

November 30, 2015

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 15-06
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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

FROM: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

SUBJECT: Policy and Requirements Handbook (PRH) Revision of Chapter 6, Section 6.10, R3, Mental-Health and Wellness Program; Exhibit 6-4 Job Corps Basic Health-Care Responsibilities; and Exhibit 6-5 Center Health-Services Staffing Requirements

1. Purpose. To revise current PRH requirements by updating Job Corps' Mental-Health and Wellness Program (MHWP) requirements, removing percentage of hours dedicated to specific Center Mental-Health Consultant (CMHC) tasks, and updating required staffing patterns for the Center Physician and Nurse Practitioner (NP)/Physician Assistant (PA).
2. Background.

Mental-Health and Wellness Program

The focus of the MHWP must be on identifying at-risk students, providing quality basic mental-health services, and maintaining the safety of students and staff. Policies have been updated to: 1) remove specific requirements related to division of time for CMHCs' duties, 2) eliminate the requirement to conduct mental-health promotion and education presentation to students during the Career Development Period (CDP) and Career Transition Period (CTP), and 3) permit short-term counseling beyond six sessions for students.

Currently, the PRH requires a CMHC to spend 50 percent of his or her time on center engaged in the following activities: mental-health promotion, prevention, and education for students and staff; consultation to Center Director and staff; annual trainings; disability program support; or TEAP support. The policy has been updated to remove the specific percentage of hours dedicated to the above outlined tasks to allow for better allocation of mental-health services as determined by each center. Each CMHC should work with their Health and Wellness Manager (HWM) to ensure all remaining requirements are met for the MHWP as outlined in PRH Chapter 6, Section 6.10, R3 and Exhibit 6-4, Basic Health Services.

Under the current PRH requirements, the CMHC is required to provide mental-health promotion and education presentations to students during the CDP and CTP. The majority of the topics in the curricula for the CDP and CTP presentations are included in the Health Education Curriculum designed to meet the PRH requirements for Chapter 3, Section 3.17. This is a duplication of effort. Each center also has established career transition readiness activities to support students preparing to exit the Job Corps program. The PRH requirements have been updated to remove the mental-health promotion and education presentations to students during the CDP and CTP.

Current PRH requirements limit students to six sessions of short-term counseling with mental-health checks as needed. The PRH has been updated to remove this constraint so centers can provide adequate mental-health support for students; however, the focus of the MHWP should remain on short-term interventions of students with manageable mental-health conditions. Additionally, the footnote that permitted interns, externs, and practicum students to provide long-term counseling has been removed, as there is no longer a limit in the number of counseling sessions that may be provided to a student.

Center Physician and NP/PA Hours

In 2013, Center Physician hours were decreased from 4 hours/100 students/week to 2 hours/100 students/week. NP/PA hours were added to account for the decreased 2 hours/100 students/week. Many centers have struggled to fill these positions with such limited hours. The policy has been updated to increase physician hours back to 4 hours/100 students/week. Centers may continue to allocate up to 2 hours/100 students/week of required physician hours to a NP/PA to provide routine medical services within the licensee's scope of practice.

3. Explanation of PRH Changes.

- a. Changed Chapter 6, Section 6.10, R3: Mental-Health and Wellness Program by:
 1. Deleting (c2) "Presentation(s) on managing mental health-related symptoms and behaviors in the workplace for students during the Career Development and Transition Periods;"
 2. Revising (d1) by deleting "defined as no more than six sessions"
 3. Deleting footnote 8 "Centers with intern, extern, or practicum graduate students may exceed this number and provide sessions that are skill based with a focus on managing behaviors and mental-health symptoms in the work environment;"
 4. Renumbering subsequent requirements and footnotes.
- b. Changed Chapter 6: Exhibit 6-4 Job Corps Basic Health-Care Responsibilities by:

1. Deleting (C2), second bullet point, “Presentation(s) on managing mental health-related symptoms and behaviors in the workplace for students during the Career Development and Transition Periods;”
 2. Deleting “defined as no more than six sessions” from (C3), first bullet point;
- c. Changed Chapter 6: Exhibit 6-5 Center Health Services Staffing Requirements by:
1. Revising (1) Physician to read: 4 hours/100 students/week is the minimum required level of physician coverage for centers with a capacity of 2,000 or fewer students. Centers with a capacity greater than 2,000 students are not required to have more than 80 hours of physician coverage. Up to 2 hours/100 students/week of required physician hours can be assumed by a physician assistant (PA) or nurse practitioner (NP) to provide routine medical services within the licensee’s scope of practice. The Center Physician/PA/NP may not serve as both the Center Physician/PA/NP and the Health and Wellness Manager.
 2. Deleting (2) Nurse Practitioner/Physician Assistant (NP/PA): 2 hours/100 students/week is the minimum required level of nurse practitioner/physician assistant coverage by a qualified licensed NP/PA. The NP/PA may not serve as both the NP/PA and the Health and Wellness Manager.
 3. Revising (6) Center Mental Health Consultant (CMHC) by removing “Of the minimum required coverage per week, 50 percent must be used for a combination of the following activities: mental-health promotion, prevention, and education for students and staff; consultation to Center Director and staff; annual trainings; disability program support; or TEAP support.”
 4. Renumbering subsequent requirements.
 5. Revising “Minimum Staffing Requirements by Center Size” table to reflect new requirements.
4. Action Required. Addressees are to ensure this PRH Change Notice is distributed to all appropriate staff.
 5. Effective Date. Immediately.
 6. Inquiries. Inquiries should be directed to Johnetta Davis at (202) 693-8010, or davis.johnetta@dol.gov.

Attachments

- A – PRH Chapter 6: Administrative Support
- B – PRH Exhibit 6-4
- C – PRH Exhibit 6-5