

AB 2060 2.0

Supervised Population

Enrolled Individual Report
Services Provided Individuals Report
Questionnaire Report

Enrolled Individual Report Agenda

- Log on to CalJOBSSM
- Filters to use
- Saving report
- Viewing report

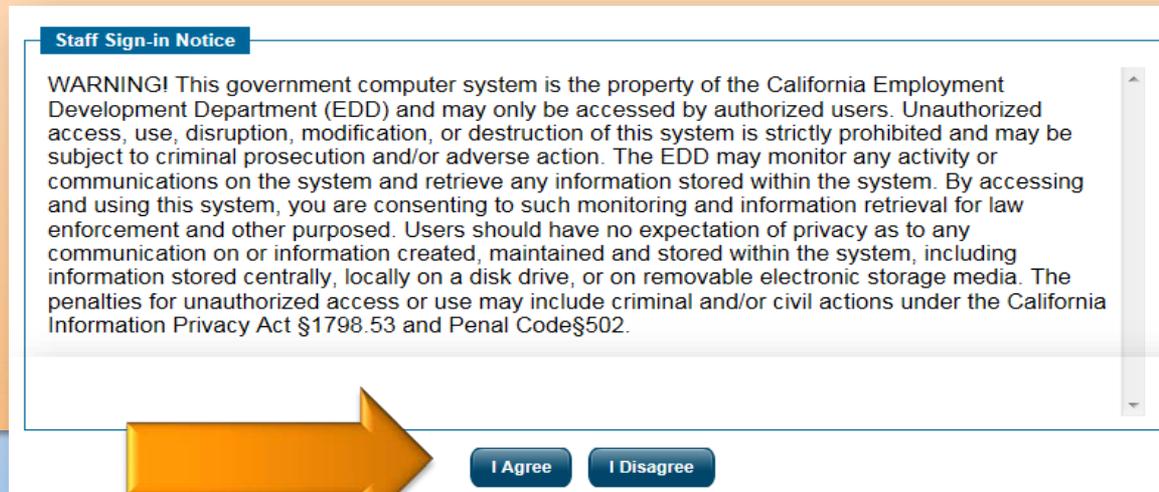
CalJOBSSM Log On

1. Log on to **www.caljobs.ca.gov**
2. Enter your **Username** and **Password** - **Sign In**



The screenshot shows the CalJOBS login interface. On the left is the CalJOBS logo and the text "America's Job Center of California". On the right, there are two input fields for "Username" and "Password", a "Sign In" button, and links for "Not Registered Yet?" and "Forgot Username/Password?". A link for "En Español" is also visible.

3. Read the *Staff Sign-In Notice* and Select **I Agree**



The screenshot shows a "Staff Sign-in Notice" window. The notice text reads: "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." Below the notice are two buttons: "I Agree" and "I Disagree".

4. Scroll down to the **Reports** side column and select **Detailed Reports**

Home Sign Out Services for Individuals Services for Employers

CalJOBSSM

Welcome to My Staff Workspace Kae Chin.
This page allows you to customize the content you are interested in. Click on select another function from the menu on the left hand side of the screen.

My Staff Dashboard My Staff Resources My Staff Account

Quick Search
Enter Search

Reports

- My Reports
- Summary Reports
- Detailed Reports**
- Custom Reports
- Ad-Hoc Query Wizard
- Federal Reports
- Community College Reports

My Correspondence

- 0 Letters
- 0 Correspondence Templates
- [Enter the Correspondence Center](#)

Need help or more information

- [Assistance Center](#)
Find the answers to questions or issues.
- [Learning Center](#)
Watch self paced training and tutorials.

Note that help is available on clicking the question mark

My Calendar

My Messages

5. Scroll down to **Individual Reports** and select **Enrolled Individual**

Individual Reports

Background Information Display Background Information Reports	Enrolled Individual Display Enrolled Individual Reports
Registered Individual Display Registered Individual Reports	Resumé Display Resumé Reports

