

Approvals for CDSS Data Corrections

March 2011

A. National Office approval is required for the following data corrections:

(Request must be submitted to the National Office Division Chief of the Technology, Performance, and Program Support division)

1. Enrollment extension exceeds the normal extension allowed by the PRH
2. Placement service window extension (note: the extension request must occur prior to the expiration date of the current placement service window)
3. Career Technical Training offering change and/or slot change
4. Job-Training-Match (JTM) crosswalk change
5. Career Technical Training Credential offering change
6. Reinstate MSWR (Medical Separation With Reinstatement Rights) and ASWR (Administrative Separation With Reinstatement) students after the allowable time period
7. All other exceptions to Job Corps policy

B. Regional Director or his/her Designee approval is required for following data corrections:

1. Changes as result of data integrity audits or regional/corporate assessments:
 - a. Change of GED/High School Diploma data
 - b. Change of Career Technical Training (CTT) completion data
 - c. Change of CTT Credential data
 - d. Change of placement data
 - e. Change of leave and other status data
 - f. Other necessary changes determined by the Regional Director
2. Changes as result of Disciplinary separation appeals process:
 - a. Change of the separation type
 - b. Change of the disciplinary separation reason code

- c. Removal of placement record for Disciplinary separation overturn
 - d. Change of the leave and other status data
- 3. Changes as result of clerical error or lack of timely data entry by the staff:
 - a. Change of the leave and other duty status and pay status data for separated or transferred students
 - b. Change of GED/High School Diploma data for separated or transferred students
 - c. Change of Career Technical Training (CTT) completion data for separated or transferred students
 - d. Change of CTT credential data for separated or transferred students
 - e. Change of student financial data (for example, clothing allowance, advance pay, deductions) for separated or transferred students
 - f. Change of enrollment data (for example, change of enrollment date and/or arrival date)
 - g. Change of separation data (for example, change of separation date, separation type)
 - h. Change of placement data (for example, remove placement record, change placement dates, JTM)
 - i. Change of Social Security Number of separated student
 - j. Modify or delete Test of Adult Basic Education (TABE) data
 - k. Change of budget and/or expense data
- 4. Changes as result of contract modification
 - a. Change of OA quota
 - b. Change of center planned OBS
- 5. Property transfer as result of contract change
- 6. Change to the Significant Incident Reporting System (SIRS) data
- 7. Change to the OA agency service area (zip code to OA agency crosswalk data)
- 8. Change to the CTS agency service area (zip code to CTS agency crosswalk data)

- C. Regional Director or Regional Division Chief approval exclusively required for following changes:
 - a. Enrollment-in-error requests for students who never arrived on center and enrolled due to clerical error
 - b. Change of enrollment eligibility related data AFTER enrollment (for example, family income data)
 - c. Grant the incoming contractor access to the center/OA/CTS data prior to the contract start date

- D. Center Director or OA/CTS Project Director approval exclusively required for following changes:
 - a. Change of the Point of Contact (POC) access
 - b. Change of the Student Payroll Bank Account information