**CENTER MENTAL HEALTH CONSULTANT (CMHC) TASK AND FREQUENCY CHART**

This chart with active hyperlinks outlines the specific CMHC tasks and their frequency to assist in developing a comprehensive Mental Health and Wellness Program (MHWP) that meets [Policy and Requirements Handbook (PRH)](https://prh.jobcorps.gov/Pages/Home.aspx) requirements. It also provides guidance on how to document each task.

| **Mental Health Task** | **Frequency of Task** | **How to document** |
| --- | --- | --- |
| Document all direct services to students in the Student Health Record (SHR) on the[**SF-600 Chronological Record of Medical Care**](https://www.gsa.gov/system/files/SF600-18.pdf) or using one of the **recommended forms** hyperlinked below. When using a recommended form, make a notation on the [**SF-600**](https://www.gsa.gov/system/files/SF600-18.pdf) such as “**See CMHC Note**” to indicate that the student was seen and to refer to the documentation in the mental health (MH) section of the SHR. |
| **Assessment** |
| Conduct Applicant File Reviews | As needed | Make notation that file was reviewed in the applicant file on the [**SF-600**](https://www.gsa.gov/system/files/SF600-18.pdf)or on center review form |
| Complete Direct Threat and Health Care Needs Assessments | As needed  | Submit recommendations of denial to Regional Office on [**Form 2-04 Individualized Assessment of Possible Direct Threat**](https://supportservices.jobcorps.gov/disability/Documents/CN%2022-02/AFR/PRH%20Form%202-04%20-%202022.docx) or [**Form 2-05 Health Care Needs Assessment**](https://supportservices.jobcorps.gov/disability/Documents/CN%2022-02/AFR/PRH%20Form%202-05%20-%202022.docx)**.** |
| Participate in the Disability Accommodation Process (DAP) to support students with MH disabilities  | As agreed between Disability Coordinator (DC) and CMHC – weekly, bi-weekly or monthly | Ensure your name is included as a participant on DAP forms or meeting sign-in sheets  |
| Review [**Social Intake Forms**](https://supportservices.jobcorps.gov/Information%20Notices/in_12_31a.docx) (SIFs) from counselors | Review complete within one week of every new student input group or sooner, if needed | Sign and date the last sheet of the SIF. |
| Perform mental health intakes and assessments  | Everyday CMHC is on center (per referrals) | [**Mental Health Intake Form**](https://supportservices.jobcorps.gov/health/Documents/MentalHealth/MH_Intake_Assessment_June2024.docx) is strongly encouraged. [**Fillable version**](https://supportservices.jobcorps.gov/health/Documents/MentalHealth/MH_Intake_Assessment-Fillable_Form_June2024.docx) available. |
| Process Medical Separations with Reinstatement Rights (MSWR) when student is a direct threat to others or center is unable to meet health care needs of students.* For all MSWRs for direct threat to others (whether student or guardian agrees or not) complete [**Form 2-04**](https://supportservices.jobcorps.gov/disability/Documents/CN%2022-02/AFR/PRH%20Form%202-04%20-%202022.docx) and place in the student health record (SHR).
* If a student or guardian is not in agreement with MSWR due to health care needs, you must complete [**Form 2-05**](https://supportservices.jobcorps.gov/disability/Documents/CN%2022-02/AFR/PRH%20Form%202-05%20-%202022.docx) and place it in the SHR.
* Provide justification for MSWR, requirements to return, and referrals.
 | As needed | Use [**SF-600**](https://www.gsa.gov/system/files/SF600-18.pdf)or[**Mental Health Progress Note**](https://supportservices.jobcorps.gov/health/Documents/MentalHealth/MH_Progress_Note_Final.docx)to document clinical assessment to justify need for a MSWR. A separation diagnosis using [**SPAMIS Separation Medical Separation Codes for JCC**](https://supportservices.jobcorps.gov/health/Documents/SPAMIS_MedicalSeparation_Codes_5.26.2023.docx) must be included and provided to Health and Wellness Director.Provide the following required information in the MSWR form/letter prepared by HWD to go to student:* Anticipated date of return
* Individualized treatment instructions
* Referral source(s) (if needed)
* Whether student requires escort for transportation
* Individualized expectations to return
* Student consent

