

January 7, 2003

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 02-11
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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
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 Office of Job Corps

SUBJECT: Job Corps Career Transition System (CTS) Deployment and Training Schedule

1. Purpose. To advise the Job Corps community of the planned deployment of the Career Transition System (CTS) application and of the staff training dates.

2. Background. Since 1994, Job Corps Career Transition (CT) providers have used the Placement Agency Information System (PAIS) as a tool for recording and tracking student placement information. A second application, the Interim Career Development Service System (CDSS), was developed three years ago as an interim application tool. The Interim CDSS was used to record case notes and assist in tracking students for up to one year after they were placed in a school, job, or military service.

In response to changes in Job Corps policy and advancing technology, Job Corps has developed a new application called the Career Transition System (CTS). This application will replace both PAIS and Interim CDSS. In addition to combining the functionality of PAIS and Interim CDSS, CTS facilitates the team approach to providing transition services to Job Corps graduates and former enrollees by including access to the CT portion of the Student's Personal Career Development Plan (ePCDP) application.

3. Requirements. Both the hardware and software required to run PAIS are no longer supported and/or is obsolete. CTS is a Web-based environment. The only specific hardware requirement is that it be able to run Internet Explorer 5.0 or greater from any Internet connection. If not connected to the Job Corps network, a high speed DSL or cable connection is recommended. A low speed dial-up connection will run CTS, but performance may be slower depending on your connection speed.

You may connect to the Job Corps Network in a number of ways:

- Job Corps center network - high speed
- DOL ETA network or contractor corporate networks - high speed
- High Speed DSL or cable connection - high speed
- JCDC 800 number dial-up connection - low speed
- Other commercial dial-up connection - low speed

Greater detail on the hardware and deployment process is available in Attachment A, CTS Deployment Notice.

A hardware survey was conducted in September (JCDC Notice #02-068), which provided hardware needs information for those CT specialists who do not have either a new OASIS or an Interim CDSS desktop/laptop. The new hardware will be provided to CT specialists who do not have an OASIS or Interim CDSS computer and do not have access to a CIS computer. For more information on the scope of the CTS application, please refer to JCDC Notice #02-068 attachment entitled “CTS Deployment Survey.”

4. Access to CTS. 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 CT 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.”

Important: The CTS User/Hardware Regional Request Form survey must be completed and returned before CTS access can be set up for each CT provider.

All support staff (WICS, JACS, NTCs, and centers) and regional staff should submit a completed CTS User ID Request Form (Attachment D). Complete, sign, and fax the request form to “Security” at 512-393-7296.

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

5. Deployment Schedule. The table below represents the current plan for deploying the CTS application.

Date	Activity
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 and San Francisco regions
February 1	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, New York, and Atlanta regions

Refer to Attachment A for details on transitioning to CTS.

6. CTS Training Dates. To prepare staff for the new application, videoconference training is scheduled for the dates as shown in the table below. The training will take approximately six hours and will consist of a three-hour morning session and a three-hour afternoon session. CT specialists will need to travel to a center to view the videoconference training. See Attachment C for the training schedule. The training calendar will be posted on the Deployment Web site. Check the site for updates.

CTS Training Schedule	
January 9, 14, and 16 Make-up date January 22	February 4, 5,6, 11, 12, 13,18, 19, and 20 Makeup date February 25
Note: As the first two regions to go live, San Francisco and Philadelphia should plan to attend a January or early February training date.	

Any CT provider that cannot participate in the scheduled videoconference training should visit the Job Corps Deployment site to study the Printable Help, online Help Files, information on task movies, Frequently Asked Questions pages, and other resources to facilitate your familiarization with CTS.

7. CTS Training Topics. Attachment B, Agenda for CTS Training, and the training schedule will also be posted before training begins to the Deployment site as listed below. Refer to the table below for a brief list of the training topics.

From outside Job Corps network: <http://deployment.jobcorps.org:7108/>

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

Training Topic	Planned Tasks
Manage Students	Placement, ePCDP, case notes, student profiles, SSNs, release checks, survey data
Manage Case Loads	Invitations, transfer requests, case load summaries
Reports	Pending placement, approved placement, status check listing, placement statistical
Forms	678 and 678 bulk
Address Books	Centers, placers, support agencies, support staff, students, employers
Administration	CTS staff, notifications, locate students

8. Training Date Requests. If your site has a preferred date to receive CTS training, please email deployment@jcdc.jobcorps.org with a first and second choice of dates. Include contact information (contact person's name, phone number, and email address). The JCDC will make every effort to accommodate your request.

9. Inquiries. If you have questions and comments contact Linda Estep at 512-393-7212, or email to estep1@jcdc.jobcorps.org. Please send inquiries by e-mail to deployment@jcdc.jobcorps.org and see the Job Corps Deployment Site for additional information and updates.

From outside Job Corps network: <http://deployment.jobcorps.org:7108/>

From inside Job Corps network: <http://deployment.jcdnet.org/>

Attachments:

- A - CTS Deployment
- B - Agenda for CTS Training
- C - CTS Deployment and Training Schedule
- D - CTS UserID Request Form (CTS Support Staff UserID)