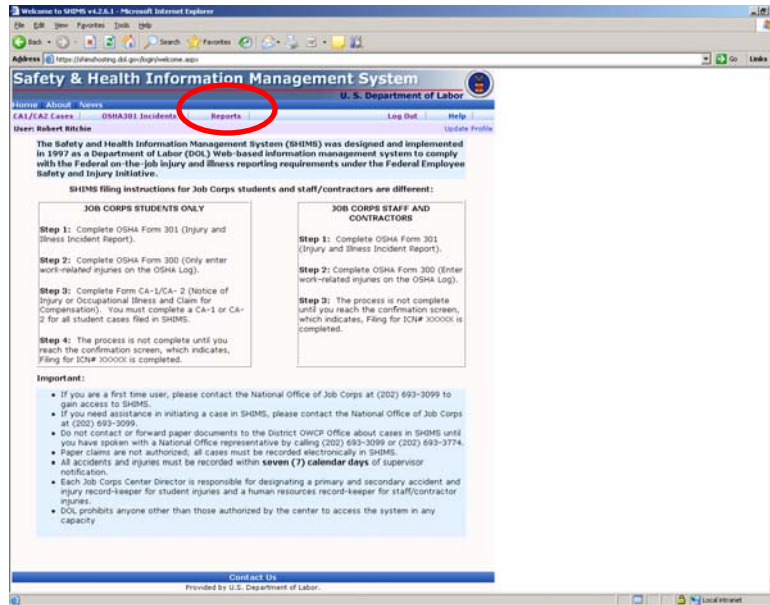


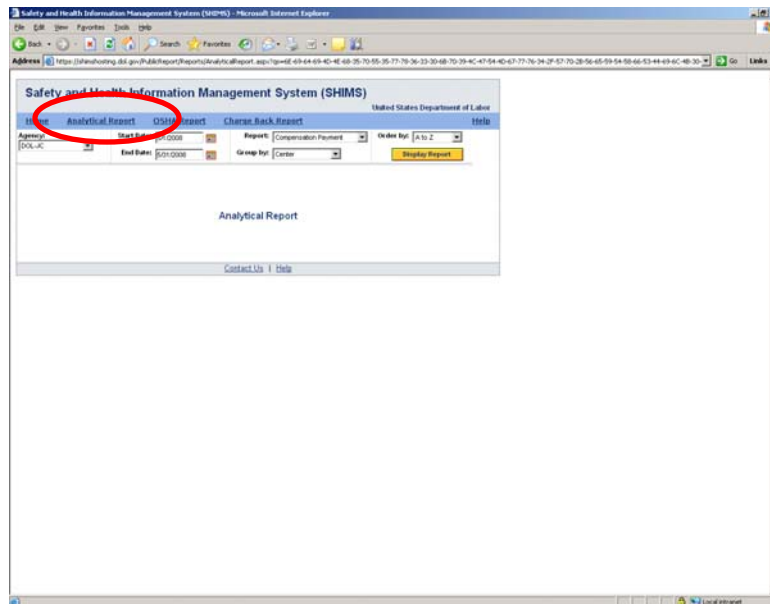
Safety and Health Information Management System (SHIMS) Analytical Reports

The SHIMS reporting module is now functional. While centers can use this feature to retrieve some useful data, it is important to note that the only SHIMS cases captured in report data are student injury claims (CA1s) that were forwarded to OWCP. CA1s filed in SHIMS and OSHA 300/301 for staff injuries are not included in the analytical reports generated in SHIMS.

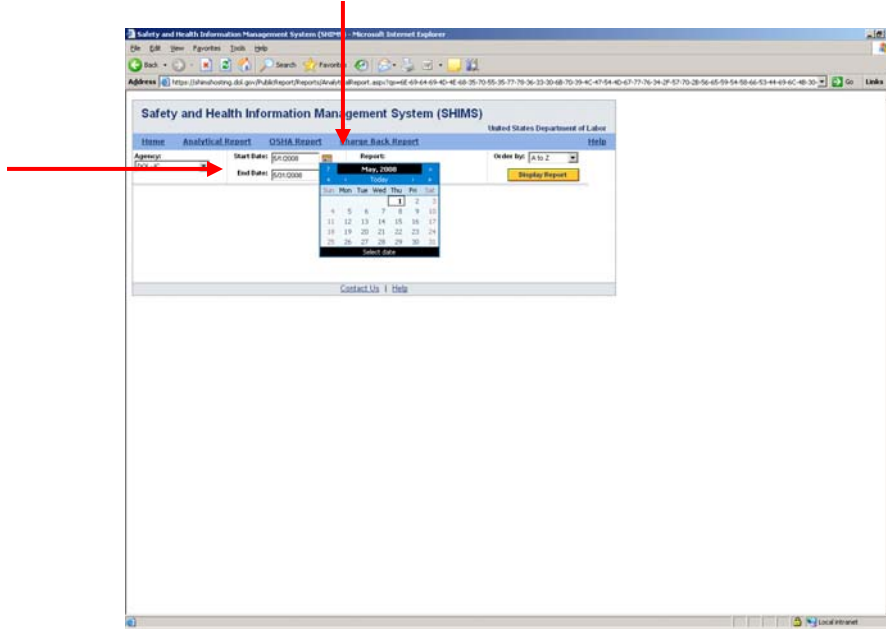
1. Log in to the Safety and Health Information Management System (SHIMS).
2. Click on “Reports” in the toolbar at the top of the page.



