

Prison to Employment (P2E)
Orientation Webinar on 8/28/2019

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Orientation Housekeeping

- The conference line will be muted.
- Use chat features for questions – questions will be answered at the end of the orientation.
- This presentation will be available on the State Board website –under the 'initiative grant program' bar, here:

<https://cwdb.ca.gov/partnerships/workforce-corrections-partnership/>

- State Board Introductions

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Agenda

- Contracts
- Invoices / Allocations
- Reporting
- Data Collection (CalJOBS)
- Eligibility & Enrollment
- Upcoming Trainings
- Technical Assistance/P2E Field Team

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Contract Process

State funds will be set up in a contract between the State of California and the Lead Fiscal Agent in the Regional Planning Unit (RPU).

- Grant Timeline: September/October 2019 – March 30, 2022
- Contract process can take up to 12 weeks.
- Contract Execution will occur in September and October.

- Term begin date in contract may say September 1st however the official start date is the execution date. **Activities cannot occur until contract is fully executed.**
- The contract unit assigned two separate analysts to each contract within the RPU – so you will not receive the contracts at the same time.
- ***Please be responsive when the contract is sent to you.***

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Contract Modifications

- Contact Program Manager (PM) if there are changes to project.
- PM will send Modification Request Form to project to complete and submit back for review.
- CWDB will determine if a formal or informal modification is needed.
 - **Formal Modification** – this is an adjustment to the contract such as: scope of work changes, changing the overall budget amount by adding or subtracting funds, etc...
 - **Informal Modification** – this does not change the contract. Revised documents will most likely be needed. An example of this would be moving funds between line items in your current budget.

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Invoices

- These are State funds and the Lead Fiscal Agent will be submitting invoices for reimbursement.
- Project Manager will be sending the Invoice Workbooks after contract execution
- Monthly invoices must be submitted even when there is a \$0.00 balance.
- Invoices are due the 20th of the month following the invoice period. If the 20th falls on a weekend or holiday, invoices will be due the following business day.
- **The invoice template is identical to your budget summary – always refer to your budget when filling out the invoice.**
- Once approved and processed, payments should be received within 45 days.
- If payment is not received within 45 days, contact Program Manager immediately.

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Invoices (cont.)

We understand that there are many layers of reimbursing other Workforce Development Boards, community based organizations and other partners to the project, etc...

It is a priority for CWDB to ensure that your invoices once submitted and approved, are processed within the 45 day timeframe.

We have streamlined the invoice process and feel confident that timely reimbursements will be received.

Please let us know if there are issues.

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Invoice Workbooks

- There will be two Invoice Workbooks sent to you initially:
 - Direct Services Invoice Workbook
 - Supportive Services/Earn and Learn Invoice Workbook
- Each Invoice Workbook will have invoice templates for September 2019 through March 2021 because:
 - In each contract you have two years' worth of funds in one contract:
 - 18/19 funds expire March 2021
 - 19/20 funds expire March 2022
- Once you expend all the 18/19 funds we will send the 2nd Invoice Workbook that will include the 19/20 funds.
- **IMPORTANT** – the amounts outlined in the first Invoice Workbook must be spent by March 2021. If you spend down sooner than that date, we will send the 2nd Invoice Workbook with the 19/20 funds.

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Invoice Workbooks (cont.)

- Direct Services Contract

- First Invoice Workbook with 18/19 funds, must be spent by March 2021 or sooner.
- Second Invoice Workbook with 19/20 funds (remainder) that expires March 2022.
- Supportive Services/Earn and Learn Contract
 - First Invoice Workbook with 18/19 funds, must be spent by March 2021 or sooner
 - Second Invoice Workbook with 19/20 funds (remainder) and expires March 2022.

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Spending 18/19 and 19/20 Funds

- The split of funds:
 - 18/19 - approx. 40% of your total
 - 19/20 - approx. 60% of your total
- Plan based on your total allocation
- You can spend the 18/19 funds as fast as you would like but you cannot spend past March 2021
- The 19/20 funds are available at any time and will be a higher amount so plan accordingly to ensure you have time to spend down

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Statutory Requirements

- The ability of the grantees to provide the services proposed in the grant to the number of individuals specified in the grant
- The ability of individuals to successfully complete relevant programming funded under the grant
- The ability of individuals to transition into or be integrated into the broader workforce and education system
- The ability of individuals to succeed in both the broader workforce and education system and labor market
- The number of individuals served under the initiative

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- Reports are due on a quarterly basis and submitted to the PM.
- Report template will be provided via email at the end of each quarter.
- All reports (and supporting documentation) must be submitted on time and will be due on the 20th of the month following the end of quarter.
- Reports will require information about both program and fiscal.
- There may be additional data being requested in the quarterly reports that we are not able to attain from CalJOBS.

The first quarter report template will be sent at the end of December and be due by January 20, 2020.

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What is CalJOBS?

Data tracking system for service providers to:

- Complete WIOA Title I Application
- Enroll Participants into P2E Program
- Track Services
- Run Reports

<https://www.caljobs.ca.gov>

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CalJOBS

- All relevant data must be entered into CalJOBS in a timely manner.
- Data in CalJOBS must coincide with the quarterly report.
- Data not captured in CalJOBS will be captured through the quarterly report via supplemental questions.
- Two grant codes for participant enrollment/tracking:
 - GC 2286 – P2E Supportive Services / Earn and Learn
 - GC 2287 – P2E Direct Services

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Preferred Method to set up CalJOBS in the RPU

- Each Local Area (LWDB) within the RPU has P2E grant codes added.

