

Job Corps Health Questionnaire (ETA 653) Documentation Guidance

The purpose of this guidance is to assist Admissions Counselors in determining what types of documentation should be requested from the applicant offered enrollment, or the applicant's provider, based on "Yes" responses to the following specific questions on the ETA 653. The authorization portion of the ETA 653 must be signed by the applicant offered enrollment and/or his or her parent or other representative (if the applicant is younger than 18) to request medical, mental health, oral health, substance use, or education information. The form should be witnessed by the Admissions Counselor.

KEY CODE **GHQ** = General Health Questionnaire **CCMP** = Chronic Care Management Plan
 IEP = Individualized Education Plan

8a	Use General Health Questionnaire (GHQ) or, if applicant discloses a condition covered by the Chronic Care Management Plans (CCMPs), use the appropriate medical or mental health CCMP
8b	Provide comments in Section 11 of the ETA 653
8c	Provide comments in Section 11 of the ETA 653
8d	Provide comments in Section 11 of the ETA 653
8e	Use the Orthodontic Care Agreement Form
8f	Provide the DD214
8g	Provide comments in Section 11 of the ETA 653
8h	Provide comments in Section 11 of the ETA 653 and secure emergency room records
8i	Provide comments in Section 11 of the ETA 653. If applicant discloses oral-health condition and has received treatment within the last 2 years, use GHQ and secure dental records
8j	Provide comments in Section 11 of the ETA 653. If applicant discloses mental health condition and has received treatment within the last 2 years, use GHQ or the appropriate mental health CCMP. If counseling and/or treatment is related to criminal behavior and/or injury to self or others obtain all treatment records available. This may be beyond 2 years
8k	Provide comments in Section 11 of the ETA 653. If applicant discloses substance use disorder and has received treatment within the last 2 years, use GHQ
8l	Provide comments in Section 11 of the ETA 653
8m	Provide comments in Section 11 of the ETA 653
8n	Provide comments in Section 11 of the ETA 653
8o	Provide comments in Section 11 of the ETA 653
8p	Provide comments in Section 11 of the ETA 653
8q	Provide comments in Section 11 of the ETA 653
8r	Provide comments in Section 11 of the ETA 653
8s	Provide comments in Section 11 of the ETA 653
8t	Provide comments in Section 11 of the ETA 653 and court records, if applicable
8u	Provide comments in Section 11 of the ETA 653 and court records, if applicable
8v	Provide comments in Section 11 of the ETA 653. If applicant discloses medical, mental health, oral health, or substance use condition and has received treatment within the last 2 years, use GHQ or the appropriate CCMP
8w	Provide comments in Section 11 of the ETA 653. If applicant discloses medical, mental health, or substance use condition and has received treatment within the last 2 years, use GHQ or the appropriate CCMP. If counseling and/or treatment is related to criminal behavior and/or injury to self or others obtain all treatment records available. This may be beyond 2 years
9a	Use GHQ or Sickle Cell Disease CCMP
9b	Use Asthma CCMP
9c	Use GHQ
9d	Use GHQ
9e	Use Obesity CCMP
9f	Use Diabetes CCMP

9g	Use GHQ
9h	Use Hypertension CCMP
9i	Use GHQ
9j	Provide comments in Section 11 of the ETA 653
9k	Use GHQ
9l	Use GHQ
9m	Use Seizure Disorder CCMP
9n	Request applicant's Individualized Education Program (IEP)
9o	Use Attention Deficit/Hyperactive Disorder CCMP and request IEP, if applicable
9p	Use GHQ
9q	Request applicant's IEP
9r	Use Depression CCMP
9s	Use Anxiety CCMP
9t	Use Obsessive-Compulsive CCMP
9u	Use GHQ
9v	Use Schizophrenia CCMP
9w	Use GHQ
9x	Use GHQ
9y	Use Bipolar CCMP
9z	Use GHQ
9aa	Use Asperger's CCMP
9bb	Provide comments in Section 11 of the ETA 653. If applicant discloses mental health condition, use GHQ or appropriate mental health CCMP
9cc	Provide comments in Section 11 of the ETA 653. If applicant discloses substance use condition, use GHQ
9dd	Provide comments in Section 11 of the ETA 653
9ee	Provide comments in Section 11 of the ETA 653

Mental Health Requests

When sending requests for information on mental-health conditions, please also request the following from an applicant's provider:

- Initial intake assessment, three most recent treatment notes, and psychological testing, if available

Disability

When sending requests for information on conditions, please also request the following from an applicant's school (e.g., public schools, therapeutic day and residential program schools, correctional program schools, etc.):

- IEPs, if available, to include evaluative data and assessments (e.g., psycho-social, psychological, neuro-psychological reports and achievement testing)
- 504 Plans, if available, to include evaluative data and assessments

This request should be for the last available IEP or 504 plan plus evaluative reports; these documents may be more than 2 years old.

This guidance does not replace the instructions to ETA 653, but should be used in conjunction with the instructions as a guide for documentation.