

November 24, 2014

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 14-14</b>
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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:** LENITA JACOBS-SIMMONS  
National Director  
Office of Job Corps

**SUBJECT:** E-folders and the Student Health Record (SHR)

1. Purpose. To clarify use of e-folders for the SHR.
2. Background. The Job Corps Data Center (JCDC) is working with Job Corps Regional Offices, selected centers, and Outreach and Admissions (OA) agencies on the implementation of the e-folder. E-folder is an application developed by the JCDC Technical Team as an integrated module within the Career Development Services System Suite of Applications to replace current paper-based student records management. With document scanners integrated with Outreach and Admissions Student Input System and Center Information System applications, OA Counselors and center staff can scan the required student documents directly into the centralized secure database, thus eliminating the need to maintain the hard-copy student personnel folder.

Questions have arisen regarding SHR inclusion in the e-folder. At this time, centers should not scan SHRs into the e-folder. SHRs should be maintained in the Health and Wellness Center while a student is enrolled in Job Corps. After separation, records should be maintained as outlined in Policy and Requirements Handbook Section 6.3, Student Records Management. The documentation located in the SHR should not be shredded.

Information on using the e-folder for applicants recommended for denial can be found in Program Instruction 13-25, "Electronic Folder (e-folder) Record Management Process for Applicants Recommended for Denial."

3. Action. Addressees are to ensure this Program Instruction Notice is distributed to all appropriate staff.

Centers should not scan SHRs into the e-folder, and should not shred SHRs.

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 Until superseded.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