

March 14, 2007

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 06-25
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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: Esther R. Johnson, Ed.D.
National Director
Office of Job Corps

SUBJECT: Safety and Health Information Management System Training Seminar

1. Purpose. To announce the 1 day Safety and Health Information Management System (SHIMS) training at the Job Corps Data Center (JCDC) in Austin, Texas, during the week of April 16, 2007.
2. Background. SHIMS is the automated system that allows for effective management of injury and illness claims by Department of Labor (DOL) employees, including Job Corps students, and Occupational Safety and Health Administration (OSHA) recordkeeping 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 anyone other than those identified by the center to access the system.
3. Training Goals. The goal of this 1 day 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 Presidential Safety, Health and Return-to-Employment (SHARE) Initiative.
4. Training Participants. Due to limited seating, registration is limited to either the primary or the secondary record keeper responsible for documenting student injuries. It is unnecessary for human resources record keepers to attend this training, as OSHA recordkeeping is a federal

mandate and not included in the SHARE Initiative. Accordingly, this training is mandatory for individuals who are responsible for recording student accidents and injuries in SHIMS. One center record keeper responsible for documenting student injuries in SHIMS (either the primary or the secondary record keeper) is required to attend the training. That record keeper is required to subsequently train the other center record keepers.

5. Training Logistics. Participants are required to attend **one** of the three training sessions offered. Individuals who need to arrive late or leave early will not be permitted to attend. Centers that are not represented at the training as required will receive a failing score in Section 1-A of the next Safety Program Review.

Please make travel arrangements in accordance with the following information:

Date: April 17, 2007 (8 a.m. until 5 p.m.)
April 18, 2007 (8 a.m. until 5 p.m.)
April 19, 2007 (8 a.m. until 5 p.m.)

Note: This is a 1-day training session. Participants will 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 the National Office confirms your registration.

Lunch: On your own

Dress: 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: Omni Austin Hotel Downtown
700 San Jacinto Blvd.
Austin, Texas 78701
(800) 843-6664

Availability dates: April 16, 2007, through April 19, 2007

Government rate: \$85/night

Contact the hotel directly to make your reservation. Inform the reservations clerk that you are with the National Job Corps Data Center – SHIMS Conference. The reservation cut-off date for the government rate of \$85.00 is March 26, 2007. The hotel is approximately 2.3 miles from the JCDC; taxis are available.

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 name of the participant
- b. Job Corps center name
- c. Phone number (direct number, if available)
- d. Preferred training date
- e. Any accommodations required at the training

7. Action. Addressees are to ensure that this Information Notice is distributed to all appropriate staff.

8. Expiration Date. April 19, 2007

9. Inquiries. Inquiries should be directed to Marsha Fitzhugh at (202) 693-3099 or fitzhugh.marsha@dol.gov.