WIC HANDS State User Training Manual

Table of Contents

Module 1: System Administration

For WIC State Agency & Administrative Users

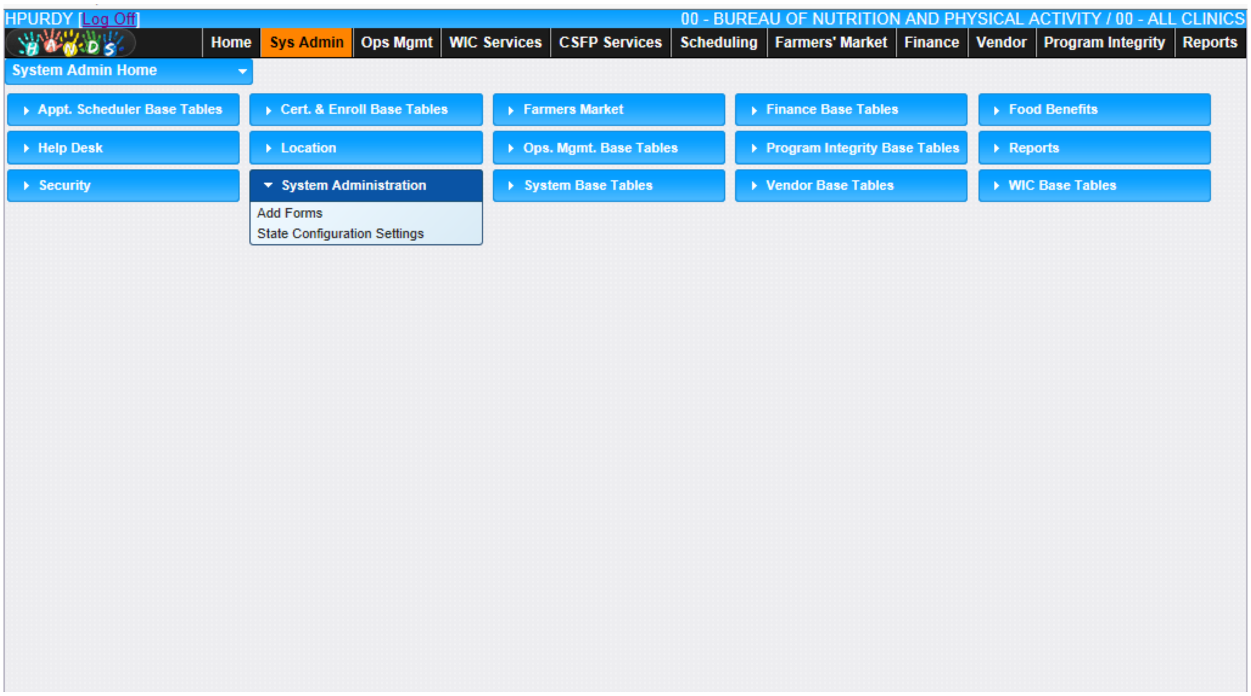
System Administration Features

System Administration: State Configuration Settings

The System Administration section is where the user can manage the State Configuration Settings along with updating forms that are displayed in HANDS.

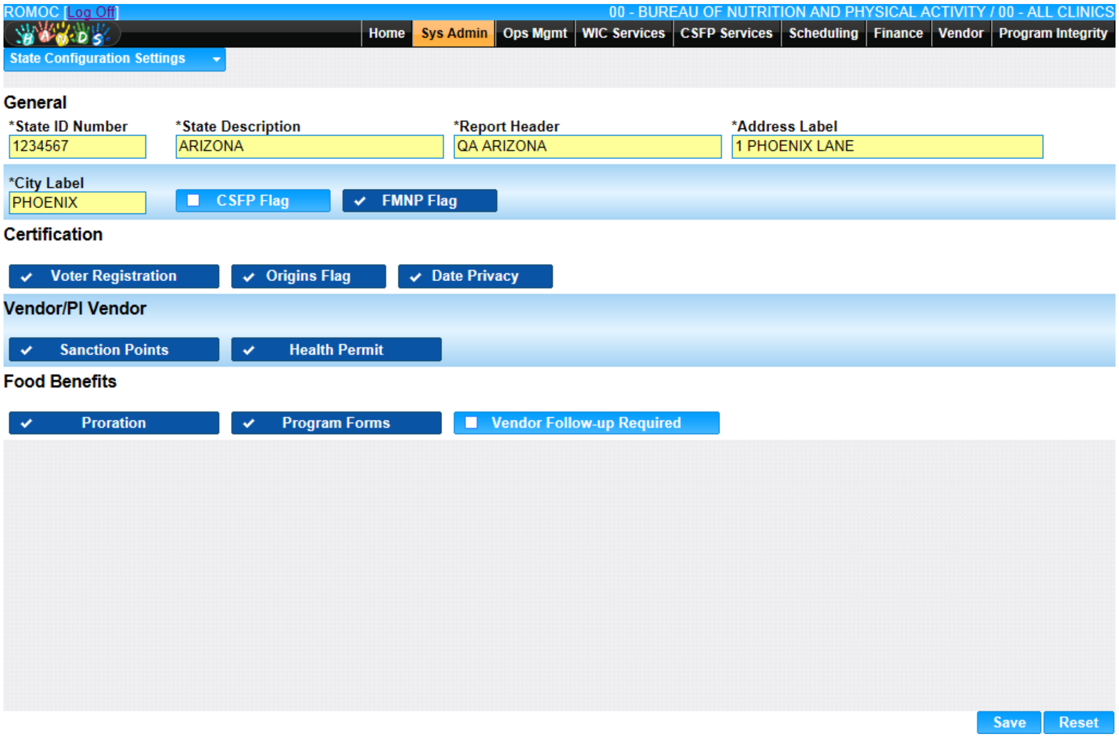
1. From the home page in HANDS click on Sys Admin in the menu bar. The System Admin Home page is displayed.

2. Select State Configuration Settings from the System Administration section.



General

4. The State Configuration Settings page displays.



5. Enter data in all the required fields and any other desired fields to complete the state configuration settings page.

6. Select the CSFP check box if HANDS will be used to facilitate the CSFP program.

7. Select FMNP if HANDS will be used to facilitate the FMNP program.

In the Certification Module Section:

1. Select the Voter Registration check box if this information is required from the client. If the check box is not selected, it will not display on the Family page.

2. Select the Origins check box if this information is required from the Client. If the check box is not selected, it will not display on the Client page.

3. Select the Data Privacy check box if you want to enable data privacy functionality for the program.

In the Food Benefits Module Section:

1. Enter the number of days overlap that are allowed for Food Benefits in a month. This is a required field, therefore, data will need to be entered in this field.

2. Select the Proration check box if the food prescriptions should be prorated. If the check box is not selected, proration will not be used.

3. Select the Starter Package Proration check box if starter package proration will be used.

4. Select the Program Forms check box if the program will be requiring a first time new user to review and sign a program form upon login.

In the Appointment Scheduling Module Section:

1. Select the Appointment Reminder - Text check box if text reminders will be used for scheduled appointments.

2. Select the Appointment Reminder - Email check box if email reminders will be used for scheduled appointments.

In the Vendor/PI Vendor Module Section:

1. Select the Sanction Points check box if HANDS will be used to assess vendor sanction points. If the check box is not selected, the points information will not be used and will not display on the Program Integrity Vendor Sanctions page.

2. Select the Health Permits check box if HANDS will use the Health Permit field in the Vendor Management module. If the check box is not selected, it will not display on the Vendor Demographics-General page.

In the Farmers Market Coupons Module Section:

1. Enter the number of checks that should be issued to a client for the Farmers Market program.

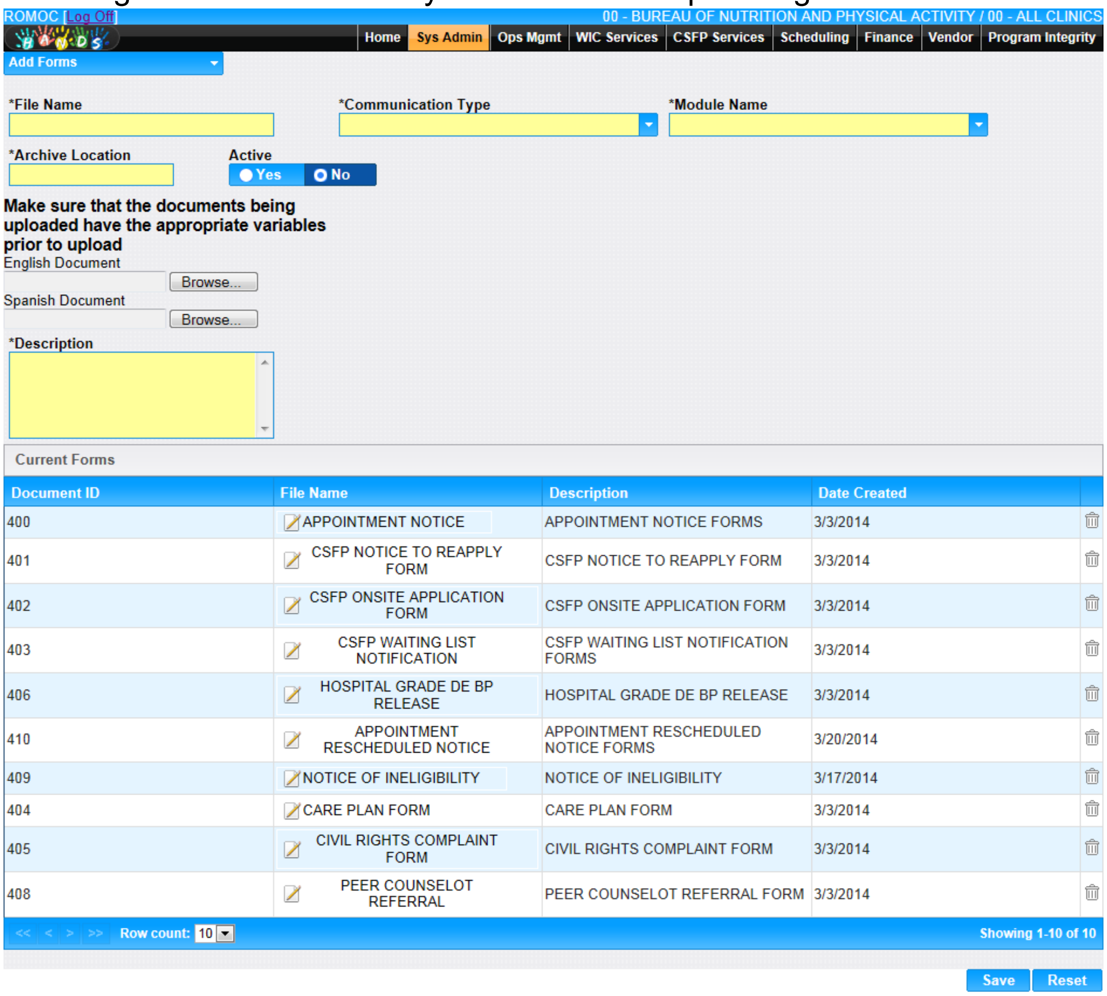
2. Enter the dollar amount of each coupon/check for the Farmers Market program.

Saving the State Configuration Setting

6. To discard your changes, click the Reset button at the bottom of the State Configuration Settings page.
7. To save your changes, click the Save button at the bottom of the State Configuration Settings page.

System Administration: Add Forms

This Page is for CMA Use only and is used for Uploading Forms to HANDS.



ROMOC [Log Off] 00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

Home | Sys Admin | Ops Mgmt | WIC Services | CSFP Services | Scheduling | Finance | Vendor | Program Integrity

Add Forms

*File Name

*Communication Type

*Module Name

*Archive Location

Active: Yes / No

Make sure that the documents being uploaded have the appropriate variables prior to upload

English Document — Browse...

Spanish Document — Browse...

*Description

Current Forms

Document ID	File Name	Description	Date Created
400	APPOINTMENT NOTICE	APPOINTMENT NOTICE FORMS	3/3/2014
401	CSFP NOTICE TO REAPPLY FORM	CSFP NOTICE TO REAPPLY FORM	3/3/2014
402	CSFP ONSITE APPLICATION FORM	CSFP ONSITE APPLICATION FORM	3/3/2014
403	CSFP WAITING LIST NOTIFICATION	CSFP WAITING LIST NOTIFICATION FORMS	3/3/2014
406	HOSPITAL GRADE DE BP RELEASE	HOSPITAL GRADE DE BP RELEASE	3/3/2014
410	APPOINTMENT RESCHEDULED NOTICE	APPOINTMENT RESCHEDULED NOTICE FORMS	3/20/2014
409	NOTICE OF INELIGIBILITY	NOTICE OF INELIGIBILITY	3/17/2014
404	CARE PLAN FORM	CARE PLAN FORM	3/3/2014
405	CIVIL RIGHTS COMPLAINT FORM	CIVIL RIGHTS COMPLAINT FORM	3/3/2014
408	PEER COUNSELOT REFERRAL	PEER COUNSELOT REFERRAL FORM	3/3/2014

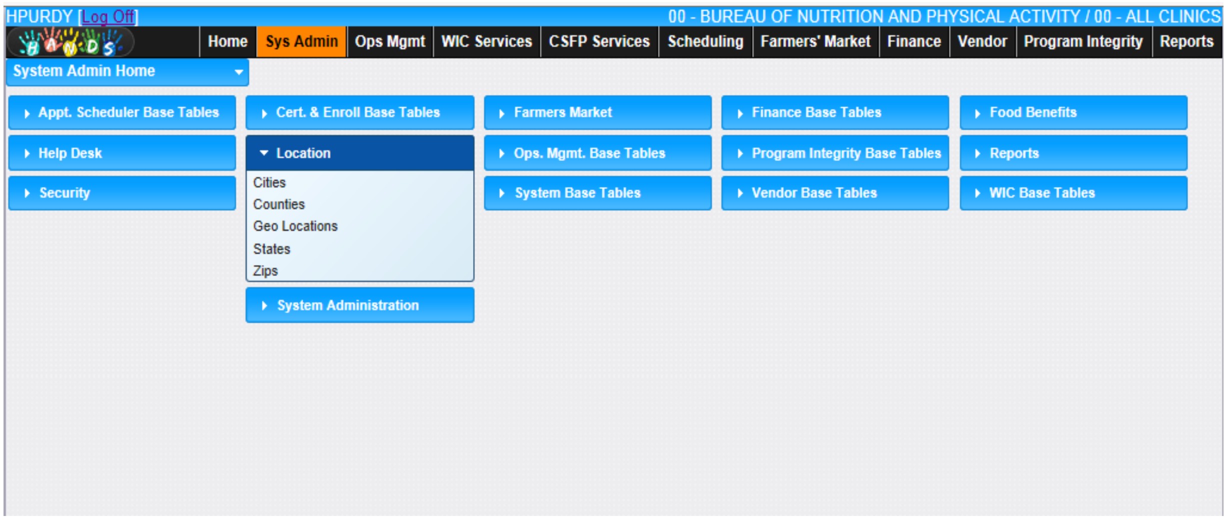
<< < > >> Row count: 10 — Showing 1-10 of 10

Save | Reset

System Administration: Location Base Tables

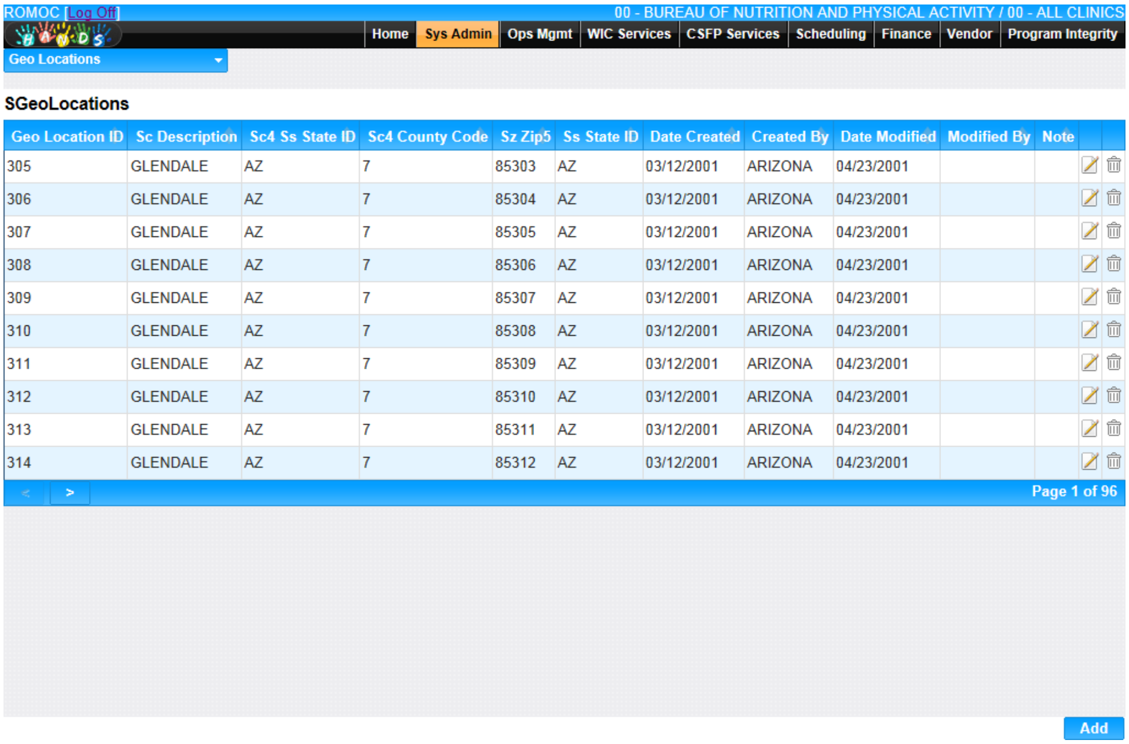
The Location base table section is where the user can manage Geo Location inform-ation. The following base tables can be accessed within the Location section: Geo Loca-tions, Cities, Counties, States, and ZIP codes. Most base tables have the same procedure for adding, editing, and deleting records. This section will have one example of each procedure.

Access the appropriate page from the System Admin home page by clicking on the link in the Location section.



Location: Geo Locations

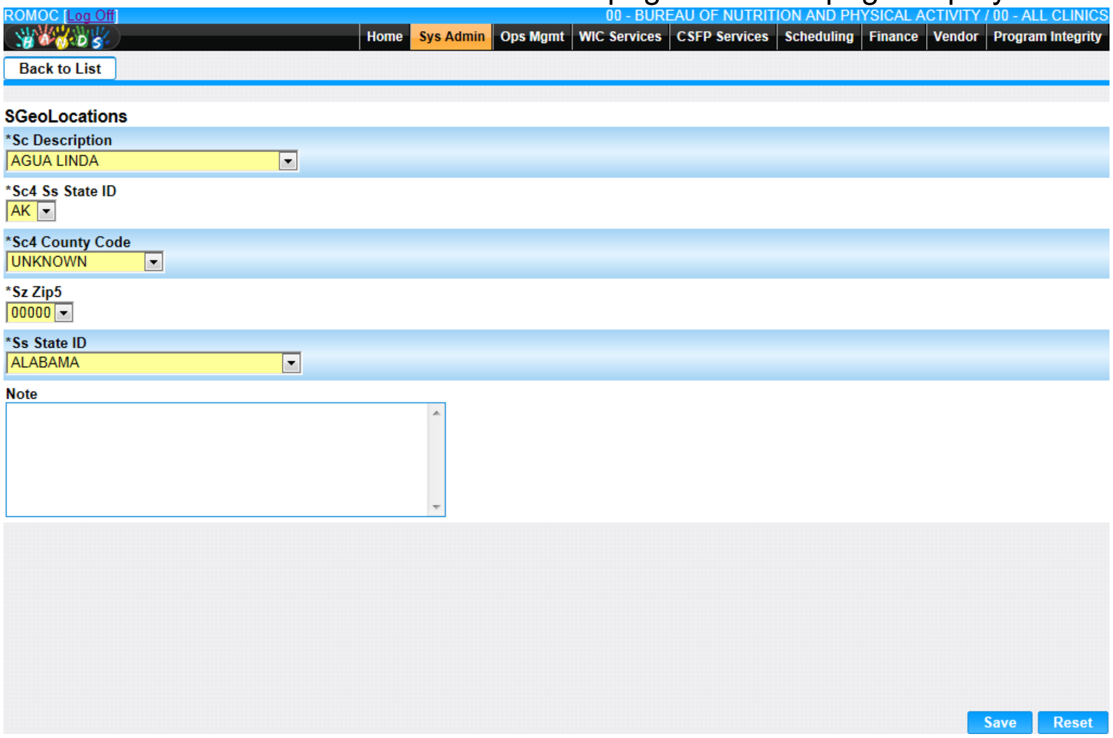
1. Click on the Geo Locations link in the Location section. The Geo Location page displays.



Geo Location ID	Sc Description	Sc4 Ss State ID	Sc4 County Code	Sz Zip5	Ss State ID	Date Created	Created By	Date Modified	Modified By	Note
305	GLENDALE	AZ	7	85303	AZ	03/12/2001	ARIZONA	04/23/2001		
306	GLENDALE	AZ	7	85304	AZ	03/12/2001	ARIZONA	04/23/2001		
307	GLENDALE	AZ	7	85305	AZ	03/12/2001	ARIZONA	04/23/2001		
308	GLENDALE	AZ	7	85306	AZ	03/12/2001	ARIZONA	04/23/2001		
309	GLENDALE	AZ	7	85307	AZ	03/12/2001	ARIZONA	04/23/2001		
310	GLENDALE	AZ	7	85308	AZ	03/12/2001	ARIZONA	04/23/2001		
311	GLENDALE	AZ	7	85309	AZ	03/12/2001	ARIZONA	04/23/2001		
312	GLENDALE	AZ	7	85310	AZ	03/12/2001	ARIZONA	04/23/2001		
313	GLENDALE	AZ	7	85311	AZ	03/12/2001	ARIZONA	04/23/2001		
314	GLENDALE	AZ	7	85312	AZ	03/12/2001	ARIZONA	04/23/2001		

To Add a New Value

2. Click the Add button at the bottom of the page. The Add page displays.



3. Enter all required fields.

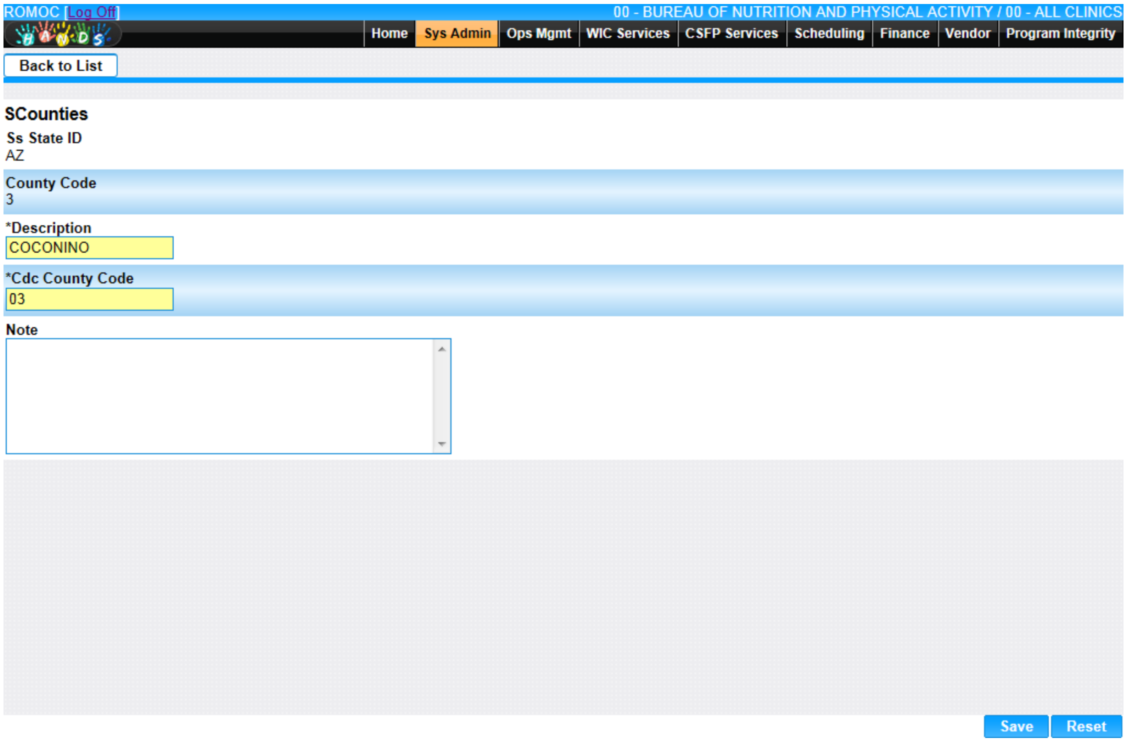
4. To discard your changes, click the Reset button at the bottom of the page.

5. To keep your changes, click the Save button at the bottom of the page.

6. Clicking the Back to List button at the top of the page will bring the user back to the main Geo Locations page.

View/Edit a Value

1. Click the edit icon for the record you would like to view/edit. The Edit page displays.



2. Make changes to the appropriate fields.

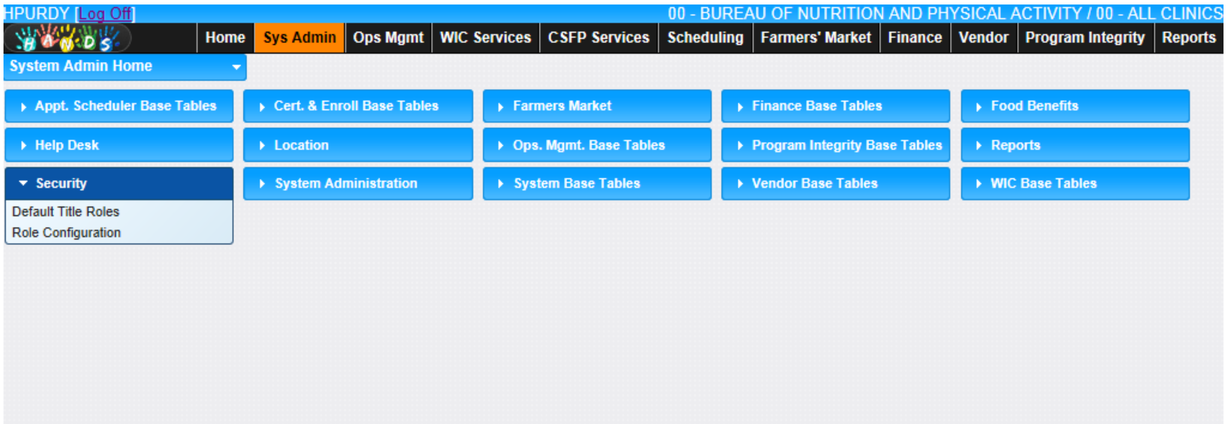
3. To discard your changes, click the Reset button at the bottom of the page.

4. To keep your changes, click the Save button at the bottom of the page.

5. Clicking the Back to List button at the top of the page will bring the user back to the main Geo Locations page.

System Administration: Security Base Tables

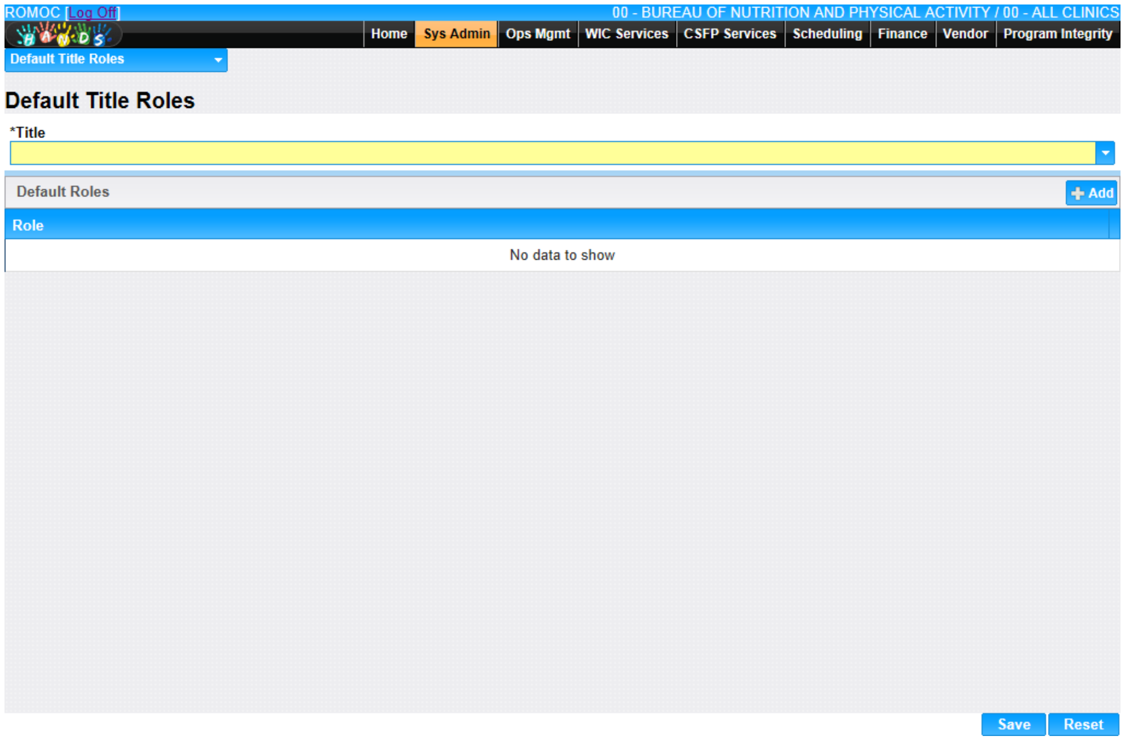
The Security base table section is where the user can add, edit, or view Default Title Roles and Role Configuration. These pages can be accessed from the System Admin home page, in the Security section.



Security: Default Title Roles

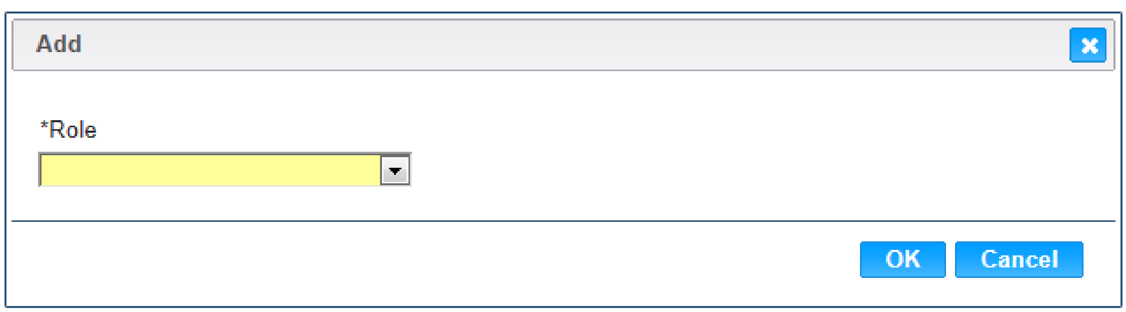
This is where a user can add Roles to a particular Title for access to certain functionality within HANDS.

1. Click on the Default Title Roles link in the Security section. The Default Title Roles page displays.



2. Select a Title from the drop down list. The roles currently assigned to the selected Title will display in the Default Roles section.

3. Click the Add button in the Default Roles section. The Add window displays.



4. Select a Role from the drop down list.

5. To discard your changes, click the Cancel button and the Add window will close.

6. To keep your changes, click the OK button and the Add window will close.

7. To discard your changes to the selected Title, click the Reset button at the bottom of the page.

8. To keep your changes to the selected Title, click the Save button at the bottom of the page.

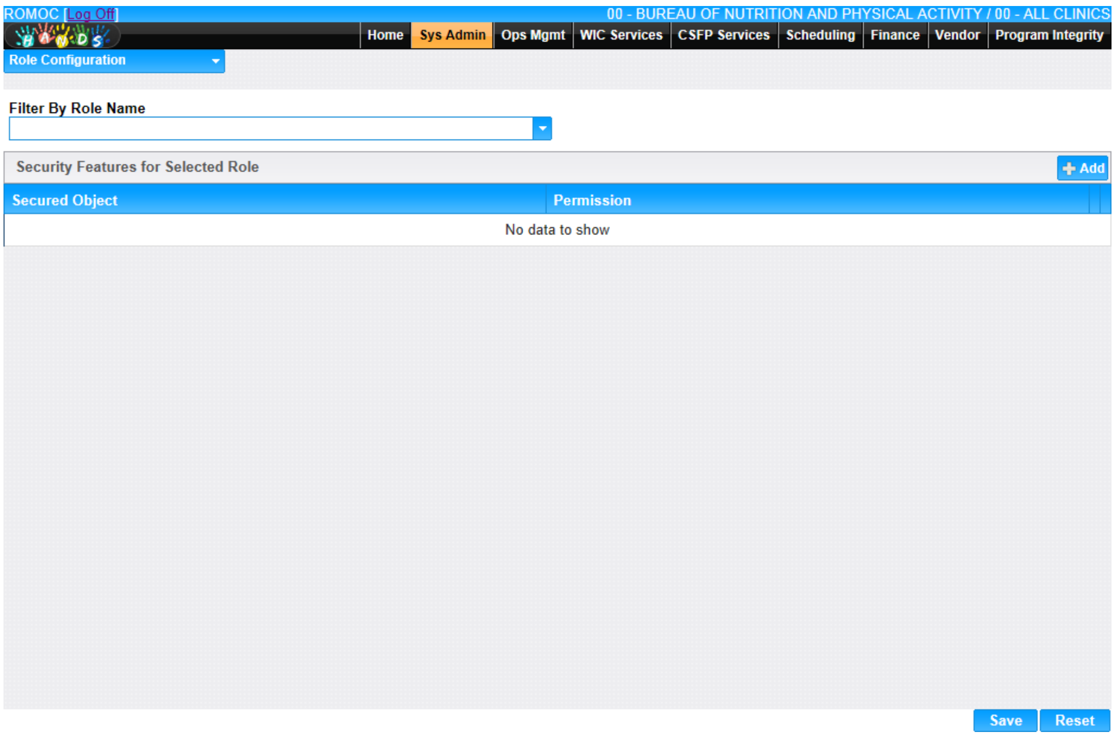
9. Repeat the above steps for each Title you want to edit.

Security: Role Configuration

This is where the user can add security permissions to a particular Role.

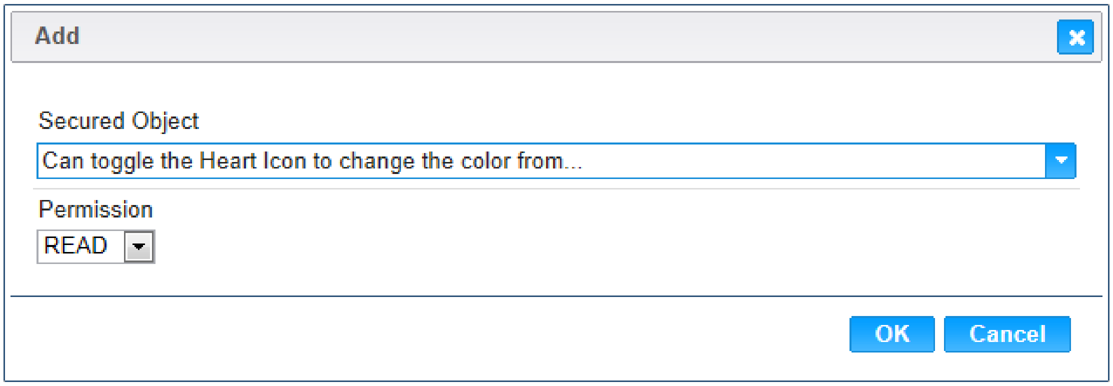
Add a Security Role

1. Click on the Role Configuration link in the Security section. The Role Configuration page displays.



2. Select a Role Name from the drop down list. The security permissions currently assigned to the selected Role will display in the Security Features for Selected Role section.

3. Click the Add button in the Security Features for Selected Role section. The Add window displays.



4. Select an Object from the drop down list and the Permission (Read or Write).

5. To discard your changes, click the Cancel button and the Add window closes.

6. To keep your changes, Click the OK button and the window closes.

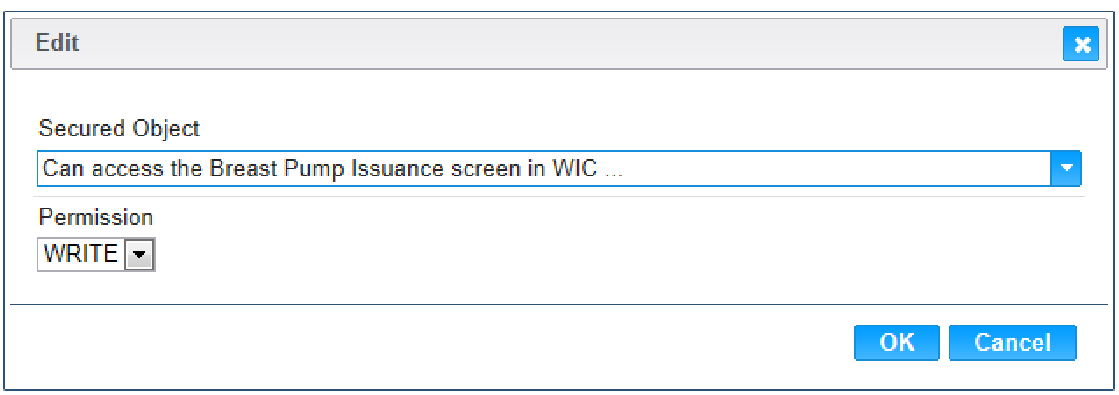
7. To discard your changes to the selected Role, click the Reset button at the bottom of the page.

8. To keep your changes to the selected Role, click the Save button at the bottom of the page.

9. Repeat the above steps for each Role you want to edit.

Edit Existing Role

1. Click the edit icon for the record you want to edit in the Security Features for Selected Role section. The Edit window displays.



2. Change the appropriate fields on the Edit window.

3. To discard your changes, click the Cancel button and the Edit window closes.

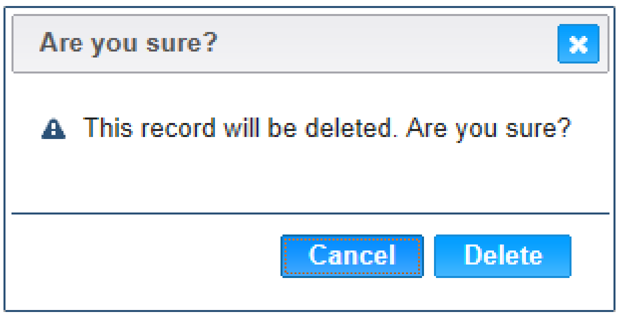
4. To keep your changes, click the OK button and the Edit window closes.

5. To discard your changes to the selected Role, click the Reset button at the bottom of the page.

6. To keep your changes to the selected Role, click the Save button at the bottom of the page.

Delete an Assigned Role

1. Click the delete icon for the record you want to delete in the Security Features for Selected Role section. A Delete confirmation message displays.



2. To cancel the delete process and keep the record, click Cancel.

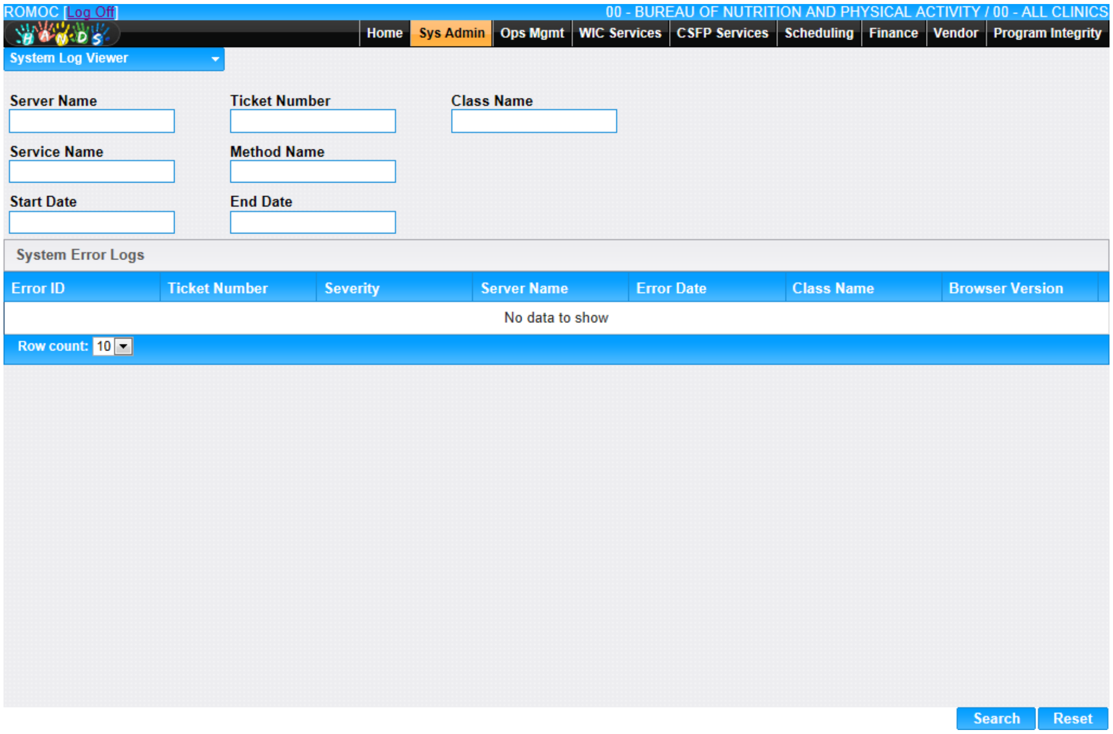
3. To delete the record, click Delete.

4. Click Save on the Role Configuration page.

System Administration: Help Desk

The System Log Viewer page allows you to search for and review error and informational messages generated by the HANDS system. To access the System Log Viewer, select the System Log Viewer link from the System Admin Home page.
Access the appropriate page from the System Admin home page by clicking on the link in the Help Desk section.

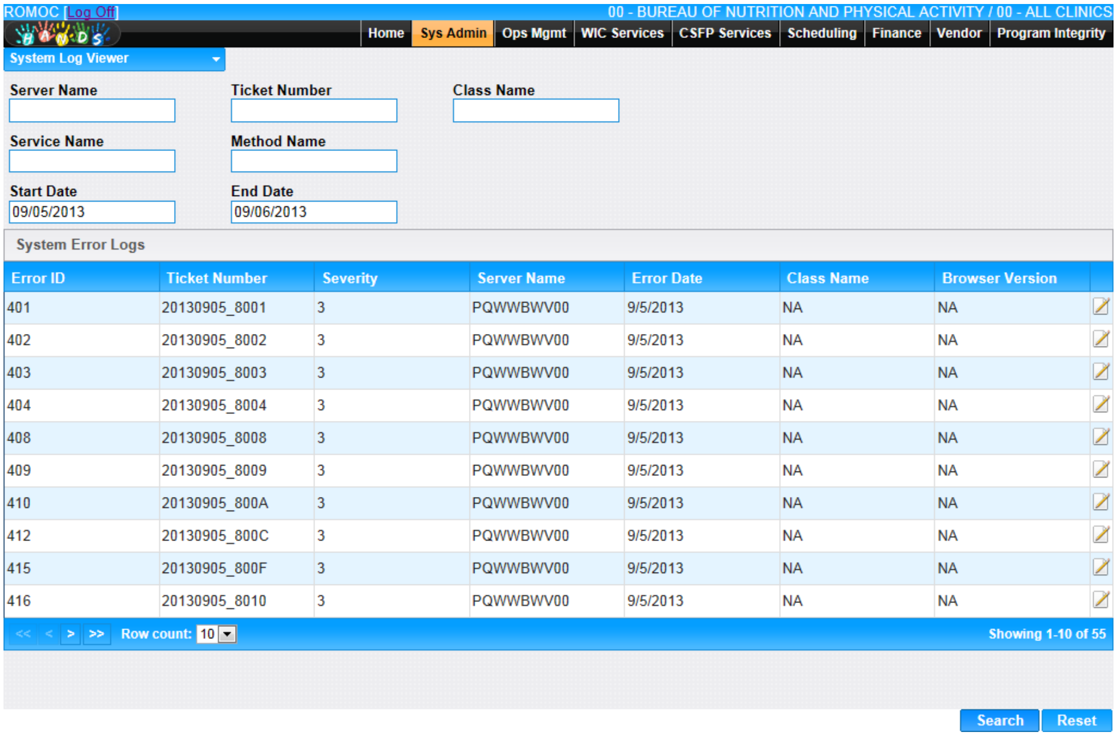
System Log Viewer



Search System Error Logs

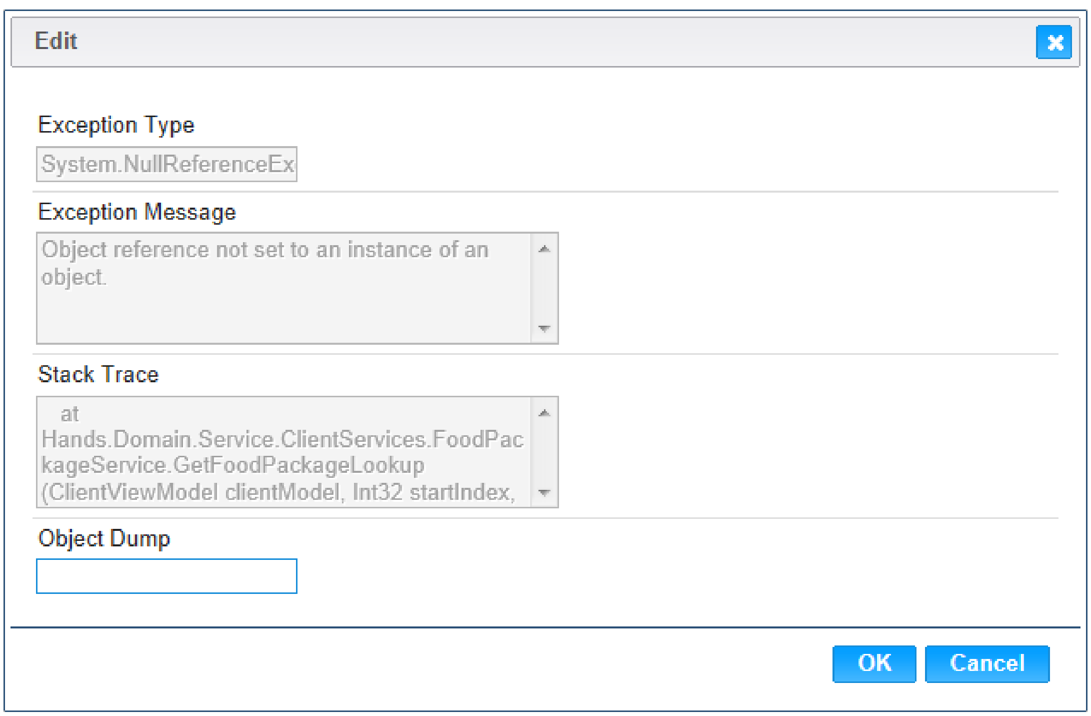
1. Enter search criteria in the search fields. User can filter results by using any combination of the following fields: Server Name, Ticket Number, Class Name, Service Name, Method Name, and Start and End Date.

2. Click the Search button at the bottom of the page. All system log results matching the search criteria entered are displayed in the bottom section of the page.



Error ID	Ticket Number	Severity	Server Name	Error Date	Class Name	Browser Version
401	20130905_8001	3	PQWWBWV00	9/5/2013	NA	NA
402	20130905_8002	3	PQWWBWV00	9/5/2013	NA	NA
403	20130905_8003	3	PQWWBWV00	9/5/2013	NA	NA
404	20130905_8004	3	PQWWBWV00	9/5/2013	NA	NA
408	20130905_8008	3	PQWWBWV00	9/5/2013	NA	NA
409	20130905_8009	3	PQWWBWV00	9/5/2013	NA	NA
410	20130905_800A	3	PQWWBWV00	9/5/2013	NA	NA
412	20130905_800C	3	PQWWBWV00	9/5/2013	NA	NA
415	20130905_800F	3	PQWWBWV00	9/5/2013	NA	NA
416	20130905_8010	3	PQWWBWV00	9/5/2013	NA	NA

3. To view the details of a particular error, click the edit icon on the row for that record. The edit window displays.



4. The details of the error are displayed in the window. All fields are read only.

5. Click OK or Cancel to close the window.

6. To start a new search, click the Reset button at the bottom of the page.

System Administration: Food Benefits

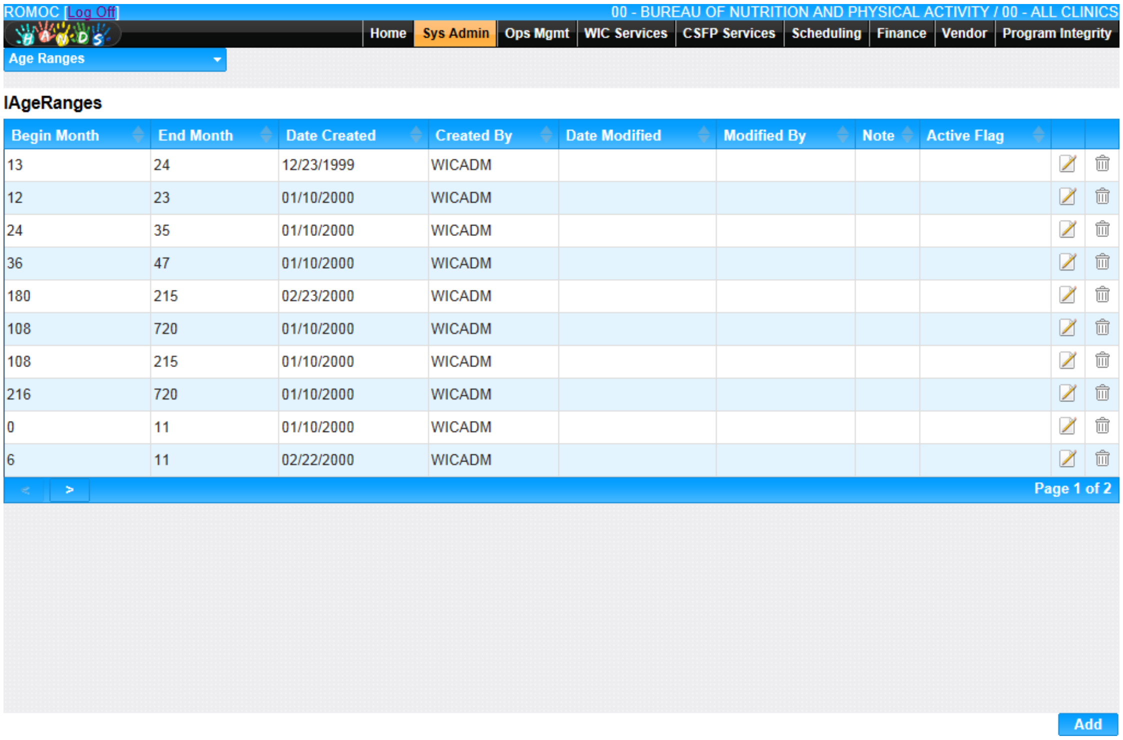
The Food Benefits base table section is where the user can manage Food Package information and Setup. The following base tables can be accessed within the Food Benefits section: Age Ranges, Cash Values, FB Lookup, Food Groups, Food Instrument Types, Food Items, Food Package Categories, Food Packages, Food Subcategory, Maximum Foods, Un-Void Food Benefits, Void Un-Issued Food Benefits, Containers, Formula Bases, Prorations, Units of Measure, and Void Reasons. Most base tables have the same procedure for adding, editing, and deleting. This section will have one example of each procedure with the exception of a few special base tables which are outlined individually below.

Access the appropriate page from the System Admin home page by clicking on the link in the Food Benefits section.

Age Ranges

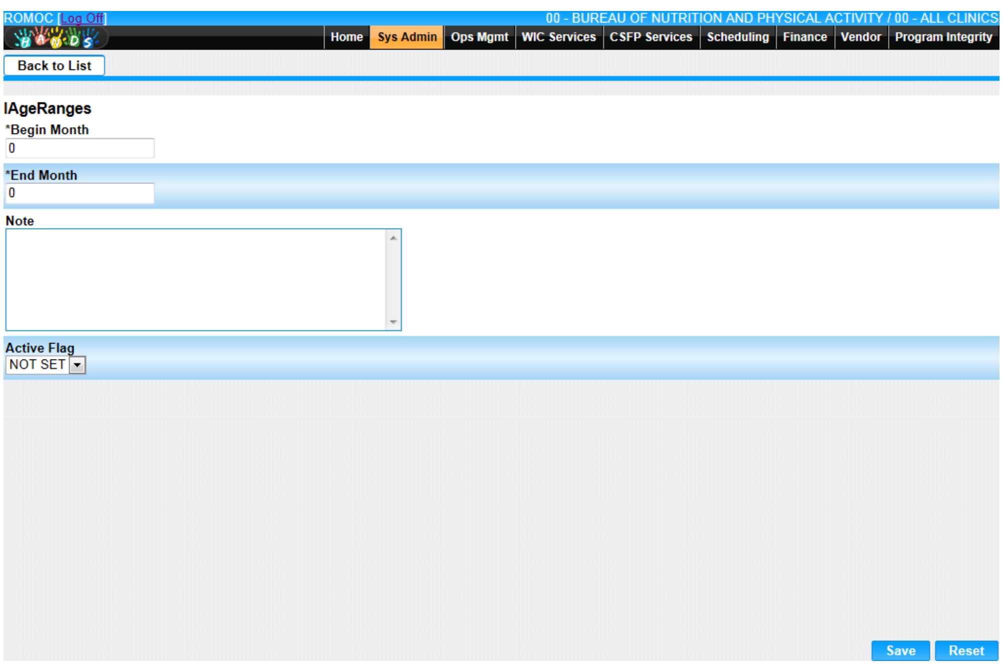
Add a New Age Range Value

1. Select the Age Ranges link from the Food Benefits section.The Age Ranges page displays. The Begin Month is the age of the Client in months for when the Food Package will be allowed to be assigned. The End Month is the ending age in months of the Client for when the Food Package will no longer be allowed to be assigned.



Begin Month	End Month	Date Created	Created By	Date Modified	Modified By	Note	Active Flag
13	24	12/23/1999	WICADM				
12	23	01/10/2000	WICADM				
24	35	01/10/2000	WICADM				
36	47	01/10/2000	WICADM				
180	215	02/23/2000	WICADM				
108	720	01/10/2000	WICADM				
108	215	01/10/2000	WICADM				
216	720	01/10/2000	WICADM				
0	11	01/10/2000	WICADM				
6	11	02/22/2000	WICADM				

2. Click the Add button at the bottom of the page. The Add page displays.



3. Enter all required information and select a value for the Active Flag field.

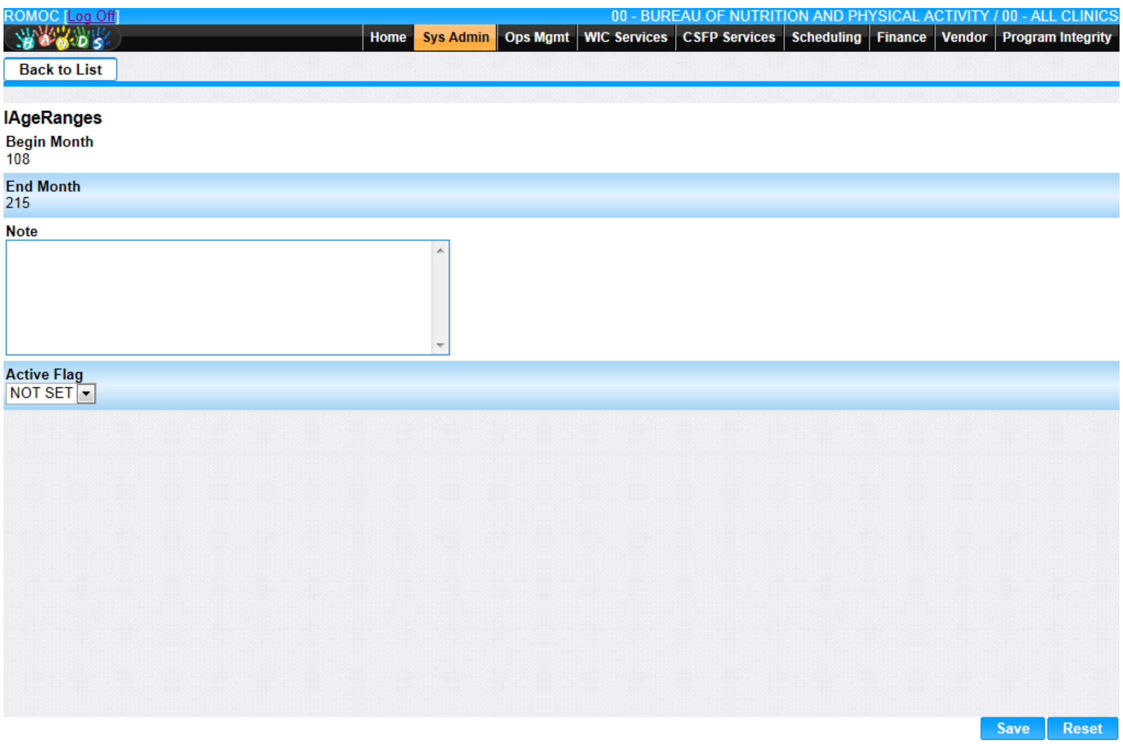
4. To discard your information and start over, click the Reset button at the bottom of the page.

5. To save your information, click the Save button at the bottom of the page.

6. Click Back to List at the top of the page

View/Edit an Age Range Record

1. Click the edit icon for the record you would like to view/edit. The Edit page displays.



2. Make changes to the appropriate fields.

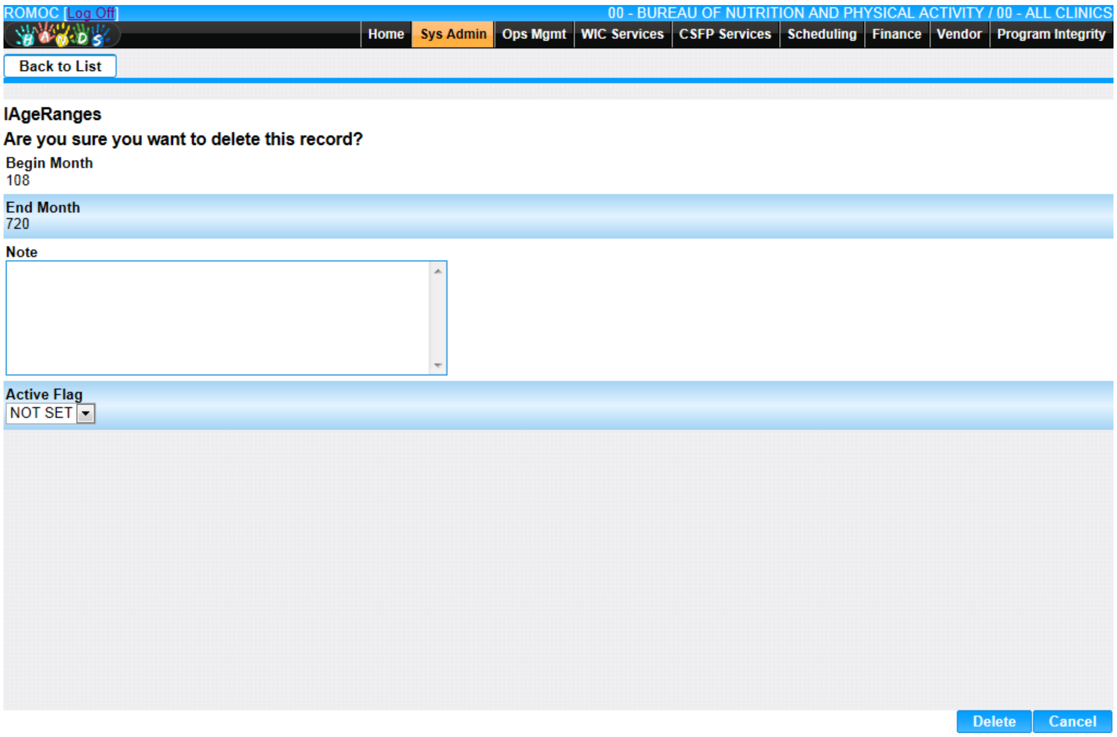
3. To discard your changes, click the Reset button at the bottom of the page.

4. To keep your changes, click the Save button at the bottom of the page.

5. Click the Back to List button at the top of the page.

Delete an Age Range Record

1. Click the delete icon for the record you would like to delete. The Delete page displays.



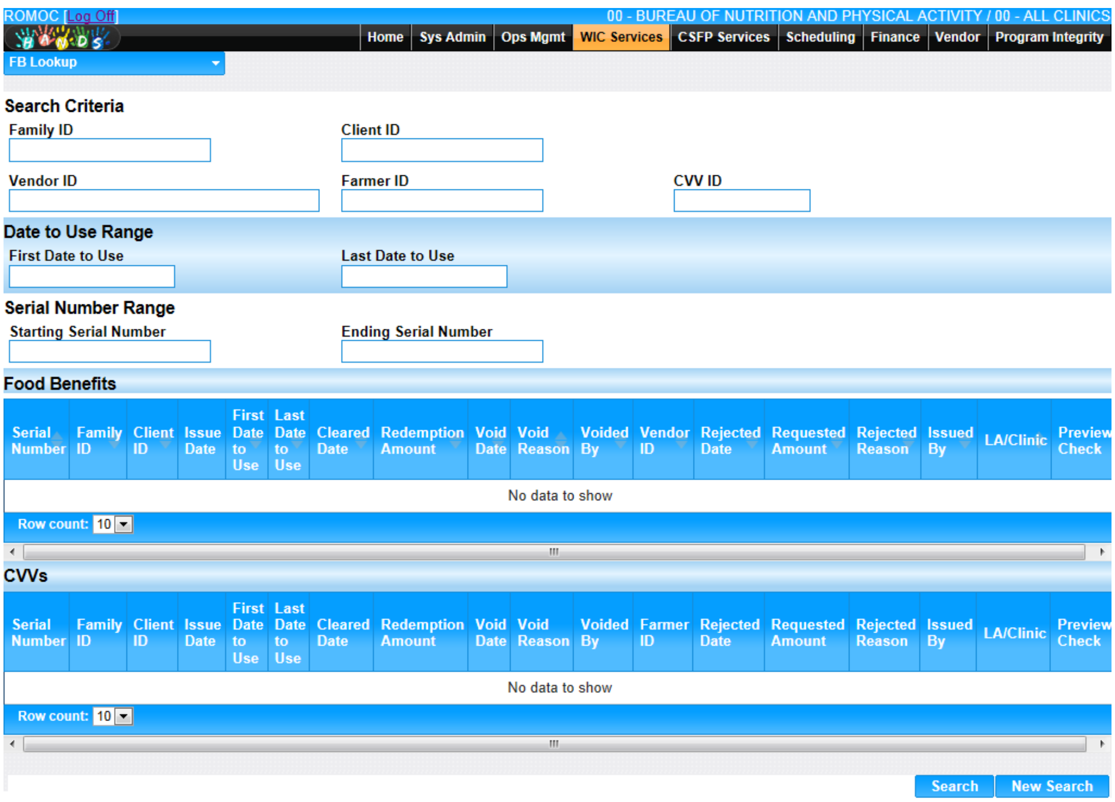
2. To cancel the delete process, click the Cancel button at the bottom of the page.

3. To delete the record, click the Delete button at the bottom of the page.

FB Lookup

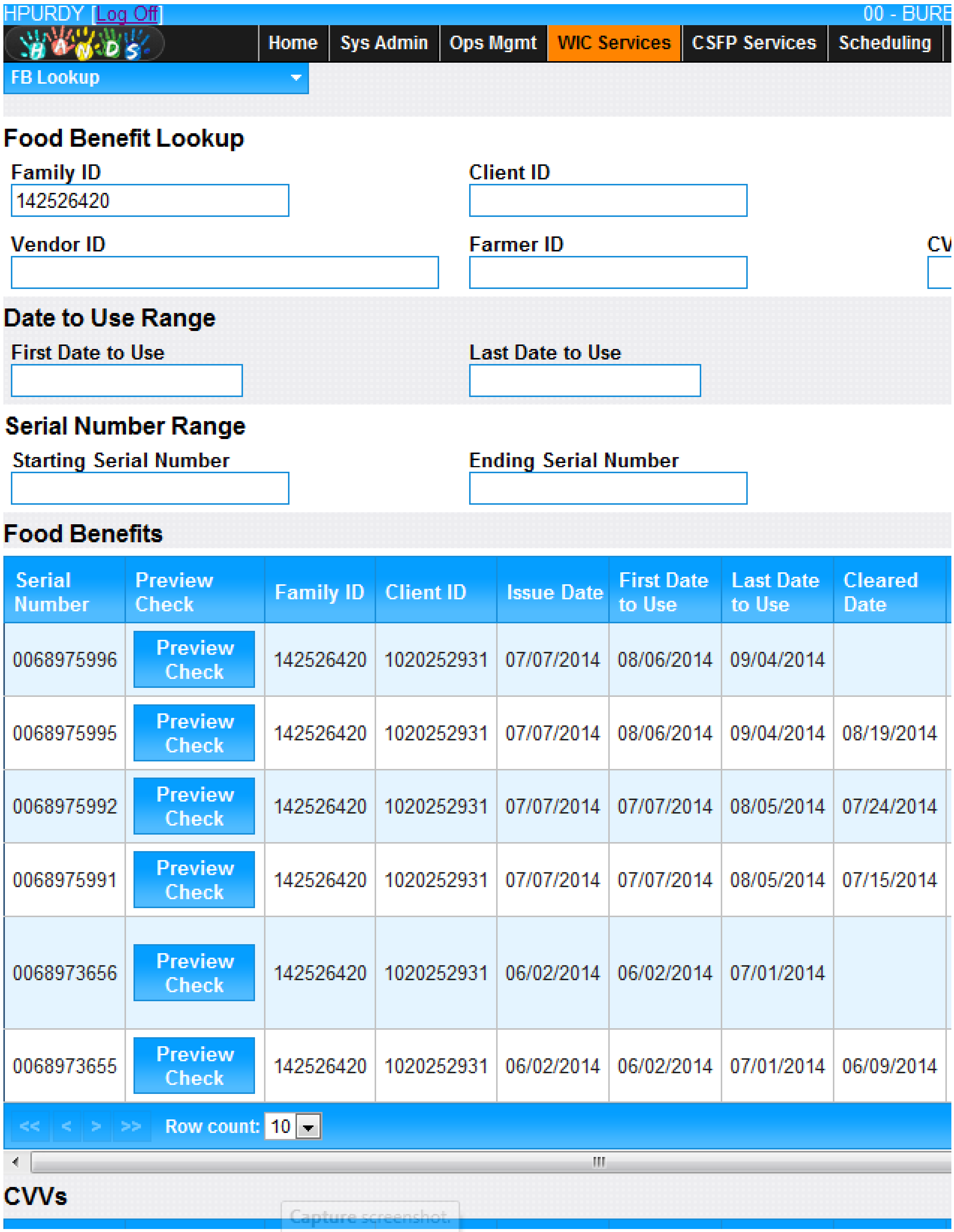
The Food Benefit Lookup page allows the user to search for and review issued Food Benefits and Case Value Vouchers (CVV) based on entered search criteria. The user is allowed to filter search results by any combination of the following fields: Family ID, Client ID, Vendor ID, Farmer ID, CVV ID, First and Last Date to Use, and Starting Serial Number and Ending Serial Number.

1. From the System Admin home page click the FB Lookup link in the Food Benefits section. The Food Benefit lookup page displays.



2. Enter the search criteria to locate the issued food benefit or cash value voucher.

3. Click the Search button at the bottom of the page. The search results will display all matching records.



HPURDY [Log Off] 00 - BURE

Home | Sys Admin | Ops Mgmt | WIC Services | CSFP Services | Scheduling

FB Lookup

Food Benefit Lookup

Family ID: 142526420

Client ID:

Vendor ID:

Farmer ID:

CV

Date to Use Range

First Date to Use:

Last Date to Use:

Serial Number Range

Starting Serial Number:

Ending Serial Number:

Food Benefits

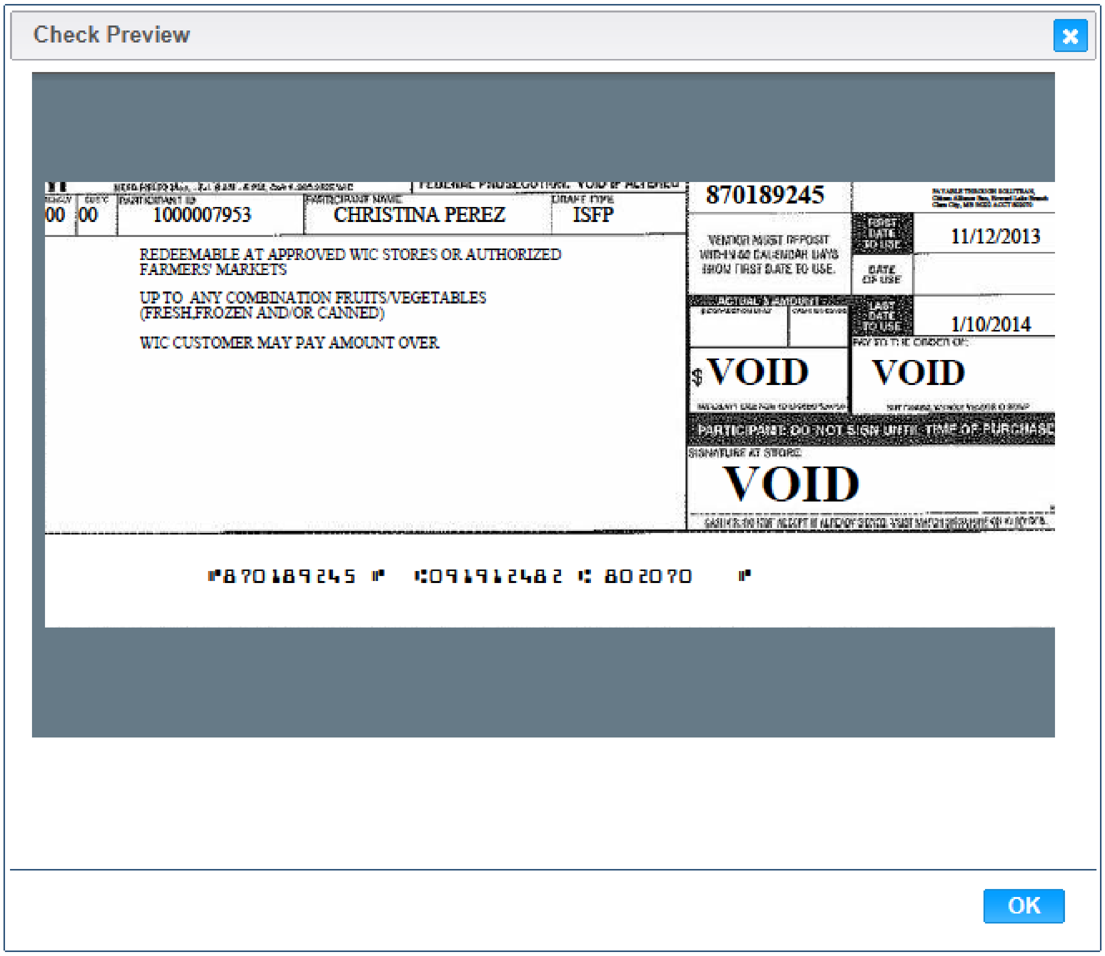
Serial Number	Preview Check	Family ID	Client ID	Issue Date	First Date to Use	Last Date to Use	Cleared Date
0068975996	Preview Check	142526420	1020252931	07/07/2014	08/06/2014	09/04/2014	
0068975995	Preview Check	142526420	1020252931	07/07/2014	08/06/2014	09/04/2014	08/19/2014
0068975992	Preview Check	142526420	1020252931	07/07/2014	07/07/2014	08/05/2014	07/24/2014
0068975991	Preview Check	142526420	1020252931	07/07/2014	07/07/2014	08/05/2014	07/15/2014
0068973656	Preview Check	142526420	1020252931	06/02/2014	06/02/2014	07/01/2014	
0068973655	Preview Check	142526420	1020252931	06/02/2014	06/02/2014	07/01/2014	06/09/2014

<< < > >> Row count: 10

CVVs

Capture screenshot.

4. In the Food Benefits or CVVs section use the scroll bar to view and click the Preview Check button for the particular benefit you want to view. The Check Preview window displays.



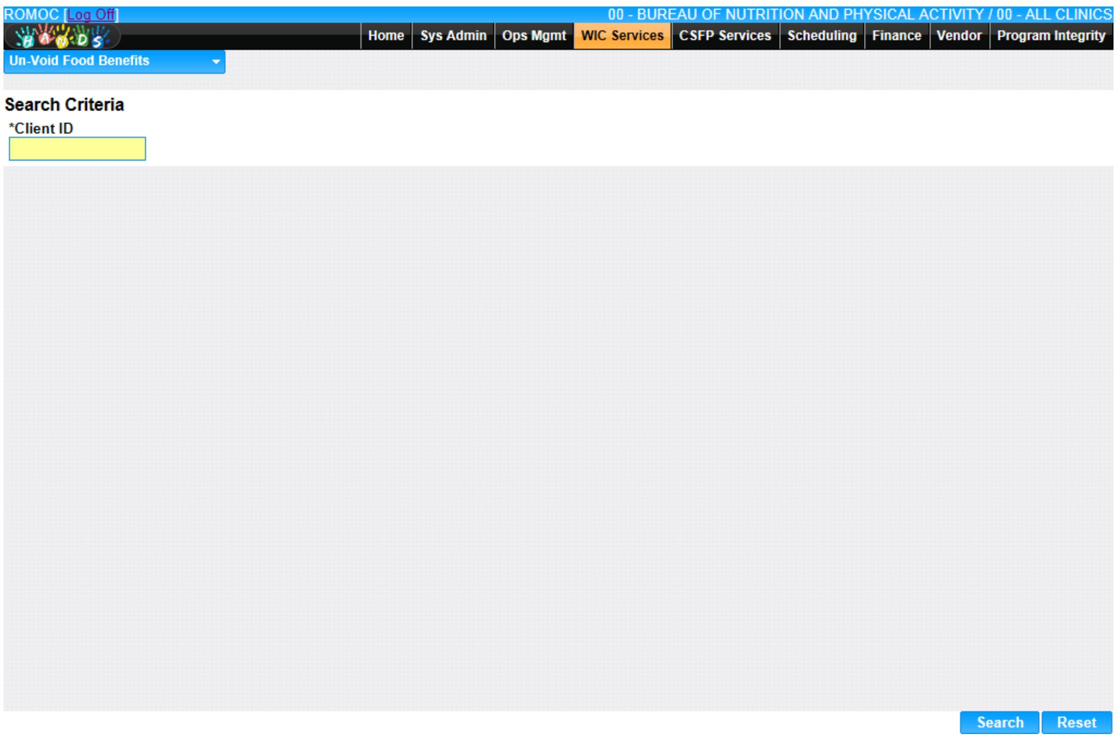
5. Review the Food Benefit or CVV. Click OK to close the window.

6. To begin a new search click the New Search button at the bottom of the page.

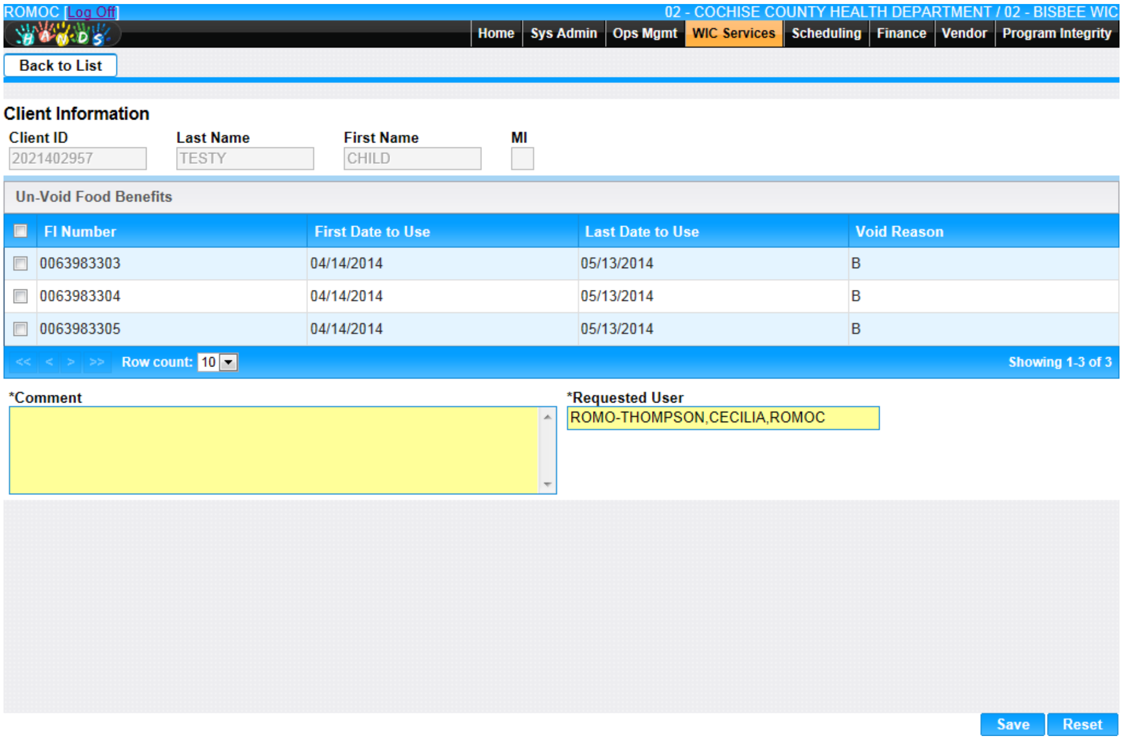
__Un-Void Food Benefits - State Level__

1. From the System Admin home page click the Un-Void Food Benefits link in the Food Benefits section. The Un-Void Food Benefits search page displays.

Note: User must be logged in at the state level in order to Un-Void Food Benefits on this page. Only FIs with a valid Last Date to Use and a Void Date in the past can be Un-Voided from this page. (Refer to the Clinic Admin User Manual for information regarding Clinic Admin Un-Void Food Benefits page)



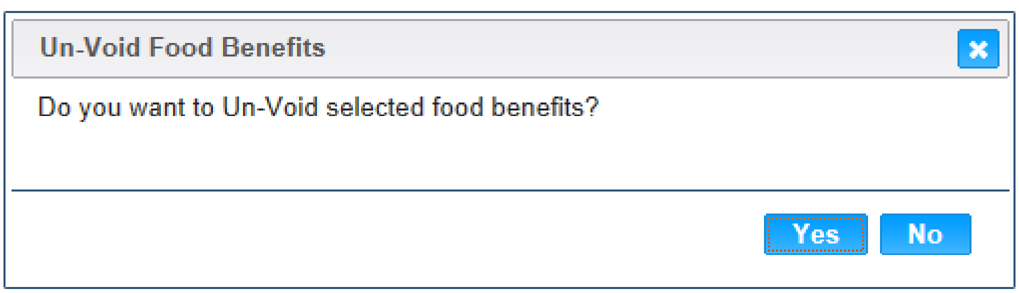
2. Enter the Client ID and click the Search button at the bottom of the page. The data matching the search criteria will display in the bottom of the page.



3. Select the check box next to each FI Number you want to Un-Void and enter a Comment.

4. To discard your changes, click the Reset button at the bottom of the page.

5. To keep your changes, click the Save button at the bottom of the page. A confirmation message will display.



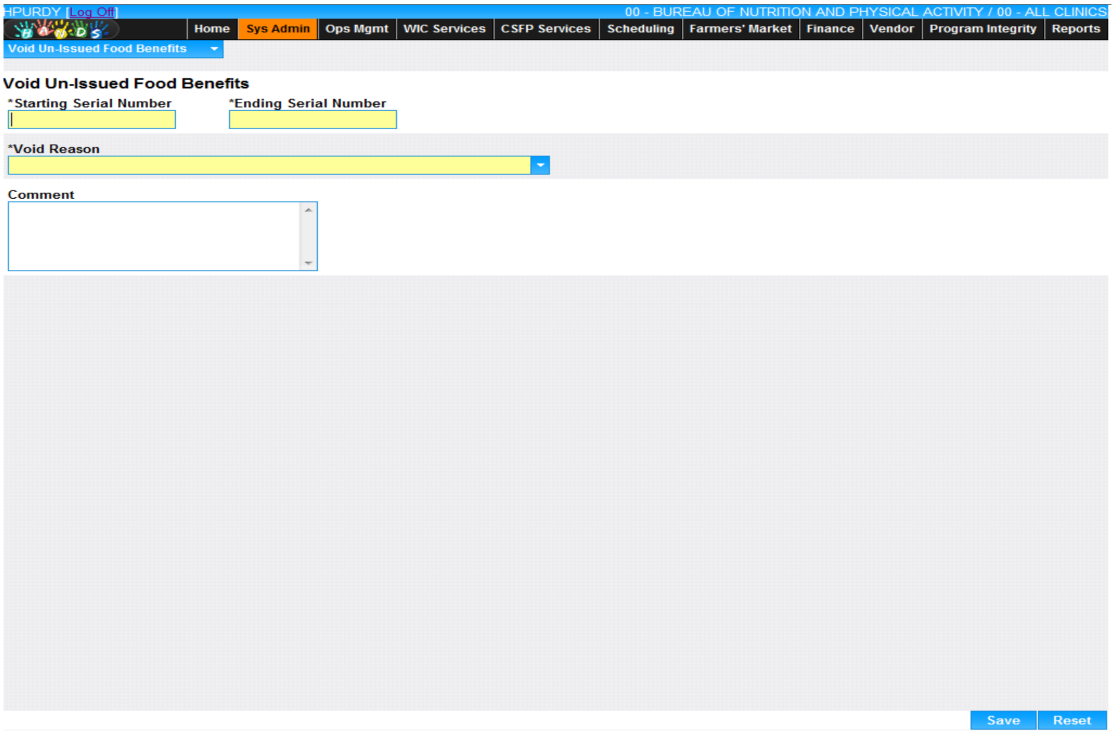
6. Click No to discontinue the Un-Void process.

7. Click Yes to continue the Un-Void process.

8. The FIs selected no longer display on the page.

Void Un-Issued Food Benefits

1. From the System Admin home page, click the Void Un-Issued Food Benefits link in the Food Benefits section. The Void Un-Issued Food Benefits page displays.



2. Enter the Starting and Ending Serial Numbers and select the Void Reason from the drop-down list.

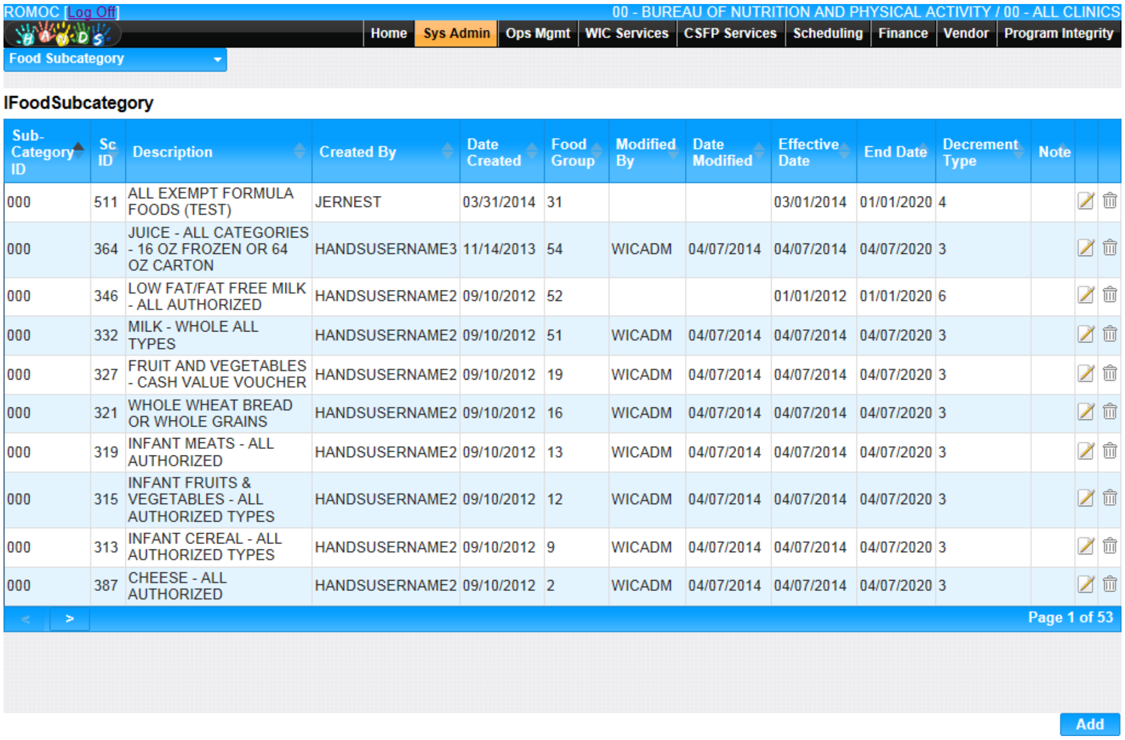
3. To discard your changes, click the Reset button at the bottom of the page.

4. To keep your changes, click the Save button at the bottom of the page.

Note: To Assign Food Packages to Clients, the tables in this section need to be completed. Before you can create a Food Package, the following tables need data (In this Order)- Age Ranges, Food Groups, Food Sub-Category, Food Items, Maximum Food, and Food Packages.

Food Subcategory

1. From the System Admin home page select the Food Subcategory link in the Food Benefits section. The Food Subcategory page displays.

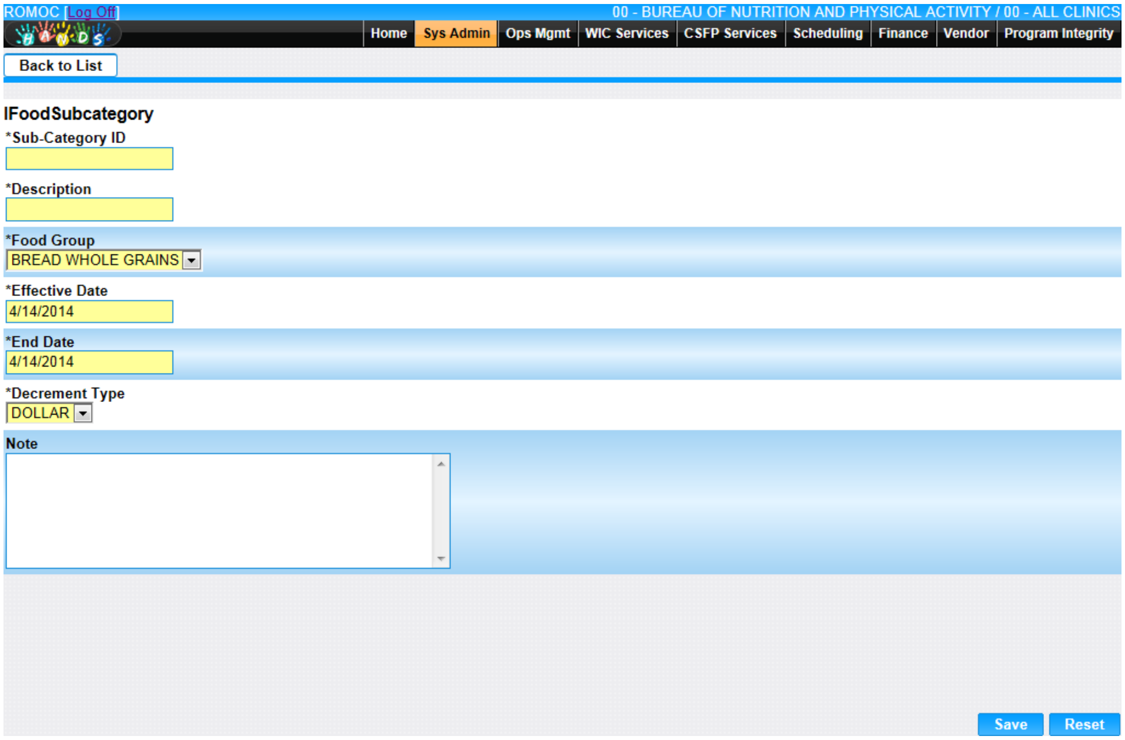


Sub-Category ID	Sc ID	Description	Created By	Date Created	Food Group	Modified By	Date Modified	Effective Date	End Date	Decrement Type	Note
000	511	ALL EXEMPT FORMULA FOODS (TEST)	JERNEST	03/31/2014	31			03/01/2014	01/01/2020	4	
000	364	JUICE - ALL CATEGORIES - 16 OZ FROZEN OR 64 OZ CARTON	HANDSUSERNAME3	11/14/2013	54	WICADM	04/07/2014	04/07/2014	04/07/2020	3	
000	346	LOW FAT/FAT FREE MILK - ALL AUTHORIZED	HANDSUSERNAME2	09/10/2012	52			01/01/2012	01/01/2020	6	
000	332	MILK - WHOLE ALL TYPES	HANDSUSERNAME2	09/10/2012	51	WICADM	04/07/2014	04/07/2014	04/07/2020	3	
000	327	FRUIT AND VEGETABLES - CASH VALUE VOUCHER	HANDSUSERNAME2	09/10/2012	19	WICADM	04/07/2014	04/07/2014	04/07/2020	3	
000	321	WHOLE WHEAT BREAD OR WHOLE GRAINS	HANDSUSERNAME2	09/10/2012	16	WICADM	04/07/2014	04/07/2014	04/07/2020	3	
000	319	INFANT MEATS - ALL AUTHORIZED	HANDSUSERNAME2	09/10/2012	13	WICADM	04/07/2014	04/07/2014	04/07/2020	3	
000	315	INFANT FRUITS & VEGETABLES - ALL AUTHORIZED TYPES	HANDSUSERNAME2	09/10/2012	12	WICADM	04/07/2014	04/07/2014	04/07/2020	3	
000	313	INFANT CEREAL - ALL AUTHORIZED TYPES	HANDSUSERNAME2	09/10/2012	9	WICADM	04/07/2014	04/07/2014	04/07/2020	3	
000	387	CHEESE - ALL AUTHORIZED	HANDSUSERNAME2	09/10/2012	2	WICADM	04/07/2014	04/07/2014	04/07/2020	3	

2. The page will display the current Food Subcategory records.

Add Food Subcategory

1. Click the Add button at the bottom of the page. The Add Food Subcategory page displays.



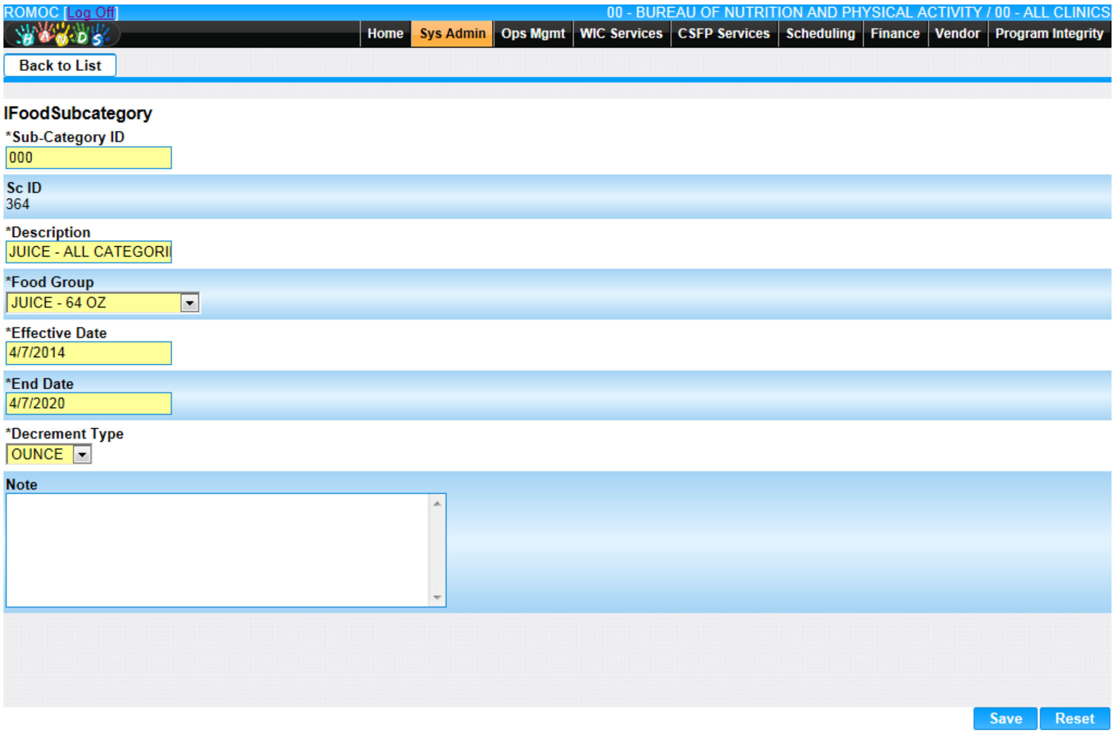
2. Enter all required fields. The Note field is the only optional field on the page.

3. To discard your changes, click the Reset button at the bottom of the page.

4. To keep your changes, click the Save button at the bottom of the page.

Edit Food Subcategory

1. Click the edit icon on the row for the Food Subcategory you wish to view/edit. The edit Food Subcategory page displays.



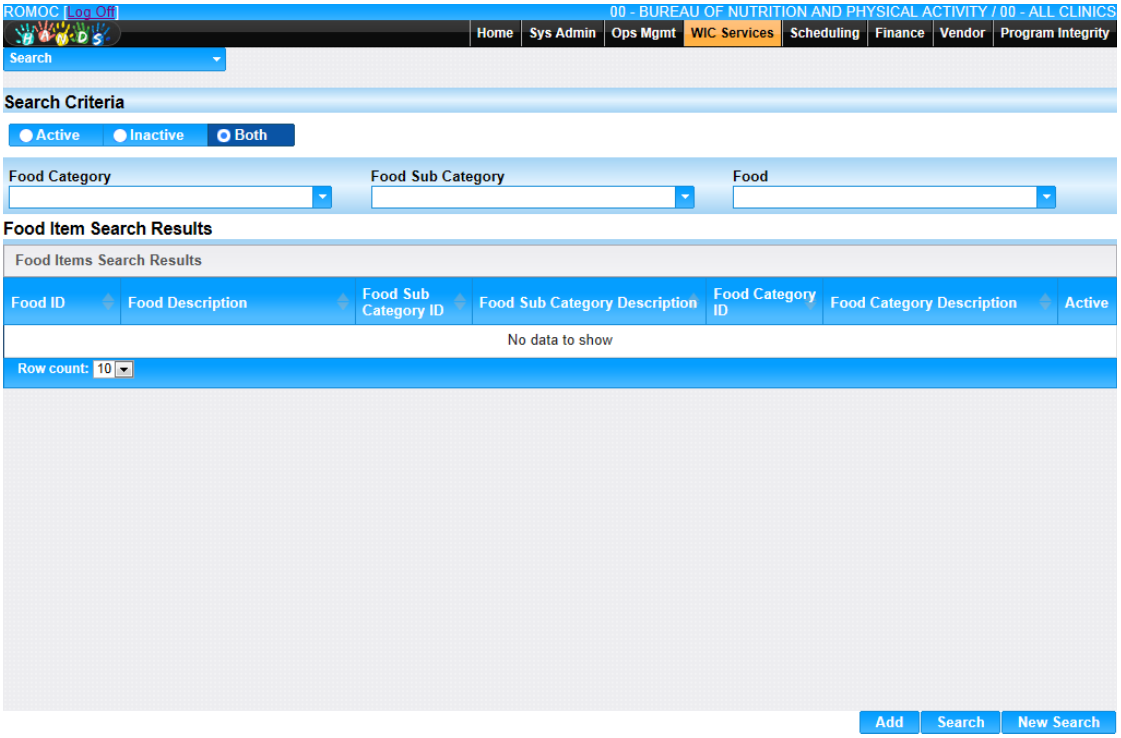
2. Update the appropriate fields.

