

APPENDIX 501D
POLICIES AND PROCEDURES FOR JOB CORPS’
PROGRAM YEAR (PY) 2019
PERFORMANCE MANAGEMENT SYSTEM
CAREER TECHNICAL TRAINING OUTCOME MEASUREMENT SYSTEM

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I. CAREER TECHNICAL TRAINING (CTT) REPORT CARD FOR PY 2019

Prior to reviewing this section, please read the Introduction to Appendix 501. The Introduction provides rationale, policies, and procedural changes that apply to all of the Program Year (PY) 2019 Outcome Measurement System (OMS) Report Cards, as well as Attachments pertaining to this section.

A. Overview

The Career Technical Training (CTT) Report Card is a comprehensive system used to measure the performance of all Job Corps career technical training (CTT) programs, both center-operated and National Training Contractor (NTC)-operated. The CTT Report Card provides data regarding students' participation in CTT programs, as well as achievement of industry-recognized credentials and participation in the workforce with sustainable earnings.

B. PY 2019 Changes in Appendix 501D

For PY 2019 Job Corps has made no changes to the CTT Report Card measures, goals, and weights. The CTT Report Card for PY 2019 continues to mirror the Center and CTS Report Cards with the exception of the use of composite measures. For PY 2019, Job Corps decided not to incorporate composite measures, which combine two or more performance indicators into one measure, in the CTT Report Card so as to maintain a stable system and allow centers to fully adjust to the changes made in the previous year.

All attachments pertaining to the CTT Report Card can be found in Appendix 501 Introduction.

Provided on the next page is a summary table outlining the PY 2019 CTT Report Card.

PY 2019 CTT OMS REPORT CARD			
Measure	Definition	Goal	Weight
Direct Center Services (20%)			
Career Technical Training (CTT) Program Completion Rate	$\frac{\text{No. of students who complete a CTT program}}{\text{No. of separated students assigned to a CTT program}}$	80%	10%
CTT Industry-Recognized Credential (IRC) I Attainment Rate	$\frac{\text{No. of CTT students who attain an approved Primary IRC or complete an NTC program}}{\text{No. of separated students assigned to a CTT program}}$	90%	7.5%
CTT Industry-Recognized Credential (IRC) II Attainment Rate	$\frac{\text{No. of CTT students who attain an approved Secondary IRC or an approved second Primary IRC}}{\text{No. of separated students assigned to a CTT program}}$	90%	2.5%
CTS Placement Outcomes (40%)			
CTT Completer Placement Rate	$\frac{\text{No. of CTT completers placed in a job, the military, an education/training program, or who transferred to an approved Advanced Training program at another center}}{\text{No. of CTT completers whose placement records are due or received or who transferred to an approved Advanced Training program at another center}}$	92%	10%
CTT Completer Average Hourly Wage at Placement*	$\frac{\text{Sum of hourly wages of CTT completers placed in a job or the military}}{\text{No. of CTT completers placed in a job or the military}}$	\$12.25	5%
CTT Completer Full-Time Quality Placement Rate	$\frac{\text{No. of CTT completers placed in an apprenticeship program, a full-time job, the military, full-time college, full-time job/college combination or a full-time post-secondary training program}}{\text{No. of initially placed CTT completers}}$	75%	10%
CTT Completer Job Training Match (JTM) Placement Rate	$\frac{\text{No. of CTT completers placed in a training-related job or the military}}{\text{No. of CTT completers placed in a job or the military}}$	65%	10%
CTT Completer Job Training Match (JTM) Average Hourly Wage*	$\frac{\text{Sum of hourly wages of CTT completers placed in a training-related job or the military}}{\text{No. of CTT completers placed in a training-related job or the military}}$	\$12.85	5%
Q2/Q4 Placement Outcomes (40%)			
CTT Completer Placement Rate in Quarter 2 After Exit Quarter	$\frac{\text{No. of CTT completers who report on the Quarter 2 survey they are in a job, the military, an education/training program, or a job/college combination}}{\text{No. of CTT completers who complete the Quarter 2 survey}}$	83%	15%
CTT Completer Placement Rate in Q4 After Exit Quarter	$\frac{\text{No. of CTT completers who report on the Quarter 4 survey they are in a job, the military, an education/training program, or a job/college combination}}{\text{No. of CTT completers who complete the Quarter 4 survey}}$	83%	15%
CTT Completer Average Earnings in Quarter 2 After Exit Quarter*	$\frac{\text{Sum of earnings of CTT completers who report they are in a job or the military on the Quarter 2 survey}}{\text{No. of CTT completers who complete the Quarter 2 survey and report they are in a job or the military in the second quarter after exit quarter}}$	\$5,700	10%
*Model-based Goal			100%

