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

Sexual Assault Program User Guide

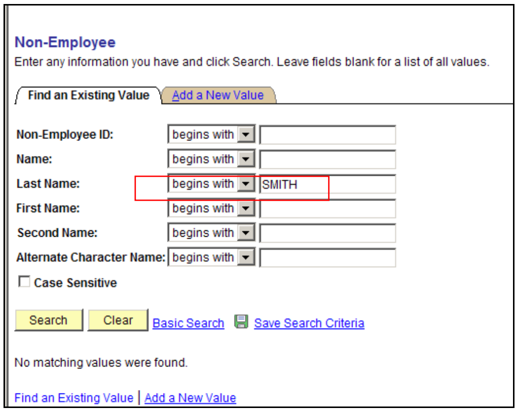
Table of Contents

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.

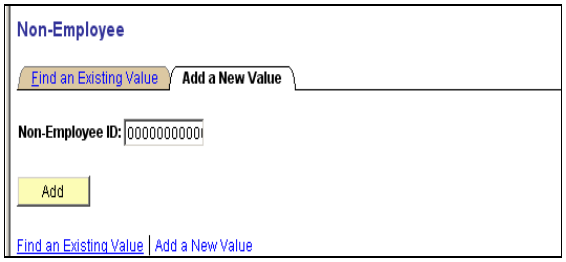
Pages

- 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	• 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.  *Note: If non-employees share the same first and last name, identify based on address or other unique information.*

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3</td><td>

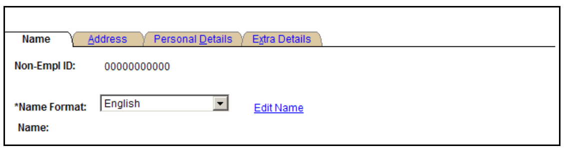
Select the **Add** button.



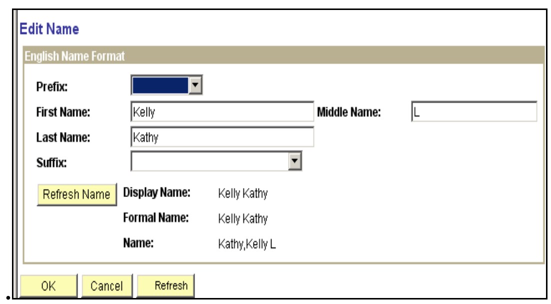
Upon Save, the system will automatically generate the Non-Employee ID number. Please do ***NOT*** type one in.

</td></tr>
<tr><td>4</td><td>

Select the **Edit Name** hyperlink to add the persons name to the system.



- Enter the First Name, Middle Name (if known) and the Last Name into each field provided.
- Prefix and Suffix are optional fields.



- Click the **OK** button

</td></tr>
</table>

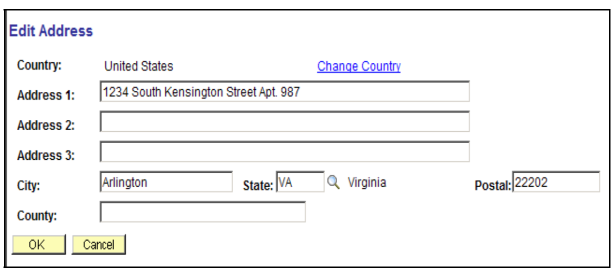
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5</td><td>

Select the **Address** tab.

- **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

On the **Edit Address** page, enter the following information

- **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).



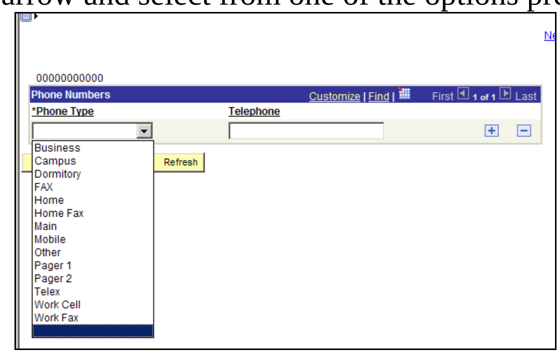
- Select the **OK** button.

