

April 10, 2014

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 13-51

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: GRACE A. KILBANE
 National Director
 Office of Job Corps

SUBJECT: Updated Chronic Care Management Plans

1. Purpose. To provide Job Corps staff with updated Chronic Care Management Plans (CCMPs) to monitor and provide case management for students with chronic diseases and mental-health disorders.
2. Background. Chronic diseases and mental-health disorders have a major impact on the employability of Job Corps students. Policy and Requirements Handbook (PRH) Section 6.10, R1 (b,4) states, “Students identified as having chronic health problems during the cursory or entrance physical shall be monitored as directed by the center physician or other appropriate center health care provider.”

CCMPs were developed to provide a systematic approach to treating chronic diseases and mental-health disorders. Office of Job Corps Health and Wellness staff, and Regional Health Specialists conducted a review of existing CCMPs. Based on this review, revisions were made to enhance the usability and effectiveness of these tools.

Medical CCMPs include those for asthma, body weight/obesity, diabetes, HIV infection/AIDS, hypertension, seizure disorder, sickle cell disease, sleep apnea, and tobacco cessation. Mental-Health CCMPs include Attention Deficit/Hyperactivity Disorder (ADHD), anxiety disorders, autism spectrum disorders, bipolar mood disorder, borderline personality disorder, depressive disorders, obsessive-compulsive disorder, panic disorder, post-traumatic stress disorder, schizophrenia, and Tourette syndrome.

Changes to CCMPs include the following:

- Each disease/disorder overview for health staff has been replaced with a Student Fact Sheet.
- The disease/disorder-specific questionnaires that Outreach and Admissions forwards to the applicant's physician or treating provider have been updated to include a brief description of the Job Corps program and a definition of medical and mental-health services provided.
- The guidelines appropriate for the Career Preparation Period, Career Development Period, and Career Transition Period for Mental Health CCMPs have been removed. Center Mental Health Consultants (CMHCs) and Wellness staff may document case management and education in different places in the Student Health Record (SHR). It can be as part of diagnostic intakes, session progress notes, or case consultation meeting notes. In addition, CMHCs may use the Documentation of Case Management and Feedback form or the Mental Health Service Referral and Feedback form. Both can be found on the Job Corps Health and Wellness Web site.
- The guidelines appropriate for the Career Preparation Period for Medical CCMPs have been updated. The guidelines appropriate for the Career Development Period and Career Transition Period for Medical CCMPs are no longer disease-specific, and have been updated and combined into one general form.
- The Flow Sheets for recording periodic monitoring visits for schizophrenia, bipolar mood disorder, and all chronic diseases have been updated. A Flow Sheet for depression has been added.
- A CCMP for HIV infection/AIDS has been added.

Updated medical and mental-health CCMPs can be found on the Job Corps Community Web site; click on Health and Wellness, then click on Health-Care Guidelines; then click on Chronic Care Management Plans.

3. Action. Job Corps staff should take the following steps to implement the updated CCMPs:

- a. Outreach and Admissions should forward the disease/disorder-specific questionnaire to the applicant's physician or treating provider if the applicant reports a history of one or more of the diseases/disorders listed. If the applicant reports a history of a disease/disorder not listed, Outreach and Admissions should forward the General Health Questionnaire.

- b. The disease/disorder-specific questionnaire can also be forwarded to the applicant's physician or treating provider by the health provider conducting applicant file reviews on center, or the Reasonable Accommodation Committee (RAC) as part of the reasonable accommodation process.
- c. In order to not delay the application or enrollment process, if the disease/disorder-specific questionnaire is not received within 2 weeks or is not available, the center should continue the file review and/or reasonable accommodation process, and make a decision based on available information and/or the center health provider's current assessment.
- d. Case management should be implemented on center as described in PRH Section 6.10, R1 (b,4).
- e. Disease/disorder-specific documents, except for the Student Fact Sheet, should be included with the student health record.

Addressees are to ensure this Information Notice is distributed to all appropriate staff including, but not limited to, all Outreach and Admissions staff, health and wellness staff, and disability coordinators.

4. Effective. Immediately.

5. Inquiries. Inquiries should be directed to Carol Abnathy at (202) 693-3283 or abnathy.carol@dol.gov; or Johnetta Davis at (202) 693-8010 or davis.johnetta@dol.gov.