

**U.S. COAST GUARD
Work Life Information Management System (WIMS)**

**Family Advocacy Program
User Guide**

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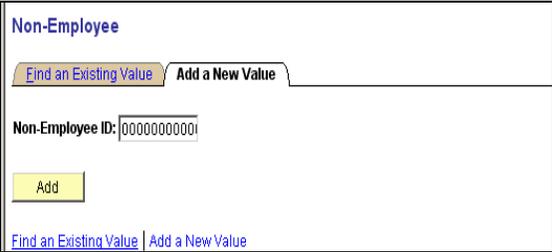
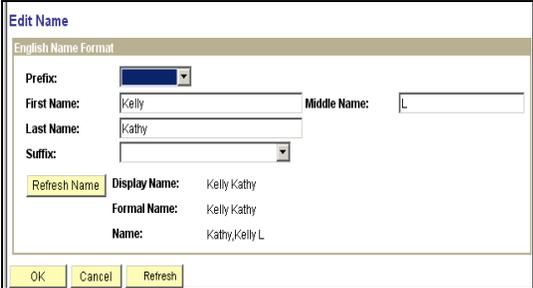
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How to Add a Non Employee

Use When there is an incident involving a non-USCG member, they must be added to the system. The user will take the following actions to add a non-employee.

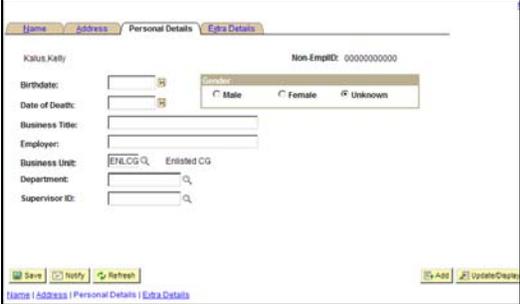
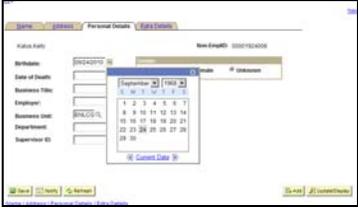
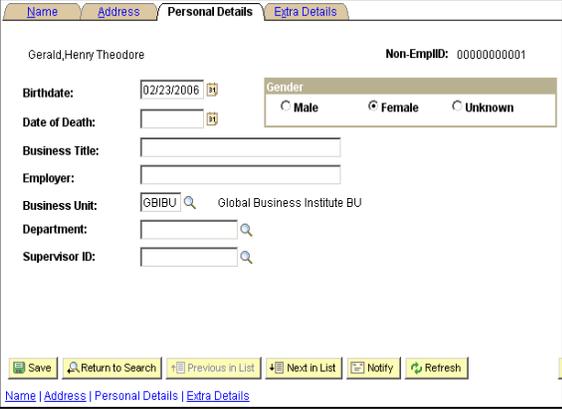
- Pages**
- Name
 - Address
 - Personal Details
 - Extra Details

Step	Action
1	First search to see that the person doesn't already exist in the system by navigating to the Non-Employee .
2	<ul style="list-style-type: none"> • Enter the person's Last Name and click the Search button. • If there are "no matching values found", select the Add a New Value tab (Step 3). • If the person exists in the system, proceed directly to the instructions for each program on entering an Incident. <div data-bbox="604 919 1110 1318" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Non-Employee Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Non-Employee ID: <input type="text" value="begins with"/></p> <p>Name: <input type="text" value="begins with"/></p> <p>Last Name: <input style="border: 2px solid red;" type="text" value="begins with"/> SMITH</p> <p>First Name: <input type="text" value="begins with"/></p> <p>Second Name: <input type="text" value="begins with"/></p> <p>Alternate Character Name: <input type="text" value="begins with"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> <p>No matching values were found.</p> <p>Find an Existing Value Add a New Value</p> </div> <p><i>Note: If non-employees share the same first and last name, identify based on address or other unique information.</i></p>

Step	Action
3	<p>Select the Add button.</p>  <p>Upon Save, the system will automatically generate the Non-Employee ID number. Please do NOT type one in.</p>
4	<p>Select the Edit Name hyperlink to add the persons name to the system.</p>  <ul style="list-style-type: none"> • Enter the First Name, Middle Name (if known) and the Last Name into each field provided. • Prefix and Suffix are optional fields.  <ul style="list-style-type: none"> • Click the OK button

Step	Action
5	<p>Select the Address tab.</p> <ul style="list-style-type: none"> • Country defaults to USA. You can click on the  magnification glass icon to change the Country if it is one other than the USA default. • Click on the Edit Address hyperlink <div data-bbox="558 426 1162 793" data-label="Image"> <p>The screenshot shows a web interface with tabs for Name, Address, Personal Details, and Extra Details. The Address tab is active. It displays 'Name: Kalus, Kelly' and 'Non-Employee: 0000000000'. Below this, there is a 'Country' dropdown menu set to 'USA' with a magnification glass icon to its right. Below the country is an 'Address' field. A red box highlights a blue 'Edit Address' hyperlink. At the bottom of the page, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.</p> </div> <p>On the Edit Address page, enter the following information</p> <ul style="list-style-type: none"> • Address is the street address (and apt if applicable) for the non-employee. • City • State: Use the two letter postal abbreviation for the state or click on the  magnification glass icon and choose State. • Postal is the five-digit zip code (if known). <div data-bbox="558 1131 1162 1390" data-label="Image"> <p>The 'Edit Address' form contains the following fields: 'Country' (United States with a 'Change Country' link), 'Address 1' (1234 South Kensington Street Apt. 987), 'Address 2' (empty), 'Address 3' (empty), 'City' (Arlington), 'State' (VA with a magnification glass icon and 'Virginia' dropdown), 'Postal' (22202), and 'County' (empty). At the bottom are 'OK' and 'Cancel' buttons.</p> </div> <ul style="list-style-type: none"> • Select the OK button. <p>Note: Do not use Address 2, Address 3 or the County fields.</p>

