

June 2, 2003

<b>DIRECTIVE:</b>	<b>JOB CORPS INFORMATION NOTICE NO. 02-27</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 501-Performance Management System:  
Appendix 501a, Center Report Card  
Appendix 501b, Outreach and Admissions Report Card  
Appendix 501c, Career Transition Services Report Card

1. Purpose. To inform the Job Corps community about revisions to Job Corps' 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 presents the field with a preview of upcoming changes.

2. Background. Job Corps utilizes a comprehensive performance management system to assign accountability for program goals and objectives, and to assess program effectiveness in achieving results. Collectively, the following five outcome measurement systems make up the performance management system:

- ✓ Outreach and Admissions Report Card
- ✓ Center Report Card
- ✓ Center Quality Report Card
- ✓ Career Transition Services (CTS) Report Card
- ✓ Vocational Training Report Card

*(Note: Details about revisions to the Vocational Training Report Card are provided in Information Notice No. 02-26.)*

3. Description of Revisions. In order to ensure that the accountability system continues to reflect program priorities and effective delivery of services to students, slight modifications have been made to the system. The National Office of Job Corps' intent is to keep the system as stable and consistent as feasible; thus, the performance measures are unchanged.

Revisions have been made to some weights and performance goals so that emphasis is more appropriately tied to the level of accountability. The revised PY 2003 system, based on recommendations and analysis by the national PY 2003 Outcome Measurement System Workgroup, senior national and regional office staff, and members of the Job Corps community, is as follows:

**Appendix 501a. Center Report Card**

<b>Measure</b>	<b>PY 02 Goal</b>	<b>PY 03 Goal</b>	<b>PY 02 Weight</b>	<b>PY 03 Weight</b>
<b>Direct Center Services – 35%</b>				
60-Day Commitment	95%	95%	10%	10%
GED/HSD Attainment	50%	50%	10%	10%
Vocational Completion	65%	65%	10%	10%
Combination Graduate	35%	35%	10%	<b>5%</b>
<b>Direct Initial Career Transition Services – 40%</b>				
Former Enrollee Placement	60%	60%	10%	10%
Graduate Initial Placement	95%	95%	15%	15%
Graduate Wage at Initial Placement	\$8.20	\$8.20	5%	<b>15%</b>
<b>Long-Term Career Transition Services (Direct &amp; Indirect) – 25%</b>				
Graduate 6-Mo Placement	80%	80%	7.5%	7.5%
Graduate 6-Mo Earnings	\$340	<b>\$355</b>	7.5%	7.5%
Graduate 12-Mo Placement	80%	80%	7.5%	<b>5%</b>
Graduate 12-Mo Earnings	\$360	<b>\$370</b>	7.5%	<b>5%</b>
<b>TOTAL</b>			<b>100%</b>	<b>100%</b>

**Rationale**

- The weight on the combination graduate measure is reduced slightly. This keeps centers focused on helping students achieve both credentials – and acknowledges those who do – while modifying the system to address imbalances that impact overall center ratings.
- The weight on the graduate wage at initial placement measure is increased to further emphasize the importance of securing solid initial placements for graduates.
- The weight on the 12-month graduate placement and earnings measures is slightly reduced to take into account external factors that can impact long-term results.

- Consistent with the philosophy of setting performance goals, the 6- and 12-month earnings goals are being increased since the majority of centers are achieving current levels (3/4 of centers - 6-month; 2/3 of centers - 12-month). These increases are modest to account for economic conditions that can impact earnings results.

**Appendix 501a. Center Quality Report Card**

The Center Quality Report Card is unchanged in PY 2003.

**Appendix 501b. Outreach and Admissions Report Card**

The performance measures, goals, and weights are unchanged in PY 2003. However, the pool of students for the 30- and 60-day commitment measures will change in PY 2003 as follows:

<b>Measure</b>	<b>PY 02</b>	<b>PY 03</b>
30-Day Commitment	No. of Terminees Remaining in Program 30+ Calendar Days All Terminees	No. of <b>Enrollees</b> Remaining in Program 30+ Calendar Days All <b>Enrollees</b>
60-Day Commitment	No. of Terminees Remaining in Program 60+ Calendar Days All Terminees	No. of <b>Enrollees</b> Remaining in Program 60+ Calendar Days All <b>Enrollees</b>

**Rationale**

Converting these measures from terminee-based to enrollee-based is beneficial because performance results will be more readily apparent, particularly for new agencies. Further, managers can gauge the impact of programmatic and staffing innovations more promptly.

**Appendix 501c. Career Transition Services Report Card**

<b>Measure</b>	<b>PY 02 Goal</b>	<b>PY 03 Goal</b>	<b>PY 02 Weight</b>	<b>PY 03 Weight</b>
<b>Short-Term Career Transition Services – 50%</b>				
Former Enrollee Placement	60%	60%	15%	<b>10%</b>
Graduate Initial Placement	95%	95%	25%	25%
Graduate Wage at Initial Placement	\$8.20	\$8.20	10%	<b>15%</b>
<b>Long-Term Career Transition Services – 50%</b>				
Graduate 6-Mo Placement	80%	80%	12.5%	12.5%
Graduate 6-Mo Earnings	\$340	<b>\$355</b>	12.5%	12.5%
Graduate 12-Mo Placement	80%	80%	12.5%	12.5%
Graduate 12-Mo Earnings	\$360	<b>\$370</b>	12.5%	12.5%
<b>TOTAL</b>			<b>100%</b>	<b>100%</b>

## **Rationale**

Revisions in the CTS Report Card are more closely aligned with the revised Center Report Card.

4. Action. Addressees are to ensure that a copy of this Notice is distributed to the appropriate staff.
5. Expiration. Until superseded.
6. Inquiries. Questions or comments concerning this Notice should be addressed to Edna Primrose at (202) 693-3135, or email to [primrose.edna@dol.gov](mailto:primrose.edna@dol.gov).