6. Select by **Region/LWIA**

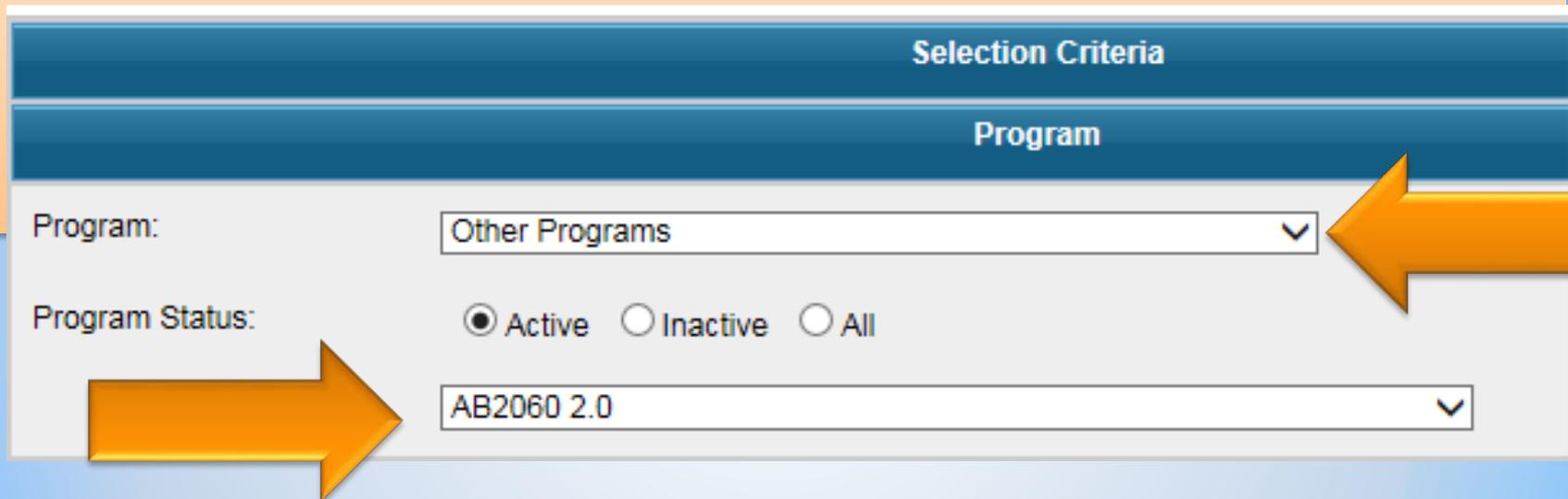
Enrolled:



- [List](#)
- [by Age](#)
- [by Gender](#)
- [by Zip Code](#)
- [by County/Parish](#)
- [by Web Site Access Location](#)
- [by One Stop Office](#)
- [by Staff Assigned](#)
- [by Unemployment Status](#)
- [by Employment Status at Participation](#)
- [by Work Status](#)
- [by Race](#)
- [by Hispanic Ethnicity](#)
- [by Selective Service Registration](#)
- [by Migrant/Seasonal Farm Worker Types](#)
- [by Region/LWIA](#)
- [by Educational Achievement](#)
- [by Disability Status](#)
- [by Attending School Status](#)
- [by Working in Agricultural ONET Occupation Code Status](#)

7. From the **Program** field, select **Other Programs**, and in the second dropdown select **AB2060 2.0**

Selection Criteria	
Program	
Program:	<input type="text" value="Other Programs"/>
Program Status:	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> All
	<input type="text" value="AB2060 2.0"/>



8. Select a **Region/LWIA**

9. Select an **Office Location** or choose **None Selected**

Location

Region/LWIA Status: Active Inactive All

Region/LWIA:
(Press Ctrl to select multiple items)

Contra Costa County Workforce Development Board	^
Foothill Workforce Investment Board	
Fresno Area Workforce Investment Corporation	v
Golden Sierra Job Training Agency	

Office Status: Active Inactive All

Office Location:
(Press Ctrl to select multiple items)

None Selected	^
02302 DOR, So. Lake Tahoe(REF 16016)	
02304 El Dorado Co. DSS (REF 16026)	
02306 Supported Employment(REF 16027)	v

10. Go to **Date** (*last section of screen*) and use the **Date Filter** and **Range** as needed (preferably eligibility date).

Date

Date Filter: 

Date Range: 

From:  (mm/dd/yyyy)

To:  (mm/dd/yyyy)

[Reset Dates](#)

The date range selection of "Today" will retrieve real time data.
Otherwise, data may be up to 24 hours behind.



