

CALJOBS TRAINING (ACTIVITY CODES/CASE NOTES)

WIOA Youth Program
Year 2023-2024



SACRAMENTOWORKS
IN SCHOOL • IN WORK • IN LIFE

Seta

14 PROGRAM ELEMENTS ²

1. Tutoring, study skills training, instruction and dropout prevention strategies.
2. Alternative secondary school services or dropout recovery services. (includes BSD training, and ESL)
3. Work Experience
4. Occupational Skills training
5. Education offered concurrently with workforce preparation and training for a specific occupation.
6. Leadership Development Opportunities
7. Supportive Services
8. Adult Mentoring
9. Follow-up Services
10. Comprehensive guidance and counseling
11. Financial Literacy Education
12. Entrepreneurial Skills Training
13. Services that provide labor market information
14. Postsecondary preparation and transition activities

REQUIRED ACTIVITIES

1. Secondary School Completion Services
(includes BSD and ELL)
2. Leadership Development Services
3. Work Experience
4. Follow Up Services

Specific services a youth will receive is based upon youth assessments and Individual Service Strategy (I.S.S). Provider must ensure all 14 program elements are available in their local area.

EVERY ACTIVITY CODE **NEEDS** A CASE
NOTE BUT, EVERY CASE NOTE **DOES NOT**
NEED AN ACTIVITY CODE!

DETAILS ARE CRUCIAL!

- Every service provided must have a corresponding detailed case note.
- Case notes should answer:

Who?, What?, Where?, When?, Why?



ACTIVITY CODES

HOW TO ENTER AN AC CODE IN CALJOBS

- ❑ Log into your CalJOBS account
- ❑ Staff sign in notice: **click agree**

Staff Sign-in Notice

WARNING! This government computer system is the property of the California Employment Development Department (EDD) and may only be accessed by authorized users. Unauthorized access, use, disruption, modification, or destruction of this system is strictly prohibited and may be subject to criminal prosecution and/or adverse action. The EDD may monitor any activity or communications on the system and retrieve any information stored within the system. By accessing and using this system, you are consenting to such monitoring and information retrieval for law enforcement and other purposes. Users should have no expectation of privacy as to any communication on or information created, maintained and stored within the system, including information stored centrally, locally on a disk drive, or on removable electronic storage media. The penalties for unauthorized access or use may include criminal and/or civil actions under the California Information Privacy Act §1798.53 and Penal Code §502.

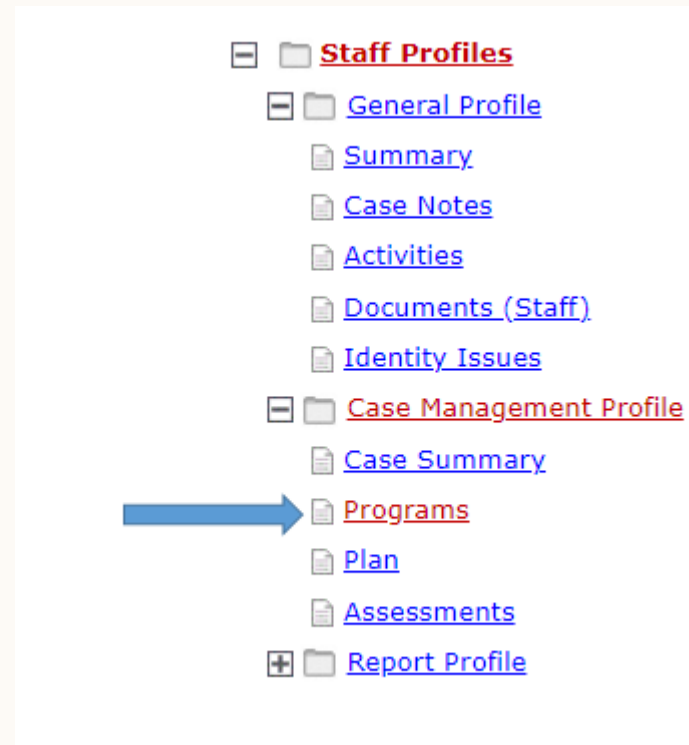


I Agree

I Disagree


- ❑ On the left menu click **Manage Individuals->Assist an Individual**
- ❑ Once you have created WIOA apps and assigned yourself as a case manager, the list of youth assigned to you will appear in a drop down menu under **Quick Assist**.

