

December 11, 2001

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 01-12
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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 CTS CONTRACTORS

FROM: **RICHARD C. TRIGG**
National Director
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SUBJECT: **Job Corps OASIS Deployment Schedule**

1. Purpose. To announce the nationwide implementation dates for the new Web-based Outreach and Admissions Student Input System (OASIS) and to address deployment procedures and issues. The new OASIS application replaces the version of OASIS that is currently in use.
2. Background. The deployment of the new OASIS application represents a major milestone in our initiative to modernize and automate data collection and processing in Job Corps. OASIS provides the data collection and applicant tracking tool for Job Corps Outreach and Admissions (OA) contractors. Transition to the new system should represent no significant changes for most OA staff. It is very closely linked to the Center Information System (CIS) in terms of data flow and storage. The implementation of the new OASIS application includes replacement of OASIS hardware and the simultaneous nationwide deployment of CIS.

The new OASIS will reflect significant performance increases in an up-to-date Web-based environment. There are very few hardware requirements for the new OASIS, because the new application runs through your Internet browser. There is nothing to download or install to use the new OASIS. New features include enhanced functionality, a streamlined approach for processing prospects, management by contractors of their own user IDs, and a Case Notes module.

3. OASIS Regional Deployment Schedule. The new OASIS startup in the Dallas region began on **December 3, 2001**. Other regions will be brought on-line according to the following schedule:

Region	Deployment Ready Date	Startup Date
Dallas	November 26	December 3
San Francisco	December 3	December 10
Seattle	January 7	January 14
Boston	January 7	January 14
Denver	January 7	January 14
Kansas City	January 14	January 21
Chicago	January 14	January 21
Philadelphia	January 14	January 21
New York	January 21	January 28
Atlanta	January 21	January 28

4. Action. Refer to the attached OASIS Application Overview and Deployment Schedule for information on the role changes for the National Call Center, OA Counselor, Manager, and Regional Staff, as well as information on the forms and reports available in OASIS. The attached Deployment Schedule also addresses data conversion, operating requirements, the deployment action list, and the regional deployment schedule.

5. OASIS Deployment Action List. The following actions should be completed in preparation for deployment. Refer to the OASIS Regional Deployment Schedule above for your region.

By COB on Deployment Ready Date

OA Contractors

- OA contractors must verify that all pending applicant records have been uploaded from local OA databases to the JCDC.
- OA contractors must verify receipt of expected equipment.

Regional Offices

- Regional offices need to provide a Point of Contact for the region so that the JCDC can set up a user ID. This person will be responsible for setting up other regional staff user IDs.

Week Prior to Startup Date

- The JCDC will provide user IDs and temporary passwords to OA Managers. These must be distributed to staff prior to the Startup date.
- OA contractors should coordinate with centers still on SPAMIS to ensure that alternate procedures are in place for notification of assignments.
- OA contractors should coordinate with centers to ensure that alternate procedures are in place to relay applicant travel preferences since this function is not currently in the new OASIS.

Startup Date

- Verify capability to log on to the new application.
- Check data load for appropriate records and users for all active counselors. Update if necessary.
- Transfer any unlinked files from Primary Counselor to appropriate OA Counselor.

6. Inquiries. If you have questions or comments regarding the OASIS Deployment Schedule, please contact Linda Estep (512) 393-7212 or email: at estep@jcdc.jobcorps.org.

Operation questions and error reporting should be addressed to the JCDC Technical Assistance Center (TAC) at 1-800-598-5008, option 2, or by email, at helpdesk@jcdc.jobcorps.org.

Please send other inquiries concerning this Program Instruction, or other OASIS issues by email to Steve Ferrell, at deployment@jcdc.jobcorps.org. Also review the Job Corps Community CDSS Web site for additional and updated information as follows:

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

Attachment

OASIS Application Overview and Deployment Schedule