



ETP Cal-E-Force System Enhancements

FY 2023-2024

Announced: April 29, 2024

Effective April 26, 2024, two enhancements were added to the Cal-E-Force system. The changes are listed below:

One change was made to the Application

- Removed the case sensitivity within the Trainee Employee ID column
 - **Reason:** Stakeholder Recommendation- This allows contractors to enter Employee IDs without worrying about case sensitivity.

One change was made to the Application and Registration screen:

- External Users must agree to the Terms and Conditions
 - **Reason:** To ensure the external user is aware of and accepts ETP's Terms and Conditions for Accounts and Applications.

Announced: March 29, 2024

Effective March 29, 2024, one enhancement will be added to the Cal-E-Force system.

One change was made to the Invoice Upload Confirmation Email:

- Added the Contract Number to the Invoice Confirmation Email
 - **Reason:** Stakeholder Recommendation- allows better management of multiple invoice upload confirmation emails.

Announced: March 1, 2024

Effective February 29, 2024, five enhancements were added to the Cal-E-Force system. The changes are listed below:

One change was made to the Application

- Removed "Job Creation Program- \$23" from the "Training Plan" drop-down list
 - **Reason:** Panel decision at the January 26, 2024 meeting

One change was made to the Application Job Number Screen

- The "Health Benefits" field on the "Application Job Number" now requires a numerical value to be entered.
 - **Reason:** This prevents blank health benefits on job numbers and will reduce errors for external users during final invoicing.

Two changes were made to the Invoice Screen

- Added a warning on the start of invoice screen. A message will now appear alerting external users that there is a pending revision that impacts invoicing and the current invoice will be on hold until the revision status is "Executed."
 - **Reason:** Allows external users to continue to submit invoices regardless of revision status.
- If a New Hire trainee's eligibility was denied, they cannot be included on an invoice.
 - **Reason:** This prevents external users from invoicing for ineligible new hire trainees.

One change was made to the Enrollment Process

- Added system validations for MEC only trainees
 - **Reason:** Ensures small business and priority rate trainees are enrolled into the correct job numbers.

Announced: February 9, 2024

Effective February 9, 2024, enhancements will be added to the Revision submittal process in Cal-E-Force.

Added additional fields to Revision Request

- Reason: To assist in streamlining revision request efforts, additional information will now be needed upon submitting a revision request.

[Link to Reference Guide \(External\)](#)

See image below for all Revision Request types:

Request to Revise the Contract (check all that may apply)

- ☐ Contractor Name
 - ☐ Revise Term Start Date
 - ☐ Revise Term End Date
 - ☐ Add or Delete Job Number (Except for Apprentices)
 - ☐ Expand or Reduce Estimated Number of Trainees in a Job Number
 - ☐ Change the trainee occupation in a Job Number
 - ☐ Redistribute the Estimated Number of Trainees Funding between Job Numbers
 - ☐ Add or delete training courses identified in Exb. B Menu Curriculum
 - ☐ Revise Range of Hours so long as there is not change to the per trainee cap on hours
 - ☐ Add/Edit Health Benefits to wages
 - ☐ Revise Standard Contract Language
 - ☐ Revise Subcontractor Information
 - ☐ Revise Participating Entities/Workplace
 - ☐ Revise Waiver Information
 - ☐ Revise Physical/Mailing Address
 - ☐ Revise Primary Contact Information
 - ☐ Other
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Announced: January 26, 2024

Effective January, 25, 2024, 4 enhancements will be added to the Cal-E-Force system. The changes are listed below:

One change was made to the *Contract Details Page*:

- Added a "Performance Overview Tab"
 - **Reason:** Enables external users to access crucial information such as Job Number hours, funding details, and percentage to contract value in one place.

One change was made to *Reports*:

- Added "Participating Employers Report"
 - **Reason:** Stakeholder Recommendation: External users can access a comprehensive list of approved participating employers, complete with their associated NAICS codes, industry classification, CEAN, and certification status

One change was made to *Contract Specific Reports*:

- Added "Trainee Enrollments and Payments Report"
 - **Reason:** Stakeholder Recommendation: This report enables external users to access information seamlessly, replacing the use of three separate reports. The integrated report includes details on Trainee Enrollment and Invoices.

One change was made to Add Workplace:

- Included a choice for Single Employers to distinguish between an "Affiliate Location" and a "Contractor Location"
 - **Reason:** Allows contractors to properly identify the association of the workplace location to the contract holder. Affiliate locations will require a CEAN validation to ensure the Affiliate was approved prior to adding the workplace location.

