

APPENDIX 501c
POLICIES AND PROCEDURES
FOR PY 2005
CAREER TRANSITION SERVICES
OUTCOME MEASUREMENT SYSTEM

TABLE OF CONTENTS

I.	CAREER TRANSITION SERVICES (CTS) REPORT CARD FOR PY 2005	
A.	Overview.....	1
B.	PY 2005 Changes in Appendix 501c	1
C.	Career Transition Services Measures.....	8
	Short-Term	
	1. Vocational Completer Job Training Match Placement Rate	8
	2. Post-Enrollment Placement Rate	9
	3. Graduate Placement Rate.....	9
	4. Graduate Average Wage at Placement.....	10
	Long-Term	
	1. Graduate 6-Month Follow-Up Placement Rate	10
	2. Graduate 6-Month Average Weekly Earnings.....	11
	3. Graduate 12-Month Follow-Up Placement Rate	11
D.	Performance Goals.....	12
E.	Weights.....	12
F.	Overall Rating.....	13
II.	Roles and Responsibilities	
A.	National Office	13
B.	Regional Offices	13
C.	CTS Agencies.....	14
D.	Job Corps Centers.....	15
E.	Job Corps Data Center	15
Attachment 1:	Model-Based Goals and National Worksheets	
Attachment 2:	Initial Placement and Allowable Upgrades	
Attachment 3:	Crediting Chart for Re-assignments to CTS Agencies	
Attachment 4:	Instructions for Filing an Appeal of 6- or 12-Month Follow-up Survey Data	

I. CAREER TRANSITION SERVICES (CTS) REPORT CARD FOR PY 2005

Prior to reviewing this section, please read the INTRODUCTION to Appendix 501. The INTRODUCTION provides rationale, policies, and procedural changes that apply to all of the PY 2005 Outcome Measurement Systems (OMS).

- A. **Overview.** Due to the Workforce Investment Act (WIA) legislation and full implementation of the Career Development Services System (CDSS), entities with Career Transition Services (CTS) responsibilities, whether they are center-based or contracted, play a vital role in the continuum of service delivery to students. As Job Corps moves toward utilizing long-term success as a major indicator of our program's effectiveness, these entities have primary responsibility for ensuring that graduates stay attached to the workforce after separation from the program.

The CTS Report Card is the accountability tool used to measure and account for performance of all entities with CTS responsibilities. The CTS Report Card reflects CTS agencies' success in achieving specific goals and objectives pertaining to the placement of former enrollees and graduates, and earnings of graduates.

- B. **PY 2005 Changes in Appendix 501c.** There are seven performance measures included in the CTS Report Card. In order to align the goals of centers and CTS agencies, these seven performance measures directly mirror the short-term and long-term post-center measures on the Center Report Card, and closely parallel measures on the Vocational Training Report Card (VTRC).

Provided below is a description of the changes to the CTS Report Card:

1. **Placement Window for Graduates.** Effective in PY 2005, the window for graduate placement has been reduced from 12 months to 6 months for all graduates who separate from Job Corps as of July 1, 2005 or later. Graduates will continue to receive career transition services for 12 months after their initial placement as mandated by WIA. Therefore, the maximum length of time a graduate will receive services is 18 months. This modification in the service timeframe will reduce CTS providers' caseloads and accelerate the basis for follow-up services. As the majority of students (approximately 75%) are placed in the first 6 months of their placement window, it is anticipated that this change will not adversely impact the graduate population, and may instead increase efforts for earlier placements.

Note: Graduates who have separated from the program prior to July 1, 2005 will continue to receive up to 12 months of placement services, and 12 months of transition services, for a maximum service period of 24

months. The service period for former enrollees remains unchanged (up to 3 months).

- 2. Post-Enrollment Placement Rate.** The All Terminee Placement Rate is renamed “Post-Enrollment Placement Rate”. This measure, introduced in PY 2004, focuses on all students eligible for placement services (i.e., graduates and former enrollees) and begins to align the OMS with the Common Measures initiative. Upgrades that occur during the placement window as of July 1, 2005 are credited for this measure according to the criteria defined in Attachment 2.
- 3. Graduate Placement Rate.** The only change to the Graduate Placement Rate measure is the crediting of upgrades that occur as of July 1, 2005 during the graduate’s placement window according to the criteria defined in Attachment 2.
- 4. Graduate Average Wage at Placement.** The definition of Graduate Average Wage at Placement has expanded from crediting only initial placement wages to also allowing credit for wages of approved placement upgrades that occur as of July 1, 2005 during the graduate’s placement window. The goal for the Graduate Average Wage at Placement is increased from \$8.25 to \$8.45 per hour since wage upgrades are now credited. Additionally, the increase ensures that the measure continues to be ambitious emphasizing continuous improvement in this area as a large proportion of centers and CTS agencies were achieving their PY 2004 goals. This continues to be a model-based goal for centers and CTS agencies. Wages associated with upgrades will be credited where applicable according to the criteria defined in Attachment 2.
- 5. Vocational Completer Job Training Match Placement Rate.** A new measure, “Vocational Completer Job Training Match (JTM) Placement Rate” has been added to the PY 2005 CTS Report Card in anticipation of Common Measures, which is intended to lead to improved student long-term outcomes and career success by encouraging student placement in the vocations for which they have been trained. This indicator measures the rate by which all vocational completers are placed in training-related jobs or the military. The JTM Placement Rate is for informational purposes only, and aligns this system with the Center Report Card and the VTRC. Upgrades that occur during the placement window as of July 1, 2005 are credited for this measure according to the criteria defined in Attachment 2. A national goal of 65% has been established for the JTM Placement Rate.

Note: In order to be included in the JTM placement pool, students must successfully complete their vocational training.

