

# Prosperity 10,000

PY2022 System Training

# Training Agenda



PROGRAM OVERVIEW



I-TRAC ENROLLMENT &  
DATA ENTRY



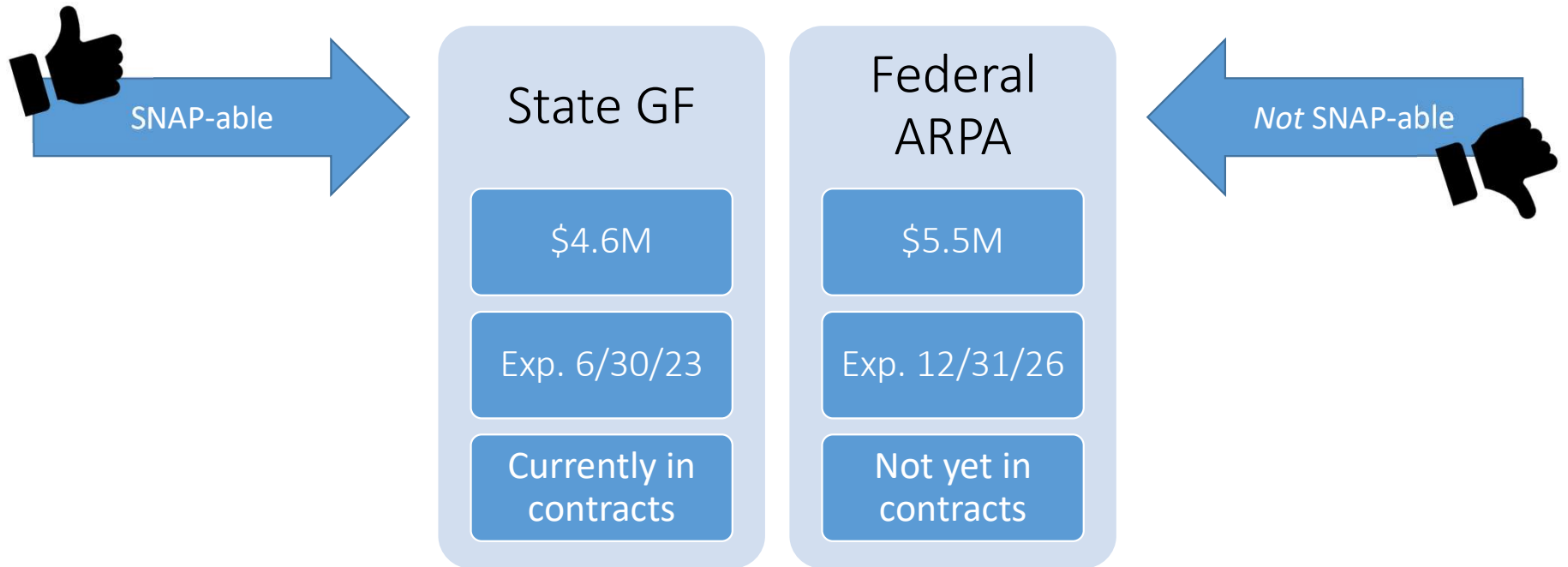
Q & A

# I. Program Overview

# Background

- \$200M investment package known as Future Ready Oregon (FRO), signed by Governor Brown in March 2022
- Supports Education and Training of Oregonians for family-wage jobs
- Prioritizes historically underserved communities
- Prosperity 10,000 (P10k) is one component of FRO aimed at serving 10,000 Oregonians (min.) with resources to help them re-engage with the workforce.

# Funding



# Eligibility

- *16+ years of age*
- *Yes, that's it!*
- *No, you didn't read that wrong.*
- *I know you think I'm kidding, but I'm not.*

# Priority Populations

Communities of color

Women

Low-income communities

Rural and frontier communities

Veterans

Persons with disabilities

Incarcerated and formerly incarcerated individuals

Members of Oregon's nine federally recognized tribes

Individuals who disproportionately experience discrimination in employment on the basis of age

