

NOV 22 2019

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 19 -05

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: DEBRA A. CARR 
Acting National Director
Office of Job Corps

SUBJECT: Mandatory Suicide Prevention Training for the Health and Wellness
Managers/Administrators, Center Directors, TEAP Specialists and Center
Mental Health Consultants

1. Purpose. To announce a mandatory Suicide Prevention Training on Tuesday, November 26, 2019 for Health and Wellness Managers/Administrators, Center Directors, TEAP Specialists, and Center Mental Health Consultants.
2. Background. To date, in PY19, Job Corps has experienced three suicides. The chart below shows the number of reports of suicidal ideation, suicide attempts, and completed suicides from the last five program years from Job Corps Significant Incident Reporting System (SIRS):¹

Program Year	# of Reports of Suicidal Ideation	# of Suicide Attempts	# of Suicides
PY14	194	72	4
PY15	241	67	1
PY16	229	65	3
PY17	283	60	0
PY18	293	59	3

Due to the tragic nature of suicide, and the apparent increase in suicides early in this program year, Job Corps is prioritizing suicide prevention efforts. To learn more about preventing future suicides in Job Corps, all Health and Wellness Managers/Administrators, Center Directors, TEAP Specialists, and Center Mental Health Consultants must attend a training on November 26, 2019. The training will be offered twice, at 10 am CT and 2 pm CT, and it will be recorded. Other interested staff members are welcome to attend this training. Center staff are encouraged to view this training in groups, as a limited number of phone lines are available.

¹ Job Corps Suicide Data based on number of incidents reported through the Job Corps Significant Incident Reporting System. Retrieved November 21, 2019.

4. Action. Required staff should register for this training using the following instructions:
 1. Go to <https://jobcorps.webex.com>.
 2. Click the three horizontal lines on the upper left side of the screen.
 3. Click the **WebEx Training** tab on the left side of the screen.
 4. Navigate through the calendar to locate the session you want to attend and click the **Register** link to the right of the title.
 5. Once you have registered, an on-screen confirmation will display. You will also receive a confirmation by email with the information you need to join the WebEx session.

Addressees are to ensure this Information Notice is distributed to all appropriate staff, particularly Health and Wellness Managers/Administrators, Center Directors, TEAP Specialists, and Center Mental Health Consultants.

5. Expiration Date. Ongoing.
6. Inquiries. Inquiries should be directed to Cassandra Thomas at (202) 693-3933 or via e-mail at thomas.cassandra@dol.gov.