6. **Graduate 6-Month Average Weekly Earnings.** The national goal for this measure is increased from \$368 to \$380 per week. Consistent with the philosophy of setting ambitious performance goals, this goal is raised by a small degree. As with the graduate placement wage, the majority of centers and CTS agencies were achieving their PY 2004 goals. However, the increase is relatively modest in recognition of current economic conditions. The goal for this measure continues to be model-based for centers and CTS agencies. The weight for this measure remains unchanged at 20%.
7. **Policy for Crediting Re-assignments to CTS Agencies.** Job Corps policy for crediting CTS agencies in situations where a student moves from one CTS location to another is detailed below, and also outlined in Attachment 3. This policy is aligned with PRH Chapter 4, Section 4.3, R5 – Relocations (dated July 1, 2005) and is effective for all students assigned to a CTS provider as of July 1, 2005.

Former Enrollees:

Policy for CTS agency credit for former enrollees differs from that for graduates since the former enrollee placement window is limited to only three months. For former enrollees, credit is applied as follows:

- If the receiving CTS agency does not place the former enrollee while the placement window is active, the initial provider is the agency of record for all applicable PY 2005 CTS Report Card measures.
- If the receiving CTS agency places the former enrollee while the placement window is active, the receiving agency receives credit for the applicable measures; the initial agency does not receive flow-back credit for the placement.
- If both the initial and the receiving CTS agency place the former enrollee while the placement window is active, the initial agency receives credit for the applicable measures, and the receiving agency is credited only if that placement is an upgrade, according to the criteria defined in Attachment 2. (In this case, the credit would only be counted once in national totals, but could possibly be counted twice in the regional totals if two different regions were involved in the transfer.)

Graduates:

For graduates initially assigned to one CTS agency who relocate to a new address covered by a different CTS provider, credit is applied as follows:

a. Short-Term Placement Measures:

- If the initial CTS agency places the relocating graduate prior to the time of transfer, the initial provider is the agency of record for the short-term placement measures (Post-Enrollment Placement Rate, JTM Placement Rate, Graduate Placement Rate, and Graduate Average Wage at Placement).
- If the graduate is placed by the initial CTS agency, is transferred with **60 or more calendar days** remaining in the placement services window, and is then placed by the receiving CTS provider, the receiving agency is credited only if that placement is an upgrade, according to the criteria defined in Attachment 2. (In this case, the credit would only be counted once in national totals, but could possibly be counted twice in the regional totals if two different regions were involved in the transfer.)
- If the initial CTS agency does not place the relocating graduate prior to the time of transfer, and there are **60 or more calendar days** remaining in the placement services window, then the receiving agency is accountable for the short-term placement measures (Post-Enrollment Placement Rate, JTM Placement Rate, Graduate Placement Rate, and Graduate Average Wage at Placement).
- If neither the initial nor the receiving CTS agency places the relocating graduate, and there were **less than 60 calendar days** remaining in the placement services window at the time of re-assignment, then the initial agency is accountable for the short-term placement measures (Post-Enrollment Placement Rate, JTM Placement Rate, Graduate Placement Rate, and Graduate Average Wage at Placement).
- If the initial CTS agency does not place a relocating graduate prior to transfer, and there were **less than 60 calendar days** remaining in the placement services window at the time of re-assignment, and the receiving CTS provider places the graduate during the placement window, then the initial agency is not accountable for the short-term placement measures and the receiving agency receives the credit for these measures (Post-Enrollment Placement Rate, JTM Placement Rate, Graduate Placement Rate, and Graduate Average Wage at Placement).

b. Long-Term Placement Measures:

- If the graduate relocates to a new address covered by a different CTS provider with **60 or more calendar days** remaining in their placement window, the receiving agency is then accountable for all 6- and 12-month follow-up placement and earnings measures, unless the student relocates and is transferred again to another agency. In this case, the rules described earlier would apply.
- If the student relocates and is transferred **within 16 weeks** from the date the student initially reported to work or school, the receiving CTS agency is credited for the 6-month survey results (Graduate 6-Month Follow-Up Placement and Graduate 6-Month Follow-Up Earnings). If there is no further transfer, the receiving CTS agency is also responsible for the Graduate 12-Month Follow-Up Placement measure.
- If the student relocates and is transferred **after 16 weeks** from the date the student initially reported to work or school, the CTS agency responsible for the student at the time of the relocation is accountable for the 6-month survey results (Graduate 6-Month Follow-Up Placement and Graduate 6-Month Follow-Up Earnings). If there is no further transfer, the receiving CTS agency is responsible for the Graduate 12-Month Follow-Up Placement measure.
- If the student relocates and is transferred **within 42 weeks** from the date the student initially reported to work or school, the receiving CTS agency is credited for the 12-month survey results (Graduate 12-Month Follow-Up Placement).
- If the student relocates and is transferred **after 42 weeks** from the date the student initially reported to work or school, the CTS agency responsible for the student at the time of the relocation is accountable for the 12-month survey results (Graduate 12-Month Follow-Up Placement).

c. Multiple Transfers:

If the student transfers from one CTS provider area to another multiple times during the student's active placement window, the rules described above still apply in the same sequence.

For example: If CTS agency "A" places a student during the placement window, it will receive the credits for the short-term placement measures. If the student then changes CTS providers multiple times (e.g., A→B→C, or, A→B→A) within the approved timeframe (more than 60 days remaining in service window for short-term placement measures, within 16 weeks or

within 42 weeks from the date the student initially reported to work or school for the 6-month and 12-month measures respectively) the last assigned agency is responsible for all applicable measures. Rules concerning approved timeframes and upgrades apply to subsequent CTS agencies.

If the re-assignment did not occur during the approved timeframe, then the previous CTS agency of record for all applicable measures is still responsible.

Provided on the next page is a summary table outlining the PY 2005 CTS Report Card.

