

Attachment A

Ways to Prevent Suicide in Job Corps

We all play a role in preventing suicide in Job Corps. Find your role below to see how you can help.

Admission Services

Collect information on mental health needs. Learning about applicants' mental health needs help health and wellness staff know if they are at risk for suicide. Ways you can help:

- Create rapport with applicants while completing the *Job Corps Health Questionnaire* (ETA 6-53). Encourage honesty.
- Obtain documents (e.g., treatment records, hospital discharge summaries, letter from provider(s), 504 Plan) that are needed.
- Send [Mental Health Chronic Care Management Plans \(CCMPs\) Treating Provider Forms](#) to the applicant's doctor or treating provider for disclosed conditions when needed.
- Work with centers to ensure that all documentation is received promptly.

Know how to respond to an applicant in crisis. If you are on center, call the Health and Wellness Center (HWC). If you are off center, have a plan for how to manage a crisis. The plan should include calling 911 or a local crisis team.

Safety and Security Staff

Ensure students do not have access to ways to harm themselves. Ways you can help:

- Ensure students do not have access to weapons, drugs, or alcohol.
- Replace features in dorms that could be used for self-harm (e.g., replace standard shower rods with rods that will collapse under pressure).
- Figure out remote areas where students may go if they wanted to hurt themselves (e.g., wooded areas). Limit student access to these areas. Make sure all areas are well lit and monitored.
- Work with the police or other local organizations to identify suicide hotspots. These may include roads, railways, buildings, bridges, and open water. Report any safety concerns to local officials.

Encourage students and staff to report unsafe behaviors and suicide threats. Ways you can help:

- Educate staff members about the Safety Hotline per PRH 5.3, R13.
- Tell students to report safety issues (e.g., drugs, alcohol, weapons, bullying, suicide threats). Students should tell a trusted staff member or call the Safety Hotline.

- Remind students about the Safety Hotline. Post the hotline information from [Job Corps Safety Hotline Materials](#) where students will see it. Talk about the hotline during morning meetings.
- Give wallet cards with Safety Hotline information to all new staff.
- Train the Safety Hotline Response Team to resolve reported concerns.

Residential Staff

Medications can be used for self-harm. Ways you can help:

- Tell the health and wellness staff if you suspect a student is taking too much medication or not taking medication correctly.
- Make sure water is available so students can take medications before leaving the lockbox area. This reduces the risk of students stockpiling medications for suicide attempts.
- Send Medication Observation Record (MOR) and Control Substance Medication Observation Record (CMOR) to the health and wellness center (HWC) as outlined in your Standard Operating Procedure (SOP).
- Monitor use of over the counter (OTC) medications. Some medications are toxic in large quantities (e.g., Tylenol, Benadryl, Sudafed). Record medication used. Send OTC records to the HWC as outlined in the center's SOP.

Be familiar with the Symptomatic Management Guidelines (SMGs) for non-health staff.

Important SMGs for preventing suicide are [Behavior Changes/Unusual Behavior](#), [Non-Suicidal Self-Injury \(NSSI\) Behavior](#), and [Suicidal Self-Directed Violence](#). Each dormitory should have a binder with all SMGs.

Counselors

Help identify students who are at risk for suicide. Ways you can help:

- Ensure students are aware of the Safety Hotline and other ways to report safety issues during the career preparation period.
- The [Social Intake Form \(SIF\)](#) has questions that can help with early identification of students at risk for suicidal behaviors. Administer the SIF within 48 hours of a student's arrival. Send the SIF to the HWC for the center mental health consultant's (CMHC) and Trainee Employee Assistance Program (TEAP) specialist's review within the student's first week.
- Report any changes to student behavior, or statements of distress or suicidal thoughts to the HWC staff.
- Participate in case management meetings with CMHCs and TEAP specialists.

Offer skill-building group sessions to students. These sessions may address dealing with stress, homesickness, relaxation, and dealing with other people.

Health and Wellness Directors and Nurses

Monitor student medication use. Ways you can help:

- Monitor students with a history or suicide ideation or attempts for medication misuse.
- Keep medication SOPs up to date with safeguards and monitoring procedures.
- Respond to concerns reported by other staff members about student medication use.
- Review medication logs for suspicious use.

