

November 16, 2011

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 11-09
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL OFFICE STAFF  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: Edna Primrose  
National Director  
Office of Job Corps

SUBJECT: PRH Chapter 1, Section 1.4; and New Appendix 610

1. Purpose. To provide additional information and guidance on the health-care needs assessment outlined in PRH Chapter 1, Section 1.4, R3.
2. Background. Based on a review of previous Job Corps applications, the majority of applicants' treatment and/or monitoring needs can be met, but there may be situations in which a particular applicant's needs are beyond what the Job Corps' Health and Wellness program can provide as defined as basic health care in PRH Exhibit 6-4: Job Corps Basic Health-Care Responsibilities.

Current disability data also indicate that the majority of our applicants with medical, mental health, oral health, and substance abuse conditions have stable health and require only routine and episodic health-care interventions with accommodations. However, a small percentage of applicants may have complex, newly diagnosed, or recurring medical, mental health, oral health, and/or substance abuse health-care issues that require services and/or care management beyond Job Corps' basic health care as determined by Job Corps Health and Wellness staff.

The attached instructions and form in Appendix 610 provide Job Corps Health and Wellness staff with guidance on how to determine whether Job Corps can serve the medical, mental health, oral health, and/or substance abuse treatment/monitoring needs of a particular applicant.

3. Explanation of Changes. Highlights of PRH changes are as follows:
  - a. PRH Chapter 1: Outreach and Admissions

- (1) Revised Section 1.4, R3, Review of Health Information, by adding “c. Determining Health-Care Needs” which states:

Determining Health-Care Needs

1. Whenever Job Corps believes that the health-care needs of an applicant is beyond what the Job Corps’ Health and Wellness program can provide as defined as basic health care in PRH Exhibit 6-4: Job Corps Basic Health-Care Responsibilities and cannot be eliminated or reduced by reasonable accommodation or modification. This typically will occur *after* the applicant has received conditional assignment to a Job Corps center and has completed the 6-53 Health Questionnaire; *and*
2. If the specific information that has been received about that particular applicant indicates that he or she has:
  - (a) Within the past 6 months, two or more emergency room visits or one or more hospitalizations for medical, mental health, oral health, and/or substance abuse reasons;
  - (b) New diagnosis or recurrence of medical, mental health, extensive untreated oral health, and/or substance abuse condition that would require frequent medication adjustments, significant health resources and/or substantial change to the training day;
  - (c) Failure to follow previous treatment recommendations by licensed health providers that have adversely affected the applicant’s health, behavior, and/or adaptive functioning, and now requires significant health care management;
  - (d) Applicant has followed treatment recommendations by licensed health providers with no improvement in applicant’s health, behavior, and/or adaptive functioning which continue to place applicant in need of significant health-care management;
  - (e) Applicant’s condition or behavior has not been successfully managed in a similar academic, work, or group environment in the past year;
  - (f) Applicant is in treatment for a condition that is not in the scope of Job Corps Basic Health-Care Responsibilities (e.g., orthodontic braces for malocclusion).

If the specific information in the folder appears to meet the standards described above, the Health and Wellness Manager will forward the

applicant's information to the appropriate licensed health provider employed by the center for a detailed health-care needs assessment.

For specific guidance on conducting a health-care needs assessment, see Appendix 610.

b. PRH Chapter 6: Administrative Support

- (1) Revised Table of Contents Appendices by adding "Appendix 610 Health-Care Needs Assessment" to list.
- (2) Added new Appendix 610 Health-Care Needs Assessment (see attachment which contains instructions and form).

4. Action Required. Addressees are to ensure this PRH Change Notice is distributed to all appropriate staff, particularly Health and Wellness staff, including nurses, physicians, center mental health consultants, and TEAP specialists.

5. Effective Date. Until superseded.

6. Inquiries. Inquiries should be directed to Carol Abnathy at (202) 693-3283 or via e-mail at [abnathy.carol@dol.gov](mailto:abnathy.carol@dol.gov).

Attachments

- A – PRH Chapter 1: Outreach and Admissions
- B – PRH Chapter 6: Administrative Support
- C – Appendix 610: Health-Care Needs Assessment