



CalJOBS Guide

A guide to information tracked in CalJOBS

How to Access CalJOBS

This help sheet outlines how to log into the CalJOBS system with staff and employer access, and provides a basic overview of the homepage.

Staff Access:

1. To log into the system, go to <https://www.caljobs.ca.gov> using your internet browser. CalJOBS works best with Google Chrome.

2. Enter your Username and Password, and click Sign in. Note:

All staff members should have accounts set up by the Workforce Development Department Administration, Centralized Data Unit. If you do not have an account, contact cjimenez@wdd.sbcounty.gov.

A screenshot of the CalJOBS homepage. The header is blue with the "CA.GOV CalJOBS SM" logo on the left. On the right, there is a login section with "En Español" above a "Username" field, a "Password" field, and an orange "Sign In" button. Below the login fields are links for "Register New User" and "Forgot Password?". A red arrow points from the text "Enter your Username and Password" to the "Username" field. Below the header is a large banner with a background image of red coronavirus particles. The banner contains the text "Our Response to COVID-19" and "The sudden and immense impact of the COVID-19 pandemic is unprecedented. EDD program benefits are available to workers and employers whose earnings are impacted." with a button that says "Access COVID-19 Resources". At the bottom, there are four buttons: "Find a Job", "Find a Candidate", "Find an Office", and "More Career Services". Below these are two more buttons: "More Employer Services". At the very bottom, there is a small text link: "wdd/coronavirus-2019.htm".



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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



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CalJOBS Tips:

- 1) Required fields in forms are marked with a **red asterisk (*)**.
- 2) Enter information using the tab key or mouse to move from one field to another.
- 3) For best results on forms, always work from the top of the form down.
- 4) **IMPORTANT:** The forms are data-driven and will “refresh” with new questions based on answers. Please be patient to ensure data is saved correctly.
- 5) Enter information for all boxes identified by a **red asterisk (*)** before successfully saving information.
- 6) Dialog boxes that have a Verify link, select the most appropriate.
- 7) Click the **Next** button to save information on each screen, and to proceed to the next screen.
 - CalJOBS will execute the business rules established for each screen to ensure the accuracy of data input.
 - It will also display bold red text to identify errors made within the data entry process.
- 8) Some dialog boxes have a pop-up calendar icon, (e.g., Application Date, Alien Registration Card Expiration Date).
 - Click the calendar icon to select the appropriate date.
 - To navigate to other months or years, click the < to see a previous month.
 - Click << to see a previous year.
 - For next month, click > and for next year, click >>.
 - Click Select when the correct month, date and year displays.
 - Click the Today link to automatically insert today’s current business date in a date field.



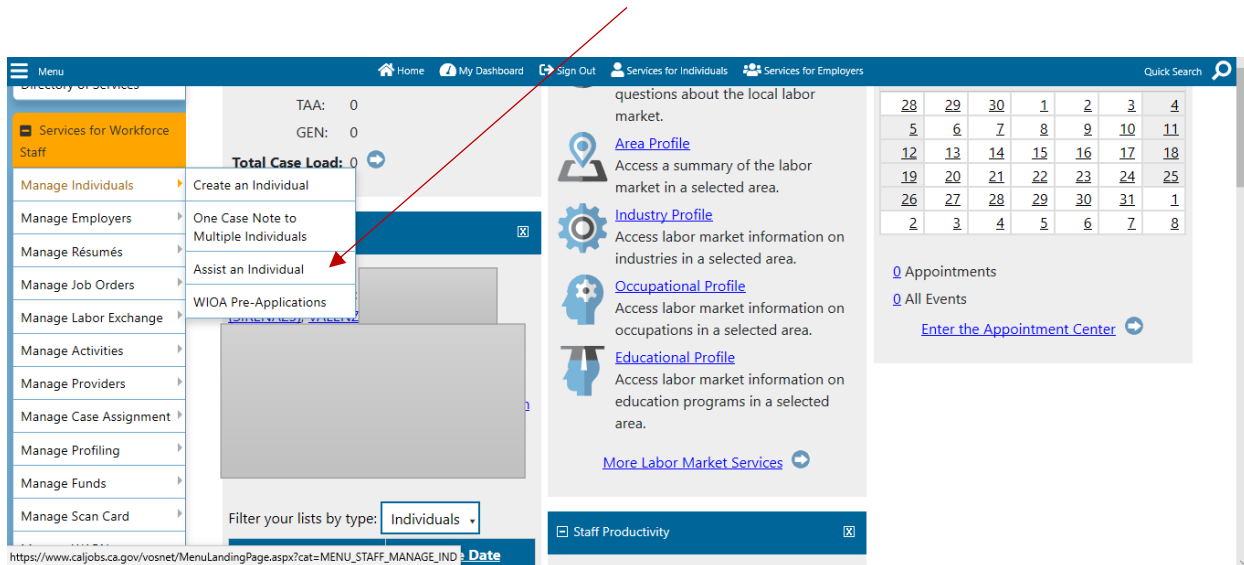
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SEARCHING FOR AN INDIVIDUAL

