

APPENDIX 501d

**POLICIES AND PROCEDURES
FOR PY 2015
CAREER TECHNICAL TRAINING
OUTCOME MEASUREMENT SYSTEM**

TABLE OF CONTENTS

I. CAREER TECHNICAL TRAINING (CTT) REPORT CARD FOR PY 2015	
A.	Overview.....1
B.	PY 2015 Changes in Appendix 501d.....1
C.	Impact of Level 1 Zero Tolerance (ZT) Separations on the CTT Report Card.7
D.	Career Technical Training (CTT) Measures.....7
1.	CTT Completion Rate.....9
2.	CTT Industry-Recognized Credential I Attainment Rate8
3.	CTT Industry-Recognized Credential II Attainment Rate.....9
4.	CTT Completer Placement Rate9
5.	CTT Completer Average Hourly Wage at Placement10
6.	CTT Completer Full-Time Job Placement Rate11
7.	CTT Completer Job Training Match (JTM)/ Post-secondary Credit (PSC) Placement Rate.....11
8.	CTT Completer Job Training Match (JTM) Average Hourly Wage13
9.	CTT Completer 6-Month Follow-up Placement Rate13
10.	CTT Completer 6-Month Follow-up Average Weekly Earnings14
11.	CTT Completer 12-Month Follow-up Placement Rate15
12.	CTT Completer 12-Month Follow-up Average Weekly Earnings15
E.	Performance Goals.....16
F.	Weights17
G.	Overall Rating.....17
H.	Minimum Productivity Rule (MPR).....17
I.	Program Performance17
1.	Grade A (Exceptional Performance).....18
2.	Grade B (Above Average Performance).....18
3.	Grade C (Average Performance)18
4.	Grade D (Unsatisfactory Performance)19
II. ROLES AND RESPONSIBILITIES	
A.	National Office.....22
B.	Regional Offices22
C.	Job Corps Centers22
D.	National Training Contractors (NTCs)23

E. Job Corps Data Center (JCDC).....23

I. CAREER TECHNICAL TRAINING (CTT) REPORT CARD FOR PY 2015

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) 2015 Outcome Measurement System (OMS) Report Cards, as well as Attachments pertaining to this section.

- A. **Overview.** The Career Technical Training (CTT) Report Card is a comprehensive system used to measure the performance of all Job Corps CTT programs, both center-operated and National Training Contractor (NTC)-operated.

The CTT Report Card provides data regarding students' participation in CTT programs, as well as achievement of industry-recognized credentials and long-term employment at sustainable earnings.

- B. **PY 2015 Changes in Appendix 501d.** Provided below is a description of changes to the CTT Report Card for PY 2015.

Job Corps is conducting system-wide preparation for compliance with Workforce Innovation Opportunity Act (WIOA). WIOA emphasizes the attainment of industry-recognized credentials, entry into registered apprenticeship programs, and placement in high-demand occupations. To this end, the PY 2015 OMS Workgroup focused on ensuring that appropriate measures were set in place to influence program behaviors that result in the optimal preparation of students for success in the workforce. As a result, a more refined definition for the Industry-Recognized Credential (IRC) measure has been incorporated into the CTT Report Card for PY 2015.

The revised definition will put greater emphasis on the attainment of primary credentials. Primary credentials define 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. While secondary credentials will also be considered a key measure, primary attainments will have greater visibility and emphasis in terms of overall performance outcomes.

In PY 2014, CTT Report Card added center-level model-based goals for CTT wage and earnings measures. Model-based goals are used for specific measures that require adjustments that ensure equity in making comparisons of performance across centers and providers. Setting center-level goals that adjust for differences in key factors that are beyond the operator's control helps to "level the playing field" in assessing performance. For the CTT report card, PY 2015 center-level model-based goals will continue to be based on the factors identified for center OMS wage and earnings goals. The models used will be applied for all trades at each center.

For PY 2015, appeals to the Center Report Card wage and earnings model-based goals will be processed and if approved, the changes will be applied both to the Center Report

Card and the related measures on the CTT Report Card. See Appendix 501 Introduction, Section D.2 (b) for more detailed information regarding model-based goals.

