

January 20, 2010

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 09-57
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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 Training Seminar

1. Purpose. To announce that Safety and Health Information Management System (SHIMS) training will be held at the Job Corps Data Center (JCDC) in Austin, Texas during the week of April 19, 2010.
2. Background. SHIMS is the Web-based system that allows for effective management of injury and illness claims by Department of Labor (DOL) employees, including Job Corps students, and OSHA record keeping for students and staff. SHIMS version 4.2 was enhanced to incorporate DOL security requirements. Each center is responsible for designating a primary and secondary accident and injury record keeper for student injuries, as well as a human resources record keeper for staff/contractor injuries. New security measures restrict SHIMS access to the individuals identified as the primary record keeper, secondary record keeper, and human resources record keeper for staff/contractors. DOL prohibits access to the system by anyone other than those identified as such by the center.
3. Training Goals. The goal of this SHIMS seminar is to give participants the information and tools they need to navigate SHIMS version 4.2 and record timely, accurate cases in compliance with the Safety, Health and Return-to-Employment (SHARE) Initiative and Job Corps Policy and Requirements Handbook (PRH) Chapter 5, Section 5.18.
4. Training Participants. Due to limited seating, registration is limited to either the primary or secondary record keeper responsible for documenting student injuries; preference is given to those who have not attended SHIMS training in the past. The SHIMS record keeper who attends the training is required to train the other center record keepers.

5. Training Logistics. Participants are required to attend one of the three 1-day training sessions offered. Individuals who need to arrive late or leave early will not be permitted to attend.

Once registration is confirmed by the National Office of Job Corps, please make travel arrangements in accordance with the following information:

Date: April 20, 2010 (9 a.m. to 5 p.m.) or
April 21, 2010 (9 a.m. to 5 p.m.) or
April 22, 2010 (9 a.m. to 5 p.m.)

Note: This is a 1-day training session. Participants may attend only 1 day. Registration for each session is limited to the first 60 participants. Once a class reaches capacity, you will be notified by phone to reschedule. Do not make travel arrangements until National Office staff confirms your seat.

Lunch: On your own

Dress: Business casual

Location: National Job Corps Data Center
1627 Woodland Avenue
Austin, Texas 78741
(800) 598-5008; choose option 2

Airport Logistics: Austin-Bergstrom International Airport
3600 Presidential Blvd.
Austin, Texas 78719

Hotel information: Due to limited hotel availability in Austin during this training, there is no set room block. Participants should make arrangements at a local hotel; participants may request the government rate. Several hotel options are listed below:

Omni Austin Downtown
700 San Jacinto
(512) 476-3700

Omni Austin Southpark
4140 Governors Row
(512) 448 2222

Intercontinental Stephen F. Austin (downtown)
701 N. Congress Ave.
(512) 457-8800

Hyatt Regency
208 Barton Springs Road
(512) 477-1234

Transportation: Participant's responsibility

6. Training Registration. E-mail fitzhugh.marsha@dol.gov to register. Indicate "SHIMS Registration" in the e-mail subject line. In the body of the e-mail, include:

- a. first and last names of the participant;
- b. Job Corps center name;
- c. phone number (direct number, if available);
- d. preferred training date;
- e. whether you have attended SHIMS training before; and
- f. any special accommodations required at the training.

7. Expiration Date. April 23, 2010.

8. Inquiries. Direct inquiries to Marsha Fitzhugh at (202) 693-3099 or fitzhugh.marsha@dol.gov.