3. To discard your changes, click the Reset button at the bottom of the page.

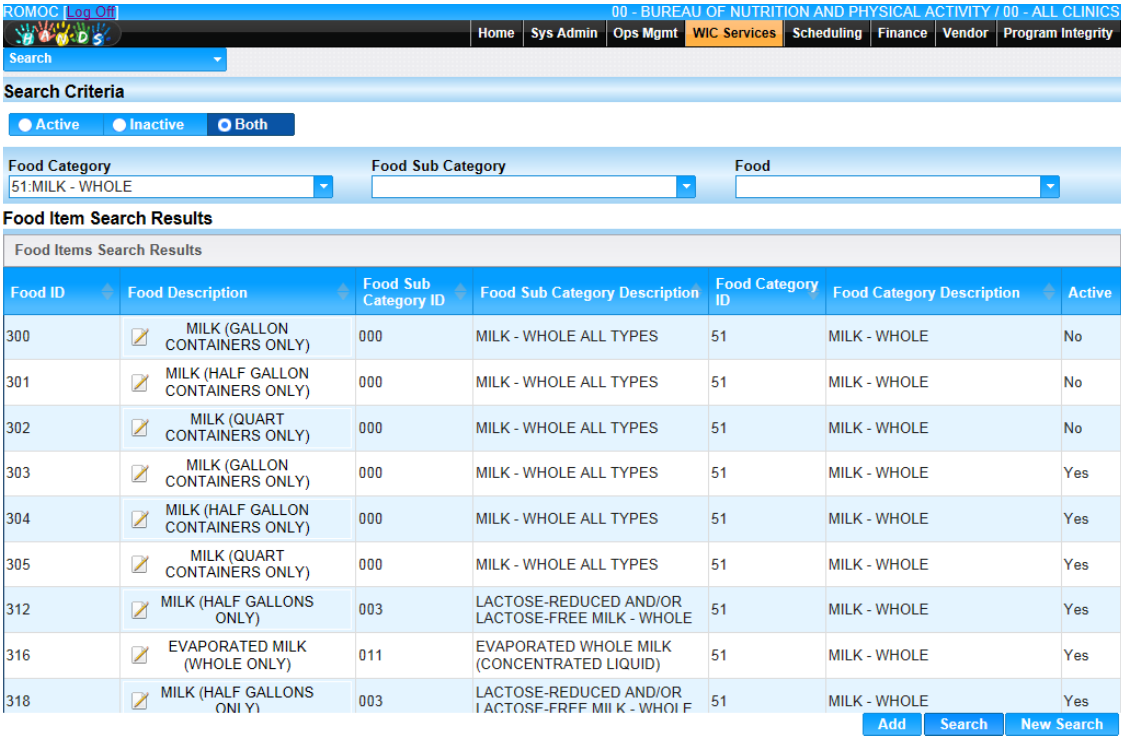
4. To keep your changes, click the Save button at the bottom of the page.

Food Items

1. From the System Admin home page click on the Food Items link in the Food Benefits section. The Food Item search page is displayed.



2. Enter the search criteria and click the Search button at the bottom of the page. The search results will display in the bottom portion of the page.


ROMOC [Log Off]
00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS
Home | Sys Admin | Ops Mgmt | WIC Services | Scheduling | Finance | Vendor | Program Integrity
Search

Search Criteria

Active | Inactive | Both

Food Category: 51:MILK - WHOLE
Food Sub Category:
Food:

Food Item Search Results

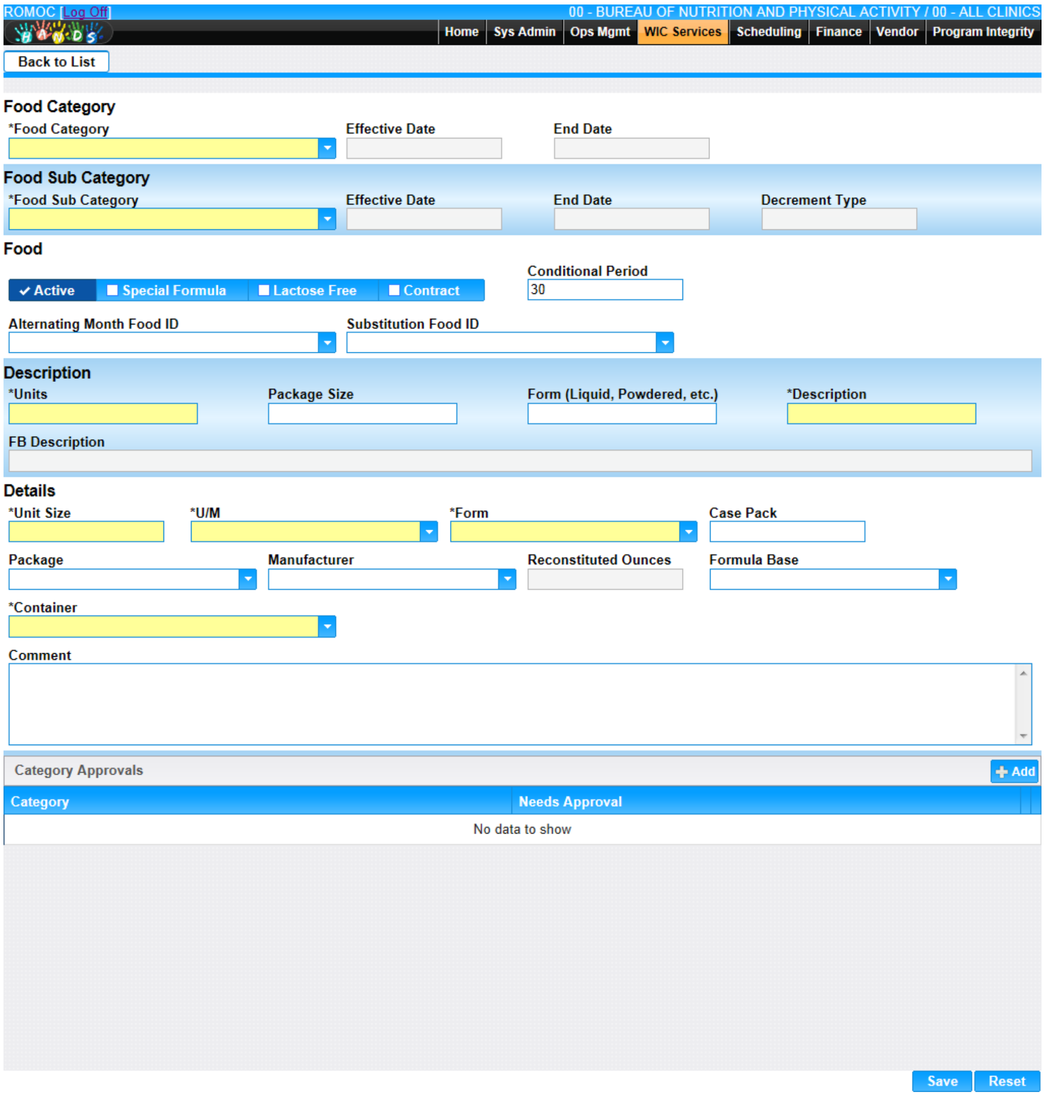
Food Items Search Results

Food ID	Food Description	Food Sub Category ID	Food Sub Category Description	Food Category ID	Food Category Description	Active
300	MILK (GALLON CONTAINERS ONLY)	000	MILK - WHOLE ALL TYPES	51	MILK - WHOLE	No
301	MILK (HALF GALLON CONTAINERS ONLY)	000	MILK - WHOLE ALL TYPES	51	MILK - WHOLE	No
302	MILK (QUART CONTAINERS ONLY)	000	MILK - WHOLE ALL TYPES	51	MILK - WHOLE	No
303	MILK (GALLON CONTAINERS ONLY)	000	MILK - WHOLE ALL TYPES	51	MILK - WHOLE	Yes
304	MILK (HALF GALLON CONTAINERS ONLY)	000	MILK - WHOLE ALL TYPES	51	MILK - WHOLE	Yes
305	MILK (QUART CONTAINERS ONLY)	000	MILK - WHOLE ALL TYPES	51	MILK - WHOLE	Yes
312	MILK (HALF GALLONS ONLY)	003	LACTOSE-REDUCED AND/OR LACTOSE-FREE MILK - WHOLE	51	MILK - WHOLE	Yes
316	EVAPORATED MILK (WHOLE ONLY)	011	EVAPORATED WHOLE MILK (CONCENTRATED LIQUID)	51	MILK - WHOLE	Yes
318	MILK (HALF GALLONS ONLY)	003	LACTOSE-REDUCED AND/OR LACTOSE-FREE MILK - WHOLE	51	MILK - WHOLE	Yes

Add | Search | New Search

Add Food Item

1. From the Search page, click on the Add button at the bottom of the page. The blank Add Food Item page displays.



2. Enter all required fields and any additional fields to complete the Food Item page.

3. Once the Food Category is selected, the Effective Date and End Date are automatically populated.

4. Once the Food Sub Category is selected, the Effective Date, End Date, and Decrement Type are automatically populated with data from the Food Sub Category table.

Key Fields:

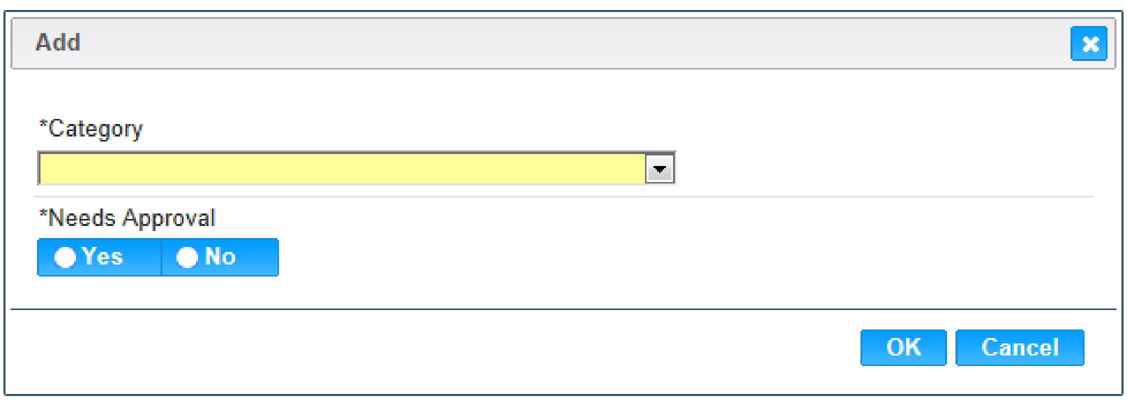
- The Alternating Month Food ID field determines if the food will be considered an alternate food. An alternate food is two foods that switch from month to month. For example: Rice and cereal are considered alternate foods in a particular food package that checks are being issued from. When the user goes to issue 3 months of checks month 1 will contain rice, month 2 cereal, and month 3 rice again. It is important to note that in order for alternating foods to work properly the user must go into both of the desired alternate foods and select one another in the Alternating Month Food ID field.

- The Substitution Food ID field determines which foods will be considered OR foods. An OR food will appear on the same FI and the user is allowed to receive either one or the other. For example: User can receive 3 Cans of Peanut Butter OR 4 cans of Beans. It is important to note that in order for Substitution foods to work properly the user must go into both of the desired substitution foods and select one another in the Substitution Food ID field.

- The Units, Package size, Form, and Description fields all link together to make the FB Description. The FB Description is what will appear when the food is printed on an FI.

- The Reconstituted Ounces field is only required for Formula foods.

5. Click the Add button in the Category Approvals section. The Add window displays.



6. Select the Category and select whether the item needs approval.

7. To discard your changes, click the Cancel button.

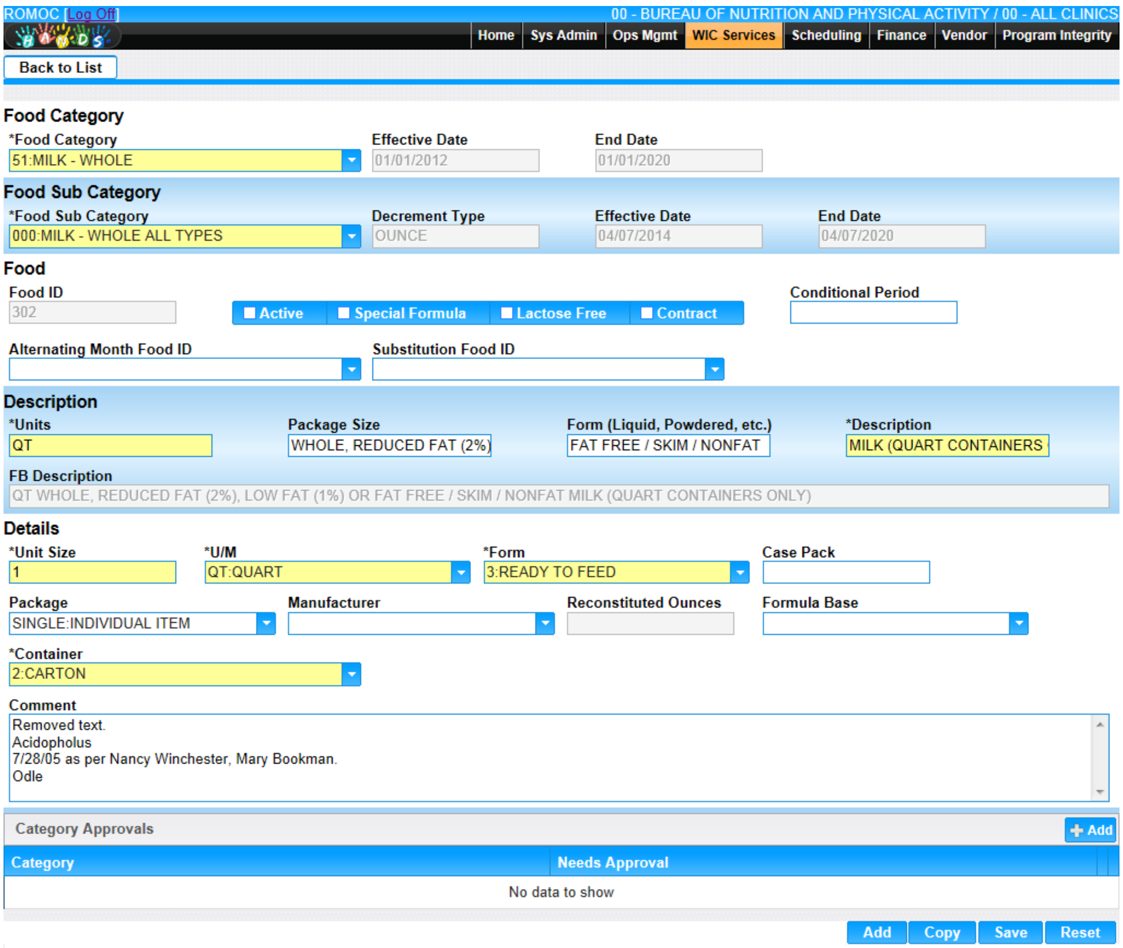
8. To keep your changes, click the OK button.

9. To discard your data, click on the Reset button on the Food Item page.

10. To keep your date, click the Save button on the Food Item page.

Edit Food Item

1. From the search results, click on the Food Description link for the item you wish to view/edit. The edit Food Item page displays.



2. If applicable, update the appropriate fields, ensuring all required fields are filled in.

3. To discard your changes, click the Reset button at the bottom of the page.

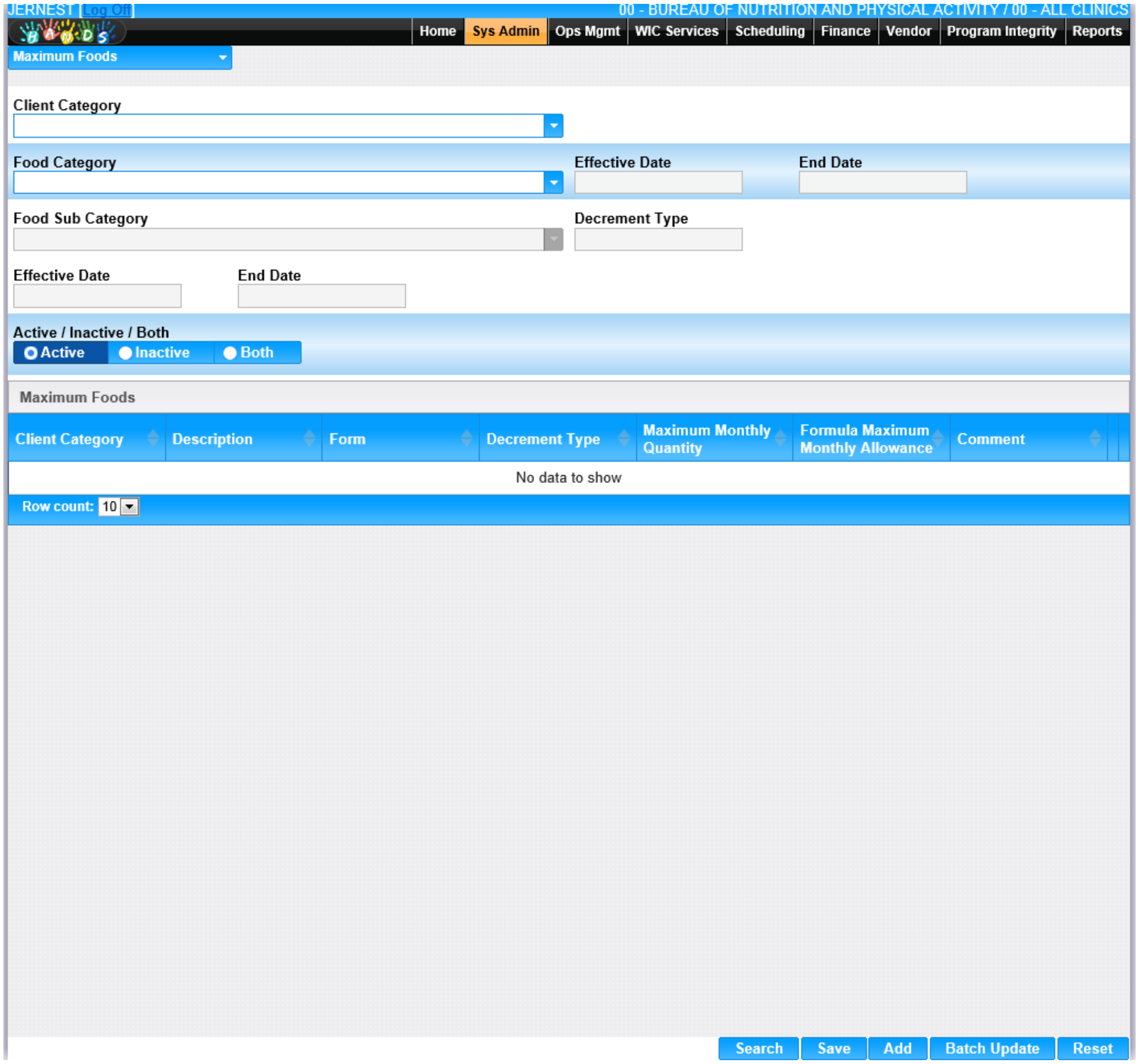
4. To keep your changes, click the Save button at the bottom of the page.

5. Click the Add button at the bottom of the page to add a new food item.

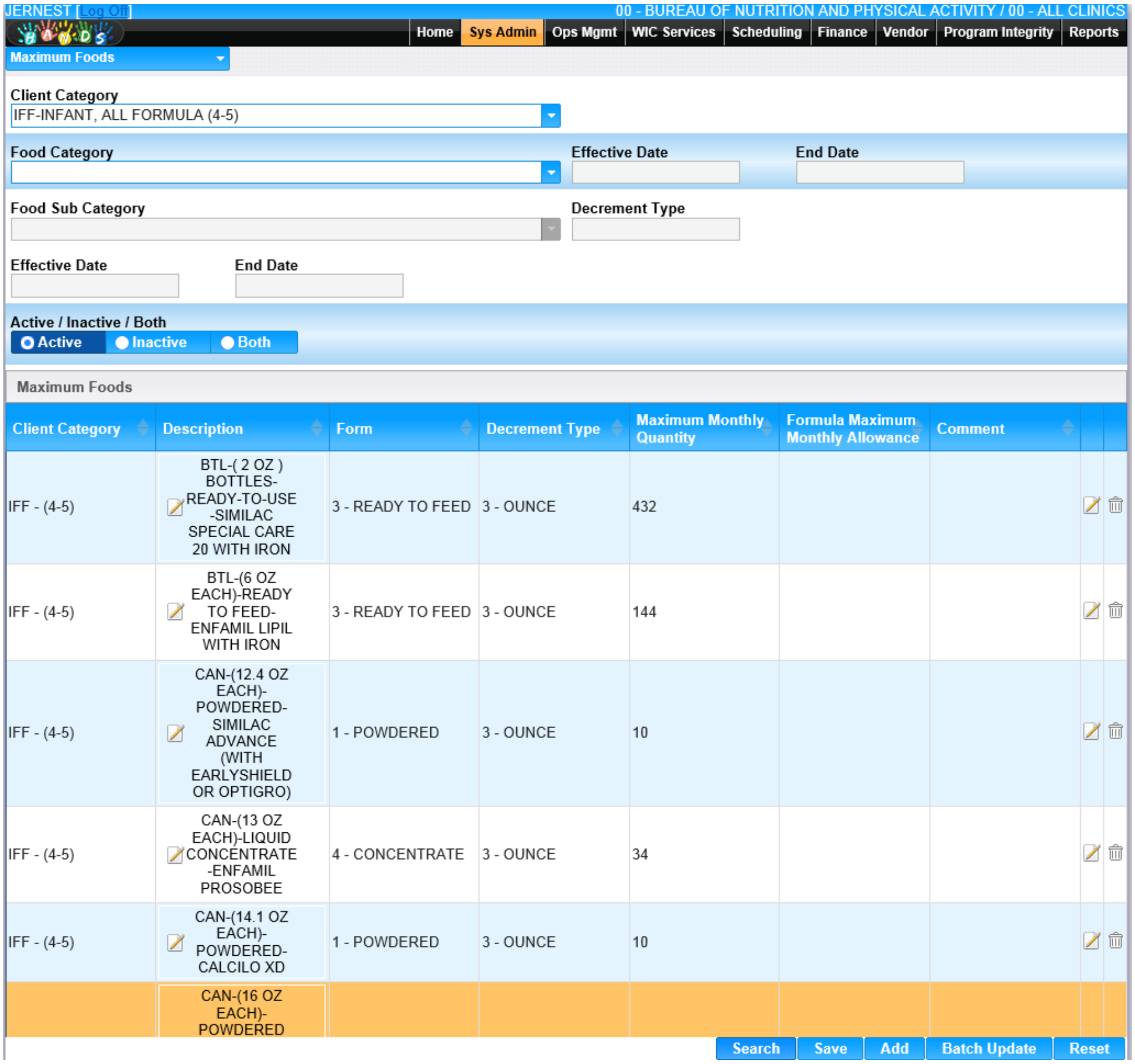
6. Click the Copy button to copy the existing information to a new record.

Maximum Foods

1. From the System Admin home page, click on the Maximum Foods link in the Food Benefits section. The Maximum Foods search page displays.



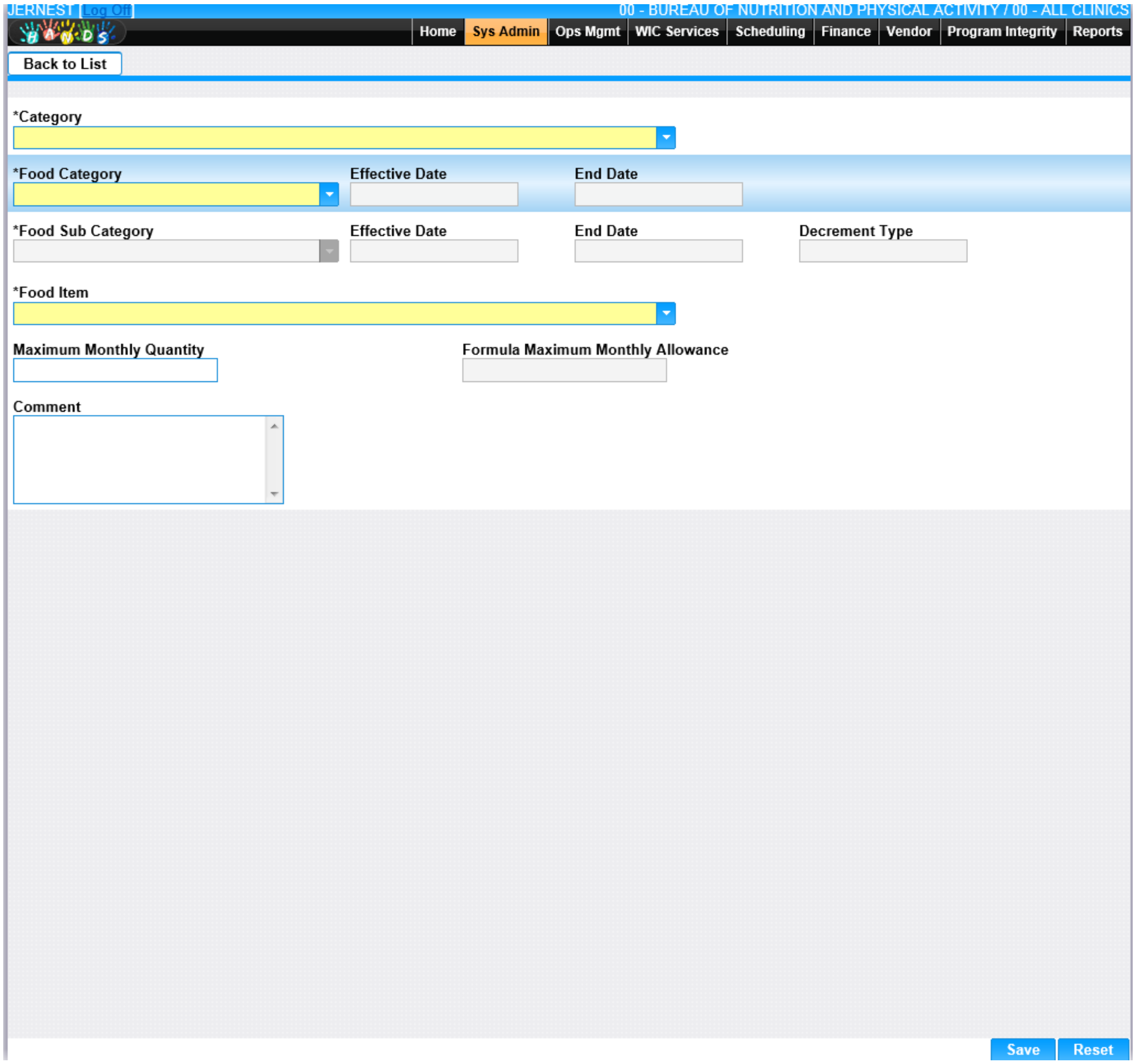
2. Enter the search criteria and click the Search button at the bottom of the page. The search results will display in the bottom portion of the page.



Add Maximum Food

The Add Maximum Food page allows you to add new Maximum Food records as new food items are created. Maximum Food records need to cover the entire age range for the client category.

1. Click the Add button at the bottom of the page



2. Enter data in the Category, Food Category, Food Sub Category, Food Item, and Maximum Monthly Quantity fields.

Note: The Maximum Monthly Quantity field will be used to determine the maximum monthly amount for the selected food item, client category, and age range. This field will be used for both formula foods and non-formula foods until EBT is implemented. Once EBT has been implemented, the Maximum Monthly Quantity field will be used only for non-formula foods. The Formula Maximum Monthly Allowance field will be used to capture the maximum monthly amount allowed for formula foods in reconstituted ounces.

3. To discard your changes, click the Reset button at the bottom of the page.

4. To keep your changes, click the Save button at the bottom of the page.

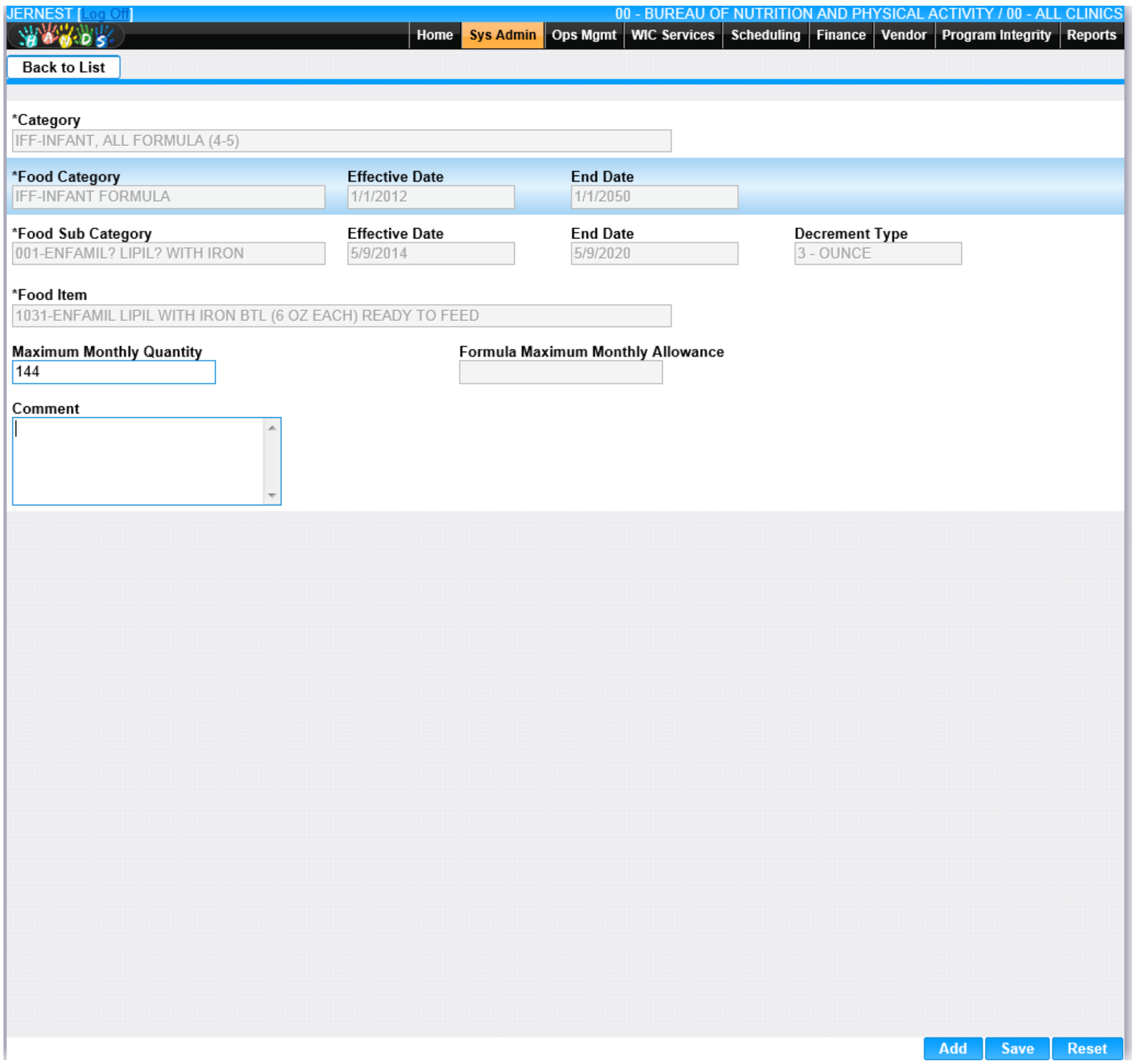
5. Clicking the Back to List button at the top left of the page will bring you back to the search results page.

Edit Maximum Food

The Edit Maximum Food page allows the user to perform updates on maximum food records that already exist in the system.

1. Enter the search criteria and click the Search button at the bottom of the page. The search results will display in the bottom portion of the page.

2. Click on the Edit icon for a search results record.



3. To discard your changes, click the Reset button at the bottom of the page.

4. To keep your changes, click the Save button at the bottom of the page.

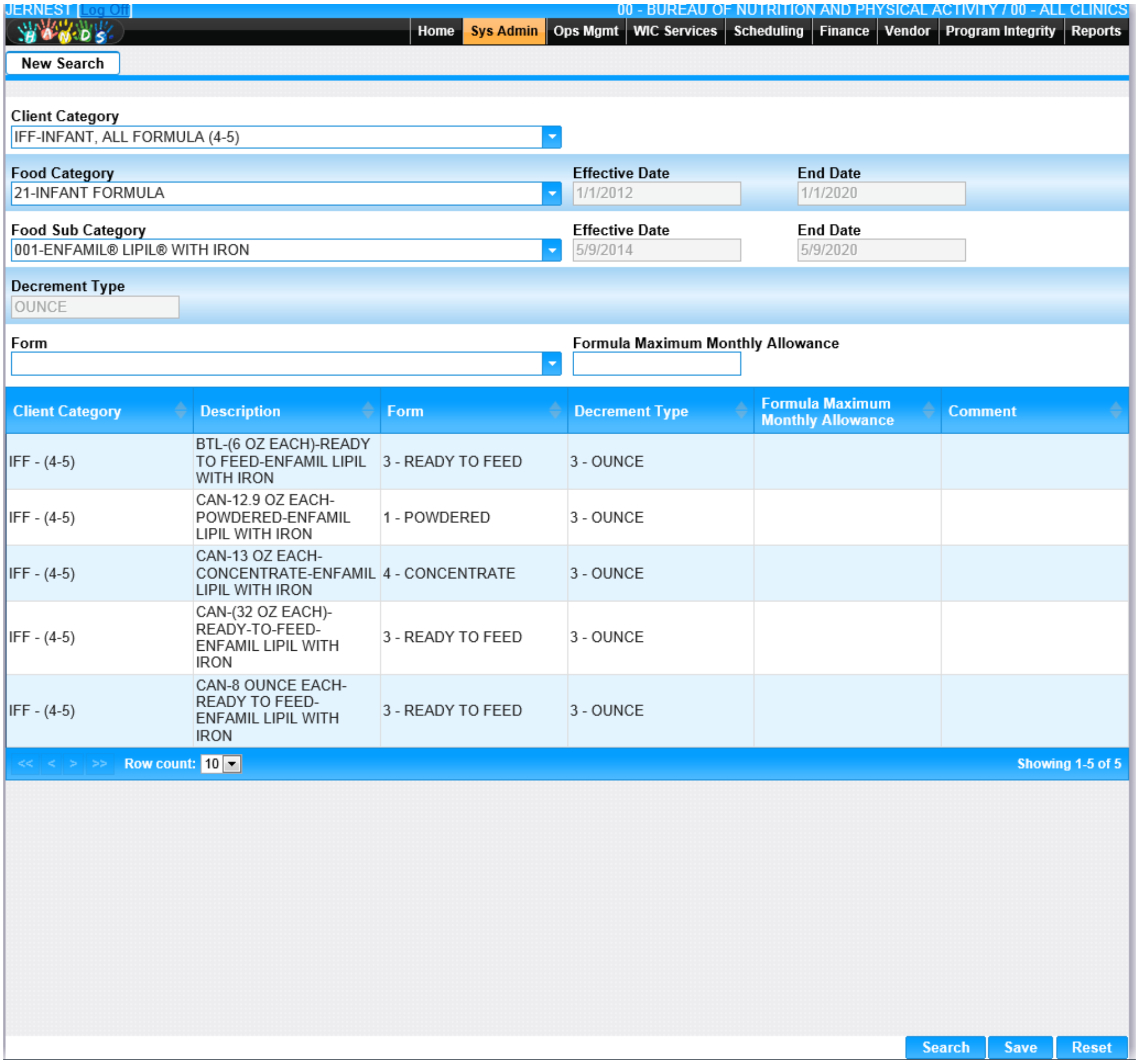
5. Clicking the Back to List button at the top left of the page will return you to the search results.

Batch Update

The Batch Update page allows the user to update the maximum amount for multiple formula records at once.

1. Click the Batch Update button at the bottom of the maximum foods page.

2. User is allowed to filter formula records to be updated by any combination of the following: Client Category, Food Category, Food Sub Category, and Form.

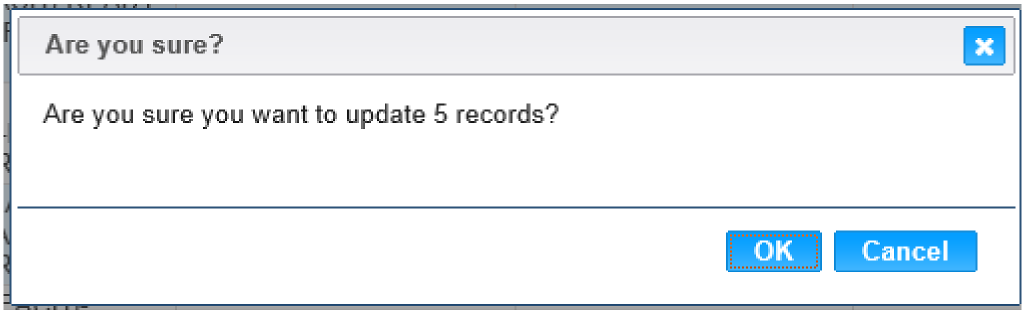


3. Click the Search button to populate the grid with formula records for updating.

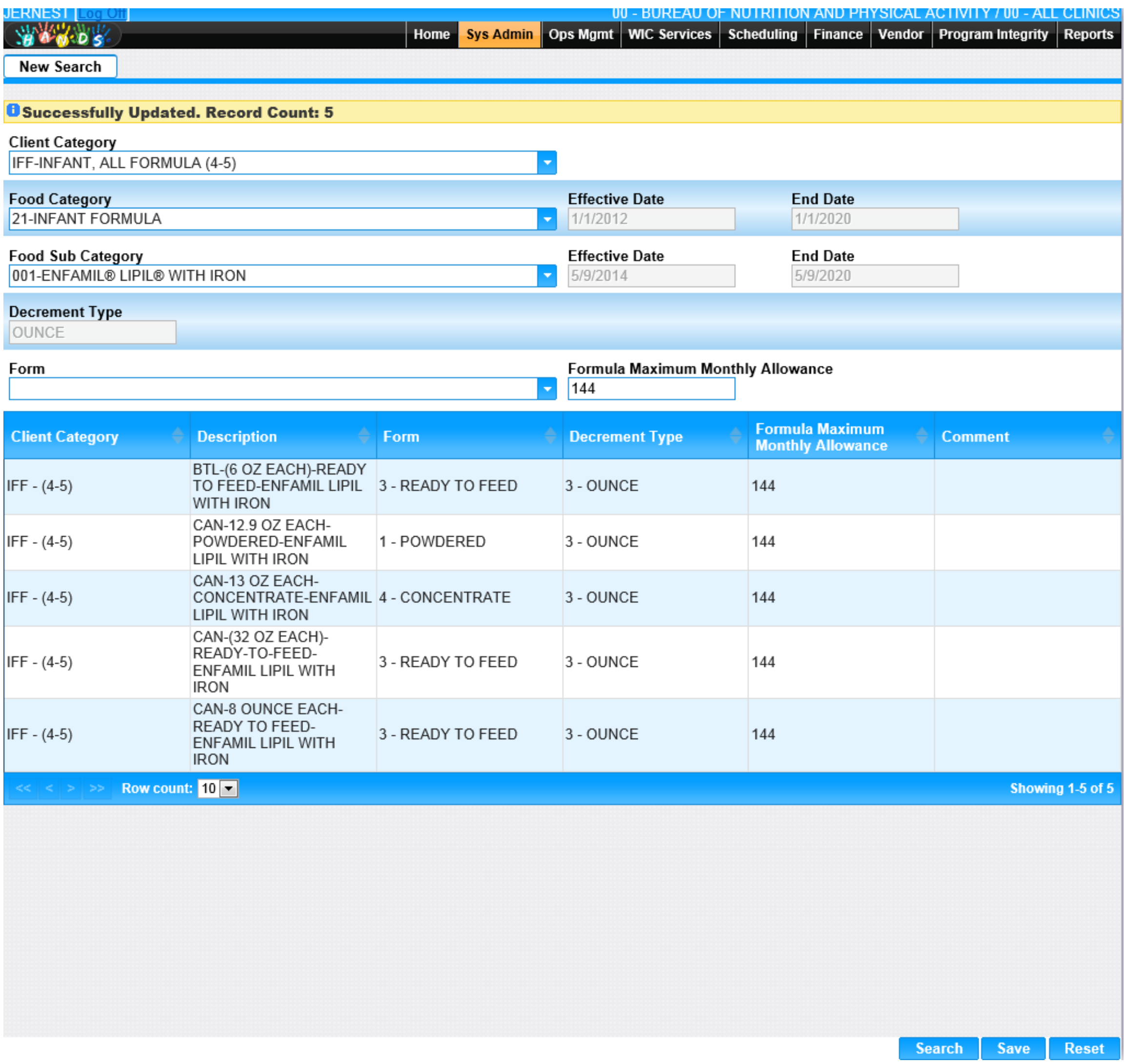
4. To discard your changes, click the Reset button at the bottom of the page.

5. Desired Maximum Monthly Amount to be applied to formula records in the search results grid can be entered in the Maximum Monthly Quantity field.

6. To keep your changes, click the Save button at the bottom of the page.



7. To discard the update, click the Cancel button. To perform the update to all desired formula records, click the OK button on the pop-up.

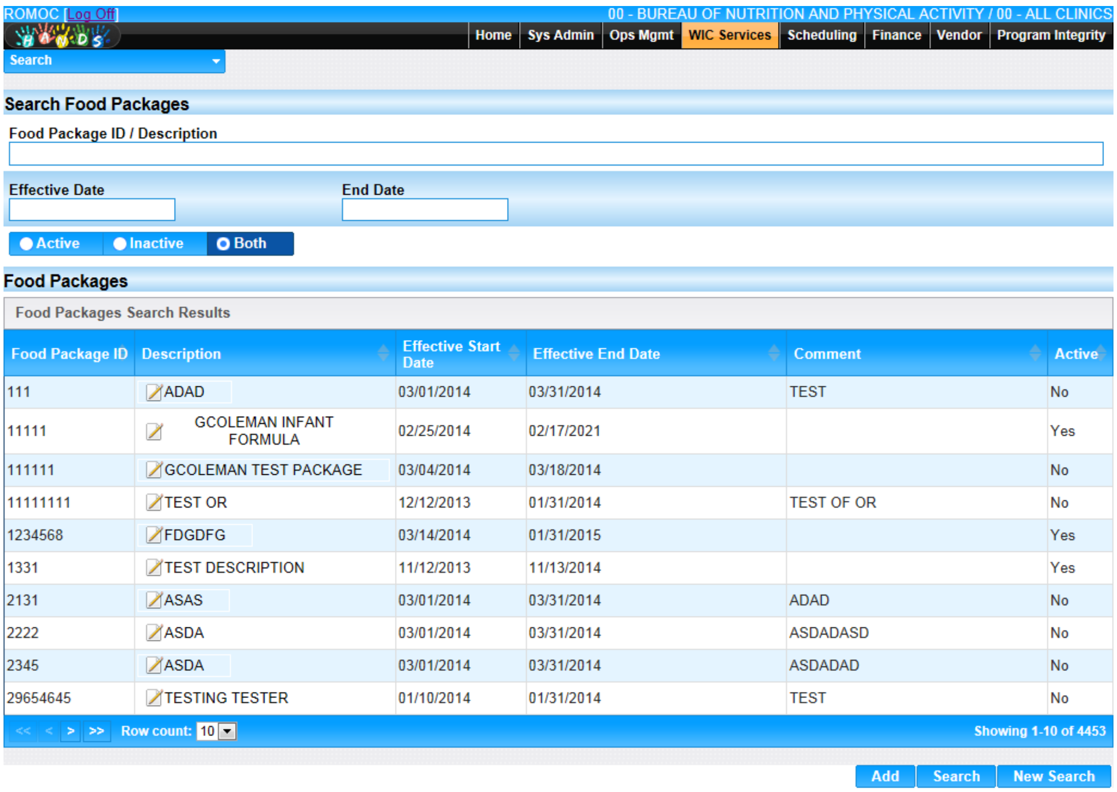


9. Clicking the New Search button at the top left of the page will return the user to the Maximum Foods page

Food Packages

The Food Package page is where you can search for food packages, edit food packages, and add new food packages.

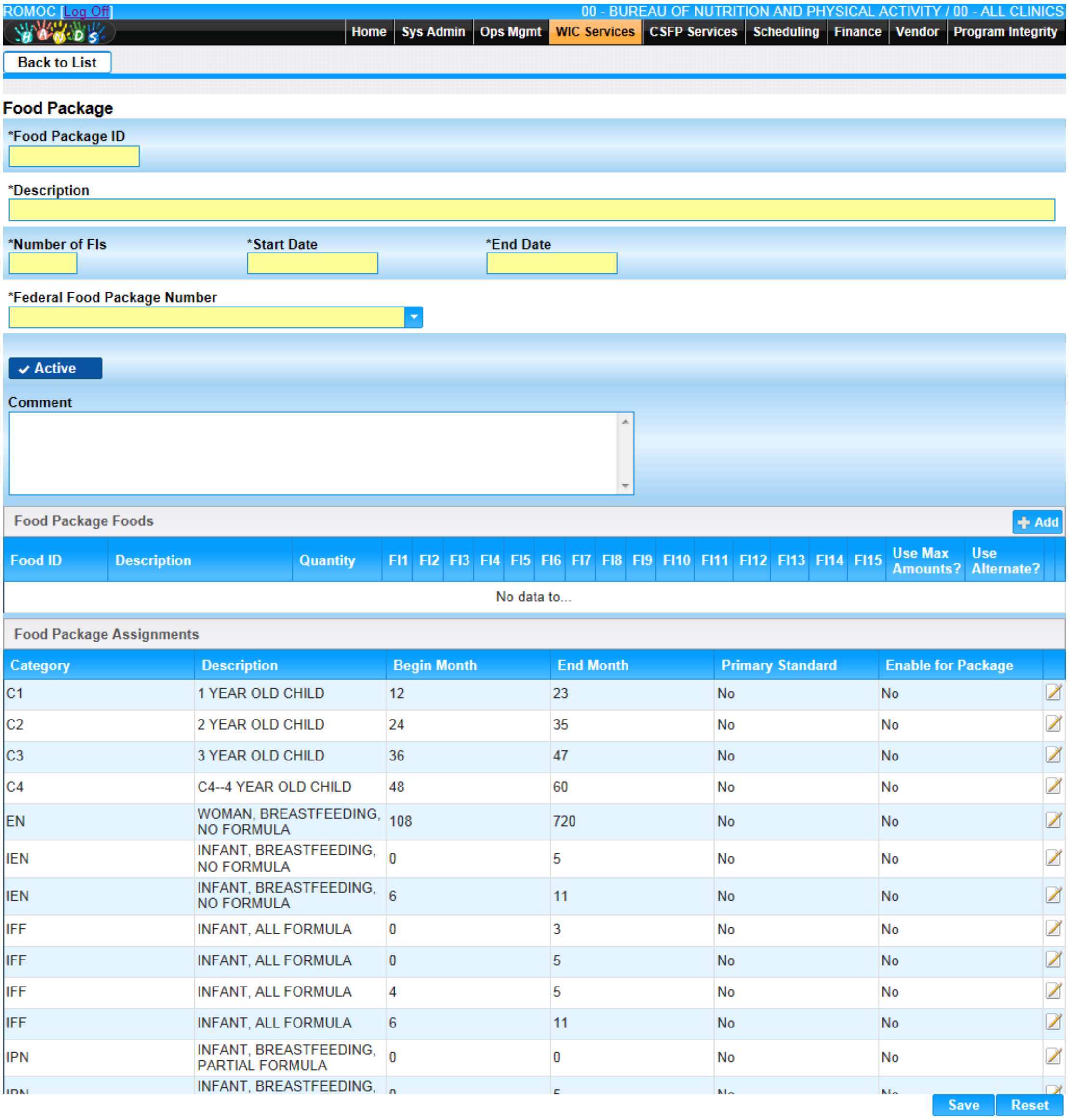
1. From the System Admin home page, click the Food Packages link in the Food Benefits section. The Search Food Packages page displays.



2. Enter the search criteria for the package you want to view. The search results will display in the bottom portion of the page.

Add Food Package

1. On the Food Packages search page, click the Add button at the bottom of the page. The Add Food Package page displays.

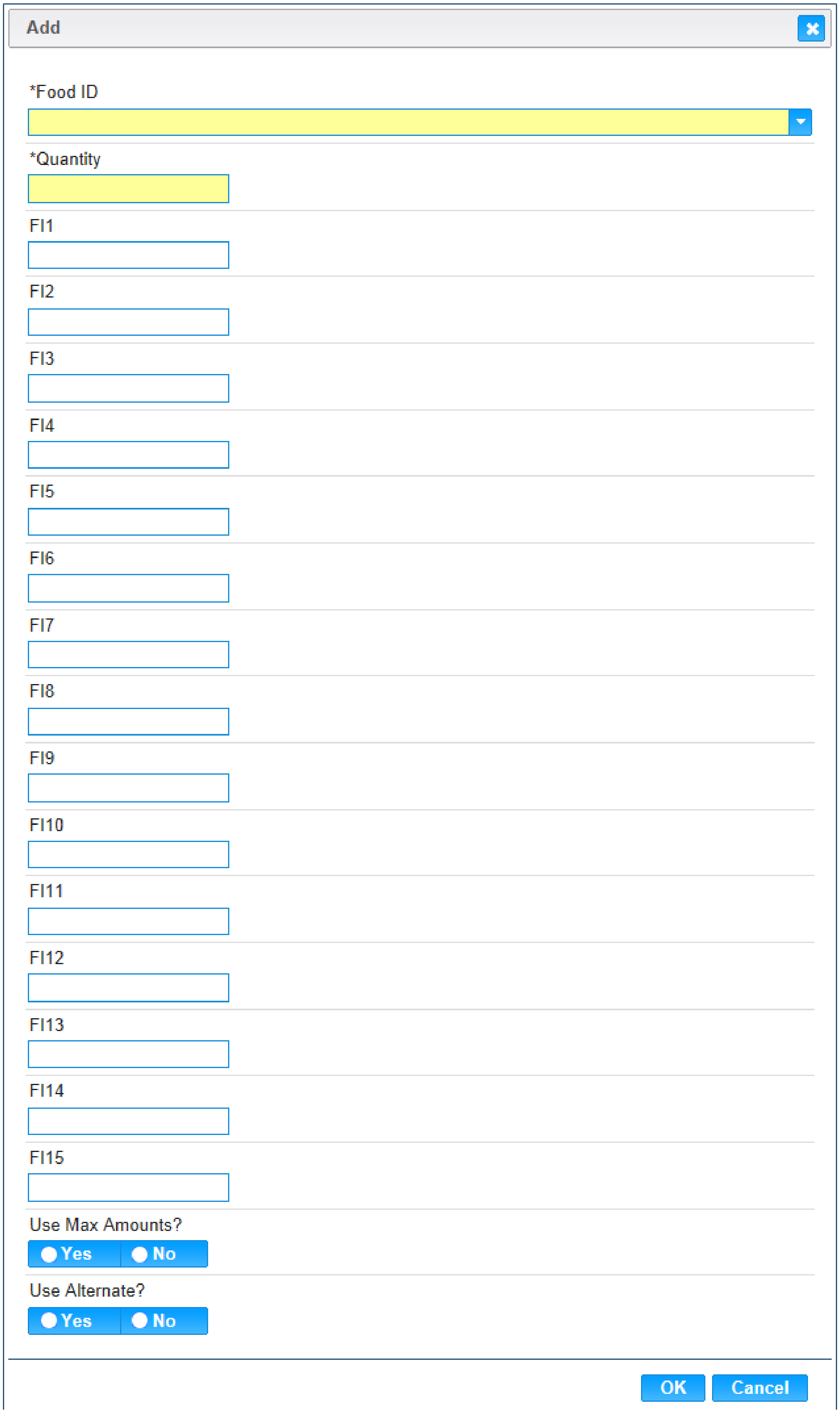


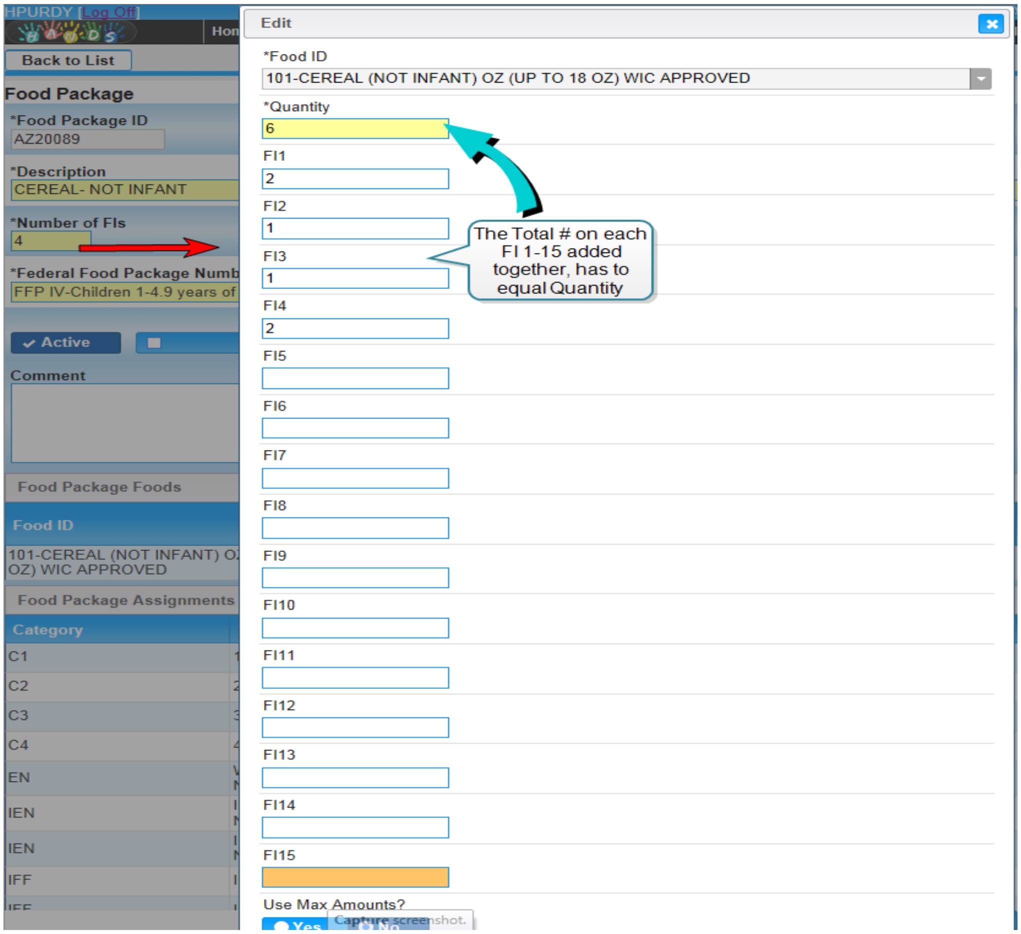
2. Enter a Food Package ID and a Description for the Food Package. The Number of FI's field determines how Many FI's a Client will receive per month. The Start and End Date fields determine the date range in which the food package will be active for.

3. The Food Package must contain at least one or more foods and at least one category must be enabled for the package.

4. If the Start Date is in the future even if the Active Flag is set, the package will not be available for Assignment. If the End Date has passed, even though the Active flag is set, the Package will not be available for Assignment.

5. Click the Add button in the Food Package Foods section. The Add window displays.


Add
*Food ID
*Quantity
FI1
FI2
FI3
FI4
FI5
FI6
FI7
FI8
FI9
FI10
FI11
FI12
FI13
FI14
FI15
Use Max Amounts?
Yes
No
Use Alternate?
Yes
No
OK
Cancel



4. Select a Food ID and Enter a Quantity amount

Distribution of Quantity over FI's rules

- The quantity entered must equal the total distributed over the FI's.
- The user is only allowed to distribute the quantity the number entered in the Number of FIs field.
- Two formula food items cannot be Distributed on the same FI.
- A formula food item cannot be placed on the same FI as a non-formula food item.
- Substitution (OR) foods must have their quantities distributed over the same number of FIs. For example: Peanut Butter and Beans are substitution foods. Peanut Butter is on FI 1 and 2. Beans will also have to be distributed on FI 1 and 2.

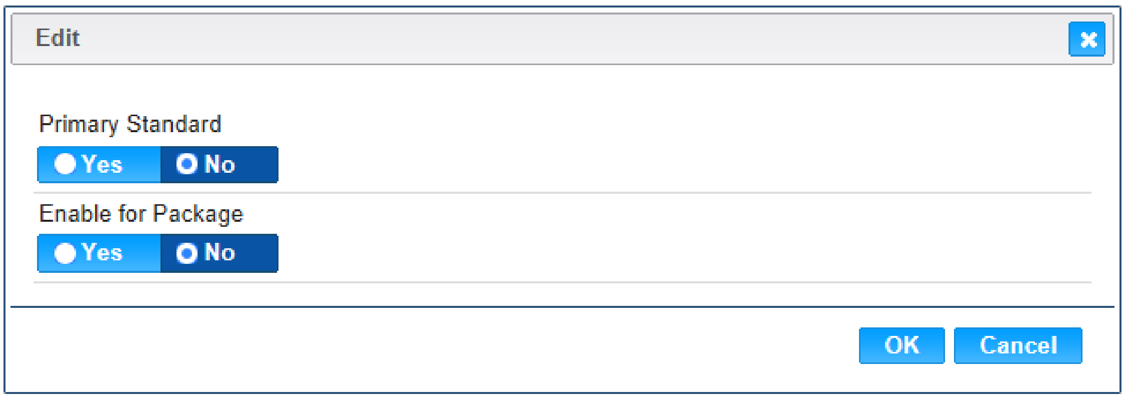
Note: The Use Max Amounts? *field determines if the Food will be using the max amount records that were created on the Maximum Amounts page. Selecting Yes means that the Food item will being using its maximum amount records for the categories and age ranges that the food package will be assigned too. Selecting No means that the Food item will not being using is maximum amount records.*

***Note: The Use Alternate?** field determines if the Food being added will use its alternate month food. Selecting Yes means that the Food item will being using its alternate food when checks are printed from the package. Selecting No means that when checks are printed from the package the Food item will not change per month with its alternate month food.*

5. To discard your changes, click Cancel.

6. To keep your changes, click OK. Repeat these steps for each food item in this package.

7. In the Food Package Assignments section, click the edit icon for the category you want to enable for the food package. The Edit window displays.



Options for enabling food packages for assignment: (Refer to the Clinic User Manual for more information on the Food Package Assignment page.)

- Selecting Yes for the Enable Food Package section will make the package available for selection for the selected Category and Age Range on the Food Package Assignment page. However, the package will not appear by default (As a standard food package).
- Selecting Yes for the Primary Standard and Enable for Package sections will make the food package appear for the selected Category and Age Range on the food package assignment page. The package will appear in the default section of the page.
- Selecting No for both sections will not make the Food Package available for selection on the Food Package Assignment page for the selected Category and Age Range.

8. To discard your changes, click Cancel.

9. To keep your changes, click OK.

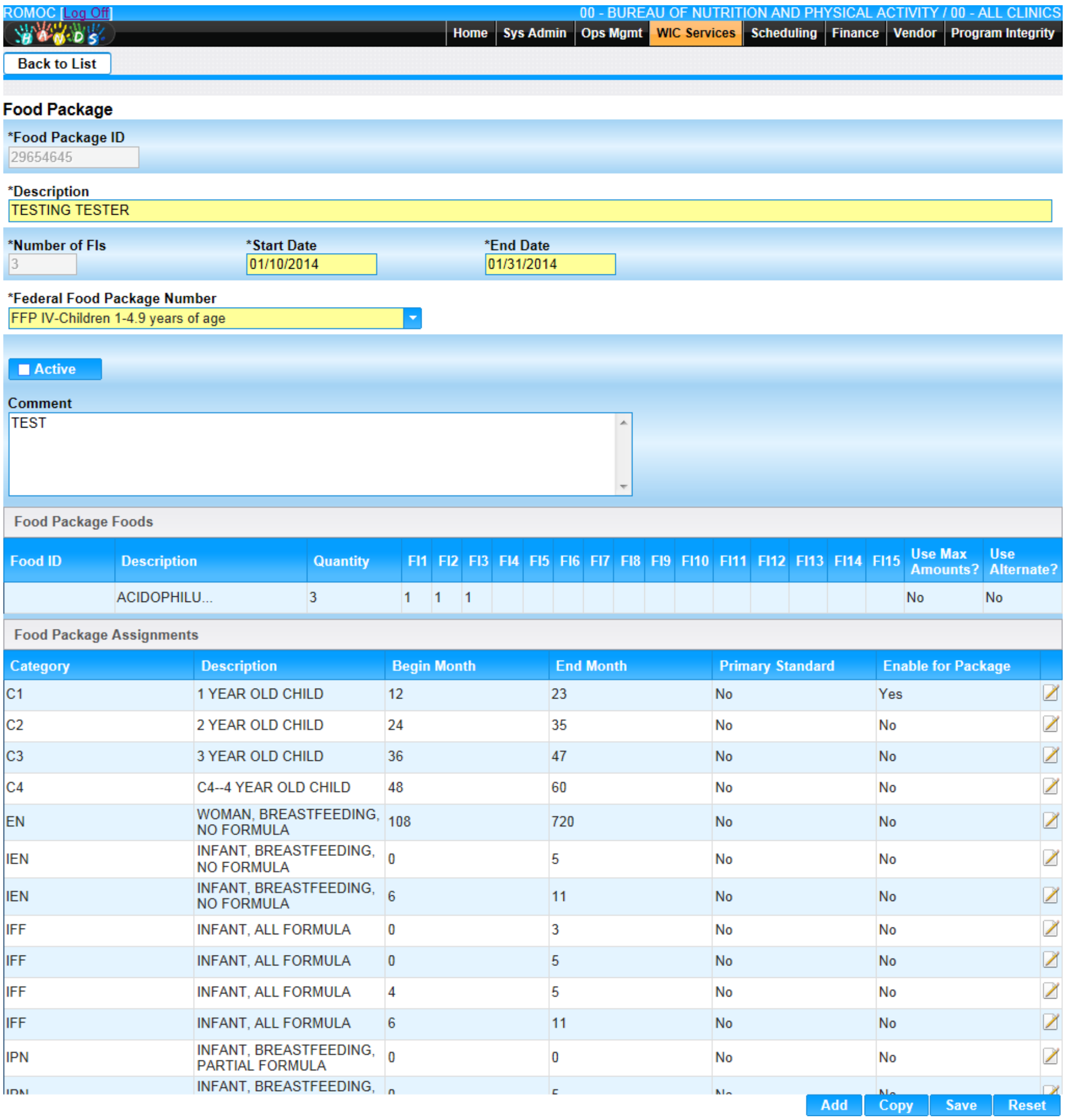
10. Repeat these steps for all desired categories.

11. To discard your changes on the Food Package page, click the Reset button at the bottom of the page.

12. To keep your changes on the Food Package page, click the Save button at the bottom of the page.

Edit Food Package

1. Click on the Description link on the search results for the food package you want to view/edit. The Food Package page displays.



2. User is able to update all Yellow Fields, comment field and Category of Food Package Assignment even if Food Package is prescribed to a Client. Unable to Edit Food Package ID, Number of FI's and Food Package food Fields.

3. Select the Active check box for this food package to become active.

4. To discard the information entered, click the Reset button at the bottom of the page.

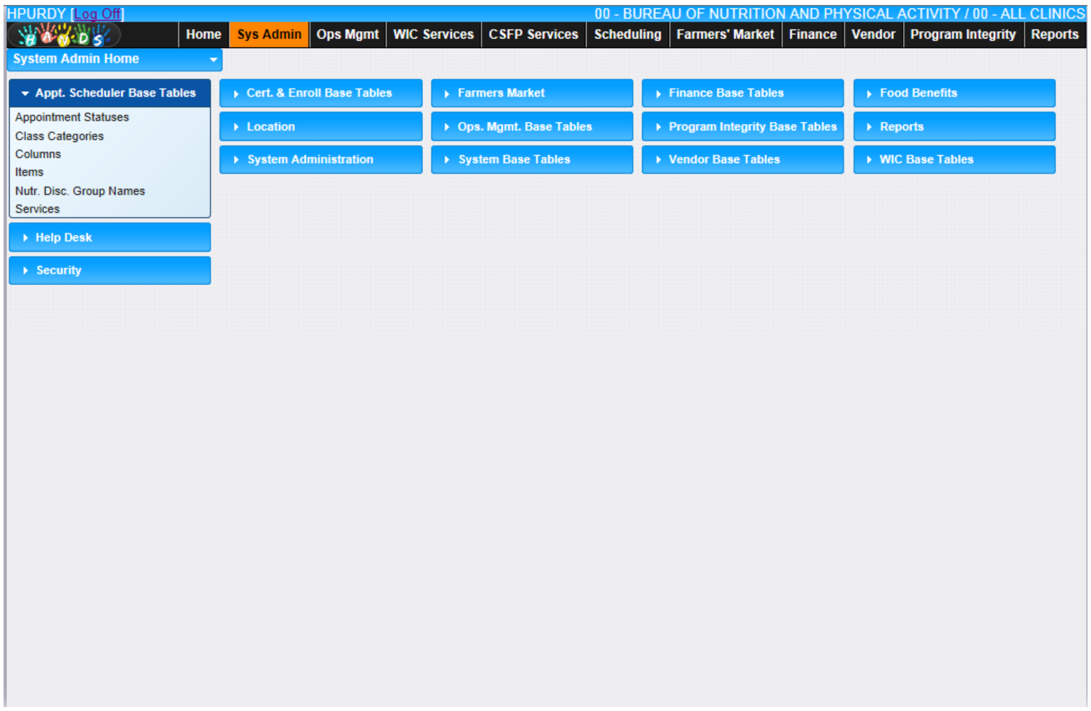
5. To keep the information entered, click the Save button at the bottom of the page.

6. To create a new food package that is close to an existing food package, click the Copy button at the bottom of the page. This copies the information of this food package to a new entry.

Appointment Scheduler Base Tables

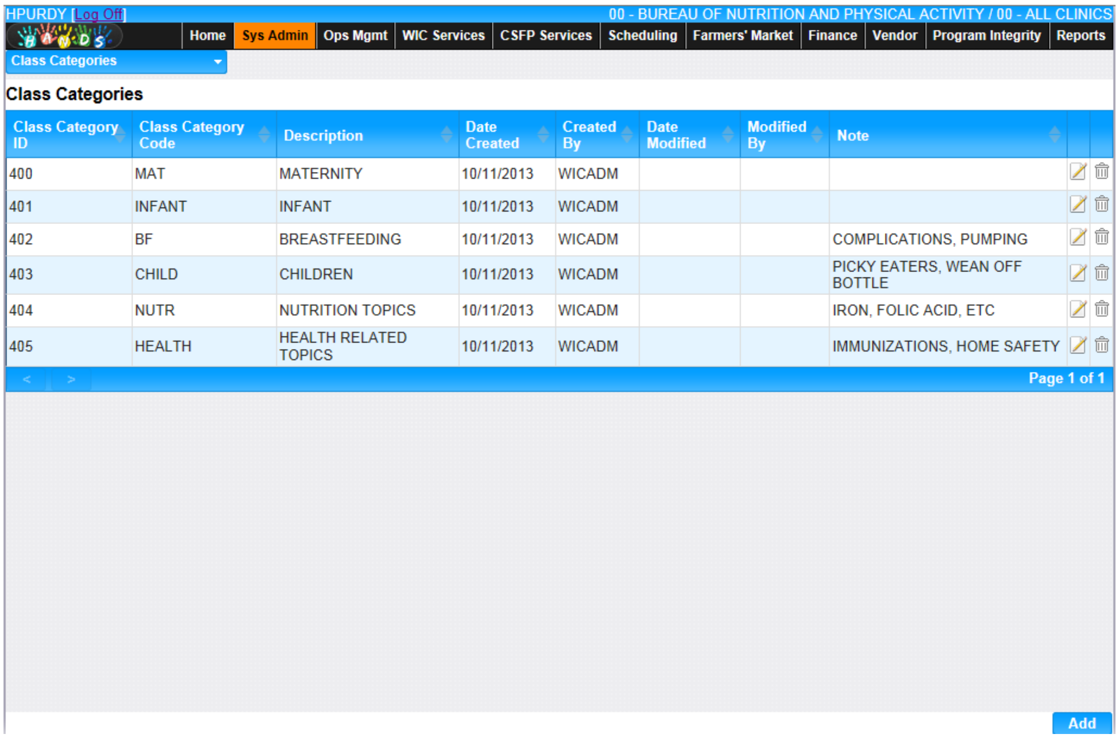
The Appointment Scheduler base table section is where the user can manage Services, Columns, Nutrition Discussion Group Names, Appointment Statuses, Class Categories, and Items. Most base tables have the same procedure for adding, editing, and deleting. This section will have one example of each function with the exception of a few Special Base tables which are outlined individually below.

Access the appropriate page from the System Admin home page by clicking on the link in the Appt. Scheduler Base Tables.

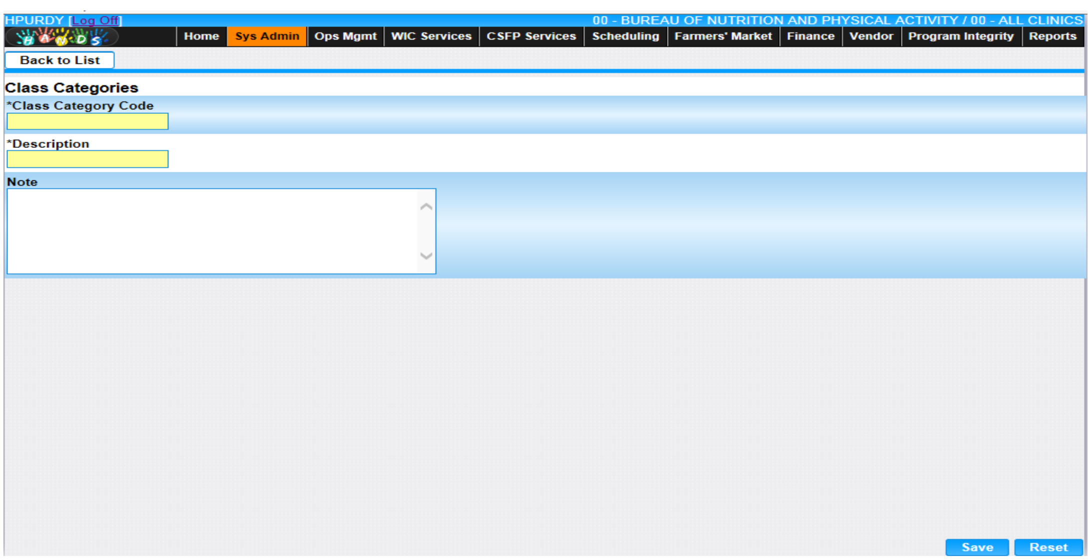


Add a Record

1. Select a link from the Appt. Scheduler Base Tables section. The page displays.



2. Click the Add button at the top right of the page. The Add window displays.



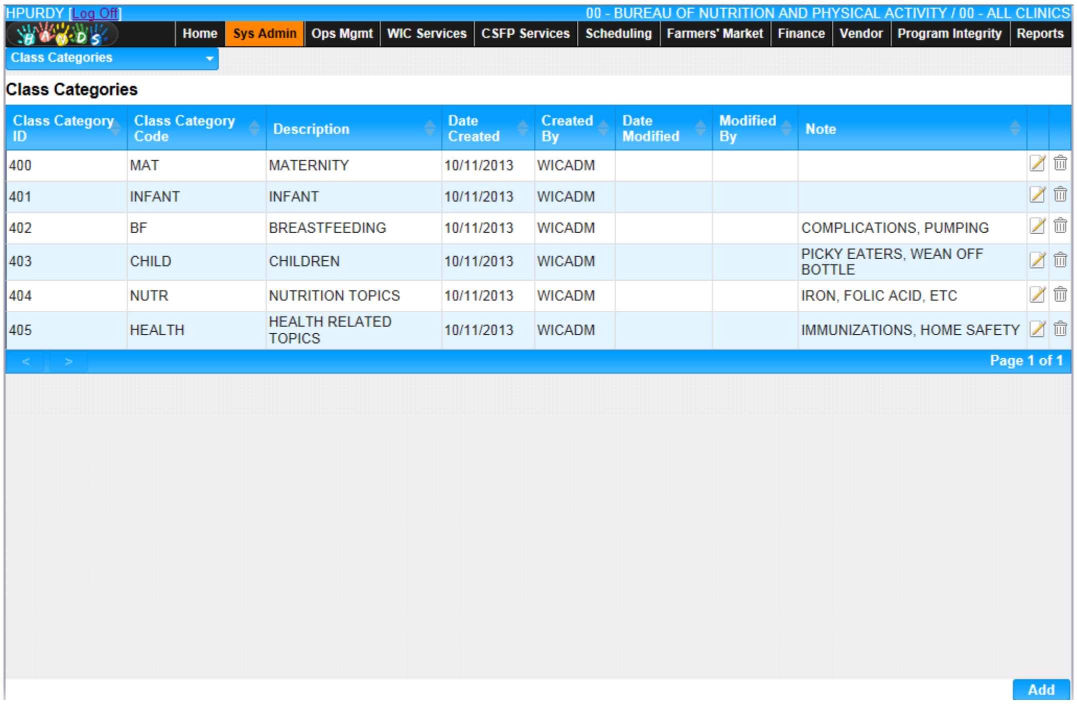
3. Enter all required information and any additional information to complete the page.

4. To discard your information and start over, click the Cancel button.

5. To save your information, click the OK button.

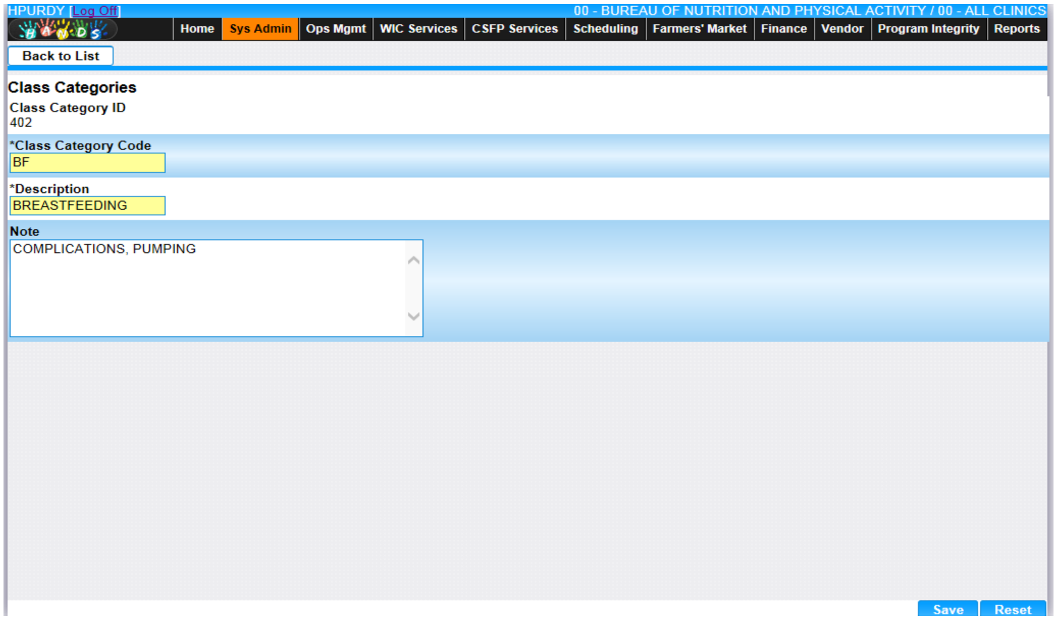
Edit a Record

1. Select a link from the Appt. Scheduler Base Tables section. The page displays.



Class Category ID	Class Category Code	Description	Date Created	Created By	Date Modified	Modified By	Note
400	MAT	MATERNITY	10/11/2013	WICADM			
401	INFANT	INFANT	10/11/2013	WICADM			
402	BF	BREASTFEEDING	10/11/2013	WICADM			COMPLICATIONS, PUMPING
403	CHILD	CHILDREN	10/11/2013	WICADM			PICKY EATERS, WEAN OFF BOTTLE
404	NUTR	NUTRITION TOPICS	10/11/2013	WICADM			IRON, FOLIC ACID, ETC
405	HEALTH	HEALTH RELATED TOPICS	10/11/2013	WICADM			IMMUNIZATIONS, HOME SAFETY

2. Click the edit icon for the record you would like to view/edit. The Edit page displays.



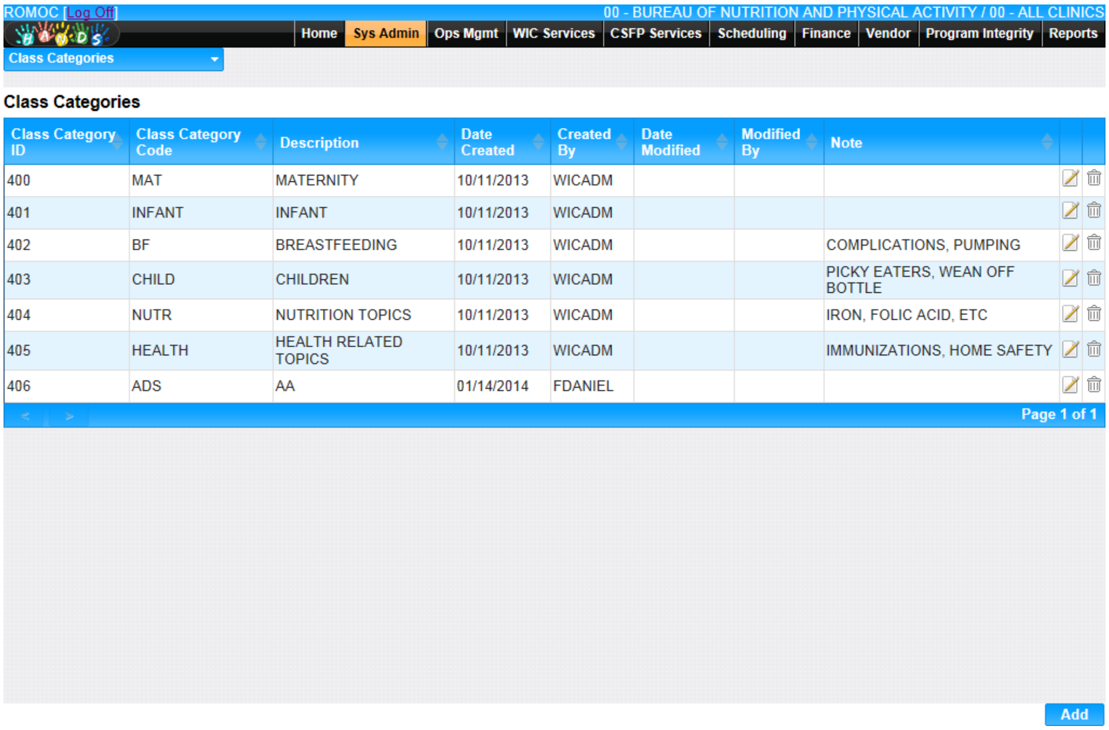
3. Enter all required information and any additional information to complete the window.

4. To discard your information and start over, click the Cancel button.

5. To save your information, click the OK button.

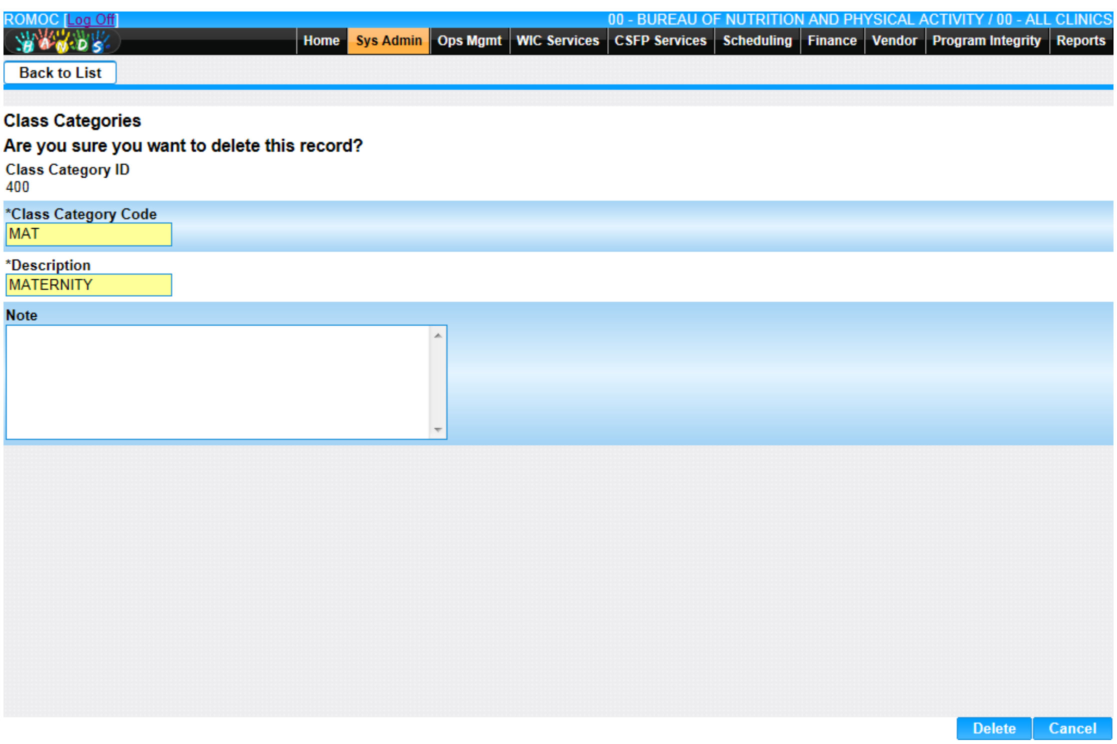
Delete a Record

1. Select a link from the Appt. Scheduler Base Tables section. The page displays.



Class Category ID	Class Category Code	Description	Date Created	Created By	Date Modified	Modified By	Note
400	MAT	MATERNITY	10/11/2013	WICADM			
401	INFANT	INFANT	10/11/2013	WICADM			
402	BF	BREASTFEEDING	10/11/2013	WICADM			COMPLICATIONS, PUMPING
403	CHILD	CHILDREN	10/11/2013	WICADM			PICKY EATERS, WEAN OFF BOTTLE
404	NUTR	NUTRITION TOPICS	10/11/2013	WICADM			IRON, FOLIC ACID, ETC
405	HEALTH	HEALTH RELATED TOPICS	10/11/2013	WICADM			IMMUNIZATIONS, HOME SAFETY
406	ADS	AA	01/14/2014	FDANIEL			

2. Click the delete icon for the record you would like to delete. The Delete page displays.



3. To cancel the delete process, click the Cancel button at the bottom of the page.

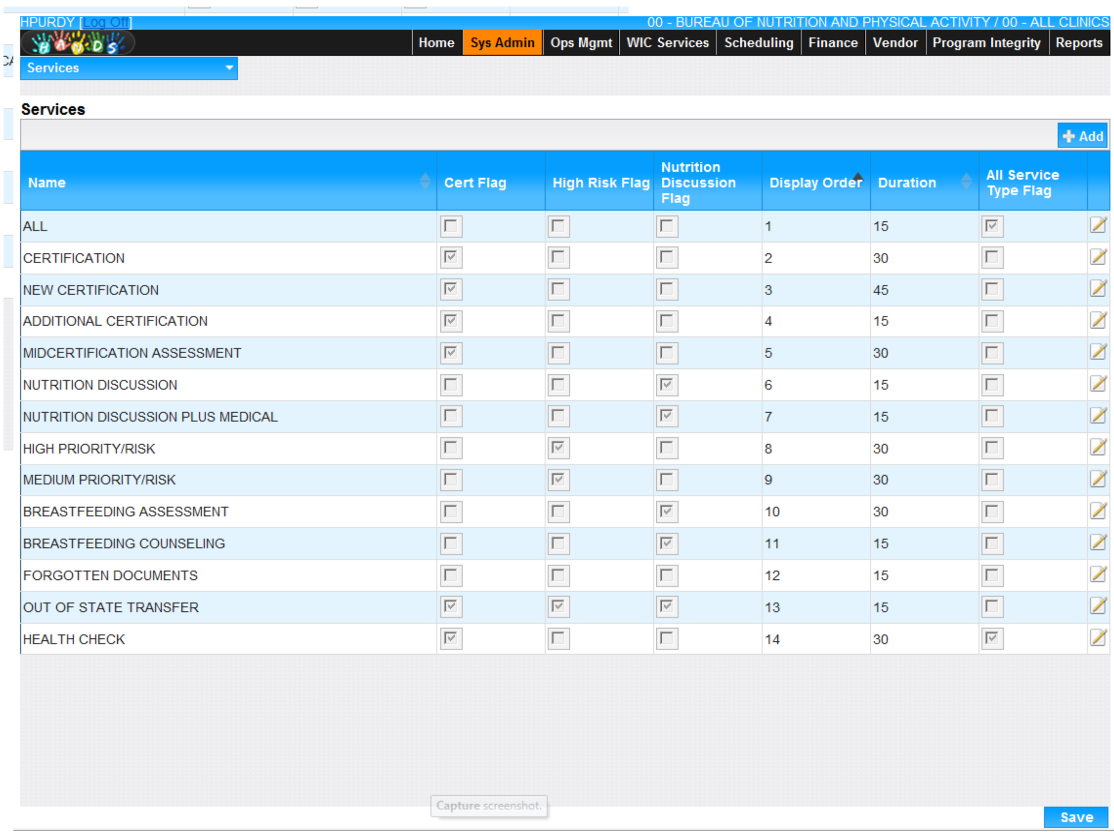
4. To delete the record, click the Delete button at the bottom of the page.

Services Base Table

The Services Base Table is used when Scheduling a Client for an Appointment. The User will select from a drop down which Services are provided.

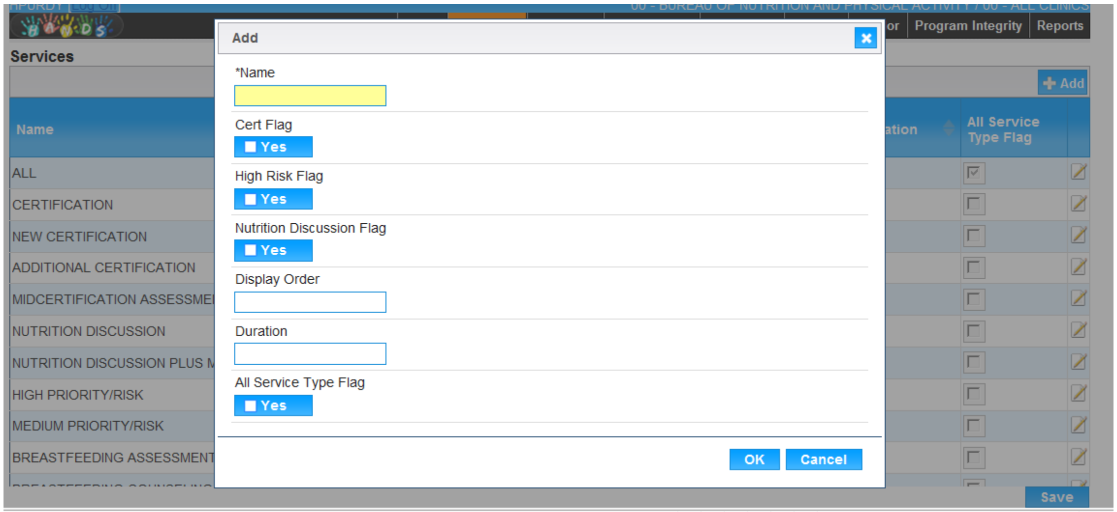
Add a Record

1. Select Services from the Appointment Scheduler Base Tables section. The page displays.



Name	Cert Flag	High Risk Flag	Nutrition Discussion Flag	Display Order	Duration	All Service Type Flag
ALL	☐	☐	☐	1	15	☑
CERTIFICATION	☑	☐	☐	2	30	☐
NEW CERTIFICATION	☑	☐	☐	3	45	☐
ADDITIONAL CERTIFICATION	☑	☐	☐	4	15	☐
MIDCERTIFICATION ASSESSMENT	☑	☐	☐	5	30	☐
NUTRITION DISCUSSION	☐	☐	☑	6	15	☐
NUTRITION DISCUSSION PLUS MEDICAL	☐	☐	☑	7	15	☐
HIGH PRIORITY/RISK	☐	☑	☐	8	30	☐
MEDIUM PRIORITY/RISK	☐	☑	☐	9	30	☐
BREASTFEEDING ASSESSMENT	☐	☐	☑	10	30	☐
BREASTFEEDING COUNSELING	☐	☐	☑	11	15	☐
FORGOTTEN DOCUMENTS	☐	☐	☐	12	15	☐
OUT OF STATE TRANSFER	☑	☑	☑	13	15	☐
HEALTH CHECK	☑	☐	☐	14	30	☑

2. Click the Add button at the top right of the page. The Add window displays.



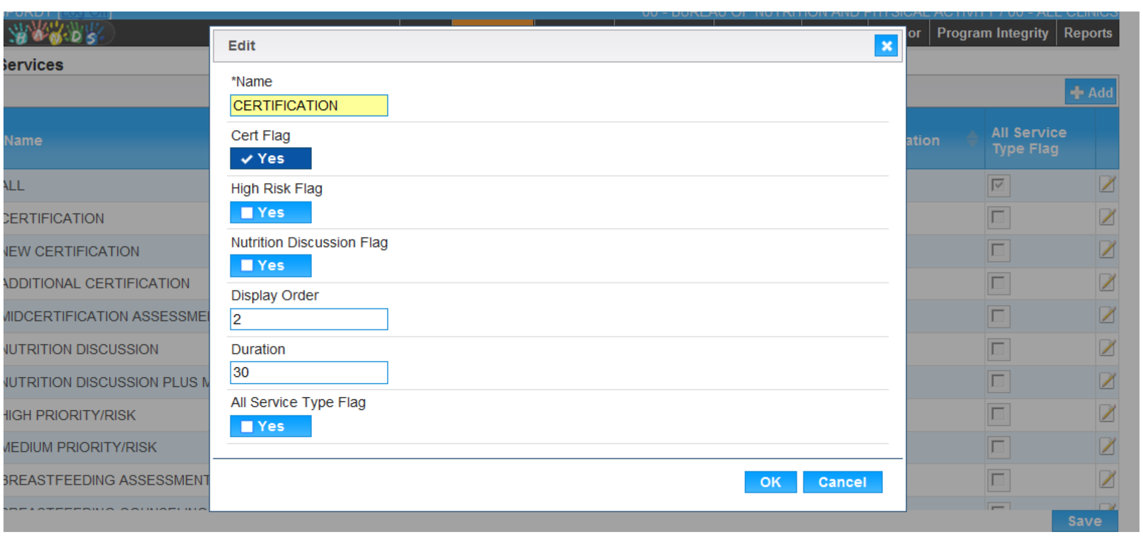
3. Enter all required information and any additional information to complete the page. Display Order is the Order of the Columns when they are added to Appointment Sheet.

4. To discard your information and start over, click the Cancel button.

5. To save your information, click the OK button.

Edit a Record

1. Select a link from the Services Base Table. The page displays.



2. Enter all required information and any additional information to complete the window.

3. To discard your information and start over, click the Cancel button.

4. To save your information, click the OK button, Edit Modal closes. Hit Save.

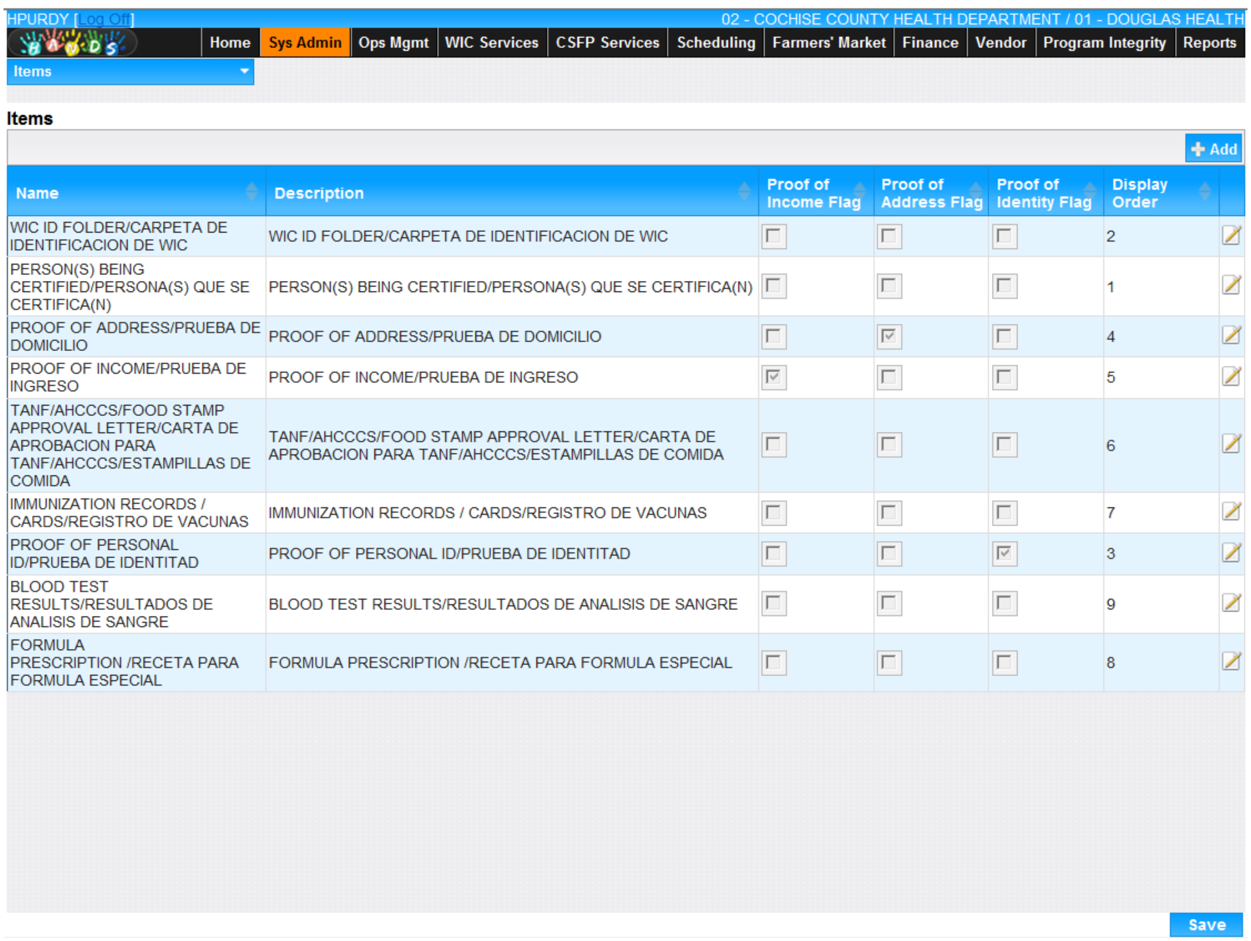
*Record cannot be deleted once added.

