

December 10, 2004

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 04-14
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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: GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: Change to the Program Assessment Guide (PAG) Reinforcing the
Validation of Performance Data

1. Purpose. To provide additional information in the PAG to ensure the integrity of Job Corps performance data.

2. Background. The integrity of Job Corps' performance data is critical to providing effective oversight of center operations and to ensuring program credibility. In support of data validity enhancement, it is imperative that student records that document selected performance data be assessed more rigorously and frequently in the future.

Accordingly, the Preamble to the Program Assessment Guide has been modified to state the requirement emphasizing the validation of performance data records. Effective immediately, Regional Offices will conduct **mandatory** audits of a minimum of 10% of all student records associated with performance measurements during all center quality assessments. Moreover, if excessive reporting problems are present, the extent of misreporting shall be brought to the **immediate** attention of the National Office. A copy of the revised Preamble to the PAG is attached.

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

4. Expiration Date. Until superseded.

5. Inquiries. Questions concerning this Notice should be addressed to Dale Fischer at (202) 693-3131, or emailed to fischer.dale@dol.gov.

Attachment