



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 66TH AIR BASE GROUP  
HANSCOM AIR FORCE BASE MASSACHUSETTS**

**Welcome!**

**My name is Sheri K. Cote, MSW, LCSW. I am the Special Needs Coordinator at Hanscom Air Force Base. I want to welcome you and your family to New England. I assist families from all service branches with family members enrolled in EFMP. I service as a liaison with the Army, Navy, Marines and Coast Guard when EFMP needs, and questions occur.**

**To help ensure a smooth transition into the New England area, please keep this document for reference throughout your transition. Items to consider prior to arrival:**

- 1. Request and bring copies of specialty/primary care notes (if outside a military medical treatment facility). If possible, contact your new providers and see if your records can be transferred to your new treatment providers before arrival. This can help get an appointment sooner rather than later.**
- 2. Contact Gaining EFMP-M office (Sheri K. Cote, MSW, LCSW, Special Needs coordinator by phone (781-225-4449) or by email ([sheri.k.cote.ctr@health.mil](mailto:sheri.k.cote.ctr@health.mil)) if additional care coordination is needed.**
- 3. Contact the new school district regarding your child(ren)'s needs. Your first point of contact is Laurel Wironen, School Liaison for Hanscom Air Force Base. The school liaison's role is to help make your educational transition to the area as seamless as possible for you and your child. Ms. Wironen works closely with the district to support the needs of military children living on or around Hanscom Air Force Base. Ms. Wironen is able to connect your family with the appropriate school personnel to inform them of your child's arrival, and once received from you, provide important documents such as an Individual Education Program (IEP) or Section 504 Student Accommodation Plans.**
  - If your child(ren) receives service through an Individual education Program (IEP) or has special education evaluations completed by a prior school district, please have copies of the IEP and evaluations ready to provide to the School Liaison as she can then contact the appropriate school personnel. Providing the school district with documents such as an IEP, 504 plans or any educational assessments allows for the school to begin to prepare for your children's arrival in our schools and ensures a smooth transition for your child and your family.**
  - Please note that the school district does not receive the IEP and other supporting documents through the EFMP process, so contacting Ms. Wironen is essential for your child(ren)'s educational transition. The contact information for the liaison is as follows:**

**Laurel Wironen, School Liaison  
W:(781)225-1482, C: (781)382-5277, DSN 845-1482  
Email: [laurel.wironen@us.af.mil](mailto:laurel.wironen@us.af.mil)  
[www.hanscomfss.com/school-liaison-office](http://www.hanscomfss.com/school-liaison-office)**

- 4. Connect with Hanscom AFB Military Housing Office (MHO) and/or Hanscom AFB Resident Advocate. The Housing Chief is Katherine Krasznekewicz and the Resident Advocate is Lauralee Morris. It is important to reach out to Base Housing prior to arrival to help identify any specialized needs or accessibility needs that your family may need prior to arrival. MHO and Resident Advocate can be reached at the following:**

**Raphael De La Rosa, Housing Manger, Military Housing Office (MHO)  
W: 781-225-6382 , C: 781-367-7213  
Email: [Raphael.de la rosa.1@us.af.mil](mailto:Raphael.de_la_rosa.1@us.af.mil)**

**Lauralee Morris, Hanscom AFB Resident Advocate  
W: (781)225-5884, C: (781)775-5810  
Email: [Laura.morris.3@us.af.mil](mailto:Laura.morris.3@us.af.mil)**

- 5. Connect with the EFMP Family Support Coordinator (EFMP-FS). The EFMP-Family Support Coordinator is Shana Wickham. EFMP-FS is responsible for providing families non-clinical resources and referrals on and off the installation. EFMP-FS connect families with many supports listed on your welcome letter. In addition to resources/referrals, EFMP-FS plans and**

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implements many activities and experiences for EFMP families! Some past opportunities have been sailing on the Boston Harbor, Goat Yoga, Cooking Classes, Paint Night and much more. When arriving on the installation as an EFMP member please reach out to EFMP-FS, to be added to the distribution list for all future EFMP news and events. The contact information for EFMP-FS is as follows:

**Shana Wickham, EFMP-Family Support Coordinator**  
**Military & Family Readiness Center**  
**W: (781) 225-2767**  
**Email: [shana.wickham.1@us.af.mil](mailto:shana.wickham.1@us.af.mil)**

6. Ensure you are cleared by EFMP with your losing base as soon as possible, regardless if you already have orders. Do not assume you are cleared just because you have orders.
7. Refill 90-day supply (if possible) of all active medications
8. Reach out to TRICARE to Establish a new primary care manager.
  - You can call TRICARE as soon as departing your previous station.
  - You can also use a temporary address if needed (i.e., a hotel)
  - Transfer referrals if possible
  - Request case management if needed through your PCM.
9. Care providers have been identified as options for your family. (This information is available on MyVector)
10. **Please use Humana Military Portal to search for additional providers (if necessary):**  
<https://www.goperspecta.com/VPD/HumanaMilitary/public/ProviderSearch/Main>
11. **Important Contact Numbers**
  - TRICARE East- Humana: 1-800-444-5445
  - Humana ECHO Support: 1-800-881-9227
  - US Family Health Plan: 1-800-818-8589
12. **Hanscom Contacts**
  - Hanscom Medical Clinic: 781-225-6789
  - The Hanscom Military and Family Readiness Center: 781-225-2765
13. **Sister Services Contacts:**
  - **Army (West Point) EFMP Contacts:**
    - Nola Francois: 845-938-6881; [nola.francois.civ@health.mil](mailto:nola.francois.civ@health.mil)
    - Angela Rudden: 845-938-3558; [angela.m.rudden.civ@health.mil](mailto:angela.m.rudden.civ@health.mil)
  - **Navy (Portsmouth) EFMP Contact**
    - William (Barry) Wood: 207-438-2692/4710; [william.b.wood3.civ@health.mil](mailto:william.b.wood3.civ@health.mil)
  - **Marines: EFMP Contacts:**
    - William (Barry) Wood: 207-438-2692/4710; [william.b.wood3.civ@health.mil](mailto:william.b.wood3.civ@health.mil)
    - Quantico EFMP: 703-784-9395; [QuanticoEfmpOffice@usmc.mil](mailto:QuanticoEfmpOffice@usmc.mil)
  - **Coast Guard Base Boston HSWL**
    - Stephanie S. Thayer: W: 805-248-9637; C: 617-223-3422; [Stephanie.S.Thayer@uscg.mil](mailto:Stephanie.S.Thayer@uscg.mil)

Please do not hesitate to contact me prior to arrival regarding any questions or concerns during this process. We are here to make this a smooth transition for you and your family.

V/R

Sheri K. Cote, MSW, LCSW

Hanscom AFB-EFMP-M Special Needs Coordinator

Phone: 781-225-4449; email [sheri.k.cote.ctr@health.mil](mailto:sheri.k.cote.ctr@health.mil)

Alternate: Maj Matthew D. Rakowitz

Phone 781-225-6322; email: [matthew.d.rakowitz.mil@health.mil](mailto:matthew.d.rakowitz.mil@health.mil)



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Information Current as of 01-11-2024 – Sheri K. Cote, MSW, LCSW – Hanscom AFB EFMP-M