

September 20, 2016

<b>DIRECTIVE:</b> JOB CORPS INFORMATION NOTICE NO. 16-07
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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:**                LENITA JACOBS-SIMMONS  
National Director  
Office of Job Corps

**SUBJECT:**            Release of Frequently Asked Questions (FAQs) for the New Post- Separation Surveys, and Notice of Upcoming Training Webinars on the Surveys and on Career Transition Services (CTS) Policies and Requirements

1.     Purpose. To release updated FAQs on the new Job Corps Post-Separation (Quarter 2 and Quarter 4 after exit) Survey system; and to inform the CTS community of upcoming training Webinars on the survey system, and policies and requirements to improve compliance and data integrity.
2.     Background. The implementation of the Workforce Innovation and Opportunity Act (WIOA) resulted in substantial changes to Job Corps' performance data collection and reporting system. In the Policy and Requirements Handbook (PRH) Program Year (PY) 2016 Appendix 501, published July 1, 2016, Job Corps released changes and adjustments to the Outcome Measurement Systems (OMS) that support the WIOA reporting requirements.

One key change identified in Appendix 501 is the design and implementation of a new post-separation survey system to capture and report placements and earnings so they satisfy the new WIOA requirements for both the OMS Report Cards and new WIOA reports. The post-separation surveys represent a change from the previous system in terms of the number of surveys administered, who is surveyed, the timing of the surveys, and the information captured.

To help the CTS community and other interested parties better understand the new survey system, Job Corps is releasing updated FAQs. The FAQs provide information on the purpose and background of the survey re-design, the main differences between the old and new survey systems, key elements of the new surveys, CTS providers' role in the new surveys, and how the survey data translates into the OMS pools and credits.

The new FAQs were developed based on inquiries from the field after the release of Program Information Notice 15-41, which provided advanced notice of the planned changes to Appendix 501 for PY 2016. The FAQs (attachment) are also posted at:  
<http://jweb.jobcorps.org/Pages/PerformanceDataFAQs.aspx>

In addition to the FAQs, Job Corps will host Webinars in October 2016, to train the CTS community on the new survey system and to answer questions. The Webinar will be held twice to ensure all interested participants have an opportunity to attend.

Job Corps has also piloted audits of initial placement credits recorded by CTS providers and of CTS follow-up efforts. It identified a number of deficiencies within the CTS system that needed to be addressed. During the two training Webinars, Job Corps will clarify definitions and practices in key CTS areas to improve compliance with CTS policies and requirements and data quality. Ultimately, Job Corps intends to incorporate CTS audits throughout the system as part of its ongoing auditing processes to ensure the validity and integrity of program data.

3. **Webinar.** Each of the two planned Webinars will include a 1-hour presentation and 30 minutes for questions and answers. The presentation will cover key differences between the old survey and the new one, the survey process, what placement and earnings information is collected and how this translates into OMS credits, the CTS providers' role in the survey process, etc. It will also provide clarification on a series of placement definitions, common mistakes found in audits, the recently released 90-day rule for verifying and entering placements, etc.

### **Webinar Schedule, Target Participants, Log-in and Passcode Information:**

**Session 1 - Thursday, October 6, 2016, 2:00 p.m. – 3:30 p.m., Eastern.** CTS providers, regional staff, and Center Operators in Boston, Philadelphia, and Atlanta regions.

To join the training session:

1. Go to  
<https://jobcorps.webex.com/jobcorps/k2/j.php?MTID=t247700f5da318b030cfe237782dc39a3>
2. Enter your name and e-mail address (or registration ID 339796)
3. Enter the session password: 2016
4. Click "Join Now"
5. Follow the instructions that appear on your screen.

To join the session by phone only:

Call-in toll-free number: (855) 244-8681

Call-in toll number: (650) 479-3207

Show toll-free dialing restrictions: [https://www.webex.com/pdf/tollfree\\_restrictions.pdf](https://www.webex.com/pdf/tollfree_restrictions.pdf)

Access code: 922 547 767

To add this session to your calendar program (for example Microsoft Outlook), click this link:  
<https://jobcorps.webex.com/jobcorps/k2/j.php?MTID=tc21363e6f58dec845f6ac537c5734d71>

**Session 2 – Thursday, October 13, 2016, 2:00 p.m. – 3:30 p.m., Eastern.** CTS providers, regional staff, and Center Operators in Chicago, Dallas, and San Francisco regions.

To join the training session:

1. Go to <https://jobcorps.webex.com/jobcorps/k2/j.php?MTID=t6c64d39f91cc672d553aae39f809c95e>
2. Enter your name and e-mail address (or registration ID 789534)
3. Enter the session password: 2016
4. Click “Join Now”
5. Follow the instructions that appear on your screen

To join the session by phone only:

Call-in toll-free number: (855) 244-8681

Call-in toll number: (650) 479-3207

Show toll-free dialing restrictions: [https://www.webex.com/pdf/tollfree\\_restrictions.pdf](https://www.webex.com/pdf/tollfree_restrictions.pdf)

Access code: 929 001 638

To add this session to your calendar program (for example Microsoft Outlook), click this link:

<https://jobcorps.webex.com/jobcorps/k2/j.php?MTID=t3e0beeba2dcb7a04f082a120d7ee1d90>

4. Action. Addressees are to ensure this Information Notice is distributed to staff involved with the administration and provision of CTS and/or performance accountability. Staff members are urged to carefully review the attached FAQs and attend the Webinar(s).
5. Effective Date. Immediately
6. Expiration Date: Until superseded
7. Inquiries. Comments or questions concerning the post-separation survey, the FAQs, or the Webinars should be addressed to Shao Zhang at (202) 693-3917 or [zhang.shao@dol.gov](mailto:zhang.shao@dol.gov).

Attachment

Frequently Asked Questions about Job Corps Post-Separation Surveys