

SHIMS REPORTING MODULE

How can I find out my timeliness rate and generate trends reports so that I can develop accident prevention strategies?

- A. Access the SHIMS Reporting Module at <http://shimsreport.dol.gov>. No username or password is required, as this website does not provide confidential information (e.g., student names and SSNs) to users. Follow the steps outlined below and turn to the next page to view screen shots of the SHIMS Reporting Module.
 1. Choose 1 of the 4 report modes (Graphical Report, Case Report, OSHA 2014 Report, or Query Report). *Note that the first 3 report modes provide information about OWCP claims only, whereas the Query Report mode provides information about SHIMS claims and OWCP claims. Most often, you will want to select "Query Report" mode.*
 2. Select "Job Corps" (not "DOL") as your report scope.
 3. Select "summary" report or "detailed" report, depending on how much information you would like in your report.
 4. Select the period of time you would like your report to cover. (Since Job Corps transitioned to SHIMS on 01/25/2002, select a start date *no earlier than* 01/25/2002.)
 5. Select "Filed with OWCP," "Filed with SHIMS, or "Both" depending on what type of claim you would like your report to include.
 6. (Optional) Type in a "Report Title" (e.g., "SHIMS claims filed from July 1 – September 1, 2002") as a reminder to yourself about the type of report you're running. This title will show up on your print-out.
 7. Use the drop-down box to select the primary factor you would like your report to be "Summarized By" (e.g., "Injury Type," "JC location," "Timeliness," etc.).
 8. Select "Job Corps Center" as your "Report Criteria." Then, use the drop-down box on the *right side of the screen* to select your center.
 9. (Optional) Choose another "Report Criteria" (e.g., "Injury Type," "JC location," "Timeliness," etc.) if you'd like to cut the data further.
 10. Click on "Show Report."
 11. **Print out your report, analyze it, and share your findings and recommendations for preventing injuries with Safety & Health Committees, center management, and others!**

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<http://shimsreport.dol.gov>

Safety and Health Information System



Graphical Report | Case Report | OSHA 2014 Report | Query Report

SHIMS REPORTING MODULE

Report Scope : DOL Job Corps

Query Report

Report type ▶

Report From ▶ (mm/dd/yyyy)

Report To ▶ 09/03/2002 (mm/dd/yyyy)

Include claims ▶ Filed with OWCP Filed with SHIMS Both

Report title ▶

Summary by ▶

Report criteria:

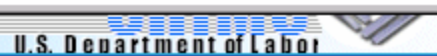
Show Report

Reset

Done

Internet

Safety and Health Information System



Graphical Report | Case Report | OSHA 2014 Report | Query Report

SHIMS REPORTING MODULE

Report Scope : DOL Job Corps

Query Report

Report type ▶

Report From ▶ (mm/dd/yyyy)

Report To ▶ 09/03/2002 (mm/dd/yyyy)

Include claims ▶ Filed with OWCP Filed with SHIMS

Report title ▶

Summary by ▶ Injury type

Report criteria:

Job Corps center

and

- ALASKA
- ALBUQUERQUE
- ANACONDA
- ANGELL
- ARECIBO
- ATLANTA
- ATTERBURY
- BAMBERG
- BARRANQUITAS
- BATESVILLE

Show Report

Reset

Done

Internet