Click on **Programs**:



Scroll down to the WIOA app and click on **Activities/Enrollments/Services**

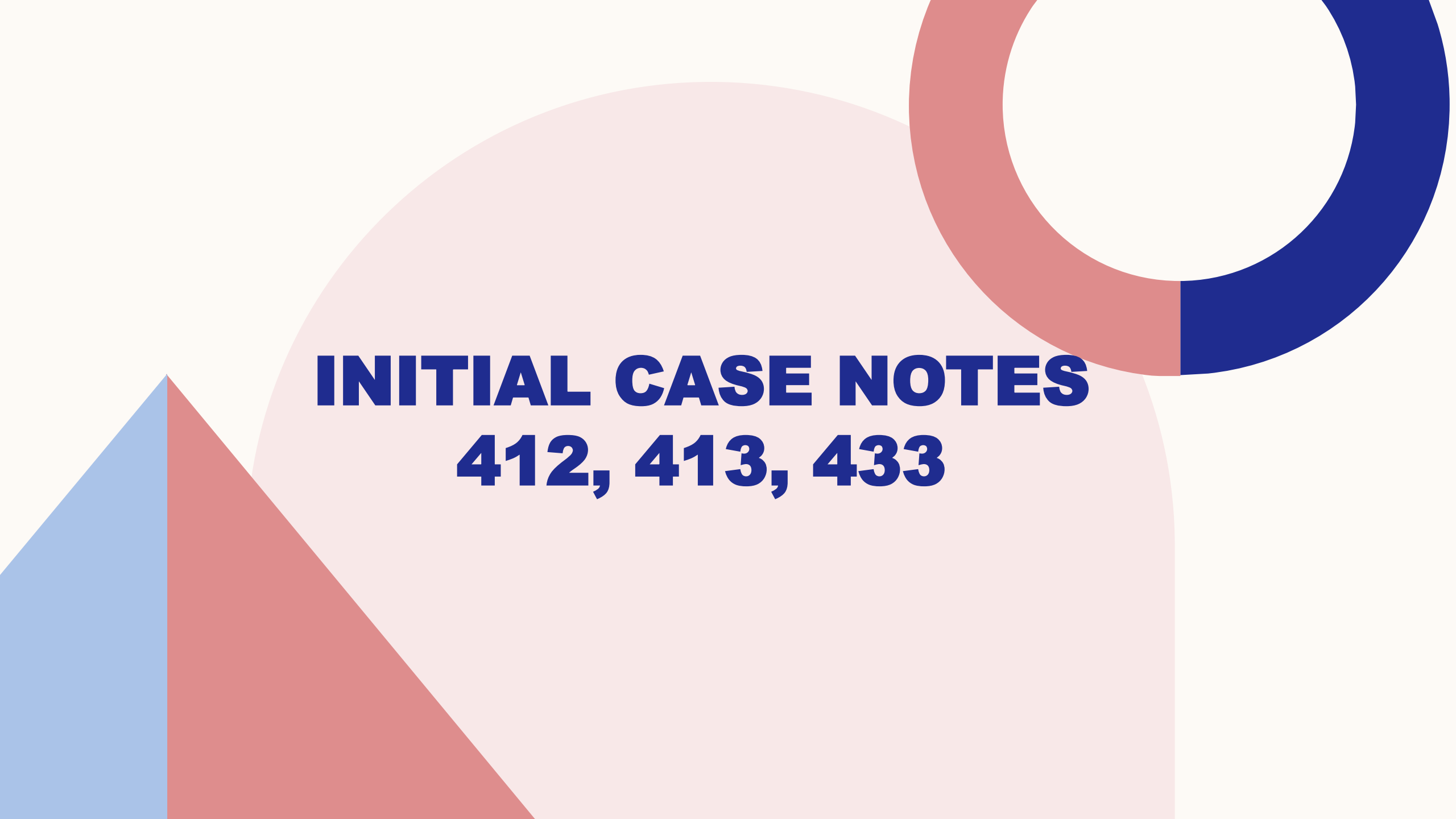




**INITIAL ACTIVITY
CODES 412, 413, 433**

1. Activity Code-412 **Objective Assessment**
2. Activity Code-413 **Individual Service Strategy
(I.S.S)**
3. Activity Code-433 **Career Awareness**

❖ **These Activity Codes are dated the same day as the youth signs the eligibility packet and I.S.S and it has been approved. (This should be entered no longer than 5-7 days after approval)**

