

SUPPORTING STATEMENT
Job Corps Health Questionnaire
OMB Control No. 1205-0033

This ICR seeks to revise Form ETA 653 by clarifying the instructions and several questions.

A. Justification.

1. *Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.*

Job Corps is the nation's largest residential, educational, and career technical training program for young Americans. Job Corps was established in 1964 by the Economic Opportunity Act and is currently authorized by Title I-C of the Workforce Innovation Opportunity Act (WIOA). For over 52 years, Job Corps has helped prepare nearly three million at-risk young people between the ages of 16 and 24 for success in our nation's workforce. With 124 centers in 50 states, Puerto Rico, and the District of Columbia, Job Corps assists students across the nation in attaining academic credentials, including a High School Diploma (HSD) and/or High School Equivalency (HSE), and career technical training credentials, including industry-recognized certifications, state licensures, and pre-apprenticeship credentials.

Job Corps is a national program administered by the U.S. Department of Labor (DOL) through the Office of Job Corps and six Regional Offices. DOL awards and administers contracts for the recruiting and screening of new students, center operations, and the placement and transitional support of graduates and former enrollees. Large and small corporations and nonprofit organizations manage and operate 98 Job Corps centers under contractual agreements with DOL. These contract center operators are selected through a competitive procurement process that evaluates potential operators' technical expertise, proposed costs, past performance, and other factors, in accordance with the Competition in Contracting Act and the Federal Acquisition Regulations. The remaining 26 Job Corps centers, called Civilian Conservation Centers, are operated by the U.S. Department of Agriculture's Forest Service, via an interagency agreement. The DOL has a direct role in the operation of Job Corps, and does not serve as a pass-through agency for this program.

In accordance with 5 CFR 1320, DOL is seeking approval for a form connected with determining the health needs of the Job Corps applicant. This form, the ETA 653, is completed by the admissions specialists after they have determined the eligibility of the applicant.

2. *Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.*

The information on the ETA 653 is collected by the admissions counselors to enable the centers to determine the health needs of the applicant. The admissions counselors, after they have

determined eligibility and the applicant has been selected for assignment into the Job Corps program, complete the form and send it with the admission packet to the Job Corps center for review. After review at the center, the health staff may feel additional health information is needed, whereupon the admissions counselor would be contacted to obtain the information that has been requested from the applicant's health care provider.

If the center health staff are able to meet the health care needs of the applicant and the applicant is not a direct threat, the applicant is enrolled at the earliest possible date. If the center health staff recommends denial of the applicant based on the inability of the center to meet the applicant's health care needs or if the applicant poses a direct threat, the applicant file is then sent to the center's Regional Office for review. During the Regional Office review, the applicant file is administratively reviewed by the Regional Disability Coordinator and then clinically reviewed by the Regional Health Specialists, the application, along with the recommendation of the health specialists, is forwarded to the Regional Director for final determination. If the Regional Director concurs with the Regional Health Specialist's recommendation of denial of enrollment, then the denial of enrollment is upheld. If the Regional Director overturns the decision of the center, then the applicant is enrolled at the earliest possible date.

- 3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also, describe any consideration of using information technology to reduce burden.*

In order to comply with the Government Paperwork Elimination Act, Job Corps has reduced the paperwork burden by implementing an electronic system of application data collection. Admissions counselors enter information provided during their interview with the applicant to an electronic version of the ETA 653. These responses are transmitted to the applicant's center of assignment for use by the center's health staff, in keeping with the Privacy Act and the Health Insurance Portability and Accountability (HIPAA) Law's Privacy Rule.

- 4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item 2 above.*

This questionnaire is specifically for the Job Corps program to determine the health needs of the applicants who have been given a conditional assignment. This questionnaire is the only form administered to the applicant to help the centers determine the health needs of the applicant, and only one questionnaire is completed for each applicant.

- 5. If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.*

This document does not impact small businesses or other entities.

6. *Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.*

The questionnaire is only administered once to each applicant who has been given a conditional assignment. If the questionnaire was not completed, then the centers would not be able to determine the health needs of the applicant and could potentially have students with severe mental health or health-related conditions enter the program that could pose a direct threat to themselves or other students. Also, if the applicant arrives on center with a serious health or mental health condition, the center would have to immediately medically separate these students from the Job Corps program.

7. *Explain any special circumstances that would cause an information collection to be conducted in a manner that requires further explanation pursuant to regulations 5 CFR 1320.5.*

There are no such special circumstances.

8. *If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.*

Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years—even if the collection of information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

In accordance with the Paperwork Reduction Act of 1995, the public was given 60 days to review and comment on this information collection by way of a *Federal Register* notice published on December 9, 2016 (81 FR 89151). No public comments were received.

DOL maintains regular contact with the representatives of the program who must compile the records associated with this collection. These entities, Outreach and Admissions contractors, Job Corps centers and the Center Operators, provide immediate assistance for problems arising from implementation of policy changes and issues effecting the rules and requirements for Job Corps data systems.

9. *Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.*

There are no gifts to respondents.

10. *Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.*

The nature of the program requires that sensitive areas be addressed in order to gather information about each applicant's eligibility to receive Job Corps benefits. The Job Corps Privacy Act Statement is given to each applicant. It describes how the information will be used, who has access to it, and how it can be released. All of these, however, are part of the admissions equation, as required by law. Applicants are advised that the information collected is confidential and it is covered under the Privacy Act and the HIPAA Privacy Rule. Applicants also are required, as a condition of participating in Job Corps, to sign an 'Authorization for Use and Disclosure of Your Health Information' in accordance with the Health Insurance Portability and Accountability Act of 1996. Keeping information private regarding student social security numbers, and student records, including student medical records, is covered in the Job Corps Policy and Requirements Handbook. The law authorizing this program provides for compliance with the Privacy Act in all its aspects. 20 CFR 670.965, Disclosure of Information, provides instructions as to how to keep private the information that is obtained on each applicant and student.

