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

Victim Witness Program
User Guide

Table of Contents

How to Enter a Victim Witness Incident

Use When there is a Victim Witness referral, an incident is entered into the system. The user will add the Incident Details following the steps outlined below.

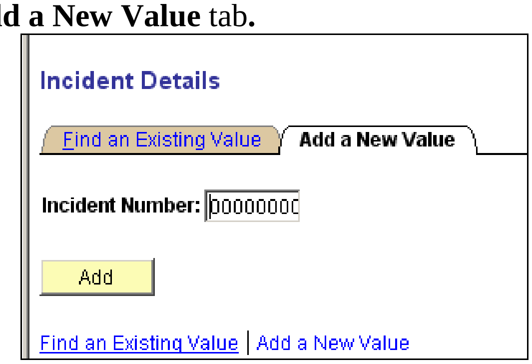
Prerequisites Non-Employees (if applicable)

Pages

- Incident
- Notification
- Description
- People

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>
To add a new incident, click on Incident Details:

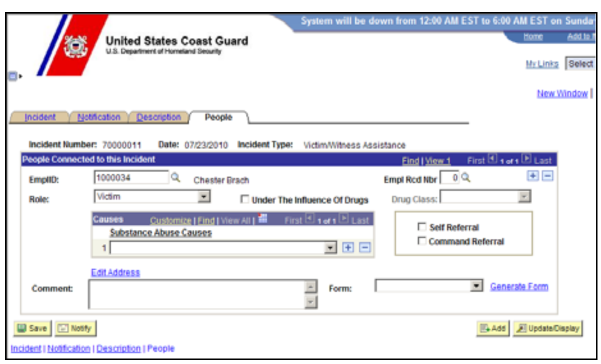
Select the Add a New Value tab.



Click on the Add button. The system automatically assigns an incident number. Please do not enter a number for a new incident.
</td></tr>
</table>

Step	Action
2	On the **Incident Page**, do the following: • **Incident Date:** Enter without special characters in MMDDYYYY format (06022002**),** 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 **Victim/Witness Assistance.** • **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. • **Is This a Recurrence:** If applicable, check the box. • **Resulted in Injury or Illness:** This is a required field. Check the box. • **Investigated**: Leave blank. Please do not use for Victim/Witness.  • 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."*

Step	Action
3	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 known, if not leave blank).* • **Reported By EmplID**: click on the magnifying glass icon, and choose the person entering and managing the incident. • **Reported By Non-EmplI**D: Leave blank. • **Date Recorded:** Keep the default date (today's date). • **Time Recorded:** Enter as military time and upon save it will be formatted to regular time and AM/PM. If unknown, leave the field blank. 

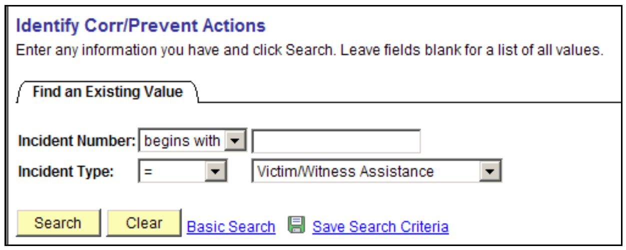
Step	Action
4	Select the **Description** tab • Type in the details of the incident in the large text box. This is optional.  • Click **Save** if you entered a **Description.**
5	Select the **People** tab to add ***BOTH*** Alleged Offender(s) and the Victim(s) to an incident . • Select the **EmplID** 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 the **Save** button when finished adding all Victims and Witnesses (if known) to the incident.
	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 (note: *write down the Incident #).*

