

# **Safety and Health Information Management System (SHIMS) User's Guide**

*This User's Guide for the Web-based SHIMS  
is for Job Corps centers ONLY*

November 2009

This version replaces all previous versions

The version does not contain screen captures from SHIMS

# SHIMS User's Guide Introduction

This SHIMS User's Guide is designed to help Job Corps student and staff injury record keepers utilize the Department of Labor (DOL) Safety and Health Information Management System (SHIMS), accessed via the Internet, <https://shimshosting.dol.gov/login/ShimsLogin.aspx>, to file OSHA 301, OSHA 300, and CA-1 and CA-2 claims (for students) electronically. This Guide is intended to be used in conjunction with the injury record keeping requirements outlined in Policy and Requirements Handbook (PRH) Chapter 5, Section 5.18, Student and Staff Injury Reports and Record Keeping.

The Department's automated system allows for more effective management of DOL employees'—including Job Corps students'—injury/illness claims. This Web-based system for electronic filing replaces the paper filing system. The electronic system allows injury record keepers to submit claims in a timely manner to the Office of Workers' Compensation Programs (OWCP) in accordance with the Safety, Health and Return-to-Employment (SHARE) Initiative. The automated system also serves as a valuable tool for collecting and analyzing injury/illness information and for developing plans to reduce injuries/illnesses. In addition, Job Corps' injury record keepers are mandated to electronically record and track student and staff accidents OSHA 301 incident reports as well as the OSHA 300 log as required under federal law.

**IMPORTANT:** If you are an authorized injury record keeper but have not been granted access to SHIMS, contact the National Office of Job Corps immediately at (202) 693-3099 or (202) 693-3774. Not having proper access will not be an excuse for filing late claims in SHIMS.

# SHIMS User's Guide

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# How to Obtain Access to SHIMS

1. If you have SHIMS access but have not logged in within the last 60 days, and you cannot login, you must re-register as a “New User” from the login page (link in the bottom of the login box);
2. If you are a new SHIMS user, please contact Job Corps at (202) 693-3099 or (202) 693-3774; or
2. If you have accessed the system within 60 days and forgot your password and/or user ID, please follow the instructions below:

## Forgotten Password and/or User ID

Step 1: **Note: Do not type www. before shimshosting.dol.gov.**

Open your Internet browser to:

<https://shimshosting.dol.gov/login/ShimsLogin.aspx>

Step 2: Click the “Forgot password?” link located in the log-in box.

Step 3: Complete the Personal Info to Reset Password form. All fields marked with a red asterisk (\*) are mandatory.

*Agency:	Job Corps
*Email:	Self-explanatory
*Confirm Email:	Self-explanatory
*Last Name:	Self-explanatory
*First Name:	Self-explanatory
*Date of birth:	Self-explanatory (use your own)
*Last 4 digits of SSN:	Self-explanatory (use your own)

Step 4: Click Submit at the bottom of the form.

**IMPORTANT NOTE:**

**If you get the message “Your profile is incorrect or not found in SHIMS system,” ensure that you have entered the correct information. If you continue to get this message, contact the National Office of Job Corps at (202) 693-3009 or (202) 693-3774 for assistance.**

**Step 5:** Note your user ID and reset your password.

Your user ID will be displayed above the blank fields for the new password—you must use this when logging in. Do not use your old password. You must create a new password. The password must be between 8-12 characters and contain at least one number and one special character. After you have successfully created a new password, click “Reset.”

**Step 6:** After successfully resetting your password and retrieving your user ID, the system will return to the login page. Please enter your user ID and password.

**Reminder:** If you forget your password and/or user ID, reset your password again using these instructions.

# Login and Get Started

- Step 1: Open your Internet browser to:  
<https://shimshosting.dol.gov/login/ShimsLogin.aspx>.
- Step 2: Login with your user ID and password. Password is case sensitive.
- Step 3: A pop-up box with the Privacy Act notice will appear. Click “OK” at the bottom of the “Privacy Act” pop-up.
- Step 4: Read the basic instructions and important information on the Job Corps SHIMS home screen. You will also find contact information on the bottom of the page.
- Step 5: To initiate a new case click on “OSHA 301 Incidents” in the toolbar at the top of the page, and proceed to step 6 (on page 8).
- Note:** You must initiate a new case for each injury; do not type over a previously recorded case. You must initiate a new case for each injury.

# Initiating a New Case in SHIMS

## IMPORTANT NOTE:

Due to the Department's security protocol, SHIMS will logoff after 20 minutes of inactivity. If you do not click save or proceed to the next form within 20 minutes of beginning the form, the case **will not** save automatically and the information you entered will be lost.

## Cheat Sheet for Filing a Job Corps Student Injury Case

- Step 6: Under "Supervisor" click on "My Staff Incidents" in the toolbar on the left-hand side of the page.
- Step 7: In the center of the page you will see "Create an OSHA 301 claim for: JC Student"
- Step 8: Click on the "JC Student" button.
- Step 9: Search for the student by last name or SSN. Type the student's last name or SSN in the field and click "GO."

