

PERFORM APPLICANT FILE REVIEW

This user guide is for the following MyJobCorps user role: Health and Wellness Reviewer (HWR)

The Applicant File Review (AFR) process in MyJobCorps starts when admissions assign an applicant case to a center, notifying the center staff that a case is in their queue.

The applicant's case will appear on the Home view for Center Records Managers (CRM) and Health and Wellness Reviewer (HWR) user roles to review the case. These users will also receive an Alert and email notifying them of the new case assignment.

Note: Both user roles can work simultaneously; however, the Health & Wellness recommendation must be completed before CRMs can review the case and plan arrival activities.

High-level AFR Activities

The following high-level activities occur during AFR by the **Health and Wellness Reviewer (HWR)**.

- Assign the Case
- Conduct Health and Wellness Review
- Make a Health and Wellness Recommendation, if applicable

ASSIGN THE CASE

Step 1: Assign the Case to yourself, or another HWR user at your center if applicable.

1. Go to your **Home** view's **Pending Center Review** tab and select the **Applicant Tracking Number (ATN)** to open the case. You will arrive on the **Wellness** tab.
2. Select the **Assign Reviewer** button at the top of the page.
 - a. If you are assigning the case to yourself, select the **Assign to Self** button.
 - b. If you are assigning the case to **another named user** at your center, continue to the next screen by selecting **Next**
 - i. Select a named HWR user
 - ii. Select Submit
3. Select **Yes** to complete the assignment. The assigned user's name will appear in the Health and Wellness Reviewer field in the **Case Details** section.

Note: If you don't automatically see the assignment, refresh your webpage for the assignment to refresh.

CONDUCT HEALTH AND WELLNESS REVIEW

Step 2: Review the applicant's health information.

Review the applicant's documents under the Health Documents section.

Step 3: Engage with the applicant, if applicable.

1. If you engage with the applicant, log your interaction in the **Communications Log**, selecting Applicant File Review as the Communications Category.
2. If you collect any health documents from the applicant, upload the document by clicking on **Add Health Document** button on the **Wellness** tab.
 - a. The document category will pre-set to **Health** so it syncs to the Health E-Folder when the case is sent to CIS.

Step 4: Select an Action based on your review.

1. In the **Health and Wellness Review** box on the right-side panel of the **Wellness** tab, select the appropriate action.
 - a. Select **Clear for Enrollment** if **there are no documented health concerns**.
 - i. Upload **Form 1-06** by selecting on the **Add Health Document** button. You can download a blank version of Form 1-06 from the Forms tab.
 - b. Select **Return to Admissions** if the applicant cannot be contacted or additional information is needed.
 - i. Select a **Reason** from the dropdown: No Show, No Longer Interested, Unable to Contact, Missing Information, or Other.
 - c. Select **Initiate Health and Wellness Review** if a **detailed health review is needed to be completed by your Qualified Health Professional (QHP)**.
 - i. Enter any applicable notes associated with your selected action in the **Comments** box. **Do not provide any sensitive health information in this field.**
 - ii. Notify your center's clinicians or Qualified Health Professional (QHP) who needs to perform the detailed review.
 1. This is a manual activity, completed outside of MyJobCorps. These reviewers will access the applicant's files in the Health E-Folder.
2. Select **Submit**.
3. Select **Confirm** on the pop-up prompt.

MAKE A HEALTH AND WELLNESS RECOMMENDATION, IF APPLICABLE

Step 5: If you initiated a Health and Wellness Review in Step 4c, upload results of the review

1. When your center's clinician or Qualified Health Professional (QHP) have completed their detailed review and provided their results, **upload the QHP's review** to Gateway by selecting on the **Add Health Document** button.
2. Upload **Form 1-06** by selecting on the **Add Health Document** button. You can download a blank version of Form 1-06 from the Forms tab.

Step 6: Select an Action based on the review.

1. In the **Health and Wellness Recommendation** box in the right-side panel of the **Wellness** tab, select the appropriate action:
 - a. **Clear for Enrollment:** If the center can accommodate the applicant based on the review.
 - i. The case will now be available for the Center Records Manager (CRM) to complete activities.
 - b. **Request Regional Review:** If the center is making a Recommendation for Denial based on the review.
 - c. **Return to Admissions:** If the applicant cannot be contacted or additional information is needed.
 - i. Select a **Reason** from the dropdown: No Show, No Longer Interested, Unable to Contact, Missing Information, or Other.
 - ii. Enter any applicable notes associated with your selected action and the names of all clinical staff involved in the review in the Comments box. Do not provide any sensitive health information.
2. Select **Submit**.