



ETP Cal-E-Force System Enhancements

FY 2022-2023

Announced: June 23, 2023

Effective 6/23/2023, 4 enhancements will be added to the Cal-E-Force system. The changes are listed below:

Added three changes to all available Cal-E-Force Reports:

- Added Workplace Name and Job Number fields to Cal-E-Force Reports- provides additional information when viewing a report.
- Added Workplace Name filter to Cal-E-Force Reports to help narrow results of the report.
- Trainee Name is now a hyperlink on the Trainee Detail page for Cal-E-Force Reports for Trainees- allows user to immediately navigate to a Trainee Detail page from a report.

Added one change to the Invoice Trainee Details Report:

- Added Job Number to Invoice Trainee Details Report which will allow the ability to easily view how much was invoiced per Job Number in the Invoice Trainee Details Report.

Announced: June 9, 2023

At their June 9, 2023 meeting, the Panel approved adding a required data collection point to collect the occupation of each trainee at final invoice for all funding sources.

This change is effective for contracts with a June 9th Panel Date and forward. Note: Healthcare Workforce Advancement Fund Program proposals have had this requirement in place since the guidelines were approved at the October 28, 2022 Panel meeting.

- Collecting occupations at the beginning and end of training will bring ETP into compliance with its Legislation and Regulations; Allows greater measurements on impact to individuals served; Provides additional information to Panel for repeat contractors.

Announced: April 28, 2023

Effective 4/28/2023, 1 enhancement will be added to the Cal-E-Force system. Effective 5/1/2023, 4 enhancements will be added to the Application in the Cal-E-Force system. The changes are listed below:

Added one change to the Upload Error Email:

- Added line 'Please contact etpcaleforce@etp.ca.gov for any questions or concerns regarding your error report.' to the end of the email for external users if there was an error in their upload.

Added four changes to the Application:

- Removed 'Community Based Organization (CBO)' from MEC Contractor Category
- If a subcontractor clicks the "Apply for Funds" button, a clarifying message will appear informing them that they will be submitting an application for their own company.
- Added text fields for possible secondary development and administrative subcontractors.
- New conditional questions have been added for Productive Lab (PL) Justification for the curriculum section of the application. PL competency checklist and sample template have been added as well

Announced: April 14, 2023

Effective 4/14/2023, 4 enhancements will be added to the Cal-E-Force system. The changes are listed below:

Added one change to the Trainee Details Page:

- Once a Progress Payment 1 is submitted, the 'Hire Date' will no longer be editable for Retrainees or Job Creation trainees. Once a Final Invoice is submitted, the 'Hire Date' will no longer be editable for New Hire and Entrepreneurial trainees.

Added one change to the Application Details Page:

- Adjusted the invoice sort order to be sorted numerically on the invoice list on the external Application Details page.

Added one change to the Contract Details Page:

- The 'Primary Contact' will now display in the Contract Information section for external customers.

Added one change to the Trainee, Hours, and Invoicing Upload Error Notification E-mail:

- Added the following statement for customer support 'Please contact etpcaleforce@etp.ca.gov for any questions or concerns regarding your error report' to the end of the email for external users if there was an error in their upload.

Announced: September 8, 2022

Effective September 9, 2022, the below questions have been added to the 'Special Categories' screen of the ETP Application to collect more detailed Literacy Skills and Safety Skills Training information. This will help ETP staff in identifying when trainees are over the cap for each training type and will prompt a request for justification.

1) Do you plan on providing Literacy Skills training?

If Yes = Estimated amount of Literacy Skills training hours per trainee

