



**DEPARTMENT OF WORKFORCE SERVICES
ISSUANCE PY 11-04**

Artee Williams, Director

November 9, 2011

TO: Local Workforce Investment Areas/Service Providers

SUBJECT: Description Field Added to Enrollment Notes, Program Notes, and Client Notes Screens in Arkansas JobLink (AJL)

1. **Purpose:** To provide procedures for Workforce Investment Act (WIA) staff in using the description field that has been added to the enrollment notes, program notes, and client notes screens.
2. **Background:** America's Job Link Alliance (AJLA) continues to provide enhancements to AJL, Arkansas' WIA, Trade Adjustment Assistance (TAA), and Job Service case management information system. One of the more recent additions includes a description field on the enrollment notes, program notes, and client notes screens.

In reviewing case notes during WIA data validation, it is sometimes difficult to determine the intent of a case note and it may be time consuming to review several case notes when searching for a specific case note that might satisfy a data validation requirement. Therefore, the following procedure is provided for the use of the description field.

3. **Information:** For WIA data validation purposes, the description field must contain the data element number and data element name as listed in the U.S. Department of Labor's Source Documentation Requirements for those data elements where case notes are allowable source documentation for that item. Except for what has been provided for WIA data validation purposes, the local workforce investment area (LWIA) may determine what is appropriate for WIA staff to enter into the description field.

The case note should only include the information that validates that item. For instance, a case note to validate #327 - Other Reasons for Exit may state, "I contacted Henry's probation officer on 10/12/2011. He stated that Henry violated his parole. He is expected to be in prison for at least 90 days." A visual example of the AJL screen-shot is provided below.

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Description	<input type="text" value="#327 Other Reasons for Exit"/>
	* Notes (2500 character max.)
	<div style="border: 1px solid gray; padding: 5px;"><p>I contacted Henry's probation officer on 10/12/2011. He stated that Henry violated his parole. He is expected to be in prison for at least 90 days.</p></div> <p><small>ABC</small> Check spelling</p>

4. **Action Required:** Please ensure that all appropriate employees are made aware of this information and that they understand how to enter information correctly into the description and case notes fields.
5. **For Additional Information:** If you have any questions, please contact Sandy Monaco at (501) 682-3131 or sandy.monaco@arkansas.gov.
6. **Expiration Date:** Continuing.