

July 18, 2004

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 03-36
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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: Pre-issuance of Program Year (PY) 2004 Revisions to PRH Chapter 5,
Appendix 501, Performance Management System:
Introduction
Appendix 501a, Center Report Card
Appendix 501b, Outreach and Admissions Report Card
Appendix 501c, Career Transition Services Report Card
Appendix 501d, Vocational Training Report Card

1. Purpose. To provide the Job Corps community with a pre-issuance of the PY 2004 PRH Chapter 5, Appendices 501a, 501b, 501c and 501d. These Appendices contain the policies governing the Job Corps performance management system for centers, outreach and admissions agencies, career transition services agencies, and vocational training programs.

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 Reporting and Improvement System

3. Revisions. In order to ensure that the accountability system continues to reflect program priorities and effectively deliver services to students, modifications have been made to the accountability system.

These modifications include replacing some of the measures used in PY 2003, and revisions to some weights and performance goals so that emphasis is more appropriately tied to the level of accountability. The revised PY 2004 system is based on recommendations and analyses from the National PY 2004 Outcome Measurement System Workgroup, senior National and Regional Office staff, and members of the Job Corps community. A PRH Change Notice will be issued to transmit the formal policies.

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

5. Expiration. Until superseded.

6. Inquiries. Questions or comments concerning this Information Notice should be addressed to Chris Conboy at (202) 693-3093, or email to conboy.chris@dol.gov.