Individuals who identify as members of the LGBTQ+ community

# Allowable Services

Career  
Coaching

Job Placement  
Services

## Training

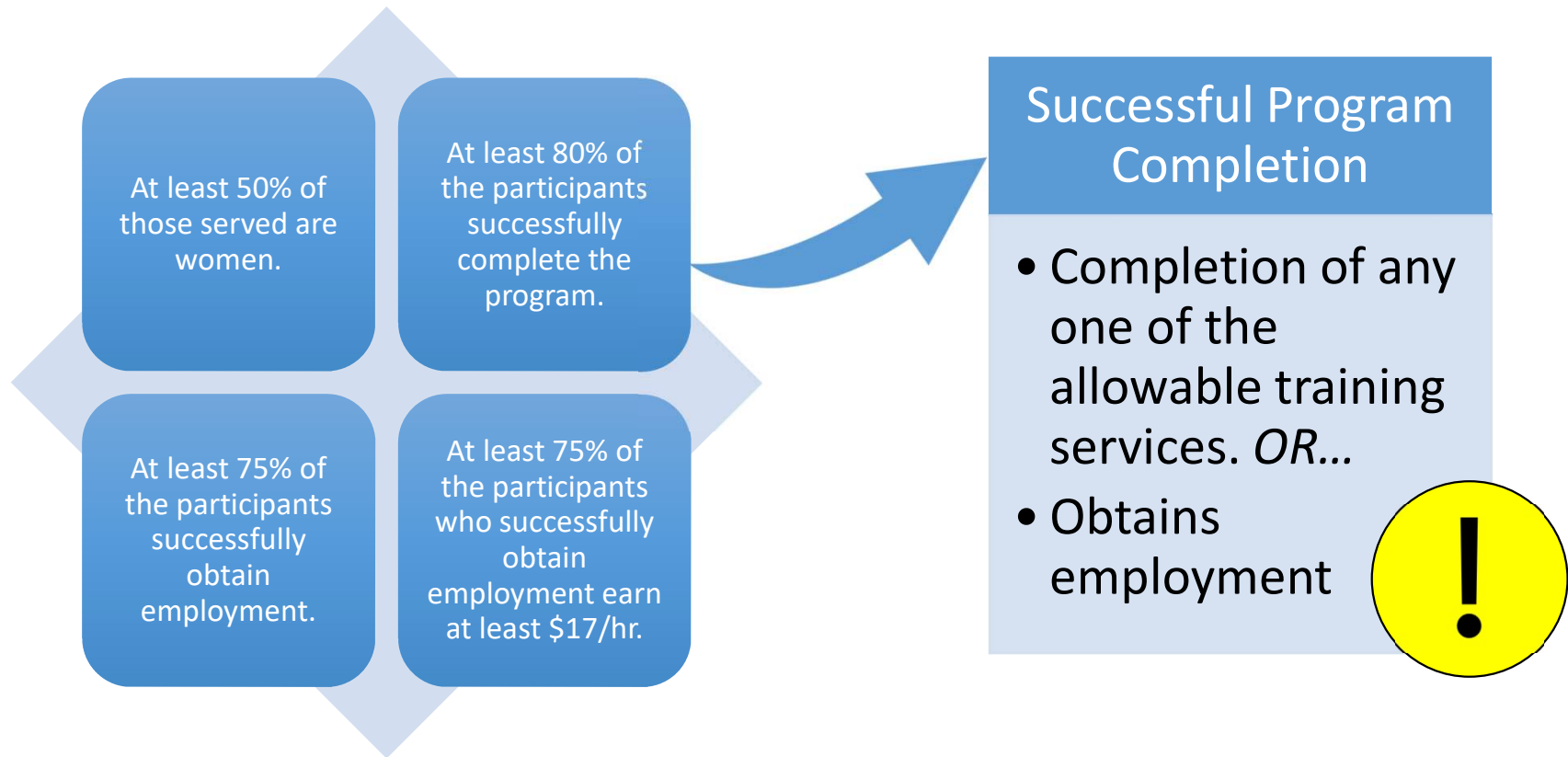
- Occupational Skills Training
- Pre-requisite Training
- Pre-apprenticeship Program
- Workforce Prep
- Paid Work Experience (WEX)