Review applicant files for mental health or substance use issues, or past harm to self or others. These can be risk factors for suicidal behavior. Send to the appropriate health professional for [Individualized Assessment of Possible Direct Threat \(Form 2-04\)](#) or a [Health Care Needs Assessment \(Form 2-05\)](#). Consider reasonable accommodations; reasonable modifications in policies, practices and/or procedures; and auxiliary aids and services (RA/RM/AAS).

Complete the [Job Corps Health History Form](#) within 48 hours of a student's arrival on center. Address any "yes" answers to alert questions (with an asterisk*) at once. Refer students with "yes" answers in *Mental Health and Well-Being* to the CMHC. Refer students with "yes" answers in the *Alcohol, Drugs, and Tobacco* sections to the TEAP specialist.

Evaluate students who often visit the HWC for chronic pain, fatigue, sleeping problems, inattention, change in weight or appetite, headaches, abdominal distress, dizziness or lightheadedness, chest pain, aching muscles/joints, or back pain. People with mental health conditions sometimes have physical symptoms. Undiagnosed mental health conditions are a risk factor for suicide.

Center Mental Health Consultant

Review the [Social Intake Form](#) (SIF) within a student's first week on center. Prioritize intake sessions for students with positive responses in the *Emotional Wellness* section.

Collaborate with the student's care team. Ways you can help:

- Participate in case management meetings with counselors and TEAP specialists to identify students at risk for self-harm behaviors. Make treatment and accommodation plans. (Note: Participation should be on a need-to-know basis.)
- Provide collaborative case management for students on psychotropic medications.
- Communicate with off-center providers.

Make sure students know how to access mental health services. Ways you can help:

- Deliver a presentation during Career Preparation Period (CPP) on your role, how to access services, and how to respond to a friend who is having a mental health crisis.
- Focus your annual mental health event on Mental Health Awareness Month (May) and Suicide Prevention Awareness Month (September).

Provide suicide prevention resources for staff and students. Ways you can help:

- Download past trainings from the Job Corps Health and Wellness website by visiting the [Webinars](#) section. These trainings may be edited for center use.
- Share the National Suicide Prevention Lifeline number, 988. SAMHSA has downloadable files for wallet cards, magnets, and posters as part of its [988 Partner Toolkit](#). The toolkit includes [logo and brand guidelines](#), key messages, frequently asked questions, fact sheets, and more.
- Access the Suicide Prevention Resource Center's [Culturally Competent Approaches](#) for resources to assist with meeting the needs of diverse students.

TEAP Specialist

Substance use can increase risk for suicidal behavior.

Review the [Social Intake Form](#) (SIF) within a student's first week on center. Prioritize assessments for students with two or more "YES" responses on Questions 4 through 9 in the *Alcohol and Drugs* section.

Address co-occurring disorders. Ways you can help:

- If you suspect a student enrolled in TEAP is struggling with a mental health issue, refer the student to the CMHC.
- Be on the lookout for students who become anxious or depressed after they stop using drugs or alcohol. These issues can sometimes be masked by substance use.
- Use assessment tools to identify students who are at-risk for mental health conditions.

Collaborate with other staff. Ways you can help:

- Teach other staff to identify students who may be using substances, experiencing withdrawal symptoms, or having other substance use-related difficulties. Appropriate referral and response should be included in the training.
- Participate in case management meetings with counselors and CMHCs to identify students at risk for self-harm. Draft treatment and accommodation plans as needed.

All Staff

Refer students to HWC if you notice odd, concerning, or changed behavior.

Ensure students are familiar with the Job Corps Safety Hotline.

Attend staff trainings on related topics such as Crisis Intervention and SOP for Mental Health Emergencies.

Learn how to use Narcan. Intentional and accidental death due to opioids is a public health crisis. Narcan is a lifesaving drug that can stop opioid overdose. See [Job Corps Information Notice No. 16-10](#) to learn more.

Complete the [Job Corps SafetyNet Training](#) annually.