

March 6, 2009

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 08-08
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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: PRH Chapter 6, Section 6.11, R5: HIV/AIDS

1. Purpose. To inform the Job Corps community of updated PRH requirements and guidelines regarding Job Corps' HIV/AIDS policy.
2. Background. Job Corps' HIV/AIDS policy has undergone significant change in more than two decades since the policy was first established. HIV infection is now managed as a chronic illness on centers. This updated policy guides testing, counseling, informing, managing and educating students about HIV infection, simplifies reporting requirements, and replaces Appendix 603 with Section 6.11, R5: HIV/AIDS. With the deletion of Appendix 603, centers are no longer required to submit confidential retention/separation memos to the National Office. While centers should not submit these memos to the National Office anymore, they must continue to thoroughly document the retention/separation decision in the student's health record. Also, centers must still provide students with the HIV Testing Information Sheet (this requirement has been moved from Appendix 603 to Section 6.11, R5).
3. Explanation of Changes. Highlights of PRH changes are as follows:
  - a. PRH Chapter 6: Administrative Support
    - (1) Revised Table of Contents 6.11 Related Health Programs, R11, so page numbers correspond to updated PRH changes. Added Exhibit 6-12: HIV Testing Information Sheet to Exhibits section of Table of Contents. Deleted Appendix 603: HIV Infection/AIDS Policy from Appendices section of Table of Contents and added RESERVED.
    - (2) Revised Section 6.11, R5 to read as follows:

**R5. HIV/AIDS**

Centers shall:

- a. Test students for HIV infection under the following circumstances:
  1. As part of the cursory medical examination. See Section 6.10, R1, c.
  2. If a student exhibits signs and/or symptoms of a possible AIDS-related condition.
  3. Upon reasonable suspicion of student exposure to HIV.
  4. When student is diagnosed with a newly contracted sexually transmitted disease.
  5. When student is discovered to be pregnant.
  6. Upon student request and after physician consultation.
- b. Submit specimens for HIV testing to the nationally contracted laboratory. Centers shall not be reimbursed for HIV tests performed at other than the nationally contracted lab.
- c. Provide pre-test counseling, in accordance with state laws, to all students regarding the HIV test.
  1. Counsel each student about the test and its implications and document in the health record that the student received the HIV pre-test counseling and signed the “HIV Testing Information Sheet” in Exhibit 6-12.
  2. Student refusal. See Section 6.10, R1, b1.
  3. Testing waiver. See Section 6.12, R7, Waiver of Medical Care.
- d. Provide post-test counseling, in accordance with state laws, to all students regarding HIV test results.
  1. **HIV Negative Students.** Individually inform and counsel (e.g., measures to prevent HIV infection/transmission) all students with a negative HIV test result within 14 calendar days after receipt of test results.
  2. **HIV Indeterminate Students.** Individually inform and counsel all students with an indeterminate HIV test result within 5 calendar days after receipt of test results. A student who has an indeterminate test result shall be retested at 3-month intervals until a conclusive test result (i.e., negative or positive) is obtained. If a conclusive result is not obtained within 6 months, no further testing is required.

3. **HIV Positive Students.**

- a. **Inform and Counsel.** Individually inform and counsel all students with a positive HIV test result, preferably within 24 hours, but not later than 5 calendar days, after receipt of the written positive result. The center mental health consultant must be in attendance to assist in informing and counseling.
- b. **Contact Notification.** HIV positive students must be instructed in how to notify their sexual contacts and intravenous drug contacts that they may have been exposed to HIV infection and to refer them for counseling and testing.

The center physician or designee shall report the student's HIV infection to the state and/or local health department, which will be responsible for contact notification both on and off center.

4. **Students Off Center.** If a student is not on center (e.g., AWOL, on leave) when his/her positive or indeterminate test result is received by the center, the center director or designee must make every attempt to contact and inform the student of his/her result. The health department at the student's location shall be used to assist with the task of informing students who are no longer on center.

5. Document post-test informing and counseling activities in the student's health record, including attempts to contact students not on center (d4 above).

- e. Ensure that students who test positive for HIV infection are engaged in an interactive process to determine if an accommodation plan is needed (see center reasonable accommodation policy/process or national reasonable accommodation guidelines for specific requirements of accommodation process).
- f. Ensure that students who test positive for HIV infection are engaged in case management for chronic illness on center.
- g. Provide all students with information on HIV infection, including transmission and prevention. See Section 3.17, R1 and Section 6.12, R10.

(4) Added Exhibit 6-12: HIV Testing Information Sheet

(5) Deleted Appendix 603: HIV Infection/AIDS Policy and added RESERVED

4. Action Required. Addressees are to ensure that this Change Notice is distributed to all appropriate staff.
5. Effective Date. April 1, 2009
6. Inquiries. Inquiries should be directed to Carol Abnathy at (202) 693-3283, or [abnathy.carol@dol.gov](mailto:abnathy.carol@dol.gov).

Attachments

A - PRH Chapter 6

B - Exhibit 6-12: HIV Testing Information Sheet

C – Appendix 603-RESERVED