

July 16, 2008

<b>DIRECTIVE:</b>	<b>JOB CORPS INFORMATION NOTICE NO. 08-02</b>
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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:** ESTHER R. JOHNSON, Ed.D.  
National Director  
Office of Job Corps

**SUBJECT:** Mental Health Chronic Care Management Plans

1. Purpose. To provide Job Corps staff with tools to monitor and provide case management for students with chronic mental health disorders.

2. Background. Chronic mental health disorders have a major impact on the employability of Job Corps students. Mental Health Chronic Care Management Plans (MHCCMPs) are tools that have been developed to provide a systematic approach for the treatment of chronic mental health disorders. Attachment A, MHCCMP Adherence Techniques and Common Functional Limitations, outlines common approaches to enhance adherence to all chronic mental health disorder treatment plans and common functional limitations. Attachments B through K contain MHCCMPs that have been developed for the chronic mental health disorders most commonly found in the Job Corps student population: Attention Deficit/Hyperactivity Disorder (ADHD), Bipolar Mood Disorder, Borderline Personality Disorder, Depressive Disorders, Obsessive Compulsive Disorder, Post-Traumatic Stress Disorder, and Schizophrenia, as well as a few additional disorders including Asperger's Syndrome, Tourette's Disorder, and Gender Identity Disorder (Transgender).

Each MHCCMP is composed of a disorder overview for health staff; a disorder-specific questionnaire for use during Outreach and Admissions; a summary of specific interventions appropriate for the Career Preparation Period, Career Development Period, and Career Transition Period; suggested training and accommodations for each disorder; and a flow sheet for recording periodic monitoring visits for Schizophrenia and Bipolar Mood Disorder.

MHCCMPs and MHCCMP Adherence Techniques will be incorporated into the next release of TAG M: Health Care Guidelines.

3. Action. Job Corps staff should take the following steps to implement the MHCCMPs on center:
- a. Outreach and Admissions counselors should forward the disorder-specific questionnaire to the applicant's physician or treating provider if the applicant reports a history of one or more of the disorders listed above. The admissions counselor will indicate via affidavit that the appropriate disorder-specific form has been sent to the treating provider. The affidavit must include the name and address of the providers and date the form was mailed.
  - b. The disorder-specific questionnaire can also be forwarded to the applicant's physician or treating provider by the health provider conducting folder reviews on center or the interdisciplinary team (IDT) as part of the reasonable accommodation process.
  - c. In order to not delay the application or enrollment process, if the disorder-specific questionnaire is not received within 2 weeks or is not available, the center should continue the file review and/or reasonable accommodation process and make a decision based on available information and/or the center health provider's current assessment.
  - d. Case management should be implemented on center, as described in the appropriate section of the relevant attachment, for students with each disorder.
  - e. Disorder-specific documents, except for the disorder overview, should be included in the student health record.

Addressees are to ensure that this Information Notice is distributed to all appropriate staff including, but not limited to, all outreach and admissions staff, health and wellness staff, and disability coordinators.

4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to Carol Abnathy at (202) 693-3283 or [abnathy.carol@dol.gov](mailto:abnathy.carol@dol.gov).

#### Attachments

- A – Mental Health Chronic Care Management Plan Adherence Techniques and Common Functional Limitations
- B – Attention Deficit/Hyperactivity Disorder Chronic Care Management Plan
- C – Asperger's Syndrome Chronic Care Management Plan
- D – Bipolar Mood Disorder Chronic Care Management Plan
- E – Borderline Personality Disorder Chronic Care Management Plan
- F – Depressive Disorders Chronic Care Management Plan

- G – Gender Identity Disorder (Transgender) Chronic Care Management Plan
- H – Obsessive Compulsive Disorder Chronic Care Management Plan
- I – Post-Traumatic Stress Disorder Chronic Care Management Plan
- J – Schizophrenia Chronic Care Management Plan
- K – Tourette’s Disorder Chronic Care Management Plan