When searching for an individual follow the steps below:

1. From the left navigation menu-under Services for Workforce Staff section, **select Manage Individuals.**
2. Then, select **Assist an Individual**



Note:

All Individuals receiving program services must be registered in CalJOBS prior to completing the WIOA Application.

This form must be completed before beginning a program application. This data is considered part of the normal registration and is used later to help manage the individual, create resumes, enroll the individual in programs, and provide services. The Registration Screen also captures pertinent demographic information, which aids in local workforce development project initiatives. All information is self-disclosed; no proof of any documentation or eligibility is required when completing the Registration Form.

Staff can assist the individual in completing a Registration Form.



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Search Screen

Staff can search for an individual by:

- Entering first name, last name, and last 4 digits of social security number OR
- By entering individual's full social security number OR
- By using any other available fields

General Criteria

Individual Username:

Individual User ID:

☐ Starts with these #s
☒ Matches exactly

State ID Number:

First Name:

Last Name:

SSN (last 4 digits):

SSN (full number): Example: 999999999

State Source ID:

The search results will display a list of individuals who have met the search criteria.

Here are the top 1,000 records that match your criteria.
If the Individual you are looking for is not in this list, please provide more detail search criteria. To assist a specific Individual, click on a link in the Action column below.

Results View: [Summary](#) | [Detailed](#)
To sort on any column, click a column title.

User Name	First Name	Last Name	SSN	Vet	State ID	Last Login Date	Last Exited	Created	Action	Select
						01/04/2010	01/04/2010	07/30/2009	Summary Tab Case Notes Tab Activities Tab Programs Tab	<input type="checkbox"/>
						07/21/2020		03/16/1999	Summary Tab Case Notes Tab Activities Tab Programs Tab	<input type="checkbox"/>
						04/16/2012	04/16/2012	09/01/2004	Summary Tab	<input type="checkbox"/>

List of participants will display here....



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Creating the Application

Select the program link to begin creating the Title I WIOA Application.

You may get the dialogue box below when the program link is selected, click the yellow button.

Select Create Title I Workforce Development (WIOA) Application



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Complete the WIOA Application

Using the completed hard copy WIOA application, complete all tabs. All WIOA applications must be entered within 30 days from application date.

Note: If you find the WIOA application has passed the 90 days, contact the Centralized Data Team to assist entering the data.

Youth Providers will need to complete the Helpdesk Ticket Form and email it to Youth.Provider@ wdd.sbcounty.gov

The screenshot displays the CalJOBS application interface. The top navigation bar includes links for Home, My Dashboard, Sign Out, Services for Individuals, and Services for Employers. A search bar is located in the top right corner. The left sidebar contains a menu with sections: Quick Search, Currently Managing (listing Snow White, Release Individual, and Assist a new Individual), My Staff Workspace (listing My Staff Dashboard, My Staff Resources, My Staff Account, and Directory of Services), and Services for Workforce. The main content area is titled "Title I - Workforce Development (WIOA)" and includes a progress bar with three steps: Intro, Contact, and Demographic. Each step has a green checkmark indicating completion. Below the progress bar, there are three columns of tasks, each with a green checkmark: Intro (Veteran, Public Assistance, Miscellaneous), Contact (Employment, Barriers, Eligibility Summary), and Demographic (Education, Household And Income). A "Hide All Steps" link is located below the tasks. At the bottom left, there is a checkbox labeled "WIOA" which is checked.

Menu

Home My Dashboard Sign Out Services for Individuals Services for Employers Quick Search

Quick Search

Enter Search...

Currently Managing

Snow White
WP Services not recording

Release Individual

Assist a new Individual

My Staff Workspace

My Staff Dashboard

My Staff Resources

My Staff Account

Directory of Services

Services for Workforce

CalJOBSSM Fill out the information below to complete this section of the application.