Items Base Table

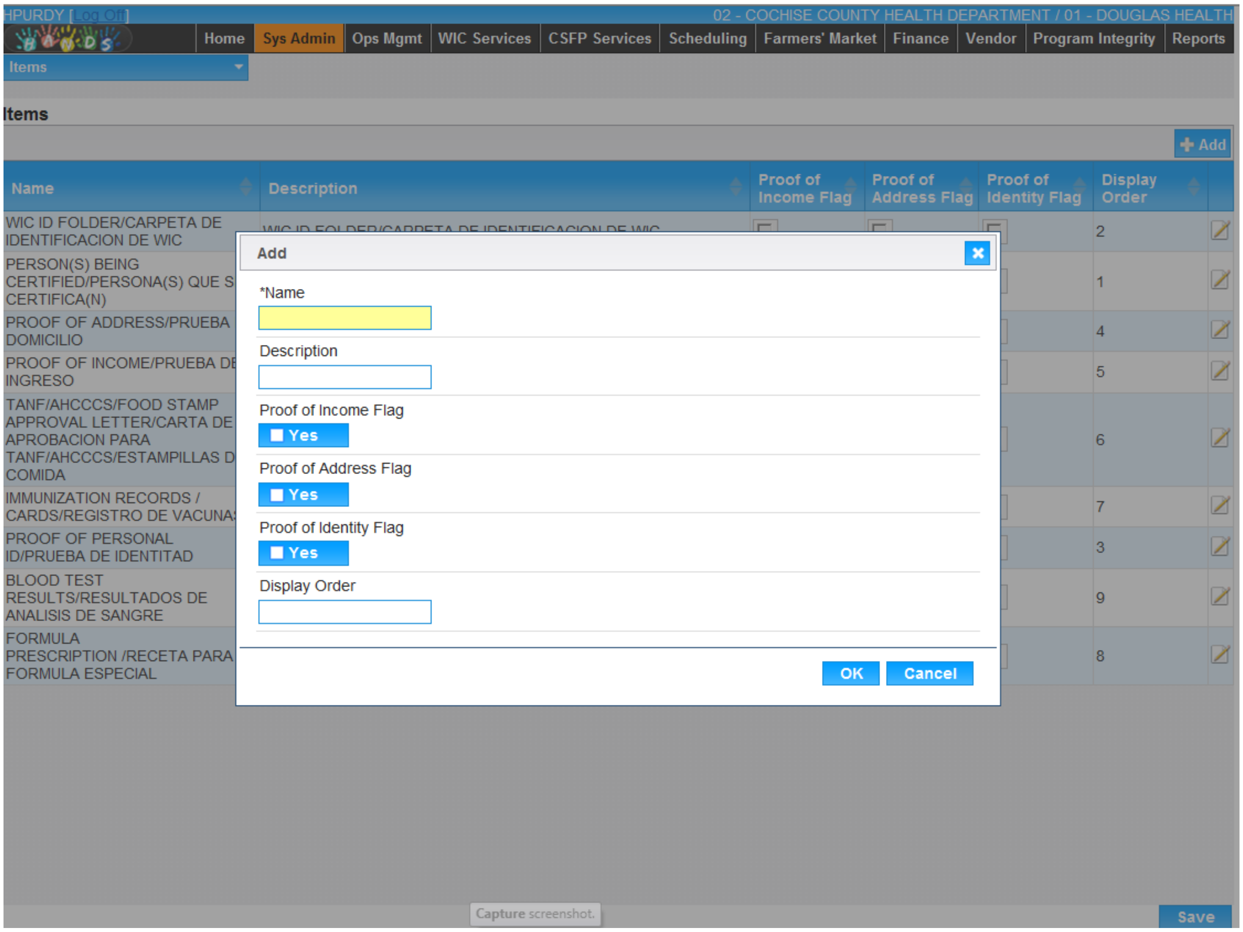
The Items Base Table is where Items to bring are Added and will Auto-Populate based on Data entered in System if Flag is checked in Base Table. Items to bring can also be Manually added by User for each Client.

Add a Record

1. Select Items from the Appointment Scheduler Base Tables section. The page displays.



2. Click the Add button at the top right of the page. The Add window displays.



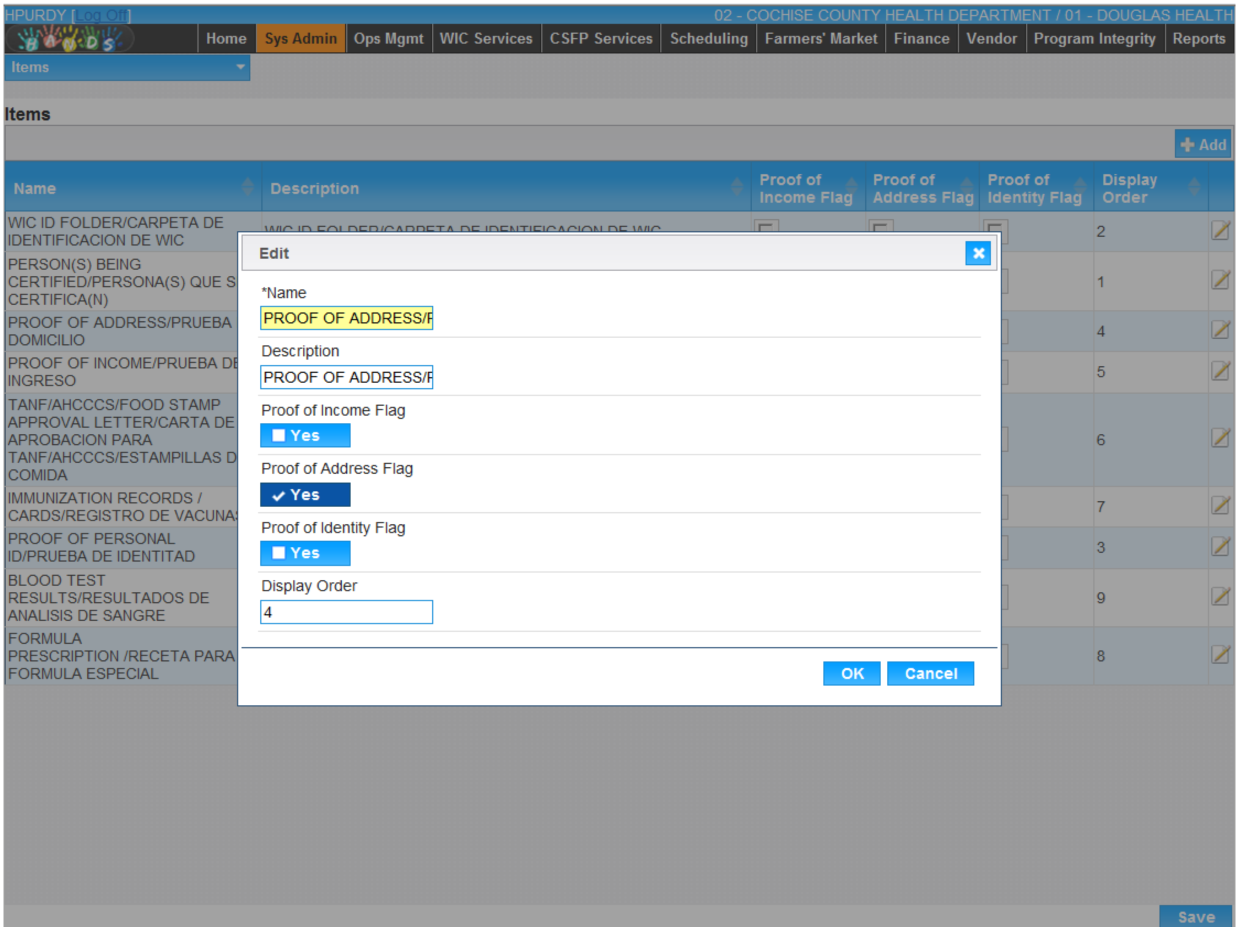
3. Enter all required information and any additional information to complete the page.

4. To discard your information and start over, click the Cancel button.

5. To save your information, click the OK button. Add Modal Closes. Hit Save to save changes.

Edit a Record

1. Select a link from the Items Base Table. The page displays.



2. Enter all required information and any additional information to complete the window.

3. To discard your information and start over, click the Cancel button.

4. To save your information, click the OK button, Edit Modal closes. Hit Save.

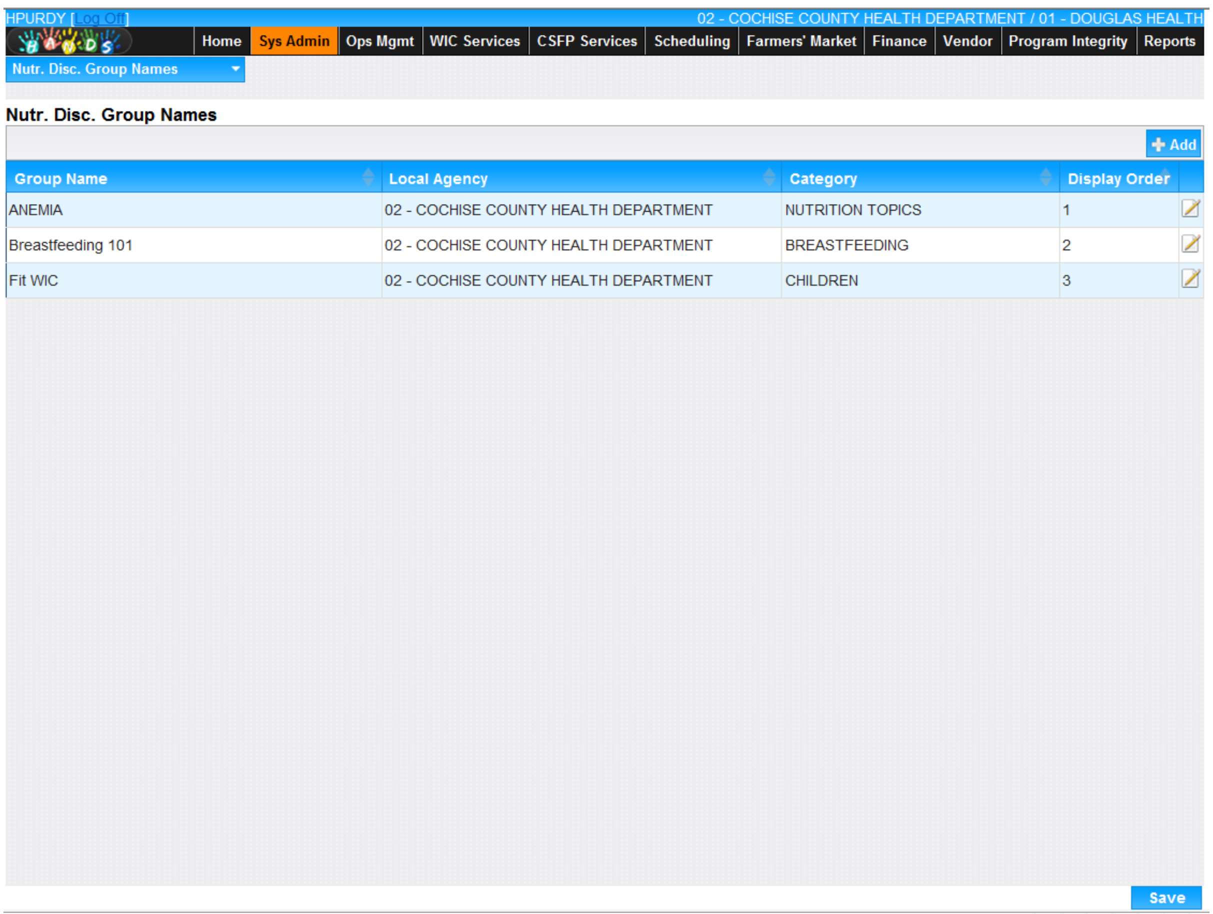
*Record cannot be deleted once added.

Nutrition Discussion Group Names Base Table

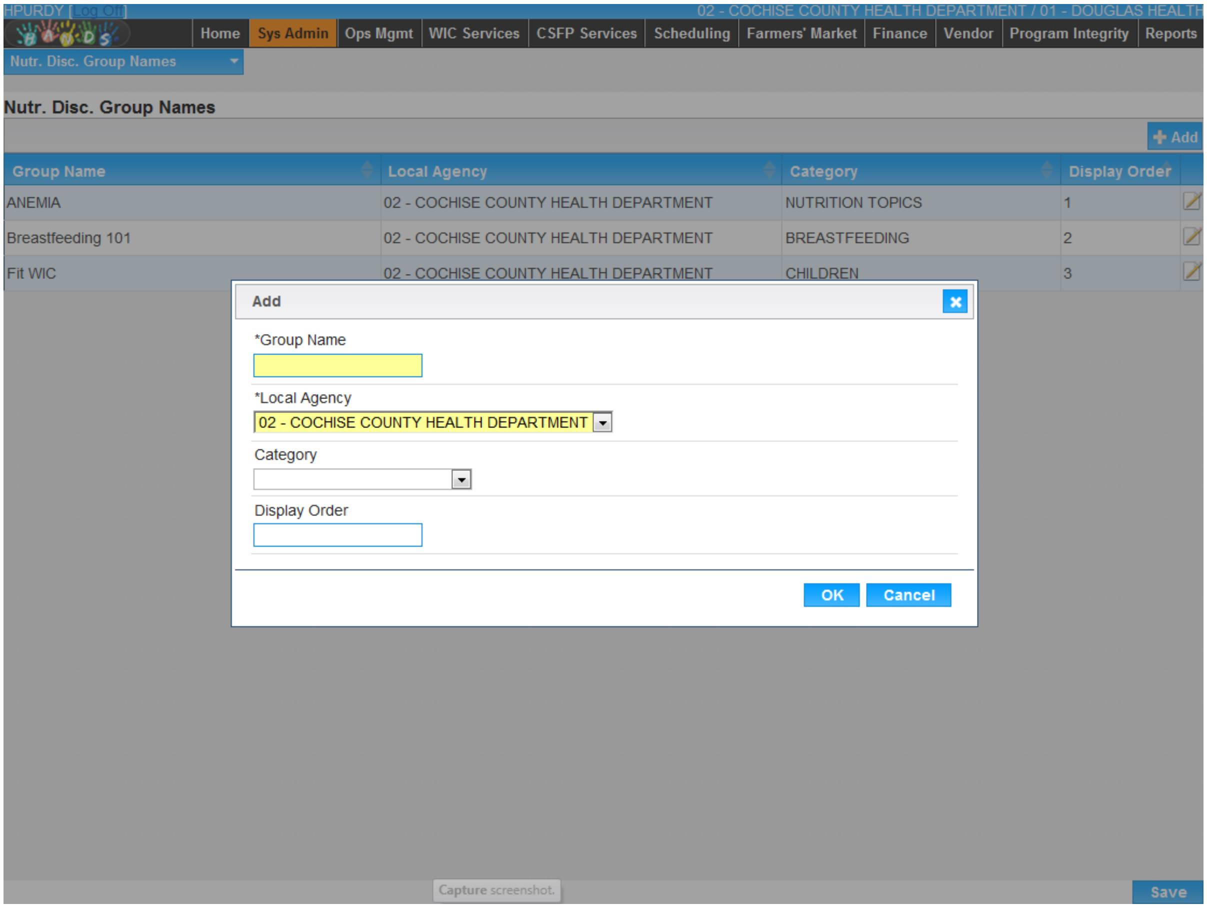
The Nutrition Discussion Group Names Base Table is specific to each Agency. The data entered and saved in the base table is used when adding a group template to a Clinic Schedule.

Add a Record

1. Select Nutr. Disc Group Names from the Appointment Scheduler Base Tables section. The page displays.



2. Click the Add button at the top right of the page. The Add window displays.



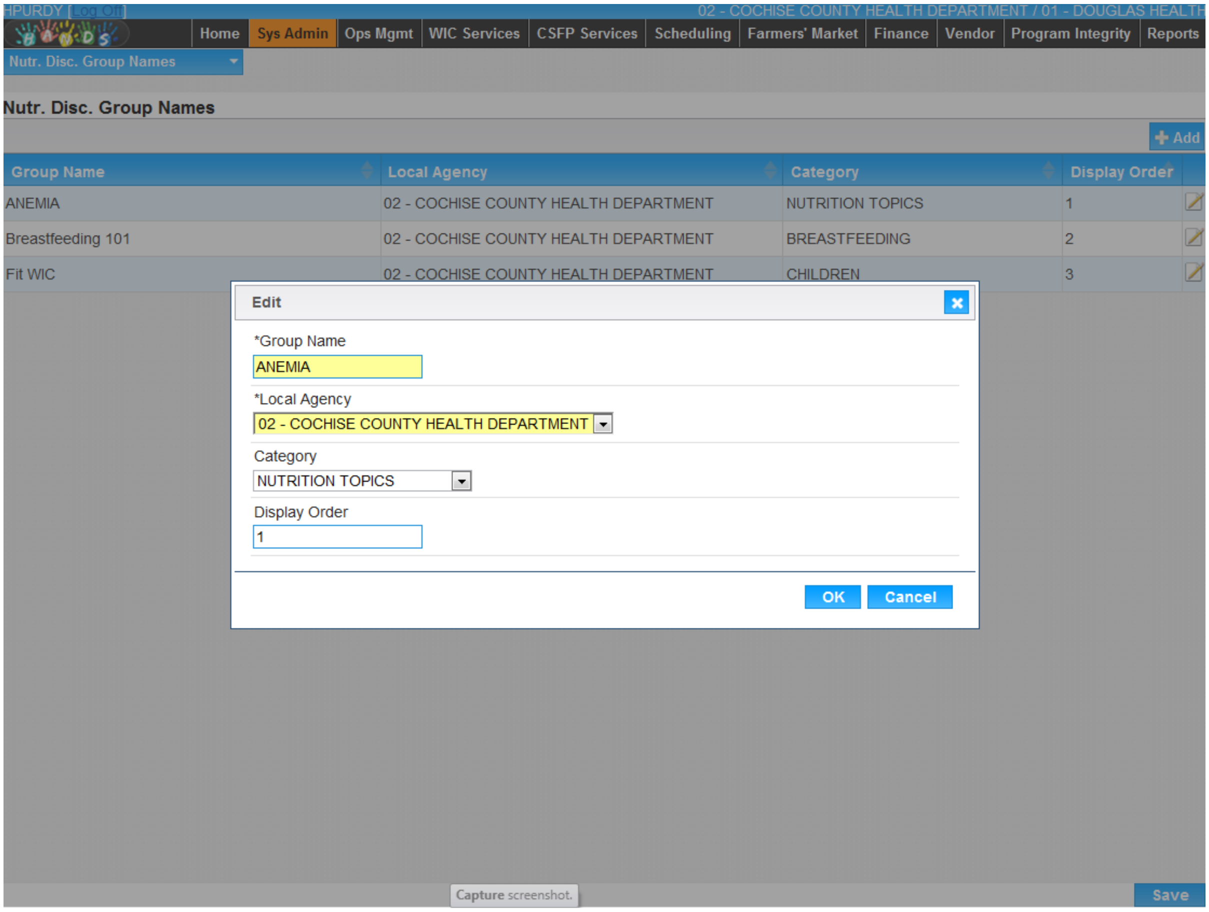
3. Enter all required information and any additional information to complete the page.

4. To discard your information and start over, click the Cancel button.

5. To save your information, click the OK button. Add Modal Closes. Hit Save to save changes.

Edit a Record

1. Select a link from the Nutr. Disc Group Names Base Table. The page displays.



2. Enter all required information and any additional information to complete the window.

3. To discard your information and start over, click the Cancel button.

4. To save your information, click the OK button, Edit Modal closes. Hit Save.

*Record cannot be deleted once added.

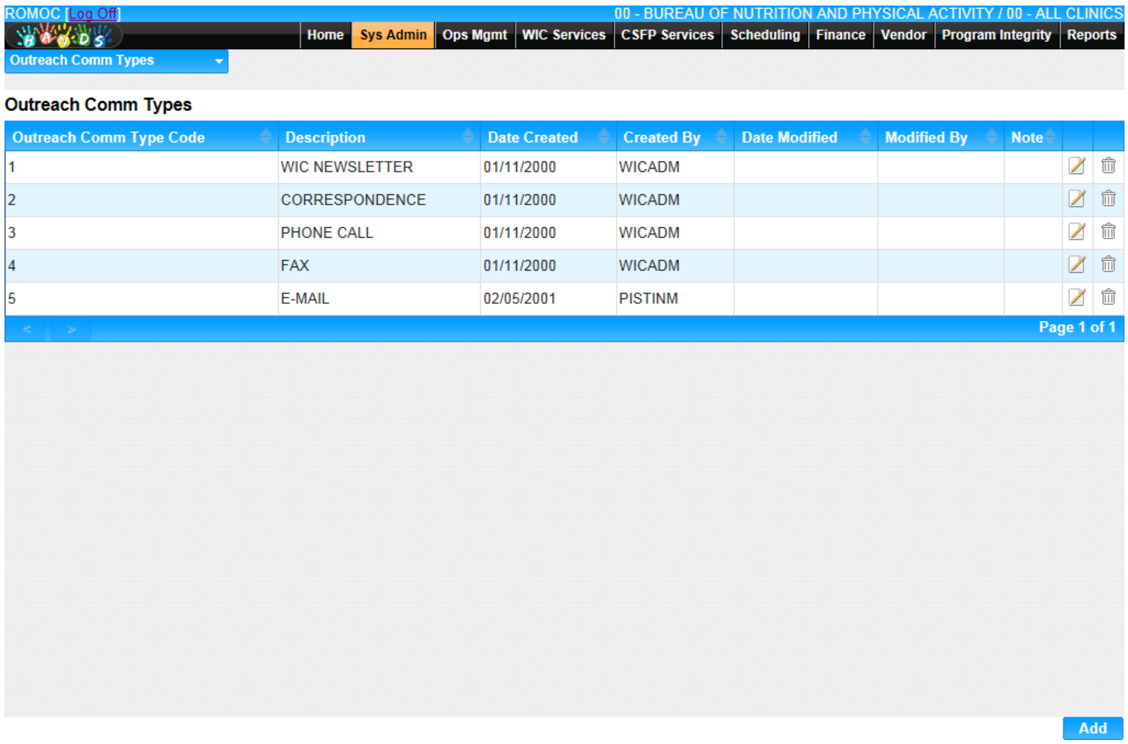
Ops Management Base Tables

The Ops Management base table section is where the user can manage Outreach Communication Types, Outreach Org Types, Staff Titles, and Title Categories. Most base tables have the same procedure for adding, editing, and deleting. This section will have one example of each function.

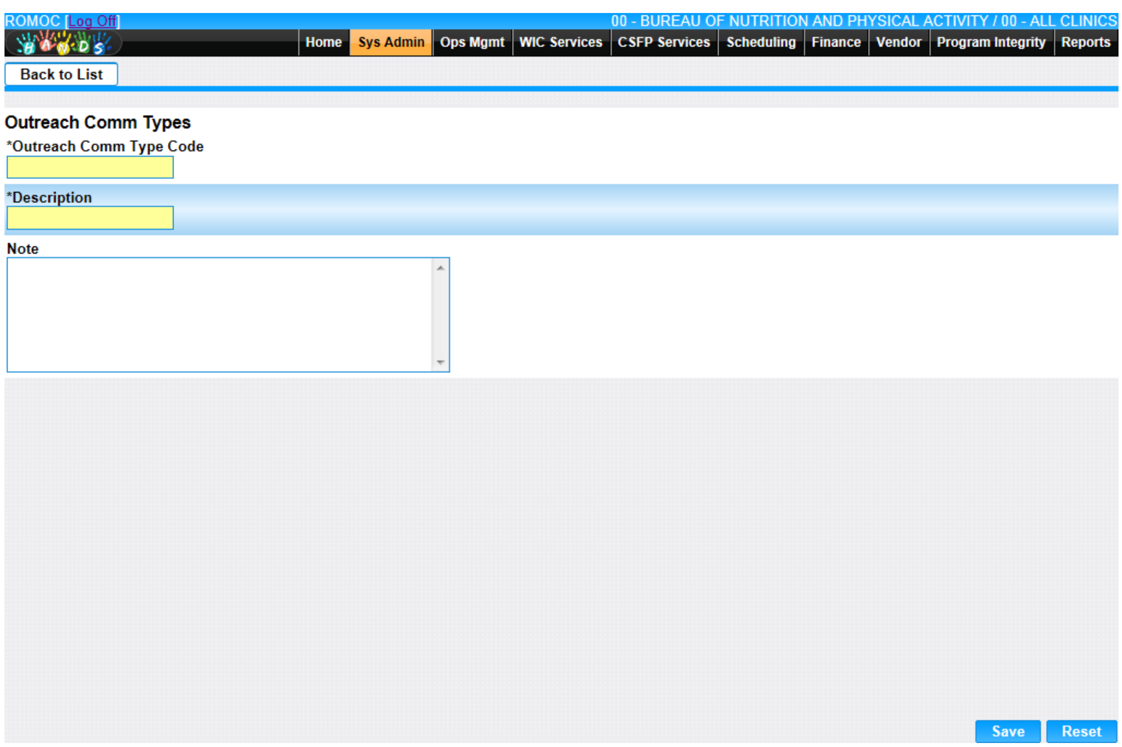
Access the appropriate page from the System Admin home page by clicking on the link in the Ops. Mgmt. Base Tables.

Add a Record

1. Select a link from the Ops. Mgmt. Base Tables section. The page displays.



2. Click the Add button at the bottom of the page. The Add page displays.



3. Enter all required information and any additional information to complete the page.

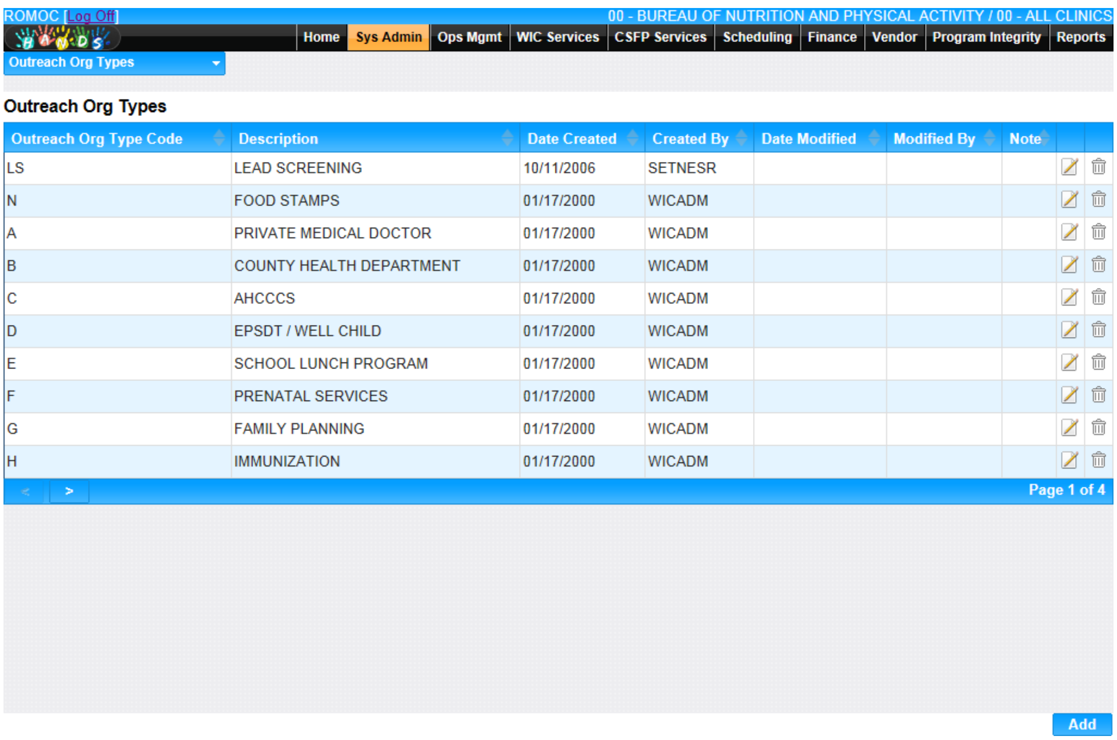
4. To discard your information and start over, click the Reset button at the bottom of the page.

5. To save your information, click the Save button at the bottom of the page.

6. Click Back to List at the top of the page.

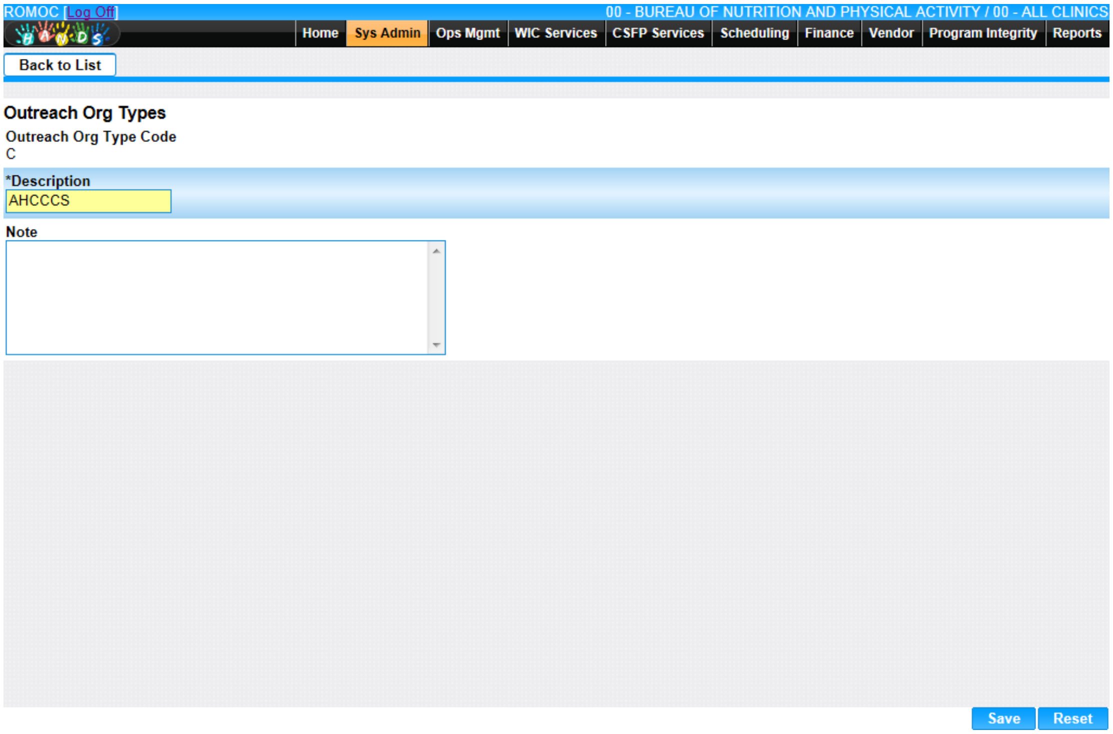
Edit a Record

1. Select a link from the Ops. Mgmt. Base Tables section. The page displays.



Outreach Org Type Code	Description	Date Created	Created By	Date Modified	Modified By	Note
LS	LEAD SCREENING	10/11/2006	SETNESR			
N	FOOD STAMPS	01/17/2000	WICADM			
A	PRIVATE MEDICAL DOCTOR	01/17/2000	WICADM			
B	COUNTY HEALTH DEPARTMENT	01/17/2000	WICADM			
C	AHCCCS	01/17/2000	WICADM			
D	EPSDT / WELL CHILD	01/17/2000	WICADM			
E	SCHOOL LUNCH PROGRAM	01/17/2000	WICADM			
F	PRENATAL SERVICES	01/17/2000	WICADM			
G	FAMILY PLANNING	01/17/2000	WICADM			
H	IMMUNIZATION	01/17/2000	WICADM			

2. Click the edit icon for the record you would like to view/edit. The Edit page displays.



3. Make changes to the appropriate fields.

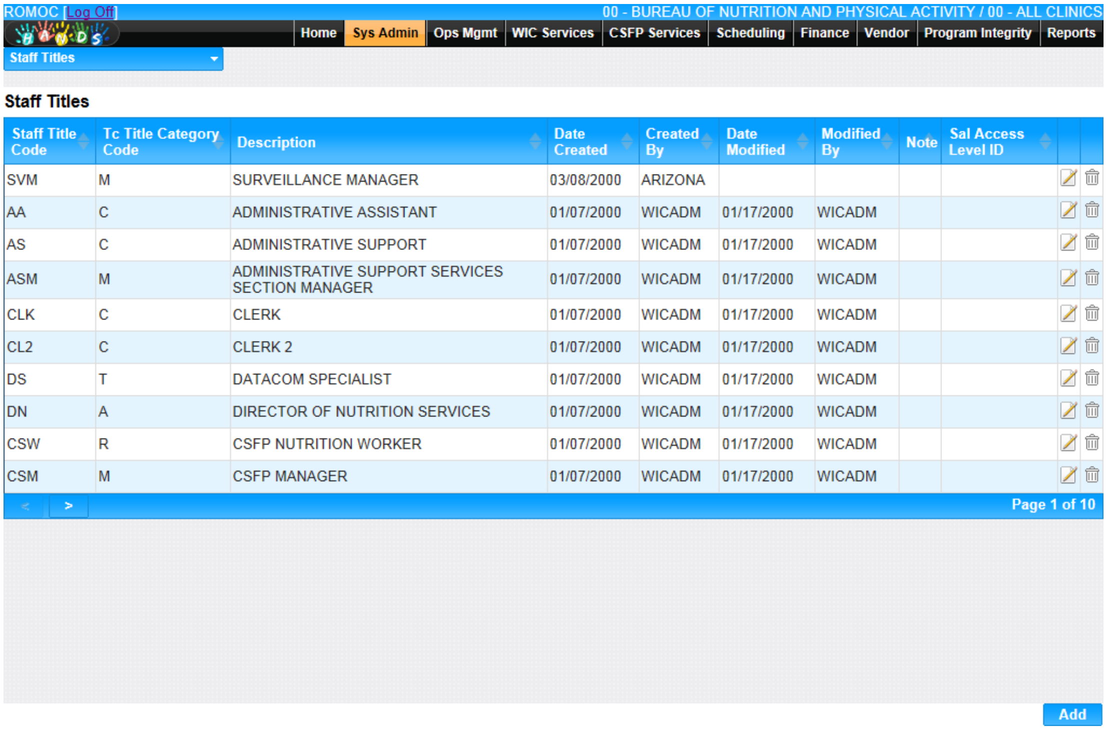
4. To discard your changes, click the Reset button at the bottom of the page.

5. To keep your changes, click the Save button at the bottom of the page.

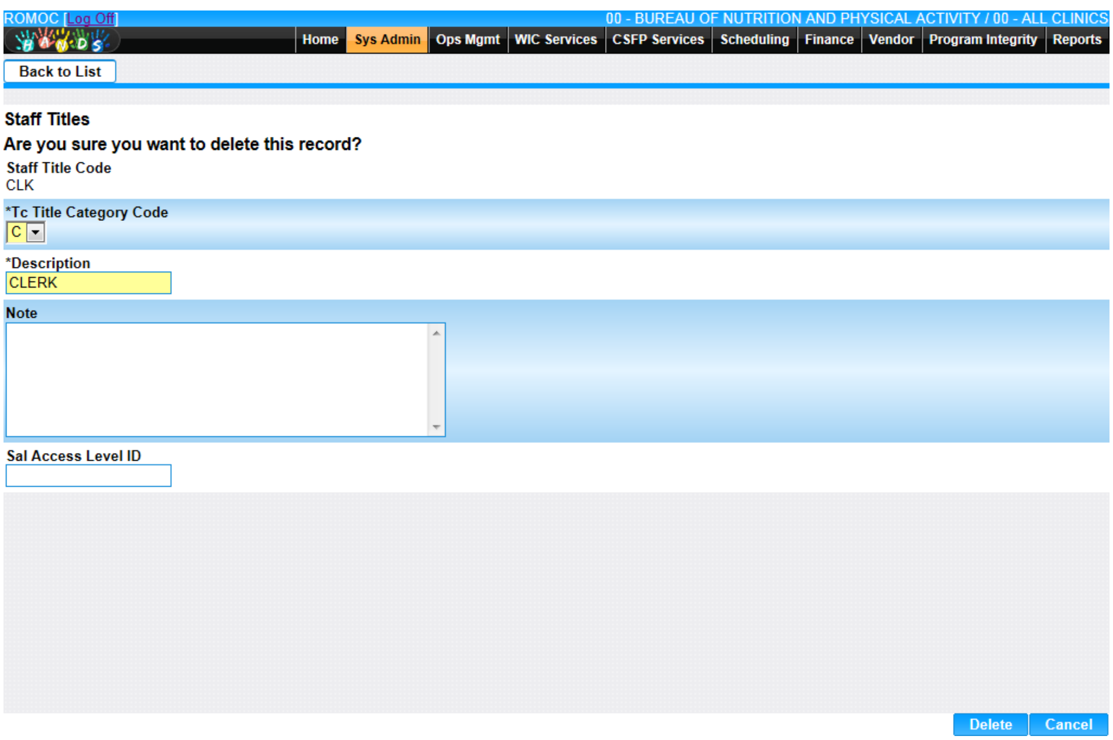
6. Click Back to List at the top of the page.

Delete a Record

1. Select a link from the Ops. Mgmt. Base Tables section. The page displays.



2. Click the delete icon for the record you would like to delete. The Delete page displays.



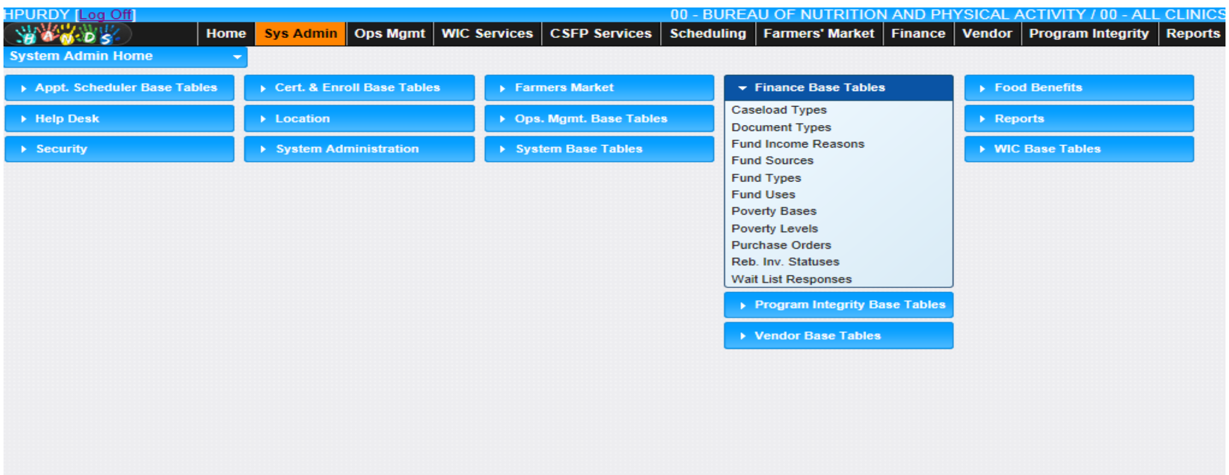
3. To cancel the delete process, click the Cancel button at the bottom of the page.

4. To delete the record, click the Delete button at the bottom of the page.

Finance Base Tables

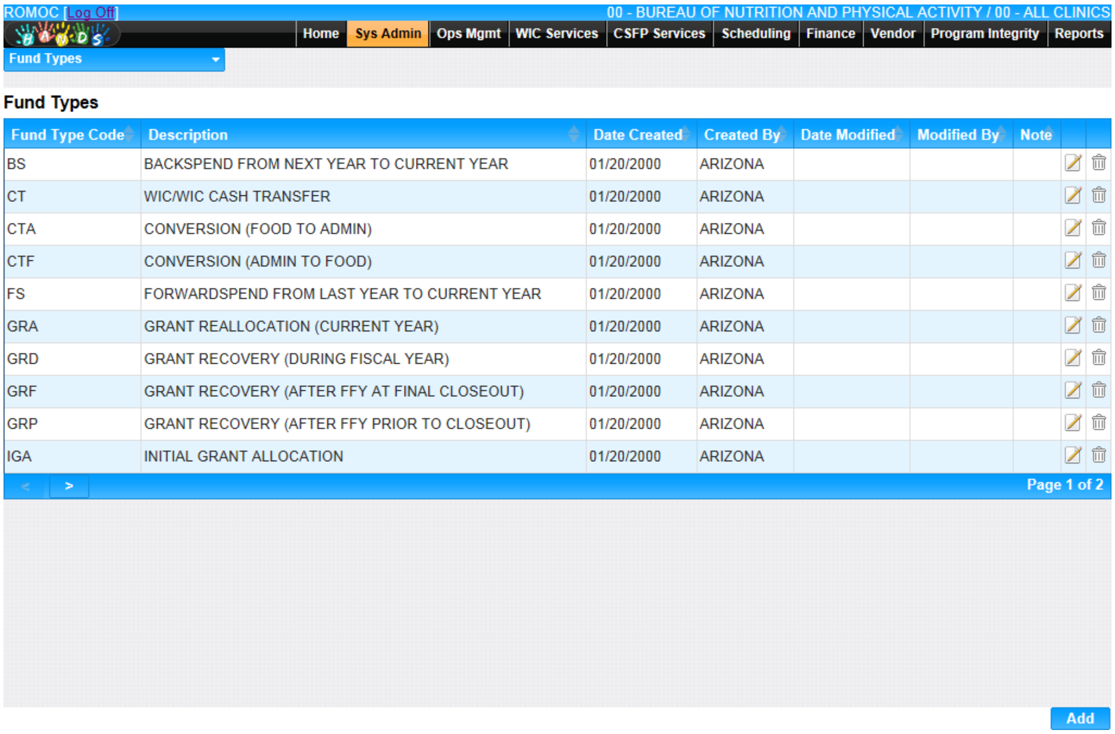
The Finance base table section is where the user can manage Purchase Orders, Case-load Types, Document Types, Fund Income Reasons, Fund Sources, Fund Types, Fund Uses, Poverty Bases, Poverty Levels, Rebate Invoice Status, and Wait List Responses. Most base tables have the same procedure for adding, editing and deleting. This section will have one example of each function.

Access the appropriate page from the System Admin home page by clicking on the link in the Finance Base Tables.



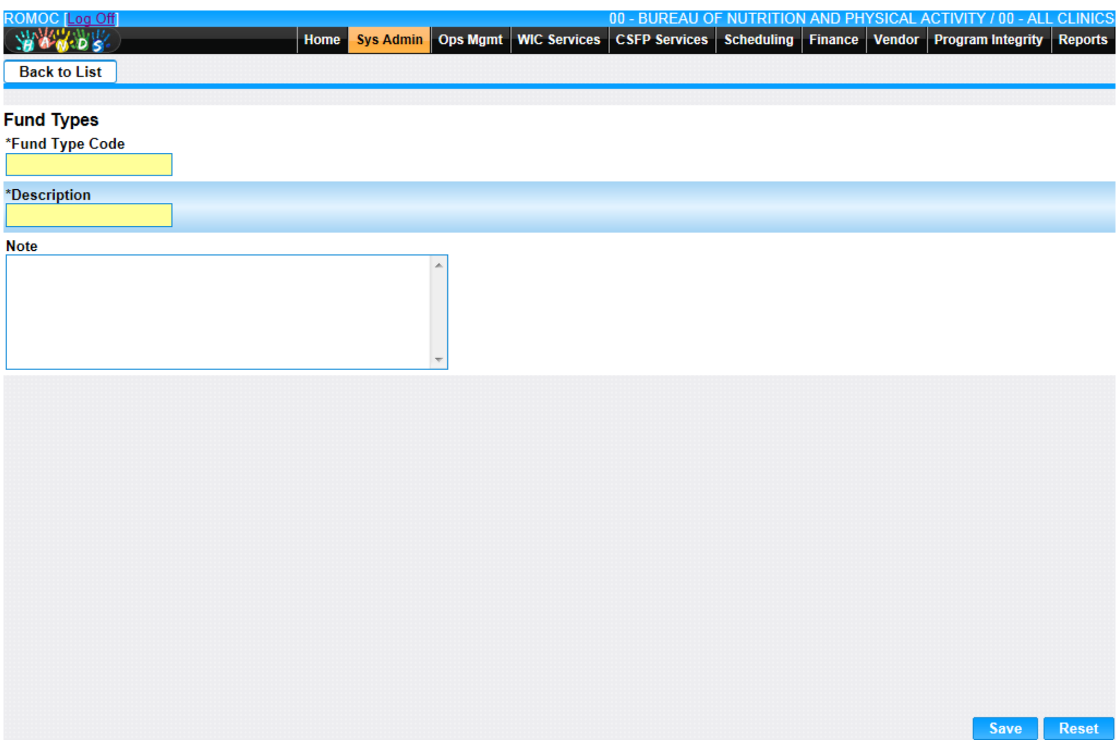
Add a Record

1. Select a link from the Finance Base Tables section. The page displays.



Fund Type Code	Description	Date Created	Created By	Date Modified	Modified By	Note
BS	BACKSPEND FROM NEXT YEAR TO CURRENT YEAR	01/20/2000	ARIZONA			
CT	WIC/WIC CASH TRANSFER	01/20/2000	ARIZONA			
CTA	CONVERSION (FOOD TO ADMIN)	01/20/2000	ARIZONA			
CTF	CONVERSION (ADMIN TO FOOD)	01/20/2000	ARIZONA			
FS	FORWARDSPEND FROM LAST YEAR TO CURRENT YEAR	01/20/2000	ARIZONA			
GRA	GRANT REALLOCATION (CURRENT YEAR)	01/20/2000	ARIZONA			
GRD	GRANT RECOVERY (DURING FISCAL YEAR)	01/20/2000	ARIZONA			
GRF	GRANT RECOVERY (AFTER FFY AT FINAL CLOSEOUT)	01/20/2000	ARIZONA			
GRP	GRANT RECOVERY (AFTER FFY PRIOR TO CLOSEOUT)	01/20/2000	ARIZONA			
IGA	INITIAL GRANT ALLOCATION	01/20/2000	ARIZONA			

2. Click the Add button at the bottom of the page. The Add page displays.



3. Enter all required information and any additional information to complete the page.

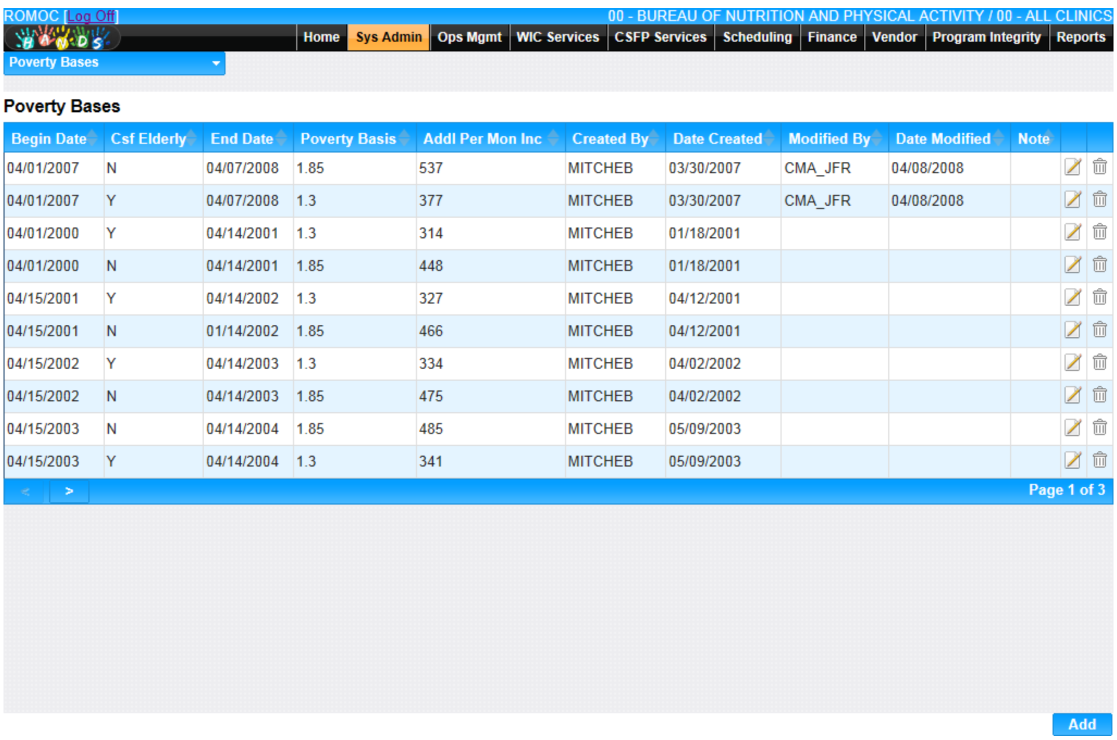
4. To discard your information and start over, click the Reset button at the bottom of the page.

5. To save your information, click the Save button at the bottom of the page.

6. Click Back to List at the top of the page.

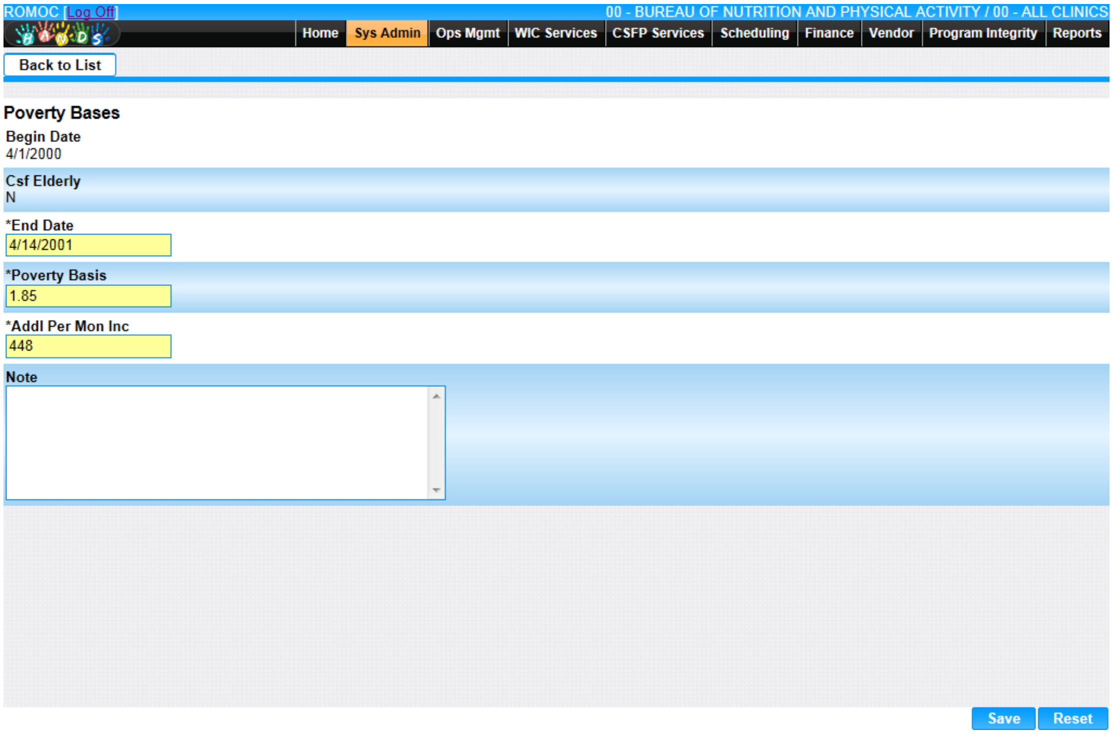
Edit a Record

1. Select a link from the Finance Base Tables section. The page displays.



Begin Date	Csf Elderly	End Date	Poverty Basis	Addl Per Mon Inc	Created By	Date Created	Modified By	Date Modified	Note
04/01/2007	N	04/07/2008	1.85	537	MITCHEB	03/30/2007	CMA_JFR	04/08/2008	
04/01/2007	Y	04/07/2008	1.3	377	MITCHEB	03/30/2007	CMA_JFR	04/08/2008	
04/01/2000	Y	04/14/2001	1.3	314	MITCHEB	01/18/2001			
04/01/2000	N	04/14/2001	1.85	448	MITCHEB	01/18/2001			
04/15/2001	Y	04/14/2002	1.3	327	MITCHEB	04/12/2001			
04/15/2001	N	01/14/2002	1.85	466	MITCHEB	04/12/2001			
04/15/2002	Y	04/14/2003	1.3	334	MITCHEB	04/02/2002			
04/15/2002	N	04/14/2003	1.85	475	MITCHEB	04/02/2002			
04/15/2003	N	04/14/2004	1.85	485	MITCHEB	05/09/2003			
04/15/2003	Y	04/14/2004	1.3	341	MITCHEB	05/09/2003			

2. Click the edit icon for the record you would like to view/edit. The Edit page displays.



3. Make changes to the appropriate fields.

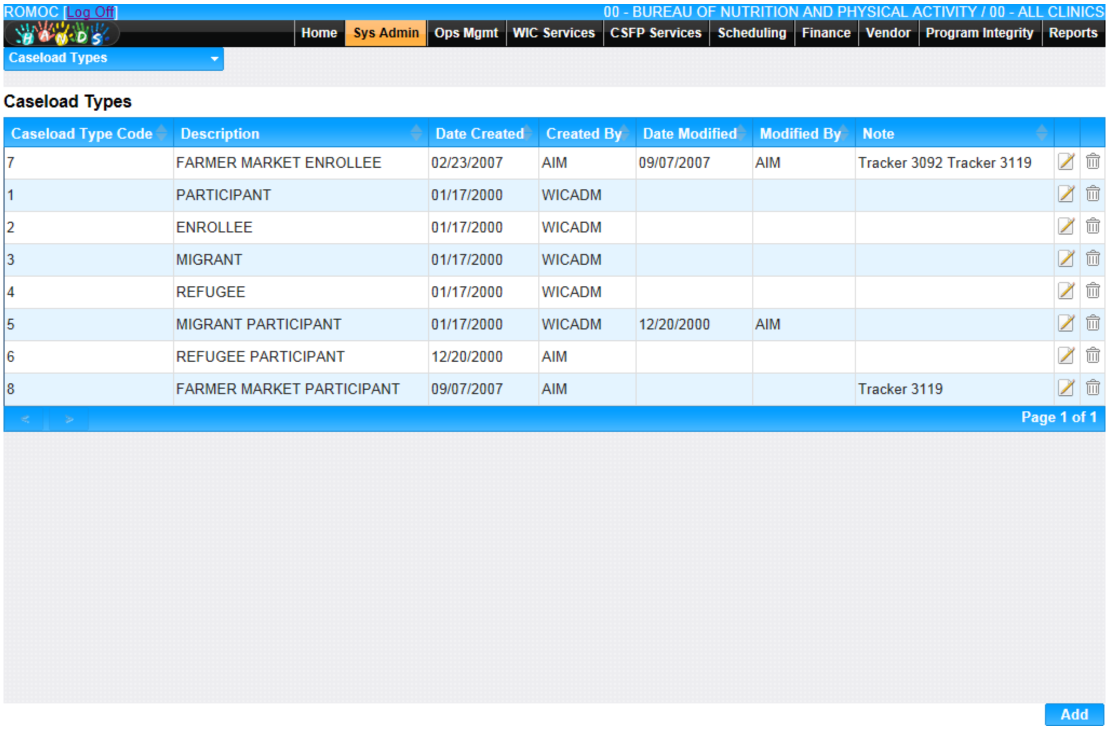
4. To discard your changes, click the Reset button at the bottom of the page.

5. To keep your changes, click the Save button at the bottom of the page.

6. Click Back to List at the top of the page.

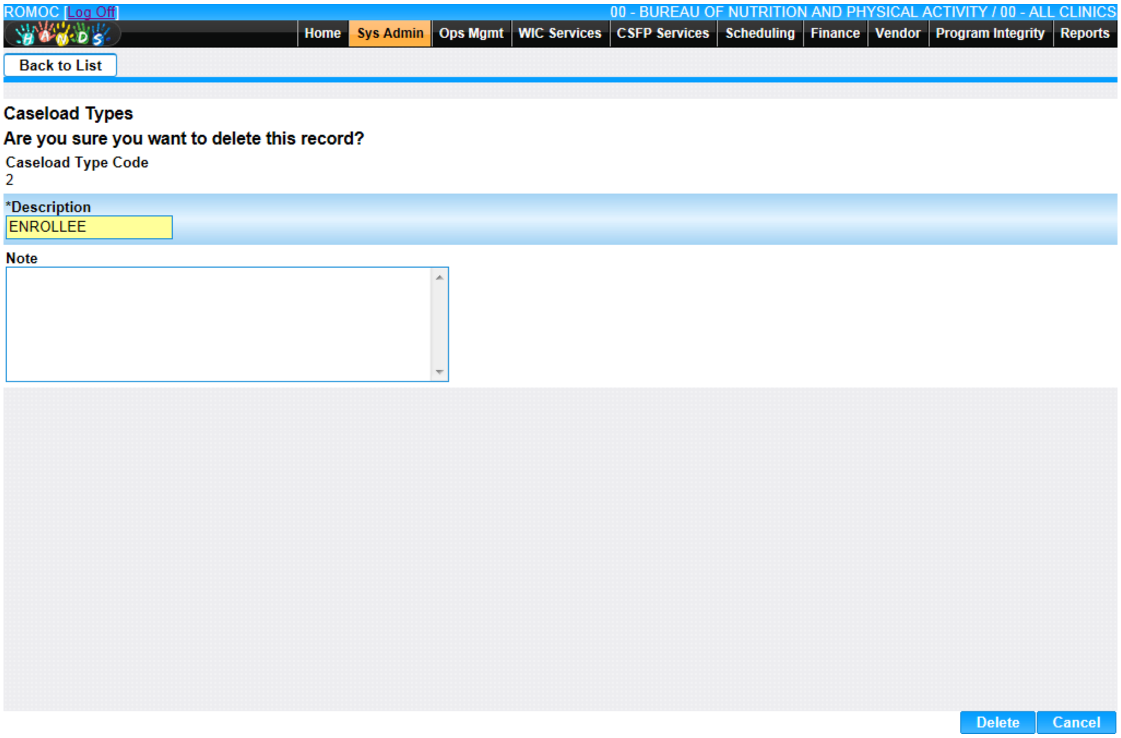
Delete a Record

1. Select a link from the Ops. Mgmt. Base Tables section. The page displays.



Caseload Type Code	Description	Date Created	Created By	Date Modified	Modified By	Note		
7	FARMER MARKET ENROLLEE	02/23/2007	AIM	09/07/2007	AIM	Tracker 3092 Tracker 3119		
1	PARTICIPANT	01/17/2000	WICADM					
2	ENROLLEE	01/17/2000	WICADM					
3	MIGRANT	01/17/2000	WICADM					
4	REFUGEE	01/17/2000	WICADM					
5	MIGRANT PARTICIPANT	01/17/2000	WICADM	12/20/2000	AIM			
6	REFUGEE PARTICIPANT	12/20/2000	AIM					
8	FARMER MARKET PARTICIPANT	09/07/2007	AIM			Tracker 3119		

2. Click the delete icon for the record you would like to delete. The Delete page displays.



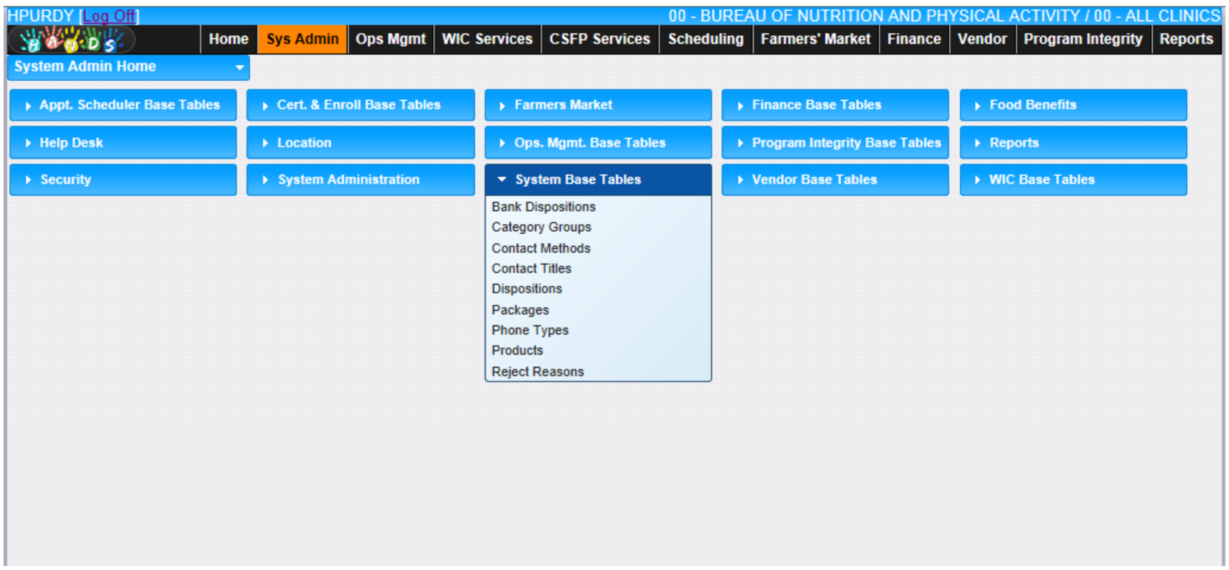
3. To cancel the delete process, click the Cancel button at the bottom of the page.

4. To delete the record, click the Delete button at the bottom of the page.

System Base Tables

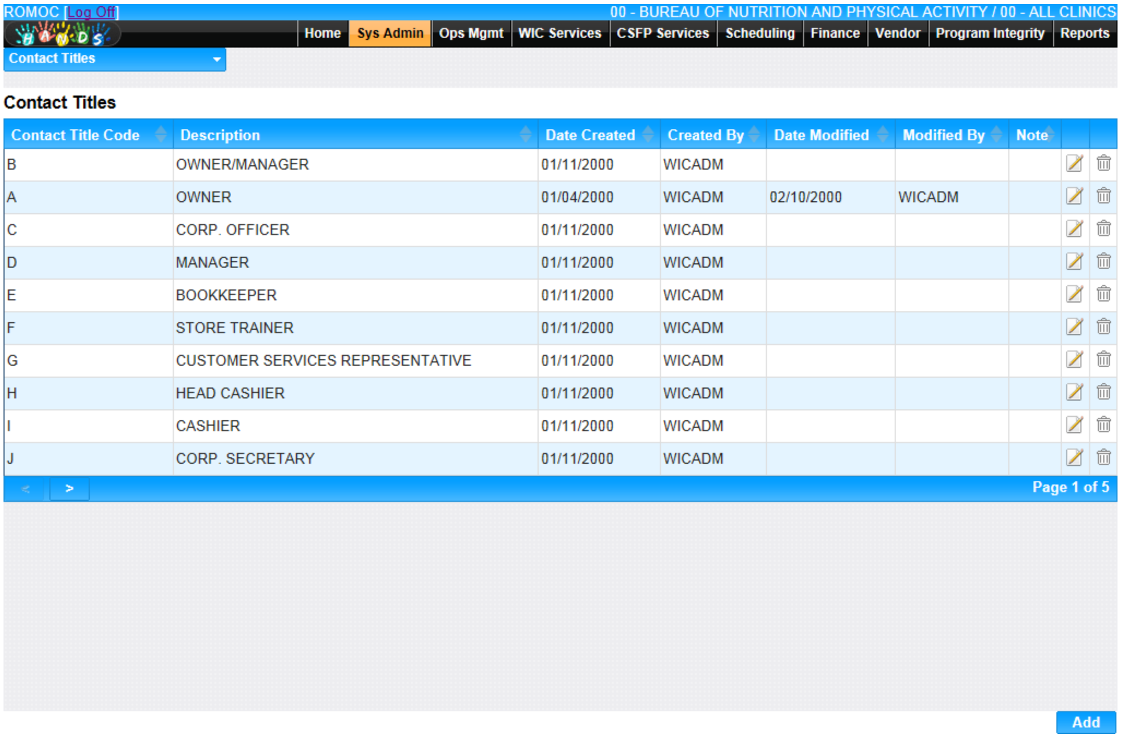
The System base table section is where the user can manage Packages, Reject Reasons, Contact Methods, Contact Titles, Phone Types, Bank Dispositions, Category Groups, Dispositions and Products. Most base tables have the same procedure for adding, editing and deleting. This section will have one example of each function.

Access the appropriate page from the System Admin home page by clicking on the link in the System Base Tables.



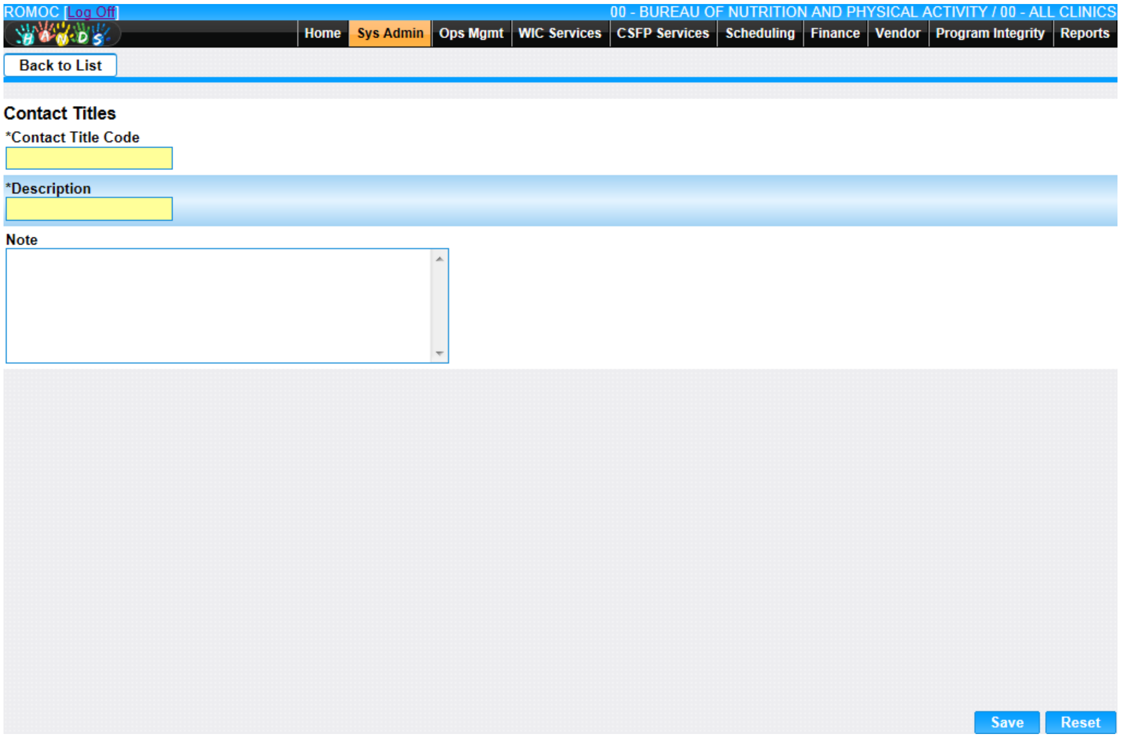
Add a Record

1. Select a link from the System Base Tables section. The page displays.



Contact Title Code	Description	Date Created	Created By	Date Modified	Modified By	Note
B	OWNER/MANAGER	01/11/2000	WICADM			
A	OWNER	01/04/2000	WICADM	02/10/2000	WICADM	
C	CORP. OFFICER	01/11/2000	WICADM			
D	MANAGER	01/11/2000	WICADM			
E	BOOKKEEPER	01/11/2000	WICADM			
F	STORE TRAINER	01/11/2000	WICADM			
G	CUSTOMER SERVICES REPRESENTATIVE	01/11/2000	WICADM			
H	HEAD CASHIER	01/11/2000	WICADM			
I	CASHIER	01/11/2000	WICADM			
J	CORP. SECRETARY	01/11/2000	WICADM			

2. Click the Add button at the bottom of the page. The Add page displays.



3. Enter all required information and any additional information to complete the page.

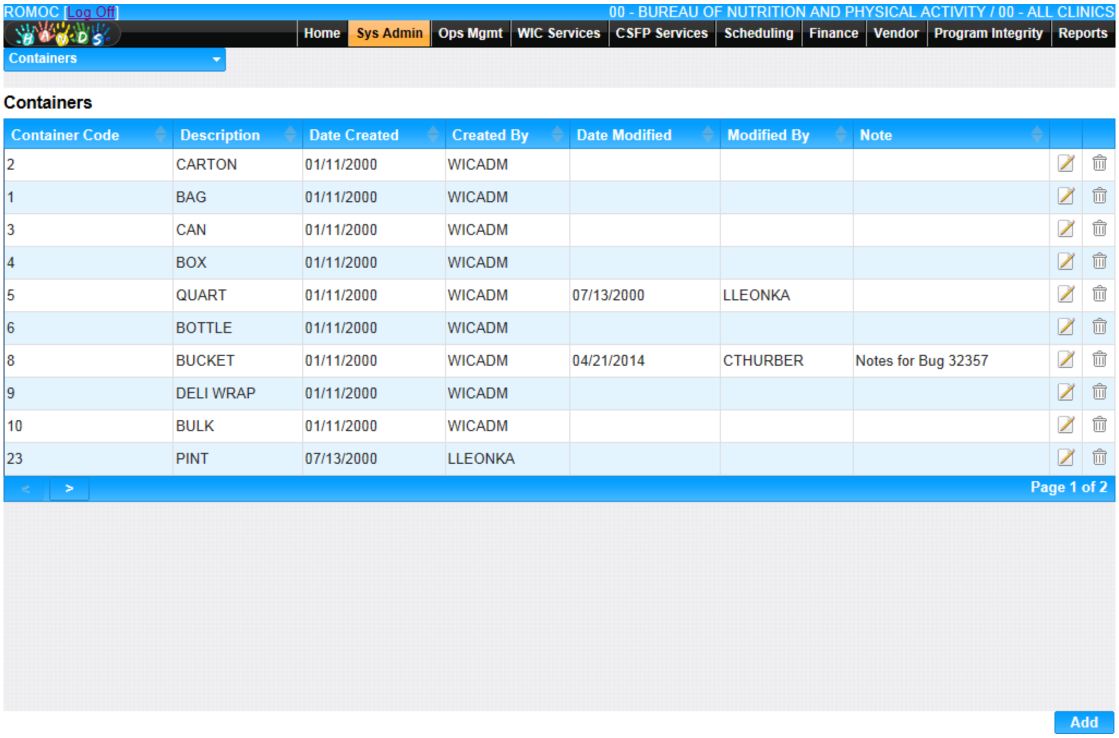
4. To discard your information and start over, click the Reset button at the bottom of the page.

5. To save your information, click the Save button at the bottom of the page.

6. Click Back to List at the top of the page.

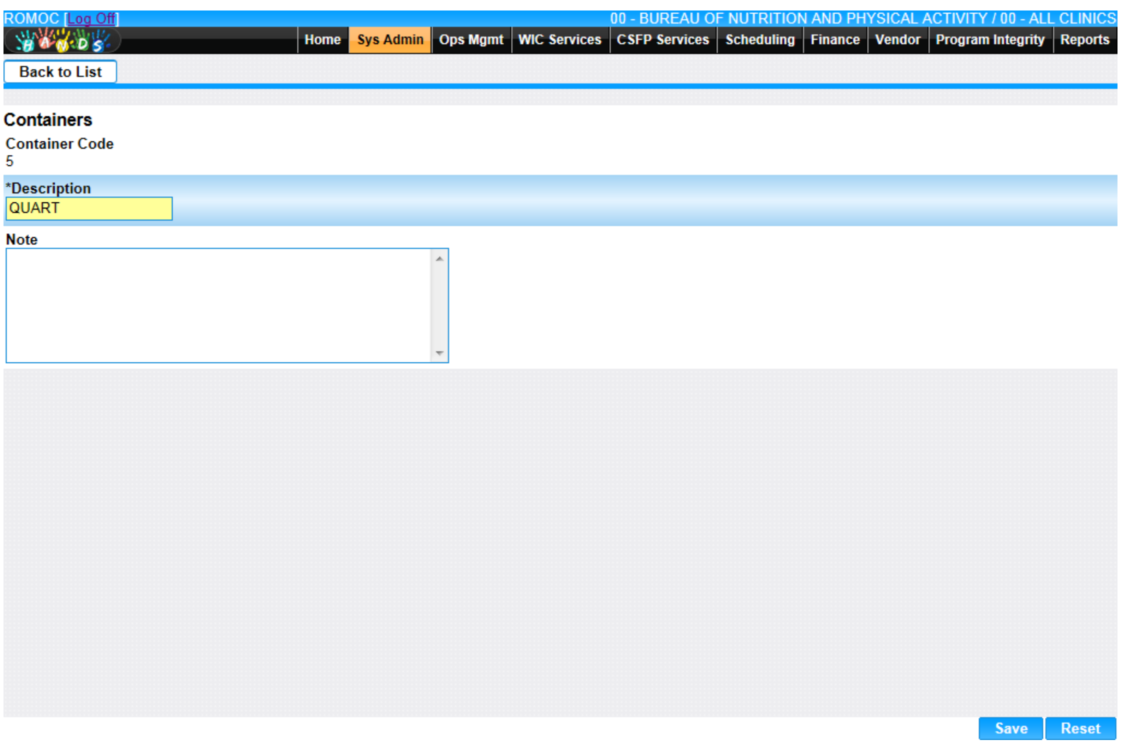
Edit a Record

1. Select a link from the System Base Tables section. The page displays.



Container Code	Description	Date Created	Created By	Date Modified	Modified By	Note
2	CARTON	01/11/2000	WICADM			
1	BAG	01/11/2000	WICADM			
3	CAN	01/11/2000	WICADM			
4	BOX	01/11/2000	WICADM			
5	QUART	01/11/2000	WICADM	07/13/2000	LLEONKA	
6	BOTTLE	01/11/2000	WICADM			
8	BUCKET	01/11/2000	WICADM	04/21/2014	CTHURBER	Notes for Bug 32357
9	DELI WRAP	01/11/2000	WICADM			
10	BULK	01/11/2000	WICADM			
23	PINT	07/13/2000	LLEONKA			

2. Click the edit icon for the record you would like to view/edit. The Edit page displays.



3. Make changes to the appropriate fields.

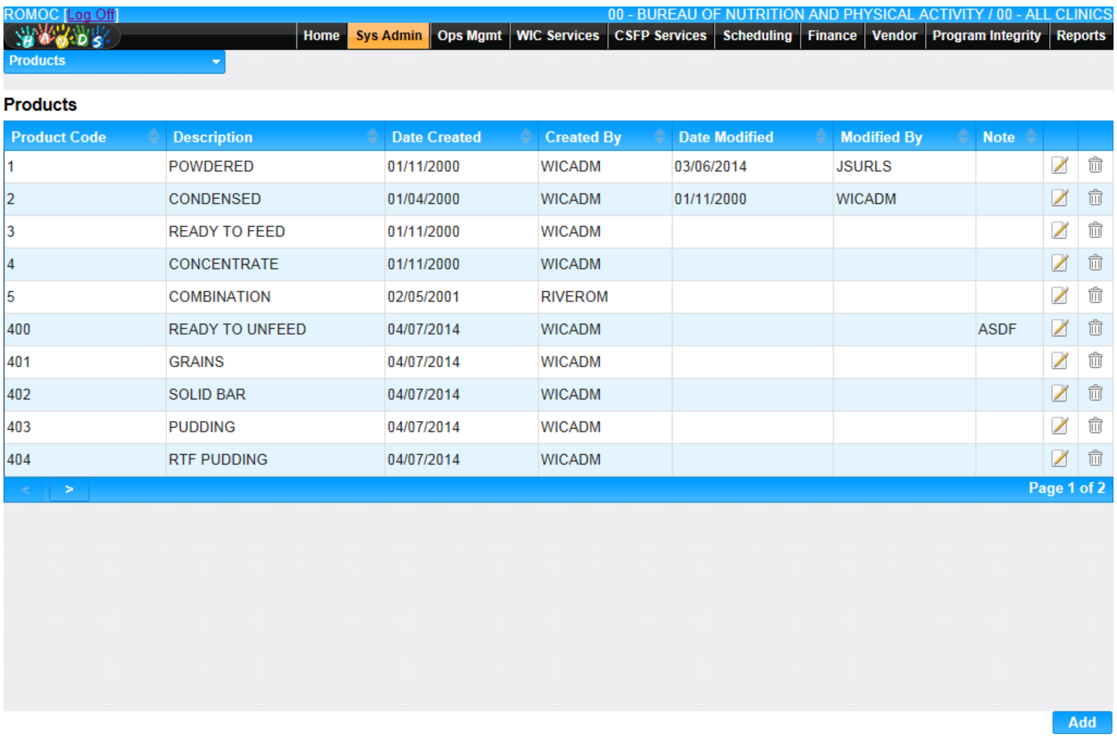
4. To discard your changes, click the Reset button at the bottom of the page.

5. To keep your changes, click the Save button at the bottom of the page.

6. Click Back to List at the top of the page.

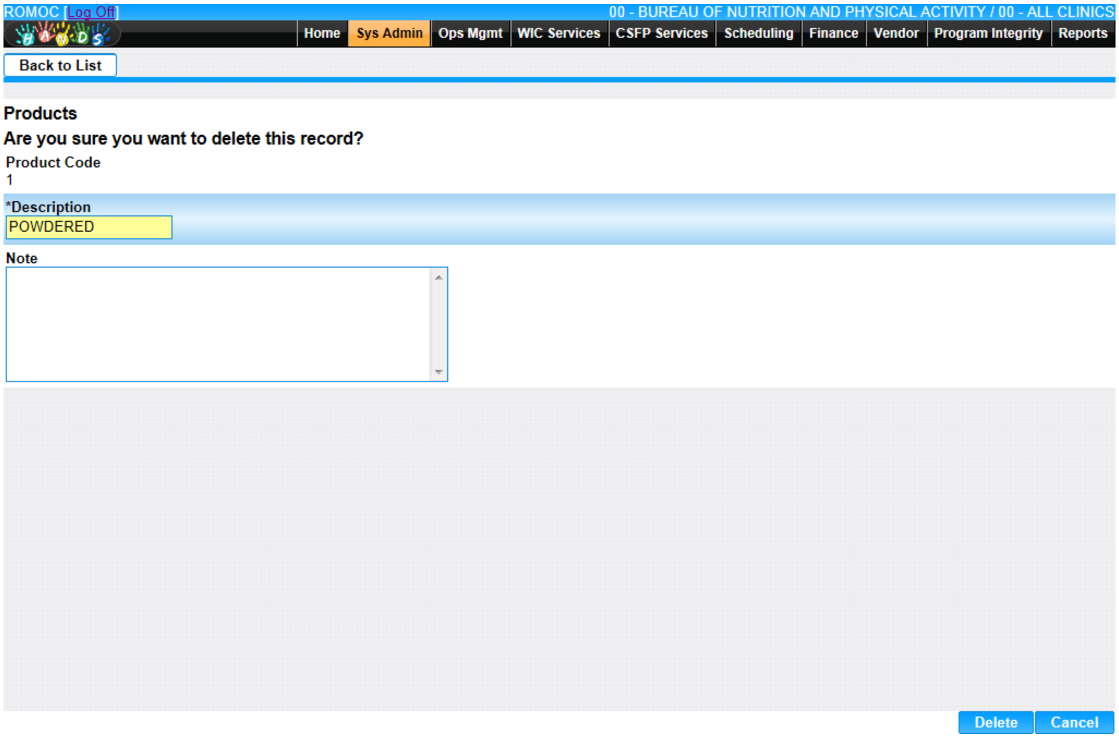
Delete a Record

1. Select a link from the System Base Tables section. The page displays.



Product Code	Description	Date Created	Created By	Date Modified	Modified By	Note		
1	POWDERED	01/11/2000	WICADM	03/06/2014	JSURLS			
2	CONDENSED	01/04/2000	WICADM	01/11/2000	WICADM			
3	READY TO FEED	01/11/2000	WICADM					
4	CONCENTRATE	01/11/2000	WICADM					
5	COMBINATION	02/05/2001	RIVEROM					
400	READY TO UNFEED	04/07/2014	WICADM			ASDF		
401	GRAINS	04/07/2014	WICADM					
402	SOLID BAR	04/07/2014	WICADM					
403	PUDDING	04/07/2014	WICADM					
404	RTF PUDDING	04/07/2014	WICADM					

2. Click the delete icon for the record you would like to delete. The Delete page displays.



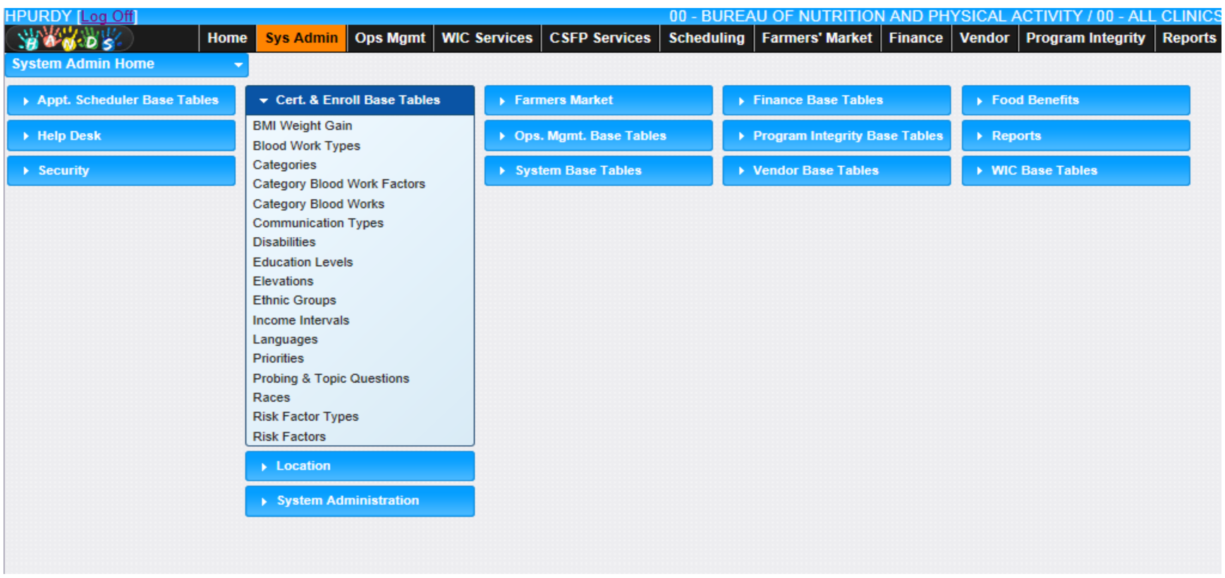
3. To cancel the delete process, click the Cancel button at the bottom of the page.

4. To delete the record, click the Delete button at the bottom of the page.

Cert and Enroll Base Tables

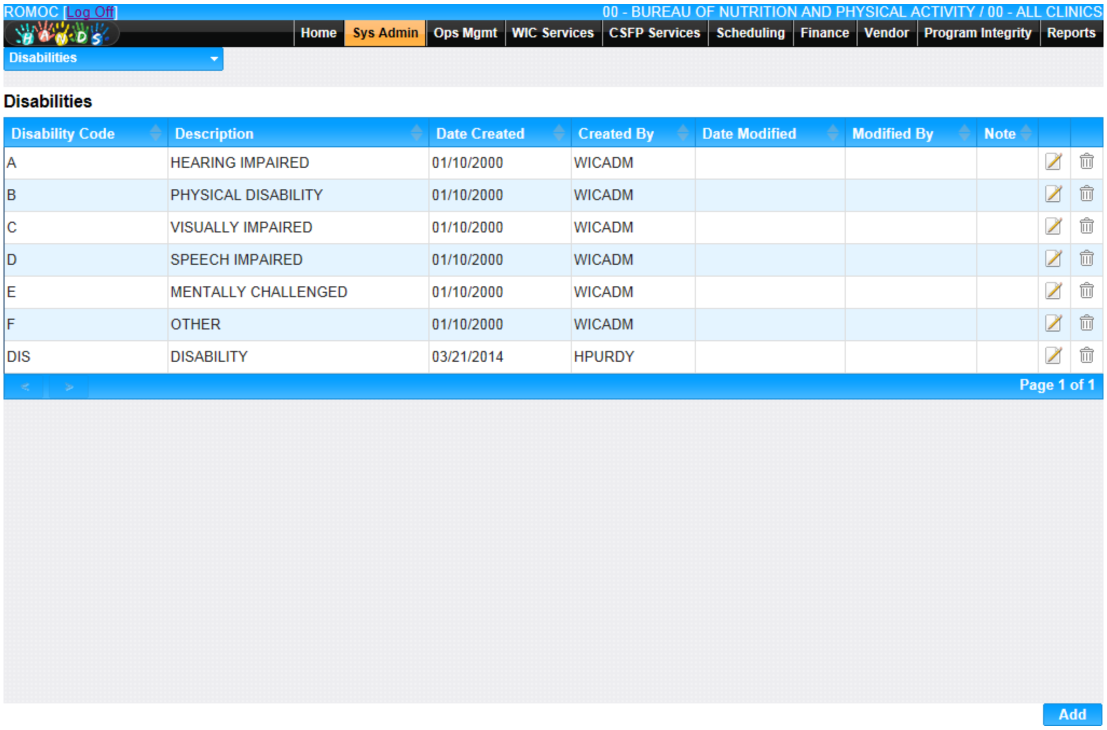
The Cert. and Enroll Base Tables section is where the user can manage Bloodwork Types, BMI Data, BMI Weight Gain, Categories, Category Bloodworks, Category Bloodwork Factors, Communication Types, Disabilities, Education Levels, Elevations, Ethnic Groups, Income Intervals, Languages, Priorities, Races, Risk Factors, Risk Factor Types, and Probing & Topic Questions. Most base tables have the same procedure for adding, editing and deleting. This section will have one example of each function with the exception of a few Special Base tables which are outlined individually below.

Access the appropriate page from the System Admin home page by clicking on the link in the Cert. & Enroll Base Tables.

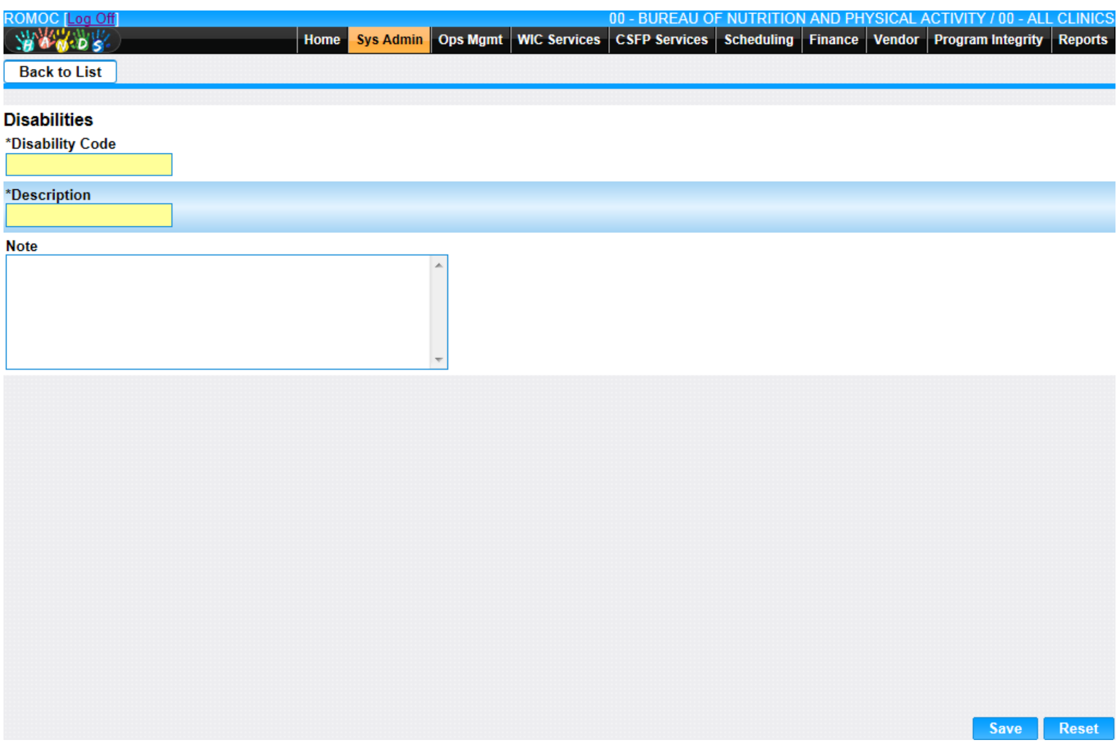


Add a Record

1. Select a link from the Cert. & Enroll Base Tables section. The page displays.



2. Click the Add button at the bottom of the page. The Add page displays.



3. Enter all required information and any additional information to complete the page.

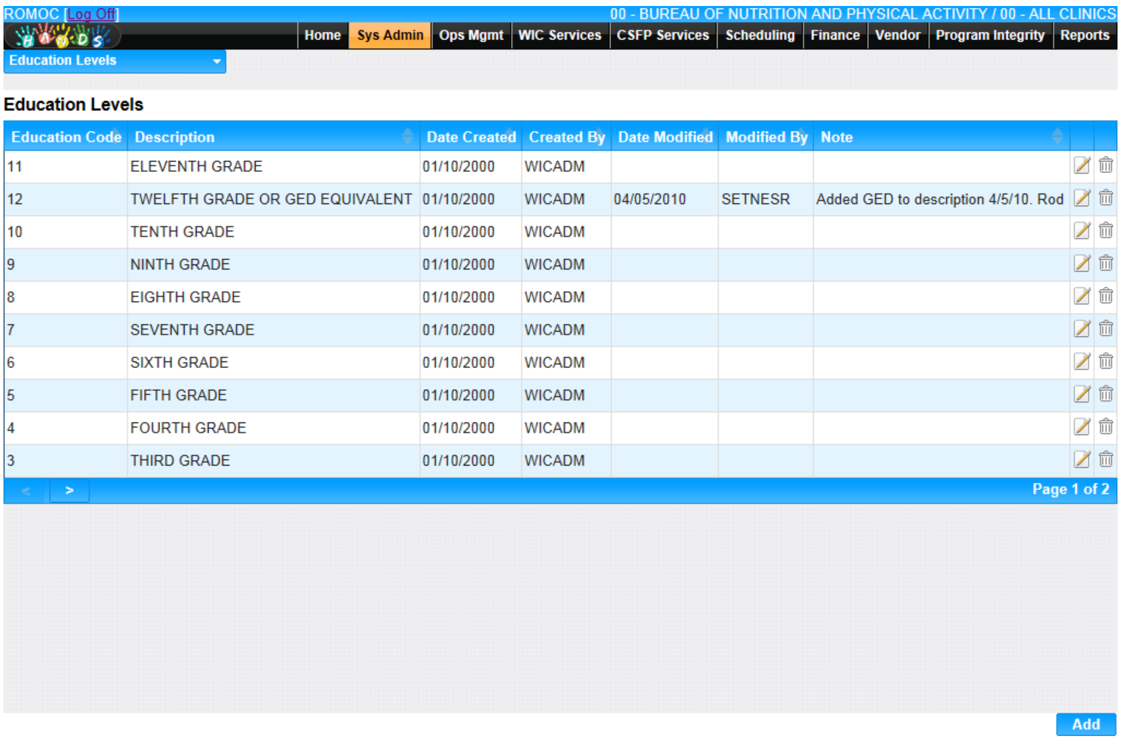
4. To discard your information and start over, click the Reset button at the bottom of the page.