***Note:** Do not use Address 2, Address 3 or the County fields.*

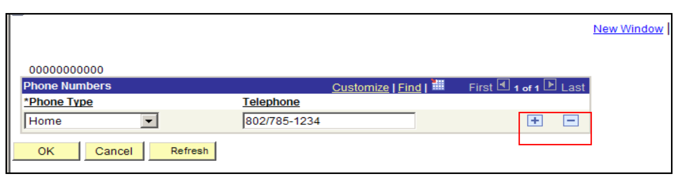
</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6</td><td>
Select the Phone hyperlink at the bottom of the Address tab to enter the phone number (if known).

Select the Phone Type, i.e., Work or Home, by selecting the down arrow and select from one of the options presented.



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.

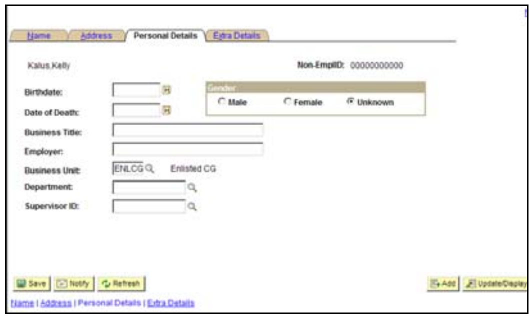


Select the OK button when finished adding or deleting numbers.
</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>7</td><td>

Click the **Personal Details** tab. There are only two fields being used on this page for non-employees: **Birthdate** and **Gender**.

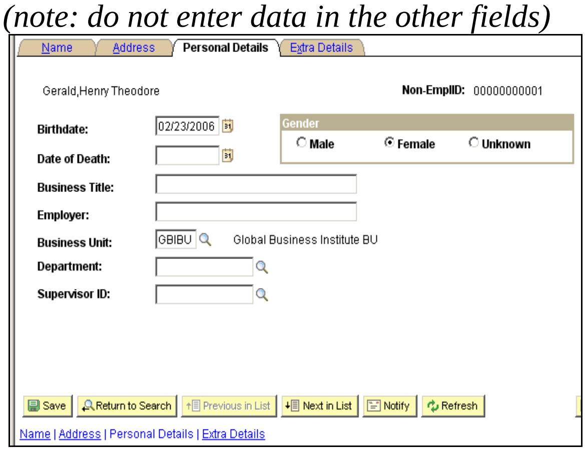
- In the **Birthdate** field, enter the birth month, day and year (*092468*)



Or, select the calendar icon and select the date from the calendar.

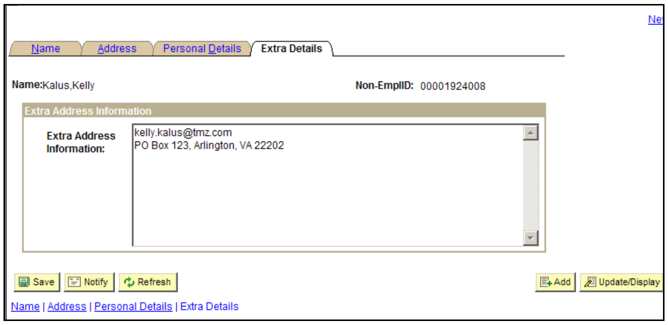
- Select radio button for **Gender** (Male, Female or Unknown)

(note: do not enter data in the other fields)



- Select the **Save** button.

