

December 7, 2020

DIRECTIVE: JOB CORPS DATA CENTER NOTICE NO. 20-109

FROM: Job Corps Data Center

SUBJECT: New Release of SIRS

Please forward to all SIRS users at your location.

Dear SIRS Customers:

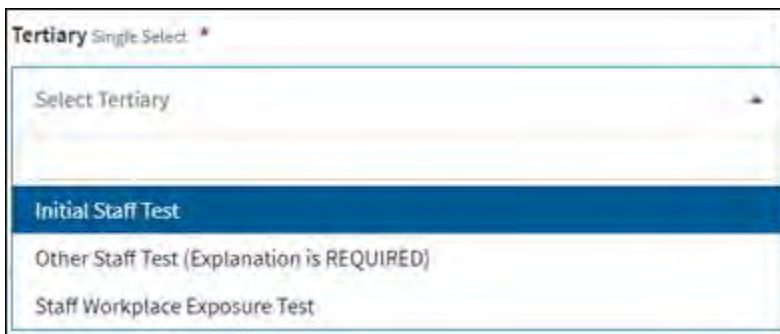
On December 8, 2020, a new release of SIRS will be made available for SIRS users.

Changes in this release of SIRS include the following:

New SIR

The Primary Code *COVID-19* has been enhanced to include the following new Tertiary Codes for both Secondary Codes *Test Performed Off-Center* and *Test Performed On-Center*:

- Initial Staff Test
- Other Staff Test (Explanation is REQUIRED)
- Staff Workplace Exposure Test



The screenshot shows a web form field labeled "Tertiary Single Select *". The dropdown menu is open, displaying three options: "Initial Staff Test" (highlighted in blue), "Other Staff Test (Explanation is REQUIRED)", and "Staff Workplace Exposure Test".

Please note that staff must provide the location of the testing site and the reason for the test when the Tertiary Code *Other Staff Test (Explanation is REQUIRED)* is selected.



The screenshot shows the form after the "Other Staff Test (Explanation is REQUIRED)" option is selected. The dropdown menu is closed, and the text "Other Staff Test (Explanation is REQUIRED)" is visible. Below it is a text area labeled "Other Staff Test Explanation *" with a red asterisk. A note below the text area reads: "An explanation is required."

The information entered in the Other Staff Test Explanation field will also be included in Job Corps Significant Incident Report.

SIR Contact: [REDACTED]	Position: [REDACTED]	Phone: [REDACTED]	Email: [REDACTED]
SIR Entered By: [REDACTED]	Position: [REDACTED]	Phone: [REDACTED]	Email: [REDACTED]
Log #: 20-022	Initial and Final Report	Center Code: [REDACTED]	Center Name: [REDACTED]
Incident Description:			
**** Initial and Final Dec 07 2020 9:21AM: Test			
Incident Date/Time:	12/7/2020 12:00:00 AM	Central time zone	Incident Location: Center Grounds
Number of Job Corps Victims:	1	Number of Job Corps Perpetrators:	0
Number of Non-Job Corps Victims:	0	Number of Non-Job Corps Perpetrators:	0
Primary Incident Code:	COVID-19		
Secondary Incident Code(s):	Test Performed On-Center		
Tertiary Incident Code(s):	Other Staff Test (Explanation is REQUIRED)		
Other Staff Test Explanation:	Voluntary second test without exposure.		

Please note that from 9 p.m. to midnight on Monday, December 7, 2020, users may experience some issues when trying to access the CDSS applications. This is due to the promotion process; users who experience issues are encouraged to try again after the promotion period. Please continue to monitor the enhanced SIRS application and advise us of any problem areas or questions you may have.

Questions concerning this notice should be addressed to the JCDC Technical Assistance Center at helpdesk@jobcorps.org. Please include "SIRS" in the subject line and all pertinent information in the body of the email.

Thank you,
JCDC