is primarily associated with 'Comma-Separated Variables.' A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.
- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others.

ETA WIA 9091 Annual: Attainment of Degree or Certificate

Please note this data was last refreshed on 1/14/2014

Filter Criteria

Report Period: PY-2012 - (10/1/2011 - 9/30/2012)

Region/LWIA: Alameda County Workforce Investment Board

Office Location: 03325 Hayward JS

LWIA	State ID	App ID	Name	Age	Office Location
01	29606322	1546806	AGUILAR, SONIA	20	03325 Hayward JS
01	29487840	1545842	ALHARAZY, ALI	17	03325 Hayward JS
01	29216006	1545981	ALLEN, TORRELL	21	03325 Hayward JS
01	29475527	1546160	ALVARADO, BRANDEN	20	03325 Hayward JS
01	819394490	1546127	Alviar, Nayeli	19	03325 Hayward JS
01	29610383	1545957	ANDERSON, KEVIN	17	03325 Hayward JS
01	29540365	1545822	AREVALO JR, FELIPE	17	03325 Hayward JS
01	1000288480	1545628	ARMSTRONG, PRECIOUS	18	03325 Hayward JS
01	29469371	1545641	ASH-BLAIR, ERIC	18	03325 Hayward JS
01	29506328	1546235	BANDY, BRIJUANAE	20	03325 Hayward JS
01	29418861	1545972	BARBA, JADE	17	03325 Hayward JS
01	29533487	1546418	BARBALINARDO, GABRIELLA	18	03325 Hayward JS
01	29544723	1546111	BARBALINARDO, VINCENT	20	03325 Hayward JS
01	29583517	1545261	BARNES, N'KAYLA	17	03325 Hayward JS
01	29517267	1545966	BAVIERA, ISAIAH	16	03325 Hayward JS
01	29546504	1545790	BERNABE, JESUS	19	03325 Hayward JS
01	29436485	1546782	BERNSTEIN, ALEXANDER	21	03325 Hayward JS
01	29464679	1546202	BERRY, MO'NIKA	19	03325 Hayward JS
01	29184790	1546084	BOHLER, TROY	19	03325 Hayward JS
01	29463674	1545702	BOLDEN, ZACHARY	20	03325 Hayward JS
01	29519076	1545749	BOYKIN, ANEKA	20	03325 Hayward JS
01	29519076	1547315	BOYKIN, ANEKA	21	03325 Hayward JS
01	29582786	1547022	BRADLEY, BERNARD	19	03325 Hayward JS
01	29214879	1545328	BUTLER, ANGEL	18	03325 Hayward JS
01	29487103	1546204	BUTLER, SONDRA	17	03325 Hayward JS
LWIA	State ID	App ID	Name	Age	Office Location
Grand Totals - Records: 211					

Participation Date	Youth Date	Exit Date	Diploma Date	Exit Reason X	Enr In Educ	Num	Denom
1/12/2012	1/12/2012	8/3/2012	8/3/2012	0	1	1	1
7/1/2011	7/1/2011	6/27/2012	6/15/2012	0	1	1	1
10/7/2011	10/7/2011	9/30/2012	2/9/2012	1	1	0	0
12/22/2011	12/22/2011	5/24/2012		0	1	0	1
8/16/2011	8/16/2011	6/30/2012		0	1	0	1
8/23/2011	8/23/2011	6/6/2012	6/4/2012	0	1	1	1
10/4/2011	10/4/2011	6/30/2012		0	1	0	1
7/25/2011	7/25/2011	10/6/2011		0	1	0	1
9/2/2011	9/2/2011	12/20/2011		0	1	0	1
1/3/2012	1/3/2012	9/12/2012	9/12/2012	0	1	1	1
8/23/2011	8/23/2011	8/24/2012	6/6/2012	0	1	1	1
8/16/2011	8/16/2011	8/16/2012		0	1	0	1
8/16/2011	8/16/2011	6/30/2012		0	1	0	1
7/13/2011	7/13/2011	8/29/2012	6/7/2012	0	1	1	1
7/6/2011	7/6/2011	10/20/2011		0	1	0	1
11/17/2011	11/17/2011	4/25/2012		0	1	0	1
2/3/2012	2/3/2012	8/1/2012	4/3/2012	0	1	1	1
12/8/2011	12/8/2011	9/30/2012		0	1	0	1
7/18/2011	7/18/2011	10/17/2011		0	1	0	1
7/15/2011	7/15/2011	9/14/2012	12/31/2011	1	1	0	0
7/25/2011	7/25/2011	10/19/2011		1	1	0	0
7/2/2012	7/2/2012	9/30/2012		0	0	0	0
6/4/2012	6/4/2012	7/24/2012		0	1	0	1
7/22/2011	7/22/2011	3/20/2012		0	1	0	1
12/20/2011	12/20/2011	6/30/2012	6/7/2012	0	1	1	1
Participation Date	Youth Date	Exit Date	Diploma Date	Exit Reason X	Enr In Educ	Num	Denom
				15	180	69	168

Youth Diploma or Equivalent Rate

(Click here to return to the Table of Contents)

This report is similar to the WIA 9090 Quarterly, except filtering by WIA is required.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Federal Reports**"
- Under Federal Reports click on **"ETA WIA 9091 Annual"** then under Performance Measures: click **"Youth Diploma or Equivalent Rate."**

Available Filters:

Program Year – Select the program year of your interest from the drop down menu.
(Please note years are based on fiscal year not calendar year)

Region/LWIA Status – Active/ Inactive/ All This filter is based upon your privileges. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs. *(To select multiple Regions/LWIA hold ctrl and select your multiple Region/LWIA)*

Office Location Status – Active/ Inactive/ All The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

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Fund Stream – Select the fund stream of your interest from the drop down menu. **"None Selected"** if you want to include all funding streams.
Exit Reason – Select the exit reason of your interest from the drop down menu. Choose "**None Selected**" if you want to include all reasons.

Provider Status Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Provider Select the Provider of your interest from the drop down menu. Choose "**None Selected**" if you want to include all providers. *(To select multiple Providers hold ctrl and select your multiple Providers)*

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- **CSV** – This file type is primarily associated with 'Comma-Separated Variables.' A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.
- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others.

ETA WIA 9091 Annual: Youth Diploma or Equivalent Rate

Please note this data was last refreshed on 1/14/2014

⊟ Filter Criteria

Report Period: PY-2012 - (4/1/2012 - 3/31/2013)

Region/LWIA: Alameda County Workforce Investment Board

Office Location: 03325 Hayward JS

LWIA	State ID	App ID	Name	Age	Office Location	Participation Date
01	1000239482	1547303	Adams, Deja	16	03325 Hayward JS	8/9/2012
01	29487840	1545842	ALHARAZY, ALI	17	03325 Hayward JS	7/1/2011
01	29610383	1545957	ANDERSON, KEVIN	17	03325 Hayward JS	8/23/2011
01	29540365	1545822	AREVALO JR, FELIPE	17	03325 Hayward JS	10/4/2011
01	29418861	1545972	BARBA, JADE	17	03325 Hayward JS	8/23/2011
01	29533487	1546418	BARBALINARDO, GABRIELLA	18	03325 Hayward JS	8/16/2011
01	29457680	1545778	BARNES, DAVION	15	03325 Hayward JS	7/1/2011
01	29583517	1545261	BARNES, N'KAYLA	17	03325 Hayward JS	7/13/2011
01	1000012919	1545276	BEACHUM, PENNY	18	03325 Hayward JS	7/13/2011
01	29579940	1547168	BECERRA, MARTIN	16	03325 Hayward JS	7/5/2012
01	29574648	1545698	BROWN, RAANA	18	03325 Hayward JS	7/15/2011
01	29487103	1546204	BUTLER, SONDRA	17	03325 Hayward JS	12/20/2011
01	29487103	1547321	BUTLER, SONDRA	17	03325 Hayward JS	7/2/2012
01	29457616	1547713	CANNON, ANGELAH	17	03325 Hayward JS	10/24/2012
01	29582842	1546419	CARLSON, KYLE	18	03325 Hayward JS	2/16/2012
01	1000146535	1547900	CARRILLO, ADELA	18	03325 Hayward JS	1/7/2013
01	29548194	1546203	CASH, DANIELLE	17	03325 Hayward JS	12/15/2011
01	29620663	1545953	CASTRO, REBECCA	17	03325 Hayward JS	8/23/2011
01	29414822	1545403	CHAND, MONISH	17	03325 Hayward JS	8/4/2011
01	29470423	1545742	CHEUNG, STELLA	18	03325 Hayward JS	9/28/2011
01	29448478	1546126	CHILDERS, JARED	17	03325 Hayward JS	8/16/2011
01	29552246	1545994	COPELAND, ALLIYAH	16	03325 Hayward JS	10/5/2011
01	29440504	1546154	COX, CHRISTINA	16	03325 Hayward JS	11/15/2011
01	309386252	1546216	Cumby II, Eric	17	03325 Hayward JS	12/22/2011
01	309386252	1547322	Cumby II, Eric	18	03325 Hayward JS	7/2/2012
LWIA	State ID	App ID	Name	Age	Office Location	Participation Date
Grand Totals - Records: 132						

Youth Date	Exit Date	Diploma Date	Sch Part	Sch Exit	Exit Reason X	Public Assist	Disabled	Out of Sch Yth	Num	Denom
8/9/2012	10/8/2012		1	1	0	1	1	0	0	0
7/1/2011	6/27/2012	6/15/2012	1	5	0	0	0	0	1	1
8/23/2011	6/6/2012	6/4/2012	2	5	0	0	1	0	0	1
10/4/2011	6/30/2012		1	2	0	0	0	0	0	0
8/23/2011	8/24/2012	6/6/2012	2	2	0	0	0	0	0	0
8/16/2011	8/16/2012		5	3	0	0	0	1	0	0
7/1/2011	12/3/2012		2	1	0	0	0	0	0	0
7/13/2011	8/29/2012	6/7/2012	1	5	0	1	0	0	1	1
7/13/2011	3/13/2013		5	5	0	1	0	1	0	0
7/5/2012	12/15/2012		1	1	0	1	0	0	0	0
7/15/2011	12/31/2012		5	5	1	0	0	1	0	0
12/20/2011	6/30/2012	6/7/2012	2	5	0	1	0	0	1	1
7/2/2012	12/30/2012		5	5	0	1	0	1	0	0
10/24/2012	2/26/2013		1	1	0	0	0	0	0	0
2/16/2012	9/14/2012	5/23/2012	4	3	0	0	0	1	1	1
1/7/2013	2/23/2013		4	4	0	0	0	1	0	1
12/15/2011	6/30/2012	6/9/2012	2	5	0	1	0	0	1	1
8/23/2011	4/16/2012	4/16/2012	4	2	0	0	0	1	0	0
8/4/2011	4/4/2012		3	3	0	1	0	0	0	0
9/28/2011	7/18/2012	6/13/2012	1	1	0	1	0	0	0	0
8/16/2011	6/30/2012		5	3	0	0	0	1	0	0
10/5/2011	9/25/2012		1	1	0	0	0	0	0	0
11/15/2011	6/30/2012		2	1	0	1	0	0	0	0
12/22/2011	6/30/2012	6/7/2012	1	5	0	1	0	0	1	1
7/2/2012	3/30/2013		5	3	0	1	0	1	0	0
Youth Date	Exit Date	Diploma Date	Sch Part	Sch Exit	Exit Reason X	Public Assist	Disabled	Out of Sch Yth	Num	Denom
					8	62	11	44	32	50

Skill Attainment Rate

(Click here to return to the Table of Contents)

This report is similar to the WIA 9090 Quarterly, except filtering by LWIA is required.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Federal Reports**"
- Under Federal Reports click on **"ETA WIA 9091 Annual"** then under Performance Measures: click **"Skill Attainment Rate."**

Available Filters:

Program Year – Select the program year of your interest from the drop down menu.
(Please note years are based on fiscal year not calendar year)

Region/LWIA Status – Active/ Inactive/ All This filter is based upon your privileges. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs. *(To select multiple Regions/LWIA hold ctrl and select your multiple Region/LWIA)*

Office Location Status – Active/ Inactive/ All The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Office Location – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices. *(To select multiple Office Locations hold ctrl and select your multiple Office Locations)*

Fund Stream – Select the fund stream of your interest from the drop down menu. **"None Selected"** if you want to include all funding streams.

