

July 19, 2004

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 04-02

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: GRACE A. KILBANE
 National Director
 Office of Job Corps

Subject: Computer Information System (CIS) Disability Data Collection
 Screen

1. Purpose. To provide information about Job Corps' new CIS disability data collection module.

2. Background. Program Instruction No. 98-20, dated March 4, 1999, announced Job Corps' Disability Initiative. As part of this initiative, a disability reporting and information system was to be developed. In addition, federal regulations require Job Corps to collect data on the number of formal requests for disability and other disability-related program information. In 2002, the National Office began collecting and analyzing disability-related data from centers on a bi-annual basis. This data is used to:
 - a. respond to requests for disability information;
 - b. determine topics for disability-related training;
 - c. develop content for the Job Corps Disability Web site, www.jobcorpsdisability.com; and,
 - d. establish guidance for the field.

To ease the reporting burden on center staff and to allow the program to collect more detailed data about students with disabilities, including outcomes and placement information, the Job Corps Data Center (JCDC) has developed and incorporated a

disability data collection module within CIS. The module collects data similar to the data collected by the current disability data collection system, (type of disability and accommodation information..)

3. Action. Center staff should:

- Submit the report for the period beginning January 1, 2004 through June 30, 2004, using the current online disability data collection system by July 15, 2004.
- Review the July 12, 2004 CIS release that will provide technical instructions for entering disability data using CIS.
- Review the “CIS Disability Data Collection, Ensuring Accurate Data” (attached) for assistance with entering appropriate and accurate data.
- Begin using the CIS disability data collection module for all students separated on or after July 1, 2004.
- Develop a log or other tracking system to ensure accurate data collection. (A sample log and other information related to the new disability collection module will be posted on the Job Corps Disability Web site, www.jobcorpsdisability.com.)

4. Expiration Date. Until superseded.

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

Attachment