**CENTER MENTAL HEALTH CONSULTANT (CMHC) TASK AND FREQUENCY CHART**

This chart with active links outlines the specific CMHC tasks and frequency to assist in developing a comprehensive MHWP that meets Policy and Requirements Handbook (PRH) requirements. It also provides guidance on how to document each task.

| **Mental Health Task** | **Frequency of Task** | **How to document** |
| --- | --- | --- |
| **Assessment** | | |
| Conduct Applicant File Reviews | As needed | Make notation in the applicant file on SF 600 Chronological Record of Medical Care or center review form that file was reviewed |
| Participate in the Disability Accommodation Process (DAP) to support students with mental health (MH) disabilities | Weekly or as needed | Ensure your name is included on DAP forms as participant |
| Complete Direct Threat and Health Care Needs Assessments | As needed | Submit recommendations of denial to Regional Office on Forms 2-04 [**Individualized Assessment of Possible Direct Threat**](https://supportservices.jobcorps.gov/disability/Documents/CN%2022-02/AFR/PRH%20Form%202-04%20-%202022.docx) **OR** 2-05-[**Health Care** **Needs Assessment**](https://supportservices.jobcorps.gov/disability/Documents/CN%2022-02/AFR/PRH%20Form%202-05%20-%202022.docx)**.** |
| Review Social Intake Forms (SIFs) from counselors | Must complete within one week of every new student input group | Sign and date the last sheet of the SIF |
| Perform mental health intakes and assessments | Everyday CMHC is on center (per referrals) | Use of [**Mental Health Intake Form**](https://supportservices.jobcorps.gov/health/Documents/MentalHealth/MH_Intake_Assessment_May2023.docx) is strongly encouraged |
| Process Medical Separations with Reinstatement Rights (MSWR) when student is a direct threat to others or center is unable to meet health care needs of students.   * For all MSWRs for direct threat to others (whether student or guardian agrees or not) complete **Form 2-04** and place in the student health record (SHR). * If a student or guardian is not in agreement with MSWR due to health care needs, you must complete **Form 2-05** and place it in the SHR. * Provide justification for MSWR, requirements to return, and referrals. | As needed | Place MSWR justification note in the MH section of the SHR.  Provide health and wellness director (HWD) with a separation diagnosis using [**SPAMIS Separation Medical Separation Codes for JCC**](https://supportservices.jobcorps.gov/health/Documents/SPAMIS_MedicalSeparation_Codes_5.26.2023.docx)**.**  Discuss and provide the following information in the **MSWR form/letter prepared by HWD:**   * Requirements to return * Referrals for community-based follow-up care * Transportation needs * Anticipated date of return from MSWR   The use of the [**Sample Medical Separation with Reinstatement (MSWR) Form**​](https://supportservices.jobcorps.gov/health/Documents/MSWR_Student_Health_Leave_Form_Template_Dec2023_revised.docx)is strongly encouraged to document the above requested information. **​​​​[Formulario de Separación Médi​ca Con Reinstalación (Spanish)](https://supportservices.jobcorps.gov/health/Documents/MSWR_Sample_Student_Health_Leave_Form_Spanish_Dec2023.docx)** |