5. To save your information, click the Save button at the bottom of the page.

6. Click Back to List at the top of the page.

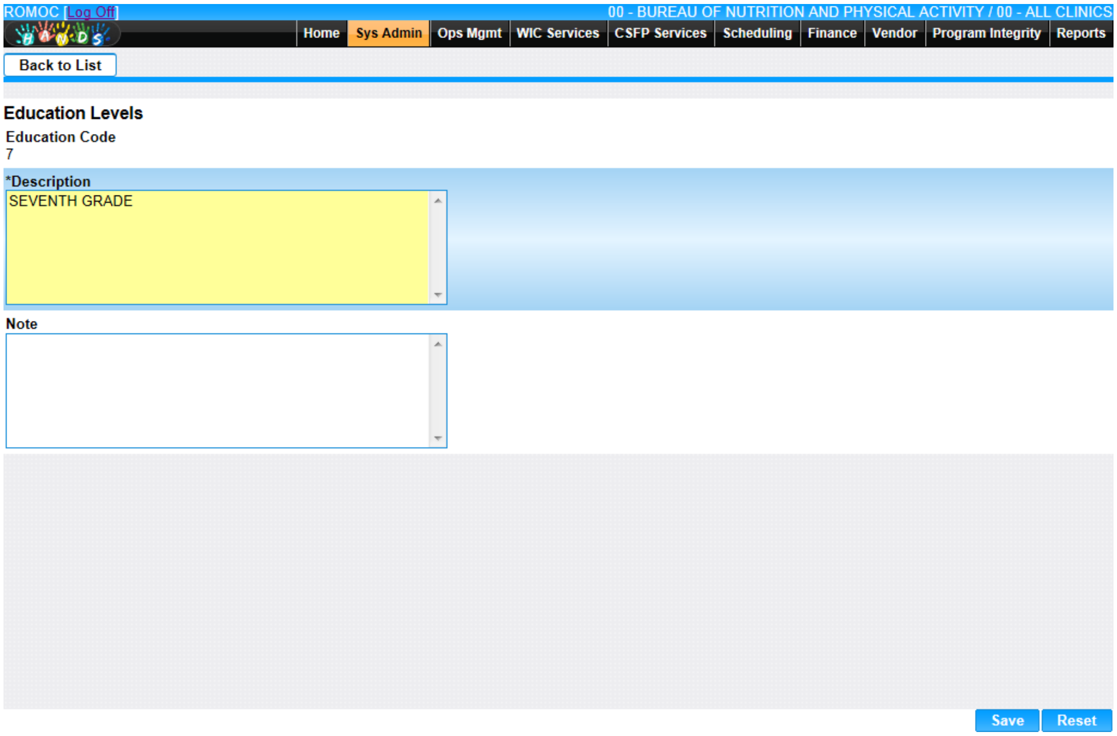
Edit a Record

1. Select a link from the Cert. & Enroll Base Tables section. The page displays.



Education Code	Description	Date Created	Created By	Date Modified	Modified By	Note
11	ELEVENTH GRADE	01/10/2000	WICADM			
12	TWELFTH GRADE OR GED EQUIVALENT	01/10/2000	WICADM	04/05/2010	SETNESR	Added GED to description 4/5/10. Rod
10	TENTH GRADE	01/10/2000	WICADM			
9	NINTH GRADE	01/10/2000	WICADM			
8	EIGHTH GRADE	01/10/2000	WICADM			
7	SEVENTH GRADE	01/10/2000	WICADM			
6	SIXTH GRADE	01/10/2000	WICADM			
5	FIFTH GRADE	01/10/2000	WICADM			
4	FOURTH GRADE	01/10/2000	WICADM			
3	THIRD GRADE	01/10/2000	WICADM			

2. Click the edit icon for the record you would like to view/edit. The Edit page displays.



3. Make changes to the appropriate fields.

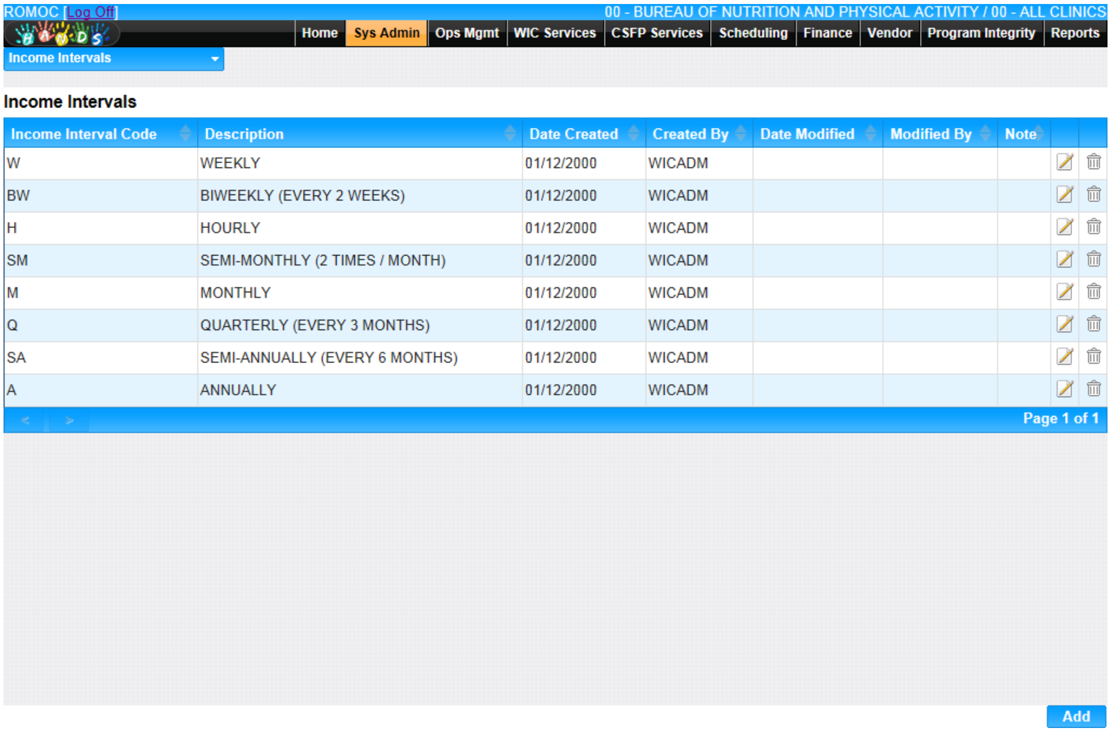
4. To discard your changes, click the Reset button at the bottom of the page.

5. To keep your changes, click the Save button at the bottom of the page.

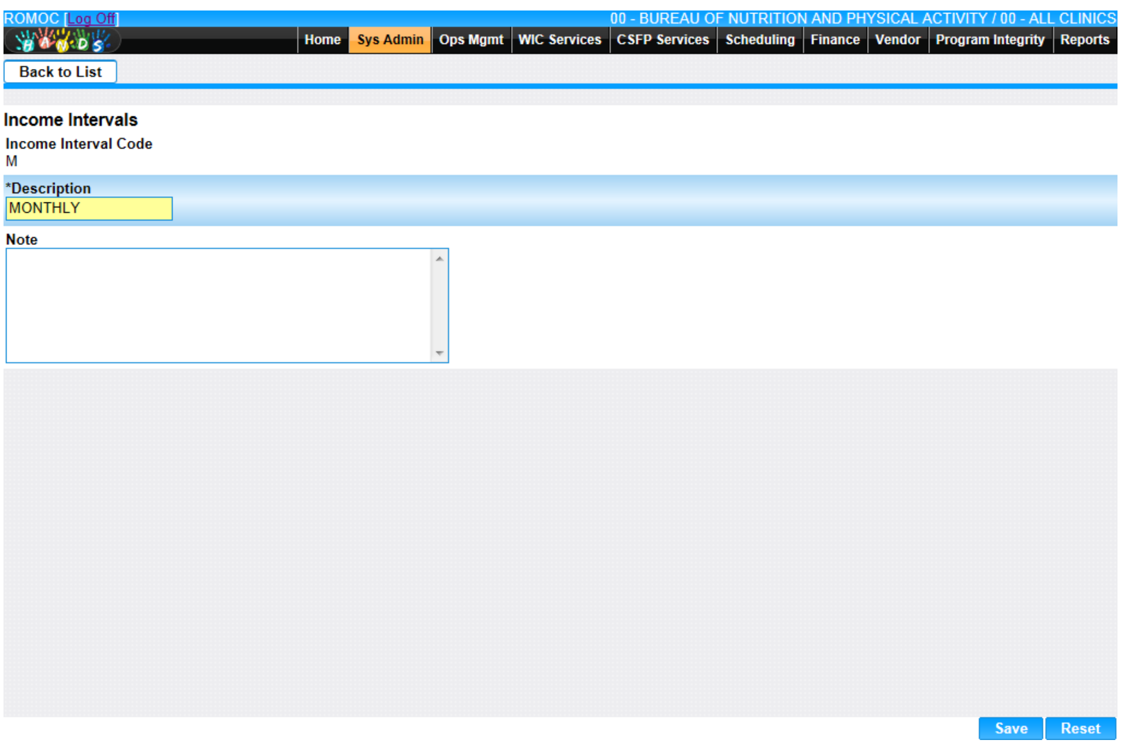
6. Click Back to List at the top of the page.

Delete a Record

1. Select a link from the Cert. & Enroll Base Tables section. The page displays.



2. Click the delete icon for the record you would like to delete. The Delete page displays.



3. To cancel the delete process, click the Cancel button at the bottom of the page.

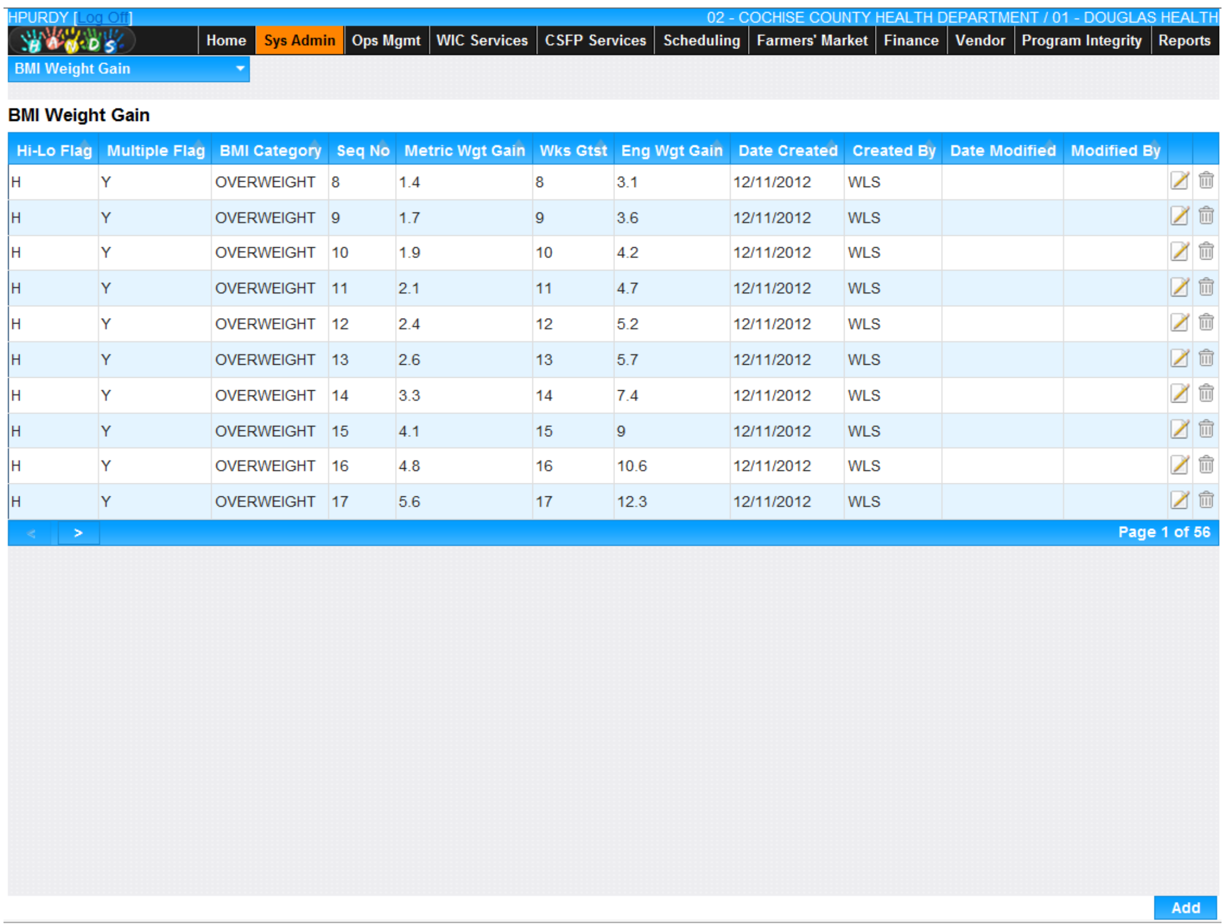
4. To delete the record, click the Delete button at the bottom of the page.

BMI Weight Gain Base Table

The BMI Weight Gain Base Table is used on the Medical Screen for Anthropometric Data to determine Woman's Weight gain during pregnancy by weeks gestation and BMI Category.

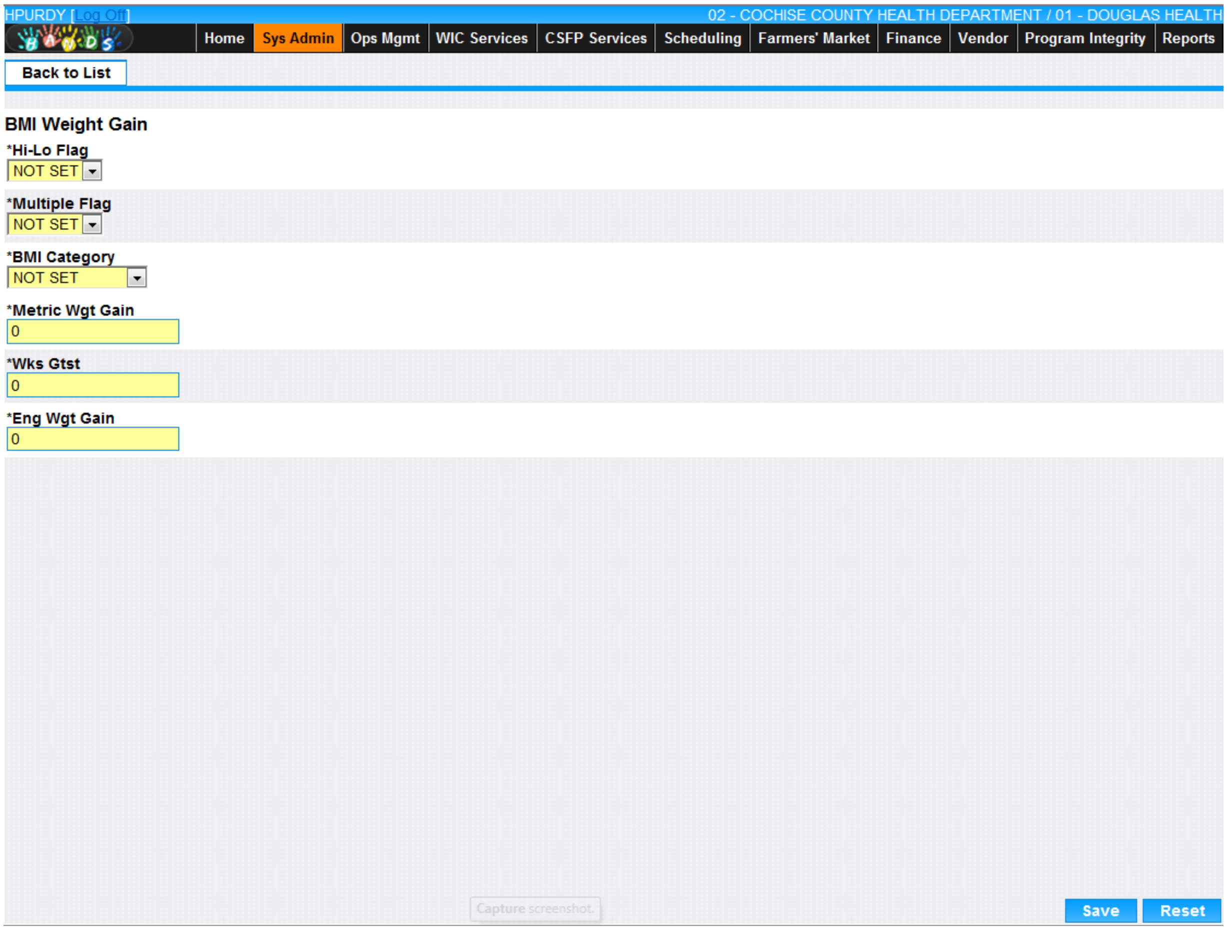
Add a Record

1. Select BMI Weight Gain from the Cert & Enroll Base Tables section. The page displays.



Hi-Lo Flag	Multiple Flag	BMI Category	Seq No	Metric Wgt Gain	Wks Gtst	Eng Wgt Gain	Date Created	Created By	Date Modified	Modified By
H	Y	OVERWEIGHT	8	1.4	8	3.1	12/11/2012	WLS		
H	Y	OVERWEIGHT	9	1.7	9	3.6	12/11/2012	WLS		
H	Y	OVERWEIGHT	10	1.9	10	4.2	12/11/2012	WLS		
H	Y	OVERWEIGHT	11	2.1	11	4.7	12/11/2012	WLS		
H	Y	OVERWEIGHT	12	2.4	12	5.2	12/11/2012	WLS		
H	Y	OVERWEIGHT	13	2.6	13	5.7	12/11/2012	WLS		
H	Y	OVERWEIGHT	14	3.3	14	7.4	12/11/2012	WLS		
H	Y	OVERWEIGHT	15	4.1	15	9	12/11/2012	WLS		
H	Y	OVERWEIGHT	16	4.8	16	10.6	12/11/2012	WLS		
H	Y	OVERWEIGHT	17	5.6	17	12.3	12/11/2012	WLS		

2. Click the Add button at the bottom of the page. The Add page displays.



3. Enter all required information and any additional information to complete the page.

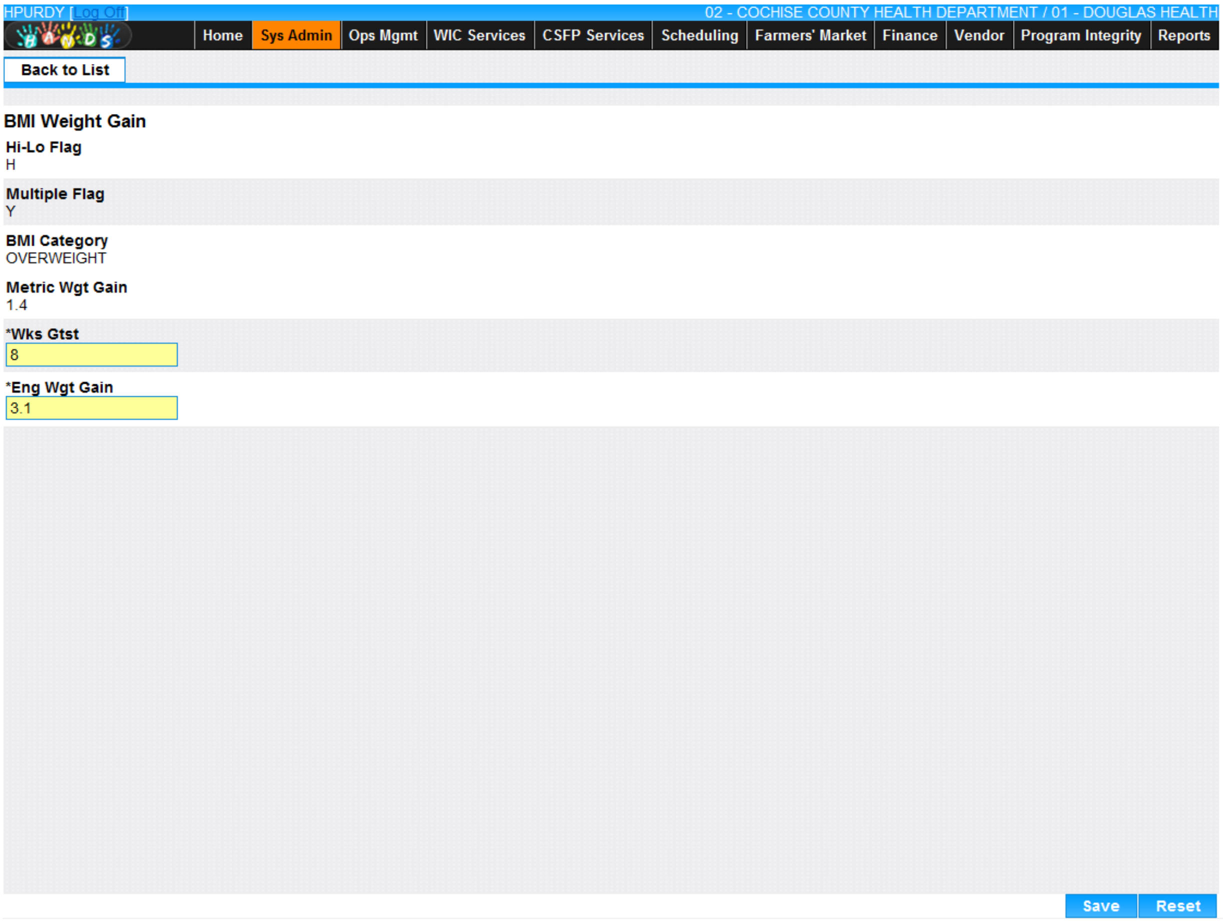
4. To discard your information and start over, click the Reset button at the bottom of the page.

5. To keep your changes, click the save button at the bottom of the page.

6. Click Back to List at the top of the page.

Edit a Record

1. Select a link from the Cert. & Enroll Base Tables section. The page displays.



2. Make changes to the appropriate fields. Only two Fields can be edited (Wks Gtst and Eng Wgt Gain).

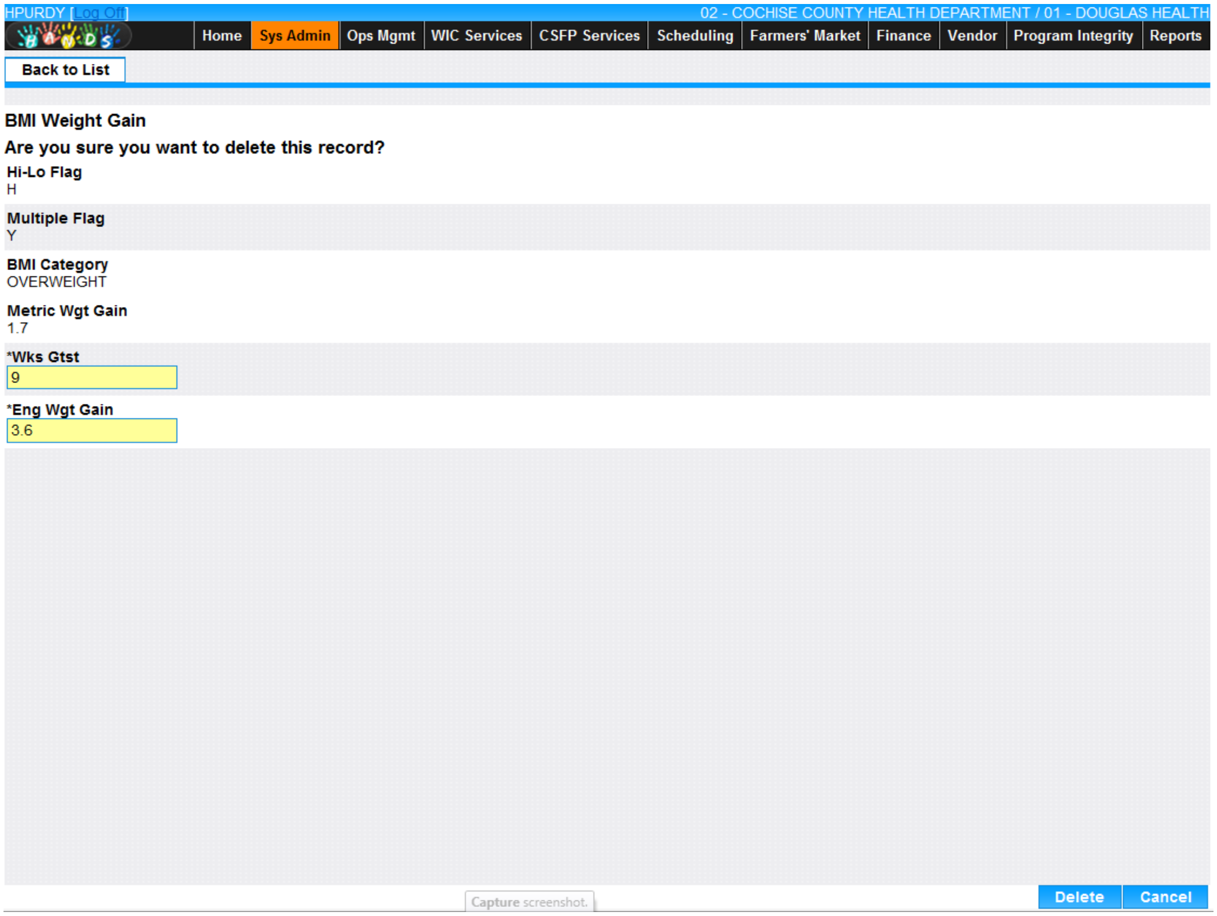
3. To discard your changes, click the Reset button at the bottom of the page.

4. To keep your changes, click the save button at the bottom of the page.

5. Click Back to List at the top of the page.

Delete a Record

1. Click the delete icon for the record you would like to delete. The Delete page displays.



2. To cancel the delete process, click the Cancel button at the bottom of the page.

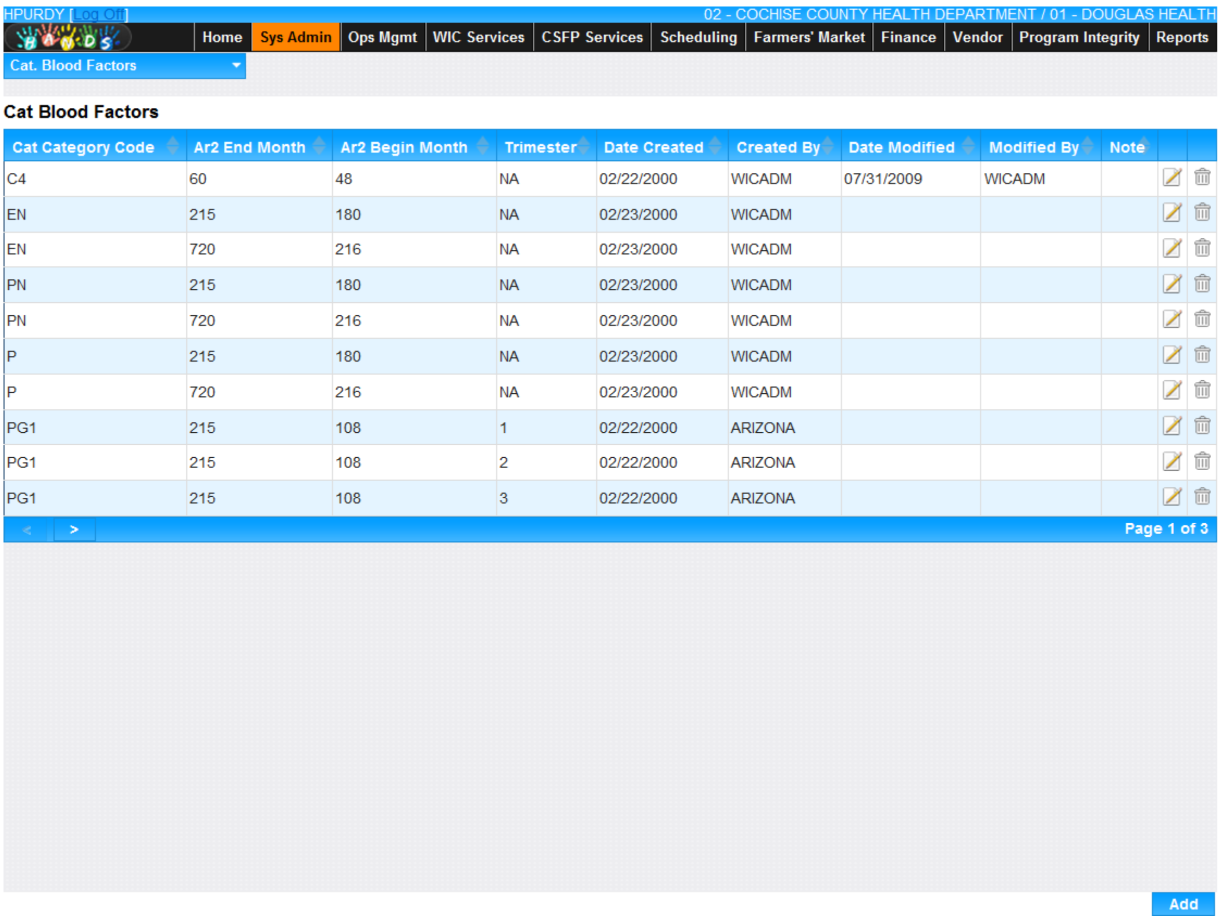
3. To delete the record, click the Delete button at the bottom of the page.

Category Blood Work Factors Base Table

The Category Blood Work Factors Base Table is used on the Medical Screen for blood work Data for Specific Categories by Age Range.

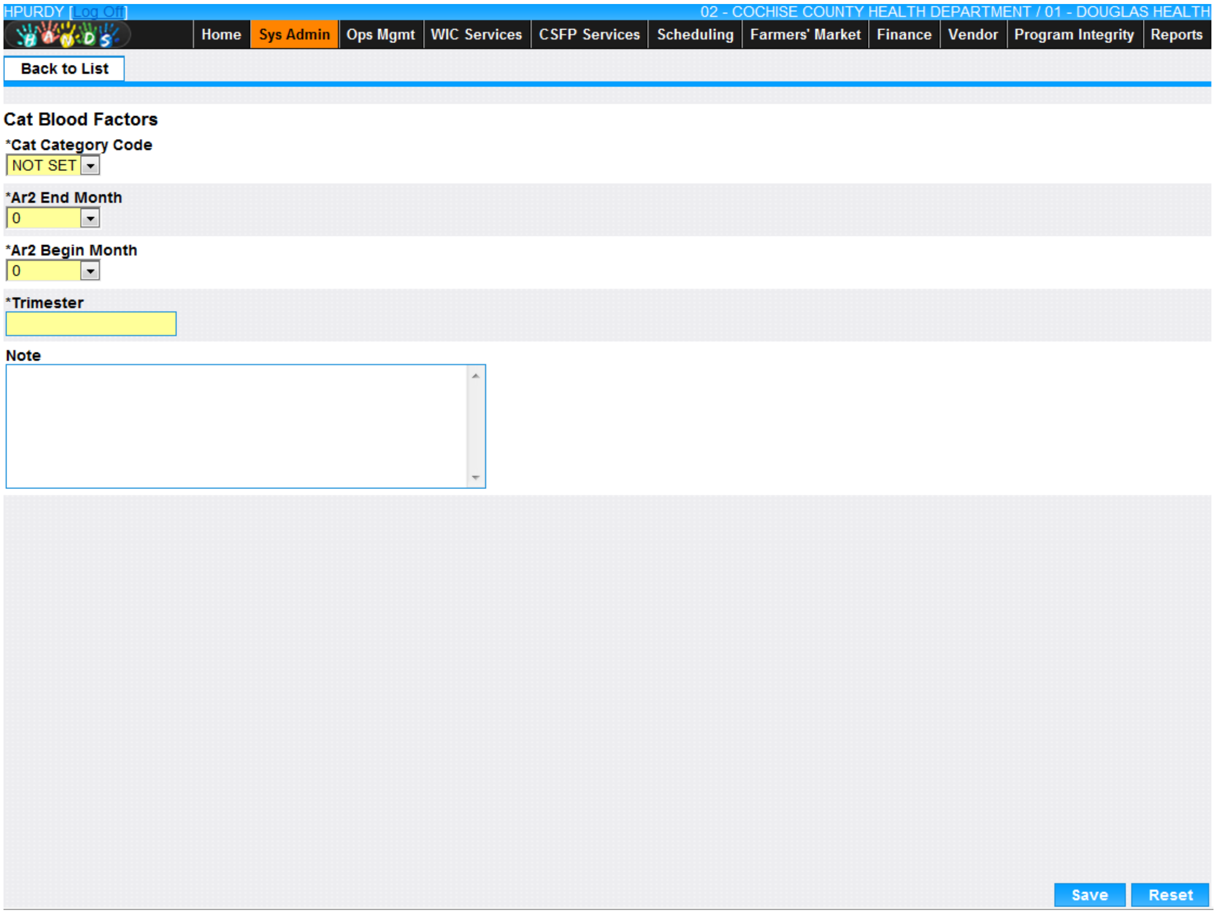
Add a Record

1. Select Cat Blood Factors from the Cert & Enroll Base Tables section. The page displays.



Cat Category Code	Ar2 End Month	Ar2 Begin Month	Trimester	Date Created	Created By	Date Modified	Modified By	Note
C4	60	48	NA	02/22/2000	WICADM	07/31/2009	WICADM	
EN	215	180	NA	02/23/2000	WICADM			
EN	720	216	NA	02/23/2000	WICADM			
PN	215	180	NA	02/23/2000	WICADM			
PN	720	216	NA	02/23/2000	WICADM			
P	215	180	NA	02/23/2000	WICADM			
P	720	216	NA	02/23/2000	WICADM			
PG1	215	108	1	02/22/2000	ARIZONA			
PG1	215	108	2	02/22/2000	ARIZONA			
PG1	215	108	3	02/22/2000	ARIZONA			

2. Click the Add button at the bottom of the page. The Add page displays.



3. Enter all required information and any additional information to complete the page.

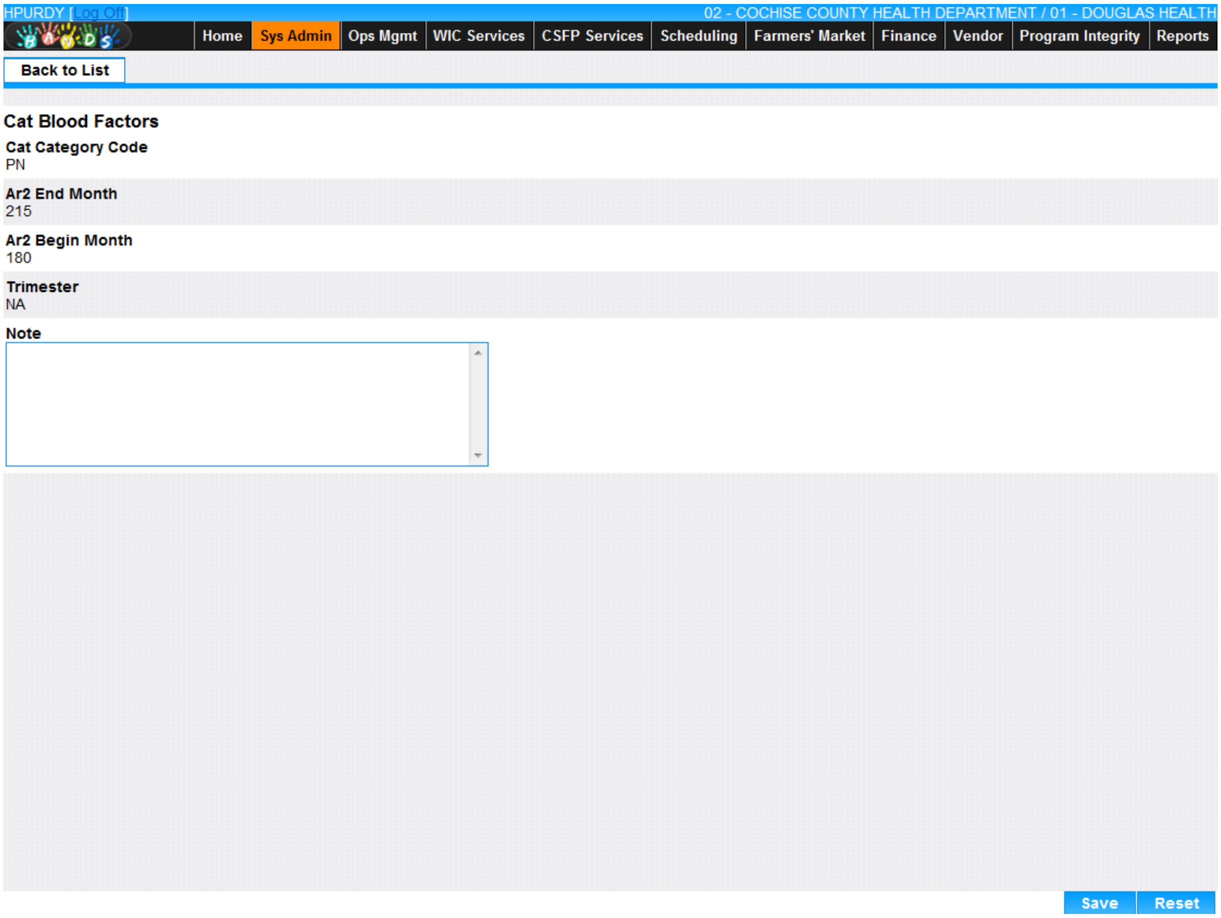
4. To discard your information and start over, click the Reset button at the bottom of the page.

5. Click the Save button at the bottom of the page.

6. Click Back to List at the top of the page.

Edit a Record

1. Select a link from the Cat Blood Factors Base Table. The page displays.



2. Make changes to the appropriate fields. Only the Notes Field is allowed to be Edited.

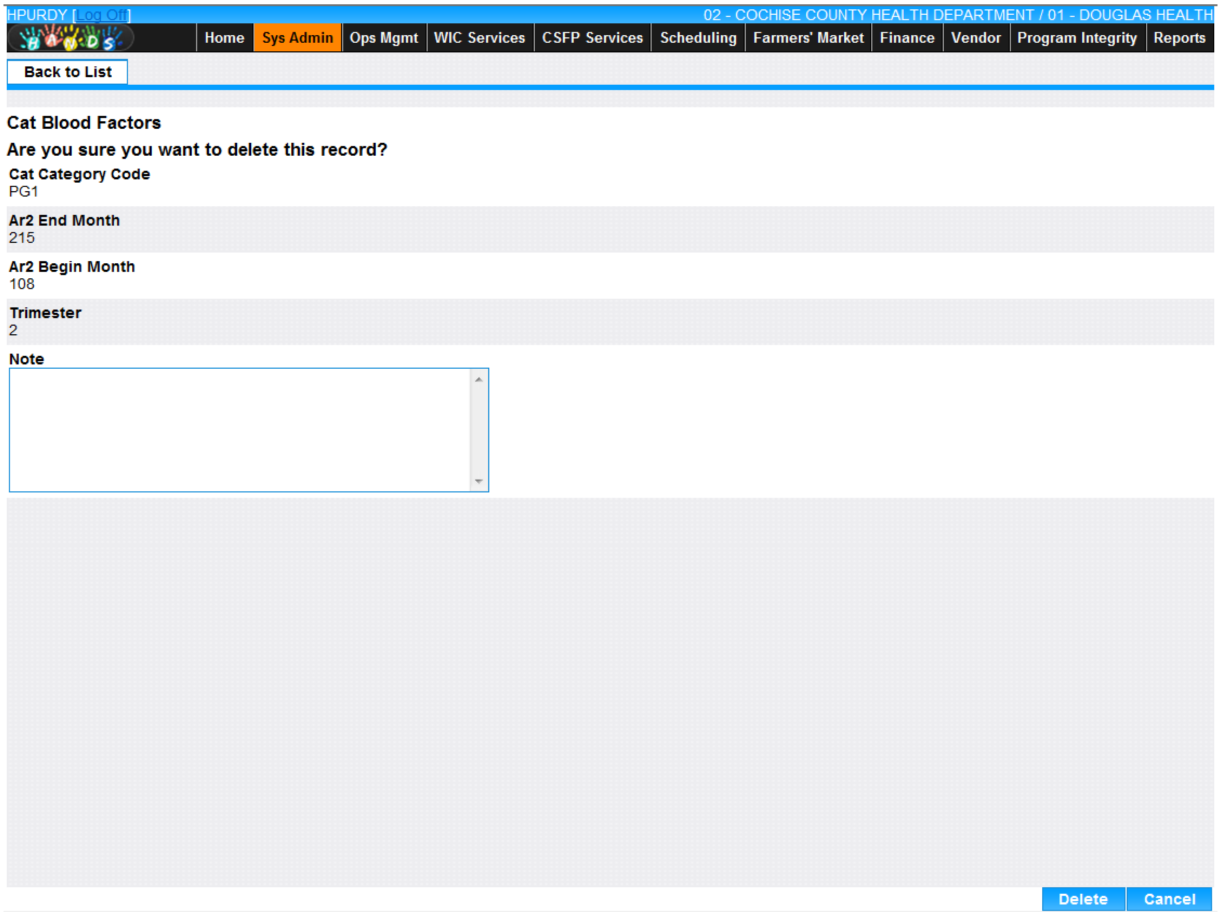
3. To discard your changes, click the Reset button at the bottom of the page.

4. To keep your changes, click the Save button at the bottom of the page.

5. Click Back to List at the top of the page.

Delete a Record

1. Click the delete icon for the record you would like to delete. The Delete page displays.



2. To cancel the delete process, click the Cancel button at the bottom of the page.

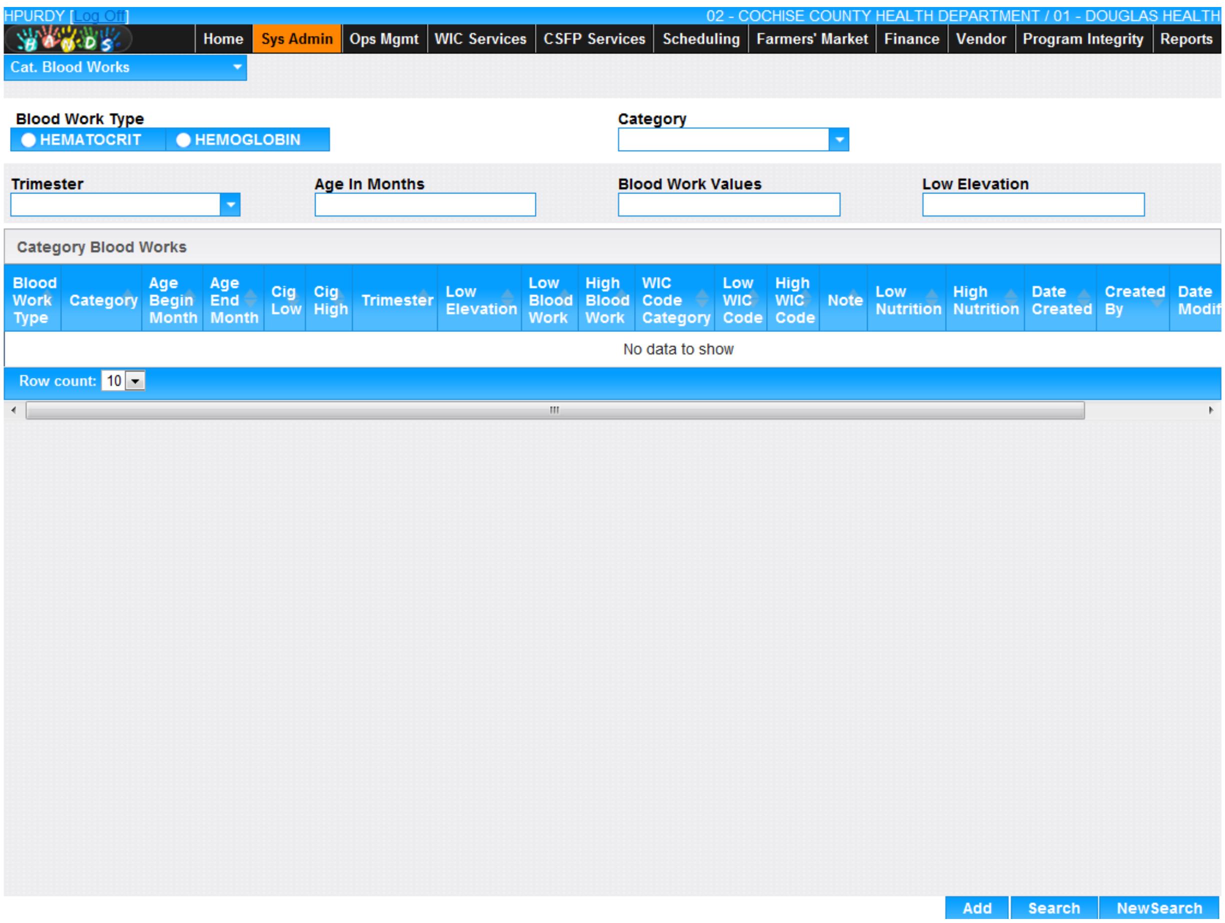
3. To delete the record, click the Delete button at the bottom of the page.

Category Blood Works Base Table

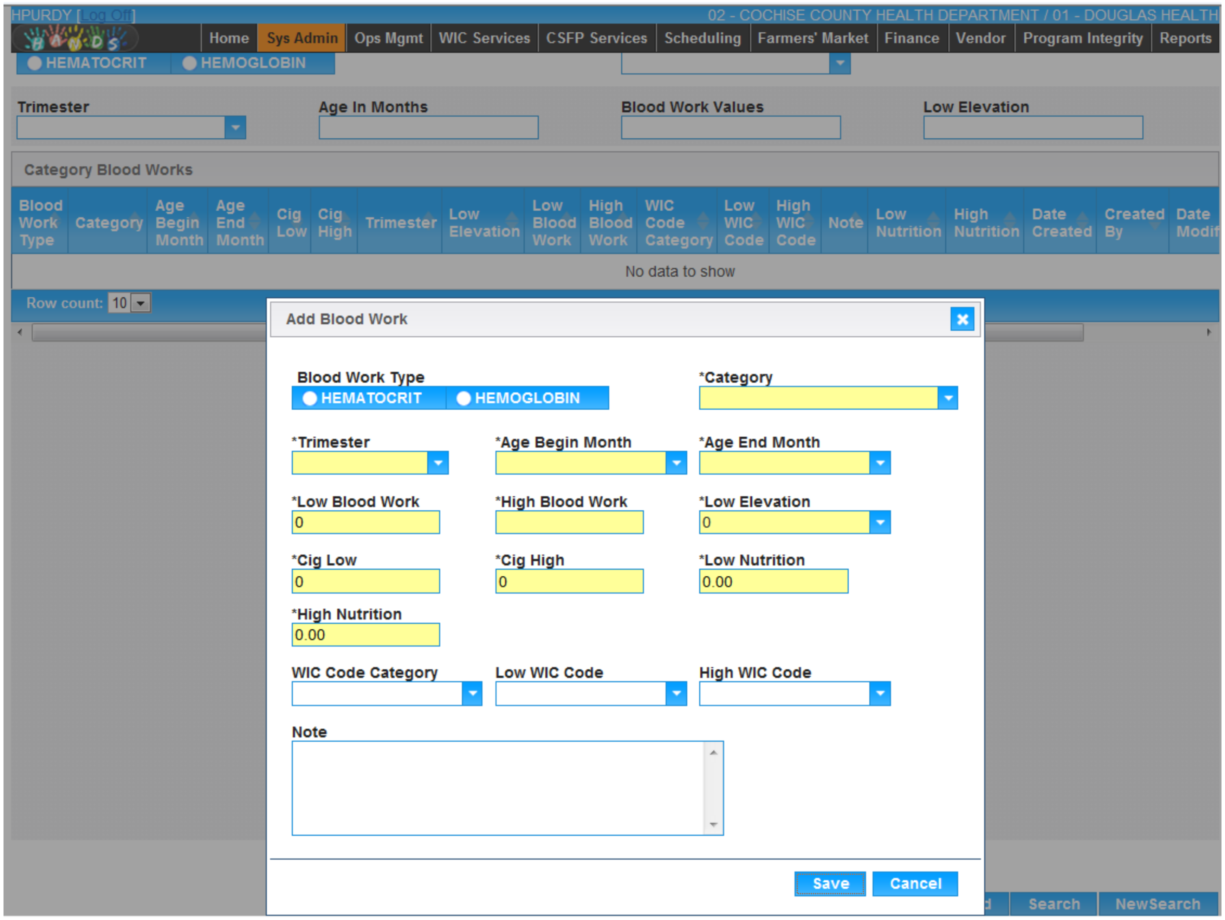
The Category Blood Works Base Table is used on the Medical Screen to help determine risk codes for categories by Blood Work Type, Category and if Client is a smoker or non-smoker. User is able to search Hematocrit and Hemoglobin by Category, Trimester, age, blood work values and elevation.

Add a Record

1. Select Cat Blood Works from the Cert & Enroll Base Tables section. The page displays.



2. Click the Add button at the bottom of the page. The Add page displays.



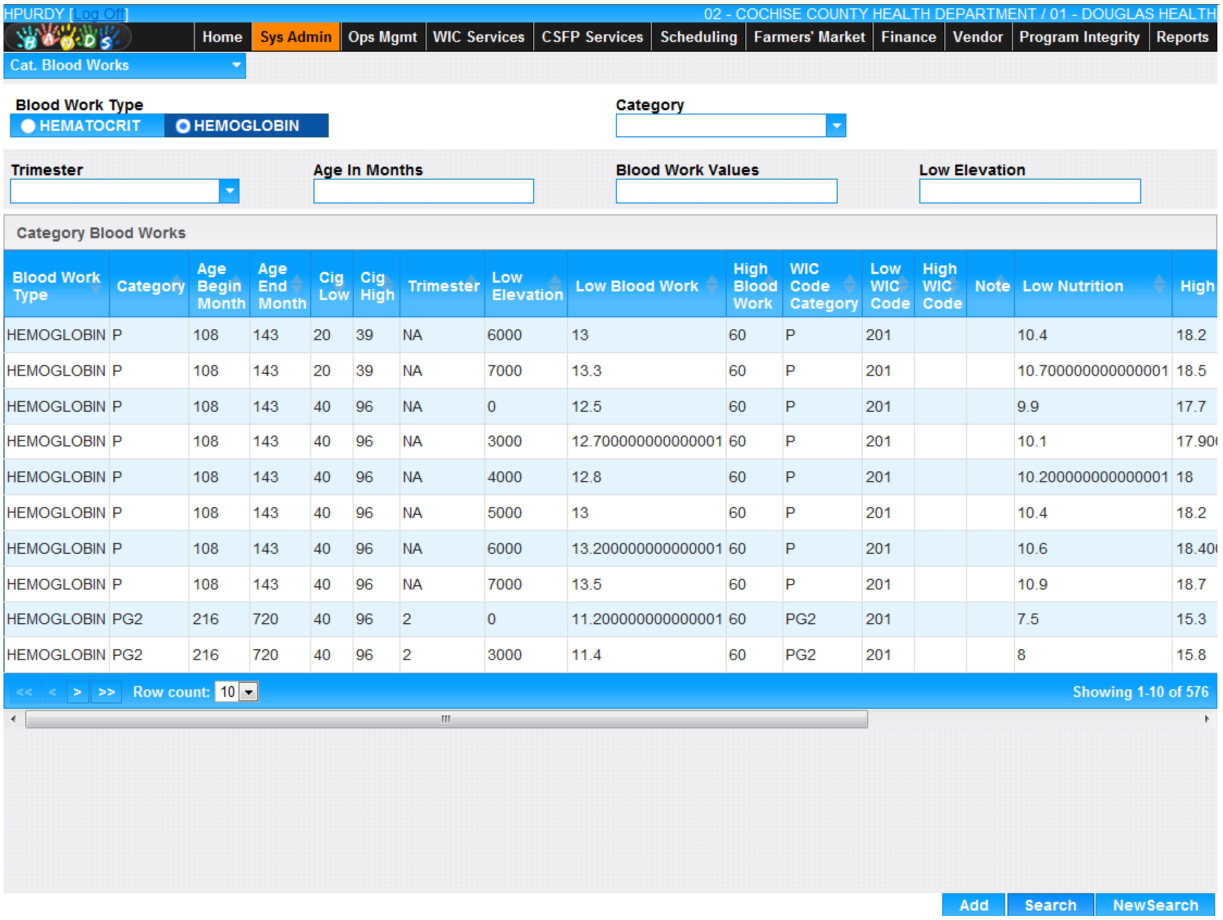
3. Enter all required information and any additional information to complete the page.

4. To discard your information and start over, click the Cancel button at the bottom of the page.

5. To save your information, click the Save button at the bottom of the page.

Edit a Record

1. Select Hematocrit or Hemoglobin and Hit Search at the bottom of the screen.


HPURDY [Log Off] 02 - COCHISE COUNTY HEALTH DEPARTMENT / 01 - DOUGLAS HEALTH

Home | Sys Admin | Ops Mgmt | WIC Services | CSFP Services | Scheduling | Farmers' Market | Finance | Vendor | Program Integrity | Reports

Cat. Blood Works

Blood Work Type: HEMATOCRIT / HEMOGLOBIN

Category

Trimester | Age In Months | Blood Work Values | Low Elevation

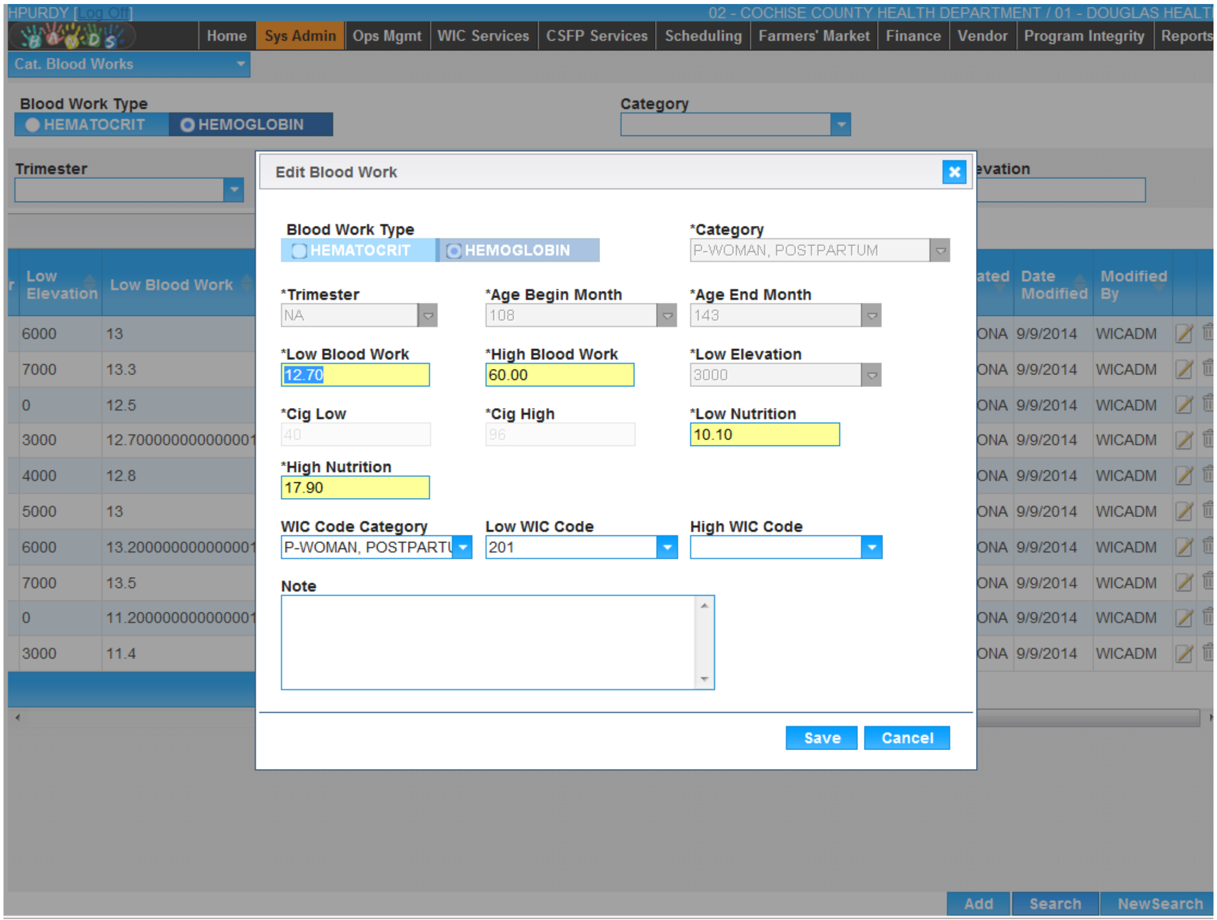
Category Blood Works

Blood Work Type	Category	Age Begin Month	Age End Month	Cig Low	Cig High	Trimester	Low Elevation	Low Blood Work	High Blood Work	WIC Code Category	Low WIC Code	High WIC Code	Note	Low Nutrition	High
HEMOGLOBIN	P	108	143	20	39	NA	6000	13	60	P	201			10.4	18.2
HEMOGLOBIN	P	108	143	20	39	NA	7000	13.3	60	P	201			10.700000000000001	18.5
HEMOGLOBIN	P	108	143	40	96	NA	0	12.5	60	P	201			9.9	17.7
HEMOGLOBIN	P	108	143	40	96	NA	3000	12.700000000000001	60	P	201			10.1	17.90
HEMOGLOBIN	P	108	143	40	96	NA	4000	12.8	60	P	201			10.200000000000001	18
HEMOGLOBIN	P	108	143	40	96	NA	5000	13	60	P	201			10.4	18.2
HEMOGLOBIN	P	108	143	40	96	NA	6000	13.200000000000001	60	P	201			10.6	18.40
HEMOGLOBIN	P	108	143	40	96	NA	7000	13.5	60	P	201			10.9	18.7
HEMOGLOBIN	PG2	216	720	40	96	2	0	11.200000000000001	60	PG2	201			7.5	15.3
HEMOGLOBIN	PG2	216	720	40	96	2	3000	11.4	60	PG2	201			8	15.8

<< < > >> Row count: 10 Showing 1-10 of 576

Add | Search | NewSearch

2. Select a link from the Cat Blood Works Base Table. The page displays.



3. Make changes to the appropriate fields. The Fields that are Highlighted are the Edit-able fields (Low Blood Pressure, High Blood Pressure, Low Nutrition and High Nutrition.

4. To discard your changes, click the Cancel button at the bottom of the page.

5. To keep your changes, click the Save button at the bottom of the page.

Delete a Record

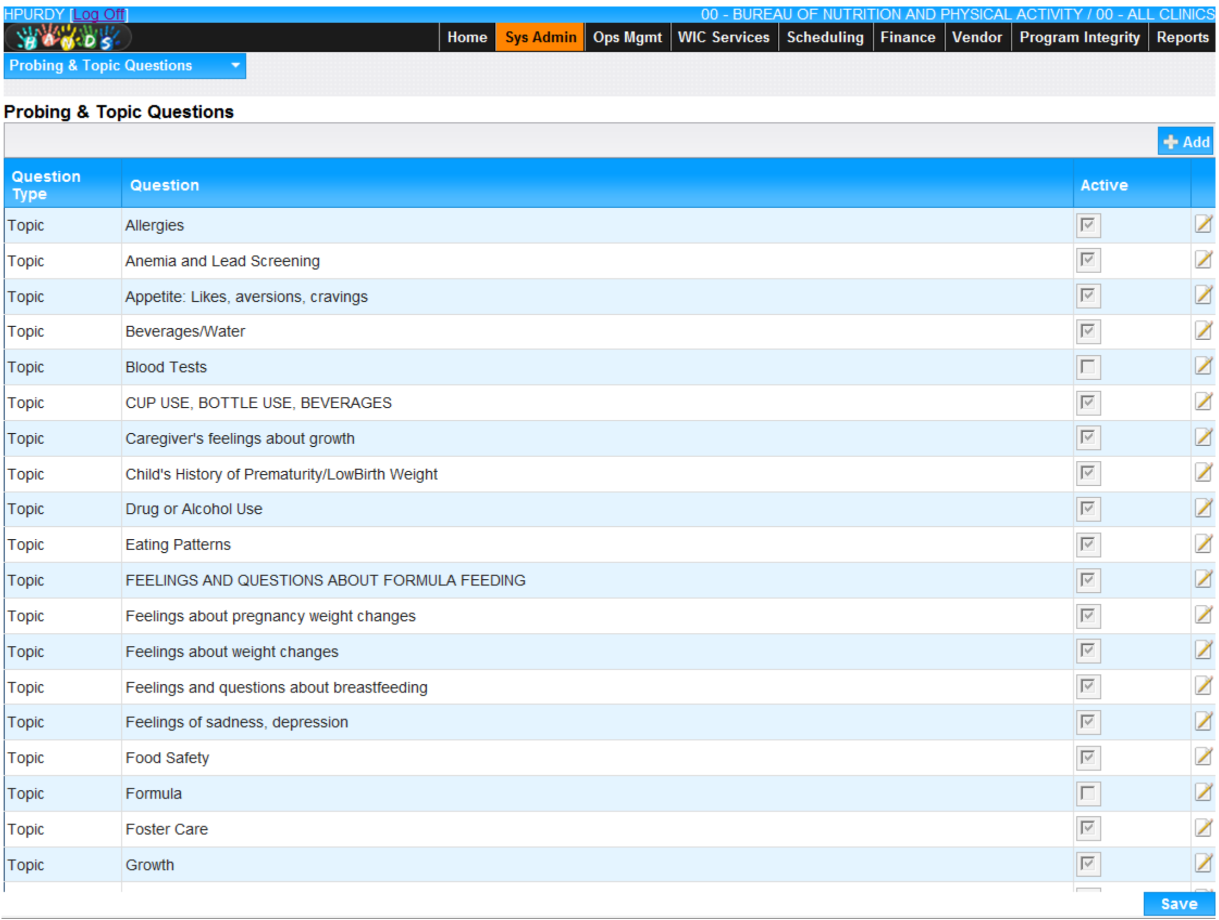
1. After Searching for a record, Click the delete icon for the record you would like to delete. System asks if you are Sure you want to Delete the record. Hit Delete. Record is Deleted.

Probing & Topic Questions Base Table

The Probing & Topic Questions Base Table is used to create the Topic and Probing questions for the Client's Assessment.

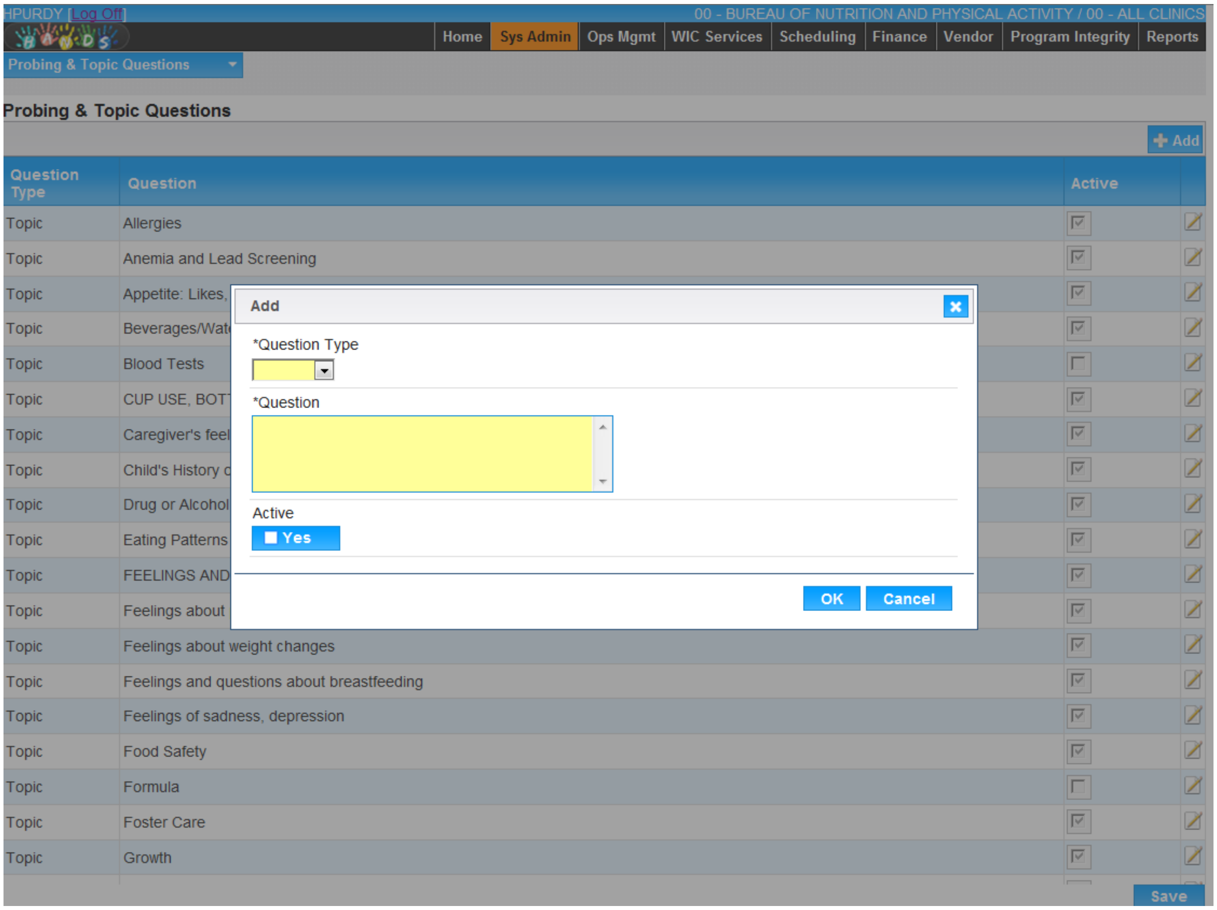
Add a Record

1. Select Probing & Topic Questions from the Cert & Enroll Base Tables section. The page displays.



Question Type	Question	Active
Topic	Allergies	☑
Topic	Anemia and Lead Screening	☑
Topic	Appetite: Likes, aversions, cravings	☑
Topic	Beverages/Water	☑
Topic	Blood Tests	☐
Topic	CUP USE, BOTTLE USE, BEVERAGES	☑
Topic	Caregiver's feelings about growth	☑
Topic	Child's History of Prematurity/LowBirth Weight	☑
Topic	Drug or Alcohol Use	☑
Topic	Eating Patterns	☑
Topic	FEELINGS AND QUESTIONS ABOUT FORMULA FEEDING	☑
Topic	Feelings about pregnancy weight changes	☑
Topic	Feelings about weight changes	☑
Topic	Feelings and questions about breastfeeding	☑
Topic	Feelings of sadness, depression	☑
Topic	Food Safety	☑
Topic	Formula	☐
Topic	Foster Care	☑
Topic	Growth	☑

2. Click the Add button at the top of the page. The Add page displays.



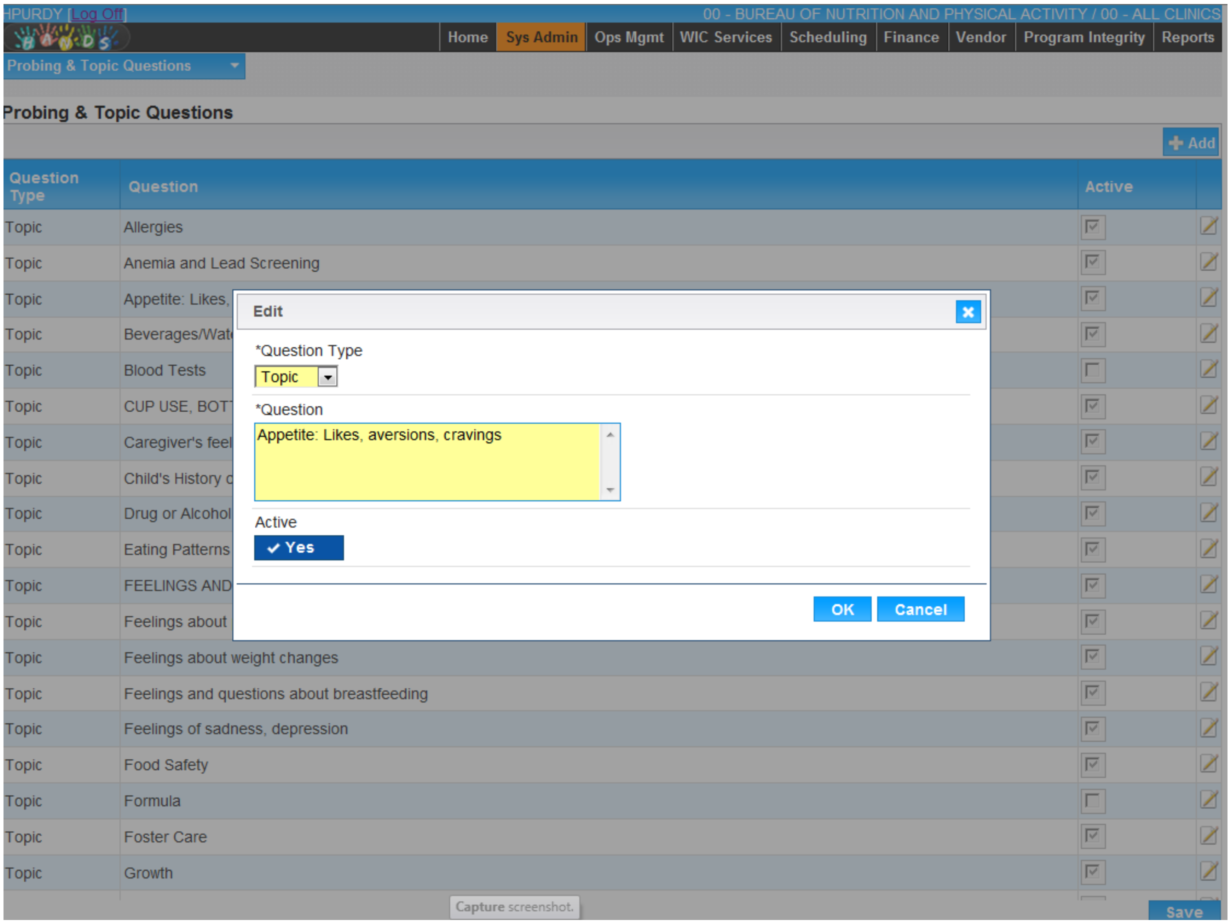
3. Enter all required information and any additional information to complete the page.

4. To discard your information and start over, click the Cancel button at the bottom of the page.

5. To save your information, click the Okay button at the bottom of the page. Add Modal Closes. Hit Save at the Bottom of the page to Save New Record.

Edit a Record

1. Select a link from the Probing & Topic Questions Base Table. The page displays.



2. Make changes to the appropriate fields.

3. To discard your changes, click the Cancel button at the bottom of the page.

4. To keep your changes, click the Okay button at the bottom of the page. Edit Modal Closes. Hit the Save button to Save the Record.

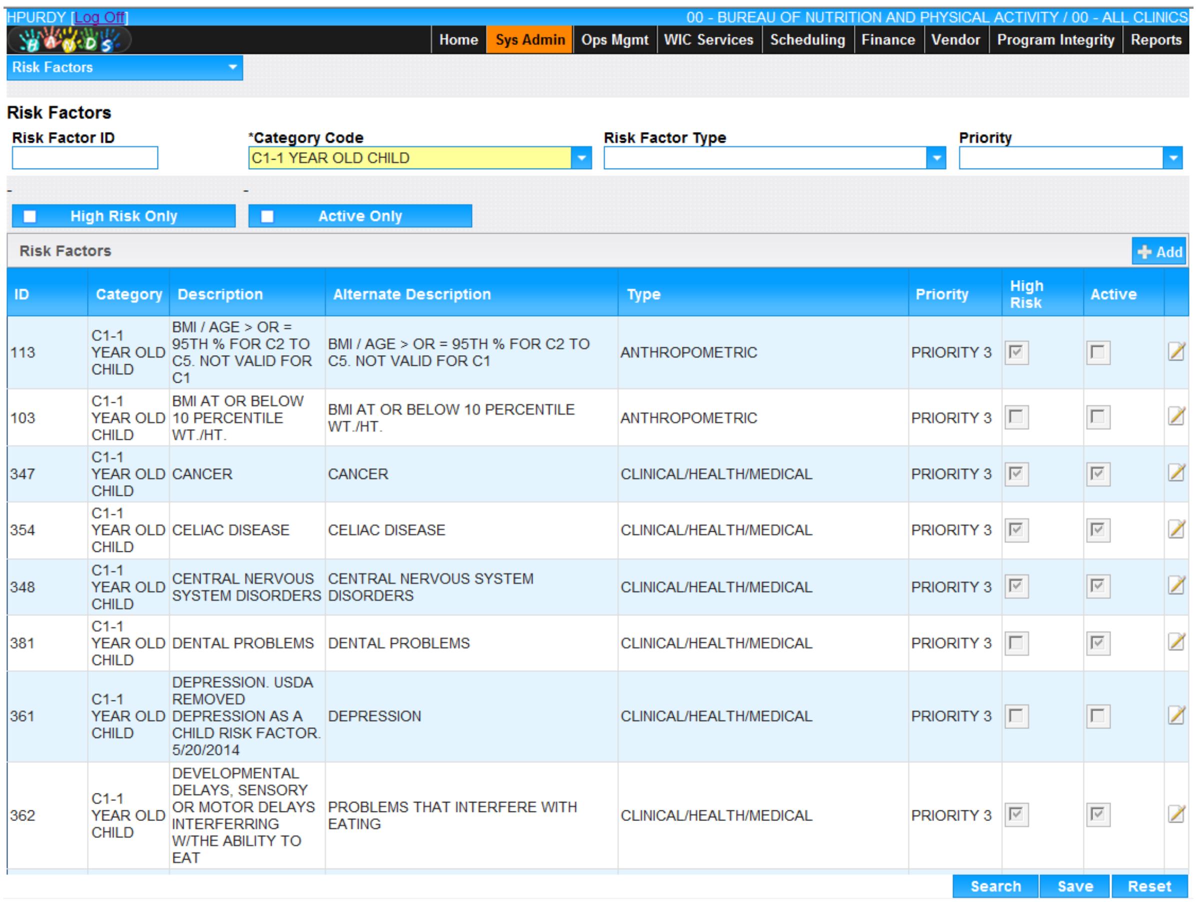
*Records cannot be deleted once added to the Table. Only Records that have the Active Flag Checked will appear in the system. If record is Inactive, Uncheck the Active Flag.

Risk Factors Base Table

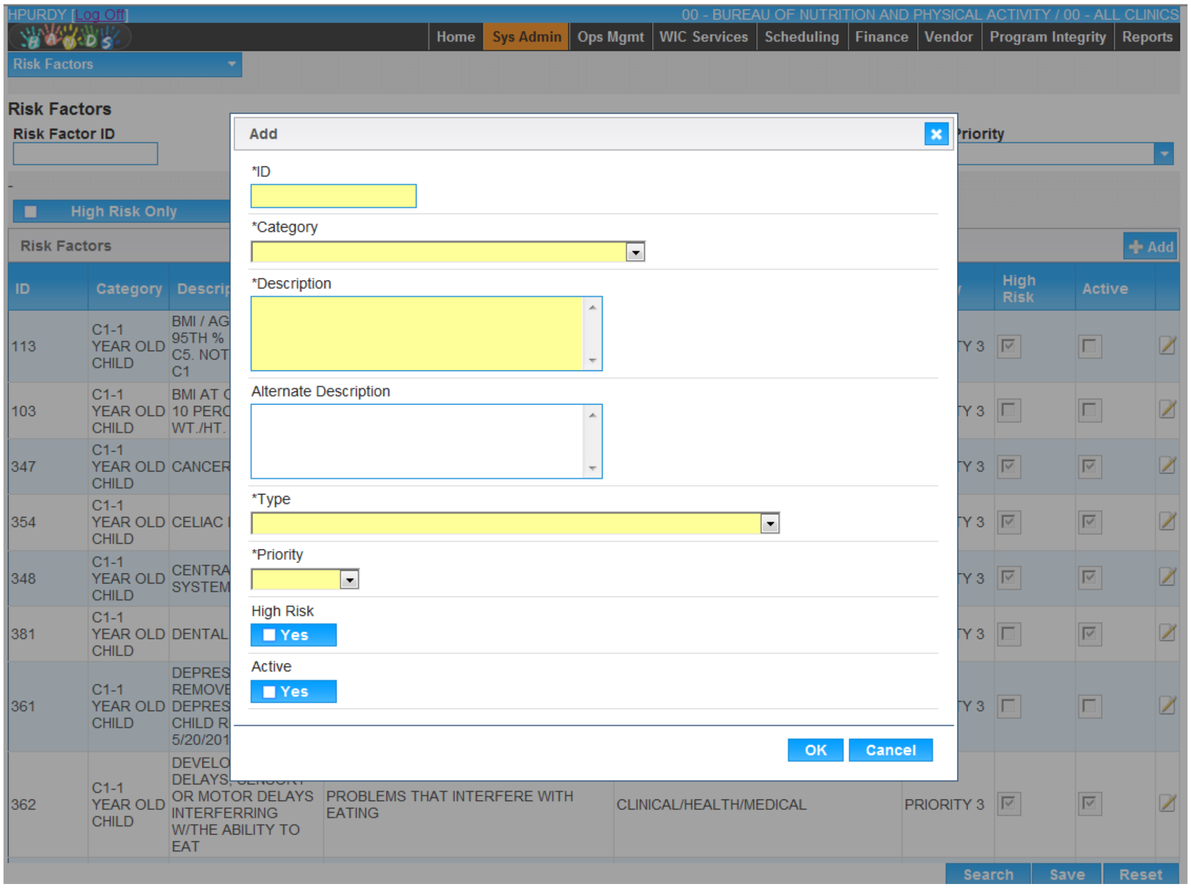
The Risk Factors Base Table is used on the Assessment and are derived from how the Topic and Probing questions are Answered to give the Clients WIC Codes. User is able to search by Risk Factor ID, Category Code (which is Mandatory for Search), Risk Factor Type and Priority.

Add a Record

1. Select Risk Factors from the Cert & Enroll Base Tables section. The page displays.



2. Click the Add button at the top of the page. The Add page displays.



3. Enter all required information and any additional information to complete the page.

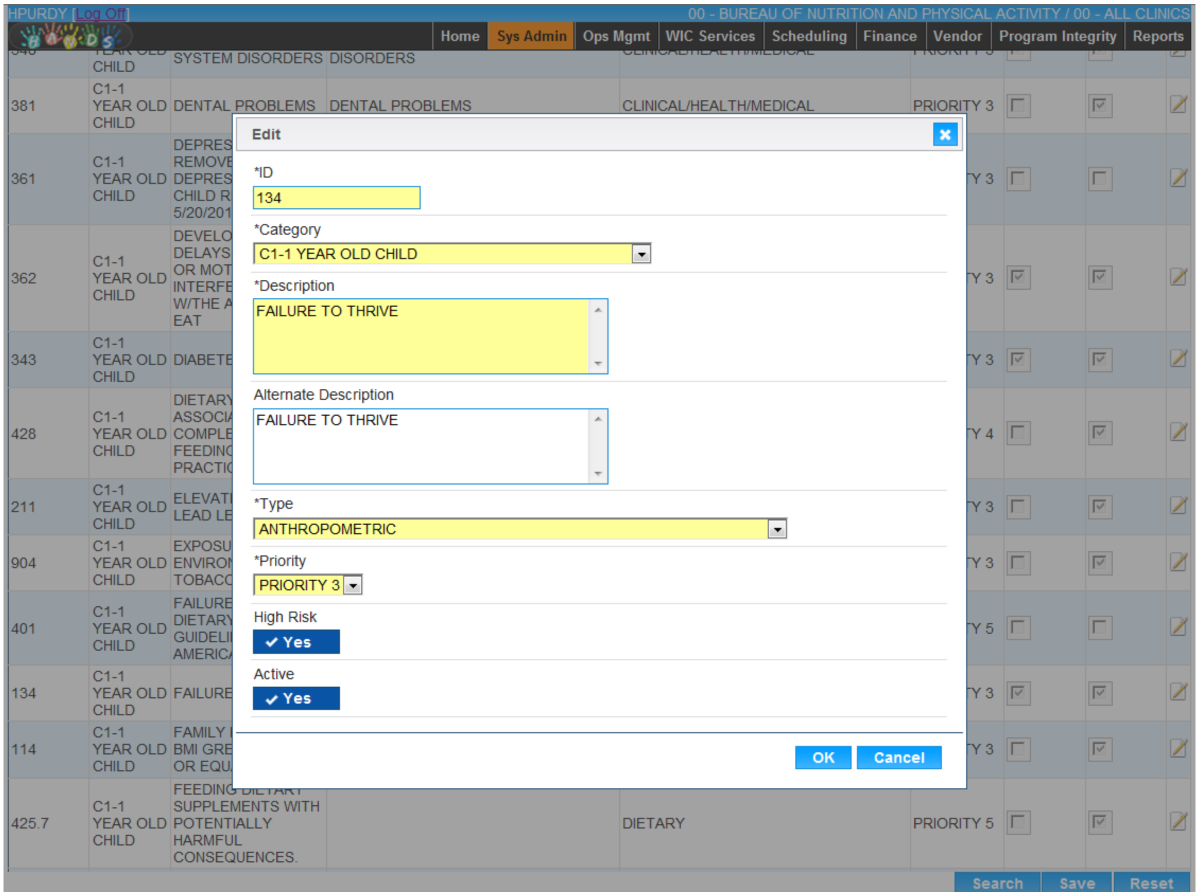
4. To discard your information and start over, click the Cancel button at the bottom of the page.

5. To save your information, click the Okay button at the bottom of the page. Add Modal Closes. Hit Save at the Bottom of the page to Save New Record.

Edit a Record

1. Select a Category and Hit Search at the bottom of the screen.

2. Select a link from the Risk Factors Base Table. The page displays.



3. Make changes to the appropriate fields.

4. To discard your changes, click the Cancel button at the bottom of the page.

5. To keep your changes, click the Okay button at the bottom of the page. Edit Modal Closes. Hit the Save button to Save the Record.

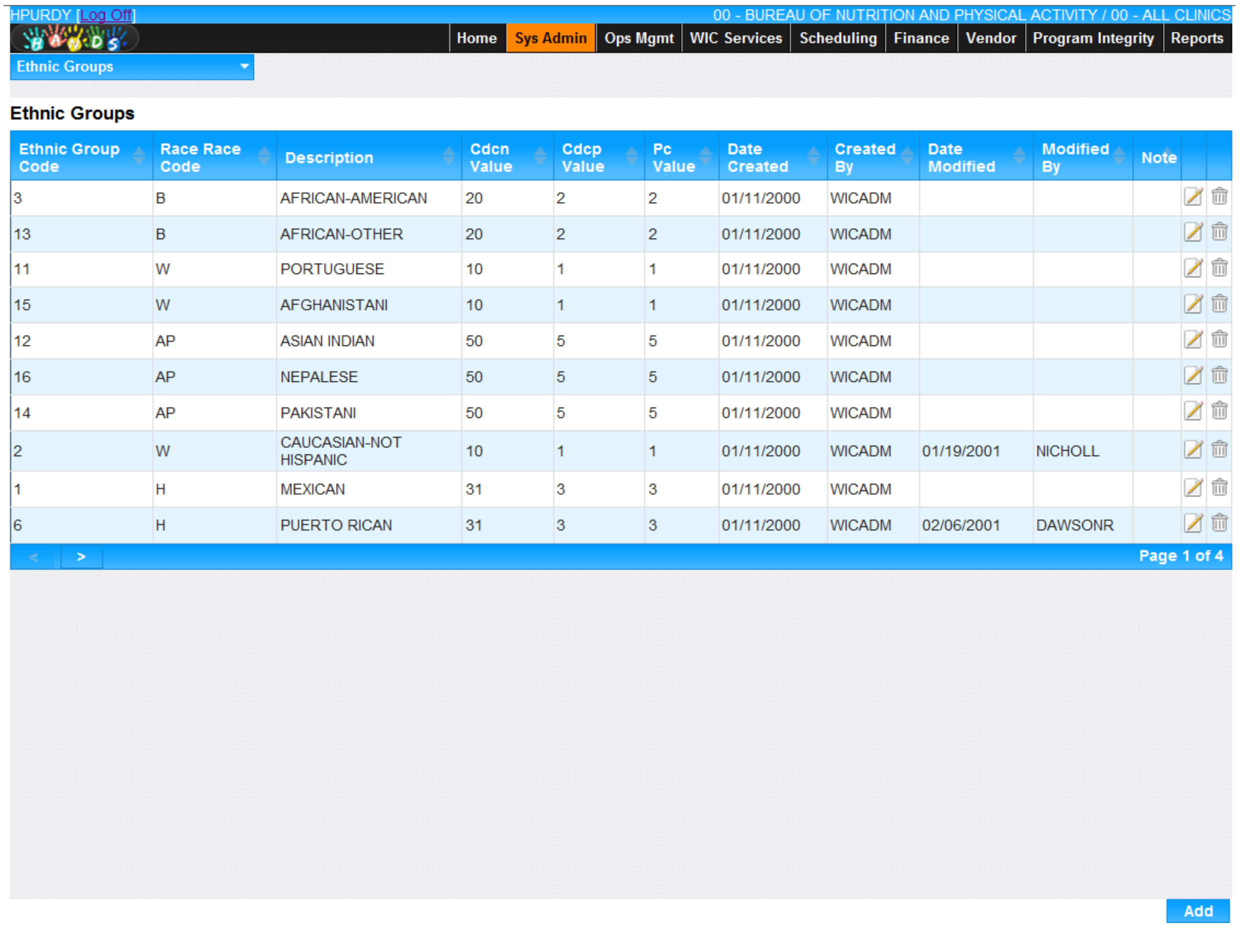
*Records cannot be deleted once added to the table. Only Records that have the Active Flag Checked will appear in the system. If record is Inactive, Uncheck the Active Flag.

Ethnic Groups Base Table

The Ethnic Groups Base Table is linked to a Race which is derived from the Race Base Table. Ethnicity/Race is located on the Client Reg page of the System.

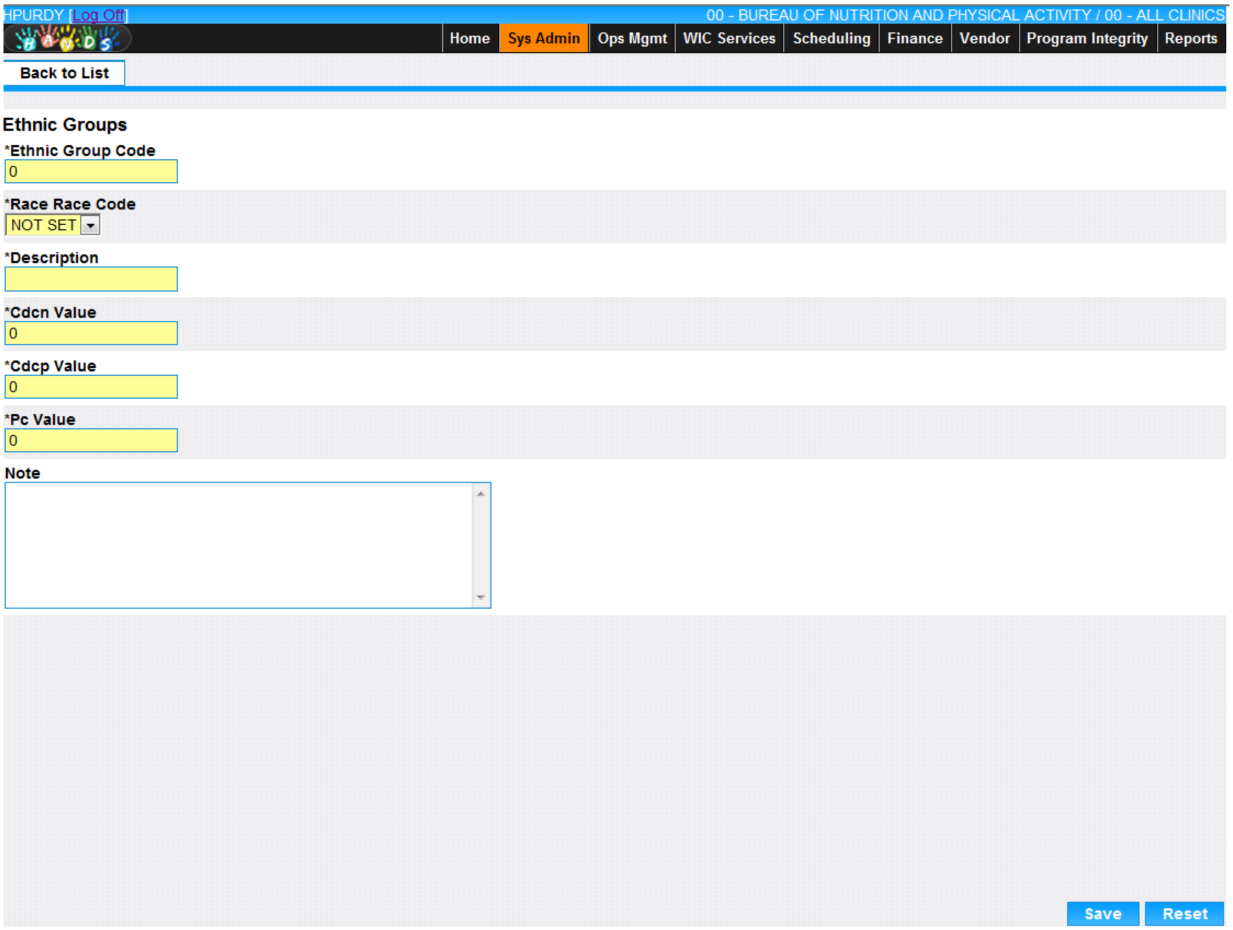
Add a Record

1. Select Ethnic Groups from the Cert & Enroll Base Tables section. The page displays.



Ethnic Group Code	Race Race Code	Description	Cdcn Value	Cdcp Value	Pc Value	Date Created	Created By	Date Modified	Modified By	Note
3	B	AFRICAN-AMERICAN	20	2	2	01/11/2000	WICADM			
13	B	AFRICAN-OTHER	20	2	2	01/11/2000	WICADM			
11	W	PORTUGUESE	10	1	1	01/11/2000	WICADM			
15	W	AFGHANISTANI	10	1	1	01/11/2000	WICADM			
12	AP	ASIAN INDIAN	50	5	5	01/11/2000	WICADM			
16	AP	NEPALESE	50	5	5	01/11/2000	WICADM			
14	AP	PAKISTANI	50	5	5	01/11/2000	WICADM			
2	W	CAUCASIAN-NOT HISPANIC	10	1	1	01/11/2000	WICADM	01/19/2001	NICHOLL	
1	H	MEXICAN	31	3	3	01/11/2000	WICADM			
6	H	PUERTO RICAN	31	3	3	01/11/2000	WICADM	02/06/2001	DAWSONR	

2. Click the Add button at the bottom of the page. The Add page displays.



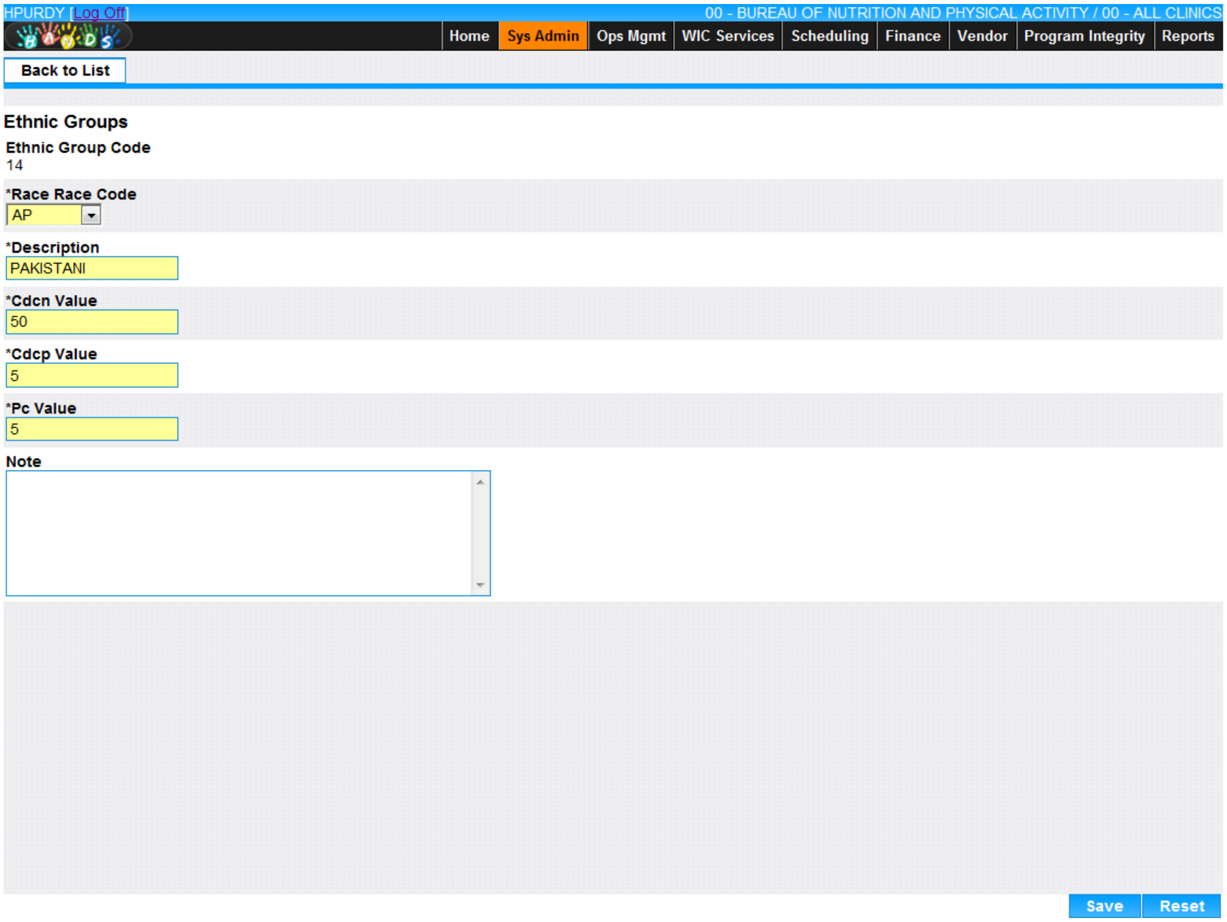
3. Enter all required information and any additional information to complete the page.

4. To discard your information and start over, click the Reset button at the bottom of the page.

5. To save your information, click the Save button at the bottom of the page.

Edit a Record

1. Select a link from the Ethnic Groups Base Table. The page displays.



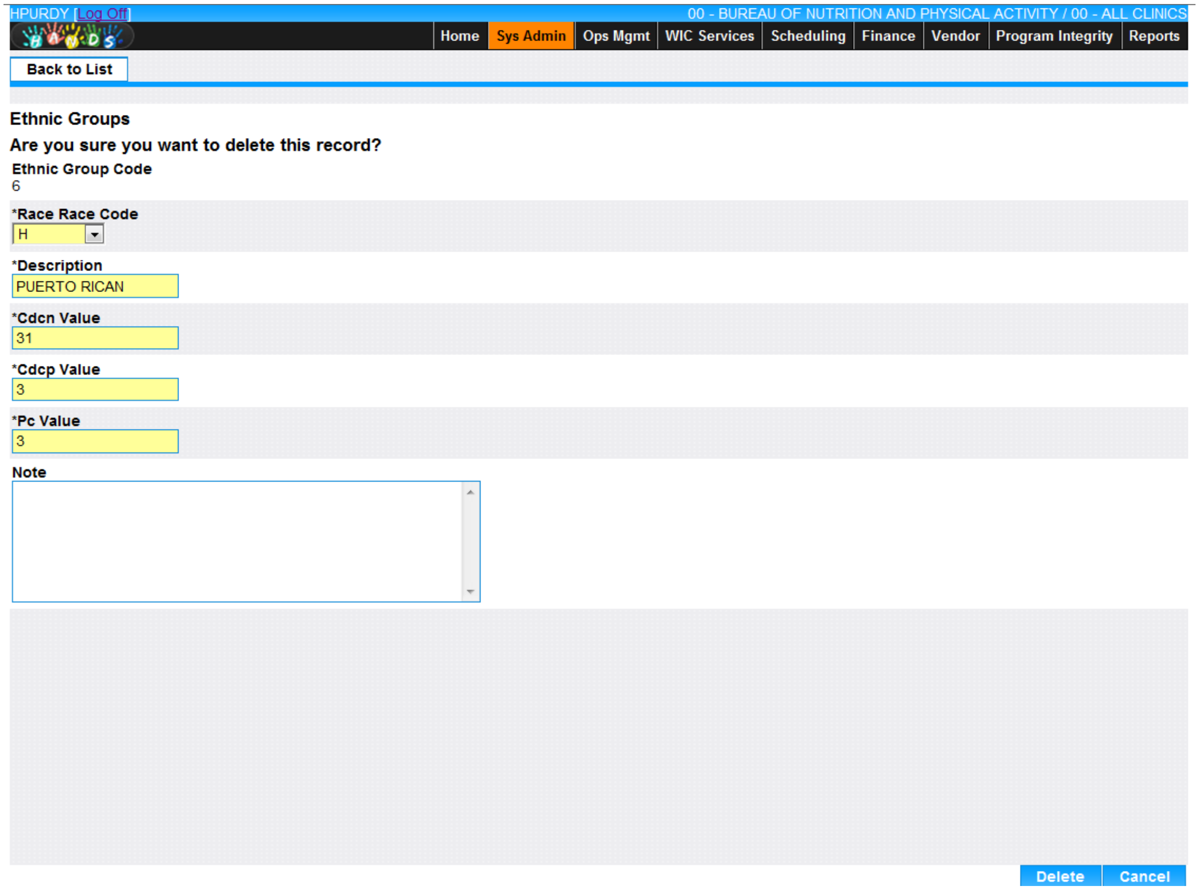
2. Make changes to the appropriate fields.

