

- ▶ CENTER APPLICANT FILE REVIEW FORM...1
- ▶ DISABILITY WEBSITE.....3
- ▶ SPOTLIGHT ON ASSISTIVE TECHNOLOGY 4
- ▶ CENTER HIGHLIGHTS.....5



Spring 2023

Job Corps Disability Support Newsletter

Center Applicant File Review Form

Health and Wellness Director’s Responsibilities in Applicant File Review (AFR)

The Center Applicant File Review Form is a **new** form that will document the initial applicant file review of the Health and Wellness Director (HWD) and may be found on the Job Corps Disability Support Services website. This form will be completed for **all** applicant file reviews UNLESS there is reasonable belief, based on objective evidence, that the individual has a medical condition or disability that may pose a significant risk of substantial harm to the health or safety of others, then the HWD must complete a similar form in Form 2-04 instead. See **Item #1** on the form.

Center Applicant File Review and Applicant Documentation

Item #2: Part A – If there is non-health documentation in the file such as an Individualized Education Program or 504 plan, then the HWD should assign review of those non-health documents to the Non-health or Full Time DC, as applicable to your center. The Non-health DC must provide **written feedback** to the HWD. This feedback should be provided promptly so the HWD may determine whether a center qualified health professional also needs to review the information. The center must complete the AFR process within the required 30-day timeframe.

Key points – **This is a paper review and does not require any contact with the applicant by the Non-health DC.** If one of the center qualified health professionals is completing a Health Care Needs Assessment or a Direct Threat Assessment, then a DC (HWD or Non-health DC or Full Time DC) may be assigned with the

Center Applicant File Review

This form is used to document the Health and Wellness Director’s initial review of applicant files for medical or behavioral health care needs. This form is NOT for referrals of possible direct threat assessments (See Form 2-04).*

Applicant Name: _____ ID#: _____
 Center: _____ Date of Review: _____

Center Applicant File Review and Student Documentation

| | | |
|--------------------------|--|----------|
| <input type="checkbox"/> | A. Non-health Disability Coordinator (DC) has been notified of non-health documents (i.e., IEPs, 504 plans, Vocational Rehabilitation records, etc.) that require review. | 2 |
| <input type="checkbox"/> | • DC feedback received from review of non-health documents. | |
| <input type="checkbox"/> | B. As part of the review of the applicant file or applicant interaction(s), the applicant potentially has medical or behavioral health care needs that require review or clarification by a qualified health professional. If so, complete the section for Referral to Qualified Health Professional. | 3 |
| <input type="checkbox"/> | C. There are no medical or behavioral health care needs that require review or clarification by a qualified health professional. The applicant is being scheduled for enrollment. | 4 |

Referral to Qualified Health Professional

| Reason for Referral | Medical Professionals/Qualified Health Professionals (List all who need to review.) |
|--|---|
| Please review this applicant file and/or conduct a clinical interview, if necessary, to determine medical or behavioral health care management needs which may include a health care needs assessment. | |
| | |
| | |

Comments

Printed or Typed Name of Health and Wellness Director _____

Signature of Health and Wellness Director _____ Date _____

5 Upload this form to the "Other" folder within the Wellness and Accommodation E-Folder (i.e., Health E-Folder) in CIS. A copy may be maintained within the Student Health Record (SHR) if enrolled.

*See Form 2-04 for Referral for Possible Direct Threat Assessment **1**

Form 1-06: Center File Review Form

Center Applicant File Review Form (cont'd)

responsibility of contacting the applicant to discuss accommodations identified as those that potentially reduce the barriers to enrollment on the assessment. However, DCs should not be contacting applicants to discuss disability accommodations needed to participate in the Job Corps program until the applicant has been cleared for enrollment.

Examples of feedback the Non-health DC might provide:

- Adaptive living skills challenges (self-help and activities of daily living challenges)
- Aggression or assaultive behaviors
- Presence of functional behavior assessments or behavior intervention plans
- Presence of other health plans for medical management purposes

Some Center Mental Health Consultants (CMHCs) routinely review these documents. If so, note that the CMHC is reviewing these documents in the comments section of this form. The center may forgo the Non-health DC's review if the CMHC is reviewing; however, the Non-health DC's participation is still encouraged given their background and experience reading these types of documents.

Item #3: Part B – If the HWD determines, as part of the review of the applicant file or applicant interaction(s), the applicant potentially has medical or behavioral health care needs that require review or clarification by a qualified health professional, then Part B of the Center File Review Form and the Reason for Referral sections must be completed.