Category	Definition	Goal	Weight
Short-Term Career Transition Services – 50%			
Vocational Completer JTM Placement Rate	No. of Vocational Completers Placed in a <u>Training-Related Job or the Military</u> No. Vocational Completers Placed in a Job or the Military	65%	0%
Post-Enrollment Placement Rate	No. of Former Enrollees and Graduates <u>Placed in a Job, the Military or School</u> No. of Former Enrollees and Graduates Due or Received	85%	10%
Graduate Placement Rate	No. of Graduates Placed in a Job, <u>the Military or School</u> No. of Graduates Due or Received	95%	25%
Graduate Average Wage at Placement*	Sum of Wages of Graduates <u>Placed in a Job or the Military</u> No. of Graduates Placed in a Job or the Military	\$8.45	15%
Long-Term Career Transition Services – 50%			
Graduate 6-Month Follow-up Placement Rate	No. of Graduates in a Job, the Military, <u>or School at 6 months after Initial Placement</u> No. of Initially Placed Graduates who Complete the 6-month follow-up survey	70%	20%
Graduate 6-Month Average Weekly Earnings*	Sum of Weekly Earnings of Graduates in a <u>Job or the Military at 6 months after Initial Placement</u> Number of Initially Placed Graduates in a Job or the Military at 6 months after Initial Placement	\$380	20%
Graduate 12-Month Follow-up Placement Rate	No. of Graduates in a Job, the Military, <u>or School at 12 months after Initial Placement</u> No. of Initially Placed Graduates who Complete the 12-month follow-up survey	70%	10%
*Model-based goals			100%

- C. Career Transition Services Measures.** Students who separate due to a violation of Job Corps' Zero Tolerance (ZT) Policy, or who are enrolled in Job Corps for less than 60 days will not be included in the CTS Report Card since they are ineligible for post-center services.

Short-Term

The following criteria apply to all the Short-Term Career Transition Services Measures:

- The federal minimum wage requirement applies for all states (except for Puerto Rico, Virgin Islands, and the Trust Territories) to all these measures;
- The wage associated with an initial placement upgrade that occurred during the placement window for graduates and former enrollees will be credited when applicable. See Attachment 2 for a chart outlining the upgrade hierarchy; and
- Valid placements that are deemed "non-credited" by the Job Corps Data Center (JCDC) due to errors in meeting PRH requirements for verification and/or reporting timelines shall be included in the CTS Report Card regional and national totals only. However, all entities may receive credit for the 6- and 12-month outcomes of these graduates, provided they participate in the applicable follow-up surveys. These graduates will also receive career transition services since their placements are valid making them eligible for the full array of services afforded their separation status.

- 1. Vocational Completer JTM Placement Rate.** This measure has been added to the PY 2005 OMS, and is intended to lead to improved student long-term outcomes and career success by encouraging student placement in the vocations for which they have been trained. The JTM Placement Rate measures the percentage of vocational completers placed in jobs that are related to the vocational training program in which they were trained. The CTS Report Card will document the JTM placement using a rolling, 12-month format. Please note that performance in this measure is listed for accountability and monitoring purposes only, **and is not weighted for PY 2005.**

Pool: All vocational completers who are placed in a job or the military.

Measure: The percentage of vocational completers in the pool who are initially placed, or have a placement upgrade, in a training-related job or the military.

Goal: The national goal is 65%.

Weight: 0% (Informational only)

Formula:
$$\frac{\text{Number of Vocational Completers Placed in a Training-related Job or the Military}}{\text{Number of Vocational Completers Placed in a Job or the Military}}$$

- 2. Post-Enrollment Placement Rate.** The All Terminee Placement Rate has been renamed “Post-Enrollment Placement Rate.” Any student who remains on center for 60 or more days should have acquired the basic skills that allow for an effective job search. It is important to measure the placement success of students who stay 60 days or longer, yet do not graduate, as well as those students who do graduate. In addition, incorporating a summary measure that combines the placement outcomes for graduates and former enrollees more closely aligns the system with the guidelines in the Common Measures initiative, which specifies a placement measure for all students who exit the program.

Pool: All graduates whose initial placement records are due or received¹ and all former enrollees who are due or received.

Measure: The percentage of graduates and former enrollees in the pool who are placed in a job, the military, an educational program, or a job/school combination according to the Job Corps placement definition in PRH Chapter 4, Exhibit 4-1.

Goal: The national goal is 85%.

Weight: 10%

Formula:
$$\frac{\text{Number of Former Enrollees and Graduates Placed in a Job, the Military, an Educational Program, or a Job/School Combination}}{\text{Number of Former Enrollees and Graduates Whose Initial Placement Records are Due or Received}}$$

- 3. Graduate Placement Rate.** The Graduate Placement Rate must be measured as required under the WIA, and it also serves as a strong indicator of the program’s success in preparing graduates for work and

¹ In this usage, the term “due or received” refers to the sum of the number of former enrollees or graduates for whom placement information was reported, i.e., “received,” plus the number of former enrollees or graduates for whom placement information was not reported and for whom the placement window expired, i.e., “due.”

beginning their engagement in the workforce.

Pool: All graduates whose initial placement records are due or received.

Measure: The percentage of graduates in the pool who are placed in a job, the military, an educational program, or a job/school combination according to the Job Corps placement definition.

Goal: The national goal is 95%.

Weight: 25%

Formula:
$$\frac{\text{Number of Graduates Placed in a Job, the Military, an Educational Program, or a Job/School Combination}}{\text{Number of Graduates Whose Initial Placement Records are Due or Received}}$$

- 4. Graduate Average Wage at Placement.** The graduate average wage at placement is a measurement required under the WIA. CTS agencies will be held accountable for their ability to secure jobs that will place graduates on the path to economic self-sufficiency.

Pool: All graduates placed in a job or in the military according to the Job Corps placement definition.

Measure: The average hourly wage of graduates in the pool associated with their initial or upgrade placement in a job or the military.

Goal: A model-based goal is used for this measure. Outside factors such as economic and industry conditions that can impact centers' achievement in this measure are aggregated, and individual goals are determined for centers. See Attachment 1 for specific goals.

Weight: 15%

Formula:
$$\frac{\text{Sum of Wages of Graduates Placed in a Job or Military}}{\text{Number of Graduates Placed in a Job or Military}}$$

Long-Term

- 1. Graduate 6-Month Follow-Up Placement Rate.** This measure is required under the WIA and is a program priority for the system. All

phases of CDSS work toward the goal of helping Job Corps graduates achieve long-term success as a result of their participation in Job Corps.

