

**APPENDIX 501d**

**POLICIES AND PROCEDURES  
FOR PY 2016  
CAREER TECHNICAL TRAINING  
OUTCOME MEASUREMENT SYSTEM**

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## I. CAREER TECHNICAL TRAINING (CTT) REPORT CARD FOR PY 2016

*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) 2016 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 career technical training (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 2016 Changes in Appendix 501d.** Provided below is a description of changes to the CTT Report Card for PY 2016.

As stated in Appendix 501 Introduction, the implementation of WIOA for PY 2016 resulted in changes to multiple OMS reports to support the program in meeting its national performance requirements. The PY 2016 CTT Report Card also incorporates modifications to ensure it aligns with new WIOA legislative requirements and departmental priorities, reflects current labor market conditions, considers any recent programmatic changes that impact centers; and ensures effective delivery of services to students. Modifications to the CTT Report Card for PY 2016 include a redesign of the long-term placement and earnings measures to support WIOA reporting requirements and adjustments to some performance goals consistent with the philosophy of high expectations for students and operators/training providers.

The 6- and 12-month placement and earning measures have been replaced with new measures of placement and earning results in the second and fourth quarter after exit that more closely align with WIOA. These changes were necessary not only to support the new WIOA placement measures, but also because, as indicated in Appendix 501 Introduction, data to report 6- and 12-month post-placement outcomes are no longer available as of July 1, 2016.

Starting in PY 2014, center-level model-based goals have been included for CTT completer average hourly wage and the 6- and 12- month average weekly earnings measures in the CTT Report Card. Model-based goals are used for specific measures that require adjustments that ensure equity in making comparisons of performance across

centers and providers. Center-level model-based goals for the CTT Report Card are based on the factors identified for center OMS wage and earnings goals. 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. The models used are applied for all trades at each center.

Center-level model-based or adjusted goals were used in the PY 2016 CTT Report Card for the following four measures:

- Graduate Average Hourly Wage at Placement
- JTM Average Hourly Wage
- Graduate and Former Enrollee Average Earnings in Quarter 2
- Graduate Average Earnings in Quarter 4

For PY 2016, center model-based goals were developed for the CTT average hourly wage at initial placement measure. For the two new long-term placement average earnings goals (Graduate and Former Enrollee Average Earnings in Quarter 2 and Graduate Average Earnings in Quarter 4), data were not available from the new second and fourth quarter surveys to develop models since the surveys launched on July 1, 2016.

Therefore, the same center-level percentage adjustments used in PY 2015 for the 6-month and 12-month weekly earnings measures are applied to the national goals for PY 2016 for these two earning measures.

For PY 2016, appeals to the Center Report Card wage 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. However, there is no available historic data for the Graduate and Former Enrollee Average Earnings in Quarter 2 after Exit and Graduate Average Earnings in Quarter 4 after Exit measures on which to base an appeal of the models used for this program year. Therefore, appeals of the model-based goals for these two measures will not be processed and granted for PY 2016.

Center-level model-based goals for CTT measures can be found in Appendix 501 Introduction, Attachment 11: PY 2016 CTT Center Level Model-Based Goals.

There are twelve performance measures included in the PY 2016 CTT Report Card. 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 Transition Services (CTS) Report Card. Similar to the PY 2016 Center and CTS Report Cards, the Quarter 2 and Quarter 4 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), which requires a minimum of 51 percent of all contracted slots to be placed, has been included for informational purposes only over the past several years. For PY 2016, the MPR has been eliminated from the CTT Report Card. A new system for measuring CTT program efficiency and efficacy will be designed to better reflect the desired outcomes and balance between participant pools and graduate placements.

In PY 2010, an improved Job Training Match (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. Between 2010 and 2014, the Office of Job Corps issued revised versions of the Crosswalk to 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.