## NOTE!

- If the student's name **does not appear** in the list, **STOP!** Follow the instructions on page 9, "Adding a New Job Corps Student Profile in SHIMS."
- If the name appears, continue to Step 9 on page 11.
- If the student is a transfer student from another center, please contact the Office of Job Corps at (202) 693-3774 or (202) 693-3099.



# Adding a New Job Corps Student Profile in SHIMS

Step 1: If after attempting to begin a new case for a student, searching by either last name or SSN, the system indicates “No Record Found for this search criteria,” you must add the student’s personal information in SHIMS before beginning the record keeping process.

Step 2: Click on the link directly below the field where the student’s name was typed in—“Add JC students.”

## Or

Step 1: If after attempting to begin a new case for a student, searching by either last name or SSN, none of the results match the student for whom you are trying to file the case, you must add the student’s personal information in SHIMS before beginning the record keeping process.

Step 2: Click on “My Staff Incidents” in the left-hand toolbar and select “Add JC Staff/Student.”

Step 3: Before you start completing the Employee Data form, you must use the SELECT function to enter AGENCY (i.e., center name).

**Note:** You must choose the JC Region first before selecting the center. These are not the OWCP regions, but rather the 10 old Job Corps regions.

The regions are as follows:

Region 1	Boston	Region 6	Dallas
Region 2	New York	Region 7	Kansas
Region 3	Philadelphia	Region 8	Denver
Region 4	Atlanta	Region 9	San Francisco
Region 5	Chicago	Region 10	Seattle

Select the appropriate JC center and click “Go.” (Hint: Rather than scrolling through the entire list, type the first letter of your center name to jump to that part of the alphabet). Ensure you have selected the correct center.

Click on the hyperlinked “Select” in the left-hand column, which will return you to the Employee Data screen.

Step 4: Complete the employee data form. All fields marked with a red asterisk (\*) are mandatory.

## **Important:** Change the Employee Type radio button to JC Student. Always leave Active Status on ACTIVE

*Active Status:	Must remain on “Active;” there is never a reason to change the status.
*Employee Type:	JC Student
*Agency:	The agency box requires the system-selected JC Region and Center combination. Click “Select” to the right of the agency field to make the selection. The system will not save a typed-in center name.
*Sex:	Self-explanatory
*SSN:	Required format: 123456789 (do not use dashes or spaces)
*Date of birth:	Required format 1/1/1980 (no zeros in front of single digits)
*Last name:	Self-explanatory
*First name:	Self-explanatory
Mid Name:	Not required
Home phone:	Not required
Email:	Not required
*Home address:	If no home address, use center address
*Duty location	Center address

Step 5: After you have completed the Employee Data form, click “Save” at the bottom of the form.

**IMPORTANT NOTE:** If there are errors on the form, the system will generate a message: “Make sure you have entered all required field data and they are in the correct format!” Click OK. Scroll through the form and look for errors. Errors will be indicated by red text to the right of the field, e.g., “Invalid Format.”

Once you have successfully added an employee record, you will receive a confirmation screen. “You have successfully added an employee record.” Click OK.

Now you must return to the beginning of the instructions—“Cheat Sheet for Filing a New Job Corps Student Case” on page 8—to file a case for the student whose data was just added.

- Step 9:
- a. A list of individuals matching the same last name will appear. Be careful to note the student's center affiliation in the right-hand column.
  - b. Identify the student from the list.

Step 10: Click on the "Select" button to the left of the name to highlight your selection. The selected row will be highlighted in purple.

Step 11: Then scroll down to the bottom of the table and click on the button: "File OSHA 301" for student.

This will prompt the OSHA 301 form.

Step 12: Complete the OSHA 301 form. All fields marked with a **red asterisk (\*)** are mandatory.

### **IMPORTANT NOTE:**

Due to the Department's security protocol, SHIMS will logoff after 20 minutes of inactivity. If you do not click save or proceed to the next form within 20 minutes of beginning the form, the case **will not** save automatically and the information you entered will be lost.

Step 13: After you have entered all required information, click "Save" at the bottom of the form.

Step 14: A box will appear: "Create/Update this OSHA record?" Click "Ok".  
**Click "OK" only once; if you click more than once, the case will be duplicated.**

**IMPORTANT NOTE!** The OSHA 301 form will not save if you have not completed all required fields marked with a **red asterisk (\*)**.

Step 15: You are now ready to determine the OSHA 300 case status.

Step 16: Proceed to the bottom of the OSHA 301 and determine whether the case should be entered on the center's **OSHA 300 Log** or **Archived**.

# Determine If a Case Should Be Entered on the OSHA 300 Log or Archived

Reminder: You must complete a CA-1 for all student injury cases—those recorded on the OSHA 300 Log and archived.

## OSHA 300 Log Entries:

- If you answer YES to both of the following questions, record the injury on the OSHA 300 Log.
- If you answer NO to one or both of the following questions, “archive” the injury.
  1. Did the injury occur during training, academic instruction, or work-based learning?
    - a. If you answer NO, click the “Archive” button at the bottom of the OSHA 301. Proceed to step 4 below.
    - b. If YES, proceed to question 2.
  2. Does the injury require more than first aid treatment?
    - a. If you answer NO, click the “Archive” button at the bottom of the OSHA 301. Proceed to step 4 below.
    - b. If YES, you should record this injury on the OSHA 300 Log as described below.