Center-level model-based goals have been introduced into the PY 2015 CTT Report Card for the following four measures:

- Graduate Average Hourly Wage at Placement
- Job Training Match Average Hourly Wage
- Graduate 6-Month Average Weekly Earnings
- Graduate 12-Month Average Weekly Earnings

Center-level model-based goals for CTT measures can be found in Appendix 501 Introduction, Attachment 10: PY 2015 CTT Center Level Model-based Goals.

There are twelve performance measures included in the PY 2015 CTT Report Card. The performance measure for IRC Attainment has been expanded to recognize NTC completion and the attainment of both Primary and Secondary credentials. The two measures, primary and secondary credential attainment, place more emphasis on credential attainment, particularly the Primary ones, to increase center efforts towards graduating students that are more marketable and employable. To achieve the goal of more marketable and employable graduates, the following weight-related changes have been made:

- The weight for CTT Completion was reduced from 17.5 percent to 10 percent.
- The weight for IRC I (Primary or NTC Completion) was set at 7.5 percent.
- The weight for IRC II (Secondary or second Primary) was set at 2.5 percent.

For a list of credentials classified as primary or secondary, please visit the CTT Web page on the Job Corps Community Web site.

To align the goals of CTT programs, 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 Service Report Card. Similar to the PY 2015 Center and CTS Report Cards, the 6-Month and 12-Month Follow-Up measures are equally weighted on the CTT Report Card; the placement measures are both weighted at 12.5 percent and the earnings measures are both weighted at 5 percent.

The Minimum Productivity Rule (MPR) will again be used for informational purposes only in PY 2015. The definition previously stated that the MPR requires all CTT programs to place a minimum of 51 percent of students (completers only) occupying contracted training slots every program year. The current MPR definition requires a minimum of 51 percent of all contracted slots must be placed, not just completed students. Additional details can be found in Section H, Minimum Productivity Rule. The MPR will be redesigned during the program year for release in PY 2016 to better reflect the desired outcomes and balance between participant pools and graduate placements.

In PY 2010, an improved JTM Crosswalk was introduced that more directly aligns training programs with jobs. The JTM Crosswalk provides the link to determine whether students' placement in employment is related to the career technical training received in Job Corps. The JTM Crosswalk is the fundamental data source for the JTM measures; therefore, it is essential that the Crosswalk accurately links relevant jobs to appropriate training. While updates have been made to the JTM Crosswalk since its introduction in 1998 (for example, the conversion to O*NET-SOC 2009 placement codes), a major overhaul of the Crosswalk and its structure was necessary to ensure the continued accuracy and validity of the outcomes reported.

The 2011, 2012, 2013, and 2014 versions of the Crosswalk reflect enhanced alignment among Training Achievement Records (TARs), Training Program Areas (TPAs), and O*NET-SOC, the industry-recognized national occupational database – including the addition of placements recommended by practitioners from the field. The Crosswalk is expected to evolve in 2015 as part of an ongoing effort to maintain the integrity of the tool and ensure an accurate account of training-related placements.

Once again, all attachments pertaining to the CTT Report Card can be found in Appendix 501 Introduction.

Changes in the PY 2015 CTT Report Card are as follows:

- 1. CTT Completion Rate:** For PY 2015, the weight for CTT Completion Attainment is decreased from 17.5 percent to 10 percent.
- 2. CTT IRC I Attainment Rate:** For PY 2015, the IRC measure has been revised to include only the attainment of a primary IRC or completion of an NTC training program. The goal for the primary IRC measure is decreased from 100 percent to 65 percent. The goal decrease is because this revised measure is based only on the attainment of Primary IRCs for PY 2015 whereas in previous program years all the IRCs attained by students assigned to CTT programs, primary or secondary, were counted as credits. In addition, the weight for this measure is increased from 2.5 percent to 7.5 percent.
- 3. CTT Industry-Recognized Credential II Attainment Rate:** For PY 2015, the goal for CTT Industry-Recognized Credential II Attainment is set at 80 percent. In addition, the weight for this measure is set at 2.5 percent.
- 4. CTT Completer Placement Rate:** For PY 2015, the goal for CTT Completer Placement rate is increased from 90 percent to 92 percent.
- 5. CTT Completer Average Hourly Wage at Placement Rate:** For PY 2015, the national goal for CTT Completer Average Hourly Wage is increased from \$10.30 per hour to \$10.60 per hour. Beginning in PY 2014, centers have center-level model-based goals for this measure.
- 6. CTT Completer Full-time Job Placement Rate:** For PY 2015, the goal for CTT

Completer Full-time Job Placement Rate is increased from 70 percent to 75 percent.

