**Temporarily without a Trainee Employee Assistance Program (TEAP) Specialist**

In the absence of a TEAP specialist, it is important to make sure other health and wellness staff review and understand the requirements of the Trainee Employee Assistance Program (TEAP) described in [PRH Chapter 2.3 R5](https://prh.jobcorps.gov/Student%20Support%20Services/2.3%20Health%20Services/). The table below provides suggestions that are designed to assist a center in temporarily providing coverage for a vacant TEAP specialist position; the suggestions are not mandates. **Centers must actively recruit to fill vacant positions, and staff should only be asked to cover TEAP responsibilities that are within their scope of practice on a very short-term basis. Any assistance they provide must not detract from their primary position. Centers are encouraged to explore partnerships with community and virtual substance use services to ensure that the substance use needs of students are met.**

| **Task** | **Resources** | **Suggested staff** |
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| ***Frequency: New Inputs*** | | |
| Review and sign the Social Intake Form (SIF) within 1 week of arrival | * Indicate on the TEAP signature line that the position is vacant and that the form is being reviewed by alternate licensed staff. * Ensure students referred for TEAP services through the SIF are seen for assessment and provided with follow-up support, and document in the student health record (SHR). * There is a high co-morbidity between substance use and mental health issues, so a large portion of high-risk students may have both issues. Ask the center mental health consultant (CMHC) or intern if they are willing to follow up with students who score 2 or more on the CRAFFT (questions 4-9 only). | H&W staff |
| Assessment Using Formalized Assessment Measures (FAMs) | * Determine if others in the health and wellness center (HWC) are trained in administering FAMs, such as the CMHCs, interns, or Center Physician/Nurse Practitioner/Physician Assistant. * If staff are trained and it is within their scope of practice, administer FAMs (such as CUDIT-R, MAST, DAST, or AUDIT which are all in the public domain and can be located online) to students who score 2 or more on the CRAFFT (Questions 4-9). Ensure that the protocols are scored, and the results documented in the SHR along with the student response and the plan. * Consider using an outside agency to conduct assessments. * Refer students who score in the high-risk range to outside substance use agency as needed. | H&W staff |
| Applicant File Reviews (AFRs) | * Contract with the former TEAP specialist to continue to conduct AFRs. * Contact your center’s contractor and identify a TEAP specialist from another center run by your contractor to conduct AFRs. * Utilize the Center Physician/Nurse Practitioner/Physician Assistant in collaboration with the Health and Wellness Director (HWD) * Hire and train an outside substance use professional to complete AFRs with assistance from the HWD and Disability Coordinators (DCs). NOTE: This provider must meet PRH credentialing requirements for the position and be approved by the Regional Office/National Office. | Credentialed/Licensed substance use or medical professional |
| 1-hour presentation on TEAP for all new students during CPP | * Topics to cover and other information on this presentation is available on the Job Corps Health and Wellness website [Suggested Career Preparation Period (CPP) Activity for TEAP](https://supportservices.jobcorps.gov/health/Pages/Alcohol.aspx#forms) and [TEAP CPP Welcome Letter](https://supportservices.jobcorps.gov/health/Pages/Alcohol.aspx#forms). * Ensure coverage of the required topics from [Job Corps Program Instruction Notice 22-16](https://supportservices.jobcorps.gov/health/Pages/PINotices.aspx). * Include information on how TEAP services will be covered during a period without a TEAP specialist. | H&W staff |
| Entrance and Follow-up Urine Drug Screen (UDS) | * Collect the entry UDS when collecting other biological samples. * Designate a staff member to review the entry UDS results and print them to put into the SHR. * Develop a method of tracking to ensure a follow-up drug test is collected 37-40 days after date of arrival for those students who test positive on entrance. * Meet with students within 24 hours of results to congratulate those who are negative and review [TEAP Intervention Agreement](https://supportservices.jobcorps.gov/health/Pages/Alcohol.aspx#forms) with those who are positive on entrance. * Designate staff to collect the follow-up UDS and for those who test positive for THC – enter both the entry and follow-up results into CIS to determine if a positive follow-up UDS is due to residual use or active/current use. | H&W staff |
| Intervention Services | * Identify other staff outside of the HWC who might assist with intervention services and develop a method to ensure these services are documented. * Ensure students receive at least 7 intervention sessions (including 2 individual sessions) that are documented in the SHR. * Coordinate with recreation to develop activities to help students exercise or learn leisure time activities such as workouts, art activities, a walking club, or other activities for at least 15 hours during the intervention period. * Have students identify staff members to talk with for support. | H&W staff and other center staff |
| Suspicion Screen Referrals | * Ensure the [TEAP referral form](https://supportservices.jobcorps.gov/health/Pages/Alcohol.aspx#forms) has multiple and notable signs of use and follow the center’s suspicion screen process. | H&W staff |
| Relapse Prevention Services | * Ensure access to online support services (such as [AA](https://aa-intergroup.org/) or [NA](https://virtual-na.org/)). * Designate a staff to meet with those students retained due to residual concentrations of THC. | H&W staff |
| ***Frequency: Annually*** | | |
| Annual center-wide activities (at least 3 per year) | * Enlist community speakers/resources to provide a brief presentation at a center-wide assembly. * Provide substance use prevention materials during the student lunch hour. * Consider making use of electronic communications, such as emails, newsletters, and electronic bulletin boards to promote the TEAP. This increases visibility of program with very little effort. * Utilize the [TEAP Observances document](https://supportservices.jobcorps.gov/health/Pages/Alcohol.aspx#forms) for online resources. | H&W staff |
| ***Frequency: As Needed*** | | |
| Presentations for CDP and CTP | * Meet with students in these phases to provide information about impact of drug use on employability (for CDP) and resources available after students leave Job Corps (for CTP). * Utilize materials on the website for ideas for [CDP](https://supportservices.jobcorps.gov/health/Pages/Alcohol.aspx#forms) and [CTP](https://supportservices.jobcorps.gov/health/Pages/Alcohol.aspx#forms) presentations. | H&W staff |
| Medical Separation with Reinstatement Rights | * Utilize the Center Physician/Nurse Practitioner/Physician Assistant 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 the MSWR documentation. * Contact the student’s outside treating provider, if applicable, for a recommendation of MSWR and diagnostic information. Health and wellness staff must complete the MSWR documentation, noting the information from the outside provider. | H&W staff |