

January 10, 2002

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 01-14
-------------------	--

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
Office of Job Corps

SUBJECT: CIS Implementation Schedule

1. Purpose. To remind the Job Corps community of deadlines and procedures for implementing the Center Information System (CIS).

2. Background. CIS is replacing SPAMIS to manage student and center operations data during the on-center stages of the CDSS life cycle. The implementation of CIS represents a major milestone toward the initiative to modernize and automate data management in Job Corps.

CIS is a networked application, accessible by many departments and staff. Users will manage both center (e.g., staff authorizations and class schedules) and student (e.g., conduct and finances) data using the application. CIS will be integrated with both OASIS and CTS, facilitating the forward flow of data between the applications as students progress through the CDSS life cycle.

3. Action. Refer to the attached document, CIS Implementation Schedule, for details regarding CIS minimum hardware requirements and installation prerequisites, SPAMIS-to-CIS data conversion, entering center setup data, and training.

4. CIS Implementation Action List.

- Centers that have not yet reported the results of the Connectivity/Configuration Compliance Testing to the JCDC need to do so as soon as possible. Inquire and/or report to deployment@jcdc.jobcorps.org.
- Contact JCDC at deployment@jcdc.jobcorps.org to provide:
 - a. the preferred method to download CIS;

- b. the request for a SuperUser access ID;
- c. the preferred transition date.
- Centers that chose to download CIS through their center LANs will receive and install the application when logging on to Novell.
- POCs need to verify the ability to log on to the new application.
- POCs and other staff expected to enter setup data into CIS should have participated in the POC/System Setup Training.

5. Inquiries. If you have questions or comments regarding CIS implementation, please contact Linda Estep, National Office (estep1@jcdc.jobcorps.org).

Operational questions and error reporting should be addressed to the JCDC Technical Assistance Center (TAC) at 1-800-598-5008, option 2, or by e-mail at jcdchelpdesk@jcdc.jobscorps.org.

Please send inquiries concerning this notice to Steve Ferrell at deployment@jcdc.jobcorps.org. Also, see the Job Corps Deployment Web Site for additional information and updates:

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