Pool: All graduates initially placed in a job, the military, or an educational program, who complete the 6-month follow-up survey.

Measure: The percentage of graduates in the pool, who report in the survey, that they are employed or enrolled in an educational program according to the Job Corps placement definition.

Goal: The national goal is 70%.

Weight: 20%

Formula:
$$\frac{\text{Number of Initially Placed Graduates Who Report they are in a Job, the Military, an Educational Program, or a Job/School Combination in the 6}^{\text{th}} \text{ Month After Initial Placement}}{\text{Number of Initially Placed Graduates Who Complete the 6-Month Follow-Up Survey}}$$

2. **Graduate 6-Month Average Weekly Earnings.** This measure is required under the WIA and also serves as a barometer to measure graduates' long-term success.

Pool: All initially placed graduates who complete the 6-month follow-up survey and report in the survey they are working at a job or the military (that meets the Job Corps definition of placement).

Measure: The average weekly earnings of placed graduates in the pool.

Goal: Like the Graduate Average Wage at Placement measure, a model-based goal is used for this measure. See Attachment 1 for specific goals.

Weight: 20%

Formula:
$$\frac{\text{Sum of Weekly Earnings of Graduates Who Report they are in a Job or the Military in the 6}^{\text{th}} \text{ Month After Initial Placement}}{\text{Number of Graduates Who Report they in a Job or the Military in the 6}^{\text{th}} \text{ Month After Initial Placement}}$$

3. **Graduate 12-Month Follow-Up Placement Rate.** This measure is required under the WIA and continues to gauge graduates' long-term

progress in their attachment to workforce or advanced education environment.

Pool: All graduates initially placed in a job, the military, or an educational program, and who complete the 12-month follow-up survey.

Measure: The percentage of graduates in the pool who report they are employed or enrolled in an educational program according to the Job Corps placement definition.

Goal: The national goal is 70%.

Weight: 10%

Formula:
$$\frac{\text{Number of Initially Placed Graduates Who Report they are in a Job, the Military, an Educational Program, or a Job/School Combination in the 12}^{\text{th}} \text{ Month After Initial Placement}}{\text{Number of Initially Placed Graduates Who Complete the 12-Month Follow-Up Survey}}$$

- D. Performance Goals.** Performance goals serve as the quantitative benchmarks to assess performance. A single performance goal is established for each measure, and performance is measured as a percentage of the goal(s) achieved. Thorough analyses of historical data have been conducted to assist in establishing reasonable and attainable goals for the system.

The following measures have *national* goals:

- Post-Enrollment Placement Rate;
- Vocational Completer JTM Placement Rate;
- Graduate Placement Rate;
- Graduate 6-Month Follow-Up Placement Rate; and
- Graduate 12-Month Follow-Up Placement Rate.

The following measures have *model-based* goals:

- Graduate Average Wage at Placement; and
- Graduate 6-Month Follow-Up Average Weekly Earnings.

- E. Weights.** A weight is assigned to each measure to reflect areas of emphasis in CTS agencies' accountability for achieving positive student outcomes, importance attached to each measure, and the number of students in the pool for each measure. As indicated in the summary table, the combined short-term measures and the combined long-term measures are each weighted at 50%.

Within the short-term CTS measures, heavier emphasis is placed on graduate outcomes (40%), with the Post-Enrollment Placement Rate weighted at 10%.

Due to the importance of both sustaining employment, and having that employment lead to economic self-sufficiency, the 6-Month Follow-up Placement measure and the 6-Month Average Weekly Earnings both continue to be weighted at 20%. The 12-Month Placement has less emphasis at 10%.

- F. **Overall Rating.** The overall rating is the way in which results across each of the seven measures are aggregated to create an overall rating. CTS agency performance is weighted among the individual measures to obtain an overall rating. These ratings are reviewed to assess program effectiveness and play a key role in the contract procurement process. Overall ratings are also used to determine the performance ranges for performance-based service contracting.

II. ROLES AND RESPONSIBILITIES

- A. **National Office.** The National Office of Job Corps will be responsible for establishing national policy for the CTS outcome measurement system; providing agency-specific graduate wage and 6-month follow-up earnings goals; monitoring the JCDC's issuance of the CTS Report Card; tracking performance of CTS agencies, distributing information, and providing technical assistance or training as needed; and establishing an administrative low rating to agencies for lack of credible data.

- B. **Regional Offices.** Regional Offices will be responsible for:

- determining that proposals, contracts and plans are consistent with program year performance goals and requirements;
- monitoring performance against the CTS Report Card;
- considering performance assessments for CTS in procurement against CTS and contract administration activities;
- ensuring that ALL CTS contractor Request for Proposals (RFPs) include language that informs the agency that new goals are issued each contract year through a unilateral modification (regardless of the base year period or the award of an option year); and
- issuing an amendment to the RFP or modifying the award document before execution, if the RFP is issued and new goals are established by the National Office of Job Corps before the award of a contract and after the RFP is issued.

Regional Directors will notify the National Office of Job Corps and the JCDC of CTS agency changes (locations or service) prior to implementing the change; and maintain and provide annually (or as revised) an updated list of CTS agencies, contact addresses, and codes to National Office staff.

Regional Directors will monitor CTS agency performance against goals; use CTS Report Card overall ratings when assessing performance for procurement and contract administration activities (judgment plays a part in making final decisions); provide the National Office of Job Corps Program Accountability Unit with any agency's explanation of poor performance, in instances where poor performance has been observed; and evaluate information submitted by the CTS agency, coupled with an assessment of the agency's compliance with all other terms and conditions of the contract or agreement. Other factors, such as Office of the Inspector General (OIG) audits and special review findings, should also be taken into account in procurement related decisions.