11. Select **Save to My Reports** at the bottom of the page



The screenshot shows a web interface with a white background. At the top, there is a dark blue button labeled "Run Report". Below it, there is a link "[Save to My Reports]" and another link "[Select Another Enrolled Individual Report]". A horizontal line separates this section from the next. Below the line is another dark blue button labeled "Return to Manage Reports". At the bottom of the page, there is a navigation bar with icons and text for "Services", "Site Map", "Site Search", and "Preferences". Below the navigation bar, there is a footer with links for "Privacy Statement", "Disclaimer", "Terms of Use", "Accessibility", "Recommended Settings", "EEO", "Protect Yourself", "About this Site", and "Contact Us". At the very bottom, there is a light yellow button with a home icon and the text "Home", and a dark blue button with a sign out icon and the text "Sign Out".

12. Enter a **description** (name of your report) and **Save**



Please enter in a description for this report:

Enrolled Individual By Region Acti

Save

Close

Do Not Share:

Share with everyone that has access to this report:

13. Select Run Report

Run Report

[Save to My Reports]

[Select Another Enrolled Individual Report]

Return to Manage Reports

Services Site Map Site Search Preferences

Home Sign Out

14. To view the **Enrolled Individuals-By Region** report, select the hyperlink

Enrolled Individuals - By Region
Eligibility Date: 07/25/2016 to 08/23/2016
Report Type: AB2060 2.0
Region/LWIA Name: Golden Sierra Job Training Agency

Region	Total	% Total
Golden Sierra Job Training Agency	6	100.00 %
Region	Total	% Total
Total Rows: 1		

17. To expand the report, select a **hyperlink**



Enrolled Individuals - List

Eligibility Date: 07/25/2016 to 08/23/2016

Report Type: AB2060 2.0

Region/LWIA Name: Golden Sierra Job Training Agency

User Name	App ID	First Name	Last Name	Age at Participation	City	State	Country	Office Location	Assigned Case Mgr	Eligibility Date	Map
12734	2237705	ANAISIA	GUERRA		Visalia	CA	US	16000 ROSEVILLE/Auburn	No Case Assignmt	08/15/2016	Map
31734	2237645	Bugs	Bunny		Sacramento	CA	US	16000 ROSEVILLE/Auburn	No Case Assignmt	08/02/2016	Map
31849	2237699	Daffy	Duck		Sacramento	CA	US	16000 ROSEVILLE/Auburn	No Case Assignmt	08/11/2016	Map
31852	2237701	ABtwenty	Test		Sacramento	CA	US	16000 ROSEVILLE/Auburn	No Case Assignmt	08/12/2016	Map
31853	2237703	Jimmy	Jones		Roseville	CA	US	16000 ROSEVILLE/Auburn	No Case Assignmt	08/15/2016	Map
31873	2237737	John	Jones		Sacramento	CA	US	16000 ROSEVILLE/Auburn	No Case Assignmt	08/18/2016	Map
User Name	App ID	First Name	Last Name	Age at Participation	City	State	Country	Office Location	Assigned Case Mgr	Eligibility Date	Map

Total Enrolled Individuals: 6

Filter Summary

- Program: Other Programs
- AB 2060 2.0
- Region/LWIA
- Office Location/None
- Date Filter/Range
- Save / View

