

July 1, 2015

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 15-01
------------	---------------------------------------

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: Program Year (PY) 2015 Performance Management
System

1. Purpose. To transmit the PY 2015 PRH Appendices 501 suite: Introduction; 501a through d; and add 501e. These appendices contain the policies governing Job Corps' Performance Management System for Center Operators, Outreach and Admissions (OA) contractors, Career Transition Services (CTS) providers, Career Technical Training (CTT) programs, and a new Performance Improvement Plan (PIP) system. All PY 2015 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, serves to assess program effectiveness across multiple components of services and programs, and is governed by reporting requirements stipulated in the Workforce Investment Act (WIA) and the new Workforce Innovation and Opportunity Act (WIOA). It provides useful and relevant feedback on performance and outcomes, and encourages continuous improvement in areas identified as program priorities. Additionally, the Performance Management System serves as an instrument to meet Federal and legislative accountability and reporting requirements, assess centers' and agencies' accomplishments, and serve students more effectively.

WIOA supersedes WIA, and generally takes effect July 1, 2015. However, the performance system outlined in sections 116 and 159 of WIOA will not take effect until July 1, 2016. During PY 2015, the existing Job Corps Performance Management System will continue to be used.

To update and refine the Performance Management System for PY 2015, the Office of Job Corps assembled a workgroup comprised of National and Regional Office staff, subject matter experts from centers, Center Operators (including the USDA Forest Service), 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 2015 system.

3. Explanation of Changes. In PY 2015 the performance measures for the four Outcome Measurement System (OMS) Report Cards remain largely intact. However, the following major changes have been incorporated:

- a. For PY 2015, the workgroup continued its approved approach of increasing performance goals in various report cards of the OMS to achieve a more balanced performance distribution.
- b. Beginning July 1, 2015, Job Corps will implement a new Performance Improvement Plan (PIP) System as major performance accountability and management tool to assist Center Operators whose performance have not met the performance levels expected by the Office of Job Corps to improve their performance. Job Corps will use data from the finalized PY 2014 OMS10 Report Card to identify centers to be placed on PIP for PY 2015. A new PRH Appendix 501e has been developed and is currently under review and clearance with the Employment and Training Administration (ETA) leadership. It will be released upon receiving final approval.
- c. Beginning in PY 2015, Job Corps will implement a more refined definition for the Industry-Recognized Credential (IRC) measure into the Center Report Card and the CTT Report Card. Job Corps' IRC Attainment will be classified as either Primary or Secondary. Primary credentials are defined as those attainments that represent essential knowledge and skill levels of a particular job and are considered to be critical for qualification and placement into permanent employment with a sustainable wage. Secondary credentials, while important, represent attainments that are supportive in nature rather than critically essential to an occupation. During PY 2015, greater emphasis will be placed on the attainment of primary credentials across all trade offerings.
- d. Beginning in PY 2015, Job Corps will implement a revised and more aggressive timeline for initial placement. The revised timeline requires placements to be verified and approved within 90-days of Reported Date so as to intensify CTS providers' placement efforts to locate quality initial jobs for all eligible graduates and former enrollees.
- e. As in previous program years, the model-based goals for the relevant center measures on the Center OMS Report Card are contained in Attachment 8 of Appendix 501. For PY 2015, the individual center model-based goals for the High School Diploma/High School Equivalency (HSD/HSE), and Combination HSD/HSE/CTT Attainment measures in this attachment are interim goals based upon the models developed for each center for PY 2014, plus a 5 percentage-point increase to reflect the 5 percentage-point increase in the PY 2015 national goals

for these two measures. These interim goals serve as an approximation for the purpose of monitoring initial PY 2015 performance, and will be replaced with the actual PY 2015 model-based goals for these two measures which will be released shortly, through a PRH Change Notice.

4. Explanation of PAG Changes. There are no related PAG changes.
5. Effective Date. July 1, 2015.
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, a through c, and e, 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