

April 14, 2016

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 15-15
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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

FROM: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

SUBJECT: Verify Printed SHIMS CA-1 and CA-2 Forms Are Filed in Student Health Records

1. Purpose. To ensure that the Job Corps centers are filing printed (hardcopy) and signed Office of Workers' Compensation Programs (OWCP) CA-1 and CA-2 forms in student health records.

2. Background. As referenced in Job Corps Program Instruction Notice No. 15-11 (Revised Injury Reporting/Recordkeeping Requirements, Upcoming Transition from SHIMS to ECOMP, and Mandatory Conference Call), Department of Labor (DOL) is preparing to transition its agencies from the Safety and Health Information Management System (SHIMS) to the Employees' Compensation Operations & Management Portal (ECOMP) for Occupational Safety and Health Administration (OSHA) and OWCP recordkeeping. Although there is no scheduled transition date at this time, DOL has advised Job Corps to begin planning and preparing for the move to ECOMP in the coming months.

Once we move to ECOMP, SHIMS will be decommissioned, and it will no longer be accessible to Job Corps centers for retrieving previously filed OSHA 301 forms, OSHA 300 logs, or OWCP CA-1 and CA-2 forms. In accordance with Job Corps Policy and Requirements Handbook (PRH) Chapter 5, Section 5.18, R2.c, OWCP forms CA-1 and CA-2 should be printed, signed by the student, and filed in the student's health record. **Before we lose access to SHIMS, it is imperative that centers verify that CA-1 and CA-2s documented in SHIMS are indeed printed, signed, and filed in student health records.**

3. Action. Job Corps Center Operators and Center Directors should ensure printed and signed student CA-1 and CA-2 forms are filed in student health records. Centers should spot-check approximately 25 percent of on-center student health records to verify that CA-1/CA-2s from SHIMS have been printed, signed, and filed in the health record by **May 16, 2016.**

If the center determines that CA-1/CA-2 forms documented in SHIMS have not been printed, signed, and filed in health records, the Center Director should notify the National Office for further instructions.

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

4. Expiration Date. September 1, 2016.
5. Inquiries. Direct all inquiries to Heather Edmonds at (202) 693-3774 or edmonds.heather@dol.gov.