

5/12/11

# Participant Reporting Instructions (PRI) Process

WHO  
WHAT

Grants Unit

Guidance/Help Desk

Review Group

Need

Need to issue grant instructions to Regions and/or Banner Centers on how to input the enrollment and completion data of participants into the Employ Florida Marketplace data base for the purpose of tracking the individuals being served by these grants

Send

Sends contract or NFA to PRI Specialist

**Review Group**

- Betty Atkins
- Larry Miklus
- Fay Malone
- Sam Collins
- Linda Knowles
- Tisha Womack
- Eric Fountain
- WFI Coordinator

Log

Logs request on Tracking Spreadsheet

Prepare  
Send

Prepares DRAFT PRI and sends for Review Feedback

Review

Reviews DRAFT PRI and provides Feedback

Make Edits  
Resend

Makes edits based on feedback and resends for final review

Determine

OK without further changes?

Send  
Update

Sends Final PRI to Grants Unit  
Updates Tracking Log

Receive  
Update

Receives Final PRI and Updates Spreadsheet

Need Met

Participant Reporting Instructions Issued

NO

YES

