

APPENDIX 501c

POLICIES AND PROCEDURES
FOR PY 2013
CAREER TRANSITION SERVICES
OUTCOME MEASUREMENT SYSTEM

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I. CAREER TRANSITION SERVICES (CTS) REPORT CARD FOR PY 2013

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 Program Year (PY) 2013 Outcome Measurement System (OMS) Report Cards, as well as Attachments previously included in this section.

- A. **Overview.** Entities with Career Transition Services (CTS) responsibilities play a vital role in the continuum of service delivery to students, as outlined in the Career Development Services System (CDSS) and reinforced in the Workforce Investment Act of 1998 (WIA) and Common Performance Measures requirements. In support of the Secretary of Labor's vision of "Good Jobs for Everyone," Job Corps emphasizes students' long-term success as a major indicator of the program's effectiveness. CTS agencies have primary responsibility for ensuring that graduates and former enrollees 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 both the placement of graduates and former enrollees, and the earnings of graduates.

- B. **PY 2013 Changes in Appendix 501c.** Provided below is a description of changes to the CTS Report Card for PY 2013.

PY 2012 proved to be an unusually challenging year for the Job Corps program. Financial constraints imposed a number of cost-saving measures including several periods of suspension of new enrollments. Nonetheless, the OMS Workgroup focused on developing realistic goals and weights for the CTS Report Card.

As noted in Appendix 501 Introduction, attachments pertaining to the CTS Report Card, as well as other reports cards, are now attached to Appendix 501 Introduction.

There are nine performance measures included in the PY 2013 CTS Report Card. To align the goals of centers and CTS agencies, these performance measures closely parallel the short-term and long-term post-center measures on the Center Report Card and placement measures on the Career Technical Training (CTT) Report Card.

Provided below is a description of changes to the CTS Report Card for PY 2013.

1. **Former Enrollee Placement Rate:** In PY 2013, the weight for Former Enrollee Placement is decreased from 10 percent to 5 percent (in order to begin weighting the Graduate Full-Time Placement measure). The goal for Former Enrollee Placement remains at 50 percent.
2. **Graduate Full-Time Placement Rate:** For PY 2013, the goal for Graduate Full-Time Placement is decreased from 80 percent to 70 percent. In addition, the weight of this measure is increased from 0 percent to 5 percent.
3. **Graduate 6-Month Average Weekly Earnings:** In PY 2013, the weight for Graduate 6-Month Average Weekly Earnings is decreased from 15 percent to 10 percent (in order to provide weight for the new Graduate 12-Month Average Weekly Earnings measure). The goal for Graduate 6-Month Average Weekly Earnings remains at \$425. CTS agencies and regions have model-based goals for this measure.
4. **Graduate 12-Month Average Weekly Earnings:** In PY 2013, Graduate 12-Month Average Weekly Earnings is being reinstated after it was eliminated from the CTS Report Card in PY 2004. For PY 2013, the goal for 12-Month Average Weekly Earnings is \$450 and the weight is 5 percent. CTS agencies and regions have model-based goals for this measure.

Provided on the next page is a summary table outlining the PY 2013 CTT Report Card.

PY 2013 CAREER TRANSITION SERVICES (CTS) REPORT CARD			
Measure	Definition	Goal	Weight
Short-Term Career Transition Services – 60%			
Career Technical Training Completer Job Training Match (JTM)/Post-secondary Credit (PSC) Placement Rate	No. of Career Technical Training program completers placed in a training-related job, the <u>military or post-secondary education/training</u> No. of Career Technical Training program completers placed in a job, the military, or post-secondary education/training	75%	10%
Former Enrollee Initial Placement Rate	No. of Former Enrollees placed in a job, <u>the military, or education/training</u> No. of Former Enrollees whose placement records are due or received	50%	5%
Graduate Initial Placement Rate	No. of Graduates placed in a job, the military, or education/training, or who transfer to an <u>Advanced Training program at another center</u> No. of Graduates whose placement records are due or received or who transfer to an Advanced Training program at another center	90%	25%
Graduate Average Hourly Wage at Placement*	Sum of hourly wages of Graduates <u>placed in a job or the military</u> No. of Graduates placed in a job or the military	\$9.70	15%
Graduate Full-Time Job Placement Rate	<u>No. of Graduates placed in a full-time job or the military</u> No. of Graduates placed in a job or the military	70%	5%
Long-Term Career Transition Services – 40%			
Graduate 6-Month Follow-up Placement Rate	No. of Graduates who report they are in a job, the military, or education/training <u>on the 6-Month Follow-up Survey</u> No. of initially placed Graduates who complete the 6-Month Follow-Up Survey	75%	20%
Graduate 6-Month Average Weekly Earnings*	Sum of Weekly Earnings of Graduates who report they are in a job or the military <u>on the 6-Month Follow-up Survey</u> No. of Graduates who report they are in a job or the military on the 6-Month Follow-up Survey	\$425	10%
Graduate 12-Month Follow-up Placement Rate	No. of Graduates who report they are in a job, the military, or education/training <u>on the 12-Month Follow-up Survey</u> No. of initially placed Graduates who complete the 12-Month Follow-up Survey	70%	5%
Graduate 12-Month Average Weekly Earnings*	Sum of Weekly Earnings of Graduates who report they are in a job or the military <u>on the 12-Month Follow-up Survey</u> No. of Graduates who report they are in a job or the military on the 12-Month Follow-up Survey	\$450	5%
*Model-based goal			100%