Announced: December 29, 2023

Effective December 29, 2023, two enhancements were added to the Cal-E-Force system. The changes are listed below:

One change was made to the Trainee Enrollment Uploads

- Removed the case sensitivity within the Trainee Employee IDs column
- Reason: Allows contractors to enter employee IDs with ease

One change was made to the Application- Training Subcontractors Screen and Application Details Page

- Added new areas for the Out-of-State Training Justification requirements
 1. Added an Out-of-State justification field for applicants to fill out if their training subcontractor is not located in California.
 2. Added an area to allow training subcontractors to upload their contracts. These Out-of-State training subcontractors will have a "pending" status until staff approves/denies the training subcontractor based on the Panel's decision.
 - **Reason:** Conforms with ETP's Policy Committee meeting decision- August 2023

Announced: December 6, 2023

Effective December 1, 2023, 1 enhancement was added to the Cal-E-Force system. The change is listed below:

One change was made to the Application

- The system will now check to ensure the "Total Number of Estimated Trainees" on the "Training Plan" screen matches the "Total Number of Trainees" on the "Occupation" screen.
 - **Reason:** This corrects the variances between the two data fields and reduces delays during application development.

Announced: October 6, 2023

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

One change was made to the Manual and Upload Hours areas

- All hours entered for Classroom/Simulated Laboratory, Productive Lab and E-Learning delivery methods will be required to be equal or greater than 15 minute increments.
 - **Reason:** aligns with ETP's requirements for minimum class length

One change was made to the Contract Management Pages

- All contract management pages that stem from the button bar on the Contract Detail Page will now contain the Contract Number and Account Name on the header.
 - **Reason:** External Change Request, allows Stakeholders to keep track of which contract they are currently accessing at any point during contract management.

One change was made to the Manual Final Invoicing Page

- Enhanced the sorting capability for final invoicing
 - **Reason:** External Change Request, modified final invoicing to include all trainees in sorting beyond the visible page.

One change was made to the Contract Button Bar/Upload CBT Class Titles

- Added an upload feature for adding CBT Class Titles to the Contract
 - External Change Request to add upload option along with the manual option for CBT class titles.

One change was made to the Upload and Manual Enrollment required fields

- 'Hire Date' will not be required for trainees enrolled under an Entrepreneurial Job Number
 - **Reason:** Hire date does not apply to entrepreneurial trainees since these are small business owners.

One change was made to the Update Rosters area

- Added the ability to sort by roster date
 - External Change Request to add the ability to sort by training dates for all roster dates.

Announced: September 22, 2023

The ETP Application is enhanced as requested by Panel members. These changes will collect information required to be presented and reflected on the ETP Panel Proposal document.

Training Subcontractor(s) Section: Will collect Training Subcontractor Name, City, State, Cost, and Description of Service separately for each Training Subcontractor entered.

Occupation Section: Additional questions **related to Occupations** are added to obtain information pertaining to Health Benefits and Out-Of-State Training.

- Health Benefits questions are as follows for MEC and Single Employers to determine if occupations will need health benefits applied.
- The Out-Of-State Training question is to determine if there will be out-of-state training and to collect a justification explaining the need for an out-of-state training vendor

Your copy should address 3 key questions: Who am I writing for? (Audience) Why should they care? (Benefit) What do I want them to do here? (Call-to-Action)

Create a great offer by adding words like "free" "personalized" "complimentary" or "customized." A sense of urgency often helps readers take an action, so think about inserting phrases like "for a limited time only" or "only 7 remaining"!

A new **Training Type % Allocation** screen has been added to allow Applicants to include the percentage of training delivered by Training Type.

Note: The total percentage must equal 100% to move forward in the Application. Panel has expressed a need to see this information.

Announced: September 1, 2023

Effective September 1, 2023, 1 enhancement will be added to the Cal-E-Force system. The change is listed below:

One change was made to the Trainee Total Hours Report:

- Added 'Total Hours Tracked' to Trainee Total Hours Report to identify total number of hours entered into the system.
 - **Reason:** Allows contractors and sub-contractors to easily compare total hours tracked vs total valid hours.

Announced: August 2, 2023

At the June 2023 Panel meeting, the Panel approved the **collection of trainee occupations at enrollment for all funding sources**.

This change became effective for all proposals starting at the June 9th Panel 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.

Reason: collecting occupations at the beginning and end of training will bring ETP into compliance with its Legislation and Regulations, will allow us to increase the measure of impact we have on the individuals served, and provide this information to the Panel as they review repeat contractors.

The 'Occupation' at enrollment has been added in Cal-E-Force (CEF) for manual trainee and trainee enrollment uploads.

The new template must be used in Cal-E-Force (navigate to Contract>Click Upload Trainees>download template). See the 'Codes for Enrollment' template for format requirements.

Next, the collection of 'Occupation at Final Invoice' will be implemented and communicated at the end of August 2023. This change will also be effective for all proposals starting at the June 9th Panel.

Announced: July 28, 2023

Effective July 28, 2023, 2 enhancements will be added to the Cal-E-Force system.

One change was made to the external application:

- If a subcontractor clicks the "Apply for Funds" button to start an application, a warning page will appear to alert subcontractors from mistakenly applying for funds for their own company

One change was made to the external Community site:

- All pages that stem from the button bar options will contain 'Contract Number' and 'Account Name.'