- The LWDB can enter data on the participants that they are serving in their area and then provide any necessary data/reports to the lead area of the RPU.
- Each LWDB who has partner agencies would add those partner staff as users under their account.
- This allows the LWDB to see all participant data directly.
- This provides for continuity with the data, allows for minimal errors, and provides the State Board with a way to see which Local Areas within the RPUs are serving which/how many participants.

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Partner Agencies within the LWDB

- Another option for LWDBs:
- If you are subcontracting funds to partner agencies, you can either add those partner staff to the LWDB account or that partner agency would create their own account.

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CalJOBS Access Request

- To enable staff access to CalJOBS, complete this form.
- Management Information System (MIS) Administrator Signature Required
 - Signatory Authority is accepted for grantees without MIS Admin
- Submit to CalJOBS Admin Team (caljobsadmin@edd.ca.gov) and CC CWDB Project Manager.

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Questions on Access

If you have questions regarding CalJOBS access you can contact:

Cindy Harrington, CWDB Branch Manager

Cindy.Harrington@cwdb.ca.gov

916-651-7526

Angela Mendibles, CWDB Program Manager

Angela.Mendibles@cwdb.ca.gov

916-654-9594

CalJOBS directly:

WSBManagePerformance@edd.ca.gov

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P2E Eligibility

- All participants must be or have been justice-involved.
- Documentation to support this is required.
- Examples of verification: police records, letter of parole, phone verification, etc....
- In the event that a participant is unable to provide verification – self-attestation can be used. This should be a last resort and not standard practice.

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Enrolling Participants

- Title I application in CalJOBS will be used
- Enrollment into P2E, State Funded Grant Program
- CalJOBS Guidebook is being finalized and will include:
 - Activity Codes required for P2E
 - WIOA work arounds in the Title I application
 - New data fields that are required for P2E
 - Other case management items
- CalJOBS Guidebook will be covered during the September 27th P2E Requirements Webinar.

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Additional Form (may be required)

- There are going to be new fields in CalJOBS for additional data requirements.
- The added fields may not be complete by the time programs begin, it is in process.
- If not complete we will be providing a form so you can capture the additional data during intake.

- Once the CalJOBS revisions are complete it will be necessary to go back into CalJOBS and enter this additional data.
- We will let you know if this is necessary at our training in September.

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The EDD Central Office Workforce Services Division Statewide Services Unit (STU) will be conducting *CalJOBS Participant Training* for Prison to Employment Initiative (P2E) subgrantees. The 3-day, comprehensive CalJOBS case management training will be conducted via webinar on:

Monday, September 23, 2019

Tuesday, September 24, 2019

Thursday, September 26, 2019

There is a *tentative* schedule for each day; final times will be provided in the near future.

Training is intended for front line staff/case managers and would benefit any new staff, new agencies or as a refresher for current staff.

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CalJOBS 3-Day Webinar Training Part I

Part 1 Monday, 09/23

9:30AM – 11:30AM

- Intro to CalJOBS and basic navigation
- Customization and navigation tips and tricks
- Individual Registration

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CalJOBS Webinar Training – Part II

- **Part 2 Tuesday 09/24**

9:30AM – 11:30AM

1:00PM – 2:30PM

- Completing the WIOA Title I program application to establish eligibility for your grant
- Creating Participation to enroll individuals into your program

- Adding activity codes and case notes to track services you provide to participants
- Participant reports

Note: Part II will have some P2E specific elements to it. It is recommended that current staff and MIS Administrators attend.

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CalJOBS 3-Day Webinar Training – Part III

- **Part 3 Thursday, 09/26**
 - 9:30AM – Noon**
 - Tracking credential attainment and measureable skill gains
 - Closing activities and using the Closure Form
 - Program exits and follow-ups
 - Participant reports

PM will send Training Request Form to each RPU following this presentation.

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P2E Requirements Webinar – Mandatory

Friday, September 27th

10:00 AM – 11:30 AM

Draft Topics

1. State Funded Requirements vs. Federal
2. Additional tracking that will be captured in Quarterly Reports
3. Additional Data Capture Form (if needed)
4. CalJOBS Guidebook:
 - Activity Codes required for P2E
 - WIOA work arounds in the Title I application
 - New data fields that are required for P2E
 - Other case management items

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P2E Field and Technical Assistance Team

- Sydney Armendariz, Corrections Workforce Partnership/P2E Initiative Manager
- Rafael Aguilera, Field Specialist
- Myke Griseta, Lead Researcher
- Joe Flores, Research Analyst

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P2E Technical Assistance

- The P2E Team is available to offer technical assistance to field offices, AJCCs, and their partners.
- Bi-monthly webinars on relevant topics, including: employer engagement, corrections, and reentry toolkits.
- Coordinate tours of CDCR facilities for workforce staff
- Will host an in-person Community of Practice event in early 2020
- P2E webpage: <https://cwdb.ca.gov/partnerships/workforce-corrections-partnership/>
- P2E Inbox: reentry@cwdb.ca.gov

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P2E Contacts

Program/Fiscal Contact:

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