Services Provided by Individual Report Agenda

- Log on to CalJOBSSM
- Filters to use
- Saving report
- Viewing report

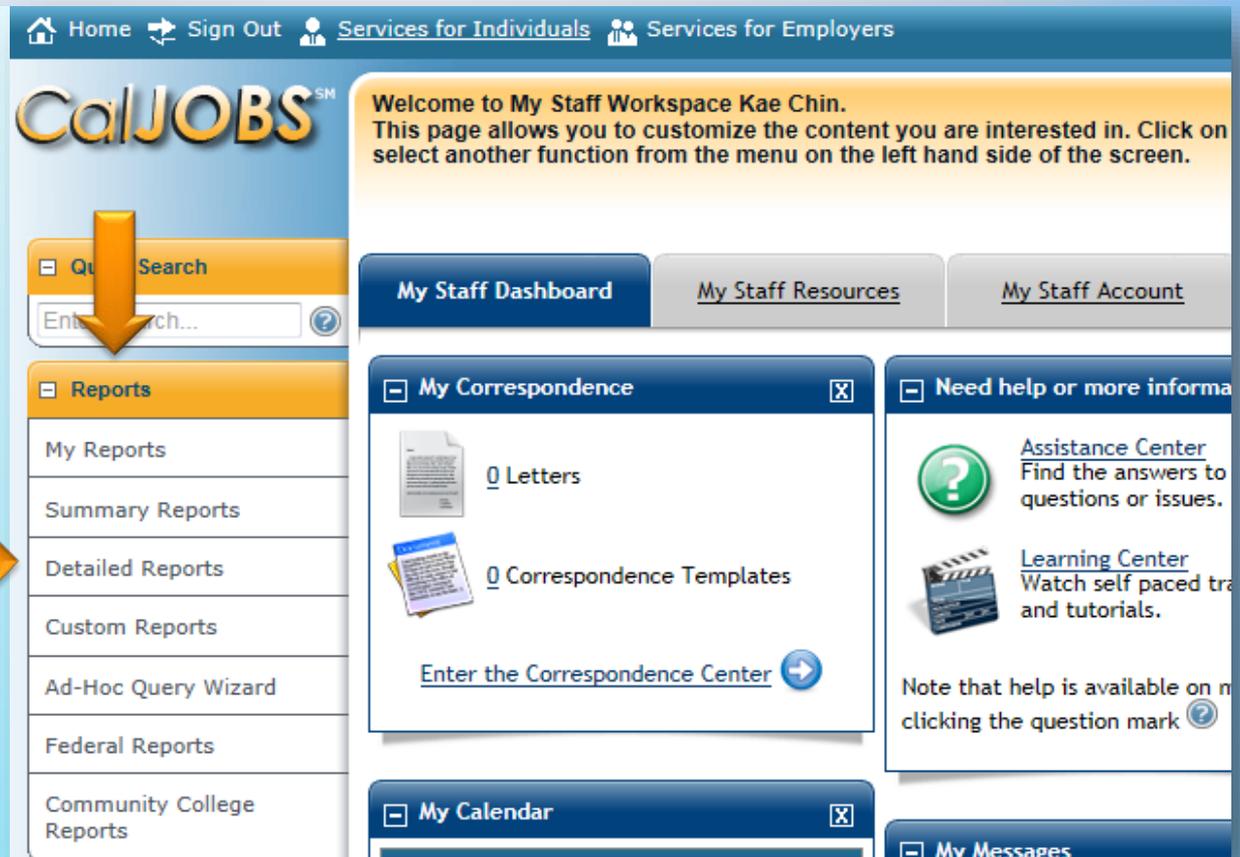
Services Provided by Individual Report - By Grant

For logging in, refer to steps 1-3 of the previous module



Username
Password
Not Registered Yet?
Forgot Username/Password?
Sign In
En Español

1. Scroll down to the **Reports** side column and select **Detailed Reports**



Home Sign Out Services for Individuals Services for Employers

CalJOBSSM

Welcome to My Staff Workspace Kae Chin.
This page allows you to customize the content you are interested in. Click on select another function from the menu on the left hand side of the screen.

My Staff Dashboard My Staff Resources My Staff Account

My Correspondence

- 0 Letters
- 0 Correspondence Templates

[Enter the Correspondence Center](#)

Need help or more information

[Assistance Center](#)
Find the answers to questions or issues.

[Learning Center](#)
Watch self paced trainings and tutorials.

Note that help is available on mobile devices by clicking the question mark.

My Calendar

My Messages

2. From Services

**Reports select
Services Provided
Individuals Reports**

Services Reports

Event Scheduler

Display Event Scheduler Reports



Services Provided Individuals

Display Services Provided Individuals Reports

Services Provided Employer

Display Service Provided Employer Reports

3. Select by Region/LWIA

Service:

Advanced

- [by Grant](#)
- [by Enrollment Characteristics](#)

Basic

- [All Services](#)
- [List](#)
- [by Age](#)
- [by Race](#)
- [by Gender](#)
- [by Ethnicity](#)
- [by Zip Code](#)
- [by County](#)
- [by Access Location](#)
- [by Discharge Status](#)
- [by Education Level](#)
- [by Disability Status](#)
- [by Service Assistance Type](#)

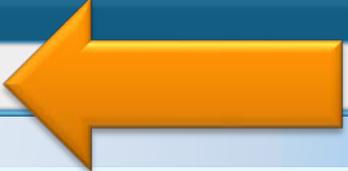
- [by Service Status](#)