Step	Action
6	<p>Select the Phone hyperlink at the bottom of the Address tab to enter the phone number (if known).</p> <div data-bbox="532 310 1179 709" data-label="Image"> <p>The screenshot shows a web form with tabs for 'Name', 'Address', 'Personal Details', and 'Extra Details'. The 'Address' tab is active, showing fields for 'Country' (USA), 'Address' (1234 Main Street, Apt # 34BC, Arlington VA 22202), and a 'Phone' link highlighted with a red box. At the bottom, there are 'Save', 'Notify', and 'Refresh' buttons, and a 'Phone' link highlighted with a red box.</p> </div> <ul style="list-style-type: none"> • Select the Phone Type, i.e., Work or Home, by selecting the down arrow and select from one of the options presented. <div data-bbox="586 821 1125 1157" data-label="Image"> <p>The screenshot shows a 'Phone Numbers' dialog box with a dropdown menu for 'Phone Type' open, listing options like Business, Campus, Dormitory, FAX, Home, Home Fax, Main, Mobile, Other, Pager 1, Pager 2, Telex, Work Cell, and Work Fax. A 'Refresh' button is visible.</p> </div> <ul style="list-style-type: none"> • In the Telephone field after selecting the phone type, enter the phone number without any special characters (8027851234). The number will be reformatted automatically. • Click on the “+” or “-“ buttons to add or delete telephone numbers. <div data-bbox="524 1419 1187 1577" data-label="Image"> <p>The screenshot shows the 'Phone Numbers' dialog box with 'Home' selected in the 'Phone Type' dropdown and the number '802785-1234' entered in the 'Telephone' field. The '+' and '-' buttons are highlighted with a red box. 'OK', 'Cancel', and 'Refresh' buttons are at the bottom.</p> </div> <p>Select the OK button when finished adding or deleting numbers.</p>

Step	Action
7	<p>Click the Personal Details tab. There are only two fields being used on this page for non-employees: Birthdate and Gender.</p> <ul style="list-style-type: none"> In the Birthdate field, enter the birth month, day and year (092468)  <p>Or, select the calendar icon and select the date from the calendar.</p>  <ul style="list-style-type: none"> Select radio button for Gender (Male, Female or Unknown) <p><i>(note: do not enter data in the other fields)</i></p>  <ul style="list-style-type: none"> Select the Save button.

Step	Action
8	<p>Click the Extra Details tab to enter additional contact information.</p> <div data-bbox="493 275 1149 590"></div> <ul style="list-style-type: none">• Select the Save button. <p><i>Note: After saving, the Non-EmpID will be assigned and displayed.</i></p>

How to Enter a Family Advocacy Incident

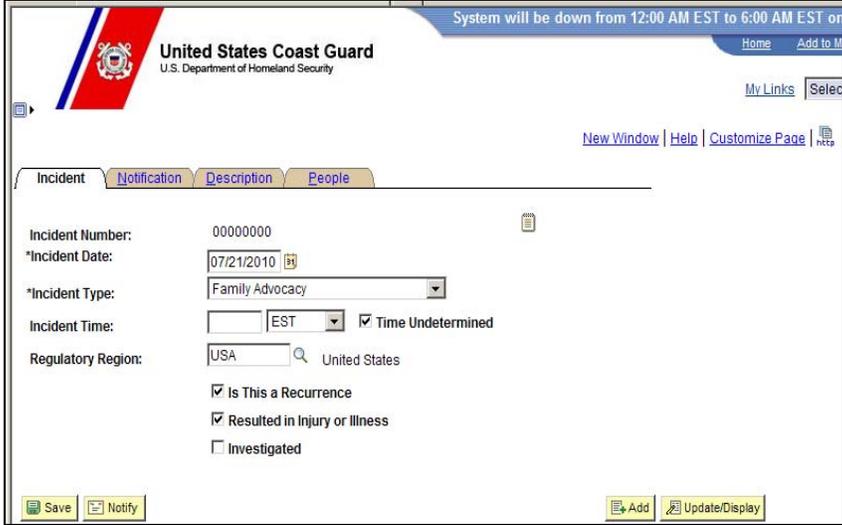
Use When there is an allegation of child abuse, child neglect and/or partner abuse, a Family Advocacy Incident is entered into the system. The user will take the following actions to add the Incident Details

Prerequisites Add Non-Employees (if applicable)

