



AUG 03 2018

DIRECTIVE:	JOB CORPS ePRH CHANGE NOTICE NO. 18-05
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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: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

A handwritten signature in blue ink, appearing to read "Lenita Jacobs-Simmons", written over the printed name.

SUBJECT: Electronic Policy and Requirements Handbook Updates to Significant Incident Report Policy under Section 5.5, R2

1. Purpose. To present changes to electronic Policy and Requirements Handbook (ePRH) Section 5.5., R2 regarding the Significant Incident Report (SIR) policy.
2. Background. In 2015, a number of incidents on Job Corps centers or incidents involving Job Corps students occurred that required clearer communication between centers, operators, Regional Offices, and the National Office. Upon reviewing the processes to address these events, the National Office formed a SIR Workgroup made of representatives from the National Office, the Regional Offices, Job Corps Data Center, and the Office of the Solicitor.

After examining the process, the Workgroup recommended several policy changes, including updating the definition of “significant incidents,” and aligning the significant incidents listed in the ePRH with those listed in the SIR System. The workgroup also recommended revising ePRH Section 5.5, R2, “Incidents Requiring Immediate Contact with the Appropriate Regional Office,” to reflect current communication practices and require that centers contact a minor student’s parents immediately when a significant incident requires law enforcement.
3. Explanation of Change(s). Revised ePRH Section 5.5, R2:
 - a. The phrase “immediately report” now more specifically states reporting should occur “within 2 hours of center management becoming aware of the incident.”
 - b. “Incidents Requiring Immediate Notification” adds “text messaging” as an acceptable mode of contact.

- c. Also added: Text that says if the incident involves a minor student and requires law-enforcement involvement, then centers must notify his/her parents immediately.
5. Action Required. Addressees must ensure all appropriate staff receive this ePRH Change Notice.
6. Effective Date. Immediately
7. Inquiries. Thony Martino at martino.thony@dol.gov.
8. ePRH Web site Access. This Change Notice and revisions to the ePRH Web site can be accessed at the ePRH Web site address, <https://eprh.jobcorps.gov>.