- 7. CTT Completer JTM Average Wage:** For PY 2015, the national goal for CTT Completer JTM Average Wage is increased from \$10.75 to \$11.00. Beginning in PY 2014, centers have center-level model-based goals for this measure.
- 8. CTT Completer 6-Month Follow-up Placement Rate:** For PY 2015, the goal for CTT Completer 6-Month Follow-up Placement is increased from 75 percent to 80 percent.
- 9. CTT Completer 6-Month Follow-up Average Weekly Earnings:** For PY 2015, the national goal for CTT Completer 6-Month Follow-up Average Weekly Earnings is increased from \$450 to \$475. Beginning in PY 2014, centers have center-level model-based goals for this measure.
- 10. CTT Completer 12-Month Follow-up Placement Rate:** For PY 2015 the goal for CTT Completer 12-Month Follow-up Placement is increased from 75 percent to 80 percent.
- 11. CTT Completer 12-Month Follow-up Average Weekly Earnings:** For PY 2015, the national goal from CTT Completer 12-Month Average Weekly Earnings is increased from \$475 to \$495. Beginning in PY 2014, centers have center-level model-based goals for this measure.

Provided on the next page is a summary table outlining the PY 2015 CTT Report Card.

PY 2015 CAREER TECHNICAL TRAINING (CTT) REPORT CARD			
Measure	Definition	Goal	Weight
CTT Program Completion Rate	<u>No. of Students who complete a Career Technical Training program</u> No. of Separated Students assigned to a Career Technical Training program	80%	10%
CTT Industry-Recognized Credential I Attainment Rate	No. of Career Technical Training Students who attain an approved <u>Primary industry-Recognized Credential or complete an NTC program</u> No. of Students Assigned to a Career Technical Training program	65%	7.5%
CTT Industry-Recognized Credential II Attainment Rate	No. of Career Technical Training Students who attain an approved <u>Secondary Industry-Recognized Credential or an approved second Primary Industry-Recognized Credential</u> No. of Students Assigned to a Career Technical Training program	80%	2.5%
CTT Completer Placement Rate	No. of Career Technical Training completers placed in a job, the military, or education/training, or who transfer to an <u>Advanced Training program at another center</u> No. of Career Technical Training completers whose placement records are due or received or who transfer to an Advanced Training program at another center	92%	20%
CTT Completer Average Hourly Wage at Placement*	Sum of hourly wages of Career Technical Training completers <u>placed in a job or the military</u> No. of Career Training Completers placed in a job or the military	\$10.60	5%
CTT Completer Full-Time Job Placement Rate	No. of Career Technical Training completers placed <u>in a full-time job or the military</u> No. of Career Technical Training completers placed in a job or the military	75%	5%
CTT Completer Job Training Match (JTM) /Post-secondary Credit (PSC) Placement Rate	No. of Career Technical Training 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%
CTT Completer Job Training Match (JTM) Average Wage*	Sum of Hourly Wages of Career Technical Training completers <u>placed in a Training-Related Job or the Military</u> No. of Career Technical Training program completers placed in a training-related job or the military	\$11.00	5%
CTT Completer 6-Month Follow-up Placement Rate	No. of initially placed Career Technical Training completers who report they are in a job, the military, or <u>education/training on the 6-Month Follow-up Survey</u> No. of initially placed Career Technical Training completers who complete the 6-Month Follow-up Survey	80%	12.5%
CTT Completer 6-Month Follow-up Average Weekly Earnings*	Sum of weekly earnings of initially placed Career Technical Training completers who report they are in <u>a job or the military on the 6-Month Follow-up Survey</u> No. of Career Technical Training completers who report they are in a job or the military on the 6-Month Follow-up Survey	\$475	5%
CTT Completer 12-Month Follow-up Placement Rate	No. of initially placed Career Technical Training completers who report they are in a job, the military, or <u>education/training on the 12-Month Follow-up Survey</u> No. of initially placed Career Technical Training completers who complete the 12-Month Follow-up Survey	80%	12.5%
CTT Completer 12-Month Follow-up Average Weekly Earnings*	Sum of weekly earnings of initially placed Career Technical Training completers who report they are in <u>a job or the military on the 12-Month Follow-up Survey</u> No. of Career Technical Training completers who report they are in a job or the military on the 12-Month Follow-up Survey	\$495	5%
*Model-based goal (center level)			100%

