

AB1111

Breaking Barriers to Employment Initiative

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Data Guide and Reporting Requirements

April 3, 2020

1:00 PM – 2:30 PM (Pacific Time)

Audio will be available through the conference line only

Conference Line: (877) 402-9753

Passcode: 2794824

AN INITIATIVE OF THE
CALIFORNIA
Workforce Development Board

Webinar Housekeeping

- Sign in with your name and organization in Attendance pod
- Conference line will be muted
- Use Q&A pod to ask questions.
- Questions will be answered at the end of the webinar
- PPT will be posted on the CWDB website along with Q&A from webinar

Agenda

- COVID-19 Updates
- AB1111 Reporting Requirements
 - AB1111 Data Reporting Guide
 - CalJOBS Enrollment Process Overview
 - Target Population Eligibility
- AB1111 Supplemental Report
- Quarterly Narrative Reports
- Service Cash Invoice
- Q&A

CWDB Program Staff

- **Anastasia (Stacy) Mondy**, Program Analyst
- **Chan Saechao**, Program Manager
- **Cindy Harrington**, Branch Manager
- **Joelle Hurst**, Deputy Director of Program Implementation & Regional Support

COVID-19 Updates

- Contracts will process as normal.
- Electronic signature on contract is accepted with the expectation the original copy will be submitted at a later date.
- Contract start date is either April 1st (if executed) or once the execution date occurs.
- We understand that many contracts will need to be amended or modified.
- CWDB program staff will continue to provide frequent updates.

COVID-19 Updates - Contract Amendments vs Modifications

- Formal Contract Amendment
 - Occurs when there is a change in scope of work, partnerships, deadlines, contract extension, funds are either reduced or added to the total award amount
 - CWDB staff reviews and approves
 - CWDB staff initiates a contract amendment with the contracting unit
- Informal Modification
 - Occurs when there is a change between budget line items
 - A form is submitted with justification about moving these funds and outlines how funds are being shifted
 - CWDB staff will review and approve
 - Updated budget forms will be required

COVID-19 Updates - Contract Contract Amendments (cont.)

- We understand that many contracts will need to be adjusted. Formal contract amendments cannot occur until July 1st or later.
- We will establish a process so that grantees can update CWDB staff on immediate change needs so that work can occur prior to a formal contract amendment. Your AB1111 Program Analyst will provide details soon.
- Budget modifications can occur at any time. This is only for moving funds between line items in your budget. Contact AB1111 Program Analyst for details.

Program Overview

The intent of this initiative is to provide individuals with barriers to employment the services they need to enter, participate in, and complete broader workforce preparation, training, and education programs aligned with regional market needs.

AB1111 Reporting Requirements

CWDB is required to submit an interim and a final report on AB1111 to the Legislature that will address the following questions:

- How many individuals were served under AB1111?
- Were grantees able to provide the services proposed to the number of individual specified?
- Did the participants successfully complete relevant programming?
- Did the participants transition into the broader workforce and education system?
- How many individuals were served who qualified under each target population?

AB1111 Data Reporting Guide

- Follows up on information provided in the RFA #84882
- Includes additional information on reporting requirements
- Clarifies program eligibility determination
- Guidance on program implementation
- Provides an overview of the CalJOBS enrollment process for AB1111 participants
 - Describes changes to CalJOBS and new data elements
 - Aligns eligible activities to CalJOBS activity codes

CalJOBS Enrollment Overview

- 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 AB1111 Supplemental Report
- Grant code: 2288 – AB1111 Participants Only

Three Steps to establish an AB1111 participant

- Completion of the Individual Registration
- Completion of the WIOA Title I – Adult Application
- Create participation by entering the first activity code

Once these three steps have been accomplished, the participant becomes an active AB1111 participant.

Registration and Enrollment

- Individual or program staff may complete the Individual Registration. This process needs to be completed before enrollment in WIOA Title I – Adult Application.
- All AB1111 participants will be enrolled using the WIOA Title I – Adult Application.
- Participants must meet one or more of the target population criteria.
- When the “Verify” link is prompted, documentation should to be retained in hard file.
- Selections should reflect the individual.

Target Population Eligibility

- Disconnected youth (18+)
- Women seeking training or education to move into nontraditional fields of employment*
- Displaced workers and long-term unemployed
- Unskilled or under-skilled, low-wage workers
- English language learners
- Economically disadvantaged individuals
- CalWORKs participants

Target Population Eligibility (cont.)

- Ex-offenders
- Veterans
- Native Americans
- Migrants or seasonal farmworkers
- Individuals with development or other disabilities
- Immigrants*
- Persons over 50 years of age
- Other populations (i.e., displaced homeworkers, homeless individuals, foster youth*, transgender and gender nonconforming individuals*)

Women in Nontraditional Fields

- If the AB1111 participant falls into the target population eligibility, Women seeking training or education in nontraditional fields of employment, mark *Yes* for this question at the end of the application.
- On the Supplement Report, identify the nontraditional field that the participant is seeking training or education in.

Immigrants

- An individual who is an English Language Learner and faces multiple cultural barriers.
- Mark *Yes* to questions: English Language Learner and Cultural Barriers.

