

January 19, 2009

**DIRECTIVE:** JOB CORPS INFORMATION NOTICE NO. 08-30

**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 2008 (October 1, 2007 – September 30, 2008) Safety and Health Information Management System Office of Workers' Compensation Programs Timeliness Report

1. Purpose. To inform all accident and injury record keepers that Job Corps achieved 100 percent timeliness in submitting student injury claims to the Office of Workers' Compensation Programs (OWCP) in fiscal year (FY) 2008.

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.

Period	Job Corps Timeliness of OWCP Claim Submission				
	FY 2004 Goal = 88.9%	FY 2005 Goal = 92.2%	FY 2006 Goal = 96.8%	FY 2007 Goal = 95%	FY 2008 Goal = 95%
1 <sup>st</sup> Quarter	70.1%	88.7%	100%	97.0%	100%
2 <sup>nd</sup> Quarter	77.4%	89.0%	98.3%	98.5%	100%
3 <sup>rd</sup> Quarter	86.4%	96.6%	97.7%	97.2%	100%
4 <sup>th</sup> Quarter	92.4%	100%	97.2%	100%	100%
FY Cumulative Timeliness	82.7%	94.0%	98.3%	97.9%	100%

3. Action.

- a. All Job Corps Center Directors are to ensure that this Notice is distributed to all Safety and Health Information Management System (SHIMS) record-keepers.
- b. In a continued effort to meet the FY 2009 Presidential SHARE goal, Job Corps' timeliness goal remains 100 percent. Centers are advised that the SHIMS v. 4.0 User's Guide is available via Citrix on the Job Corps Community Web site under "Users Guides."
- c. All Regional Office 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.
- d. All Regional Office staff and Center Directors are required to ensure that all workers' compensation claims are submitted via SHIMS according to the published timetables.
- e. SHIMS record keepers should continue to request National Office approval prior to forwarding student CA-1/CA-2 claims to OWCP in accordance with Program Instruction No. 07-19, dated December 17, 2007. During 2008, some centers failed to follow this instruction, which resulted in many claims being denied because the claim did not meet basic submission requirements (i.e., the student was not medically separated due to injury) or the center failed to provide OWCP with supporting documentation (refer to Program Instruction No. 08-10, dated September 17, 2008).

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

4. Expiration Date. Until superseded.
5. Inquiries. Direct inquiries to Marsha Fitzhugh at (202) 693-3099, or e-mail [fitzhugh.marsha@dol.gov](mailto:fitzhugh.marsha@dol.gov).