3. To discard your changes, click the Reset button at the bottom of the page.

4. To keep your changes, click the Save button at the bottom of the page.

Delete a Record

1. Click the delete icon for the record you would like to delete. The Delete page displays.



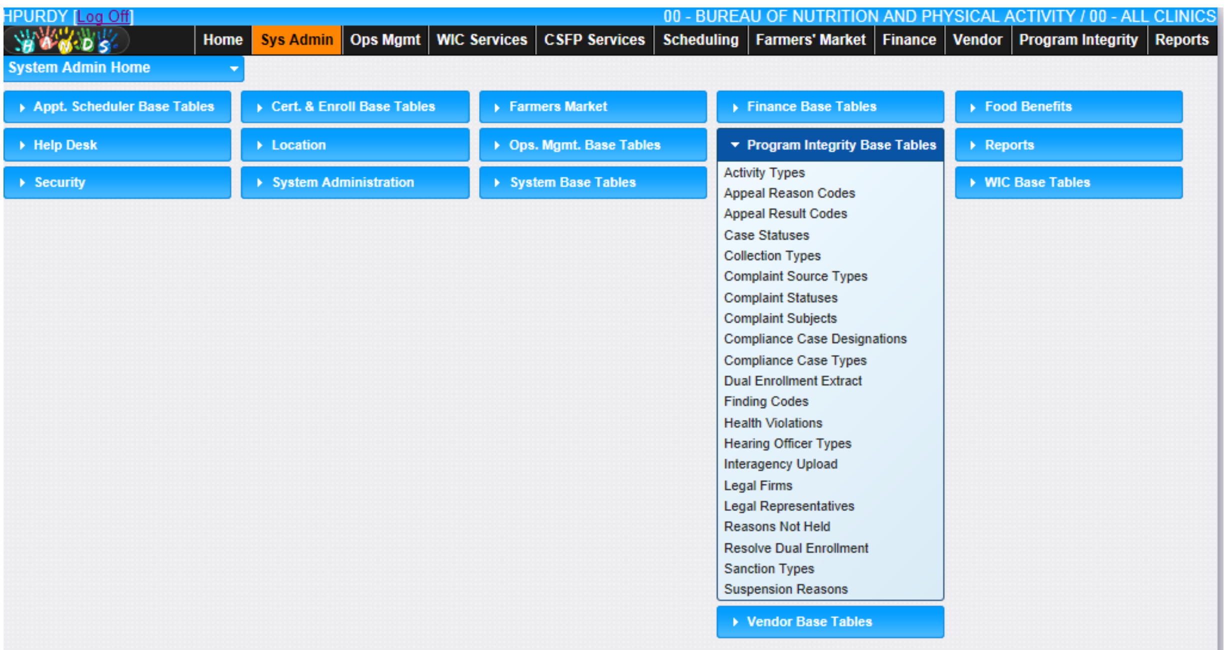
2. To cancel the delete process, click the Cancel button at the bottom of the page.

3. To delete the record, click the Delete button at the bottom of the page.

Program Integrity Base Tables

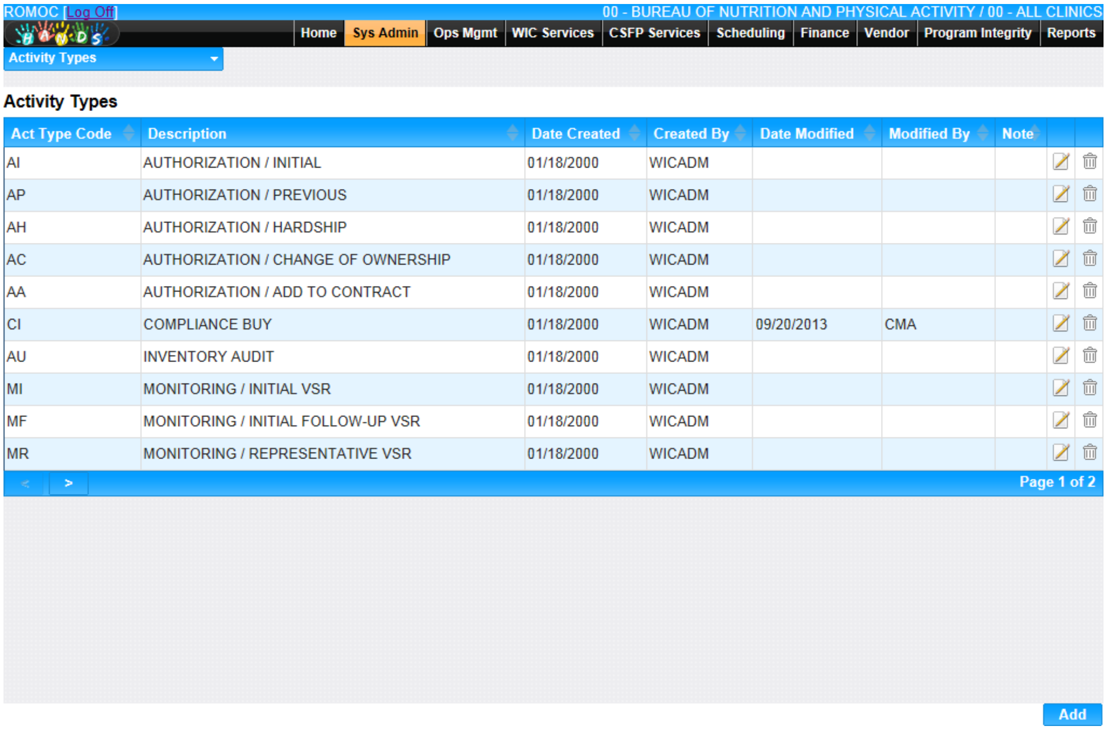
The Program Integrity Base Tables section is where the user can manage Case Statuses, Activity Types, Appeal Reason Codes, Appeal Result Codes, Collection Types, Complaint Source Types, Complaint Statuses, Complaint Subjects, Compliance Case Designations, Compliance Case Types, Finding Codes, Health Violations, Hearing Officer Types, Legal Firms, Legal Representatives, Reasons Not Held, Sanction Types, Suspension Reasons, Resolve Dual Enrollment, Dual Enrollment Extract, and Interagency Upload. Most base tables have the same procedure for adding, editing and deleting records. This section will have one example of each function.

Access the appropriate page from the System Admin home page by clicking on the link in the Program Integrity Base Tables.



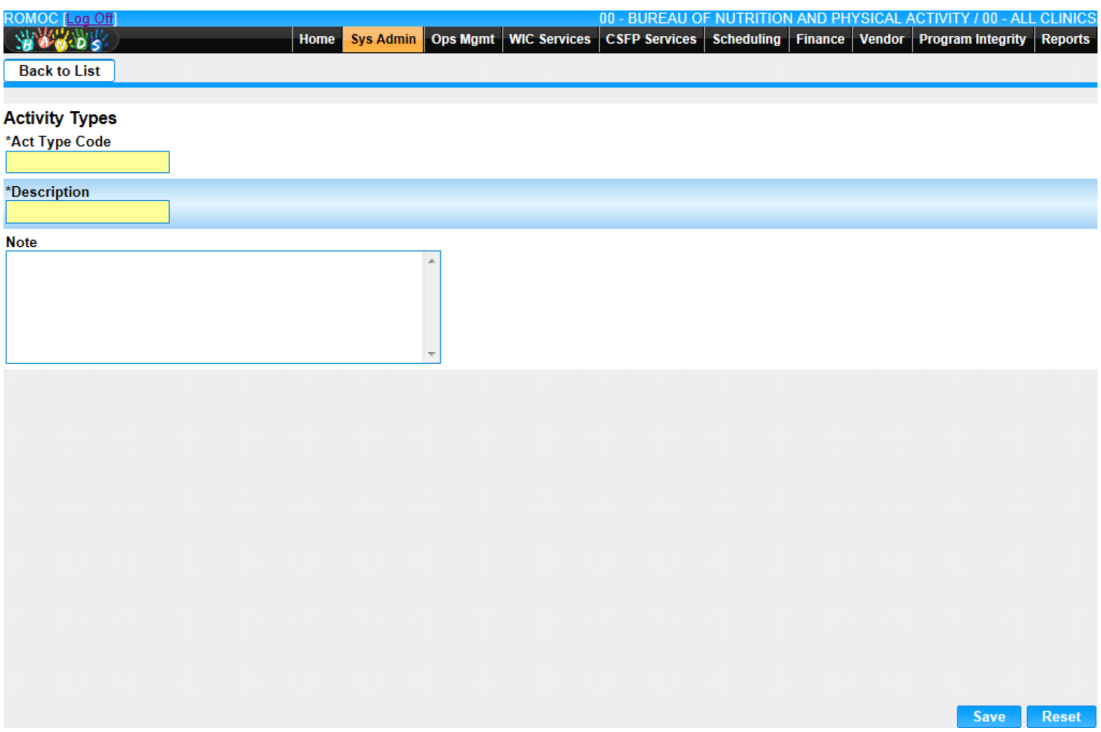
Add a Record

1. Select a link from the Program Integrity Base Tables section. The page displays.



Act Type Code	Description	Date Created	Created By	Date Modified	Modified By	Note
AI	AUTHORIZATION / INITIAL	01/18/2000	WICADM			
AP	AUTHORIZATION / PREVIOUS	01/18/2000	WICADM			
AH	AUTHORIZATION / HARDSHIP	01/18/2000	WICADM			
AC	AUTHORIZATION / CHANGE OF OWNERSHIP	01/18/2000	WICADM			
AA	AUTHORIZATION / ADD TO CONTRACT	01/18/2000	WICADM			
CI	COMPLIANCE BUY	01/18/2000	WICADM	09/20/2013	CMA	
AU	INVENTORY AUDIT	01/18/2000	WICADM			
MI	MONITORING / INITIAL VSR	01/18/2000	WICADM			
MF	MONITORING / INITIAL FOLLOW-UP VSR	01/18/2000	WICADM			
MR	MONITORING / REPRESENTATIVE VSR	01/18/2000	WICADM			

2. Click the Add button at the bottom of the page. The Add page displays.



3. Enter all required information and any additional information to complete the page.

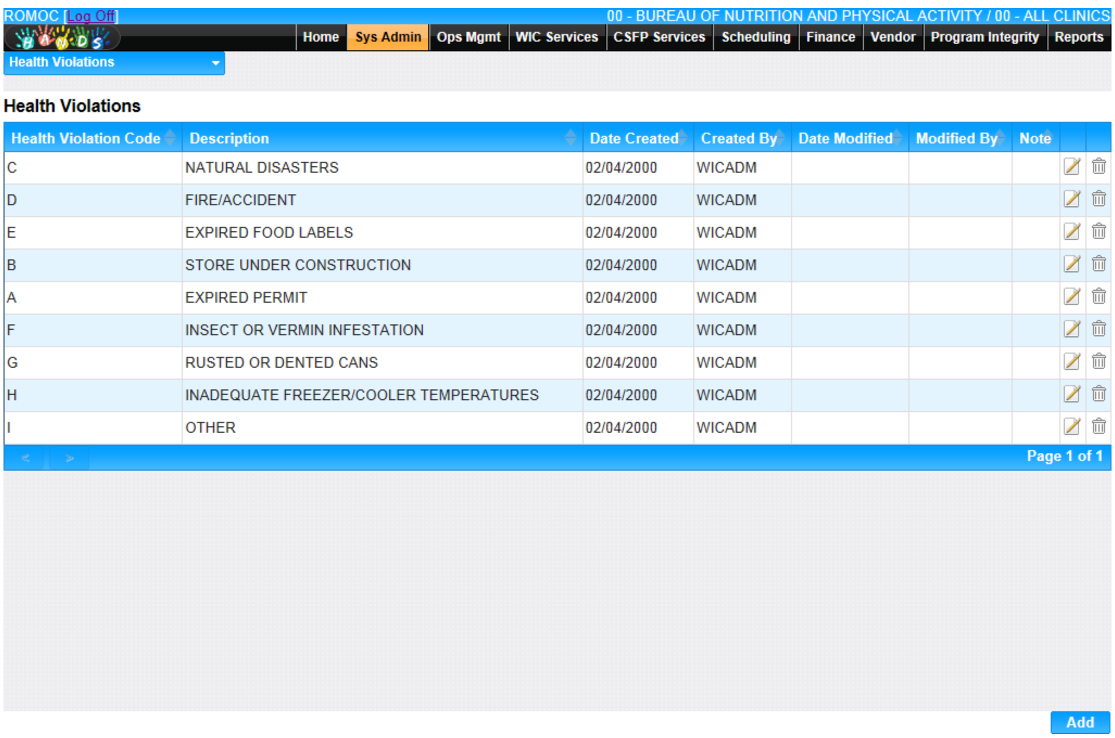
4. To discard your information and start over, click the Reset button at the bottom of the page.

5. To save your information, click the Save button at the bottom of the page.

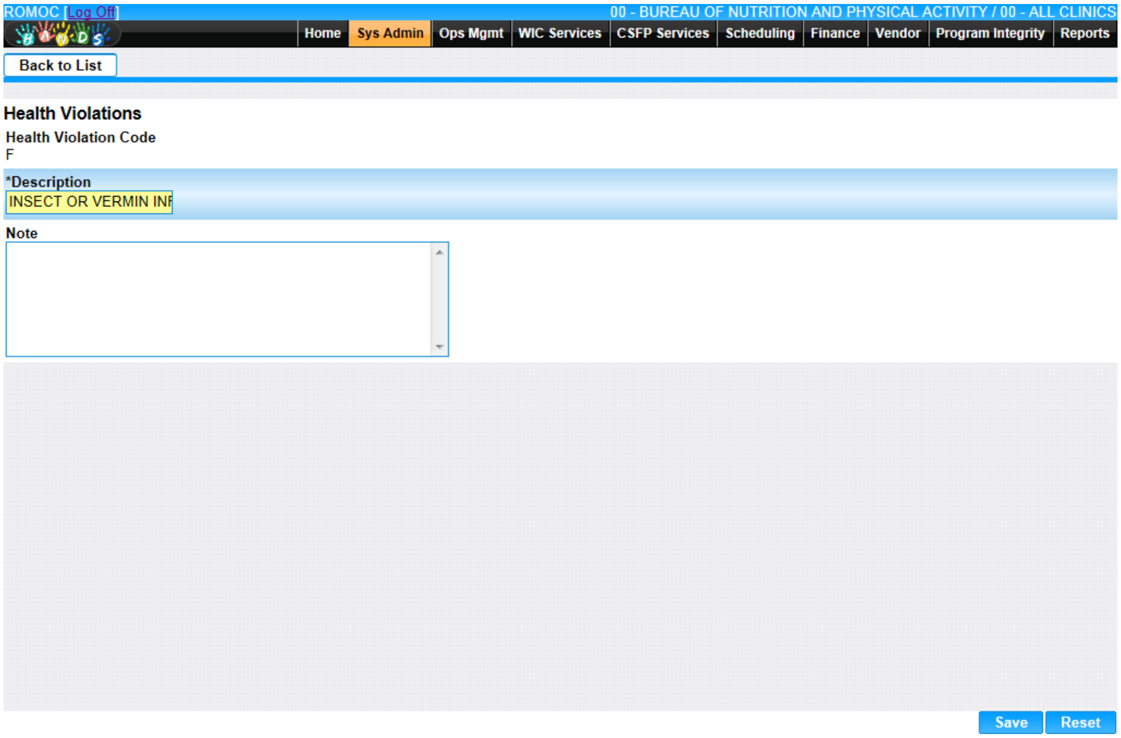
6. Click Back to List at the top of the page.

Edit a Record

1. Select a link from the Program Integrity Base Tables section. The page displays.



2. Click the edit icon for the record you would like to view/edit. The Edit page displays.



3. Make changes to the appropriate fields.

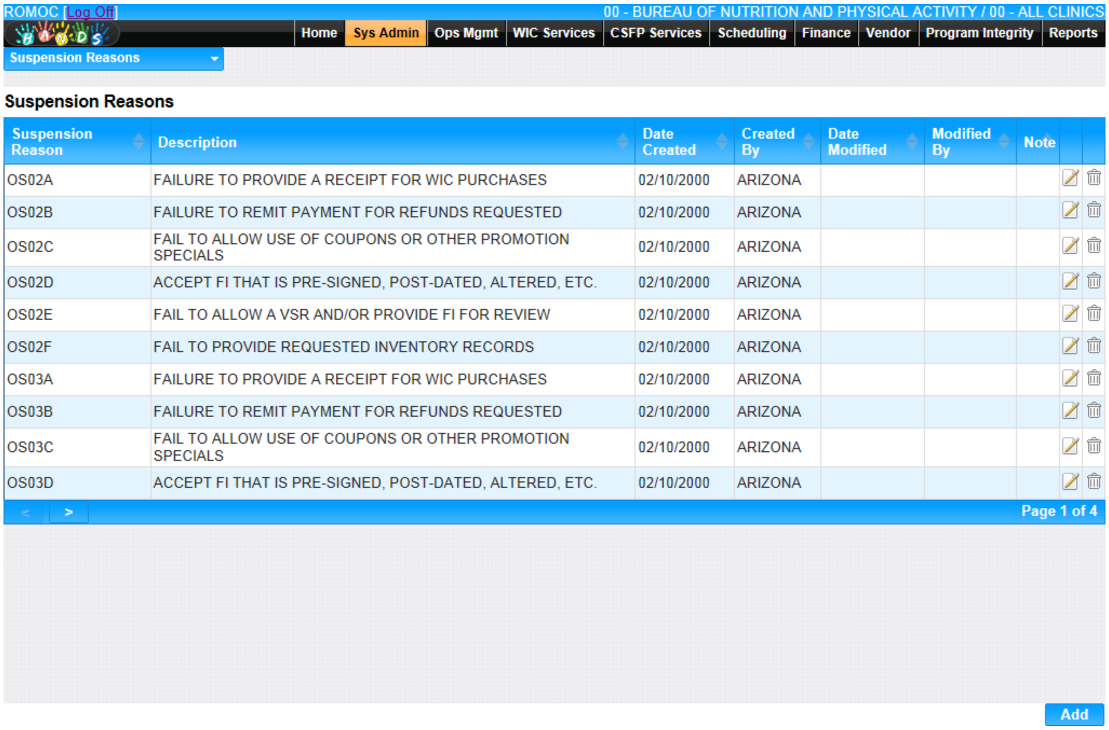
4. To discard your changes, click the Reset button at the bottom of the page.

5. To keep your changes, click the Save button at the bottom of the page.

6. Click Back to List at the top of the page.

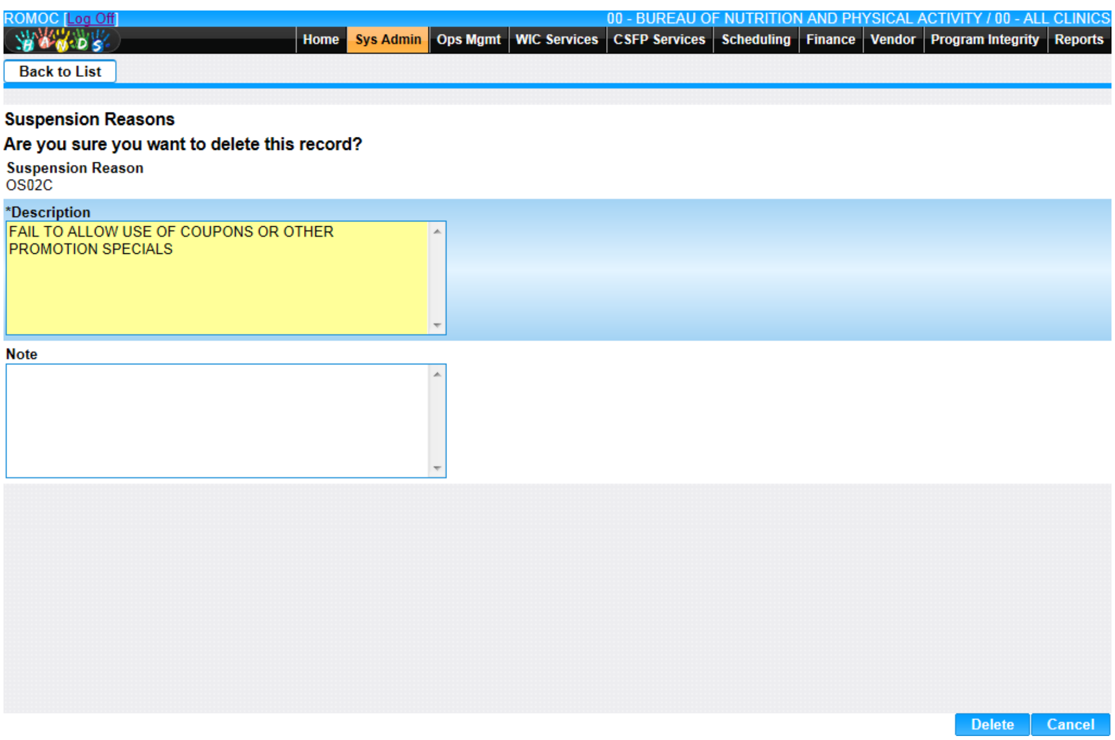
Delete a Record

1. Select a link from the Program Integrity Base Tables section. The page displays.



Suspension Reason	Description	Date Created	Created By	Date Modified	Modified By	Note
OS02A	FAILURE TO PROVIDE A RECEIPT FOR WIC PURCHASES	02/10/2000	ARIZONA			
OS02B	FAILURE TO REMIT PAYMENT FOR REFUNDS REQUESTED	02/10/2000	ARIZONA			
OS02C	FAIL TO ALLOW USE OF COUPONS OR OTHER PROMOTION SPECIALS	02/10/2000	ARIZONA			
OS02D	ACCEPT FI THAT IS PRE-SIGNED, POST-DATED, ALTERED, ETC.	02/10/2000	ARIZONA			
OS02E	FAIL TO ALLOW A VSR AND/OR PROVIDE FI FOR REVIEW	02/10/2000	ARIZONA			
OS02F	FAIL TO PROVIDE REQUESTED INVENTORY RECORDS	02/10/2000	ARIZONA			
OS03A	FAILURE TO PROVIDE A RECEIPT FOR WIC PURCHASES	02/10/2000	ARIZONA			
OS03B	FAILURE TO REMIT PAYMENT FOR REFUNDS REQUESTED	02/10/2000	ARIZONA			
OS03C	FAIL TO ALLOW USE OF COUPONS OR OTHER PROMOTION SPECIALS	02/10/2000	ARIZONA			
OS03D	ACCEPT FI THAT IS PRE-SIGNED, POST-DATED, ALTERED, ETC.	02/10/2000	ARIZONA			

2. Click the delete icon for the record you would like to delete. The Delete page displays.



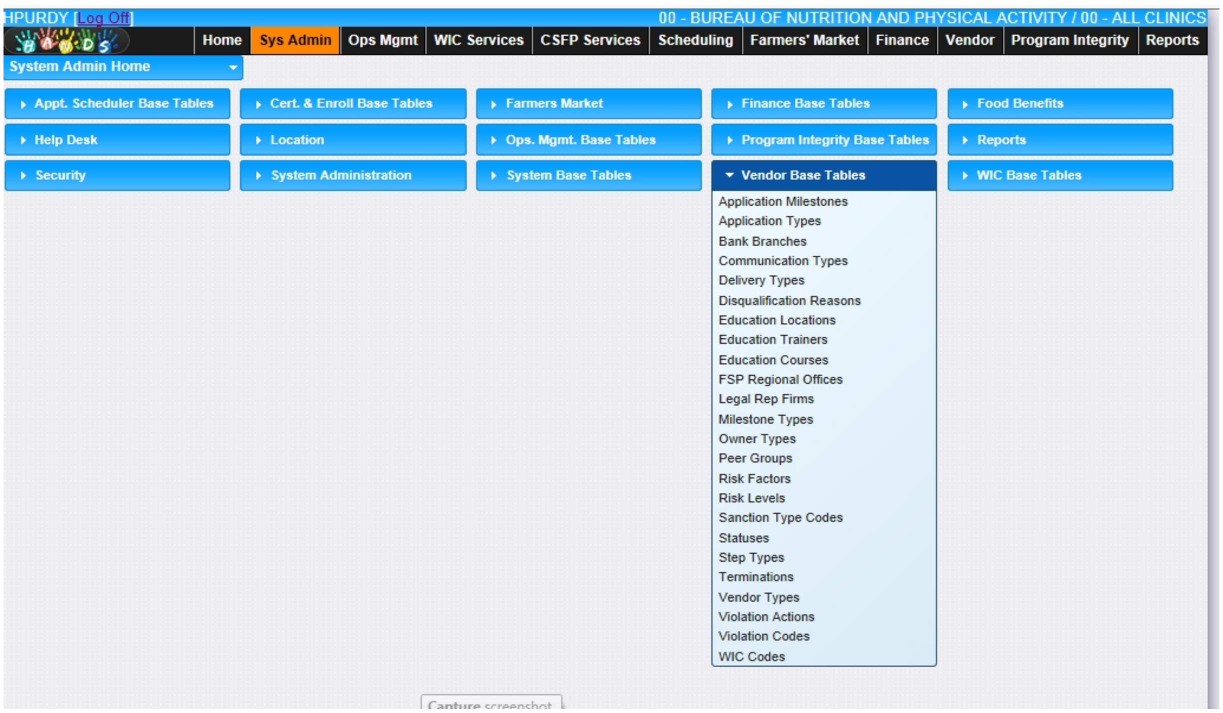
3. To cancel the delete process, click the Cancel button at the bottom of the page.

4. To delete the record, click the Delete button at the bottom of the page.

Vendor Base Tables

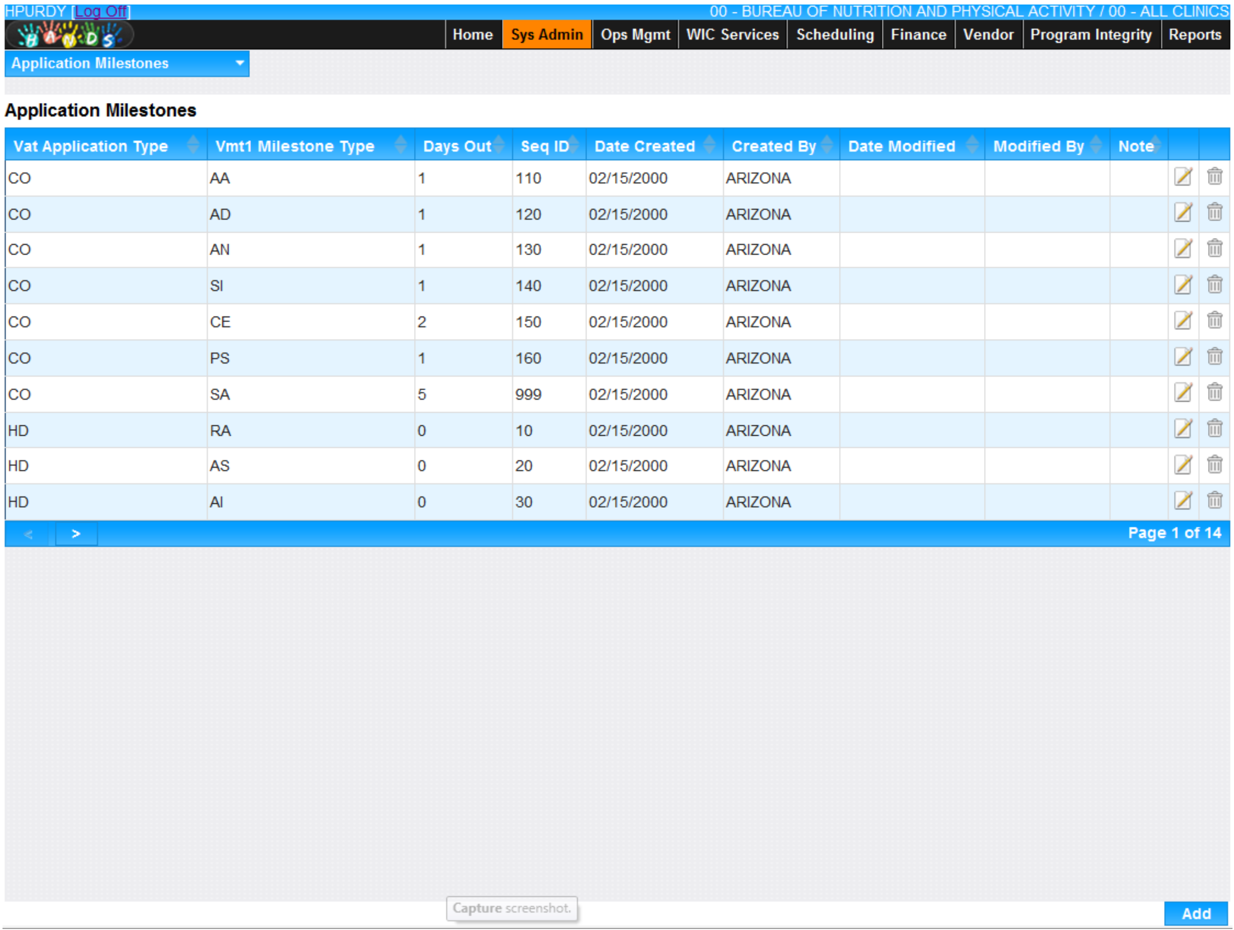
The Vendor Base Tables section is where the user can manage FSP Regional Offices, Legal Rep Firms, Risk Levels, Bank Branches, Terminations, Communication Types, Milestone Types, Sanction Type Codes, Step Types, Violation Codes, Application Milestones, Application Types, Education Courses, Education Locations, Education Trainers, Owner Types, Peer Groups, Vendor Types, Delivery Types, Disqualification Reasons, Risk Factors, Statuses, Violation Actions, and WIC Codes. Most base tables have the same procedure for adding, editing and deleting records. This section will have one example of each procedure.

Access the appropriate page from the System Admin home page by clicking on the link in the Vendor Base Tables.



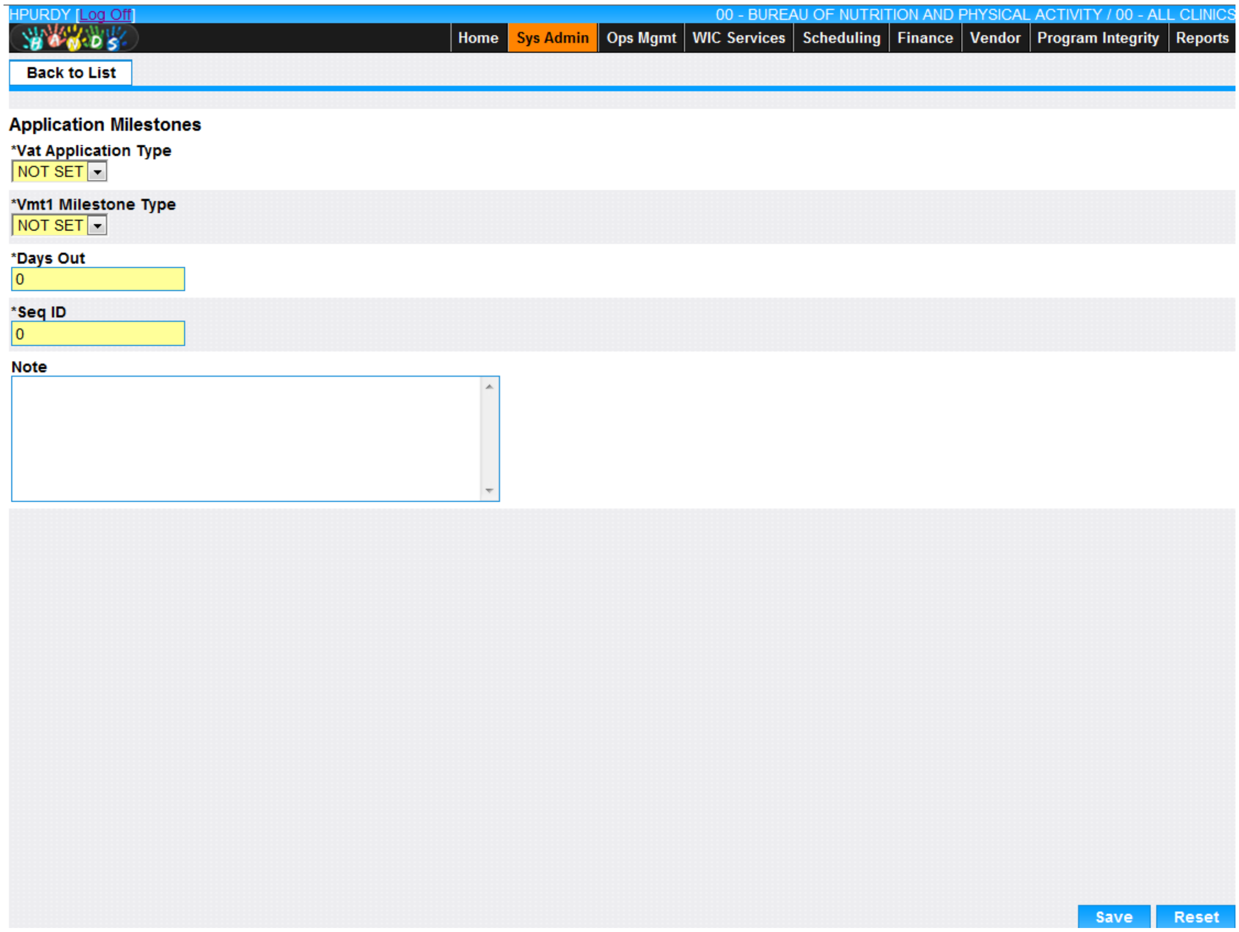
Add a Record

1. Select a link from the Vendor Base Tables section. The page displays.



Vat Application Type	Vmt1 Milestone Type	Days Out	Seq ID	Date Created	Created By	Date Modified	Modified By	Note
CO	AA	1	110	02/15/2000	ARIZONA			
CO	AD	1	120	02/15/2000	ARIZONA			
CO	AN	1	130	02/15/2000	ARIZONA			
CO	SI	1	140	02/15/2000	ARIZONA			
CO	CE	2	150	02/15/2000	ARIZONA			
CO	PS	1	160	02/15/2000	ARIZONA			
CO	SA	5	999	02/15/2000	ARIZONA			
HD	RA	0	10	02/15/2000	ARIZONA			
HD	AS	0	20	02/15/2000	ARIZONA			
HD	AI	0	30	02/15/2000	ARIZONA			

2. Click the Add button at the bottom of the page. The Add page displays.



3. Enter all required information and any additional information to complete the page.

4. To discard your information and start over, click the Reset button at the bottom of the page.

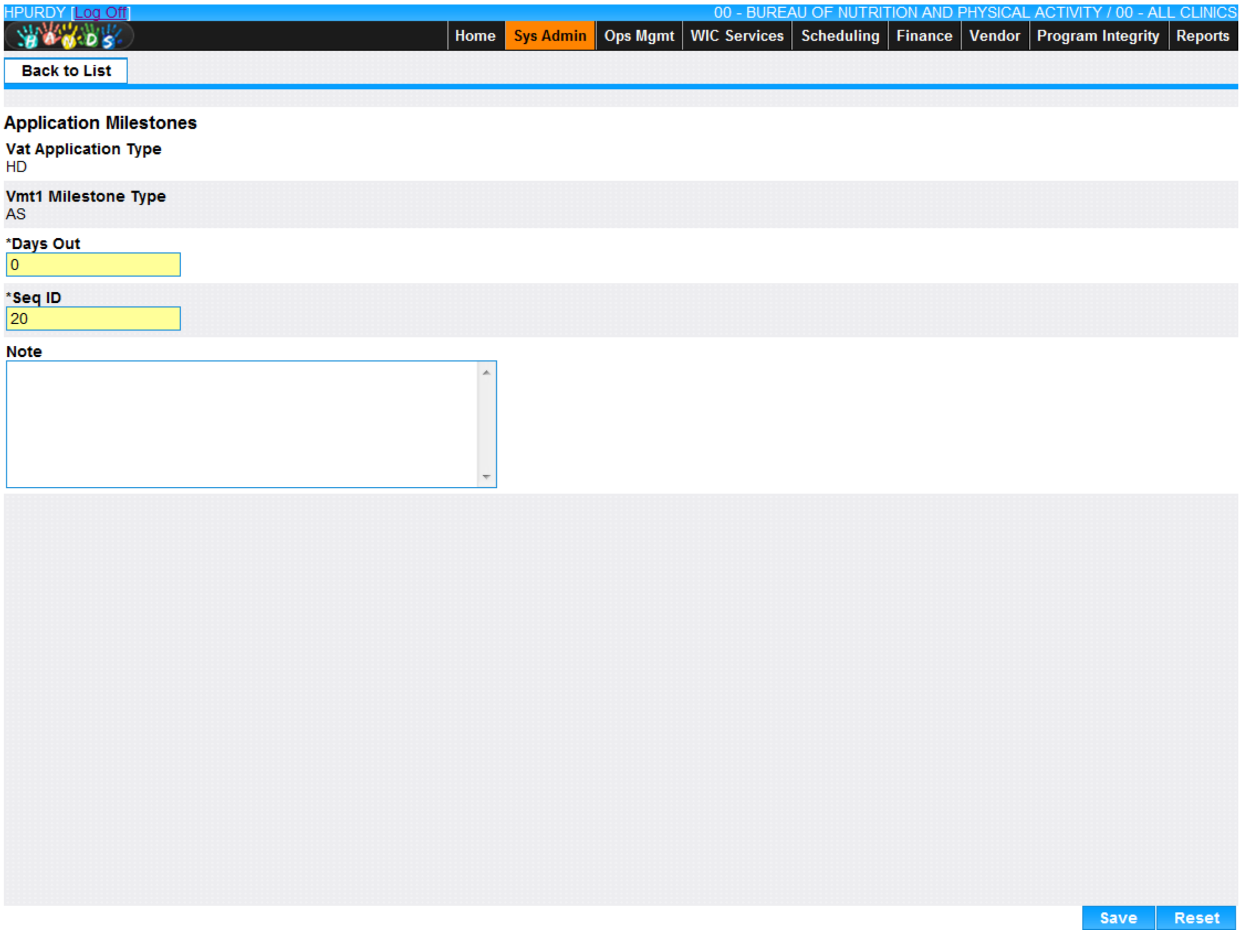
5. To save your information, click the Save button at the bottom of the page.

6. Click Back to List at the top of the page.

Edit a Record

1. Select a link from the Vendor Base Tables section. The page displays.

2. Click the edit icon for the record you would like to view/edit. The Edit page displays.



3. Make changes to the appropriate fields.

4. To discard your changes, click the Reset button at the bottom of the page.

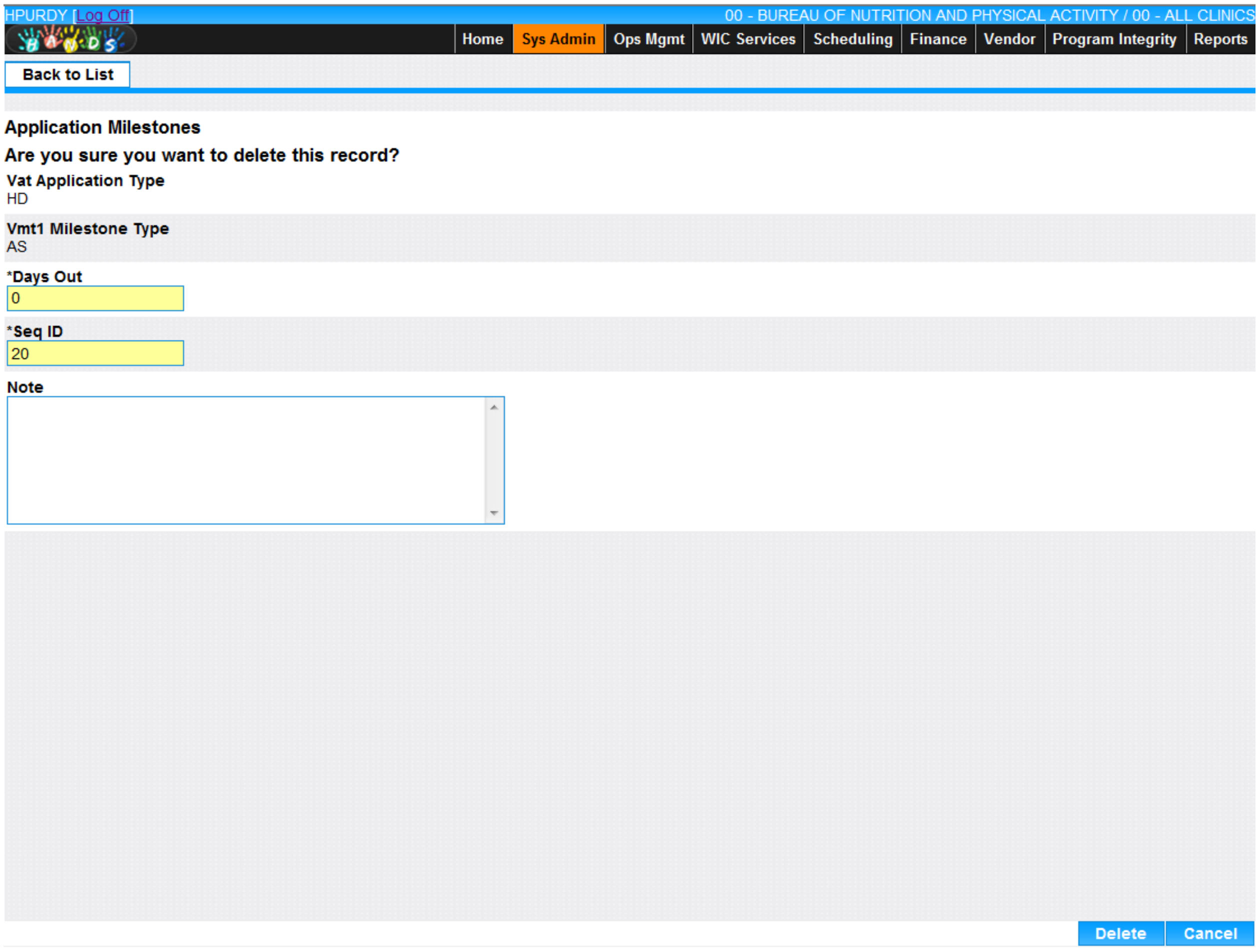
5. To keep your changes, click the Save button at the bottom of the page.

6. Click Back to List at the top of the page.

Delete a Record

1. Select a link from the Vendor Base Tables section. The page displays.

2. Click the delete icon for the record you would like to delete. The Delete page displays.



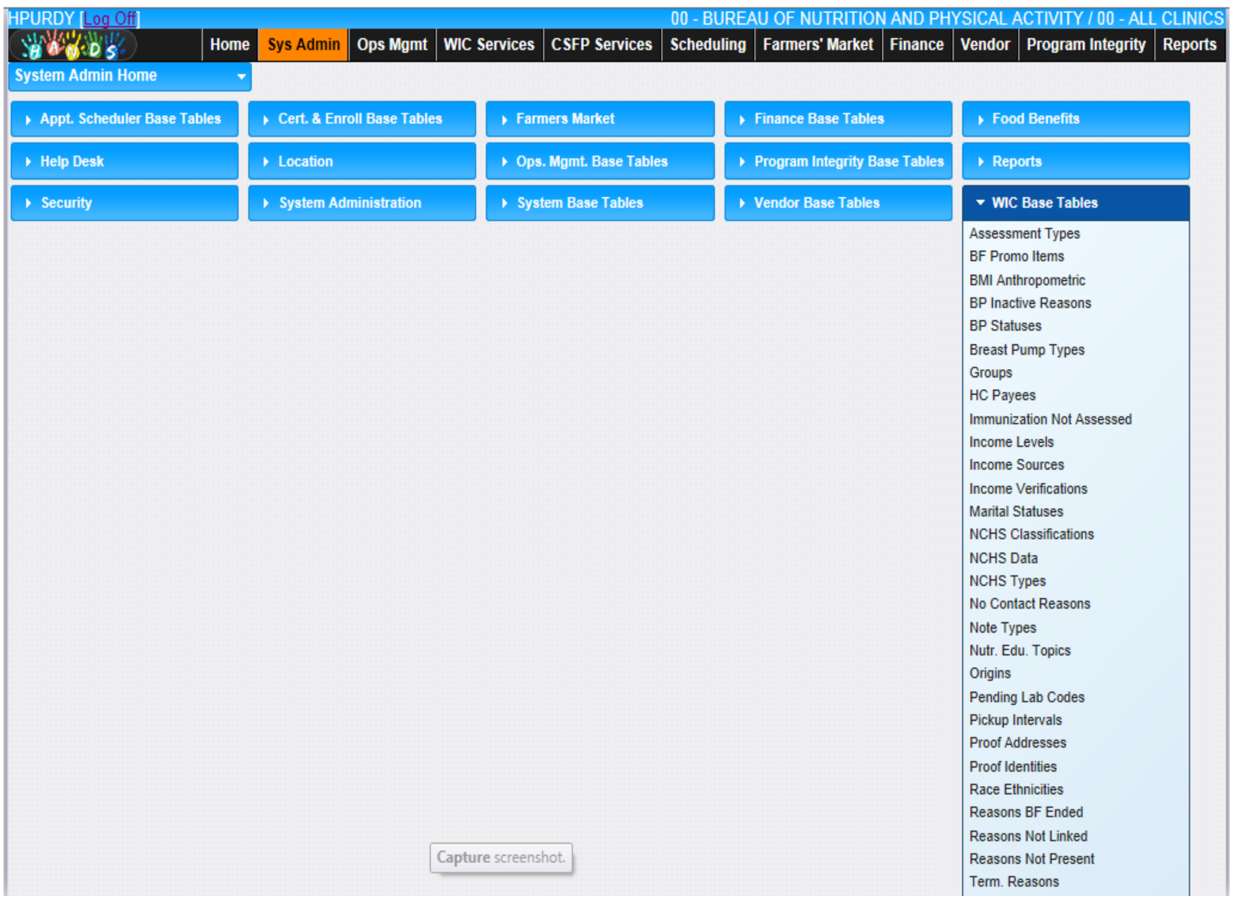
3. To cancel the delete process, click the Cancel button at the bottom of the page.

4. To delete the record, click the Delete button at the bottom of the page.

WIC Base Tables

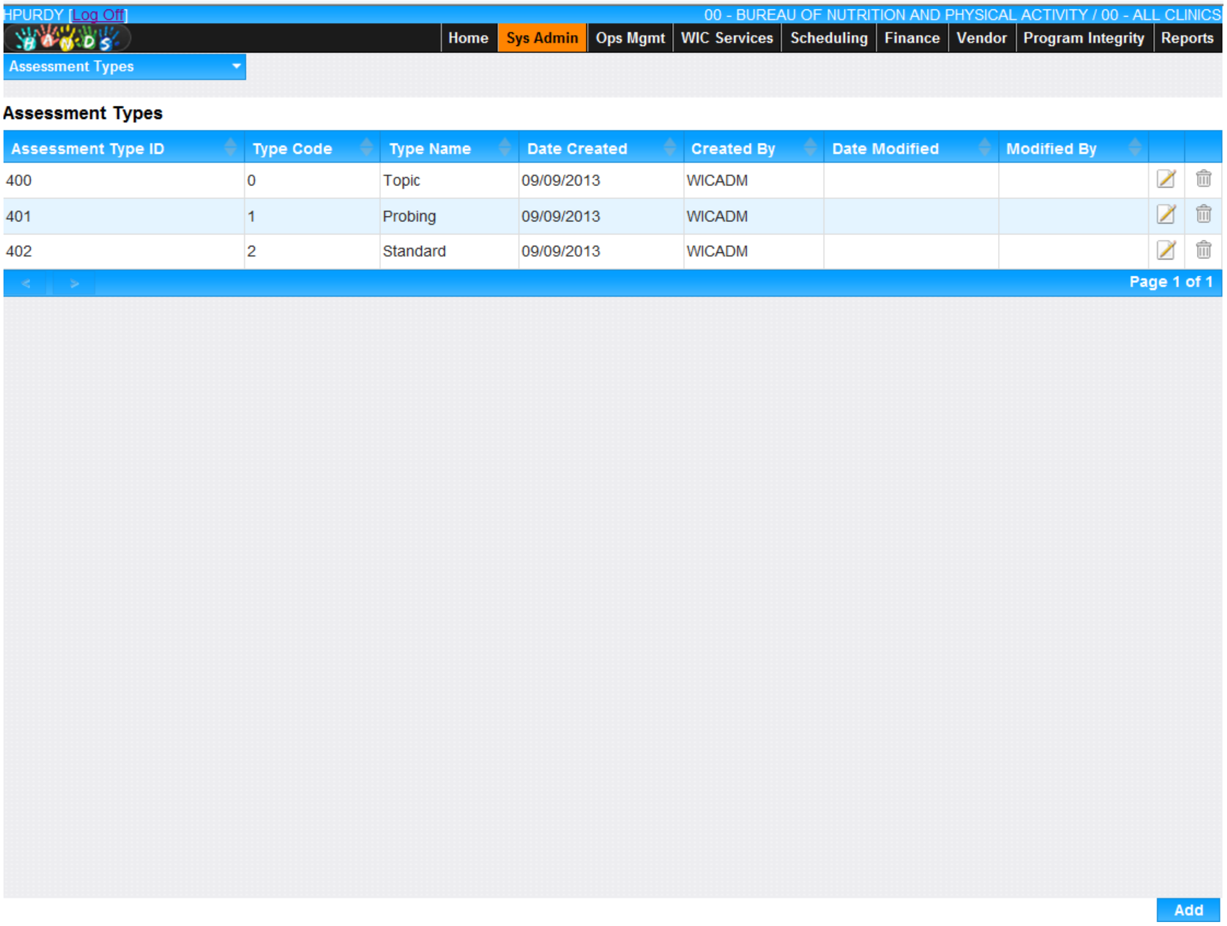
The WIC Base Tables section is where the user can manage Assessment Types, BP Statuses, Breast Pump Types, BP Inactive Reasons, Groups, HC Payees, Income Verifications, NCHS Classifications, BF Promo Items, Nutrition Education Topics, Pending Lab Codes, BMI Anthropometric, Immunization Not Assessed, Income Levels, Income Sources, Marital Statuses, NCHS Data, NCHS Types, No Contact Reasons, Origins, Pickup Intervals, Proof Addresses, Proof Identities, Race Ethnicities, Reasons BF Ended, Reasons Not Linked, Reasons Not Present, Term. Reasons, Topics, Voter Registrations, and Weight Height Ranges. Most base tables have the same procedure for adding, editing and deleting. This section will have one example of each function with the exception of a few Special Base tables which are outlined individually below.

Access the appropriate page from the System Admin home page by clicking on the link in the WIC Base Tables.



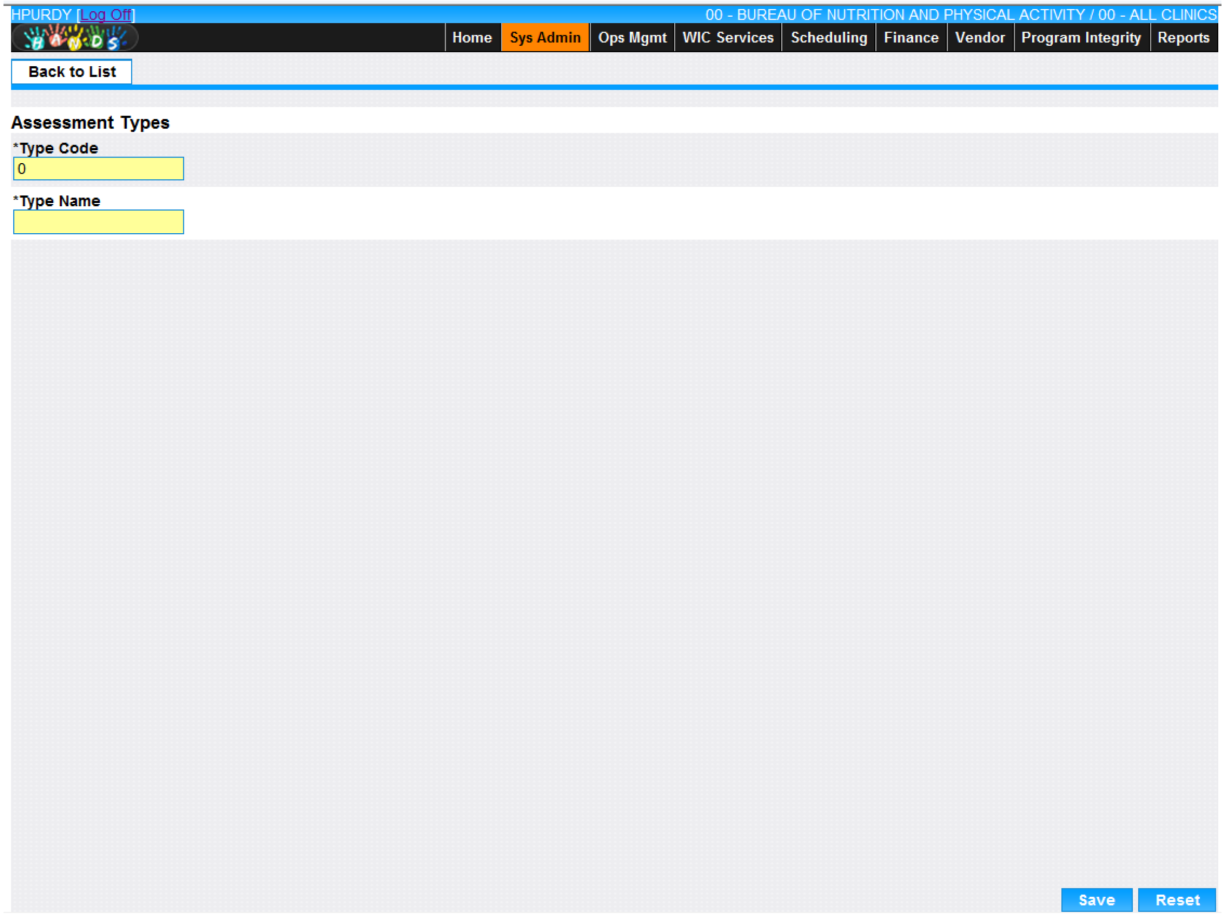
Add a Record

1. Select a link from the WIC Base Tables section. The page displays.



Assessment Type ID	Type Code	Type Name	Date Created	Created By	Date Modified	Modified By		
400	0	Topic	09/09/2013	WICADM				
401	1	Probing	09/09/2013	WICADM				
402	2	Standard	09/09/2013	WICADM				

2. Click the Add button at the bottom of the page. The Add page displays.



3. Enter all required information and any additional information to complete the page.

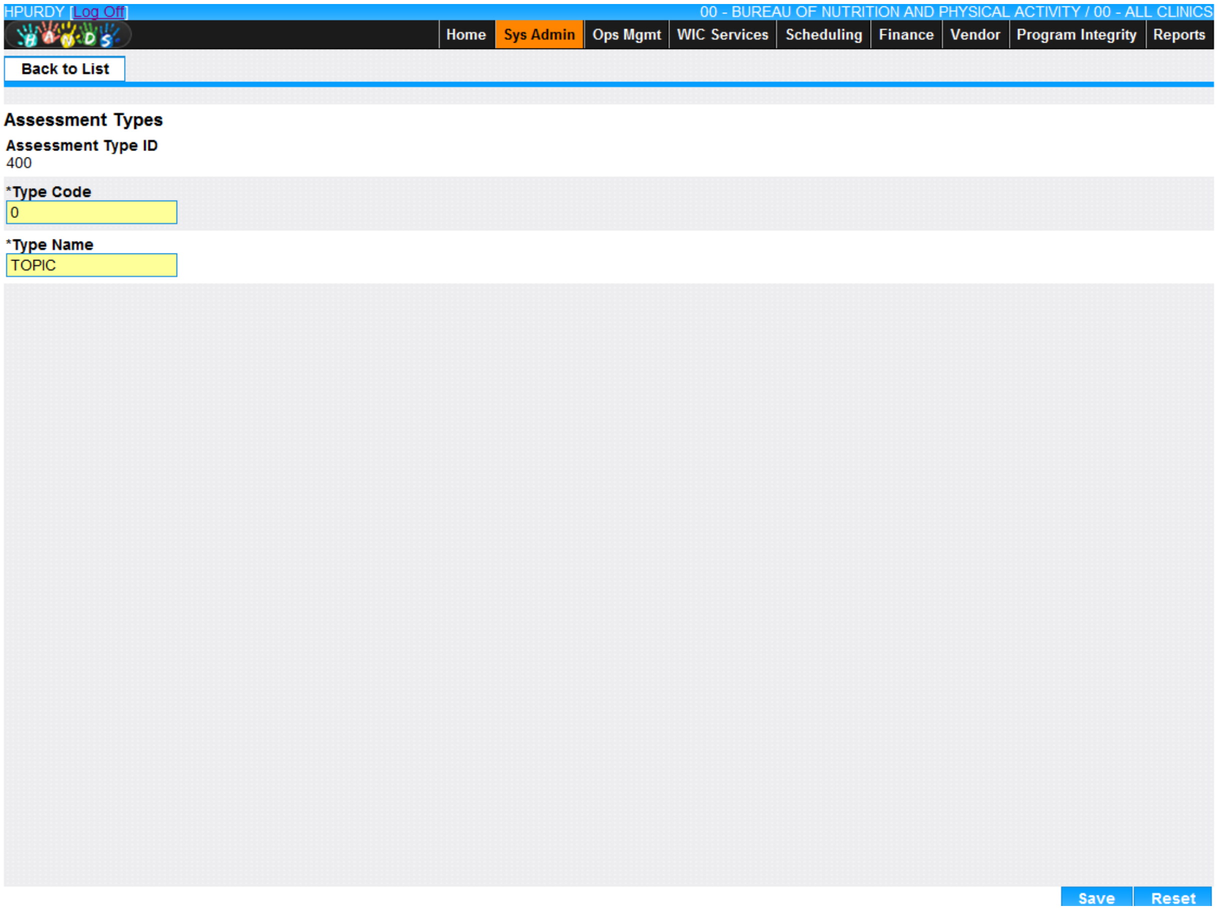
4. To discard your information and start over, click the Reset button at the bottom of the page.

5. To save your information, click the Save button at the bottom of the page.

6. Click Back to List at the top of the page.

Edit a Record

1. Click the edit icon for the record you would like to view/edit. The Edit page displays.



2. Make changes to the appropriate fields.

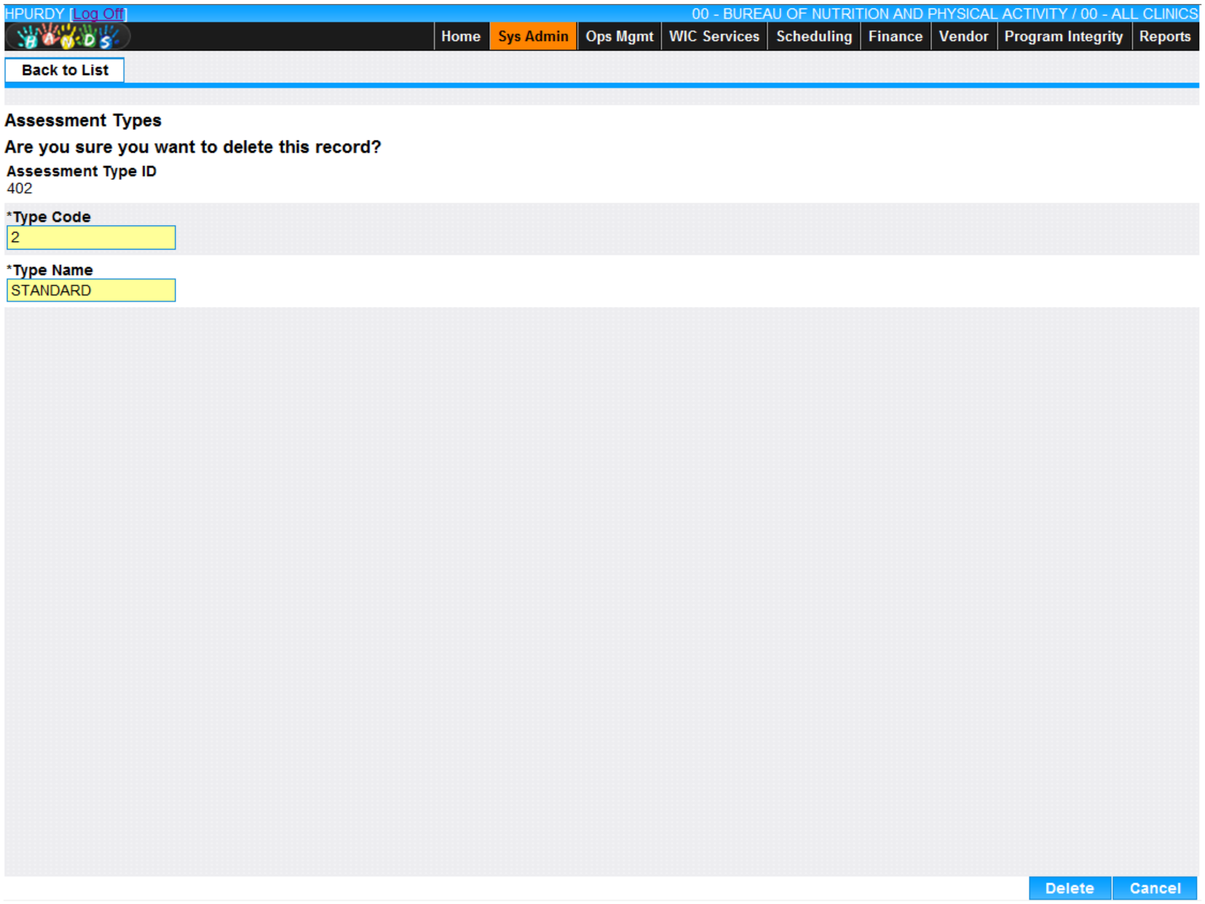
3. To discard your changes, click the Reset button at the bottom of the page.

4. To keep your changes, click the Save button at the bottom of the page.

5. Click Back to List at the top of the page.

Delete a Record

1. Click the delete icon for the record you would like to delete. The Delete page displays.



2. To cancel the delete process, click the Cancel button at the bottom of the page.

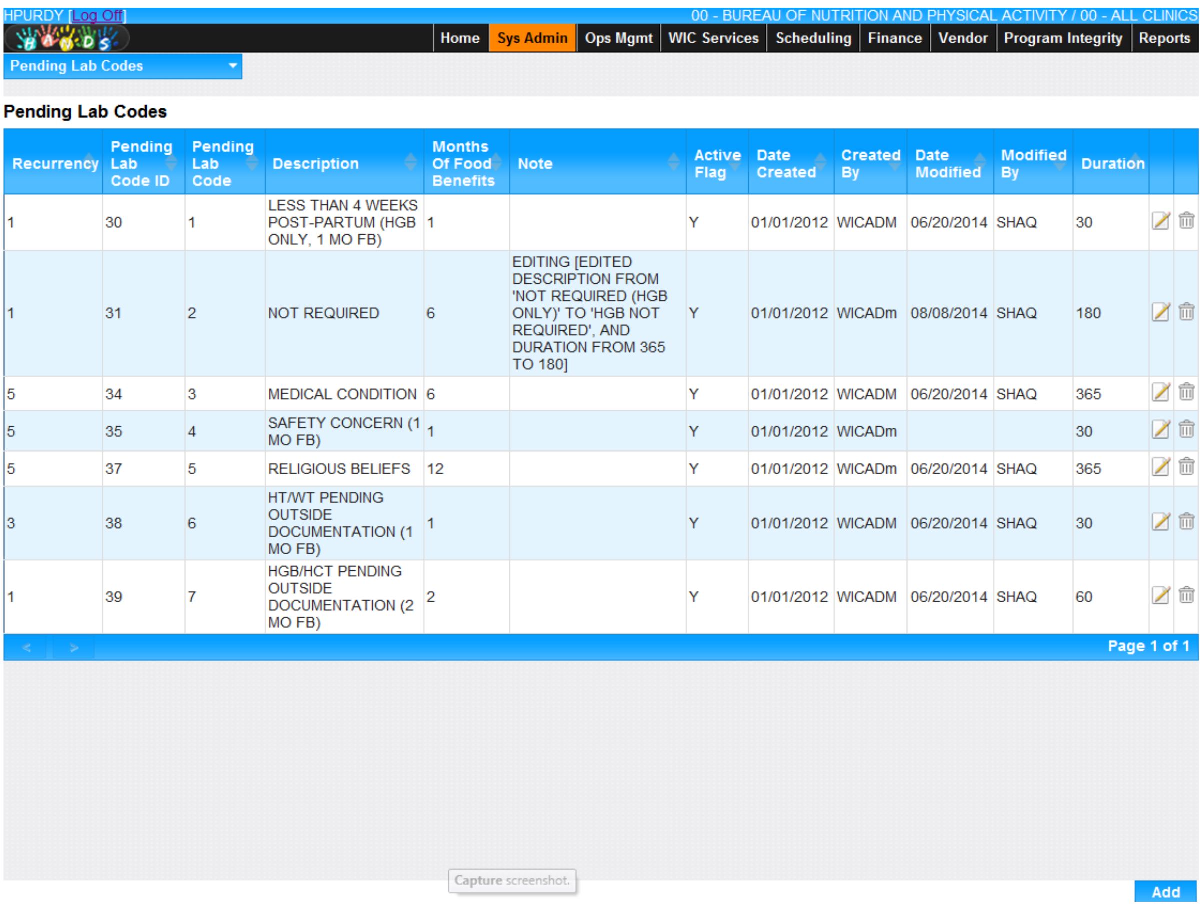
3. To delete the record, click the Delete button at the bottom of the page.

Pending Lab Codes Base Table

The Pending Lab Codes Base Table is used on the Medical Screen for Anthropometric data & Blood Work data for Pending Lab Codes.

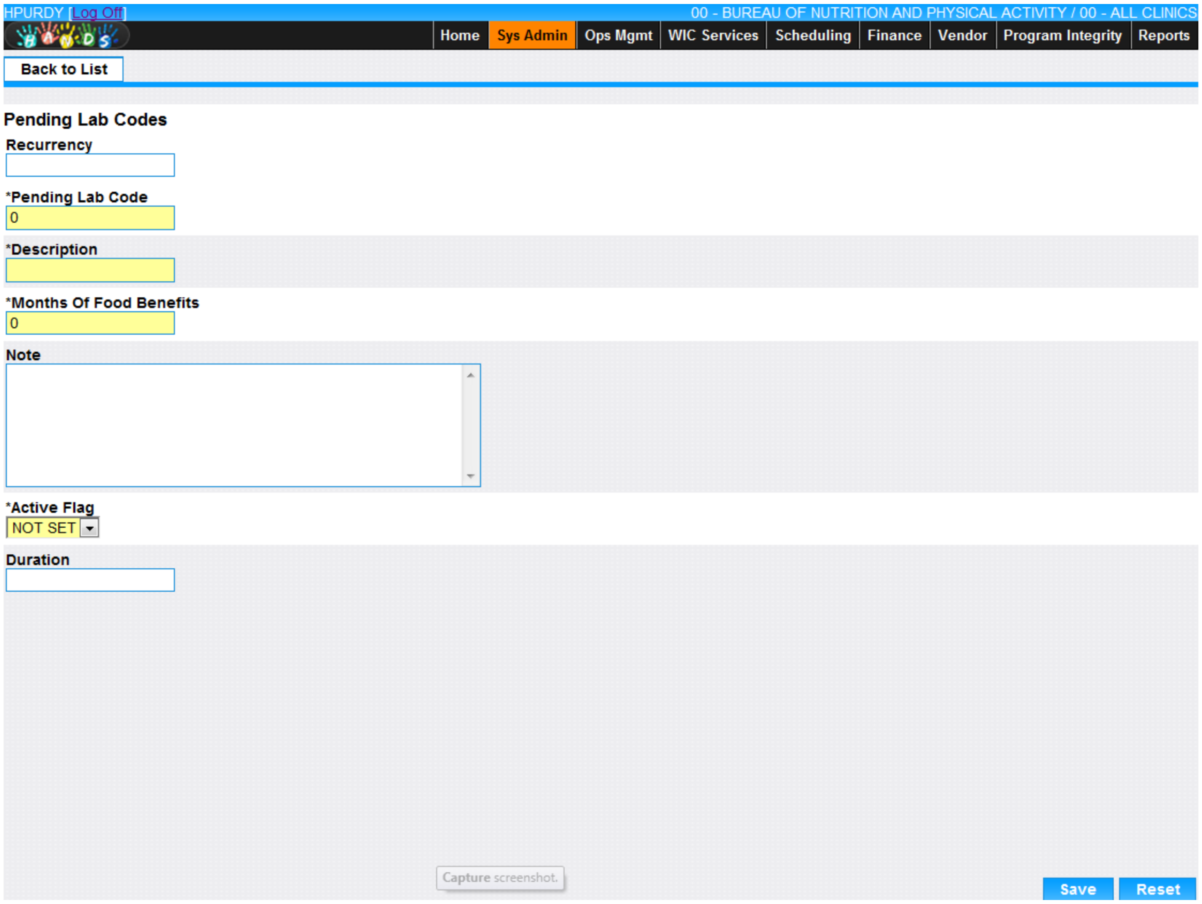
Add a Record

1. Select Pending Lab Codes from the WIC Base Tables section. The page displays.



Recurrency	Pending Lab Code ID	Pending Lab Code	Description	Months Of Food Benefits	Note	Active Flag	Date Created	Created By	Date Modified	Modified By	Duration
1	30	1	LESS THAN 4 WEEKS POST-PARTUM (HGB ONLY, 1 MO FB)	1		Y	01/01/2012	WICADM	06/20/2014	SHAQ	30
1	31	2	NOT REQUIRED	6	EDITING [EDITED DESCRIPTION FROM 'NOT REQUIRED (HGB ONLY)' TO 'HGB NOT REQUIRED', AND DURATION FROM 365 TO 180]	Y	01/01/2012	WICADm	08/08/2014	SHAQ	180
5	34	3	MEDICAL CONDITION	6		Y	01/01/2012	WICADM	06/20/2014	SHAQ	365
5	35	4	SAFETY CONCERN (1 MO FB)	1		Y	01/01/2012	WICADm			30
5	37	5	RELIGIOUS BELIEFS	12		Y	01/01/2012	WICADm	06/20/2014	SHAQ	365
3	38	6	HT/WT PENDING OUTSIDE DOCUMENTATION (1 MO FB)	1		Y	01/01/2012	WICADM	06/20/2014	SHAQ	30
1	39	7	HGB/HCT PENDING OUTSIDE DOCUMENTATION (2 MO FB)	2		Y	01/01/2012	WICADM	06/20/2014	SHAQ	60

2. Click the Add button at the bottom of the page. The Add page displays.



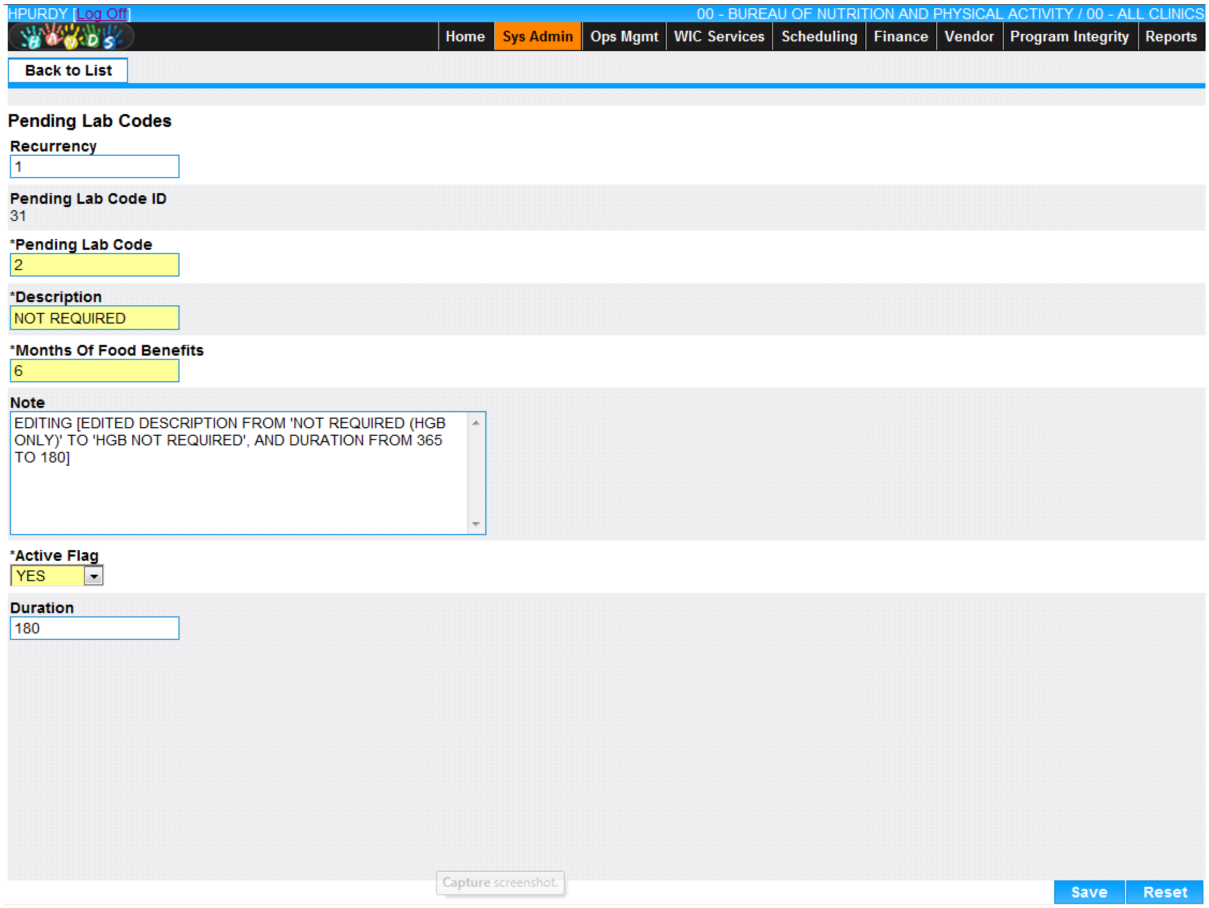
3. Enter all required information and any additional information to complete the page.

4. To discard your information and start over, click the Reset button at the bottom of the page.

5. To save your information, click the Save button at the bottom of the page.

Edit a Record

1. Select a link from the Pending Lab Code Base Table. The page displays.



2. Make changes to the appropriate fields.

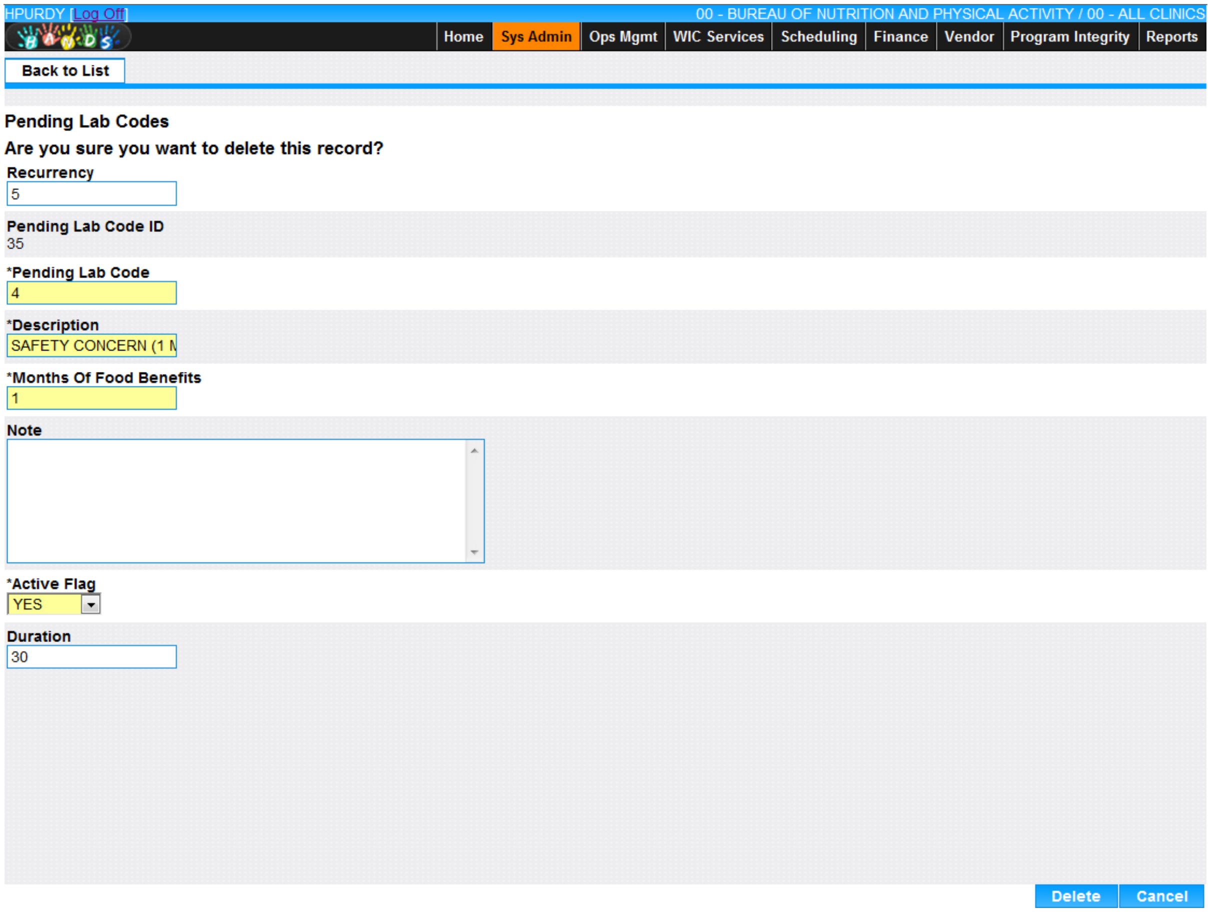
3. To discard your changes, click the Reset button at the bottom of the page.

4. To keep your changes, click the Save button at the bottom of the page.

5. Click Back to List at the top of the page.

Delete a Record

1. Click the delete icon for the record you would like to delete. The Delete page displays.



2. To cancel the delete process, click the Cancel button at the bottom of the page.

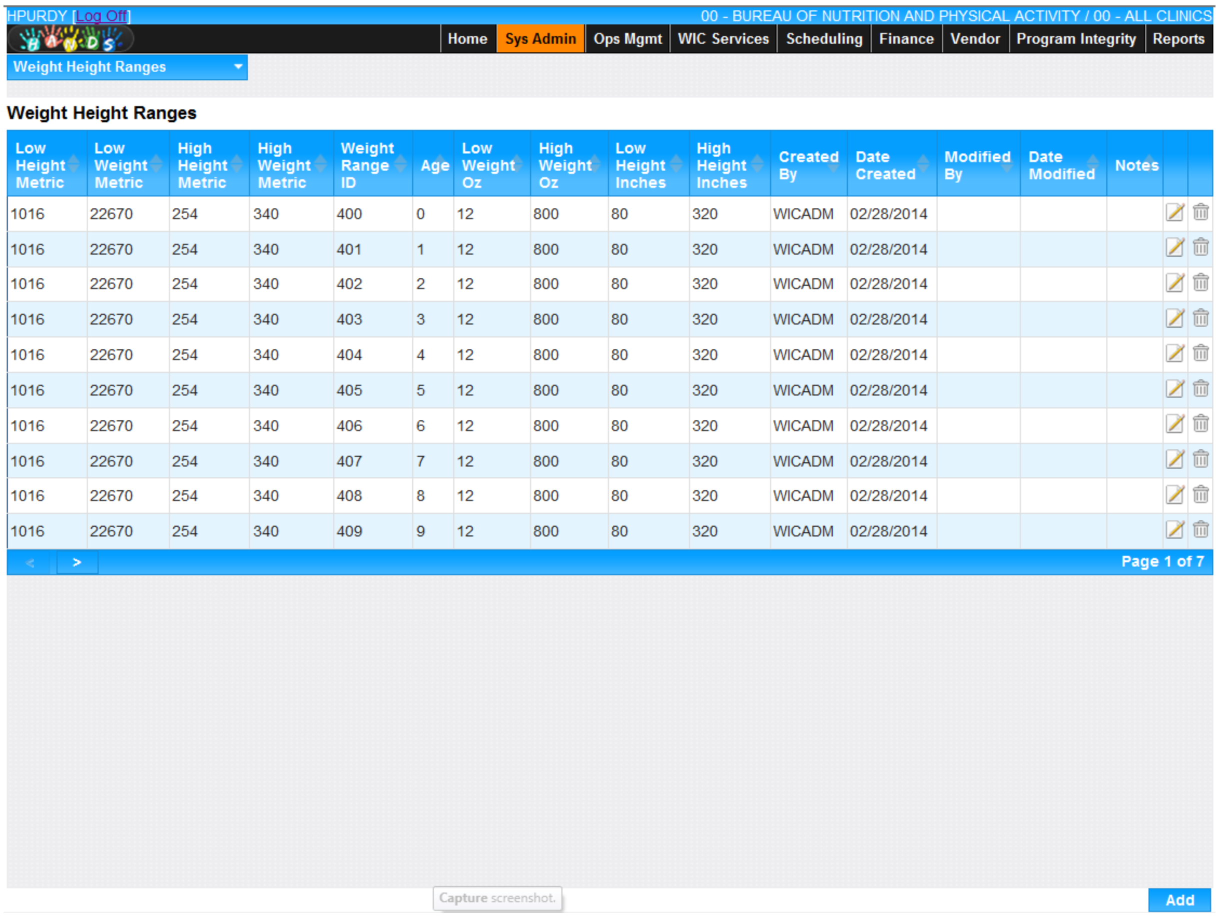
3. To delete the record, click the Delete button at the bottom of the page.

Weight Height Ranges Base Table

The Weight Height Ranges Base Table is used on the Medical Screen for Anthropometric data to set ranges for Height and Weight.

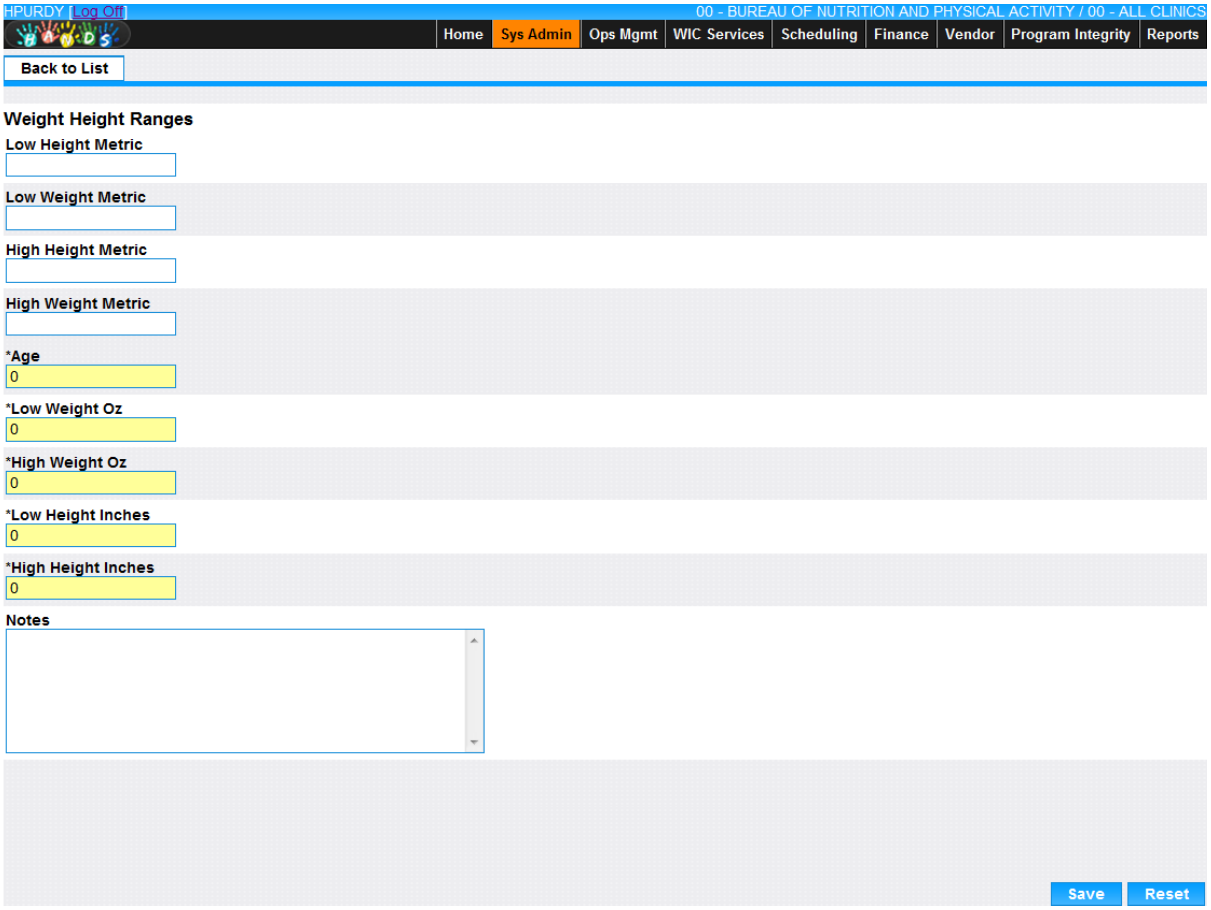
Add a Record

1. Select Weight Height Ranges from the WIC Base Tables section. The page displays.



Low Height Metric	Low Weight Metric	High Height Metric	High Weight Metric	Weight Range ID	Age	Low Weight Oz	High Weight Oz	Low Height Inches	High Height Inches	Created By	Date Created	Modified By	Date Modified	Notes
1016	22670	254	340	400	0	12	800	80	320	WICADM	02/28/2014			
1016	22670	254	340	401	1	12	800	80	320	WICADM	02/28/2014			
1016	22670	254	340	402	2	12	800	80	320	WICADM	02/28/2014			
1016	22670	254	340	403	3	12	800	80	320	WICADM	02/28/2014			
1016	22670	254	340	404	4	12	800	80	320	WICADM	02/28/2014			
1016	22670	254	340	405	5	12	800	80	320	WICADM	02/28/2014			
1016	22670	254	340	406	6	12	800	80	320	WICADM	02/28/2014			
1016	22670	254	340	407	7	12	800	80	320	WICADM	02/28/2014			
1016	22670	254	340	408	8	12	800	80	320	WICADM	02/28/2014			
1016	22670	254	340	409	9	12	800	80	320	WICADM	02/28/2014			

2. Click the Add button at the bottom of the page. The Add page displays.



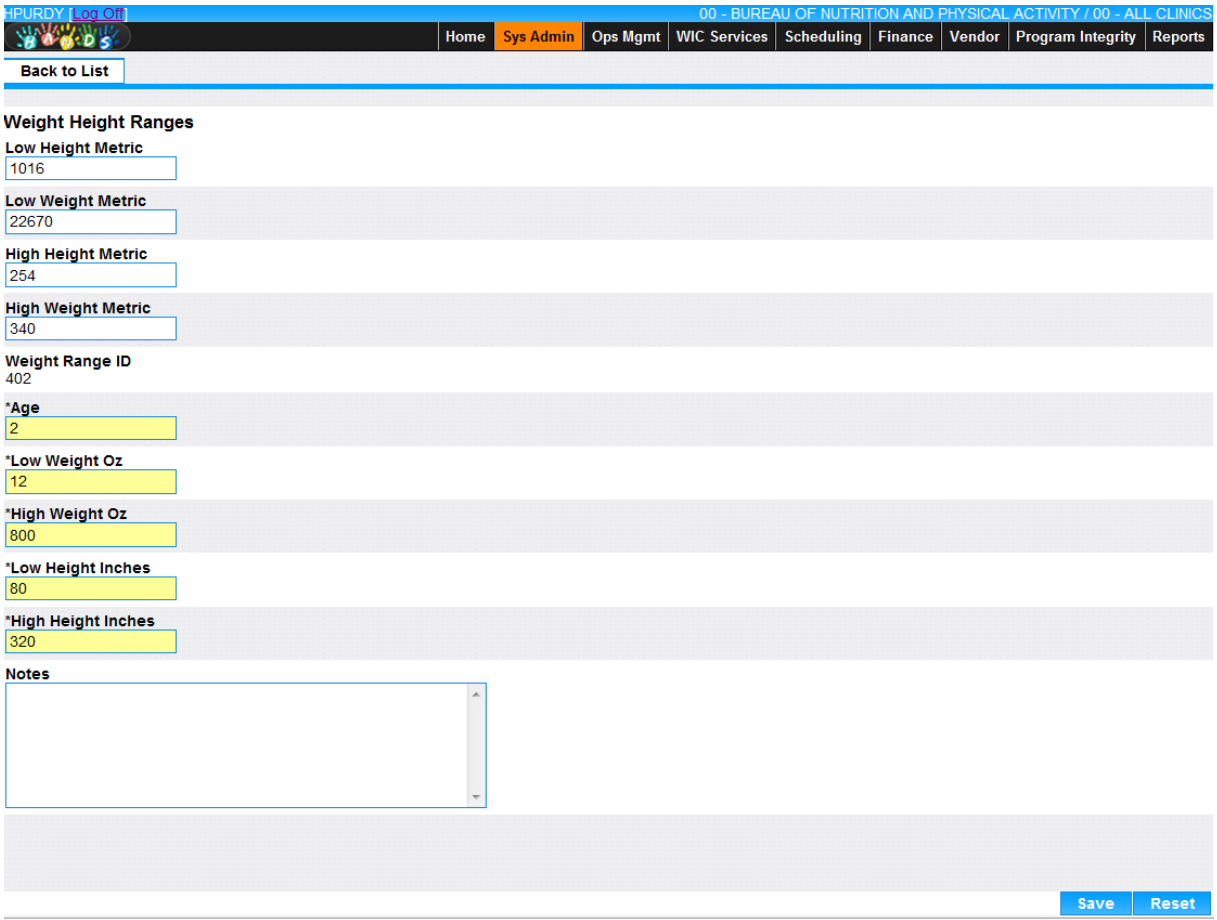
3. Enter all required information and any additional information to complete the page.

4. To discard your information and start over, click the Reset button at the bottom of the page.

5. To save your information, click the Save button at the bottom of the page.

Edit a Record

1. Select a link from the Weight Height Ranges Base Table. The page displays.



2. Make changes to the appropriate fields.

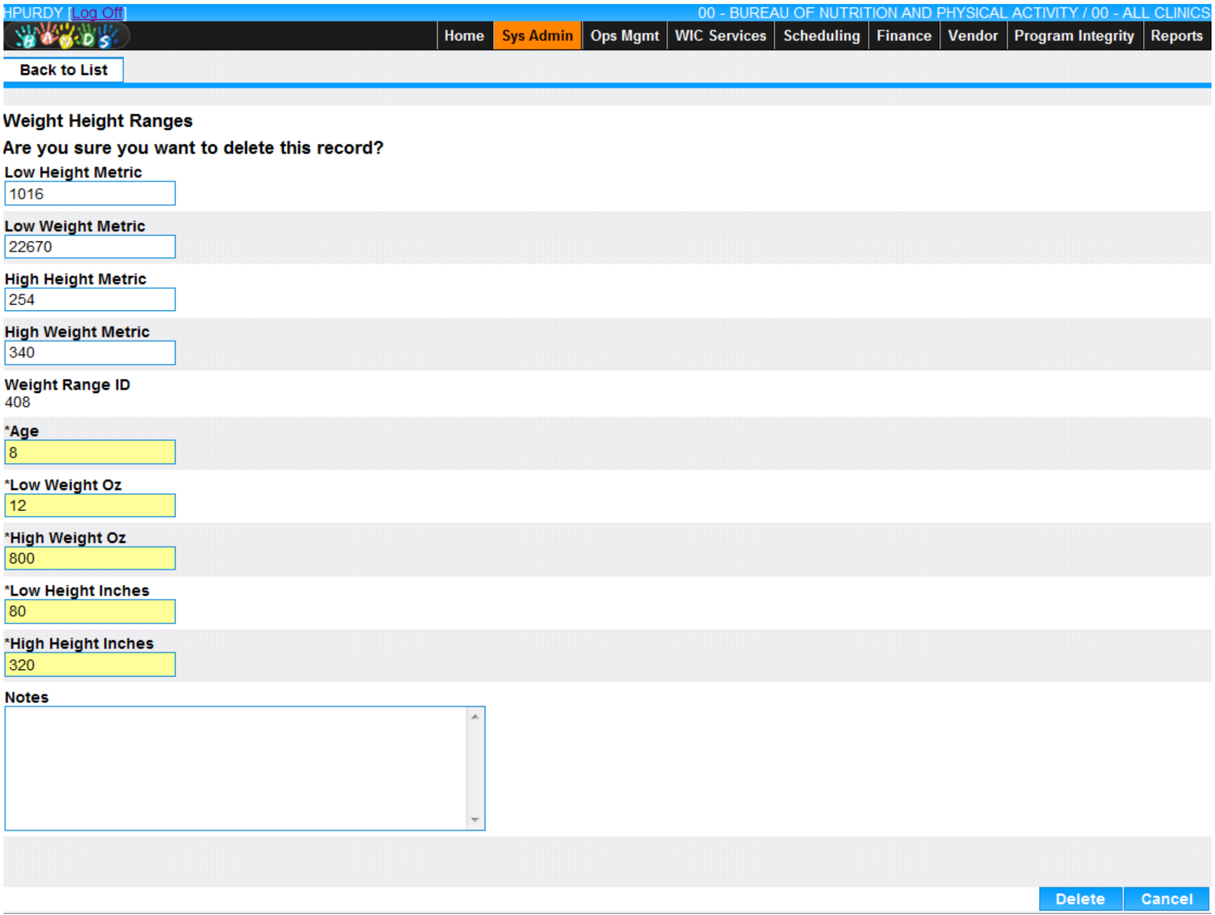
3. To discard your changes, click the Reset button at the bottom of the page.