C. **Impact of Level 1 Zero Tolerance (ZT) Separations on the CTT Report Card**

For the CTT Report Card, students who exit due to Level 1 ZT infractions within 30/45 days are *not* included in the pools and credits for the three direct center services measures: CTT Completion, Industry-Recognized Credential I, and Industry-Recognized Credential II. Specifically, the pools for the three on-center measures do not include students who remained in Job Corps:

- less than 30 days and exit under codes 5.1a, 5.2b, or 5.3c;
- less than 45 days and exit under code 5.2a

The list of Level 1 ZT infractions can be found in Chapter 2, Exhibit 2-1 (Infraction Levels, Definitions, and Appropriate Center Actions).

D. **Career Technical Training (CTT) Measures**

Direct Center Services Measures

1. **Career Technical Training (CTT) Program Completion Rate**

Pool: All separated students who entered a CTT program. Students who entered more than one CTT program but did not complete any CTT program, shall be included in the CTT completion pool of the program in which they were enrolled the longest. Students who completed one or more CTT offerings are assigned to the CTT completion pool of each training program completed.

Measure: The percentage of students in the pool who complete a CTT program.

Goal: The national goal is 80%.

Weight: 10%

Formula:
$$\frac{\text{Number of students who complete a CTT program}}{\text{Number of separated students assigned to a CTT program}}$$

2. **Career Technical Training (CTT) Industry-Recognized Credential I Attainment Rate:**

In PY 2010, a measure of Industry Recognized Credential (IRC) attainment was added to the OMS to increase student marketability and employability. This measure was further refined in PY 2015 to focus on credentials that are of “primary” importance to a particular training program, versus those that are “secondary”. Primary credentials represent knowledge and skill levels of a particular job and are considered critical for qualification and placement into permanent employment with sustainable wages. Secondary credentials are

supportive in nature, and while important, are viewed as more supplemental than critically essential to the job.

Pool: All students who are assigned to a CTT program (excluding 30/45 day Level 1 ZTs)

Measure: The percentage of separated students who have attained an approved Primary Industry-Recognized Credential or students who have completed a training program offered by a National Training Contractor (NTC).

Goal: The national goal is 90%.

Weight: 7.5 %

Formula:
$$\frac{\text{Number of CTT students who attain an approved Primary IRC or complete an NTC program}}{\text{Number of students assigned to a CTT Program}}$$

3. **Career Technical Training (CTT) Industry-Recognized Credential II Attainment Rate:**

Pool: All students who are assigned to a CTT program (excluding 30/45 day Level 1 ZTs)

Measure: The percentage of separated students who have attained an approved Secondary Industry-Recognized Credential or a second Primary Industry-Recognized Credential.

Note: For a list of credentials classified as primary or secondary, please visit the Career Technical Training (CTT) web page on the Job Corps Community website.

Goal: The national goal is 90%.

