Title:
Prison to Employment (P2E) Data Directive and Reporting Requirements Webinar
Chatbox Q&A
Friday, September 27, 2019 10:00-11:30am (PST)
Questions Presented as Received

Question 1:
Will you be tracking recidivisim rate of participants? If so, how?

Answer: CWDB currently has no plans to track recidivism under P2E. CDCR tracks this information for all individuals released from the state prison system, and produces an annual outcome report detailing statewide recidivism trends.

Question 2:
Incarcerate is Prison versus Jail ?

Answer: "Incarceration" refers any form of incarceration associated with a criminal conviction.

Question 3:
How would you classify a paper commitment?

Answer: A paper commitment is when someone is sentenced to jail or prison but does not go to jail due to time served in during pretrial.

Question 4:
Will a referral from Probation be considered as verification?

Answer: Yes

Question 5:
What is the difference between "Applicant Statement" and "Self-Certification"

Answer: They are the same thing – participants state his or her status for a particular data element or eligibility requirement and then signs and dates a form.

Question 6:
What type of CalJOBS application are we supposed to use to enroll participants?

Answer: Title I application.

Question 7:
Some of the information required seems confidential, how do we obtain the information needed to meet the data requirements?

Answer: Case managers should following existing best practices with respect to data confidentiality. P2E does not impose any new confidentiality requirements.

Question 8:
Can you confirm that total time incarcerated and offenses in CalJOBS is only to include the most recent conviction?

Answer: Total time incarcerated and total number of offenses/convictions should be entered *for **all** convictions only*.

Question 9:
What enrollment documents are required?

A: Documentation of either being justice-involved or formerly incarcerated, right to work documents if coordinating with an employer, and there are a few other document validations in the system not connected to eligibility.

Question 10:
Can you confirm that we can use P2E funds to pay for RTW documents such as a CA ID and or CDL (renewal)

Answer: Yes.

Question 11:
Does capturing the incarceration data in CalJOBS constitute an enrollment into P2E?

Answer: Capturing this data alone does not constitute enrollment; however it is one element of the enrollment process. An individual has to be registered, then enrolled through the Title I application, then added to the Non-WIOA state funded program, P2E and then finally have participation created by entering the first activity code.

Question 12:
Will P2E eligible participants be registered as Adult or Dislocated Worker?

Answer: At the onset of the application it is necessary to enter an eligibility date next to youth or adult and this prompts a series of questions. Once the application is complete and the individual is enrolled into the Non-WIOA state program, they will fall under one grant code. P2E is not tracking youth and adults separately.

Question 13:
Just to confirm, not all of the P2E enrollments are required to co-enroll in WIOA, right?

Answer: No, this is not required.

Question 14:
So "conviction" is required for both Justice Involved and Formerly Incarcerated.

Answer: Yes.

Question 15:
Do you have or will you provide an application form that captures the CalJOBS Registration questions and Title I Application? Also, supplemental data questions that are not captured in CalJOBS?

Answer: We will not be providing an application form. It is recommended to work with Local Workforce Development Boards to attain these forms and to add the P2E specific questions. Any additional supplemental reporting forms will be shared after contract execution.

Question 16:
Will the CDCR yearly recidivism report include data on P2E participants?

Answer: The CWDB will be release an interim and final outcome report for the P2E program; however this will be a separate report from CDCR's annual outcome report.

Question 17:
What information does the referral from probation or parole need to have?

Answer: The CWDB has established specific requirements for referrals probation or parole.

Question 18:
If currently incarcerated which CalJobs registration/eligibility check box applies?

Answer: These individuals should be tracked under the "formerly incarcerated" category. During the Title I application process check the 'ex-offender' box. This will request the verification documentation.

Question 19:
Is eligibility documentation supposed to be scanned into CalJOBS?

Answer: It can either be scanned into CalJOBS or kept as hard copies in case files.

Question 20:
Are there any EO Rules that apply to keeping participant information confidential?

Answer: It is recommended to follow the same guidance as WIOA.

Question 21:
Is there a baseline for ex-offender employment rates pre-P2E?

Answer: The CWDB has not established baseline employment rates; however a number of research institutions and policy organizations have studied the impacts of incarceration on employment. The following resources may be helpful:
- [Work and opportunity before and after incarceration](#) (Brookings Institute, 2018)
- [Out of Prison & Out of Work: Unemployment among formerly incarcerated](#) people (Prison Policy Institute, 2018)
- [Repairing the Road to Redemption in California](#) (Californians for Safety and Justice, 2018)

Question 22:
Can you cite where to find that definition (justice involved) in the UI code again, please?

Answer: Unemployment Insurance Section 14040(b).

Question 23:
I don't see two separate areas where we record time incarcerated, one for most recent, and one for total.

