

May 15, 2012

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 11-71
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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: Webinar series on implementing the Certified Electronic Health Record Specialist (CEHRS) Credential Module – effective July 1, 2012

1. Purpose. The Office of Job Corps will present a series of webinars to provide information on the implementation of CEHRS and the usage of delivery tools. To participate in the webinars, go to the Event Registration area of the Job Corps Community website and select the CEHRS Implementation training. The webinar dates and times are as follows:

Tuesday, May 29, at 11 a.m. and 2:00 p.m. EST
Thursday, May 31, at 11 a.m. and 2:00 p.m. EST

2. Background. In accordance with federal law, medical facilities are to institute an electronic medical records system by 2015. The Job Corps CEHRS credential supports the “green” segment of the health-care industry’s growing demand for qualified Electronic Health Record Specialists (EHRS).

The Office of Job Corps, in collaboration with the National Healthcareer Association (NHA), piloted CEHRS training and certification programs at nine Job Corps centers. While the initial pilot was operated as a stand-alone program, findings from student outcomes and instructor feedback determined that CEHRS content is most effective when offered as a credential that can be incorporated into any of the 12 Career Technical Training (CTT) health-care program offerings.

Centers can choose to adopt CEHRS by using the CEHRS Credential Module and Implementation Guide developed by the pilot center workgroups. These delivery tools

are resources on how best to implement CEHRS on center. These tools will be available for **review** on the Job Corps Community website prior to the webinar series.

The Office of Job Corps acknowledges and thanks the following Job Corps centers for successfully piloting the CEHRS training and certification: Blue Ridge; Cascades; Cleveland; Glenmont; Homestead, Iroquois; Keystone; Quentin Burdick; and Sierra Nevada.

Implementation Overview

The CEHRS Credential Module will be authorized for use systemwide as an option beginning July 1, 2012.

- a. CEHRS is not a stand-alone program, rather an instructional module that supports attainment of an industry certification.
- b. The CEHRS credential module is aligned with the necessary skills that are required on the NHA CEHRS certification exam. The module is available to students who have completed or are currently enrolled in a primary health care training program.
- c. As referenced, a CEHRS Implementation Guide has been developed to provide information needed to assist centers with preparing to offer this credential. The guide includes: certification requirements; curriculum and instruction options; best practices; and a center readiness checklist.
- d. The Office of Job Corps developed the center readiness checklist for Job Corps centers to determine if they are ready to implement CEHRS, or if additional preparation is needed.
- e. Centers that choose to implement the CEHRS program shall do so with existing resources. Costs for implementing the EHRs certification fall into two categories. The National Healthcareer Association (NHA) charges a fixed cost of \$105 for the certification examination, and \$40 for the online study guide. The study guide is a new tool and is optional.

Costs associated with teaching the actual content in the classroom vary depending on which options a center chooses for delivering instruction. EHRs textbooks range from \$70 - \$130, with the average less than \$100. Online instructional systems vary in cost, but are more expensive than hard copy textbooks. Internet connectivity is required for online instruction, but in most cases no additional software is required.

Certification Overview

- a. Students who complete the CEHRS credential module are eligible to take the NHA CEHRS exam while enrolled in Job Corps.
 - b. Students who successfully pass the NHA CEHRS exam are granted certification for 2 years. To retain certification, individuals must earn 10 continuing education (CE) units every 2 years.
 - c. Upon successful attainment of the CEHRS certification, the Records Manager will enter the credential earned in the Center Information System (CIS) via the Credential Module.
3. Action. Addressees are to ensure this Information Notice is distributed to all appropriate staff.
 4. Implementation Date. July 1, 2012.
 5. Expiration Date. Until superseded.
 6. Inquiries. Inquiries should be directed to Tracy Bradshaw-Morris at (202) 693-8000 or bradshaw-morris.tracy@dol.gov.