



WORKFORCE DEVELOPMENT
AGING & COMMUNITY SERVICES



CalJOBS Help Sheet 9

Creating a Closure in CalJOBS

Prepared by: Research and Statistics Division

How to Create a Closure in CalJOBS

This help sheet provides a step by step guide on creating closures in CalJOBS. It also includes information about when to create a closure and its effects.

It is important to note that a closure of a participant is NOT the same as an exit. When a closure for a participant is completed, it will take 90 days for them to receive a soft exit from the system.

All activities must be closed before a Closure can be created. It is also recommended that the Individual Employment Plan and Objective Assessment Summary be closed prior to creating a Closure, but the system does not require it.

Creating a Closure:

1. After accessing the participant's case, expand the WIOA application by clicking on the (+) located to the left of the application.



LWIA:	13 - Los Angeles County Department of Community, and Se
Onestop:	2614 - LAO City of LA - NESFV AJCC
Open/Total Activities:	0 / 6

2. Then, scroll down and click the (+) that appears next to the closure tab. Finally click on the "Create Closure" link.



+ Credentials
+ Closure
[Create Closure](#)

If a participant already has a closure, you can click on the closure to edit/add information.

* Before a closure can be created, *all* activities must be closed. A closure CANNOT be created if an activity is still open.

3. Enter the required information as indicated on the form.

a. General Information

Complete the General Information section by selecting an Office Location and Agency Code. **Los Angeles County requires that an Agency Code must be entered, even though the system does not require it.**

General Information

Username: 29808700

Name: Espersen, Eloisa

Last service date: 04/17/2017

Exit Date:

Exit Reason:

LWIA: 13 Los Angeles County Department of Community Development

* Office Location: LAO City of LA - NESFV AJCC

Agency Code Search: [Agency Code Search](#)

Agency Code:

Case closure date: 04/17/2017

* Accountability Closure/Exit Status: None Selected

Click here to search for your Agency Code.

Agency Search - Google Chrome

Secure | https://stagingsc2.geosolinc.com/150/vos06000000/vosnet/agencyseli

You may search for an agency by typing a keyword in the blank below. Click the Search button after you have entered a keyword.

Search Cancel

Agency Code	Agency Name
106	LAO ANTELOPE VALLEY WORKFORCE DEV
107	LAO LA WORKS ESGVC
108	LAO WEST LA WORKFORCE JVS
109	LAO HUB CITIES CONSORTIUM
111	LAO CENTRAL SGV GOODWILL INDUS
119	LAO SASSFA
137	LAO SANTA ANITA FAMILY SERVICE ISY D1
138	LAO LA COUNTY OFFICE OF EDUC D5
141	LAO AYE CATHOLIC CHARITIES D2
143	LAO HUB CITIES CONSORTIUM D2
146	LAO SASSFA ISY
	LAO JEWISH VOCATIONAL SERV NESFV
	LAO COMMUNITY CAREER DEV SOUTH LA
	LAO AYE CATHOLIC CHARITIES D1
	LAO LA COUNTY OFFICE OF EDUC D1

Enter "LAO" in the search box to get a list of LA County agencies.

Then select your agency from the pop-up window list that appears.

b. Outcome Information

In this section, enter the participant's school status at the time of the closure and provide the necessary verification.

Outcome Information

School Status at Exit:

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

c. Employment Information

Indicate the participant's employment status at the time of closure. If the participant was placed in employment, select "Yes" and click the "Add Employer" button to add the employer's information.

Employment Information

* Entered Employment:

No employers available.

[[Add Employer](#)]

4. After clicking the "Add Employer" button, an Add/Edit Employer pop-up page will appear, with two subsections: **Employer Information** and **Job Information**.

Add/Edit Employer

Employer Information

[Search Individual Employment History](#) [Select from Internal Job Order/Placement](#)

* Employer Name: [\[Verify | Scan | Upload | Link \]](#)

Verify Employer Name: [\[Verify | Scan | Upload | Link \]](#)

Employer FEIN:

Address Line 1:

Address Line 2:

City:

State/Province:

County/Parish:

Zipcode:

Find Zip Code: [\[USPS \]](#)

Country:

Industry Code (NAICS): [Search for NAICS Code](#)

Industry NAICS Code:

Industry NAICS Description:

* Primary Employer Contact Name:

* Primary Employer Contact Phone Number: - - Ext.

Primary Employer Contact Email:

Is this employer a federal contractor? Yes No

Enter the first three letters of the employer in the Employer Name box and if the employer is registered in CalJOBS, possible matches will appear.

Click on an existing employer and corresponding fields will auto-populate with the existing employer's data.

Search for and enter the employer's NAICS code, to identify the sector of the employer.

Job Information - Complete the appropriate fields and click the Save button at the bottom to add this employer's information.

Job Information

* Job Title:

* Occupation: [Select Occupation](#)

* Is this a green job? Yes No

* Hours Worked per Week:

* Hourly Wage:

* Job Start Date:

* Job End Date: Currently Employed

* Reason for Leaving: None Selected

Additional Information on reason for leaving: Some HTML tags such as embedded videos are not allowed

[Spell Check | Clear Text]

Job Duties (2500 characters max): Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.

[Spell Check | Insert Occupational Description | Clear Text]

* Primary Employer: Yes No

* Receiving Fringe Benefits: Yes No

Receiving Health Care Benefits: Yes No

* Job Covered by Unemployment Compensation: Yes No

* Is this Entrepreneurial and/or Self-Employment?: Yes No

* Is this a Registered Apprenticeship? Yes No

* Is this active Military Service? Yes No

* Is this considered Non-Traditional Employment? Yes No

Is this considered Training Related Employment? None Selected

Add to Employment History: Yes No

Click "Select Occupation" to search for this job's ONET code.

If the ONET code entered here matches the ONET code entered in a training, the participant will receive Training Related Employment credit.

If the ONET codes match, the system will automatically populate "Yes" in the "Is this considered Training Related Employment?" field.

5. Staff Information

Complete the Staff Information section with the current case manager's information. Case Notes should be added by clicking the "Add a new Case Note" button. When finished with this section and all other sections, click the Save button to finish creating the Closure.

Staff Information

[[Add a new Case Note](#) | [Show Filter Criteria](#)]

ID	Create Date	Subject	Action
No data found.			

Current Case Manager: Case currently Not Assigned to a Case Manager

[Assign Case Manager](#)
[Assign Me](#)
[Remove Case Manager Assignment](#)

[Save](#) [Cancel](#) [Delete](#)

6. You should now be able to find the closure within the Closure section of the WIOA application, along with the Closure Date.

[Closure](#)

[Edit Closure](#)

Closure Date: 06/25/2015

Before the system soft exits the participant in 90 days, you can click the Edit Closure link to make any changes.

If a closure needs to be deleted for any reason before the 90 days have expired, a data change request may be submitted to CalJOBS Tech Support to request the Closure to be deleted.