Exit Reason – Select the exit reason of your interest from the drop down menu. Choose "**None Selected**" if you want to include all reasons.

Provider Status Active/ Inactive/ All The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Provider Select the Provider of your interest from the drop down menu. Choose "**None Selected**" if you want to include all providers. *(To select multiple Providers hold ctrl and select your multiple Providers)*

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- **CSV** – This file type is primarily associated with 'Comma-Separated Variables.' A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.
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- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others.

Twelve-Month Employment Retention Rate

(Click here to return to the Table of Contents)

This report provides a list of participants in the WIA Program and their employment retention status.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Federal Reports**"
- Under Federal Reports click on **"ETA WIA 9091 Annual"** then under Performance Measures: click **"12-Month Employment Retention Rate."**

Available Filters:

Program Year – Select the program year of your interest from the drop down menu.
(Please note years are based on fiscal year not calendar year)

Region/LWIA Status – Active/ Inactive/ All This filter is based upon your privileges. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs. *(To select multiple Regions/LWIA hold ctrl and select your multiple Region/LWIA)*

Office Location Status – Active/ Inactive/ All The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Office Location – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices. *(To select multiple Office Locations hold ctrl and select your multiple Office Locations)*

Fund Stream – Select the fund stream of your interest from the drop down menu. **"None Selected"** if you want to include all funding streams.

Exit Reason – Select the exit reason of your interest from the drop down menu. Choose "**None Selected**" if you want to include all reasons.

Provider Status Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Provider Select the Provider of your interest from the drop down menu. Choose "**None Selected**" if you want to include all providers. *(To select multiple Providers hold ctrl and select your multiple Providers)*

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- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
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- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others.

ETA WIA 9091 Annual: 12-Mth Employment Retention Rate

Please note this data was last refreshed on 1/14/2014

Filter Criteria

Report Period: PY-2012 - (1/1/2011 - 12/31/2011)

Region/LWIA: Alameda County Workforce Investment Board

Office Location: 03325 Hayward JS

LWIA	State ID	App ID	Name	Office Location	Exit Date	Yth Diploma Date
01	29266205	1541780	AASLAND, DANA	03325 Hayward JS	8/1/2011	
01	520469347	1543556	abad, mary grace	03325 Hayward JS	12/16/2011	
01	29609176	1539731	ABBAS, KARIMA	03325 Hayward JS	11/29/2011	
01	665445523	1537005	ABDULLAH, RIYADH	03325 Hayward JS	3/21/2011	
01	29592075	1540109	ABORDO, MEGAN	03325 Hayward JS	6/1/2011	9/10/2010
01	937435951	1542945	ABRAHAM, RICKY	03325 Hayward JS	11/22/2011	
01	177439747	1543832	Abrahamson, Terri	03325 Hayward JS	8/24/2011	
01	361266922	1543378	abuelsaad, wagih	03325 Hayward JS	4/28/2011	
01	464675272	1541167	ABUSNEINEH, ABED	03325 Hayward JS	7/15/2011	
01	9357946	1543407	ACEVEDO, LUIS	03325 Hayward JS	6/21/2011	
01	183392402	1544720	ACOSTA, GERMAN	03325 Hayward JS	9/29/2011	
01	29521369	1544461	ADALTI, AKSHAY	03325 Hayward JS	6/10/2011	
01	302396944	1541094	ADAMS, GENE	03325 Hayward JS	9/21/2011	
01	177432128	1539682	ADAMS, INIBEHE	03325 Hayward JS	6/28/2011	
01	565436010	1539034	Adams, Lee	03325 Hayward JS	1/14/2011	
01	153442419	1544952	ADKINS, MARLENE	03325 Hayward JS	7/29/2011	
01	697444076	1545037	AGAS, AURORA	03325 Hayward JS	5/9/2011	
01	109387581	1539647	Ageze, Solomon	03325 Hayward JS	5/24/2011	
01	29467188	1545355	AGLORO, AGNES	03325 Hayward JS	6/3/2011	
01	468360964	1546007	AGODI, FRANK	03325 Hayward JS	11/17/2011	
01	29423953	1544817	AGOSTO, RIZZA	03325 Hayward JS	6/28/2011	
01	29583963	1539968	AGOSTO-SAMUSEVA, CHRISTIAN	03325 Hayward JS	6/30/2011	
01	29611156	1545768	AGUIAR, AZUCENA	03325 Hayward JS	12/21/2011	
01	363387923	1541846	AGUIAR, DAWN	03325 Hayward JS	5/1/2011	
01	378439096	1542558	Aguiar, Elaine	03325 Hayward JS	4/28/2011	
LWIA	State ID	App ID	Name	Office Location	Exit Date	Yth Diploma Date
Grand Totals - Records: 2,803						

Exit Reason X	Pseudo X	Emp EQ1	Emp EQ3	Emp EQ4	Yth Ret	Sch Status X	Yth Diploma	Adult Num	Adult Denom	DW Num	DW Denom	OY Num	OY Denom
1	1	0	0	0	0	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	1	0	0	0	0	0	0	0	0	1	0	0
0	0	0	0	0	1	0	1	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	1	0	0	0	0	0	0	1	0	1	0	0
0	0	0	1	0	0	0	0	0	0	0	0	0	0
0	0	1	0	0	0	0	0	0	1	0	1	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	1	0	0	0	0	0	0	1	0	1	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	1	0	0	0	0	0	0	0	0	1	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0
Exit Reason X	Pseudo X	Emp EQ1	Emp EQ3	Emp EQ4	Yth Ret	Sch Status X	Yth Diploma	Adult Num	Adult Denom	DW Num	DW Denom	OY Num	OY Denom
135	73	485	177	0	194	47	165	0	216	0	354	0	9

Non-Traditional Employment

(Click here to return to the Table of Contents)

This report provides information on Non- Traditional Employment.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Federal Reports**"
- Under Federal Reports click on **"ETA WIA 9091 Annual"** then under Performance Measures: click **"Non – Traditional Employment."**

Available Filters:

Program Year – Select the program year of your interest from the drop down menu.
(Please note years are based on fiscal year not calendar year)

Region/LWIA Status – Active/ Inactive/ All This filter is based upon your privileges. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs. *(To select multiple Regions/LWIA hold ctrl and select your multiple Region/LWIA).*

Office Location Status – Active/ Inactive/ All The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Office Location – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices. *(To select multiple Office Locations hold ctrl and select your multiple Office Locations)*

Fund Stream – Select the fund stream of your interest from the drop down menu. **"None Selected"** if you want to include all funding streams.

Exit Reason – Select the exit reason of your interest from the drop down menu. Choose "**None Selected**" if you want to include all reasons.

Provider Status Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Provider Select the Provider of your interest from the drop down menu. Choose "**None Selected**" if you want to include all providers. *(To select multiple Providers hold ctrl and select your multiple Providers)*
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- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
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- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others.

ETA WIA 9091 Annual: Non-Traditional Employment

Please note this data was last refreshed on 1/14/2014

⊟ Filter Criteria

Report Period: PY-2012 - (10/1/2011 - 9/30/2012)

Region/LWIA: Alameda County Workforce Investment Board

Office Location: 03325 Hayward JS

LWIA	State ID	App ID	Name	Office Location	Exit Date
01	285445300	1546794	AARON, DIOMI	03325 Hayward JS	5/14/2012
01	361381704	1543042	ABAD, LEOPOLDO JR	03325 Hayward JS	9/12/2012
01	520469347	1543556	abad, mary grace	03325 Hayward JS	12/16/2011
01	623677377	1543012	ABAD, MICHELLE	03325 Hayward JS	8/21/2012
01	955270948	1546128	ABALOS, RONNEL	03325 Hayward JS	9/28/2012
01	842383613	1541501	ABAN, ERNESTO	03325 Hayward JS	6/11/2012
01	600383366	1547307	ABARSOSA, MARJORIE	03325 Hayward JS	8/8/2012
01	29609176	1539731	ABBAS, KARIMA	03325 Hayward JS	11/29/2011
01	667439542	1546008	ABBAZI, MINA	03325 Hayward JS	4/30/2012
01	300928350	1545892	abdullah, saladin	03325 Hayward JS	1/31/2012
01	168440079	1542151	ABINA, STEVE	03325 Hayward JS	6/25/2012
01	819453024	1542319	ABLAZA, ALEX	03325 Hayward JS	9/12/2012
01	29169222	1547353	ABRAHA, DANIEL	03325 Hayward JS	9/6/2012
01	383440175	1541711	ABRAHAM, JOHN	03325 Hayward JS	2/23/2012
01	937435951	1542945	ABRAHAM, RICKY	03325 Hayward JS	11/22/2011
01	902374679	1542797	ABREGANA, ARISTOTLE	03325 Hayward JS	6/6/2012
01	851374679	1541496	ABREGANA, GENESIS	03325 Hayward JS	6/8/2012
01	669395511	1543551	ABREGO MONTOYA, MARIA	03325 Hayward JS	3/28/2012
01	33374199	1541495	ABRIL, DENNIS	03325 Hayward JS	5/21/2012
01	500452701	1542385	ABUAN, RONALD	03325 Hayward JS	4/6/2012
01	831442103	1543712	ABUTAN, ROMEO	03325 Hayward JS	4/6/2012
01	257391942	1542644	ACEVEDO, REGIS	03325 Hayward JS	6/12/2012
01	873436020	1541995	ACEVES, EFRAIN	03325 Hayward JS	9/18/2012
01	554374625	1543304	ACEVES, HUMBERTO	03325 Hayward JS	4/6/2012
01	889436606	1542653	ACHIKE, MICHAEL	03325 Hayward JS	5/17/2012
LWIA	State ID	App ID	Name	Office Location	Exit Date
Grand Totals - Records: 3,470					