Weight: 2.5%

Formula:
$$\frac{\text{Number of CTT students who attain an approved Secondary IRC or an approved second Primary IRC}}{\text{Number of students assigned to a CTT Program}}$$

CTS Placement Outcome Measures

Provided below is a description of the career transition services placement outcomes measures. The following criteria pertain to all placement measures, as applicable:

- For placement to be credited it must:
 1. Meet the criteria described in PRH, Exhibit 4-1,
 2. Add documentation consistent with the criteria in PRH, Exhibit 4-2, and
 3. Be entered and approved in CTS according to the timelines in Chapter 4, Section 4.4.

If the verification is not received and/or the information is not entered into the CTS system for a valid placement within the timeframe specified in Chapter 4, Section 4.4, the center (and the CTS contractor) will not receive credit for the Placement Rate Measure for the student. The student will not be in the pool of any of the Placement Quality Rating indicators and the center (and the CTS contractor) will not receive credit for the Placement Quality Rating Measure. JCDC will, however, include these placements in the National and Regional totals of the CTS placement measures if the student otherwise meets placement requirements.

- Initial placement upgrades that occur during the placement window for former enrollees and graduates will be credited and may change the statistical status associated with a particular student. See Appendix 501 Introduction, Attachment 2: PY 2019 Initial Placements and Allowable Upgrades, for a chart outlining the hierarchy.
- An automatic education placement credit is given to the sending center for students who transfer to an approved Advanced Training (AT) program at another center. See Appendix 501 Introduction, Attachment 3: PY 2019 Center Report Card Pools and Credit for Students Transferred to Advanced Training (AT) Programs, for a chart outlining allowable center credits for AT transfers. This does not apply to ACT transfers.

4. Career Technical Training (CTT) Completer Placement Rate

Pool: All CTT completers whose initial placement records are due or received¹ or who transfer to an approved AT program at another center.

Separated students who complete one or more CTT programs are assigned to the placement pool of each program completed.

Measure: The percentage of CTT completers in the placement pool who are placed in a job, the military, an educational program, or a job/school combination (per Job Corps' placement definition in Exhibit 4-1), or who transfer to an approved AT program at another center.

¹ In this usage, the term "due or received" refers to the sum of the number of CTT completers for whom placement information was reported; i.e., "received," plus the number of CTT completers for whom placement information was not reported and for whom the placement window had expired; i.e., "due."

Students who are in the placement pool for more than one CTT offering shall remain in those pools, whether placed or not, and shall be included in the calculation for the placement measure of each of those training programs.

Goal: The national goal is 92%.

Weight: 10%

Formula:
$$\frac{\text{Number of CTT completers placed in a job, the military, an education/training program, a job/college combination, or who transferred to an approved Advanced Training program at another center}}{\text{Number of CTT completers whose placement records are due or received or who transferred to an approved Advanced Training program at another center}}$$

Number of CTT completers whose placement records are due or received or who transferred to an approved Advanced Training program at another center

5. Career Technical Training (CTT) Completer Average Hourly Wage at Placement:

Pool: All CTT completers placed in a job or the military per the Job Corps placement definition.

Measure: The average hourly wage of CTT completers in the pool associated with their initial or upgrade placement in a job or the military.

Goal: The national goal is \$12.25. Since PY 2014, centers and regions are assigned center-level model-based goals for this measure. A center-level model statistically adjusts each center's goal to account for factors beyond the operator's control (such as the characteristics of the labor market) that have been shown to impact their outcomes for this measure. The model aggregates the effects of the various factors for each center, and adjusts the national goal accordingly for that center, to set a center-specific goal. See Appendix 501 Introduction, Attachment 11: PY 2019 CTT Center Level Model-Based Goals.

Weight: 5%

Formula:
$$\frac{\text{Sum of hourly wages of CTT completers placed in a job or the military}}{\text{Number of CTT completers placed in a job or the military}}$$

6. Career Technical Training (CTT) Completer Full-Time Quality Placement Rate

Pool: All CTT completers who entered a placement that meets the Job Corps placement definition.

Measure: The percentage of CTT completers in the pool who are placed in an apprenticeship program, a full-time job (one to two jobs that equal full-time hours), the military, full-time college, full-time job/college combination or full-time post-secondary training.

