

November 13, 2009

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 09-35
--

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: LYNN A. INTREPIDI
 Interim National Director
 Office of Job Corps

SUBJECT: Safety and Health Information Management System (SHIMS) User's
 Guide – Revised

1. Purpose. To provide the Job Corps community with a revised Safety and Health Information Management System (SHIMS) User's Guide.
2. Background. Since the implementation of the 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, including making available a user's guide for SHIMS, the Web-based system used to document student and staff injuries and to submit student CA-1 claims as required by PRH Chapter 5, Section 5.18, Student and Staff Injury Reports and Record Keeping. When there are major changes to SHIMS, the Office of Job Corps revises the SHIMS User's Guide. The attached, revised SHIMS User's Guide will be made available on the Job Corps Community Web site under Training & Support—Safety Information.
3. Action. Job Corps center SHIMS record keepers should use the attached SHIMS User's Guide (dated November 2009) and destroy all previous versions of the Guide.

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

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 Until superseded.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

Attachment
SHIMS User's Guide