Exit Reason X	Pseudo X	Emp Status X	Wages	Follow Up	Non-Trad	Adult Num	Adult Denom	DW Num	DW Denom	OY Num	OY Denom
0	0	0	$0.00	0	0	0	0	0	0	0	0
0	0	1	$0.00	0	0	0	0	0	0	0	0
1	0	0	$0.00	0	0	0	0	0	0	0	0
0	0	1	$0.00	0	0	0	0	0	0	0	0
0	0	0	$0.00	0	0	0	0	0	1	0	0
0	0	1	$0.00	0	0	0	0	0	0	0	0
0	0	0	$0.00	0	0	0	0	0	0	0	0
0	0	0	$0.00	0	0	0	0	0	0	0	0
0	0	0	$0.00	0	0	0	0	0	0	0	0
0	0	0	$0.00	0	0	0	0	0	0	0	0
0	0	1	$0.00	0	0	0	0	0	0	0	0
0	0	1	$0.00	0	0	0	0	0	0	0	0
0	0	0	$0.00	0	0	0	0	0	0	0	0
0	0	1	$0.00	0	0	0	0	0	0	0	0
1	0	0	$0.00	0	0	0	0	0	0	0	0
0	0	1	$0.00	0	0	0	0	0	0	0	0
0	0	0	$0.00	0	0	0	0	0	0	0	0
0	0	0	$0.00	0	0	0	1	0	1	0	0
0	0	1	$0.00	0	0	0	0	0	0	0	0
0	0	1	$0.00	0	0	0	0	0	0	0	0
0	0	0	$0.00	0	0	0	0	0	0	0	0
0	0	1	$0.00	0	0	0	0	0	0	0	0
0	0	1	$0.00	0	0	0	0	0	0	0	0
0	0	0	$0.00	0	0	0	0	0	0	0	0
0	0	1	$0.00	0	0	0	0	0	0	0	0
Exit Reason X	Pseudo X	Emp Status X	Wages	Follow Up	Non-Trad	Adult Num	Adult Denom	DW Num	DW Denom	OY Num	OY Denom
187	112	1,393	$0.00	0	34	6	57	22	172	2	20

Training-Related Employment

(Click here to return to the Table of Contents)

This report provides information on Training-Related Employment.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Federal Reports**"
- Under Federal Reports click on **"ETA WIA 9091 Annual"** then under Performance Measures: click **"Training-Related Employment."**

Available Filters:

Program Year – Select the program year of your interest from the drop down menu.
(Please note years are based on fiscal year not calendar year)

Region/LWIA Status – Active/ Inactive/ All This filter is based upon your privileges. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs. *(To select multiple Regions/LWIA hold ctrl and select your multiple Region/LWIA)*

Office Location Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Office Location – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices. *(To select multiple Office Locations hold ctrl and select your multiple Office Locations)*

Fund Stream – Select the fund stream of your interest from the drop down menu. **"None Selected"** if you want to include all funding streams.

Exit Reason – Select the exit reason of your interest from the drop down menu. Choose "**None Selected**" if you want to include all reasons.

Provider Status Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Provider Select the Provider of your interest from the drop down menu. Choose "**None Selected**" if you want to include all providers. *(To select multiple Providers hold ctrl and select your multiple Providers)*
After you select the appropriate filters for your report, click on "**Run Report**" to generate the report. Examples of the report are shown on the last page.

Clicking on the blue hyperlinks on the reports generates individual data reports or detailed information based on the category selected.

You will also have the option to export the report to any of the following programs by clicking the appropriate option at the top of the report screen. *(Please note using of the blue hyperlink function on a generated report only work prior to exporting or saving. Blue Hyperlinks do not work if report has been exported or saved.)*

- **Excel -** Exporting to excel will allow you to further analyze the data using different features of the excel program such as sorting, filtering, and creating charts.
- **CSV** – This file type is primarily associated with 'Comma-Separated Variables.' A comma delimited file is a database exported into a format where each record is a single line and each field in the record is indicated by a comma upon opening in Excel).
- **Pipe Delimited** – A delimited text file is one in which each line of text is a record, and the fields are separated by a known character upon opening in Notepad.
- **Graph** – This option is currently not available due to our system configuration through ITB. To utilize graphs you would need to export the data to Excel and then develop the graphs in Excel.
- **Print** – The print button at the bottom of the page is not an available option due to ITB system configuration. Use the print button on your main toolbar to print.
- **PDF** – This will allow you to save your report in a format that is portable so you can share it electronically with others.

ETA WIA 9091 Annual: Training-Related Employment

Please note this data was last refreshed on 1/14/2014

⊟ Filter Criteria

Report Period: PY-2012 - (10/1/2011 - 9/30/2012)

Region/LWIA: Alameda County Workforce Investment Board

Office Location: 03325 Hayward JS

LWIA	State ID	App ID	Name	Office Location	Exit Date
01	285445300	1546794	AARON, DIOMI	03325 Hayward JS	5/14/2012
01	361381704	1543042	ABAD, LEOPOLDO JR	03325 Hayward JS	9/12/2012
01	520469347	1543556	abad, mary grace	03325 Hayward JS	12/16/2011
01	623677377	1543012	ABAD, MICHELLE	03325 Hayward JS	8/21/2012
01	955270948	1546128	ABALOS, RONNEL	03325 Hayward JS	9/28/2012
01	842383613	1541501	ABAN, ERNESTO	03325 Hayward JS	6/11/2012
01	600383366	1547307	ABARSOSA, MARJORIE	03325 Hayward JS	8/8/2012
01	29609176	1539731	ABBAS, KARIMA	03325 Hayward JS	11/29/2011
01	667439542	1546008	ABBAZI, MINA	03325 Hayward JS	4/30/2012
01	300928350	1545892	abdullah, saladin	03325 Hayward JS	1/31/2012
01	168440079	1542151	ABINA, STEVE	03325 Hayward JS	6/25/2012
01	819453024	1542319	ABLAZA, ALEX	03325 Hayward JS	9/12/2012
01	29169222	1547353	ABRAHA, DANIEL	03325 Hayward JS	9/6/2012
01	383440175	1541711	ABRAHAM, JOHN	03325 Hayward JS	2/23/2012
01	937435951	1542945	ABRAHAM, RICKY	03325 Hayward JS	11/22/2011
01	902374679	1542797	ABREGANA, ARISTOTLE	03325 Hayward JS	6/6/2012
01	851374679	1541496	ABREGANA, GENESIS	03325 Hayward JS	6/8/2012
01	669395511	1543551	ABREGO MONTOYA, MARIA	03325 Hayward JS	3/28/2012
01	33374199	1541495	ABRIL, DENNIS	03325 Hayward JS	5/21/2012
01	500452701	1542385	ABUAN, RONALD	03325 Hayward JS	4/6/2012
01	831442103	1543712	ABUTAN, ROMEO	03325 Hayward JS	4/6/2012
01	257391942	1542644	ACEVEDO, REGIS	03325 Hayward JS	6/12/2012
01	873436020	1541995	ACEVES, EFRAIN	03325 Hayward JS	9/18/2012
01	554374625	1543304	ACEVES, HUMBERTO	03325 Hayward JS	4/6/2012
01	889436606	1542653	ACHIKE, MICHAEL	03325 Hayward JS	5/17/2012
LWIA	State ID	App ID	Name	Office Location	Exit Date
Grand Totals - Records: 3,470					

Exit Reason X	Pseudo X	Emp Status X	Wages	Follow Up	Train	Comp Train	Related Emp	Adult Num	Adult Denom	DW Num	DW Denom
0	0	0	$0.00	0	0	0	0	0	0	0	0
0	0	1	$0.00	0	1	1	0	0	0	0	0
1	0	0	$0.00	0	0	0	0	0	0	0	0
0	0	1	$0.00	0	1	1	0	0	0	0	0
0	0	0	$0.00	0	1	1	1	0	0	1	1
0	0	1	$0.00	0	1	1	0	0	0	0	0
0	0	0	$0.00	0	0	0	0	0	0	0	0
0	0	0	$0.00	0	1	1	0	0	0	0	0
0	0	0	$0.00	0	0	0	0	0	0	0	0
0	0	0	$0.00	0	0	0	0	0	0	0	0
0	0	1	$0.00	0	0	0	0	0	0	0	0
0	0	1	$0.00	0	1	1	0	0	0	0	0
0	0	0	$0.00	0	0	0	0	0	0	0	0
0	0	1	$0.00	0	0	0	0	0	0	0	0
1	0	0	$0.00	0	0	0	0	0	0	0	0
0	0	1	$0.00	0	1	1	0	0	0	0	0
0	0	0	$0.00	0	1	1	0	0	0	0	0
0	0	0	$0.00	0	1	1	0	0	1	0	1
0	0	1	$0.00	0	1	1	0	0	0	0	0
0	0	1	$0.00	0	0	0	0	0	0	0	0
0	0	0	$0.00	0	0	0	0	0	0	0	0
0	0	1	$0.00	0	0	0	0	0	0	0	0
0	0	1	$0.00	0	0	0	0	0	0	0	0
0	0	0	$0.00	0	0	0	0	0	0	0	0
0	0	1	$0.00	0	1	1	0	0	0	0	0
Exit Reason X	Pseudo X	Emp Status X	Wages	Follow Up	Train	Comp Train	Related Emp	Adult Num	Adult Denom	DW Num	DW Denom
187	112	1,393	$0.00	0	1,542	1,542	74	22	36	47	75

Veteran Priority of Service Survey

(Click here to return to the Table of Contents)

This report documents the services that veterans and their spouses are receiving based on the new policies from the Department of Labor on priority of service for employment and other services.

To run this report:

- Log into the system. Once logged in, use the left hand navigation panel
- Under "Reports," click on "**Federal Reports**"
- Under Federal Reports click on **"Veteran Priority of Service Survey."** The "Selection Criteria" screen is displayed with the following listed filters to select for your report.

Available Filters:

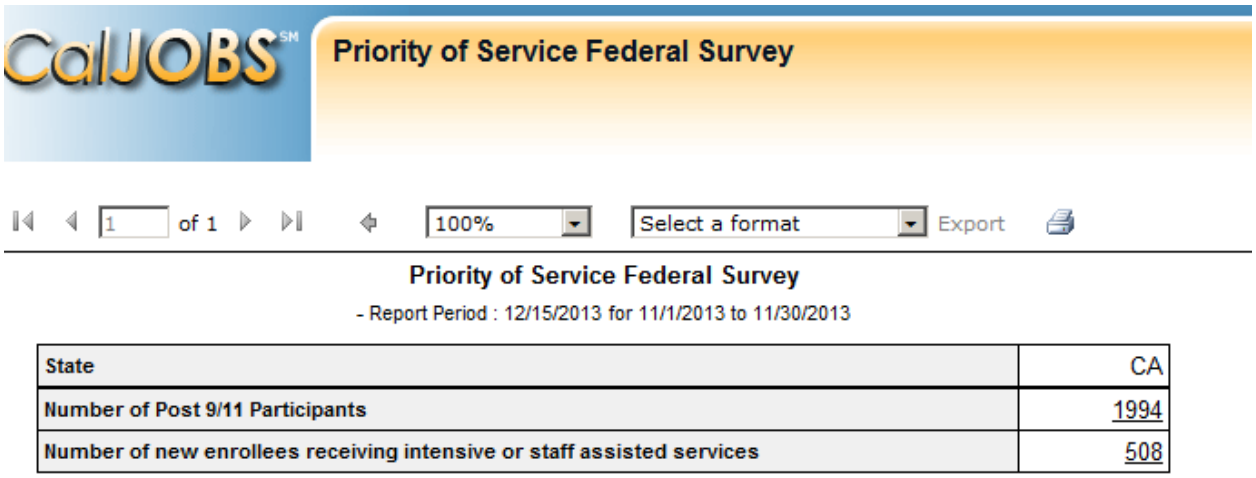
Region/LWIA Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Region/LWIA – Select the Region/LWIA of your interest from the drop down menu. "**None-Selected**" option will include all the regions/LWIAs. To select multiple LWIA's, hold "**ctrl**" key and select the LWIAs of your interest.