Title I - Workforce Development (WIOA) 1 / 11

Intro Contact Demographic

✓ Intro ✓ Contact ✓ Demographic

✓ Veteran ✓ Employment ✓ Education

✓ Public Assistance ✓ Barriers ✓ Household And Income

✓ Miscellaneous ✓ Eligibility Summary

Hide All Steps

☒ WIOA



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PARTICIPATION SCREEN

When the WIOA Application has been completed, hit finish

Finish Application

The application has successfully been saved. Please select below where you want to go next.

Return to Programs Tab
Return to the Programs Tab screen where you can manage all of your applications and their associated data.

WIOA #2 - Participation
App Date: 07/28/2020
LWDB: 32 - San Bernardino County, Jobs and Employment Service | Office: 2705 - SBO Workforce Development Department

Enter the participation date and hit next, the following screen will allow you to complete the activity for the customer.

Participation Information

Application Date: 07/28/2020

Eligibility Date: 07/28/2020

*** Participation Date:** (mm/dd/yyyy) [Today](#)

Participation Age: 30

[Cancel](#) [Next >>](#)

[Return to Programs Tab](#)



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Activities

The activity creates a record for service provided. In addition to adding an activity to an individual's record, the activity **must be accompanied** by a case note in CalJOBS.

This is the TRAINING site

Menu Home My Dashboard Sign Out Services for Individuals Services for Employers Quick Search

Manage Scan Card Manage WARN Notifications Manage Visitors Manage Follow-Up Manage Surveys Manage Online Forms

Reports

My Reports Summary Reports Detailed Reports Custom Reports Ad-Hoc Query Wizard Federal Reports Live Data

Enrollment Information

Grant:

WIOA or Non-WIOA Partner Program: ☐ Yes, service is a WIOA or Non-WIOA Partner Program.

* Activity Code:
[\[Select Activity Code \]](#)

Projected Begin Date: (mm/dd/yyyy) Today

Actual Begin Date:
Actual begin date may not be modified on the first activity.

* Projected End Date: (mm/dd/yyyy) Today

Any classes attended through Distance Learning: ☐ Yes ☒ No



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CASE NOTES

A case note is necessary and required. The case note should include all details of the action that occurred.

This is the TRAINING site

Menu Home My Dashboard Sign Out Services for Individuals Services for Employers Quick Search

My Staff Account

Directory of Services

Services for Workforce Staff

Manage Individuals >

Manage Employers >

Manage Résumés >

Manage Job Orders >

Manage Labor Exchange >

Manage Activities >

Manage Providers >

Manage Case Assignment >

Manage Profiling >

Manage Funds >

Manage Scan Card >

Summary Case Notes Activities Documents (Staff)

[Add New Case Note | Print Selected Case Notes]

+ Show Case Note Privileges

+ Show Filter Criteria

You currently have no saved case notes

Add New Case Note

Print Selected Case Notes

Complete the information below to begin case note. Complete all fields including Contact Type

Case Note Details

☐ Please check to suppress this Case Note

* Contact Date: Today

* LWDB/Region: San Bernardino County, Jobs and Employment Service

* Office Location: SBO Workforce Development Department

* Program: None Selected

Partner Program: None Selected

* Subject:

Contact Type: None Selected

* Case Note Description:



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CASE NOTE EXAMPLE

Case note should include details not opinions.

July 29, 2020

Maggie came to the backdoor to receive supportive services. She expressed her interest in receiving her dinner. We discussed the importance of not barking, she will work on her communication skills. Issued Maggie one cup of dry dog food. By issuing her supportive services in the amount of one cup, she was able to return to her work experience activity (WEX) of guarding the backyard.

Maggie is currently participating in WEX in security at the Jimenez household. I will continue to monitor her progress, next appointment scheduled for August 9, 2020. Activity 417 & 485 created today with successful completion.

July 29, 2020

Milo completed his guide dog training successfully on 7/28/2020. He provided me with a certification of completion from Petco Industries. He is now certified and will be able to obtain employment in the demand industry of healthcare.

Measurable Skills & Credential link updated. Certificate scanned. Milo was issued an incentive of two dog treats for successful completion of training course. ISS updated and Milo will begin job searching and we will continue to meet weekly to review job interest and abilities. Activities 419, 413, and 434 created today with successful completion.