

December 30, 2009

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 09-48
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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
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: LYNN A. INTREPIDI
Interim National Director
Office of Job Corps

SUBJECT: User's Guide: Disability Data Collection and Reasonable
Accommodation Plans

1. Purpose. To provide information about a new tool, the User's Guide: Disability Data Collection and Reasonable Accommodation Plans, developed to provide assistance to disability coordinators on how to enter disability data and accommodation plans into the Job Corps Center Information System (CIS).

2. Background.

a. PRH Requirement and Supporting User's Guide

Entering disability data into CIS is required by the Job Corps Policy and Requirements Handbook (PRH), Chapter 6, Section 6.11, R7.c. The attached user's guide, which is designed to assist centers in meeting this requirement, includes the following:

- (1) General CIS information (e.g., how to perform a student look up and access the Wellness & Accommodation module)
- (2) Technical instructions for (a) entering disability data and individual student accommodation plans, and (b) generating common reports
- (3) Resource and training information

b. Need for Revised User's Guide

In 2002, the National Office of Job Corps began collecting and analyzing disability-related data from centers on a biannual basis using an online data collection system. This information is used to:

- (1) meet legal requirements for reporting data on the number of students with disabilities served by the program;
- (2) respond to requests for disability information;
- (3) determine topics for disability-related training; and
- (4) develop content for the Job Corps Disability Web site.

In 2004, a disability data collection module was created within CIS. A user's guide was then developed to help staff meet data entry requirements. In October 2009, the disability data collection and disability accommodation screens in CIS were revised. These revisions require an update to the original user's guide.

3. Resources. Training sessions on the CIS disability and accommodation screens will be offered on a regular basis. All disability coordinators should participate in this training. Training dates and times are announced on the Job Corps Community Web site Event Scheduler.

4. Action. Addressees are to ensure that all center disability coordinators receive the user's guide. The guide will also be available for download on the Disability section of the Job Corps Community Web site, which is accessed through Citrix.

5. Expiration Date. Until superseded.

6. Inquiries. Inquiries should be directed to Carol Abnathy at (202) 693-3283 or abnathy.carol@dol.gov, or Johnetta Davis at (202) 693-8010 or davis.johnetta@dol.gov.

Attachment

User's Guide: Disability Data Collection and Reasonable Accommodation Plans