- [Services by Provider](#)
- [by Work Status](#)
- [by Potential Eligibility for Veteran Benefits](#)
- [by Disabled Veteran Status](#)
- [by Veteran Status](#)
- [by Veteran Campaign Status](#)
- [by Selective Service](#)
- [by MSFW Status](#)
- [by Region/LWIA](#)
- [by Office](#)
- [by Staff Assigned](#)
- [by Staff Reported](#)
- [by Individual](#)



4. From the **Program Type** field, select **AB2060 2.0**

Selection Criteria	
Display Options	
Table Display:	# of Rows <input type="text" value="50"/>
Table Layout:	Display column names in table header and footer ▾
Program	
Program Type:	AB2060 2.0 ▾



5. Select **Region/LWIA**

6. Select **Office Location** or choose **None Selected**

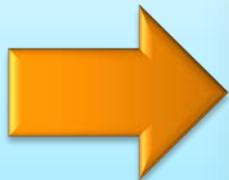
Location	
Region/LWIA	Golden Sierra Job Training Agency ▾
One Stop Office:	None Selected ▾



7. If you want to run the report by specific **Activity/Service Code**, Select code(s) from dropdown menu

Activity	
Activity/Service Code: (Press Ctrl to select multiple codes)	None Selected 001 - Hold, waiting for activities or health/medical 002 - OneStop Employment And Workforce Information Service **inactive** 003 - Self Service Registration 004 - Self Service Information On Training Providers, Performance Outcomes 005 - Self Service Labor Market Research 006 - Self Service Job Search through VOS 06M - Self Service Job Search through Mobile App **inactive** 007 - Self Service Resume

8. Go to **Date** (*last section of screen*) and use the **Date Filter and Range** as needed



Date Filter:	Actual Begin Date	▼
Date Range:	Custom Date	▼
From:	06/01/2015	(mm/dd/yyyy)
To:	07/31/2016	(mm/dd/yyyy)

9. Select **Save to My Reports** at the bottom of the page



Run Report

[Save to My Reports]

[Select Another Enrolled Individual Report]

Return to Manage Reports

Services Site Map Site Search Preferences

ement | Disclaimer | Terms of Use | Accessibility | Recommended Settings | EEO | Protect Yourself | About this Site | Contact

Home Sign Out

10. Enter a **description** (name of your report) and **Save**



Please enter in a description for this report:

Services Provided Individual By G

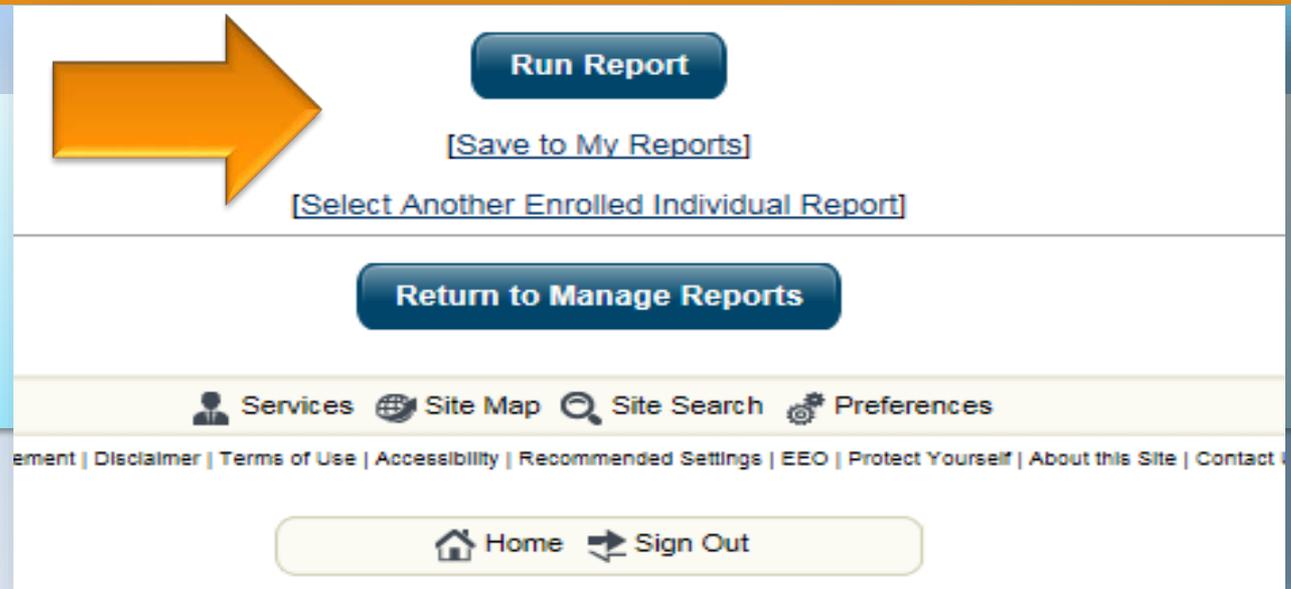
Save

Close

Do Not Share:

Share with everyone that has access to this report:

10. Select Run Report



Run Report

[\[Save to My Reports\]](#)

[\[Select Another Enrolled Individual Report\]](#)

Return to Manage Reports

Services Site Map Site Search Preferences

Home Sign Out

11. View of the Services Provided Individuals - by Region/LWIA report



* Click on the link in each row to display the individuals that make up the total. Only the first 5,000 will be returned.

Region/LWIA*	Total	Percent
Golden Sierra Job Training Agency	11	100.00%
Total Rows: 1	11	100.00%

Records per page: 50

[Excel](#) [CSV](#) [Pipe Delimited](#) [Graph](#) [Print](#) [PDF](#)

[Change Report Search Criteria](#)

12. To expand the report, select a **hyperlink** - report can be converted to PDF or Excel

User Id	Office	First Name	Last Name	City, State	Country	Service	Staff Created	Actual Begin Date	Staff Edited
12734	16028 El Dorado County	ANAISIA	GUERRA	Visalia, CA	US	102 - Initial Assessment	davis, kayleigh	08/15/2016 12:00:00 AM	davis, kayleigh
12734	16000 ROSEVILLE/Auburn	ANAISIA	GUERRA	Visalia, CA	US	300 - Occupational Skills Training - Approved Provider List (ITA)	davis, kayleigh	08/15/2016 12:00:00 AM	davis, kayleigh
31734	16000 ROSEVILLE/Auburn	Bugs	Bunny	Sacramento, CA	US	301 - On-The-Job Training	Evans, Janna	08/09/2016 12:00:00 AM	Evans, Janna
31849	16000 ROSEVILLE/Auburn	Daffy	Duck	Sacramento, CA	US	301 - On-The-Job Training	Evans, Janna	08/11/2016 12:00:00 AM	Evans, Janna
31852	16000 ROSEVILLE/Auburn	ABtwenty	Test	Sacramento, CA	US	102 - Initial Assessment	Evans, Janna	08/12/2016 12:00:00 AM	Duthler, Kristina
31852	16000 ROSEVILLE/Auburn	ABtwenty	Test	Sacramento, CA	US	201 - Group Counseling	Duthler, Kristina	08/12/2016 12:00:00 AM	Duthler, Kristina
31852	16000 ROSEVILLE/Auburn	ABtwenty	Test	Sacramento, CA	US	300 - Occupational Skills Training - Approved Provider List (ITA)	Evans, Janna	08/12/2016 12:00:00 AM	Evans, Janna
31853	16000 ROSEVILLE/Auburn	Jimmy	Jones	Roseville, CA	US	102 - Initial Assessment	Evans, Janna	08/15/2016 12:00:00 AM	Evans, Janna
31853	16000 ROSEVILLE/Auburn	Jimmy	Jones	Roseville, CA	US	104 - Workshop	Evans, Janna	08/15/2016 12:00:00 AM	Evans, Janna
31853	16000 ROSEVILLE/Auburn	Jimmy	Jones	Roseville, CA	US	300 - Occupational Skills Training - Approved Provider List (ITA)	Evans, Janna	08/15/2016 12:00:00 AM	Evans, Janna
31873	16000 ROSEVILLE/Auburn	John	Jones	Sacramento, CA	US	102 - Initial Assessment	Evans, Janna	08/18/2016 12:00:00 AM	Evans, Janna
User Id	Office	First Name	Last Name	City, State	Country	Service	Staff Created	Actual Begin Date	Staff Edited