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| **Mental Health Promotion and Education** | | |
| Deliver presentation to new students during Career Preparation Period (CPP) which includes an overview of the MHWP and how students should respond to a mental health crisis.  [**Introduction to the Mental Health and Wellness Program**](https://supportservices.jobcorps.gov/health/Documents/MentalHealth/CPP_PresentationPowerPoint_Sept2022.pptx) | For all new student input groups during the first or second week on center | **Create a binder with the title “MH Promotion and Education**” and place CPP presentation outline as well as day and time presentation is conducted. **This can be electronic.** |
| Coordinate and offer center-wide mental health promotion activities | At least one annually | Place flyers or other information regarding activity in MH Promotion and Education binder. **This can be electronic.** |
| Coordinate and/or participate in consultation meetings with center director (CD), management staff, and HWD to plan mental health-related promotion and education efforts for students and staff   * Assist Human Resources (HR) with the required minimum of 5 hours of training in adolescent growth and development for staff. | Quarterly or as determined by center  Annual Requirement | Place student and staff training information in a binder; this could be a copy of the PowerPoint or simply the title, date, and time of training provided. **This can be electronic.**  Training courses are to be coordinated by HR manager/contractor and documented by HR manager. |
| Coordinate with other departments and programs on center to develop integrated promotion and education services   * Participate in trainings or special activities with residential staff, HEALs, Student Government Association (SGA), or instructors. | Quarterly or as determined by center | Place in a binder the titles and dates of any special meetings, activities, or trainings with other departments. **This can be electronic.** |
| **Treatment** | | |
| Provide short-term treatment with check-ins as needed. Focus should be on retention and behaviors that represent employability barriers | Weekly, bi-weekly, or as needed | Use[**Mental Health Progress Note**](https://supportservices.jobcorps.gov/health/Documents/MentalHealth/MH_Progress_Note_Final.docx) OR chart in the SHR under MH section.  Add a short note to the chronological record (SF600) indicating that the student was seen by the CMHC and reference the note in the MH section. |
| Collaborate with TEAP specialist for short-term counseling of students with co-occurring conditions | As agreed between CMHC and TEAP specialist – weekly, bi-weekly or monthly | Document in SHR for individual student consult  Maintain brief minutes from meetings in a folder titled **“TEAP Collaboration**” OR include TEAP specialist in the case management meeting with counselors and document their participation |
| Monitor students on psychotropic medication in collaboration with center physician (CP)/Nurse Practitioner (NP)/Physician Assistance (PA), and HW staff | At least monthly | If possible, participate in the medication monthly meeting with HWD and CP/NP/PA, and ensure your name is included as a participant on the[**Medication Review, Rationale, and Monthly Case Conference Form**](https://supportservices.jobcorps.gov/health/Documents/MedicationManagement/Monthly_Medication_Review_Case_Conference_form_Oct2017_FINAL.docx)**.**  If not possible establish a meeting procedure with an identified HW staff.  Chart medication check-ins with students in MH section of SHR or use[**Mental Health Progress Note**](https://supportservices.jobcorps.gov/health/Documents/MentalHealth/MH_Progress_Note_Final.docx)**.** |
| Collaborate with counseling on developing/leading psychoeducational skill-building groups for students | As determined by CMHC and Counselor Manager | Counselors are responsible for documentation of groups provided. |
| Participate in regular case conferences to exchange information with counselors and other appropriate staff, as appropriate with a need to know. | Weekly or bi-weekly | Use the[**Mental Health Feedback and Case Management Form**](https://supportservices.jobcorps.gov/health/Documents/MentalHealth/MH_Case_Management_Form_Final.docx) |
| Refer students to on center skill-building groups conducted by counselors | As needed | Use the[**Mental Health Feedback and Case Management Form**](https://supportservices.jobcorps.gov/health/Documents/MentalHealth/MH_Case_Management_Form_Final.docx) |
| Provide crisis management | As needed | Chart in SHR under MH section or [**Mental Health Progress Note**](https://supportservices.jobcorps.gov/health/Documents/MentalHealth/MH_Progress_Note_Final.docx) |
| Make referrals to off-center mental health services | As needed | Use [**Off-center Appointment Verification Form.**](https://supportservices.jobcorps.gov/health/Documents/Off_Center_Appointment_Verification_Form_Mar2020.docx) |
| Develop community relationships for long-term and/or specialized mental health treatment | As needed | Verbal report, unless a MOU is established by the center |
| Complete referral and feedback documentation | With each new student referred | Use [**Mental Health Referral and Feedback Form**](https://supportservices.jobcorps.gov/health/Documents/MentalHealth/MH_Referral_Feedback_Form_June2023.docx) |
| **Other Requirements** | | |
| Provide HIV management assistance | As needed | Document services on the SF 600 progress note or MH section of the SHR |
| Review and update Health Care Guidelines and Center/Standard Operating Procedures | Annually | Maintain recent documents in binders titled “**Health Care Guidelines**” and “**SOPs/COPs.**”  **HWD should have binders.** |
| Report child and elder abuse | As reported or upon reasonable suspicion and state regulations | Chart in SHR under MH section |
| Document all services in SHR | Everyday CMHC is on center | In SHR make notation on SF 600 chronological progress note “**See CMHC Note**” and then chart In SHR under MH section |
| Review and update credentials, as applicable | Annually or before expiration | Provide to HWD to place in Credentials Folder |
| **Additional Suggested Activities** | | |
| Facilitate open appointment hours for unscheduled students | Weekly, bi-weekly, or as schedule allows | N/A |
| Collaborate with the Sexual Assault Prevention and Response team (SART). See [**SART Technical Assistance Guide.**](https://supportservices.jobcorps.gov/health/Documents/TAGs/SART_TAG.pdf) | As needed | Document interventions in SHR under MH section or [**MH Progress Note**](https://supportservices.jobcorps.gov/health/Documents/MentalHealth/MH_Progress_Note_Final.docx) |
| Promote positive mental health and update free materials from SAMHSA, NIMH, etc. (e.g., posters and flyers) | As needed | Order materials and place in visible areas in health and wellness center (HWC) and other departments |
| Be visible on center (e.g., walking around center where students can see you, eating in the cafeteria, attending special events) | As schedule allows | N/A |
| Attend regional videoconferences | Monthly | N/A |
| Develop and monitor intern/extern program, if applicable | Weekly supervision or as needed | N/A |
| Attend conferences, videoconferences, webinars, etc. | As directed by the CD and Regional Office | N/A |
| Consult with Department of Vocational Rehabilitation | As needed | N/A |

**To access all referenced forms, go to CMHC Resource Bundles located on Job Corps Health and Wellness website. https://supportservices.jobcorps.gov/health/Pages/MH-Resource-Bundles.aspx**