

November 4, 2008

**DIRECTIVE:**           JOB CORPS INFORMATION NOTICE NO. 08-21

**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

**FROM:**               ESTHER R. JOHNSON, Ed.D.  
                          National Director  
                          Office of Job Corps

**SUBJECT:**           Job Corps' FY 2008 (October 1, 2007 – September 30, 2008) Safety and Health Information Management System OWCP Timeliness Report

1.     Purpose. To inform all accident and injury record keepers that Job Corps achieved 99.5 percent timeliness in submitting student injury claims to the Office of Workers' Compensation Programs (OWCP) in fiscal year (FY) 2008.

2.     Background. Since the implementation of the President's Safety, Health, and Return-to-Employment (SHARE) Initiative, Job Corps has continually taken steps to increase its timeliness in filing Federal Employees' Compensation Act (FECA) CA-1 claims. The table below illustrates the progress Job Corps has made in meeting this goal.

Period	Job Corps Timeliness of OWCP Claim Submission				
	FY 2004 Goal = 88.9%	FY 2005 Goal = 92.2%	FY 2006 Goal = 96.8%	FY 2007 Goal = 95%	FY 2008 Goal = 95%
1st quarter	70.1%	88.7%	100%	97.0%	100%
2nd quarter	77.4%	89.0%	98.3%	98.5%	100%
3rd quarter	86.4%	96.6%	97.7%	97.2%	*
4th quarter	92.4%	100%	97.2%	100%	*
FY Cumulative Timeliness	82.7%	94.0%	98.3%	97.9%	99.5%

\* The Department did not report timeliness separately for Job Corps in the third and fourth quarters of FY 2008.

3.     Action.

- a. All Job Corps Center Directors are to ensure that this Information Notice is distributed to all Safety and Health Information Management System (SHIMS) record keepers.
- b. All regional staff and Center Directors are required ensure that each center has designated at least one primary and one alternate record keeper for student injuries, and one human resources record keeper for staff injuries. The National Office of Job Corps should be informed immediately when SHIMS access should be removed for a previously authorized user (i.e., when the employee leaves or is no longer responsible for SHIMS record keeping).
- c. All regional staff and Center Directors are required to ensure that all workers' compensation claims are submitted via SHIMS according to the published timetables and in accordance with Program Instructions 07-19 and 08-10.
- d. In a continued effort to meet the FY 2009 Presidential SHARE goal, Job Corps' timeliness goal remains 100 percent. Centers are advised that the SHIMS User's Guide is available via Citrix on the Job Corps Community Web Site under "Users Guides."

Addressees are to ensure that this Information Notice is distributed to all appropriate staff.

4. Expiration Date. Until superseded.
5. Inquiries. Direct all inquiries to Marsha Fitzhugh at (202) 693-3099 or [fitzhugh.marsha@dol.gov](mailto:fitzhugh.marsha@dol.gov).