

March 6, 2008

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 07-23
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: ESTHER R. JOHNSON, Ed.D.
National Director
Office of Job Corps

SUBJECT: Enhancement to the Placement Screen in the Career Transition System

1. Purpose. To inform the Job Corps community of an upcoming enhancement to the Career Transition System (CTS) that will be included in the Job Corps Data Center's (JCDC's) next release of CTS.
2. Background. Recent analyses of Job Corps placement data have revealed instances where CTS providers are entering a "Not Placed" status before a student's placement service window has expired.

The National Office of Job Corps has requested JCDC to reprogram the rules governing the placement screen in CTS to ensure both that students are not prematurely coded as "Not Placed," and the accurate reporting of students' placement statuses. JCDC's next release of updates to CTS will include a business rule that will prevent users from entering a "Not Placed" status until the student's placement service window has closed. In accordance with current policy, users will have 90 calendar days from the end of the placement window to enter the placement status in CTS.

3. Action. Addressees are to ensure that this Information Notice is distributed to all appropriate staff.
4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to Chris Conboy at (202) 693-3093 or conboy.chris@dol.gov.