All attachments pertaining to the CTT Report Card can be found in Appendix 501 Introduction. Changes in the PY 2016 CTT Report Card are as follows:

- 1. Career Technical Training (CTT) Industry-Recognized Credential I Attainment Rate:** For PY 2016, the goal for the Industry-Recognized Credential I Attainment Rate is increased from 65% to 82%.
- 2. CTT Industry-Recognized Credential II Attainment Rate:** For PY 2016, the goal for CTT Industry-Recognized Credential II Attainment is set at 90%.
- 3. CTT Completer Average Hourly Wage at Placement Rate:** For PY 2016, the national goal for CTT Completer Average Hourly Wage is increased from \$10.60 per hour to \$11.20 per hour. Beginning in PY 2014, centers had center-level model-based goals for this measure.

- 4. CTT Completer JTM Average Wage:** For PY 2016, the national goal for CTT Completer JTM Average Wage is increased from \$11.00 to \$11.60. Beginning in PY 2014, centers had center-level model-based goals for this measure.
- 5. CTT Completer Placement Rate in Quarter 2:** This measure is introduced in PY 2016 in order to align with WIOA requirements. For PY 2016, the goal is 88%.
- 6. CTT Completer Average Earnings in Quarter 2:** This measure is introduced in PY 2016 in order to align with WIOA requirements. For PY 2016, the national goal is \$5,300. As data from the new Quarter 2 Survey were not available to develop center models, the same percentage adjustments that were used in PY 2015 for the 6-month weekly earnings measures are applied to the national goals for PY 2016.
- 7. CTT Completer Placement Rate in Quarter 4:** This measure is introduced in PY 2016 in order to align with WIOA requirements. For PY 2016, the goal is 88%.
- 8. CTT Completer Average Earnings in Quarter 4:** This measure is introduced in PY 2016 in order to align with WIOA requirements. For PY 2016, the national goal is \$5,600. As data from the new Quarter 4 Survey were not available to develop center models, the same percentage adjustments that were used in PY 2015 for the 12-month weekly earnings measures are applied to the national goals for PY 2016.
- 9. CTT Completer 6-Month Follow-Up Placement Rate:** As of PY 2016, this measure is removed from the CTT Report Card.
- 10. CTT Completer 6-Month Follow-Up Average Weekly Earnings:** As of PY 2016, this measure is removed from the CTT Report Card.
- 11. CTT Completer 12-Month Follow-Up Placement Rate:** As of PY 2016, this measure is removed from the CTT Report Card.
- 12. CTT Completer 12-Month Follow-Up Average Weekly Earnings:** As of PY 2016, this measure is removed from the CTT Report Card.

Provided on the next page is a summary table outlining the PY 2016 CTT Report Card.

PY 2016 CAREER TECHNICAL TRAINING (CTT) REPORT CARD			
Measure	Definition	Goal	Weight
CTT Program Completion Rate	No. of Students who complete a Career Technical Training program 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	82%	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	90%	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 approved <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	\$11.20	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	\$11.60	5%
CTT Completer Placement Rate in Quarter 2	No. of Career Technical Training completers who report they are in a job, the military, or <u>education/training program, or a job/school combination on the Quarter 2 Survey</u> No. of Career Technical Training completers who complete the Quarter 2 Survey	88%	12.5%
CTT Completer Average Earnings in Quarter 2	Sum of earnings of Career Technical Training completers who report they are in <u>a job or the military on the Quarter 2 Survey</u> No. of Career Technical Training completers who report they are in a job or the military on the Quarter 2 Survey	\$5,300	5%
CTT Completer Placement Rate in Quarter 4	No. of Career Technical Training completers who report they are in a job, the military, or <u>education/training program, or a job/school combination on the Quarter 4 Survey</u> No. of Career Technical Training completers who complete the Quarter 4 Survey	88%	12.5%
CTT Completer Average Earnings in Quarter 4	Sum of earnings of Career Technical Training completers who report they are in <u>a job or the military on the Quarter 4 Survey</u> No. of Career Technical Training completers who report they are in a job or the military on the Quarter 4 Survey	\$5,600	5%
Model-based goal (center level) December 21, 2016			100%

C. **Impact of Level 1 Zero Tolerance (ZT) Separations on the CTT Report Card.** For the CTT Report Card, students who exit due to Level 1 ZT infractions within 30/45 days are *not* included in the pools and credits for the three on-center measures: CTT Completion, Industry-Recognized Credential I, and Industry-Recognized Credential II. Specifically, the pools for the three on-center measures do not include students who remained in Job Corps:

- less than 30 days and exit under codes 5.1a, 5.2b, or 5.3c;
- less than 45 days and exit under code 5.2a

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, Definitions, 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 2: PY 2016 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 3: PY 2016 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 College Education Program (CEP, formerly 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 Quarter 2 and Quarter 4 outcomes, provided they participate in the applicable follow-up surveys.