Goal: The national goal is 75%.

Weight: 10%

Formula:
$$\frac{\text{Number of CTT completers placed in an apprenticeship program, a full-time job, the military, full-time college, full-time job/college combination or a full-time post-secondary training program}}{\text{Number of initially placed CTT completers}}$$

7. Career Technical Training (CTT) Completer Job Training Match (JTM) Placement Rate

In PY 2005, a Job Training Match (JTM) Placement rate measure, crediting CTT completers initially placed in training-related jobs or the military, was added to the Center Report Card. The measure was intended to lead to improved student long-term outcomes and career success by encouraging student placement in the trades for which they have been trained. In PY 2007, to further align with the program's emphasis on education, the measure was expanded to also credit CTT completers that enter a post-secondary education or post-secondary training as Postsecondary Credit (PSC). For PY 2019, the measure has been refocused on matching job placements with training received and removes from the pools and credits post-secondary education and training placements. While post-secondary education/training is highly valued and encouraged as a placement by Job Corps, it is now credited under the new measure of CTT Completer Full-Time Quality Placement.

In PY 2010, an improved Job Training Match (JTM) Crosswalk was introduced that more directly aligns training programs with jobs. The JTM Crosswalk provides the link to determine whether students' placement in employment is related to the career technical training received in Job Corps. The JTM Crosswalk is the fundamental data source for the JTM measures; therefore, it is essential that the Crosswalk accurately links relevant jobs to appropriate training. While updates have been made to the JTM Crosswalk since its introduction in 1998 (for example, the conversion to O*NET-SOC 2009 placement codes), a major overhaul of the Crosswalk and its structure was necessary to ensure the continued

accuracy and validity of the outcomes reported. Between 2010 and 2014, the Office of Job Corps issued revised versions of the JTM Crosswalk each year to reflect enhanced alignment among Training Achievement Records (TARs), Training Program Areas (TPAs), and O*NET-SOC, the industry-recognized national occupational database – including the addition of placements recommended by practitioners from the field.

Pool: All CTT completers who are placed in a job or the military.

Students who completed one or more CTT programs are assigned to the JTM pool of each trade completed.

Measure: The percentage of CTT completers in the pool who are initially placed, or have a placement upgrade, in a training-related job or the military.

For students who completed more than one CTT offering and are placed in the military, all applicable training programs receive a JTM Placement credit.

If a student completed more than one CTT offering and is placed in a job related to all of them, all receive a JTM Placement credit. If the placement relates to only one of the CTT offerings, only that training program will receive credit for this measure. Further, this same student will be removed from the JTM pool of the other CTT offering(s) completed.

If, however, a student is placed in a job that does not match any of the CTT programs completed, the student enters the JTM Placement Rate pools for all programs', but no program receives credit since a JTM did not occur.

Goal: The national goal is 65%.

Weight: 10%

Formula:
$$\frac{\text{Number of CTT completers placed in a training-related job or the military}}{\text{Number of CTT completers placed in a job or the military}}$$

The process created in PY 2007 for requesting the addition of an O*NET-SOC placement code to the JTM Crosswalk will continue to be available for PY 2019. A request should be submitted only if the current JTM Crosswalk does not already contain a specific placement code that: (a) is the most appropriate O*NET-SOC code to describe a placement outcome, and (b) is directly related to one of the Training Achievement Records (TARs), released in PY 2006 or thereafter, as they are aggregated into Training Program Areas (TPAs) within the

crosswalk. If the request is approved, the proposed O*NET-SOC placement code will be added to the placement portion of the JTM Crosswalk, and JTM credit will be given to every student who completes any TAR in the same TPA and is placed in a position that is properly assigned the identified placement code. See Appendix 501 Introduction, Attachment 6: PY 2019 Instructions for Filing a Request to Add a Placement Code to the JTM Crosswalk/Request Form, for the request form and instructions.

