

**SAN DIEGO WORKFORCE PARTNERSHIP, INC.**  
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<b>OPERATIONS ISSUANCE</b>
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**OPERATIONS ISSUANCE NO. 2014-17**

**DATE:** Friday, June 27, 2014

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

**FROM:** David Graham  
Vice President of Information Technology

**SUBJECT:** New Data Entry Requirements and CISRS Update

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**PURPOSE**

This issuance is to inform all America's Job Center of California Operators and WIA Adult and Youth Service Providers (collectively "Operators and Providers"), of the latest data entry timeline developed for the State of California's New CalJOBS<sup>SM</sup> (Phase 1B), ("CalJOBS") system. Also, this issuance provides information on the timeline of availability of the Customer Information Services Reporting System ("CISRS"), a proprietary system developed for SDWP.

**BACKGROUND**

SDWP opted to migrate to CalJOBS for data collection once the system was made available by the State of California. Guidance provided by the State of California on Friday June 20, 2014 included a new deadline for data entry and an update on the functionality of reports in CalJOBS.

**ACTION**

Effective immediately, all Operators and Providers shall complete **no later than July 31, 2014**—all CalJOBS data entry for services provided between April 11, 2014 through July 25, 2014. This supersedes Item 3 in [Ops Issuance 2014-15](#). SDWP recommends assigning a high priority to data entry, with the oldest data being entered first.

**NOTES**

1. SDWP is waiving 4<sup>th</sup> quarter performance reporting for the 2013-2014 program year. While we are waiving 4<sup>th</sup> quarter reporting, SDWP will conduct an internal review of data submitted to CalJOBS to ensure contractual goals were met.
2. CISRS will become permanently unavailable on Friday August 29, 2014 at 5:00 pm. Operators and Providers will no longer be able to access the CISRS after the aforementioned date.

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