- Pages**
- Incident
 - Notification
 - People

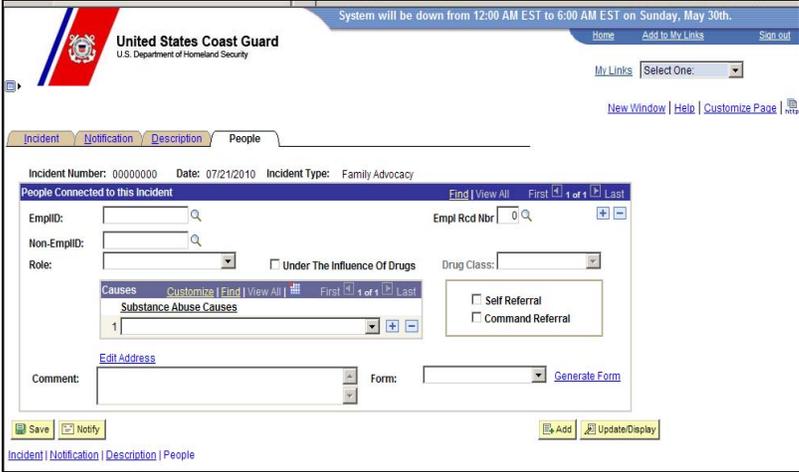
Step	Action
1	<p>Check to see if there are any other Family Advocacy Incidents for a USCG Member to determine a recurrence by doing the following from the Portal :</p> <ul style="list-style-type: none"> • Click on the Employee Incident Summary • Enter person's Last Name (or if you have the EMPLID) • Select the Search button. <div style="text-align: center;">  </div> <p>Note: If there is another Family Advocacy Incident in the system involving the USCG Member (<i>does not search for Non Employees</i>) you will use this information to check the box in Step 3 - Is This a Recurrence).</p> <ul style="list-style-type: none"> • To proceed to the next step, click the Home hyperlink in the top right corner of the page to return to the Portal home page.

Step	Action
2	<p>To add a new incident, click on Incident Details:</p> <div data-bbox="576 275 1224 674" data-label="Image"> </div> <ul style="list-style-type: none"> • Select the Add a New Value tab. <div data-bbox="561 795 1066 1121" data-label="Image"> </div> <ul style="list-style-type: none"> • Click on the Add button. The system automatically assigns an incident number. Please do not enter a number for a new incident.

Step	Action
3	<p>On the Incident Page, do the following:</p> <ul style="list-style-type: none"> • Incident Date: Enter without special characters in MMDDYYYY format, or use the calendar icon to select the date. The formatting is automatic upon saving or tabbing to the next field. The Incident Date must be the earliest date of any occurrence regarding this incident. When you get to the Notification tab, you will be prompted to enter a notification date. This notification date cannot be earlier than the Incident Date. • Incident Type: From the drop down option, select Family Advocacy. • Incident Time and time zone: This is a required field so if the time is unknown, check the field of Time Undetermined box. Please do not check the Time Undetermined box AND enter a time. Use only one or the other. • Resulted in Injury or Illness: This is a required field. Check the box. • Is This a Recurrence: If applicable, check the box. Refer to Step 1 on Reviewing Employee Injury Summary. • Investigated: Leave blank. Please do NOT use this for Family Advocacy.  <p>The screenshot shows the 'Incident' form in the United States Coast Guard system. The form includes the following fields and options:</p> <ul style="list-style-type: none"> Incident Number: 00000000 *Incident Date: 07/21/2010 (with a calendar icon) *Incident Type: Family Advocacy (dropdown menu) Incident Time: [] EST (with a dropdown menu) and <input checked="" type="checkbox"/> Time Undetermined Regulatory Region: USA (with a search icon) United States <input checked="" type="checkbox"/> Is This a Recurrence <input checked="" type="checkbox"/> Resulted in Injury or Illness <input type="checkbox"/> Investigated <p>Buttons at the bottom include Save, Notify, Add, and Update/Display.</p> <ul style="list-style-type: none"> • Click the Save button. •  Use the Notepad to enter any additional information on the incident. To access the Notepad, click the icon. Please refer to the instructions on <i>“How to Use the Notepad.”</i> <p>Note: You must save prior to using the Notepad otherwise the note created will not be attached to the Incident.</p>

Step	Action
4	<p>Select the Notification tab and enter the following data:</p> <ul style="list-style-type: none"> • Date Reported: This cannot be a date earlier than the Incident Date. • Time Reported: Enter as military time and upon save it will be formatted to regular time and AM/PM. If unknown, leave the field blank. • Reported To EmplID: Click on the magnifying glass icon , and choose the person that the incident was reported to initially. If unknown, leave the field blank. • Reported By EmplID: Click on the magnifying glass icon , and choose the FAS entering and managing the incident. • Reported By Non-EmplID: Leave blank. Please do not use for Family Advocacy. • Date Recorded: Keep the default date (today's date). • Time Recorded: Enter time as military time and upon save it will be formatted to regular time and AM/PM. <div data-bbox="532 835 1281 1289" data-label="Image"> </div>

Step	
5	<p data-bbox="370 170 711 205">Select the Description tab</p> <ul data-bbox="418 212 1166 247" style="list-style-type: none">• Type in the details of the incident in the large text box. <div data-bbox="548 241 1218 766"></div> <ul data-bbox="418 772 755 808" style="list-style-type: none">• Click the Save button. <p data-bbox="370 842 1279 913">Note: Items entered in this text box will be generated in the CG – 5488 Determination Form.</p>

Step	Action
6	<p>Select the People tab to add BOTH Alleged Offender(s) and the Victim(s) to an incident .</p> <ul style="list-style-type: none"> Select the EmplID or Non-EmplID (refer to instruction on “<i>How to Add a Non Employee</i>”) by clicking on the magnifying glass icon  next to the field.  <ul style="list-style-type: none"> Select the EmplID by clicking on the magnifying glass icon , click on the Name hyperlink from the lists presented. 