</td></tr>
</table>

Step	Action
8	Click the **Extra Details** tab to enter additional **contact** information.  • Select the **Save** button. ***Note***: *After saving, the Non-EmplID will be assigned and displayed.*

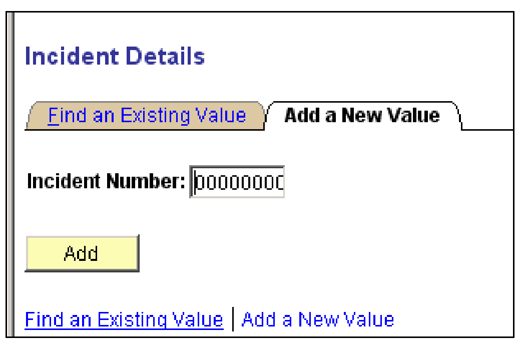
How to Enter a Sexual Assault Incident

Use When there is an allegation of Sexual Assault the incident is entered into the system. All people involved are associated with the incident, services provided and action plans recorded. The user will add the Incident Details following the steps outlined below.

Prerequisites Non-Employees (if applicable)

Pages

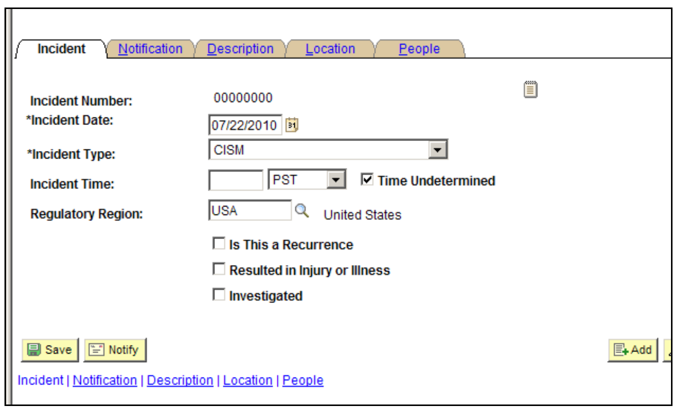
- Incident
- Notification
- Description
- People

Step	Action
1	To add a new incident, click on **Incident Details**:  • Select the **Add a New Value** tab.  • Click on the **Add** button. The system automatically assigns an incident number. Please do not enter a number for a new incident.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3</td><td>

On the **Incident** tab, do the following:

- **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, the options are:
  - **SA – Restricted**
  - **SA - Unrestricted**
- **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.
- **Investigated**: If applicable, check the box.



- 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 *"How to Use the Notepad."*

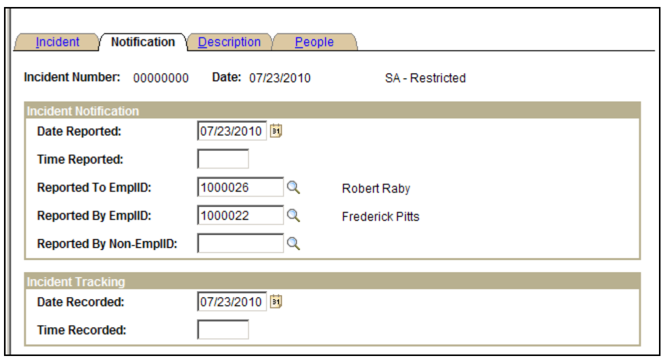
Note: You must save prior to using the Notepad otherwise the note created will not be attached to the Incident.

</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4</td><td>

Select the **Notification** tab and enter the following data:

- **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 EAPC entering and managing the incident.
- **Reported By Non-EmplID**: Leave blank. Please do not use for Sexual Assault cases.
- **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.

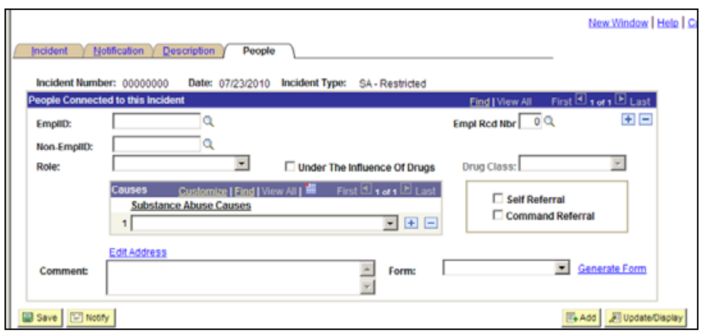


</td></tr>
</table>

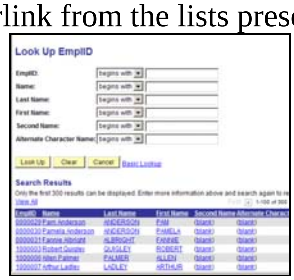
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>Select the Description tab, and type in the Medical and Forensic Information in the large text box.