Office Location Status – Active/ Inactive/ All. The "**Active**" status is selected by default and it should be left as is. "**Inactive**" status is used in rare occasions such as the closure of a particular office in a region. "**All**" will include both the Active and Inactive statuses.

Office Location – This option is grayed out if no Region/LWIA is selected. Once a LWIA/Region is selected, this option will allow you to choose any office(s) within the selected LWIA. Choose "**None Selected**" if you want to include all the offices. To select multiple Office Locations hold "ctrl" key and select the Office Locations of your interest.

Report Due Date – This report was required to be completed once a month on the 15th; therefore, the date option lists only 15th of the month. Select the month of your interest from the drop down menu.



The total number of the participants and enrollees are links to a more detailed screen, see below.

Priority of Service Participant Services Reports

- Report Period : 12/15/2013 for 11/1/2013 to 11/30/2013

User Name	First Name	Last Name	State Id	App #	WP Participation Date	Service Id #	Service Description	Service Date	Staff Name
Case ID 12572999									
29159934	Manuel	Abarca	1000370869	12572999	11/13/2013	54300366	102 - Initial Assessment	11/13/2013	Gomez, David
29159934	Manuel	Abarca	1000370869	12572999	11/13/2013	54300367	105 - Job Finding Club	11/13/2013	Gomez, David
29159934	Manuel	Abarca	1000370869	12572999	11/13/2013	54300372	115 - Resume Preparation Assistance	11/13/2013	Gomez, David
29159934	Manuel	Abarca	1000370869	12572999	11/13/2013	54300373	123 - Job Development Contacts (working with Employer and Job Seeker)	11/13/2013	Gomez, David
29159934	Manuel	Abarca	1000370869	12572999	11/13/2013	54300374	126 - Tax Credit Eligibility Determination (include WOTC)	11/13/2013	Gomez, David
29159934	Manuel	Abarca	1000370869	12572999	11/13/2013	54300375	182 - Supportive Service - Medical	11/13/2013	Gomez, David
29159934	Manuel	Abarca	1000370869	12572999	11/13/2013	54300376	157 - UI Navigator	11/13/2013	Gomez, David

The user name is a link to the individual's profile folders.

Manage Case Assignment

(Click here to return to the Table of Contents)

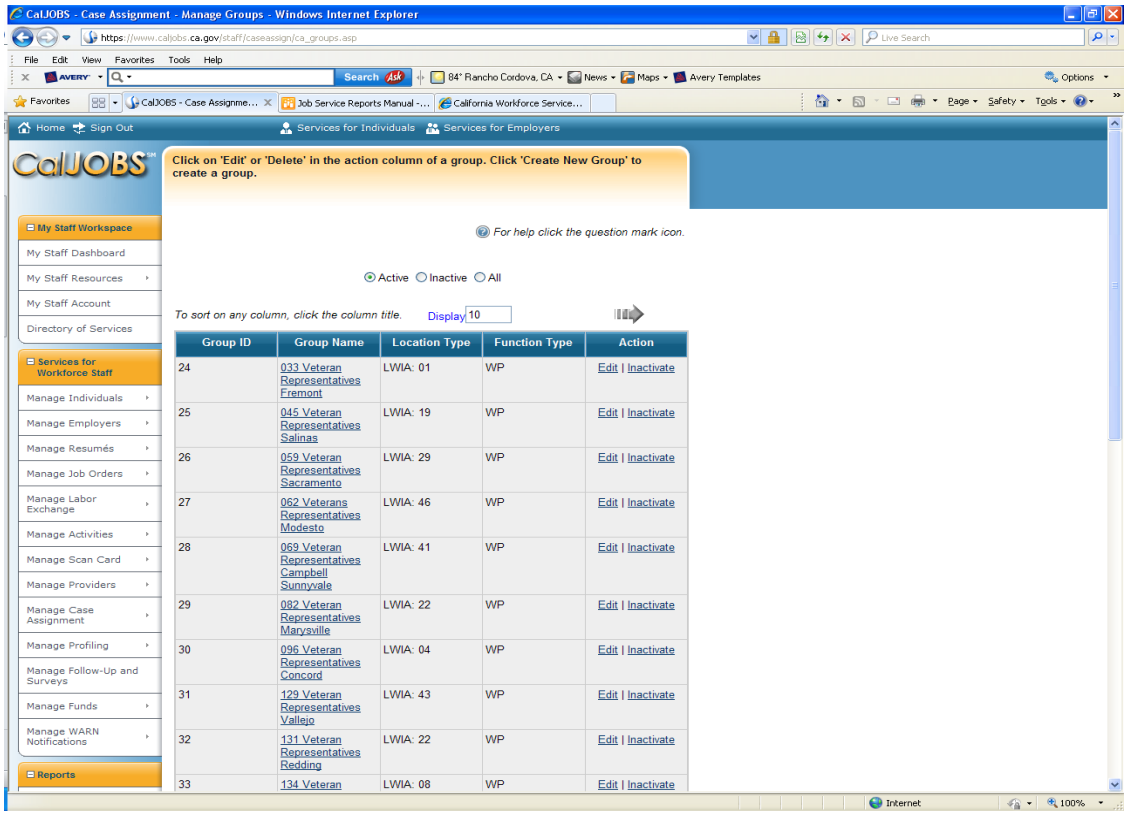
Manage Groups and Staff Group Assignment

(Click here to return to the Table of Contents)

This guidance demonstrates how to create, edit, and inactivate a Case Management Group and how to assign staff members to a Case Management Group.

To Create a Case Management Group:

- Log into the system. Once logged in, use the left hand navigation panel.
- Under "Services for Workforce Staff," click on "**Manage Case Assignment**"
- Select "**Individual Case Assignment**"
- Click on "**Manage Groups**." You will get the following screen.



- Click on "**Create New Group**" at the bottom of the screen.
- Select a name for the group you are creating. The standard for selecting a group name is to use the 3 digit ARU number, followed by the respective group name

(i.e. Veteran Representative, Wagner Peyser Case Managers, YEOP Case Managers, TAA Case Managers, WIA Case Managers, etc.), and the office name.

Example:

<u>033</u> <u>Veteran Representatives</u> <u>Fremont</u>

ARU number Group Name Office Name

- Select the appropriate program from the drop down menu.
- Select the Location Type and Location from the drop down menu
- Type in a description for the group you are creating.
- Click on "**Save**." Then, the system will assign a Group ID number which is a numerical field for the newly created group.

<u>To Edit a Case Management Group:</u>

- Log into the system. Once logged in, use the left hand navigation panel.
- Under "Services for Workforce Staff," click on "**Manage Case Assignment**"
- Click on "**Individual Case Assignment**"
- Click on "**Manage Groups**." You may locate the group you want to edit either by the "Group ID" or "Group Name." You may click on the column title to sort the groups either by the group name or group ID.
- Once you located your group, click on the "Edit" button. You may change the group name, program name, location and location type, or the group description.
- Click on "**Save**" to save the changes you made.

<u>To Inactivate a Case Management Group:</u>

An existing case management group can only be inactivated and not completely deleted from the system. You may run reports on an inactivated case management group, but you may not be able to assign cases or assign staff members. To inactivate a group, take the following steps.

- Log into the system. Once logged in, use the left hand navigation panel.
- Under "Services for Workforce Staff," click on "**Manage Case Assignment**"
- Click on "**Individual Case Assignment**"

- Click on "**Manage Groups**." You may locate the group you want to edit either by the "**Group ID**" or "**Group Name**." You may click on the column title to sort the groups either by the group name or group ID.

- Once you located your group, click on the "**Inactivate**" button. The "Are you sure you want to inactivate this group?" message will be displayed. Click on "**OK**" to confirm.

<u>To Assign Staff Members to a Case Management Group:</u>

- Log into the system. Once logged in, use the left hand navigation panel.

- Under "Services for Workforce Staff," click on "**Manage Case Assignment**"

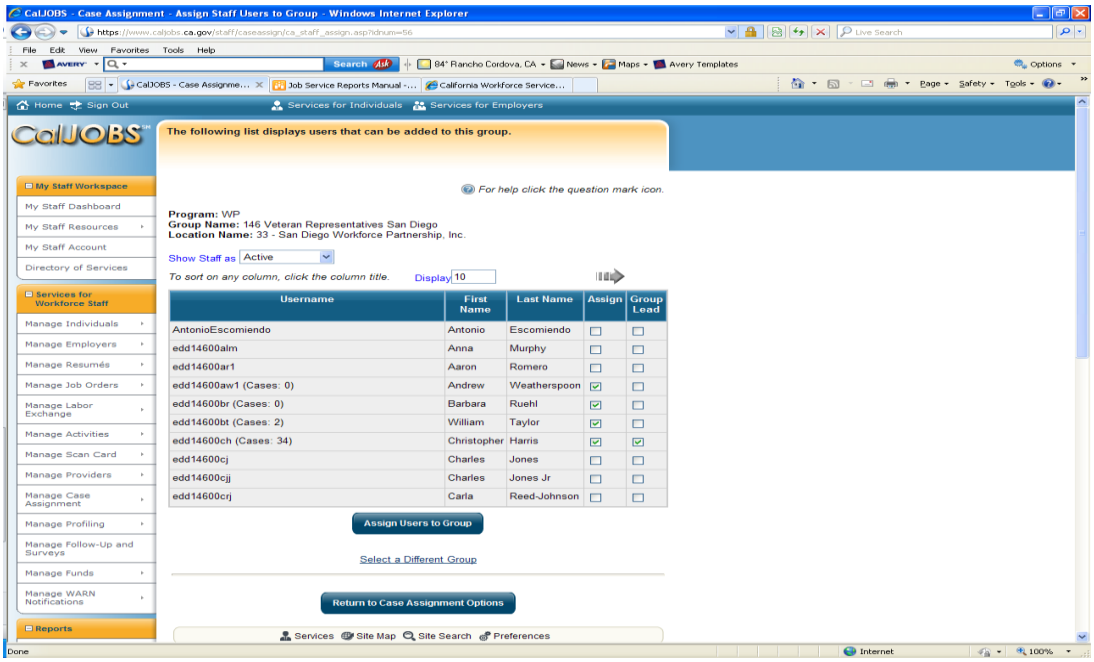
- Click on "**Individual Case Assignment**"

- Click on "**Staff Group Assignment**"

- Locate the group name which you want to assign staff members to by clicking on it.

  <u>Note</u>: To locate the group you are looking for faster, you may sort the group names by clicking on the title of the column. Also, you may choose to display more than the default (10 records) at a time to locate your group.
- Once you locate the group, select it by clicking on the group name.

- Once you click on the group name, the following screen will be displayed with a list of all the staff member names.



- From the drop down menu, select “**Active**” to only display the name of active staff members.
- Click on the check box next the staff member’s name to select the name and the click on the “**Assign Users to Group**” to assign the staff member to the selected case management group. It is suggested that the manager of the group is assisgned to the group either as the group lead or as a staff member so he/she will be able to run reports on the group’s activities.