SORN DOL/GOVT-2 (Job Corps Student Records) 81 FR 25765 identifies the categories of records in the system containing Job Corps student records including records of a sensitive nature, such as separate running accounts of the students' general biographical data; health (dental, medical, mental health, and drug testing records); administrative records covering data pertaining to enrollment allowances and allotments; leave records.

11. *Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.*

Questions 8 (a –x) and 9 (a-ii) would be considered questions of a sensitive nature. It is necessary to ask these questions for the safety and health of the applicant and other students on center. The applicant could pose a direct threat (one that cannot be eliminated or reduced by reasonable accommodation or modification) on the Job Corps center that would affect the safety and health of the applicant or others. If the questions were not asked, applicants could be enrolled who may potentially harm themselves or others. There is also a cost factor; it would be necessary to medically separate those students who were considered to be a direct threat and those applicants who were enrolled that have serious mental health or health issue. It would be costly to the centers to pay for transportation for students to return home. The information on the ETA 653 is reviewed by the Job Corps Health staff and the Job Corps Health Consultants.

12. Provide estimates of the hour burden of the collection of information.

See the table below for the listing of forms, by number, number respondents, hours per submission, and total annual burden hours. Further explanation of the burden hours is explained below.

The following table can be used as a guide to calculate the total burden of an information collection.

Activity	Number of Respondents	Frequency	Total Annual Responses	Time Per Response	Total Annual Burden (Hours)	Hourly Rate*	Monetized Value of Respondent Time
ETA 653 Job Corps Health Questionnaire	66,697	1	66,697	8 minutes	8,893	\$7.25	\$64,474

Data Source: Job Corps Database of Program Applicants.

During PY 2016, 66,697 applicants completed applications for Job Corps. The estimated time to complete the form was adjusted to 8 minutes from 5 minutes based on recent experience. The total public burden, as the chart above indicates, for the health questionnaire (ETA 653) is 8,893 burden hours. Based on the current minimum hourly wage of \$7.25, the value of respondent time is calculated at 8,893 hours x \$7.25 for a total of \$64,474.

13. Provide an estimate for the total annual cost burden to respondents or record keepers resulting from the collection of information. (Do not include the cost of any hour burden already reflected on the burden worksheet).

There are no other costs.

14. Provide estimates of annualized costs to the Federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information. Agencies may also aggregate cost estimates from Items 12, 13, and 14 in a single table.

The form is maintained electronically, therefore there are no printing costs. The Admissions Counselors who complete the ETA form 653 are paid under Federal contract. It takes approximately 8 minutes for them to enter the information on the 653 form as stated in #12. The Health and Wellness Managers on the Job Corps centers review the forms of all student applicants. This review takes approximately 5 minutes. Approximately 2,000 forms would require an additional review at the regional level by the Regional Nurse Consultants, and 200 forms by the Regional Physicians, Regional Dentists, or Regional Mental Health Consultants. The hourly labor rate for Admissions Counselors and Health and Wellness Managers is determined to be \$30 while the rate for Regional Nurse Consultants is \$32 and Regional Physicians, Dentists and Mental Health Consultants is \$50. Total Federal labor expense is

\$452,031 (see table below). During FY 2017, ETA has budgeted \$32,400,000 to operate and maintain the Student Pay Allotment and Management Information System (SPAMIS). Including the subject ICR, this system supports 292,000,000 transactions annually. For administrative purposes therefore the cost allocated to this ICR is estimated to be \$7,401 (\$32,400,000 system cost times 66,697/292,000,000 transactions). Total direct and indirect Federal costs for this collection is \$452,031 + \$7,401 = \$459,432.

Federal Cost of this collection:

Activity	Number of Respondents	Frequency	Total Annual Responses	Time Per Response (minutes)	Total Annual Burden (Hours)	Hourly Rate*	Monetized Value of Respondent Time
Federal Labor Expense							
OA Data Entry	66,697	1/person	66,697	8	8,893	\$30.00	\$266,788
Health and Wellness Manager Review	66,697	1/person	66,697	5	5,558	\$30.00	\$166,743
Regional Nurse Consultants	2,000	1/person	2,000	15	500	\$32.00	\$16,000
Regional Physicians, Dentists Health Consultants	200	1/person	200	15	50	\$50.00	\$2,500
Total Federal Labor Cost							\$452,031
Equipment Maintenance							
System Maintenance Prorated Cost		292,000,000	66,697			\$32,400,000	\$7,401
Total Federal Cost							\$459,432

Source: Job Corps contract labor rates

15. Explain the reasons for any program changes or adjustments reported on the burden worksheet.

There were no program changes that would result in burden changes. However, the reduction in applicants accounted for reduced hours in #12. During PY 2016, 66,697 applicants completed applications for Job Corps. This number of applications is reduced from the PY 2011 figure of 87,581 applicants in the previously approved ICR.

While not expected to affect burdens, Form ETA 653 has been changed to clarify the instructions and several questions.

16. For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.

The purpose of the Health Questionnaire is to assess the health needs of the applicant who has been given a conditional assignment. No further tabulations or statistical analyses are made of the information provided on the Health Questionnaire.

17. *If seeking approval not to display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.*

The expiration date will be displayed.

18. *Explain each exception to the topics of the certification statement identified in “Certification for Paperwork Reduction Act Submissions.”*

There are no exceptions.

B. Collections of Information Employing Statistical Methods

This information collection does not employ statistical methods.