

# Entering a Work Study activity in CalSAWS for WTW 25 Report

In the context of a case:

- 1) Enter an employment record in the Eligibility > Customer Information > Employment List Page by clicking the 'Add' button.

The screenshot displays the CalSAWS interface for the 'Eligibility' section. The main content area is titled 'Employment List' and shows a search results summary for one record. The record is for 'Jouck, Briana 40F' with a 'Date Hired' of '10/07/2021'. The record is currently unchecked. The page includes navigation tabs, a sidebar menu, and various action buttons like 'Add', 'Edit', and 'View History'.

Employer Name	Job Title	Date Hired	Termination Date	Termination Reason
<input type="checkbox"/> <a href="#">Kittie</a>	Jouck, Briana 40F	10/07/2021		

- 2) Complete mandatory page entries, including Category "Subsidized-Public" or "Subsidized-Private" and Type "Subsidized".

Case Name: Case Name  
Case Number: 1366060

Journal Tasks Help Resources Page Mapping Imaging Log Out

San Bernardino STG3 Case Info Eligibility Empl. Services Child Care Resource Databank Fiscal Special Units Reports Client Corresp. Admin Tools

**Customer Information**

Case Number:

Person Search

▼ Non Financial

Contact

Root Questions

Individual Demographics

Vital Statistics

Household Status

Relationship

Citizenship

Pregnancy

Deemed Eligibility

Residency

Other Prog. Assist.

Non-Compliance

Customer Options

Money Mngmt

Time Limits

Purch. and Prep.

Immunizations

School Attend.

Degrees Licenses

**Employment**

Striker

Unempl. Depriv.

Work Regist.

**Employment Detail**

\*- Indicates required fields

- Type - Field is required. Please enter a value.
- New Reported Date - Field is required. Please enter a value.

**Change Reason**

New Change Reason: \*  New Reported Date: \*

Name: \*

Category: \*  Type: \*

**Employer Information**

Employer: \*   Occupational Code:

Address:  Employer Identification Number:

City:  State:  ZIP Code:

Contact:  Phone Number:  Employer has 26 or more employees?

Health coverage offered from this employer?

- 3) Click the 'Save and Add Activity' button, then complete the Customer Activity Detail page, program type will be 'Welfare to Work'. Note that the Activity Detail Type and Category will both be 'Employment', regardless of the Category/Type from the Employment Detail page:

CalSAWS Case Name: Case Name Case Number: 1366060 Journal Tasks Help Resources Page Mapping Imaging Log Out

San Bernardino STG3 Case Info Eligibility Empl. Services Child Care Resource Databank Fiscal Special Units Reports Client Corresp. Admin Tools

**Customer Information**

Case Number:  Go

Person Search

- Non Financial
- Contact
- Root Questions
- Individual Demographics
- Vital Statistics
- Household Status
- Relationship
- Citizenship
- Pregnancy
- Deemed Eligibility
- Residency
- Other Prog. Assist.
- Non-Compliance
- Customer Options
- Money Mngmt
- Time Limits
- Purch. and Prep.
- Immunizations
- School Attend.
- Degrees Licenses
- Employment**
- Striker
- Unempl. Depriv.
- Work Regist.

**Customer Activity Detail**

\*- Indicates required fields

Images Save And Return Cancel

**Name: \***  
Jouck, Briana 40F

**Activity Detail**

<b>Type: *</b> Employment	<b>Number:</b>	<b>Category:</b> Employment
<b>Provider:</b> Goodwill Inc	<b>Address:</b> 101 E MAIN ST	<b>Program Type: *</b> - Select -

**Review Date:**  **Verification Date:**

**Schedule**

**Start Date: \*** 07/01/2023 **End Date: \***

**Start Time:** 8:00 AM **End Time:** 5:00 PM

**Scheduled Hours per Week for this Activity: \*** 20 **Core: \*** Yes

**Activity Days:**  Mon  Tue  Wed  Thu  Fri  Sat  Sun **Show As Appointment: \*** Yes

**Additional Comments:**

Status	Status Reason	Begin Date	End Date
Active	Referred	07/12/2023	

Click 'Save and Return'

CalSAWS Case Name: Case Name Case Number: 1366060 Journal Tasks Help Resources Page Mapping Imaging Log Out

San Bernardino STG3 Case Info Eligibility **Empl. Services** Child Care Resource Databank Fiscal Special Units Reports Client Corresp. Admin Tools

**Case Summary**

Case Number:  Go

Person Search Case Summary ELP Authorization Contact WTW WTW 90-Day Family Stabilization CFET Employment OCAT Assessment Results Degrees Licenses SIP Needs Skills Strengths Test Scores Goals **Customer Activities** Customer Options Action Plan Family Plan Relationships Time Limits Individual Demographics

### Customer Activities List

Images

Activity Participation	
Name	Engagement Hours
Jouck, Briana 40F	20
Total	20

Display by Name:  From:  To:  View

Search Results Summary Results 1 - 25 of 42 1 2 Next

Add Activity

Type	Activity Number	Name	Start Date	Status	Status Reason	Status Date	Hours	GROW Non-Compliance
<input type="checkbox"/> Employment		Jouck, Briana 40F	07/01/23	Active	Referred	07/12/23	20	Edit Progress View History
<a href="#">Job Readiness</a>	JOB SEARCH - NO	Jouck, Briana 40F	03/06/23	Closed	Interrupted	03/31/23	30	Edit Progress View History
<a href="#">Job Readiness</a>	JOB SEARCH - NO	Jouck, Briana 40F	01/23/23	Closed	No Show	02/19/23	30	Edit Progress View History
<a href="#">Appraisal</a>	Appraisal	Jouck, Briana	01/05/23	Closed	Interrupted	01/05/23	1	Edit Progress

- 4) Navigate to employment record that corresponds to the newly created activity in the Employment Detail page and update employment type to 'Work Study'. Click 'Save and Return'.

CalSAWS Case Name: Case Name Case Number: 1366060 Journal Tasks Help Resources Page Mapping Imaging Log Out

San Bernardino STG3 Case Info Eligibility **Empl. Services** Child Care Resource Databank Fiscal Special Units Reports Client Corresp. Admin Tools

**Case Summary** Employment Detail

\* - Indicates required fields Images Save and Add Activity Save and Return Cancel

Case Number:  Go

Person Search Case Summary ELP Authorization Contact WTW WTW 90-Day Family Stabilization CFET **Employment** OCAT Assessment Results Degrees Licenses SIP Needs Skills Strengths Test Scores Goals Customer Activities Customer Options Action Plan Family Plan Relationships Time Limits Individual Demographics

**Change Reason**

**New Change Reason: \*** Participant Provided - Verbal **New Reported Date: \*** 07/01/2023

**Change Reason:** Participant Provided - Verbal **Reported Date:** 07/01/2023 [View](#)

**Name: \*** Jouck, Briana 40F

**Category: \*** Subsidized - Public **Type: \*** Work Study

**Employer Information**

**Employer: \*** Goodwill Inc [Select](#) **Occupational Code:**

**Address:** 101 E MAIN ST **Employer Identification Number:**

**City:** ONTARIO **State:** CA **ZIP Code:** 91761

**Contact:**  **Phone Number:**  **Employer has 26 or more employees?**

**Health coverage offered from this employer?**

**Job Information**

**\*Please note the Employment activity Status needs to be updated from 'Referred' to 'Active' once the participant has begun participating in order for the Work Study to count in the WTW 25 report. This logic applies to all activities that must be counted in the WTW 25 report.**