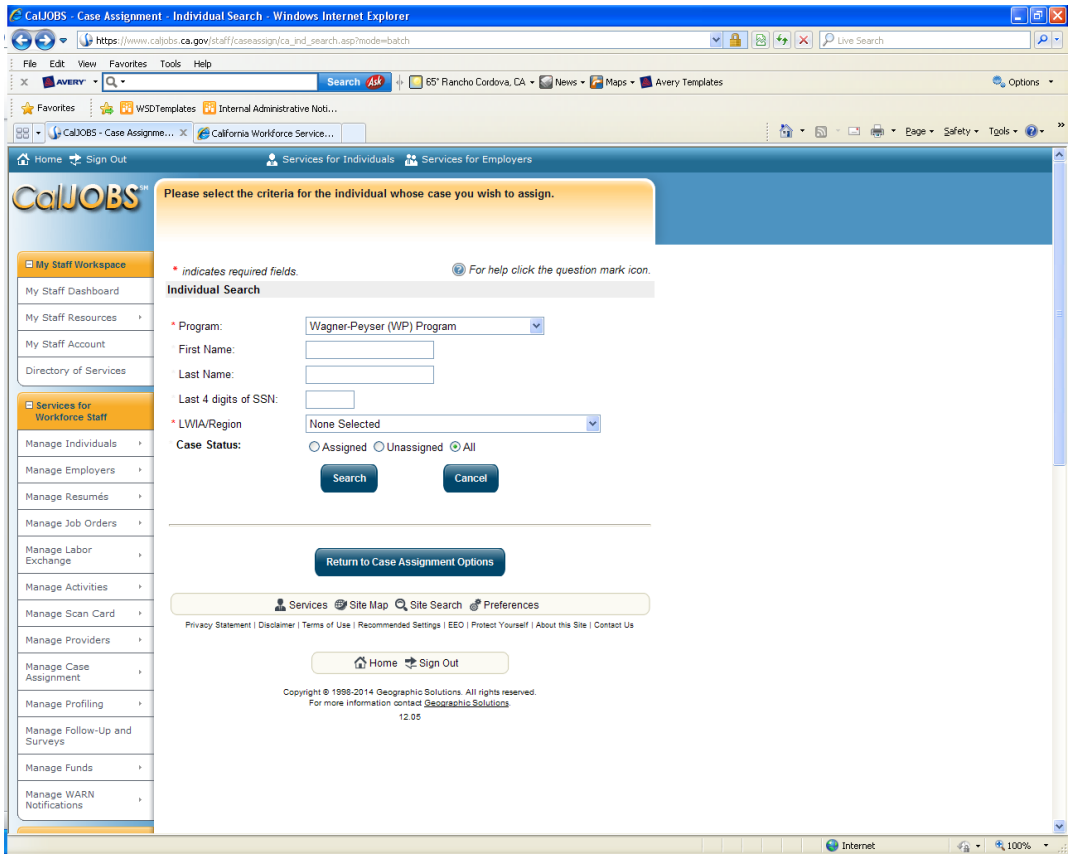
Individual Assignment

(Click here to return to the Table of Contents)

This guidance explains how to assign an individual's case to a primary case manager or to a case management group.

To Assign an Individual to a Case Manager:

- Log into the system. Once logged in, use the left hand navigation panel.
- Under "***Services for Workforce Staff***," click on "**Manage Case Assignment**"
- Select "**Individual Case Assignment**"
- Click on "**Individual Assignment**." You will get the following "**Individual Search**" screen prompting you to search for the individual whose case you wish to assign.



- You may search for the individual by any of the following information:
  - Program (W-PA, WIA, TAA, etc.) – this is a required field. Also this option requires at least one more search criteria to be selected.
  - First name

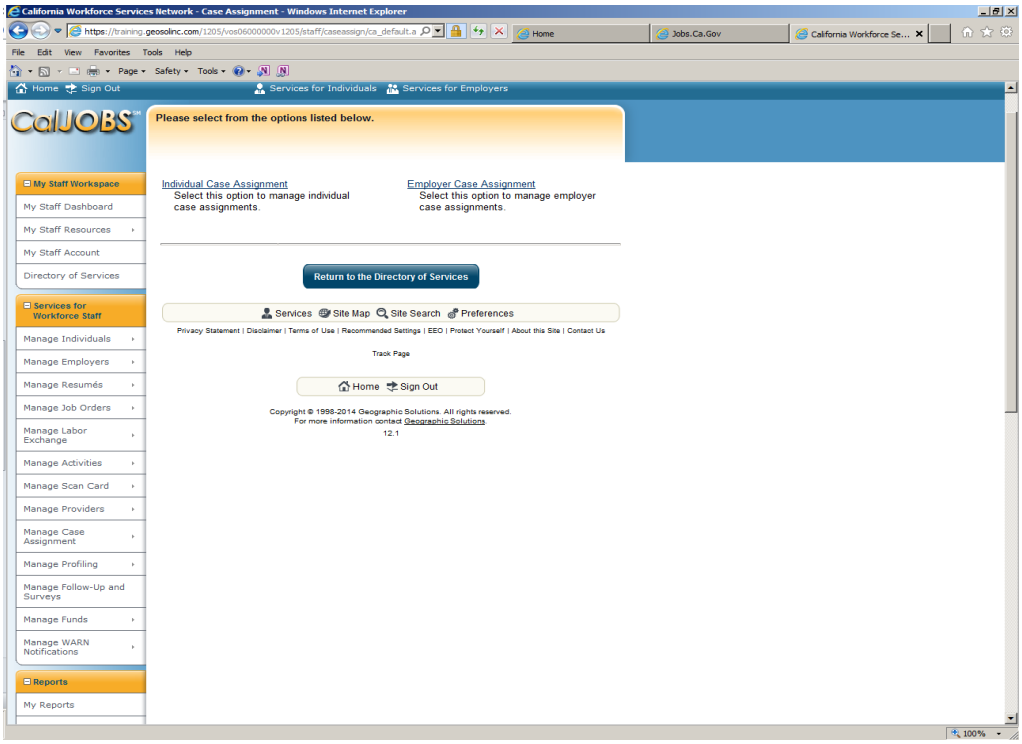
- Last name
- Last 4 digits of SSN
- LWIA/Region – this is a required field.
- Office
- Vet Eligible Status

The "**Case Status**" filter will help narrow down your search criteria and give the option to search only for those individuals whose case has already been "assigned," for the individuals whose cases are "unassigned," or for "all" which is a pool of assigned and unassigned cases.

- Type in your search criteria and click on "**Search**." System will display a list of the individuals' names.
- Once you locate the name of the individual whose case you wish to assign, click on the checkbox next to the name.

  Note: If there is an "*" instead of a checkbox next to the name, it means that the individual has already been assigned to a case manager or case management group.

- Click on "**Assign Staff**" at the bottom of the screen. Another screen with a list of staff members will be displayed. Click on the username of the case manager whom you wish the case to be assigned to. The system will show the following initial screen displaying the options for the "**Individual Case Assignment**" and the "**Employer Case Assignment**."



This confirms that the case assignment was successfully done.

To Assign an Individual to a Case Management Group:

- Log into the system. Once logged in, use the left hand navigation panel.
- Under "***Services for Workforce Staff***," click on "**Manage Case Assignment**"
- Select "**Individual Case Assignment**"
- Click on "**Individual Assignment**." The "**Individual Search**" screen will be displayed prompting you to search for the individual whose case you wish to assign.
- You may search for the individual using any of the following information:
    - Program (W-PA, WIA, TAA, etc.) – this is a required field. Also this option requires at least one more search criteria to be selected.
    - First name
    - Last name
    - Last 4 digits of SSN
    - LWIA/Region – this is a required field.
    - Office
    - Vet Eligible Status

  The "**Case Status**" filter will help narrow down your search criteria and give you the option to search only for those individuals whose case has already been "assigned," for the individuals whose cases are "unassigned," or for "all" which is a pool of assigned and unassigned cases.
- Type in your search criteria and click on "**Search**." System will display a list of the individuals' names.
- Once you locate the name of the individual whose case you wish to assign, click on the checkbox next to the name.

  Note: If there is an "*****" instead of a checkbox next to the name, it means that the individual has already been assigned to a case manager or case management group.
- Click on "**Assign Group**" at the bottom of the screen. The system will display a list of the Case Management Groups to select from. Under the "**Action**" column, click on the "**Assign to this group**" next to the Case Management Group that you wish the case to be assigned to. The system will show the initial screen displaying the options for the "Individual Case Assignment" and the "Employer Case Assignment." This confirms that the case assignment was successfully done.

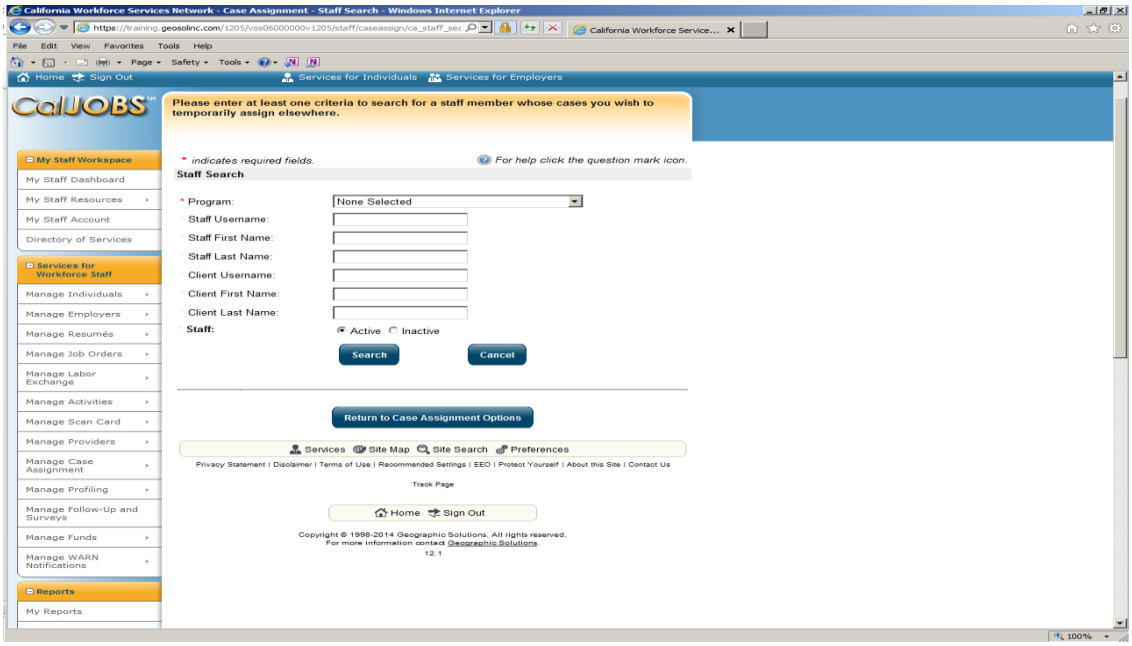
Temporary Assignment

(Click here to return to the Table of Contents)

This guidance explains how to temporarily assign cases to a case manager and how to remove temporarily assigned cases from a case manager.

