

## **AB 1111 – Data Guide Orientation Webinar**

**DATE: April 3, 2020 & May 7, 2020**

### **QUESTIONS AND ANSWERS**

**Q1: Will additional CalJOBS trainings be provided for staff who may have on boarded between that training and now?**

A: Yes, we will have refresher training in the near future. We will send out an email when the training is scheduled.

**Q2: Can CWDB ask EDD to include the missing target population fields or data elements into CalJOBS instead of submitting a supplemental sheet, similar to that of the P2E - Prison to Employment program.**

A: CWDB did work with EDD to include some elements to capture data for AB1111; however, there were certain items that could not be included in CalJOBS or changed since the WIOA Title I – Adult application has set requirements, etc. There is a supplemental report for P2E for similar reasons.

**Q3: How do you co-enroll?**

A: Co-enrollment means enrollment in more than one state/federal funded program at a time, such as simultaneous enrollment in the AB1111 program and WIOA Dislocated Worker program. Here are the two avenues:

1. Many programs enroll participants using CalJOBS and the WIOA Title Applications. When this occurs you should be able to see other program enrollments in CalJOBS.
2. For co-enrollment that occurs with other partner programs that do not use the WIOA Title I Application – you would need to be notified by a partner program or the participant.

Co-enrolling with partner programs can maximize the number of individuals being served and the level of service provided. We understand one organization cannot do it all, so this helps to disburse the workload on organizations and ensures participants can receive the full spectrum of services for their education and employment needs.

For more information on Strategic Co-Enrollment, review [WSD19-09](#).

**Q4: Do we update the spreadsheet as the individual moves into different programs or is this just done at intake?**

A: There are two parts to the AB1111 Supplemental Report: reporting participant eligibility criteria and enrollment into partner programs.

1. Participant eligibility criteria – this should be completed during intake only.

2. Enrollment into partner programs – this should occur during the grant term and upon exit. Anytime a participant enrolls into a partner program, it should be documented on the supplemental report.

**Q5: Is the practice CalJOBS site still up? If so, for how much longer?**

A: Yes, CalJOBS Training Site is still available and will continue to be available for the foreseeable future.

**Q6: I didn't get a chance to download all the resources. Will they be available on the AB1111 site?**

A: The directives that were available in the Resource pod will be linked in the Data Guide.

**Q7: What is the case notes reference in the fiscal section?**

A: Case notes provide an opportunity to justify why funds are being spent on participants. For example, if you provide the participant a gas card, the case note should include the date, reason, and distance to travel.

**Q8: How do we add an individual that is already enrolled in WIOA to the AB 1111 grant?**

A: There are two ways to enroll an individual into the AB1111 program if they are already enrolled in WIOA.

1. If the participant is currently enrolled in a WIOA Title I program with your organization (i.e., has an active WIOA Title I application), the program staff will be able to use that application for the AB1111 program. You will not be able to create a new Title I application if one is already active for your local area/organization. You will need to add the AB1111 grant to the open WIOA application. To do this, select the edit/pencil icon on the application and answer any of the necessary AB1111 eligibility questions that might need to be changed. Then select *Yes* on the Non-WIOA Special Grant radio button on the final tab of the application – Eligibility Summary. Once you have selected *Yes* on the Non-WIOA Special Grant, you can add the AB1111 grant to the participant's application. Once you have added the special grant, whenever adding AB1111 services to the participant's application, you will need to be sure to select the Non-WIOA Special Grant customer group, then add the grant to the activity code.
2. If your agency does not have an open Title I Application for the participant BUT another agency does, your agency will need to create a new application. Other organization's applications will show up but you will not be able to access it.

**Q9: Can in-kind funds spent before the execution of the contract be reported on fiscal report?**

A: Yes, in-kind funds can be reported in the fiscal section of the Quarterly Narrative Report.

**Q10: Given the manner in which organizations may have to pivot to effectively serve their community, will there be a community of practice virtual meeting to share best practices?**

A: The first Community of Practice will not take place until later this year so we will determine if it is virtual or in-person at that time.

**Q11: When will we be able to start programming in the face of COVID-19?**

A: If your contract has been executed, you can start as of April 1<sup>st</sup>. If your contract has not been executed, you can start on the date that your contract is executed. Your contract analyst and CWDB program analyst will notify you when your contract has been executed.

**Q12: When will contracts come out for those interested in starting in April?**

A: CWDB is working with EDD to get the rest of the contracts executed as soon as possible. As soon as your contract is executed, you can start. You cannot start without an executed contract.

