

August 31, 2004

<b>DIRECTIVE:</b>	<b>JOB CORPS PRH CHANGE NOTICE NO. 04-05</b>
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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:** PRH Chapter 5: Update and Revision to Appendix 501 Introduction, and Appendix 501a: Policies and Procedures for PY 2004 Center Report Card and Center Quality Report Card

1. Purpose. To transmit revisions of the PRH, Chapter 5, Appendix 501 Introduction, and Appendix 501a, as outlined in the National Director's memorandum dated August 11, 2004. These appendices contain an introduction to Job Corps' performance management system and policies for the centers' outcome management system (OMS).

2. Background. In response to feedback from the Job Corps community, the National Director has reviewed a number of issues related to the OMS literacy and numeracy gains measures, as originally communicated in PRH Change Notice No. 04-01, dated July 1, 2004.

Literacy and numeracy gains are important measures, and they will continue to be tracked and reported on the Center Report Card. However, it has been decided that for PY 2004, the weight attributed to both literacy and numeracy would be removed and redistributed to other direct center measures. In this scenario, direct center services will continue to be 30% of the overall Center Report Card, as follows:

- 60-day Commitment Rate will remain at 5%
- GED/HSD Attainment Rate will be 12.5%
- Vocational Completion Rate will be 12.5%

Again, literacy and numeracy gain measures will continue to be reported on the Center Report Card for informational purposes, and model-based goals will be included in order for centers to track their progress against goals. Because the literacy and numeracy measures will not be weighted (but they will be reported) in PY 2004, the Center Report Card will continue to be a separation-based rolling report for all measures.

3. Explanation of Changes. Changes to the PRH Chapter 5, Appendices 501 Introduction and 501a revise the Center Report Card to remove the weight assigned to the literacy and numeracy gain measures in PRH Change Notice No. 04-01, dated July 1, 2004, and redistribute this weight to the other direct center measures. Literacy and numeracy gain measures will be reported in a 12-month rolling report format in the PY 2004 Center Report Card for informational purposes only, and model-based goals will be included in order for centers to track their progress against goals. The outcomes captured this Program Year will be part of the weighted measures for the July 1, 2005 rolling Center Report Card.

Specific changes made to each Appendix are as follows:

#### **Appendix 501 Introduction**

- Section D, 5a – On-Center (page 5)
- Section D, 9 – Learning Gains Measures (pages 7-8)
- Section D, 11b(1) – Appeal Process for model-based goals (page 12)
- Section E – Format of Performance Reports (page 14)

#### **Appendix 501a: Policies and Procedures for PY 2004 Center Report Card and Center Quality Report Card**

- Section I, B, 2 - GED/HSD Attainment Rate (pages 1-2)
- Section I, B, 3 – Vocational Completion Rate (pages 1-2)
- Section I, B, 5 – Literacy Gain Rate and Numeracy Gain Rate (pages 1-2)
- Section I, B – Summary Table of PY 2004 Center Report Card (page 4)
- Section I, C, 2 – GED/High School Diploma Attainment Rate (page 6)
- Section I, C, 3 – Vocational Completion Rate (page 6)

- Section I, C, 4 – Literacy Gain Rate (pages 6-8)
- Section I, C, 5 – Numeracy Gain Rate (pages 8-9)
- Section I, G – Weights (page 13)
- Section I, H – Overall Rating (page 13)

4. Filing Instructions.

<b>REMOVE FROM PRH</b>	<b>INSERT</b>
Appendix 501 Introduction, dated July 1, 2004	Appendix 501 Introduction, dated July 1, 2004
Appendix 501a, dated July 1, 2004	Appendix 501a, dated July 1, 2004

5. Effective Date. July 1, 2004.

6. Action Required. Addressees must ensure that this Change Notice is distributed to all appropriate staff.

7. Inquiries. Questions or comments concerning this Notice should be addressed to Chris Conboy at (202) 693-3093, or emailed to [conboy.chris@dol.gov](mailto:conboy.chris@dol.gov).

Attachments

Appendix 501 Introduction

Appendix 501a