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Prison to Employment (P2E) Data Directive and Reporting Requirements Webinar
Friday, September 27, 2019
10:00-11:30am (PST)

This training will provide an overview of the soon to be released Prison to Employment Initiative: Data Collection Directive and will cover state funding requirements, capturing and reporting data, P2E activity codes, new data fields in CalJOBs, and quarter reports.

1. Join the Webinar by clicking **here**. (Write your name in guest field)   &
2. Call the Conference Call Number: 1-888-808-6929
Participant Code: 3243425
- Both steps are required for webinar presentation-

If you have any questions please contact Joe Flores at joe.flores@cwdb.ca.gov

Prior to the webinar, make sure you have Adobe Connect Software installed on your desktop.

You can do so by clicking here.

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P2E Data Reporting Webinar
Prison to Employment (P2E) Data Reporting Overview
Conference Line 888-808-6929
Participant Code 3243425

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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.
- State Board Introductions

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Agenda
- The P2E Data Guide Explained
- Background
- P2E Reporting Policies and Procedures
- Eligibility and Subpopulations
- CalJOBS Enrollment Process Overview
- Technical Assistance and Resources
- Q&A

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What is the P2E Data Reporting Guide?
- Follows up on information provided in [RFA #84049](#)
- Includes additional information on reporting requirements
- Clarifies program eligibility determination
- Provides an overview of the CalJOBS enrollment process for P2E participants
  - Describes changes to CalJOBS and new data elements
  - Aligns allowable activities to CalJOBS activity codes
- Will be released the week of 9/30 on CWDB's website

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Background

CWDB will be providing an interim and a final report to the Legislature on P2E that will address the following questions:
- How many individuals were served under P2E?
- Were grantees able to provide the services proposed to the number of individuals specified?
- Did participants successfully complete relevant programming?
- Did participants transition into the broader workforce and education system?
- Did participants succeed in both the broader workforce and education system and labor market once they transitioned into the broader system?

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Policies and Procedures
P2E Data Reporting Overview

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Assigning a Single Entity for Data Capture

The entity responsible for monitoring each RPU's data collection and reporting should be identified in the RPU's application to RFA #84049.

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Quarterly Reports
- Reports are due on a quarterly basis and submitted to the Program Manager.
- 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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Eligibility and Subpopulations
P2E Data Reporting Overview

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Two Types of Eligibility

Justice Involved
- **Is <u>currently</u> under active supervision**
- **Has never been incarcerated**
- **Data collected for type of active supervision**

Formerly Incarcerated
- **Has been <u>convicted</u> of a crime**
- **Has been incarcerated at any point in their life**
- **Data collected for type of incarceration <u>and</u> post-release supervision**

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Formerly Incarcerated

- **Have you ever been incarcerated in a local, state or federal corrections facility?**
    - **NO**
      Are you actively justice-involved (e.g. on probation or in a diversion program)?
        - **YES**
          Select relevant Justice-involved category
        - **NO**
          Not eligible for Prison to Employment services
    - **YES**
        - **Enter Information about Incarceration Type (e.g. Federal, State, County)**
        - **Select Post Release Classification (e.g. Probation, Parole, etc)**
            - **Optional Data:**
            - **1. Year of Release**
            - **2. Total # Years in Custody**

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Formerly Incarcerated
Federal Facility
Federal Penitentiary
Tribal
Military
Immigration Detention

Home Detention

State Facility
MCRP - Male Community Reentry Program
CCTRP - Custody to Community Transition Reentry Program
ACP - Alternative Custody Program
CPMP - Community Prisoner Mother Program
DJJ - Division of Juvenile Justice

County Facility
County Jail
ACP - Alternative Custody Program, includes home detention and work release
A felony prison term served in county jail under Penal Code 1170(h)
County Juvenile Hall or Other Local Juvenile Facility

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Formerly Incarcerated - Postrelease Classification
Federal Supervision
Federal Probation
Federal Supervised Release

