

July 1, 2014

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 14-01
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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: LENITA JACOBS-SIMMONS
Acting National Director
Office of Job Corps

SUBJECT: Update/Revision to the Policy and Requirements Handbook (PRH)
Appendix 501: Program Year (PY) 2014 Performance Management
System

1. Purpose. To transmit the PY 2014 PRH 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 2014 performance goals, both national and model-based, are included in these policies.

2. Background. Job Corps' Performance Management System, as outlined in the PRH Appendix 501, is an integral component of how the Job Corps program is administered. It provides useful and relevant feedback on performance, and encourages continuous improvement in those areas which have been identified as program priorities. Additionally, the Performance Management System serves as an instrument to meet federal and legislative accountability requirements, assess centers' and agencies' accomplishments, and serve students more effectively.

To update and refine the Performance Management System for PY 2014, the Office of Job Corps assembled a workgroup comprised of National and Regional Office staff and subject matter experts from centers, Center Operators, OA/CTS providers and National Training Contractors (NTCs). The workgroup reviewed the current system, assessed whether it accurately reflected performance trends and program priorities, and made changes where necessary. Most of the changes proposed by the workgroup to the National Director were related to performance goals and weights in order to provide stability and consistency to the PY 2014 system.

3. Explanation of Changes. In PY 2014, the performance measures for the four Outcome Measurement System (OMS) Report Cards remain intact, however, the following changes have been incorporated:

- a. Over the past several years, changes in the design of the Center Report Card had resulted in an unusually high number of centers attaining overall rating scores at or above 100 percent which compromised the credibility of the report card. As a result, changes have been made to the goals and weights to correct this trend.
- b. Additionally, the January 2014 nationwide implementation of multiple High School Equivalency (HSE) testing options created delays in establishing model-based goals for two center HSE-related measures. Therefore, the final model-based goals for these two measures will be released by the end of the first quarter of PY 2014.
- c. Model-based goals have also been incorporated into the CTT Report Card for the first time. For PY 2014, these will be center-level goals rather than industry sector related or trade-level goals.
- d. Finally, for the PY 2014 Center, CTS and CTT Report Cards, the weight for the 6-month placement and earnings measures are now equally weighted with the 12-month placement and earnings measures to emphasize equal importance.

4. Explanation of PAG Changes. There are no related PAG changes.

5. Effective Date. July 1, 2014.

6. Action. Addressees are to ensure this PRH Change Notice is distributed to all appropriate staff.

7. Inquiries. Questions or comments concerning Appendix 501 Introduction and/or Appendices 501a through c should be addressed to Shao Zhang at (202) 693-3917, or e-mailed to zhang.shao@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.tracy@dol.gov.

Attachments

A – Appendix 501 Introduction

B – Appendix 501a

C – Appendix 501b

D – Appendix 501c

E – Appendix 501d