

Overview of Health and Wellness Director's (HWD) Responsibilities as the Center File Review Coordinator (FRC)

Health and Wellness Directors (HWDs) are the File Review Coordinators for the center and have oversight for the entire center applicant file review (AFR) process.

<p>Applicant File Preliminary Review</p>	<p>Complete a preliminary review of all health, behavioral, and non-health documents (e.g., IEPs, 504 plans). The HWD may assign non-health documents (e.g., IEP, 504 plans, etc.) to the Non-health Disability Coordinator (NHDC) for preliminary review/provide feedback or s/he may review themselves to streamline the process.</p>	<p>Look for affirmative responses on the 653 Health Questionnaire and corresponding explanations.</p> <p>If applicant has disclosed information on the 653 but has not provided related documentation, the HWD may call to inquire/gather information for the Qualified Health Professional (QHP).</p>	<p>Assign files where health care needs may exceed those of basic health care/pose a direct threat to others to the respective QHP (i.e., Center Mental Health Consultant, Center Physician, TEAP Specialist, or Dentist).</p>	<p>Clear applicant for enrollment if no health care needs or direct threat concerns or in very limited circumstances if disclosures occurred (i.e., vision – wears glasses; hearing – wears hearing aid; allergies – needs gluten free diet).</p>
<p>Center Applicant File Review Form in Form 1-06</p>	<p>Complete the Center Applicant File Review Form (CAFR) from Form 1-06 for every applicant unless there is a possible direct threat. If a possible direct threat, complete the Center Applicant/Student File Review Form from Form 2-04.</p>	<p>Ensure that full names and titles are used.</p>	<p>If there are additional reviewers added later, simply update the form to include the date, full name, and title of the additional reviewer(s).</p>	<p>Upload the CAFR Form to the Other sub-folder within Health E-Folder.</p>
<p>Wellness Tracking Log</p>	<p>Ensure that all required fields of the Wellness Tracking Log (WTL) are completed (e.g., HWD dates of initial review, QHP review dates and outcomes, and comments that clearly explain final outcomes of the applicant file review).</p>	<p>Ensure that information on the WTL matches the information on the CAFR Form.</p>	<p>Provide required information to Records for inclusion on the Center File Review Tracking log (see peach-colored fields on Sample WTL on Job Corps Disability website). Redact any Personal Health Information (PHI). See also “Other Responsibilities.”</p>	<p>Do not return files to Admissions that are out of scope with Job Corps policy (i.e., for lack of receipt of medical documentation or for impending court activities).</p>
<p>Recommendations of Denial of Enrollment (RODs)</p>	<p>Ensure the assessment (e.g., Health Care Needs Assessment or HCNA/Direct Threat Assessment or DTA) is completed in its entirety and signed by the appropriate QHP(s).</p>	<p>Ensure that all health and disability documents, the HCNA or DTA are uploaded to the Wellness and Disability E-Folders (or if completing the New Information or Disability Status ROD in Form 1-06, upload to the Other sub-folder within Health E-Folder).</p>	<p>Flag the files for Regional Review within the Wellness E-Folder and notify Records to change the status in MyJC to show that the file is in Regional Review.</p>	<p>Ensure that updates or corrections requested during Regional Review are completed in a timely manner and the Regional Reviewer is notified.</p>
<p>Other Responsibilities</p>	<p>Inform Records of the outcome of the applicant file review and provide the necessary CFRTL information.</p>	<p>Inform the NHDC when an applicant who has disclosed a disability, requested DA, or requested to speak with a DC is approved for enrollment so a DC/the DCs make the post approval pre-arrival contact to complete the DA Process.</p>	<p>Routinely attend applicant file review related webinars and Regional DC monthly calls. Familiarize yourself with related AFR resources on the Job Corps Disability and Wellness websites.</p>	<p>Contact your Regional DC if you have applicant file review questions.</p>