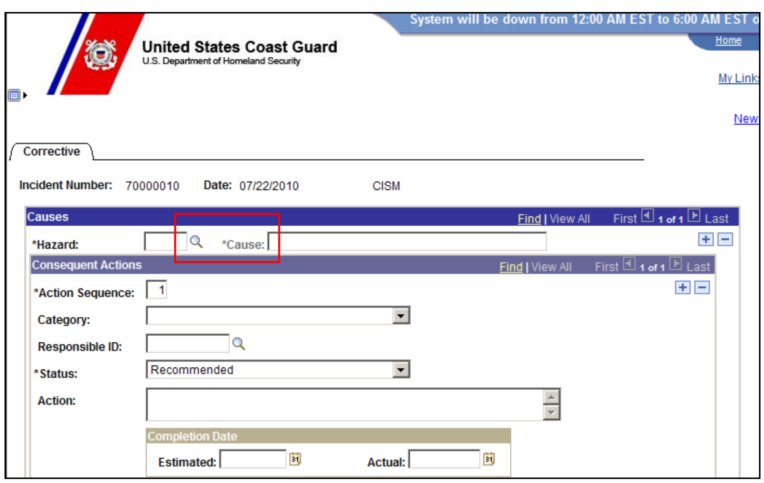
How to Add and Manage a Corrective Plan

Use The primary purpose of the Corrective Plan is to create and manage the Action Plan for a Victim and/or a Witness.

Prerequisites
- Incident Details

Pages
- Corrective

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Create a Corrective Plan by first search for the entering the Incident Number or Incident Type as Victim/Witness Assistance.


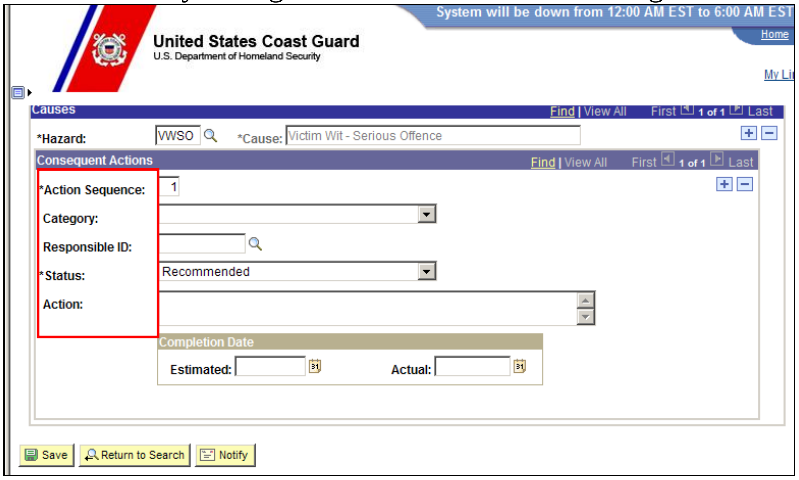
If known, enter the incident number and click the Search button.
If not known, select Employee Assistance for the Incident Type, leave the Incident Number field blank and click the search button and select the correct incident from the list. This can generate a lot of results, so it is better to have the incident number.
</td></tr>
<tr><td>2</td><td>On the Corrective Page, click on the magnifying glass icon to look up the Hazard type from the list presented:


Click on one of the following options:

VWSO
Cause: Victim Wit – Serous Offence
VWVL
</td></tr>
</table>

- Cause: **Victim Wit – Victim Losses**

In the **Consequent Actions**, create an Action Sequence. The **Action Sequence** number is system-generated. Please do not change this number.



- In the **Category** field, select the drop down and choose from one of the following options:
  - **CGIS**
  - **Referral to Work-Life**
  - **Victim Advocacy**
  - **Legal**
  - **Financial Compensation**
  - **Medical**
  - **Chaplain**
  - **Other Support Services**

- Select the **Responsible ID** (USCG EmplID) who is responsible for the actions (*optional*).
  Note: If the person is someone other than a USCG member, type in the name and information into the **Action** text box.

- In the **Status** field, select the drop down and choose from one of the following options:
  - **In Progress**
  - **Completed**
  - **Recommended**
  - **Existing**
  - **Planned**

In the **Action** text box, enter the details of the Action to be taken.

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

- Enter the **Completion Date** information by entering a date (MMDDYYYY) or selecting the calendar icon next to the **Estimated** and **Actual** fields.

  Note: The EAP incident will remain unresolved and "open" in the system until the **Status** has been set to **Completed**, and the **Actual Completion Date** has been entered.

- Select the **Save** button when you are finished adding the **Consequent Action.**

- To add more Actions, click on the **[+]** in the right corner of the **Consequent Actions** area and follow the steps to add a **Consequent Action**.

  Note: You can have one hazard with multiple actions and/or multiple hazards with multiple actions.

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