



JUL 01 2019

DIRECTIVE:	JOB CORPS ePRH CHANGE NOTICE NO. 19-01
------------	--

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS
ALL CENTER USERS

FROM: DEBRA A. CARR
Acting National Director
Office of Job Corps

A handwritten signature in blue ink, appearing to read "Debra A. Carr", written over the typed name and title.

SUBJECT: Update/Revision to the Policy and Requirements Handbook Appendix 501: Program Year 2019 Performance Management System

1. Purpose. To transmit the Program Year (PY) 2019 Policy and Requirements Handbook (PRH) Appendices 501 suite: Introduction, 501a through e. These appendices contain the policies governing Job Corps' Performance Management System for Center Operators, Outreach and Admissions (OA) contractors, Career Transition Services (CTS) contractors, Career Technical Training (CTT) programs, and the Performance Improvement Plan (PIP) system. All PY 2019 performance goals, both national and model-based, are included in these policies.
2. Background. Job Corps' Performance Management System, as outlined in the PRH Appendix 501, serves to assess program effectiveness across multiple components of services and programs, and is governed by reporting requirements stipulated in the Workforce Innovation and Opportunity Act (WIOA). It provides feedback on performance and outcomes and encourages continuous improvement in areas identified as program priorities. Additionally, the Performance Management System serves as an instrument to meet federal and legislative accountability and reporting requirements, assess centers' and contractors' accomplishments, and serve students more effectively.

In PY 2018, Job Corps undertook a major reform initiative of its performance management system to further align with WIOA reporting requirements and strengthen focus on driving students' long-term career success and upward economic mobility. The goals of the reform initiative were to:

- further align with and support reporting requirements of the primary WIOA measures;
- simplify the system so it is easier for stakeholders to understand;
- prioritize post-center outcomes that are central to Job Corps' mission;

- improve internal consistency of the OMS so that high overall performers also rank relatively high on key individual measures; and,
- continue to meet program management needs to effectively oversee the program.

To meet these goals, Job Corps developed a streamlined performance management system with a reduced number of measures that are more closely aligned with the primary measures reported under WIOA and places more emphasis on measures that support Job Corps' mission of placing students in meaningful jobs or further education. Job Corps planned a 2-year transition for full implementation of the new system, culminating in increased weights on long-term placement and wage measures for PY 2019.

In addition to this shift in the weighting scheme, for PY 2019 Job Corps has modified the learning gains indicators under the Measurable Skill Gains measure to accommodate the transition to the new Test of Adult Basic Education (TABE) 11/12, and added a new, unweighted measure of Employer Retention to further align with WIOA reporting requirements.

3. Explanation of Changes in PRH Appendix 501. Job Corps has made changes to the PY 2019 performance management system from PY 2018. These changes affect only the Center Report Card. Job Corps has made no changes to the measures, goals and weights of the CTS, CTT, and OA Report Cards for PY 2019.

The PY 2019 center, CTS, CTT, and OA report card measures, definitions, goals, and weights are appended at the end of this PRH Change Notice. New measures, revisions to existing indicators, and changes to goals and weights for PY 2019 compared to PY 2018 are represented in red font.

OMS Center Report Card

For PY 2019, Job Corps has made changes to the Center Report Card and related policies. The changes include a shift in the weighting scheme to implement the changes approved last year by the Secretary's Office and ETA for PY 2019, adjustments to the Average Literacy and Average Numeracy Gain indicators to account for the transition to the new TABE 11/12 test in effect as of July 1, 2019, and the addition of a new, unweighted measure of Employer Retention to further align with the WIOA performance measures.

Center Report Card Weights: As indicated in the PY 2018 Appendix 501, Job Corps has shifted weights for the PY 2019 Center Report Card to place greater emphasis on the Quarter 2 and Quarter 4 measures. Specifically, for PY 2019 Job Corps has:

- Reduced the overall weight on Direct Center Services from 35 percent to 20 percent by decreasing weight on the Credential Attainment Rating measure from 30 percent to 15 percent.
- Increased the weight of the Q2/Q4 Placement Outcomes from 35 percent to 50 percent by:
 - Increasing the weights for the Quarter 2 and Quarter 4 Placement measures from

- 13.75 percent to 20 percent each; and,
- Increasing the weight for the Quarter 2 Earnings measure from 7.5 percent to 10 percent.