Step	Action
7	<ul style="list-style-type: none"> • Select the Role for the person added to the system by using the drop down list and selecting either: <ul style="list-style-type: none"> ➤ Alleged Offender ➤ Victim • Select the Under the Influence of Drugs (if applicable) - the list of Drug Classes will not be displayed until the box is check. • Select the Drug Class from the drop down list, the choices are: <ul style="list-style-type: none"> ➤ Alcohol ➤ Drugs III ➤ Drugs Rx <div data-bbox="446 676 1292 1184" style="text-align: center; margin: 10px 0;"> </div> <ul style="list-style-type: none"> • Click the Save button • Click the [+] button to another EmplID or Non-EmplID's and following the above steps.
	<p>To proceed, click the Home hyperlink in the top right corner of to return to Portal, WorkLife Program pagelet to continue, or select the Sign Out hyperlink. It is helpful for later activities to write down the incident number.</p>

How to Associate an Injury with an Incident

Use *Both* the Victim and Alleged Offender from an Incident must be associated with the Incident/Injury for the purpose of setting the Assignment Flag on an USCG Member, and creating a Corrective Plan for the Victim.

Prerequisites Incident
Non Employee (if applicable)

Pages

- Injury
- Details

Step	Action																								
1	<p>From the Portal, Worklife Program pagelet do the following:</p> <ul style="list-style-type: none"> • Click on Incident/Injury – Member Setup <div data-bbox="576 699 1224 1100" data-label="Image"> <p>The screenshot shows the 'Worklife Program' pagelet with several navigation links. The link 'Incident/Injury - Member Setup' is highlighted with a red rectangular box. Other visible links include 'Incident Details', 'Manage Case', 'Add/Modify Non-Employee', 'Report Manager', 'Identify Corr/Prevent Actions', 'Employee Incident Summary', and 'Add Action Request'.</p> </div> <ul style="list-style-type: none"> • If known, enter the incident number and click the Search button. • If not known, select Family Advocacy for the Incident Type, leave the Incident Number field blank and click the search button and select the correct incident from the list. This can generate a lot of results, so it is better to have the incident number. <div data-bbox="581 1402 1118 1919" data-label="Image"> <p>The top screenshot shows the 'Injury Details' search form with the following fields: 'Incident Number: begins with' (empty), 'Incident Type: = Family Advocacy'. Below the form are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.</p> <p>The bottom screenshot shows the search results table:</p> <table border="1"> <thead> <tr> <th>Incident Number</th> <th>Incident Type</th> <th>Incident Date</th> <th>Location Name</th> </tr> </thead> <tbody> <tr> <td>70000009</td> <td>Family Adv</td> <td>07/21/2010</td> <td>(blank)</td> </tr> <tr> <td>70000008</td> <td>Family Adv</td> <td>07/08/2010</td> <td>BAV7 CITY</td> </tr> <tr> <td>00020228</td> <td>Family Adv</td> <td>12/16/2009</td> <td>(blank)</td> </tr> <tr> <td>00020203</td> <td>Family Adv</td> <td>02/12/2010</td> <td>(blank)</td> </tr> <tr> <td>00020200</td> <td>Family Adv</td> <td>01/28/2010</td> <td>(blank)</td> </tr> </tbody> </table> </div>	Incident Number	Incident Type	Incident Date	Location Name	70000009	Family Adv	07/21/2010	(blank)	70000008	Family Adv	07/08/2010	BAV7 CITY	00020228	Family Adv	12/16/2009	(blank)	00020203	Family Adv	02/12/2010	(blank)	00020200	Family Adv	01/28/2010	(blank)
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00020203	Family Adv	02/12/2010	(blank)																						
00020200	Family Adv	01/28/2010	(blank)																						

- Click on the incident that you wish to associate the Member.

2 On the **Injury** Page, select an EmplID or NonEmplID (*refer to “How to Add a Non Employee”* if necessary) by doing the following:

- Click on the  magnifying glass next to the EmplID or NonEmplID and select the person from the list presented.
- Enter the **Date Reported** (MMDDYYYY) without any special characters (auto formats upon save), or use the calendar icon to select the date.
- Click on the [+] button to add the next person as above.



