



WORKFORCE DEVELOPMENT
AGING & COMMUNITY SERVICES



CaJOBS Help Sheet 10

How to Create an Outcome in CaJOBS

Prepared by: Data Management & Analytics Division

How to Create an Outcome in CalJOBS

This help sheet describes when and how to create an **Outcome** in CalJOBS.

Closures are the usual process for closing a participant's case file, with the system soft exiting the case file 90 days after the last activity date. However, Outcomes are an alternative and may be created **if you need to hard exit a participant from the program immediately**. A hard exit:

- Can be created when a participant must end participation in a program immediately because of a global exclusion.
- Assumes that the participant cannot continue to receive services at your agency.
- Is a neutral exit, meaning they won't reflect negatively or positively on an agency. Follow-ups will not be required for a participant that has hard exited.

Creating an Outcome:

1. After accessing the participant's case, expand the WIOA application by clicking the (+) button located to the left of the application. Then, expand the application further by clicking on the new (+) button that appears next to the **Exit/Closure** section. Finally, click the **"Create Exit/Outcome"** button.



2. The **General Information** section should already have the participant's basic information pre-populated.

Ensure that **'LWIA/Region'**, **'Office Location'**, and **'Staff Position'** are correct.

General Information

Login Name:	USERNAME000
User ID:	37762
State ID:	34712
Name:	Karen James
* LWIA/Region:	Los Angeles County WDACS
* Office Location:	None Selected
* Staff Position:	Staff

- In the **Exit Information** section, enter the participant’s ‘**Exit Date**’ and select an ‘**Exit Reason**’ here. “**Institutionalized**” and “**Deceased**” are examples of hard exit reasons.

Exit Information

* **Exit Date:** [Today](#)

Exit Reason:

- None Selected
- Institutionalized
- Health/Medical
- Deceased
- Reservist called to Active Duty
- In Foster Care and moved from area by foster care system

[Manage Alternate Contacts](#)

NOTE: If you cannot find an appropriate ‘**Exit Reason**’, the participant may not qualify as global exclusion. In this case, you can simply create a regular **Closure** and the participant will soft exit.

- Alternate Contact Information** for the participant may be added or edited in the next section by clicking the “**Manage Alternate Contacts**” button.

- In the **Staff Information** section, a case manager may be assigned or removed by clicking the “**Assign Case Manager**” link.

Staff Information

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

ID	Create Date	Subject	Action
No data found.			

Current Case Manager: Group: WIDACS Test
Case Manager: Staff25, Lao
Temporary Case Manager: Not Applicable
[Assign Case Manager](#)

[Remove Case Manager Assignment](#)

Comments:

- Click the “**Add a new Case Note**” link to add a case note, detailing the reason for the global exclusion. Attach a verifying document in the case note.

- Finally, click the “**Save**” button when finished with the **Outcome**.