# **LA: RISE CalJOBS Reports**

There are a variety of reports that can be generated through the CalJOBS system. This guide will assist you with pulling information for the LA: RISE Program.

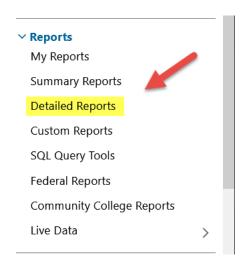


Log in to CalJOBS through <a href="https://www.caljobs.ca.gov">https://www.caljobs.ca.gov</a>

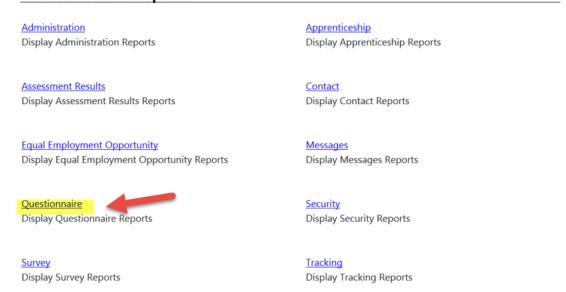
# **Questionnaire List Report**

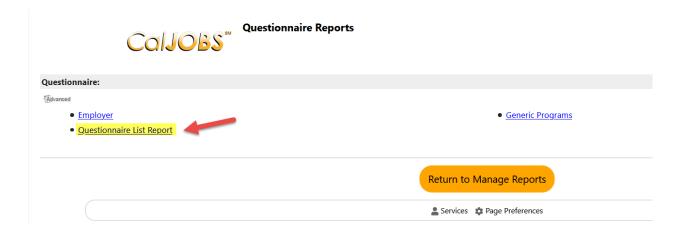
### To run this report:

- 1. Select **Detailed Reports** from the report's menu.
- 2. Under the Miscellaneous section select "Questionnaire."
- 3. Select Questionnaire List Report

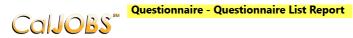


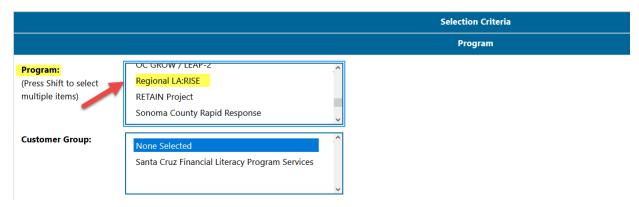
#### **Miscellaneous Reports**



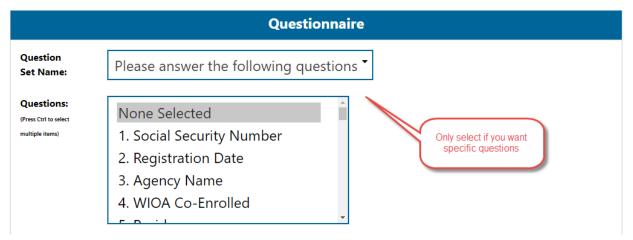


### **Questionnaire List Report**

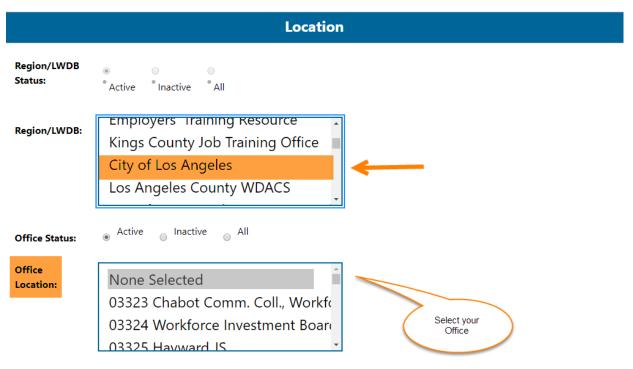




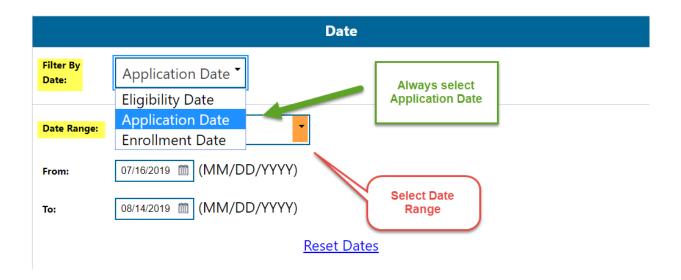
- 1. Select Regional LA: RISE Program.
- 2. Customer Group can be left unselected.



