

July 1, 2006

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 06-01
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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: Esther R. Johnson
National Director
Office of Job Corps

SUBJECT: Update/Revision to the Policy and Requirements Handbook Chapter 5,
Appendix 501: PY 2006 Performance Management System

1. Purpose. To transmit the PY 2006 Policy and Requirements Handbook (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 2006 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. The performance management system is composed of a Center Quality Assessment and the four outcome measurement systems listed below, that in total reflect accountability for all phases of students' experiences in Job Corps:

- ✓ Outreach and Admissions Report Card
- ✓ Center Report Card
- ✓ Career Transition Services Report Card
- ✓ Vocational Training Report Card

In an effort to provide more stability and consistency to the Outcome Measurement System (OMS), only minimal changes were made to the performance management system for

PY 2006. For this reason, an OMS Workgroup was not convened this year; instead, National Office staff, with input from Regional Directors and in consultation with the Job Corps Data Center (JCDC) and performance analysts, reviewed the performance data of each Report Card and adjusted the current goals as needed to promote further program improvements.

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
PRH Table of Contents, dated July 1, 2005	PRH Table of Contents, dated July 1, 2006
Chapter 5 Table of Contents, dated July 1, 2005	Chapter 5 Table of Contents, dated July 1, 2006
Appendix 501 Introduction, dated July 1, 2005	Appendix 501 Introduction, dated July 1, 2006
Appendix 501a, dated July 1, 2005	Appendix 501a, dated July 1, 2006
Appendix 501b, dated July 1, 2005	Appendix 501b, dated July 1, 2006
Appendix 501c, dated July 1, 2005	Appendix 501c, dated July 1, 2006
Appendix 501d, dated July 1, 2005	Appendix 501d, dated July 1, 2006

5. Effective Date. July 1, 2006.

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

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

Attachments

- A – PRH Table of Contents
- B – Chapter 5, Table of Contents
- C – Appendix 501 Introduction
- D – Appendix 501a
- E – Appendix 501b
- F – Appendix 501c
- G – Appendix 501d