If recording the case on the **OSHA 300 Log**, follow the steps below:

- Step 1: Click “300 Log” at the bottom of the page and complete OSHA form 300.
- Step 2: Click “Create.”
- Step 3: A box will appear: “You are about to change the OSHA 301 report status and create an OSHA Log for this record?” Click “OK.”
- Step 4: Once the OSHA 300 is created or the case is archived, you will receive a confirmation screen.

**Note:** You must complete a CA-1 for all cases entered in SHIMS.

- Step 5: To continue to file a CA-1 (CA-1 Federal Employee’s Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation is used when the employee has sustained an injury), click on the “File OWCP Claim” button. This will lead you to the page where you choose the appropriate Compensation Act (CA-1) form. Click the “Submit” button to prompt the selected form.



If you suspect the injury requires a CA-2, contact the National Office of Job Corps prior to filing the form at (202) 693-3099 for further instructions.

### **IMPORTANT NOTE:**

Completing the CA-1:

- Complete all required fields on the CA-1. Only those fields marked with a **red asterisk (\*)** are mandatory on the CA-1.
- Do not use special characters on the form (e.g. #, @).
- At the bottom of the form, choose the appropriate filing instructions based on the student's current medical status. You must choose the OWCP Jurisdiction for all cases.

**Note: If the student is not medically separated due to the injury, do not forward the case to OWCP.**

The OWCP jurisdiction offices are as follows:

#### ***District Office 1--Boston***

**(Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont)**

U. S. Dept. of Labor, OWCP  
JFK Federal Building, Room E-260  
Boston, MA 02203  
617-624-6600  
617-624-6618(Fax)

#### ***District Office 2--New York***

**(New Jersey, New York, Puerto Rico, and the Virgin Islands)**

U. S. Dept. of Labor, OWCP  
201 Varick Street, Room 740  
New York, NY 10014  
DFEC: 646-264-3000  
World Trade Center cases: 646-264-3030  
DFEC Fax: 646-264-3006

#### ***District Office 3--Philadelphia***

**(Delaware, Pennsylvania, and West Virginia; Maryland when the claimant's residence has a zip code beginning 21\*\*\*)**

U. S. Dept. of Labor, OWCP  
Curtis Center, Suite 715 East  
170 S. Independence Mall West  
Philadelphia, PA 19106-3308  
215-861-5481 or 5482

215-861-5453(Fax)

***District Office 6--Jacksonville***

**(Alabama, Florida, Georgia, Kentucky, Mississippi, No. Carolina, So. Carolina, and Tennessee)**

U. S. Dept. of Labor, OWCP  
400 West Bay Street, Room 826  
Jacksonville, FL 32202  
904-357-4777 or 4778  
904-357-4773 (Fax)

***District Office 9--Cleveland***

**(Indiana, Michigan, Ohio; all special claims and all areas outside the U.S., its possessions, territories and trust territories)**

U. S. Dept. of Labor, OWCP  
1240 East Ninth Street, Room 851  
Cleveland, OH 44199  
216-357-5100  
216-357-5378 (Fax)

***District Office 10--Chicago***

**(Illinois, Minnesota, Wisconsin)**

U. S. Dept. of Labor, OWCP  
230 South Dearborn Street, Eighth Floor  
Chicago, IL 60604  
312-596-7157  
312-596-7145 (Fax)

***District Office 11--Kansas City***

**(Iowa, Kansas, Missouri, and Nebraska; all employees of the Department of Labor, except Job Corps enrollees, and their relatives)**

**Lois Maxwell, District Director**

U. S. Dept. of Labor, OWCP  
Two Pershing Square Building  
2300 Main Street, Suite 1090  
Kansas City, MO 64108-2416  
816-502-0301  
816-502-0314 (General Fax)

***District Office 12--Denver***

**(Colorado, Montana, No. Dakota, So. Dakota, Utah, and Wyoming)**

**Shirley Bridge, District Director**

U. S. Dept. of Labor, OWCP  
1999 Broadway, Suite 600  
Denver, CO 80202  
720-264-3000  
720-264-3124 (Fax)

***District Office 13--San Francisco***

**(Arizona, California, Hawaii, and Nevada)**

U. S. Dept. of Labor, OWCP  
90 Seventh St., Suite 15300  
San Francisco, CA 94103

*or write to:*

P.O. Box 193769  
San Francisco, CA 94119-3769  
415-625-7500  
415-625-7450 (Fax)

***District Office 14--Seattle***

**(Alaska, Idaho, Oregon, and Washington)**

**Marcus Tapia, District Director**

U. S. Dept. of Labor, OWCP  
1111 Third Avenue, Suite 650  
Seattle, WA 98101-3212  
206-398-8100  
206-398-8151 (Fax)

***District Office 16--Dallas***

**(Arkansas, Louisiana, New Mexico, Oklahoma, and Texas)**

**Frances Memmolo, District Director**

U. S. Dept. of Labor, OWCP  
525 South Griffin Street, Room 100  
Dallas, TX 75202  
972-850-2300  
972-850-2301 (Fax)

***District Office 25--Washington, D. C.***

**(District of Columbia, Virginia; Maryland when the claimant's residence has a zip code beginning other than 21\*\*\*)**

**Linda DeCarlo, District Director**

U. S. Dept. of Labor, OWCP  
800 N. Capitol Street, N.W., Room 800  
Washington, D.C. 20211  
202-513-6800 (D.C., Maryland, and Virginia)  
202-513-6806 (Fax)

# **“Filing Instructions”**

## **Bottom of CA-1 Form**

**Note:** The case “Status” after completing the CA-1 or CA-2 should be “Filed in System” or “Submitted to OWCP;” it should never be “Initiated as working copy.”