This shift in weights supports WIOA’s emphasis on long-term outcomes and ensures better internal consistency throughout the system so that overall high performers also rank high on these key metrics.

Learning Gain Indicators: Job Corps has made changes to the two learning gains indicators to adjust for the transition to the new TABE 11/12 test that is in effect as of July 1, 2019. Specifically, for PY 2019, Job Corps has:

- Modified the algorithms to calculate gains in Educational Functioning Levels (EFLs) instead of Grade Level Equivalents (GLEs) for calculating the Average Reading Gains and Average Math Gains indicators under the Measurable Skill Gains measure. A national goal of 1 EFL will be used for all centers. Model-based goals will not be calculated for centers for PY 2019 due to the lack of TABE 11/12 test data to develop appropriate models. Models will be calculated for PY 2020 based upon the data collected in PY 2019.
- Revised the criteria for determining if a student is “basic-skills deficient” for inclusion in the OMS learning gains pools. Students who score EFL 4 or below on the initial reading TABE 11/12 test and EFL 5 or below on the initial math TABE 11/12 test will respectively be included in the Average Literacy Gains and Average Numeracy Gains pools. Similarly, students taking the initial TABE Espanol tests beginning in PY 2019 will be in the appropriate learning-gains pools if they score at or below EFL 4 on the reading or math tests. Policies related to testing under TABE 11/12 will be released shortly after July 1, 2019, and will be found in PRH, Chapter 3 and Appendix 301. All references to TABE policy in the PY 2019 Appendix 501 suite relate to the soon-to-be-released version of Appendix 301.

Crediting of TABE 9/10 Learning Gains During PY 2019: In light of the modifications to the learning gain indicators, Job Corps has implemented policies for crediting students *who were on center prior to PY 2019 and separate from Job Corps on or after July 1, 2019*. Specifically:

- Students who took a valid initial TABE 9/10 test or TABE Espanol test prior to July 1, 2019 and tested out of the Average Reading Gain and/or Average Math Gain OMS pools based upon the criteria in place at the time of testing (e.g., scored above 552 or 551 on respectively the TABE 9/10 initial reading or math tests, or above 751 or 764 respectively on the TABE Espanol initial reading or math tests) will not be included in the PY 2019 pools for the respective indicators.
- Students whose valid initial TABE 9/10 tests placed them in the OMS learning gain pools (e.g., scored at or below 552 or 551 respectively on the TABE 9/10 initial reading or math tests) but who scored 567 or above on a TABE 9/10 reading test, form M or D, and 566 or above on a TABE 9/10 math test, form M or D prior to July 1, 2019, will be included in the PY 2019 pools for the respective indicators, and will receive a credit for one or more EFL gains as applicable.

- Students who scored at or below 552 or 551 respectively on a valid TABE 9/10 initial reading or math test, but did not achieve scores of 567 or 566 or above on a follow-up TABE 9/10 (form M or D) reading or math test respectively are required to take an initial TABE 11/12 test as of July 1, 2019, as stipulated in Program Instruction Notice (PIN) 18-06 dated June 6, 2019. These students will be included in the PY 2019 OMS learning gains pools unless their initial TABE 11/12 test results are above EFL 4 for reading or EFL 5 for math. EFL gains for these students will be calculated as the higher of either their TABE 9/10 EFL gains (based upon their valid initial and follow up TABE 9/10 tests taken prior to July 1, 2019) or TABE 11/12 EFL gains (based upon their valid initial and follow up TABE 11/12 tests taken on or after July 1, 2019), as long as an initial TABE 11/12 test is taken within the timeframes stipulated in PIN 18-06. If a student does not take the initial TABE 11/12 test, then the student is in the PY 2019 OMS pools but is not credited with any gains. NOTE: TABE 9/10 and TABE 11/12 EFL gains cannot be combined, therefore only the highest EFL gains from either the 9/10 or 11/12 versions will be credited.
- Students who did not take a valid TABE 9/10 initial reading and/or math test within the allotted 21-days are required to take an initial TABE 11/12 test as of July 1, 2019. These students will be included in the PY 2019 OMS learning gains pools unless their initial TABE 11/12 test results are above EFL 4 for reading or EFL 5 for math. EFL gains will be calculated solely on TABE 11/12 results, as long as an initial TABE 11/12 test is taken within stipulated timeframes in Program Instruction Notice 18-06.

