September 5, 2001

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 01-06

TO: ALL JOB CORPS NATIONAL OFFICE SENIOR 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 CDSS CONTRACTORS

FROM: RICHARD C. TRIGG
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              Office of Job Corps

SUBJECT: OASIS Deployment

1.   Purpose. To provide information to the Job Corps community on the new web-based
Outreach and Admissions Student Input System (OASIS) application, deployment information, and
sequence of events.

2.   Background. OASIS was first implemented in the summer of 1996. OASIS was designed
to track Job Corps applicants through the admissions process. The technology used in the
development, implementation, and maintenance of the current OASIS is obsolete, and the original
hardware is out-of-date. These factors, the new Outreach and Admissions (OA) policy, and our
desire to develop a more user-friendly system created a need to rewrite the OASIS program.

        The new OASIS application will share a common database with the CDSS Suite of
Applications to ensure a seamless flow of data that follows each student from the application process
through center enrollment and post-center services. A student's record can be created, beginning
with the first call to 1-800-733-JOBS; the CDSS Suite of Applications will continue to document
and track the student's progress throughout their association with Job Corps.

        The new OASIS is the first application in the CDSS Suite of Applications to be deployed.
 It is web-based and will replace the OASIS application currently in use. It provides the data
collection and applicant tracking tools for Job Corps OA contractors and is integrated with the
Center Information System (CIS).

The implementation of the new OASIS application creates several deployment challenges, including the replacement of old OASIS hardware and coordination between OA contractors using the new OASIS application and the centers where they recruit.

3.   OASIS Quality Control. Job Corps is taking steps to minimize the chances that the OASIS users in the Job Corps Community will find system glitches (bugs). The Job Corps Data Center (JCDC) is conducting a Quality Control program to find and correct the bugs before the application is implemented nationally.

4.   OASIS Beta Test. OASIS is being beta tested at six sites across the nation. The purpose of beta testing is to ensure that the application performs according to requirements. The application requirements were assembled last year by an OASIS Workgroup consisting of contractor, regional, national, and JCDC representatives.

5.   OASIS Training. Training for the new OASIS application will be accomplished primarily through Computer-Based Training (CBT). This training provides instruction in the use and operation of the OASIS software. An online help file is also available, which provides procedures on the full scope of application functionality. There are currently several CBTs available through the Job Corps Community web site that assist users in becoming familiar with the Windows 98/Internet environment. The Web-Based Learning Center includes courses in Windows 98, GroupWise Web-Access, using the Internet, and the interim CDSS Web Application.

6.   OASIS Hardware. The regional offices recently surveyed the OA contractors to determine the hardware needs for implementation of the new OASIS application. All OASIS hardware that is more than 3 years old will be replaced. Some OA contractors have recently received newer laptop computers capable of supporting Internet connectivity, but configured for the old OASIS program. These OA contractors will be contacted individually, and the equipment will be reconfigured for the new OASIS application. OASIS can be accessed by any computer with Internet connectivity as long as it meets the minimum configuration requirements listed below. Any questions relating to new OASIS hardware should be directed to oasishw@jcdc.jobcorps.org (OASIS Hardware Coordination email account).

Minimum Configuration	Recommended Configuration
Windows 95, 98, or 2000	Windows 95, 98, or 2000
Pentium 133	Pentium 350
32 MB RAM	128 MB RAM
100 MB free disk space	400 MB free disk space
Internet Explorer 5.0	Internet Explorer 5.0

7.   OASIS Deployment. Ideally, OASIS deployment will occur simultaneously with CIS deployment at the center(s) where each OA contractor recruits. However, there will be many instances where contractors are using the new OASIS application to provide applicants to centers that are still using SPAMIS. In order for a center to implement CIS, all OA contractors that recruit for that center must be using the new OASIS. OA contractors will not necessarily implement simultaneously with the centers that they support. In these cases, OA contractors will be required to create hard copy student folders and mail them to centers. Centers will then enter the enrollment data into SPAMIS to create the applicant enrollment. When the receiving centers implement CIS, the SPAMIS/OASIS data conversion routines will check and update existing OASIS pending arrivals. Admissions Counselors (ACs) may begin using OASIS as soon as their hardware is received and after they have completed the deployment readiness requirements, which are detailed below.

NOTE: An entire OA contract must switch over to the new OASIS application at the same time. An entire region need not implement at the same time to the new OASIS application, but delays could impact CIS deployment to centers within that region. Remember, CIS cannot be deployed at a center until the new OASIS has been deployed by all OA contractors for that center.

