

May 2, 2011

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 10-78
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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: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: Second Quarter FY 2011 OWCP Timeliness Report: POWER Initiative Update

1. Purpose. To provide an update on Job Corps' Fiscal Year (FY) 2011 second quarter outcomes in meeting goals set by the President's Protecting Our Workers and Ensuring Reemployment (POWER) initiative. Job Corps is currently reporting 100 percent timeliness in submitting student injury and occupational disease claims, forms CA-1 (Notice of Traumatic Injury and Claim for Compensation) and CA-2 (Notice of Occupational Disease and Claim for Compensation), and 87.4 percent timeliness in submitting student compensation claims, form CA-7 (Claim for Compensation Due to Traumatic Injury or Occupational Disease), to the Office of Workers' Compensation Programs (OWCP) cumulatively for FY 2011.

2. Background. For FY 2011, POWER set a goal of 95 percent timely filing of forms CA-1/CA-2 and 67 percent timely filing of form CA-7. Since 2004, Job Corps has taken measures to improve the timely filing of student injury claims (CA-1/CA-2) with OWCP in accordance with Job Corps Policy and Requirements Handbook (PRH) Chapter 5, Section 5.18, R1. Beginning in FY 2011, in addition to timely filing of CA-1/CA-2s, Job Corps is required to file CA-7s within five calendar days of student signature. Table 1 below summarizes Job Corps' OWCP CA-1/CA-2 timeliness from FY 2007 through current FY 2011; Table 2 summarizes Job Corps' OWCP CA-7 timeliness beginning with FY 2011 (the baseline was established in FY 2009):

Table 1

Period	Job Corps Timeliness of OWCP Injury Claim (CA-1/CA-2) Submission				
	FY 2007 Goal = 95%	FY 2008 Goal = 95%	FY 2009 Goal = 95%	FY 2010 Goal = 95%	FY 2011 Goal = 95%
1 st Quarter	97%	100%	100%	97.8%	100%
2 nd Quarter	98.5%	100%	100%	100%	100%
3 rd Quarter	97.2%	100%	100%	98.3%	
4 th Quarter	100%	100%	100%	100%	
FY Cumulative Timeliness	97.9%	100%	100%	99%	100%

Table 2

Period	Job Corps Timeliness of OWCP Compensation Claim (CA-7) Submission	
	FY 2009 Baseline	FY 2011 Goal = 67%
1 st Quarter	N/A	76.5%
2 nd Quarter	N/A	96.9%
3 rd Quarter	N/A	
4 th Quarter	N/A	
FY Cumulative Timeliness	29.2%	87.4%

Since Job Corps achieved 100 percent timeliness for all CA-1/CA-2 claims filed in the second quarter of FY 2011, it is currently exceeding the Department’s goal of 95 percent. Due to the implementation of a revised CA-7 submission process (refer to Program Instruction 10-32), Job Corps has recently made a substantial improvement in CA-7 timeliness. Job Corps filed 96.9 percent of CA-7s on time in the second quarter of FY 2011 and is currently exceeding the Department’s goal of 67 percent. It is critical that centers continue to emphasize the need for timely SHIMS recordkeeping and OWCP claim submission.

3. Action. Job Corps Center Directors and SHIMS recordkeepers are reminded that injuries must be documented in SHIMS **within seven calendar days of supervisor notice**. Further, centers must receive approval from the National Office of Job Corps prior to forwarding a CA-1 or CA-2 to OWCP. Job Corps’ timeliness goal remains 100 percent timely filing of student injury claims.

Form CA-16, Authorization for Examination and/or Treatment, is sent to OWCP to provide documentation of an injury in conjunction with the CA-1 or CA-2 that is forwarded to OWCP. The completed CA-16 must be mailed to OWCP immediately after the OWCP claim number is assigned.

Form CA-7 is issued in conjunction with the CA-1 or CA-2 **only if the student is medically separated due to injury**. After receiving approval from the National Office to forward the CA-1 or CA-2 to OWCP in SHIMS, the center will be instructed to fax or e-mail the signed CA-7 to the National Office. **The National Office must file the CA-7 with OWCP within 5 days of the student’s signature.** Due to the short filing deadline, the student (or

his/her authorized representative) must sign the form and leave it **undated**. **Do not mail this form to OWCP.**

Once a student returns to center from medical separation, OWCP must be notified in writing.

For up-to-date information and goal tracking, visit the Department's Job Corps POWER website, <http://www.dol.gov/owcp/dfec/power/getxls.htm?id=1580001>.

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

4. Expiration Date. Until superseded.

5. Inquiries. Inquiries should be directed to Dennis Johnson at (202) 693-2876 or johnson.dennis@dol.gov.