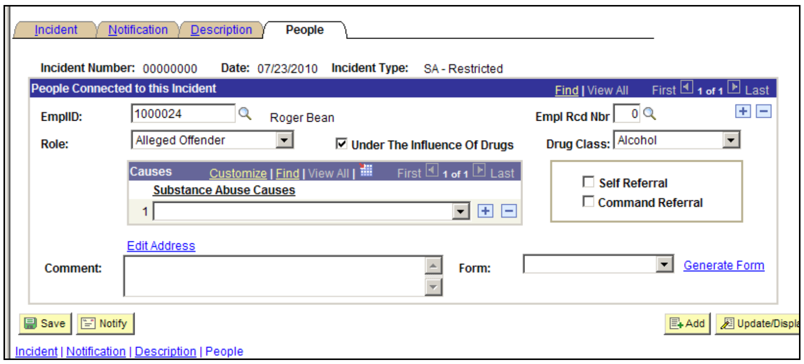
Click the Save button.

Note: Any data entered in this test box will appear in the Incident Report.</td></tr>
<tr><td>6</td><td>Select the People tab to add BOTH the Alleged Offender(s) and the Victim(s) to an incident.
Select the EmplID or Non-EmplID (refer to instruction on “How to Add a Non Employee”) by clicking on the magnifying glass icon next to the field.



click on the Name hyperlink from the lists presented.


</td></tr>
</table>

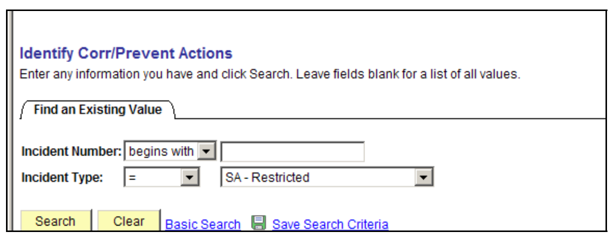
Step	Action
	• Select the **Role** for the person added to the system by using the drop down list and selecting either: ➢ **Alleged Offender** ➢ **Victim** • Select the **Under the Influence of Drugs** (if applicable) - the list of Drug Classes will not be displayed until the box is check. • Select the **Drug Class** from the drop down list, the choices are: ➢ **Alcohol** ➢ **Drugs Ill** ➢ **Drugs Rx**  • Click the **Save** button • Click the **[+]** button to another EmplID or Non-EmplID's and following the above steps.
	To proceed, click the **Home** hyperlink in the top right corner of to return to Portal, **Work Life Program** pagelet to continue, or select the **Sign Out** hyperlink. It is helpful for later activities to write down the incident number and type.

How to Add and Manage a Preventative Plan

Use The primary purpose of the **Preventative Plan** is to create and manage an Action Plan in response to a Sexual Assault Incident for a Victim(s) and/or the Alleged Offender(s).

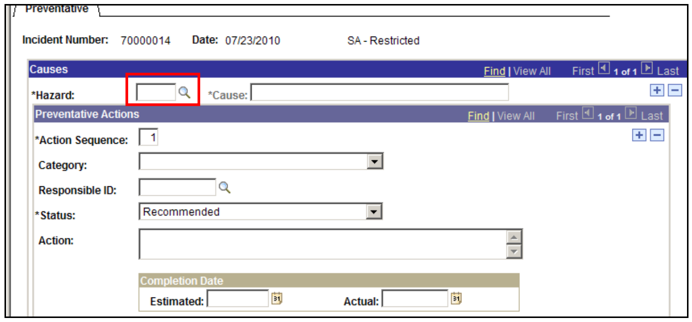
Prerequisites
- Incident Details

Pages
- Preventative

Step	Action
1	In the **WorkLife Program** pagelet click on the **Identify Corr/Prevent Actions** hyperlink to create a Preventative Plan associated with the Incident  • If known, enter the incident number and click the **Search** button. • If not known, select SA-Restricted or SA-Unrestricted 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.  • Click on the **Search** button. • Select the correct incident from the list.