Employer Retention Measure: For PY 2019, Job Corps is introducing a new measure of employer retention for informational purposes only. This measure aligns with Measure 6 of the WIOA performance measures that reports on the proportion of students in a job during Quarter 2 after the exit quarter who are still with the same employer in Quarter 4 after the exit quarter. Based upon analysis of available data, a national goal of 60 percent has been set for this measure for PY 2019.

CTS, CTT and OA Report Cards:

For PY 2019, Job Corps has made no changes to the measures, goals and weights of the CTS, CTT and OA Report Cards.

Additionally, Job Corps will resume rolling out 12-month OMS reports in PY 2019 since the major changes implemented in PY 2018 have accumulated one full year's data.

4. Effective Date. July 1, 2019.
5. Action Required. Addressees are to ensure this PRH Change Notice is distributed to all appropriate staff.
6. Inquiries. Questions or comments concerning Appendix 501 Introduction, and Attachments A through E should be addressed to Shao Zhang at (202) 693-3917, or emailed to zhang.shao@dol.gov.

7. PRH Web site Access. This Change Notice and revisions to the PRH Appendix 501 suite are available on the PRH Web site at <https://eprh.jobcorps.gov>.

Attachments

PY 2019 CENTER REPORT CARD			
Measure	Definition	Goal	Weight
DIRECT CENTER SERVICES (20%)			
Credential Attainment Rating	Rating based on weighted performance on three indicators relative to goals: (1) HSD/HSE attainment rate*, (2) CTT completion rate, and (3) Primary IRC attainment rate	100%	15%
Measurable Skills Gains Rating	Rating based on average performance of two indicators relative to goals: Average Literacy Gains and Average Numeracy Gains	100%	5%
CTS PLACEMENT OUTCOMES (30%)			
Placement Rate	No. of graduates and former enrollees placed in a job, the military, an education/training program, or who transferred to an approved Advanced Training program at another center No. of graduates and former enrollees whose placement records are due or received or who transferred to an approved Advanced Training program at another center	83%	10%
Graduate and Former Enrollee Average Hourly Wage at Placement*	Sum of hourly wages of graduates and former enrollees placed in a job or the military No. of graduates and former enrollees placed in a job or the military	\$12.00	7.5%
Placement Quality Rating	Rating based on weighted performance on three indicators relative to goals: (1) job-training match rate, and (2) quality placement rate (percentage of all initially placed graduates and former enrollees in apprenticeship programs, full-time jobs, the military, full-time college, full-time college/job combination, or full-time post-secondary training)	100%	12.5%
Q2/Q4 PLACEMENT OUTCOMES (50%)			
Graduate and Former Enrollee Placement Rate in Quarter 2 After Exit Quarter	No. of graduates and former enrollees who report on the Quarter 2 survey they are in a job, the military, or an education/training program No. of graduates and former enrollees who complete the Quarter 2 survey	80%	20%
Graduate and Former Enrollee Placement Rate in Q4 After Exit Quarter	No. of graduates and former enrollees who report on the Quarter 4 survey they are in a job, the military, or an education/training program No. of graduates and former enrollees who complete the Quarter 4 survey	80%	20%
Graduate and Former Enrollee Average Earnings in Quarter 2 After Exit Quarter*	Sum of earnings of graduates and former enrollees who report they are in a job or the military on the Quarter 2 survey No. of graduates and former enrollees who complete the Quarter 2 survey and report they are in a job or the military in the second quarter after exit quarter	\$5,500	10%
Employer Retention Rate	No. of graduates and former enrollees who were employed by the same employer in Quarter 2 and Quarter 4 after exit quarter No. of graduates and former enrollees who complete the Quarter 4 survey and were employed in Quarter 2 after exit quarter	60%	0%
*Model-Based Goal			100%

