

April 24, 2012

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 11-66
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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: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: Revised Social Intake Form

1. Purpose. To provide center staff with a comprehensive tool to determine the psycho-social needs of students, and make appropriate referrals and case-management plans.
2. Background. Job Corps students come from a variety of backgrounds and environments and may have special strengths and needs. However, upon arrival, all the information needed to plan for a successful tenure at Job Corps may not be available. Consequently, the Policy and Requirements Handbook (PRH) Chapter 2.4, R2 (a) requires that counselors perform an intake assessment – including student history – in the first 48 hours of a student’s enrollment. A copy of this assessment is submitted to the Health and Wellness Center for review, and included in the Student Health Record (SHR).

Job Corps has used a tool called the Social Intake Form (SIF) to obtain additional social, emotional, and behavioral information on students to meet the PRH requirement. This form was revised to include more specific items on emotional wellness, substance use and abuse, and factors that help protect students from negative behaviors. In addition, a section intended to assess a student’s motivation/readiness for change has been included.

The SIF is a comprehensive screening and assessment tool. It is the primary tool used to identify, early, students who may need an intervention or additional support to be successful in the Job Corps program.

3. Action. Centers shall review the attached revised SIF and incorporate it into existing activities designed to meet the above PRH requirement. Since the SIF requires responses to what

is often considered confidential/sensitive information, counselors may want to use it in an interview fashion to facilitate the establishment of a rapport with the student.

After the SIF is completed, the counselor and student shall sign and forward the SIF to the Counseling Manager for review and signature. The Counseling Manager then forwards to the Health and Wellness Center for review by the Center Mental Health Consultant (CMHC) and Trainee Employee Assistance Program (TEAP) Specialist within 1 week as required by PRH Exhibit 6-4, C(1).

Incorporated within the SIF, in the Alcohol and Drugs (AOD) section, is a short behavioral-health screening tool, the CRAFFT, designed to screen students at a high-risk for alcohol and drug-usage. Each “yes” response to questions 4 through 11 in the AOD section scores one point; a total of two or higher is considered a positive screen. This indicates a need for additional individualized assessment when the TEAP Specialist meets with the student. The counselor will complete all sections of the SIF with the student and it will be the TEAP Specialist’s responsibility to review the SIF, score the CRAFFT, and follow up with those students who have a positive screen. Additional guidance on this matter to TEAP specialists is forthcoming.

While TEAP Specialists review each SIF, review of individual SIFs by CMHCs may pose a hardship to larger centers because of the consultants’ limited hours on center. Centers may choose to have the CMHCs only review SIFs of students who indicate a history of mental-health issues, request to see the CMHC, or have at least one positive response in the wellness support and/or emotional-wellness sections. Of course, counselors can and should make a referral to the CMHC at any time if they suspect a student may have an undisclosed mental-health issue.

It should take approximately 30 minutes to complete the SIF, depending on the complexity of the student’s background. The completed SIF shall be kept in the student’s health record, and copied and sent to the assigned counselor. The counseling manager should coordinate any referrals generated from the SIF and ensure that students who need immediate intervention for mental-health and/or TEAP issues are identified to the Health and Wellness Center.

Addressees are to ensure this Information Notice is distributed to all appropriate staff.

4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to Carol Abnathy at (202) 693-3283 or via e-mail at abnathy.carol@dol.gov; Johnetta Davis at (202) 693-8010 or davis.johnetta@dol.gov.

Attachment

Revised Social Intake Form