

April 8, 2008

<b>DIRECTIVE:</b>	<b>JOB CORPS INFORMATION NOTICE NO. 07-24</b>
-------------------	---

**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 May 12, 2008.

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) record keeping for students and staff. 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. This responsibility is designated for both federal and privately operated centers.

The National Office of Job Corps has received a number of requests from centers requesting SHIMS training in light of major staff turnover. In some cases, centers currently have no staff knowledgeable in SHIMS record keeping requirements, which may affect the Office of Job Corps' efforts to continue meeting the President's Safety, Health, and Return-to-Employment (SHARE) Initiative.

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 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. However, we will reserve seating for human resource record keepers responsible for record cases for staff and student cases in SHIMS 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.

Please make travel arrangements in accordance with the following information:

Date: Tuesday, May 13, 2008 (8 a.m. - 5 p.m.)  
Wednesday, May 14, 2008 (8 a.m. - 5 p.m.)  
Thursday, May 15, 2008 (8 a.m. - 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 email or phone to reschedule. Do not make travel arrangements until the National Office confirms your registration.

Lunch: On your own. There are no local vendors, therefore, please bring a snack.

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 Southpark  
4140 Governor's Row  
Austin, Texas 78744  
Phone: (512) 448-2222, (800) 843-6664, Fax: (512) 442-8028

Hotel

Availability Dates: May 12, 2008, through May 16, 2008

Government Rate: \$97/night (single and double occupancy)

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 \$97.00 is April 23, 2008 which does not include 15% state and city tax. Exempt forms will be accepted for the 9% city tax. The hotel is approximately 3.3 miles from the JCDC; taxis are available.

6. Training Registration. E-mail [fitzhugh.marsha@dol.gov](mailto: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. May 15, 2008

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