Foster Youth

- A youth who is in, or has aged out of, the foster care system.
- In WIOA Title I – Adult application, there is no data field to capture this information.
- Report foster youth eligibility in the Supplemental Report.

Transgender & Gender Nonconforming Individuals

- In CalJOBS there are two questions during registration:
 - What sex were you assigned at birth, on your original birth certificate?
 - How would you describe yourself?
- The response to sex assigned at birth will transfer into the WIOA Title I Adult Application and populate questions based on this selection
- Report transgender and gender nonconforming individual eligibility in Supplemental Report.

Differences in the Title I Adult Application for AB1111

- **Right to Work:** It is only required when coordinating with an employer.
 - AB1111 funds can be used to help a participant attain Right to Work documents
- **Citizen Status:** Select the Citizenship Status that best reflects the participant.
 - Selecting the option, “None of the Above” will allow you to proceed
- **Selective Service:** It is not required for AB1111 but it is recommended to select the option that best reflects the participant.
 - Co-enrollment into WIOA Title I programs will require Selective Service

AB1111 Creating Participation in CalJOBS

- Once the Individual Registration and WIOA Title I – Adult Application are complete, the next step is creating participation.
- Completing the WIOA Title I – Adult Application does not automatically enroll the individual into AB1111, it only establishes eligibility.
- In order to enroll the individual into AB1111, staff must Create Participation.
- Participation is created by entering a Participation Date and the first activity code.

Eligible Activities Table

- Matches statutory language to CalJOBS activity codes.
- May use other applicable CalJOBS activity codes.
- Activity codes should be entered as they occur. There is a 30 day window to enter new and make changes to existing.
- When WIOA references are made, replace with:
 - America Job Center of California (AJCC) = Grant agency name
 - AJCC staff = AB 1111 program staff (staff working directly with the participants)
 - Adult and Dislocated Worker = AB1111 participants

AB1111 Supplemental Report

- The AB1111 Supplemental Report will capture data that we are unable to collect from CalJOBS.
- The AB1111 Supplemental Report template will be provided at the beginning of grant.
- It will be due with Quarterly Narrative Reports and at grant closeout.
- There are two tabs of data needed: Participants and Program Partners.

Supplemental Report - Participants Tab

- Complete the supplemental report if the AB1111 participants meet one or more of the target criteria:
 - Foster youth
 - Immigrants
 - Transgender and gender nonconforming individuals
 - Women seeking training or education to move into nontraditional field of employment
- These target population criteria do not have a clear pathway in CalJOBS to determine eligibility.

Supplemental Report - Program Partner Tab

- Document the transition into the broader workforce and education systems, also referred to partner programs.
- CalJOBS has a limited list of partner programs.
- For each quarter and upon exit, report any AB1111 participant who enrolled (transitioned) into the broader workforce and education system.
- If an AB1111 participant has not transitioned into a partner program, enter N/A by the participant's name.

Performance

As noted in the following statutory reporting requirement for AB1111, existing performance monitoring systems and metrics governing relevant programs and outcomes will be used to track outcomes, including post-exit, for AB1111 participants.

- “The ability of individuals to succeed in both the broader workforce and education system and labor market once they transition into the broader system. **This shall be measured by tracking these individuals utilizing the existing performance monitoring systems and metrics governing relevant programs and outcomes once they transition into the broader system.**”

Performance (cont.)

- The WIOA metrics will be used for AB1111 participants regardless of co-enrollment.
- AB1111 does not require follow-up services post-exit so it is not required to perform additional work beyond the end of the grant terms. However, it is important to understand the performance objectives for WIOA to better serve participants and assist in meeting performance outcomes during the program and after.
- Reference the directive, Performance Guidance, [WSD19-03](#) for more information.

Quarterly Narrative Reports

- Reports are due on a quarterly basis and submitted to the Program Analyst.
- Report template will be provided via email at the end of each quarter.
- All reports (and any supporting documentation) must be submitted on time and will be due on the 20th of the month following the end of the quarter.
- Report will document Leveraged funds (1:1 in-kind and/or cash)
- Reports will require information about program and fiscal.

Service Cash Invoice

- Invoices are due on a monthly basis and submitted (via email) to the Program Analyst.
- The invoice template will be pre-filled with the grantee's contact information and will be sent via email.
- All invoices must be submitted on time and will be due on the 20th of the following month.
- Program Analyst will notify Fiscal Contact when invoices are sent to EDD Accounting for further processing.
- Grantees should contact Program Analyst if reimbursement is not received after 45 days.

Fiscal

- All expenses should have receipts on file and should be justifiable, reasonable, and benefit the AB1111 program.
- Agencies should set up internal systems to ensure that funds are tracked and spent accordingly.
- Case notes should provide detail on all activities, spending and align with the individuals' service plan.
- AB1111 grant requires a 1:1 match. AB1111 grantees are required to internally track and account for the match amounts and be prepared to present this documentation when monitored.

Questions and Answers

Type and submit your question in the Q&A box.

Thank you!

**The PPT and Q&A will be posted on the
CWDB website**