

February 13, 2002

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 01-18
------------	---

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

FROM: RICHARD C. TRIGG
National Director
Office of Job Corps

SUBJECT: Disability Data Collection Form

1. Purpose. To establish a disability data collection system for Job Corps.
2. Background. In 1999 the national office announced the Job Corps Disability Initiative and the development of the disability action plan for Job Corps (Program Instruction 98-20). A task in the action plan was to develop a disability reporting and information system. In addition, federal regulations require Job Corps to collect data on disability and the number of formal requests for disability-related program information has increased dramatically over the past year. For these reasons, the national office will collect and analyze disability-related data from centers on a biannual basis.

This information will be used to respond to requests for disability information, determine topics for disability-related training, develop content for the Job Corps disability Website, www.jobcorpshealth.com/disability, and create guidance for the field.

Center staff will be asked to submit general information about reasonable accommodation (e.g., number and type of requests) and disability (e.g., number of students with disabilities, types of disabilities). Forms will be due January 15 (for the period July 1 through December 31) and July 15 (for the period January 1 through June 30) of each year, beginning January 15, 2002. The attached data collection form includes instructions for completing and submitting information. National and regional summaries of this information will be available on the disability Website.

3. Action. Review the attached disability data collection form and develop a system for completing and submitting this information biannually.

4. Expiration Date. Until superseded.

5. Inquiries. Direct any inquiries to Barbara Grove, RN, at (202) 693-3116 or email to BGrove@doleta.gov.

Attachment

Disability Data Collection Form