8. Career Technical Training (CTT) Completer Job Training Match (JTM) Average Hourly Wage

Pool: All CTT completers who were placed in a training-related job or the military.

Measure: The average hourly wage of CTT completers placed in training-related jobs or the military.

Goal: The national goal is \$12.85. Since PY 2014 centers and regions have been assigned model-based goals for this measure. A center-level model statistically adjusts each center's goal to account for factors beyond the operator's control (such as the characteristics of the labor market) that have been shown to impact their outcomes for this measure. The model aggregates the effects of the various factors for each center, and adjusts the national goal accordingly for that center, to set a center-specific goal. See Appendix 501 Introduction, Attachment 11: PY 2019 CTT Center Level Model-Based Goals.

Weight: 5%

Formula:
$$\frac{\text{Sum of hourly wages of CTT completers placed in a training-related job or the military}}{\text{Number of CTT completers placed in a training-related job or the military}}$$

Quarter 2 and Quarter 4 Placement Measures

Provided below is a description of the Quarter 2 and Quarter 4 Placement Measures that align with WIOA's Quarter 2 and Quarter 4 metrics and its focus on longer-term employment. Appeals of placement and/or earnings outcomes reported from the Quarter 2 and Quarter 4 surveys may be filed as noted in Appendix 501 Introduction, Section F.8 and (d) for the CTT Completer Placement in Quarter 2, CTT Completer Placement in Quarter 4, and CTT Completer Average Earnings in Quarter 2 measures. The placement appeal and earnings appeals instructions and forms can be found in Appendix 501 Introduction, Attachments 4 and 5, respectively.

9. Career Technical Training (CTT) Completer Placement Rate in Quarter 2 After Exit Quarter

Pool: All CTT completers placed in a job, the military, an education/training program, or a job/school combination and who complete the Quarter 2 survey.

Measure: The percentage of CTT completers in the pool who report on the Quarter 2 survey that they are in a job, the military, an education/training program, or a job/school combination (per the Job Corps placement definition).

Goal: The national goal is 83%.

Weight: 15%

Formula:
$$\frac{\text{Number of CTT completers who report on the Quarter 2 survey they are in a job, the military, or an education/training program}}{\text{Number of CTT completers who complete the Quarter 2 Survey}}$$

10. Career Technical Training (CTT) Completer Placement Rate in Quarter 4 After Exit Quarter

Pool: All CTT completers placed in a job, the military, an education/training program, or a job/school combination and who complete the Quarter 4 survey.

Measure: The percentage of CTT completers in the pool who report on the Quarter 4 survey that they are in a job, the military, an education/training program, or a job/school combination (per the Job Corps placement definition).

Goal: The national goal is 83%.

Weight: 15%

Formula:
$$\frac{\text{Number of CTT completers who report on the Quarter 4 survey they are in a job, the military, or an education/training program}}{\text{Number of CTT completers who complete the Quarter 4 Survey}}$$

11. Career Technical Training (CTT) Completer Average Earnings in Quarter 2 After Exit Quarter

Pool: All CTT completers who complete the Quarter 2 survey and report in the survey they are working in a job (that meets the Job Corps

definition of placement) or the military.

Measure: The average earnings of placed CTT completers in the pool.

Goal: The national goal is \$5,700. The PY 2019 center-level model-based goal is applied to all training programs offered by a center. See Appendix 501 Introduction, Attachment 11: PY 2019 CTT Center Level Model-Based Goals.

Weight: 10%

Formula:
$$\frac{\text{Sum of earnings of CTT completers who report they are in a job or the military on the Quarter 2 Survey}}{\text{Number of CTT completers who complete the Quarter 2 survey and report they are in a job or the military in the second quarter after exit}}$$

E. Performance Goals

Performance goals serve as the quantitative targets to assess performance. A single performance goal is established for each measure, and performance is measured as a percentage of the goal(s) achieved. Typically, a thorough analysis of historical data, where available, is conducted to assist in establishing reasonable stretch goals for the system. For PY 2019, goals for all measures in the CTT Report Card remain unchanged from PY 2018.