8.   OASIS Deployment Readiness. When an OA contractor implements the new OASIS, the JCDC will convert pending and historical data records to the new system. ACs frequently have 30 or more pending student applicants who are in various stages of the process. These records will be accessible by the same user that originally created them. The hardware survey provided by the regions included information needed for converting the ACs' database from the old OASIS to the new OASIS.

        In the new web environment, GroupWise Web Access will be used for e-mail communication. The JCDC will convert OA staff's existing GroupWise accounts for GroupWise Web Access, as well as, change login names to match those that are being created for OASIS.

9.   Sequence of Deployment. Hardware will be deployed by region, and OASIS will be implemented by region where feasible. Deployment sequence is determined by several factors, such as beta participation, readiness, and the order of receipt of survey responses. Regions with CIS beta test sites will receive OASIS hardware first, because they will also be the first to implement CIS. The following list represents the current deployment status of each region:

- Region (Dallas) - OASIS/CIS Beta Test Sites
- Region (San Francisco) - OASIS/CIS Beta Test Sites
- Region (Seattle) - Minimal contractors; therefore easily deployed
- Region (Boston) - Minimal contractors; therefore easily deployed
- Region (Denver/Kansas City) - No equipment requested
- Region (Chicago) - Has demonstrated readiness

- Region (Philadelphia) - Has demonstrated readiness

- Region (Atlanta) - Has demonstrated readiness

- Region (New York) - Several contract changes

10.   OASIS User Access. OASIS is a web-based application. Users will be required to use Internet Explorer, Version 5.0, to access the application. All users will need a user ID and password to access the application. Regional offices may access the application through their office LAN. The Data Center will create one user ID for each regional office Point of Contact (POC) and OA contract manager. Each POC will in turn create user IDs for each person at that office and assign access levels using the new OASIS.

11.   Steps to Determine OASIS Deployment Readiness.

- JCDC will verify hardware needs and ship directly to the designated AC.

- JCDC will provide a new user ID and password based on the hardware survey submitted by the region. Actual user names will be created instead of codes for user accounts (the user names will be linked to the OA contract).

- JCDC will convert pending and historical information for the OA Contractor.

- OA Contractors will notify JCDC of any ACs that have files, but whose names were not submitted and verified on the hardware survey.

- ACs will test and ensure that OASIS hardware has Internet connectivity.

- OA contractors will ensure that all staff are familiar with the use of the Internet Explorer 5.0 browser and will begin checking their email daily once hardware is in place.

- ACs will verify connectivity to the community web site.

- OA contractors will ensure that hardware used for new the OASIS (other than what was sent by the JCDC) meet the minimum configuration standards.

- When a "go live" date is determined, the JCDC will provide contractors with OASIS user IDs and temporary passwords.

The OA counselors designated by region and verified by the JCDC will receive equipment within the next month, according to the sequence of deployment. The OA contractor's designated POC will be contacted by the JCDC to verify receipt of hardware, that the JCDC has all information necessary to create the initial manager user IDs, and to transfer all pending records from active AC pending case loads. At this point, a cutover date will be agreed upon, and the JCDC will send out the manager user IDs and passwords.

12.   Action. Addressees will ensure that a copy of this Instruction is provided to the appropriate staff.

13.   Expiration Date. Until superseded.

14.   <u>Inquiries</u>. If you have questions and comments regarding OASIS deployment, please contact Linda Estep, National Office (estepl@jcdc.jobcorps.org), or send inquiries by email to deployment@jcdc.jobcorps.org. Also, please review the Job Corps Community CDSS Web site for additional and updated information at one of the following:

From outside Job Corps network: http://deployment.jobcorps.org
From inside Job Corps network: http://deployment.jcdcnet.org

Attachment

Attachment

OASIS Functions

Role - National Call Center

REA 800 Phone Staff Function
Adapt OASIS to work with OA DB
OASIS Status History Report
National Call Center Export File
Manage Temporary SSN
Import Applicant

Role - OA Contractor Function

Process Quality Control
Maintain OA Counselors
Reassign OA Counselor
Reassign Center
Assign Prospect to AC
View Applicant Data

Role - Regional OA Function

Process Waiver
Process Regional Review
Reassign OA Contractor
Create Regional User

Role - OA Counselor

Manage Active Applications
Manage Rejected Applications
Manage Inactive Applications
Process History Check
Record Primary Applicant Data
Record Contact Prospect Information
Retrieve Inactive Applicant Data
Check Eligibility
Record Additional Applicant Data
Manage Background Check
Process ACAT
Record Folder Inventory
Request Quality Control
Assign to Center
Record Health Questionnaire
Request Waiver
Request Regional Review
Document Admission Denial
Maintain Referral Agency
Manage Temporary SSN