

November 26, 2012

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE 12-06
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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: New Job Corps Health History and Physical Examination Forms, Changes to PRH Chapter 6, Section 6-3, Section 6-10, and Exhibit 6-4

1. Purpose. To revise current PRH requirements to reflect new mandatory health history and physical examination forms.

2. Background. Job Corps has used the standard form SF 88, Report of Medical Examination, and the SF 93, Report of Medical History, to assess new students' medical needs. These forms are not specifically tailored for the Job Corps population.

The Job Corps Physical Examination Form and the Job Corps Health History Form replace the SF 88 and SF 93 respectively. The new forms reflect diseases and conditions most often seen in teens. Additionally, the Job Corps Health History Form uses simpler terminology.

The Job Corps Health History Form includes alert questions designed to help Health and Wellness staff members quickly screen for emergent physical-, mental-, and oral-health issues, and serious substance-abuse problems. Directions for using the Job Corps Health History Form are in Attachment B, Job Corps Health History Form Instructions.

3. Explanation of Changes. Highlights of PRH changes are as follows:

a. PRH Chapter 6: Administrative Support

- (1) Revised 6.3, R3 (a3) by removing "SF 93"
- (2) Revised 6.10, R1 (a) by replacing "SF 93" with "Job Corps Health History Form"

- (3) Revised 6.10, R1 (b) by replacing “SF 88” with “Job Corps Physical Examination Form”
- (4) Revised Exhibit 6-4 A (1) by replacing ”SF 93 Report of Medical History” with “Job Corps Health History Form” and “SF 88 Report of Medical Exam” with “Job Corps Physical Examination Form”

5. Action. Begin using new forms immediately.

Addressees are to ensure this Change Notice is distributed to all appropriate staff.

6. Effective Date. November 26, 2012.

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

Attachments

- A – PRH Chapter 6
- B – Job Corps Health History Form Instructions
- C – Job Corps Health History Form
- D – Job Corps Physical Examination Form
- E – PRH Exhibit 6-4