



**DIRECTIVES:           JOB CORPS PROGRAM CHANGE NOTICE NO. 23-04**

**TO:**                   ALL JOB CORPS NATIONAL OFFICE STAFF  
                          ALL JOB CORPS REGIONAL OFFICE STAFF  
                          ALL USDA FOREST SERVICE CENTER DIRECTORS  
                          ALL JOB CORPS CENTER DIRECTORS  
                          ALL JOB CORPS CENTER OPERATORS  
                          ALL JOB CORPS CENTER STAFF  
                          ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
                          ALL OUTREACH AND ADMISSIONS CONTRACTORS  
                          ALL CAREER TRANSITION SERVICES CONTRACTORS

**FROM:**               ERIN MCGEE  
                          Acting National Director  
                          Office of Job Corps

**SUBJECT:**           Revisions to PY 2023 Outcome Measurement System

1. Purpose. To transmit revisions, retroactive to July 1, 2023, to the PY 2023 Policy and Requirements Handbook (PRH) Appendix 501 Suite issued on July 11, 2023. These appendices contain the policies governing Job Corps' Outcome Measurement System (OMS) for Center operators, Outreach and Admissions (OA) contractors, Career Transition Services (CTS) contractors, Career Technical Training (CTT) programs, and Academic programs. The Office of Job Corps (OJC) is implementing changes for PY 2023 in two key areas: 1) remove the weight from the Graduate Placement Prior to Program Exit (GPPPE) measure in the CTS Report Card and redistribute it equally among the remaining weighted measures; and 2) pause the release of the Contract Report Card from the OMS that was detailed in PRH, Appendix 501f. The following Appendices are reissued to reflect these changes: Appendix 501-Introduction, Appendix 501c, Appendix 501f (deleted), and Appendix 501g (reabeled Appendix 501f).

2. Background.

For PY 2023, Job Corps and the DOL leadership made significant revisions to the performance system as part of the process to modernize and improve the OMS as required under the Job Corps 2.0 framework and strategic plan. These changes required extensive and complex programming and processing changes to the Job Corps Data Center's (JCDC) data entry and reporting systems. The time needed to program and conduct quality assurance reviews of these changes delayed the production of most Report Cards in the first six months of the program year, with some reports needing to be reissued to correct identified issues. Additionally, technical glitches impacted some

centers' and CTS providers' ability to enter certain placement information correctly and timely. The two specific areas most impacted are described below.

*CTS Report Card:*

For PY 2023 OJC introduced a new measure of Graduate Placement Prior to Program Exit (GPPPE) in the CTS Report Card, supporting Job Corps 2.0 Pillar 5, Ensure Successful Transition to the Workforce by encouraging full-time placements or part-time job-training matches (JTM) placements for graduates prior to separation.

To support this new framework, Job Corps adjusted policy regarding the placement-related dates as detailed in Appendix 501-Introduction, Section F3. However, this change took significant time to program and implement, followed by a technical glitch that did not allow many centers and CTS providers to enter data during the first seven months of the program year. The inability to enter data timely or correctly has led many CTS providers unable to receive credit for this measure and subsequent CTS Placement measures. While procedures are being implemented to allow for retroactive data entry of these placements (see Program Instruction Notice 23-12), Employment and Training Administration (ETA) leadership have decided to remove weight from the GPPPE measure for PY 2023 given the multitude of issues surrounding programming and entering the data. This also aligns with typical Job Corps processes where new measures are unweighted in the OMS for the first year to allow the field to adjust and the system to build up data for reporting.

The weight removed from the GPPPE measure is redistributed equally among the remaining seven weighted measures. These measures are all now weighted at 14.3% except the Graduate and Former Enrollee Median Earnings in Quarter 2 measure which is weighed at 14.2% so the sum of all weighted measures is equal to 100%.

*Contract Report Card:*

In the June 11, 2023 release of Appendix 501, OJC introduced a new Contract Report Card summarizing performance at the contract level. The intent of this Report Card is to provide a consolidated evaluation of performance across the services areas for which each contractor is responsible based upon the weighted performance of each of the other five Report Card. However, the Contract Report Card has not been released yet due to the data irregularities and reporting issues across the other Report Cards that must first be corrected. ETA leadership has therefore determined to pause the production and release of the Contract Report Card for PY 2023 to focus on ensuring the completeness and accuracy of the data and calculated results of the other five Report Cards.

3. Explanation of Change. OJC is making the following changes to the PY 2023 OMS, retroactive to July 1, 2023:

1. **Remove weight from the GPPPE measure in the CTS Report Card:** The

GPPPE measure is unweighted for PY 2023 (i.e., weight of 0%) with data reported for informational purposes.