3. Questions can be left as unselected. If a specific question is required, a selection can be made.



- 4. Select City of Los Angeles as the Region.
- 5. Select your Office Location.



- 6. Select "Application Date" as the date filter.
- 7. Select desire "Date Range."
- 8. Run Report.

### **Sample Report**

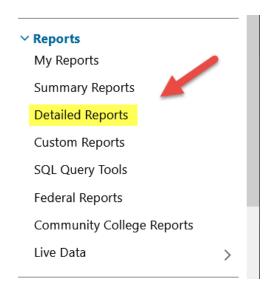
The sample report displays a roster of the participants with a total number count at the bottom. In addition, the information can be sorted in alphabetical order or by date. To sort, click on the column. Once you have sorted the report, you can export it to excel or PDF.

Participant Name	State ID	User ID	App ID	Eligibility Date	Enrollment Date	Registration Date	Registering Agency	Age	Gender
ABAIR, WILLIAM	29591158	29591158	16132713	09/20/2016	09/20/2016	09/20/2016	Goodwill WorkSource	50	Male
Aburime, Christopher	1001932810	31076336	16843583	06/08/2017	06/08/2017	06/08/2017	Goodwill WorkSource	47	Male
Adelman, Joshua	1001869455	31006912	16340825	12/09/2016	12/09/2016	12/09/2016	Goodwill WorkSource	44	Male
Aguilera, David	1001773711	30903799	16136862	09/30/2016	09/30/2016	09/30/2016	Goodwill WorkSource	65	Male
Alexander, Charles	1001732657	30859526	16070333	08/26/2016	08/26/2016	08/26/2016	Goodwill WorkSource	53	Male
Alexander, Donna	1000761366	29837462	16680004	04/04/2017	04/04/2017	04/04/2017	Goodwill WorkSource	53	Female
Allen, Phyllis	60442970	23675260	16637207	03/02/2017	03/02/2017	03/02/2017	Goodwill WorkSource	63	Female
Alvarado, Gonzalo	1002045471	31201683	16771604	02/24/2017	02/24/2017	02/24/2017	Goodwill WorkSource	42	Male

# **Exited Cases Report**

### To run this report:

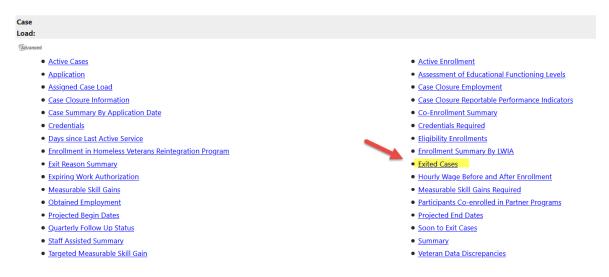
- 1. Select **Detailed Reports** from the report's menu.
- 2. Under the Case Management Report section select "Case Load."
- 3. Select Exited Cases Report.



