November 9, 2005

DIRECTIVE: JOB CORPS PRH CHANGE NOTICE NO. 05-08

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: GRACE A. KILBANE
             National Director
             Office of Job Corps

SUBJECT: PRH Chapter 5: Section 5.5., Management and Reporting of Significant
             Incidents

1.   Purpose.   To revise and update current policy requirements regarding the
management and reporting of significant incidents using the Web-based Significant
Incident Reporting System (SIRS).

2.   Background.   On July 19, 2004, the previous SIR paper-based system
transitioned to a Web-based system, one that is user-friendly, requires minimal training,
and automatically distributes SIRs to the National and Regional Offices, relevant
corporate staff, and the health support contractor.

        Since the launch of the Web-based system, the SIRS Technical Review Team
has met quarterly to review and assess the system. As a result, enhancements have
been and continue to be incorporated in order to constantly update and improve the
Web-based system and its reporting capabilities.   Several of these enhancements
include:

   •   Deletion of student identifying information on submitted reports when they are
       e-mailed *back* to the Advanced User as well as others who are on the
       authorized SIR e-mail distribution list (see the Attachment for further
       clarification)

   •   Real-time interactive reporting capabilities (available at the National,
       Regional, and center levels)

- Color-coded reports at the primary incident code level

- More detailed reporting capabilities at the secondary incident code level

- Addition of the comparison report to the interactive reporting menu

- Modifications to student SHIMS/Worker's Compensation selections

- Addition of non-Job Corps victims and perpetrators to the victim/perpetrator count

- Ability to submit SIRs from the general incident information screen

Due to the transition from the paper-based to the Web-based system, and with the additional enhancements made during the past year, PRH Chapter 5, Section 5.5 has been revised and updated to include current policy requirements regarding the management and reporting of significant incidents using the Web-based SIRS.

3.   Reference. Further information and training materials regarding the SIRS can be found at: www.jcsirs.org/training. Please see Attachment B for a list of recent Web-based SIRS enhancements.

4.   Explanation of Changes. Highlights of the PRH changes are as follows:

PRH Chapter 5, Management

- Revise the Table of Contents, Section 5.5, by changing R2 to "Reporting Time Frames and Format," R3 to "Usernames and Passwords,", R4 to "Display of Student Identifying Information," and adding R5 "Management". Revises Section 5.5. text.

- Revise PRH 5.5, R1 to:

  R1. Reportable Events

  Centers and OA/CTS contractors shall report the following types of significant incidents to the National and Regional Offices:

  a. Death, serious illness or serious injury** (e.g., epidemic, hospitalization, emergency room treatment or surgery, reaction to medication/ immunization)

  b. Physical assault

  c. Inappropriate sexual behavior

d. Indication that a student is a danger to himself or others

e. Incident requiring police involvement

f. Incident involving illegal activity

g. Arrest of current student or on-duty staff member

h. Motor vehicle accident involving injuries or damage to a center vehicle

i. Theft or damage to center, staff, or student property

j. Incident threatening to close down the center or disrupting the center's operation

k. Incident attracting potentially negative media attention

**See Appendix 505, Section IX, C2 and C3 for a detailed classification of serious medical injuries

- Replace PRH 5.5, R4 with:

R4. Display of Student Identifying Information

a. The SIR system does not accept Social Security numbers as student identifiers. Instead, when entering student data into the SIR system, centers must use the 6-digit student ID numbers assigned by Job Corps upon entry to the program. Although centers will enter student ID numbers, as well as relating student information in SIR data-entry fields, the following student identifying information will not be displayed in submitted reports that are e-mailed back to the Advanced User, as well as others who are on the authorized SIR e-mail distribution list:

1. Student first name
2. Student ID number
3. Date of entry
4. Date of birth

b. To ensure student privacy, centers must not use student first and last names in the "Description of Incident" field in the SIR. Instead, centers should use the terms "Victim 1", "Victim 2", "Perpetrator 1", "Perpetrator 2", etc., when describing the incident.

- Move previous PRH 5.5, R4 "Management" to PRH 5.5, R5

5.   Filing Instructions.

REMOVE FROM PRH	INSERT
PRH TOC, dated October 5, 2005	PRH TOC, dated November 9, 2005
Chapter 5, Table of Contents, dated July 1, 2005	Chapter 5, Table of Contents, dated November 9, 2005
Chapter 5, Section 5.5, dated February 1, 2002	Chapter 5, Section 5.5, dated November 9, 2005

6.   Action Required. Addressees are to ensure that a copy of this Change Notice is distributed to the appropriate staff.

7.   Effective Date. November 9, 2005

8.   Inquiries. Inquiries should be directed to Barbara Grove at (202) 693-3116, or emailed to grove.barbara@dol.gov.

Attachments:

A – PRH TOC
B – Chapter 5 TOC and Text
C – (Attachment) Recent Web-based SIRS Enhancements