1. How should I file the case if the student is NOT medically separated?
  - If the student is not medically separated, click the radio button “Student was not medically separated from the program: Place this form in Student’s medical folder” (This is for injuries that require more than first aid, where the student is not medically separated.)
  - Select the OWCP Jurisdiction and click “File with SHIMS” button.
  - The case has not been filed/completed until you receive the following confirmation:  
(Hyperlinked ICN) You have submitted CA-1 form successfully.
  - Click on the ICN to return to the CA-1. Print the form and have all authorized parties sign the form before placing the form in the student’s medical record.
  
2. What should I do if at any time after the case is filed in SHIMS the student’s medical status changes from “Student was not medically separated from the program: Place this form in Student’s medical folder”

**To**

“Student was medically separated”?

**Note: DO NOT INITIATE A NEW CASE!**

There are occasions when the Job Corps center SHIMS record keeper files a student injury in SHIMS before the final prognosis in order to meet the 7-calendar day filing deadline.

If this is the case, follow the instructions below on how to forward a case previously filed in SHIMS to OWCP:

### ***IMPORTANT NOTE:***

If a student is medically separated from the program some time after the injury has been “Filed in SHIMS,” the record keeper must access that original case filed in SHIMS and forward it to OWCP.

Step 1: To find the previously recorded case, click on the CA-1/CA-2 cases in the upper



left-hand corner of the SHIMS toolbar.

- Step 2: Under Search in the left-hand side toolbar, click on “Case Search.”
- Step 3: Search for the previously filed student case by ICN or LAST NAME. Type the ICN or last name in the field and click “Go.”
- Step 4: A list of cases matching your search criteria will appear. Identify the specific case, and click on the ICN link in the first column—this will retrieve the CA-1.

**IMPORTANT NOTE:** If you are unable to locate the previously filed case, **STOP—DO NOT CONTACT OWCP**—contact the National Office of Job Corps immediately at (202) 693-3774 or (202) 693-3099. Proceed to Step 5 if you have located the previously recorded case:

- Step 5: Review the CA-1 to ensure you have retrieved the correct case to be forwarded to OWCP. Scroll down to the bottom of the form. You cannot change the radio button.
- Step 6: Under Filing Instructions, type in a “Reason for Forwarding Claim to OWCP.”
- Step 7: Click the “Forward to OWCP” button.

Upon successful submission to OWCP, you will receive the following confirmation:

(Hyperlinked ICN) You have submitted CA-1 form successfully.

### **Important Note:**

- Click on the ICN to return to the CA-1.
- Note that the Claim Status at the top of the form has changed to “Submitted to OWCP.”
- You will not see the OWCP Claim Number until the claim has been assigned a 9-digit number by OWCP.
- The 9-digit OWCP Claim Number will appear on the CA-1 within 3-4 business days.
- Print the form and have all authorized parties sign the form before placing the form in the student’s medical record.
- Do not mail this form to OWCP.
- Do not distribute the CA-1/CA-2 to the student or other concerned parties (including parents or medical facilities).

## **Cases in which the student is medically separated from the center:**

- Step 1: If the student is being medically separated, click on the radio button “Student was medically separated from the program: Forward the form to OWCP.”
- Step 2: Click “Forward to OWCP” button. Upon successful submission to OWCP, you will receive the following confirmation:  
(Hyperlinked ICN) You have submitted CA-1 form successfully.
- Step 3: Print the form and have all concerned parties sign the form before placing the form in the student’s medical record.
- Step 4: Once the case has been assigned the 9-digit OWCP case file number, complete the CA-16 and CA-7 and forward these forms with all medical bills to the address below.

### **Medical Bills for Students with an OWCP Claim**

If the center is in receipt of medical bills or the medical facility rendering services requests the OWCP claim number, provide the claim number only. Write the OWCP claim number in the upper left-hand corner of each submitted page and mail all bills to:

U.S. Department of Labor  
DFEC Central Mailroom  
PO Box 8300  
London, KY 40742-8300

### ***IMPORTANT NOTE:***

- Do not mail the CA-1 Form to OWCP.
- Do not distribute the CA-1/CA-2 to the student or other concerned parties (including parents or medical facilities).

## **Cases in which the student receives first aid treatment only:**

- If the student is not medically separated and receives only first aid treatment, click the radio button “First Aid Injury.”
- Select the OWCP Jurisdiction and click “File with SHIMS” button.
- Print the form and have all concerned parties sign the form before placing the form in the student’s medical record.

