**Temporarily without a Center Mental Health Consultant (CMHC)**

In the absence of a CMHC, it is important to make sure other health and wellness staff review and understand the requirements of the Mental Health and Wellness Program (MHWP) described in [**PRH Chapter 2.3 R4**](https://prh.jobcorps.gov/Student%20Support%20Services/2.3%20Health%20Services/Pages/default.aspx)**.** The table below provides suggestions designed to help a center temporarily provide coverage for a vacant CMHC position; they are not mandates. **Centers must actively recruit to fill vacant positions, and staff should only be asked to cover CMHC responsibilities that are within their scope of practice on a short-term basis. Any assistance provided by other staff must not detract from their primary position. Centers are encouraged to develop partnerships with community and virtual mental health services to ensure that the mental health needs of students are met.**

| **Task** | **Resources** | **Suggested Staff** |
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| **Frequency: Upon receipt of form/file/during CPP one-time presentation** |
| Review and sign the Social Intake Form (SIF) within 1 week of the student’s arrival on center | * Indicate on the CMHC signature line that the position is vacant and that the form is being reviewed by alternate licensed staff.
* Ensure students referred for mental health services through the SIF are seen for assessment and provided with follow up support, and document in the student health record (SHR). See “Provide mental health services to students, including evaluations, therapy, and crisis and emergency services” task below for options for providing this assessment and care.
 | H&W staff |
| Applicant File Reviews (AFRs) | * Contract with the former CMHC to continue to conduct AFRs.
* Contact your center’s contractor and identify a CMHC from another center run by your contractor to conduct AFRs.
* Utilize the Center Physician (CP)/Nurse Practitioner (NP)/Physician Assistant (PA) in collaboration with the Health and Wellness Director (HWD).
* Hire and train an outside mental health professional to complete AFRs with assistance from the HWD and Disability Coordinators (DCs). The provider must meet PRH credentialing requirements for the position and be approved by the Regional Office and/or National Office. Contact your Regional Mental Health Specialist (RMHS) for [AFR training support and resources](https://supportservices.jobcorps.gov/health/Pages/NeedsAssessmentDirectThreat.aspx).
 | Licensed mental health or medical professional |
| 1-hour presentation on MHWP for all new students during CPP  | * A template for this presentation is available on the Job Corps Health and Wellness website ([CPP PowerPoint: Introduction to the Mental Health and Wellness Program](https://supportservices.jobcorps.gov/health/Documents/MentalHealth/CPP_PresentationPowerPoint_Sept2022.pptx)). The presentation must be updated to address how MH services will be covered during a period without a CMHC.
 | H&W staff |
| **Frequency: Ongoing** |
| Provide mental health services to students, including evaluations, therapy, crisis, and emergency services | * Identify one or more community behavioral health agencies and other community resources where you can refer students for in-person or telehealth services.
* Reach out to a student’s previous providers, if applicable, to continue services in-person or virtually.
* Collaborate with a mobile crisis team.
* Know which local emergency departments (ED) are best suited to handle mental health emergencies.
 | H&W staff to coordinate care with community behavioral health agency/facility, mobile crisis unit or ED if applicable or student’s outside provider. |
| Medical Separation with Reinstatement Rights (MSWR) | * Utilize the CP/NP/PA in collaboration with the HWD. The CP/NP/PA must document the current symptoms and behaviors substantiating the MSWR, provide the diagnostic code, make the recommendation for MSWR, and complete specific parts of the MSWR documentation.
* Contact the student’s outside treating provider, or hospital’s behavioral health staff, if applicable, for a recommendation of MSWR and diagnostic information. Wellness staff must complete the MSWR documentation, noting the information from the outside provider.
 | H&W medical professionals, hospital behavioral health staff or student’s outside provider if applicable.  |
| Ensure students receive social development and adjustment counseling services and appropriate referrals  | * Meet with students to identify strategies that will help them cope with adjustment to center and address personal barriers to progress in the program. Individual and group sessions can be used to identify and teach strategies to develop conflict resolution skills, manage anger, and connect with peer leaders who can model positive behaviors.
* Refer students to Wellness for referral to an outside behavioral health agency if mental health assessment or therapy is needed.
* Coordinate with recreation to develop activities to help students improve or boost their mood. Consider workouts, art activities, walking club, or other easy activities.
* Have students identify staff members to talk with for support.
 | Counseling staff |
| Provide mental health resources to students | * Ensure pamphlets, flyers, posters, or other communication materials are available for the [Job Corps Safety Hotline Materials](https://jcmarketplace.com/product-category/safety-hotline/) and [988 Resources](https://www.samhsa.gov/find-help/988).
 | Any staff |
| **Frequency: Annual (check date of last event)** |
| Annual center-wide mental health prevention and education activity | * Enlist community resources to provide a presentation at a center-wide student assembly or collaborate with other center departments to develop a center wide mental health prevention and education activity.
* See past issues of [Health and Wellness Newsletters](https://supportservices.jobcorps.gov/health/Pages/Documents.aspx) or the [Mental Health Promotion and Education](https://supportservices.jobcorps.gov/health/Pages/MHPromotionEducation.aspx) web page for event ideas.
* Host a lunchtime tabling event with mental health prevention materials from the [National Institute of Mental Health (NIMH)](https://www.nimh.nih.gov/health/publications) or the [Substance Abuse and Mental Health Services Administration (SAMHSA)](https://store.samhsa.gov/).
 | H&W staff |