

May 4, 2010

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 09-86
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: Job Corps' Second Quarter FY 2010 (January 1, 2010 – March 31, 2010)
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 the second quarter of fiscal year (FY) 2010.

2. Background. Since the implementation of the Safety, Health, and Return-to-Employment (SHARE) Initiative, Job Corps has continually taken steps to increase its timeliness in filing Federal Employee's Compensation Act (FECA) CA-1 claims. The table below illustrates the progress Job Corps has made in meeting this goal. Note that Job Corps filed one late claim in the first quarter FY 2010—a center submitted a paper claim, which negatively affects timeliness. In the second quarter, Job Corps centers submitted 51 claims to OWCP, and all claims were submitted on time.

Period	Job Corps Timeliness of OWCP Claim Submission				
	FY 2006 Goal = 96.8%	FY 2007 Goal = 95%	FY 2008 Goal = 95%	FY 2009 Goal = 95%	FY 2010 Goal = 95%
1 st Quarter	100%	97%	100%	100%	97.8%
2 nd Quarter	98.3%	98.5%	100%	100%	100%
3 rd Quarter	97.7%	97.2%	100%	100%	
4 th Quarter	97.2%	100%	100%	100%	
FY Cumulative Timeliness	98.3%	97.9%	100%	100%	98.9%

3. Action.

- a. All Job Corps center directors are to ensure that this Information Notice is distributed to all Safety and Health Information Management System (SHIMS) record keepers.
- b. In a continued effort to meet the FY 2010 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 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 staff and center directors are required to ensure that all workers' compensation claims are submitted via SHIMS, according to the published timetables. Centers may not file paper claims with OWCP. All cases must be filed in SHIMS or forwarded to OWCP within 7 calendar days of supervisor's notification of the injury.
- e. All Job Corps center operators and center directors are reminded that timely reporting in SHIMS is rated as part of Confidential Source Selection Information Contractor Past Effectiveness Rating (CPEP).
- f. SHIMS record keepers should continue to request National Office of Job Corps approval prior to forwarding student CA-1/CA-2 claims to OWCP, in accordance with Program Instruction No. 07-19. During 2009, 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).
- g. Furthermore, of the 377 student injury claims filed with OWCP in FY 2009, 95 claims were denied. Even though the claims were filed on time, denied claims are still included in the total case rate. The Department expects Job Corps to reduce its total case rate each year; and in order to do this, centers must be more diligent when filing OWCP claims. It is Job Corps' goal to eliminate claims that do not meet the FECA conditions of coverage, are not followed up with supporting documentation, or are erroneously filed because there is no need for medical or compensation benefits. **Note:** Centers may not medically separate students for a brief period of time (e.g., 24 hours) for the sole purpose of filing an OWCP claim in order to cover a hospital bill. These types of injuries are not covered by the FECA conditions of coverage.

Addressees are to ensure 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.