4. To keep your changes, click the Save button at the bottom of the page.

5. Click Back to List at the top of the page.

Delete a Record

1. Click the delete icon for the record you would like to delete. The Delete page displays.



2. To cancel the delete process, click the Cancel button at the bottom of the page.

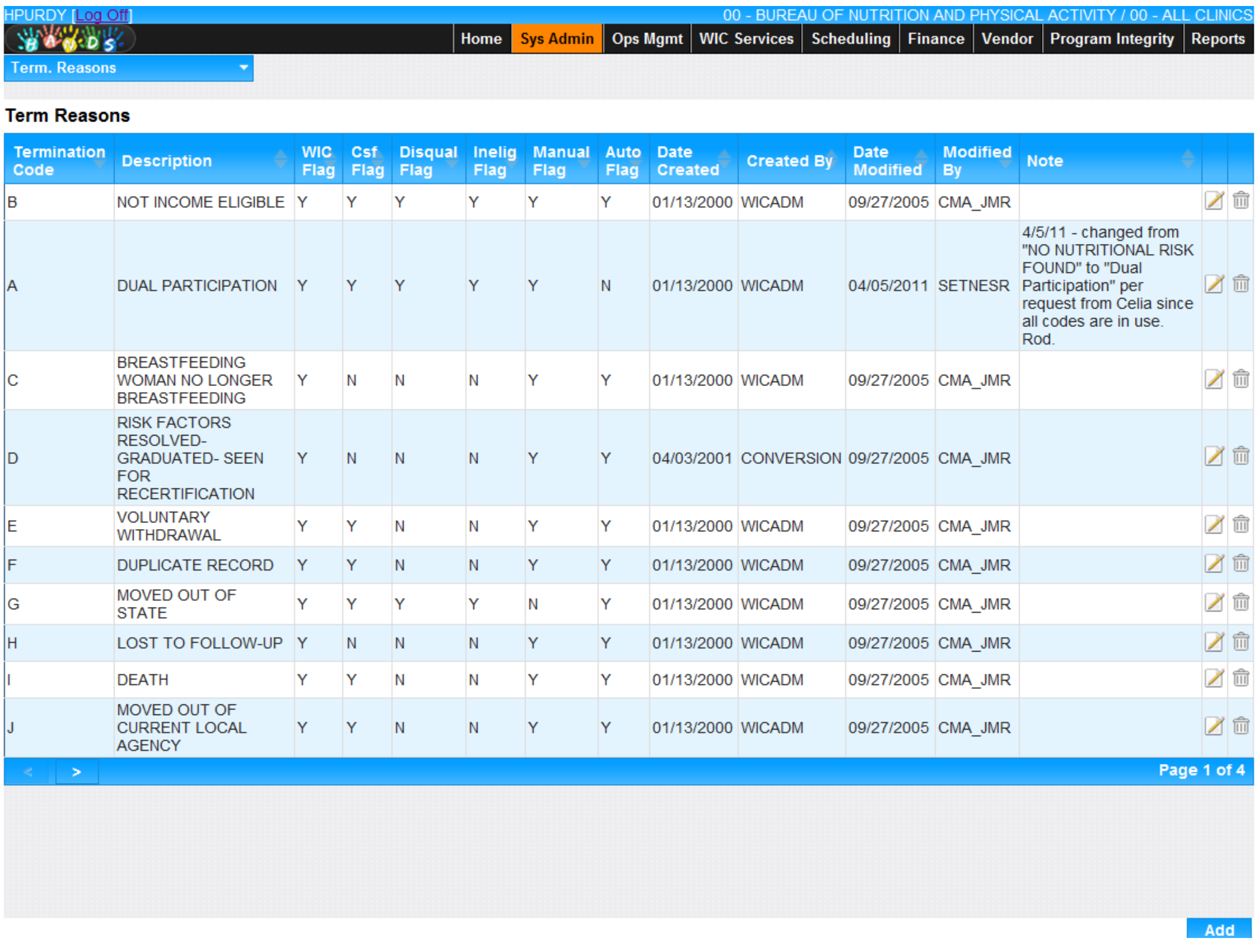
3. To delete the record, click the Delete button at the bottom of the page.

Term Reasons Base Table

The Term Reasons Base Table is used on the Cert Action Screen for Clients. This Base Table determines if a Client is disqualified or ineligible, depending on which flag is set.

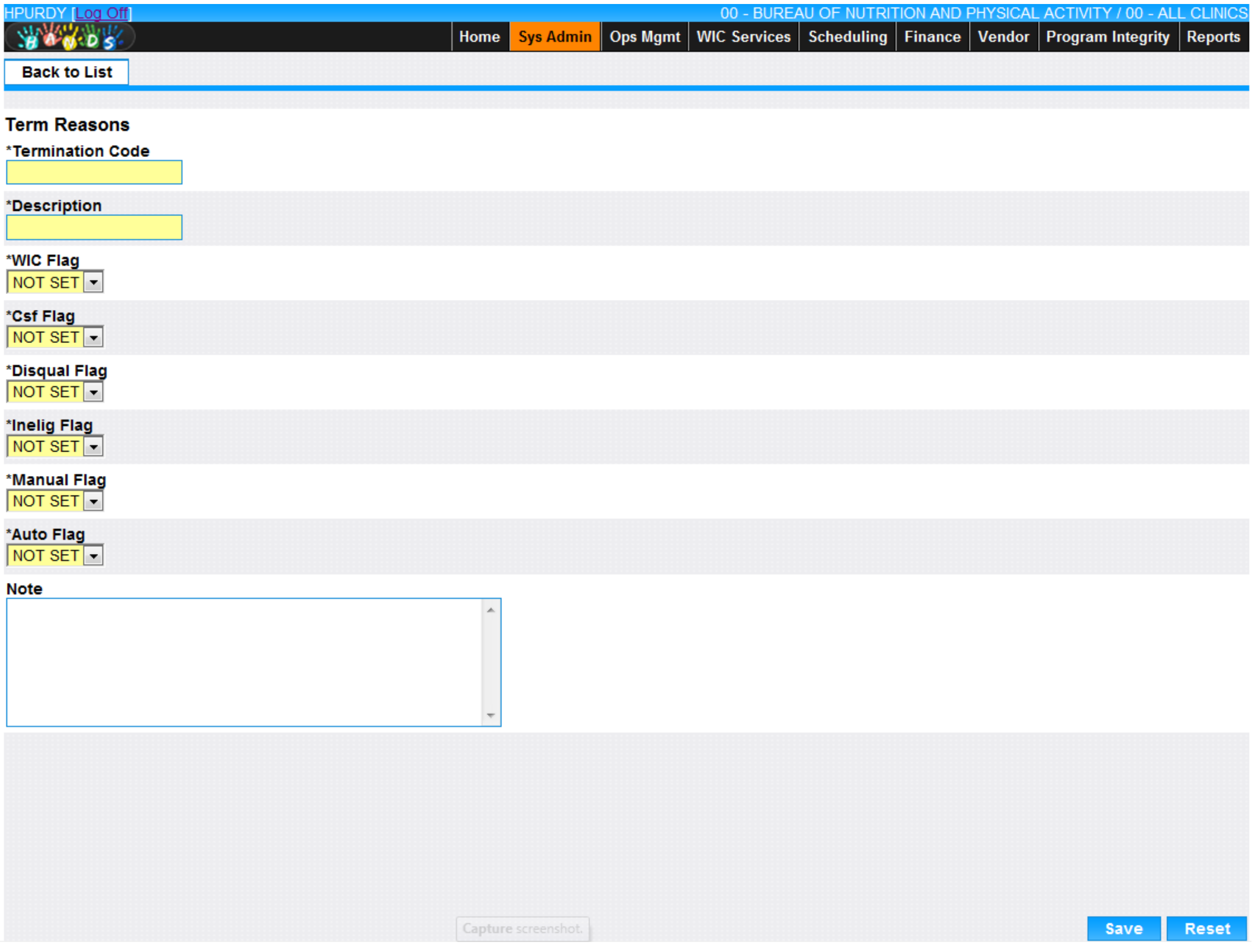
Add a Record

1. Select Term Reasons from the WIC Base Tables section. The page displays.



Termination Code	Description	WIC Flag	Csf Flag	Disqual Flag	Inelig Flag	Manual Flag	Auto Flag	Date Created	Created By	Date Modified	Modified By	Note
B	NOT INCOME ELIGIBLE	Y	Y	Y	Y	Y	Y	01/13/2000	WICADM	09/27/2005	CMA_JMR	
A	DUAL PARTICIPATION	Y	Y	Y	Y	Y	N	01/13/2000	WICADM	04/05/2011	SETNESR	4/5/11 - changed from "NO NUTRITIONAL RISK FOUND" to "Dual Participation" per request from Celia since all codes are in use. Rod.
C	BREASTFEEDING WOMAN NO LONGER BREASTFEEDING	Y	N	N	N	Y	Y	01/13/2000	WICADM	09/27/2005	CMA_JMR	
D	RISK FACTORS RESOLVED-GRADUATED- SEEN FOR RECERTIFICATION	Y	N	N	N	Y	Y	04/03/2001	CONVERSION	09/27/2005	CMA_JMR	
E	VOLUNTARY WITHDRAWAL	Y	Y	N	N	Y	Y	01/13/2000	WICADM	09/27/2005	CMA_JMR	
F	DUPLICATE RECORD	Y	Y	N	N	Y	Y	01/13/2000	WICADM	09/27/2005	CMA_JMR	
G	MOVED OUT OF STATE	Y	Y	Y	Y	N	Y	01/13/2000	WICADM	09/27/2005	CMA_JMR	
H	LOST TO FOLLOW-UP	Y	N	N	N	Y	Y	01/13/2000	WICADM	09/27/2005	CMA_JMR	
I	DEATH	Y	Y	N	N	Y	Y	01/13/2000	WICADM	09/27/2005	CMA_JMR	
J	MOVED OUT OF CURRENT LOCAL AGENCY	Y	Y	N	N	Y	Y	01/13/2000	WICADM	09/27/2005	CMA_JMR	

2. Click the Add button at the bottom of the page. The Add page displays.



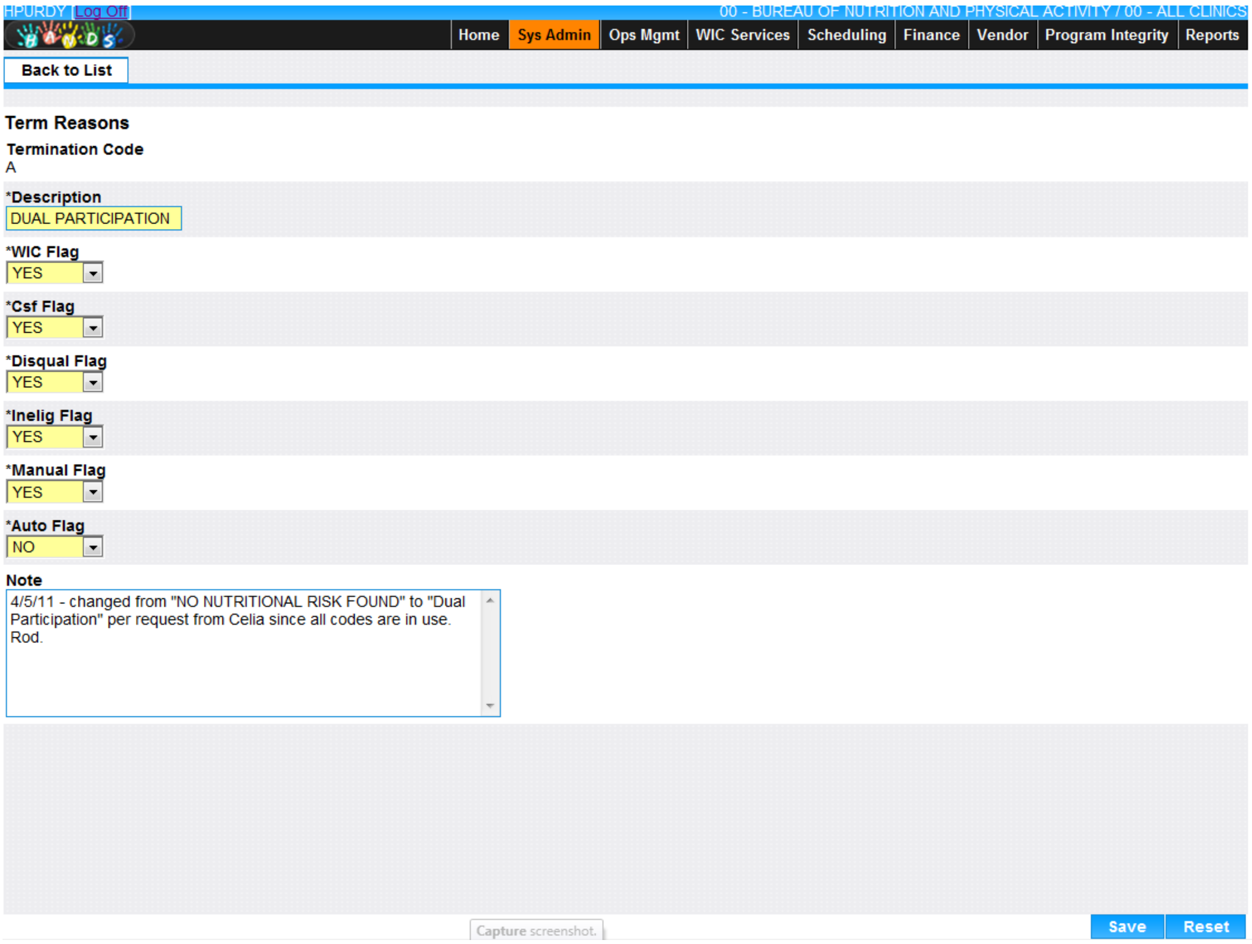
3. Enter all required information and any additional information to complete the page.

4. To discard your information and start over, click the Reset button at the bottom of the page.

5. To save your information, click the Save button at the bottom of the page.

Edit a Record

1. Select a link from the Term Reasons Base Table. The page displays.


HPURDY | Log Off | 00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

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Term Reasons

Termination Code
A

***Description**
DUAL PARTICIPATION

***WIC Flag**
YES

***Csf Flag**
YES

***Disqual Flag**
YES

***Inelig Flag**
YES

***Manual Flag**
YES

***Auto Flag**
NO

Note
4/5/11 - changed from "NO NUTRITIONAL RISK FOUND" to "Dual Participation" per request from Celia since all codes are in use. Rod.

Capture screenshot.

Save | Reset

2. Make changes to the appropriate fields.

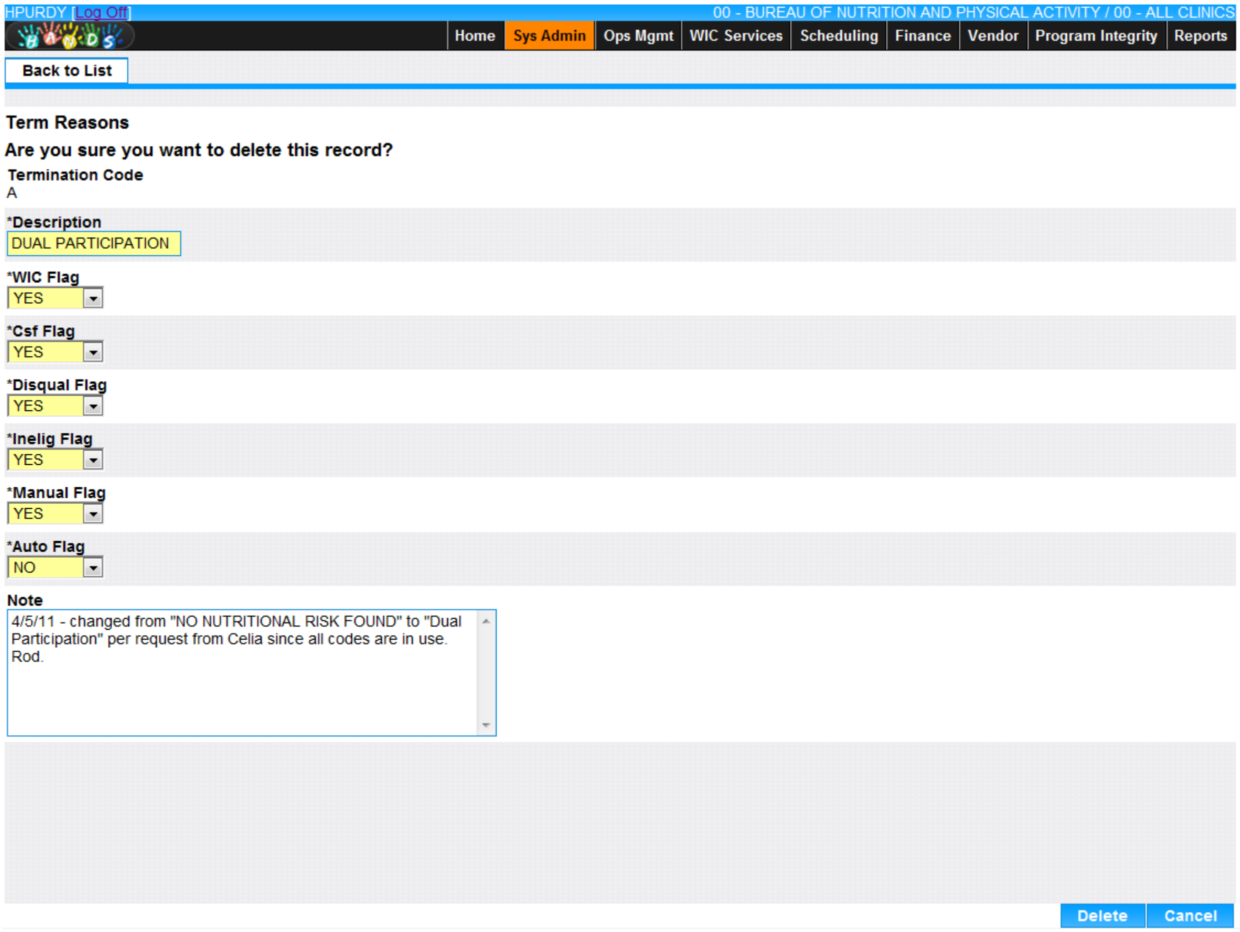
3. To discard your changes, click the Reset button at the bottom of the page.

4. To keep your changes, click the Save button at the bottom of the page.

5. Click Back to List at the top of the page.

Delete a Record

1. Click the delete icon for the record you would like to delete. The Delete page displays.



2. To cancel the delete process, click the Cancel button at the bottom of the page.

3. To delete the record, click the Delete button at the bottom of the page.

Nutrition Education Topics Base Table

The Nutrition Education Topics Base Table is used on the Careplan Screen in the Nut. Discussion tab when adding a Topic. Only Topics with the Active Flag Set to Yes will appear in drop down. The Topics base table is a separate table from Nut Ed Topics and is therefore used when adding Contact information on the Breastfeeding Peer Counselor page.

Add a Record

1. Select Nutr Ed Topics from the WIC Base Tables section. The page displays.

HPURDY [Log Off] 00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

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Nutr. Edu. Topics

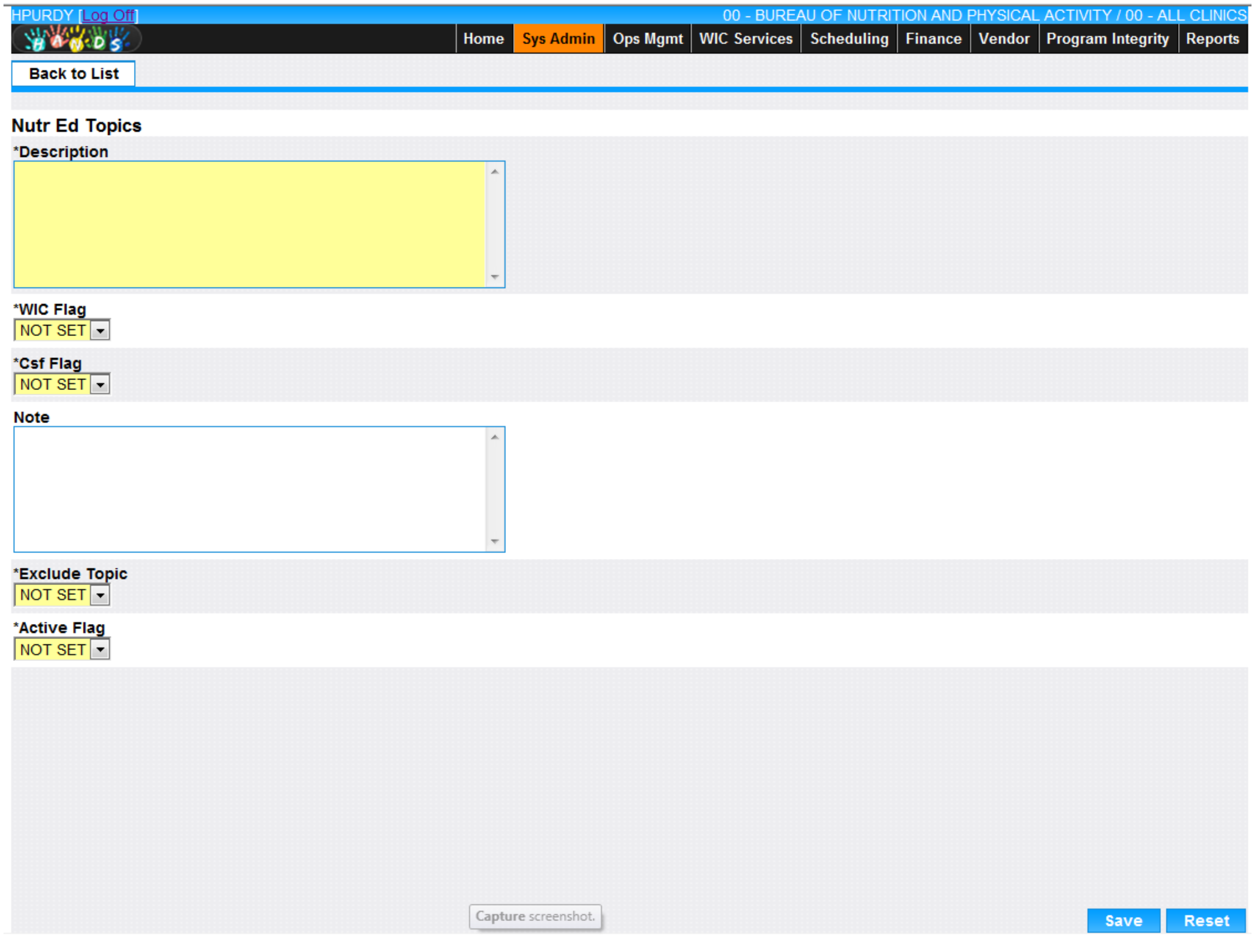
Nutr Ed Topics

Nutr Ed Topic Code	Description	WIC Flag	Csf Flag	Date Created	Created By	Date Modified	Modified By	Note	Exclude Topic	Active Flag
78	XXX DO NOT USE XXX LEAD SCREENING	N	N	08/29/2005	ODLEL	05/05/2014	AGILES	Disabled at request of Community Services and Training teams. 04/08/2009 AB	N	N
79	WIC RIGHTS AND OBLIGATIONS	Y	N	05/30/2006	ODLEL	05/05/2014	AGILES	Added 5/30/06 as per Linda Yee. Changed Responsibilities to Obligations per Heather to match the State Plan. 5/30/07 RS	N	N
80	NUTRI-NEWS	N	Y	09/07/2007	AIM	05/05/2014	AGILES	Added for CSFP application by Joel Rado	N	N
81	OTHER MATERIAL	N	Y	09/07/2007	AIM	05/05/2014	AGILES	Added for CSFP application by Joel Rado	N	N
82	PEER COUNSELING - BREASTFEEDING CONSULT	Y	N	10/04/2007	BECKSTA	05/05/2014	AGILES	Added at the request of Adrienne Udarbe for Maricopa Co. AB 10/04/07	N	N
92	1ST AUTHORIZED REPRESENTATIVE EDUCATED	Y	N	04/07/2009	BECKSTA	05/05/2014	AGILES	Topic added at request of Linda Yee, Taffery Lowry and Susie Leo. 04/07/2009 AB	N	N
93	2ND AUTHORIZED REPRESENTATIVE EDUCATED	Y	N	04/07/2009	BECKSTA	05/05/2014	AGILES	Topic added at request of Linda Yee, Taffery Lowry and Susie Leo. 04/07/2009 AB	N	N
94	PROXY EDUCATED ON FI USE	Y	N	04/07/2009	BECKSTA	05/05/2014	AGILES	Topic added at request of Linda Yee, Taffery Lowry and Susie Leo. 04/07/2009 AB	N	N
95	LEAD SCREENING AGE 1 (DO NOT USE)	Y	N	04/07/2009	BECKSTA	05/05/2014	AGILES	Topic added at request of Linda Yee, Taffery Lowry and Susie Leo. 04/07/2009 AB "Do not use" is added per Jaclyn's request. 6/22/2012 Syeda	N	N
96	LEAD SCREENING AGE 2 (DO NOT USE)	Y	N	04/07/2009	BECKSTA	05/05/2014	AGILES	Topic added at request of Linda Yee, Taffery Lowry and Susie Leo. 04/07/2009 AB "Do not use" is added per Jaclyn's request. 6/22/2012 Syeda	N	N

< > Page 1 of 11

Add

2. Click the Add button at the bottom of the page. The Add page displays.



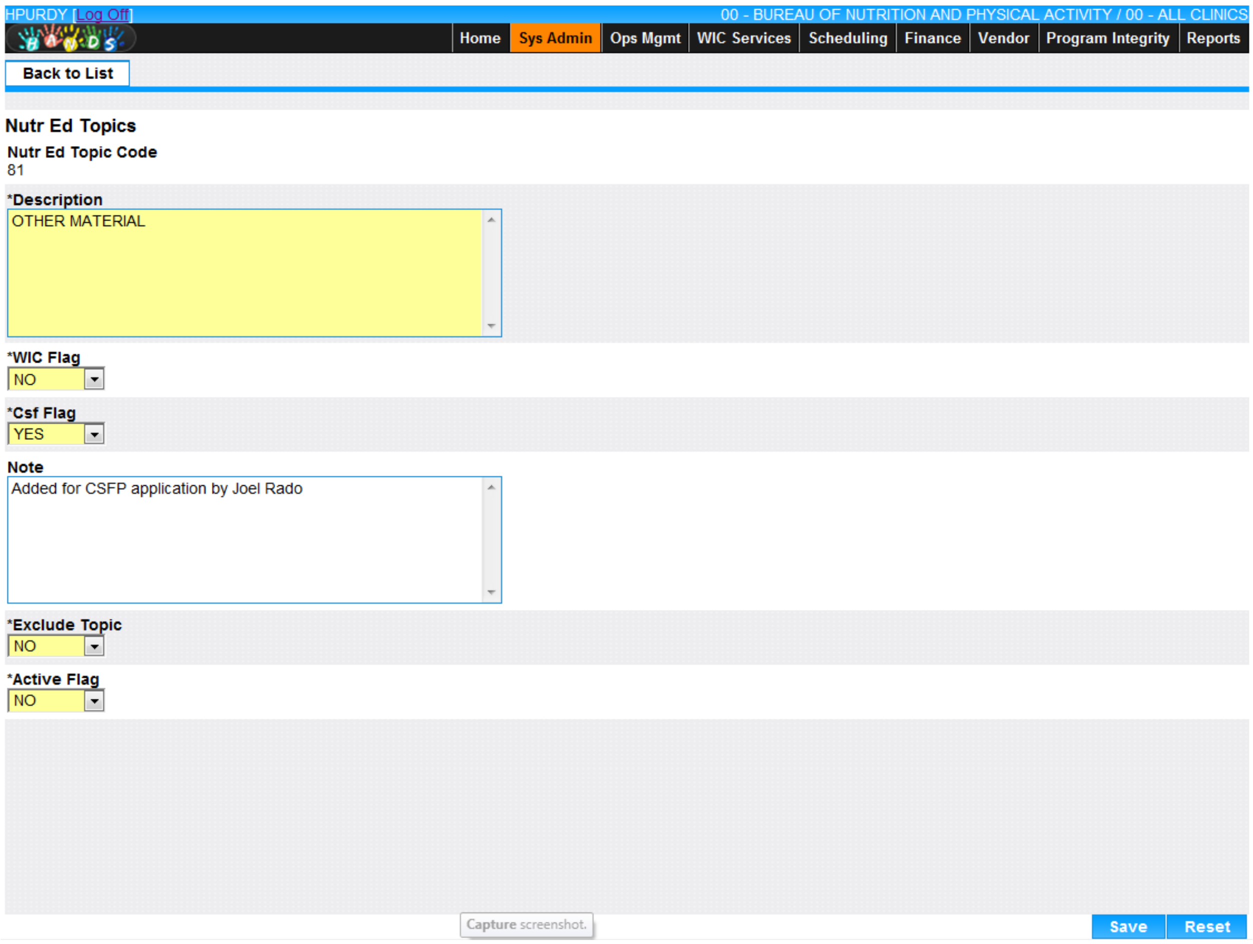
3. Enter all required information and any additional information to complete the page.

4. To discard your information and start over, click the Reset button at the bottom of the page.

5. To save your information, click the Save button at the bottom of the page.

Edit a Record

1. Select a link from the Nutr Ed Topics Base Table. The page displays.



2. Make changes to the appropriate fields.

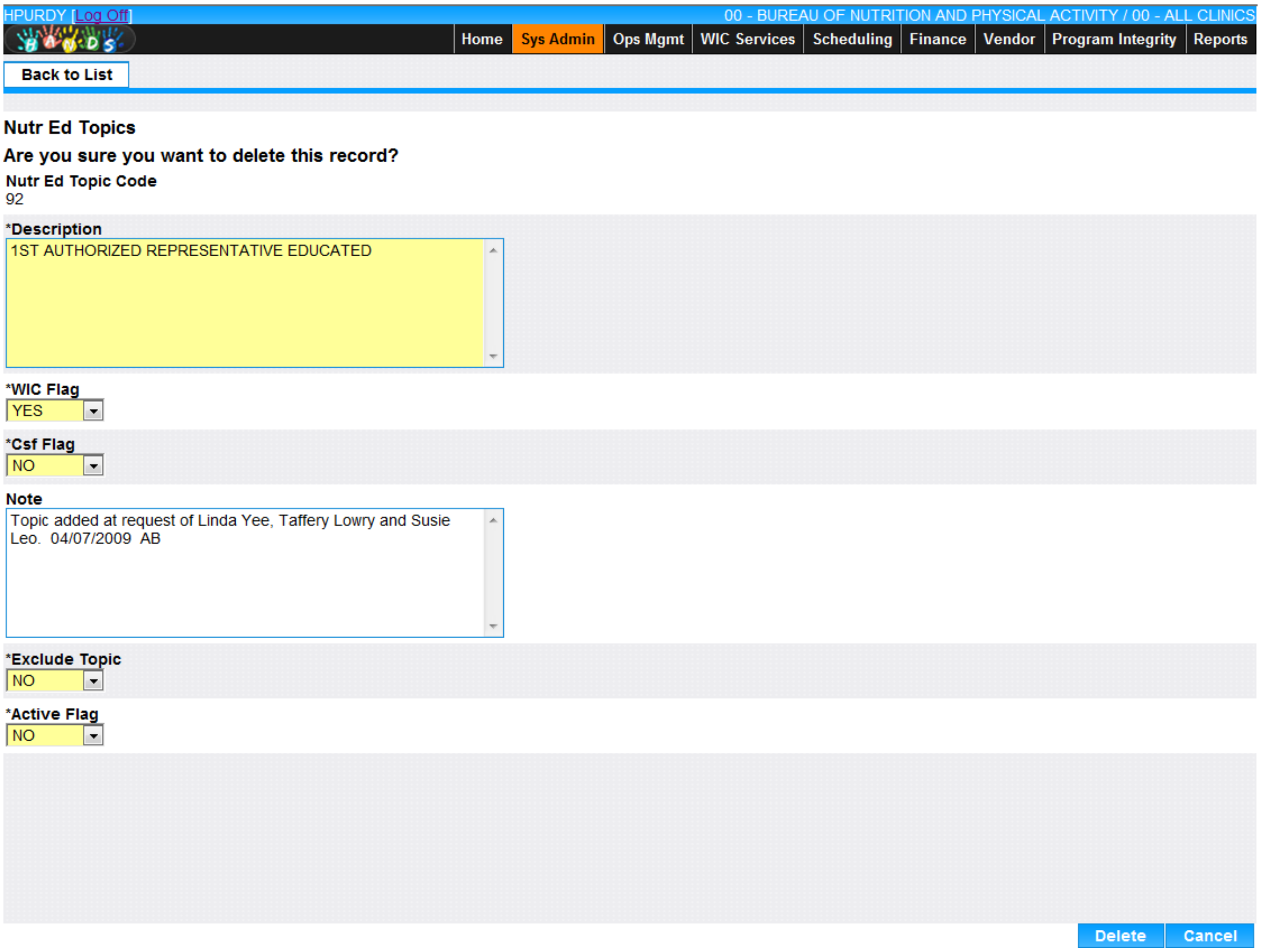
3. To discard your changes, click the Reset button at the bottom of the page.

4. To keep your changes, click the Save button at the bottom of the page.

5. Click Back to List at the top of the page.

Delete a Record

1. Click the delete icon for the record you would like to delete. The Delete page displays.



2. To cancel the delete process, click the Cancel button at the bottom of the page.

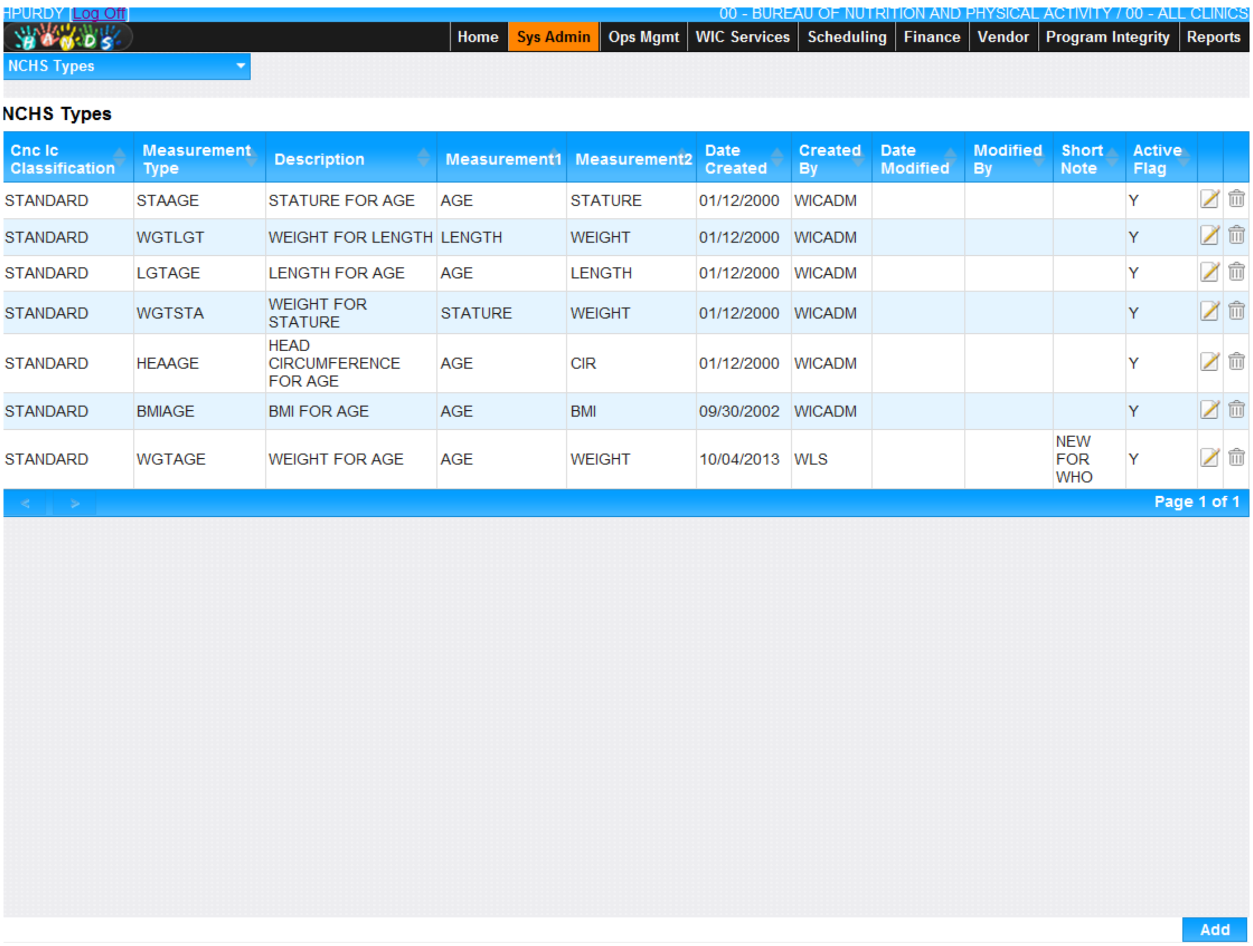
3. To delete the record, click the Delete button at the bottom of the page.

NCHS Types Base Table

The NCHS Types Base Table is used on the Medical Screen.These are Types of Measurements that are used when creating NCHS (National Center for Health Statistics) Data in the System.

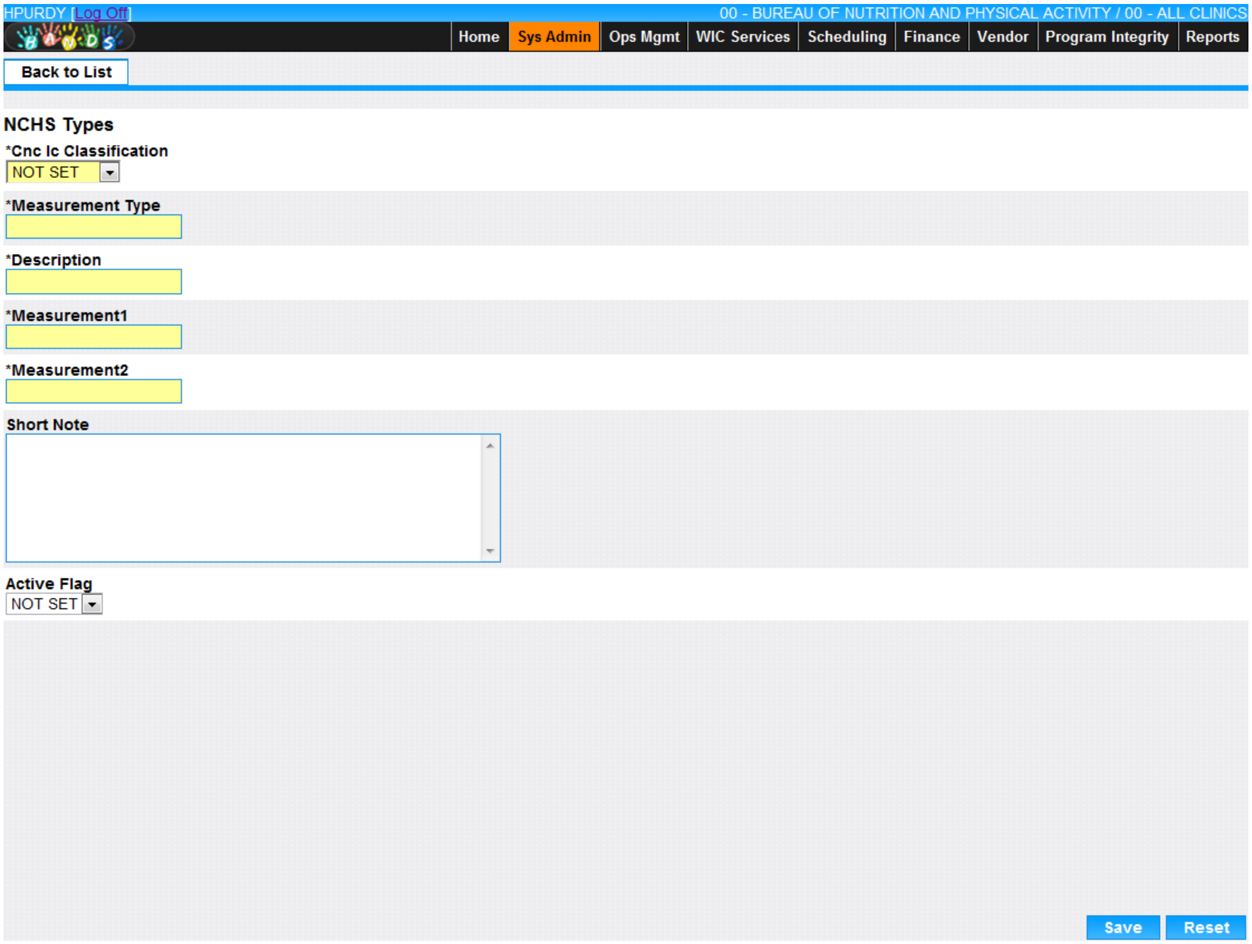
Add a Record

1. Select NCHS Types from the WIC Base Tables section. The page displays.



Cnc Ic Classification	Measurement Type	Description	Measurement1	Measurement2	Date Created	Created By	Date Modified	Modified By	Short Note	Active Flag		
STANDARD	STAAGE	STATURE FOR AGE	AGE	STATURE	01/12/2000	WICADM				Y		
STANDARD	WGTLGT	WEIGHT FOR LENGTH	LENGTH	WEIGHT	01/12/2000	WICADM				Y		
STANDARD	LGTAGE	LENGTH FOR AGE	AGE	LENGTH	01/12/2000	WICADM				Y		
STANDARD	WGTSTA	WEIGHT FOR STATURE	STATURE	WEIGHT	01/12/2000	WICADM				Y		
STANDARD	HEAAGE	HEAD CIRCUMFERENCE FOR AGE	AGE	CIR	01/12/2000	WICADM				Y		
STANDARD	BMIAGE	BMI FOR AGE	AGE	BMI	09/30/2002	WICADM				Y		
STANDARD	WGTAGE	WEIGHT FOR AGE	AGE	WEIGHT	10/04/2013	WLS			NEW FOR WHO	Y		

2. Click the Add button at the bottom of the page. The Add page displays.



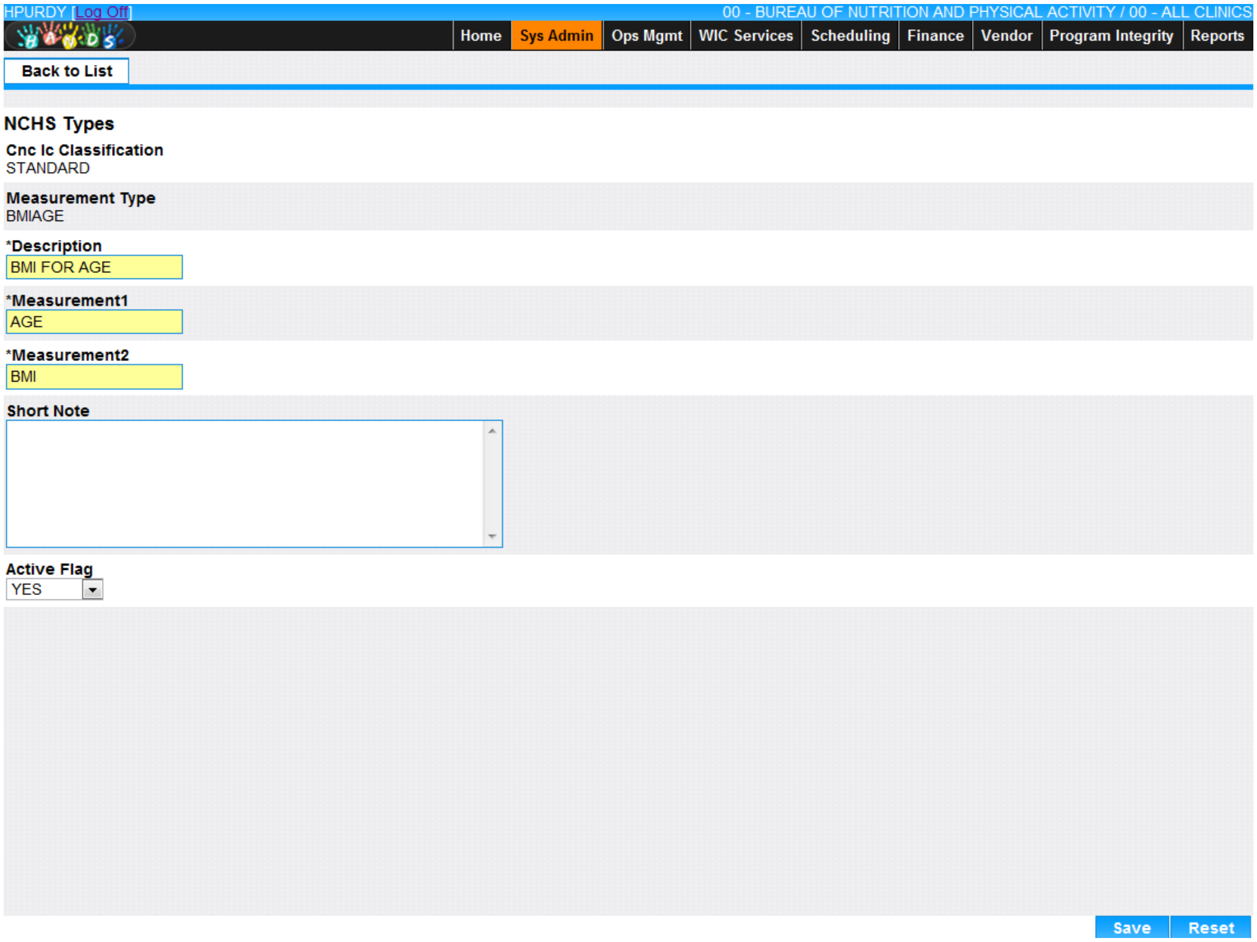
3. Enter all required information and any additional information to complete the page.

4. To discard your information and start over, click the Reset button at the bottom of the page.

5. To save your information, click the Save button at the bottom of the page.

Edit a Record

1. Select a link from the NCHS Types Base Table. The page displays.



2. Make changes to the appropriate fields.

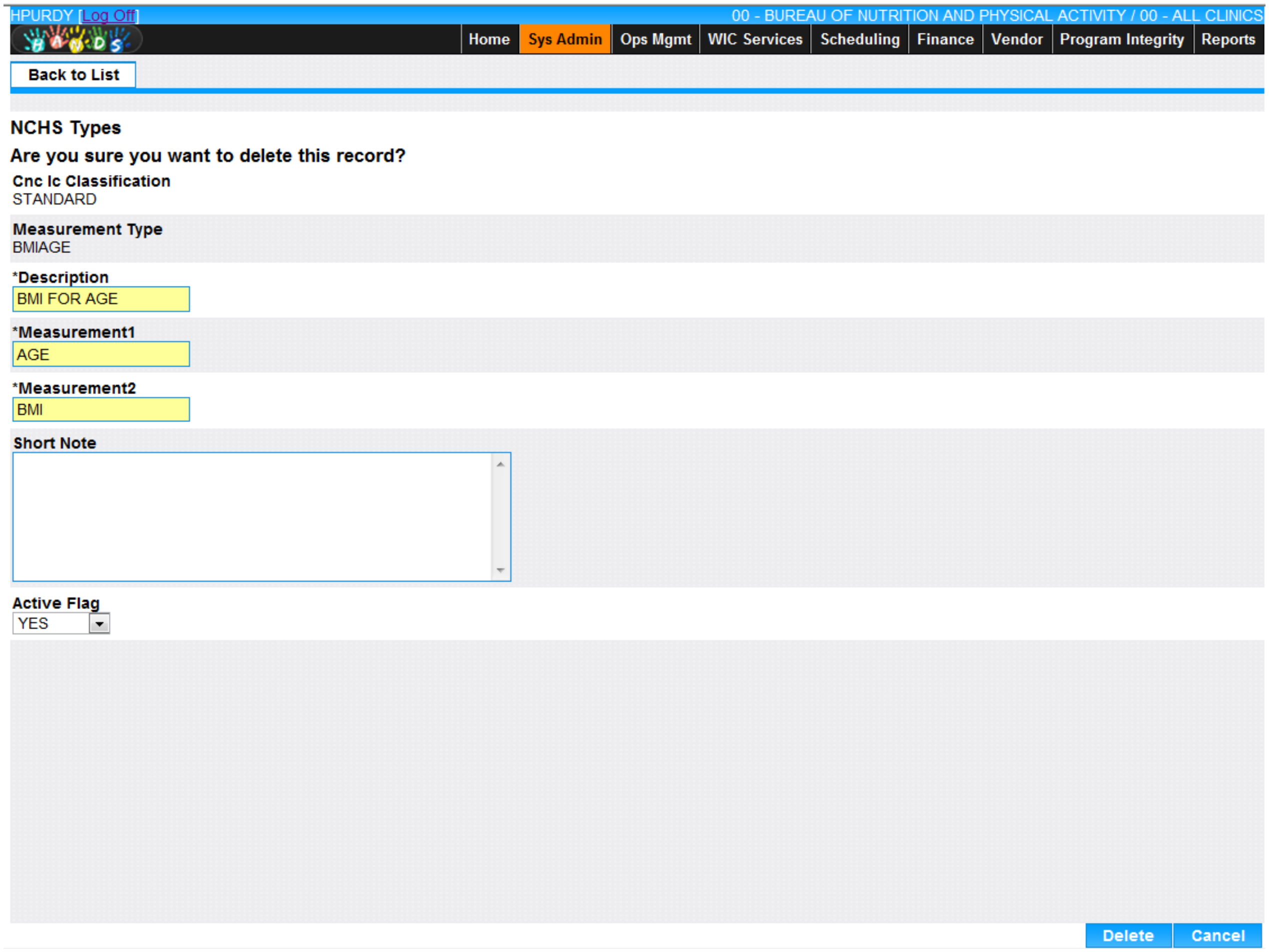
3. To discard your changes, click the Reset button at the bottom of the page.

4. To keep your changes, click the Save button at the bottom of the page.

5. Click Back to List at the top of the page.

Delete a Record

1. Click the delete icon for the record you would like to delete. The Delete page displays.



2. To cancel the delete process, click the Cancel button at the bottom of the page.

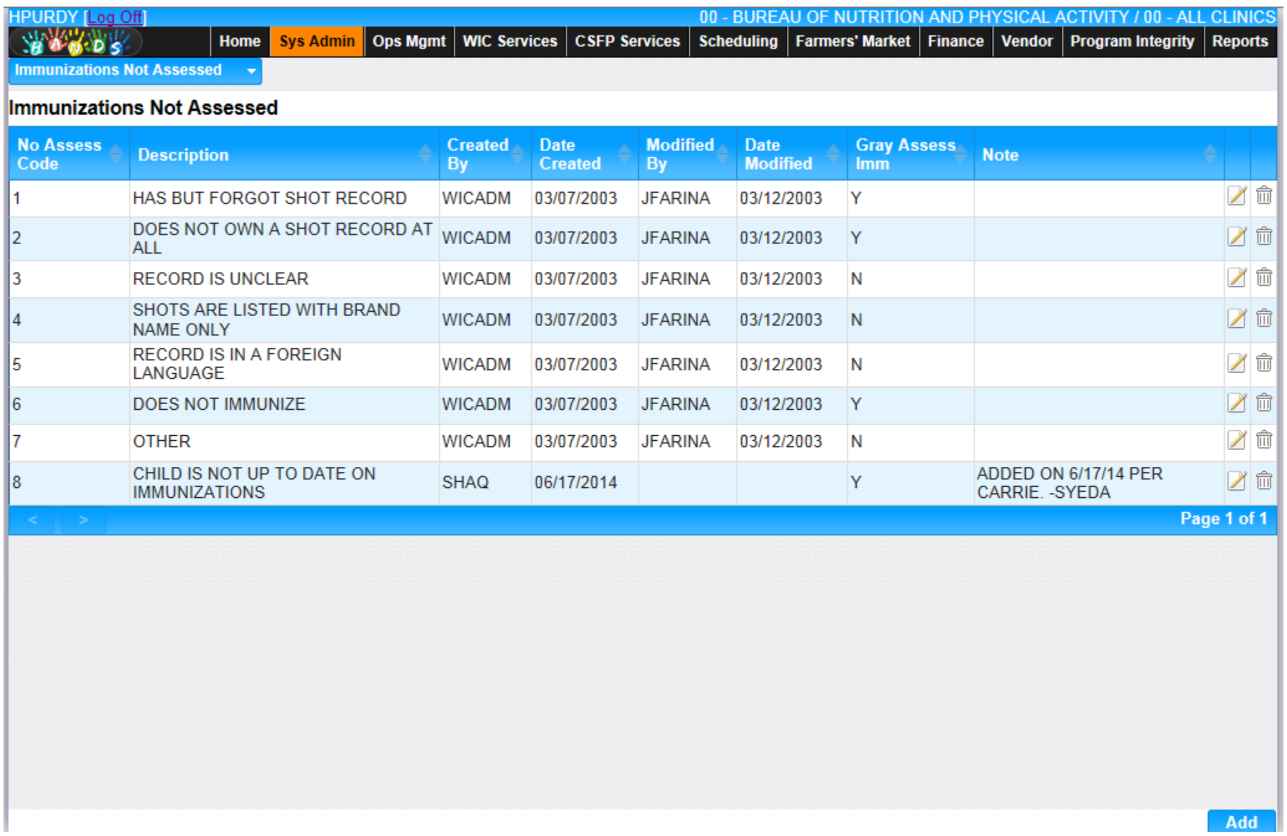
3. To delete the record, click the Delete button at the bottom of the page.

Immunization Not Assessed Base Table

The Immunization Not Assessed Base Table populates the Values available in the List for selection on the Immunization Screen. If Immunizations are not correct or done, A value from this list needs to be selected.

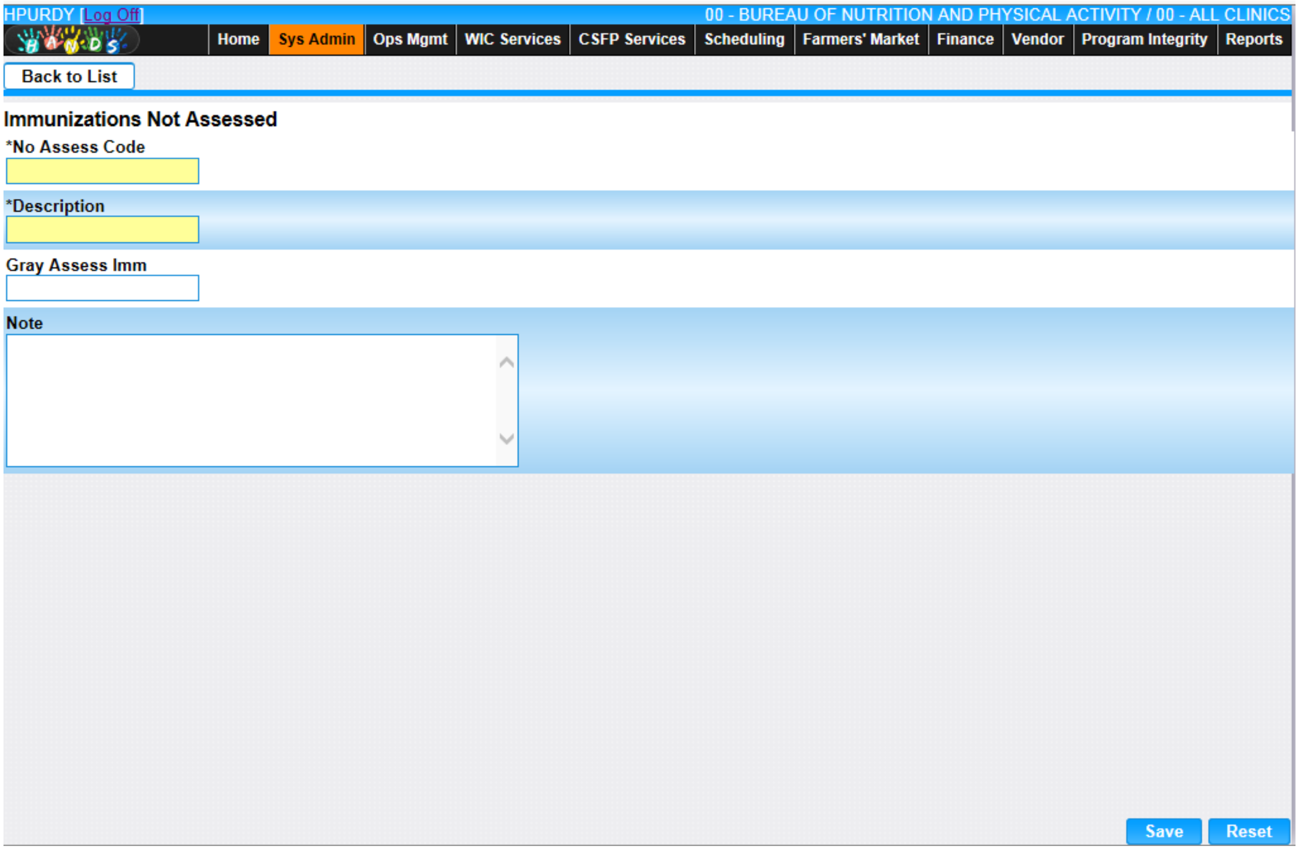
Add a Record

1. Select Immunizations Not Assessed from the WIC Base Tables section. The page displays.



No Assess Code	Description	Created By	Date Created	Modified By	Date Modified	Gray Assess Imm	Note
1	HAS BUT FORGOT SHOT RECORD	WICADM	03/07/2003	JFARINA	03/12/2003	Y	
2	DOES NOT OWN A SHOT RECORD AT ALL	WICADM	03/07/2003	JFARINA	03/12/2003	Y	
3	RECORD IS UNCLEAR	WICADM	03/07/2003	JFARINA	03/12/2003	N	
4	SHOTS ARE LISTED WITH BRAND NAME ONLY	WICADM	03/07/2003	JFARINA	03/12/2003	N	
5	RECORD IS IN A FOREIGN LANGUAGE	WICADM	03/07/2003	JFARINA	03/12/2003	N	
6	DOES NOT IMMUNIZE	WICADM	03/07/2003	JFARINA	03/12/2003	Y	
7	OTHER	WICADM	03/07/2003	JFARINA	03/12/2003	N	
8	CHILD IS NOT UP TO DATE ON IMMUNIZATIONS	SHAQ	06/17/2014			Y	ADDED ON 6/17/14 PER CARRIE. -SYEDA

2. Click the Add button at the bottom of the page. The Add page displays.



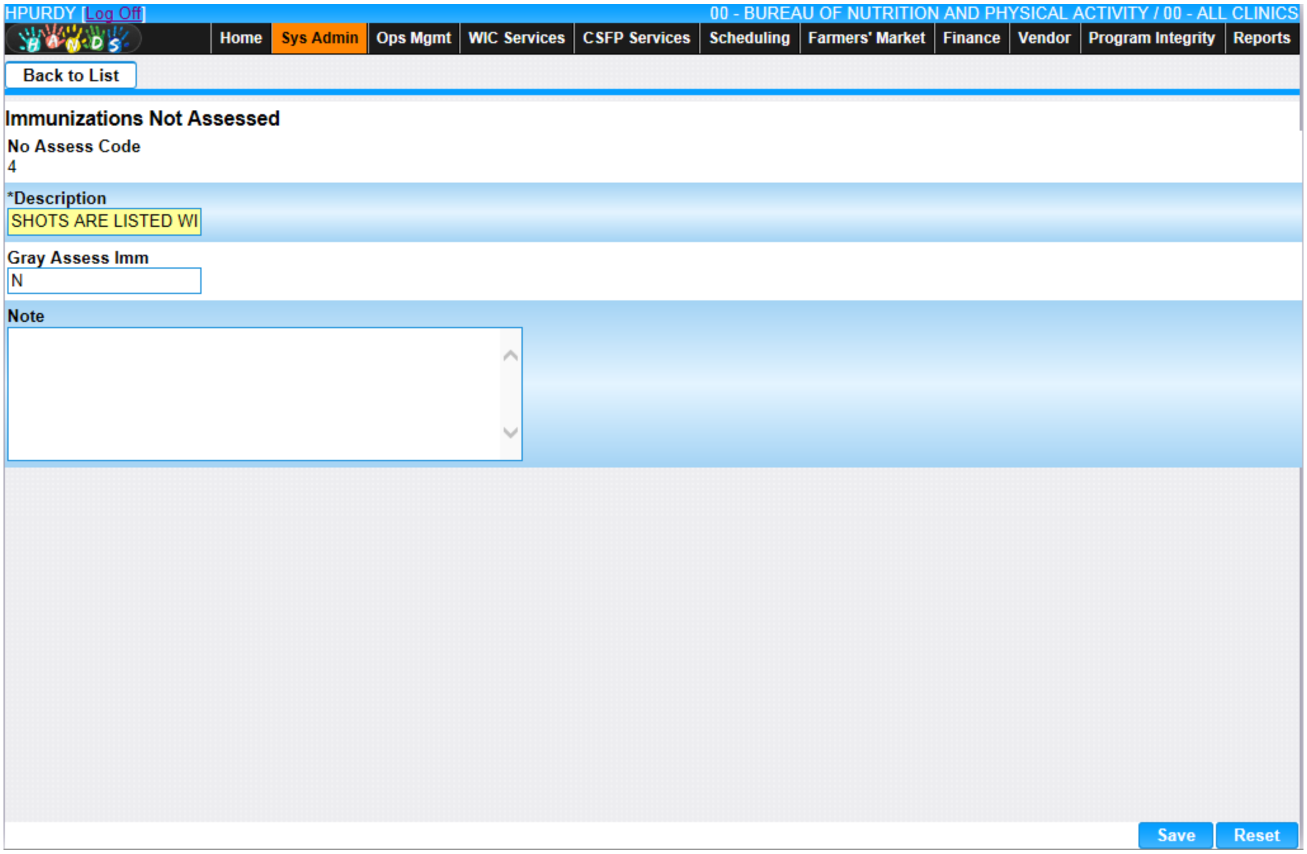
3. Enter all required information and any additional information to complete the page.

4. To discard your information and start over, click the Reset button at the bottom of the page.

5. To save your information, click the Save button at the bottom of the page.

Edit a Record

1. Select a link from the Immunization Not Assessed Base Table. The page displays.



2. Make changes to the appropriate fields.

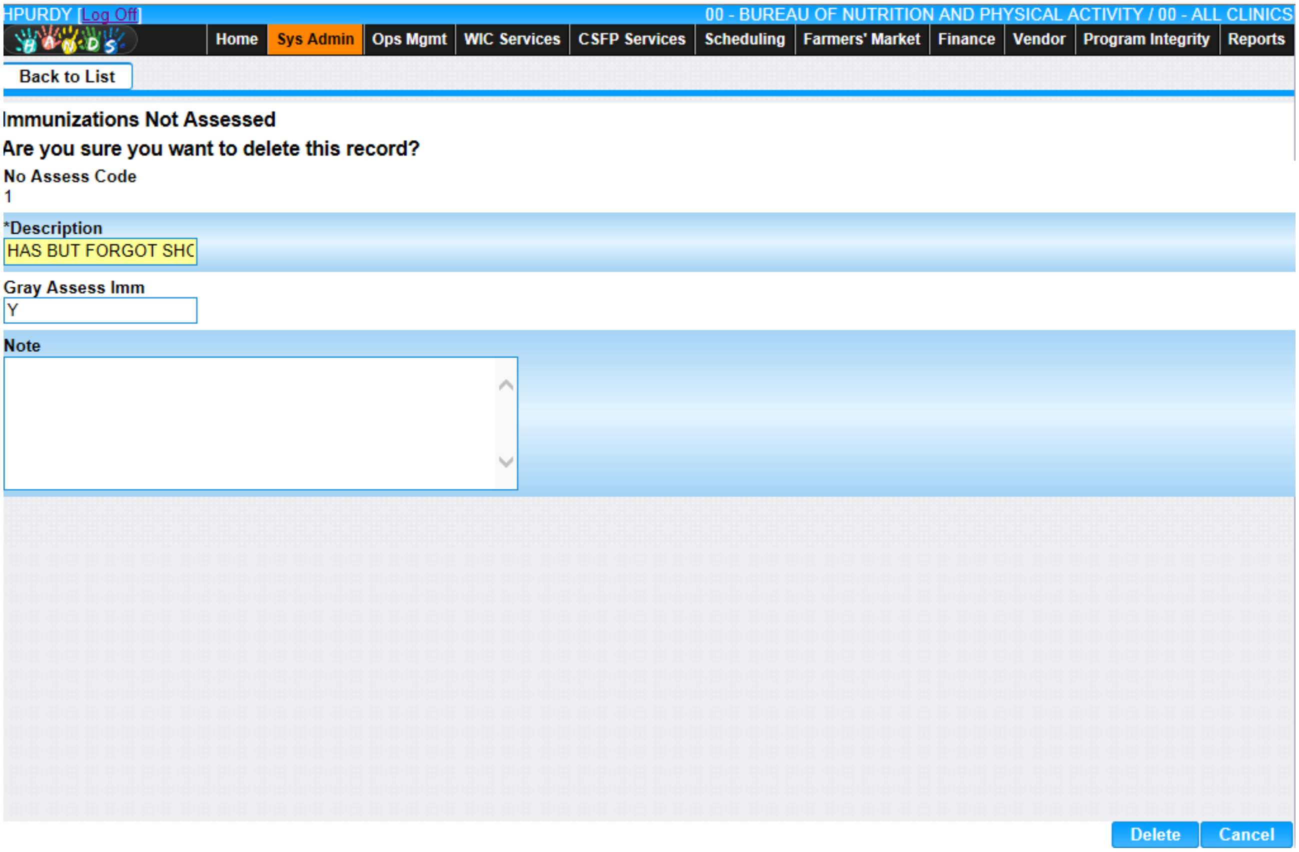
3. To discard your changes, click the Reset button at the bottom of the page.

4. To keep your changes, click the Save button at the bottom of the page.

5. Click Back to List at the top of the page.

Delete a Record

1. Click the delete icon for the record you would like to delete. The Delete page displays.



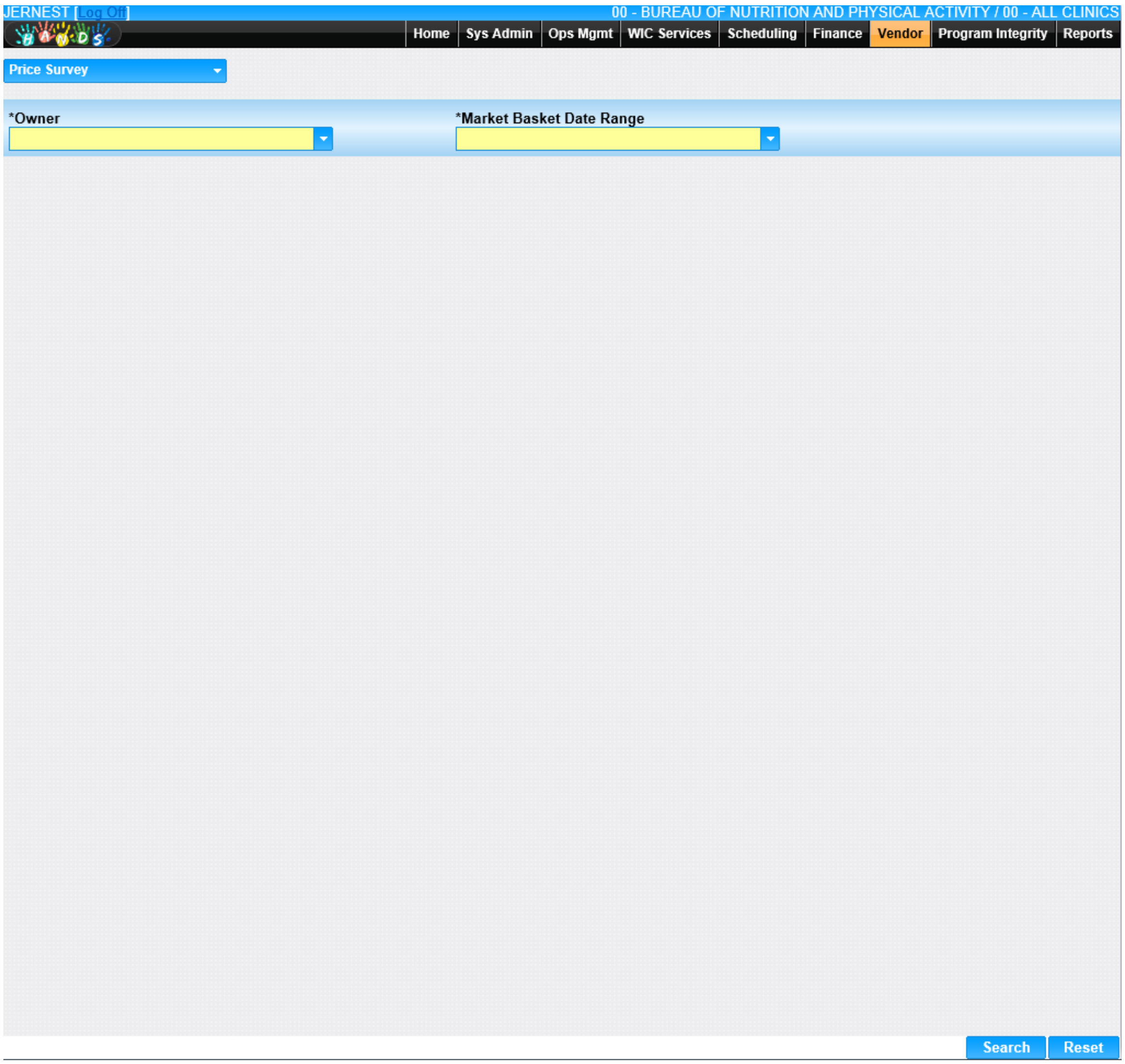
2. To cancel the delete process, click the Cancel button at the bottom of the page.

3. To delete the record, click the Delete button at the bottom of the page.

Price Survey

Edit or View a Price Survey

The Price Survey page allows the user to view and edit price surveys submitted by vendors/applicants.



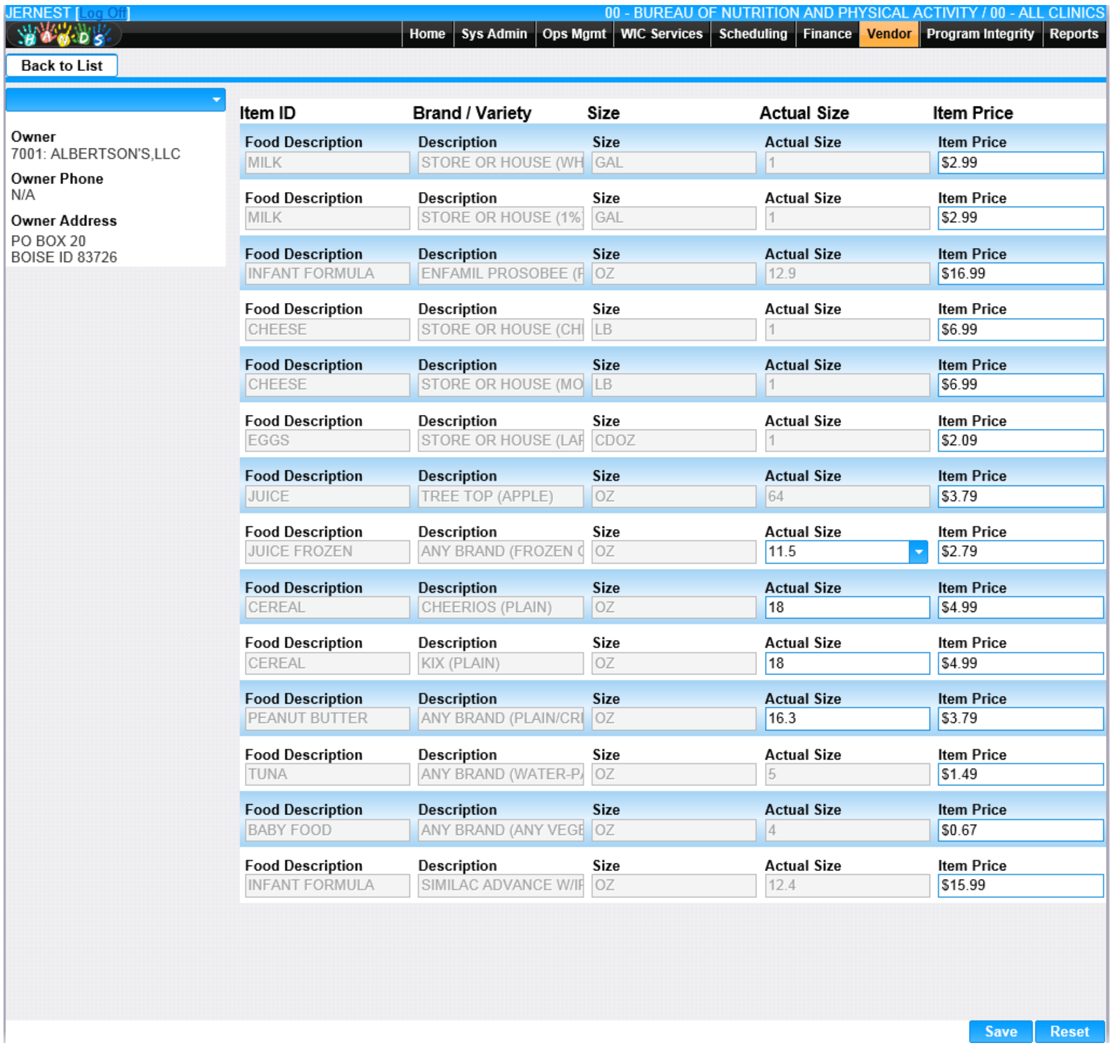
1. From the Price Survey search page, select desired owner name and market basket date range

2. To populate vendors/applicants Price Survey search results for entered owner name and market basket date range, click the search button at the bottom of the page.

3. To clear entered search criteria, click the Reset button at the bottom of the page.

4. From the Price Survey search results, click the Name link for the price survey you wish to view or edit. The Edit Price Survey page is displayed.

5. Click the New Search button at the top left of the page to return to the Price Survey search page.



Item ID / Food Description	Brand / Variety / Description	Size	Actual Size	Item Price
MILK	STORE OR HOUSE (WH	GAL	1	$2.99
MILK	STORE OR HOUSE (1%	GAL	1	$2.99
INFANT FORMULA	ENFAMIL PROSOBEE (F	OZ	12.9	$16.99
CHEESE	STORE OR HOUSE (CH	LB	1	$6.99
CHEESE	STORE OR HOUSE (MO	LB	1	$6.99
EGGS	STORE OR HOUSE (LAF	CDOZ	1	$2.09
JUICE	TREE TOP (APPLE)	OZ	64	$3.79
JUICE FROZEN	ANY BRAND (FROZEN (	OZ	11.5	$2.79
CEREAL	CHEERIOS (PLAIN)	OZ	18	$4.99
CEREAL	KIX (PLAIN)	OZ	18	$4.99
PEANUT BUTTER	ANY BRAND (PLAIN/CRI	OZ	16.3	$3.79
TUNA	ANY BRAND (WATER-P/	OZ	5	$1.49
BABY FOOD	ANY BRAND (ANY VEGE	OZ	4	$0.67
INFANT FORMULA	SIMILAC ADVANCE W/IF	OZ	12.4	$15.99

6. Update the appropriate fields on the page.

7. To discard your changes, click the Reset button at the bottom of the page.

8. To keep your changes, click the Save button at the bottom of the page.

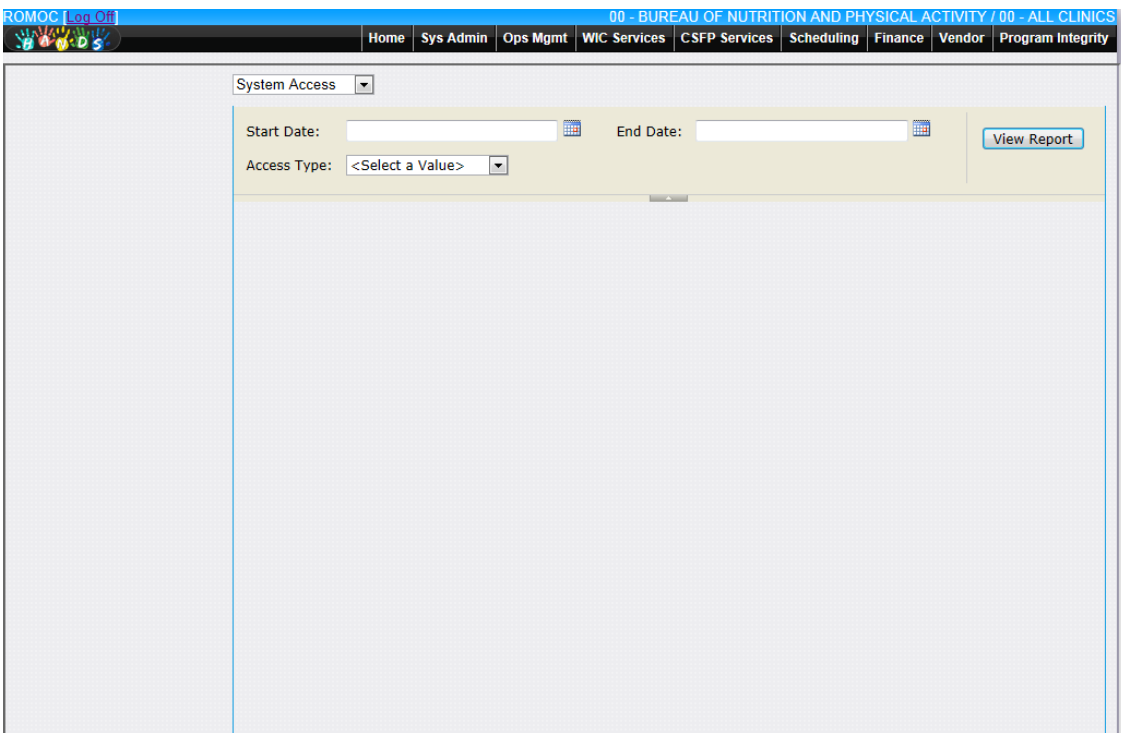
9. Click the Back to List button at the top left of the page to return to the Price Survey search results.

System Administration: Reports

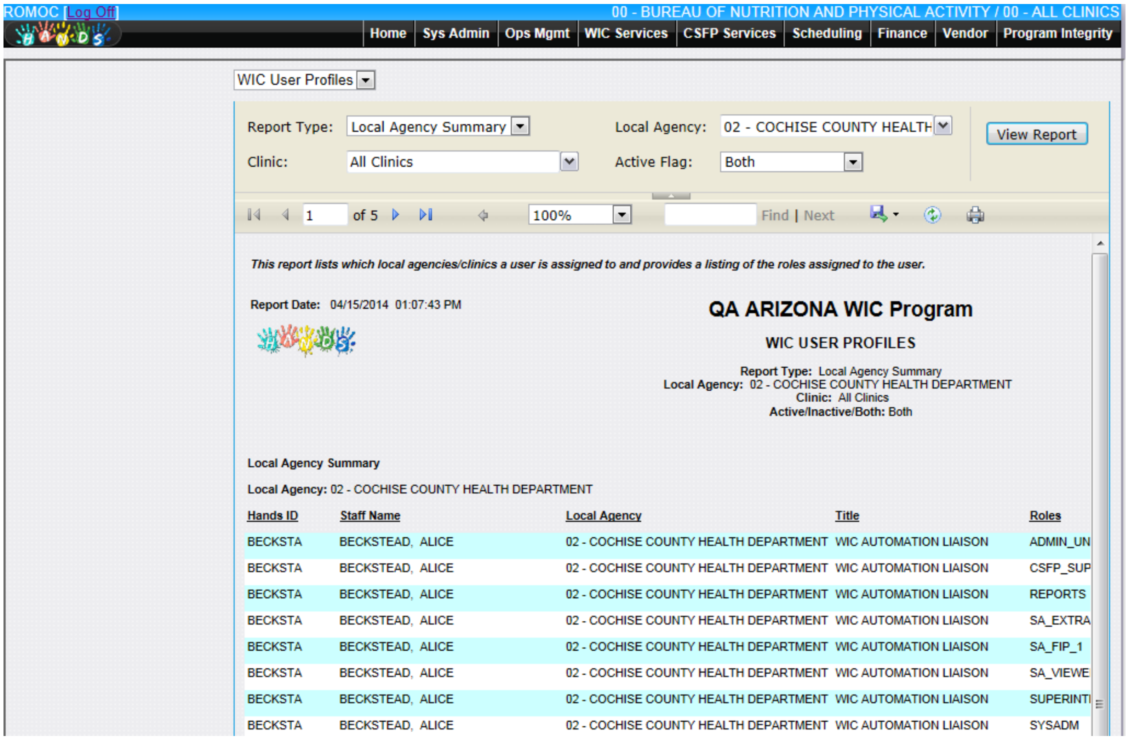
Some HANDS reports allow the user to filter the report contents by specifying reporting criteria, while other reports use fixed criteria. User-specified criteria reports allow the user to specify some of the criteria used to filter the results that appear in the report. For example, some reports may allow the user to specify a specific Agency. Fixed criteria reports do not allow the user to specify the report criteria. The report criteria section is not displayed. Instead, the report results are generated and displayed when the page opens.

There are two reports in the System Admin module: System Access and WIC User Profiles.

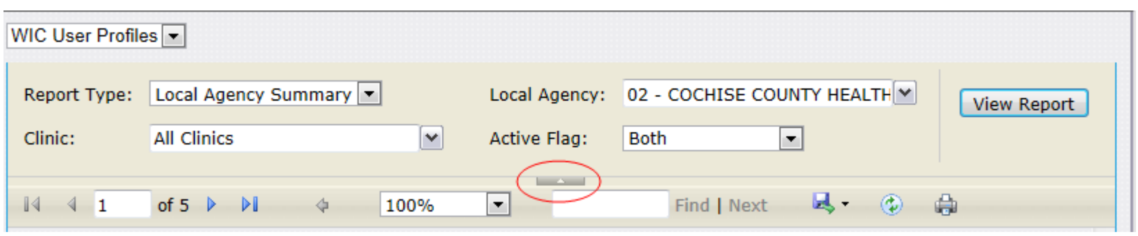
1. From the System Admin home page select a report link in the Reports section. The search criteria information displays.



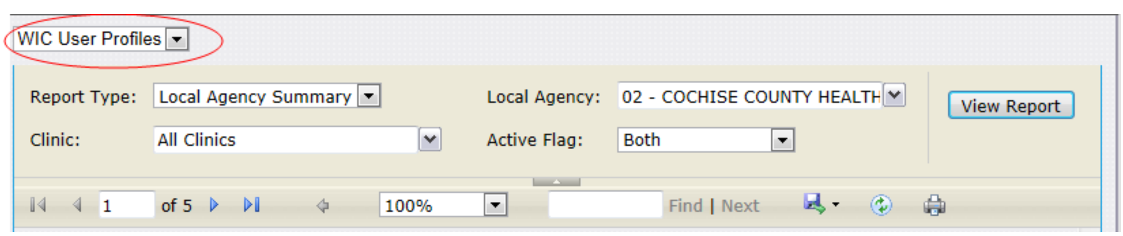
2. Enter the search criteria and click View Report. The report displays in the bottom portion of the page.



You can hide the search criteria parameters by clicking on the arrow icon at the bottom of the search criteria box.



You can select another report to run by selecting it from the drop down list at the top of the page.



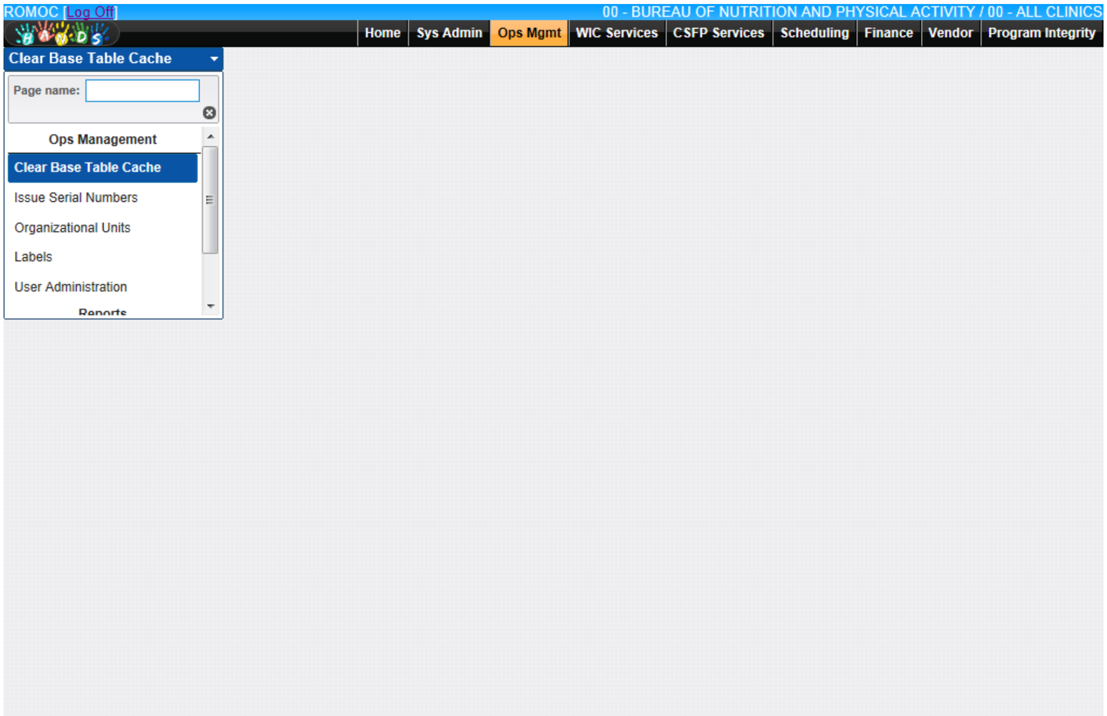
Module 2: Operations Management

For WIC State Agency & Administrative Users

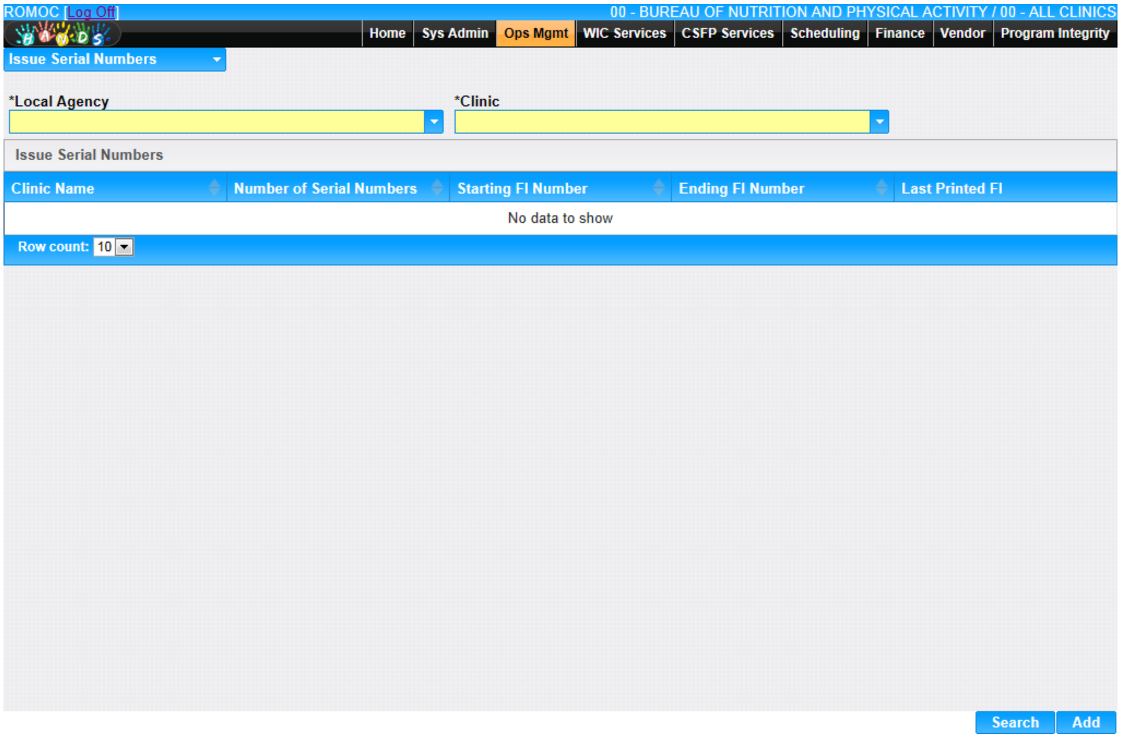
Operations Management Features

Operations Management: Issue Serial Numbers

From the home page in HANDS click on Ops Mgmt on the main menu bar. Click on the navigation drop down list to view the different pages within Ops Management.

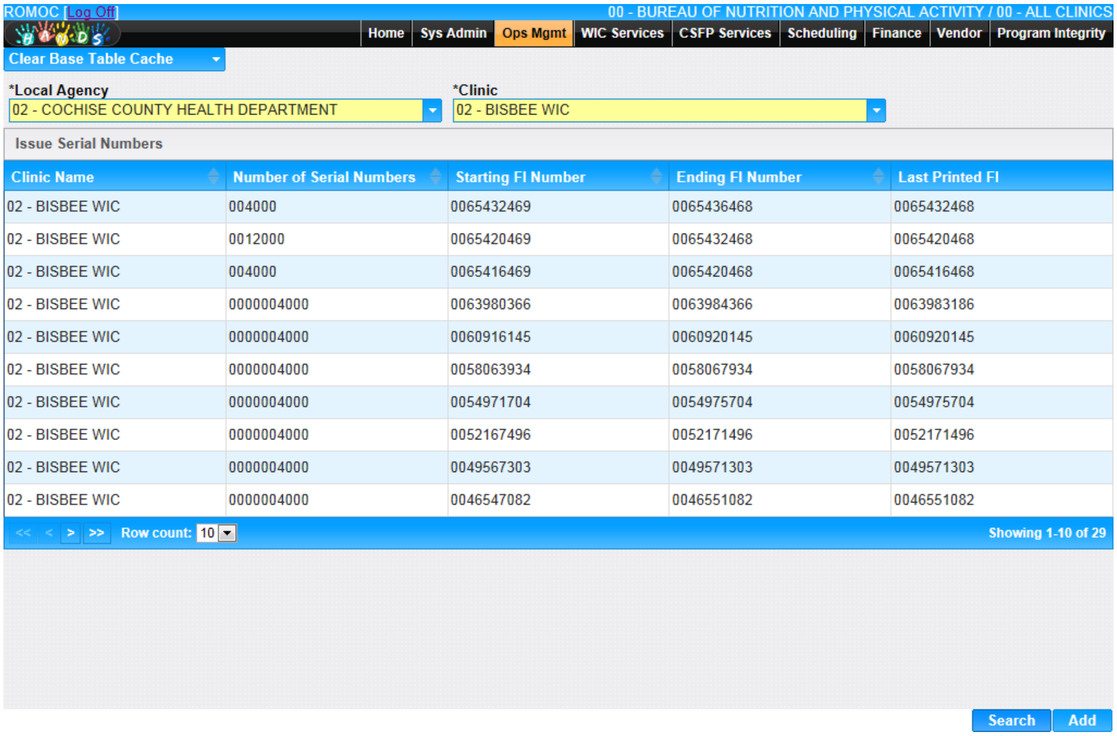


1. Select Issue Serial Numbers from the drop down list. The Issue Serial Numbers search page displays.

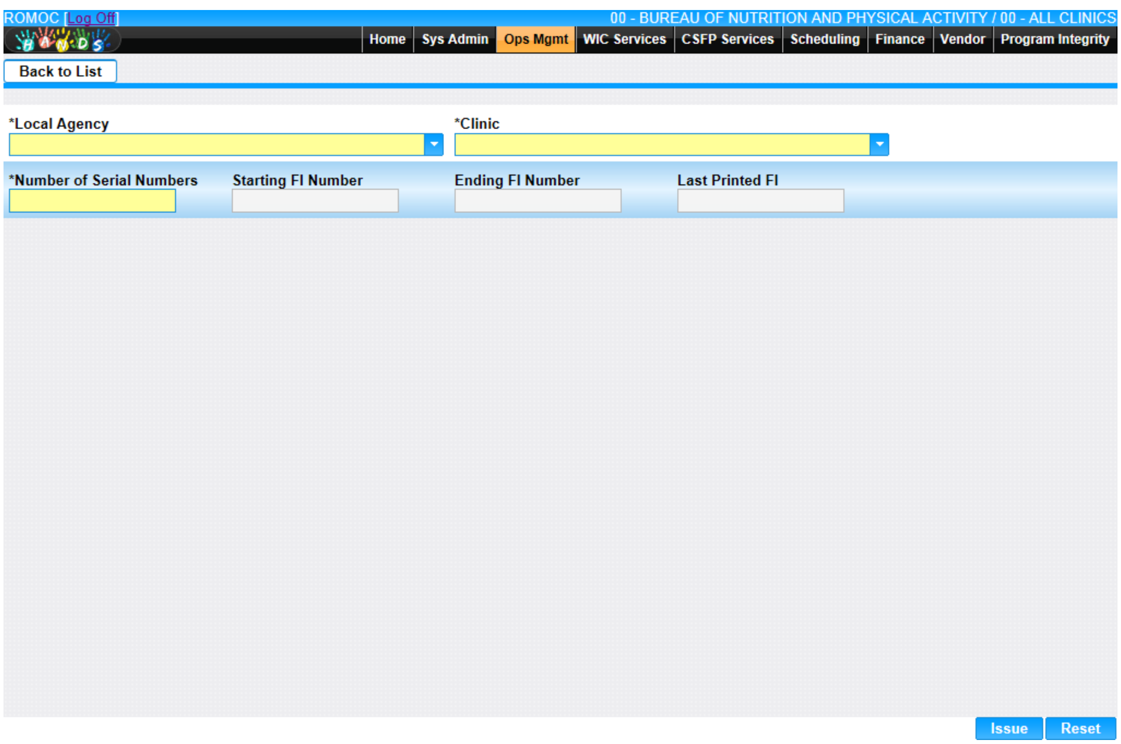


2. Select a local agency and a clinic from the drop down lists and click the Search button.

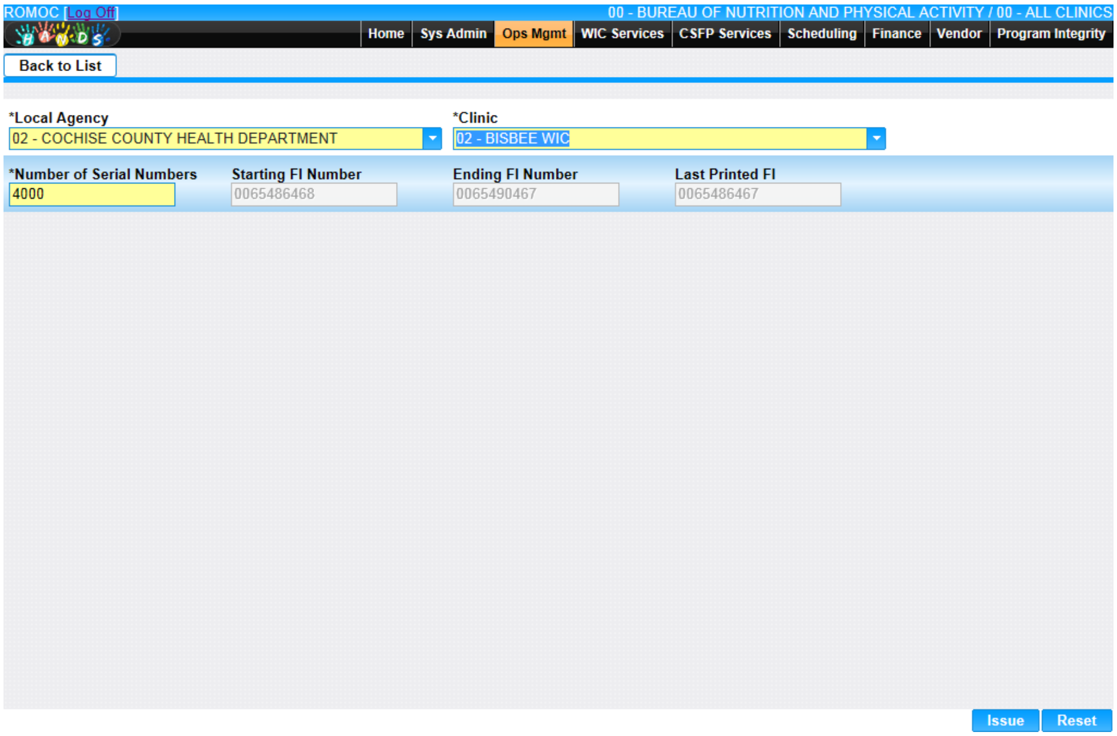
3. The page will display the FI information assigned to the selected clinic including: Number of Serial Numbers, Starting FI Number, Ending FI Number, and Last Printed FI.