In the Medical Professional/Qualified Health Professionals section, list the name/title of each qualified health professional being assigned review of the file. Ensure that all reviewers are listed if there are multiple disciplinary areas of review needed (i.e., both the CMHC and the TEAP Specialist, for example).

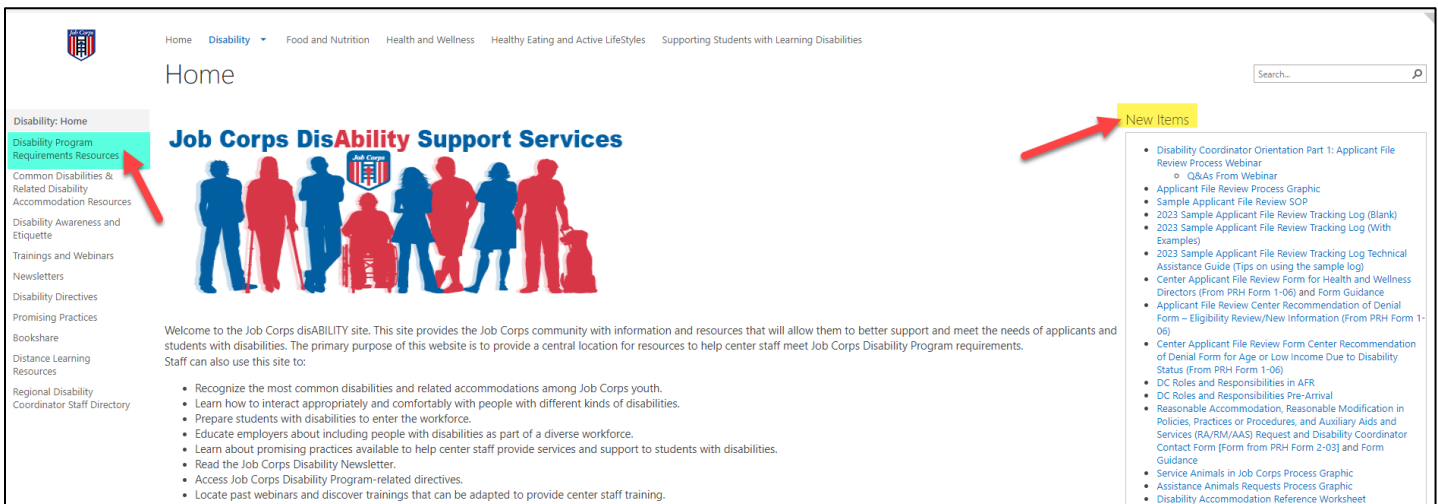
Item #4: Part C – If there are no disclosures of health conditions, concerns about health care needs or concerns about direct threat to others, then the HWD documents the decision to enroll by checking the box here.

Item #5: Storage – Upload the completed form to the “Other” folder within the Health E-Folder in CIS (and a copy may be maintained within the Student Health Record (SHR) if enrolled).

Disability Support Services Website

The [Job Corps Disability Support Services Website](#) contains a myriad of resources and tools on Applicant File Review and Disability Accommodation requirements, and other disability program requirements.

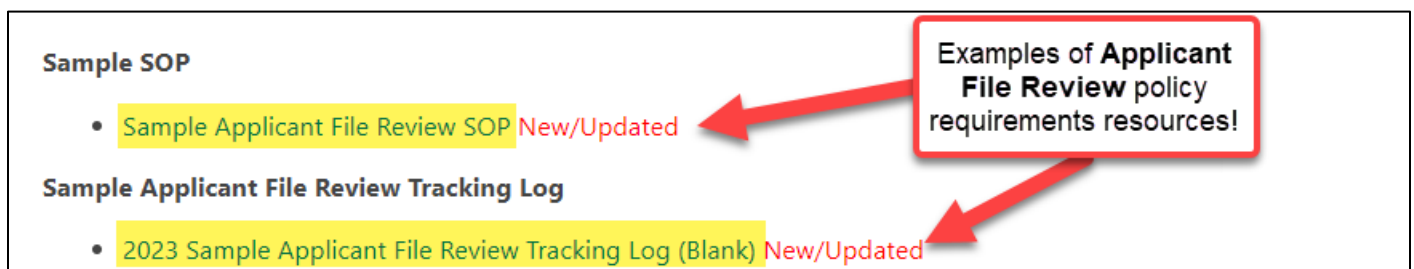
New Resources: Many new or updated items are being added to the website weekly due to the recent release of [PRH Change Notice 22-02](#) Revisions to the Policy and Requirements Handbook (PRH) Applicant File Review, Reasonable Accommodation, Confidentiality and Transmission and Storage of Protected Health and Disability Information, Medical Separation, Direct Threat, and Health Care Needs Processes, which updated many health services and disability sections in the PRH. As new resources and tools are developed, they are listed under the **New Items** heading to the right side of the graphic. See highlighted area in yellow below.