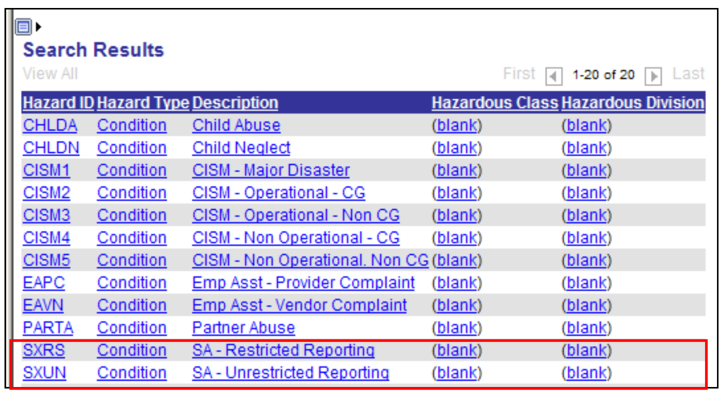
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2</td><td>

- On the **Preventative Page**, click on the magnifying glass icon to choose the Hazard type.



The options for the Sexual Assault Program and must be the ***SAME*** as the Incident Type (Step 1):

- **SXRS**
  - Cause: SA – Restricted Reporting (defaults from Hazard Code entered)
- **SXUN**
  - Cause: SA - Unrestricted Reporting (defaults from Hazard Code entered)



Search Results

View All First 1-20 of 20 Last

<table>
<tr><th>Hazard ID</th><th>Hazard Type</th><th>Description</th><th>Hazardous Class</th><th>Hazardous Division</th></tr>
<tr><td>CHLDA</td><td>Condition</td><td>Child Abuse</td><td>(blank)</td><td>(blank)</td></tr>
<tr><td>CHLDN</td><td>Condition</td><td>Child Neglect</td><td>(blank)</td><td>(blank)</td></tr>
<tr><td>CISM1</td><td>Condition</td><td>CISM - Major Disaster</td><td>(blank)</td><td>(blank)</td></tr>
<tr><td>CISM2</td><td>Condition</td><td>CISM - Operational - CG</td><td>(blank)</td><td>(blank)</td></tr>
<tr><td>CISM3</td><td>Condition</td><td>CISM - Operational - Non CG</td><td>(blank)</td><td>(blank)</td></tr>
<tr><td>CISM4</td><td>Condition</td><td>CISM - Non Operational - CG</td><td>(blank)</td><td>(blank)</td></tr>
<tr><td>CISM5</td><td>Condition</td><td>CISM - Non Operational. Non CG</td><td>(blank)</td><td>(blank)</td></tr>
<tr><td>EAPC</td><td>Condition</td><td>Emp Asst - Provider Complaint</td><td>(blank)</td><td>(blank)</td></tr>
<tr><td>EAVN</td><td>Condition</td><td>Emp Asst - Vendor Complaint</td><td>(blank)</td><td>(blank)</td></tr>
<tr><td>PARTA</td><td>Condition</td><td>Partner Abuse</td><td>(blank)</td><td>(blank)</td></tr>
<tr><td>SXRS</td><td>Condition</td><td>SA - Restricted Reporting</td><td>(blank)</td><td>(blank)</td></tr>
<tr><td>SXUN</td><td>Condition</td><td>SA - Unrestricted Reporting</td><td>(blank)</td><td>(blank)</td></tr>
</table>

