

January 29, 2003

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 02-19
-------------------	---

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: Implementation of the National Data Integrity Group

1. Purpose. To inform the Job Corps community about the implementation of the National Data Integrity Group (DIG).

2. Background. Job Corps' performance management system is one of the most accountable systems in the U.S. Department of Labor's Employment and Training Administration, and is extremely effective in terms of data collection and validation, and maintaining overall data integrity. In keeping with Job Corps' mission to continuously improve program effectiveness and enhance the capability to closely monitor performance, the national office has established an independent data and records monitoring team to complement national office oversight responsibilities (*see PRH Chapter 5, Appendix 501, Introduction*). The DIG will conduct the following activities to support the efforts of the national office:

- Monitor and analyze program operators' performance
- Identify potential activities that could impact the integrity of the data collection system
- Notify the national office, regions and operators of any data anomalies and other findings
- Provide data to assist in special initiatives

3. Activities to Date. The national office has finalized preparations and the DIG is now operational. The Division of Program Support and Accountability oversees the DIG operation, which is managed by Battelle Memorial Institute, in conjunction with the Job Corps Data Center and Decision Information Resources, Inc. To date, activities have focused on the following inter-related areas:

- Building a system that examines OMS Report Card data to:
 - a) identify large and/or sudden changes in performance;
 - b) validate OMS reports; and,
 - c) forecast performance.
- Building a database to track placement activity needing examination
- Integrating data from appeals approved by the national office with other data sources

4. Procedures. It is anticipated that it will take approximately 3 months to research and resolve any issues identified by the DIG. The procedure is as follows:

Notification: DIG Team notifies national office
National office notifies regional office and operator

Investigation: Regional office and operator conduct a review

Response: Regional office and operator issue joint responses to national office
Regional office recommends action

Resolution: National office makes determination and notifies regional office and operator

Appeal: Operator may file an appeal to the national office within 30 days

5. Corrective Measures. Because of the broad-based implications associated with errors or infractions which impact data integrity, corrective measures or sanctions could be issued if warranted. For purposes of the DIG, a range of corrective measures (Levels 1, 2, and 3) has been established. These measures vary depending upon the severity of the infraction and include, but are not limited to, the following:

- Development of a corrective action/monitoring plan
- Removal and/or correction of data in the Job Corps database
- Action taken against responsible party(ies)

- Reduction or loss in Performance-Based Service Contracting incentive fee
- Denial of a contract option year
- Issuance of a “show cause” letter to a contractor
- Further investigation by an independent entity such as the Office of Inspector General (OIG)

6. Action. Addressees are to ensure that a copy of this Notice is distributed to the appropriate staff.

7. Expiration. Until superseded.

8. Inquiries. Questions concerning this Notice should be addressed to Brian Kennedy at (202) 693-3117 or email to BKennedy@doleta.gov or Edna Primrose-Coates at (202) 693-3135, or email to EPrimrose-Coates@doleta.gov.