



## Prison to Employment (P2E)

### Data Reporting Office Hour Sessions

Grant Rollout Q&A as of June 14, 2023

#### Data Reporting

**Q1: Are we going to do another walkthrough?**

**A1:** Not for P2E. However, the walkthrough was recorded and will be posted on the portal for review at your convenience.

**Q2: What are some of the major changes between P2E 1.0 and 2.0?**

**A2:** The biggest change has been administrative. The reporting requirements have remained mostly the same. There will be a single grant code for grantees that choose to use CalJOBS for P2E. Also, the option to use SGDS is new; however, it is closely aligned with CalJOBS for data compatibility reasons.

**Q3: Are there any areas of SGDS that we should be extra careful with, given the ability to make mistakes in reporting?**

**A3:** For P2E, there haven't been any State Grant Data Solution (SGDS) files uploaded yet, so areas that might have common mistakes have not yet been identified. If there is ever concern about the data reporting in SGDS, feel free to reach out to the Research Unit directly at [ResearchUnit@cwdb.ca.gov](mailto:ResearchUnit@cwdb.ca.gov).

**Q4: If errors are made in SGDS, what is the process for informing grantees?**

**A4:** This is new territory, but the Research team would likely reach out to the grantee's Point of Contact to make any necessary corrections and ask that the file is re-uploaded to the SAFE platform.

**Q5: Will data analysis be shared with grantees (trends, etc.)?**

**A5:** The California Workforce Development Board (CWDB) has contracted out the evaluation of the program to University of California, Riverside (UCR). If access to that information is needed, you can contact UCR at [justine.ross@ucr.edu](mailto:justine.ross@ucr.edu).

**Q6: When does the grant term end?**

**A6:** It ends December 31, 2025.

**Q7: Will grantees still be required to report data monthly?**

**A7:** The reporting schedule is now quarterly reporting, instead of monthly. SGDS submissions will be due on the 20th of each month following the close of the quarter.

**Q8: SGDS seems more flexible, so concerning data collection for each reporting quarter, are we just adding data to the workbook?**

**A8:** Correct, the data should be cumulative.

**Q9: As the Fiscal Agent overseeing multiple boards, should the name of the Fiscal Agent be listed on the Grantee Information tab, or all of the individual projects?**

**A9:** We ask that you “roll-up” all of the data into one spreadsheet and list the fiscal agent on the grantee information tab before submitting to the SAFE portal.

**Q10: If a participant doesn't have a SSN, should a pseudo-SSN be created or should the field be left blank?**

**A10:** Please do not create a pseudo-SSN. Leave the field blank if the participant doesn't have a SSN.

**Q11: If a participant doesn't have a home, would the address field be left blank?**

**A11:** No, an address needs to be entered in that field. Whichever convention is being used elsewhere (temporary address, etc.) can be used.

**Q12: If a participant doesn't receive services for two quarters and they come back to receive services, do they need to be "re-enrolled" in SGDS?**

**A12:** No, they don't and it is preferred not to list participants multiple times. Instead locate their previous information that was recorded in SGDS and add to it. Their status can be changed from *completed* or *withdrew* to *in progress*. If that is not possible, re-entering the participant would be okay. SGDS does not force re-enrollment of a participant after 90 days.

**Q13: Formatting should not be manipulated, but the wrap text setting isn't set up, is that allowed to be changed?**

**A13:** It is okay to change the text wrap setting because the data will not be affected. The problem with changing formatting would occur if columns were rearranged, added, or deleting, or if variables were moved to different tabs.

**Q14: When are we anticipating the Cal E-Grants system to be rolled out?**

**A14:** There are no updates from the developers on the completion date at this time. As soon as CWDB knows we will inform grantees.

**Q15: [SGDS] Reporting is quarterly, so we will start reporting data in Q3?**

**A15:** Reporting should follow the grant quarter, not calendar quarters. The Program Implementation team will be sending out a reporting calendar as well.

**Q16: Are regions required to select a data capture system?**

**A16:** Yes, that decision is made at the regional level.

**Q17: Is narrative reporting still required to be completed?**

**A17:** Yes, those will be due semi-annually moving forward.