How To Temporarily Assign Cases to a Case Manager:

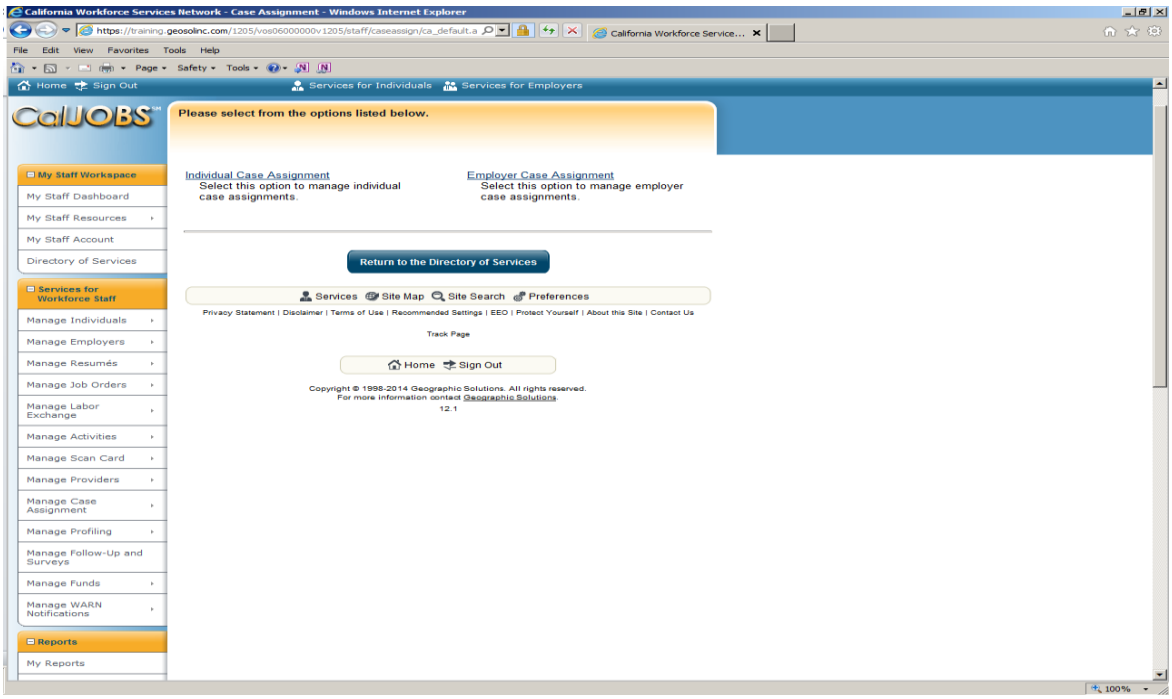
- Log into the system. Once logged in, use the left hand navigation panel.
- Under "**Services for Workforce Staff**," click on "**Manage Case Assignment**"
- Select "**Individual Case Assignment**"
- Click on "**Temporary Assignment**"
- Click on "**Create a Temporary Assignment**." You will get the following "**Staff Search**" screen prompting you to search for the case manager whose case(s) you wish to temporarily assign to another case manager.



- You may search for the case manager using any of the following information:
  - Program (W-PA, WIA, TAA, etc.) – this is a required field. Also, this option requires at least one more search criteria to be selected. Depending on the program you select, more fields to search by may appear.
  - Staff username
  - Staff first name

- Staff last name
- Client username
- Client first name
- Client last name
- LWIA/Region – this is a required field.
- Office
- Group

- The "**Staff**" filter will help narrow down your search criteria and give the option to search only for "**Active**" or "**Inactive**" staff.
- Type in your search Criteria and click on "**Search**." System will display a list of the staff members. Click on the username for the case manager whose case(s) you wish to temporarily assign to another case manager. The system will display a list of the assigned cases for the case manager you selected.
- Under the "**Re-Assign**" column, select the case(s) that you wish to temporarily assign to another case manager by clicking on the checkbox next the name of the individual(s).
- Click on "**Temporarily assign to staff**" at the bottom of the screen. The system will list the name of the staff members. Click on the username of the case manager whom you wish to temporarily assign the case(s) to. The following screen will be displayed.



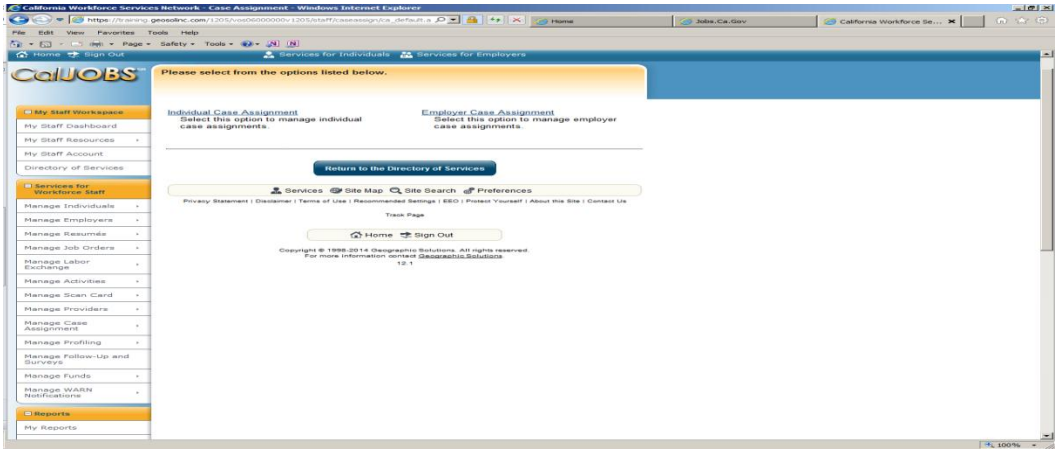
This confirms that the case(s) from one case manager were temporarily assigned to another case manager.

How To Remove Temporarily Assigned Cases from a Case Manager:

- Log into the system. Once logged in, use the left hand navigation panel.
- Under "**Services for Workforce Staff**," click on "**Manage Case Assignment**"
- Select "**Individual Case Assignment**"
- Click on "**Temporary Assignment**"
- Click on "**Remove a Temporary Assignment**." You will get the "**Staff Search**" screen prompting you to search for the case manager whose case(s) you wish to remove from a temporary status.
- You may search for the case manager using any of the following information:
    - Program (W-PA, WIA, TAA, etc.) – this is a required field. Also, this option requires at least one more search criteria to be selected and depending on the program selected, more search field options may display.
    - Staff username
    - Staff first name
    - Staff last name
    - Client username
    - Client first name
    - Client last name
    - LWIA/Region – this is a required field.
    - Office
    - Group
- The "**Staff**" filter will help narrow down your search criteria and give the option to search only for "**Active**" or "**Inactive**" staff.
- Type in your search Criteria and click on "**Search**." System will display the case manager(s) name who has temporarily assigned cases.

  Note: The word "Temp" under the staff user name indicates that the respective case manager has temporarily assigned cases. Click on the username for the case manager whose case(s) you wish to remove from the temporary status. All the temporary cases will be listed for that case manager.

- Under the "**Remove**" column, click on the checkbox next to the individual(s) name that you want to remove from the temporary status. Then, click on "**Remove Temporary Assignment**." The system will show the following screen will be displayed.



This confirms that the temporary case(s) were successfully removed.

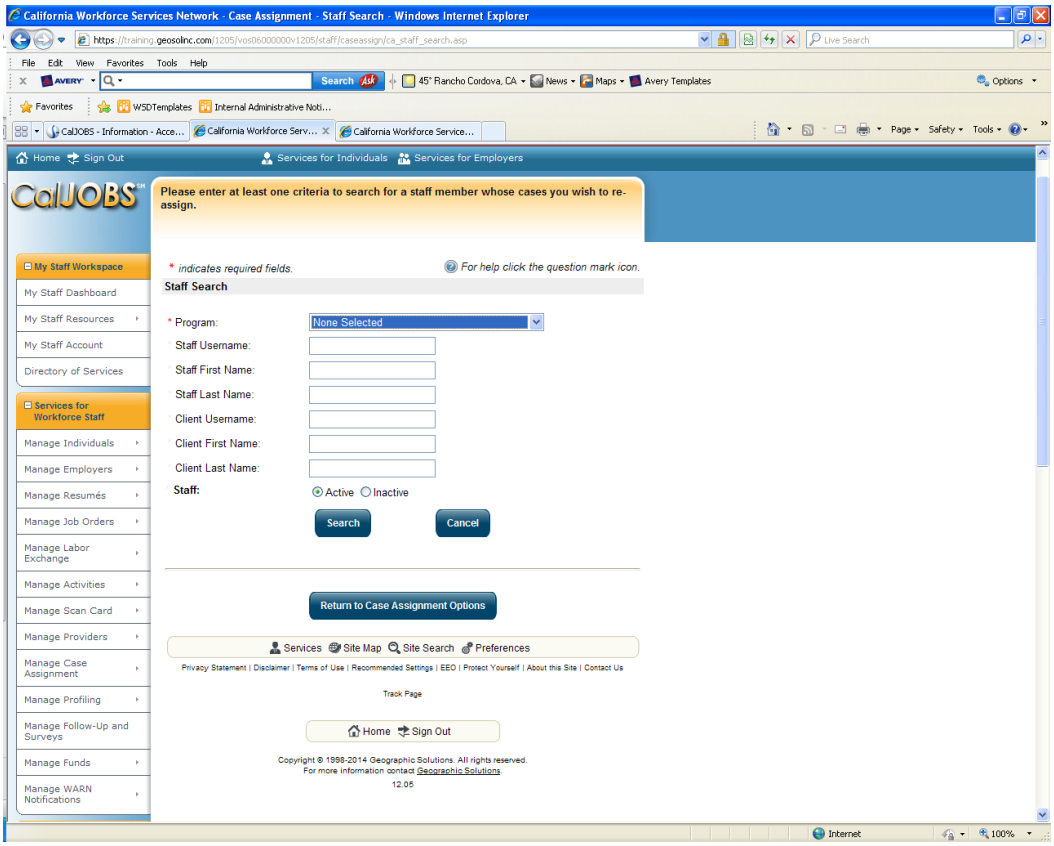
Case Re-Assignment and Group Re-Assignment

(Click here to return to the Table of Contents)

This guidance explains how to re-assign one case manager's cases to another case manager and also how to move cases from one to another case management group.

How To Re-Assign Cases from One Case Manager to Another:

- Log into the system. Once logged in, use the left hand navigation panel.
- Under "**Services for Workforce Staff**," click on "**Manage Case Assignment**"
- Select "**Individual Case Assignment**"
- Click on "**Case Re-assignment**." You will get the following "**Staff Search**" screen prompting you to search for the case manager whose case(s) you wish to assign.