C. Impact of Level 1 Zero Tolerance (ZT) Separations on the CTS Report Card.

Students who separate due to Level 1 Zero Tolerance (ZT) infractions or students 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.

The list of Level 1 ZT infractions can be found in the Job Corps Policy and Requirements Handbook (PRH), Chapter 3, Exhibit 3-1 (Infraction Levels and Appropriate Center Actions).

D. Career Transition Services Measures. Provided below is a description of the career transition services performance measures.

Short-Term Career Transition Services Measures

The following criteria apply to the short-term CTS measures:

- The federal minimum wage requirement applies for all states (except Puerto Rico, U.S. Virgin Islands, and U.S. Territories) to all the short-term CTS measures;
- Initial placement upgrades that occur during the placement window for former enrollees and graduates will be credited and may change the statistical status associated with a particular student. See Appendix 501 Introduction, Attachment 1: PY 2013 Initial Placements and Allowable Upgrades, 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 the requirements for verification and/or reporting timelines specified in the PRH, Chapter 4, Section 4.5, R2 and R3, 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. Career Technical Training (CTT) Completer Job Training Match (JTM)/Post-secondary Credit (PSC) Placement Rate.** In PY 2005, a Job Training Match (JTM) Placement rate measure, crediting CTT completers initially placed in training-related jobs or the military, was added to the CTS Report Card. The measure was intended to lead to improved student long-term outcomes and career success by encouraging student placement in the trades for which they have

been trained. In PY 2007, to further align with the program's emphasis on education, the measure was expanded to also credit CTT completers who enter a post-secondary education or post-secondary training as Post-secondary Credit (PSC). In 2010, 2011, 2012 and 2013, the Office of Job Corps issued revised versions of the JTM Crosswalk to refine alignment with O*NET-SOC, the industry-recognized national occupational database.

Pool: All CTT completers placed in a job or the military, or who enter post-secondary education or post-secondary training placements.

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

Goal: The national goal is 75%.

Weight: 10%

Formula:
$$\frac{\text{Number of Career Technical Training program completers placed in a training-related job, the military, post-secondary education, or post-secondary training}}{\text{Number of Career Technical Training program completers placed in a job, the military, post-secondary education, or post-secondary training}}$$

The process created in PY 2007 for requesting the addition of an O*NET-SOC placement code to the JTM Crosswalk will continue to be available for PY 2013. A request should be submitted only if the current JTM Crosswalk does not already contain a specific placement code that: (a) is the most appropriate O*NET-SOC code to describe a placement outcome, and (b) is directly related to one of the Training Achievement Records (TARs), released in PY 2006 or thereafter, as they are aggregated into Training Program Areas (TPAs) within the crosswalk. If the request is approved, the proposed O*NET-SOC placement code will be added to the placement portion of the JTM Crosswalk, and JTM credit will be given to every student who completes any TAR in the same TPA and is placed in a position that is properly assigned the identified placement code. See Appendix 501 Introduction, Attachment 4: PY 2013 Instructions for Filing a Request to Add a Placement Code to the JTM Crosswalk and Request Form, for the request form and instructions.

2. **Former Enrollee Initial 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, therefore, important to measure the placement success of students who stay 60 days or longer, yet do not graduate, as well as students who graduate from the program.

Pool: All former enrollees whose initial placement records are due or received¹.

Measure: The percentage of 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 the PRH, Chapter 4, Exhibit 4-1.

