

US DEPARTMENT OF LABOR

Employment and Training Administration
Office of Job Corps



CTS Deployment

Background

The purpose of this document is to announce the nationwide implementation dates for the new Web-based Career Transition System (CTS), and to address deployment procedures and issues. The new CTS application replaces the Placement Agency Information System (PAIS) and the interim CDSS Web application that is currently in use. The deployment of the new CTS application represents a major milestone towards the initiative to modernize and automate data collection and processing in Job Corps. CTS provides the data collection and placement tracking tool for Job Corps Career Transition (CT) contractors.

There are several important reasons to create and deploy a new CTS application. The old PAIS has limited access. The application was developed in a language that is no longer supported, and it operates in an environment (Windows 3.1) that is obsolete. The hardware that was distributed with the old PAIS is technologically out of date, as well as being out of its 3-year warranty period. The new CTS is an up-to-date Web-based environment. The hardware needs to run Internet Explorer 5.0, but does not need anything else specific as with the old PAIS.

All applications (OASIS, CIS, and CTS) use a common database, which insures a flow of data that parallels the student life cycle. CTS combines the accessibility of the interim CDSS application with the placement data collection functions of PAIS.

Operating Requirements

CTS Hardware

New hardware is in the process of being delivered based upon the results of the CTS User/Hardware Regional Request Form survey that was distributed in September. Hardware will be distributed before your go-live date.

CTS can be accessed by any computer with Internet connectivity as long as it meets the following requirements:

- Windows 95, 98, or 2000 (other operating systems have not been tested with CTS)
- Pentium processor or faster
- 32 MB RAM or more
- At least 32 MB free disk space
- Internet Explorer 5.0 or higher

Internet Services

Sufficient security precautions have been incorporated into CTS so that it can be accessed through ANY Internet connection. Users are not required to use the JCDC as

their Internet service provider. The preferred method of connectivity in order of performance is as follows:

1. Job Corps Center network or ETA Wide-Area Network (WAN)
2. High-speed Internet line (DSL/cable modem) or through a state or company WAN. It is highly recommended that CT offices investigate purchasing DSL or cable access if they have several staff using a dial-up service.
3. Dial-up modem with JCDC Internet Service Provider (ISP)
4. Dial-up modem with private ISP

CTS Internet addresses (URLs) will be distributed along with your user ID and password.

Initial CTS User Access

All users must have a user ID and password to access CTS. The JCDC will initially issue user IDs for CT managers, CT specialists, and support staff based on information gathered from the CTS User/Hardware Regional Request Form survey and from lists of current Interim CDSS users. CT managers will then be able to set up additional CT managers, coordinators, and CT specialist staff by selecting Administration on the CTS menu and opening Manage CTS Staff.

A list of names and user IDs will be distributed to contractors during the week prior to their scheduled transition date.

How to Create New User IDs

The Data Center will create user accounts for CT Providers from the results of the CTS User/Hardware Regional Request Form survey. It is not necessary for CT Providers to submit a User ID Request Form for initial deployment. All support staff (WICS, JACS, NTC, and Center) and regional staff should submit a CTS User ID Request Form to be granted CTS access. The CTS User ID Request Form can be found on the Job Corps Deployment site. Complete, sign, and fax the request forms to "Security" at 512-393-7296.

User IDs must contain between six and eight characters. Passwords must contain between eight and thirteen characters, two of which must be numbers. Both user IDs and passwords are case sensitive; therefore, it is recommended that you use all lower-case letters for simplicity. Follow these guidelines for creating a user ID:

1. First six letters of last name, followed by first initial; then try:
2. First six letters of last name, followed by first and middle initial; then try:
3. First six letters of last name, followed by first two letters of first name; then try:
4. First five letters of last name, followed by first initial.

If the name is shorter than six characters, just use the whole last name and add enough characters from the first name to equal at least six characters. For example, Randall West could use “westra.”

If the user ID is already in use, then keep adding letters of the first name until it is unique (for example, “westran”).

Data Conversion of Case Loads

Case loads for primary CT specialists will be copied from case loads in the Interim CDSS application. Upon deployment of CTS, CT specialists should be able to view all the students that they were able to access in Interim CDSS. Students who are not assigned to a specialist will be assigned to the CT manager, or they will be available as “unassigned to a case load” based on the contract they were assigned to at separation.

In addition to case load information, CTS will also have previous placement, separation, check address, and case notes information accessible for each student, as long as the information was available at the time of conversion.

Deployment Schedule

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| January 6 | Begin Beta Testing |
| January 17 | Complete Beta Testing |
| January 17 | Last day for CT contractors and support staff in Philadelphia and San Francisco regions to use Interim CDSS or PAIS applications |
| January 27 | Transition for Philadelphia, San Francisco Regions |
| February 7 | Last day for CT contractors and support staff in remaining regions to use Interim CDSS or PAIS applications |
| February 17 | Transition for Boston, Chicago, Seattle, Dallas, Kansas City, Denver Regions, New York, and Atlanta Regions |

Transition Notes

- It is essential that the JCDC receive the CTS User/Hardware Regional Request Form survey so that computers can be ordered and shipped. The surveys were due on November 22. The form should be returned even if you are not ordering new equipment. New equipment should arrive either before or during the week prior to the transition date.
- Please note that it will be necessary for users to go one week prior to their go-live date without any automated system for entering placements. Due to the date restrictions associated with placement policy, contractors are strongly urged to

develop an alternate plan to cover system down time. This is especially important to contractors in Philadelphia and San Francisco, as their transition date falls close to the end of the month.

- Between January 27 and February 17, contractors should not transfer students, either in PAIS or CTS, to a contractor that is not using the same application. **CTS users can transfer to CTS users, and PAIS users can transfer to PAIS users.**

Feedback & Support

Questions and concerns regarding this notice should be addressed to the JCDC Technical Assistance Center (TAC) by calling 1-800-598-5008, option 2, or by emailing helpdesk@jcdc.jobcorps.org. Email is the preferred method of communication. Please include “CTS Deployment” in the subject line for a quicker response time.