#### **Case Management Reports**

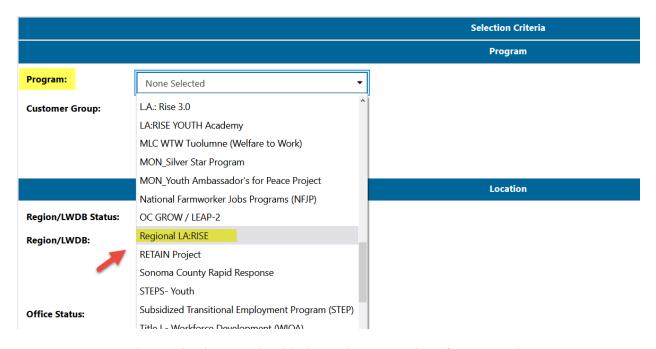




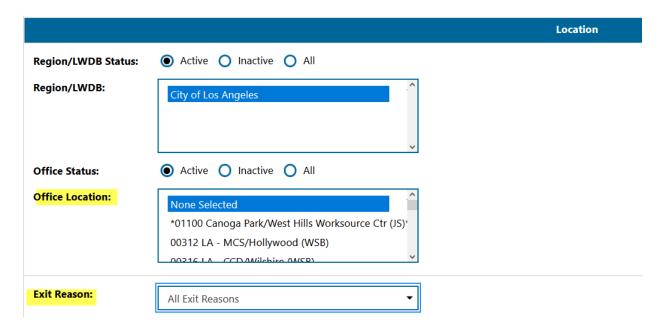


### **Exited Cases Report**



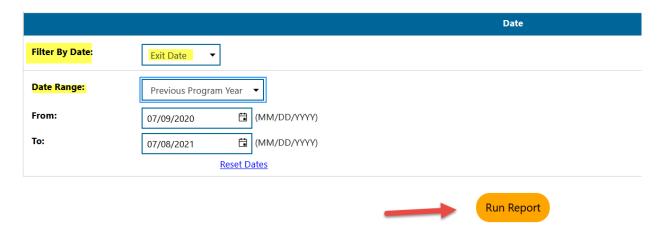


Region/LWIA: The Region/LWIA should always be set to City of Los Angeles



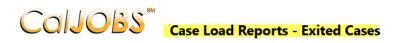
Office Location: Select your Office from the drop-down menu.

Exit Reason: The exit reason could be left unselected, or a specific exit reason could be selected.



After selecting the appropriate filters for your report, click on "Run Report" to generate the report. An example of the report is below.

### **Sample Report**





#### Case Management Reports - Exited Cases Report

- Program: Regional LA:RISE
- Customer Group: Regional LA:RISE
- LWIA/Region: City of Los Angeles
- Exit Reason: All Exit Reasons
- Filter By Date: Exit Date - Date Range: 7/1/2020 - 6/30/2021
- Report Run Time: 7/8/2021 5:55:28 PM

<b>\$</b>	<b>\$</b>	<b>\$</b>	\$	\$	<b>\$</b>	•	<b>\$</b>	<b>\$</b>	\$	<b>\$</b>	<b>\$</b>
Last Name	First Name	Date of Birth	Арр	State ID	LWIA	Office	Program Name	Case Manager	Create Date	Exit Date	Exit Reason
<u>Adams</u>	Dejon L			4023943 90	City of Los Angeles	LAI GEN-Goodwill SoCal	Regional LA:RISE	Not Assigned	06/15/2021	06/15/202 1	
Addison	Christina E			1004456 053		LAI GEN-Chrysalis Enterprises	Regional LA:RISE	Not Assigned	06/30/2021	06/30/202 1	
Alarcon	Maximiliano C			1004278 924	City of Los Angeles	LAI GEN-Goodwill SoCal	Regional LA:RISE	Not Assigned	11/24/2020	11/24/202 0	
<u>Alarcon</u>	Miguel A			4638953 6		LAI Center for Employment Opportunities	Regional LA:RISE	Not Assigned	06/14/2021	04/23/202 1	
Alexander	Randy A			1004309 950		LAI GEN-Chrysalis Enterprises	Regional LA:RISE	Not Assigned	06/28/2021	06/28/202 1	
ALVARADO	EMILIO E			8334432 87		LAI GEN-Chrysalis Enterprises	Regional LA:RISE	Not Assigned	03/29/2021	02/09/202 1	
<u>ALVAREZ</u>	CAROLINA G			1002626 376		LAI GEN-Homeboy Industries	Regional LA:RISE	Not Assigned	06/30/2021	06/30/202 1	
Amador	Arturo G			4073786 35		LAI GEN-Homeboy Industries	Regional LA:RISE	Not Assigned	11/29/2020	11/25/202 0	
Amador	Arturo G			4073786 35		LAI GEN-Homeboy Industries	Regional LA:RISE	Not Assigned	06/30/2021	06/30/202 1	
Amaya	Angie A			1001250 649		LAI South Los Angeles-Exposition Park YSC - AYE	Regional LA:RISE	Not Assigned	12/22/2020	11/30/202 0	
Amaya	Angie A			1001250	City of Los Angeles	LAI South Los	Regional LA:RISE	Not Assigned	06/30/2021	06/30/202	