

**SAN DIEGO WORKFORCE PARTNERSHIP, INC.**  
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<b>OPERATIONS ISSUANCE</b>
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**OPERATIONS ISSUANCE NO. 2014-11**

**DATE:** April 2, 2014

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

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

**SUBJECT: MIGRATION FROM CISRS TO THE NEW CALJOBS<sup>SM</sup> (PHASE 1B)**

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**PURPOSE**

To inform all America’s Job Centers Operators and Adult and Youth Service Providers that the San Diego Workforce Partnership (“SDWP”) will transition from Customer Information Services Reporting System (“CISRS”) to the California State’s New CalJOBS<sup>sm</sup> (Phase 1B), (“CalJOBS<sup>sm</sup>”) system beginning Monday, May 5, 2014 for all case management and data collection needs. Please note, this transition was initially planned for February 24 (see [Ops Issuance 2014-08](#)), but was rescheduled (see [Ops Issuance 2014-10](#)).

**BACKGROUND**

The State of California has been working for many years towards providing a consistent experience for Workforce Investment Act (WIA) and Employment Development Department (EDD) activities in California. Through a competitive procurement process, Geographic Solutions was selected as the vendor who would provide the software for the new system, which is named CalJOBS<sup>sm</sup>. SDWP opted to migrate to CalJOBS<sup>sm</sup> rather than continue to maintain and invest in CISRS, a proprietary system developed for SDWP.

**ACTION/IMPLEMENTATION**

Effective immediately, all SDWP Adult & Dislocated Worker Service Providers, America’s Job Centers of California (“AJCC”) operators, and Youth Service Providers (collectively “Operators and Providers”) shall:

- 1.

1. Complete all data entry in CISRS, including data change requests no later than 5 PM, Friday, April 11, 2014 in preparation for the transition from CISRS to CalJOBS<sup>sm</sup>. At that time CISRS will be placed in read-only mode. Operators and Providers shall *manually* maintain records (i.e., any data which would normally be entered in CISRS) until the launch of CalJOBS<sup>sm</sup> on May 5, 2014.
2. Operators and Providers shall manually enter data into CalJOBS<sup>sm</sup> beginning May 5, 2014. **All manually maintained records must be entered into CalJOBS<sup>sm</sup> no later than 30 days from the date of activity.** Since Operators and Providers will have a 24-day backlog of manually maintained data when CalJOBS<sup>sm</sup> launches on May 5, 2014, SDWP recommends assigning a high priority to data entry, with the oldest data being entered first.
3. Continue to complete new WIA Supplemental Application for all new WIA applications (see Item 1 in [Operations Issuance #2014-08](#)). This data shall be entered into CalJOBS<sup>sm</sup> no later than June 30, 2014.

## **NOTES**

SDWP will be announcing a training schedule soon to prepare Operators and Providers for the transition to CalJOBS<sup>sm</sup>.

If you have any questions regarding this issuance, please contact your Program Specialist at (619) 228-2900.

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