

June 25, 2008

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 07-32
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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 Analytical Reports

1. Purpose. To provide the Job Corps community with instructions for generating analytical reports in the Safety and Health Information Management System (SHIMS).
2. Background. SHIMS is the Department of Labor's (DOL's) Web-based e-filing system that allows for effective management of injury/illness claims by DOL employees, including Job Corps students, and OSHA record keeping for Job Corps students and staff. The SHIMS reporting module has been enhanced to allow Job Corps centers to retrieve data for the student injury claims submitted to the Office of Workers' Compensation Programs (OWCP).
3. Action. Job Corps injury record keepers who have access to SHIMS should follow the instructions in the attachment to run analytical reports in SHIMS. These reports compile data for the student injury claims submitted to OWCP.

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

4. Expiration Date. Until superseded.

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

Attachment

Safety and Health Information Management System (SHIMS) Analytical Reports