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

Students who separate due to Level 1 ZT infractions or students who are enrolled in Job Corps for less than 60 days will *not* be included in the CTT 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 Technical Training Measures. Provided below is a description of the CTT performance measures. The following criteria pertain to the CTT placement measures, as applicable:

- The federal minimum wage requirement applies for all states (except for Puerto Rico, U.S. Virgin Islands, and U.S. Territories) to all these 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 2015 Initial Placements and Allowable Upgrades, for a chart outlining the upgrade hierarchy;
- An automatic education placement credit is given to the sending center for students who transfer to an approved Advanced Training (AT) program at another center. See Appendix 501 Introduction, Attachment 2: PY 2015 Center Report Card Pools and Credits for Students Transferred to Advanced Training (AT) Programs, for a chart outlining allowable center credits for AT transfers. This does not apply to Advanced Career Training (ACT) transfers; 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 CTT 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. CTT Completion Rate.

Pool: All separated students who entered a CTT program. Students who entered more than one CTT program but did not complete any CTT program, shall be included in the CTT completion pool of the program in which they were enrolled the longest. Students who completed one or more CTT offerings are assigned to the CTT completion pool of each training program completed.

Measure: The percentage of students in the pool who complete a CTT program.
Goal: The national goal is 80 percent.
Weight: 10 percent.

Formula:
$$\frac{\text{Number of Students who complete a CTT program.}}{\text{Number of Separated Students who entered a Career Technical Training program}}$$

2. CTT IRC I Attainment Rate.

Pool: All students who are assigned to a CTT program (excluding 30/45 day Level 1 ZTs)

Measure: The percentage of separated students who have attained an approved Primary Industry-Recognized Credential that is linked to their CTT program or students who have completed a training program offered by a NTC.

Goal: The national goal is 65 percent.

Weight: 7.5 percent

Formula:
$$\frac{\text{Number of CTT Students who attain an approved Primary Industry-Recognized Credential or Students who complete an NTC program}}{\text{Number of Students Assigned to a CTT Program}}$$

3. CTT IRC II Attainment Rate.

Pool: All students who are assigned to a CTT program (excluding 30/45 day Level 1 ZTs)

Measure: The percentage of separated students who have attained an approved Secondary IRC or a second Primary IRC that is linked to their CTT program.

Goal: The national goal is 80 percent.

Weight: 2.5 percent

Formula:
$$\frac{\text{Number of Students who have attained an approved Secondary IRC or a second Primary IRC}}{\text{Number of Students Assigned to a Career Technical Training Program}}$$

4. CTT Completer Placement Rate.

Pool: All CTT completers whose initial placement records are due or received¹ or who transfer to an approved AT program at another center.

¹ In this usage, the term “due or received” refers to the sum of the number of CTT completers for whom placement information was reported; i.e., “received,” plus the number of CTT completers for whom placement information was not reported and for whom the placement window had expired; i.e., “due.”

Separated students who complete one or more CTT programs are assigned to the placement pool of each program completed.

Measure: The percentage of CTT completers in the placement pool who are placed in a job, the military, an educational program, or a job/school combination (according to Job Corps' placement definition in PRH, Chapter 4, Exhibit 4-1), or who transfer to an approved AT program at another center. Students who are in the placement pool for more than one CTT offering shall remain in those pools, whether placed or not, and shall be included in the calculation for the placement measure of each of those training programs.

Goal: The national goal is 92 percent

Weight: 20 percent

Formula:
$$\frac{\text{Number of CTT completers placed in a job, the military, an education/training program, or a job/school combination, or who transfer to an approved Advanced Training program at another center}}{\text{Number of CTT completers whose initial placement records are due or received, or who transfer to an approved Advanced Training program at another center}}$$

5. **CTT Completer Average Hourly Wage at Placement.**

Pool: All CTT completers placed in a job or the military according to the Job Corps placement definition.

Measure: The average hourly wage of CTT completers in the pool associated with their initial or upgrade placement in a job or the military.