Goal: The national goal is 50%.

Weight: 5%

Formula:
$$\frac{\text{Number of Former Enrollees placed in a job, the military, an education/training program, or a job/school combination}}{\text{Number of Former Enrollees whose initial placement records are due or received}}$$

- 3. Graduate Initial Placement Rate.** The Graduate Initial Placement Rate, which must be reported under WIA, also serves as a strong indicator of the program's success in preparing Job Corps graduates for engagement and retention in the workforce.

Pool: All graduates whose initial placement records are due or received, or who transfer to an approved AT program at another center during the period.

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 in the PRH, Chapter 4, Exhibit 4-1, or who transfer to an approved AT program at another center.

Goal: The national goal is 90%.

Weight: 25%

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."

Formula: Number of Graduates placed in a job, the military, an educational program, or a job/school combination, or who transfer to an approved Advanced Training program at another center
 Number of Graduates whose initial placement records are due or received or who transfer to an approved
 Advanced Training program at another center

- 4. Graduate Average Hourly Wage at Placement.** The Graduate Average Wage at Placement is a measurement required under WIA. CTS agencies are 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: The national goal is \$9.70; CTS agencies and regions have model-based goals for this measure. A model statistically adjusts each agency's goal to account for factors beyond their control (such as the characteristics of the labor market) that have been shown to impact their outcomes for this measure. The model aggregates the effects of the various factors for each agency, and adjusts the national goal accordingly for that agency, to set an agency-specific goal. See Appendix 501 Introduction, Attachment 9: PY 2013 CTS Agency Model-Based Goals and Worksheets, for a template of the factors utilized in the models and for specific goals.

Weight: 15%

Formula: Sum of hourly wages of Graduates placed in a job or military
 Number of Graduates placed in a job or military

- 5. Graduate Full-Time Job Placement Rate.** The status of job placements as part-time and full-time is required to be reported under WIA. This measure also serves to reinforce the importance of ensuring graduates are placed in gainful employment with long-term attachment to the workforce and a defined career path.

Pool: All graduates placed in a job or the military according to the Job Corps placement definition in the PRH, Chapter 4, Exhibit 4-1.

Measure: The percentage of graduates in the pool who are placed in a full-time job or the military.

Goal: The national goal is 70%.

Weight: 5%

Formula:
$$\frac{\text{Number of Graduates placed in a full-time job or military}}{\text{Number of Graduates placed in a job or military}}$$

Long-Term Career Transition Services Measures

- 1. Graduate 6-Month Follow-Up Placement Rate.** This measure both is required under WIA and is a program priority for the system. All phases of CDSS work toward the goal of helping graduates achieve long-term success as a result of their participation in Job Corps.

Pool: All graduates initially placed in a job, the military, an educational program, or a job/school combination 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, in the military, or enrolled in an educational program (that meets the Job Corps placement definition in the PRH, Chapter 4, Exhibit 4-1) during the week prior to the survey.

Goal: The national goal is 75%.

Weight: 20%

Formula:
$$\frac{\text{Number of initially placed Graduates who report they are in a job, the military, an educational program, or a job/school combination on the 6-Month Follow-Up Survey}}{\text{Number of initially placed Graduates who complete the 6-Month Follow-Up Survey}}$$

- 2. Graduate 6-Month Average Weekly Earnings.** This measure is required under WIA and 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 in a job (that meets the Job Corps placement definition in the PRH, Chapter 4, Exhibit 4-1) or in the military.

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

Goal: The national goal is \$425; CTS agencies and regions have model-based goals for this measure. A model statistically adjusts each agency's goal to account for factors beyond their control (such as the characteristics of the labor market), that have been shown to impact their outcomes for this measure. The model aggregates the effects of the various factors for each agency, and adjusts the national goal accordingly for that agency, to set an agency-specific goal. See Appendix 501 Introduction, Attachment 9: PY 2013 CTS Agency Model-Based Goals and Worksheets, for a template of the factors utilized in the models and for specific goals.

Weight: 10%

Formula:
$$\frac{\text{Sum of weekly earnings of Graduates who report they are in a job or the military on the 6-Month Follow-up Survey}}{\text{Number of Graduates who report they are in a job or the military on the 6-Month Follow-Up Survey}}$$

- 3. Graduate 12-Month Follow-Up Placement Rate.** This measure is required under WIA and continues to gauge graduates' long-term progress in their attachment to the workforce or advanced education environment.

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

Measure: The percentage of graduates in the pool who report in the survey that they are employed, in the military, or enrolled in an educational program (that meets the Job Corps placement definition in the PRH, Chapter 4, Exhibit 4-1) during the week prior to the survey.

Goal: The national goal is 70%.

Weight: 5%

Formula:
$$\frac{\text{Number of Graduates who report they are in a job, the military, an education/training program, or a job/college combination on the 12-Month Follow-Up Survey}}{\text{Number of initially placed Graduates who complete the 12-Month Follow-Up Survey}}$$

- 4. Graduate 12-Month Average Weekly Earnings.** This measure is required

under WIA and serves as a barometer to measure graduates' long-term success.

Pool: All initially placed graduates who complete the 12-month follow-up survey and report in the survey they are in a job (that meets the Job Corps placement definition in the PRH, Chapter 4, Exhibit 4-1) or in the military.

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

Goal: The national goal is \$450; CTS agencies and regions have model-based goals for this measure. A model statistically adjusts each agency's goal to account for factors beyond their control (such as the characteristics of the labor market), that have been shown to impact their outcomes for this measure. The model aggregates the effects of the various factors for each agency, and adjusts the national goal accordingly for that agency, to set an agency-specific goal. See Appendix 501 Introduction, Attachment 9: PY 2013 CTS Agency Model-Based Goals and Worksheets, for a template of the factors utilized in the models and for specific goals.

Weight: 5%

Formula:
$$\frac{\text{Sum of weekly earnings of Graduates who report they are in a job or the military on the 12-Month Follow-up Survey}}{\text{Number of Graduates who report they are in a job or the military on the 12-Month Follow-Up Survey}}$$

E. 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, where available, have been conducted to assist in establishing reasonable and attainable goals for the system.

The following measures have *national* goals:

- Career Technical Training Completer Job Training Match (JTM)/Post-secondary Credit (PSC) Placement Rate;
- Former Enrollee Initial Placement Rate;
- Graduate Initial Placement Rate;
- Graduate Full-Time Job 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 Hourly Wage at Placement;
- Graduate 6-Month Average Weekly Earnings; and
- Graduate 12-Month Average Weekly Earnings.

Details regarding model-based goals can be found in the PRH, Chapter 5, Appendix 501, Introduction, D.2.(b).

- F. Weights.** A weight is assigned to each measure to reflect: 1) areas of emphasis in CTS agencies' accountability for achieving positive student outcomes; 2) the importance attached to each measure; and 3) the number of students in the pool for each measure.

The weighting scheme of the CTS Report Card has been adjusted in PY 2013 to provide weight for the Graduate Full-Time Placement measure and for the new Graduate 12-Month Average Weekly Earnings measure. As indicated in the summary table, the combined short-term measures remain weighted at 60% and the combined long-term measures remain weighted at 40%.

Within the short-term CTS measures, heaviest emphasis is placed on graduate outcomes (45% combined for Graduate Initial Placement Rate, Graduate Average Hourly Wage at Placement and Graduate Full-Time Job Placement Rate), with the JTM/PSC Placement Rate and Former Enrollee Initial Placement Rate combined for 15%. Within the long-term CTS measures, the 6-Month Follow-Up Placement measure and the 6-Month Average Weekly Earnings are weighted at 20% and 10% respectively due to the importance of both sustaining employment and having that employment lead to economic self-sufficiency. The 12-Month Placement and 12-Month Average Weekly Earnings measures are weighted at 5% each.

- G. Overall Rating.** Results across each of the weighted 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 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 is responsible for: establishing national policy for the CTS outcome measurement system; providing agency-specific Graduate Wage at Placement, 6-Month Follow-Up Weekly Earnings, and 12-Month Average Weekly Earnings goals; monitoring 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 are 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 Requests 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 both the National Office of Job Corps and 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 Performance Team with an 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 Inspector General (OIG) audits and special review findings, will also be taken into account in procurement-related decisions.

C. **CTS Agencies.** All contractors, whether they are federal, state, or private, providing career transition services, as well as centers with CTS contractor 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 Career Transition System, the approved Web-based application, is used to provide maximum benefit to Job Corps students eligible for post-center services;
- 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 JCDC not only negatively affects the overall performance rating of the individual

agencies, but also negatively reflects the integrity of 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 Center Information System (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). 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, reporting and oversight of CTS, Help Desk services to the National Office of Job Corps and Regional Offices regarding CTS agency data and reporting, and training and services to the regions on CTS.