</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3</td><td>

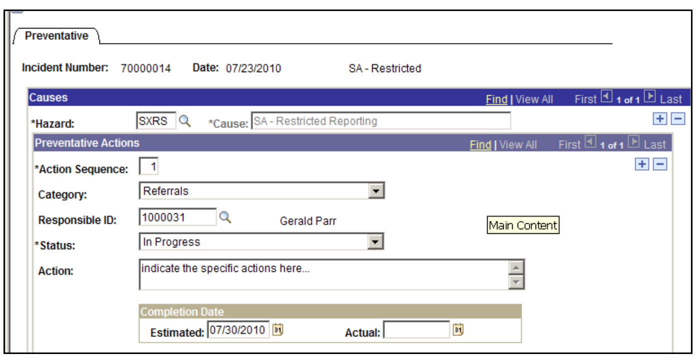
Select from the **Category** by clicking on the down arrow and choose an option associated to the Cause (Step 2). For the *Sexual Assault Program* the options are:

- **Referrals**
- **Other Support Services**

- 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).

  Note: 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 are:
  - **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.

Note: Until the Status of all Preventative Action(s) has been closed and the date entered, the incident remains open. A closed incident is purged from the system 3 years from the closed date.



- Click on the **Save** button when you have finished with the *Action Sequence 1*.

- To add additional **Preventative Actions**, select the **[+]** in the right corner and follow the steps above.

Note: You can have one hazard with multiple Preventative Actions.
</td></tr>
<tr><td></td><td>To proceed, click the Home hyperlink in the top right corner of to return to Portal, Work Life Program pagelet to continue, or select the Sign Out hyperlink. It is helpful for later activities to write down the incident number.</td></tr>
</table>

How to Run a Worklife Report

Use

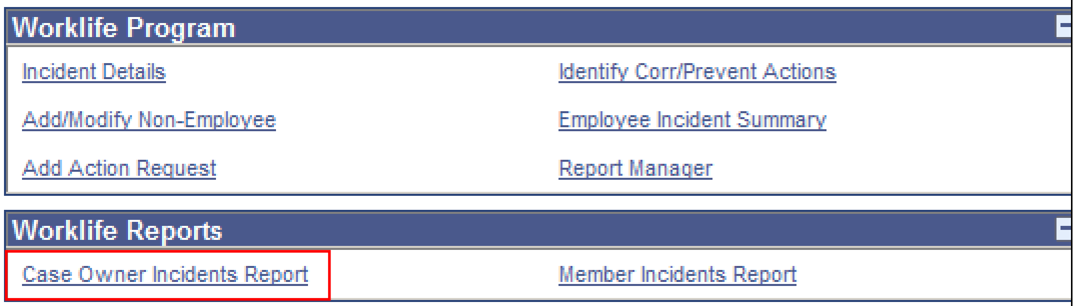
Worklife Report hyperlinks are housed in the Worklife Reports pagelet. Click on the hyperlink of the desired report to run and retrieve the output. Descriptions of the reports accessible to the Worklife Family Advocacy User are located below.

Prerequisites

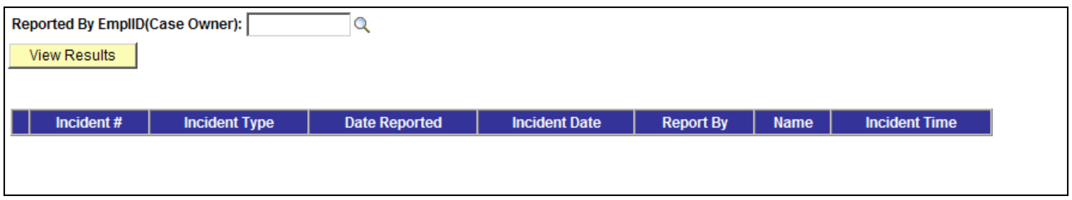
- Incident Details
- Correct Plan

Portal Link/Report Title	Description
Incidents without Close Dates	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.
Member Incidents Report	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.

