

August 18, 2014

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 14-05
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS

FROM: LENITA JACOBS-SIMMONS
Acting National Director
Office of Job Corps

SUBJECT: OMS Factor Verification Survey for Program Year 2014 Model-Based Goals

1. Purpose. To request information from all centers to enable the National Office of Job Corps to establish equitable, model-based academic goals for each center as part of the Outcome Measurement System (OMS) for Program Year (PY) 2014.
2. Background. Each year, the National Office of Job Corps requests centers to complete a survey, administered by Battelle, providing information on factors that affect their ability to help students achieve key academic outcomes.

The OMS Factor Verification Survey (FVS) asks various questions related to the achievement of academic credentials on each center. In previous years, the FVS included questions about how GED testing was accomplished for centers' students. However, the major changes in High School Equivalency (HSE) testing that began in January 2014, including significant revisions to the GED® test and the availability of two new HSE tests that states could choose to adopt – the Test Assessing Secondary Completion (TASC™) and High School Equivalency Test (HiSET™) – have necessitated some significant revisions to the FVS for PY 2014. These revisions ensure that relevant information on barriers resulting from the changed test environment will be captured from each center. In brief, the current version of the FVS asks a range of questions about: 1) each of the three HSE testing options states could choose to adopt as part of the HSE transition; 2) High School Diploma (HSD) programs centers have utilized in calendar year (CY) 2013 and CY 2014; 3) details about 2002 Series GED® testing conducted in CY 2013; and (4) the policies, rules, and conditions under which HSE testing takes place in each locality.

The information obtained from the FVS will be used to establish model-based goals for each center's HSD/HSE attainment rate and the combination career technical training (CTT) and HSD/HSE attainment rate. Because this information will be used to determine your PY 2014 model-based goals, it is important that the information you provide is both accurate and received promptly (see Action below for the deadline).

3. Online Survey.

- a. Battelle will administer the 2014 OMS FVS using an online survey instrument. Although different individuals may contribute to collecting the requested survey information, only one set of survey responses is required (and will be accepted by the system) for each center.
- b. The primary survey respondent selected should have a comprehensive understanding of the center's academic programs and the factors that impact HSE testing and HSD opportunities for your center's students. This person could be the Center Director or someone else designated by the Center Director to complete the survey on the center's behalf (e.g., Academic Manager, Career Development Manager, Career Technical Training Manager).
- c. The online survey will be available soon after the issuance of this Program Instruction. To complete the online survey, go to the Job Corps Citrix Portal (<http://access.jobcorps.org> (inside network) or <https://access.jobcorps.org> (outside network)) using your Internet browser. For validation purposes, we recommend that you use the Microsoft Internet Explorer browser, and enter your Citrix login information (not the center login information indicated in the attached list). Once you have logged into Citrix, click on the "2014 OMS Factor Verification Survey" icon in the Applications window on the Citrix Job Corps Portal, and proceed until prompted to enter center-specific login information to access the survey.
- d. A list of center-specific login information (sorted by center) is attached to this Program Instruction (Attachment A). Review the attached list to find your center's name and then identify the username (i.e., a six-digit ID code) assigned to your center for the survey. When prompted to enter your center's login information, enter the six-digit code assigned to your center in the username field, and enter jcis55 in the password field. Once you have successfully entered the survey, please confirm that your center's name appears on the screen and proceed with the survey. Detailed step-by-step instructions for accessing and completing the survey online are attached to this Program Instruction (Attachment B).
- e. A copy of the survey is also attached (Attachment C) to assist you in collecting the requested survey data and preparing to complete the online survey.

4. Action. Each Center Director or his or her designee is to complete and submit the online survey no later than **August 27, 2014**.

Center Directors are asked to distribute this Program Instruction to all appropriate staff (i.e., all individuals who will be involved in preparing and providing your center's set of survey responses).

5. Expiration Date. Until superseded.

6. Inquiries. Inquiries regarding the survey should be directed to Andrew Davis of Battelle at (919) 544-3717, Ext. 115 (e-mail at davisah@battelle.org), or Shao Zhang of the National Office of Job Corps at (202) 693-3917 (e-mail at zhang.shao@dol.gov) before the August 27, 2014 deadline.

Attachments

A – Center-specific Login Information for the Online Survey

B – Instructions for Completing the 2014 OMS Factor Verification Survey Online

C – 2014 OMS Factor Verification Survey