**Important Note:**

If at any time after the case is filed in SHIIMS the student's medical status changes from "First Aid Injury"

**To**

"Student was medically separated," refer to page 16, step 1 of this User's Guide.

***IMPORTANT NOTE:***

If any required data is missing or the format is incorrect, the system will either prompt a pop-up error message or the page will reload (i.e., you will not receive a confirmation).

If you get a pop-up error, click "OK." Scroll through the form. Correct any fields marked with **RED** text. After correcting the errors or omissions, click "File with SHIMS" or "Forward to OWCP" again.

**Remember that if you do not reach the confirmation screen, you have not filed the case. Scroll through the form to look for errors.**

The case "Status" after completing the CA-1 or CA-2 should be "Filed in System" or "Submitted to OWCP"; it should never be "Initiated as working copy."

Step 9: Upon completion of the filing process, you will receive a confirmation screen (Hyperlinked ICN) You have submitted CA-1 form successfully.

Step 10: Click on the ICN to return to the CA-1. Click on the "Print" button at the bottom of the CA-1 form. The student and other concerned parties must sign a copy of the CA-1 prior to placing it in the student's medical record.

***IMPORTANT NOTE:***

- Do not mail the CA-1 Form to OWCP.
- Do not distribute the CA-1/CA-2 to the student or other concerned parties (including parents or medical facilities).

# **Search for Student Cases Filed in SHIMS or Forwarded to OWCP**

- Step 1: Click on the “CA1/CA2 Cases” link in the upper left-hand corner of the SHIMS toolbar.
- Step 2: Click “Case Search” directly under Search in the toolbar on the left-hand side of the page.
- Step 3: Search for case by Claimant Last Name, SSN, ICN, or OWCP Claim #. Select desired search criterion. Type the last name/SSN/ICN/OWCP claim number in the blank field. Click “Go.”
- Step 4: Identify the desired case from the list generated by the search. The list may be multiple pages long. Click on column heading to sort the list. Jump to the next/previous page by clicking on the link in the bottom left-hand corner of the table. Click on the ICN in the first column to retrieve the desired case.

# Identify Unprocessed Student Cases

**Note:** This hint will only reveal unprocessed CA-1/CA-2s for your center. Student cases that were stopped at the OSHA 301/300 before the CA Form was prompted will not be displayed on this log.

Step 1: Click on the “CA1/CA2” link in the upper left-hand corner of the SHIMS toolbar.

Step 2: Click on “Cases” directly under Unprocessed in the toolbar on the left-hand side of the page. This log consists of unprocessed cases, which includes any claims forwarded to OWCP until the claim number is assigned.

If the status indicates “Initiated as working copy,” the case is unprocessed. Click on the specific ICN to retrieve the CA-1. Ensure all mandatory fields are completed and file in SHIMS or forward to OWCP accordingly. Remember that the case is not complete until you receive the confirmation:  
(Hyperlinked ICN) You have submitted CA-1 form successfully.

If the status indicates “Submitted to OWCP,” do nothing—this case will remain on the processed log until the OWCP claim number is assigned.

# Cheat Sheet for Filing a Job Corps Staff/Contractor Injury Case

- Step 1: Click on “OSHA 301 Incidents” in the toolbar at the top of the page.
- Step 2: Click on “My Staff Incidents” in the toolbar on the left-hand side of the page.
- Step 3: In the center of the page you will see “Create an OSHA 301 claim for: JC Staff”
- Step 4: Click on the “JC Staff” button.
- Step 5: Search for the staff member by LAST NAME. Type the staff member’s last name in the field and click “GO.”
- Step 6: A list of individuals matching the same last name will appear. Identify the specific staff member from the list.
1. If the name is identified, proceed to Step 7 on page 25, “Continued Instructions: Cheat Sheet for Filing a Job Corps Staff/Contractor Injury Case.”
  2. If your search does not yield the specific staff, you must add his or her personal information in SHIMS before filing the case. Follow the instructions below:

## Add Job Corps Staff/Contractor’s Info in SHIMS

- Step 1: If after attempting to create a new case for a Job Corps staff member or contractor, searching by last name, the system presents the following message “No record found for this search criterion,” you must add the staff/contractor’s personal information in SHIMS before completing the OSHA 301/300.
- Step 2: Click on the link directly below the field in which you typed the last name—“Add JC Students” (you will be able to add staff this way).

**Or**

- Step 1: If after attempting to begin a new case for an employee, searching by last name, none of the results match the employee for whom you are trying to file the case,

you must add the employee's personal information in SHIMS before beginning the record keeping process.

Step 2: Click on "My Staff Incidents" in the left-hand toolbar and select "Add JC Staff/Student."

Step 3: Before you start completing the Employee Data form, you must use the SELECT function to enter AGENCY (i.e., center name).

**Note:** You must choose the JC Region first before selecting the center. Note that SHIMS uses the 10 old Job Corps Regions, which are as follows:

Region 1	Boston	Region 6	Dallas
Region 2	New York	Region 7	Kansas
Region 3	Philadelphia	Region 8	Denver
Region 4	Atlanta	Region 9	San Francisco
Region 5	Chicago	Region 10	Seattle

Select the appropriate JC center and click "Go." (Hint: Rather than scrolling through the entire list, type the first letter of your center name to jump to that part of the alphabet). Ensure you have selected the correct center.

