



AUG 15 2017

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 17-04

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
ALL CENTER USERS

FROM: *PJC* LENITA JACOBS-SIMMONS *[Signature]*
National Director
Office of Job Corps

SUBJECT: Job Corps Health Questionnaire, ETA 6-53, Instructions, and Documentation Guidance

1. **Purpose.** To announce the Office of Management and Budget's (OMB) clearance of a revised ETA 6-53, the Job Corps Health Questionnaire, and to provide the Job Corps community with updated versions of the ETA 6-53 Instructions and the ETA 6-53 Documentation Guidance.
2. **Background.** A periodic review of reporting forms is required by OMB. The revised ETA 6-53, ETA 6-53 Instructions, and ETA 6-53 Documentation Guidance are attached to this directive. Admissions Counselors (ACs) can access the ETA 6-53 through the Outreach and Admissions Student Input System (OASIS) while performing admissions interviews.
3. **Explanation of Changes.** Changes in the revised ETA 6-53, ETA 6-53 Instructions, and ETA 6-53 Documentation Guidance are as follows:
 - a. **ETA 6-53 (Attachment A)**
 - 1) **Purpose.** Added "or has health-care needs beyond the basic health-care services provided by Job Corps" to sentence.
 - 2) **Instructions.** Revised first two bullets to now read:
 - "Providing the health-related information that this form requests is voluntary – in other words, you may choose not to answer any or all of the health-related questions on this form."
 - "At the same time, the authorizations that this form requests is a requirement for participation in Job Corps. Therefore, if you do not sign the authorizations, the person whose name appears in Section 1 below will be denied enrollment in Job Corps."

- 3) *Updated questions.*
 - Question #8i—added “substance use”
 - Question #8v—added “prescribed for you”

- 4) *Updated and added new conditions.*
 - Condition #9t – changed to “Hyperactivity”
 - Condition #9w – added “Trauma and Stress-Related Disorders (e.g., generalized anxiety disorder, panic disorder, post-traumatic stress disorder, etc.)”
 - Condition #9y – added “Disruptive Disorder... (e.g., oppositional defiant disorder)”
 - Condition #9dd – added “Personality Disorders (e.g., anti-social, borderline, etc.)”

- 5) *Consent Section.*
 - First bullet – revised to read “ I (we) understand that failure to sign the authorizations will result in the above-named individual being denied enrollment in Job Corps.”
 - Second bullet – added “This information may be written or verbal.”
Also added “(4) whether he/she has health-care needs beyond the basic health-care services provided by Job Corps”
 - Fourth bullet – changed “ ORAL INSPECTION and a MANDATORY ORAL EXAMINATION” to “DENTAL READINESS INSPECTION and an ELECTIVE ORAL EXAMINATION”
 - Fifth bullet – added “including basic and emergency mental-health services”
 - Sixth bullet – added “treat” to procedures list
 - Seventh bullet – added “laboratory”
 - Eighth bullet – added “ all age-appropriate immunizations that are currently recommended by the Centers for Disease Control and Prevention”
 - Ninth bullet – included “tuberculin” to describe skin test and added “or blood test”

b. ETA 6-53 Instructions (Attachment B)

Instructions were updated to match changes made to revised ETA 6-53.

c. ETA 6-53 Documentation Guidance (Attachment C)

Documentation Guidance was updated to match changes made to revised ETA 6-53.

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

5. Effective Date. The revised ETA 6-53, ETA 6-53 Instructions, and ETA 6-53 Documentation Guidance will be available for use through OASIS after August 17, 2017.

6. Inquiries. Inquiries should be directed to Johnetta Davis at (202) 693-8010 or davis.johnetta@dol.gov.

Attachments

A – Job Corps Health Questionnaire (ETA 6-53)

B – Job Corps Health Questionnaire (ETA 6-53) Instructions

C – Job Corps Health Questionnaire (ETA 6-53) Documentation Guidance