Goal: The national goal is \$10.60. Beginning in PY 2014, centers and regions have center-level model-based goals for this measure. A center-level model statistically adjusts each center's goal to account for factors beyond the operator's 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 center, and adjusts the national goal accordingly for that center, to set a center-specific goal. See Appendix 501 Introduction, Attachment 10: PY 2015 CTT Center Level Model-based Goals.

Weight: 5 percent

Formula:
$$\frac{\text{Sum of hourly wages of CTT completers placed in a job or the military}}{\text{Number of Career Technical Training completers placed in a job or the military}}$$

6. **CTT Completer Full-Time Job Placement Rate.**

<u>Pool:</u>	All CTT completers placed in a job or the military according to the Job Corps placement definition.
<u>Measure:</u>	The percentage of CTT completers in the pool who are placed in a full-time job or the military.
<u>Goal:</u>	The national goal is 75 percent
<u>Weight:</u>	5 percent
<u>Formula:</u>	$\frac{\text{Number of CTT completers placed in a full-time job or military}}{\text{Number of CTT completers placed in a job or military}}$

7. CTT Completer JTM/Post-Secondary Credit (PSC) Placement Rate.

In PY 2005, a JTM Placement Rate measure, crediting CTT completers initially placed in training-related jobs or the military, was added into the Center 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 that enter a post-secondary education or post-secondary training as PSC. In 2010, 2011, 2012, 2013, and 2014 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. While minor adjustments were made to the Crosswalk, it remained largely unchanged.

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

Students who completed one or more CTT programs are assigned to the JTM/PSC Placement pool of each trade completed.

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. For students who completed more than one CTT offering and are placed in the military, all applicable training programs receive a JTM/PSC Placement credit. Similarly, for students who completed more than one CTT offering and are placed in a post-secondary education or post-secondary training placement, all applicable training programs receive a JTM/PSC Placement credit.

If a student completed more than one CTT offering and is placed in a job related to all of them, all receive a JTM/PSC Placement. If the placement relates to only one of the CTT offerings, only that training program will be credited with a JTM/PSC Placement. Further, this same student will be removed from the JTM/PSC pool of the other CTT offering(s) completed.

If, however, a student is placed in a job that does not match any of the CTT programs completed, the student is entered into all programs' JTM/PSC placement pools, but no program receives credit since a JTM/PSC placement did not occur.

<u>Goal:</u>	The national goal is 75 percent
<u>Weight:</u>	10 percent
<u>Formula:</u>	$\frac{\text{Number of CTT completers placed in a training-related job, the military, post-secondary education, or post-secondary training}}{\text{Number of CTT completers placed in a job, the military, post-secondary education, or post-secondary training}}$

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 2015. 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 2015 Instructions for Filing a Request to Add a Placement Code to the JTM Crosswalk/ Request Form, for the request form and instructions.

8. CTT Completer JTM Average Hourly Wage.

Pool: All CTT completers who were placed in a training-related job or the military.

Measure: The average hourly wage of CTT completers placed in training-related jobs or the military.

Goal: The national goal is \$11.00; beginning in PY 2014 centers and regions have model-based goals for this measure. A center-level model statistically adjusts each center's goal to account for factors beyond the operator's 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 center, and adjusts the national goal accordingly for that center, to set a center-specific goal. See Appendix 501

Introduction, Attachment 10: PY 2015 CTT Center Level Model-based Goals.

Weight: 5 percent

Formula:
$$\frac{\text{Sum of hourly wages of CTT completers placed in a training-related job or the military}}{\text{Number of CTT completers placed in a training-related job or the military}}$$

9. CTT Completer 6-Month Follow-up Placement Rate.

Pool: All CTT completers initially placed in a job, the military, an education/training program, or a job/school combination and who complete the 6-month follow-up survey.

Measure: The percentage of CTT completers in the pool who report, on the 6-month follow-up survey, that they are in a job, the military, an education/training program, or a job/school combination (according to the Job Corps placement definition).

Goal: The national goal is 80 percent.

Weight: 12.5 percent

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

10. CTT Completer 6-Month Follow-up Average Weekly Earnings.

Pool: All initially placed CTT completers who complete the 6-month follow-up survey and report in the survey they are working in a job (that meets the Job Corps definition of placement) or the military.