Use of the [**​Sample MSWR Student Health Leave Form**](https://supportservices.jobcorps.gov/health/Documents/MSWR_Student_Health_Leave_Form_Template_July2024_revised.docx)**​​** (MSWR Form) is strongly encouraged to document the required information above. **​​​​**[**Spanish version**](https://supportservices.jobcorps.gov/health/Documents/MSWR_Sample_Student_Health_Leave_Form_Spanish_July2024_revised.docx)**​** available. |
| **Mental Health Promotion and Education** |
| Deliver presentation to new students during Career Preparation Period (CPP) which includes an overview of the MHWP and how students should respond to a mental health crisis. [**Introduction to the Mental Health and Wellness Program**](https://supportservices.jobcorps.gov/health/Documents/MentalHealth/CPP_PresentationPowerPoint_Sept2022.pptx) | For all new student input groups during the first or second week on center | Create a **“MH Promotion and Education**” binder and place CPP presentation outline as well as day and time presentation is conducted. **This can be electronic.** |
| Coordinate and offer center-wide mental health promotion activities | At least one annually | Place flyers, emails, or other information regarding activity in MH Promotion and Education binder. **This can be electronic.** |
| Coordinate and/or participate in consultation meetings with center director (CD), management staff, and HWD to plan mental health-related promotion and education efforts for students and staff* Assist Human Resources (HR) with the required minimum of 5 hours of training in Adolescent Growth and Development for staff.
 | Quarterly or as determined by centerAnnual requirement | Place student and staff training information in a binder; this could be a copy of the PowerPoint or simply the title, date, and time of training provided. **This can be electronic.**Training courses are to be coordinated by HR manager/contractor and documented by HR manager. |
| Coordinate with other departments and programs on center to develop integrated promotion and education services* Participate in trainings or special activities with residential staff, HEALs, Student Government Association (SGA), or instructors.
 | Quarterly or as determined by center | Place in a binder the titles and dates of any special meetings, activities, or trainings with other departments. **This can be electronic.** |
| **Treatment** |
| Provide short-term treatment with check-ins as needed. Focus should be on retention and behaviors that represent employability barriers | Weekly, bi-weekly, or as needed | Use [**SF-600**](https://www.gsa.gov/system/files/SF600-18.pdf)or [**Mental Health Progress Note**](https://supportservices.jobcorps.gov/health/Documents/MentalHealth/MH_Progress_Note_Final.docx)with notation on [**SF-600**](https://www.gsa.gov/system/files/SF600-18.pdf) (“See CMHC Note”). |
| Collaborate with TEAP specialist for short-term counseling of students with co-occurring conditions | As agreed between CMHC and TEAP specialist – weekly, bi-weekly or monthlyThe TEAP Specialist must also attend the case management meeting with the CMHC and counselors.  | Include the TEAP specialist in the case management meeting with counselors and document their participation. If consultation with the TEAP Specialist occurs at the case management meeting, complete the [**Mental Health Feedback and Case Management Form**](https://supportservices.jobcorps.gov/health/Documents/MentalHealth/MH_Case_Management_Form_Final.docx) for each student reviewed. **Case management labels** are also available as an option: [**See example**](https://supportservices.jobcorps.gov/health/Documents/MentalHealth/Case_mgmt_label_Avery6878_no_student_sticker.docx).Use [**SF-600**](https://www.gsa.gov/system/files/SF600-18.pdf)or [**Mental Health Progress Note**](https://supportservices.jobcorps.gov/health/Documents/MentalHealth/MH_Progress_Note_Final.docx) with notation on [**SF-600**](https://www.gsa.gov/system/files/SF600-18.pdf) (“See CMHC Note”) to document other collaboration with the TEAP Specialist.  |
| **Treatment** (continued) |
| Collaborate with center physician (CP)/Nurse Practitioner (NP)/Physician Assistant (PA), and HW staff in monitoring students on psychotropic medication. | As needed, discuss with HWD. Please note there is not a monthly monitoring requirement for CMHCs. | If possible, participate in the medication monthly meeting with HWD and CP/NP/PA, and ensure your name is included as a participant on the[**Medication Review, Rationale, and Monthly Case Conference Form**](https://supportservices.jobcorps.gov/health/Documents/MedicationManagement/Monthly_Medication_Review_Case_Conference_form_February2023.docx)**.** If not possible, establish a meeting procedure with an identified HW staff.Document medication check-ins with students using [**SF-600**](https://www.gsa.gov/system/files/SF600-18.pdf) or[**Mental Health Progress Note**](https://supportservices.jobcorps.gov/health/Documents/MentalHealth/MH_Progress_Note_Final.docx)with notation on [**SF-600**](https://www.gsa.gov/system/files/SF600-18.pdf) (“See CMHC Note”). |
| Collaborate with counseling on developing/leading psychoeducational skill-building groups for students  | As determined by CMHC and Counselor Manager | Counselors are responsible for documentation of groups provided.  |
| Participate in regular case conferences to exchange information with the TEAP Specialist, counselors and other appropriate staff, as appropriate with a need to know. | Weekly or bi-weekly | Use [**Mental Health Feedback and Case Management Form**](https://supportservices.jobcorps.gov/health/Documents/MentalHealth/MH_Case_Management_Form_Final.docx) for each student reviewed. **Case management labels** are also available as an option: [**See example**](https://supportservices.jobcorps.gov/health/Documents/MentalHealth/Case_mgmt_label_Avery6878_no_student_sticker.docx). |
| Provide crisis management | As needed | Use [**SF-600**](https://www.gsa.gov/system/files/SF600-18.pdf) or[**Mental Health Progress Note**](https://supportservices.jobcorps.gov/health/Documents/MentalHealth/MH_Progress_Note_Final.docx) with notation on [**SF-600**](https://www.gsa.gov/system/files/SF600-18.pdf) (“See CMHC Note”). |
| Make referrals to off-center mental health services | As needed | Use [**Off-center Appointment Verification Form**](https://supportservices.jobcorps.gov/health/Documents/Off_Center_Appointment_Verification_Form_Mar2020.docx). |
| Complete referral and feedback documentation | For each new student referred | Use [**Mental Health Referral and Feedback Form**](https://supportservices.jobcorps.gov/health/Documents/MentalHealth/MH_Referral_Feedback_Form_June2023.docx) for each student. |
| **Other Requirements** |
| Review and update [**Health Care Guidelines**](https://supportservices.jobcorps.gov/health/Pages/HCGuidelines.aspx) for MH and Center/Standard Operating Procedures | Annually | Maintain recent documents in binders titled “**Health Care Guidelines**” and “**SOPs/COPs.**”**HWD should have binders.** |
| Provide HIV management assistance | As needed | Use [**Mental Health Progress Note**](https://supportservices.jobcorps.gov/health/Documents/MentalHealth/MH_Progress_Note_Final.docx) in MH section and make notation on [**SF-600**](https://www.gsa.gov/system/files/SF600-18.pdf) (“See CMHC Note”). |
| Report child and elder abuse | As reported or upon reasonable suspicion and state regulations | Use [**Mental Health Progress Note**](https://supportservices.jobcorps.gov/health/Documents/MentalHealth/MH_Progress_Note_Final.docx) in MH section of SHR. |
| Review and update credentials, as applicable | Annually or before expiration | Provide to HWD to place in Credentials Folder |