PY 2019 SUPPLEMENTAL CENTER REPORT CARD			
Indicator	Definition	Goal	Weight
CREDENTIAL ATTAINMENT RATING			
HSD/HSE Attainment Rate*	<u>No. of students who attain either an HSD or HSE</u> No. of separated students without an HSD or HSE at entry	65%	40%
Career Technical Training (CTT) Completion Rate	<u>No. of students who complete a CTT program</u> No. of separated students	70%	30%
CTT Primary IRC Attainment Rate	No. of CTT students who attain an approved Primary <u>industry-recognized credential or complete an NTC program</u> No. of separated students assigned to a CTT program	90%	30%
*Model-based Goal			100%
MEASURABLE SKILLS GAINS RATING			
Average Literacy Gains	Sum of Educational Functioning Level gains attained on the highest <u>valid subsequent TABE reading test</u> No. of students who score Educational Functioning Level 4 or below on the initial TABE reading test and students who do not take a valid initial reading test during the first 21 calendar days on center	1 EFL	50%
Average Numeracy Gains	Sum of Educational Functioning Level gains attained on the highest <u>valid subsequent TABE math test</u> No. of students who score Educational Functioning Level 5 or below on the initial TABE math test and students who do not take a valid initial math test during the first 21 calendar days on center	1 EFL	50%
			100%
PLACEMENT QUALITY RATING			
Career Technical Training (CTT) Completer Job Training Match (JTM) Rate	No. of CTT completers placed <u>in a training-related job or the military</u> No. CTT completers placed in a job or the military	65%	35%
Full-Time Quality Placement Rate	No. of graduates and former enrollees placed in an apprenticeship program, a full-time job, the military, full-time college, full-time job/college combination or <u>a full-time post-secondary training program</u> No. of initially placed graduates and former enrollees	75%	65%
			100%

PY 2019 OA REPORT CARD			
Measure	Definition	Goal	Weight
QUANTITY/PRODUCTION (60%)			
Female Arrival Rate	$\frac{\text{No. of female arrivals}}{\text{Total female contracted quota}}$	100%	30%
Total Arrival Rate	$\frac{\text{No. of total arrivals}}{\text{Total contracted quota}}$	100%	30%
QUALITY/COMMITMENT (40%)			
Non-Level 1 Zero Tolerance (ZT) Separation Rate	<p>No. of student arrivals who do not separate for a Level 1 ZT infraction under codes 5.1a, 5.2b or 5.3c within the first 30 calendar days or <u>under code 5.2A within the first 45 calendar days</u></p> <p>No. of student arrivals with the opportunity to stay in the program for at least 45 calendar days</p>	98%	5%
Arrivals With 90-Day Commitment Rate	<p>No. of students in the pool who stay for <u>90 or more calendar days</u></p> <p>No. of student arrivals with the opportunity to stay in the program for at least 90 calendar days</p>	85%	30%
Graduate Rate	<p>$\frac{\text{No. of students who separate as graduates}}{\text{No. of separated students}}$</p>	65%	5%
			100%

PY 2019 CTS REPORT CARD			
Measure	Definition	Goal	Weight
CTS PLACEMENT OUTCOMES (50%)			
Placement Rate	No. of graduates and former enrollees placed in a job, the military, an education/training program, or a job/college combination No. of graduates and former enrollees whose placement records are due or received	83%	20%
Placement Average Wage*	Sum of hourly wages of graduates and former enrollees placed in a job or the military No. of graduates and former enrollees placed in a job or the military	\$12.00	10%
Placement Quality Rating	Rating based on weighted performance on two indicators relative to goals: (1) job-training match rate, and (2) quality placement rate (percentage of all initially placed graduate and former enrollees in apprenticeship programs, full-time jobs, the military, full-time college, full-time college/job combination, or full-time post-secondary training)	100%	20%
Q2/Q4 PLACEMENT OUTCOMES (50%)			
Graduate and Former Enrollee Placement Rate in Quarter 2 After Exit Quarter	No. of graduates and former enrollees who report on the Quarter 2 survey <u>they are in a job, the military, or an education/training program</u> No. of graduates and former enrollees who complete the Quarter 2 survey	80%	20%
Graduate and Former Enrollee Placement Rate in Q4 After Exit Quarter	No. of graduates and former enrollees who report on the Quarter 4 survey <u>they are in a job, the military, or an education/training program</u> No. of graduates and former enrollees who complete the Quarter 4 survey	80%	20%
Graduate and Former Enrollee Average Earnings in Quarter 2 After Exit Quarter*	Sum of earnings of graduates and former enrollees who report <u>they are in a job or the military on the Quarter 2 survey</u> No. of graduates and former enrollees who complete the Quarter 2 survey and report they are in a job or the military	\$5,500	10%
*Model-Based Goal			100%