United States Coast Guard
U.S. Department of Homeland Security

Injury Details

Incident Number: 70000009 Date: 07/21/2010 Family Advocacy

Person Involved Find | View 1 First 1-2 of 2 Last

EmplID: 1000007 Arthur Ladley Empl Rcd Nbr: 0

Date of Birth: 05/24/1932 Date of Death: Gender: Male

Employee Data at Incident Date

Business Unit:	OFFCG	Officer CG
Department:	002037	UNKNOWN UNIT
Job Code:	000093	Captain
Location:	000246	UNKNOWN UNIT Ret w/Pay

Notification - This Person

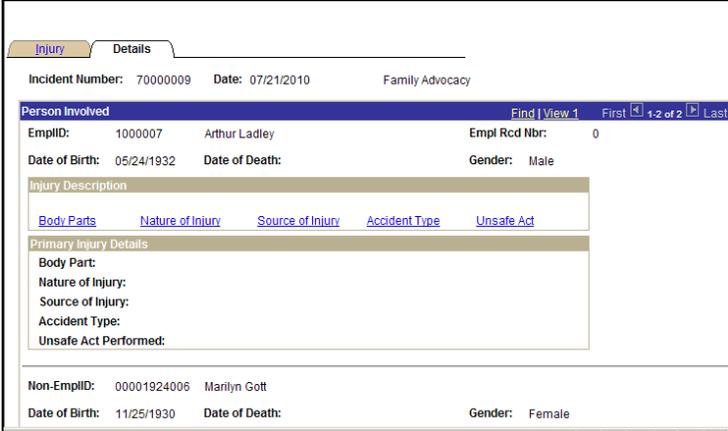
Date Reported: 07/21/2010 [st]

Time Reported: PST

Non-EmplID: 00001924006 Marilyn Gott

Date of Birth: 11/25/1930 Date of Death: Gender: Female

- Click the **Save** button.

Step	Action
3	<p>Select the Details tab, and for the <i>Victim</i> add the Nature of Injury and Source of Injury. Do <i>not</i> use the other hyperlinks.</p>
	
	<ul style="list-style-type: none"> • Select the Nature of Injury hyperlink
	
	<ul style="list-style-type: none"> • Click on the magnifying glass icon  to select from one of the options: <ul style="list-style-type: none"> ➤ Child Abuse ➤ Child Neglect ➤ Partner Abuse • Check the Primary Injury box. • Do not add more than one Nature of Injury (you would need to create a new Family Advocacy Incident). • Do <i>not</i> use the Privacy Case box.
	
	<ul style="list-style-type: none"> • Click the OK button when finished

Step	Action
<p>4</p>	<ul style="list-style-type: none"> • Click the Source of Injury hyperlink. <div data-bbox="548 268 1159 428" data-label="Image"> </div> <ul style="list-style-type: none"> • Click on the magnifying glass icon  to select from one of the options: <ul style="list-style-type: none"> ➤ Emotional ➤ Fatality ➤ Major Physical Injury ➤ Minor Physical Injury ➤ Sexual • Check off the Primary Injury box (on the CG 5488 Determination form this will be reflected as the type of Maltreatment) • Select the [+] to add another Source of Injury and repeat the above steps (will not appear on the CG 5488 Determination form). • Do <i>not</i> use the Privacy Case box. <div data-bbox="586 982 1118 1262" data-label="Image"> </div> <ul style="list-style-type: none"> • Select the OK button when finished. • Select the Save button.
	<p>To proceed, click the Home hyperlink in the top right corner of to return to Portal, WorkLife Program pagelet to continue, or select the Sign Out hyperlink. It is helpful for later activities to write down the incident number.</p>

How to Add and Manage a Case and set the Assignment Flag

Use The main function of the **Manage Claim** page is to manage the Status of an Incident and the Assignment Flag on the USCG member.

Definitions and Actions:

- Pending = Suspected
- Approved = Criteria Met (*Sets the Assignment Flag*)
- Withdrawn = Criteria Not Met
- Date Closed = Date entered (*Assignment Flag is removed*).

Prerequisites

- Incident Details
- Injury Details

Pages

- Claim Details

Step	Action
1	<p>In the Worklife Program pagelet click on the Manage Case hyperlink:</p>

Step	Action
<p>2</p>	<p>At the Open Claim search page, enter the Incident # (refer to <i>Incident Details</i>).</p> <ul style="list-style-type: none"> Select the Add a New Value tab.  <ul style="list-style-type: none"> Click on the Add button. The system automatically assigns a claim number. Please do not enter a number for a new claim. 
<p>3</p>	<p>On the Claims Details page the Date Opened and Status = Pending are the defaults in the system. Take the following steps:</p> <ul style="list-style-type: none"> The Person Filing is the USCG Member EmplID that you will be setting the Assignment Flag on in the system. Enter the EmplID into the field (do not use Non-EmplID), or use the magnifying glass icon to search and select the EmplID for the USCG member. 

- In the **Incident Data**, all incidents for the selected EmplID (USCG member) will be listed (note: if there is none, then refer to the instructions on “*How to Add an Incident*”).
- Select the active incident by clicking on the Incident Number hyperlink.



- Select the **Save** button.

4 If the Incident has a **Criteria Met** decision, do the following to **Set the Assignment Flag** on the USCG Member:

- Change the **Status** from Pending to **Approved** by clicking on the radio button.
- Click on the **Save** button
- After the system completes “processing” a window will be displayed to confirm the Member Flag was set on the Member associated with the incident (Step 3).



