



COUNTY OF LOS ANGELES WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES



WORKFORCE DEVELOPMENT PROGRAMS DIRECTIVE

DATE: December 31, 2018

NUMBER: WDP D18-30

INVEST AND PROBATION COORDINATED FIELD REFERRAL SUCCESS STORIES REPORTING PROCEDURES AND REQUIREMENTS

PURPOSE

This directive provides instruction and requirements for the reporting of success stories for INVEST and PCFR (Probation Coordinated Field Referral) participants under the INVEST program. This directive is effective immediately.

REFERENCES

- WDP D18-21 Los Angeles County America's Job Centers Of California Editorial Accomplishments And Success Story Reporting Procedures And Requirements

BACKGROUND

Sharing success stories is an opportunity for the INVEST AJCCs to highlight the work that is being done to positively impact the lives of justice involved participants. These stories not only demonstrate the accomplishments of INVEST participants but serve as a testimonial that success after incarceration is possible.

POLICY AND PROCEDURES

Success stories not only assist in raising awareness, appreciation but can act as an inspiration for the reentry population. Each INVEST AJCC must submit their success stories electronically by the close of business on Thursdays, on a bi-weekly basis. Please use the *Accomplishment or Success Stories Template* link (listed below) for all submissions.

If an AJCC feels that they have had no success stories for the month, a report should be submitted stating that there were no success stories and why not. All success story submissions must be accompanied by an INVEST Consent and Release Agreement, (Attachment A). Success stories submitted may be published in the County of Los Angeles Probation Newsletter. Success stories may include, but are not limited to:

Individual Participant Success:

- Employment Placement
- Underemployed to Full Employment

- Job Retention
- Completion of all six (6) Job Readiness Workshops
- Completion of 300 hours of Transitional Subsidized Employment
- Completion of Occupational Training

Submission Requirements

At a minimum, INVEST Success Stories should include:

- Participant Information: Name, age, gender, description of their circumstances and needs
- Service Date(s)
- Unsubsidized Employment Placement
- Description of the activities/services provided including staff name and title of those that were involved
- Results and impact of the INVEST program
- Participant Quote(s) on their experience in the program
- A photo and/or video of the Success Story participant

Essentially, the information gathered should be able to answer the What?, Where?, When?, Why?, Agencies/Entities involved? and the INVEST AJCC's specific role.

Submission Instructions

If the AJCC has a success story to submit:

1. Access the Editorial Accomplishments or Success Stories Template Link at: <https://workforce.lacounty.gov/accomp-stories/>
2. Enter the following: Submitter and AJCC name, and all pertinent details of the subject of the success story.
3. Select Yes, to open the next fields.
4. Proceed to complete the required fields, providing information about the participant/business and include the details/write up of the accomplishment/success story.
5. Once completed, click on the SUBMIT button and it will be sent electronically.

If the AJCC does not have an accomplishment or a Success Story to submit, the AJCC is still required to submit the template confirming this.

1. Access the Editorial Accomplishments or Success Stories Template Link at:

<https://workforce.lacounty.gov/accomp-stories/>

2. Enter the following: Submitter and AJCC name.

3. Select No, confirming that the AJCC does not have an accomplishment or success story to submit at that time.

NOTE: AJCCs that consistently do not submit success stories will be subject to further review.

ACTION

Los Angeles County AJCCs shall implement the procedures described in this directive and ensure that the information provided herein is communicated throughout the operations, management, and governance structure of the AJCC. It is required that a response be submitted by the close of business on Thursdays, on a bi-weekly basis, whether you have a success story to submit.

INQUIRIES

Inquiries regarding this directive and the policies and procedures described herein should be directed to INVEST@wdacs.lacounty.gov.



Irene Pelayo, Program Manager
Workforce and Community Services Branch

Attachments:

Attachment A: INVEST Consent Form