Wrap-around support services necessary to reengage in the workforce

Targeted recruitment and engagement efforts



# Performance Goals



# STEP Services



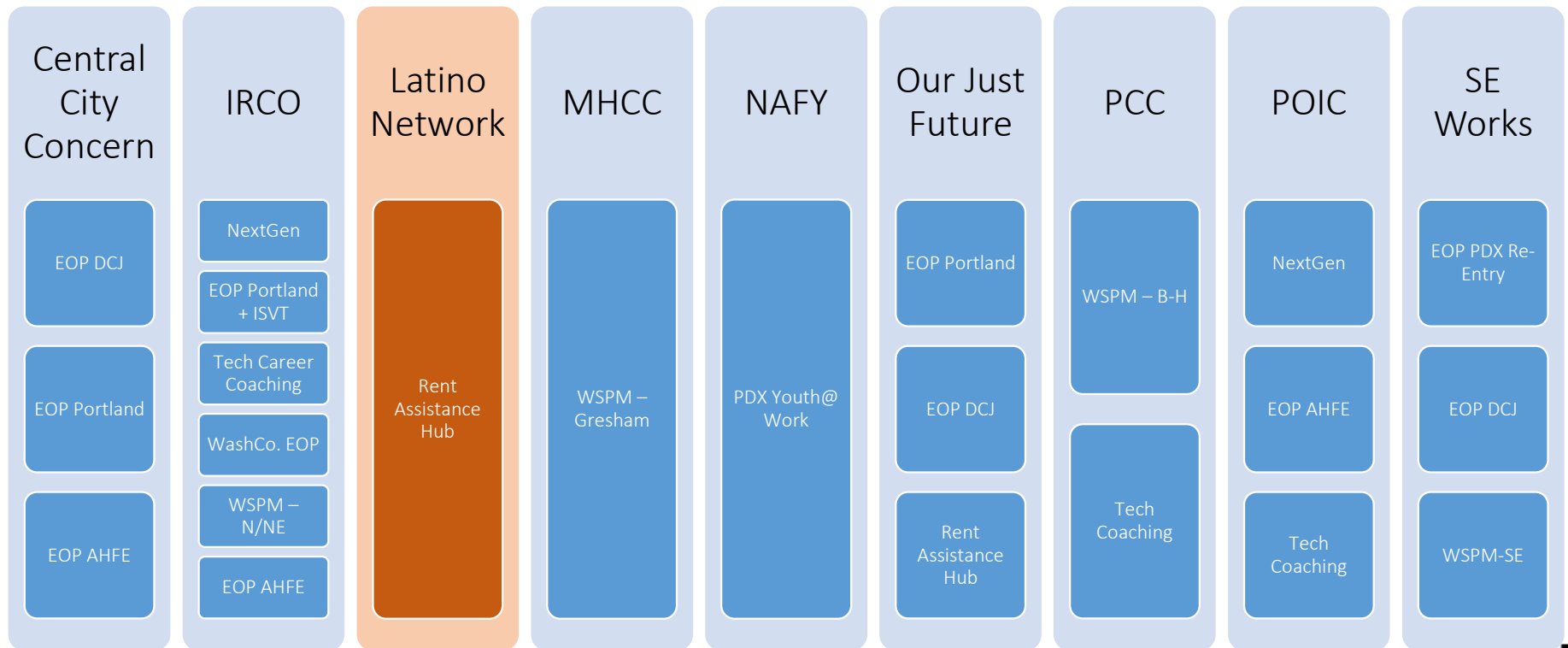
Significant portions of this funding have been set aside for SNAP customers engaging in training and career coaching services throughout the system.



Programs should co-enroll *ALL* of their Career Boost customers into the P10k fund.

