

January 31, 2005

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 04-15
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TO: ALL JOB CORPS NATIONAL OFFICE 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: Streamlining Record-Keeping Systems and Enhancements to the
Personal Career Development Plan

1. Purpose. To inform the Job Corps community about pending changes to integrate student information record-keeping and career development support systems including the Admission Counselor's Assessment Tool (ACAT); the Outreach and Admissions Student Input System (OASIS); the Personal Career Development Plan (PCDP); and the Center Information System (CIS) Evaluation application into a cohesive, streamlined, electronic tool. To alert staff about technical and programmatic training on the enhancements to the Career Development Services System (CDSS) Suite of Applications.

2. Background. Several redundant record-keeping systems exist for student data collection. Identical data is entered into the ACAT, OASIS, PCDP and CIS Evaluation application by staff during various phases of the program. Additionally, some of these tools are in a paper format, some in an electronic format, and some available in both formats. These tools are going to be consolidated into a streamlined, electronic, user-friendly system within the CDSS Suite of Applications.

In response to feedback from the Job Corps community, the National Office convened a workgroup to assist with the review of current record-keeping systems, make recommendations on improving the system, and provide input into an online student portfolio. Participants of those meetings, which took place in January, March and June of 2004, were representative of the Job Corps community and included staff

from outreach and admissions; career preparation; career development; career transition; residential living; health and wellness; support contractors; the National Office; and the Job Corps Data Center (JCDC).

The PCDP will continue to serve as a collaborative tool for developing individualized career plans with students. The paper ACAT will be automated, and the information it collects will be incorporated into the streamlined system. Information entered into OASIS and the CIS Evaluation application will automatically populate the PCDP to eliminate redundancies. Additionally, staff will have the option to print the Social Intake Form (SIF) from CIS, with general student data included on the print-out.

One of the key intended functions of the PCDP is to engage a student in his or her career development process through establishing a holistic career plan, accessed through a printed report. The current report is cumbersome and includes more information than a student needs on a regular basis. The enhanced PCDP will generate two youth-friendly print options: 1) The primary PCDP printed plan will be a goals-focused document students receive on a regular basis; and 2) a historical data report organized in a manner such that the information can easily be transferred to a resume or job application. To further increase students' engagement in the career planning process, an online student portfolio is under development. The portfolio will be built into the JCStudent.org site and will intersect with the PCDP.

The new system will be beta-tested In February and March 2005. Once the new system is complete, technical and programmatic training introducing a comprehensive user's guide will be provided to staff via a train-the-trainer session (two staff from each center and contractor) and Web-based training in May and June 2005. The streamlined product and enhancements are expected to be online system-wide in July 2005, at which time all staff who use the ACAT and PCDP will be required to use only the electronic system.

3. Action. Center Directors (CDs), Outreach and Admissions (OA) contractors, and Career Transition Services (CTS) contractors are responsible for ensuring all staff using current student information systems discussed in this Notice are informed of the planned modifications and training. CDs, OAs, and CTS contractors interested in beta-testing the new system should contact Tessa Hale at (202) 693-3878.

4. Expiration Date. Until superseded.

5. Inquiries. Direct inquiries to Tessa Hale at (202) 693-3878 or e-mail to hale.tessa@dol.gov.