

April 9, 2002

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 01-20
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TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS

FROM: RICHARD C. TRIGG
National Director
Office of Job Corps

SUBJECT: Enhanced Social Intake Form

1. Purpose. To provide center staff with a tool to assist in obtaining significant information from Job Corps students.
2. Background. Job Corps students come from a variety of backgrounds and environments and may have special strengths and needs. However, upon arrival, all the information needed to plan for a successful tenure at Job Corps may not be available.

In the past, Job Corps has used a tool called the Social Intake Form (SIF) to obtain additional social, emotional, and behavioral information on students. Over time, this form has been used less consistently. It provided center staff with critical questions that could be used in an interview type format or given directly to the student to complete. It also provided an opportunity for center staff to learn more about the competencies and challenges of each student. The commitment to disability accommodation and developing individualized career plans for students makes it clear that this tool needs to be resurrected and modified. A workgroup reviewed an enhanced SIF from the Phoenix Job Corps Center and decided it would be helpful for all centers to use this tool as a part of their information gathering and individualized planning.

3. Action. Centers should review the attached enhanced SIF and incorporate it into existing activities designed to obtain information and develop plans for students. The enhanced SIF is best used by counselors within the first 3 days the student is on center. It should be used in an interview fashion with the counselor assisting the student with the first page demographics prior to the rest of the interview.

After the enhanced SIF is completed, the counseling manager and center mental health consultant should review it. The counseling manager should coordinate any referrals generated from the enhanced SIF. The completed form and a copy of any referrals should be kept in the student's medical record. However, to promote information exchange and protect confidentiality, a copy of the enhanced SIF without the mental health and Trainee Employee Assistance Program (TEAP) sections should be sent to the assigned counselor. The last page of the SIF provides information on referrals for the counselor and health and wellness center staff.

The enhanced SIF is a quick tool to use. It should take approximately 15 to 30 minutes to complete, depending on the complexity of the student's background. Be aware that some students may need immediate intervention for mental health or TEAP issues.

4. Expiration Date. Until superseded.

5. Inquiries. Direct any inquiries to Barbara Grove, RN, at (202) 693-3116, or email to Bgrove@doleta.gov.

Attachment