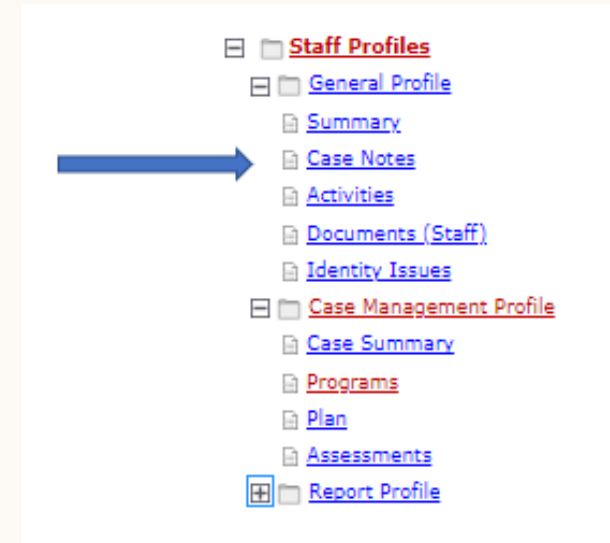


INITIAL CASE NOTES
412, 413, 433

HOW TO ENTER A CASE NOTE IN CALJOBS

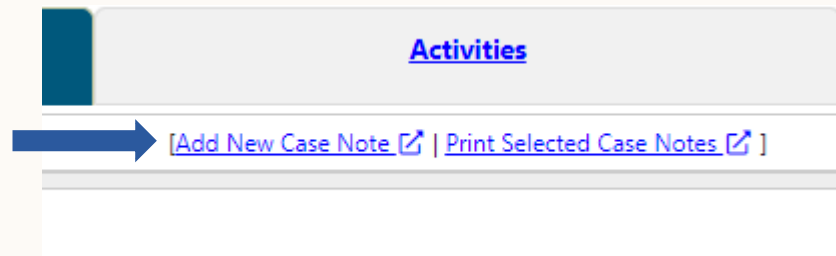
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1. Click on **Case Notes**:



- Staff Profiles
 - General Profile
 - Summary
 - Case Notes**
 - Activities
 - Documents (Staff)
 - Identity Issues
 - Case Management Profile
 - Case Summary
 - Programs
 - Plan
 - Assessments
 - Report Profile

2. Find “**Add New Case Note**” in the center of the page:



Activities

[Add New Case Note](#) | [Print Selected Case Notes](#)

3. Add the **contact date** and find your **office location** in the dropdown menu:

Case Note Details

Please check to suppress this Case Note

* Contact Date: Today

* LWDB/Region: Sacramento Employment and Training Agency

* Office Location: SAC ADMIN OFFICE

* Program:

App ID:

Partner Program:

* Subject:

Contact Type:

- None Selected
- MARK SANDERS AJCC
- GALT AJCC
- FRANKLIN AJCC
- HILLSDALE AJCC
- ASIAN RESOURCES AJCC
- Pride Industries AJCC
- GREATER SACRAMENTO URBAN LEAGUE AJCC
- ELK GROVE USD AJCC
- LA FAMILIA AJCC
- SAC CITY USD AJCC
- FOLSOM CORDOVA AJCC
- LAO FAMILY AJCC
- FRUITRIDGE COMMUNITY COLLABORATIVE AJCC
- SAC ADMIN OFFICE**
- SAC PARTNERS OFFICE

4. **Program**=Title I Workforce Development (WIOA) and click the **Active App ID**:

* Program: Title I - Workforce Development (WIOA)

App ID: None Selected

Partner Program: None Selected
24521204 - Active

5. **Subject** should be clear and include reference to activity code, if applicable. Pick **contact type** from dropdown menu:

* Subject: AC 412-INDIVIDUAL SERVICE STRATEGY (I.S.S)

Contact Type: None Selected

* Case Note Desc

- None Selected
- Face-to-Face
- Telephone
- Other
- Form Insert
- Fax
- Mail
- E-mail
- Group Session
- UI Reportable
- Virtual Meeting

6. Type case note in the “**Case Note Description**” box:

* Case Note Description:

[\[Text Templates \]](#) [\[Clear Text \]](#)

7. Scroll down, don't forget to **click save**:



Save

Save&Print

Cancel

FIRST ENTRY CASE NOTE AC 412- OBJECTIVE ASSESSMENT

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- This case note justifies why the youth is enrolled in the WIOA Youth Program.
- Describes what is going to be provided while enrolled in the program.