## 1. Career Technical Training (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%.
- Weight: 10%.
- Formula:
- $$\frac{\text{Number of Students who complete a Career Technical Training program}}{\text{Number of Separated Students who entered a Career Technical Training program}}$$

## 2. Career Technical Training (CTT) Industry-Recognized Credential 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 National Training Contractor (NTC).
- Note: For a list of credentials classified as primary or secondary, please visit the Career Technical Training (CTT) web page on the Job Corps Community web site.
- Goal: The national goal is 82%.
- Weight: 7.5%
- Formula:
- $$\frac{\text{Number of Career Technical Training Students who attain an approved Primary Industry-Recognized}}{\text{Number of Separated Students who entered a Career Technical Training program}}$$

Credential or Students who complete an NTC program  
 Number of Students Assigned to a Career  
 Technical Training Program

**3. Career Technical Training (CTT) Industry-Recognized Credential 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 Industry-Recognized Credential or a second Primary Industry-Recognized Credential that is linked to their CTT program.

Note: For a list of credentials classified as primary or secondary, please visit the Career Technical Training (CTT) web page on the Job Corps Community web site.

Goal: The national goal is 90%.

Weight: 2.5%

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

**4. Career Technical Training (CTT) Completer Placement Rate**

Pool: All CTT completers whose initial placement records are due or received<sup>1</sup> or who transfer to an approved AT program at another center.

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

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<sup>1</sup> 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.”

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%

Weight: 20%

Formula: Number of Career Technical Training 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  
Number of Career Technical Training completers whose initial placement records are due or received, or who transfer to an approved Advanced Training program at another center

#### **5. Career Technical Training (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 \$11.20. 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 11: PY 2016 CTT Center Level Model-Based Goals.

Weight: 5%

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

**6. Career Technical Training (CTT) Completer Full-Time Job Placement Rate.**

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

Measure: The percentage of CTT completers in the pool who are placed in a full-time job or the military.

Goal: The national goal is 75 %

Weight: 5%

Formula: 
$$\frac{\text{Number of Career Technical Training completers placed in a full-time job or military}}{\text{Number of Career Technical Training completers placed in a job or military}}$$

**7. Career Technical Training (CTT) Completer Job Training Match (JTM)/Post-secondary Credit (PSC) Placement Rate**

In PY 2005, a Job Training Match (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 Post-secondary Credit (PSC). Between 2010 and 2014, the Office of Job Corps issued revised versions of the JTM Crosswalk each year 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.

<u>Measure:</u>	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
<u>Goal:</u>	The national goal is 75%
<u>Weight:</u>	10%
<u>Formula:</u>	<p>Number of Career Technical Training completers placed in a training-related job, the military, <u>post-secondary education, or post-secondary training</u></p> <p>Number of Career Technical Training completers placed in a job, the military, post-secondary education, or post-secondary training</p>

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 2016. 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 5: PY 2016 Instructions for Filing a Request to Add a Placement Code to the JTM Crosswalk/ Request Form, for the request form and instructions.

**8. Career Technical Training (CTT) Completer Job Training Match (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 \$11.60; 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 11: PY 2016 CTT Center Level Model-Based Goals.

Weight: 5%

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

**9. Career Technical Training (CTT) Completer Placement Rate in Quarter 2**

Pool: All CTT completers placed in a job, the military, an education/training program, or a job/school combination and who complete the Quarter 2 survey.

Measure: The percentage of CTT completers in the pool who report on the Quarter 2 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 88%.

