

November 10, 2011

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 11-08
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL DIRECTORS  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: EDNA PRIMROSE  
National Director  
Office of Job Corps

SUBJECT: Management and Reporting of Significant Incidents

1. Purpose. To provide revisions to Policy and Requirement Handbook (PRH) Section 5.5: Management and Reporting of Significant Incidents.
2. Background. In September 2011, the Office of Job Corps requested review and comment from the Job Corps Community regarding revisions to the policy governing the reporting of significant incidents. The National Office received 18 detailed responses from field staff, corporate and agency offices, and Regional and National Office staff. Based on those comments, we have made additional revisions to Section 5.5.
3. Explanation of Changes. A new section, R2: Incidents Requiring Immediate Reporting, has been created. This section outlines specific types of incidents that must be communicated to the appropriate Regional Office immediately. Former Section R2 is now R3, and details the reporting of all significant incidents through the web-based Significant Incident Report (SIR) system. Subsequent requirements in this section have been renumbered accordingly.

In addressing your comments, we have made the following revisions to the section:

#### **R1. Reportable Events**

- In subparagraph a, language has been included that specifies reportable events are for *active student and on-duty staff*. Additionally, emergency room treatment has been clarified to mean treatment *requiring hospital admission* or surgery.
- In subparagraph e, police involvement has been changed to *law enforcement* involvement to match a similar statement in R2.

- Subparagraph k has been added to match a similar statement in R2, which outlines incidents *involving a missing minor student*.

**R2. Incidents Requiring Immediate Contact with the Appropriate Regional Office.**

- This section is new, and has been relabeled from the original draft policy, so as not to create confusion between the required immediate telephone and e-mail contact with the appropriate Regional Office, and the subsequent electronic SIR to be submitted, as outline in R3.
- Language has been added directing Regional Offices to notify centers and corporate offices of the appropriate points of contact for reporting incidents.
- Subparagraph a has been revised to limit the policy to *active* students only.
- Subparagraph b has been revised to limit the policy to *on-duty* staff only.
- The final paragraph has been revised to clarify that inquiries and visits from elected officials or their offices do not require an SIR, but do require immediate contact with the appropriate Regional Office.

**R3. Incidents Requiring Electronic Submission of Significant Incident Report**

- As stated above, this is former section R2.
- In subparagraphs c and d, language has been added to require that the SHIMS Internal Control Number (ICN) be included in the SIR, in the event of a SHIMS-reportable student or staff injury.

**R4. Usernames and Passwords**

- Subparagraph a has been revised to remove outdated language regarding password assignments.

**R5. Display of Student Identifying Information**

- Subparagraph a has been revised to remove outdated language regarding information displayed in the SIR.

4. Action. Remove from the current PRH Chapter 5, Section 5.5 dated July 1, 2011, and replace with Chapter 5, Section 5.5 dated November 10, 2011.

Addressees are to ensure this PRH Change Notice is distributed to all appropriate staff.

5. Effective Date. November 10, 2011.

6. Inquiries. Inquiries should be directed to Dennis Johnson at (202) 693-2876, or [johnson.dennis@dol.gov](mailto:johnson.dennis@dol.gov).

Attachments

A – PRH Chapter 5

B – PAG Chapter 5