

SAN DIEGO WORKFORCE PARTNERSHIP, INC.
3910 University Avenue, Suite 400
San Diego, CA 92105
(619) 228-2900

OPERATIONS ISSUANCE

OPERATIONS ISSUANCE NO. 2014-10

DATE: Tuesday, February 4, 2014

TO: America's Job Centers of California Operators
WIA Adult & Youth Program Service Providers

FROM: David Graham
Vice President of Information Technology

SUBJECT: Resume use of CISRS

PURPOSE

To inform all America's Job Centers Operators and Adult and Youth Service Providers (collectively "Operators and Providers") shall continue to use Customer Information Services Reporting System ("CISRS") for all case management and data collection needs.

BACKGROUND

San Diego Workforce Partnership ("SDWP") initially requested that Operators and Providers manually maintain case notes and data entry after 5:00 PM, January 31, 2014 in preparation for the transition to the New CalJOBSsm (Phase 1B), see Item 2 in [Operations Issuance #2014-08](#).

ACTION/IMPLEMENTATION

Effective immediately, Operators and Providers shall:

1. Enter any information collected manually since January 31, 2014 into CISRS;
2. Use CISRS for all case management and data collection needs until further notice;
3. Continue to complete new WIA Supplemental Application for all new WIA applications (see Item 1 in [Operations Issuance #2014-08](#)).

Attachments

None

cc: SDWP Internal Distribution List
Mayer Hoffman McCann P.C