## II. Data Entry Procedures

# Providers & Programs



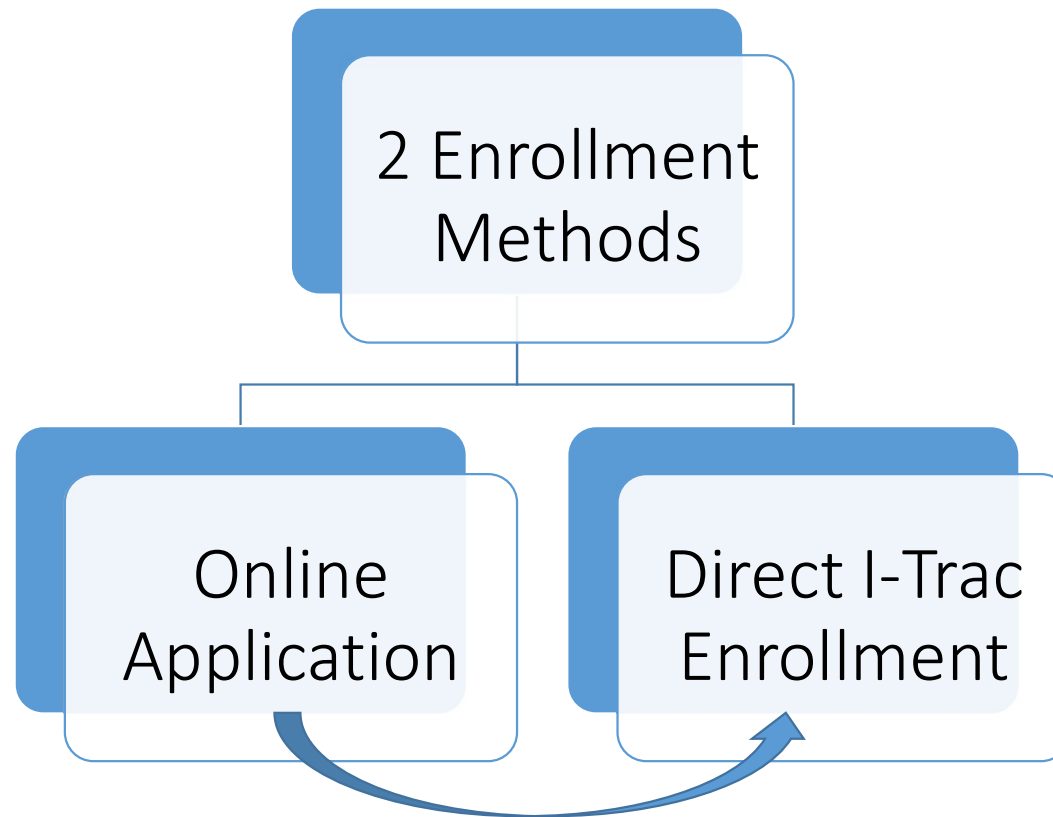
## I-Trac Enrollment Notes

I-Trac enrollment can be back dated to July 1, 2022.

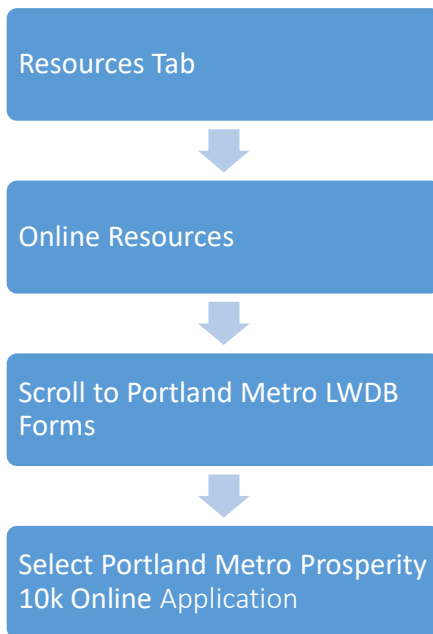
Enroll all participants who have been enrolled, or carry in enrolled, in Career Boost in PY22.

Enroll all participants where P10K funds have been used to pay for Training, WEX, PATP.

# Enrolling the Customer



# Online Application



- [Mid-Willamette Valley Prosperity 10K Online Application](#)
- [Mid-Willamette Valley WIOA Youth](#)
- [Mid-Willamette Valley WorkEx Program Application](#)
- Oregon Northwest LWDB Forms
  - [Oregon Northwest Prosperity 10K Online Application](#)
  - [Oregon Northwest WIOA Youth](#)
  - [Oregon Northwest WorkEx Program Application](#)
- Portland Metro LWDB Forms
  - [Portland Metro NextGen Program Application](#)
  - [Portland Metro NPI Workforce Navigator Program](#)
  - [Portland Metro PDX Youth@Work Program Application](#)
  - [Portland Metro PDX Youth@Work Work Experience Application](#)
  - [Portland Metro Prosperity 10K Online Application](#)
  - [Portland Metro YEP Online Application](#)

# Online Application

**Future Ready Oregon**  
Portland Metro Prosperity 10,000 Programs

Thank you for your interest in training and employment services. Completing this online application is the first step in the application process for this program. Information submitted will be kept confidential and only used by authorized program staff to conduct program eligibility, provide services, and track & report program performance to funders.