- Click on the **OK** button

<p>5</p>	<p>Do the following to Remove the Assignment Flag on the USCG Member:</p> <ul style="list-style-type: none">• Do not change Status of Approved (Criteria Met).• Enter a Closed Date (MMDDYYYY) or select the calendar icon and select the date.• Click the Save button• After the system completes “processing” a window will be displayed to confirm that the Member Flag was removed on the Member associated with the incident as selected (Step 3). <div data-bbox="581 596 1154 789"></div> <ul style="list-style-type: none">• Click on the OK button
<p>6</p>	<p>If the Incident has a Criteria Not Met decision, do the following to Set the Assignment Flag on the USCG Member:</p> <ul style="list-style-type: none">• Change the Status from Pending to Withdrawn by clicking on the radio button.• Enter a Closed Date (MMDDYYYY) or select the calendar icon and select the date.• Click the Save button
	<p>To proceed, click the Home hyperlink in the top right corner of to return to Portal, WorkLife Program pagelet to continue, or select the Sign Out hyperlink. It is helpful for later activities to write down the incident number.</p>

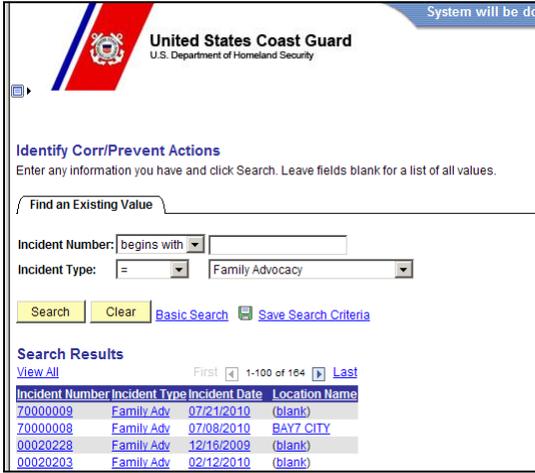
How to Add and Manage a Corrective Plan

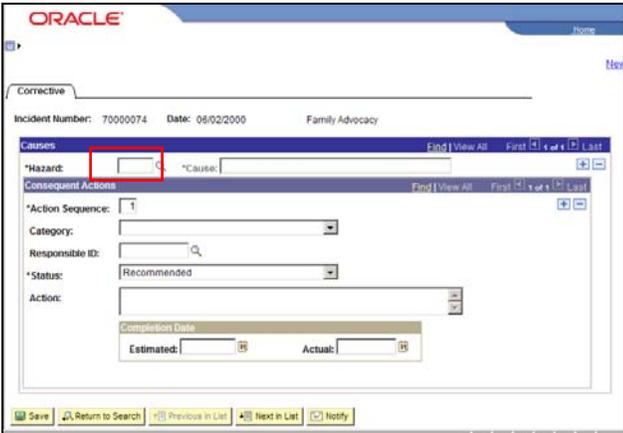
Use The primary purpose of the Corrective Plan is to create a plan of action for the Victim (s) and/or the Alleged Offender (s) when the Criteria has been Met.

Prerequisites • Determination of Approved = Criteria Met

Pages • Corrective

Step	Action
1	<p>In the WorkLife Program pagelet click on the Identify Corr/Prevent Actions hyperlink to create a Corrective Plan associated with the Incident</p> <div style="text-align: center;">  </div> <ul style="list-style-type: none"> • If known, enter the incident number and click the Search button. • If not known, select Family Advocacy for the Incident Type, leave the Incident Number field blank and click the search button and select the correct incident from the list. This can generate a lot of results, so it is better to have the incident number. <div style="text-align: center;">  </div>

Step	Action																				
	<ul style="list-style-type: none"> Click on the Incident Number hyperlink that you wish to create the Corrective Plan from the list of values presented.  <p>The screenshot shows the 'Identify Corri/Prevent Actions' page. It includes a search form with fields for 'Incident Number' (beginning with) and 'Incident Type' (set to Family Advocacy). Below the search form is a table of search results:</p> <table border="1"> <thead> <tr> <th>Incident Number</th> <th>Incident Type</th> <th>Incident Date</th> <th>Location Name</th> </tr> </thead> <tbody> <tr> <td>70000009</td> <td>Family Adv</td> <td>07/21/2010</td> <td>(blank)</td> </tr> <tr> <td>70000008</td> <td>Family Adv</td> <td>07/09/2010</td> <td>RAY CITY</td> </tr> <tr> <td>00020228</td> <td>Family Adv</td> <td>12/16/2009</td> <td>(blank)</td> </tr> <tr> <td>00020203</td> <td>Family Adv</td> <td>02/12/2010</td> <td>(blank)</td> </tr> </tbody> </table>	Incident Number	Incident Type	Incident Date	Location Name	70000009	Family Adv	07/21/2010	(blank)	70000008	Family Adv	07/09/2010	RAY CITY	00020228	Family Adv	12/16/2009	(blank)	00020203	Family Adv	02/12/2010	(blank)
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00020203	Family Adv	02/12/2010	(blank)																		