Since PY 2014, center-level model-based goals are included for wage and earnings measures in the CTT Report Card. Model-based goals are used for specific measures that require adjustments that ensure equities in making comparison of performance across centers and contractors. Center-level model-based goals for the CTT Report Card are based on the factors identified for center OMS wage and earnings goals. Setting center-level goals that adjust for differences in key factors that are beyond the operator's control helps to "level the playing field" in assessing performance. The models used are applied for all trades at each center.

For PY 2019, appeals to the Center Report Card wage and earnings model-based goals will be processed and if approved, the changes will be applied both to the Center Report Card and the related measures on the CTT Report Card. See Appendix 501 Introduction, Section D. 2 (b) for more detailed information regarding model-based goals.

The following measures have *national* goals:

- CTT Program Completion Rate
- Industry-Recognized Credential I (Primary or NTC Completion)
- Industry-Recognized Credential II (Secondary or Second Primary)
- CTT Completer Placement Rate
- CTT Completer Quality Full-Time Placement Rate
- CTT Completer Job Training Match (JTM) Placement Rate

- CTT Completer Placement Rate in Quarter 2
- CTT Completer Placement Rate in Quarter 4.

The following three measures have *center-level model-based* goals:

- CTT Completer Average Hourly Wage at Placement
- CTT Completer JTM Average Hourly Wage
- CTT Completer Average Earnings in Quarter 2 After Exit Quarter

Center-level model-based goals for CTT measures can be found in Appendix 501 Introduction, Attachment 11: PY 2019 CTT Center Level Model-Based Goals.

F. Weights

A weight is assigned to each measure to reflect: 1) areas of emphasis in CTT programs' accountability for achieving positive student outcomes; 2) the importance attached to each measure; and 3) the number of students in the pool for each measure.

The weighting scheme of the CTT Report Card has not been altered from PY 2018. The CTS Placement measures and the Quarter 2 and Quarter 4 measures remain weighted at 40 percent each, with the Direct Center services measures weighted at 20 percent. This weight distribution aligns with WIOA's focus on long-term success in the workforce as measured in the Quarter 2 and Quarter 4 placement outcomes.

G. Overall Rating

Weighted performance ratings across each of the weighted measures are aggregated to create a CTT program overall rating. These ratings are reviewed to assess program effectiveness and play a key role in the procurement process.

H. Program Performance

The primary purpose of the CTT Report Card, consistent with other OMS reports, is to account for results based on established program parameters and goals. The measures on the CTT Report Card represent key indicators of program success related to student preparation for the labor market and overall employment. Performance is ultimately determined based on the degree to which goals are met or exceeded, and the ability of programs to strategically and proficiently demonstrate a focus on maximizing student outcomes on a consistent basis. The system is designed to assist Job Corps officials, at all levels, to:

- better monitor and evaluate CTT program performance
- recognize programs that consistently perform well
- work to improve programs that exhibit average performance to prevent further decline
- actively assist, at the earliest indication, programs that demonstrate unsatisfactory performance

- initiate corrective action for programs that consistently perform at an unsatisfactory level

Based on the PY 2019 CTT Report Card, programs will receive an overall rating and will be graded on the basis of the following scale:

<i>A</i>	<i>Exceptional performance</i>	<i>110.0% and higher</i>
<i>B</i>	<i>Above average performance</i>	<i>95.0 percent – 109.9%</i>
<i>C</i>	<i>Average performance</i>	<i>80.0 % – 94.9 %</i>
<i>D</i>	<i>Unsatisfactory performance</i>	<i>0 – 79.9%</i>

The CTT Report Card will display each program's score and grade for the preceding program year.

1. Grade A (Exceptional Performance):

Programs in Grade A status will be recognized as appropriate by their respective Regional Office.

