

July 1, 2004

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| DIRECTIVE: JOB CORPS PRH CHANGE NOTICE NO. 04-01 |
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TO: ALL JOB CORPS NATIONAL OFFICE SENIOR 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: Update/Revision to PRH Chapter 5, Appendix 501:
 PY 2004 Performance Management System

1. Purpose. To transmit the PY 2004 PRH-Chapter 5, Appendices 501 Introduction, 501a, 501b, 501c, and 501d. These Appendices contain the policies governing Job Corps' performance management system for centers, Outreach and Admissions (OA) agencies, Career Transition Services (CTS) agencies, and vocational training programs. All PY 2004 performance goals, both national and model-based, are included in these policies.

2. Background. Job Corps utilizes a comprehensive performance management system to assign accountability for program goals and objectives, and to assess program effectiveness in achieving results. Collectively, the following five outcome measurement systems make up the performance management system, and reflect accountability for all phases of students' experiences in Job Corps:

- ✓ Outreach and Admissions (OA) Report Card
- ✓ Center Report Card
- ✓ Center Quality Report Card
- ✓ Career Transition Services Report Card
- ✓ Vocational Training Report Card

The PY 2004 performance management system is based on recommendations and analyses by the PY 2004 Outcome Measurement System Workgroup, senior National and Regional Office staff, and members of the Job Corps community.

3. Explanation of Changes. PRH Chapter 5, Appendices 501a-d, reflect requirements resulting from implementation of the Workforce Investment Act (WIA) of 1998 and Job Corps' program priorities, such as the Career Development Services System (CDSS). The individual measurement systems for Job Corps centers and contractors are closely aligned with each other to encourage collaboration in delivering quality services to students and to reflect shared responsibility for ensuring positive outcomes.

4. Filing Instructions.

| REMOVE FROM PRH | INSERT |
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| Table of Contents, Chapter 5, dated July 1, 2003 | Table of Contents, Chapter 5, dated July 1, 2004 |
| Appendix 501 Introduction, dated July 1, 2003 | Appendix 501 Introduction, dated July 1, 2004 |
| Appendix 501a, dated July 1, 2003 | Appendix 501a, dated July 1, 2004 |
| Appendix 501b, dated July 1, 2003 | Appendix 501b, dated July 1, 2004 |
| Appendix 501c, dated July 1, 2003 | Appendix 501c, dated July 1, 2004 |
| Appendix 501d, dated July 1, 2003 | Appendix 501d, dated July 1, 2004 |

4. Effective Date. July 1, 2004.

5. Action Required. Addressees must ensure that this Change Notice is distributed to all appropriate staff. This Change Notice supersedes PRH Change Notice No. 03-01 and Information Notice No. 03-36.

6. Inquiries. Questions or comments concerning Appendix 501 - Introduction and/or Appendices 501a-c should be addressed to Chris Conboy at (202) 693-3093, or emailed to conboy.chris@dol.gov. Questions or comments concerning Appendix 501d should be addressed to Yolanda Logan at (202) 693-3144, or emailed to logan.yolanda@dol.gov.

Attachments

- Chapter 5, Table of Contents
- Appendix 501 Introduction
- Appendix 501a
- Appendix 501b
- Appendix 501c
- Appendix 501d