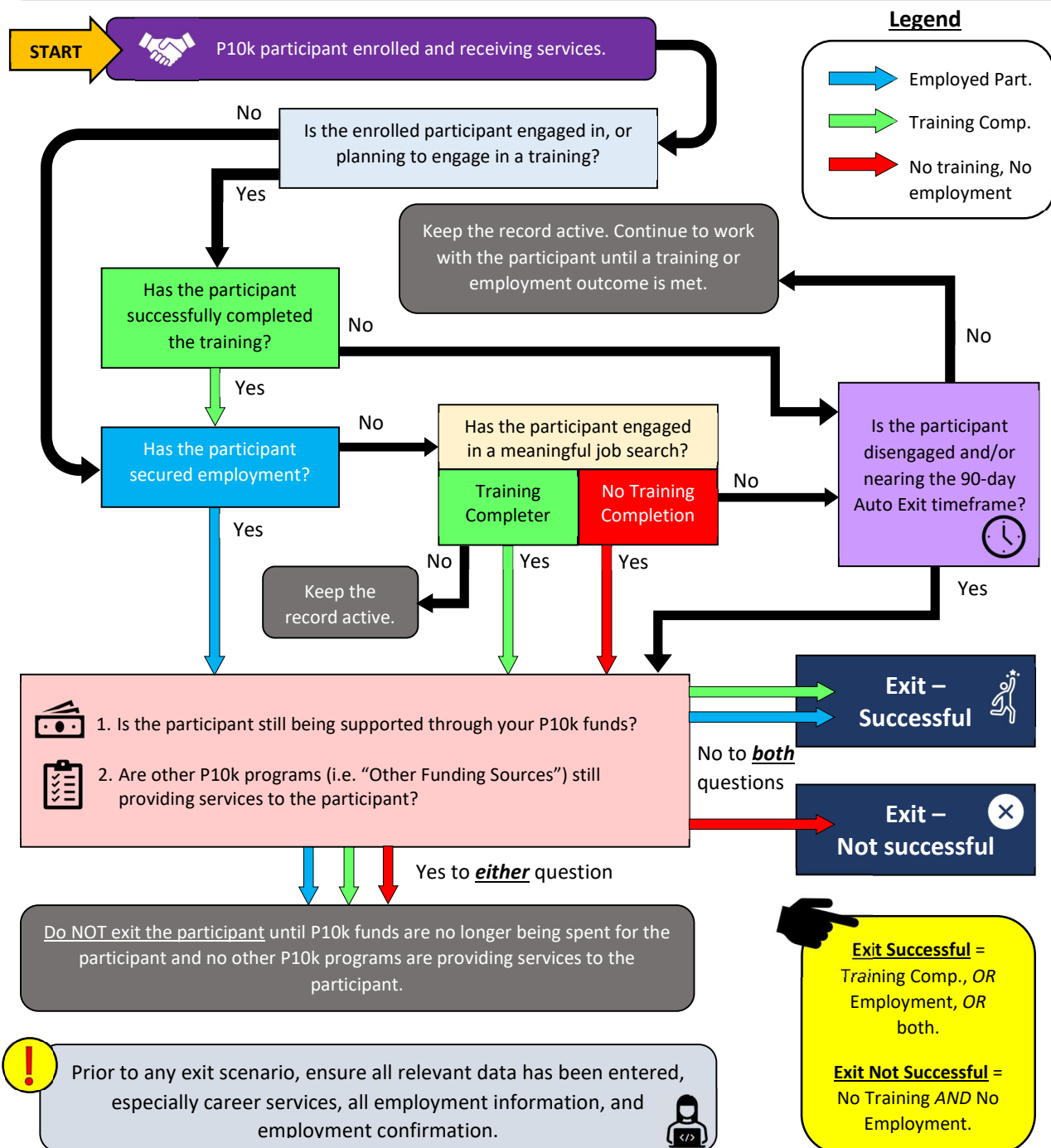# Prosperity 10,000
Participant Exit Decision Guide

Successful Program Completion (a grant performance outcome) is defined as the completion of an allowable training service, or the participant has secured employment (or both). Because there are also employment outcomes to meet, it is strongly suggested that participants not be exited from P10k until employment has been secured, even if training has been successfully completed.

Prosperity 10k records will auto-exit after 90 days with no services input or copied to the record.

Use this flow chart to help guide you through the exit decision. *Note: Gray rounded boxes with no arrows leading away are stopping points where the exit decision is delayed and the record is kept active. Start over once you're ready to consider the exit decision for the participant again.*

Legend

→ (blue)	Employed Part.
→ (green)	Training Comp.
→ (red)	No training, No employment

START

P10k participant enrolled and receiving services.

Is the enrolled participant engaged in, or planning to engage in a training?
— No / Yes

Keep the record active. Continue to work with the participant until a training or employment outcome is met.

Has the participant successfully completed the training?
— No / Yes

Has the participant secured employment?
— No / Yes

Has the participant engaged in a meaningful job search?
- Training Completer
- No Training Completion
— No / Yes / Yes

Keep the record active.

Is the participant disengaged and/or nearing the 90-day Auto Exit timeframe?
— No / Yes

1. Is the participant still being supported through your P10k funds?

2. Are other P10k programs (i.e. "Other Funding Sources") still providing services to the participant?

Exit – Successful

Exit – Not successful

No to ***both*** questions

Yes to ***either*** question

Do NOT exit the participant until P10k funds are no longer being spent for the participant and no other P10k programs are providing services to the participant.

! Prior to any exit scenario, ensure all relevant data has been entered, especially career services, all employment information, and employment confirmation.

Exit Successful =
Training Comp., *OR* Employment, *OR* both.

Exit Not Successful =
No Training *AND* No Employment.

Prosperity 10,000
Participant Exit Decision Guide

Prior to exiting a participant, the following steps must be taken:

1. Ensure all data entry is complete
   - Signed P10k application is on file in I-Trac.
   - Program tagged in the "Other Funding Source" field on the Registration Tab.
   - Services and Training(s) copied from the main program record (i.e. EOP, Adult/DW, NextGen) with end dates and statuses updated.
   - Employment information is entered in the Outcomes Tab, including wages and benefits.
   - *After Participation* employment confirmation is entered in the Outcomes Tab.

2. Ensure P10k funds are no longer being spent for the participant (i.e. support services).
   - If you are still supporting the participant financially and are unsure of the source of the funding, check with your manager.
   - If you determine that P10k funds are still being used, the record must be kept active.

3. Check the "Other Funding Source" field on the Registration Tab of the P10k record for other programs that may be serving the participant.
   - If programs other than yours are listed in the "Other Funding Source" field, double check with staff from that program to ensure they are no longer providing services and agree to the exit.
   - If services are still being provided by another program in the P10k record, do not exit the participant from P10k.

Manual Exit Options

Exit – Successful
   - Select this option if the participant has met at least one of the P10k outcomes:
     - Successful completion of a qualified training, or
     - Attainment of employment
   - If the participant has **only** completed a training, ensure that enough time has passed documenting coaching and job search efforts before selecting this exit option.
   - If the participant **only** obtains employment and does not have a training outcome, you can choose this exit option, and the training outcome is not necessary.

Exit – Not Successful
   - Select this option if the participant has not met either of the P10k goals for successful program completion (no successful training completion & no attainment of employment).

Auto Exits

   - Avoid auto exits, if possible!
   - Records will auto exit after 90 days without a service entered or copied to the record.
   - If the participant is nearing auto exit, make the exit decision by going through the steps above and selecting the suitable exit option: *Successful* if they have achieved one or both outcomes, or *Not Successful* if they have not achieved a program outcome.