2. Grade B (Above Average Performance):

Programs in Grade B status will also be recognized as appropriate by their respective Regional Office.

3. Grade C (Average Performance):

Regional Offices may require programs with performance in Grade C (including National Training Contractors [NTC] programs) to have a CTT Continuous Improvement Plan (CTT-CIP), especially those that repeatedly have overall ratings between 80.0 percent and 84.9 percent (low Grade C). CTT-CIPs will be developed, implemented, regularly monitored and, as necessary, adjusted by all entities involved with the CTT program (i.e., Regional Office, center and, as appropriate, NTC).

4. Grade D (Unsatisfactory Performance):

a. First Year of Grade D Performance:

At the end of PY 2019, Regional Offices are required to identify all CTT programs in Grade D for the first year (including NTC programs) and initiate a process for corrective action – which will include an opportunity for operators/Center Directors and, as applicable, NTCs, to (within 20 business days) appeal the proposal for corrective action by presenting evidence of mitigating circumstances that they believe caused or contributed to the unsatisfactory performance. For NTC programs, operators/Center Directors and NTCs are encouraged to jointly develop

and submit a single appeal; where this is not possible, separate appeals may be submitted to the Regional Office.

Following the Regional Office corrective action and appeals process, which includes a thorough analysis of all appeals submitted, Regional Offices will notify operators/Center Directors and, as appropriate, NTC officials, of CTT programs that will:

- serve probation and require a CTT-CIP;
- not serve probation, but require a CTT-CIP; or
- neither serve probation, nor a CTT-CIP.

Regional Offices are required to submit to the Office of Job Corps, Division of Educational Services, a composite list of those programs designated to serve probation and a copy of the CTT-CIP for each targeted center.

All CTT programs designated to serve probation by the Regional Office will be required to have a CTT-CIP. The center, Contracting Officer's Representative (COR) and, as appropriate, National Training Contractor (NTC), will work together to develop and implement CTT-CIPs. CTT-CIPs will be updated quarterly, and be reviewed by Regional and National offices as follows:

1. Center completes shaded areas of the CTT-CIP template and indicates acceptance by typing its name in the appropriate boxes.
2. Center uploads template to regional Share Point site in "Performance" folder in the shared documents section of the site.
3. Center sends an e-mail to Regional Director, Program Manager and National CTT Unit confirming the template has been uploaded.
4. Region reviews the document and works with the center (using current CTT-CIP forms that include SMART analysis) until the plan is approved. Once approved, the Regional Director and Program Manager will type their names in the approval section and save the updated document in the same location by overwriting prior center version with the new version that includes the region's approval.
5. Region sends e-mail to center and National CTT Unit confirming the region has approved the plan.
6. At the end of each quarter, center updates the template with the prior quarter's results and the prior version of the form as outlined

above, and sends an email notifying the Regional and National offices that the template has been updated and the updated version has been saved to the Share Point site.

7. At the end of the four quarters, the Regional Office makes a recommendation to the Office of Job Corps to either remove the program from the CTT-CIP process or to move to a second year of program improvement planning.
8. See Appendix 501 Introduction, Attachments 7 and 8 for further guidance. If necessary, quarterly goals should be modified with approvals from Regional and National offices.

b. Second Year of Grade D Performance for Programs Having Served 1 Year of Corrective Action:

At the end of the first program year, if the program remains in Grade D, it will be subject to additional corrective action, and an appeals process administered by the Office of Job Corps, as follows:

- The Office of Job Corps will formally notify the Regional Directors and, as applicable, NTCs, of programs that were on corrective action, and continued to perform at Grade D.
- Regional Directors/NTCs will have 20 business days to submit appeals to:

U.S. Department of Labor/Office of Job Corps
200 Constitution Avenue, NW, Room N-4507
Washington, DC 20210
Attention: Career Technical Training Team