4. If you want to assign FI Serial Numbers to a clinic, click the Add button. The Add page will display, user will need to do this for all new clinics. When a clinics allotment of FI's gets to be 10% or lower the End of Day process (EOD) will automatically allocate more FI's for the clinic.



5. Once you have selected a Local Agency and Clinic from the drop-down lists, the rest of the fields on the page are automatically populated. User is able to edit the Number of Serial Numbers field.



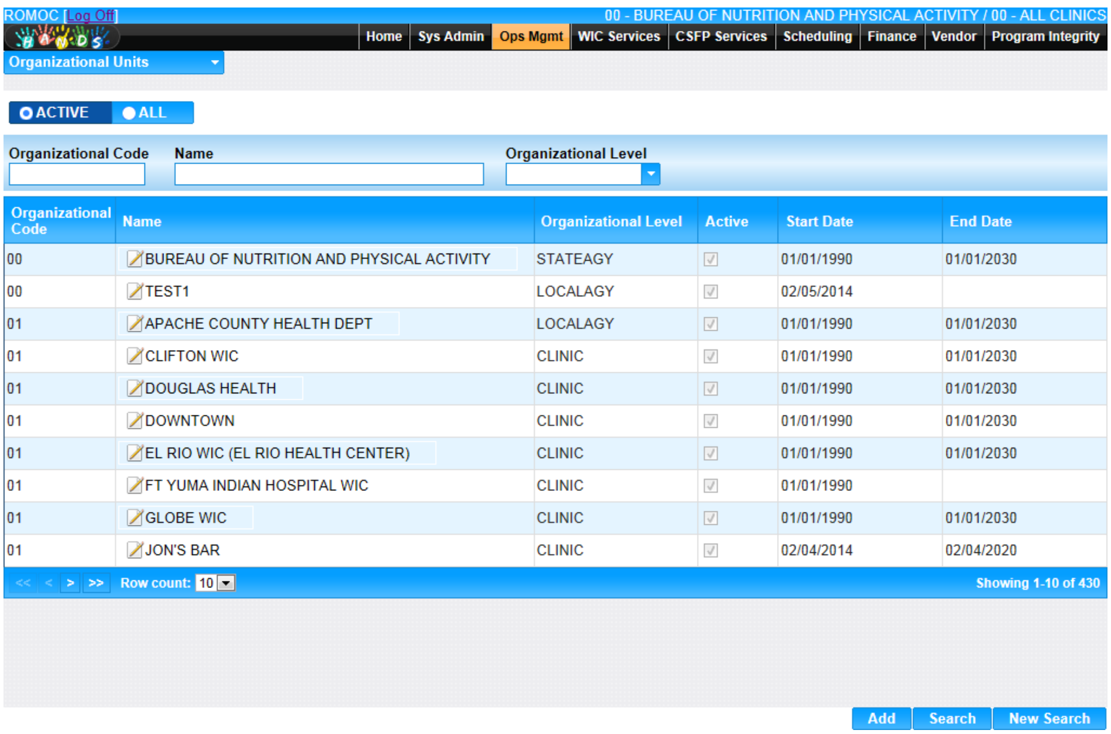
6. Click the Issue button at the bottom of the page to save the information.

7. Click Reset to go back to the Search page.

Operations Management: Organizational Units

The Organizational Units page is where you can add the clinics and agencies to your HANDS database as well as add the services offered. This page is also where you would edit agency or clinic information. You can also print out the Civil Rights Complaint form from the Organizational Unit page.

1. From the drop down navigation list select Organizational Units. The Organizational Units search page displays.

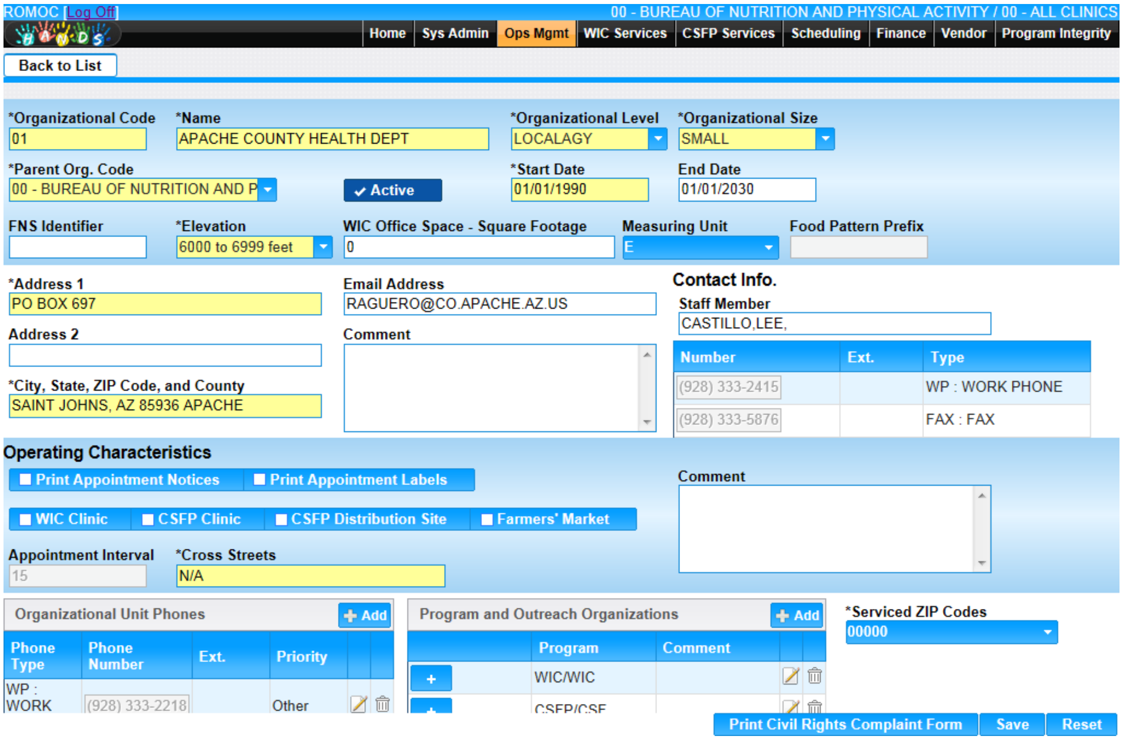


Edit an Organization

1. Enter the search criteria for the organization you want to edit. Click the Search button at the bottom of the page.

2. Select the organization by clicking on the Name field.

3. The Organizational Unit page displays with the organization information.



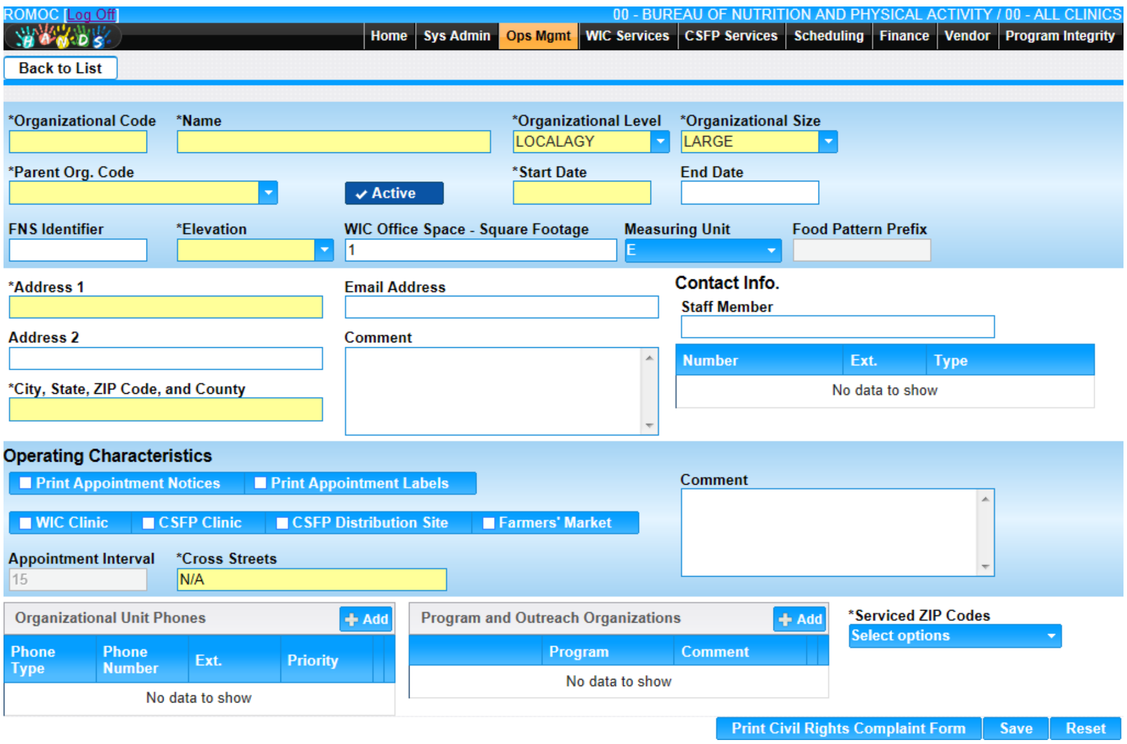
4. Add/edit the information on the page and click Save.

5. Click Reset to remove any changes to the page before Save is clicked.

Add an Organizational Unit

1. From the drop down navigation list select Organizational Units. The Organizational Units search page displays.

2. Click the Add button at the bottom of the page. The new Organizational Unit page is displayed.

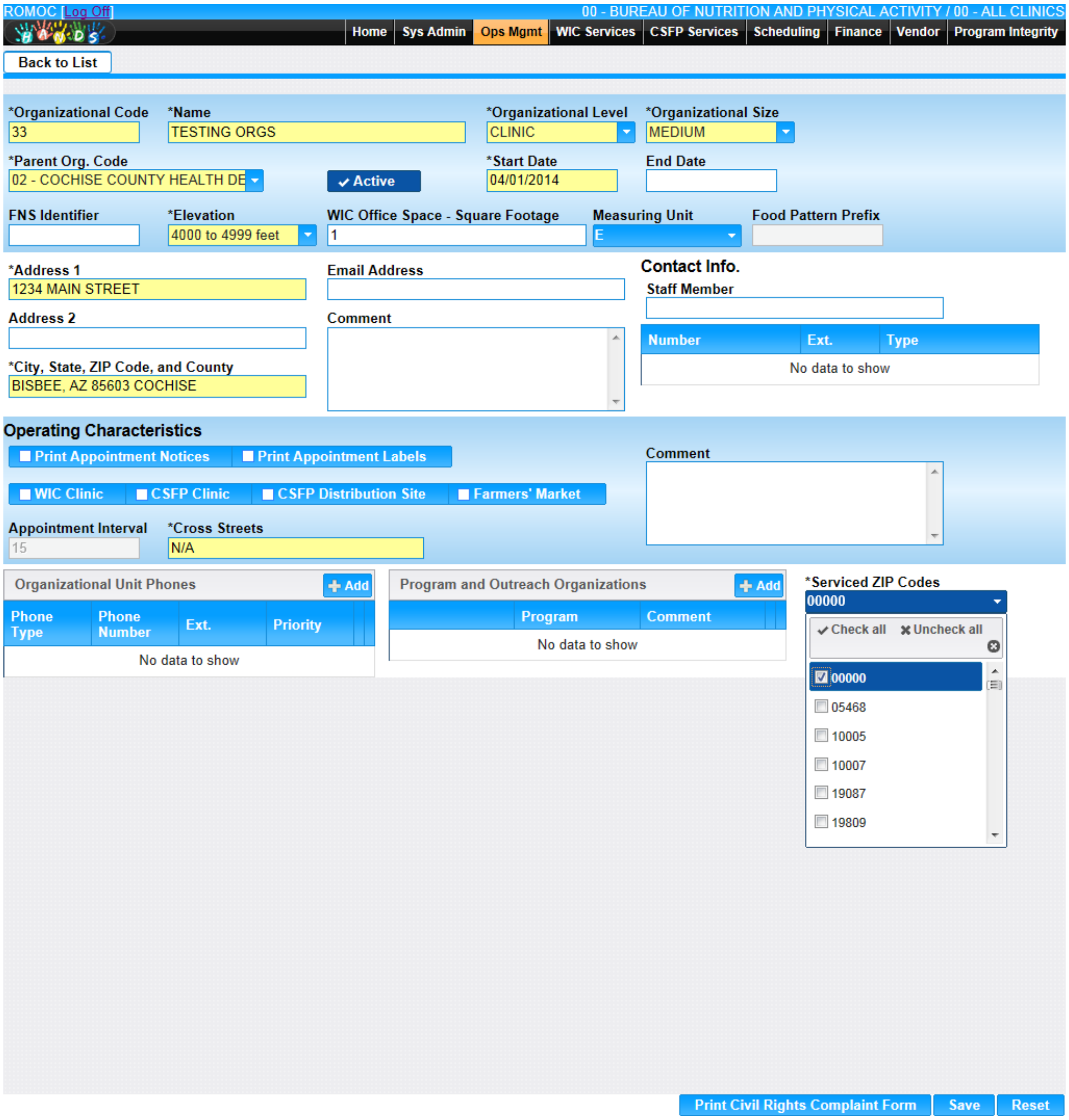


3. Enter all required fields and any other fields to complete the adding of the organizational unit. The phone numbers for the entered staff member are populated based on phone numbers entered for the staff member on the User Admin page.

4. The Organizational Size field options are based off of how many FI's an organizational unit prints per month.

- Small = 4,000 FI's in a month
- Medium = 12,000 FI's in a month
- Large = 24,000 FI's in a month

5. The Serviced ZIP Codes field is required to save a new Organization. Click on the drop down list to select which zip codes this organization will serve.



5. You can click Reset to clear the page and re-enter the organization information.

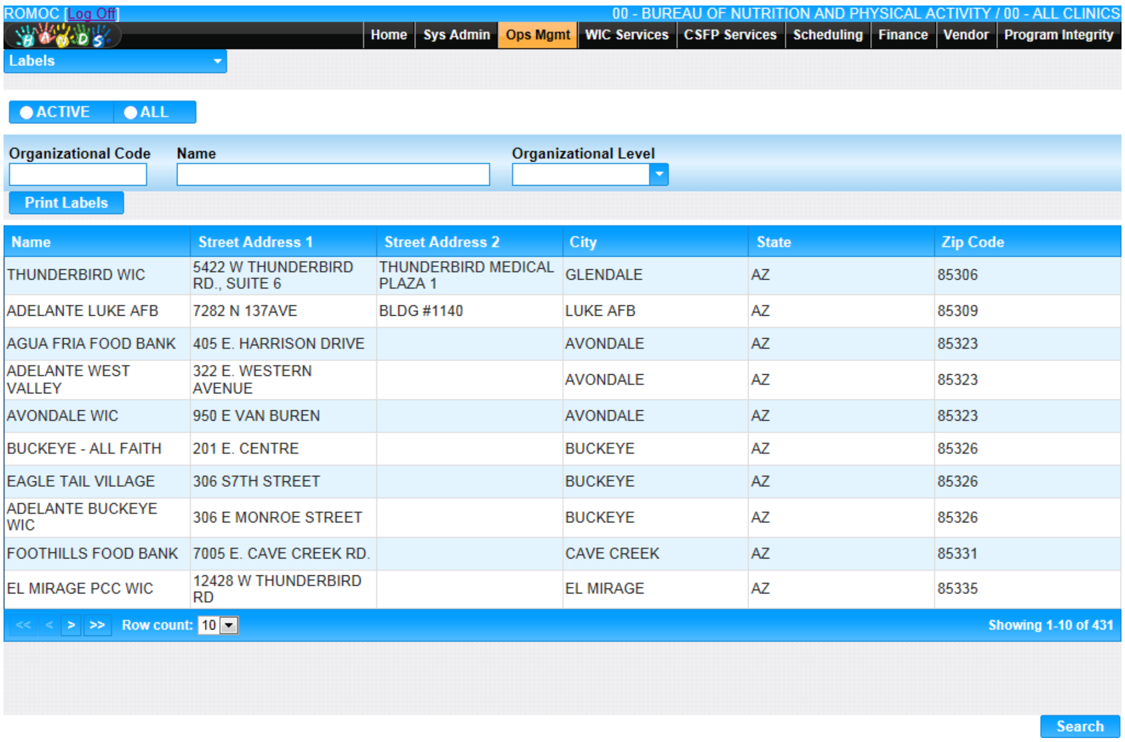
6. Click Save to save the organization information.

7. Click Print Civil Rights Complaint Form to Print Form.

Operations Management: Labels

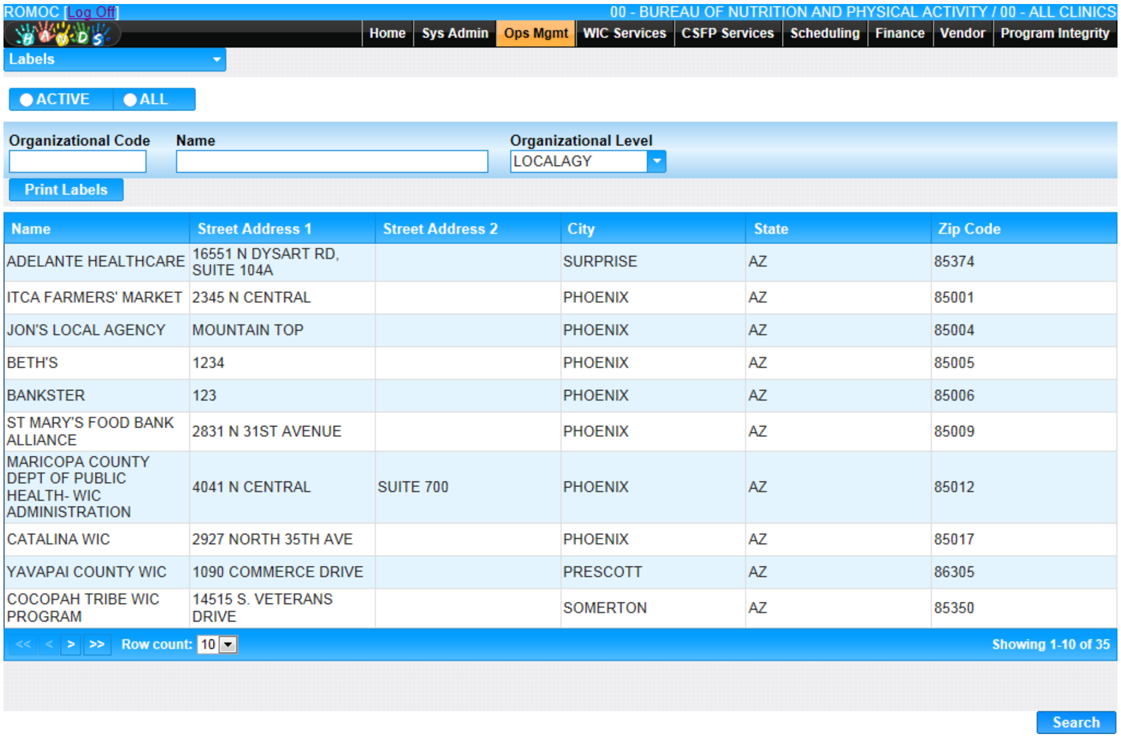
The Labels page will let you search for organizations and print mailing labels for the search results. You can search for State Agencies, Local Agencies, Clinics, Active organizations, or All organizations. You can also search for an individual organization by entering the name in the Name field.

1. From the drop down navigation list select Labels. The Labels search page displays.



Name	Street Address 1	Street Address 2	City	State	Zip Code
THUNDERBIRD WIC	5422 W THUNDERBIRD RD., SUITE 6	THUNDERBIRD MEDICAL PLAZA 1	GLENDALE	AZ	85306
ADELANTE LUKE AFB	7282 N 137AVE	BLDG #1140	LUKE AFB	AZ	85309
AGUA FRIA FOOD BANK	405 E. HARRISON DRIVE		AVONDALE	AZ	85323
ADELANTE WEST VALLEY	322 E. WESTERN AVENUE		AVONDALE	AZ	85323
AVONDALE WIC	950 E VAN BUREN		AVONDALE	AZ	85323
BUCKEYE - ALL FAITH	201 E. CENTRE		BUCKEYE	AZ	85326
EAGLE TAIL VILLAGE	306 S7TH STREET		BUCKEYE	AZ	85326
ADELANTE BUCKEYE WIC	306 E MONROE STREET		BUCKEYE	AZ	85326
FOOTHILLS FOOD BANK	7005 E. CAVE CREEK RD.		CAVE CREEK	AZ	85331
EL MIRAGE PCC WIC	12428 W THUNDERBIRD RD		EL MIRAGE	AZ	85335

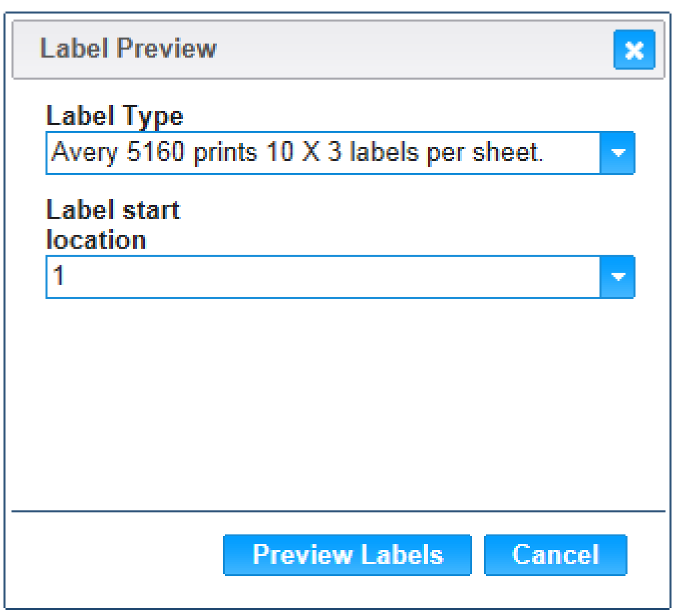
2. Enter the search criteria, Organization Code, Name, and/or Organizational Level and click the Search button at the bottom of the page. The page will display your search results.



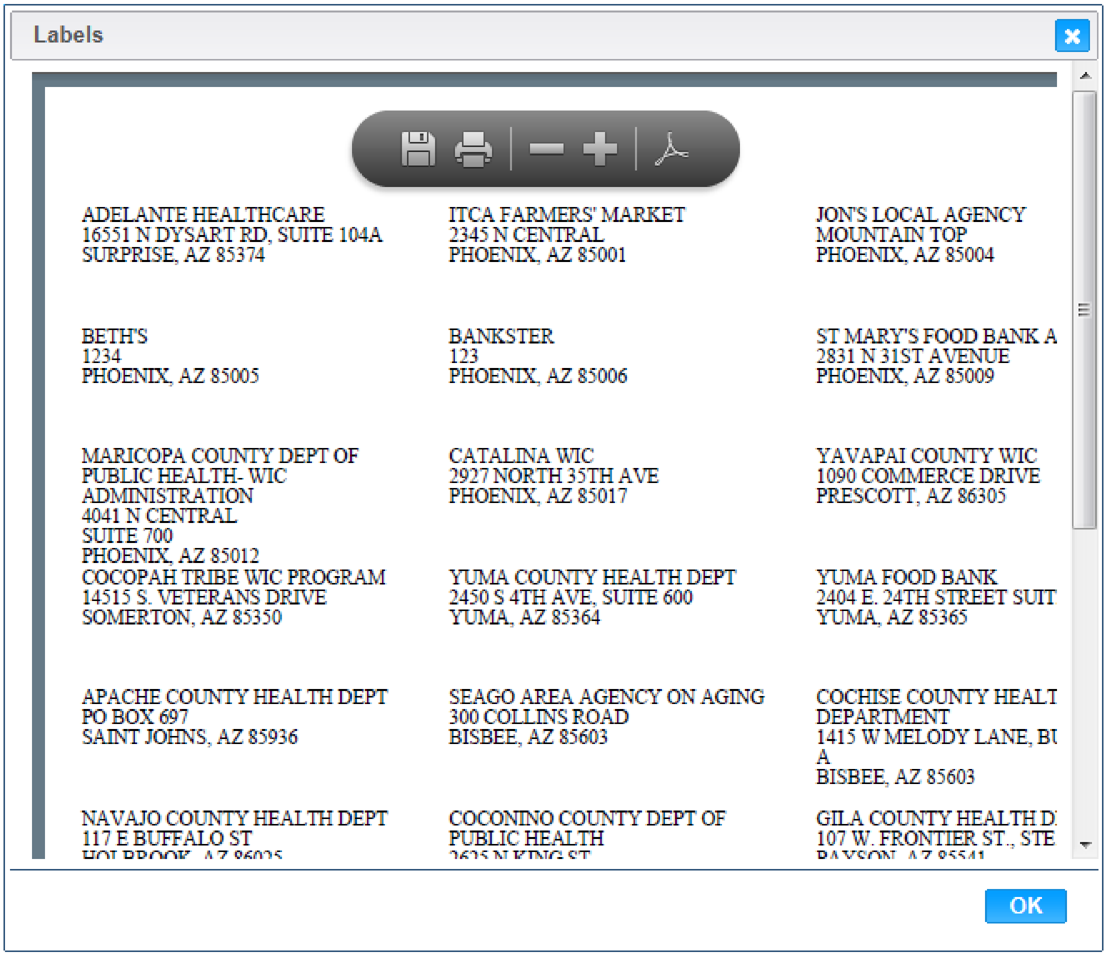
Name	Street Address 1	Street Address 2	City	State	Zip Code
ADELANTE HEALTHCARE	16551 N DYSART RD, SUITE 104A		SURPRISE	AZ	85374
ITCA FARMERS' MARKET	2345 N CENTRAL		PHOENIX	AZ	85001
JON'S LOCAL AGENCY	MOUNTAIN TOP		PHOENIX	AZ	85004
BETH'S	1234		PHOENIX	AZ	85005
BANKSTER	123		PHOENIX	AZ	85006
ST MARY'S FOOD BANK ALLIANCE	2831 N 31ST AVENUE		PHOENIX	AZ	85009
MARICOPA COUNTY DEPT OF PUBLIC HEALTH- WIC ADMINISTRATION	4041 N CENTRAL	SUITE 700	PHOENIX	AZ	85012
CATALINA WIC	2927 NORTH 35TH AVE		PHOENIX	AZ	85017
YAVAPAI COUNTY WIC	1090 COMMERCE DRIVE		PRESCOTT	AZ	86305
COCOPAH TRIBE WIC PROGRAM	14515 S. VETERANS DRIVE		SOMERTON	AZ	85350

3. Confirm the information in the search results are the addresses for which you want to print labels.

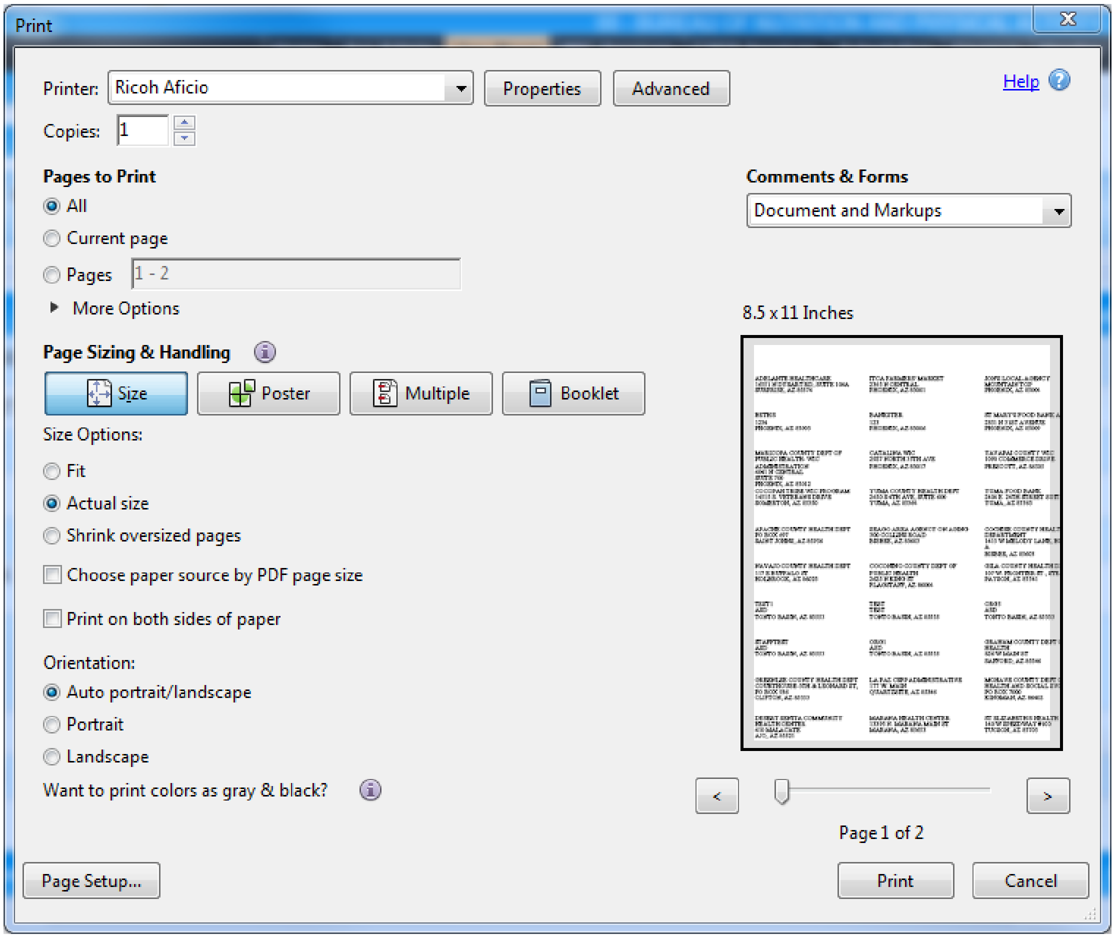
4. Click the Print Labels button located below the Organization Code search field. The Label Preview box will display.



5. Select the appropriate Label Type and Label Start Location and click the Preview Labels button. The Label preview window will display.



6. Use your mouse to hover over the top of the form and use the print icon in the toolbar to print the labels. A Print dialog window will appear and you can select your print options, including multiple copies. Your Print dialog box may look different.



7. Click Print to print the labels.

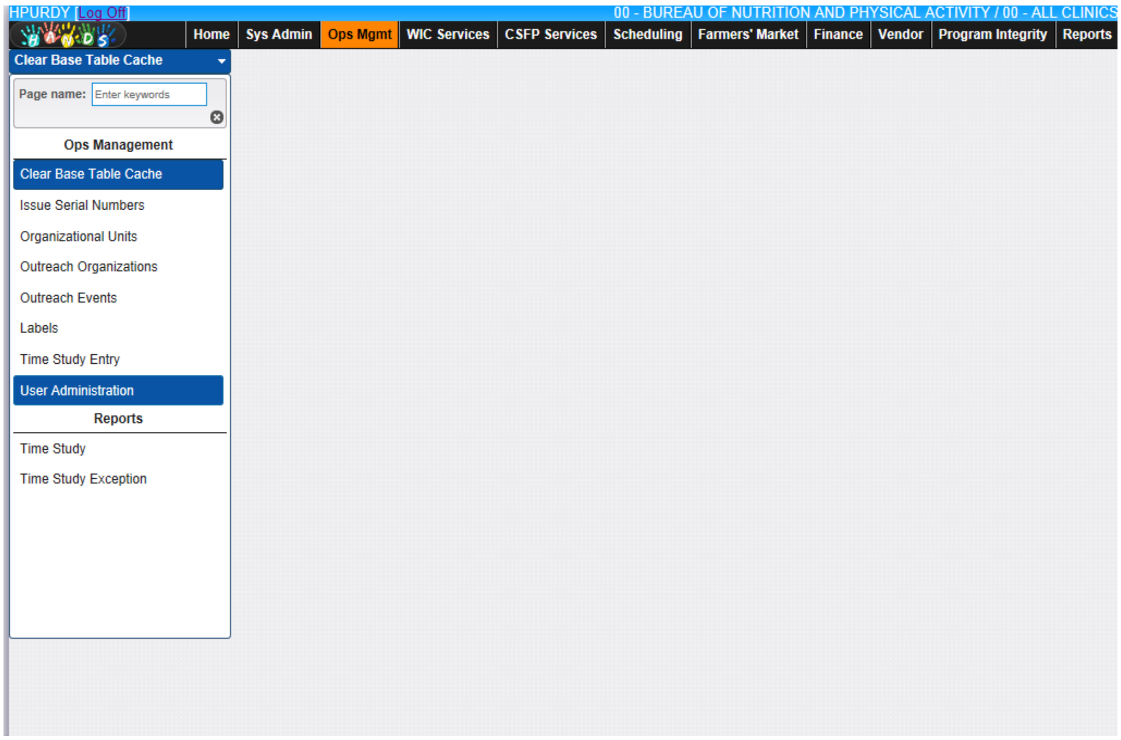
8. Click OK on the Labels Preview box.

Operations Management: User Administration

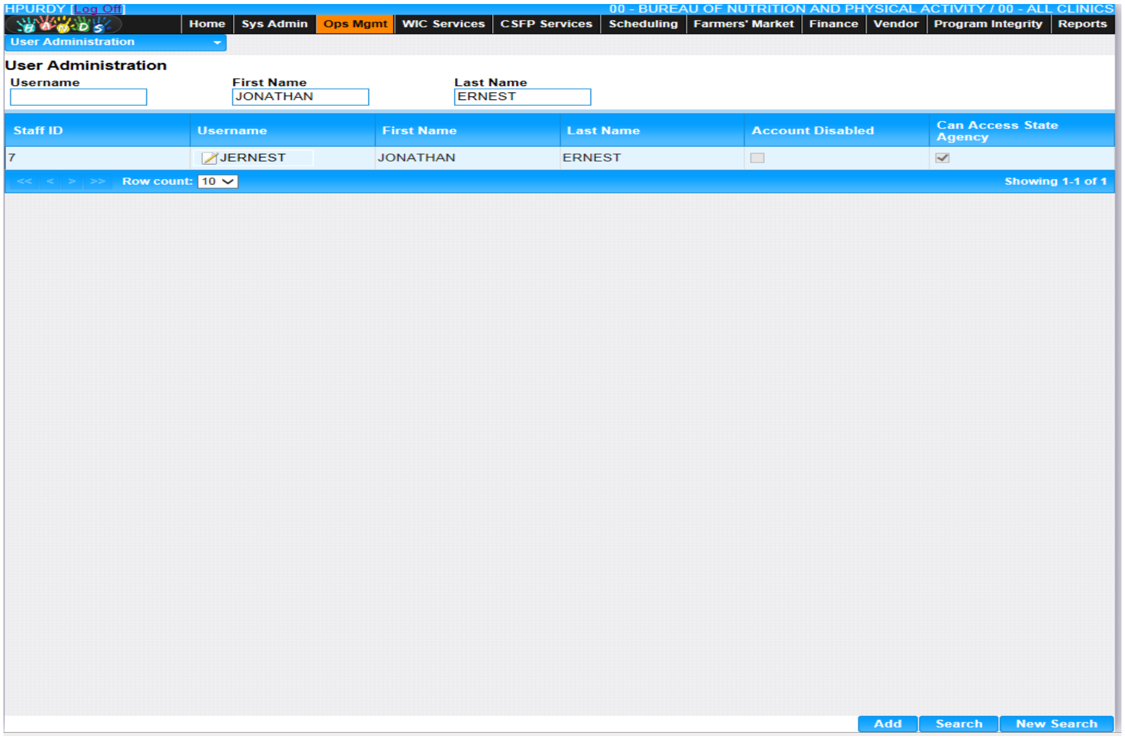
The User Administration page is used to add and maintain Users within HANDS. This includes their access, disabling an account, title assignment, and Trainings. The user's address and phone number information is captured and maintained on this page as well.

User Administration Search

1. From the drop down navigation list select User Administration. The User Administration search page displays.



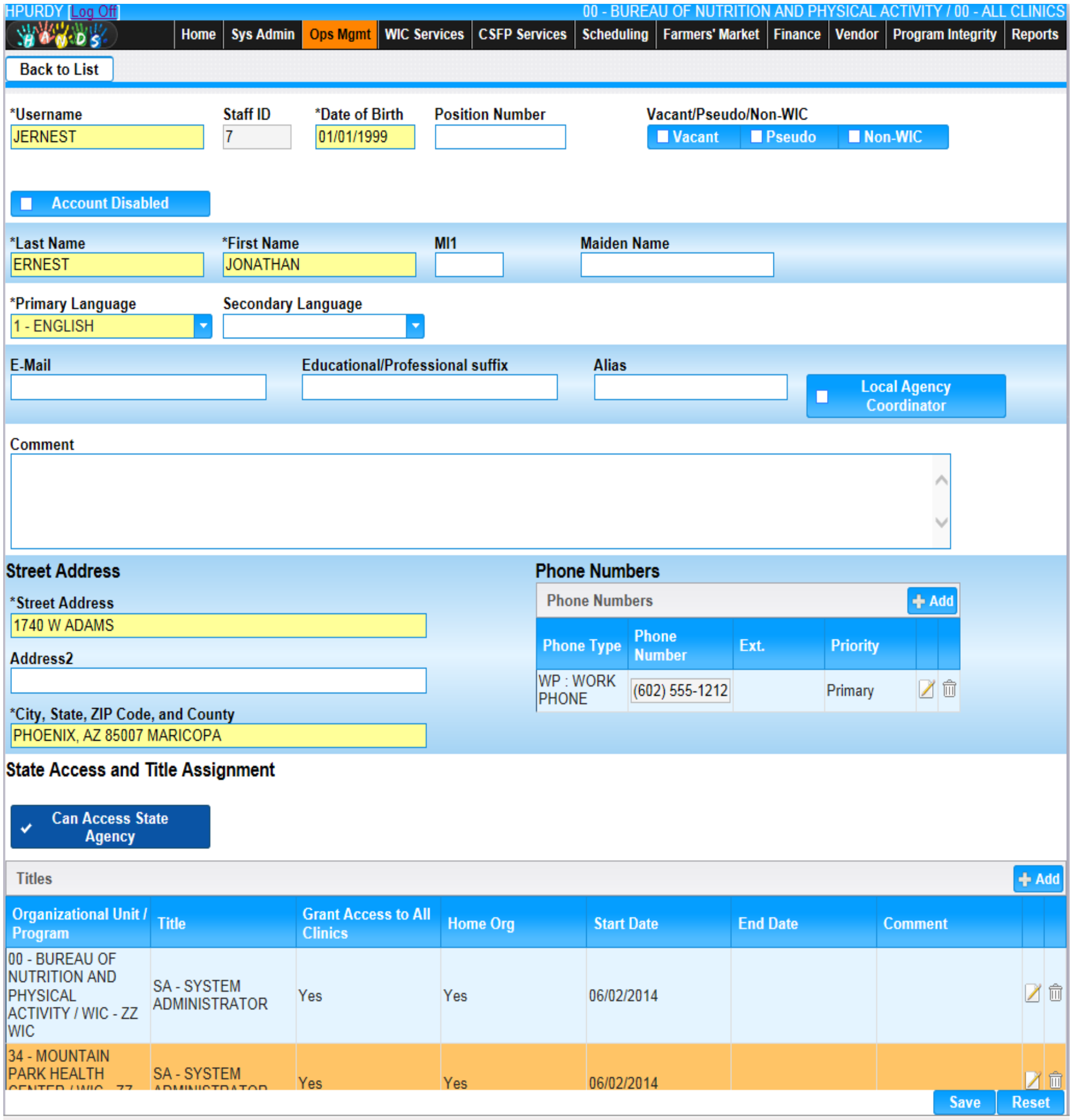
2. Enter the search criteria, User name, First Name, and/or Last Name and click the Search button at the bottom of the page. The page will display your search results.



3. Click the New Search button at the bottom of the page to clear the entered search criteria and begin another search.

View/Edit an Existing Profile

1. Click on the Username in the search results. The user information is displayed.



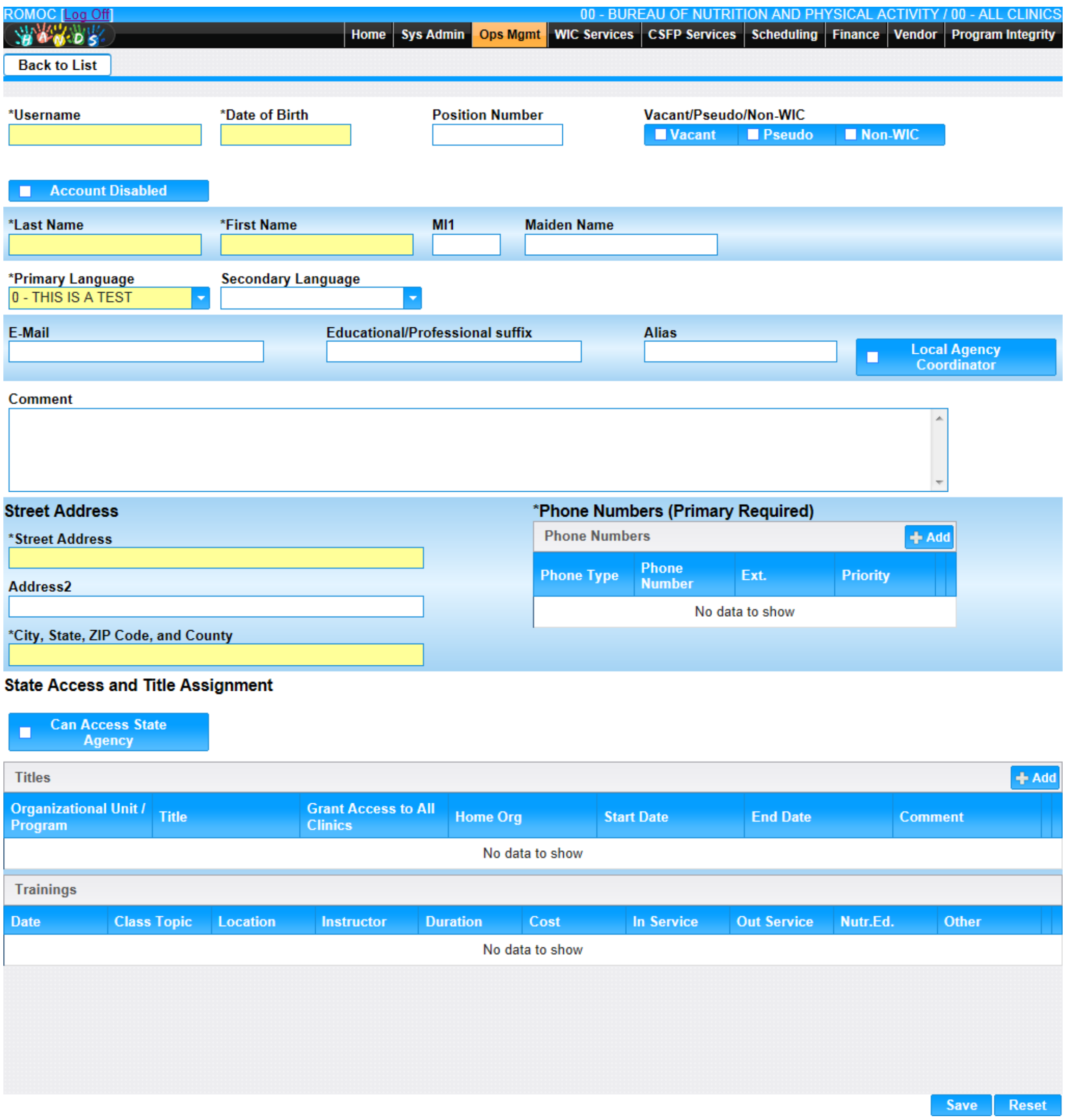
2. Add/Edit the information on the page and click Save. Click Reset to discard any changes made to the page before Saving.

3. Click the Back to List at the top of the page to return to the search page.

Add a New User Account

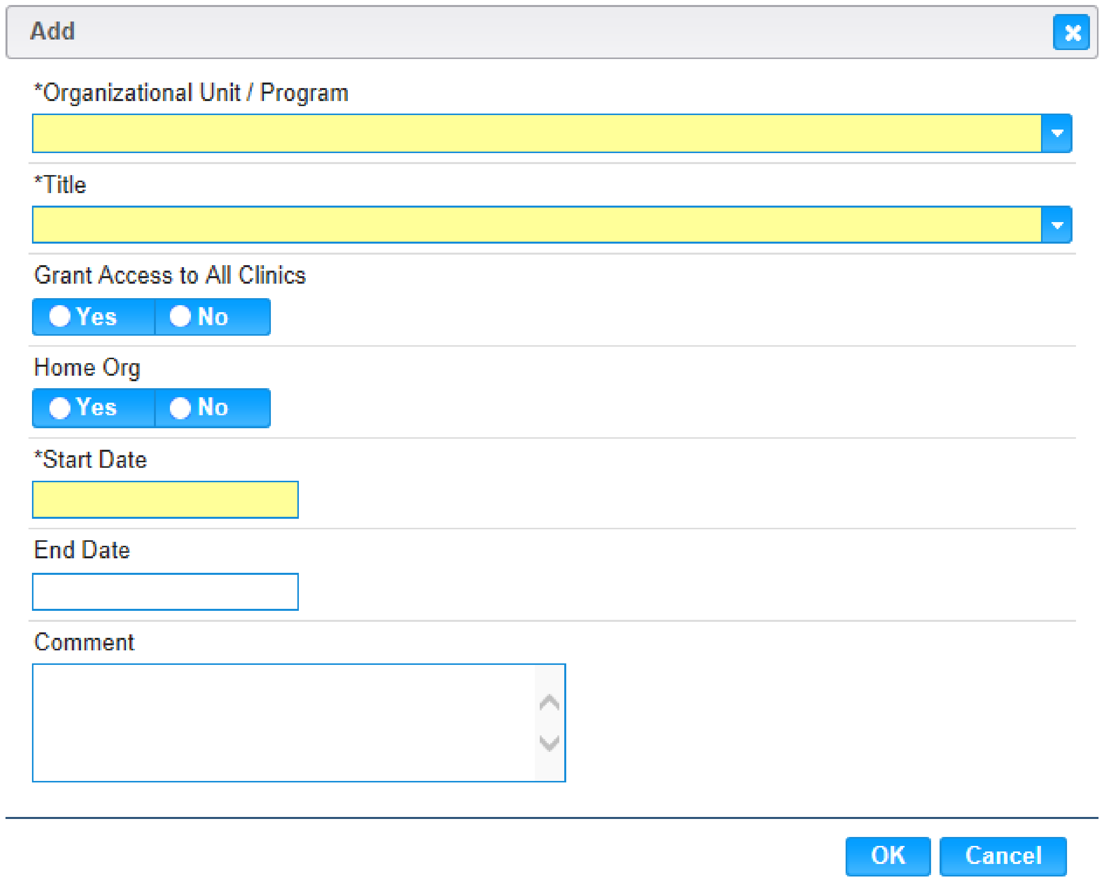
When adding a new user to HANDS, the user must first have an account created in the active directory. This means a request for a new user must be submitted to the Help Desk prior to creating a new user in HANDS. Once the request has been completed by the Help Desk and you have the Username, follow the directions below to add a user.

1. On the User Administration search page click the Add button at the bottom of the page. The blank user page displays.



2. Enter the Username provided by the Help Desk. Enter all the required fields and any other appropriate fields to add the user. At least one Primary Phone number is required.

3. For a user to be able to access HANDS, a Title must be added. Each Title has roles assigned to it which will enable the user to access certain functions in HANDS. To enter a Title, click the Add button on the Title grid. The add window displays.



4. Enter all required fields and any other appropriate fields to add the Title record. There needs to be at least one Organization that is the "Home Org" for each user. Selecting Yes will ensure that when the user logs in each time, the default organization will be selected automatically. The user can change the Organization if they have access to more than one.

5. Click Cancel to discontinue adding a Title record.

6. Click OK.

7. If you want to discard what you have entered on the Add User page, click the Reset button at the bottom of the page.

8. Click Save on the Add User page. The user has been created.

Module 3: WIC Services Administration

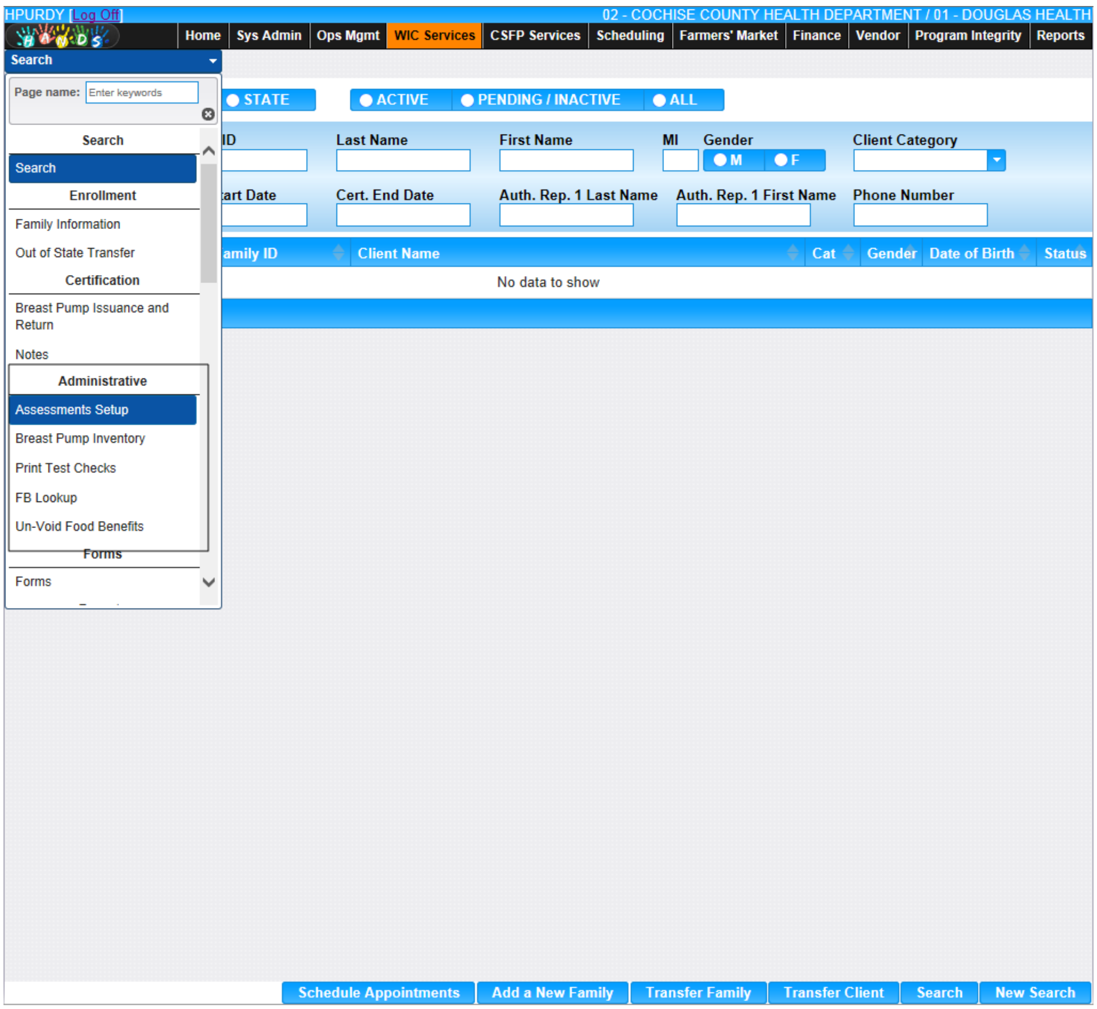
For WIC State Agency & Administrative Users

WIC Services Administration Features

The WIC Services Administration is located in the WIC Services Module and is accessible from the WIC Services Navigation Pick List located in the Certification Work Flow pages.

The WIC Services Administrative section includes:

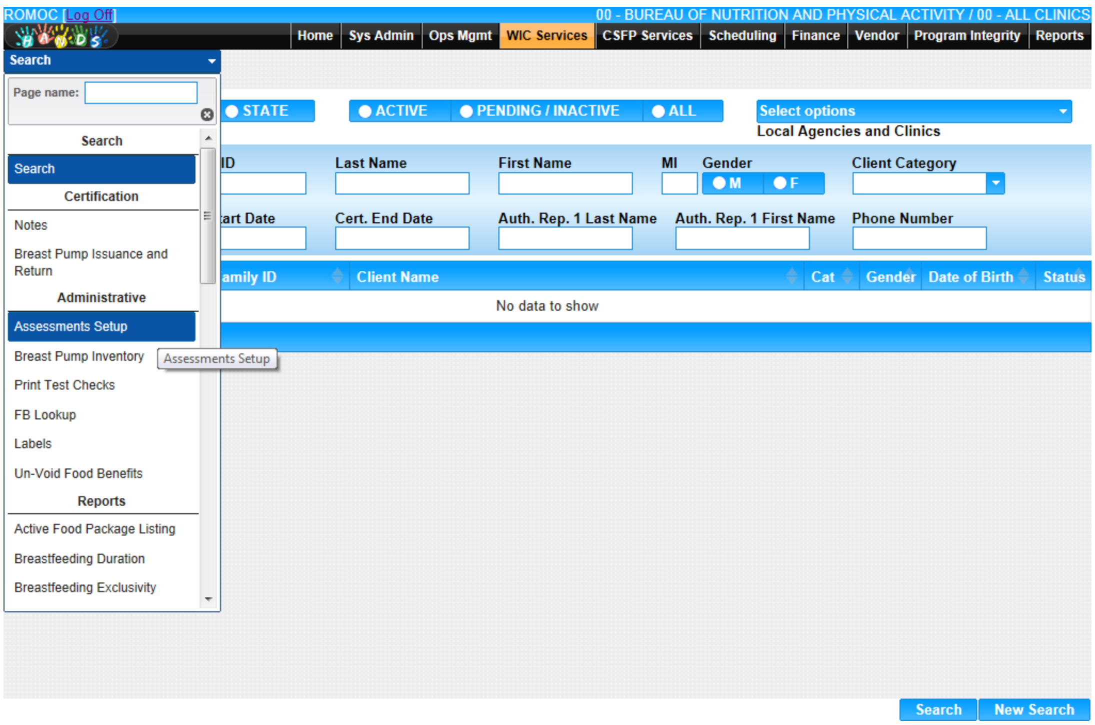
- Assessments Setup
- Breast Pump Inventory
- Print Test Checks
- Food Benefits Lookup
- Un-void Food Benefits



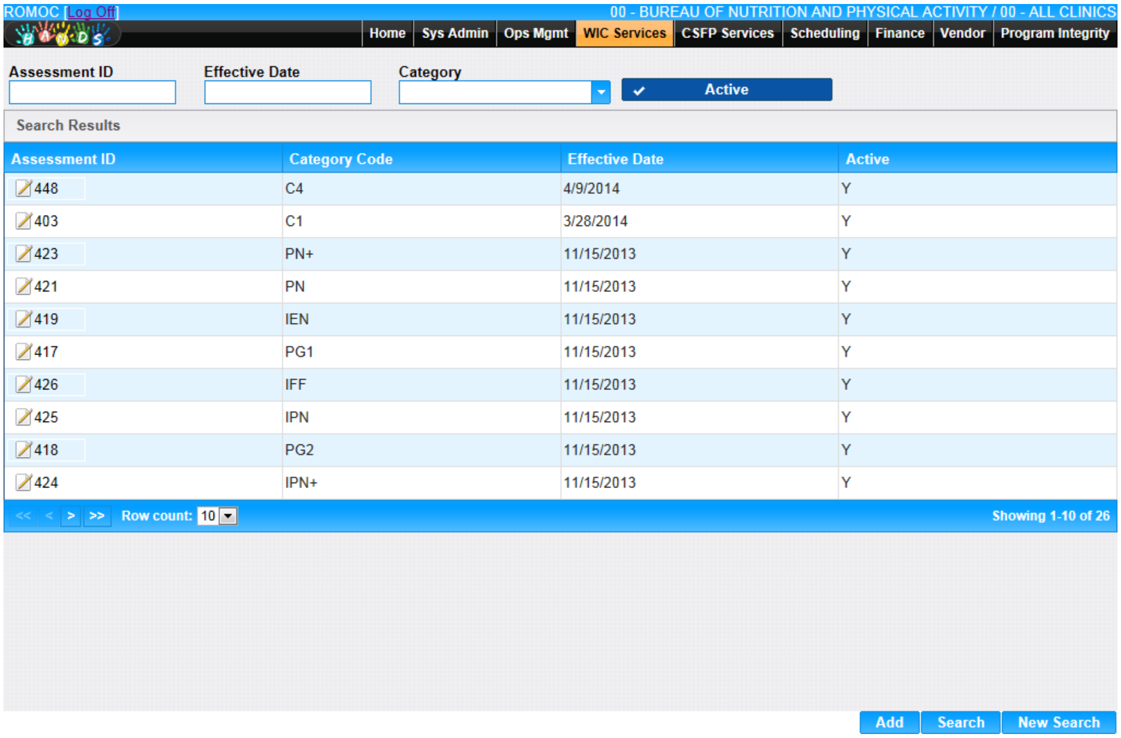
WIC Services Administration Assessments Set Up

Assessments Setup

The Assessments Setup page is where the user can create the information displayed on the Assessments page in the WIC Services module. Topics, Probing Questions, and Standard Questions can be added as well as designating what order each section will be displayed.



1. Select Assessments Setup from the navigation drop down in the WIC Services module. The Search page is displayed with the existing active Assessments displayed in the grid.



ROMOC [Log Off] 00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

Home | Sys Admin | Ops Mgmt | WIC Services | CSFP Services | Scheduling | Finance | Vendor | Program Integrity

Assessment ID | Effective Date | Category | Active

Search Results

Assessment ID	Category Code	Effective Date	Active
448	C4	4/9/2014	Y
403	C1	3/28/2014	Y
423	PN+	11/15/2013	Y
421	PN	11/15/2013	Y
419	IEN	11/15/2013	Y
417	PG1	11/15/2013	Y
426	IFF	11/15/2013	Y
425	IPN	11/15/2013	Y
418	PG2	11/15/2013	Y
424	IPN+	11/15/2013	Y

<< < > >> Row count: 10 Showing 1-10 of 26

Add Search New Search

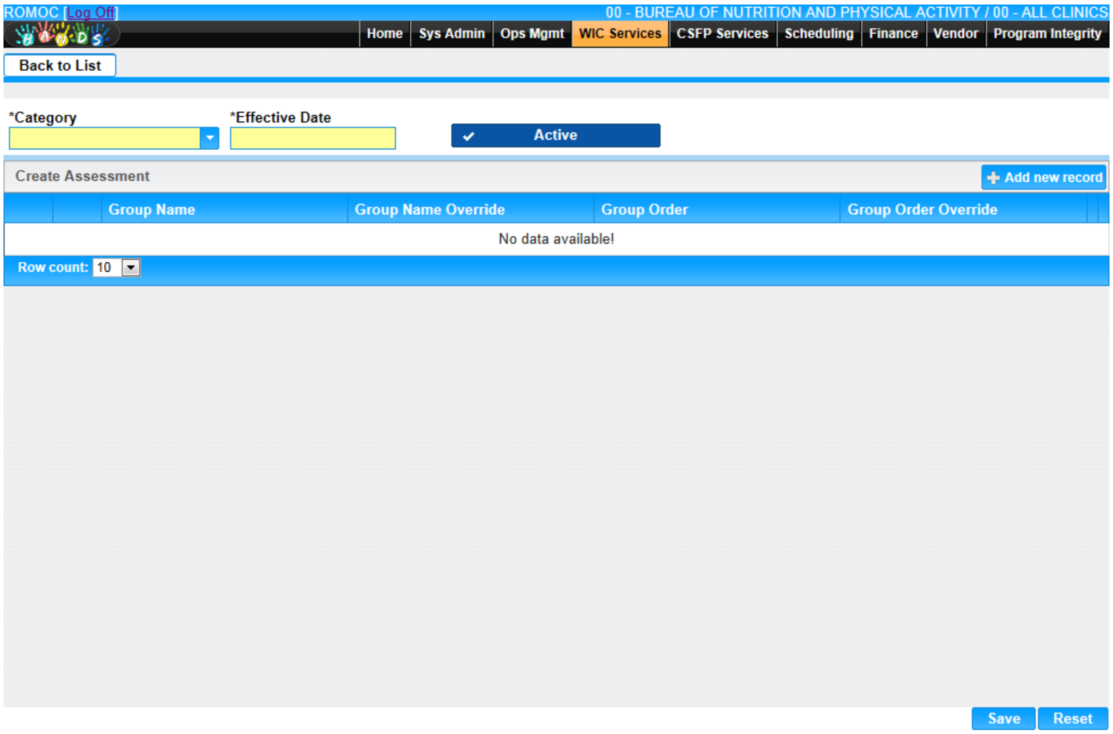
2. You can search for a particular assessment by entering search criteria and clicking the Search button at the bottom of the page.

3. You can also scroll through the pages to find an assessment to view.

4. You can uncheck the Active check box and click Search to search for assessments that are not active.

Add an Assessment

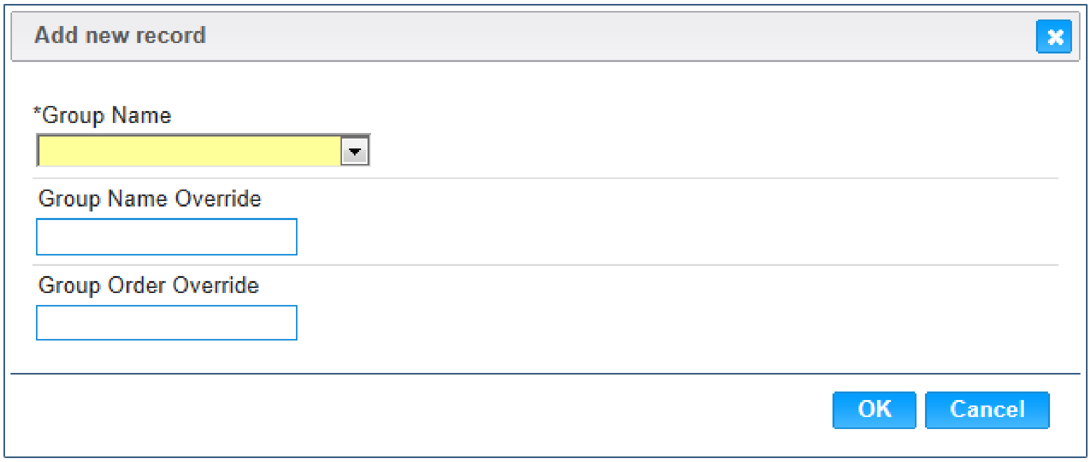
1. Click the Add button at the bottom of the page. The Add Assessment page is displayed.



2. Select the Category for the assessment and enter the Effective Date. If there is another Assessment for the same Category, the newly created assessment will be the active assessment on the Effective Date entered, even if the other assessment is not made inactive.

3. The Active check box is automatically selected to make the record active. Uncheck the check box if you do not wish for the assessment record to be active.

4. Click the Add new record button in the Create Assessment section. The Add new record window displays.



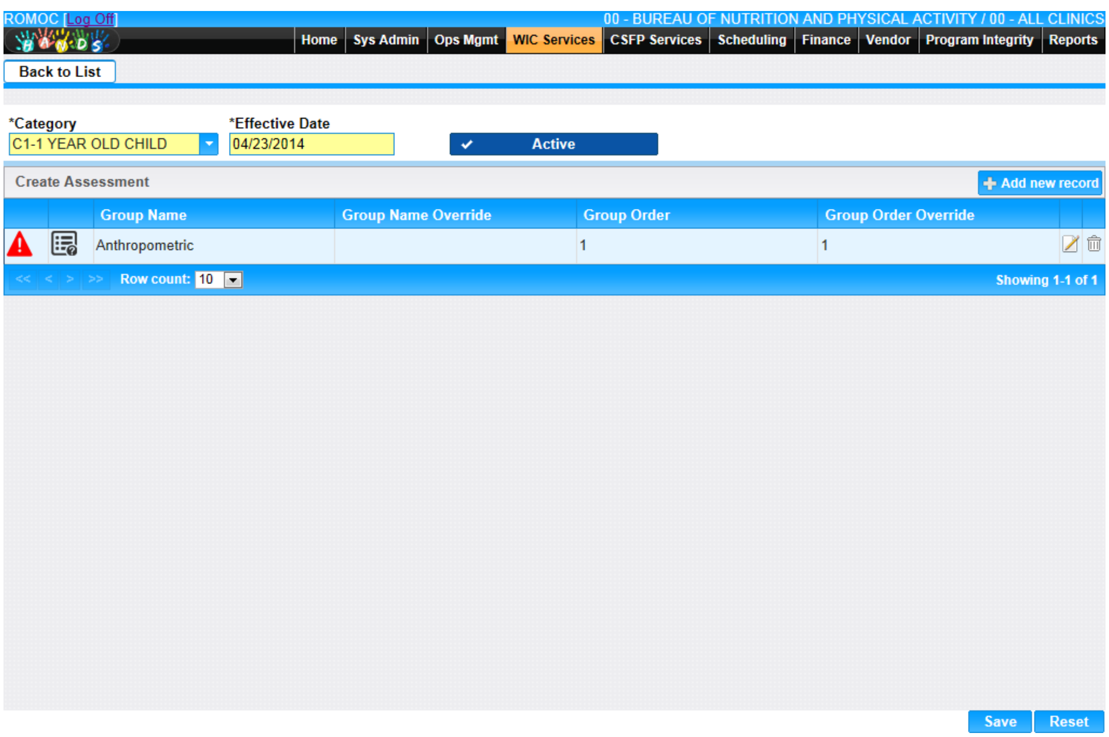
5. Select the Group Name from the drop down list.

6. The Group Name Override field can be filled in if you want your group to display a different name on the Assessment page.

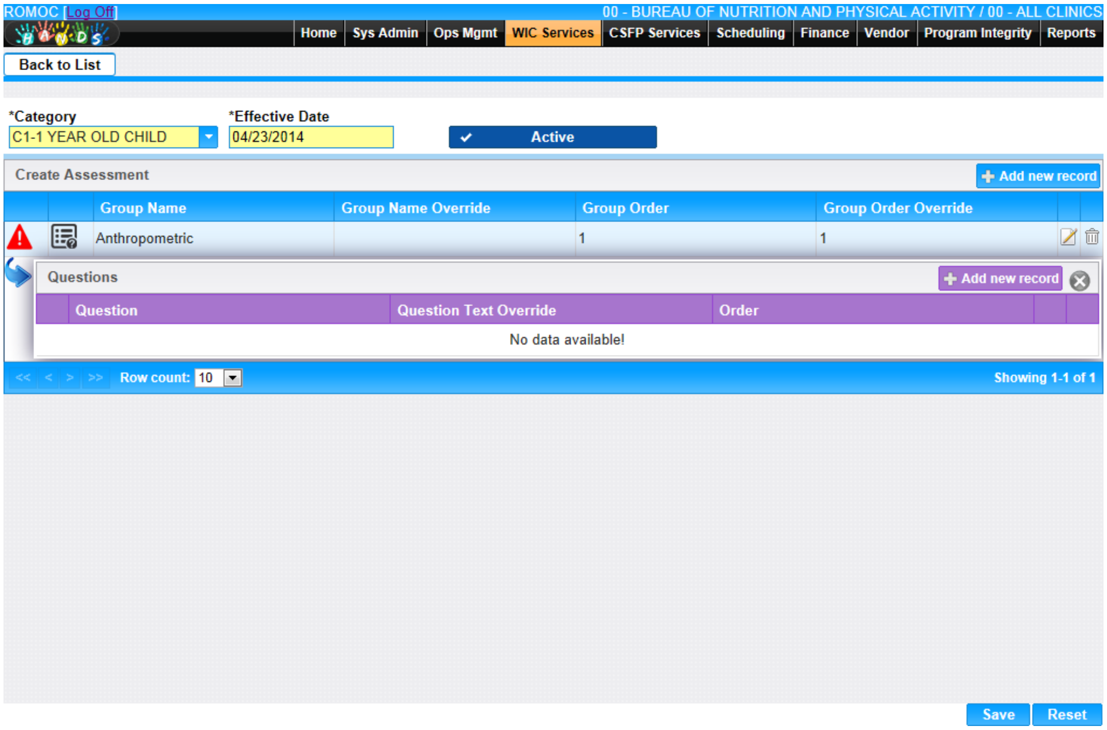
7. The Group Order Override field can be filled out to order your groups on the Assessment page. For example, enter a 1 in the field to have that group display first.

8. To discard the information, click Cancel.

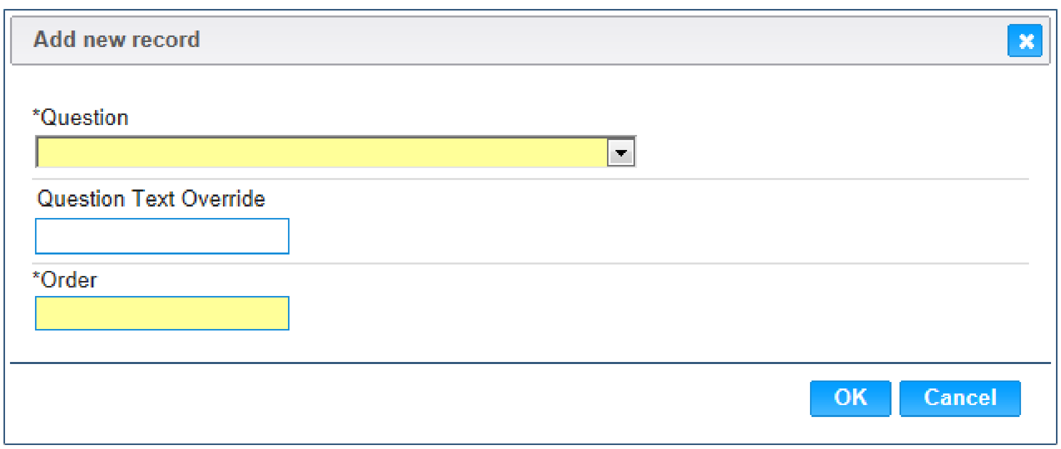
9. To keep the information, click OK. The Group will display in the Create Assessment grid. Repeat this process until you have added all desired Groups.



10. To add questions to the Group, click the questions icon to the left of the Group Name on the grid. The Questions grid will display.



11. Click the Add new record button in the Questions section. The Add new record window displays.



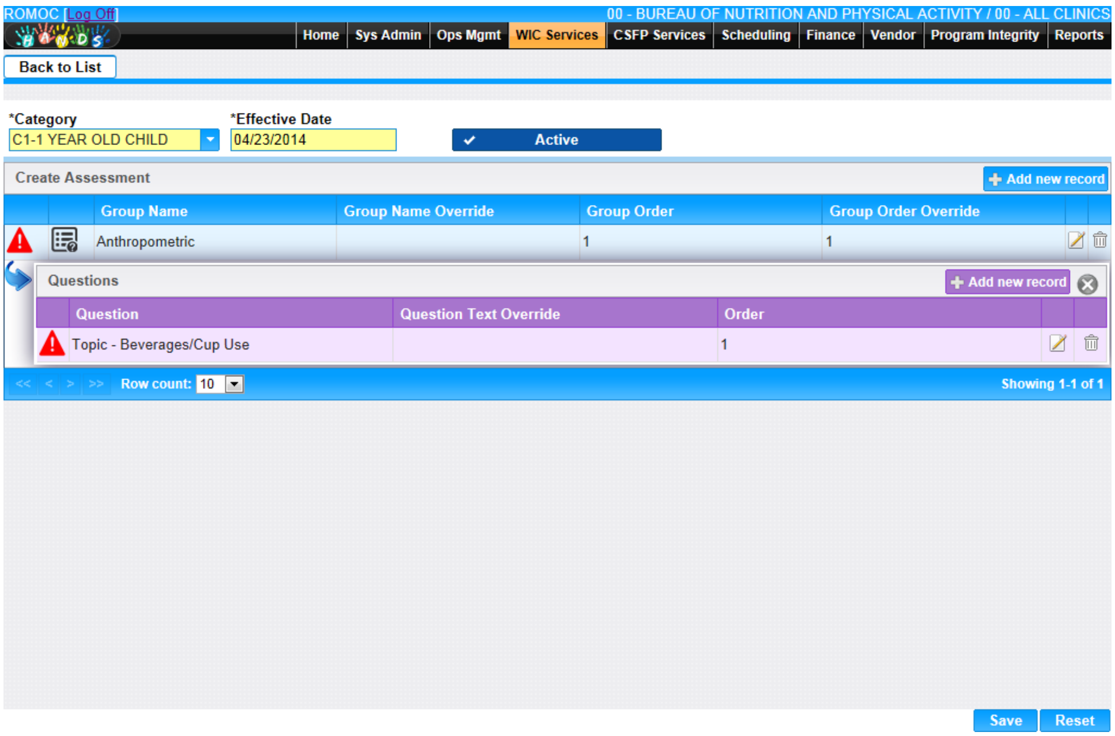
12. Select a Question from the drop down list.

13. The Question Text Override field can be filled in if you want your question to display different text on the Assessment page.

14. The Order field is used to order your questions within the group on the Assessment page. For example, enter a 1 in the field to have that question display first.

15. To discard the information, click Cancel.

16. To keep the information, click OK. The Question will display in the Questions grid.



17. Repeat the steps to add questions until all the questions for the selected Group are completed.

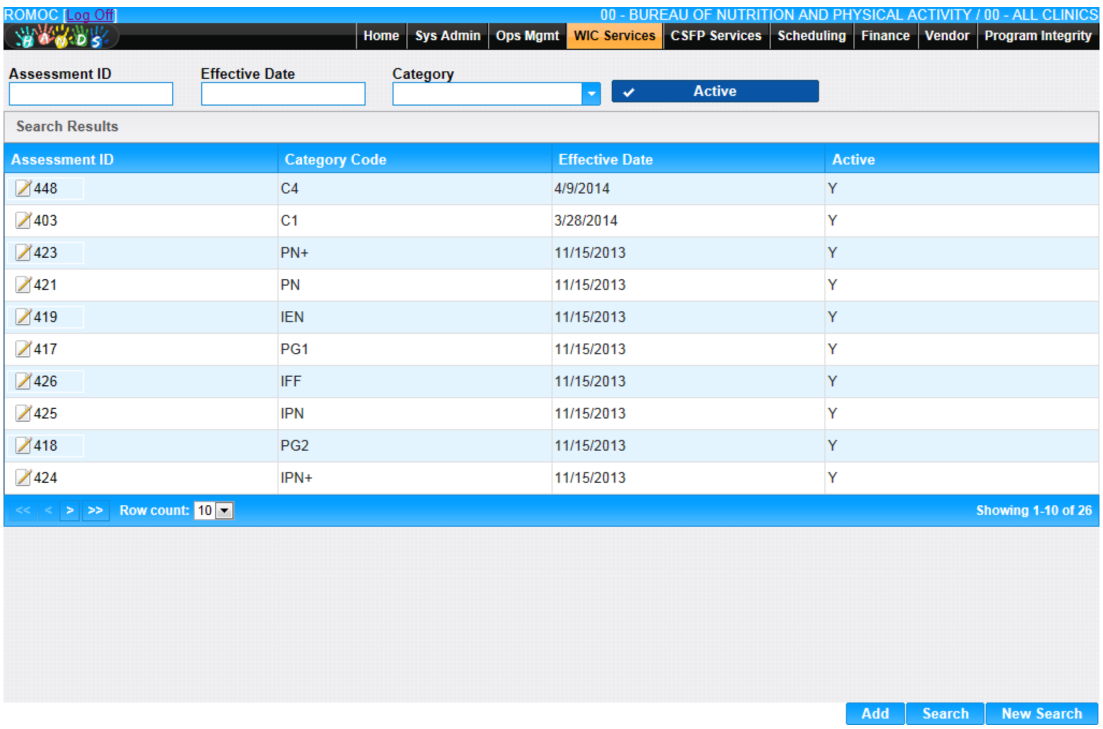
18. To discard the information you have entered, click the Reset button at the bottom of the page.

19. To Save the information you have entered, click the Save button at the bottom of the page.

Edit an Assessment

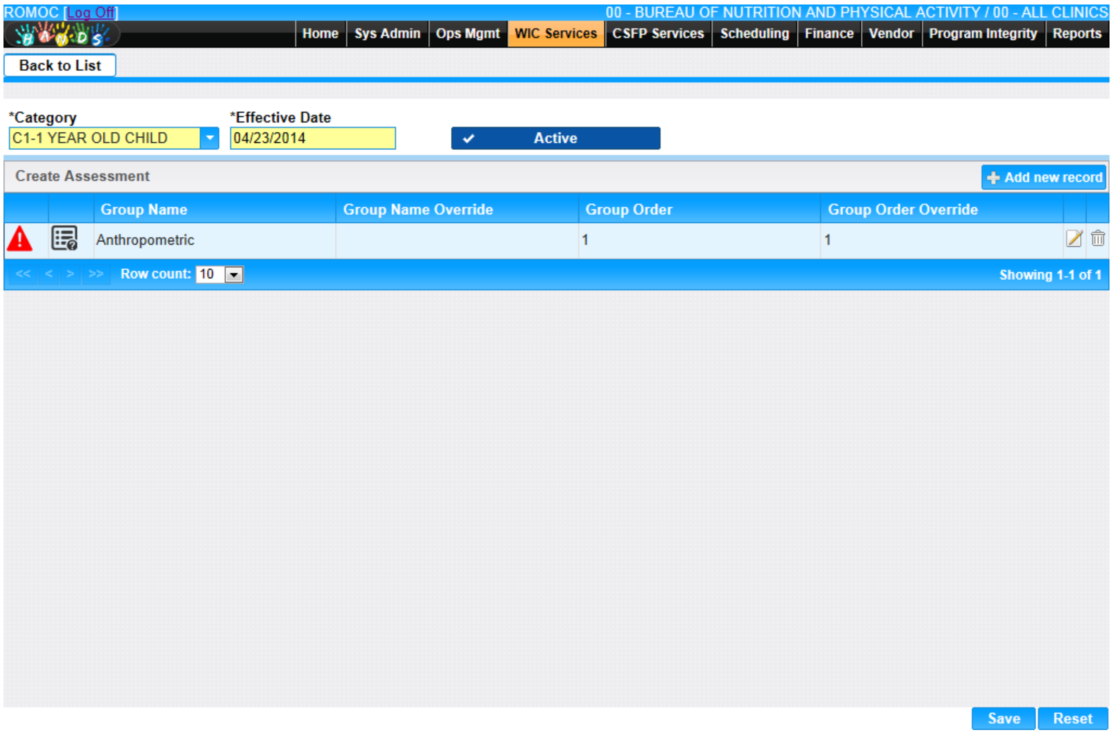
You can only edit an Assessment if the assessment has not been tied to a client in HANDS. Once the Assessment has been activated and used for a client, you will have to create a new Assessment to make changes.

1. Select Assessments Setup from the navigation drop down in the WIC Services module. The Search page is displayed with the existing active Assessments displayed in the grid.



2. You can search for a particular assessment by entering search criteria and clicking the Search button at the bottom of the page or scroll through the pages to find the assessment you are looking for.

3. Click on the link in the Assessment ID field for the record you want to edit . The Assessment page displays.



4. To edit a Group, click the edit icon for the record you want to edit. The Edit Record window displays.

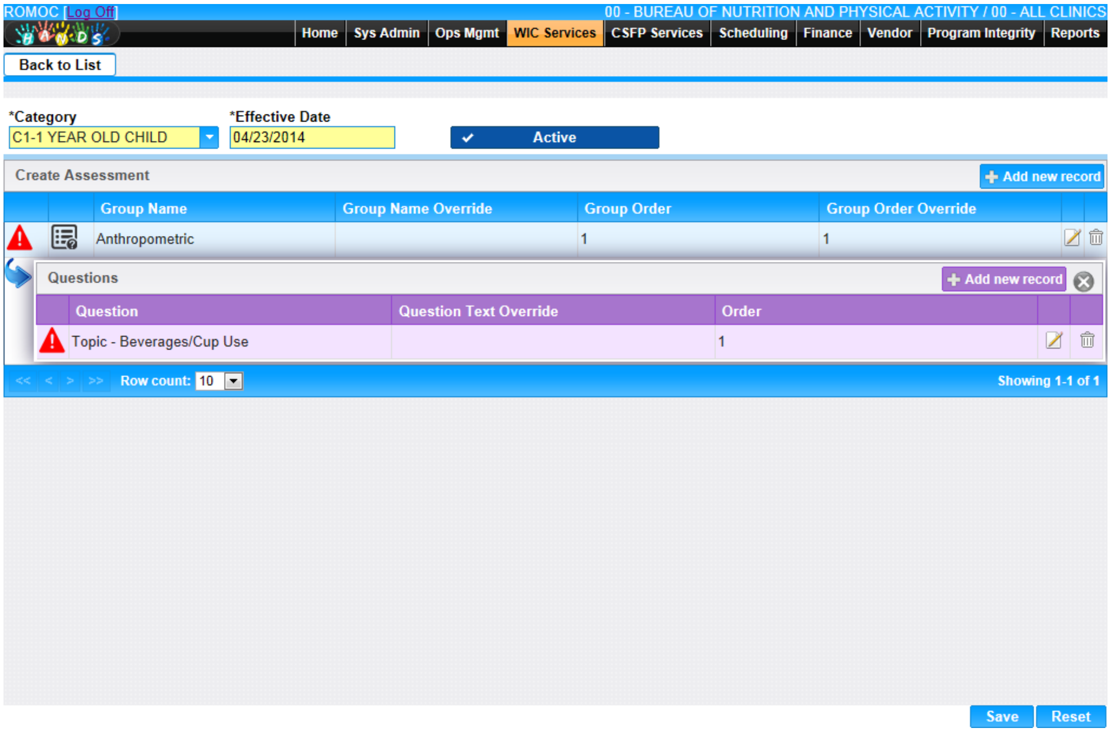
5. Update the appropriate data in the edit window.

6. To discard your changes, click the Cancel button.

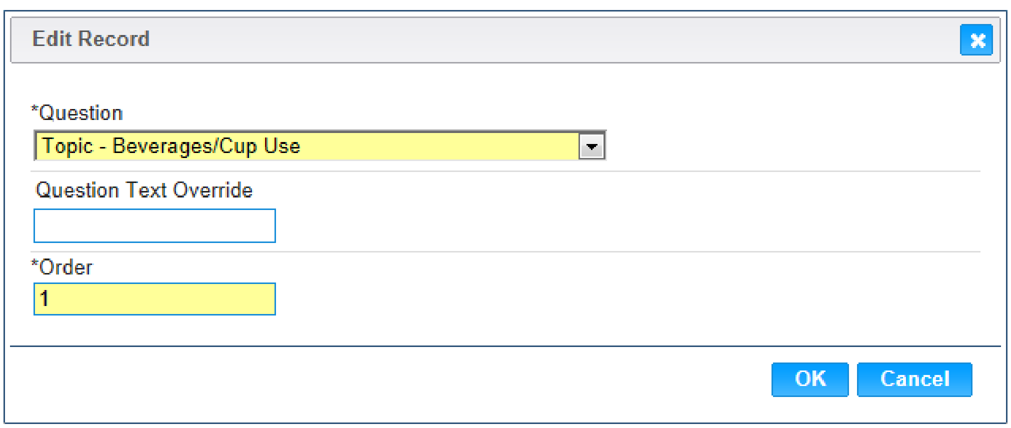
7. To keep your changes, click the OK button.

8. Click Save at the bottom of the page.

9. To edit the Questions within a Group, click the Questions icon to the left of the Group Name in the grid. The Questions grid for that Group will display.



10. To edit, click the edit icon for the record you want to edit. The Edit Record window displays.



11. Update the appropriate data in the edit window.

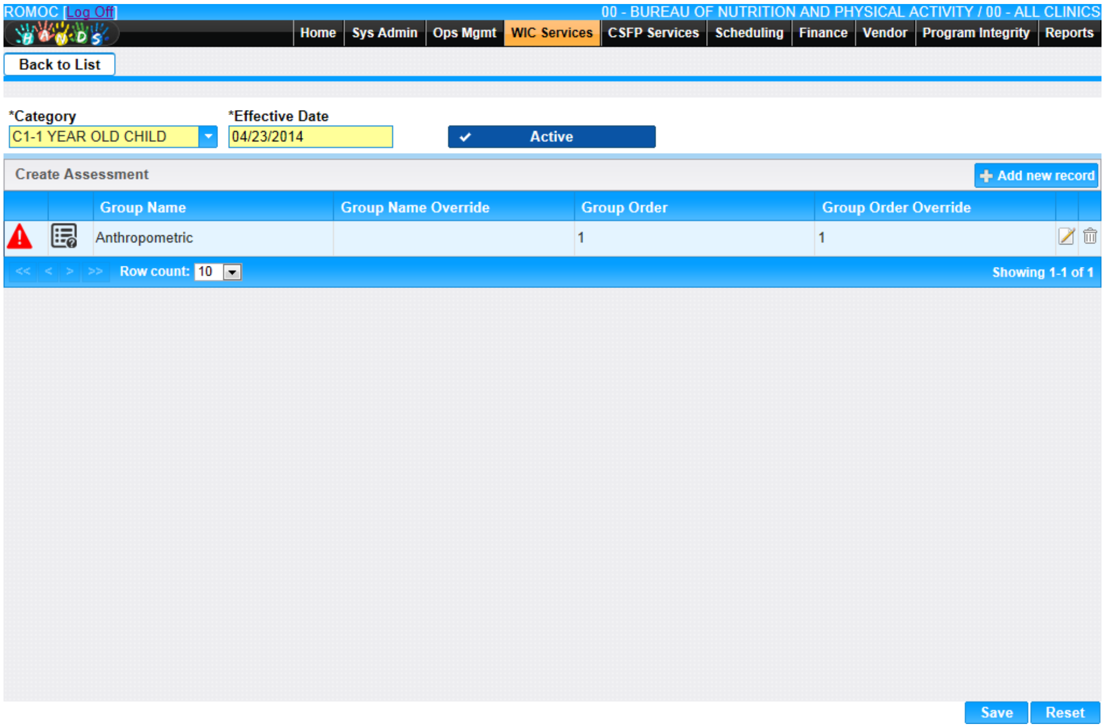
12. To discard your changes, click the Cancel button.

13. To keep your changes, click the OK button.

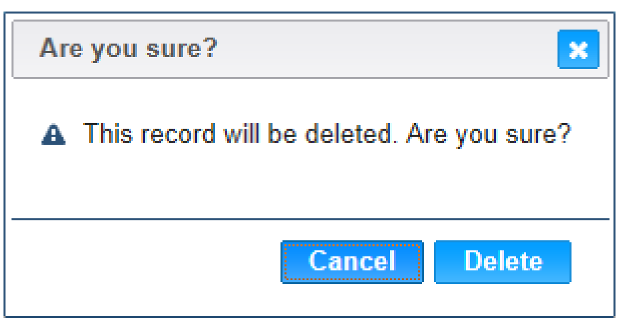
14. Click Save at the bottom of the page.

Delete Groups or Questions in an Assessment

You cannot delete an assessment, groups in an assessment, or questions in an assessment once it has been used for a client in HANDS. You can make it inactive by deselecting the Active check box. If the assessment has not been used for a client, you can delete groups and questions.



1. To delete a Group, click the delete icon for the record you want to delete. The delete confirmation window displays.

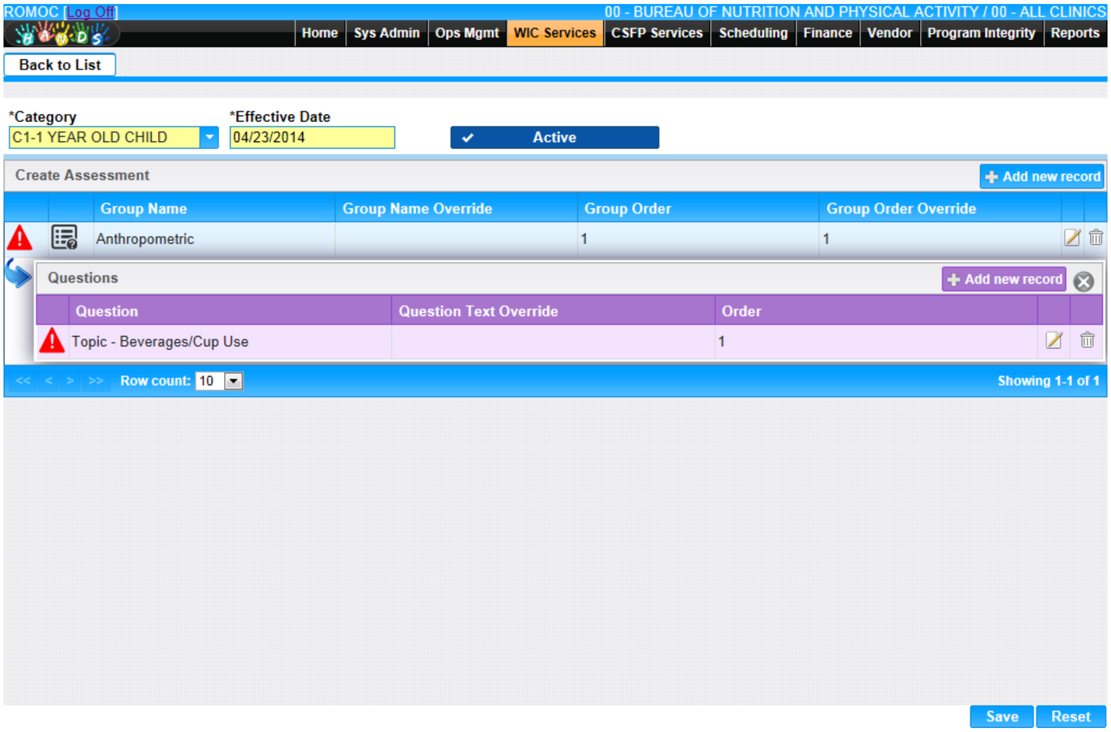


2. To cancel the delete process, click Cancel.

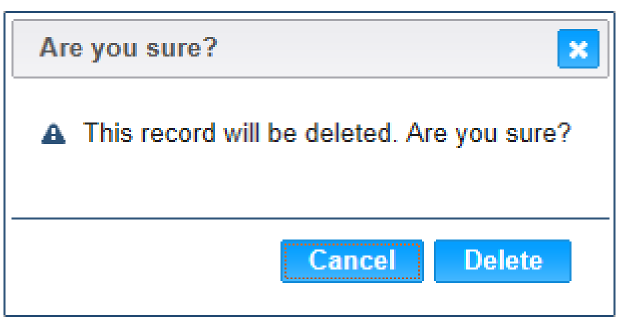
3. To delete the record, click Delete.

4. Click Save on the Assessment page.

5. To delete a Question within a Group, click the Questions icon to the left of the Group Name in the grid. The Questions grid for that Group will display.



6. Click the delete icon for the record you want to delete. The delete confirmation window displays.



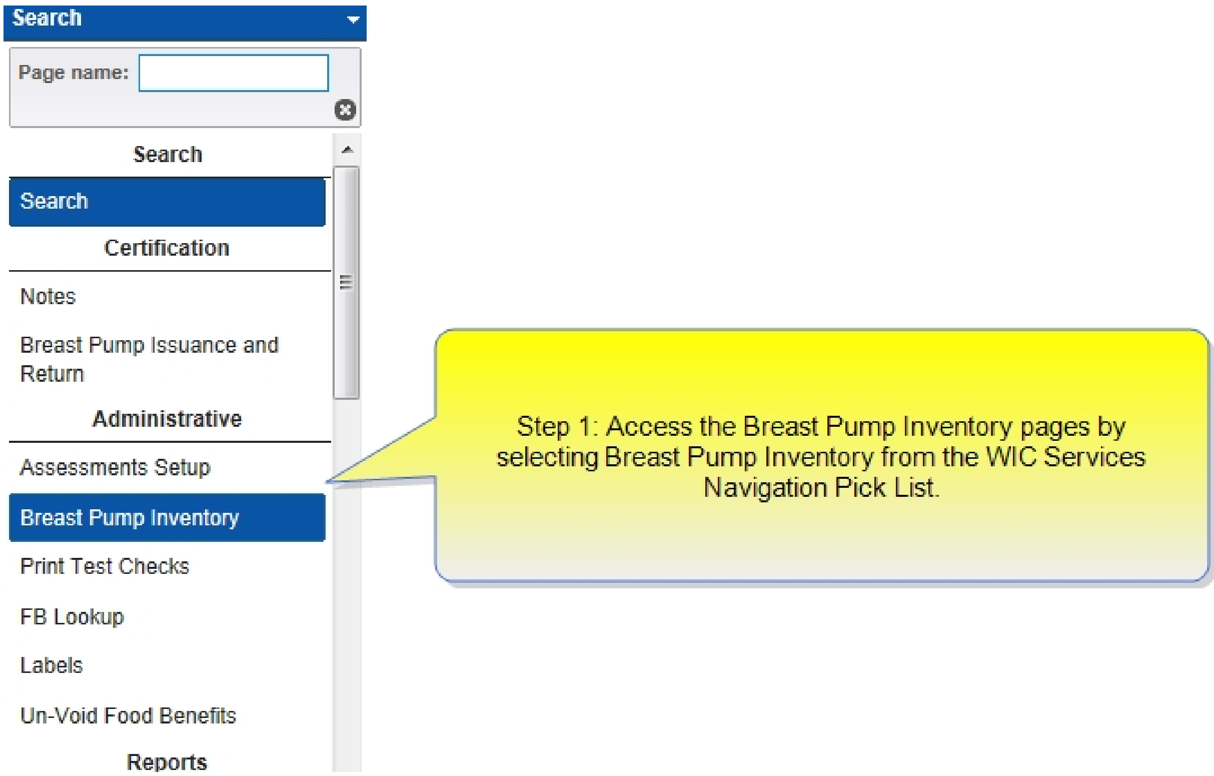
7. To cancel the delete process, click Cancel.