<p>2</p>	<p>On the Corrective page do the following:</p> <ul style="list-style-type: none"> Enter the Cause (Hazard) by selecting the  magnifying glass, and select from the list of applicable options for Family Advocacy: <ul style="list-style-type: none"> ➤ CHLDA - Child Abuse ➤ CHLDN - Child Neglect ➤ PARTA - Partner Abuse  <p>The screenshot shows the 'Corrective' page in Oracle. The 'Causes' section is highlighted, and a red box is drawn around the 'Hazard' field. The page also shows 'Consequent Actions' with fields for 'Action Sequence', 'Category', 'Responsible ID', 'Status', and 'Action'.</p>
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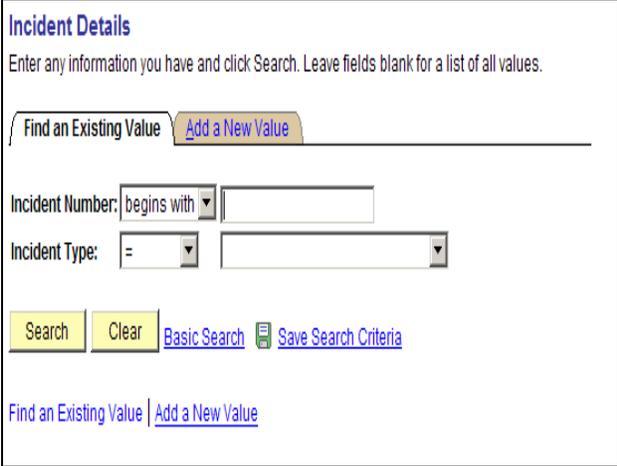
Step	Action
3	<p>Select from the Category by clicking on the down arrow and choose an option associated to the Cause (Step 2). For the <i>Family Advocacy Program</i> the options follow:</p> <ul style="list-style-type: none"> ➤ Service Plan Goal(s) ➤ Clinical Mental Health Evaluation ➤ Safety Plan ➤ Referrals <div data-bbox="550 525 1159 949" data-label="Image"> </div> <ul style="list-style-type: none"> • Enter the Responsible ID by clicking on the  magnifying glass icon to select the USCG Member EmplID responsible for the actions entered for each (this step is optional). <ul style="list-style-type: none"> <i>Note:</i> If the person is someone other than a USCG member, type in the name and information into the Action text box. • Select the Status field to indicate the status of each Action Sequence. The system options follow: <ul style="list-style-type: none"> ➤ In Progress ➤ Completed ➤ Recommended ➤ Existing ➤ Planned • Type in the details of the plan in the Action text box. • Enter the Completion Date information by entering a date or selecting the calendar icon next to the Estimated and Actual fields.

Step	Action
3	<div data-bbox="505 231 1201 716" data-label="Image"> </div> <ul style="list-style-type: none"> • Click on the Save button when you have finished with the Action Sequence 1. • To add additional Consequent Actions, select the [+] in the right corner and follow the steps above. <p><i>Note:</i> You can have one hazard with multiple Consequent Actions.</p>
	<p>To proceed, click the Home hyperlink in the top right corner of to return to Portal, WorkLife Program pagelet to continue, or select the Sign Out hyperlink. It is helpful for later activities to write down the incident number.</p>

How to Generate a Family Advocacy CG 5488 Determination Form

Use The CG 5488 FA-Determination Incident Form is used to provide the IDC and the Command with information and data to determine if an Allegation of Child Abuse, Child Neglect, and/or Partner Abuse have met the criteria or not for further case management and corrective actions.

- Prerequisites**
- Incident Details
 - Injury
 - Manage Case
 - Correct Plan

Step	Action
1	<p>In the Worklife Program pagelet click on the Incident Details hyperlink:</p>  <p>The screenshot shows a 'Worklife Program' pagelet with several links: Incident Details (highlighted with a red box), Incident/Injury - Member Setup, Manage Case, Add/Modify Non-Employee, Employee Incident Summary, Add Action Request, and Report Manager.</p>  <p>The screenshot shows a 'Worklife Reports' pagelet with three links: Incidents Without Close Dates, Case owner Incidents Report, and Member Incidents Report.</p> <ul style="list-style-type: none"> • Enter the Incident number you need to run the CG 5488 Determination Form for.  <p>The screenshot shows the 'Incident Details' search form. It includes a search bar with 'Find an Existing Value' and 'Add a New Value' tabs. Below the search bar are two dropdown menus: 'Incident Number: begins with' and 'Incident Type: ='. At the bottom, there are 'Search' and 'Clear' buttons, along with links for 'Basic Search' and 'Save Search Criteria'.</p>

The screenshot shows the 'Incident' tab selected. The form contains the following fields and options:

- Incident Number: 10000041
- *Incident Date: 01/26/2011
- *Incident Type: Family Advocacy
- Incident Time: [] PST Time Undetermined
- Regulatory Region: USA United States
- Is This a Recurrence
- Resulted in Injury or Illness
- Investigated

- Select the People Page tab
- Use the dropdown to select Form FA – Determination

The screenshot shows the 'People' tab selected. The form displays details for a person connected to the incident:

- Incident Number: 10000041 Date: 01/26/2011 Incident Type: Family Advocacy
- People Connected to this Incident: Find | View All First 1 of 2 Last
- EmpID: 1000031 Gerald Parr Empl Rcd Nbr: 0
- Role: Alleged Offender Under The Influence Of Drugs Drug Class: Alcohol
- Causes: Substance Abuse Causes
- Self Referral Command Referral
- Form: FA - Determination [Generate Form](#)

- Select Generate Form

The form will populate in a new window as a PDF

Note: The Generate Form will NOT work for a Non Employee. You can only generate this form for a US Coast Guard Member.

