

November 28, 2007

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| <b>DIRECTIVE:</b> | <b>JOB CORPS INFORMATION NOTICE NO. 07- 15</b> |
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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:** Job Corps' FY 2007 (October 1, 2006 – September 30, 2007) Safety and Health Information Management System (SHIMS) OWCP Timeliness Report

1. Purpose. To inform all accident and injury record keepers that Job Corps achieved 97.9 percent timeliness in submitting student injury claims to the Office of Workers' Compensation Programs (OWCP) in fiscal year (FY) 2007.
2. Background. Since the implementation of the President's Safety, Health, and Return-to-Employment (SHARE) Initiative, Job Corps has continually taken steps to increase its timeliness in filing Federal Employees' Compensation Act (FECA) CA-1 claims. The table below illustrates the progress Job Corps has made in meeting this goal.

| <b>Period</b>               | <b>Job Corps Timeliness of OWCP Claim Submission</b> |                                 |                                 |                               |
|-----------------------------|--|---------------------------------|---------------------------------|-------------------------------|
|                             | <b>FY 2004<br/>Goal = 88.9%</b>                      | <b>FY 2005<br/>Goal = 92.2%</b> | <b>FY 2006<br/>Goal = 96.8%</b> | <b>FY 2007<br/>Goal = 95%</b> |
| 1 <sup>st</sup> Quarter     | 70.1%  | 88.7%                           | 100%                            | 97.0%                         |
| 2 <sup>nd</sup> Quarter     | 77.4%  | 89.0%                           | 98.3%                           | 98.5%                         |
| 3 <sup>rd</sup> Quarter     | 86.4%  | 96.6%                           | 97.7%                           | 97.2%                         |
| 4 <sup>th</sup> Quarter     | 92.4%  | 100%                            | 97.2%                           | 100%                          |
| FY Cumulative<br>Timeliness | 82.7%  | 94.0%                           | 98.3%                           | 97.9%                         |

3. Action.

- a. All Job Corps Center Directors are to ensure that this Information Notice is distributed to all SHIMS record keepers.
- b. All Regional staff and Center Directors are required to ensure that each center has designated at least one primary and one alternate record keeper for student injuries, and one human resources record keeper for staff injuries.
- c. All Regional staff and Center Directors are required to ensure that all workers' compensation claims are submitted via SHIMS according to the published timetables.
- d. In a continued effort to meet the FY 2008 Presidential SHARE goal, Job Corps' timeliness goal remains 100 percent. Centers are advised that the SHIMS v. 4.0 User's Guide is available on the Job Corps Community Web Site, <http://jcweb.jobcorps.org/>.

4. Expiration Date. Until superseded.

5. Inquiries. Inquiries should be directed to Marsha Fitzhugh at (202) 693-3099 or [fitzhugh.marsha@dol.gov](mailto:fitzhugh.marsha@dol.gov).