\* Indicates required field

**Provider\***  
--Select One--

**Legal Last Name\*** **Legal First Name\*** **MI** **Other/Preferred Name** **Pronouns**

**Birth Date\*** (MM/DD/YYYY) **Age** **Sex\*** **Gender\***

Female  Male  Not Disclosed

Woman  Man  Nonbinary or Genderqueer  Not Disclosed

**Social Security Number** [Why we collect your SSN](#)

**Email Address\***

**Home Address\*** **Apt/Unit #** **Zip\*** **City\*** **State\*** **County\***

**Mailing Address\***  Same as home **Apt/Unit #** **Zip\*** **City\*** **State\*** **County\***

Applicants must provide at least one phone number.

**Home Phone** **Cell Phone** **Message Phone** **Other Phone**

**Ethnicity\*** **Race\*** (Check all that apply)

Hispanic or Latino a/x  American Indian or Alaskan Native

Not Hispanic or Latino a/x  Asian

Not Disclosed  Black or African American



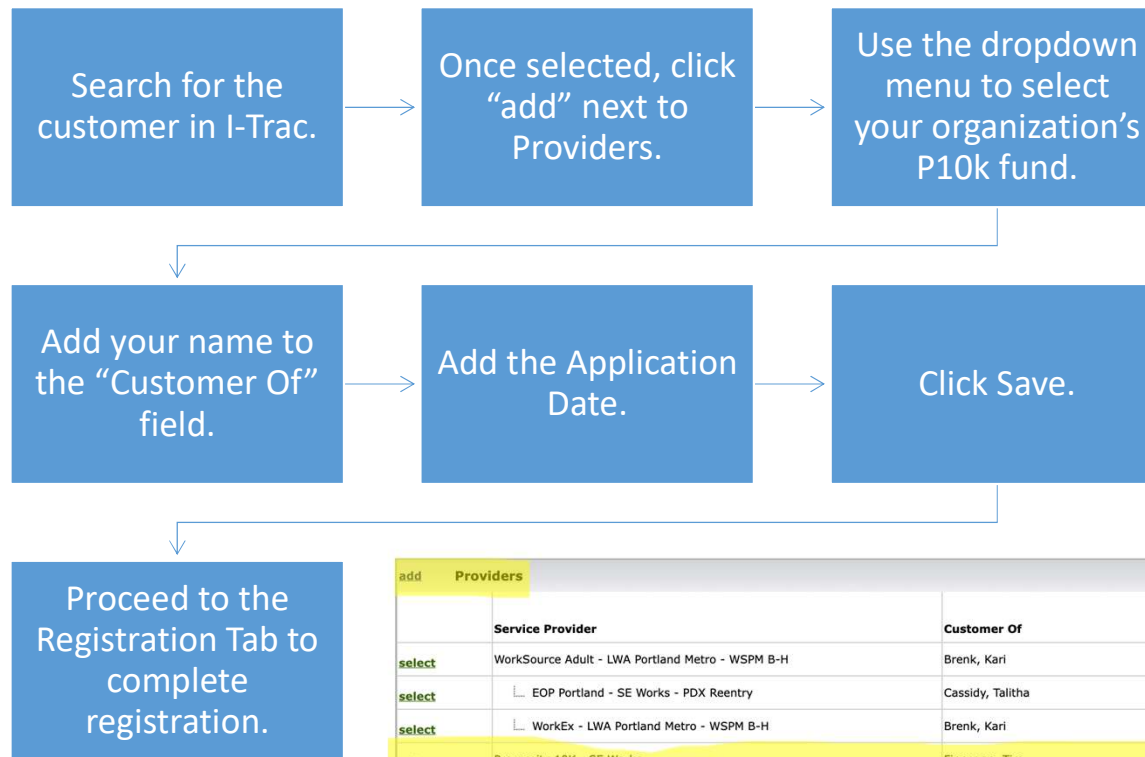
Once completed, you will need to find the customer in I-Trac and complete the remaining items on the Registration Tab.

add	Providers					
	Service Provider	Customer Of	Application Date	Registration Date	Participation Date	Exit Date
select	WorkSource Adult - LWA Portland Metro - WSPM B-H	Brenk, Kari	8/8/2022	8/8/2022	8/12/2022	
select	EOP Portland - SE Works - PDX Reentry	Cassidy, Talitha	9/22/2022	9/22/2022	9/22/2022	
select	WorkEx - LWA Portland Metro - WSPM B-H	Brenk, Kari	8/12/2022	8/12/2022	8/12/2022	
edit	Prosperity 10K - SE Works	Finnegan, Tim	10/31/2022			





