



## **APM Reports**

The APM reports include existing OMS academic and initial placement metrics divided by programs and organized by program type, e.g., HSE tests, online HSD, center-run HSD, HSD/HSE at entry. Like the CTT-10 reports, the metrics stay with the center at which the academic achievements were earned in the case of a student transfer. Like OMS reports, students' results only impact the APM reports at separation. All separated students reported in on-center OMS results will be reported on APM reports, including students who entered Job Corps with an HSD or HSE. The reports will use the same pool/credit definitions of OMS reports ensuring that only metrics that apply to a student are counted. At a given center:

1. each HSD and HSE program with completions during the program year will be monitored on the report,
2. the academic and placement results for students who entered Job Corps with an HSD/HSE will be monitored, and
3. the total academic and placement results for all separated students will be monitored.

The monthly APM reports will be posted on the 13<sup>th</sup> of the month to the Job Corps Resource Library beginning in February 2022. Student-level data will be reported on the APM-20 report and will cover two months. Aggregate data will be reported on the APM-10 report and reported as cumulative results for the program year. The report categories will be a subset of data currently collected via Center and Supplemental Center OMS report cards. The addition of two metrics in literacy and numeracy will carry no weight for the initial informational year.

Like the existing CTT reports, program results will be tied to initial placement outcomes to ensure programs are effective in meeting students' goals, both occupational and educational.

### **APM Report Metrics:**

The following metrics share calculations and goals with the indicator of the same name in Appendix 501a of the Policy and Requirements Handbook (PRH).

- Average Literacy Gains
- Average Numeracy Gains
- HSD/HSE Attainment Rate
- Placement Rate
- Graduate and Former Enrollee Average Hourly Wage at Placement
- Full-time Quality Placement Rate

The two additional informational-year indicators will be calculated as follows. As they initially have no weight, they will also initially have no goal.

<b>Indicator</b>	<b>Definition</b>
Average High Literacy Educational Functioning Level	<u>Sum of High Reading EFLs</u> No. of students who score EFL 4 or below on the initial TABE reading test and students who do not take a valid initial reading test during the first 21 calendar days on center
Average High Numeracy	<u>Sum of High Math EFLs</u> No. of students who score EFL 5 or below on the initial TABE math

Educational Functioning Level	test and students who do not take a valid initial math test during the first 21 calendar days on center
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The overall rating of the report will be normed throughout Program Year 2022 to establish appropriate percentages for initial letter grade ranges. These grade ranges will be adjusted annually after that. Beginning in Program Year 2022, each program on a center and center-wide academic programming, will receive a letter grade. Ratings will range from “A” through “D.”

**A-CIP Process:**

The A-CIP process is designed to improve the performance outcomes of center academic programs showing ineffective results and implementation.

If an academic program earns an annual APM report grade of “C,” the regional office will determine if the program requires an A-CIP. If an academic program earns an annual APM report grade of “D,” placement on an A-CIP is mandatory.

**Operators/center directors will be notified when centers’ academic programs enter a probationary year and require an A-CIP.** The center and contracting office’s representative (COR) will collaborate to develop and implement the A-CIP process.

**Regional offices will submit a composite list of those programs designated to serve probation. A copy of the A-CIP for each targeted center will be submitted to the Office of Job Corps.** A-CIPs will be updated quarterly and be reviewed by regional and national offices. At the end of the four quarters, the regional office will make one of the following recommendations to the Office of Job Corps:

- i. Remove the program from the A-CIP process because measurable improvement has been shown, or
- ii. Move the program to the second year of program improvement planning, or
- iii. Remove the program as an HSD/HSE option at the center.

The National Director will make all final decisions regarding the disposition of programs, and formal notification will be transmitted to appropriate officials.

3. Action. In March 2022, the APM reports will be available for review. Once the reports are normed and preliminary grades are established, additional guidance and actions will be provided.
4. Effective Date. Immediately until rescinded or superseded. The Office of the Senior Procurement Executive will issue a Change Order simultaneously with this Job Corps PIN to contractually implement the PIN.
5. Inquiries. Questions about this Instruction Notice should be addressed to Marcus Gray at [Gray.Marcus@dol.gov](mailto:Gray.Marcus@dol.gov) or Andrea Sparks-Brown at [SparksBrown.Andrea@dol.gov](mailto:SparksBrown.Andrea@dol.gov).