Step	Action
1	In the **Worklife Reports** pagelet click on the Case Owner Incident Report hyperlink:

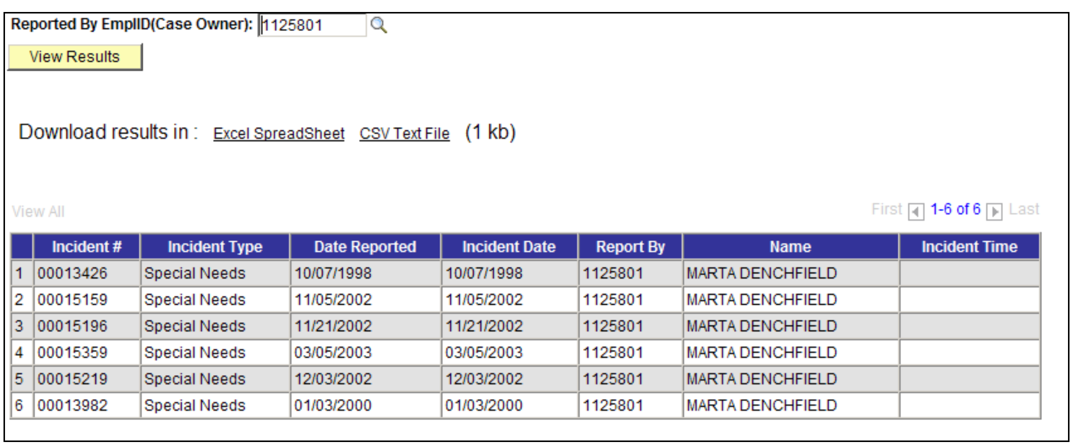


A prompt will pop up in a new window.



- Enter the Reported By EmplID (Case Owner):
- Click View Results

The report output will display in the following format

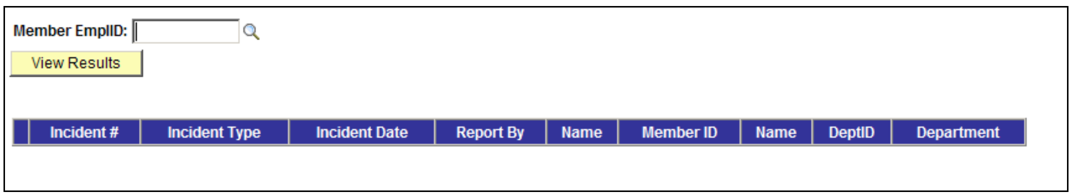


	Incident #	Incident Type	Date Reported	Incident Date	Report By	Name	Incident Time
1	00013426	Special Needs	10/07/1998	10/07/1998	1125801	MARTA DENCHFIELD	
2	00015159	Special Needs	11/05/2002	11/05/2002	1125801	MARTA DENCHFIELD	
3	00015196	Special Needs	11/21/2002	11/21/2002	1125801	MARTA DENCHFIELD	
4	00015359	Special Needs	03/05/2003	03/05/2003	1125801	MARTA DENCHFIELD	
5	00015219	Special Needs	12/03/2002	12/03/2002	1125801	MARTA DENCHFIELD	
6	00013982	Special Needs	01/03/2000	01/03/2000	1125801	MARTA DENCHFIELD	

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>

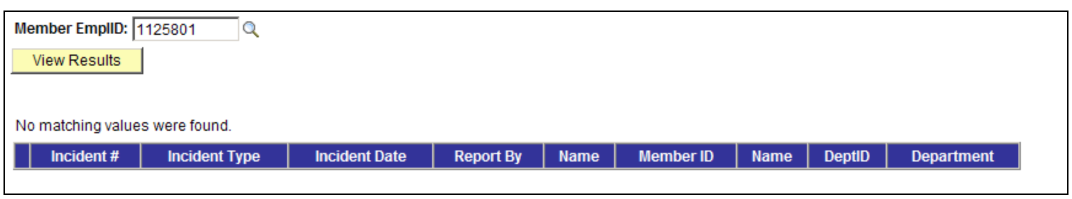
In the **Worklife Reports** pagelet click on the Member Incidents Report hyperlink:

A prompt will pop up in a new window.



- Enter the Member EmplID:
- Click View Results

The report output will display in the following format



</td></tr>
</table>