Center Applicant File Review Process

Applicant Does Not Have a Disability

Step 1 File is "received" on center (electronically or otherwise) by the records staff who record the file in FILE "RECEIVED ON CENTER" the center AFR tracking log and track its movement. The HWM completes review of the Health Step 2 Questionnaire (ETA 653) and the medical documentation to determine if Job Corps can meet the basic health care needs of the applicant or whether the **HWM TRIAGES INFORMATION** applicant poses a direct threat. The HWM determines who else may need to review the protected information (e.g., medical and disability documents) based upon "need to know." For example, if mental health concerns, then the CMHC must Step 3 review; if medical concerns, the Center Physician must IDENTIFYING THE FILE REVIEW review; if TEAP concerns, the TEAP Specialist must TEAM (FRT) review; if special education documents, the Academic Manager/Disability Coordinator (AM/DC) must review. These individuals comprise the File Review Team (FRT)! The center licensed health professional(s) reviewing the file determine if a health care needs or a direct threat assessment must be completed. If so, the Step 4 center clinician(s) contact the applicant to complete a **DETERMING HEALTH CARE** clinical interview. **NEEDS OR DIRECT THREAT** If there is no health-care needs or a direct-threat assessment necessary, schedule the applicant for enrollment. If the center licensed health professional reviewing the file and conducting the clinical interview with the Step 5 applicant determines that there are health care needs

that exceed those of basic care or the applicant poses

a direct threat, s/he completes either the Health Care Needs Assessment found in Form 2-05 or a Direct Threat Assessment found in Form 2-04 of the PRH.

COMPLETING HCNA OR DTA

Step 6

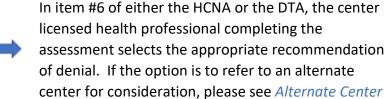
DISABILITY STATUS



The applicant does not provide documentation of a disability or disabilities so check the "no" response box in item #5 that asks: Is the applicant a person with a disability and then skip to item #6 of the assessment.

Step 7

CENTER CLINIICAN MAKES
FINAL DECISION



Recommendation below.

Step 8

CENTER CLINICIAN SIGNS
ASSESSMENT



The center licensed health professional completing the assessment prints his or her name, title, and includes types of licensure(s), signs and then dates the assessment.

Step 9

SUBMIT TO REGIONAL OFFICE FOR REVIEW



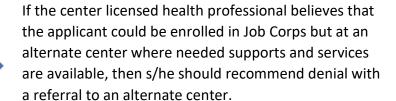
The center prints out the applicant file in its entirety (i.e., eFolder (admissions documents), medical and disability documents, and submits the file to the respective Regional Office for review.

Center Applicant File Review Process

Recommendation of Denial with a Referral to an Alternate Center

Step 7 (cont. from above)

CENTER CLINIICAN MAKES
FINAL DECISION



In my professional judgment, health care needs are manageable at Job Corps as defined by basic health care services in Exhibit 6-4 but require community support services which are not available near center. Documentation of efforts to arrange for less frequent treatment in home state and/or to secure community support near center can be found in Question #7 below. Applicant should be considered for center closer to home where health support and insurance coverage is available. File is forwarded to Regional Office for final determination.

Step 8

ALTERNATE CENTER
JUSTIFICATION



Complete item #7 of the HCNA: If recommending a different center, document efforts to arrange less frequent treatment in home state and/or secure community support near center in the space below. (Include name of organizations/facilities and specific individuals contacted and why access is not available.)

Step 9

CENTER CLINICIAN SIGNS
ASSESSMENT



The center licensed health professional completing the assessment prints his or her name, title, and includes types of licensure(s), signs and then dates the assessment.

Step 10

SUBMIT TO REGIONAL OFFICE FOR REVIEW



The center prints out the applicant file in its entirety (i.e., eFolder (admissions documents), medical and disability documents, and submits the file to the respective Regional Office for review.