Weight: 12.5%

Formula: Number of Career Technical Training completers who report they are in a job, the military, an education/training program, or a job/school combination on the Quarter 2 Survey  
Number of initially placed Career Technical Training completers who complete the Quarter 2 Survey

#### **10. Career Technical Training (CTT) Completer Average Earnings in Quarter 2**

Pool: All initially placed CTT completers who complete the Quarter 2 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 earnings of placed CTT completers in the pool.

Goal: The national goal is \$5,300. The same percentage adjustments that were used in PY 2015 for the 6-month weekly earnings measures are applied to the national goal for centers in PY 2016 since data from the new second quarter survey were not available to develop models. The center-level adjusted goal is applied to all training programs offered by a center. See Appendix 501 Introduction, Attachment 11: PY 2016 CTT Center Level Model-Based Goals.

Weight: 5%

Formula: Sum of Earnings of Career Technical Training completers who report they are in a job or the military on the Quarter 2 Survey  
Number of Career Technical Training completers who report they are in a job or the military in the second quarter after exit

#### **11. Career Technical Training (CTT) Completer Placement Rate in Quarter 4**

Pool: All CTT completers placed in a job, the military, an education/training program, or a job/school combination and who complete the Quarter 4 survey.

Measure: The percentage of CTT completers in the pool who report on the Quarter 4 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 88%

Weight: 12.5%

Formula: 
$$\frac{\text{Number of Career Technical Training completers who report they are in a job, the military, an education/training program, or a job/school combination on the Quarter 4 Survey}}{\text{Number of initially placed Career Technical Training Completers who complete the Quarter 4 Survey}}$$

**12. Career Technical Training (CTT) Completer Average Earnings in Quarter 4**

Pool: All CTT completers who complete the Quarter 4 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 earnings of placed CTT completers in the pool.

Goal: The national goal is \$5,600. The same percentage adjustments that were used in PY 2015 for the 12-month weekly earnings measures are applied to the national goal for CTS providers in PY 2016 since data from the new fourth quarter survey were not available to develop models. The center-level adjusted goal is applied to all training programs offered by a center. See Appendix 501 Introduction, Attachment 11: PY 2016 CTT Center Level Model-Based Goals.

Weight: 5%

Formula: 
$$\frac{\text{Sum of Earnings of Career Technical Training completers who report they are in a job or the military on the Quarter 4 Survey}}{\text{Number of Career Technical Training completers who report they are in a job or the military in the fourth quarter after exit}}$$

**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.



For the CTT report card, PY 2016 center-level model-based and adjusted 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 2016, 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.

The following measures have *national* goals:

- CTT Program Completion Rate;
- Industry-Recognized Credential I (Primary or NTC Completion);
- Industry-Recognized Credential II (Secondary or Second Primary);
- CTT Completer Placement Rate;
- CTT Completer Full-Time Job Placement Rate;
- CTT Completer Job Training Match (JTM)/Post-secondary Credit (PSC) Placement Rate;
- Graduate and Former Enrollee Placement Rate in Quarter 2; and
- Graduate and Former Enrollee Placement Rate in Quarter 4.

The following four measures have *center-level model-based* or *adjusted* goals:

- Graduate Average Hourly Wage at Placement
- JTM Average Hourly Wage
- Graduate and Former Enrollee Average Earnings in Quarter 2
- Graduate Average Earnings in Quarter 4

Center-level model-based goals for CTT measures can be found in Appendix 501 Introduction, Attachment 11: PY 2016 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 PY 2015. Similar to the CTS Report Card, the Quarter 2 and Quarter 4 measures are equally weighted; the

placement measures are both weighted at 12.5% 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 (MPR).** The Minimum Productivity Rule (MPR) was designed as a 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. The MPR, which requires all CTT programs to place a minimum of 51% of their contracted training slots every program year, has been included for informational purposes only over the past several years. For PY 2016, the MPR has been eliminated from the CTT Report Card. A new system for measuring CTT program efficiency and efficacy will be designed to better reflect the desired outcomes and balance between participant pools and graduate placements.
- 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 2016 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 National Training Contractors [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 2016, 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, National Training Contractor (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 Appendix 501 Introduction, Attachments 7 and 8 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).** 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).** 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, and training and services to the regions on CIS and CTS.