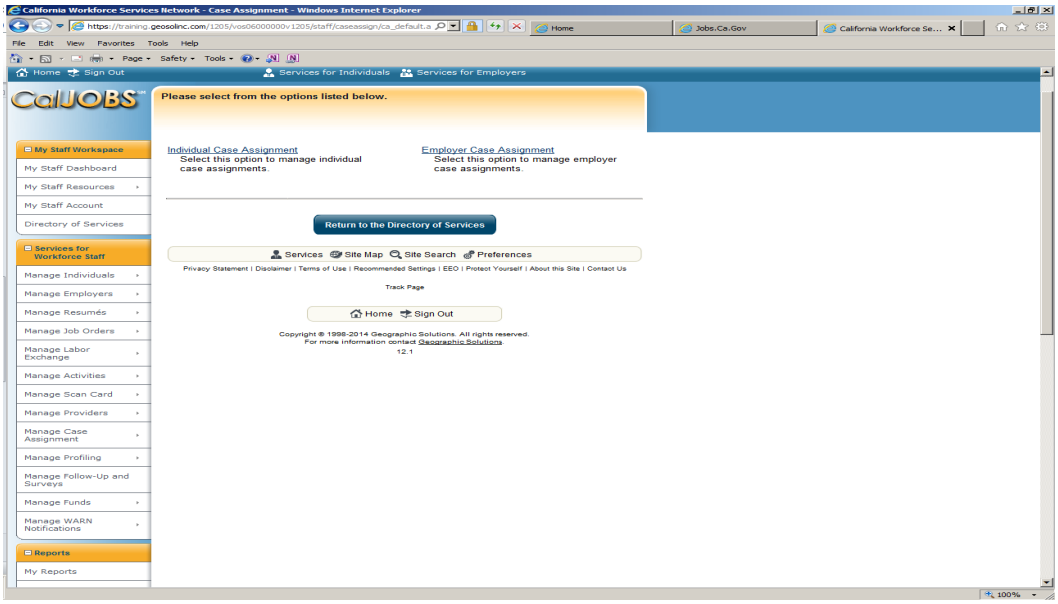


- You may search for the case manager using any of the following information:
  - Program (W-PA, WIA, TAA, etc.) – this is a required field. Also, this option requires at least one more search criteria to be selected.

- Staff username
- Staff first name
- Staff last name
- Client username
- Client first name
- Client last name
- LWIA/Region – this is a required field.
- Office
- Group

- The "**Staff**" filter will help narrow down your search criteria and give the option to search only for "**Active**" or "**Inactive**" staff.
- Type in your search Criteria and click on "**Search**." System will display a list of the staff members. Click on the username for the case manager whose case(s) you wish to re-assign. The system will display a list of the already assigned cases for the selected case manager.
- Once you locate the name of the individual who you wish to re-assign, under the "**Re-Assign**" column, click on the checkbox next to the individual's name. Click on "**Re-assign to Staff**" at the bottom of the screen. The system will list the name of the staff members from which you may select the case manager whom you want to re-assign the case to.

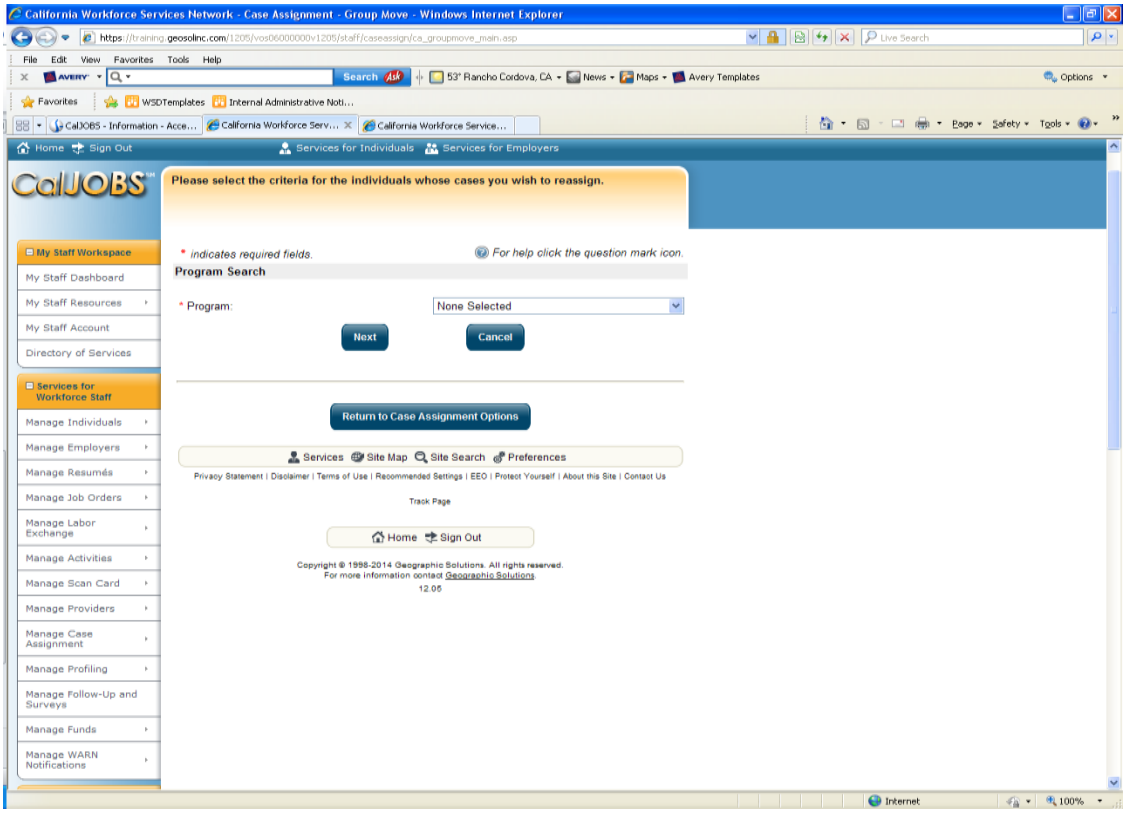
- Click on the username of the case manager whom you wish to re-assign the case to. The system will take you back to the following initial screen that displays the options for the "**Individual Case Assignment**" and the "**Employer Case Assignment**."



This confirms that the case re-assignment was successfully done.

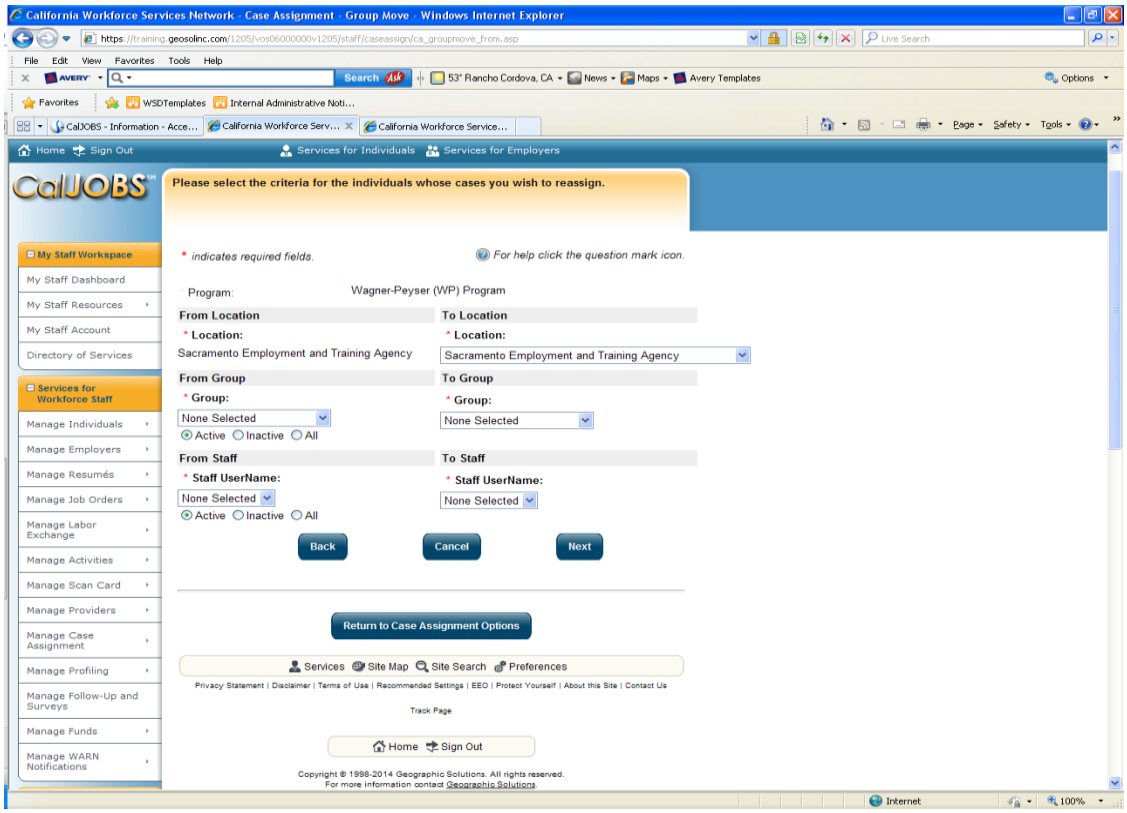
<u>How To Re-Assign Cases from One Case Management Group to Another:</u>

- Log into the system. Once logged in, use the left hand navigation panel.
- Under "**Services for Workforce Staff**," click on "**Manage Case Assignment**"
- Select "**Individual Case Assignment**"
- Click on "**Group Re-assignment**." The following screen will display prompting you to select the "**Program**" (i.e. W-P Act, WIA Act, etc.) that the individual whose case you wish to reassign has been enrolled.



As soon as you select the program, the system will prompt you to select the "**Location Type**" of the Case Management Group whether it is resided under the **"LWIA"** or **"Office**." Based on your selection, the system will prompt you to select a LWIA or Office from the drop down menu. **Note:** The system will not accept "**None Selected**"; therefore, a specific LWIA or Office has to be selected.

- After you select a LWIA or Office, click on "**Next**." System will display the following screen.



On the left side of the screen, enter the information regarding the case management group from which you wish to move the case. On the right side of the screen, enter the information regarding the new case management group which you wish to move the case to and click on "**Next**." The following screen will be displayed.

The left side of the screen shows the information on the group from which you are moving the case from. The right side of the screen displays the information on the group which you wish to move the case to. The screen also lists the individuals' names. Click on the checkbox next to the name of the individual whose case you wish to move to another case management group.

- Click on "**Next**." The screen displays the name of the individual that you are re-assigning, the group which you are moving the case from, and the group which you are moving the case to.
- Click on "**Finish**" to confirm completion of the transaction. The system will show the initial screen displaying the options for the "**Individual Case Assignment**" and the "**Employer Case Assignment**." This confirms that the case re-assignment was successfully done.

