

# TEAP Specialist Applicant File Review Questions

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Prior to admission to Job Corps, we must determine whether Job Corps can meet an applicant's health care needs and if they pose a direct threat to others. You will conduct an interview with an applicant who has endorsed substance use issues on the ETA 6-53 Job Corps Health Questionnaire. Prior to the interview, review the ETA 6-53 and additional information, including available Chronic Care Management Plan(s) and treatment records.

You may only ask about information that the student has disclosed on the ETA 6-53. Ensure the applicant has needed communications accommodations in place prior to the interview.

## Introduction

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Introduce yourself and the purpose of this interview.

The purpose of the applicant file review process and interview is to:

- gather updated information about the diagnoses, symptoms, or behaviors that were disclosed
- assess how the applicant is currently doing



## Build Rapport

Get to know the student by asking broad questions

### Ask:

- What made you decide to apply to Job Corps?
- What is your current living situation?



## Ask Questions

If the applicant currently uses drugs or alcohol, probe deeper

### Ask:

- What kind of problems has your substance use caused in your life?



## Get Details

Determine what type of supports the applicant has received

### Ask for details about:

- Counseling/treatment
- Hospitalizations
- Medications

## Using This Information

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You will make a determination of whether Job Corps can meet the applicant's needs after this interview.

Things to look for:

- Level of severity
- Recency of adverse events
- Need for intensive treatment