# Direct I-Trac Enrollment



	Service Provider	Customer Of	Application Date	Registration Date	Participation Date	Exit Date
<b>select</b>	WorkSource Adult - LWA Portland Metro - WSPM B-H	Brenk, Kari	8/8/2022	8/8/2022	8/12/2022	
<b>select</b>	EOP Portland - SE Works - PDX Reentry	Cassidy, Talitha	9/22/2022	9/22/2022	9/22/2022	
<b>select</b>	WorkEx - LWA Portland Metro - WSPM B-H	Brenk, Kari	8/12/2022	8/12/2022	8/12/2022	
<b>edit</b>	Prosperity 10K - SE Works	Finnegan, Tim	10/31/2022			

# Registration Tab Requirements

Address

Phone #

Email

Sex & Gender

Ethnicity

Race

DOB

SSN Consent



If you choose to complete the Online Application, these fields should already be filled. Double-check, edit, and save each one as needed.

# Registration Tab Requirements (cont.)

Disability Characteristics – if customer discloses their disability status (disabled or not disabled). May choose not to disclose. *This is not part of the Online App. And must be completed here.*

Other Characteristics – demographic info that will help demonstrate we are serving priority populations under the grant. Choose one or more, or "None Apply."

Disability Characteristics		
Disability Status		Disability Type
save cancel	Person with a Disability	<input type="checkbox"/> Cognitive/Intellectual/Developmental <input type="checkbox"/> Hearing related disability <input type="checkbox"/> Mental or psychiatric disability <input type="checkbox"/> Physical/chronic health condition <input type="checkbox"/> Physical/mobility impairment <input type="checkbox"/> Vision related disability <input type="checkbox"/> I choose not to disclose
edit Other Characteristics		
Other Characteristics		
edit Employment Status		
Status	Last Date	
edit Annual Income		
Family/Household Size	Annual Income	
	\$0.00	

Other Characteristics	
Other Characteristics	
<input type="checkbox"/> Homeless/Housing Insecure <input type="checkbox"/> Incarceration (Current or Past) <input type="checkbox"/> LGBTQ+ <input type="checkbox"/> Oregon Tribal Member - Burns Paiute of Harney County <input type="checkbox"/> Oregon Tribal Member - Confederated Tribes of Coos, Lower Umpqua, and Siuslaw Indians <input type="checkbox"/> Oregon Tribal Member - Confederated Tribes of Grand Ronde <input type="checkbox"/> Oregon Tribal Member - Confederated Tribes of Siletz <input type="checkbox"/> Oregon Tribal Member - Confederated Tribes of Umatilla Reservation <input type="checkbox"/> Oregon Tribal Member - Confederated Tribes of Warm Springs <input type="checkbox"/> Oregon Tribal Member - Coquille Indian Tribe	<input type="checkbox"/> Oregon Tribal Member - Cow Creek Band of Umpqua Indians <input type="checkbox"/> Oregon Tribal Member - Klamath Tribes <input type="checkbox"/> Receiving Refugee Cash Assistance <input type="checkbox"/> Receiving SNAP anytime in the last month <input type="checkbox"/> Receiving Supplemental Security Income <input type="checkbox"/> Receiving TANF <input type="checkbox"/> Rural and Frontier Communities <input type="checkbox"/> Veteran (Not Dishonorable) <input type="checkbox"/> None Apply

# Registration Tab Requirements (cont.)

Employment Status – Employed, Not Employed, or Never Employed. If "Employed" or "Not Employed," enter the last date worked.

Annual Income – Enter Family/Household Size, and current annual income.

Other Funding Source – more on this momentarily.

Registration Notes – add any relevant notes, or leave blank.

Complete Registration by adding your name and clicking "Save."

Registration Completion		
	Application Date	Registered By
<a href="#">edit</a>	10/31/2022	Finnegan, Tim

# Registration Tab Requirements (cont.)

## Other Funding Source

- Add the program within that provider which is funding services.
- Add multiple Funding Sources, if needed.
- Each program providing a service must be added as a Funding Source.