State Parole
Residential Programs:
Female Offender Treatment and Employment Program (FOTEP), Parolee Service
Center (PSC), Residential Multi-Service Center (RMSC), Specialized Treatment for
Optimized Programming (STOP), Transitional Housing Program (THP)
Outpatient and Drop-In Programs: Caltrans Parolee Work Crew Program, Community-
Based Coalition (CBC), Computer Literacy Learning Center (CLLC), Day reporting
Centers (DRC), Substance Abuse Treatment and Recovery Program (STAR

County Probation, including PRCS
PRCS - Postrelease Community Supervision (released from state prison, supervised by
County Probation)

Fully Discharged, no postrelease supervision

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State Parole
County Probation, non-PRCS (formal probation, non-prison release)
Post Release Community Supervision (released from state prison)
Informal Probation
County Mandatory Supervision
County Deferred Entry of Judgement
Other County Diversion Program

Must be actively under supervision or under the jurisdiction of CDCR or a County

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Establishing Eligibility
- **Documentation is required to establish P2E eligibility**
- **CalJOBS system provides verification options under the "Ex-Offender" section of Title I application**

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CalJOBS Enrollment Overview
P2E Data Reporting Overview

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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 will be assigned for participant enrollment/tracking
  - Supportive Services/Earn and Learn: **2286**
  - Direct Services: **2287**

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New P2E Categories in CalJOBS

After completing the Miscellaneous Barriers section of the application users will complete the section called Miscellaneous Employment with a question specifically for P2E: "Prison to Employment participant." Selecting the "Yes" button causes additional questions/fields populate. The options for some questions will change depending on how the user answers the preceding questions.

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New P2E Categories: Incarceration Type

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New P2E Categories: Facility Type

Miscellaneous Employment

★ Prison to Employment participant: ◉ Yes ○ No

★ If formerly incarcerated, what type of facility was the sentence served?: [State Facility ▼]

★ Type of State Facility: [None Selected ▼]

None Selected
State prison
Male Community Reentry Program (MCRP)
Custody to Community Transition Reentry Program (CCTRP)
Alternative Custody Program (ACP)
Community Prisoner Mother Program (CPMP)
Division of Juvenile Justice (DJJ)

★ Post Release Classification: [▼]

★ Year released from custody:

★ Total time incarcerated: [ ] Years (0-60) [0] Months (0-11)

★ Total number of offenses: [ ]

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New P2E Categories: Postrelease Classification

Miscellaneous Employment

★ Prison to Employment participant: ◉ Yes ○ No

★ If formerly incarcerated, what type of facility was the sentence served?: [State Facility ▼]

★ Type of State Facility: [State prison ▼]

★ Post Release Classification: [None Selected ▼]

None Selected
Federal Supervision
State Parole
County Probation, include Post Release Community Supervision (PRCS)

★ Year released from custody:

★ Total time incarcerated: [ ] Years (0-60) [0] Months (0-11)

★ Total number of offenses: [ ]

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New P2E Categories: Postrelease Classification

Miscellaneous Employment

* **Prison to Employment participant:** ● Yes ○ No

* **If formerly incarcerated, what type of facility was the sentence served?:** State Facility ▼

* **Type of State Facility:** State prison ▼

* **Post Release Classification:** State Parole ▼

* **Type of State Supervision:** None Selected ▼

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New P2E Categories: Additional Questions

Miscellaneous Employment

* **Prison to Employment participant:** ● Yes ○ No

* **If formerly incarcerated, what type of facility was the sentence served?:** State Facility ▼

* **Type of State Facility:** State prison ▼

* **Post Release Classification:** State Parole ▼

* **Type of State Supervision:** Residential Programs ▼

* **Year released from custody:** 2018

* **Total time incarcerated:** 0 Years (0-60) 6 Months (0-11)

* **Total number of offenses:** 1

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Differences in the Title I application for P2E
Right to Work Verification
- The Right to Work Verification screen will say in bolded red, that it must be provided however it is not required at the time of enrollment
- It is only required when coordination with an employer begins
- P2E funds can be used to help a participant attain Right to Work documents

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Differences in the Title I application for P2E (cont.)
Citizenship Status
- Select the Citizenship Status that best reflect the participant
- If a participant does not have citizenship at the time of enrollment the option would be to select "none of the above"
- Currently during the registration process if "none of the above" is selected, an error message will appear and you cannot proceed
- CalJOBS is looking into this
- In the meantime the workaround is selecting "Citizen of U.S. or Territory" during registration and then during the application changing this to 'none of the above'
- This will be included in the Guidebook