2. **Adjust weights of the CTS Report Card measures to maintain equal weighting scheme:** To maintain the equal weighting scheme, each of the remaining seven weighted measures now has an increased weight of 14.3%, from 12.5%. The only exception is the Graduate and Former Enrollee Median Earnings in Quarter 2 measure which is weighed at 14.2% so the sum of all weighted measures is equal to 100%. Both #1 and #2 are retroactive to July 1, 2023.
3. **Pause the production of the Contract Report Card for PY 2023 and removed Appendix 501f Contract Report Card from the Appendix 501 Suite:** The Contract Report Card is paused and will not be calculated, produced, or released for PY 2023. Appendix 501f detailing the Contract Report Card has been removed from the Appendix 501 Suite.
4. **Relabeled Appendix 501g Performance Improvement Plan (PIP) to Appendix 501f:** With the removal of the Appendix 501f from the PY 2023 Appendix 501 Suite, the PIP Appendix is relabeled to 501f.

The specific changes are reflected in the Appendix 501 Suite as follows:

1. **Appendix 501-Introduction:**
  - Revised language and tables to remove weight on the GPPPE measure in the CTS Report Card and redistribute it equally among the remaining weighted measures.
  - Revised language and tables to remove all reference to the Contract Report Card.
  - Revised language to relabel the Appendix 501g to Appendix 501f.
2. **Appendix 501c:**
  - Revised language and tables to remove weight on the GPPPE measure and redistribute it equally among the remaining weighted measures.
3. **Appendix 501f:**
  - Deleted Appendix 501f Contract Report Card
4. **Appendix 501g:**
  - Relabeled Appendix 501g as Appendix 501f

The PY 2023 CTS report card, with the revised weights, is appended at the end of this PRH Change Notice. Changes to weights are represented in red font.

4. Action Required. Addressees are to ensure this PRH Change Notice is distributed to all appropriate staff.
5. Effective Date. Retroactive to July 1, 2023.
6. Inquiries. Direct inquiries to Shao Zhang of Office of Job Corps at zhang.shao@dol.gov.
7. PRH Website Access. This Change Notice and revisions to the PRH can be accessed within one business day at the PRH website address: <https://prh.jobcorps.gov>.

PY 2023 CAREER TRANSITION SERVICES (CTS) REPORT CARD			
Measure	Definition	Goal	Weight
<b>CTS PLACEMENT OUTCOMES (57.2%)</b>			
Graduate and Former Enrollee Placement Rate	Number of graduates and former enrollees placed in a job, the military, an education/training program, or <u>a job/college combination</u> Number of graduates and former enrollees whose placement records	83%	14.3%
Graduate and Former Enrollee Placement Average Wage*	Sum of hourly wages of graduates and former enrollees <u>placed in a job or the military</u> Number of graduates and former enrollees placed in a job or the military	\$17.50	14.3%
Career Technical Training (CTT) Completer Job Training Match (JTM) Rate	Number of CTT program completers placed <u>in a training-related job or the military</u> Number of CTT program completers placed in a job or the military	70%	14.3%
Graduate and Former Enrollee Full-Time Quality Placement Rate	Number 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> Number of placed graduates and former enrollees	85%	14.3%
Graduate Placement Prior to Program Exit Rate	Number of graduates placed in an apprenticeship, a full-time job, a full-time or part-time job-training match, the military, full-time college, full-time job/college combination, or a <u>full-time post-secondary training program prior to program exit</u> Number of graduates whose placement is approved in the reporting period PLUS number of graduates whose 90-day window for having an approved placement that occurred prior to program exit has closed	40%	0%
<b>Q2/Q4 PLACEMENT OUTCOMES (42.8%)</b>			
Graduate and Former Enrollee Placement Rate in Quarter 2 After Exit Quarter	Number of graduates and former enrollees who report on the Quarter 2 survey they are in a job, <u>the military, or an education/training program</u> Number of graduates and former enrollees who complete the Quarter 2 survey	80%	14.3%
Graduate and Former Enrollee Placement Rate in Q4 After Exit Quarter	Number of graduates and former enrollees who report on the Quarter 4 survey they are in a job, <u>the military, or an education/training program</u> Number of graduates and former enrollees who complete the Quarter 4 survey	80%	14.3%
Graduate and Former Enrollee Median Earnings in Quarter 2 After Exit Quarter*	Midpoint of all Quarter 2 earnings reported by graduates and former enrollees who complete the Quarter 2 survey and report they are in a job or the military	\$7,700	14.2%

**PY 2023 CAREER TRANSITION SERVICES (CTS) REPORT CARD**

<b>Measure</b>	<b>Definition</b>	<b>Goal</b>	<b>Weight</b>
Graduate and Former Enrollee Employer Retention Rate	Number of graduates and former enrollees who were employed by the same employer in <u>Quarter 2 and Quarter 4 after exit quarter</u> Number of graduates and former enrollees who complete the Quarter 4 survey and were employed in Quarter 2 after exit quarter	60%	0%
*Has Model-based Goal			100%