

February 17, 2005

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 04 -17
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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: Clarification of Policy Regarding Outcome Measurement System
Credits for Medical Separation with Reinstatement Rights

1. Purpose. To provide clarification regarding policy for recording Program Year (PY) 2004 Outcome Measurement System (OMS) credits for Medical Separation with Reinstatement Rights (MSWR).
2. Reference. Policy and Requirements Handbook (PRH), Chapter 6, Section 6.4, R5.
3. Background. The PRH, states that students who receive an MSWR are allowed an expedited return after resolution of the medical condition, limited to 180 days.

While this policy has been in effect, and remains unchanged, the process for reporting MSWR student outcomes has caused some confusion, and should now be clarified. Currently, an MSWR student appears on OMS reports (pool/credit) at the time of the medical separation. If the MSWR student is reinstated, then the student also appears on OMS reports at the time of final separation, (although only outcomes at final separation will count towards center credit).

To simplify the reporting, and clarify the OMS reports for centers and regions, the Job Corps Data Center (JCDC) will only report the student outcomes at the time of final separation. Thus, for example, OMS outcomes for an MSWR student will be recorded at 180 days after MSWR if the student does not return to the program, or at final separation if the student resumes participation in the program.

The following summarizes how specific circumstances are recorded on the OMS.

- a. Student is reinstated to the Job Corps center before the 180 days end. In this case, there will be no issue.
- b. Student does not return to the Job Corps center after 180 days. In this case, at the end of the 180 days, the system will automatically "close-out" the MSWR. At that time, the system will determine the student's graduate status and placement service eligibility status. If the student is eligible for placement service, he/she will be active in Career Transition Services (CTS) for CTS providers to enter placement data. The placement service period will start at the 181st day, and the 6- and 12-month follow-up clock will be based on the initial placement date.
- c. Student notifies the Job Corps center before the 180 days end that he/she does not intend to return to the Job Corps center. (This may occur if the student found a job or simply wants the transition allowance money to be released.) In this case, the Job Corps center will send a request to JCDC and ask for "MSWR Early Close-Out." The "close-out" date will be the date the student officially notified the center. At that time, the system will determine the student's graduate status and placement service eligibility status. If the student is eligible for placement service, he/she will be active in the CTS system for CTS providers to enter placement data. The 6- and 12-month follow-up timeframes will still be based on the initial placement date if the student is employed, or enrolled in an education program.

Again, this is not a change in the MSWR policy, but rather, how outcomes are reported on the OMS.

4. Action. Addressees are to ensure that a copy of this Notice is distributed to the appropriate staff.
5. Expiration Date. Until superseded.
6. Inquiries. Inquiries should be directed to Chris Conboy at (202) 693-3093, or emailed to conboy.chris@dol.gov.