CASE NOTE 412-OBJECTIVE ASSESSMENT EXAMPLE

Youth was enrolled in the WIOA Youth Program on (**Date Enrolled**). Youth was enrolled as living in a high poverty zip code, BSD, homeless, and needs additional assistance to enter or complete an educational program or to secure or hold employment (**List barriers**). Youth will receive paid work experience, improve basic skills, financial literacy, transportation assistance, resources to secure housing, and find permanent employment (**individualized services**). Youth will be attending pre employment and educational workshops and supportive services if needed. Youth will be eligible for incentives for meeting specific benchmarks throughout the program year (**list benchmarks**).



CASE NOTE 413-INDIVIDUAL SERVICE STRATEGY(I.S.S) EXAMPLE

Youth completed the I.S.S and it is scanned into the CalJOBS document system.

CASE NOTE 433-CAREER AWARENESS EXAMPLE

Youth took the O*Net Interest Profiler Questionnaire and their interest results were (**list scores/results**). Jobs that may satisfy their interests are retail sales, office assistant, and dental assistant. Youth explored the different jobs and skills/education needed for each job. Case manager went over the results with the youth and discussed interest in retail or dental assistant. Youth will continue to research careers based on these results.



**OTHER IMPORTANT
CASE NOTES
WITHOUT AC CODES**

BI-MONTHLY I.S.S REVIEW CASE NOTE

- The I.S.S must be reviewed by the case manager, and youth, to determine any changes.
- If the plan has changed, a case note must reflect the changes and also noted on the I.S.S hard copy.
- If the plan has not changed, a case note must reflect that there is no changes to the plan.
- Case Manager must initial and date the last page of the hard file I.S.S.
(**Case note and review initial date should match**)
- If there is a change to the I.S.S in between bi monthly reviews, the case manager can case note a “Youth Update” and note the change on the hard copy.
- DOES NOT NEED A CORRELATED ACTIVITY CODE**

BI MONTHLY I.S.S REVIEW CASE NOTE EXAMPLE

**SUBJECT: BI MONTHLY REVIEW-CHANGES/NO
CHANGES**

1. Case manager reviewed the I.S.S with the youth and no changes were made.
2. Case manager reviewed the I.S.S with the youth and changes have been made. The youth is interested in gaining financial literacy skills and help with opening a bank account. They no longer want assistance with post secondary preparation because the youth is focusing on their WEX and permanent job searching.

YOUTH CHECK IN CASE NOTE

- ❑ The case manager will be checking in with youth throughout their enrollment in the program.
- ❑ When the case manager checks in with the youth, and there is no service provided, the check in is case noted without an activity code.
- ❑ The case note should include the basis of the check in and any updates the youth has shared regarding education/employment, and themselves in general.
- ❑ **DOES NOT NEED A CORRELATED ACTIVITY CODE**

YOUTH CHECK IN CASE NOTE EXAMPLE

SUBJECT: YOUTH CHECK IN

Case manager called the youth today to do a check in. Youth stated they are enjoying their first two weeks of WEX. They felt welcomed by the supervisor and other team members. Case manager informed the youth their first pay check will be available for pick up on Friday 8/4/2023. Youth mentioned they may need transportation assistance because their current ride will no longer be available. Case manager discussed bus passes and will follow up with the youth regarding the need of this type of supportive service.

WEX TIMESHEET AND PAYCHECK PICK UP

- ❑ The case manager will need to document timesheets collected for specific pay periods the youth is paid by WIOA funds, during their Work Experience (WEX).
- ❑ This includes having the timesheets with the evaluations in the hard file, and a correlating case note.
- ❑ As well as documentation for their wages/pay in hard copy and a correlating case note.
- ❑ **DOES NOT NEED AN ACTIVITY CODE**

WEX TIMESHEET PICK UP CASE NOTE EXAMPLE

SUBJECT: WEX Timesheet pick up (7/17/23-7/28/23)

Case manager picked up timesheet from Rite Aid for pay period 7/17/2023-7/28/2023. Youth worked 28 hours out of 180 hours for this pay period. Supervisor expressed that the youth was a fast learner and has been a hard worker.