Click on the hyperlinked "Select" in the left-hand column, which will return you to the Employee Data screen.

Step 4: Complete the employee data form. All fields marked with a red asterisk (\*) are mandatory.

**Important:** Leave the Employee Type radio button to JC Staff. Always leave Active Status on ACTIVE. Notice below the special requirements for staff SSN.

\*Active Status: Must remain on "Active"; there is never a reason to change the status.

\*Employee Type: JC Staff

\*Agency: The agency box requires the system-selected JC Region and Center combination. Click "Select" to the right of the agency field to make the

selection. The system will not save a typed-in center name.

- \*Sex: Self-explanatory
- \*SSN: Required format: The system requires you to type a “Z” for a staff profile. Drop the first digit of the employee’s SSN and insert “Z”; type the remaining 8 digits of the SSN. Therefore, the SSN should be recorded as Z (last eight digits). Do not use dashes or spaces.
- \*Date of birth: 1/1/1980 (no zeros in front of single digit months/days)
- \*Last name: Self-explanatory
- \*First name: Self-explanatory
- Mid Name: Self-explanatory
- Home phone: Not required
- Email: Not required
- \*Home address: Use center address
- \*Duty location: Center address

Step 5: After you have completed the Employee Data form, click “Save” at the bottom of the form.

**IMPORTANT NOTE:** If there are errors on the form, the system will generate a message: “Make sure you have entered all required field data and they are in the correct format!” Click “OK.” Scroll through the form and look for errors. Errors will be indicated by red text to the right of the field, e.g., “Invalid Format.”

If you have successfully added an employee record, you will receive a confirmation screen. “You have successfully added an employee record.” Click “OK.”

Now you must return to the beginning of the instructions—“Cheat Sheet for Filing a Job Corps Staff/Contractor Injury Case” on page 22—to file a case for the employee whose data was just added.



# Continued Instructions: Cheat Sheet for Filing a Job Corps Staff/Contractor Injury Case

- Step 7: Click on the “Select” button to the left of the name to highlight your selection.
- Step 8: Then click on the button at the bottom of the table, “File OSHA 301 for last name, first name.” This will prompt the OSHA 301 form.
- Step 9: Complete the OSHA 301 form. All fields marked with a **red asterisk (\*)** are mandatory.
- Step 10: After you have entered all required information, click “Save” at the bottom of the form. A box will appear “Create/update this OSHA record?” Click “OK.”
- Step 11: Determine whether the case should be entered on the center’s OSHA 300 log or Archived.

## OSHA 300 Log Entries:

Determine whether the case should be entered on the center’s OSHA 300 Log. Record work-related injuries that involve one of the following:

- Death,
- Loss of consciousness,
- Days away from work,
- Restricted work activity or job transfer,
- Medical treatment beyond first aid, or
- Diagnosis of a significant injury/illness by a physician or licensed health care professional.

If the injury does not meet any of the above criteria, do not enter this case on the center’s OSHA 300 Log. Instead you must “archive” the injury. Click “Archive” at the bottom of the page. A box will appear “This incident will not be entered on the OSHA 300 Log if you archive it as non-recordable.” Click “OK.”

**Note:** Upon completion of the filing process, you will receive a confirmation.

However, if the injury does meet at least one of the above criteria, enter the case on the OSHA 300 Log by clicking on the “300 Log” button at the bottom of the page and complete OSHA 300

form. Click “Create.” A box will appear “You are about to change the OSHA 301 report status, and create an OSHA 300 Log for this report.” Click “OK.”

**Note: Upon completion of the filing process, you will receive a confirmation:**

Make a note of the internal control number (ICN) in the employee’s human resources record. You may need to access the case in the future to update the OSHA 301 report, add the archived case to the OSHA 300 Log, or update the OSHA 300 entry. There is no need to print anything unless you want to file a copy in the employee’s HR folder for your own records.

# Important Reminders

## Timeliness

Job Corps' timeliness goal is 100%. In order to meet this goal, Job Corps injury record keepers must file all injury cases within 7 calendar days of supervisor notification. A student injury case is not complete until the CA-1/CA-2 is either "Filed in SHIMS" or "Submitted to OWCP."

SHIMS record keeping (including CA-1/CA-2 submission) is the responsibility of the Job Corps student injury record keeper.

## Influenza and H1N1 Cases

Job Corps has been informed that H1N1 cases are not compensable under FECA/OWCP. Do not record influenza or H1N1 cases in SHIMS.

## SHIMS Web Site Address and Privacy

The SHIMS Web address has changed: <https://shimshosting.dol.gov/login/ShimsLogin.aspx>. SHIMS version 4.2 is available on the Internet via a secure server. Users can logon to SHIMS using any computer with Internet access. The system is no longer limited to a DOL server. Please bookmark this Web site for quick reference.

SHIMS contains sensitive information. Injury record keepers must keep user IDs and passwords secure. Each user is required to have his or her own user ID and password.