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

Goal: The national goal is \$475; beginning in PY 2014 centers and regions have model-based goals for this measure. A center-level model statistically adjusts each center's goal to account for factors beyond the operator's 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 center, and adjusts the national goal accordingly for that center, to set a center-specific goal. See Appendix 501 Introduction, Attachment 10: PY 2015 CTT Center Level Model-based Goals.

Weight: 5 percent

Formula:
$$\frac{\text{Sum of Weekly Earnings of CTT completers who report they are in a job or the military on the 6-Month Follow-up Survey}}{\text{Number of CTT completers who report they are in a job or the military at the 6}^{\text{th}} \text{ month after initial placement}}$$

11. CTT Completer 12-Month Follow-up Placement Rate.

Pool: All CTT completers initially placed in a job, the military, an education/training program, or a job/school combination and who complete the 12-month follow-up survey.

Measure: The percentage of CTT completers in the pool who report, on the 12-month follow-up survey, that they are in a job, the military, an education/training program, or a job/school combination (according to the Job Corps placement definition).

Goal: The national goal is 80 percent

Weight: 12.5 percent

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

12. CTT Completer 12-Month Follow-up Average Weekly Earnings.

Pool: All initially placed CTT completers who complete the 12-month follow-up survey and report in the survey they are working in a job (that meets the Job Corps definition of placement) or the military.

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

Goal: The national goal is \$495; beginning in PY 2014 centers and regions have model-based goals for this measure. A center-level model statistically adjusts each center's goal to account for factors beyond the operator's 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 center, and adjusts the national goal accordingly for that center, to set a center-specific goal. See Appendix 501 Introduction, Attachment 10: PY 2015 CTT Center Level Model-based Goals.

Weight: 5 percent

Formula: Sum of Weekly Earnings of CTT completers who report they are in a job or the military on the 12-Month Follow-up Survey.
Number of Career Technical Training completers who report they are in a job or the military at the 12th month after initial placement

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. A thorough analysis of historical data, where available, has been conducted to assist in establishing reasonable and attainable goals for the system.

New for the PY 2015 CTT Report Card is introduction of the expanded performance measures for industry-recognized attainment. The two measures recognize NTC completion and attainment of primary and secondary credentials. The two measures place more emphasis on credential attainment, particularly the Primary ones, so that the system will respond more strongly to that increased emphasis and make students more marketable and employable.

Industry-recognized credential performance measures are as follows:

- IRC I (Primary or NTC Completion)
- IRC II (Secondary or Second Primary)

For the CTT report card, PY 2015 center-level model-based goals will be based on the factors identified for center OMS wage and earnings goals. The models used will be applied for all trades at each center.

For PY 2015, appeals to the Center Report Card wage and earnings model-based goals will be processed and if approved, the changes will be applied both to the Center Report

Card and the related measures on the CTT Report Card. See Appendix 501 Introduction, Section D. 2 (b) for more detailed information regarding model-based goals. Center-level model-based goals have been introduced into the PY 2015 CTT Report Card for the following four measures:

- Graduate Average Hourly Wage at Placement
- JTM Average Hourly Wage
- Graduate 6-Month Average Weekly Earnings
- Graduate 12-Month Average Weekly Earnings
-

Center-level model-based goals for CTT measures can be found in Appendix 501 Introduction, Attachment 10: PY 2015 CTT Center Level Model-Based Goals.

F. Weights. A weight is assigned to each measure to reflect: 1) areas of emphasis in CTT programs' 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 CTT Report Card has not changed from PY2014 except for the CTT Completion and the two Industry-Recognized Credential measures. Similar to the CTS Report Card, the 6- and 12-Month Follow-up measures are equally weighted; the placement measures are both weighted at 12.5 percent and earnings measures are both weighted at 5 percent.

G. Overall Rating. Results across each of the weighted measures are aggregated to create an overall rating. CTT program 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.

H. Minimum Productivity Rule. The MPR was designed to measure of efficiency that establishes a benchmark for the number of placements in a program year relative to the investment made in Job Corps' training programs to include facilities, instructors, equipment and other resources on a center for a given number of contracted slots. Currently, the MPR requires all CTT programs to place a minimum of 51 percent of their contracted training slots every program year. MPR will be redesigned for release in PY 2016.

