

October 22, 2021

DIRECTIVE: JOB CORPS DATA CENTER NOTICE NO. 21-064
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FROM: Job Corps Data Center

SUBJECT: CIS - Vaccination Status

On October 8, 2021, a new release of CIS-3G was made available to all CIS users to support recordkeeping related to students' vaccination status and documentation requirements established by PIN 21-01. The CIS-3G release created a Vaccination Status screen allowing center staff to document and track students' COVID vaccination status.

As of October 20 (the due date established in PIN 21-01), a number of centers did not have data entered into the CIS Vaccination Status menu item.

Center POCs: Please re-review the attached release notice and ensure that your centers' Health & Wellness staff have the following authorizations in their profile:

1. **WelACC – COVID Vaccination Status**
2. **WelAcc-Rpt – COVID Vaccination Report.**

We ask that Health & Wellness staff make every effort to complete student vaccination status data entry as quickly as possible once they have the necessary access.

Questions concerning this notice should be addressed to the JCDC TAC at helpdesk@jobcorps.org. Please include "CIS" in the subject of your message. Also, please include your user login name and any other pertinent information in the body of the email.

Thank You,

JCDC