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| **Additional Suggested Activities** |
| Complete [**Student-At-A-Glance**](https://supportservices.jobcorps.gov/health/Documents/Student_at_a_Glance_Writable.pdf) “Emotional/Mental Health” and “Social Hx and Health Behaviors” sections | For all new students, update as needed | The [**Student-At-A-Glance**](https://supportservices.jobcorps.gov/health/Documents/Student_at_a_Glance_Writable.pdf)formor other problem list should be in the front section of the SHR. |
| Participate in crisis management activities for critical incidents that affect the entire center in consultation with Center Director | As needed  | Review and prepare using the [**Critical Incident Crisis Management Plan**](https://supportservices.jobcorps.gov/health/Documents/CrisisResponse/Critical_Incident_Crisis_Intervention_Plan.docx). Consult with your Regional Mental Health Specialist. |
| Refer students to on center skill-building groups conducted by counselors | As needed | For newly referred students, use [**Mental Health Feedback and Case Management Form**](https://supportservices.jobcorps.gov/health/Documents/MentalHealth/MH_Case_Management_Form_Final.docx). Otherwise, use [**SF-600**](https://www.gsa.gov/system/files/SF600-18.pdf) or[**Mental Health Progress Note**](https://supportservices.jobcorps.gov/health/Documents/MentalHealth/MH_Progress_Note_Final.docx)**.** |
| Develop community relationships for long-term and/or specialized mental health treatment | As needed | Verbal report, unless a MOU is established by the center |
| Facilitate open appointment hours for unscheduled students | Weekly, bi-weekly, or as schedule allows  | N/A |
| Collaborate with the Sexual Assault Prevention and Response team (SART). See [**SART Technical Assistance Guide.**](https://supportservices.jobcorps.gov/health/Documents/TAGs/SART_TAG.pdf) | As needed | Use [**Mental Health Progress Note**](https://supportservices.jobcorps.gov/health/Documents/MentalHealth/MH_Progress_Note_Final.docx) in MH section and make notation on [**SF-600**](https://www.gsa.gov/system/files/SF600-18.pdf) (“See CMHC Note”). |
| Promote positive mental health and update free materials from SAMHSA, NIMH, etc. (e.g., posters and flyers) | As needed | Order materials and place in visible areas in health and wellness center (HWC) and other departments |
| Be visible on center (e.g., walking around center where students can see you, eating in the cafeteria, attending special events) | As schedule allows | N/A |
| Attend regional videoconferences  | Monthly  | N/A |
| Develop and monitor intern/extern program, if applicable | Weekly supervision or as needed | N/A |
| Attend conferences, videoconferences, webinars, etc.  | As directed by the CD and Regional Office | N/A |
| Consult with Department of Vocational Rehabilitation | As needed  | N/A |

