

INFORMATION NOTICE

WORKFORCE SERVICES

Number: WSIN11-47

Date: April 17, 2012

Expiration Date: 5/17/14

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: MIS USER GROUP MEETING IN SANTA CLARA ON MAY 1- 2, 2012

The purpose of this Information Notice is to provide updated information about the Management Information System (MIS) User Group meeting to be held in Santa Clara on Tuesday, May 1, 2012 and Wednesday, May 2, 2012. Specifically, this notice has the MIS User Group meeting agenda attached and alerts you to an extension of the date by which hotel room reservations must be made to receive a guaranteed rate.

The meeting will be held at the following location:

Biltmore Hotel & Suites
2151 Laurelwood Road
Santa Clara, CA 95054
Telephone: (408) 988-8411

This is the final MIS User Group meeting prior to the first phase implementation of the California Workforce Services Network (CWSN). It is important to note that this is not a training session on the CWSN; however, information pertaining to the project's status and expectations will be discussed. The timeline for the meeting will be as follows:

Tuesday, May 1, 2012	Registration: 12:30 p.m. to 1 p.m.
Tuesday, May 1, 2012	Meeting: 1 p.m. to 5 p.m.
Wednesday, May 2, 2012	Meeting: 8:30 a.m. to 5 p.m.

Attached is the agenda. If you need additional information regarding the agenda and breakout sessions please contact the CWSN Project Team via e-mail at EDDCWSNProject@edd.ca.gov.

Room reservations must be made directly with the Biltmore Hotel & Suites at 1-800-255-9925. The room rate is \$110 plus applicable taxes. A block of rooms is being held under "MIS USER GROUP." Room reservations must be made by the close of business on **Monday, April 23, 2012**, to guarantee the room rate. You must be prepared to give your credit card number to guarantee the special rate. The room block is for Tuesday, May 1st; check-in time is 3 p.m. and checkout time is noon. A Japanese/American breakfast buffet, high speed wireless internet and guest parking is complimentary. Lunch will be on your own.

The EDD, an equal opportunity employer/program, is a partner in this publication. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made by calling (916) 654-8055 (Voice). TTY users, please call the California Relay Service at 711.

Due to space limitations, only two representatives from each direct subgrantee of the EDD Workforce Services Branch (WSB) and five representatives from each of the WSB field divisions will be guaranteed a reservation for the meeting. Additional representatives will be placed on a waiting list and will be accommodated, as space is available.

If you plan to attend the MIS meeting, please complete the registration form and email it to the Job Training Automation (JTA) Help Desk at JTAHelp@edd.ca.gov or Fax at (916) 654-9657, no later than 3 p.m. on Wednesday, April 25, 2012.

For directions and transportation options for the MIS meeting, please visit the hotel site at www.hotelbiltmore.com.

We look forward to seeing you in Santa Clara. If you have any questions regarding the content of this meeting, please contact the CWSN Project Team via email at EDDCWSNProject@edd.ca.gov. If you have any questions pertaining to the meeting location, registration or hotel reservations, please contact Dale Kunesh at Dale.Kunesh@edd.ca.gov or at (916) 654-7787.

/S/ MICHAEL EVASHENK, Chief
Workforce Services Division

Attachments



**REGISTRATION FORM
MIS User Group Meeting
Santa Clara
May 1-2, 2012**

**Please e-mail this form to the Workforce Services Division at JTAHelp@edd.ca.gov.
Subject: MIS Registration Santa Clara, May 2012 | XXX (Your Subgrantee Code)**

Deadline for registration is Wednesday, April 25, 2012.

Hotel reservations must be made directly with the hotel.

NOTE: Due to space limitations we can only guarantee that **two representatives** from each subgrantee and **five representatives** from each EDD WSB Division will be able to attend the MIS Meeting. Additional representatives from each area will be placed on a waiting list and will be accommodated as space is available. **A separate registration form must be submitted for each attendee.**

Attendee Information

Attendee Name: _____

Attendee Title: _____

LWIA/Subgrantee/Division: _____

Phone: _____ E-mail: _____

I am representing (check one): MIS Administrator Fiscal Field Division

Check one of the choices listed below if you plan on attending the first day sessions:

I will be attending as one of the guaranteed spaces for my entity.

Please add my name to the List (for available spaces).

[Form in MS Word](#)

MANAGEMENT INFORMATION SYSTEMS (MIS)
USER GROUP MEETING
May 1 and 2, 2012

Agenda

Day 1

12:00 p.m. - 1:00 p.m.	Registration	CWSN Implementation Team and Organizational Change Management Team (OCM) Team
Saratoga Ballroom		
1:00 p.m. – 1:20 p.m.	Opening and Introductions	Annette Wolfgang
1:20 p.m. – 1:50 p.m.	CWSN Project Update <ul style="list-style-type: none">• What has been completed?• What are the next steps?	Art O’Neal
1:50 p.m. – 2:30 p.m.	Phased Implementation <ul style="list-style-type: none">• What does this mean?• How does this affect my organization?	CWSN Implementation Team
2:30 p.m. - 2:45 p.m.	Break	
2:45 p.m. – 3:15 p.m.	User Acceptance Testing (UAT) update <ul style="list-style-type: none">• Overview of problems identified• What does it mean moving forward	CWSN Implementation Team

3:15 p.m. – 3:45 p.m.	<p>CWSN Reports</p> <ul style="list-style-type: none">• How do I run reports?• Are there reports specifications?• What about custom reports?	CWSN Implementation Team
3:45 p.m. – 4:05 p.m.	<p>WIA Data Uploads</p> <ul style="list-style-type: none">• What data will I be uploading?• How Often?• Impacts of data not being current•	CWSN Implementation Team
4:05 p.m. – 4:30 p.m.	<p>CWSN Help Desk</p> <ul style="list-style-type: none">• Overview of the CWSN Help Desk process.	CWSN Implementation Team
4:30 p.m. – 5:00 p.m.	<p>Q & A</p> <ul style="list-style-type: none">• Time to turn in those evaluations• Raffle	All Staff

Day 2

8:30 a.m. - 9:00 a.m.	Registration (for first time registrations)	
9:00 a.m. - 12:00 p.m. (choice of one)	Morning Breakout Sessions	
	Salon I CWSN and Common Performance	Data Analysis Unit
	Salon II PASS, ACES and ECMS functionality in CWSN	CWSN Implementation Team
	Salon III CRS (The New ETPL)	CWSN Implementation Team
10:15 a.m. - 10:30 a.m.	Morning Break	
12:00 p.m. - 1:15 p.m.	Lunch	
1:15 p.m. - 4:15 p.m.	Afternoon Breakout Sessions	
	Salon I CWSN and Common Performance	Data Analysis Unit
	Salon II Open Forum	CWSN Implementation Team and Organizational Change Management Team (OCM) Team
	Salon III Impact of phased implementation on the Integrated Service Delivery Areas	CWSN Implementation Team and Organizational Change Management Team (OCM) Team
2:30 p.m. - 2:45 p.m.	Afternoon Break	