(May want to mention timesheet evaluation if there is something that needs to be addressed)

WEX PAYCHECK PICK UP CASE NOTE EXAMPLE

SUBJECT: WEX Paycheck pick up (7/17/23-7/28/23)

Youth picked up their paycheck for pay period 7/17/2023-7/28/2023. Youth picked up paycheck in the amount of \$369.00 for working 28hrs this pay period.

(Mention any updates, if needed)



**OTHER IMPORTANT
ACTIVITY
CODES/CASE NOTES**

CAREER PLANNING-AC 435

- ❑ Activity code 435 is opened and closed on the same date.
- ❑ This activity code includes work readiness training which includes resume building, interview skills, mock interviews, communication skills, job retentions skills etc.

ACTIVITY CODE 435-CAREER PLANNING CASE NOTE EXAMPLE

SUBJECT: AC 435-RESUME WORKSHOP

Youth met with case manager and attended the resume building workshop today. Youth was given resume building skills and able to use a template to insert their own resume information. The youth learned what employers look for in a resume and what to include and not include when applying for jobs. Case manager reviewed resume examples with the youth and they were sent home with printed copies. Youth will continue to attend work readiness workshops as a WEX placement is determined. Youth will also receive an incentive for attending this workshop.

LEADERSHIP DEVELOPMENT-AC 410

- ❑ Activity code 410 is opened and closed on the same date.
- ❑ This activity code encourages leadership development, responsibility, confidence, employability, self-determination, and other positive social behaviors.

(Ex: Community and service learning projects, organizational and team work training, life skills training, civic engagement etc.

ACTIVITY CODE 410-LEADERSHIP DEVELOPMENT CASE NOTE EXAMPLE

SUBJECT: AC 410-Leadership Development

Youth attended a leadership development workshop where they were given team building skills. Youth also was given examples of professional communication when it comes to emails, phone calls, and in person. Time management was discussed and taking initiative when working in groups. Youth will be volunteering at a community event to practice the new skills learned and add to their resume.

WORK EXPERIENCE-AC 425

- ❑ Activity code 425 is opened on the WEX start date.
- ❑ You must distinguish an expected end date that depends on the number of hours they are given the opportunity to complete.
- ❑ AC 425 is left open until the youth ends WEX. (Close on their last day)

❖ [This section is left blank to leave a AC code open](#)

Closure Information

Enrollment Summary: Enrollment ID: ██████████
Username: ██████████
WIOA Application ID: ██████████
Youth Funding: Out Of School Youth
Activity Code: 425 - Work Experience (Paid)
Activity Dates: 3/3/2023 - 5/31/2023

Last Activity Date:  [Today](#)

Completion Code:

School Status on Last Day of Service:

School Status Verification: [[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