**Use the hyperlinks provided to download all referenced forms. The forms and additional resources can be found as** [**Mental Health Resource Bundles**](https://supportservices.jobcorps.gov/health/Pages/CMHC.aspx) **on the** [**Job Corps Health and Wellness support website**](https://supportservices.jobcorps.gov/health/Pages/default.aspx)**.**

Mental Health Resource Bundles

* [Applicant File Review (AFR) Essentials](https://supportservices.jobcorps.gov/health/Pages/CMHC.aspx#afr)
* [Assessment & Documentation](https://supportservices.jobcorps.gov/health/Pages/CMHC.aspx#ad)
* [Treatment & Documentation](https://supportservices.jobcorps.gov/health/Pages/CMHC.aspx#td)
* [MH Promotion & Education](https://supportservices.jobcorps.gov/health/Pages/CMHC.aspx#mhpe)​
* ​[Crisis Intervention](https://supportservices.jobcorps.gov/health/Pages/CMHC.aspx#ci)
* [Collaboration](https://supportservices.jobcorps.gov/health/Pages/CMHC.aspx#collo)
* [Medical Separation with Reinstatement (MSWR)](https://supportservices.jobcorps.gov/health/Pages/CMHC.aspx#mswr)
* [Health Care Guidelines](https://supportservices.jobcorps.gov/health/Pages/CMHC.aspx#hcg)
* [Disability Program Support](https://supportservices.jobcorps.gov/health/Pages/CMHC.aspx#disprog)