- For NTC programs, Regional Directors and NTCs are encouraged to jointly develop and submit a single appeal; however, where this is not possible, separate appeals may be submitted to the Office of Job Corps.
- Office of Job Corps staff will thoroughly review all appeals, consult with Regional Directors and NTCs, as necessary, and recommend to the National Director of Job Corps one of the following actions for each program:
 - Closure/slot reduction;
 - Probation for another program year (requiring the Regional Office to develop another CTT-CIP or modification of the existing CTT-CIP, as warranted);
 - No sanctions; however, require that a new CTT-CIP be developed or the existing CTT-CIP be modified, as warranted; or
 - No sanctions or CTT-CIP.
- The National Director will make all final decisions regarding the disposition of programs, and formal notification will be transmitted to appropriate officials.

II. ROLES AND RESPONSIBILITIES

A. National Office

The Office of Job Corps is responsible for:

- Establishing national policy for the CTT OMS each program year
- Providing model-based goals for designated performance measures indicators and administering the appeals process of the adjusted goals
- Administering the National Office appeals process of Quarter 2 and Quarter 4 outcomes reported from the post-separation survey
- Tracking and verifying performance of CTT contractors
- Communicating with Regional Offices to implement program or policy changes or adjustments
- Providing information, technical assistance, and training to the Regional Offices and the Job Corps community as needed
- Administering the National Office appeals process for programs subject to closure/slot reduction
- Reviewing the development, implementation, and monitoring of CTT-CIPs for all programs in Grade D and, as determined by the Regional Office, those in low Grade C

B. Regional Offices

Regional Offices are responsible for:

- Monitoring the performance of all CTT programs monthly, including NTC programs, using the CTT Report Card and information gathered from center visits, assessments, and review of other reports and analyses
- Administering the Regional Office appeals process and, as justified, placing programs on probation
- Assisting in the development, implementation, and monitoring of CTT-CIPs for all programs in Grade D and, as determined by the Regional Office, those in low Grade C
- Participating in the National Office-administered appeals process
- Developing, as needed, CTT change recommendations and related CTT modernization plans in cooperation with centers, Workforce Councils and, as applicable, NTCs

C. Job Corps Centers

Job Corps centers are responsible for:

- Accurate and timely data entry into CIS to ensure data integrity
- Ensuring, in cooperation with Workforce Councils, the most meaningful and

productive trade-mix using relevant local labor market supply and demand data and other economic information

- Coordinating closely with Workforce Councils and, as applicable, NTCs, to regularly monitor and improve CTT program performance, based on data contained in the monthly CTT Report Card
- Participating, as applicable, in the Regional Office-administered and/or National Office-administered Appeals Process
- Providing staff training, monitoring performance regularly, and working with Regional Office staff and, as applicable, NTC staff, to develop, implement, and monitor CTT-CIPs
- Initiating organizational, operational, and other changes that help achieve long-term job retention and economic self-sufficiency for students/graduates.

D. National Training Contractors (NTCs)

NTCs, working closely with the NTC Contracting Officer Representative (COR) and center staff, are responsible for:

- Coordinating with Regional Office staff, operators, and center staff to implement the new CTT Report Card
- Initiating organizational, operational, and other changes that increase and improve long-term job retention and economic self-sufficiency for students/graduates
- Participating in the Regional Office-administered and/or National Office-administered Appeals Process, as applicable
- Providing NTC staff training, monitoring NTC performance frequently, and working with Regional Office and center staff to develop, implement, and regularly monitor CTT-CIPs for NTC programs

E. Job Corps Data Center (JCDC)

JCDC is responsible for:

- Ensuring that the CTT Report Card and other reports are issued in accordance with the target release dates
- Coordinating specifications of the CTT Report Card report with National Office staff
- Ensuring the data generated in the reports accurately reflect the policy and programming design
- Providing Help Desk services regarding CTT program data, including NTC data, reporting and oversight of CIS and CTS, and training and services to the regions on CIS and CTS