View Case Load Report

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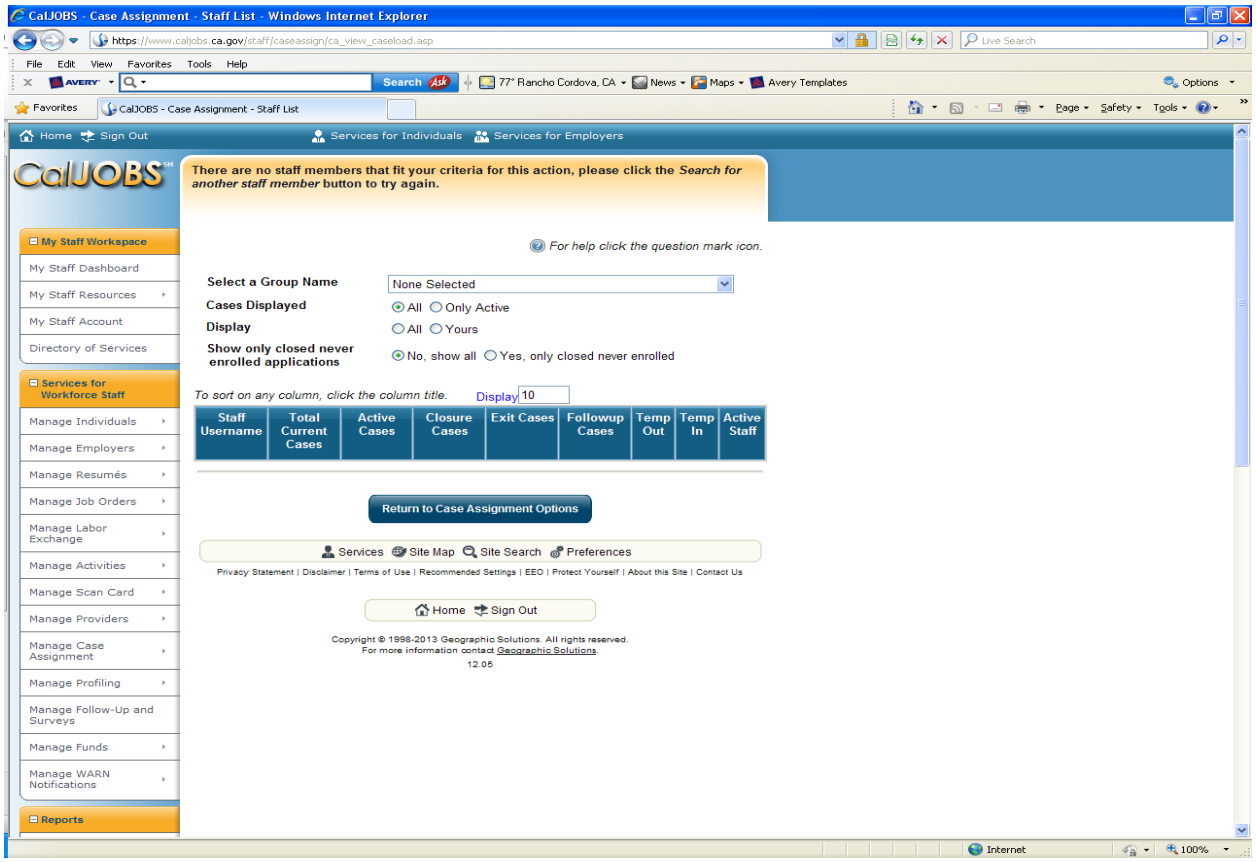
Staff members may use this report to view their own assigned case load. In addition, supervisors can view the case load for the entire case management group.

Note: In order to utilize this report to view your case load, you and/or the supervisor have to be assigned to a Case Management group.

To run this report:

- Log into the system. Once logged in, use the left hand navigation
- Under the "Services for Workforce Staff," click on the "**Manage Case Assignment**"
- Click on "**Individual Case Assignment**"
- Click on "**View Case Load**," you will get the following screen which will allow you to filter your report by any of the below listed categories:



Available Filters:

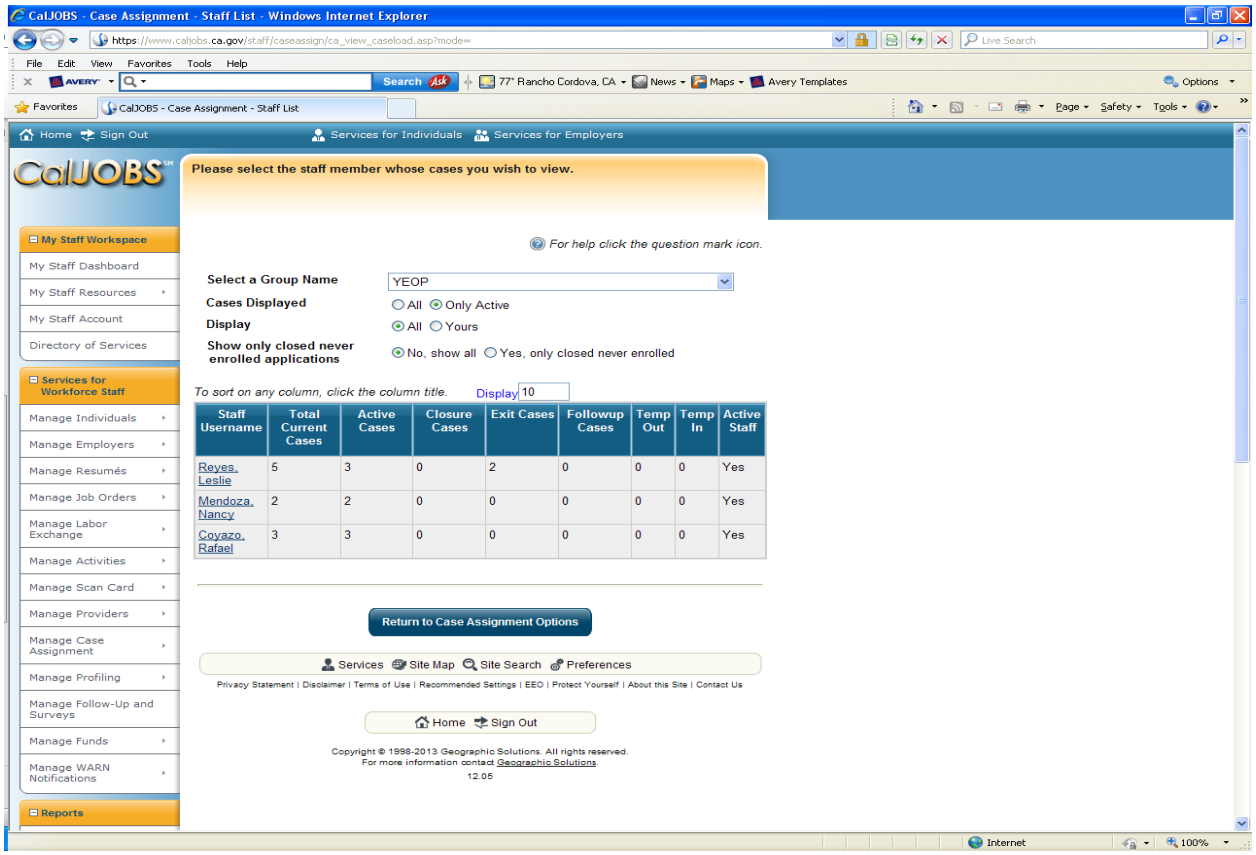
Select a Group Name – This will allow you to select a Case Management Group that you want to run your report on. **Note**: On the drop down menu, only the case management groups that you have been assigned to will be displayed. Also, if you have been assigned to more than one case management group and you select the "**None Selected**" option, your cases from all the groups will be counted in the total.

Cases Displayed – This will allow you to choose only the "Active" or "All" cases to be displayed on the report.

Display – This will allow you to choose to display only "**your**" cases or "**All**" the cases on the report. **Note**: As soon as you select the option for this category, the system will display the report. However, you will still be able to change your selection and your report output will change accordingly.

Show Only Closed Never Enrolled Applications – This option allows you to select "**All**" cases to be displayed on your report or only the "**closed never enrolled**" cases.

Below is an example of the Case Load Report and the selected criteria for it.



If you click on the "**Staff Username**" on the report, a list of all the assigned cases for that staff will be displayed. See the example on the following page.

Any of the listed names on this screen is a link to the user profile.

Report Issues

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How and Where to Submit Issues with Reports

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To report any issues with the reports, please take the following steps:

- Document every step that you took from the start of generating the report to the point that you encountered the issue with the report.
- Provide screen shots of each step, if applicable.
- Provide the screen shot of the error message or the issue that you encountered.
- Submit documentation to your Manager/SPOC/MIS Administrator. The Manager/SPOC/MIS Administrator should:
    - Review submitted info from staff and assist with trouble shooting the issue. If unable to resolve, then
    - Email the above information including the screen shots to: CalJOBSAdmin@EDD.ca.gov.

Please note that providing the information in the proposed manner listed above is critical since that would allow us and the vendor (Geographic Solutions Inc.) to trouble shoot the issue. See the following example of reported issue.

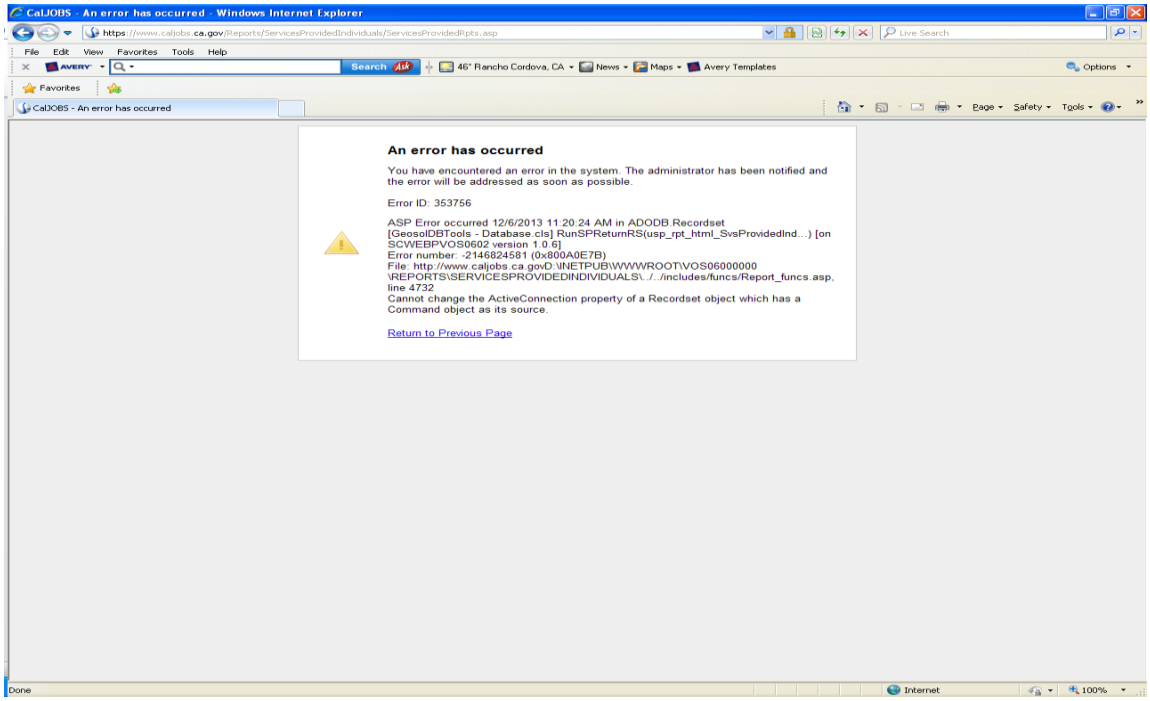
Example:

Services Provided Individual Reports

Issue: Received an error message when trying to run the Service Provided Individual Report.

Steps Taken:

- On the left navigation panel, scrolled down to reports and clicked on "**Detailed Report.**"
- Clicked on "**Services Provided Individuals.**"
- Clicked on "**List**" category and selected the following filters:
    - Selected "**Sacramento Employment and Training Agency**" for the Region/LWIA

- Selected "**05902 Sacramento Employment Training Agency SETA**" for Office Location
- Selected "**John Smith** " for the Staff Assigned

- Clicked on "**Display Report**" and got the following error message.