PY 2019 SUPPLEMENTAL CTS REPORT CARD			
Indicator	Definition	Goal	Weight
PLACEMENT QUALITY RATING			
Career Technical Training (CTT) Completer Job Training Match (JTM) Rate	No. of CTT program completers placed <u>in a training-related job or the military</u> No. CTT program completers placed in a job or the military	65%	35%
Full-Time Quality Placement Rate	No. of graduates and former enrollees placed in an apprenticeship program, a full-time job, the military, full-time college, full-time job/college combination or a <u>full-time post-secondary training program</u> No. of placed graduates and former enrollees	75%	65%
			100%

PY 2019 CTT REPORT CARD			
Measure	Definition	Goal	Weight
DIRECT CENTER SERVICES (20%)			
Career Technical Training (CTT) Program Completion Rate	<u>No. of students who complete a CTT program</u> No. of separated students assigned to a CTT program	80%	10%
CTT Industry-Recognized Credential (IRC) I Attainment Rate	No. of CTT students who attain an approved <u>Primary IRC or complete an NTC program</u> No. of separated students assigned to a CTT program	90%	7.5%
CTT Industry-Recognized Credential (IRC) II Attainment Rate	No. of CTT students who attain an approved <u>Secondary IRC or an approved second Primary IRC</u> No. of separated students assigned to a CTT program	90%	2.5%
CTS PLACEMENT OUTCOMES (40%)			
CTT Completer Placement Rate	No. of CTT completers placed in a job, the military, an education/training program, a job/college combination, or who transferred to an approved Advanced Training program at another <u>center</u> No. of CTT completers whose placement records are due or received or who transferred to an approved Advanced Training program at another center	92%	10%
CTT Completer Average Hourly Wage at Placement*	<u>Sum of hourly wages of CTT completers placed in a job or the military</u> No. of CTT completers placed in a job or the military	\$12.25	5%
CTT Completer Full-Time Quality Placement Rate	No. of CTT completers placed in an apprenticeship program, a full-time job, the military, full-time college, full-time job/college combination <u>or a full-time post-secondary training program</u> No. of initially placed CTT completers	75%	10%
CTT Completer Job Training Match (JTM) Placement Rate	<u>No. of CTT completers placed in a training-related job or the military</u> No. of CTT completers placed in a job or the military	65%	10%
CTT Completer Job Training Match (JTM) Average Hourly Wage*	Sum of hourly wages of CTT completers placed in a <u>training-related job or the military</u> No. of CTT completers placed in a training-related job or the military	\$12.85	5%
Q2/Q4 PLACEMENT OUTCOMES (40%)			
CTT Completer Placement Rate in Quarter 2 After Exit Quarter	No. of CTT completers who report on the Quarter 2 survey they are in <u>a job, the military, or an education/training program</u> No. of CTT completers who complete the Quarter 2 survey	83%	15%
CTT Completer Placement Rate in Q4 After Exit Quarter	No. of CTT completers who report on the Quarter 4 survey they are in <u>a job, the military, or an education/training program</u> No. of CTT completers who complete the Quarter 4 survey	83%	15%
CTT Completer Average Earnings in Quarter 2 After Exit Quarter*	Sum of earnings of CTT completers who report <u>they are in a job or the military on the Quarter 2 survey</u> No. of CTT completers who complete the Quarter 2 survey and report they are in a job or the military in the second quarter after exit quarter	\$5,700	10%
Model-based goal (center level)			100%