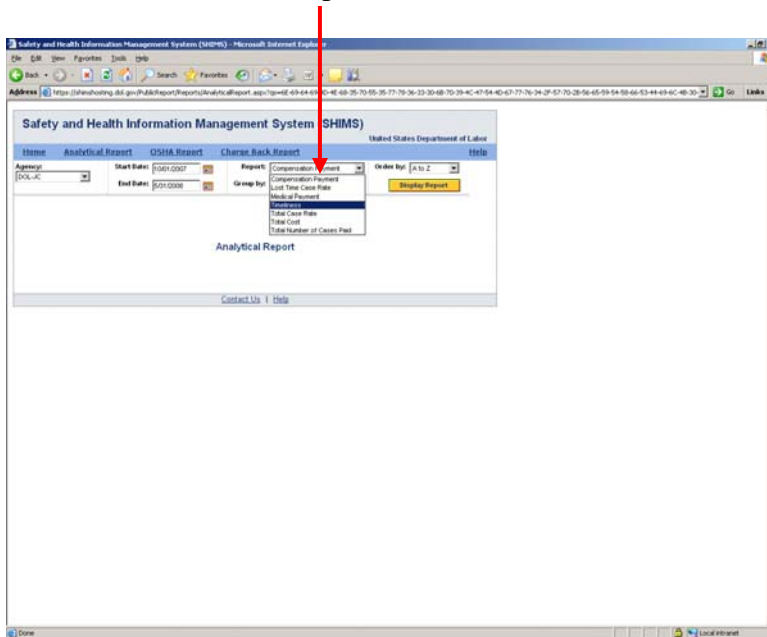
3. Click on “Analytical Report” in the toolbar at the top of the page.



- Click on the calendar icon to choose desired “Start Date.” Click on the calendar icon to choose desired “End Date.”

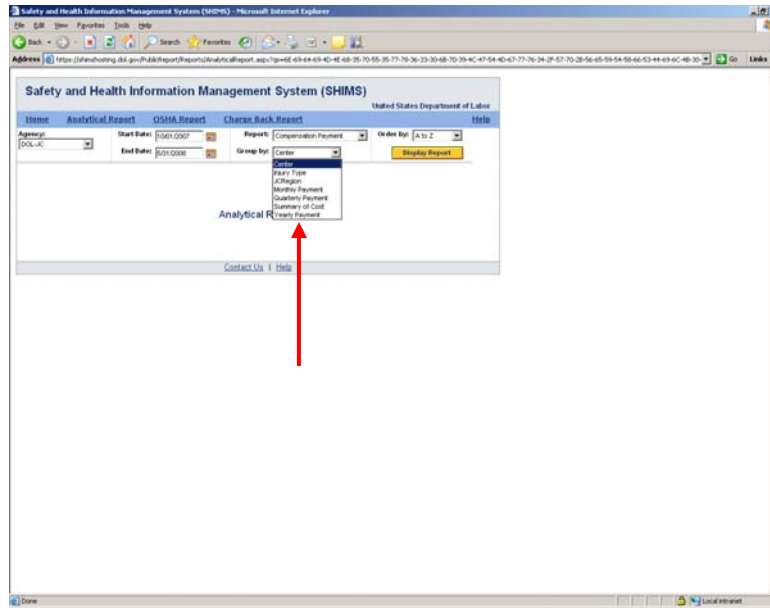


- Click on pull-down menu to choose desired “Report” type. It is recommended that you choose “Timeliness” report.



- Click on pull-down menu to choose desired “Group By” selection. It is recommended that you choose “Center.”