C. CTS Agencies. All contractors – State Employment Service Agencies (SESA) and private corporations – providing career transition services, and centers with career transition agency activities, are responsible for:

- maintaining all documents or automated information necessary for audits of activity;
- updating placement records with current contact information during the placement period (essential for post-placement survey support);
- entering valid placement data within the reporting period specified in PRH Chapter 4, Section 4.5;
- correcting errors in data entry in a timely manner, as requested and substantiated by centers and/or National Training Contractors (NTCs);
- ensuring the CTS system is used to provide maximum benefit to Job Corps assignees;
- monitoring progress against goals on an ongoing basis;
- sharing the information in this Appendix with staff;
- submitting information to Regional Offices regarding extenuating circumstances and/or unique factors that could possibly, temporarily, justify poor CTS Report Card performance;
- implementing performance goals with their employees, monitoring performance, recommending corrective action as required, and submitting corrective action plans to Job Corps Regional Offices when appropriate; and
- implementing corrective action plans as directed.

NOTE: A general failure to enter data accurately or otherwise report information to the JCDC not only negatively affects the overall performance rating of the individual agencies, but it is also negatively reflected in other Job Corps program reports and outcomes. Please pay particular attention to:

- 1) Entering “yes” or “no” in the “Apprenticeship Box” **and/or** the “Placed by NTC Box”;
- 2) Entering accurate placement O*NET codes for the position in which the former enrollee or graduate was placed; and,
- 3) Coordinating contract updates with the Regional office staff.

D. Job Corps Centers. Job Corps centers are responsible for timely and accurate transmittal of placement-related former enrollees’ and graduates’ information to CTS agencies; accurate coding of placer IDs when completing the CIS/CTS termination screen; and assisting CTS agencies and NTCs in placing former enrollees and graduates in jobs, the military, or educational programs.

E. Job Corps Data Center (JCDC). The JCDC is responsible for ensuring that the CTS Report Card and other reports are issued in accordance with the target release dates. JCDC coordinates specifications of the CTS Report Card report with National Office staff and ensures that the data generated in the reports accurately reflect the policy and programming design. JCDC provides Help Desk services regarding CTS agency data, and reporting and oversight of CTS. Additionally, JCDC provides Help Desk services to the National Office of Job Corps and Regional Offices regarding OA agency data and reporting. Finally, JCDC provides training and services to the regions on CTS.

Attachment 1

**PY 2005 CTS Agency Goals for Graduate Average Wage, and
Graduate Average 6-Month Weekly Earnings**

	CTS Agency	Graduate Average Wage	Average 6-Month Weekly Earnings
	National Goals	\$8.45	\$380
MAAAF	FT DEVINS JC	\$9.48	\$428
NEDJR1	NEW ENGLAND	\$9.10	\$406
NYJPBR	BROOKLYN OA&	\$7.89	\$335
NYGACA	CASSADAGA JC	\$8.41	\$375
NYDSDV	DESI D. VALL	\$8.11	\$366
NJRCED	EDISON JCC	\$8.91	\$397
NYAAGL	GLENMONT OAC	\$8.10	\$372
NYETIR	IROQUOIS ETR	\$8.56	\$370
NJAPS0	N. JERSEY AP	\$8.46	\$371
NYKRON	ONEONTA JCC	\$8.38	\$380
PRJPPR	RSCARE PR/VI	\$6.46	\$275
WVJPCH	CHARLESTON	\$8.28	\$375
DCEAPO	DC CTS	\$8.97	\$398
KYJVEC	ECC PLCMT	\$8.24	\$371
PAMTRR	EST PA CTS	\$8.41	\$378
VAJPOD	OLD DOMIN JC	\$8.18	\$370
KYDSCA	PERKINS JCC	\$8.26	\$367
PAJPPH	PHILA JCC	\$8.09	\$361
PARCPB	PITTSBURGH J	\$8.51	\$381
DEMTWI	WILMINGTON	\$8.58	\$387
MDAAWS	WOODSTOCK JC	\$8.61	\$389
GAABAT	ABC GEORGIA	\$8.25	\$367
GAJPAT	ATLANTA JCC	\$8.49	\$372
SCJPBA	BAMBERG JCC	\$8.03	\$373
MSJPBA	BATESVILL JP	\$7.22	\$325
GAMTBR	BRUNSWICK	\$7.82	\$364
ALAAGD	GADSDEN CTS	\$7.93	\$363
FLDJGI	GAINESVILLE	\$8.00	\$363
MSJPGU	GULFPORT JP	\$8.03	\$359
FLRCHS	HOMESTEAD CT	\$8.09	\$363
FLJPJA	JACKSONVI JP	\$8.40	\$365
R4JPPA	JPPA AL/FL	\$8.15	\$371
NCJPKI	KITTRELL JCC	\$8.30	\$377
TNMNMP	MEMPHIS JCC	\$8.14	\$366
FLJPMI	MIAMI JCC	\$8.04	\$354
MSJPMI	MISSISSIP JC	\$7.77	\$331

