

Forest Service Injury & Illness Reporting Process on Incident Assignments

The Federal Employees' Compensation Act changed in 2011 and requires the reporting of work related injuries and illnesses electronically. The Forest Service, ASC-HRM, Workers' Compensation Branch (WC) is utilizing the Safety and Health Information Portal System (SHIPS) (ID 6700-2011-2) to comply with this requirement and will no longer process handwritten CA-1 or CA-2 forms. WC requires a SHIPS generated and populated CA-1 or CA-2 to be printed, signed and faxed to WC via a secure eFax at 1-866-339-8583 (currently the SHIPS generated forms do not include a signature, therefore the hard copy is required). This process is required for injuries and illnesses occurring during incident assignments.

The SHIPS system requires access to eAuthentication. If medical treatment is authorized on a CA-16, any bills from the medical provider are the employee's responsibility until a signed, SHIPS generated CA-1 or CA-2 is received at WC and processed to the Department of Labor.

Employee's Role

Scenario	Process
Injured FS employee has computer and internet access to eAuthentication.	Employee will enter CA-1 or CA-2 data directly into SHIPS.
Injured FS employee or FS hired AD does not have computer and internet access to eAuthentication; COMP/INJR has computer and internet access to eAuthentication.	COMP/INJR will enter the employee's portion of the CA-1 or CA-2 into SHIPS on behalf of the injured employee or will log into SHIPS "add incident for another employee" and assist employee or AD in completing the fields.
Injured FS employee or FS hired AD is not at camp or is otherwise unable to complete SHIPS and COMP/INJR does have computer and internet access to eAuthentication.	Employee will complete hard copy CA-1 or CA-2 and Supplemental Form and submit to COMP/INJR. COMP/INJR or incident supervisor may enter the employee's portion of the CA-1 into SHIPS on behalf of the injured employee.
Injured FS employee or FS hired AD and COMP/INJR is unable to access a computer, internet, or eAuthentication.	Hard copy CA-1 or CA-2 and Supplemental Form will be completed, signed and faxed to the injured employee's home unit for entry into SHIPS.

Supervisor's Role

Scenario	Process
Incident supervisor is FS employee and has computer and internet access to eAuthentication.	Incident supervisor will complete the supervisory portion of the CA-1 or CA-2 in SHIPS, print a hardcopy and employee, supervisor and witness (if applicable) signs the document. COMP/INJR will fax to secure eFax at WC with all supporting documentation.
Incident supervisor is not a FS employee or does not have computer or internet access.	Hardcopy CA-1 or CA-2 and Supplemental Form is completed and signed at the incident and faxed to the injured employee's home unit supervisor for entry into SHIPS. The SHIPS generated form must be printed, signed by the home unit supervisor and faxed to WC. (The home unit supervisor is serving as a proxy for the incident supervisor in this scenario and will keep the faxed CA-1 or CA-2 generated at the incident as backup documentation).

- A CA-1 or CA-2 should be completed within 48 hours of the date of injury.
- If a SHIPS generated CA-1 is completed at the incident, the CA-16, any available medical reports, and Casual Hire form (if AD) should be faxed with the CA-1 to WC.
- If the CA-1 is completed at the home unit, the home unit should fax the CA-1 to WC and the incident should fax the CA-16 and any supporting documentation to WC. The documents will be matched up by the case manager at WC.
- The Casual Hire Form is required to be faxed with a CA-1 or CA-2 for AD employees before the claim can be processed. For AD Crews, a crew manifest and/or resource order that lists the injured employees' name can be sent instead of the Casual Hire Form.
- All supporting documentation must have the employee's social security number in the upper right hand corner of each page. This will facilitate matching the documentation to the appropriate CA-1 or CA-2 when it is submitted through the secure eFax.
- The original CA-1 or CA-2 with supporting documentation is retained by the injured employee.
- "Documentation Only" CA-1 or CA-2s should be entered into SHIPS.
- Although there are COMP/INJR personnel available to assist on the incidents, the ultimate responsibility for SHIPS entry remains with the injured employee and their home unit supervisor.

ASC-HRM, WC Secure eFax – 1-866-339-8583

ASC-HRM, WC Help Desk – 1-877-372-7248 (press 2 for HRM)

eAuthentication link - <https://usdafs.connecthr.com>