

December 21, 2016

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 16-08
-------------------	--

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: Policy and Requirements Handbook Program Year 2016 Appendix 501:
Release of Official Model-Based Goals for Two Outcome Measurement
System Measures and Further Updates to Appendix 501 Introduction and
Appendix 501e

1. Purpose. To transmit an updated version of the Program Year (PY) 2016 Policy and Requirements Handbook (PRH) Appendix 501 Introduction and Appendix 501e that includes:
 - PY 2016 model-based goals and worksheets for the High School Diploma (HSD)/High School Equivalency (HSE) attainment rate and combination HSD/HSE/Career Technical Training (CTT) attainment rate measures;
 - Description of the process used to develop center-specific, model-based goals for the HSD/HSE attainment and combination HSD/HSE/CTT attainment measures;
 - Correction to the process of developing center-specific goals for the Graduate Earnings in Quarter 4 after exit measure;
 - Guidance on timelines for entering upgraded placements;
 - A streamlined Career Transition Services (CTS) transfer crediting chart;
 - Correction to the time periods for Quarter 2 and Quarter 4 after exit;
 - Revision to the Workforce Innovation and Opportunity Act (WIOA) Measure 6 (Effectiveness in Serving Employers) pool based upon recent guidance;
 - Converting U.S. Department of Agriculture Forest Service (USDA FS) centers still serving under a previous Performance Improvement Plan (PIP) into the new national PIP system; and
 - Other minor updates/corrections.

The Appendix 501 Introduction and Appendix 501e have been revised. However, the entire Appendix 501 suite is being re-released so that all the appendices are identically dated.

2. Background. PRH Appendix 501 contains the policies governing Job Corps' Performance Management System for Center Operators, Outreach and Admissions (OA) contractors, CTS providers, CTT programs, and a new PIP system. As noted in PRH Change Notice 16-01, the July 1, 2016, issuance of PY 2016 Appendix 501 did not include the model-based goal worksheets and center model-based goals for the HSD/HSE attainment rate and combination HSD/HSE/CTT attainment rate measures. This was due to delays in releasing the Outcome Measurement System (OMS) Factor Verification Survey. Since PRH Change Notice 16-01 was released, some additional clarifications have been identified for inclusion in the revised issuance of PY 2016 Appendix 501.

In addition, recent guidance from the Departments of Labor and Education also required a modification to Job Corps' pool for WIOA Measure 6: Effectiveness in Serving Employers. There has also been a decision to convert the USDA FS centers still serving under a previous PIP system to the new national PIP system, beginning July 1, 2016.

3. Explanation of Changes. This PRH Change Notice provides the following updates to PRH Change Notice 16-01 released on July 1, 2016:

A. Appendix 501-Introduction, Language Amendment:

Removed the term "follow-up" when discussing the new Quarter 2 and Quarter 4 after exit surveys throughout Appendix 501 Introduction.

B. Appendix 501 Introduction, Section D.2(b) "Model-Based Goals:"

Clarified the process for developing the model-based goals for the Quarter 4 after exit earnings measure, and updated the example.

Incorporated language describing the process for developing the PY 2016 model-based goals for the HSD/HSE attainment rate and combination HSD/HSE/CTT attainment rate measures.

C. Appendix 501 Introduction, Section E.2 "Policy for Crediting Transfers to Advanced Training (AT) Programs:"

Updated references to "Placement and Post Placement" to "Initial Placement and Long-Term Placement" to accurately reflect the changes made to the long-term placement measures beginning in PY 2016.

D. Appendix 501 Introduction, Section E.5 "Placement Upgrades:"

Incorporated language to clarify Date Reported for upgraded placements and timing of entering upgraded placements.

E. Appendix 501 Introduction, Attachment 1: PY 2016 WIOA Performance Reporting System:

Clarified that the new WIOA Performance Management Reports (PMRs) will first be developed and issued at the national level, and eventually at the regional, center and provider levels.

Revised the pool for WIOA Measure 6 (Effectiveness in Serving Employers Rate) based upon recent guidance provided jointly by the Departments of Labor and Education on the six main WIOA measures. The pool for WIOA Measure 6 now includes only committed students (i.e., those who completed Career Preparation Program [CPP] or were enrolled at least 60 days prior to separation) that were employed at any point during Quarter 2 after exit. The credit for this measure remains unchanged (i.e., those who were employed by the same employer in Quarter 2 and Quarter 4 after exit).

F. Appendix 501 Introduction, Attachment 3: PY 2016 Center Report Card Pools and Credits for Students Transferred to Advanced Training (AT) programs:

Corrected the chart by removing the “as applicable” crediting option for the CTT completion and credential attainment measures when the graduate separates from the AT center. As the graduates are in the AT center’s pool for the CTT completion and credential attainment measures, the possible credit is either a 1 or a 0 (and not “as applicable”).

G. Appendix 501 Introduction, Attachment 4: PY 2016 Instructions for Filling an Appeal of Second or Fourth Quarter after Exit Survey Data:

Corrected the time periods for Quarter 2 and Quarter 4 after exit in “Student Information, 5-6.”

H. Appendix 501 Introduction, Attachment 6: Crediting Chart for CTS Providers When Students Relocate to a New Service Area:

To streamline the crediting chart for CTS transfers, the sections with the timelines and crediting rules for the Quarter 2 and Quarter 4 after exit long term placement measures for graduates were combined.

I. Appendix 501 Introduction, Attachments 9 and 11: PY 2016 Center Model-based Goals and National Worksheets:

Attachment 9 has been revised to include the model based goals and worksheets for the HSD/HSE Attainment Rate and Combination HSD/HSE/CTT Attainment Rate measures. Additionally, the model-based goals for the Ouachita Job Corps Center have been removed from Attachments 9 and 11.

J. Appendix 501e, Clause J: USDA Forest Service Centers on a PIP:

Clause J has been revised to read as follows:

A small number of USDA FS centers have been serving on a different PIP managed by the National Office of Job Corps and a special interagency task force between the U.S. Department of Labor and the U. S. Department of Agriculture. Effective July 1, 2016, the USDA FS PIP system will be discontinued. All Job Corps centers, including the USDA FS centers still serving on the previous PIP system, are under the jurisdiction of the new national PIP system.

4. Explanation of PAG Changes. There are no related PAG changes.
5. Effective Date. Immediately.
6. Action. Addressees are to ensure this PRH Change Notice is distributed to all appropriate staff.
7. Inquiries. Questions or comments concerning the changes to Appendix 501 Introduction should be addressed to Shao Zhang at (202) 693-3917, or e-mailed to zhang.shao@dol.gov.

Attachments

- A – Appendix 501 Introduction
- B – Appendix 501a
- C – Appendix 501b
- D – Appendix 501c
- E – Appendix 501d
- F – Appendix 501e