

September 27, 2002

<b>DIRECTIVE:</b> <b>JOB CORPS INFORMATION NOTICE NO. 02-09</b>
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**TO:**                    ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF  
                         ALL JOB CORPS REGIONAL DIRECTORS  
                         ALL JOB CORPS CENTER DIRECTORS  
                         ALL JOB CORPS CENTER OPERATORS  
                         ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
                         ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

**FROM:**                RICHARD C. TRIGG  
                         National Director  
                         Office of Job Corps

**SUBJECT:**            CDSS Suite of Applications Update

1.    Purpose. To advise the Job Corps community of the status of the CDSS Suite of Applications implementation and planned future releases.
2.    Background. To better support the Job Corps community in tracking students' career development, the national office coordinated the development of a suite of applications. The CDSS Suite of Applications share one common database and is designed to eliminate the duplication of data entry efforts, to allow seamless data flow along the CDSS life cycle, and to provide improved tools for Job Corps staff to better serve the students.

The CDSS Suite of Applications includes the following systems:

- Outreach and Admission Student Input System (OASIS)
- Center Information System (CIS)
- Career Transition System (CTS)
- Job Corps Resource Library (JCRL)
- Electronic Personal Career Development Plan (ePCDP)
- Financial Management System (FMS)

3. Outreach Admissions and Student Input System (OASIS). The new web-based OASIS application was deployed to all Job Corps admission contractors, counselors, and regional staff in February 2002. The initial release included the core functionality to process Job Corps applications online. It also includes prospects' information that is collected by the Job Corps National Call Center.

Since the initial deployment, several enhancements were deployed to provide additional functionalities and to fix system glitches. Job Corps will continue to improve the OASIS application based on user needs and feedback. A scheduled enhancement release will be available every 3 months. The releases will contain major enhancements and/or new functionalities. Service releases, which contain bug fixes and minor enhancements, will be released as necessary. The user community will be notified in advance of these releases.

The OASIS Travel enhancement release occurred on September 5, 2002. This release will include the new web-based Travel module, which will allow the OA staff to process travel requests for new inputs. User documentation and help files for the Travel module will be provided to the users prior to release.

4. Center Information System (CIS). The center network-based CIS application is a tool for center staff to manage a student's center activities. It includes enrollment, accountability, scheduling, attendance, student conduct, training, and many other areas. CIS is closely integrated with OASIS in order to allow applicant information to flow to the center for enrollment and arrival processing. The deployment of CIS to all Job Corps centers started in February 2002 and was completed in April 2002.

Following the initial deployment, several enhancement and service releases were also deployed to CIS users. The May 2002 release provided the Case Notes functionality to center staff and the projected Outcome Measurement System (OMS) Report Card (OMS 20P).

Job Corps will continue to deploy CIS enhancement releases every 3 months and service releases as needed, to incorporate user community feedback.

The latest CIS enhancement release was released on September 5, 2002. This release included the new web-based Travel module (shared with OASIS), system service repairs, and system enhancements. User documentation and help files for the Travel module and system enhancements will be provided to the users prior to release.

5. Career Transition System (CTS). The new web-based CTS is designed to provide Career Transition Services staff with a tool to manage students' post-center services, which includes job placement reporting, verification and the approval process, case notes, and referrals. CTS will also help manage employer and partner relationships. This application will replace the Placement Agency Information System (PAIS) and the interim CDSS application.

CTS is currently under development. It is scheduled to be deployed to all CTS providers by December 2002. The CTS workgroup will meet in early November 2002 to review the application prior to beta testing and deployment.

6. Job Corps Resource Library (JCRL). The web-based JCRL is designed to provide a standard method for distributing various management reports (OMS, MIS, etc.) and other materials. Authorized users will be able to retrieve current and previous management reports by using the Internet.

The first phase of JCRL was deployed during March 2002 for national office, regional office, center, and OA contractor staffs.

The second phase of JCRL was released on August 22, 2002. It allows contractors (center operators) to obtain various reports that were previously distributed via e-mail. JCRL will also include several property management reports generated from the Electronic Property Management System (EPMS).

The third phase of JCRL is scheduled for December 2002. It will provide user access to CTS providers, National Training Contractors (NTCs), and other support contractors.

7. Electronic Personal Career Development Plan (ePCDP). The ePCDP is a web-based application that is integrated into OASIS, CIS, and CTS. Job Corps staff will access ePCDP by logging into one of those applications. ePCDP is designed to serve as a student's personalized blueprint from Outreach and Admission (OA), through enrollment (CIS), and post-center career transition (CTS). It will facilitate timely, accurate, and consistent information sharing across the CDSS phases.

The first phase of ePCDP was introduced on July 15, 2002. It includes the functionality to support the OA portion and Career Preparation Period (CPP) portion of the CDSS phases. ePCDP allows OA staff and center staff to manage a student's goals, support plans, education and employment backgrounds, and personal development assessments.

The second phase of ePCDP is scheduled for October 2002. It will support the Career Development Period (CDP) phase. It includes all the functions that are available in the OA and CPP phases. ePCDP will also allow staff to manage work-based learning information, view performance evaluation information, and perform a periodic review checklist.

The third phase of ePCDP is planned for December 2002. It will support the Career Transition Period (CTP) phase. In addition to all the functions that are available in previous phases, ePCDP will provide CTS staff with a student's career plan, career readiness checklist, and periodic review checklists.

8. Financial Management System (FMS). FMS is Job Corps' new automated cost reporting and contract management system. FMS allows contractors, centers, NTCs, regional staff, and national office staff to process Job Corps' operations budgets, expense reports, and other

financial reports online. FMS allows regional offices to manage contracts. The Past Effectiveness reports are also included in the FMS system for online access.

FMS deployed on August 26, 2002. User training was conducted the week of August 5, 2002. Pilot tests were conducted for 2 weeks from August 12 until August 25, 2002. Implementation began in late August 2002.

Following the initial deployment, additional functionalities, such as data import/export, can be expected in future enhancement releases.

9. Action. Addressees are to ensure that a copy of this Notice is distributed to appropriate staff.
10. Expiration Date. Until superseded
11. Inquiries. If you have questions and comments regarding this Notice, please contact Linda Estep at [EstepL@jcdc.jobcorps.org](mailto:EstepL@jcdc.jobcorps.org). Additional information on CDSS deployment activities may be viewed at <http://deployment.jobcorps.org:7108/> from outside the Job Corps Network through your internet connection or at <http://deployment.jcdcnet.org/> from on-center.