

December 13, 2002

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 02-09
-------------------	--

TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: RICHARD C. TRIGG
National Director
Office of Job Corps

SUBJECT: Updated SPAMIS Medical Separation Codes

1. Purpose. To provide center staff with an updated list of the SPAMIS medical separation codes.

2. Background. The Job Corps Data Center (JCDC) recently completed the annual update of the SPAMIS medical separation codes that are used to identify medical reasons for which students are separated from the Job Corps program. The health and wellness manager recommends medical separations based on the diagnosis of an on-center medical professional. The health and wellness manager forwards student medical records that have been approved by the center director for medical separation to the medical records department. The appropriate medical separation codes are assigned and entered into CIS by the medical records clerk. Each night the JCDC transmits the codes from CIS into SPAMIS.

SPAMIS medical separation codes have been updated with the use of the current DSM-IV diagnoses and codes. As a result of the update, the separation codes will correspond with the common reasons for which students are medically separated from Job Corps. The attachment provides the updated list of medical separation codes.

3. Action. Effective immediately, the appropriate health and wellness staff shall use the updated medical separation codes that are provided in the attachment when students are medically separated from Job Corps.

4. Expiration Date. December 31, 2003.

5. Inquiries. Direct any inquiries to Barbara Grove, RN, at (202) 693-3116, or email to BGrove@doleta.gov.

Attachment A