



LISC Reentry: Reporting & Eligibility Updates

DECEMBER 15, 2017

Agenda

Introductions

Reporting Updates

- Update from 12/14 meetings with DOL (scrapping Access file)
- Salesforce: Current (ASAP!) and Future Needs
- Upcoming reporting deadlines + narrative templates

Updated Guidance: Eligibility Determination

- Census Tract Expansion Project – new links, DOL approval anticipated in January
- Project eligibility checklist/assessment
- Selective Service policy ‘flow’

Upcoming TA calendar



Reporting Updates



Reporting Update – Data Systems

Updates from 12/14 meeting with DOL

- DOL is now expected to allow intermediaries to manage Access file reporting via batch uploads
- LISC will code all data pulled from Salesforce to DOL specs
- To manage batch uploads, LISC is currently building two additional Salesforce assessments that will require additional data entry:
 - **REO intake assessment**
 - **REO supplemental data**
 - Anticipated date of completion no later than 12/29



Reporting Update – Salesforce Entry

Immediate need to categorize DOL Reentry participants in Salesforce “Groups for Reporting”

- Thank you to sites that have already been doing this, some sites have yet to enter enrollments
- Please ensure completeness of all data (service entries, progress notes, assessment, education, and employment data) and make plans to retro-actively enter REO assessments in early January
- Demonstration – Groups for Reporting



Upcoming Report Deadlines/ Templates

Salesforce Data Updates (including REO data) by **Wednesday, January 10th**

Quarterly Narrative Report Due: **January 31st, 2018**

Required Report	Reporting Format	Report Deadline	Submit To
Quarterly Performance Updates in Salesforce	Subgrantees will need to have <u>all REO project data updated in Salesforce</u> on or before the 10 th of the month following the end of a quarter.	Quarterly (10 days after quarter end) <i>(LISC will pull data from SF for submission to DOL by the 15th of the month)</i>	Salesforce – notify LISC Program Officer (below) of any issues or concerns
Subgrantee: Quarterly Narrative Progress Report (QNR) (MS Word File)	Using the template provided, subgrantees will submit the narrative report via email to local Program Officer.	Quarterly (end of month following quarter end) <i>(LISC will compile narrative reports for submission to DOL 45 days following quarter end)</i>	Send narrative reports to LISC Program Officer in your city: <ul style="list-style-type: none"> • Detroit: Jburau@lisc.org • Providence: cstaniszewski@lisc.org • Chicago: jmcclain@lisc.org • Indianapolis: torr@lisc.org and gdavis@lisc.org • Twin Cities: bcostain@lisc.org

Reporting Update – Quarterly Narrative

Focus of Quarterly Narrative report (due end of month after quarter end):

- Accomplished objectives relative to workplan + remaining challenges and concerns
- Additional accomplishments and identification of partners, and their impact on project
- Projected objectives in next reporting period:
 - Implementation steps, challenges/concerns, and requests for TA/training
- If applicable - participant story or media recognition

- Narrative template will be shared on webinar, by email, and on website (<http://www.foc-network.org/dol-reentry.html>)



Eligibility Determination Updates



Eligibility – Census Tract Expansion

Updated links/instructions on website (<http://www.foc-network.org/dol-reentry.html>)

- Blue areas= original tracts; Red areas= Requested Expansion

DOL approval expected in January 2018

Demonstration: Census Tract verification



REO Eligibility Checklist

-Paper version and Selective Service guidance included in webinar attachments and being added to website

-Checklist will form the basis of the REO enrollment assessment being added in Salesforce



REO Eligibility Checklist – Primary Items

REO Eligibility Checklist – LISC Reentry Bridges to Career Opportunities

_____ Age 25+

_____ Documentation establishing identity and work eligibility ([Form I-9](#))

_____ No history of criminal sexual conduct

_____ Meets one of the following conditions (check all that apply):

- _____ Released from jail or incarceration within 180 days, and/or
- _____ Currently “on paper,” i.e. probation, parole, supervised release, etc. *Note: persons meeting this condition that were directly assigned to community supervision by the courts (i.e. on probation/parole but were not sentenced to jail/incarceration time) are eligible for services.*

_____ **Residency in High-Crime, High-Poverty Census Tract:** Participant self-attests to current residency in DOL-approved census tract, OR intention to return to approved census tract area following completion of incarceration, transitional housing arrangement, or homelessness. Census Tract #: _____

- See census tract verification instructions for LISC’s [online residency check](#).



REO Eligibility Checklist- Selective Service

Selective Service Registration (for males born after December 31st, 1959).

Please check which of the following applies to applicant:

- _____ **Registered** for selective service, [selective service verification](#) is in participant file
- _____ Participant is male but was not required to register for selective service due to one of the following conditions:
 - _____ Currently on active duty in the US Armed Forces
 - _____ Veteran that served in the US Armed Forces past 26th birthday.
 - _____ Participant was incarcerated or lived outside of the US from age 18 to 25 (include [appropriate documentation](#) in participant file)
 - _____ Other reason. *Please identify:* _____



REO Eligibility Checklist: Selective Service

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Selective Service Registration (for males born after December 31st, 1959). Please check which of the following applies to applicant:

- _____ Did not register - requested [status information letter](#)
- _____ Did not register – status information letter requested and affidavit that failure to register was neither knowing nor willful included in participant file ([see here](#) for more information)
- _____ **Not applicable** (born female or men born on or before December 31st, 1959)

If enrolling participants that did not register, must include file documentation showing lack of registration was through no fault of the participant, and include related **CASE NOTE**



January TA/Training Calendar

Please update calendars for following January meetings/ webinars (webinar invites to follow):

- Not a meeting: REO assessments/ instructions to 'go live' in Salesforce by end of December
- Monday, January 8th, 12pm-1pm Eastern (Optional): Office hours: Data and Quarterly Narratives
- Wednesday, January 10th, 3-4pm Eastern: Program policy guide, paper file needs, and program auditing procedures.
- Wednesday, January 17th, 2-3:30pm Eastern: Career development plans and risk assessments – please send your programmatic examples (if haven't already done so) to pschulz@lisc.org
- Thursday, January 25th, 1-2:30pm Eastern: Project updates and peer network sharing – recurring monthly meeting for all DOL-REO grantees





Questions?

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