CASE NOTE 425-WORK EXPERIENCE (START DATE) EXAMPLE

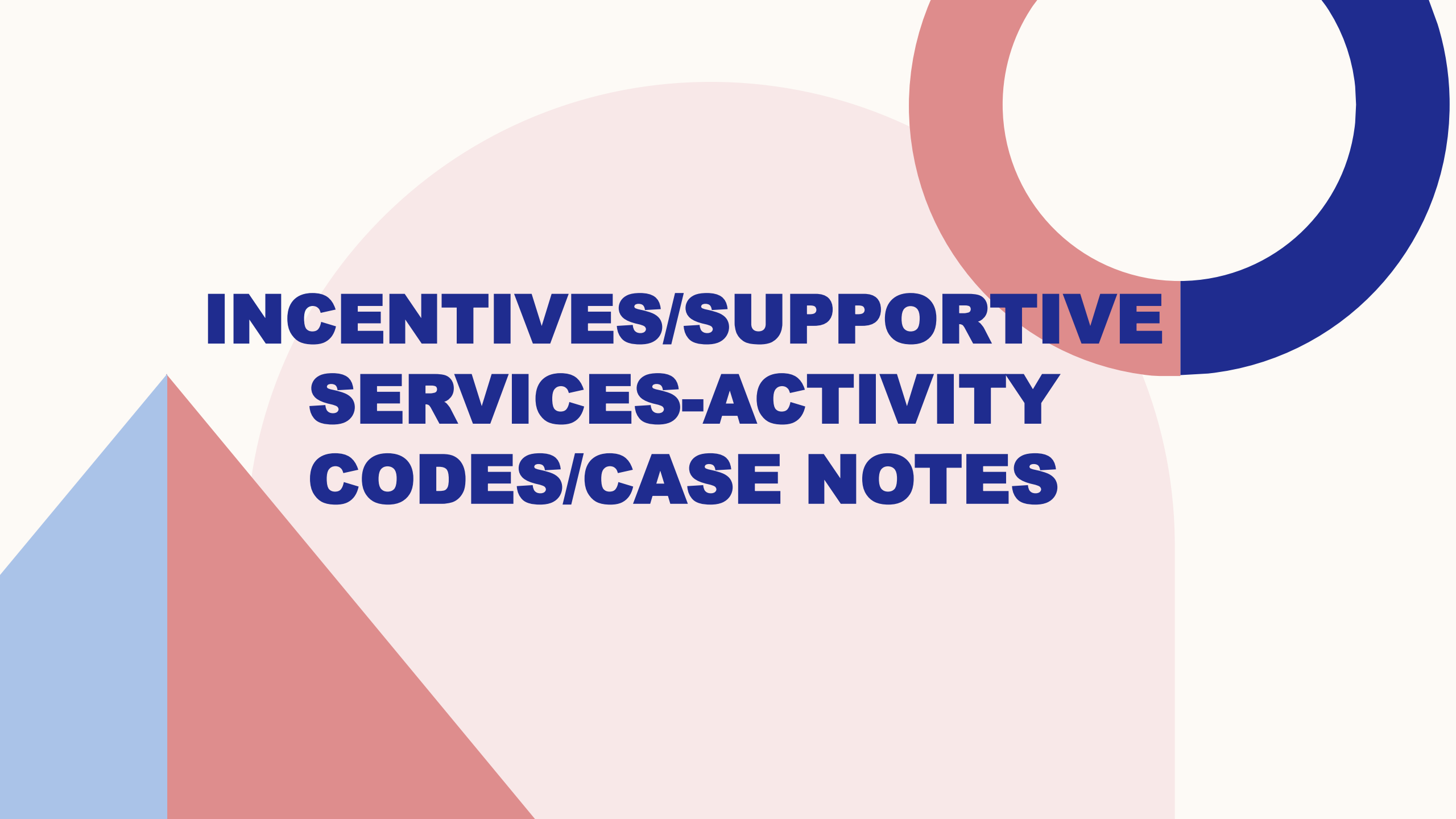
SUBJECT: AC 425-FIRST DAY OF WEX

Case Manager met with supervisor and youth to go over the worksite agreement. Youth started their paid work experience today 7/20/2023 at Rite Aid. Their position is a Rite Aid Team Member, and duties consist of customer service, stocking, inventory, unpacking products, facing products, and overall organizing merchandise throughout the store. They will be paid \$15.50 per hour for 180 hours, which is estimated to be completed 11/6/2023. Case manager will continue to check on youth throughout their work experience.

CASE NOTE 425-WORK EXPERIENCE (END DATE) EXAMPLE

SUBJECT: AC 425-LAST DAY OF WEX

Today the youth successfully completed 180 hours of Work Experience at Rite Aid as a Team Member. They were offered a permanent position by the supervisor at Rite Aid and will be meeting with the case manager to fill out the application. The supervisor informed the youth that the application needed to be submitted ASAP and a tentative start date would be 11/20/2023.



**INCENTIVES/SUPPORTIVE
SERVICES-ACTIVITY
CODES/CASE NOTES**

INCENTIVE PAYMENT-AC 419

- ❑ Activity code 419 must be opened concurrently with another service provided.
- ❑ Opened and closed on the same day.
- ❑ All receipts/copy of gift card should be signed and dated by the youth.