Total Rows: 11

Records per page: 50

 [Excel](#)
 [CSV](#)
 [Pipe Delimited](#)
 [Print](#)
 [PDF](#)

[Change Report Search Criteria](#)

Filter Summary

- Program Type: AB2060 2.0
- Region/LWIA
- Activity/Service Code
- Date
- Save

Generic Module Questionnaire Report Agenda

- Log on to CalJOBSSM
- Filters to use
- Saving report
- Viewing report

Generic Module Questionnaire Report

For logging in, refer to steps 1-3 of the previous module

Username
Password

Not Registered Yet? [Click Here](#)
Forgot Username/Password? [Click Here](#)
En Español

1. Scroll down to the **Reports** side column and select **Detailed Reports**



Home Sign Out Services for Individuals Services for Employers

CalJOBSSM

Welcome to My Staff Workspace Kae Chin.
This page allows you to customize the content you are interested in. Click on select another function from the menu on the left hand side of the screen.

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My Correspondence

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My Calendar

My Messages

2. From **Miscellaneous Reports**, select **Questionnaire**

Miscellaneous Reports

<u>Administration</u> Display Administration Report	<u>Assessment Results</u> Display Assessment Results Report
<u>Contact</u> Display Contact Reports	<u>Equal Employment Opportunity</u> Display Equal Employment Opportunity Reports
<u>Messages</u> Display Messages Reports	<u>Questionnaire</u> Display Questionnaire Reports



3. Select **Generic Programs**

Questionnaire:

 **Advanced**

- Generic Programs
 - Employer
- 

4. Select the **Question Set Name**: AB2060 2.0

5. Select **Questions** you wish to run report on or choose **None**

Selection Criteria

Questionnaire

Question Set Name:

Questions:
(Press Ctrl to select multiple items)

- None Selected
- ENROLLMENT
- Gender
- Age
- Zipcode
- Highest Education Level Received

6. Select **Region/LWIA**

7. Select **Office Location** or choose **None Selected**

Location

Region/LWIA Status: Active Inactive All

Region/LWIA:

- Golden Sierra Job Training Agency
- Humboldt County Community Development Services
- Imperial County Office of Employment and Training
- Employers' Training Resource

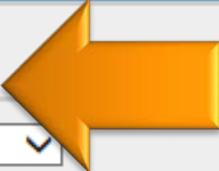
Office Status: Active Inactive All

Office Location:

- None Selected
- 02302 DOR, So. Lake Tahoe(REF 16016)
- 02304 El Dorado Co. DSS (REF 16026)
- 02306 Supported Employment(REF 16027)

8. Go to **Date** (*last section of screen*) and use the **Date Filter** and **Range** as needed

Date

Filter By Date: Eligibility Date
Application Date
Enrollment Date 

Date Range: Last 7 Days ✓

From: 08/17/2016  (mm/dd/yyyy)

To: 08/23/2016  (mm/dd/yyyy)

[Reset Dates](#)

The date range selection of "Today" will retrieve real time data.
Otherwise, data may be up to 24 hours behind.

9. Select **Save to My Reports** at the bottom of the page



The screenshot shows a web interface for report management. At the top, there is a dark blue button labeled "Run Report". Below it, there is a link "[Save to My Reports]" and another link "[Select Another Enrolled Individual Report]". A horizontal line separates this section from the next. Below the line is a dark blue button labeled "Return to Manage Reports". At the bottom of the page, there is a navigation bar with icons and text for "Services", "Site Map", "Site Search", and "Preferences". Below the navigation bar, there is a footer with links for "Privacy Statement", "Disclaimer", "Terms of Use", "Accessibility", "Recommended Settings", "EEO", "Protect Yourself", "About this Site", and "Contact Us". At the very bottom, there is a light yellow button with a home icon labeled "Home" and a sign out icon labeled "Sign Out".