Answer: Total time incarcerated for all offenses is the only data point being collected. There is no field to enter time for most recent incarceration.

Question 24:
If a participant becomes incarcerated are we able to use an exclusionary exit?

Answer: There will guidance on this is the P2E Data Guidebook.

Question 25:
Can we reverse referral someone who is in an adult program into P2E, like if they are currently enrolled in WIOA, can we enroll them into P2E?

Answer: Yes.

Question 26:
For sites who are managing a WIOA project and a P2E project, how are we expected to "co-enroll" based on the WIOA parameters?

Answer: If you are co-enrolling you must meet WIOA requirements.

Question 27:
Since P2E are state funds if we co-enroll into WIOA and use the P2E funds on training or supportive services P2E counts as leverage correct?

Answer: Yes.

Question 28:
Will it be a secondary application?

Answer: If a participant is enrolled into WIOA and then added to the Non-WIOA special grant, a second application is not required.

Question 29:
Can we co-enroll with WIOA to use the Individual Training Account fund?

Answer: Yes.

Question 30:
Can we enroll youth under 18 into the P2E grant?

Answer: Yes.

Question 31:
The response regarding conviction not being a requirement for Justice Involved was confusing. Can you provide something in writing?

Answer: A conviction is required for "justice-involved" eligibility; however individuals who are *currently* under deferred entry of judgement in a diversion program such as drug courts, veterans courts, community courts or other specialty courts *are* eligible to receive P2E services and depending on the situation the term "conviction" may not be used to describe these forms of active supervision.

Question 32:
Would it be possible for CalJOBS to change the "ex-offender" language in the site to people first language? (e.g. "Formerly Incarcerated").

Answer: The term 'ex-offender' comes from WIOA law so it cannot be changed.

Question 33:
If we scan the documents into CalJOBS will this be an EEO issue?

Answer: Work with your MIS Administrator or Local Workforce Development Board staff to determine how this handled.

Question 34:
Can you clarify age requirements for P2E? You just said "yes" to youth, but did not specify.

Answer: There is no age requirement.

Question 35:
Can we use the 2 grant codes (2286 and 2287) for the same participant?

Answer: Yes, if you are using both funding streams to support the same participant. Keep in mind that if you are serving two separate cohorts with the two funding streams you would only use the direct service code for the participant being supported via that funding stream and the same applies for supportive services.

Question 36:
On Misc tab, please clarify 'total number of offenses' - offenses or convictions? We are understand offenses to mean each individual charge?

Answer: This field refers to the total number of criminal convictions.

Question 37:
When co-enrolling into P2E and WIOA, when running CalJOBS reports which program will the enrollment credit show under P2E or WIOA if enrolled in the same month?

Answer: Enrollment happens when participation is created and the first Staff-Assisted service is provided. If a participant is co-enrolled, you will be able to run a report for either program (P2E or the WIOA program) and see that individual in the report.

Question 38:
Should providers enroll everyone that is eligible into P2E?

Answer: This is based on funding and program design.

Question 39:
Does the application expire in 90 days or can we change the P2E application to make them WIOA adult eligible at anytime?

Answer: The application does close after 90 days if the application is open for 90 days without any staff-assisted activities, or if 90 days go by without a staff-assisted service, then the application will close.

Question 40:
For planning purposes, how long should it take to complete an application, from beginning to the end?

Answer: To complete just the application it can take between 15-45 minutes.

Question 41:
If a participant has a crime expunged can they be served under P2E?

Answer: If they were sentenced to an eligible form of incarceration then yes.

Question 42:
Can you spend support services to get proof that someone was formerly incarcerated 10 years ago?

Answer: Accessing P2E funds to serve a client requires that individual to have already established eligibility. The CWDB envisions RPUs having developed partnerships with CDCR and local probation departments through the regional planning process that would allow for this type of information to be shared with workforce development professionals serving clients through P2E.

Question 43:
What if a youth has had their records sealed after they turn 18?

Answer: If that individual served a period of incarceration and no other supporting documentation exists to affirm that individual was incarcerated, they would be eligible and the case manager should use the "self-attestation" option.

Question 44:
Would someone in informal probation be elegible for P2E?

Answer: Yes.

Question 45:
For supportive services under this grant will it be the same guidelines as WIOA?

Answer: Yes, all supportive services allowed under WIOA are considered allowable uses for P2E.

Question 46:
Will P2E participation adhere to WIOA requirements in terms of active services every 90 days?

Answer: Yes.

Question 47:
Can transportation assistance be provided?

Answer: Yes.

Question 48:
What guides are out there to get a better understanding about the two grant codes?

Answer: Reference RFA #84049 and review the application and exhibits that your RPU submitted.