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Differences in the Title I application for P2E (cont)
Selective Service
- Selective Service is not required for P2E
- It is recommended to select the option that is true and if no is selected you can continue
- An individual that indicated "No" (and falls within the requirements for being registered) for Selective Service registration will not qualify for the WIOA Title I Adult program on the final application screen
- This is considered a special circumstance where WIOA Title I eligibility is not met and the participant can be enrolled into the Non-WIOA special grant program
- Co-enrollment into WIOA Title I would require Selective Service

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Differences in the Title I application for P2E (cont)
Low Income Exception for In-school Youth
- If a youth is enrolled at the beginning of application and is between the ages of 14-21 and answers indicate they are in-school, under WIOA Title I there are two barriers required for this population – low income and one barrier
- Ex-offender is an automatic barrier for P2E
- Low income is not required – answer all the income questions correctly
- If low income is not met the participant will not qualify for the WIOA Title I Youth program on the final application screen but can still be enrolled into P2E.
- This is considered a special circumstance where WIOA Title I eligibility is not met and the participant can be enrolled into the Non-WIOA special grant program.
- If this participant were to be co-enrolled into the WIOA Title I program low income would be required.

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Allowable Activities
AB 1111 (Section 14035 of the UI Code)
- English language improvement training
- Basic skills and adult education
- High school diploma and GED acquisition.
- Skills and vocational training that aligns with regional labor market needs
- Work experience
- On-the-job training
- Stipends for trainees
- Earn and learn training
- Industry certifications
- Pre-apprenticeship programming
- Mentoring
- Supportive services under the California Workforce Innovation and Opportunity Act

2060 (Section 1234.3 of the Penal Code)
- Vocational training
- Stipends for trainees
- Earn and learn opportunities for the supervised population

WIOA
- Basic Career Services, Individualized Career Services, and Follow-up Career Services as defined by WIOA

Implementation Activities
- In-reach to individuals transitioning from incarceration to post-release employment and/or
- training that entails shared client case management among the workforce development and corrections systems
- Technical assistance activities

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Allowable Activities Grid
- Matches statutory language to CalJOBS activity codes
- Other applicable codes may be used
- See WSIN 17-09 & WSDD-202 for additional info on activity codes

Allowable Activity	CalJOBS Code	Code Definition
English Language Improvement Training	214 Adult Literacy, Basic Skills or GED	A youth participant received basic skills training including, but not limited to: reading comprehension, math computation, writing, speaking, listening, problem solving, and reasoning.
	222 English as a Second Language Service (ESL)	A participant attended an English as a Second Language (ESL) program.
Basic skills and adult education	214 Adult Literacy, Basic Skills or GED	See definition above.
	324 Adult Education with Training Services	A participant, in consultation with an employment counselor, enrolled in Adult Education that incorporates an Occupational Skills Training program selected from the CA ETPL that confers industry-valued skills in priority industry sectors, and is paid for with a pre-approved Individual Training Account. The participant must also be enrolled in one of the following activities: 300, 301, 302, 305, 306, 320, 323, 325, 330, 346, or 416.
High School diploma and GED acquisition	214 Adult Literacy, Basic Skills or GED	See definition above.

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- Links to P2E CalJOBS Webinar Series will be posted to CWDB website
- P2E Data Guide posted to website and emailed to presentation attendees early next week

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P2E Technical Assistance
- The P2E Team is available to offer technical assistance to field offices, AJCCs, and their partners.
- Bimonthly webinars on relevant topics, including: employer engagement, corrections, and reentry toolkits.
- Coordinate tours of CDCR facilities for workforce staff
- 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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Project Management

Angela Mendibles is the point of contact for project management related inquiries and support:
- Contracts
- Invoices
- Modifications
- Quarterly Reports
- Technical Assistance for CalJOBS
- Feedback to the State
- Additional CalJOBS training requests

Angela.Mendibles@cwdb.ca.gov

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Q&A
P2E Data Reporting Overview

Thank You