

May 29, 2003

<b>DIRECTIVE:</b>	<b>JOB CORPS INFORMATION NOTICE NO. 02-26</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:** PY 2003 Revisions to PRH Chapter 5, Appendix 501d, Vocational Training Report Card

1. Purpose. To inform the Job Corps community about revisions to Job Corps' vocational performance management system, as outlined in PRH Chapter 5, Appendix 501, for Program Year (PY) 2003. In June 2003, a PRH Change Notice will be issued to the field detailing revisions to Appendix 501. This Notice provides a preview of upcoming changes.
2. Background. Over the past several months, a committee of national and regional office staff, vocational instructors, and NTC and center operator representatives has met to review Job Corps' vocational performance management system. The committee's mandate was to modify the Vocational Training Report Card in order to establish a single evaluation system that is consistent, equitable, and accountable for all vocational training programs. In order to ensure consistency within the vocational performance management system, guidelines have also been revised regarding performance evaluation under the Vocational Training Report Card.
3. Description of Revisions. The following is a description of changes made to the Vocational Training Report Card and accountability guidelines. Effective July 1, 2003, the vocational performance management system will:
  - Place greater emphasis on 6- and 12-month performance measures;
  - Remove Initial Wage and Job Training Match (JTM) Wage from the scoring system;
  - Simplify the calculation of both individual and overall scores;

- Add a Minimum Productivity Rule, which will require vocational programs to place at least 51% of their contracted training slots in any given program year; and
- Require two consecutive program years of “unsatisfactory” performance before a program can be considered for closure/slot reduction.

### Vocational Training Report Card

Measure	PY 02 Goal	PY 03 Goal
<b>Direct Center Services</b>	<b>20%</b>	<b>20%</b>
Vocational Completion	20%	20%
<b>Direct Initial Career Transition Services</b>	<b>50%</b>	<b>40%</b>
Initial Placement	20%	20%
Initial Wage	5%	<b>0%</b> <b>(Information only)</b>
JTM Placement	15%	<b>20%</b>
Job Training Match (JTM) Wage	10%	<b>0%</b> <b>(Information only)</b>
<b>Long-Term Career Transition Services</b>	<b>30%</b>	<b>40%</b>
6-month Follow-up Placement	7.5%	<b>10%</b>
6-month Follow-up Average Earnings	7.5%	<b>10%</b>
12-month Follow-up Placement	7.5%	<b>10%</b>
12-month Follow-up Average Earnings	7.5%	<b>10%</b>
<b>TOTAL</b>	<b>100%</b>	<b>100%</b>

**Performance Indicators:** The revised Vocational Training Report Card is composed of the following seven core indicators: vocational completion; initial placement; job training match placement; 6-month follow-up placement; 6-month follow-up average earnings; 12-month follow-up placement; and 12-month follow-up average earnings.

- a. Increased Weights of Long-Term Indicators: The aggregate weight for the four long-term outcome indicators (6- and 12-month placement and earnings), increases from 30% in PY 02 to 40% in PY 03. This change is intended to drive the system towards helping graduates achieve long-term labor market attachment and sustainable wages.
- b. National Goals for 6- and 12-month Average Weekly Earnings: In alignment with the Center Report Card and the Career Transition Services Report Card, the earnings goals are being increased to \$355 for 6-month weekly earnings and \$370 for 12-month weekly earnings. The new Vocational Training Report Card

utilizes a national earnings goal for individual programs, rather than model-based goals, to further encourage all transition service providers to coordinate efforts to help graduates achieve meaningful careers and financial self-sufficiency.

- c. Increased Weight of the Job Training Match (JTM) Indicator: The weight for the JTM indicator increases from 15% in PY 02 to 20% in PY 03. This is appropriate because JTM placement generally results in higher initial and long-term earnings, and greater attachment to the labor force.
- d. Initial Average Wage and JTM Average Wage: These two wage indicators will appear for information only, with no weight attached. The removal of these indicators from the overall score further emphasizes long-term earnings.
- e. Performance Rating: The program score for each core indicator will be based on actual performance. Each indicator as well as the total score will be “capped” at 100%.

