



**GUIDANCE FOR SUPPORTING PROWD PARTICIPANT TRANSFERS BETWEEN STATES**

PROWD has developed the following guidance to ensure that PROWD participants under the supervision of the Bureau of Prisons (BOP) who are transferred to other PROWD grantee states can continue to receive PROWD services. We want to ensure that PROWD grantees can count transferred participants toward their program enrollment goal, record all participant services the grantees provide, and appropriately report follow-up data for participants for the purpose of program evaluation.

This guidance should not affect how either state conducts its intake and enrollment activities other than to encourage states to coordinate the care of PROWD participants between states and, with the participant’s permission, to share assessment information, identified needs/services, or other necessary notes that can enable the participant to receive the most appropriate supports possible with minimal disruption in services.

**PROWD State 1 to PROWD State 2**

These guidelines are for a currently active PROWD participant being served by a PROWD-grantee state (State 1) that the BOP transfers to another state (State 2) that is also a PROWD grantee.

State 1 is expected to:

- Conduct the regular intake and enrollment processes for the participants.
- Count the participants as enrolled and record any services they provided.
- Record the last date the participant receives a qualified education, workforce, or training service. A participant is considered exited after 90 days of no services, and the last service date will become the participant's exit date.
- Support the participant transferring to State 2 (to the extent possible) to ensure continuous service delivery and to provide a warm hand-off.
- Maintain an updated list of transferred participants. We recommend reporting this list in Section XI of the Quarterly Narrative Report (QNR), *Additional Information*. A suggested table is provided below that can be copied/pasted into the QNR and updated each quarter.

Participant ID	Participant Name	State Transferred to	Last Service Date (State 1)

State 2 is expected to:

- Conduct the regular intake and enrollment process for the transfer participant.
- Have the transferring participant sign a new release of information form identifying the recipient as a State 2 participant; this is required for all participants.
- Count the individual as enrolled and record any services provided.
  - Note that State 2 is creating a new participant record; thus, the participant will have different enrollment dates in States 1 and 2.

- Capture any services provided or outcomes achieved while the individual is active in their program or as noted during the follow-up period.
- State 2 should not record any services provided solely by State 1.

### **Additional Considerations**

States should follow their internal data-sharing policies to protect sensitive participant information and PII. These are defined in [TEGL 39-11](#).

If States 1 and 2 would like to facilitate participants' transfers further, this should be handled separately from GPMS. States should determine what participant information is necessary to share and in what format to best support the participant's transfer. As appropriate, State 1 is encouraged to share the following pieces of information with State 2:

- List of equipment/supplies transferred with the participant distributed by State 1 (tablet, cell phone, digital backpack, etc.)
- Individual Development Plan (IDP) or Individual Service Plan (ISP)
- Educational and/or Occupational Assessment Results (or interpretation of the results)
- Training courses completed under State 1 and additional courses under BOP supervision
- Summary sheet of services (available from GPMS), abridged case notes, or a conversation
- Summary of known participant challenges/barriers identified by State 1
- Milestones/outcomes successfully achieved
- PROWD recognition certificates or BOP certificates
- Whether there is a restriction on the use of technology, as in the case of participants listed on the sex registry

### **KEY TERMINOLOGY**

**Exit Date**—the last date a participant receives a qualified education, workforce, or training service. This date is determined automatically in GPMS, based on the most recent date of service, and is finalized 90 days after the last date of service

**Follow-up Services**—services provided to participants to support or advance their education and employment endeavors. Follow-up services may include but are not limited to case management, assisting with work-related problems, peer support, mentoring, service referrals, and support services. Follow-up services are provided to participants only after they exit.

**Follow-up Period**—a minimum period of 12 months after the participant's exit. During the follow-up period, programs may provide follow-up services and are responsible for collecting and reporting follow-up data to DOL.

**Follow-up Data**—informs the post-exit WIOA Performance Indicators and participant recidivism rates. Follow-up data is collected by programs quarterly and includes participant employment and quarterly earnings, as well as whether a participant has achieved a measurable skill gain or earned a credential during the follow-up period. Follow-up data may also include details regarding a participant's recidivism.