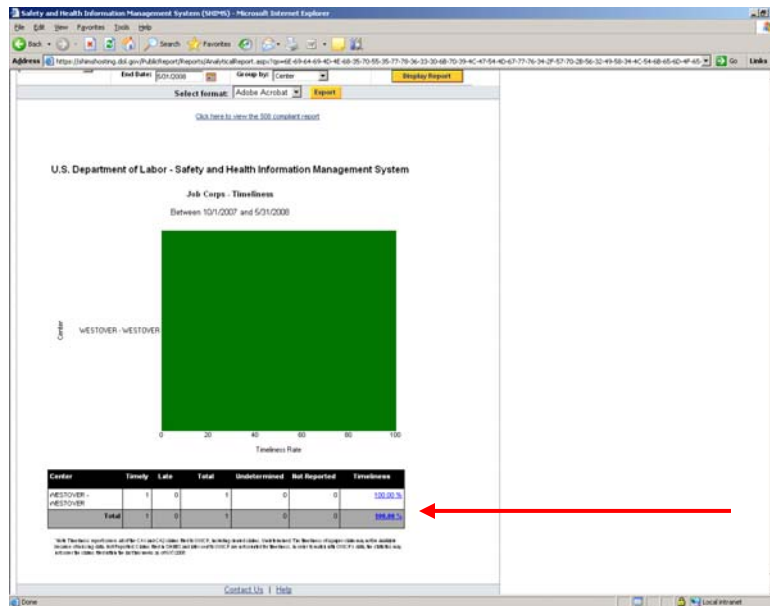
Attachment



7. Click on the “Display Report” button. This will generate a report that consists of a bar graph (which may appear as a solid-colored block) near the top of the page and a chart below.

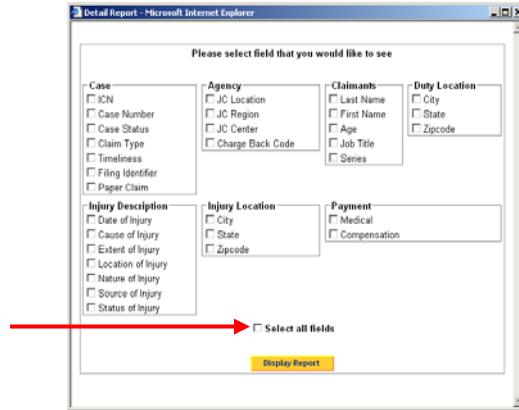
Note: The timeliness report produced may inaccurately state timeliness at less than 100%. However, if there are zero late claims in the “Late” column, timeliness is 100%.

8. Click on a hyperlinked figure in the table to prompt the “Detail Report” dialog box. This will allow you to retrieve additional details about the OWCP claims that are included in that specific data.



Attachment

9. Click on “Select all fields” to check the box.



10. Click on the “Display Report” button. This will produce a detailed chart in which each claim will be listed by ICN, Case Number (i.e., OWCP Claim Number), Case Status, JC Location (e.g., area of the center where injury occurred), etc. Scroll across the page and down to view the entire report. This report can be exported to either Adobe Acrobat (PDF) or Microsoft Excel in order to save and/or print. Take note that the data in the Excel file cannot be sorted.

The screenshot shows a web browser window displaying a "Detail Timeliness Center Report" for the period between 10/1/2001 and 5/31/2003. The report is a table with columns for ICN, Case Number, Case Status, Claim Type, Timeliness, Filing Identifier, Paper Claim, JC Region, JC Center, JC Location, Charge Back Code, Charge Back Code, and Last Name. The table contains four rows of data.

ICN	Case Number	Case Status	Claim Type	Timeliness	Filing Identifier	Paper Claim	JC Region	JC Center	JC Location	Charge Back Code	Charge Back Code	Last Name
12622	012012671	Closed, no time lost	CA1 - Injury/Accident	Timely	Filed in OWCP	No	JC Region 1	HESTOVER - HESTOVER	4 - Recreation	1142	HE	PERCE
12081	012042791	Closed, no time lost	CA1 - Injury/Accident	Not Applicable	Filed in DRMG then later forwarded to OWCP	No	JC Region 1	HESTOVER - HESTOVER	3 - Disability	1142	HE	MONDESIR
12013	012045795	Closed, no time lost	CA1 - Injury/Accident	Not Applicable	Filed in DRMG then later forwarded to OWCP	No	JC Region 1	HESTOVER - HESTOVER	3 - Disability	1142	HE	OHENS
14741	012092297	Closed, no time lost	CA1 - Injury/Accident	Timely	Filed in OWCP	No	JC Region 1	HESTOVER - HESTOVER	7 - Center Services (e.g., Center Insulin, insulin3)	1142	HE	HARLOW