

August 10, 2015

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 15-03
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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 to Policy and Requirements Handbook (PRH)  
Change Notice 15-01: Clarification for Revised Timeline for Initial Placement, and Release of Final Model-Based Goals for Two OMS Measures

1. Purpose. To provide further clarification on implementing the revised and more aggressive timeline for initial placement, and issue the final PY 2015 Model-Based Goals (MBGs) for the High School Diploma/High School Equivalency (HSD/HSE), and Combination HSD/HSE/CTT Attainment (Combo.) measures in Attachment 8 of PRH Appendix 501 Introduction.

2. Explanation of Changes. This PRH Change Notice provides the following two updates to PRH Change 15-01 released July 1, 2015:

- a. Beginning in PY 2015, Job Corps implemented 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 Career Transition Service providers' placement efforts to locate quality initial jobs for all eligible graduates and former enrollees. This revised policy applies only to those students whose placement is approved on or after July 1, 2015. Students whose placement was approved prior to July 1, 2015 will be handled under previous policy.
- b. PRH Change Notice 15-01, released July 1, 2015, provided interim MBGs for centers for the HSD/HSE, and Combo. measures. These interim goals were 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. Attachment 8 of PRH Appendix 501 Introduction has been updated to reflect the final PY 2015 MBGs for each center. These final MBGs have also been incorporated into the OMS-10 Report Card for July 1, 2015 – July 31, 2015, and related reports that will be released shortly.

For many centers, the final PY 2015 MBGs for the two measures show various degrees of increases or decreases from the interim MBGs. Provided below is the three-step process employed for developing the PY 2015 MBGs for the two measures.

Step 1 – Adjustments were made for student demographic and ability factors (age, prior education, and initial TABE scores). This resulted in a base model goal for each center. These are the same factors included in the development of the MBGs each year.

Step 2 – Similar to last year, this base goal was then adjusted up or down as appropriate, to account for differences in the level of difficulty of the three HSE test options (2014 GED, HiSET, TASC), as well as differences in the amount of student HSE testing. The results indicate that the GED 2014 is a much more difficult test to pass than either the HiSET or the TASC, and that the HiSET has the highest passing rate. The impacts of these two elements (test difficulty and testing frequency) were combined to create a center-specific HSE testing adjustment for both the HSD/HSE and HSD/HSE/CTT combination rate goals. For example, centers that offered the more difficult HSE test (2014 GED) and that conducted a significant amount of HSE testing received a reduction in their MBG. Similarly, centers that offered the easier HSE test (HiSET or TASC) received an increase in their MBG depending on their extent of HSE testing. Centers that have done none to very little HSE testing in the past year receive no HSE test adjustments, as their focus is mainly on offering opportunities to obtain high school diplomas.

Step 3 – Further adjustments were made through comparing each center's adjusted PY 2015 goal with its PY 2014 MBG for each measure. The national goals for the HSD/HSE attainment rate measure and the HSD/HSE/CTT combination rate measure were each increased by 5 percentage points for PY 2015, with the intent of increasing MBGs for all centers for both measures. We therefore compared the PY 2014 and PY 2015 goals for each measure to identify centers where their adjusted goal for PY 2015 would have been lower than in PY 2014. All adjustments were then scaled proportionally to ensure that no MBGs would be lower in PY 2015 than in PY 2014.

The final scaled adjustments for the HSD/HSE attainment rate ranged from +4.2 percentage points to -7.6 percentage points. The final scaled adjustments are smaller for the HSD/HSE/CTT combination rate measure, ranging from +2.7 percentage points to -4.8 percentage points.

Another noticeable change to Attachment 8 of PRH Appendix 501 Introduction is the addition of two new centers: New Hampshire and Wind River. Due to absence of data for them, all the MBGs for the two new centers are developed based on the averages of their proximate centers in their respective regions.

3. Effective Date. Immediately.
4. Action. Addressees are to ensure this PRH Change Notice is distributed to all appropriate staff.
5. Inquiries. Questions or comments concerning this PRH Change Notice should be addressed to Shao Zhang at (202) 693-3917, or e-mailed to [zhang.shao@dol.gov](mailto:zhang.shao@dol.gov).

Attachment

Updated Appendix 501 Introduction