add Providers						
	Service Provider	Customer Of	Application Date	Registration Date	Participation Date	Exit Date
<a href="#">select</a>	WorkSource Adult - LWA Portland Metro - WSPM B-H	Brenk, Kari	8/8/2022	8/8/2022	8/12/2022	
<a href="#">select</a>	EOP Portland - SE Works - PDX Reentry	Cassidy, Talitha	9/22/2022	9/22/2022	9/22/2022	
<a href="#">select</a>	WorkEx - LWA Portland Metro - WSPM B-H	Brenk, Kari	8/12/2022	8/12/2022	8/12/2022	
<a href="#">edit</a>	Prosperity 10K - SE Works	Finnegan, Tim	10/31/2022			

add Other Funding Source			
	Date	Funding Source	Notes
<a href="#">edit</a> <a href="#">delete</a>	10/31/2022	SE Works-PDX Reentry	

add Other Funding Source			
	Date	Funding Source	Notes
<a href="#">edit</a> <a href="#">delete</a>	10/31/2022	SE Works-PDX Reentry	
<a href="#">edit</a> <a href="#">delete</a>	10/31/2022	WSPM SE	Peer Support Training

# Signature Requirements

- For new applications completed in I-Trac:
  - Use the e-sign feature in I-Trac send the application electronically to the customer for signature. This is the preferred way
- **OR...** --
  - Print the application and collect a signature from the customer
  - Upload a copy of the signed application to I-Trac using the Customer Documentation Upload Tool
- For P10k paper applications completed prior to the I-Trac build:
  - Upload a copy of the signed paper application to I-Trac using the Customer Documentation Upload Tool

# Services Tab

- Career Services
- Training
- Work Based Training

WorkSource Adult - LWA Portland Metro - WSPM B-H, Customer Of Kari Brenk, EID = 4538449

Planned Credential or Measurable Skills Gain		Last Modified By	Date Modified
add Training, Post-Secondary Education & Employment Skills			
edit delete	Start Date	End Date	Target End Date
	10/31/2022		12/16/2022
	Service		Status
	Occupational Skills Training		Started
	Industry (NAICS)	Target Position (ONET)	Target Sector
	Health Care and Social Assistance	Community and Social Service Specialists, All Other	Healthcare
	Course of Study (CIP)		
	44.99, Public Administration and Social Service Professions, Other.		
	Training Provider	Course Name	Pell Recipient
	MHAAO	Peer Support Specialist	No
	WIOA ITA		No
	Trade Act	Planned Credential or Measurable Skills Gain	
	No	Industry Recognized Certificate or Certification, Measurable Skills Gain Leading to a Credential or Employment	
	Copy To	Last Modified By	Date Modified
	• Prosperity_10K - SE Works	Finnegan, Tim	10/31/2022

If a customer is enrolled in another program (e.g. EOP, NextGen, WSPM, etc.) add the service delivered is entered into that record, use the "Copy To" function to add the service to the Prosperity 10k record.

# Payments Tab



Support Services and Training payments from P10k fund



Support Service payments follow the WSPM Regional Program Standards. These are the same support services in EOP and NextGen



# Outcomes Tab



## Program Status

- Manually exit customers who have successfully completed the program.
- Ensure all data entry is complete prior to exiting the customer.



## Credentials

- Add earned credentials, if appropriate.



## Employment Information and Confirmation

- Enter all employment information, including wages and benefits.
- Enter an "After participation" employment confirmation.

# Outcomes Tab (cont.)

<a href="#">add</a> Employment Information						
	Start Date	End Date	Employment Type	Employer	Industry (NAICS)	
<a href="#">edit</a>	11/1/2022		Unsubsidized Employment	Multnomah County - Health Department	Health Care and Social Assistance	
<a href="#">add</a>	Date	Position (ONET)	Hourly Pay	Hours/Week	Benefits	
	11/1/2022	Healthcare Social Workers	\$18.50	40.00	Dental, Disability, Health, Life Insurance, Paid Leave, Retirement/Pension Plan	
<a href="#">add</a> Employment Confirmation						
	Date	Confirmation Type	Status	Confirmation Detail		
<a href="#">edit</a> <a href="#">delete</a>	11/1/2022	After Participation Employment Confirmation	Working	Multnomah County - Health Department, Healthcare Social Workers, Started: 11/01/2022		
	Confirmation Period	Staff	Related Training Services	Documentation		
	10/31/2022	Tim Finnegan	Yes: Career Coaching (10/31/2022)	Customer Attestation 		

# Next Steps

Request

Request I-Trac permissions for all staff who will complete P10k enrollment and/or be adding/copying services to P10k records.

Enroll

Enroll applicable customers who have been served since July 1st, 2022 and add all associated services. Enrollments can be back-dated as far as July 1<sup>st</sup>, 2022.

# Questions?