	CTS Agency	Graduate Average Wage	Average 6-Month Weekly Earnings
ALJPMT	MONTGOMERY	\$8.02	\$363
SCATSI	SC ATSI	\$7.97	\$363
GAJPTU	TURNER JCC	\$7.92	\$354
ILDJCH	DEL-JEN INC	\$8.65	\$391
MIRCDT	DETROIT RCI	\$8.51	\$381
MNJPHH	H HUMPHRY	\$8.75	\$386
INABC0	IN ABC OA/CT	\$8.48	\$385
OHDJOH	OHIO OA/CTS	\$8.43	\$378
NMDJAB	ALBUQUERQUE	\$7.94	\$365
ARFSCS	CASS JCC	\$8.44	\$385
TXJPCR	DL CARRASCO	\$7.36	\$334
OKJPOC	GUTHRIE JCC	\$8.21	\$367
TXJPLA	LAREDO JCC	\$7.15	\$323
ARJPLR	LITTLE ROCK	\$7.70	\$346
TXMTGY	MTC GARY JCC	\$8.34	\$379
LAJPNO	N ORLEANS JC	\$7.65	\$334
TXJPNO	N. TEXAS JCC	\$8.41	\$375
ARFSOU	OUACHITA JCC	\$8.56	\$392
LAMNSP	SHREVEPORT	\$7.46	\$343
OKJPTL	TALKING LEAV	\$7.86	\$351
OKFWTR	TRESURE LAKE	\$8.15	\$374
OKRCTU	TULSA JCC	\$8.10	\$361
MOMIKC	EXCL SPRINGS	\$8.43	\$376
KSJPFH	FLINT HILLS	\$8.16	\$368
IADS00	IOWA DESI	\$8.36	\$383
MOES00	MISSOURI WD	\$8.28	\$380
NEDS00	NEBRASKA DES	\$8.53	\$395
MOMISL	ST LOUIS JCC	\$8.46	\$374
NDJPBU	BURDICK OA&P	\$8.02	\$370
CORCIO	CO/WY RCI OA	\$8.65	\$391
SDES00	SDAKOTA	\$8.22	\$378
UTDS00	UT/MT DESI	\$8.42	\$385
AZJPFA	FRED ACOSTA	\$8.30	\$379
HIJPHI	HAWAII JCC	\$8.33	\$379
CAJPIE	INL. EMPIRE	\$9.20	\$408
CAJPLA	LA JCC	\$9.08	\$393
CACMLB	LONG BEACH	\$9.09	\$392
AZJPPX	PHOENIX JCC	\$8.48	\$379
CAJPSD	S. DIEGO JCC	\$9.44	\$419
CAJPSM	SACRMNTO JCC	\$9.36	\$407
CAJPSJ	SAN JOSE JCC	\$9.56	\$412
NVJPSN	SN NEV JCC	\$8.64	\$387

	CTS Agency	Graduate Average Wage	Average 6-Month Weekly Earnings
CARCTI	TREASURE OAP	\$9.81	\$424
AKCM00	ALASKA JCC	\$9.67	\$422
NWDESI	NW DESI OA/C	\$9.38	\$421

PY 2005 Graduate Wage Model Worksheet

National Total

Local Adjustment Factors	(1)	(2)	(3)	(4)	Effect of Factor on Expected Performance
	Agency Average	National Average	Differences (1 - 2)	Weights	(3 x 4)
Average Age at Termination	19.7	19.7	0.0	0.1247	0.0000
% High School Diploma or GED at Termination	81.8	81.8	0.0	0.0052	0.0000
% Vocational Completion at Termination	96.8	96.8	0.0	0.0065	0.0000
% Reading Functional Level 4 at Termination	38.2	38.2	0.0	0.0011	0.0000
% Reading Functional Level 5 at Termination	28.5	28.5	0.0	0.0020	0.0000
% Reading Functional Level 6 at Termination	25.3	25.3	0.0	0.0042	0.0000
% Math Functional Level 4 at Termination	45.0	45.0	0.0	0.0016	0.0000
% Math Functional Level 5 at Termination	26.2	26.2	0.0	0.0033	0.0000
% Math Functional Level 6 at Termination	17.3	17.3	0.0	0.0047	0.0000
% Training in Bricklayer or Cement Occs.	4.3	4.3	0.0	0.0062	0.0000
% Training in Business Occs.	22.3	22.3	0.0	-0.0060	0.0000
% Training in Carpentry Occs.	5.9	5.9	0.0	0.0065	0.0000
% Training in Construction Occs.	11.8	11.8	0.0	0.0031	0.0000
% Training in Food Service Occs.	9.5	9.5	0.0	-0.0077	0.0000
% Training in Health Occs.	14.5	14.5	0.0	-0.0029	0.0000
% Training in Service Occs.	10.8	10.8	0.0	-0.0040	0.0000
% Training in Welding Occs.	4.7	4.7	0.0	0.0052	0.0000
% Training in Other Occs.	16.1	16.1	0.0	-0.0003	0.0000
Average Wage in All Industries in County (\$1,000's)	35.3	35.3	0.0	0.0420	0.0000
% Placed in Job in State With Higher Minimum Wage than Federal Minimum Wage	16.9	16.9	0.0	0.0089	0.0000
Average Percent of Families in Poverty in County	10.5	10.5	0.0	-0.0438	0.0000
				Subtotal	0.00
				National Goal	\$8.45
				Model Adjusted Goal	\$8.45

PY 2005 Graduate 6-Month Weekly Earnings Model Worksheet

National Total

Local Adjustment Factors	(1)	(2)	(3)	(4)	Effect of Factor on Expected Performance
	Agency Average	National Average	Differences (1 - 2)	Weights	(3 x 4)
Average Age at Termination	19.8	19.8	0.0	7.8843	0.0000
% Reading Functional Level 4 or above at Termination	92.9	92.9	0.0	0.2999	0.0000
% Training in Bricklayer or Cement Occs.	3.9	3.9	0.0	0.1916	0.0000
% Training in Business Occs.	22.7	22.7	0.0	-0.4350	0.0000
% Training in Carpentry Occs.	6.0	6.0	0.0	0.3538	0.0000
% Training in Construction Occs.	12.0	12.0	0.0	0.1634	0.0000
% Training in Food Service Occs.	8.7	8.7	0.0	-0.4478	0.0000
% Training in Health Occs.	15.2	15.2	0.0	-0.2400	0.0000
% Training in Mechanical Occs.	4.9	4.9	0.0	0.1623	0.0000
% Training in Service Occs.	11.4	11.4	0.0	-0.2672	0.0000
% Training in Welding Occs.	4.6	4.6	0.0	0.5005	0.0000
% Training in Other Occs.	10.6	10.6	0.0	0.0184	0.0000
Average Wage in All Industries in County (\$1,000's)	35.2	35.2	0.0	1.0570	0.0000
% Placed in Job in State With Higher Minimum Wage than Federal Minimum Wage	17.6	17.6	0.0	0.3560	0.0000
Average Percent of Families in Poverty in County	10.5	10.5	0.0	-2.9693	0.0000
Subtotal					0
National Goal I					\$380
Model Adjusted Goal					\$380