### **Performance Assessment:**

- a. Minimum Productivity Rule: Each vocational program must place a minimum of 51% of its contracted training slots in any program year. For example, a 20-slot program must have at least 11 placements recorded in the revised Vocational Training Report Card at the close of each program year.

The Minimum Productivity Rule is actually a prerequisite that must be met before further analysis of any of the indicators is conducted. Programs not meeting the Minimum Productivity Rule will automatically be classified as “unsatisfactory” (“D” rating, described in the following section) and may be subject to sanctions following an appeals process. Contracted training slots for each vocational program will be displayed on the new Vocational Training Report Card to help implement the Minimum Productivity Rule.

- b. Overall Program Rating: Each program’s overall rating will be calculated using actual performance and weighting of each indicator. Programs will receive an overall score, not to exceed 100%, and will be categorized on the basis of the following scale:

- A – exceptional performance, overall score ranging from 90 – 100%
- B – above average performance, overall score ranging from 80 – 89%
- C – average performance, overall score ranging from 70 – 79%
- D – unsatisfactory performance, overall score ranging from 0 – 69%

- c. Program Performance Assessment Cycles: For the purpose of applying incentives and sanctions, performance data will be analyzed and evaluated annually upon receipt of the June Report. Programs with an overall rating in the “D” category at the close of PY 03 will be subject to probation, following an appeals process.

Programs on probation in PY 03 that continue to perform in the “D” category for PY 04 will be subject to closure/slot reduction, following an appeals process.

***Exception for Certain NTC Programs:*** A number of NTC programs that had unsatisfactory performance for PY 00 and PY 01 would have been subject to sanctions, following an appeals process. However, action was held in abeyance pending the design of the new vocational performance management system. These NTC programs that perform unsatisfactorily for PY 02 (a third consecutive year), will be subject to sanctions, including closure/slot reduction, following an appeals process.

4. Incentives and Sanctions.

**Incentives:**

Programs in the “A” category, particularly for consecutive program years, will be eligible for a variety of incentives from the national and/or regional offices.

**Sanctions:**

In addition to probation and closure/slot reduction, as described in item c., above, Performance Assessment Cycles, programs performing unsatisfactorily may be subject to Performance Improvement Plans (PIPs), as follows:

**Performance and Improvement Plans:** At the discretion of the regional office, programs in the “C” category may be required to develop and implement a PIP under the continuous monitoring of operators, project managers and, as appropriate, NTC staff. Programs in the “D” category are mandated to develop and implement such plans.

Please note that programs not meeting the Minimum Productivity Rule may be placed in the “D” category and required to development and implement a PIP, following an appeals process.

4. Roles and Responsibilities.

The following applies to all programs, center and NTC-operated.

Center Directors/Operators and NTCs

- a. Participate in the Regional Office Appeals Process for “D” category programs.
- b. Assist in developing and monitoring PIPs for all programs in the “D” category, and certain programs in the “C” category as designated by the regional office.

### Regional Offices

a. Participate in the National Office Appeals Process for programs in jeopardy of closure/slot reduction, as a result of two consecutive years of “D” performance.

b. Initiate an Appeals Process for programs in the “D” category for one program year, and make final decisions on those that will serve probation.

### National Office

Initiate an Appeals Process for programs facing closure/slot reduction, and make final recommendations to the National Director.

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 or comments concerning this Notice may be addressed to Yolanda Logan at (202) 693-3144; email: [logan.yolanda@dol.gov](mailto:logan.yolanda@dol.gov) or Alan Lafferman at (202) 693-3107; email: [lafferman.alan@dol.gov](mailto:lafferman.alan@dol.gov)