## Contact Job Corps National Office for Assistance

If you encounter any problems using SHIMS or find faulty instructions in this guide, contact Marsha Fitzhugh in the National Office of Job Corps at (202) 693-3099 or by e-mail at [fitzhugh.marsha@dol.gov](mailto:fitzhugh.marsha@dol.gov).

## SHIMS and the Annual Occupational Safety and Health (OSH) Program Review

All center staff are advised that the Occupational Safety and Health (OSH) Program Review Guide has been updated to include the OWCP/SHIMS requirement for timeliness. (Occupational Safety and Health Program Review Guide, Element IA, Management Leadership). Centers that file late OWCP claims (student injuries) will receive a "STOP" at Element IA, Level 2.0 of the safety program review.

## **Disallowance of Paper Claim Submission**

Do not mail or fax CA-1 or CA-2 Forms to OWCP, even upon request. Paper claims are classified as undetermined claims that are often reported as late, which adversely affects Job Corps timeliness. If OWCP requests a paper claim, contact the National Office of Job Corps immediately at (202) 693-3099.

The primary reasons why student injury record keepers forward paper claims to OWCP:

1. Record keepers fail to search SHIMS for previously recorded cases.
2. Medical providers and students' guardians pressure record keepers with requests for the status of a case or OWCP Claim Number.
3. Record keepers fail to communicate with each other.
4. Record keepers and other center staff contact OWCP prior to contacting the National Office of Job Corps for assistance with cases "Filed in SHIMS."



Do not contact OWCP about cases "Filed in SHIMS." Contact the National Office at (202) 693-3099 or (202) 693-3774.

## **SHIMS: OSHA Record Keeping and OWCP (CA-1/CA-2) Claims**

Whether a student case is OSHA recordable (OSHA 300) or non-recordable (Archive), a CA-1 or CA-2 form must be completed in SHIMS. Remember that these are two separate filing requirements for Job Corps students—OSHA record keeping and OWCP (CA-1/CA-2).

## **Cases Filed in SHIMS Can Be Forwarded to OWCP**

First Aid injuries previously recorded in SHIMS (students only) may be later forwarded to OWCP upon the student's medical separation from Job Corps. To retrieve a case previously recorded in SHIMS, see instruction sheet of this guide—Forward Previously Recorded Case to OWCP.

## Student Death



**Do not file current or separated Job Corps Student Death notices in SHIMS.**

Contact the National Office at (202) 693-3099 or refer to Job Corps TAG E for OWCP instructions.

### Claims Forwarded to OWCP

After a case is electronically “Forwarded to OWCP,” OWCP will assign the claim a 9-digit number within a week approximately. Check SHIMS during that period for the claim number. If after 7 days the claim number has not been assigned, contact the National Office of Job Corps at (202) 693-3099.

OWCP may also send a postcard to the center via postal mail. In order to identify the claim in SHIMS based on the OWCP claim number, search CA1/CA2 cases using the 9-digit claim number. After you have identified the case, file the post card in the student’s medical folder.

### Medical Bills for Students with an OWCP Claim

If the center is in receipt of medical bills or the medical facility rendering services requests the OWCP claim number, provide the claim number only. Write the OWCP claim number in the upper left hand corner of each page submitted and mail all bills to:

U.S. Department of Labor  
DFEC Central Mailroom  
PO Box 8300  
London, KY 40742-8300

### Unprocessed Cases and Case Status

The case “Status” after completing the CA-1 or CA-2 should be “**Filed in System**” or “**Forwarded to OWCP;**” it should never be “**Initiated as working copy.**”

### Filing Records in Student’s Medical Folder

Print and file signed copies of the CA-1/CA-2 in the student’s medical record ONLY! Never distribute copies of the CA-1/CA-2 to the student or other interested parties (including parents). The CA-1/CA-2 form must be signed by all authorized officials before filing in student’s medical record.

## **OSHA Record Keeping Requirements for Job Corps Staff**

For staff, you may print the OSHA 301 and file it in the employee's Human Resource record.

## **SHIMS Reports**

The SHIMS reporting module has been enhanced to allow Job Corps centers to retrieve data for the student injury claims submitted to the Office of Workers' Compensation Programs (OWCP). Refer to Information Notice 07-32, Safety and Health Information Management System Analytical Reports, for instructions on using this feature.

