

# CITY OF LOS ANGELES

CALIFORNIA

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**DATE:** February 20, 2020

**TO:** LA:RISE Contractors

**FROM:** Gerardo Ruvalcaba, Director  
Workforce Development System 

**SUBJECT: WDS DIRECTIVE No. 20-19  
LOS ANGELES REGIONAL INITIATIVE FOR SOCIAL ENTERPRISE  
(LA:RISE) MIS CALJOBS REPORTING GUIDELINES AND REQUIRED  
PROGRAM DOCUMENTS FOR A BRIDGE HOME PROJECT**

## EFFECTIVE DATE

This directive is effective upon date of issuance.

## PURPOSE

The purpose of this directive is to set forth the MIS CalJOBS reporting guidelines for the City of Los Angeles "Los Angeles Regional Initiative for Social Enterprise" (LA:RISE) contracts for the City General Fund LA:RISE A Bridge Home Pilot Project.

## BACKGROUND

### A Bridge Home (ABH) Project

In April 2018, Mayor Garcetti and the City Council declared an emergency shelter crisis and took advantage of a new state law that enables cities to construct bridge housing on any land owned or leased by the City. Each Council District is required to identify a site or building adjacent to a high-density homeless population and to create emergency bridge housing. The Mayor's current budget includes more than \$450 million in supportive housing, bridge housing, services, and facilities to help individuals experiencing homelessness find their way off the streets and under a roof. The ABH sites will provide interim housing, intensive case management, and supportive services to unhoused individuals.

There are currently 24 ABH sites in construction and, at present, the following sites are in operation.

ABH SITES	LOCATION	TOTAL BEDS	REGION
El Puente	Formerly El Pueblo Lot 5, Los Angeles, 90012	45 (Adults)	Downtown
Schrader	1533 N. Schrader Blvd., Los Angeles, 90028	72 (Adults)	Hollywood
YWCA	1215 N. Lodi Place, Los Angeles, 90038	64 (Adults)	Hollywood

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program.  
Auxiliary aids and services are available upon request to individuals with disabilities.

Casa Azul	1920 W. 3rd St, Los Angeles, 90057	41 (Women; led families)	Westlake
The Bread Yard at St. Andrews	5965 St. Andrews Place, Los Angeles, 90047	100 (Adults)	South LA
Downtown Women's Center	442 S. San Pedro St. Los Angeles, 90011	25 (Adults; Women)	Downtown
Gardner Library	1403 S. Gardner St, Los Angeles, 90046	30 (Adults, W)	West Hollywood
Wallis House	1701 Camino Palermo St, Los Angeles, 90046	42 (Youth)	Hollywood
Imperial	2316 E. Imperial Hwy, Los Angeles, 90059	100 (Adults)	South LA

Note: These sites opened during the months of August to December 2019.

The linkage between the ABH sites and LA:RISE is an excellent opportunity to leverage resources and work more efficiently. The interim housing provided through the ABH program helps stabilize individuals experiencing homeless and provides a potential cohort of participants that would benefit from the LA:RISE program's transitional employment and job placement services.

### CalJOBS System

LA:RISE partners utilize the CalJOBS system to report program services delivered and participant outcomes achieved. During Program Year 19-20, data from the CalJOBS Regional LA:RISE Generic Module Application and from the City's WIOA programs will be used to substantiate program enrollments and performance measures achieved. Self-reported data will not count toward contractual obligations or performance measures.

### **PROGRAM ELIGIBILITY**

For PY 19/20, the LA:RISE A Bridge Home pilot will serve primarily persons residing at the ABH sites.

### **REQUIRED ELIGIBILITY AND PROGRAM DOCUMENTS**

The regular LA:RISE standardized forms are to be used for ABH participant eligibility and support documentation.

### **LA:RISE PARTNERS**

During PY 19/20, the following agencies will be partnered to provide LA:RISE services:

<b>Social Enterprise/ Transitional Employment Partner</b>	<b>Workforce Partner</b>	<b>Job Retention Services</b>
Chrysalis Enterprises	Northeast Los Angeles WSC (Goodwill)	Pending
Goodwill Industries	Northeast Los Angeles WSC (Goodwill)	Pending
Center for Employment Opportunities	Vernon Central/LATTC (CRCD)	Pending
CRCD Enterprise	Vernon Central/LATTC (CRCD)	Pending
Los Angeles Conservation Corp	Vernon Central/LATTC (CRCD)	Pending
Downtown Women's Center	Vernon Central/LATTC (CRCD)	Pending
Los Angeles LGBT Center	Hollywood WSC (MCS)	Pending
YWCA Digital Learning Academy	Hollywood WSC (MCS)	Pending

## CALJOBS DATA REPORTING REQUIREMENTS

As with the regular LA:RISE program, partners will utilize the CalJOBS system ([www.caljobs.ca.org](http://www.caljobs.ca.org)) to report program services delivered and outcomes achieved.

## CO-ENROLLMENT INTO WIOA

As with the regular LA:RISE program, at least 70% of LA:RISE participants are to be co-enrolled into the City's WIOA programs.

## MIS GUIDELINES

The MIS Unit has provided instructions to enter participants and activities into the CalJOBS system.

<b>A BRIDGE HOME PROGRAM REFERRAL</b>
To identify the enrolled individual as a LA:RISE ABH participant, under Question 5 of the Generic Module Application, LA:RISE partners are to select Referral Source: "A Bridge Home Program."

Reference PY 19-20 MIS Instruction Screenshots for Regional LA:RISE Generic Module

<b>SOCIAL ENTERPRISE/ TRANSITIONAL EMPLOYMENT PROVIDER</b>	<b>PROGRAM</b>	<b>REQUIRED ACTIVITY CODE</b>
PY19/20 Participants are to be enrolled under the Generic Module "Regional LA:RISE"	<b>Select:</b> LA City General Fund (EWDD)	<b>101-</b> Orientation

Reference PY 19-20 Regional LA:RISE MIS Instruction Screenshots WIOA Title 1 (Non-WIOA)

<b>WORKFORCE PARTNER</b>	<b>LOCAL GRANT CODE WIOA &amp; Non-WIOA Title 1</b>	<b>REQUIRED IDENTIFIER ACTIVITY CODE</b>
WIOA Title I or WIOA co- enrolled	To identify participant as LA:RISE LA City General Fund A Bridge Home participant, the following local grant code must be added:	Non-WIOA Local Grant Code Activity Code
LA City General Fund	LA:RISE City General Fund (EWDD) <b>LAI 515</b>	<b>321 –Transitional Job</b>
Use this Activity Code to identify participants who are participating in transitional employment.		
<b>USE THE FOLLOWING ACTIVITY CODE IF NOT LA:RISE READY</b>		
LA City General Fund	LA:RISE City General Fund (EWDD) <b>LAI 515</b>	<b>121 - Job Referral</b>
Use this Activity Code to identify participants who are in the preparation phase. These are participants who are not ready to start the LA:RISE transitional employment opportunity but who are receiving other job readiness services (ex. Orientation, job readiness assessment; workshop, job club, resume prep)		

## WDS CONTACT

If you have any questions or require further information related to this directive, please contact Elizabeth Macias at [Elizabeth.Macias@lacity.org](mailto:Elizabeth.Macias@lacity.org) or at 213-744-9017, TTY: 711.

GR:DB:EM:cg