



January 2, 2024

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 23-08

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
 ALL JOB CORPS REGIONAL OFFICE STAFF
 ALL JOB CORPS CENTER DIRECTORS
 ALL USDA FOREST SERVICE CENTER DIRECTORS
 ALL JOB CORPS CENTER OPERATORS
 ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS

FROM: Erin McGee
 Acting National Director
 Office of Job Corps

SUBJECT: Electronic Prescribing (e-Prescribing) in Job Corps

1. Purpose. To issue requirements for the implementation of electronic prescribing of medications in Job Corps in response to rapidly evolving state laws.
2. Background. As of December 2023, a majority of states have passed laws mandating that healthcare clinicians utilize computer-based software in lieu of hand-written prescriptions when prescribing medications for patients. These electronic prescribing (or e-prescribing) laws are designed to increase the oversight of prescription medications, to prevent medication misuse, and to reduce medication errors. Job Corps recognizes the need to develop the capacity to e-prescribe on all centers.
3. Action. Addressees must distribute this Program Instruction Notice to the Health and Wellness Director and IT Manager of each center and all other appropriate staff.

All centers must:

- 1) Review state laws and regulations related to e-prescribing.
- 2) Review commercially available e-prescribing software options.
- 3) Evaluate the e-prescribing software options must meet the following criteria:
 - Possess an **Electronic Prescribing for Controlled Substances (EPCS)**¹ certification as required by the Drug Enforcement Agency (DEA);

¹ https://deaddiversion.usdoj.gov/ecomm/e_rx/

- Meet HIPAA requirements;
 - Be compatible with Job Corps Information Technology (IT) systems and security requirements;
 - Centers using Job Corps computers, laptops, tablets, and other technologies must comply with IT security requirements for example ensuring layers of security profiles are available to prevent unauthorized access or interception of information;
 - Meet any additional requirements set forth by state law in the state where the center is located;
 - Include multi-factor authentication process for prescribers;
 - Include encrypted, secure transmission channels through the Point of Care vendor and router; and
 - Have the ability to integrate with dispensing pharmacies.
- 4) Submit the proposal to purchase the subscription to a cloud-based e-prescribing system to the Regional Office and the center's assigned Contracting Officer's Representative (COR) by **January 12, 2024**.
 - 5) The Regional Office will review the proposal to ensure it meets criteria identified above. Contracting Officers (CO) will review the proposal from the contracting perspective to identify where modifications to the contract or other contractual change orders may be required. The COR will notify the center as to whether the Regional Office approves the proposal.
 - 6) If modifications or other contractual change orders are required, they will be promptly issued by the CO as the Department of Labor's official authorized to revise contract requirements and no change to the statement of work will be authorized prior to such modification.
 - 7) Purchase and begin using e-prescribing software system.
4. Expiration Date. Until superseded.
 5. Inquiries. Inquiries should be directed to Lesley Nesmith at (202) 693-3904 or nesmith.lesley@dol.gov.