**Q13: Can you cover the official form and application specially developed by CWDB to document participant information and progress for AB1111. Will the contractor have the authority to design and develop their own form and application for participant file sake?**

A: For AB1111, we are using CalJOBS to register and enroll participants into the grant program. In CalJOBS, you are able to track your participant's progress and store participant information and documentation. CWDB has not developed a hard copy of the application or intake form. You can work with your partner Workforce Development Board to see if they have an intake/application template. If you decide to use forms, the information must be transferred into CalJOBS as well.

**Q14: Will there be any flexibility or leniency on the grant matching requirement given the climate around COVID-19 and impact on fundraising events?**

A: The CWDB executive leadership and Labor Agency legal counsel are in discussion about this. CWDB will notify you all when we get a response.

**Q15: For those of us without executed contracts, for planning purposes, when can we expect those to be completed?**

A: The estimated timeline for a contract to be executed is 16-18 week. Most of the contracts were sent to EDD Contracting Unit in January 2020. We are tracking contracts closely and our hope is that all contracts will be executed in April.

**Q16: If we don't start April 1 because of contract execution delay or there are other delays due to coronavirus, is the end date of the grant extended?**

A: Extension maybe an option. We understand that grants will be impacted by COVID-19 and that extensions will be necessary in most cases. We will provide additional guidance in the next couple of months on this.

**Q17: Am I correct in understanding that the Supplemental Report is only for those programs that work with participants that fall in the OTHER, correct? What report should we use if our targeted population falls within the standard populations?**

A: No, the supplemental report contains two tabs that require data entry: Participants (if applicable) and Partner Program. The 'Participants' tab will **only** be completed if your participants fall within the target populations that we are unable to capture in CalJOBS. The target population eligibilities to capture in the 'Participants' tab of the Supplemental Report are:

- Foster Youth
- Immigrants
- Transgender and gender nonconforming individuals
- Women seeking training or education to move into nontraditional fields of employment

The participant data for the remaining target populations can be accurately captured in CalJOBS.

The 'Partner Program' tab will be used to record the transition into the broader workforce and education systems. Track all participants transitioning the boarder workforce and education systems on the 'Partner Program' tab. Also include participants who did not transition into the broader workforce and education systems by entering *N/A on Column D – Date of Enrollment into Partner Program (s)*.

All enrolled participants who have exited the program should be included in the 'Partner Program' tab.

**Q18: Can you provide guidance on running reports?**

A: CWDB is requesting grantees to pull the Services Provided Report. Step-by step instructions can be found page 66 of the AB1111 CalJOBS Part 2B PowerPoint which is located on the [AB1111 webpage](#). We understand many projects have hired new staff so another CalJOBS "refresher" training webinar is in the process of being scheduled. More information will be sent out regarding the training date once we get a confirmation.

**Q19: Will you provide instruction on the report used to track Women seeking training or education to move into nontraditional fields of employment?**

A: If your participant is a woman seeking training or education to move into nontraditional field of employment, you will need to select Yes for the question, **Woman seeking training or education to move into nontraditional field of employment**

under the Miscellaneous Employment section of the WIOA Title I – Adult application. On your Supplemental Report, in the ‘Participants’ tab, enter the participant’s last name, first name, and CalJOBS State ID; then select *Woman seeking training or education to move into nontraditional field of employment* from the drop-down and identify the nontraditional field of employment in Column H – Women seeking Nontraditional fields.

**Q20: If we submit an adjustment in the budget on July 1. How long will it take to receive the approval of the new budget? If the new budget is approved, can we submit a retroactive invoice or supplemental invoice?**

A: You may submit a budget modification request form to your assigned Program Analyst after your contract has been executed. If it is determined that the request is an informal modification (generally budget modifications are) and is approved by CWDB, your Program Analyst will notify you within a few business days. The Program Analyst will provide instructions on how to revise and submit the necessary documents. The date you get notification from your Program Analyst, is the date you can start expending grant funds from your revised budget. Informal budget modifications do not require a formal contract amendment and are generally approved quickly. You may not submit a retroactive or supplemental invoice for your new budget.

If it is determined that your request is a formal amendment, your Program Analyst will notify you and provide instructions on how to revise and submit the necessary documents. Note, formal amendments cannot take place until July 1<sup>st</sup>; however, CWDB has a process to approve formal amendment and allow changes to occur prior to July 1<sup>st</sup> with the expectation of amending the contract on or after July 1<sup>st</sup>.

**Q21: If our organization is planning to transfer to digital documents including reimbursements or expenses. It’s okay to keep only receipts in PDF? Or the auditor will request the original ones?**

A: If your agency’s policy is to keep electronic files then this will not be an issue.