Attachment 2

INITIAL PLACEMENTS AND ALLOWABLE UPGRADES	
INITIAL PLACEMENT CATEGORY	ALLOWABLE UPGRADES
A. Full-time JTM	<ul style="list-style-type: none"> • Full-time JTM with Wage Increase
B. Other Full-time Job Placement	<ul style="list-style-type: none"> • Full-time JTM with same or higher Wage • Full-time Job with Wage Increase
C. Full-time Job/College Combination	<ul style="list-style-type: none"> • Any Full-time Job Placement
D. School/Training	<ul style="list-style-type: none"> • Any Full-time Job Placement
E. Part-time JTM	<ul style="list-style-type: none"> • Full-time JTM with same or higher Wage
F. Non-JTM Part-time Job Placement	<ul style="list-style-type: none"> • Full-time JTM with same or higher Wage • Any Full-time Job Placement with same or higher wage • Part-time Job: <ul style="list-style-type: none"> - JTM with same or higher Wage - Wage Increase
G. Part-time Job/College Combination	<ul style="list-style-type: none"> • Any Full-time Placement • Any Part-time Job Placement

Crediting Chart for Re-assignments to CTS Agencies

Job Corps policy for crediting CTS agencies in situations where a student moves from one CTS location to another is outlined below in table format. This policy is aligned with PRH Chapter 4, Section 4.3 R5 – Relocations (dated July 1, 2005) and is effective for all students assigned to a CTS provider as of July 1, 2005:

STUDENT CATEGORY	TIME OF TRANSFER		WHICH CTS AGENCY GETS CREDIT?		
	<i>Any time during the 90-day placement window¹</i>		<i>Initial CTS Agency</i>	<i>Receiving CTS Agency</i>	
Former Enrollees	If not placed by receiving CTS agency (regardless if placed by initial CTS)...		Initial CTS agency is responsible for the Post-Enrollment Placement measure.		
	If placed by receiving CTS agency within the placement window ...			Receiving CTS agency gets credit for the Post-Enrollment Placement measure.	
	If placed by initial CTS agency and then placed by receiving CTS agency within the placement window...		Initial CTS agency gets credit for the Post-Enrollment Placement measure.	Receiving CTS agency gets credit for the Post-Enrollment Placement measure <u>only</u> if the placement is an upgrade.	
	<i>With 60 or more calendar days left in placement window</i>	<i>With less than 60 calendar days left in placement window</i>	Credits for Short-Term Placement Measures		
			<i>Initial CTS Agency</i>	<i>Receiving CTS Agency</i>	
Graduates	If placed by initial CTS agency before transfer...		Initial CTS agency gets credit for short-term placement measures*.		
	If placed by initial CTS agency, then transfers and is placed by new CTS agency within the placement window...		Initial CTS agency gets credit for short-term placement measures*.	Receiving CTS agency gets credit for all short-term placement measures* <u>only</u> if the placement is an upgrade.	
	If not placed by initial CTS agency...			Receiving CTS agency is responsible for the short-term placement measures*.	
		If not placed by either CTS agency...		Initial CTS agency is responsible for the short-term placement measures*.	
		If not placed by the initial CTS agency, but is placed by the receiving CTS agency, within the placement window...			Receiving CTS agency gets credit for the short-term placement measures*.

¹**Placement Window:** The Placement Window varies according to the date that the graduate separates from the program. For students who graduate before 7/1/05, their placement window is 12 months; for students who graduate on or after 7/1/05, their placement window is 6 months.

***Short-term placement measures** include: Post-Enrollment Placement Rate, JTM Placement Rate, Graduate Placement Rate, and Graduate Average Wage at Placement.

STUDENT CATEGORY	TIME OF TRANSFER		WHICH CTS AGENCY GETS CREDIT?	
	<i>Within Allowable Timeframe</i>	<i>After Allowable Timeframe</i>	Credits for Long-Term Placement Measures	
			<i>Initial CTS Agency</i>	<i>Receiving CTS Agency</i>
Initially Placed Graduates – for 6-Month Survey Results**	If the student is transferred within 16 weeks from the date the student reported to work/school...			Receiving CTS agency is responsible for the 6-month follow-up placement and earnings measures (and the 12-month placement measure if there is no further transfer).
		If the student is transferred after 16 weeks from the date the student reported to work/school...	Initial CTS agency is responsible for the 6-month follow-up placement and earnings measures.	Receiving CTS agency is responsible for the 12-month follow-up placement if there is no further transfer.
Initially Placed Graduates – for 12-Month Survey Results***	If the student is transferred within 42 weeks from the date the student reported to work/school...			Receiving CTS agency is responsible for the 12-month follow-up placement measure.
		If the student is transferred after 42 weeks from the date the student reported to work/school...	Initial CTS agency is responsible for the 12-month follow-up placement measure.	

** 6-Month Survey Results include: Graduate 6-Month Follow-up Placement Rate and Graduate 6-month Follow-up Earnings.

***12-Month Survey Results include: Graduate 12-Month Follow-up Placement Rate.

Attachment 4

Instructions for Filing an Appeal of 6- or 12-Month Follow-up Survey Data
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GENERAL INSTRUCTIONS

1. Use this form to file an appeal for 6-month or 12-month survey data.
2. The appeal must be filed within 90 days of the month in which the student's record first appears on the Center OMS-20, VES-20, or CTS OMS-20.
3. Job Corps centers, CTS agencies, and National Training Contractors (NTCs) may file an appeal.
4. Appeals **must** be submitted with supporting documentation.
5. Submit the appeal with documentation to the National Office of Job Corps Program Accountability Unit.

INSTRUCTIONS FOR COMPLETING THE APPEAL FORM

Check Box for Appeal

1. Check the appropriate box(es) to indicate the survey (6- or 12-month) and the type of appeal you are filing.
2. You may file an appeal for placement only, the amount of earnings only, or for both placement and earnings. If you are appealing an education placement, mark the placement box for the appropriate survey. If you are only appealing the earnings reported, mark the earnings box for the appropriate survey. If you are appealing a job placement, mark both the placement box and the earnings box for the appropriate survey.

