

April 10, 2014

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 13-50
-------------------	---

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: GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: Job Corps Health Questionnaire, ETA 653, Instructions, and Documentation Guidance

1. Purpose. To announce the Office of Management and Budget (OMB) clearance of a revised ETA 653, the Job Corps Health Questionnaire, and to provide the Job Corps community with updated versions of the ETA 653 Instructions and the ETA 653 Documentation Guidance.

2. Background. OMB requires a periodic review of reporting forms. The revised ETA 653, ETA 653 Instructions, and ETA 653 Documentation Guidance are attached to this directive. Admissions Counselors can access the ETA 653 through the Outreach and Admissions Student Input System (OASIS) while performing admissions interviews.

3. Explanation of Changes. Changes in the revised ETA 653, ETA 653 Instructions, and ETA 653 Documentation Guidance are as follows:

a. **ETA 653 (Attachment A)**

1) **Updated the Purpose Section.**

- Added "... to obtain and verify consent for required routine medical assessments and/or consent to receive basic health care services ..."

2) **Expanded, added, and removed questions.**

- Question #2 – changed "Student" to "Applicant"
- Question #7a – added "... other than Medicaid"
- Question #8c – added "... CPAP, hearing aid ..."
- Question #8 – added new question 8h. "Had a medical or surgical procedure?" Re-lettered subsequent questions throughout this section.

- Question #8 – substituted old question 8t, “Been expelled from school, fired from a job, or convicted of a crime?” with “Been in a physical fight that resulted in hospitalization or significant injury of you or the other person?” Re-lettered subsequent questions throughout remainder of this section.
- Question #8u – removed “... (e.g., charges of disorderly conduct, assault, etc.)”
- Question #8w – added “... alcohol or drug abuse ...”

3) Updated and added new conditions (Question 9).

- Condition #9l – added “... or colitis”
- Condition #9o – added “Cancer/malignancy”
- Condition #9p – added “Sleep apnea”
- Condition #9q – added “Organ transplant”
- Condition #9r – added “Muscle or bone disorder”
- Condition #9ee – replaced “Pervasive Developmental Disorders” with “Autism Spectrum Disorders”
- Re-lettered conditions throughout

4) Consent Section.

- Third bullet – added “... sexually transmitted infections ...”

b. ETA 653 Instructions (Attachment B)

Instructions were updated to match changes made to revised ETA 653.

c. ETA 653 Documentation Guidance (Attachment C)

Documentation Guidance was updated to match changes made to revised ETA 653.

4. Action. Addressees are to ensure this Program Information Notice and all attachments are distributed to all appropriate staff.

5. Effective Date. Immediately.

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.

Attachments

A – Job Corps Health Questionnaire, ETA 653

B – Job Corps Health Questionnaire, ETA 653, Instructions

C – Job Corps Health Questionnaire, ETA 653, Documentation Guidance