I. Program Performance. The primary purpose of the CTT Report Card, consistent with other OMS reports, is to account for results based on established program parameters and goals. The measures on the CTT Report Card represent key indicators of program success related to student preparation for the labor market and overall employment. Performance is ultimately determined based on the degree to which goals are met or exceeded and the ability of programs to strategically and proficiently demonstrate a focus on maximizing student outcomes on a consistent basis. The system is designed to assist Job Corps officials, at all levels, to:

- Better monitor and evaluate CTT program performance;
- Recognize programs that consistently perform well;

- Work to improve programs that exhibit average performance to prevent further decline;
- Actively assist, at the earliest indication, programs that demonstrate unsatisfactory performance; and
- Initiate corrective action for programs that consistently perform at an unsatisfactory level.
-

Based on the PY 2015 CTT Report Card, programs will receive an overall rating and will be graded on the basis of the following scale:

A	<i>Exceptional performance</i>	<i>110.0 % and higher</i>
B	<i>Above average performance</i>	<i>95.0 % – 109.9%</i>
C	<i>Average performance</i>	<i>80.0 % – 94.9 %</i>
D	<i>Unsatisfactory performance</i>	<i>0 – 79.9%</i>

The CTT Report Card will display each program's score and grade for the preceding program year.

1. Grade A (Exceptional Performance)

Programs in Grade A status will be recognized as appropriate by their respective Regional Office.

2. Grade B (Above Average Performance)

Programs in Grade B status will also be recognized as appropriate by their respective Regional Office.

3. Grade C (Average Performance)

Regional Offices may require programs with performance in Grade C (including NTC programs) to have a CTT Continuous Improvement Plan (CTT-CIP), especially those that repeatedly have overall ratings between 80.0 percent and 84.9 percent (low Grade C). CTT-CIPs will be developed, implemented, regularly monitored and, as necessary, adjusted by all entities involved with the CTT program (i.e., Regional Office, center and, as appropriate, NTC).

4. Grade D (Unsatisfactory Performance)

a. First Year of Grade D Performance:

At the end of PY 2015, Regional Offices are required to identify all CTT programs in Grade D for the first year (including NTC programs) and initiate a process for corrective action – which will include an opportunity for operators/Center Directors and, as applicable, NTCs, to (within 20 business days) appeal the proposal for corrective action by presenting evidence of mitigating circumstances that they believe caused or contributed to the unsatisfactory performance.

For NTC programs, operators/Center Directors and NTCs are encouraged to jointly develop and submit a single appeal; where this is not possible, separate appeals may be submitted to the Regional Office.

Following the Regional Office corrective action and appeals process, which includes a thorough analysis of all appeals submitted, Regional Offices will notify operators/Center Directors and, as appropriate, NTC officials, of CTT programs that will:

- Serve probation and require a CTT-CIP;
- Not serve probation, but require a CTT-CIP; or
- Neither serve probation, nor a CTT-CIP.

Regional Offices are required to submit to the Office of Job Corps, Division of Educational Services, a composite list of those programs designated to serve probation and a copy of the CTT-CIP for each targeted center.

All CTT programs designated to serve probation by the Regional Office will be required to have a CTT-CIP. The center, Contracting Officer's Representative (COR) and, as appropriate, NTC, will work together to develop and implement CTT-CIPs. CTT-CIPs will be updated quarterly, and be reviewed by Regional and National offices as follows:

1. Center completes shaded areas of the CTT-CIP template and indicates acceptance by typing its name in the appropriate boxes.
2. Center uploads template to regional Share Point site in "Performance" folder in the shared documents section of the site.
3. Center sends an e-mail to Regional Director, Program Manager and National CTT Unit confirming the template has been uploaded.
4. Region reviews the document and works with the center (using current CTT-CIP forms that include SMART analysis) until the plan is approved. Once approved, the Regional Director and Program Manager will type their names in the approval section and save the updated document in the same location by overwriting prior center version with the new version that includes the region's approval.
5. Region sends e-mail to center and National CTT Unit confirming the region has approved the plan.
6. At the end of each quarter, center updates the template with the prior quarter's results and the prior version of the form as outlined above, and sends an e-mail notifying the Regional and National offices that

the template has been updated and the updated version has been saved to the Share Point site.

