



**COUNTY OF LOS ANGELES  
WORKFORCE DEVELOPMENT, AGING AND  
COMMUNITY SERVICES**



**WORKFORCE DEVELOPMENT  
PROGRAMS DIRECTIVE**

DATE: **May 19, 2021**

NUMBER: **WDP D20-25**

## **Youth@Work Portal Data Entry Requirements**

### **EXECUTIVE SUMMARY**

The purpose of this directive is to provide policy and guidance to Youth@Work County and non-County operated America's Job Centers of California (AJCCs) regarding the procedure for accurate and timely data entry into the Youth@Work Portal for Level I – Work Based Learning participants.

This directive supersedes WDP D19-48 Youth@Work Work-Based Learning Exit Procedure PY2019-20.

### **REFERENCES**

- WDP D20-18 Youth@Work Work-Based Learning Technical Assistance Guide (TAG)

### **BACKGROUND**

Youth@Work Work-Based Learning (WBL) participants receive subsidized Personal Enrichment Training (PET) and Work Experience (WEX). All program participation activities, including enrollment, placement, and exit, are recorded in the Youth@Work Portal. The Youth@Work Portal serves as a central database system for case management and performance tracking. Each program year, AJCCs receive WBL Placement Goals per funding stream to be achieved between the beginning of the program year on July 1 through the end of the program year on June 30 of the following year. These goals serve as the guiding metrics by which the AJCCs can ensure successful service delivery.

### **POLICY AND PROCEDURES**

#### **Data Entry Requirement**

All Youth@Work WBL participants must be captured in the Youth@Work Portal on an on-going daily basis, but no more than three (3) business days of enrollment. All youth staff are expected to have access to the Youth@Work Portal and be knowledgeable in the data entry process to ensure timely data entry. AJCCs shall not rely on a sole staff member for data entry, which can result in delayed entry in the Portal. Any youth not entered in the Youth@Work Portal are not enrolled in the program, thus any services provided prior to entry in the Portal will result in

disallowed costs. Personal Enrichment Training, placement into WEX, and exit from the program shall also be captured within three (3) business days of the activity. Failure to do so may result in disallowed costs.

All dashboards and performance tracking reports, including the Plan to Actuals, rely on manually entered data in the Youth@Work Portal. As such, AJCCs shall ensure that all data entered to the Youth@Work Portal is correct and accurate. This includes the correct spelling of participant names, an accurate home address of the participant, and the number of PET and WEX hours completed. AJCCs shall have staff review data entry for errors on a continuous basis. Any corrections to data entry that cannot be done by AJCC staff should be requested via email to [Youthatwork@wdacs.lacounty.gov](mailto:Youthatwork@wdacs.lacounty.gov) within 10 business days of data entry.

### **Mandatory Exit**

All Youth@Work WBL participants must be exited on or before the last day of the program year, June 30th, without exceptions. Carryovers will no longer be allowed from one program year to the next. Participants active on the last day of the program year that are identified to continue Youth@Work services in the new program year must be exited and re-enrolled at the beginning of the new Program Year on July 1. Re-enrolled participants will have the opportunity to complete 120 hours of programming. Participants not exited by June 30 and served in the program year will result in disallowed costs.

### **ACTION**

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Youth@Work providers shall ensure that the policy and procedures described herein are communicated throughout the operations, management, and governance structures of its organization and that this directive is appropriately maintained until further notice.

### **INQUIRIES**

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Inquiries regarding this directive and the policies and procedures described herein should be directed [Youthatwork@wdacs.lacounty.gov](mailto:Youthatwork@wdacs.lacounty.gov).



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