❖ **Incentives do NOT need to be uploaded into CalJOBS**

ACTIVITY CODE 419-INCENTIVE PAYMENT CASE NOTE EXAMPLE

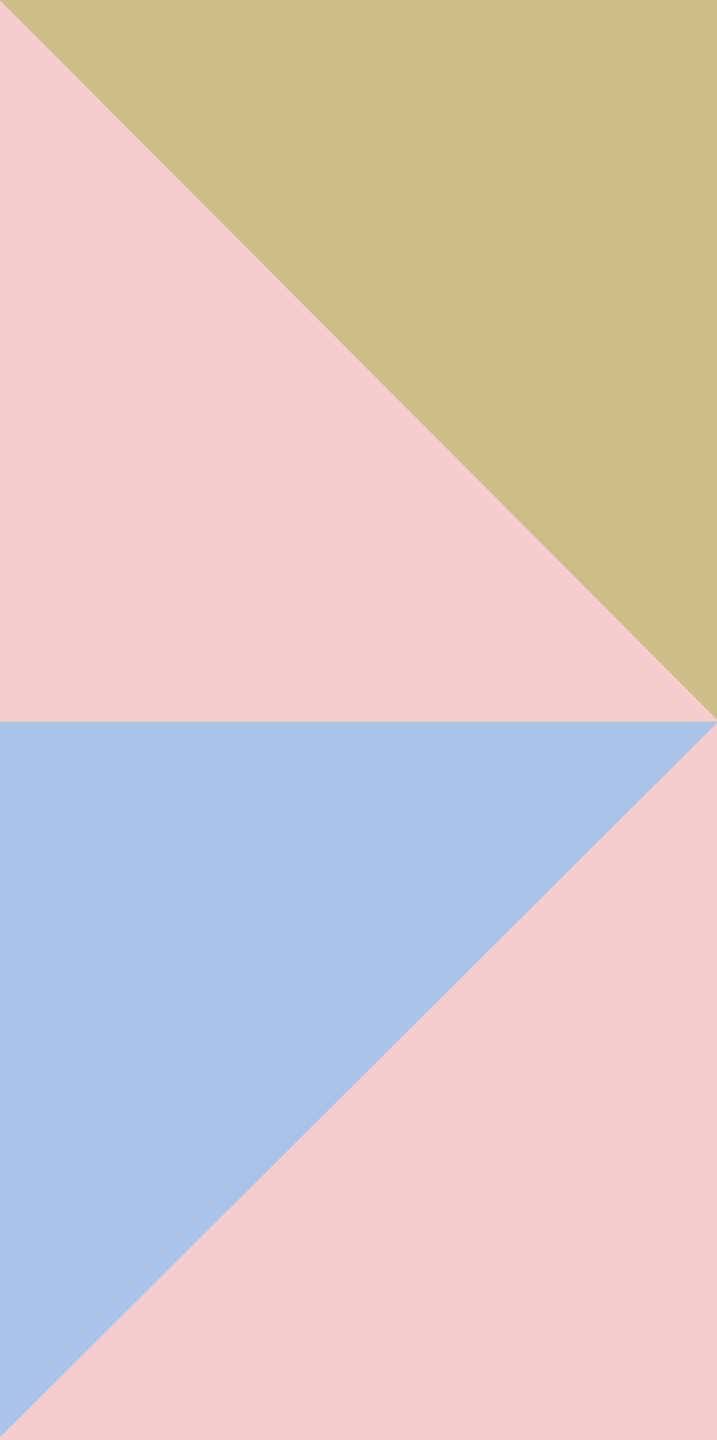
SUBJECT: AC 419-INCENTIVE GIFT CARD

Youth attended the resume building workshop on 7/20/2023. An incentive of \$20 in a gift card of their choice was given for meeting the first work readiness attendance benchmark.

SUPPORTIVE SERVICES-AC 480+

- All supportive service activity codes must be opened concurrently with another service provided.
- Opened and closed on the same day.
- All receipts should be signed and dated by the youth.
- Copy in the hard file and uploaded into CalJOBS.

❖ **Bus passes do NOT need to be uploaded into CalJOBS**




ACTIVITY CODE 481- TRANSPORTATION ASSISTANCE CASE NOTE EXAMPLE

**SUBJECT: AC 481-TRANSPORTATION ASSISTANCE
(GAS CARD)**

Youth needs transportation assistance to meet with the case manager, and travel to and from WEX worksite. Youth was given a \$50 shell gas card.



**ACTIVITY CODES THAT
NEED SETA PRE APPROVAL**

- 
- ❑ These activity codes must be pre approved to use: **AC 421, 438, 417, 485.**
 - ❑ If you are unsure what activity code you should use for a specific service, please email your technical assistant support staff before opening it in CalJOBS.

ACTIVITY CODE DICTIONARY

- Use the activity code dictionary as a guide for assistance on the definition of a specific service (activity code).
- Youth codes start on # 400.

❖ DO NOT copy and paste the definition as a case note!!!

<file:///files.seta.net/Users/ERMartinez/Desktop/WIOA%20Youth%20reference%20documents/ACT%20Code%20Dictionary.pdf>