# BEST PRACTICES

- SHIMS has been enhanced to meet DOL security mandates. After 20 minutes of inactivity, SHIMS will logout. If you do not save a case within 20 minutes of starting the form, the case will not save automatically and the information you recorded will be lost. Until you are more familiar with the system, click on the SAVE button periodically as you are completing the forms, especially the OSHA 301. Although the system will indicate that you have not completed the required fields, you are jogging the system, which will prevent the automatic logout.
- Do not record cases during the height of the day. Dedicate some quality time for entering cases.
- Maintain a handwritten log of the ICN for all cases entered in SHIMS. For student cases, include ICN, last name, first name, and case status. For staff cases, include ICN, last name, and first name. This will allow for quick reference.
- Maintain a locked drop-box in a central location of the Wellness Center to ensure that center staff and students can report student injuries in a timely manner.
- Record and complete one case at a time; do not initiate multiple cases.
- Always check the status of the case before logging out of the system. Make sure each student case is either filed in SHIMS or forwarded to OWCP.
- If you are uncertain of the student's medical status when you receive notice of the injury, file the case in SHIMS. Cases filed in SHIMS and later forwarded to OWCP are not counted for timeliness.
- In your absence from center, make sure the alternate SHIMS record keeper understands the filing procedure and knows whom to contact should questions arise.
- If you experience a power outage or your computer crashes in the middle of filing a case, once you are able to logon again, check the unprocessed case log before initiating a new case. Call the National Office for assistance, if necessary.
- After a power outage, check your computer's clock to ensure it reflects the correct date and time. To check the clock, place the mouse over the time in the lower right hand of the screen. Double click on the time to change the date/time.
- Do not contact OWCP about cases "Filed in SHIMS." OWCP does not have access to SHIMS; therefore, OWCP cannot review cases until those cases are forwarded by the Department via SHIMS.

## OWCP District Offices

The District Offices are not the same as the Job Corps Regional Offices

### ***District Office 1--Boston***

**(Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont)**

U. S. Dept. of Labor, OWCP  
JFK Federal Building, Room E-260  
Boston, MA 02203  
617-624-6600  
617-624-6618(Fax)

### ***District Office 2--New York***

**(New Jersey, New York, Puerto Rico, and the Virgin Islands)**

U. S. Dept. of Labor, OWCP  
201 Varick Street, Room 740  
New York, NY 10014  
DFEC: 646-264-3000  
World Trade Center cases: 646-264-3030  
DFEC Fax: 646-264-3006

### ***District Office 3--Philadelphia***

**(Delaware, Pennsylvania, and West Virginia; Maryland when the claimant's residence has a zip code beginning 21\*\*\*)**

U. S. Dept. of Labor, OWCP  
Curtis Center, Suite 715 East  
170 S. Independence Mall West  
Philadelphia, PA 19106-3308  
215-861-5481 or 5482  
215-861-5453(Fax)

### ***District Office 6--Jacksonville***

**(Alabama, Florida, Georgia, Kentucky, Mississippi, No. Carolina, So. Carolina, and Tennessee)**

U. S. Dept. of Labor, OWCP  
400 West Bay Street, Room 826  
Jacksonville, FL 32202  
904-357-4777 or 4778  
904-357-4773 (Fax)

### ***District Office 9--Cleveland***

**(Indiana, Michigan, Ohio; all special claims and all areas outside the U.S., its possessions, territories and trust territories)**

U. S. Dept. of Labor, OWCP  
1240 East Ninth Street, Room 851  
Cleveland, OH 44199  
216-357-5100



216-357-5378 (Fax)

***District Office 10--Chicago***

**(Illinois, Minnesota, Wisconsin)**

U. S. Dept. of Labor, OWCP  
230 South Dearborn Street, Eighth Floor  
Chicago, IL 60604  
312-596-7157  
312-596-7145 (Fax)

***District Office 11--Kansas City***

**(Iowa, Kansas, Missouri, and Nebraska; all employees of the Department of Labor, except Job Corps enrollees, and their relatives)**

**Lois Maxwell, District Director**

U. S. Dept. of Labor, OWCP  
Two Pershing Square Building  
2300 Main Street, Suite 1090  
Kansas City, MO 64108-2416  
816-502-0301  
816-502-0314 (General Fax)

***District Office 12--Denver***

**(Colorado, Montana, No. Dakota, So. Dakota, Utah, and Wyoming)**

**Shirley Bridge, District Director**

U. S. Dept. of Labor, OWCP  
1999 Broadway, Suite 600  
Denver, CO 80202  
720-264-3000  
720-264-3124 (Fax)

***District Office 13--San Francisco***

**(Arizona, California, Hawaii, and Nevada)**

U. S. Dept. of Labor, OWCP  
90 Seventh St., Suite 15300  
San Francisco, CA 94103

*or write to:*

P.O. Box 193769  
San Francisco, CA 94119-3769  
415-625-7500  
415-625-7450 (Fax)

***District Office 14--Seattle***

**(Alaska, Idaho, Oregon, and Washington)**

**Marcus Tapia, District Director**

U. S. Dept. of Labor, OWCP  
1111 Third Avenue, Suite 650

Seattle, WA 98101-3212  
206-398-8100  
206-398-8151 (Fax)

***District Office 16--Dallas***

**(Arkansas, Louisiana, New Mexico, Oklahoma, and Texas)**

**Frances Memmolo, District Director**

U. S. Dept. of Labor, OWCP  
525 South Griffin Street, Room 100  
Dallas, TX 75202  
972-850-2300  
972-850-2301 (Fax)

***District Office 25--Washington, D. C.***

**(District of Columbia, Virginia; Maryland when the claimant's residence has a zip code beginning other than 21\*\*\*)**

**Linda DeCarlo, District Director**

U. S. Dept. of Labor, OWCP  
800 N. Capitol Street, N.W., Room 800  
Washington, D.C. 20211  
202-513-6800 (D.C., Maryland and Virginia)  
202-513-6806 (Fax)