

June 23, 2009

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 08-30
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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: Updated SPAMIS Medical Separation Codes

1. Purpose. To provide Job Corps center staff with an updated list of the Student Pay Allotment Management Information System (SPAMIS) medical separation codes.
2. Background. The Job Corps Data Center (JCDC) recently completed an update of the SPAMIS medical separation codes that are used to identify medical reasons for which students are separated from the Job Corps program. The health and wellness manager (HWM) recommends medical separations based on the diagnosis of an on-center medical professional. The HWM forwards student medical records that have been approved by the center director for medical separation to the medical records department. The appropriate medical separation codes are assigned and entered into the Center Information System (CIS) by the medical records clerk. Each night JCDC transmits the codes from CIS into SPAMIS.
3. Action. Effective July 1, 2009, the appropriate health and wellness staff shall use the updated medical separation codes that are provided in the attachment when students are medically separated from Job Corps.
4. Expiration Date. Until superseded.
5. 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.

Attachment

SPAMIS Medical Separation Codes for Job Corps Centers