Student Information

1. Enter the student's nine-digit social security number in the boxes.
2. Print the student's last name, followed by middle initial, and first name.
3. Print the name of the center from which the student separated.
4. Record the month, day and year that the student reported to work or school.
- 5-6. You must determine the dates of the survey week from data stored in CIS, for the student whose data you are appealing. Query the information by entering the

student's SSN. Record the start and end date in the appropriate boxes in #5 and #6.

*Insert and set the next line apart from the above information if space allows. If no survey record appears in CIS, then an appeal cannot be filed.

Use the table below to determine which sections to complete for different types of placements:

Type of Placement:	If Appealing:	Then Complete:
One part time or full time job	Same	Section A
School or training placement	Same	Section B

Section A: Employment

If you are appealing data on employment status, complete Section A.

1. Print the employer's name.
2. Enter the total number of hours that the student worked in the survey week. The student must have worked the minimum number of hours required for a valid Job Corps placement during the 7-day period represented by the survey week for the job(s) to qualify for credit.
3. Use the pay stub information to check one box in item 3 to indicate how the student was paid, (i.e., hourly, weekly, monthly, etc.).
4. Use the pay stub information to enter the dollar amount of earnings in item 4. Note: The student must have earned at least federal minimum wage for this to qualify as a Job Corps Job Placement.
5. If the student earns other payments from this job, enter the weekly amount of those payments in item 4.

You must attach written documentation of employment information. Pay information must either: (1) at a minimum, include the 7 day period prior to the date surveyed, but a more expansive period may be covered; or (2) show that the student worked a minimum of 20 hours during the dates that cover the survey week. For example: the survey week is from September 4th to September 10th. The student is paid by the week and the pay stub covers September 6th to September 12th when the student worked 22 hours. The overlap in dates and the documentation of the minimum required hours will serve as valid documentation. Written documentation may include a pay stub, written statement on letterhead, or business card stamp on an employer verification form.

Section B: Education

If you are appealing data on education status, complete Section B.

1. Print the name of the school or training institution.
2. Check the type of school/training program or college the student attends. Note: In order to qualify, this schooling/training must meet the Job Corps requirements for a school/training placement.
3. Enter information on attendance/enrollment in this column.

If the student:

- a. is enrolled in high school, **enter the grade level and the number of hours the student attended during the survey week.** The student must be enrolled in 9th grade or higher to qualify.
 - b. was enrolled in a post-secondary vocational or technical school, enter the **number of hours the student attended during the survey week.**
 - c. was enrolled in college, record the number of **course credit hours** the student was **registered** to take for the period that includes the dates of the survey week.
 - d. was enrolled in an on-the-job training program or was working in a subsidized job, enter the **number of hours the student worked during the survey week.**
 - e. was enrolled in an “other” program (e.g., a program to obtain a GED, etc.), enter the **number of hours the student attended during the survey week.**
4. Enter the type of “other” training program on the line.

You must attach a letter from the school or training program or college documenting that the student was enrolled/attending during the 7-day period covered by the survey week.

Information about You (Bottom of Form)

- 1-2. Print your name and sign the form in the appropriate boxes.
3. Record the name of the center or placement agency where you work and the six-digit identification code for your center/agency.
4. Record the telephone number at which you may be reached.
5. Enter the date you are submitting the appeal form.

U.S. Department of Labor – Employment and Training Administration

JOB CORPS APPEAL FORM FOR 6- or 12-MONTH SURVEY DATA

Student Information: (Please Print)		Check Box for Appeal:				
1. Social Security Number		6-Month Placement <input type="checkbox"/>	6-Month Earnings <input type="checkbox"/>	12-Month Placement <input type="checkbox"/>	12-Month Earnings <input type="checkbox"/>	
2. Last Name		MI		First Name		
3. Center Attended		4. Date Reported to Initial Placement (Work or School):		Month	Day	Year

Query CIS to Get the Correct Start and End Dates for the Appropriate Survey Week and Enter Dates Below

5. Start Date of Week:	Month	Day	Year	6. End Date of Week:	Month	Day	Year

Complete Section A or Section B Below:

Section A: Complete this section if appeal is for employment during the week. Attach a pay stub for the time-period that includes the start and end dates.

1. Employer's Name:	
2. Total Hours: (worked during the week in question)	
3. Earnings* Unit: (check one)	4. Dollar Amount: (enter earnings for unit selected)
<input type="checkbox"/> Hourly	\$
<input type="checkbox"/> Weekly	\$
<input type="checkbox"/> Monthly	\$
<input type="checkbox"/> Daily	\$
5. Other weekly payments (e.g. bonuses, tips, commissions, etc.)	\$

* Earnings per hour must equal or exceed the Federal Minimum Wage to qualify as a valid placement.

Section B: Complete this section if the appeal is for education data. Attach a letter from the institution stating student was enrolled/attended for the minimum hours required for a valid Job Corps placement during the week.

1. Enter Name of School/Training Institution:	
2. Type of School/Training Program (check one):	3. Enter Information on School/Training Below:
<input type="checkbox"/> High School	Grade: _____ Hours attended in week: _____
<input type="checkbox"/> Post-secondary Vocational/Technical School	No. of hours attended in week: _____
<input type="checkbox"/> College	No. of credit hours enrolled in: _____
<input type="checkbox"/> On-the-job Training or Subsidized Employment	No. of hours attended in week: _____
<input type="checkbox"/> Other Training	No. of hours attended in week: _____
4. If Other Training, specify type: _____	

INFORMATION OF PERSON COMPLETING THE FORM:

1. Print Your Name:	2. Signature:
3. Agency Name/Code (6- Digit ID Code):	4. Your Telephone: ()
National Office Use Only:	5. Date Form Submitted:
Reviewed by:	<input type="checkbox"/> Approved: <input type="checkbox"/> Not Approved: Date: