

November 25, 2014

<b>DIRECTIVE:</b>	<b>JOB CORPS PRH CHANGE NOTICE NO. 14-08</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:** LENITA JACOBS-SIMMONS  
National Director  
Office of Job Corps

**SUBJECT:** Update/Revision to the Policy and Requirements Handbook (PRH)  
Appendix 501: PY 2014 Performance Management System, Attachments  
8 and 10.

1. Purpose. To transmit the Program Year (PY) 2014 Center Model-based Goals (MBGs) for measures that include factors related to High School Equivalency (HSE). Appendix 501, Attachment 8: PY 2014 Center Model-based Goals and National Worksheets has been revised, and is being released to reflect the PY 2014 MBGs which have been recalculated to reflect changes due to HSE testing options. In addition, an oversight in the computation of the factors for the 12-Month Average Weekly Earnings MBGs was detected, but has been corrected. Similarly, Attachment 10: PY 2014 Career Technical Training (CTT) Center Level Model-based Goals was revised to reflect the corrected 12-Month Weekly Earnings MBGs.

2. Background. As announced in the July 1, 2014, issuance of the PY 2014 PRH Appendix 501, the January 2014 nationwide implementation of multiple HSE testing options created delays in establishing MBGs for the two center HSE-related measures. In order to develop the most appropriate calculation of MBGs for these two measures, the Outcome Measurement System (OMS) Factor Verification Survey (FVS) was redesigned and administered in August 2014.

In addition, student testing was delayed at many centers due to disruption in testing services across the country. Development of MBGs for these two measures was therefore delayed even further than anticipated. Ultimately, the MBGs were developed through a multi-step process, and took into account the test type and test frequency for the new HSE test options for each center. For a more detailed description of the process used to develop the PY 2014 MBGs for the HSD/HSE Attainment and HSD/HSE and CTT Attainment measures, please see "Development of PY 2014 HSE-related Model-Based Goals" (Attachment C).

3. Explanation of Changes.

PRH Appendix 501, Attachment 8 presents the new PY 2014 MBGs for HSD/HSE Attainment and HSD/HSE and CTT Attainment measures. The actual changes to Attachment 8 are reflected on Pages 1 through 8. In addition, as the worksheets were being reviewed, an oversight was noted regarding computation of the center MBGs for the 12-Month Average Weekly Earnings measure. This has been corrected, and the revised MBGs are listed in the final column for each center (Pages 1 through 6). The corrected worksheet for 12-Month Average Weekly Earnings is on Page 15. The remaining pages of Attachment 8 (Pages 9 through 14) are unaffected by the new MBGs for HSE-related measures or earnings computation.

PRH Appendix 501, Attachment 10 has also been revised to reflect the corrected 12-Month Weekly Earnings MBGs.

The new MBGs will be used in calculating the overall OMS ratings beginning with the November 2014 OMS-10 reports. As is customary, the new MBGs will be applied to all applicable students retroactive to July 1, 2014, for the PY report and from December 1, 2013, for the rolling report. OMS-10 reports from July 2014, through October 2014, however, will not be re-run. Similarly, the November 2014, CTT-10 reports will also utilize the corrected MBGs for 12-Month Weekly Earnings.

As noted in the PRH Appendix 501 Introduction issued in July 2014, appeals for MBGs for the HSD/HSE Attainment Rate and the Combination HSD/HSE and CTT Attainment Rate will not be accepted this year since the most recent data available was used in their development.

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

5. Effective Date. Immediately.

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

7. Inquiries. Questions or comments concerning the PY 2014 MBGs for HSD/HSE Attainment and HSD/HSE and CTT Attainment should be addressed to Shao Zhang at (202) 693-3917, or e-mailed to [zhang.shao@dol.gov](mailto:zhang.shao@dol.gov).

Attachments

A – PRH Appendix 501, Attachment 8: PY 2014 Center Model-Based Goals and National Worksheets

B – PRH Appendix 501, Attachment 10: PY 2014 CTT Center Level Model-Based Goals

C – Development of PY 2014 HSE-related Model-Based Goals