

Work-Life Information Management System (WIMS)

Work-Life Program	Program Manager	Phone Number
Family Advocacy	John Reibling	202-475-5161
Special Needs	Marta Denchfield	202-475-5160
Substance Abuse	Mark Mattiko CWO Dennis Rangel	202-475-5148 757-628-4369
Sexual Assault	Shawn Wren	202-475-5163
Critical Incident Stress Mgmt	Lisa Teems	202 475-5157
Employee Assistance	Lisa Teems	202 475-5157
Workplace Violence & Threatening Behavior	Lisa Teems	202 475-5157
Victim Witness	Lisa Teems	202 475-5157

Note: In the event that a Program Manager is unavailable to sign the access form, the following alternates may grant access:

CG-111	CAPT Joel Rebholz	202-475-5137
CG-111	Robert Skewes	202-475-5140
CG-1111	Dan Blaettler	202-475-5153
CG-1112	CDR Matthew Kleiman	202-475-5155

Who is authorized access?

- Only Coast Guard personnel assigned duties in one of the 8 respective areas identified above can be granted access to the system.

How to complete the Direct Access Work-Life Management System User Account Authorization (CG-7421G)?

- The individual requiring access completes blocks 1 through 7, and signs in block 12. The HSWL Product-Line Manager (PLM) (Field Office Supervisor) will complete block 8. Then pages 1 and 2 of CG-7421G will be sent by fax, or scan and email to the individual Program Manager shown above.
- The Program Manager will review and approve access and then submit the signed form to PPC Topeka.
- PPC Topeka will then grant user access to the system.

Direct Access II Functional Roles on CG-7421G

- User access to the system and approval of the Functional Roles within WIMS lies with the Program Manager. For example, if you were assigned as the Employee Assistance Program (EAP) Coordinator, you would be able to see all EAP cases within the entire Coast Guard. However, you would not be able to see Family Advocacy, Special Needs or other program area cases.

Listed below are the Functional Roles that appear on CG-7421G, and that can only be granted by the Program Manager to the appropriate individuals:

- Family Advocacy Specialist
 - Special Needs Specialist
 - Substance Abuse CDAR
 - Substance Abuse SAP
 - Sexual Assault Specialist
 - Critical Incident Stress Management Specialist (CISM)
 - Employee Assistance Specialist
 - Workplace Violence & Threatening Behavior Specialist
 - Victim Witness Specialist
- An individual could have multiple Functional Roles depending on their position within the organization (e.g., Special Needs and Sexual Assault). In this case you would have access to both Special Needs and Sexual Assault cases. If this situation arises, the CG-7421G will only require one Program Manager's signature.
 - Substance Abuse is a little different. Only the Command Drug and Alcohol Representative (CDAR) entering and managing the case can access the case. That is, CDAR A (Miami) will not be able to view CDAR B (Seattle) cases. The exception is if the person involved is transferred and the case goes to a new CDAR, then the new CDAR will have access to the case. The designated Substance Abuse Prevention (SAP) Coordinator, usually at the District office, will have access to all Substance Abuse cases and will be a CDAR's point of contact regarding case access issues.
 - Program Managers and HSWL Service Center Work-Life Program POC's will have access to all cases within their respective programs; their access will be granted by CG-111.
 - Family Advocacy PM
 - Special Needs PM
 - Substance Abuse PM
 - Sexual Assault PM
 - Critical Incident Stress Management PM
 - Employee Assistance PM
 - Workplace Violence & Threatening Behavior PM
 - Victim Witness PM

Health, Safety, Work-Life Service Center (HSWL SC):

- HSWL Service Center was established as part of Coast Guard re-alignment in 2010. Any HSWL SC PLM (FO Supervisor) that will be approving case transfers or closings are required to have their applicable functional area Program Manager role.
- HSWL SC POC's are responsible to work with the HSWL SC PLM (FO Supervisor) to get the CG-7421G form filled out so the appropriate access can be given.

Direct Access and WIMS User Guides:

- MyPortalDirect was launched Coast Guard October 25, 2010 – for user's who are not familiar with this new feature you can find navigation information and additional details at:

<http://www.uscg.mil/ppc/da/portal/>

- To access MyPortalDirect:

<https://ep.direct-access.us/psp/UCGP1PP/?cmd=login&languageCd=ENG>

- WIMS User Guides are maintained on the PPC Topeka web-site for the 8 functional areas. Please visit the following link for additional support information:

<http://ww.uscg.mil/ppc/wims/>

- User's who experience problems with logging into MyPortalDirect should call the PPC Help Desk for assistance: 866-772-8724.