Disability Program Requirements Resources: All components of the Disability Program are located under the Disability Program Requirements Resources tab. This includes information on the Applicant File Review Process, Disability Coordinators, Disability Accommodation Process, CIS Disability Data and Accommodation Plans, Partnerships/Resources, Staff Training, and others. If you click on the **Disability Program Requirements Resources** tab (teal highlight above), you will see each of these program requirement areas.

Key features include the following:

- New and/or updated items are flagged in red for ease of locating.
- WORD versions of frequently used forms are available.
- Related policy and corresponding resources are both located in each of the requirement areas. See examples below.



Spotlight on Assistive Technology

Aira

[Aira](#) is a free app-based service that connects users with visual impairments to certified professionals who are trained to provide visual information. Press a large button on the phone's screen to stream a live video from the user's phone camera to one of Aira's visual interpretation agents. Use it to complete everyday activities like sorting mail, reading menus at restaurants, or traveling through the city. Agents have access to web-based data including maps, location tracking, and rideshare integration to enhance accessibility.



Avaz FreeSpeech

The [FreeSpeech](#) app helps anyone with a language impairment practice and develop grammar skills. Drag and rearrange picture tiles and FreeSpeech will convert them into a grammatically correct English sentence. Developed by an interdisciplinary team of speech-language pathologists, educators, and researchers, users can visually explore how tenses, sentence forms, parts of speech, and other grammatical properties can change the structure of an English sentence.



Statement

[Statement](#) is a free app that enables you to communicate with others when you can't speak out loud or cannot be heard. Communicate visually by typing your message. The text will be enlarged to the maximum font size to fit the screen with a dark background for high contrast. Commonly used phrases can be saved for quick reuse. Statement can be a helpful communication tool for those who are unable to speak, have unclear speech, are deaf/hard of hearing, or are in loud or noisy environments.



Regional Disability Coordinators

- Boston: Kristen Philbrook (philbrook.kristen@jobcorps.org)
- Philadelphia: Angela Jenkins (jenkins.angelak@jobcorps.org)
- Atlanta and San Francisco: Stephanie Karras (karras.stephanie@jobcorps.org)
- Dallas: Alyssa Purificacion Olivas (purificacion.alyssa@jobcorps.org)
- Chicago: Sharon Hong (hong.sharon@jobcorps.org)

Center Highlights

Disability Awareness Activities: Pittsburgh

Each month the Academic DC at Pittsburgh organizes a Disability Awareness contest. Students complete a particular disability-related task and earn prizes. Recent activities include creating posters about hidden disabilities, creating a timeline of important events in the history of the disability advocacy movement, and decorating an “Ugly Myths Holiday Sweater” to shed light on the harmful myths and stereotypes about people with disabilities. The DCs post their pictures, contact information, the monthly Disability Awareness contest, and Disability Awareness information (with an accompanying Quick Response code students can scan to learn about a specific disability) on bulletin boards throughout the center.



Transition Planning: Oneonta and Cassadaga

A student from Oneonta was accepted at Cassadaga for the advanced training Licensed Practical Nurse program and was anxious about receiving their disability accommodations at the new center, especially when it came to their assistance animal (cat). To make the transition as smooth as possible, the disability teams at Oneonta and Cassadaga held a joint Disability Accommodation Committee (DAC) meeting with the student. This allowed the student to ask questions, meet the disability team at Cassadaga, and ensure that staff at Cassadaga were prepared to provide the necessary disability accommodations when the student and her assistance animal arrived at Cassadaga.

Guest Speaker: Flint/Genesee

Staff at Flint/Genesee partnered with the Autism Support and Resource Center, who provided a guest speaker during staff training to discuss strategies for meeting the needs of students with Autism.

Topic idea or want to highlight your center activity? Submit content or suggestions to Alyssa Purificacion Olivas (purificacion.alyssa@jobcorps.org).

Upcoming Webinars

- [Disability Coordinator Orientation Part 3](#)
 - [Video Modeling](#)
 - [Disability Coordinator Orientation Part 1](#)
- To register:**
- Visit [WebEx](#)

Compliance Reminder: Disability Program Staff Training

The PRH (Chapter 5: 5.2 (R11); Exhibit 5-4) requires all staff to complete the following disability-related staff training:

- Disability Program training annually
- Disability Accommodation training (Supporting Students with Disabilities in the Job Corps Program available in the Job Corps Learning Management System) during the first 90 days of employment and annually thereafter