7. At the end of the four quarters, the Regional Office makes a recommendation to the Office of Job Corps to either remove the program from the CTT-CIP process or to move to a second year of program improvement planning.
8. See 501d Attachments 1a and 1b for further guidance. If necessary, quarterly goals should be modified with approvals from Regional and National offices.

b. Second Year of Grade D Performance for Programs Having Served 1 Year of Corrective Action:

At the end of the first program year, if the program remains in Grade D, it will be subject to additional corrective action, and an appeals process administered by the Office of Job Corps, as follows:

- The Office of Job Corps will formally notify the Regional Directors and, as applicable, NTCs, of programs that were on corrective action, and continued to perform at Grade D.
- Regional Directors/NTCs will have 20 business days to submit appeals to:

U.S. Department of Labor/Office of Job Corps
200 Constitution Avenue, NW
Room N-4507
Washington, DC 20210
Attention: Career Technical Training Team

- For NTC programs, Regional Directors and NTCs are encouraged to jointly develop and submit a single appeal; however, where this is not possible, separate appeals may be submitted to the Office of Job Corps.
- Office of Job Corps staff will thoroughly review all appeals, consult with Regional Directors and NTCs, as necessary, and recommend to the National Director of Job Corps one of the following actions for each program:
 - Closure/slot reduction;
 - Probation for another program year (requiring the Regional Office to develop another CTT-CIP or modification of the existing CTT-CIP, as warranted);

- No sanctions; however, require that a new CTT-CIP be developed or the existing CTT-CIP be modified, as warranted; or
 - No sanctions or CTT-CIP.
- The National Director will make all final decisions regarding the disposition of programs, and formal notification will be transmitted to appropriate officials.

II. ROLES AND RESPONSIBILITIES

A. **National Office.** The Office of Job Corps will be responsible for:

- Establishing overall policy regarding the weight structure for the CTT Report Card each program year; and
- Administering the National Office appeals process for programs subject to closure/slot reduction.
- Reviewing the development, implementation, and monitoring of CTT-CIPs for all programs in Grade D and, as determined by the Regional Office, those in low Grade C;

B. **Regional Offices.** Regional Offices will be responsible for:

- Monitoring the performance of all CTT programs monthly, including NTC programs, using the CTT Report Card and information gathered from center visits, reviews, etc.;
- Administering the Regional Office appeals process and, as justified, placing programs on probation;
- Assisting in the development, implementation, and monitoring of CTT-CIPs for all programs in Grade D and, as determined by the Regional Office, those in low Grade C;
- Participating in the National Office-administered appeals process; and
- Developing, as needed, CTT change recommendations and related CTT modernization plans in cooperation with centers, Industry Councils and, as applicable, NTCs.

C. **Job Corps Centers.** Job Corps centers will be responsible for:

- Ensuring, in cooperation with Industry Councils, the most meaningful and productive trade-mix using relevant local labor market supply and demand data and other economic information;

- Coordinating closely with Industry Councils and, as applicable, NTCs, to regularly monitor and improve CTT program performance, based on data contained in the monthly Report Card;
- Participating, as applicable, in the Regional Office-administered and/or National Office-administered Appeals Process;
- Providing staff training, monitoring performance regularly, and working with Regional Office staff and, as applicable, NTC staff, to develop, implement, and monitor CTT-CIPs; and
- Initiating organizational, operational, and other changes that help achieve long-term job retention and economic self-sufficiency for students/graduates.

D. National Training Contractors. NTCs, working closely with the NTC Contracting Officer Representative (COR) and center staff, will be responsible for:

- Coordinating with Regional Office staff, operators, and center staff to implement the new CTT Report Card;
- Initiating organizational, operational, and other changes that increase and improve long-term job retention and economic self-sufficiency for students/graduates;
- Participating in the Regional Office-administered and/or National Office-administered Appeals Process, as applicable; and
- Providing NTC staff training, monitoring NTC performance frequently, and working with Regional Office and center staff to develop, implement, and regularly monitor CTT-CIPs for NTC programs.

E. Job Corps Data Center. JCDC is responsible for ensuring that the CTT Report Card and other reports are issued in accordance with the target release dates. JCDC coordinates specifications of the CTT 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 CTT program data, including NTC data, reporting and oversight of CIS and CTS, Help Desk services to the National Office of Job Corps and Regional Offices regarding CTT program data and reporting, and training and services to the regions on CIS and CTS.