CalJOBS 3-Day Training Questions
Question 49:
Does justice involved include those who have been convicted of a crime but not served time?

Answer: To be eligible as "justice-involved" a participant must be under ACTIVE supervision. Someone with a conviction who was never incarcerated and is no longer under supervision would not be eligible for P2E.

Question 50:
Must they be currently justice-involved? You mentioned that they may have been in the past. Please clarify.

Answer: If a client was sentenced to a period of incarcerated at any point they are eligible as "formerly incarcerated." If someone is under ACTIVE supervision they are eligible. If someone was sentenced but was never incarcerated and is no longer under active supervision, they would not be eligible for P2E.

Question 51:
Can we go back in later in P2E participation to add required docs and info for Title I co-enrollment?

Answer: Yes. You can go back in to the same application and add eligibility for Title I programs.

Question 52:
Since this is actually a Title I application, won't selecting "no" for selective service render the individual ineligible and prevent enrollment??

Answer: Yes, it will if you wanted to enroll them into a Title I program. For P2E, it will not, as it is a Non-WIOA Special Grant and being ineligible for Title I does not affect eligibility for P2E in the CalJOBS Application.

Question 53:
Is the ex-offender documentation a requirement?

Answer: Yes.

Question 54:
Is total time of incarceration for this stint or lifetime

Answer: Lifetime.

Question 55:
If the individual was recently released from incarceration, are they considered unemployed? Also please define "justice involved"

Answer: Yes, unless an individual has secured employment postrelease they would be considered unemployed. "Justice-involved" means an individual is under active supervision. "Formerly incarcerated" means an individual has served time. More info is available in the Prison to Employment RFA on cwdb.ca.gov.

Question 56:
What if you do not know number of offenses or time incarcerated

Answer: These questions should be answered to the extent possible. Your RPU's Probation and Parole partners should also be able to assist in obtaining this information.

Question 57:
Are the question different when it is youth?

Answer: No, they are the same for all P2E participants.

Question 58:
Do we only complete the P2E section if the participant will be enrolled in P2E, or for every justice involved individual that is requesting services

Answer: The P2E section should only be completed for individuals receiving services funded through the P2E grant.

Question 59:
If we start to enroll using manual form, do we need to input the answers at later time? Will this affect participation?

Answer: Yes, once the questions are available you will go back in and enter the data. It will not affect participation.

Question 60:

Does formerly incarcerated encompass any time in the individual's life? What about if someone has been arrested but not convicted, or are in the process of trial? Or case dropped, etc.?

Answer: If an individual has ever been convicted and incarcerated they are eligible. If an individual has not been convicted of a crime and/or has not served a sentence they are not eligible unless they are under active supervision.

Question 61:
Regarding Non-WIOA Special Grant: Can co enrollment be added at later date? Meaning initially we enroll into IDS, but later on we want to add SSEL.

Answer: System wise, yes you can.

Question 62:
If we need additional support as we begin this work, will there be additional support available for the first few weeks or so?

Answer: Yes, you can contact Angela Mendibles, the P2E project manager at CWDB. Angela.mendibles@cwdb.ca.gov. Each of the Local Boards has an MIS Administrator - this is another resource for getting TA and assistance with all of this.

Question 63:
If we are using both P2E Grants, do we need to create participation twice?

Answer: No, just one time.

Question 64:
Is there a preference on which one we attach to participation?

Answer: Nope, just whichever one is provided first.

Question 65:
Is it required to use the Individual Employment Plan (IEP) in CalJOBS or is it sufficient to have a paper copy?

Answer: You can use either.

Question 66:
Is the IEP required for P2E?

Answer: Yes the IEP is required.

Question 67:
Because we are using a WIOA Application, do these participants be in the total that affects WIOA Performance?

Answer: No it does not.

Question 68:
Does the comment box create a standalone case note?

Answer: No, it does not. The comment box will be associated to the activity code and when you run a report on services provided you'll be able to view comments that were documented while adding the activity code.

Question 69:

Is there a notes section, and if so, how do we access?

Answer: There is not a case note feature on the IEP. I'm not sure why. So you will want to add a case note from the Case Notes tab and add IEP to the subject line.

Question 70:
Would I add a new 205 activity each time the IEP is updated?

Answer: Yes, that's what the DOL wants our programs to do, so that will apply to your state grant as well.

Question 71:
I've found the actual start date has to be the same as projected - has that changed?

Answer: I was able to enter a future date as a projected begin date and then go back and add today's date as the actual begin date. So I don't think they need to be the same, as least as far as the system goes, and at least in the training site.

Question 72:
If participants are co-enrolled, is there a way both case managers can get an alert?

Answer: Unfortunately not. There can only be one case manager per program application.