Note: See Appendix A for an example of the CG 5488 Determination Form.

How to Run a Worklife Report

Use Worklife Report hyperlinks are housed in the Worklife Reports pagelet. Click on the hyperlink of the desired report to run and retrieve the output. Descriptions of the reports accessible to the Worklife Family Advocacy User are located below.

- Prerequisites**
- Incident Details
 - Injury
 - Manage Case
 - Correct Plan

Portal Link/Report Title	Description
Incidents without Close Dates	<p>This query generates a list of Incidents that have an open status. The Close Date field is blank on the Claims page. The Manage Claims components main function is to maintain the status of an Incident and the Assignment Flag tied to a member.</p> <p>Note: Worklife Family Advocacy Specialist (FAS) or Program Manager (PM) users have access to run this report.</p>
Case Owner Incidents Report	<p>This query generates a list of Incidents for any given case owner you designate in the parameters. The system will prompt you for an EmplID of the case owner. The case owner is designated by the EmplID that is in the Reported By EmplID field in the Incident Details component on the Notifications page.</p> <p>Note: Worklife Family Advocacy Specialist (FAS) or Program Manager (PM) users have access to run this report.</p>
Member Incidents Report	<p>This query generates a list of Incidents by members who are associated with an Incident. The system will prompt you for an EmplID of the Member you want to run the report for.</p> <p>Note: Worklife Family Advocacy Specialist (FAS) or Program Manager (PM) users have access to run this report.</p>

Step	Action																								
	<p>In the Worklife Reports pagelet click on the Incidents Without Close Dates hyperlink:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Worklife Program</p> <table border="0"> <tr> <td>Incident Details</td> <td>Incident/Injury - Member Setup</td> </tr> <tr> <td>Manage Case</td> <td>Add/Modify Non-Employee</td> </tr> <tr> <td>Employee Incident Summary</td> <td>Add Action Request</td> </tr> <tr> <td>Report Manager</td> <td></td> </tr> </table> </div> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Worklife Reports</p> <table border="0"> <tr> <td>Incidents Without Close Dates</td> <td>Case owner Incidents Report</td> </tr> <tr> <td>Member Incidents Report</td> <td></td> </tr> </table> </div> <p>The system will automatically run the report and the report output will pop up in a new window.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>CG_INCIDENTS_NEED_CLOSING- Incidents need closing dates</p> <hr/> <p>No matching values were found.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Incident #</th> <th style="width: 20%;">Incident Type</th> <th style="width: 15%;">Claim Nbr</th> <th style="width: 15%;">Claim Status</th> <th style="width: 15%;">Open Date</th> <th style="width: 20%;">Close Date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div>	Incident Details	Incident/Injury - Member Setup	Manage Case	Add/Modify Non-Employee	Employee Incident Summary	Add Action Request	Report Manager		Incidents Without Close Dates	Case owner Incidents Report	Member Incidents Report		Incident #	Incident Type	Claim Nbr	Claim Status	Open Date	Close Date						
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Step	Action
1	<p>In the Worklife Reports pagelet click on the Member Incidents Report hyperlink:</p>  <p>A prompt will pop up in a new window.</p>  <ul style="list-style-type: none"> • Enter the Member EmplID: • Click View Results <p>The report output will display in the following format</p> 

Appendix A

 DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-5488		FAMILY ADVOCACY INCIDENT REPORT	
Incident Number 10000041	Reporting FAS: Dwaine Simpson	Unit: CGRETDEPT - Retired USCG Department	
8 Week Determination Date: 2011-02-03	FAP Background check: N	Date of Alleged Incident: 2011-01-26	
SOURCE OF INITIAL REFERRAL TO FAMILY ADVOCACY SERVICES			
Notified:			
Type of Allegation:		Notification Forwarded to Child Protective Services? No	
Case Status: Criteria Met			
SPONSOR DATA			
Name: Parr, Gerald A.		Military Status: Retired With Pay	
Pay Grade/Rate/Rank: O3E/OFE/LT			
Type of Maltreatment:			
VICTIM DATA			
Name:		Gender:	
Date of Birth:	Substance Involvement:	Incident Occurred: CG-MSO GUAM	
ALLEGED OFFENDER			
Name:	Date of Birth:	Gender:	
Status:	Pay Grade:	Rate/Rank:	
Marital Status:		Substance Involvement:	
ACTIONS INVOLVED IN CASE TO DATE			
CASE MANAGEMENT PLAN			

Family Advocacy Users Guide

FAMILY ADVOCACY SPECIALIST		
Name: Dwane Simpson		Signature:
Date: 2011-02-21		
COMMAND SIGNATURE		
Name:		Signature:
Name of Unit:	Telephone Number:	Date Signed:
Command Concurrs with Case Management Plan:	Command Does Not Concur with Case Management Plan:	
Reason if Command does NOT Concur with Case Management Plan:		