10. Enter a **description** (name of your report) and **Save**



Please enter in a description for this report:

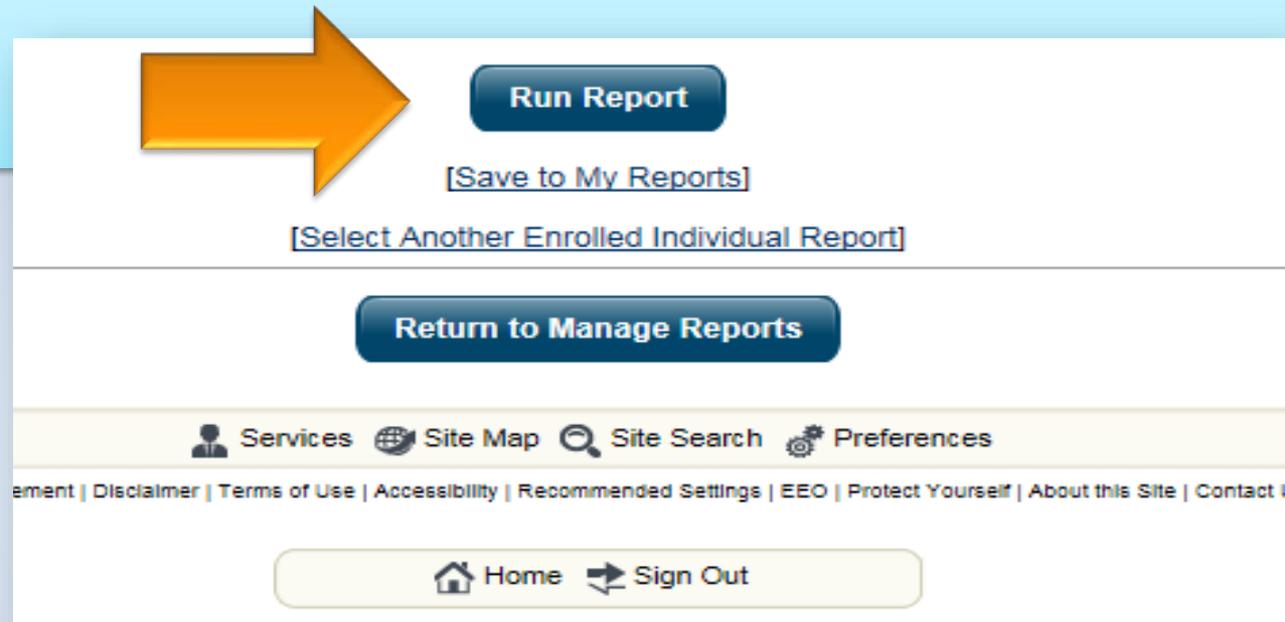
Save

Close

Do Not Share:

Share with everyone that has access to this report:

11. Select Run Report



The screenshot displays a web interface with a white background. A large orange arrow points from the left towards a dark blue button labeled "Run Report". Below this button are two links: "[Save to My Reports]" and "[Select Another Enrolled Individual Report]". A second dark blue button labeled "Return to Manage Reports" is positioned below the links. At the bottom of the interface, there is a navigation bar with icons and text for "Services", "Site Map", "Site Search", and "Preferences". Below this bar is a footer with links for "ement | Disclaimer | Terms of Use | Accessibility | Recommended Settings | EEO | Protect Yourself | About this Site | Contact". At the very bottom, there is a rounded rectangle containing "Home" with a house icon and "Sign Out" with a right-pointing arrow icon.

Run Report

[\[Save to My Reports\]](#)

[\[Select Another Enrolled Individual Report\]](#)

Return to Manage Reports

 [Services](#)  [Site Map](#)  [Site Search](#)  [Preferences](#)

[ement](#) | [Disclaimer](#) | [Terms of Use](#) | [Accessibility](#) | [Recommended Settings](#) | [EEO](#) | [Protect Yourself](#) | [About this Site](#) | [Contact](#)

 [Home](#)  [Sign Out](#)

12. View of the Generic Program Questionnaire report

Generic Program Questionnaire

Region/LWIA: Golden Sierra Job Training Agency

Question Set: AB2060 2.0

Filter By Date: Eligibility Date

StartDate: 08/17/2016

EndDate: 08/23/2016

AB2060 2.0		
Was participant referred by County partner?		
Response ↕	Count ↕	% ↕
No	1	100.00%
Total	1	
Gender		
Response ↕	Count ↕	% ↕
Male	1	100.00%
Total	1	
Highest Education Level Received		
Response ↕	Count ↕	% ↕
High School Diploma	1	100.00%
Total	1	

Filter Summary

- Question Set Name
- Questions
- Region/LWIA
- Date
- Save



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