**TEAP Applicant Interview Summary Guide**

After completing the applicant interview, document your findings on PRH Form 2-05 Health Care Needs Assessment: Applicant Interview Summary. Each section in the guide below gives you guidance and examples of what to include on the Health Care Needs Assessment.

**Applicant Overview**

**Goal:** Get to know the applicant and help them feel comfortable. You will also learn about their current situation. Probe deeper as needed.

**Use questions from *Part 1: Build Rapport*.**

1. What made you decide to apply to Job Corps?
2. What is your current living situation?

**Writing the summary:** Include an overview, including the applicant’s age, sex/gender, and current living situation. List any other pertinent information shared by the applicant.

**Example:** Applicant is an 18-year-old female living with her mom and two siblings. She applied to Job Corps because she has no career prospects, and her mom pressured her to apply.

**Behavioral Observations**

**Observe the applicant’s behavior while administering the interview.**

**Writing the summary:** Document level of cooperation, attitude, mood, language, speech, thought process, thought content, and insight and judgment.

**Example:**

**Cooperation:** Cooperative

**Attitude:** Friendly

**Mood:** Neutral

**Language:** Vocabulary was age-appropriate

**Speech:** Rapid

**Thought process:** Somewhat scattered

**Thought content:** No hallucinations, paranoia, or delusions

**Insight and judgment:** Good insight into treatment needs

**Describe Current Substance Use**

**Use answers from *Part II: Ask questions*.** Only ask about information already disclosed on the ETA 6-53 Job Corps Health Questionnaire or on previous health records.

**Goal:** Determine the applicant’s **CURRENT** substance use and the impact on their lives.

1. Are you currently using any drugs, like cannabis, or alcohol?
2. What types of issues with friends, family, work, or school have you experienced because of drugs or alcohol?

**Writing the summary:** Document information shared about the type and recency of substance use and issues surrounding substance use.

**Example:** Applicant stated that she uses cannabis regularly (2-3x a week) and takes pills on weekends. When asked what type of pills, she stated, “Whatever my friend can get from her brother. I don’t usually know what it is.”

**Explain Serious Substance Use Ramifications**

**Use answers from *Part III: Get details*** to gauge the support the student has received and identify serious outcomes from substance use.

**Goal:** Learn about serious outcomes from substance use in the 12 months.

1. Have you been to counseling or treatment because of your substance use?
2. Have you ever been hospitalized for treatment because of your substance use?
3. Have you ever taken medications, like Methadone or suboxone, because of your substance use?
4. Have you ever overdosed because of your substance use?

**Writing the summary (Explain):**

* Serious incidents (e.g., hospitalization, substance use-focused treatment, overdoses)
* Participation in recommended counseling or treatment
* Perceived outcomes of treatment
* Need for medication or intensive treatment follow-up
* Current level of functioning
* Areas of strength and weaknesses

**Example:**

* Applicant has overdosed on opioids twice in the last 6 months. Both times, a friend called 911. Emergency medical services administered Narcan, and the applicant was transported to the hospital.
* Outpatient substance abuse treatment was recommended, but the applicant did not follow through with the referral. She stated, “I’m not an addict. I just like to have fun on weekends. I don’t need treatment because I can stop any time.”
* Applicant does not feel like drugs are an issue in her life and is not open to exploring solutions to her substance use.

**Close the** **interview**

Ask closing questions and document any new information.

**Goal:** Close the interview and answer the applicant’s questions.

1. What else do you want me to know?
2. What questions do you have for me?

**Final Task: Complete the HCNA.**

**Goal:** Based on the information obtained, make a recommendation to either enroll the applicant in Job Corps or a recommendation to deny enrollment.