

July 8, 2010

<b>DIRECTIVE:</b>	<b>JOB CORPS PRH CHANGE NOTICE NO. 10-01</b>
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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:** EDNA PRIMROSE  
National Director  
Office of Job Corps

**SUBJECT:** Update/Revision to the Policy and Requirements Handbook Chapter 5,  
Appendix 501: Program Year (PY) 2010 Performance Management  
System

1. Purpose. To transmit the PY 2010 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 career technical training (CTT) programs. All PY 2010 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 four Outcome Measurement Systems (OMS) that, in total, reflect accountability for all phases of students' experiences in Job Corps. The result of each OMS is shown in the corresponding report card listed below:

- Outreach and Admissions Report Card (OAOMS)
- Center Report Card (OMS)
- Career Transition Services Report Card (POMS)
- Career Technical Training Report Card (CTTRC)

For PY 2010, a workgroup composed of National Office and Regional Office staff, subject matter experts, center, OA, CTS operators and National Training Contractors (NTCs) was convened to make recommendations that consider recently implemented programmatic and

policy changes and to identify areas for change and improvement in the OMS that can be implemented in PY 2010. Over a series of two meetings, and in conjunction with feedback from the OA Workgroup and the Career Technical Education (CTE) Sub-Workgroup, the Performance Reporting Overhaul (PRO) Workgroup recommended several changes to the measures, goals, weights on the four OMS, as well as modifications to related policies. The National Office also solicited input from the Job Corps community via a release of the proposed systems for PY 2010.

3. Explanation of Changes. Revisions to PRH Chapter 5, Appendix 501 include modifications that refine aspects of the Performance Management System to ensure that it continues to support Secretary Hilda L. Solis' vision of "Good Jobs for Everyone," aligns with program priorities and DOL reporting requirements, and considers any recent programmatic changes while still ensuring effective delivery of services to students.

A major emphasis of the PY 2010 Performance Management System is to not only obtain *positive* outcomes for students, but also *quality* outcomes. This emphasis is supported by the addition of new measures that focus on key indicators of student success and encourage better collaboration between all stakeholders. Key changes to the Performance Management System are presented below:

- A Combination High School Diploma (HSD)/General Educational Development (GED)/Career Technical Training (CTT) Attainment Rate measure is reintroduced in the Center Report Card to emphasize the importance of attaining both credentials, as well as to support Job Corps' standards-based education model.
- An Industry-Recognized Credential Attainment Rate measure is newly introduced for PY 2010. With the alignment of training programs to industry-based standards, Job Corps has placed increased emphasis on providing students with opportunities to receive industry-recognized credentials that will lead to better employment opportunities. This measure also aligns the OMS with a new national reporting mandate that requires Job Corps to report on the number of credentials attained by its students. Note: This measure is reported for informational purposes only, and is not weighted in PY 2010.
- A Graduate Rate measure is newly introduced to the OA Report Card to highlight the importance of enrolling committed and prepared students who will successfully complete the program. A Graduate Initial Placement Rate measure is also introduced to align the OA Report Card with the Center, CTS, and CTT Report Cards, and emphasize that student placement is the responsibility of all stakeholders, and the ultimate purpose of the program.
- A new measure of Graduate Full-Time Job Placement Rate is introduced in the Center, CTS and CTT Report Cards in PY 2010 to reinforce the importance of ensuring students are placed in gainful employment with long-term attachment to the workforce and a defined career path. This measure is reported for informational purposes only, and is not weighted in PY 2010 in order to allow the system the time to establish baselines and track progress in meeting goals.
- The Post-Enrollment Placement Rate measure is replaced in the PY 2010 OMS with a measure that focuses directly on former enrollee placement. This provides more focus on the importance of measuring placement success for all eligible students.

- For PY 2010, several modifications have been made to the two learning gains measures, literacy and numeracy. The scale used for determining a gain has changed from the 6 Educational Functioning Level (EFL) scale to the 13 Grade Level Equivalents (GLE) scale. This allows potential employers and Job Corps stakeholders to more intuitively understand the student’s reading and math proficiency. Additionally, negative credits will be replaced by a “0” credit as this appears to be more symptomatic of learning or testing issues rather than a true decrease in student ability. A modification has also been made regarding the initial TABE testing timeframe. All initial TABE tests must still occur within the first 21 calendar days on center; however, the day count is suspended during Summer and Winter Breaks and while a student is Medical Separation with Reinstatement Rights or Administrative Separations with Reinstatements Rights.
  - Additional modifications to the system for PY 2010 include updating the Job-Training Match Crosswalk to ensure the continued accuracy and validity of the outcomes reported, and assigning goals to all the measures of the CTTRC to align it with the structure of the other Report Cards.
4. Explanation of PAG Changes. There are no related PAG changes.
  5. Effective Date. July 1, 2010.
  6. Action Required. Addressees must ensure 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 Edward Benton at (202) 693-3457, or e-mailed to [benton.edward@dol.gov](mailto:benton.edward@dol.gov). Questions or comments concerning Appendix 501d should be addressed to Tracy Bradshaw-Morris at (202) 693-8000, or e-mailed to [bradshaw-morris.t@dol.gov](mailto:bradshaw-morris.t@dol.gov).

Attachments

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