U.S. Department of Labor

Employment and Training Administration
200 Constitution Avenue, N.W.
Washington, D.C. 20210

OCT 16 2017

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 17-10

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
                  ALL CENTER USERS

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

SUBJECT: Enhancement of Health and Disability e-Folders

1.   Purpose. To inform the Job Corps community of upcoming enhancements to the Health and Disability electronic Folders (e-Folders), and to clarify the health and disability file groupings in the Outreach Admissions Student Input System (OASIS) e-Folders.

2.   Background. The Health and Disability e-Folders located in the Wellness and Accommodation module in the center Information System (CIS) will be updated to provide additional file grouping options to store applicant/student documentation and a Regional Office File Review Flag.

The current file grouping options within the Health and Disability e-Folders will be updated to reflect the file groupings listed below. Please note some of the groups have been renamed. All saved documents in the former grouping have been retained under the new file grouping name.

HEALTH
1. ETA 6-53 Job Corps Health Questionnaire
2. Chronic Care Management Plan Provider Questionnaires
3. Orthodontic Treatment Form
4. Authorization for Use and Disclosure of Your Health Information Form (HIPAA)
5. Job Corps Informed Consent to Receive Mental-Health and Wellness Treatment
6. Consent for Pre-enrollment Interview
7. Medical Records

8. Hospital and Emergency Department Records
9. Mental-Health and Counseling Records
10. Psychological, Neuropsychological, and Psychiatric Evaluations (formerly "Psycho-Educational Reports")
11. Substance Abuse Records
12. Dental Records
13. Immunization Records
14. Health Insurance Card – Front and Back (formerly "Copy of Health Insurance Card")
15. Supplemental Health-and-Wellness Documentation (formally "Supplemental Documentation Relating to Health and Wellness")
16. Direct Threat Assessment (and clinician notes)
17. HealthCare Needs Assessment (and clinician notes)
18. Care Management and Leave Plan
19. Readmit Records (Student records of previous Job Corps enrollment)
20. Other

DISABILITY

1. Individualized Education Program (IEP)
2. 504 Plans (formerly "Any Other Protected Medical/Disability/Related Information)
3. Reasonable Accommodation Request Form
4. Copy of Signed Accommodation Plan
5. Accommodation Recommendation of Denial Form (formerly "Other Cognitive and Achievement Testing Results")
6. Behavior Plan (special education behavior plans, functional behavior assessments)
7. Reasonable Accommodation Committee Meeting Notes
8. Other

The e-Folder is intended to store health- and disability-related information for those with a need to know, which is outlined Appendix 607, Transmission, Storage, and Confidentiality of Medical- Health-, and Disability-Related Information. List of staff permitted access will be reviewed during Regional Office Center Assessments (ROCAs) and Health and Disability Program Compliance Assessments (PCAs).

Regional Office Review Flag

In CIS, a Regional Office Review Flag will be available for use by health-and-wellness center staff to notify Regional Office staff that an applicant/student file is ready for review based on direct threat or health-care needs. All supporting documentation, including a Health-Care Needs Assessment or Direct-Threat Assessment, must be uploaded into the applicant/student

e-Folder. Once the Regional Office Review Flag has been selected by health-and-wellness staff, an e-mail notification will be sent to the appropriate Regional Office notifying that a review is needed. The flag is also used when regional review is required, when a student is recommended for long term leave, and the student does not agree to the Care Management and Leave Plan.

OASIS

The health and disability file groupings available for use by OA staff in OASIS e-Folders are as follows:

1. ETA 6-53 Job Corps Health Questionnaire
2. Chronic-Care Management Plan-Provider Questionnaires
3. Orthodontic Treatment Form
4. Authorization for Use and Disclosure of Your Health Information Form (HIPAA)
5. Job Corps Informed Consent to Receive Mental-Health and Wellness Treatment
6. Consent for Pre-enrollment Interview (This file grouping will be made available in a future release of OASIS. Center health-and-wellness staff should upload this document until the file grouping is available for OA staff to use in OASIS.)
7. Psychological, Neuropsychological, and Psychiatric Evaluations
8. Immunization records
9. Dental Records
10. Medical Records
11. Supplemental HealthandWellness Documentation
12. Health Insurance Card (front and back)
13. Individualized Education Program (IEP)
14. 504 Plans (formerly "Any other protected medical/disability/related Information")
15. Reasonable Accommodation Request Form
16. Accommodation Recommendation of Denial Form (formerly "Other Cognitive and Achievement Testing Results")

The documentation uploaded by OA staff will be accessible in the Wellness and Accommodation module in CIS.

3. <u>Action.</u> Center staff must utilize e-Folders for file review purposes.

Student files must no longer be shipped to the Regional Office for applicant file review or long-term health leave approval.

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

4. <u>Implementation Date.</u> October 19, 2017.

5. <u>Expiration Date.</u> Until superseded.

6. Inquiries. Inquiries should be directed to Johnetta Davis at (202) 693-8010 or davis.johnetta@dol.gov for policy questions, and Linda Estep at estep.linda@dol.gov for technical questions.