8. To delete the record, click Delete.

9. Click Save on the Assessment page.

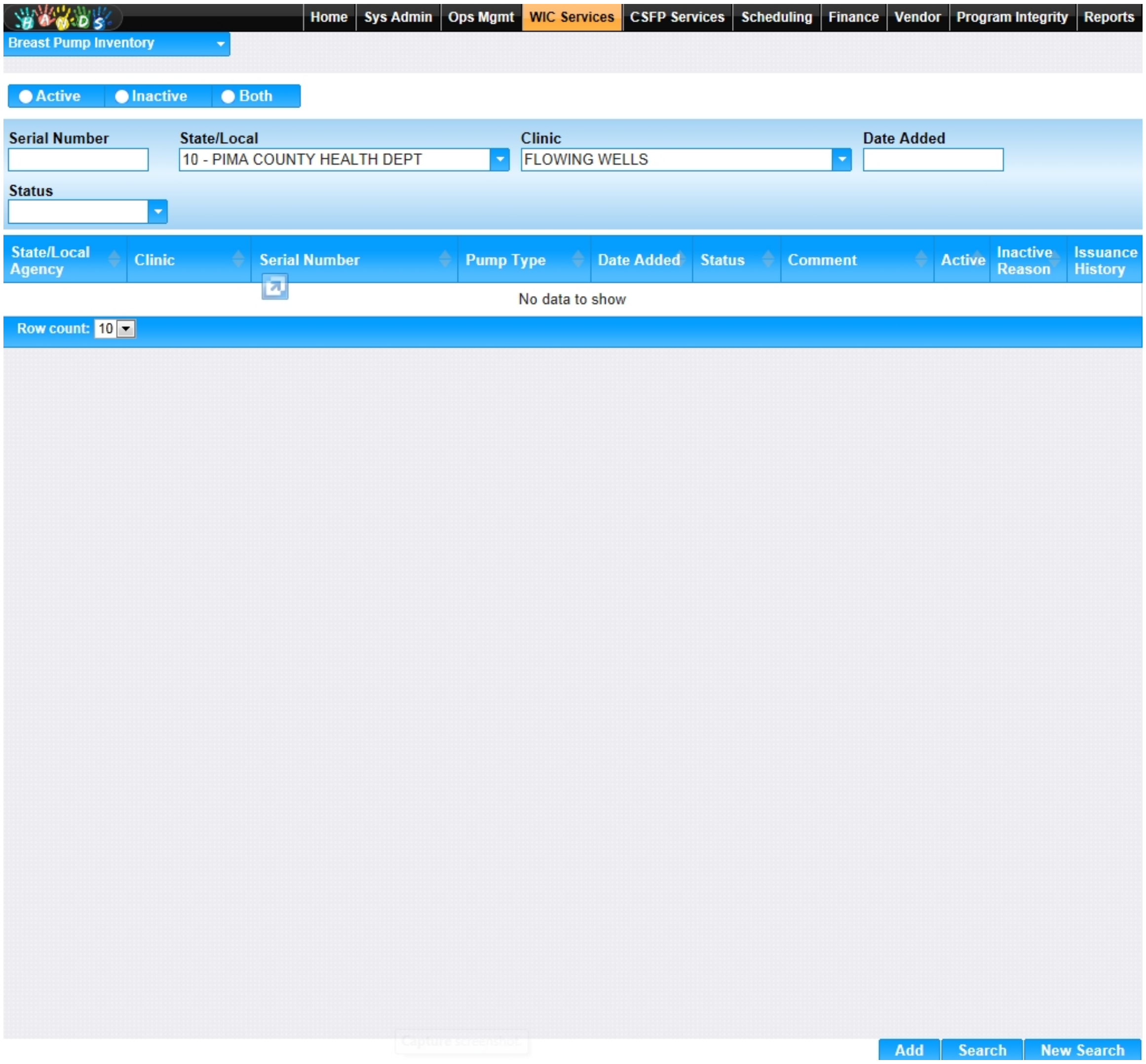
WIC Services Administration Breast Pump Inventory

The Breast Pump Inventory page is used to manage the breast pump inventory including searching for breast pumps, logging pumps into inventory, assigning pumps to local agencies, updating the pump status, view pump issuance history or make a pump active/inactive.

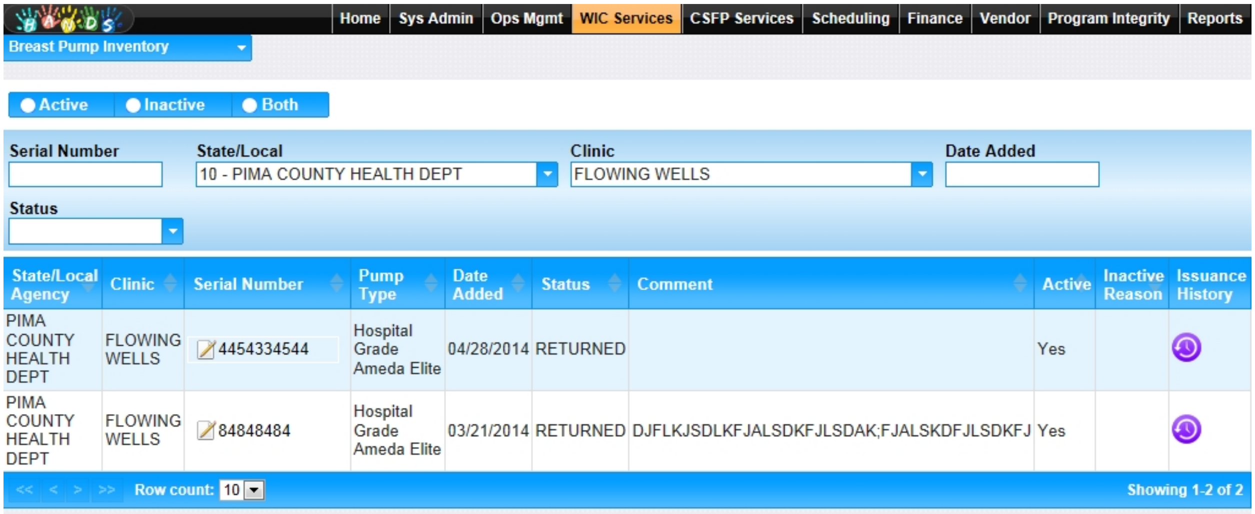


1. Select Breast Pump Inventory from the WIC Services navigation drop-down list. You will need to be in the WIC Services module to see this option.

2.The Breast Pump Inventory search page displays.

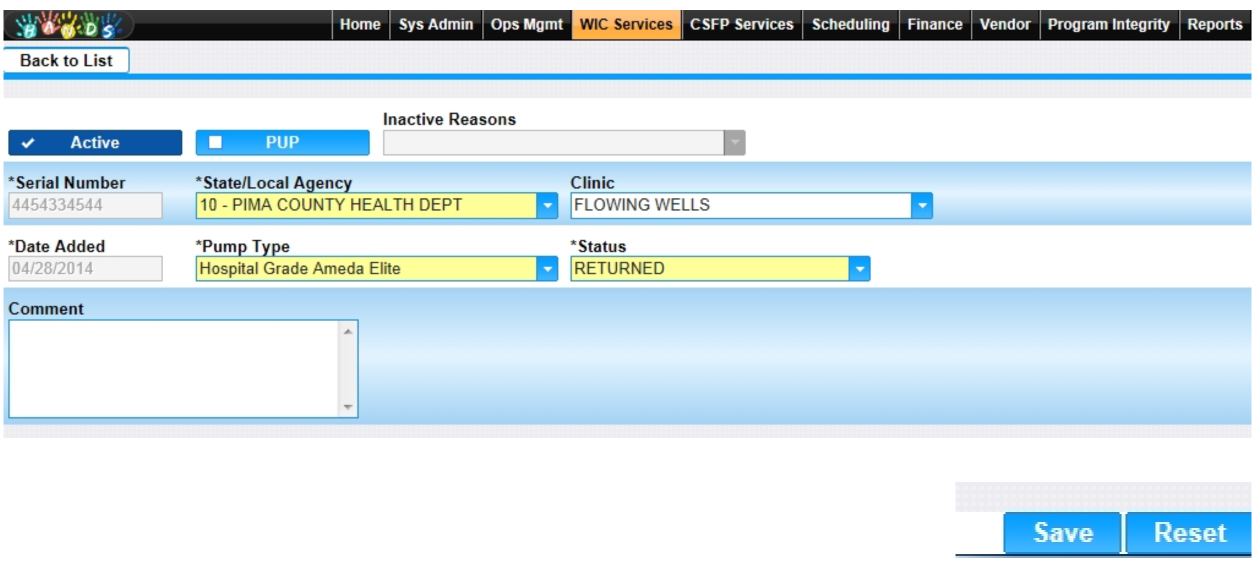


3. To search for a pump in inventory, enter the search criteria and click Search.



4. Select a pump by clicking on the Serial Number.

5. The pump information is displayed.



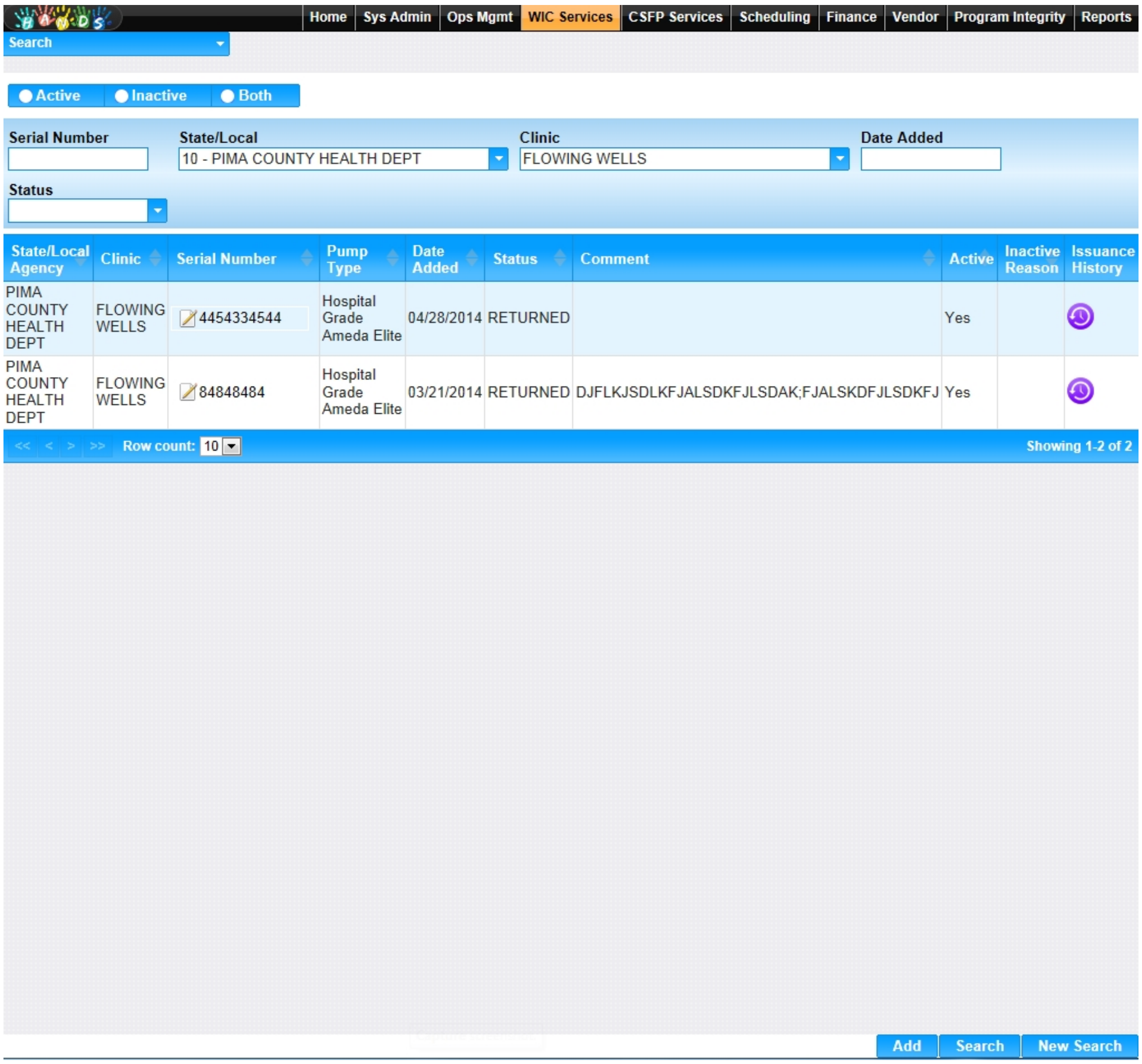
6. This is where you can make the pump Active/Inactive, update the status or assign the pump to a particular clinic.

7. Make changes if needed and click Save.

8. Select Back to List to return to the Search Results.

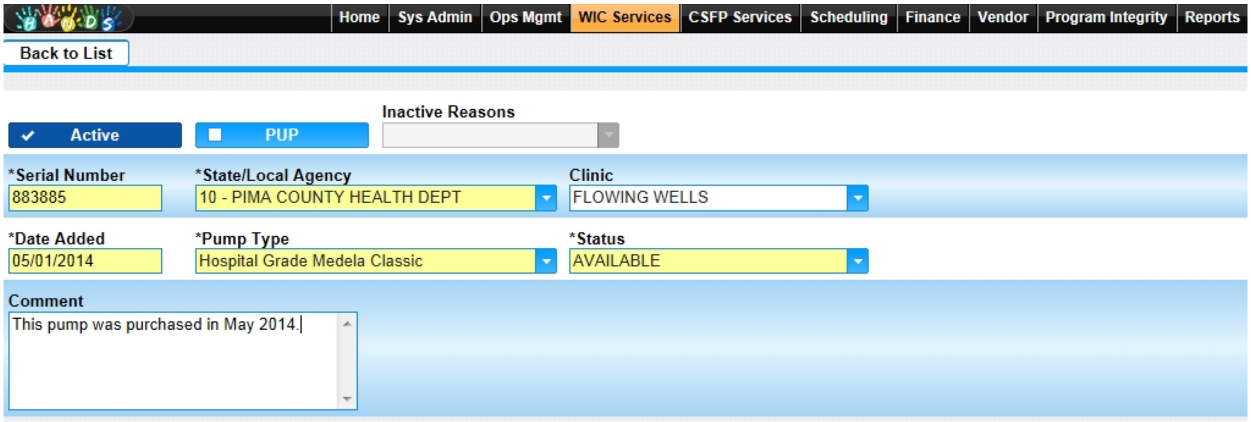
Adding a Breast Pump to the Inventory

1. On the Breast Pump Inventory page, click the Add button.



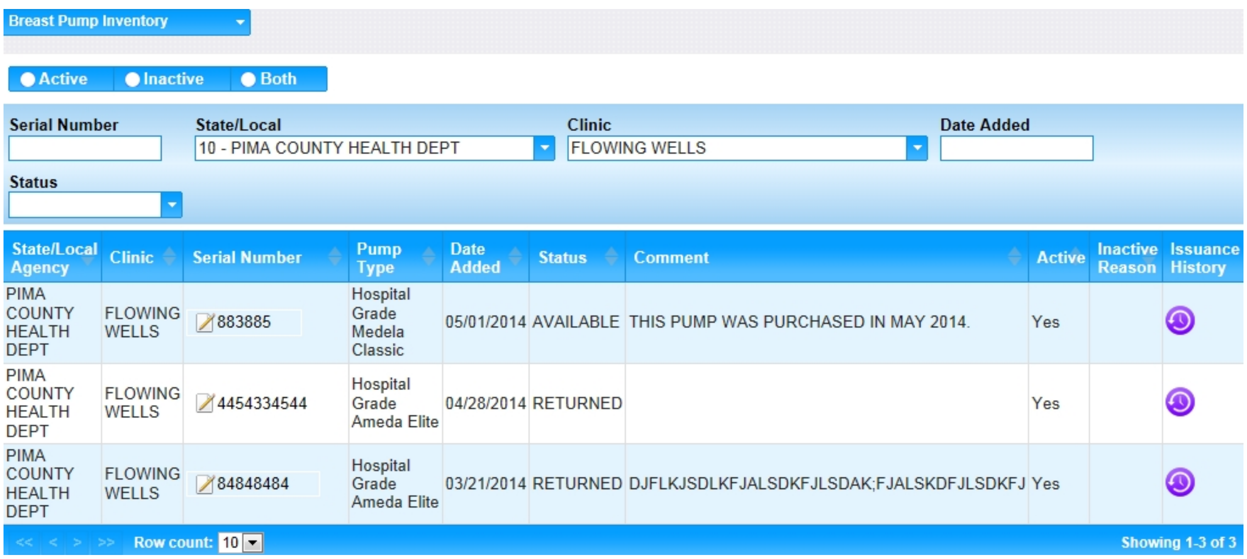
2. On the Breast Pump Information Page, complete all required fields including:

- Click Active Check Box.
- Add pump Serial Number.
- Choose State/Local Agency.
- Choose Clinic.
- Enter date added.
- Choose pump type.
- Choose pump status.
- Enter a comment if desired.



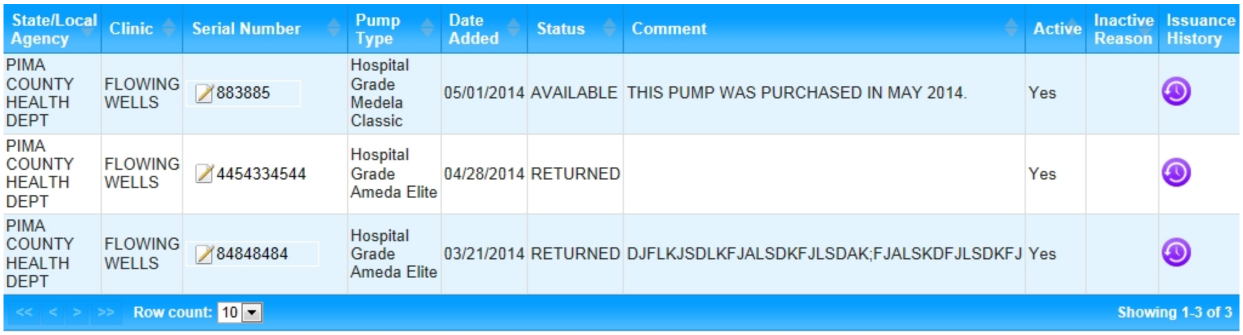
3. Once all information is entered, click Save.

4. The pump can now be searched for in the inventory.



To View the Issuance History for a Pump

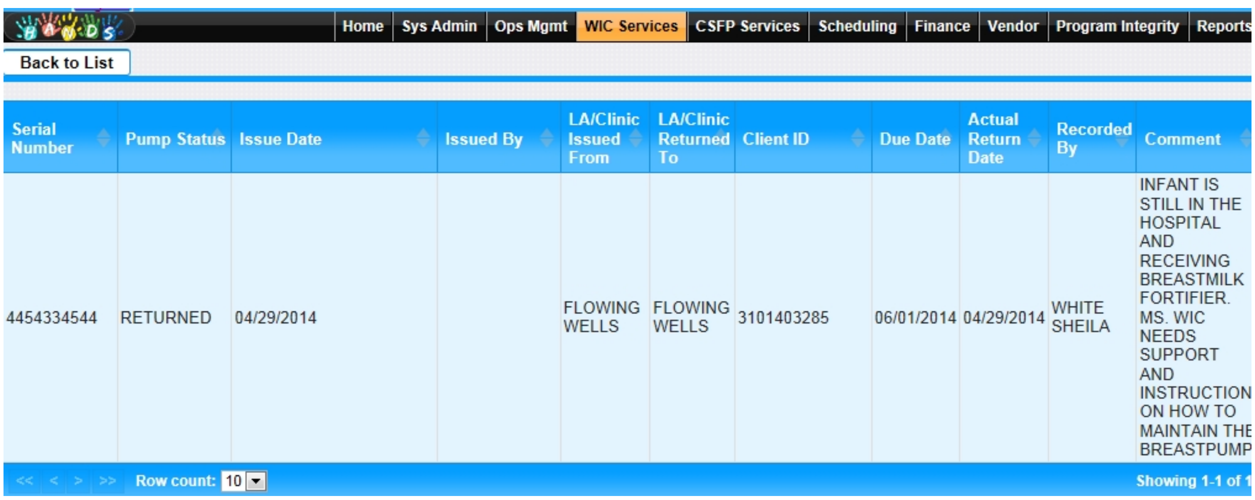
1. From the Breast Pump Inventory search results, click on the purple icon in the Issuance History column for a particular pump.



State/Local Agency	Clinic	Serial Number	Pump Type	Date Added	Status	Comment	Active	Inactive Reason	Issuance History
PIMA COUNTY HEALTH DEPT	FLOWING WELLS	883885	Hospital Grade Medela Classic	05/01/2014	AVAILABLE	THIS PUMP WAS PURCHASED IN MAY 2014.	Yes		
PIMA COUNTY HEALTH DEPT	FLOWING WELLS	4454334544	Hospital Grade Ameda Elite	04/28/2014	RETURNED		Yes		
PIMA COUNTY HEALTH DEPT	FLOWING WELLS	84848484	Hospital Grade Ameda Elite	03/21/2014	RETURNED	DJFLKJSDLKFJALSDKFJLSDAK;FJALSKDFJLSDKFJ	Yes		

<< < > >> Row count: 10 Showing 1-3 of 3

2. The pump history page will display.



Home | Sys Admin | Ops Mgmt | WIC Services | CSFP Services | Scheduling | Finance | Vendor | Program Integrity | Reports

Back to List

Serial Number	Pump Status	Issue Date	Issued By	LA/Clinic Issued From	LA/Clinic Returned To	Client ID	Due Date	Actual Return Date	Recorded By	Comment
4454334544	RETURNED	04/29/2014		FLOWING WELLS	FLOWING WELLS	3101403285	06/01/2014	04/29/2014	WHITE SHEILA	INFANT IS STILL IN THE HOSPITAL AND RECEIVING BREASTMILK FORTIFIER. MS. WIC NEEDS SUPPORT AND INSTRUCTION ON HOW TO MAINTAIN THE BREASTPUMP

<< < > >> Row count: 10 Showing 1-1 of 1

3. Click the Back to List button to get back to the Breast Pump Inventory page.

WIC Services Administration Print Test Check

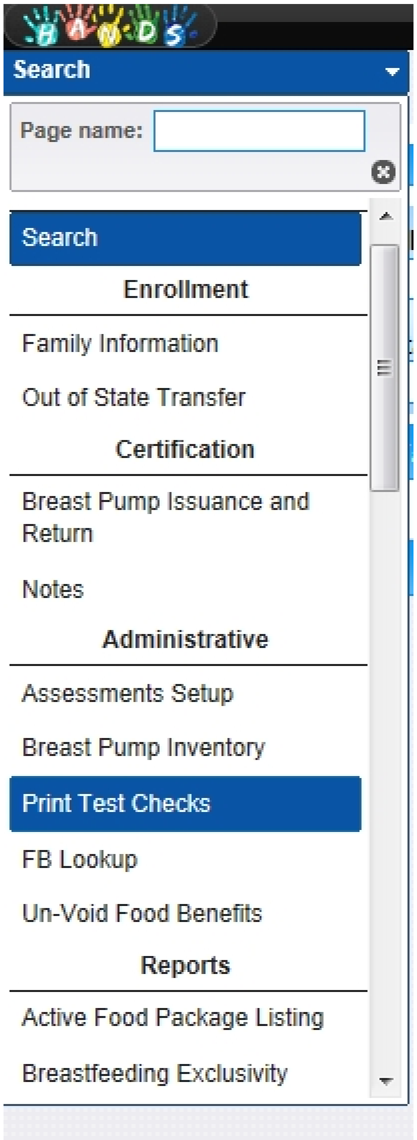
In order to test MICR printer settings, HANDS allows the user to print a test check. The Print Test Check functionality may be found in the Administrative section of the WIC Services Navigation Pick List.

This functionality is user role based and is for state and clinic administrative staff only.

1. Go to the HANDS WIC Services Module.

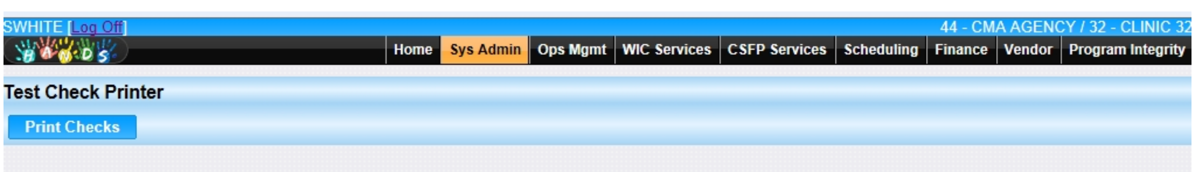
2. Click on the Navigation Pick List drop down arrow.

3. Click on the Print Test Check Option.



4. This will bring you to the System Administration Test Check Printer Page.

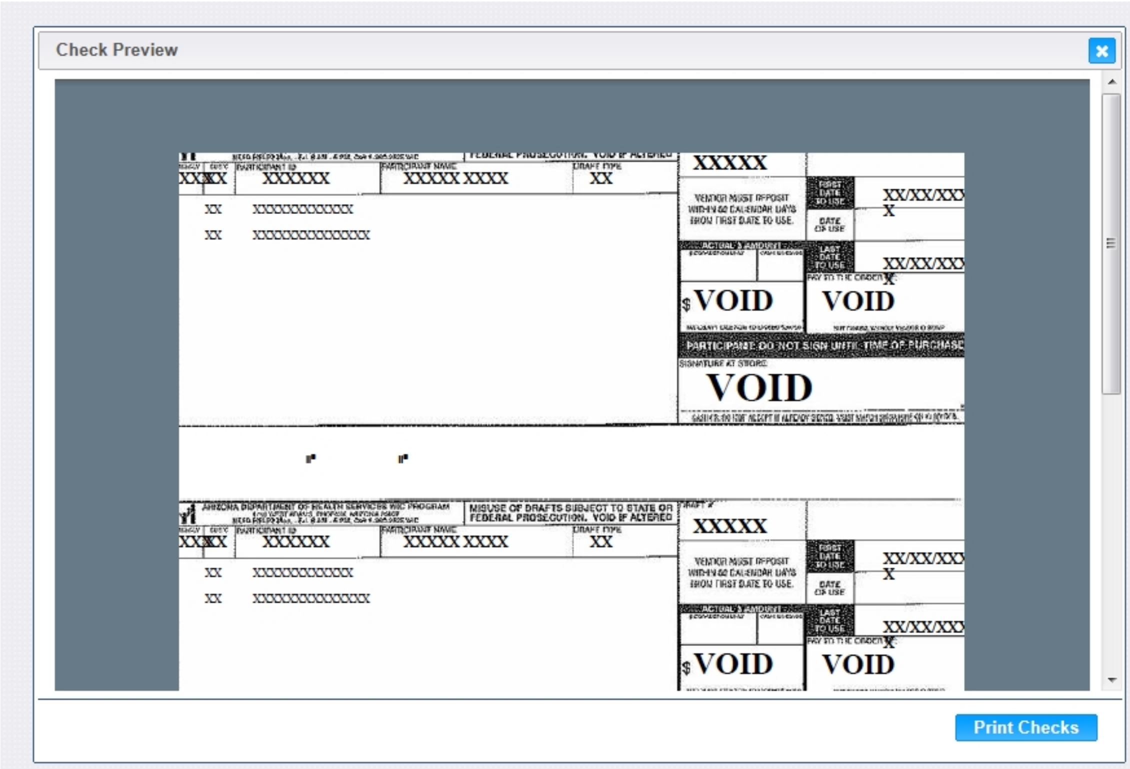
5. Click the Print Checks button.



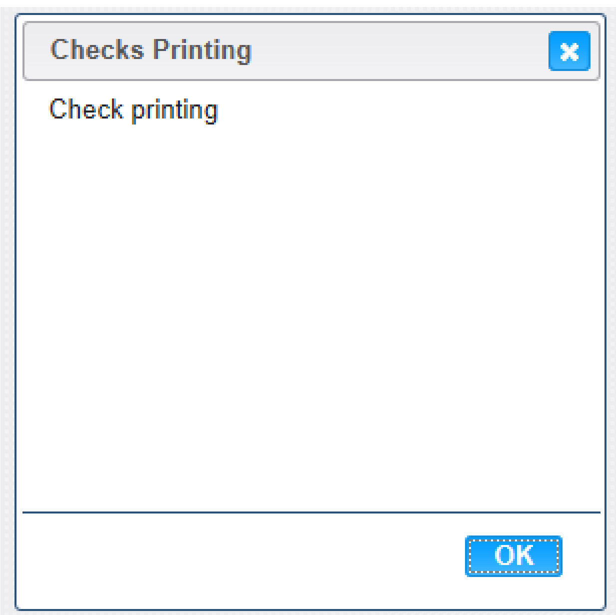
6. The check preview box will appear.

7. Scroll down to review the test checks.

8. Click print checks.



9. HANDS will let you know that the test checks are printing.

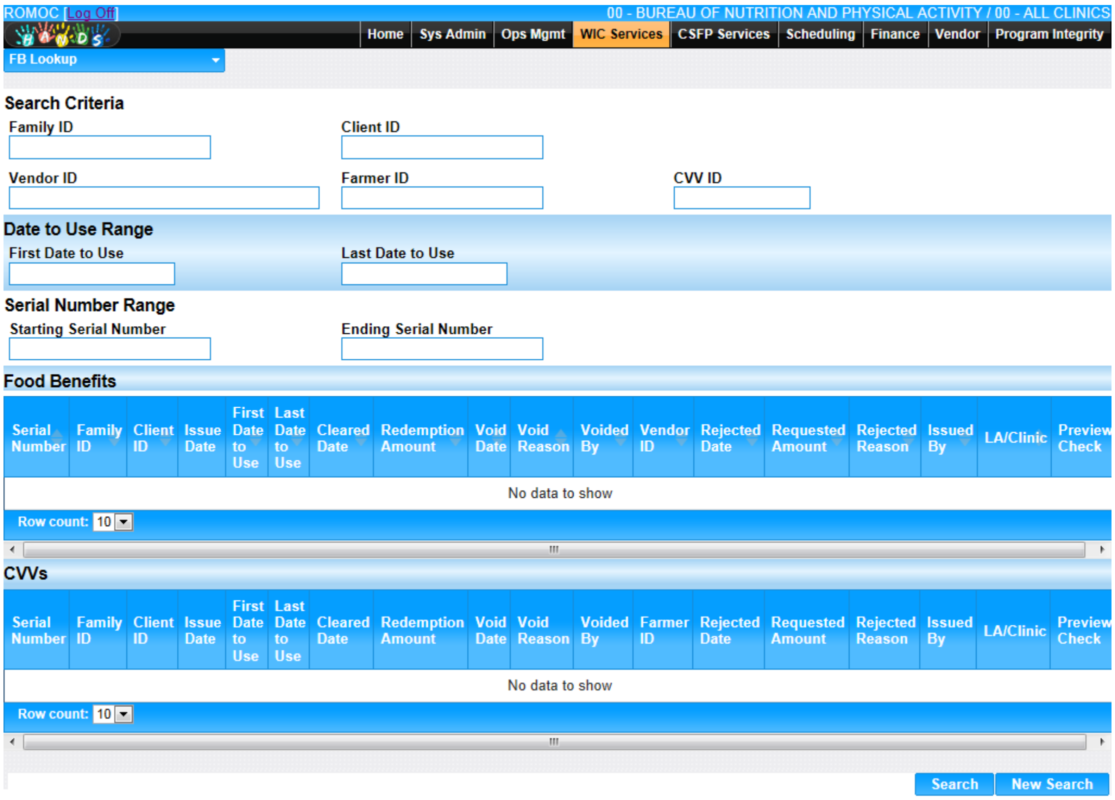


WIC Services Administration Food Benefits

Food Benefits Lookup

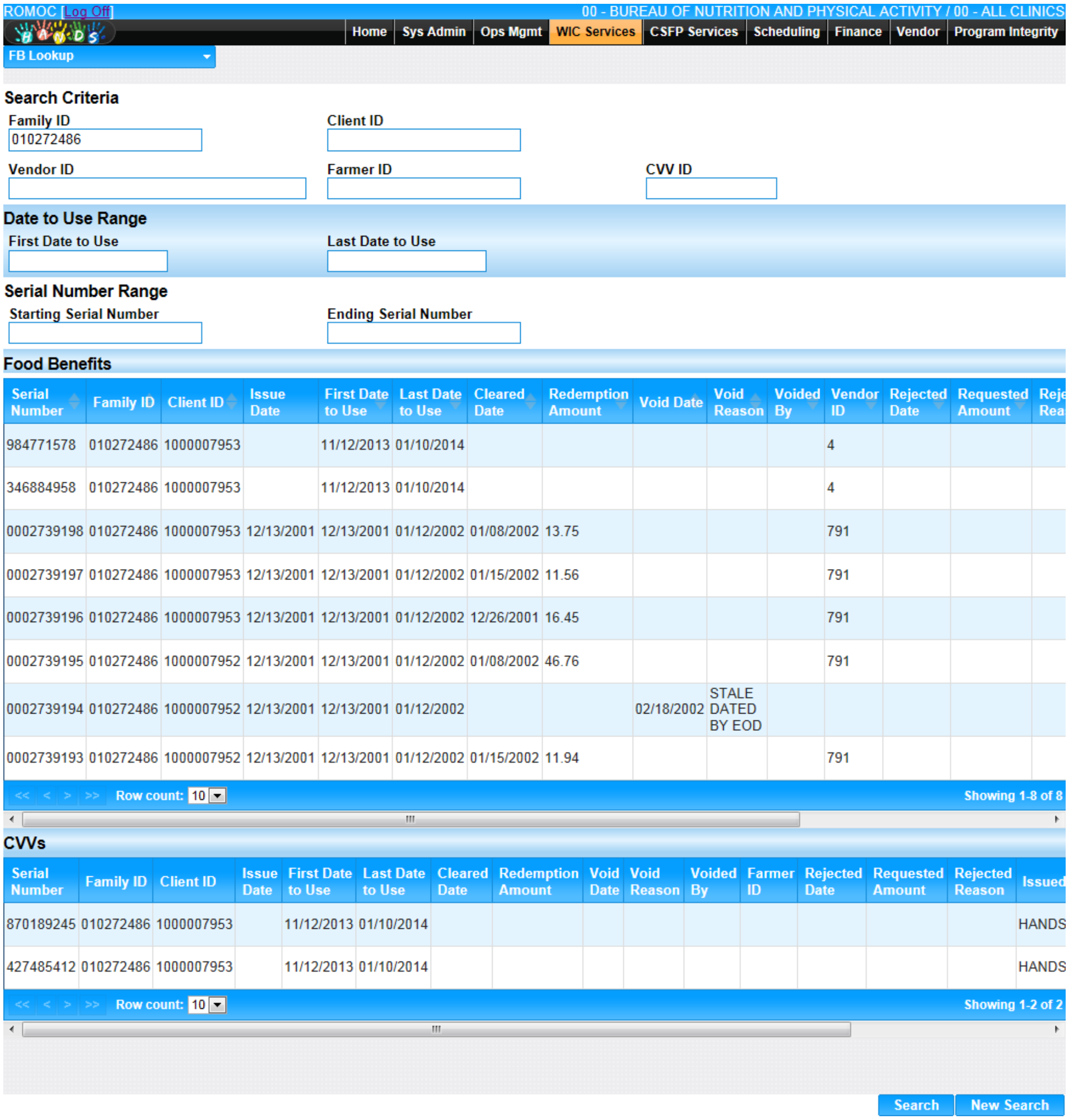
The Food Benefit Lookup page allows the user to search for and review issued Food Benefit and Case Value Vouchers (CVV) based on search criteria.

1. From the System Admin home page click the FB Lookup link in the Food Benefits section. The Food Benefit lookup page displays.



2. Enter the search criteria to locate the issued food benefit or cash value voucher.

3. Click the Search button at the bottom of the page. The search results will display all matching records.



ROMOC [Log Off] 00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

HANDS | Home | Sys Admin | Ops Mgmt | WIC Services | CSFP Services | Scheduling | Finance | Vendor | Program Integrity

FB Lookup

Search Criteria

Family ID: 010272486
Client ID:
Vendor ID:
Farmer ID:
CVV ID:

Date to Use Range

First Date to Use:
Last Date to Use:

Serial Number Range

Starting Serial Number:
Ending Serial Number:

Food Benefits

Serial Number	Family ID	Client ID	Issue Date	First Date to Use	Last Date to Use	Cleared Date	Redemption Amount	Void Date	Void Reason	Voided By	Vendor ID	Rejected Date	Requested Amount	Reje Rea
984771578	010272486	1000007953		11/12/2013	01/10/2014						4			
346884958	010272486	1000007953		11/12/2013	01/10/2014						4			
0002739198	010272486	1000007953	12/13/2001	12/13/2001	01/12/2002	01/08/2002	13.75				791			
0002739197	010272486	1000007953	12/13/2001	12/13/2001	01/12/2002	01/15/2002	11.56				791			
0002739196	010272486	1000007953	12/13/2001	12/13/2001	01/12/2002	12/26/2001	16.45				791			
0002739195	010272486	1000007952	12/13/2001	12/13/2001	01/12/2002	01/08/2002	46.76				791			
0002739194	010272486	1000007952	12/13/2001	12/13/2001	01/12/2002			02/18/2002	STALE DATED BY EOD					
0002739193	010272486	1000007952	12/13/2001	12/13/2001	01/12/2002	01/15/2002	11.94				791			

<< < > >> Row count: 10 Showing 1-8 of 8

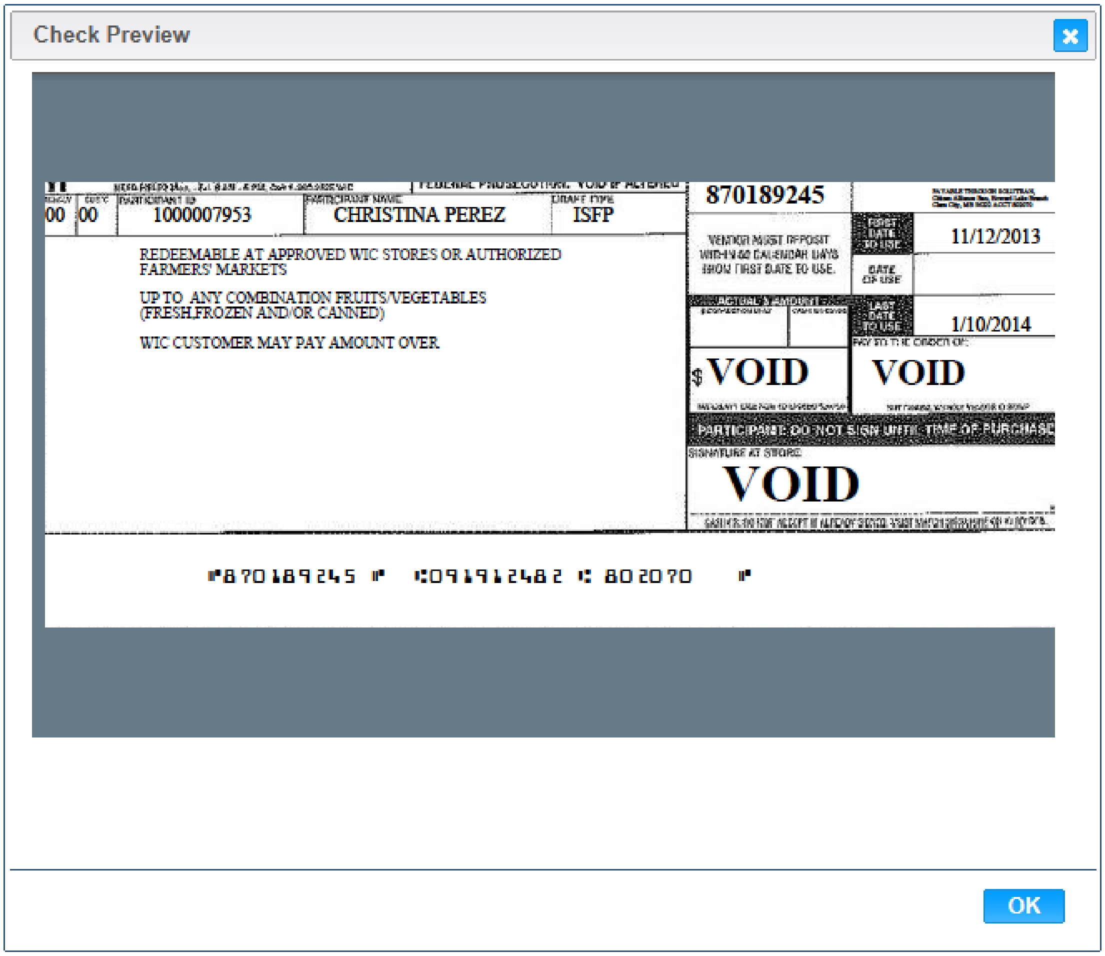
CVVs

Serial Number	Family ID	Client ID	Issue Date	First Date to Use	Last Date to Use	Cleared Date	Redemption Amount	Void Date	Void Reason	Voided By	Farmer ID	Rejected Date	Requested Amount	Rejected Reason	Issued
870189245	010272486	1000007953		11/12/2013	01/10/2014										HANDS
427485412	010272486	1000007953		11/12/2013	01/10/2014										HANDS

<< < > >> Row count: 10 Showing 1-2 of 2

Search | New Search

4. In the Food Benefits or CVVs section use the scroll bar to view and click the Preview Check button for the particular benefit you want to view. The Check Preview window displays.

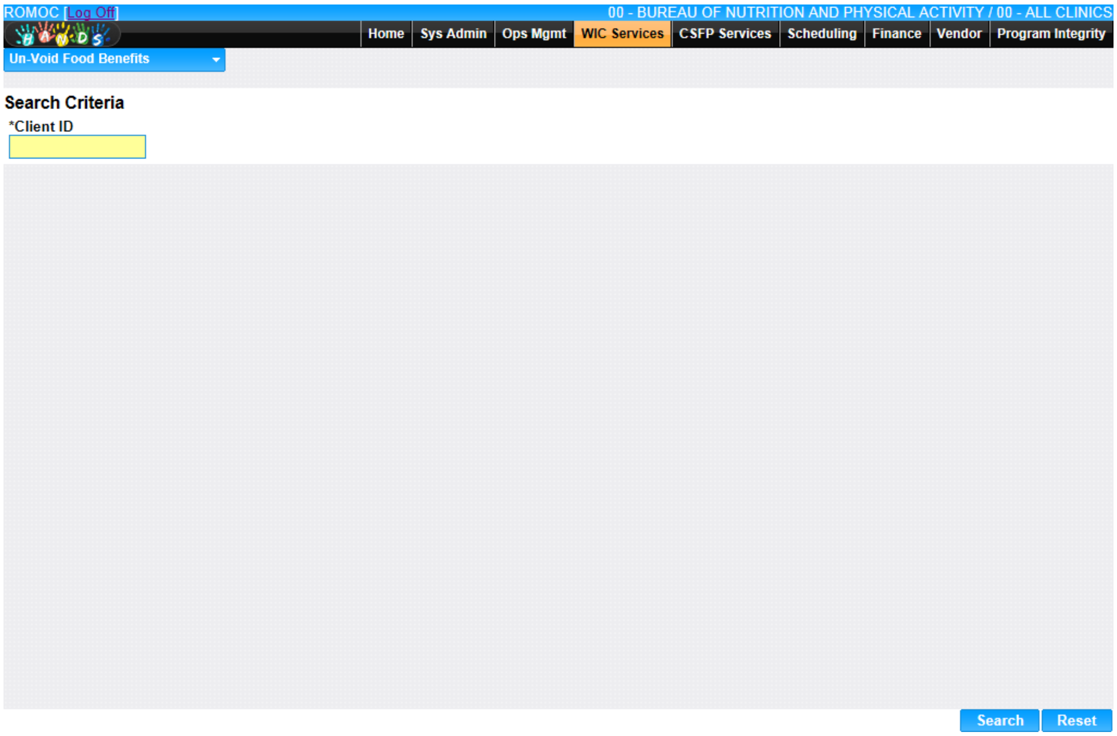


5. Review the Food Benefit or CVV. Click OK to close the window.

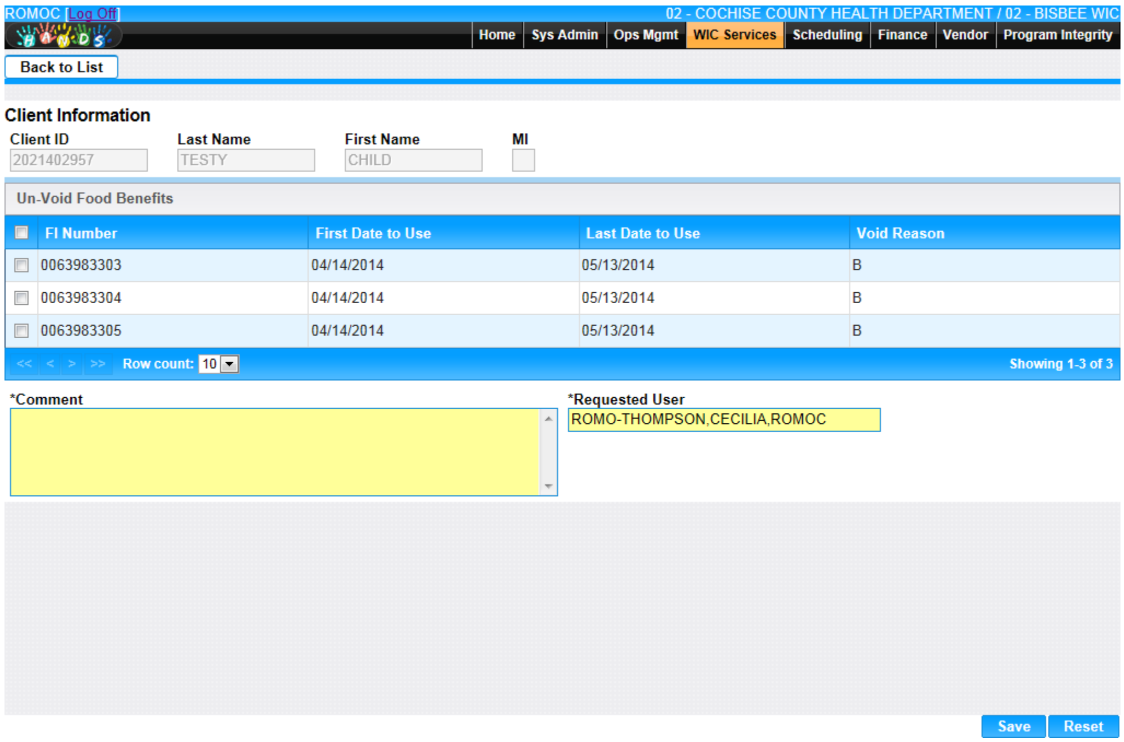
6. To begin a new search click the New Search button at the bottom of the page.

Un-Void Food Benefits

1. From the System Admin home page click the Un-Void Food Benefits link in the Food Benefits section. The Un-Void Food Benefits search page displays.



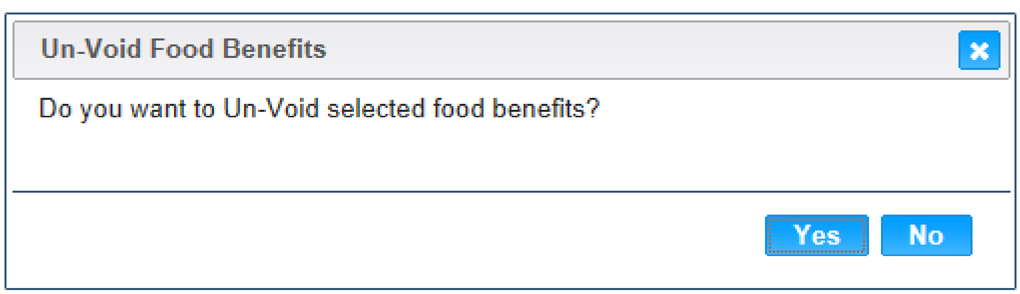
2. Enter the Client ID and click the Search button at the bottom of the page. The data matching the search criteria will display in the bottom of the page.



3. Select the check box next to each FI Number you want to Un-Void and enter a Comment.

4. To discard your changes, click the Reset button at the bottom of the page.

5. To keep your changes, click the Save button at the bottom of the page. A confirmation message will display.



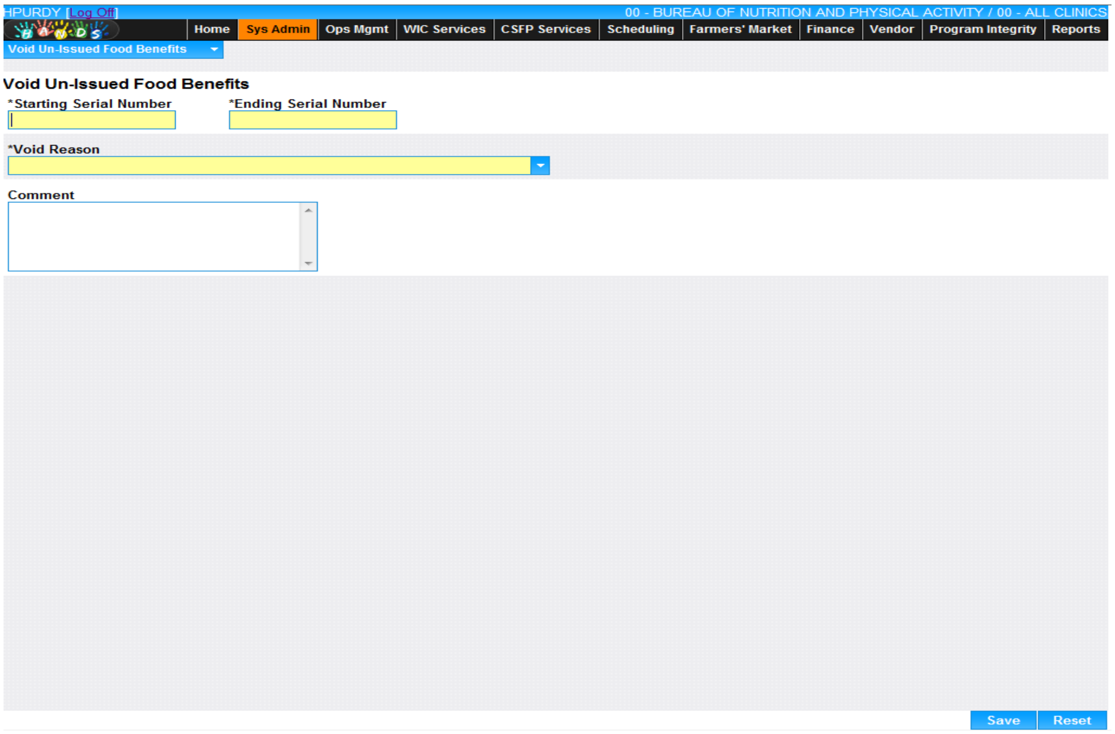
6. Click No to discontinue the Un-Void process.

7. Click Yes to continue the Un-Void process.

8. The FIs selected no longer display on the page.

Void Un-Issued Food Benefits

1. From the System Admin home page, click the Void Un-Issued Food Benefits link in the Food Benefits section. The Void Un-Issued Food Benefits page displays.



2. Enter the Starting and Ending Serial Numbers and select the Void Reason from the drop-down list.

3. To discard your changes, click the Reset button at the bottom of the page.

4. To keep your changes, click the Save button at the bottom of the page.

Module 4: Vendor Management

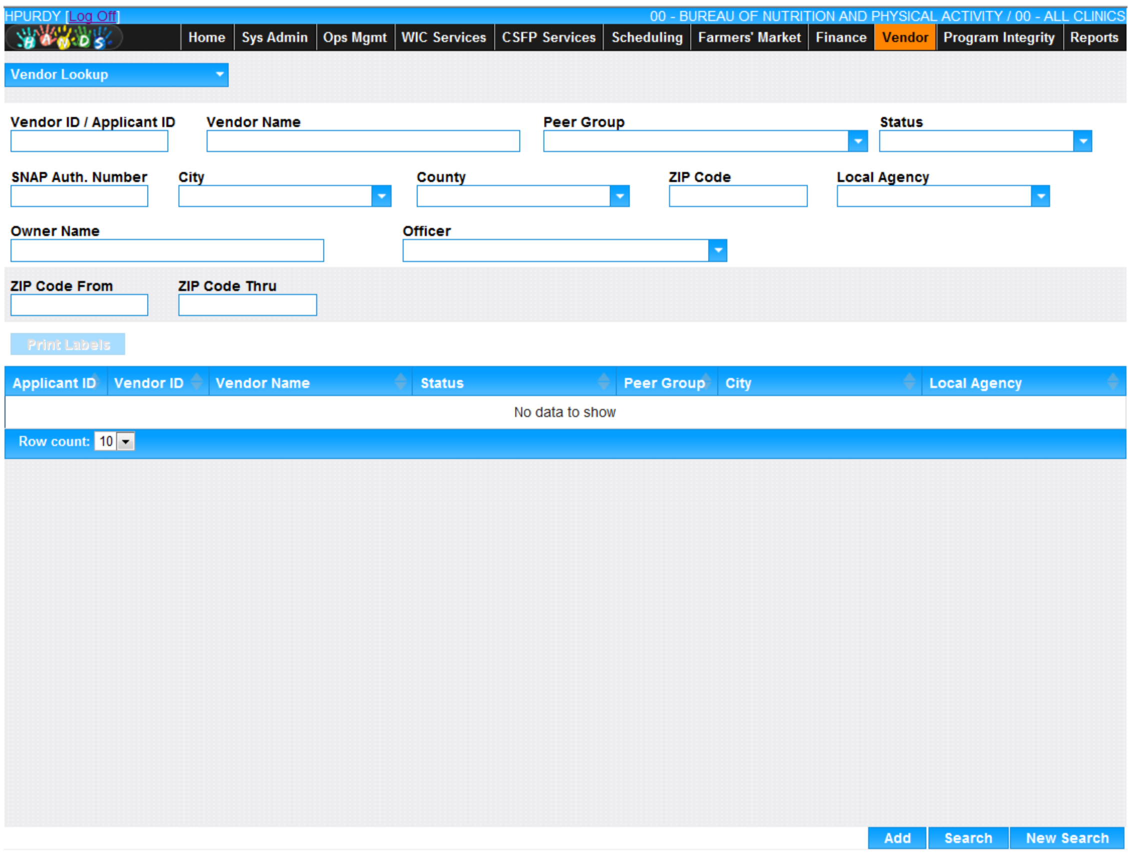
For WIC State Agency & Administrative Users

Vendor Management Features

Vendor Management: Vendor Lookup

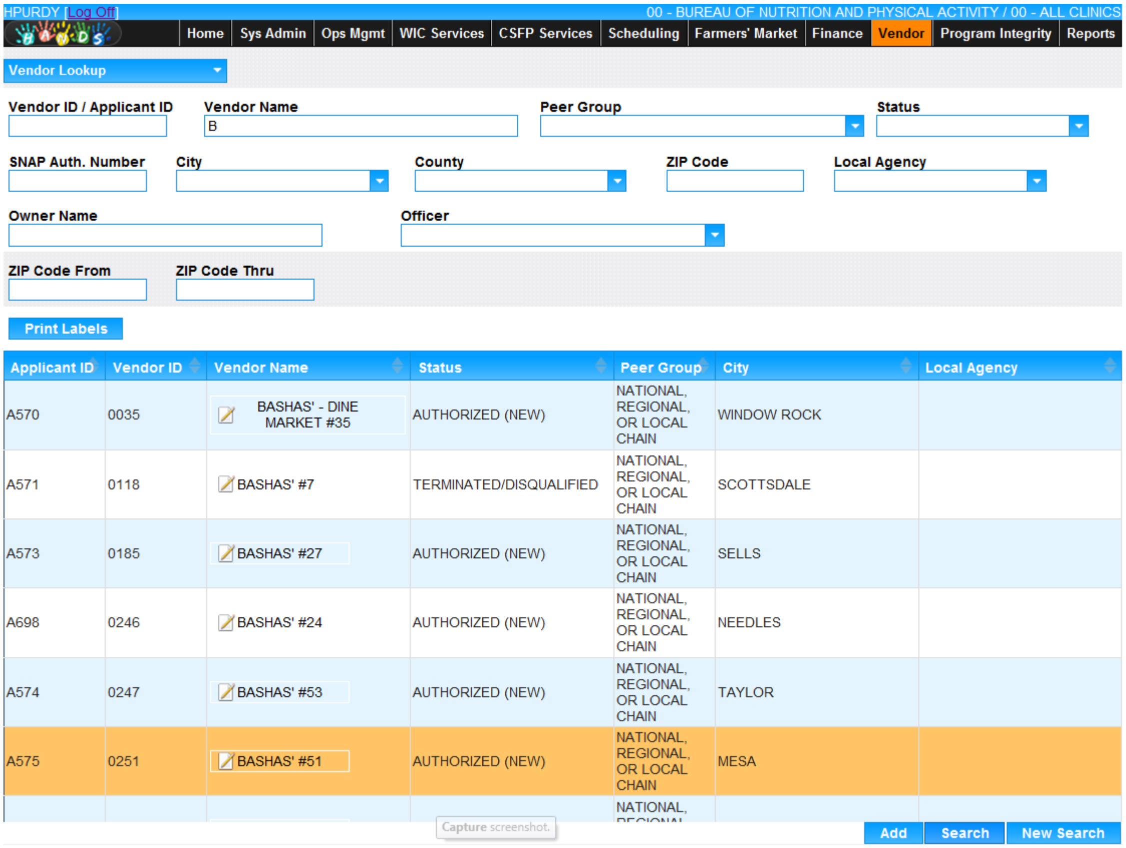
The Vendor Lookup screen allows the user to search for existing vendors, edit existing vendors, or add a new vendor.

1. Click the Vendor module from the main menu bar. The Vendor Lookup screen is displayed.



2. Enter the search criteria for the vendor.

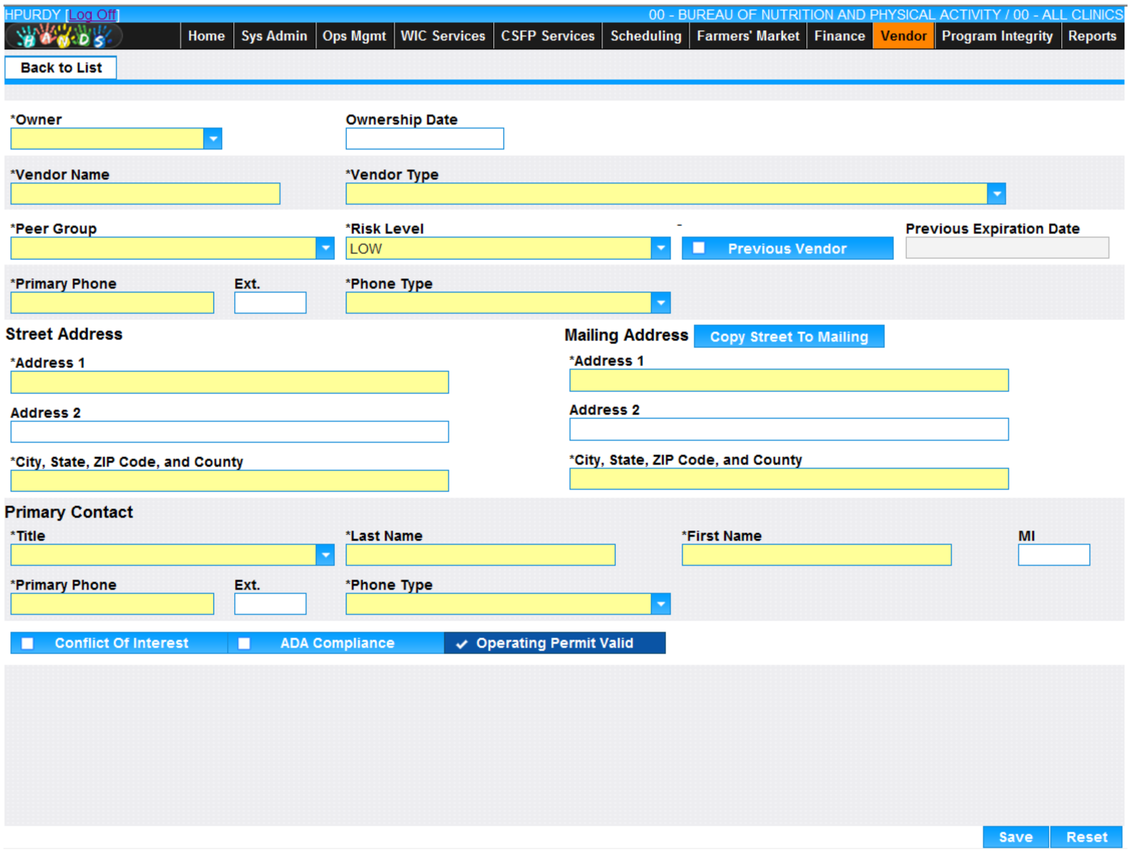
3. Click Search. The search results matching the search criteria entered are displayed in the bottom portion of the page.



4. To perform a new search click the New Search button on the bottom of the page. The entered search criteria will be cleared and you can enter new search criteria.

Vendor Management: Add a New Vendor

1. Click the Vendor module from the main menu bar. If you don't find the Vendor you need from the search results, click the Add button on the bottom of the page. The New Vendor page is displayed.



2. Select the Owner. (*If the owner does not already exist in the list, you must create the owner. Refer to section:* ***Owner Lookup***).

3. Enter all required fields and any other applicable fields to create the Vendor.

4. If the applicant was previously a WIC vendor, select the Previous Vendor check box and, if known, enter the Previous Expiration Date.

Note: In the City, State, ZIP Code, and County field you can enter a zip code or the first few letters of the city and a list of matching data will display for you to choose from.

5. If the Mailing Address is the same as the street address, click the Copy Street to Mailing button. If the Mailing Address is different, enter the mailing address in the appropriate fields.

6. Select all applicable check boxes for Conflict Of Interest, ADA Compliance, Health Permit, and Operating Permit Valid.

7. To clear all entered values and begin again, click the Reset button at the bottom of the page.

8. Click the Save button at the bottom of the page to save the information entered.

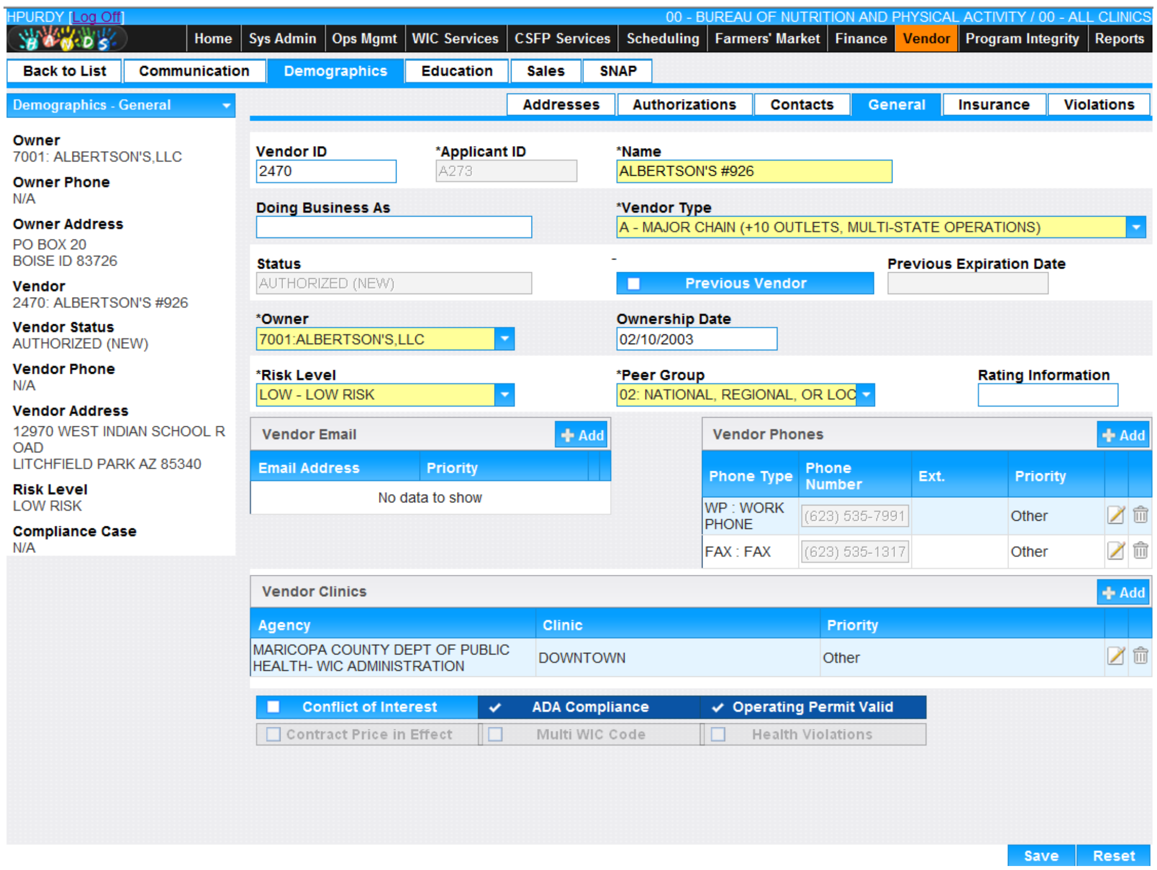
Vendor Management: Vendor Demographics

Vendor Demographics - General

The Demographics-General screen displays the information entered on the New Vendor screen and allows the user to enter additional information about the vendor/applicant.

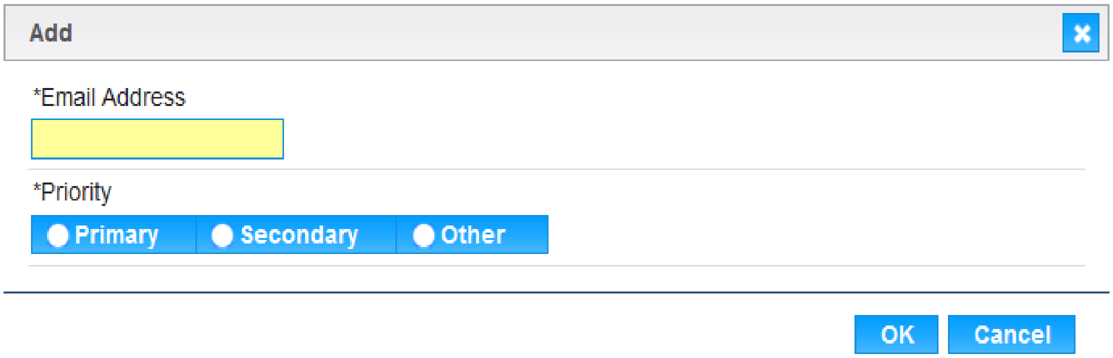
1. Click the Vendor module from the main menu bar.

2. Select the Vendor from the search results. The Demographics - General page is displayed.



3. The page will display all the information entered on the Add Vendor page. You can edit certain Vendor information or add addtional Email, Phone, and Clinics to the Vendor.

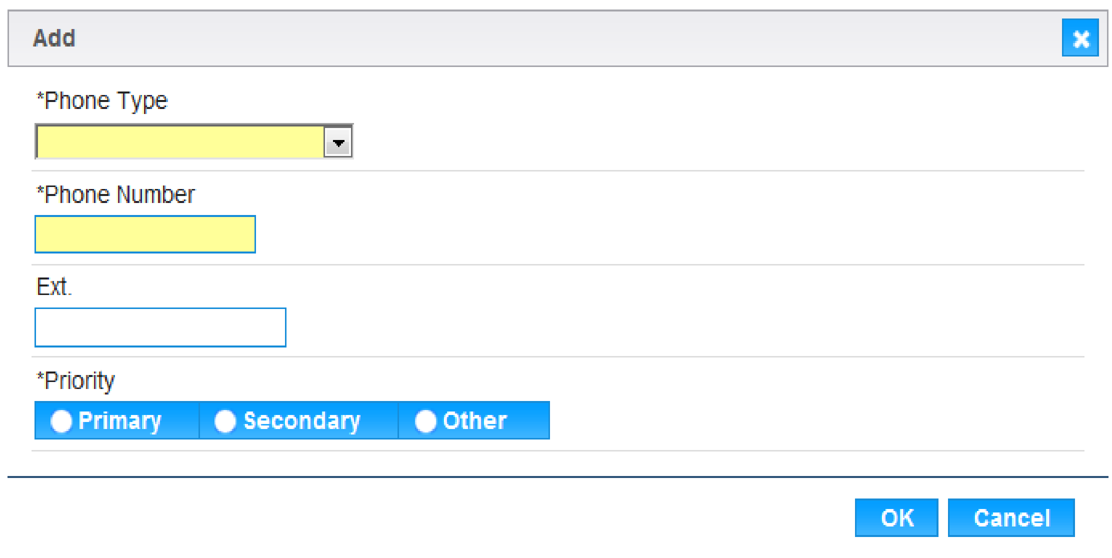
4. Click the Add button within the Vendor Email section. The Add Email window displays.



5. Enter the email address and select the Priority. Click OK.

6. The email information entered will display in the Vendor Email grid.

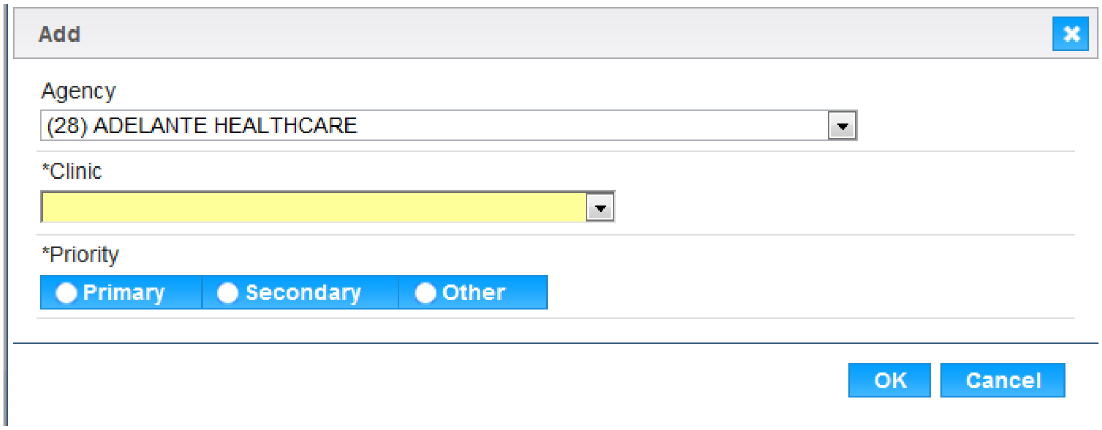
7. To add additional phone numbers, click the Add button within the Vendor Phones section. The Add window displays.



8. Select the Phone Type, enter the Phone number and select a Priority. Click OK.

9. The phone information entered will display in the Vendor Phones grid.

10. To add Vendor Clinics, click the Add button within the Vendor Clinics section. The Add window displays.



11. Select the Agency, Clinic, and Priority. Click OK.

12. The clinic information entered will display in the Vendor Clinics grid.

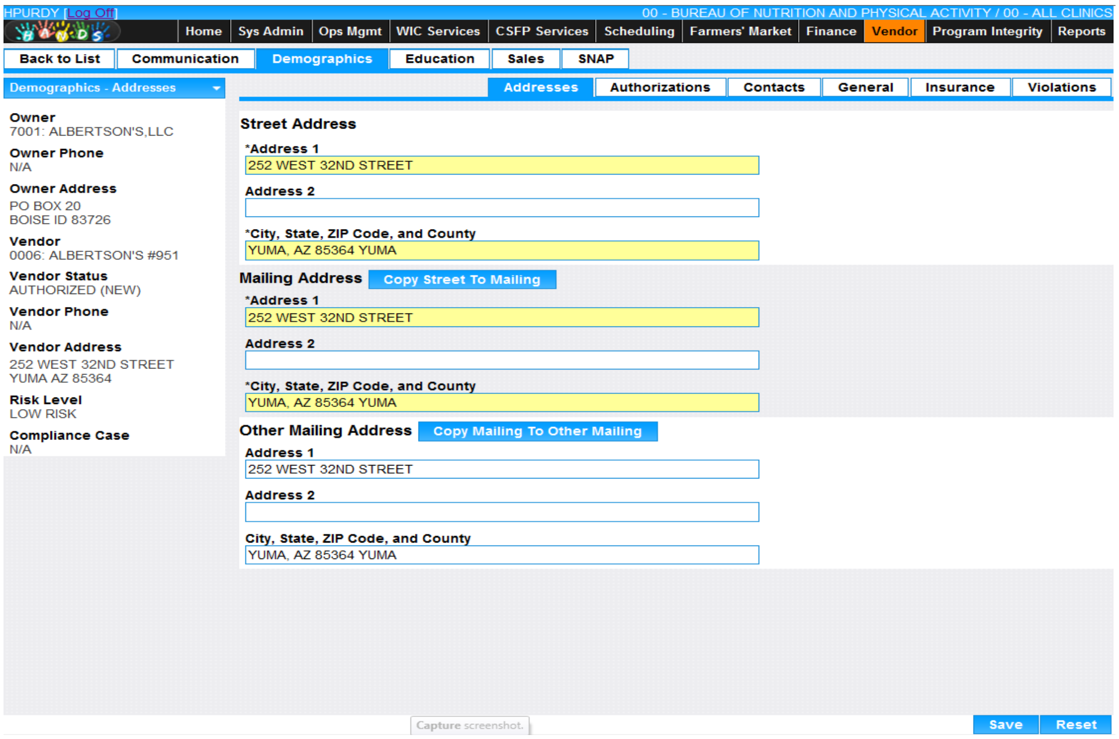
13. To discard information entered, click the Reset button at the bottom of the page.

14. To save the information entered, click the Save button at the bottom of the page.

Vendor Demographics - *Addresses*

The Demographics - Addresses page allows you to add and manage addresses for the vendor.

1. Click the Addresses tab. The Demographics - Addresses page displays.



2. Enter all required fields and any additional fields to complete the Address page.

Note: In the City, State, ZIP Code, and County field you can enter a zip code or the first few letters of the city and a list of matching data will display for you to choose from.

3. If the mailing address is the same as the street address, click Copy Street to Mailing; otherwise, enter the mailing address information.

4. If an Other Mailing Address is known, you may enter the information in the Other Mailing Address fields. If the Mailing address is the same as the Other Mailing address, click Copy Mailing to Other Mailing.

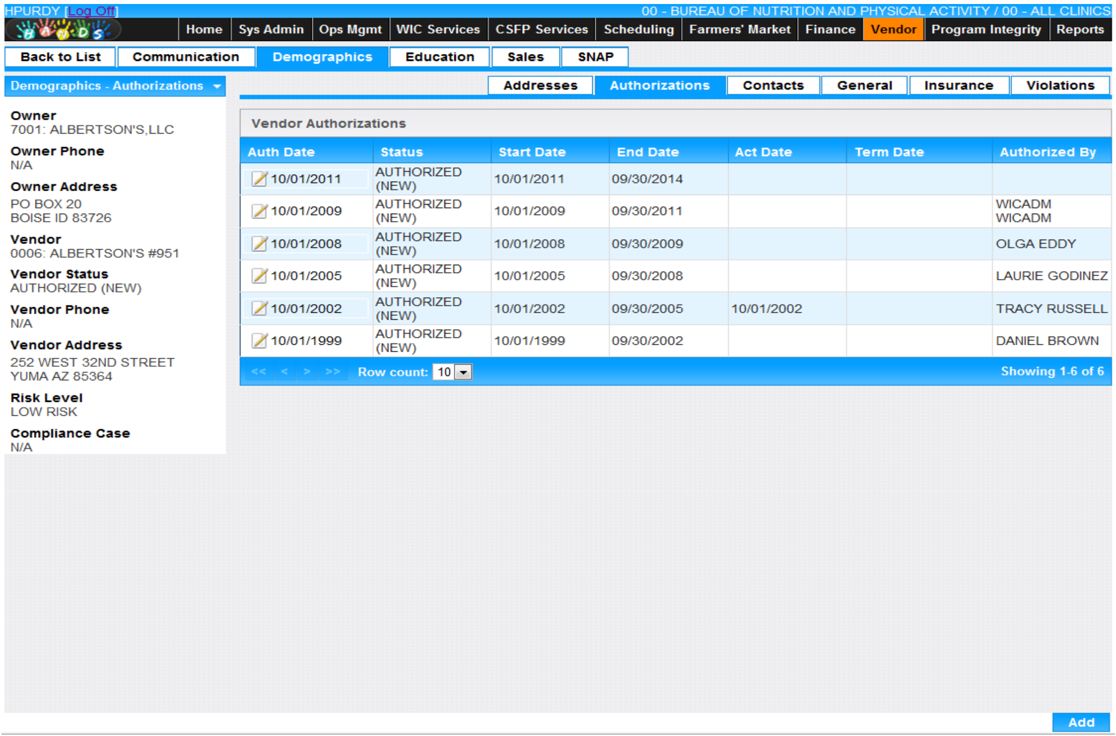
5. To clear all field values entered and begin again, click the Reset button at the bottom of the page.

6. To save the information entered, click the Save button at the bottom of the page.

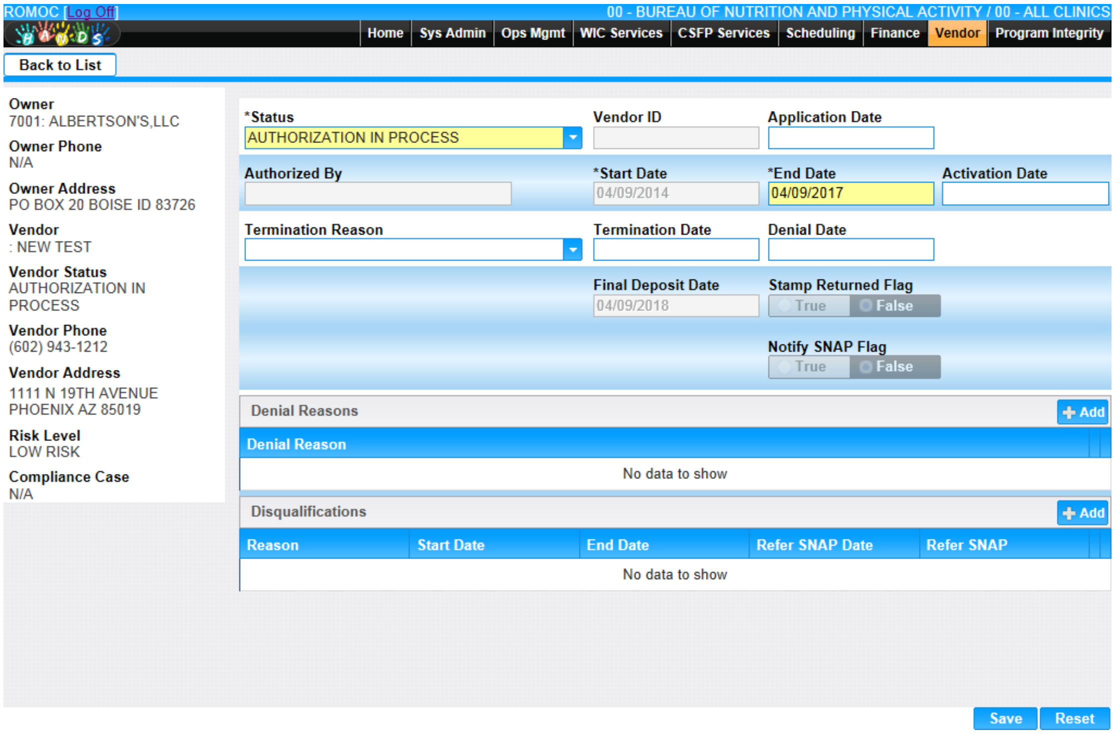
Vendor Demographics - Authorizations

The Authorization page allows the user to view and manage authorization records for the vendor.

1. Click the Authorizations tab. The Vendor Authorizations page displays. All Authorizations pertaining to the Vendor will display on the page.



2. To view/edit an existing record click the Auth Date link for the record you want to open. The Edit Authorization page is displayed with the existing field values.

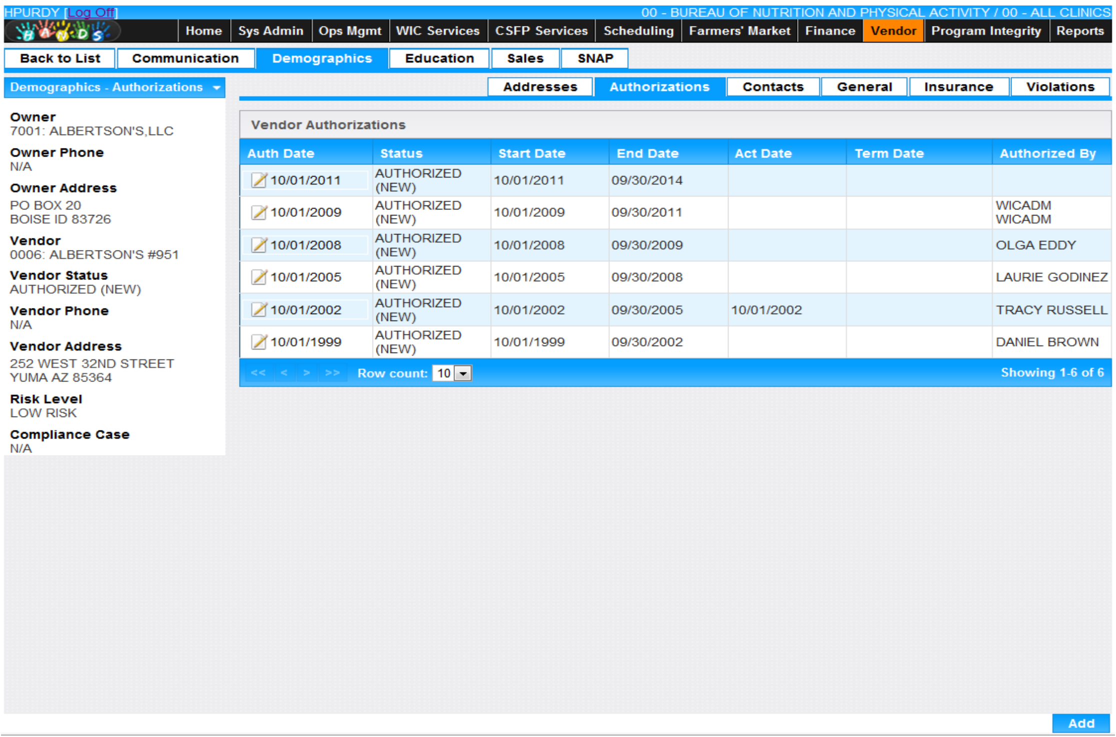


3. If desired, modify the fields with updated information.

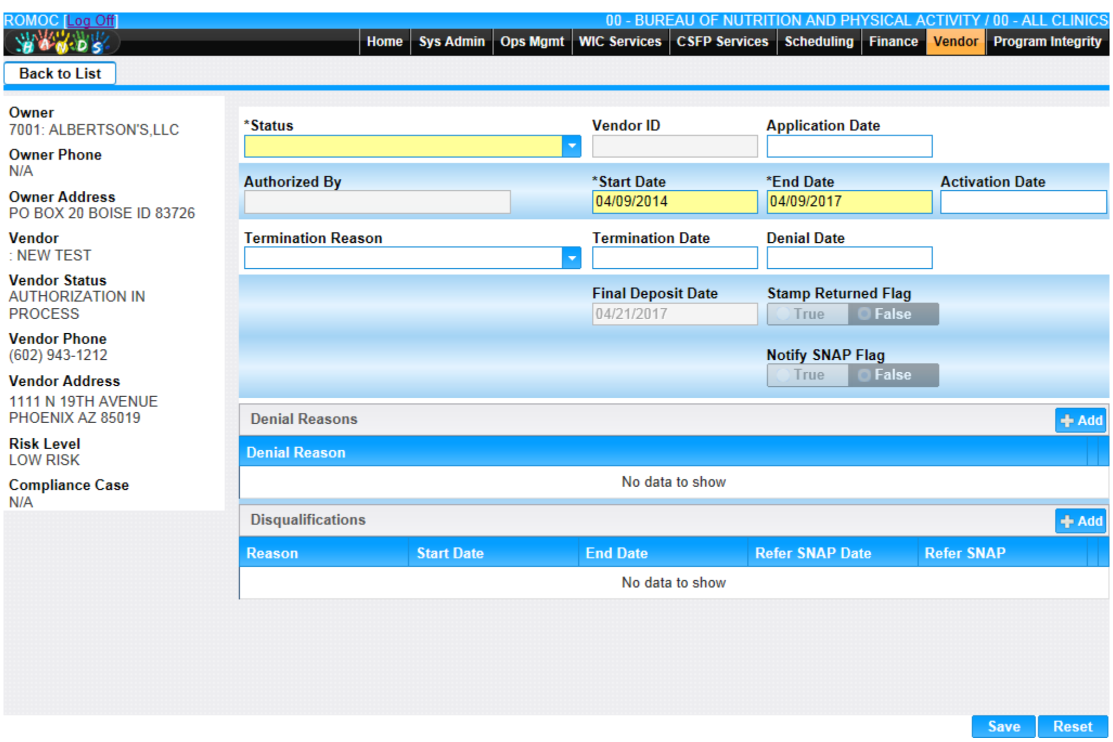
4. To discard the information you entered, click the Reset button at the bottom of the page.

5. To save the information entered, click the Save button at the bottom of the page.

Add an Authorization Record



1. From the Vendor Authorizations page click the Add button. The Add Authorization page is displayed.



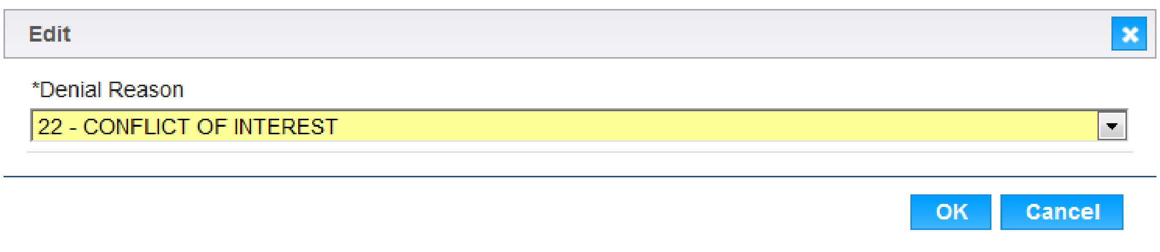
2. Enter all required fields and any other appropriate fields to complete the Authorization record.

Vendor Denial Reason

The Authorization screen allows the user to view existing denial reason records for a specific authorization related record, and enter a new denial reason record for the vendor for a new authorization related record.

Edit an Existing Denial Reason Record

1. Within the Denial Reason section of the Authorization page, select the edit icon on the record to edit. The Edit Denial Reason window is displayed.



2. If desired, change the Denial Reason.

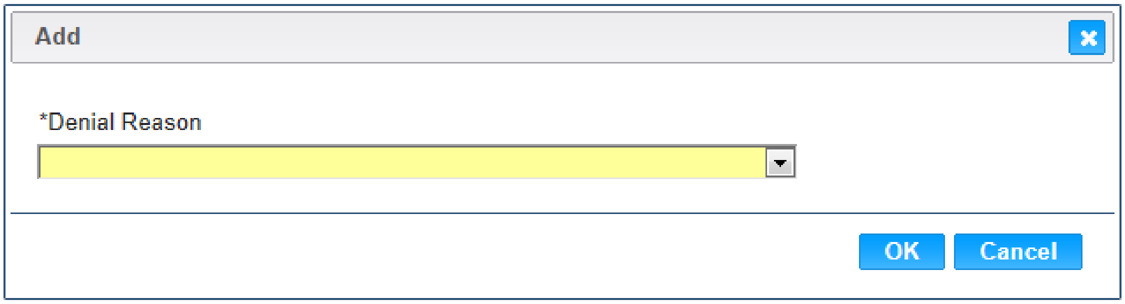
3. You can cancel the update by clicking the Cancel button.

4. To keep the changes, click OK.

5. Click Save on the Authorization page.

To Add a Denial Record

1. Click the Add button in the Denial Reasons section. The Add Denial Reason window displays.



2. Select a Denial Reason and click OK.

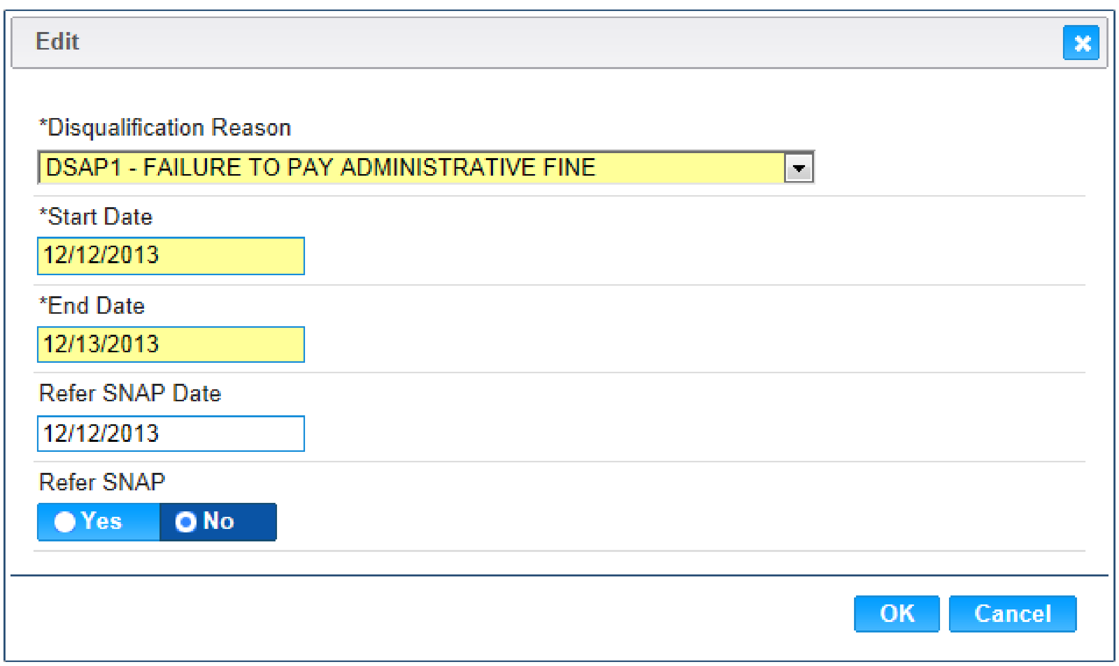
3. Click Save on the Authorization page.

Vendor Disqualification

The Authorization screen allows the user to view existing disqualification detail records and enter a new disqualification detail record for the vendor.

To Edit an Existing Disqualification Detail Record

1. Within the Disqualification section of the Authorization page, select the edit icon on the disqualification record to edit. The Edit Disqualification page is displayed.



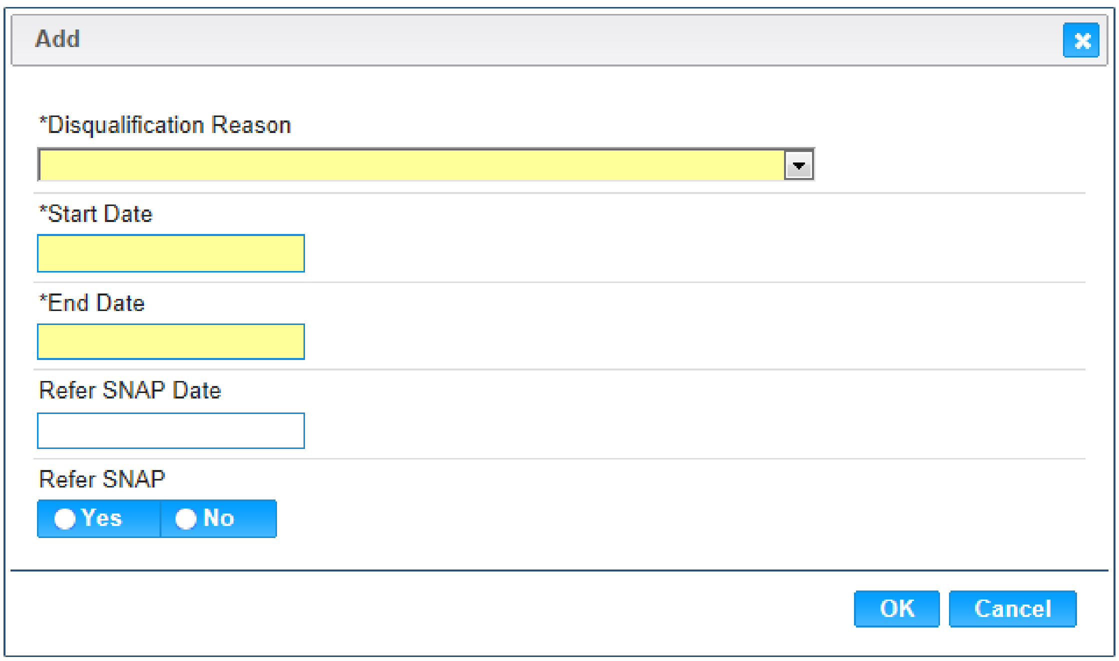
2. If desired, modify the fields with updated values. You can cencel your update by clicking the Cancel button.

3. To keep the changes to the record, click OK.

4. Click Save on the Authorization page.

Add a Disqualification Detail Record

1. Click the Add button in the Disqualifications section. The Add Disqualification window displays.



2. Enter all required fields and any other appropriate fields to complete the add disqualification window.

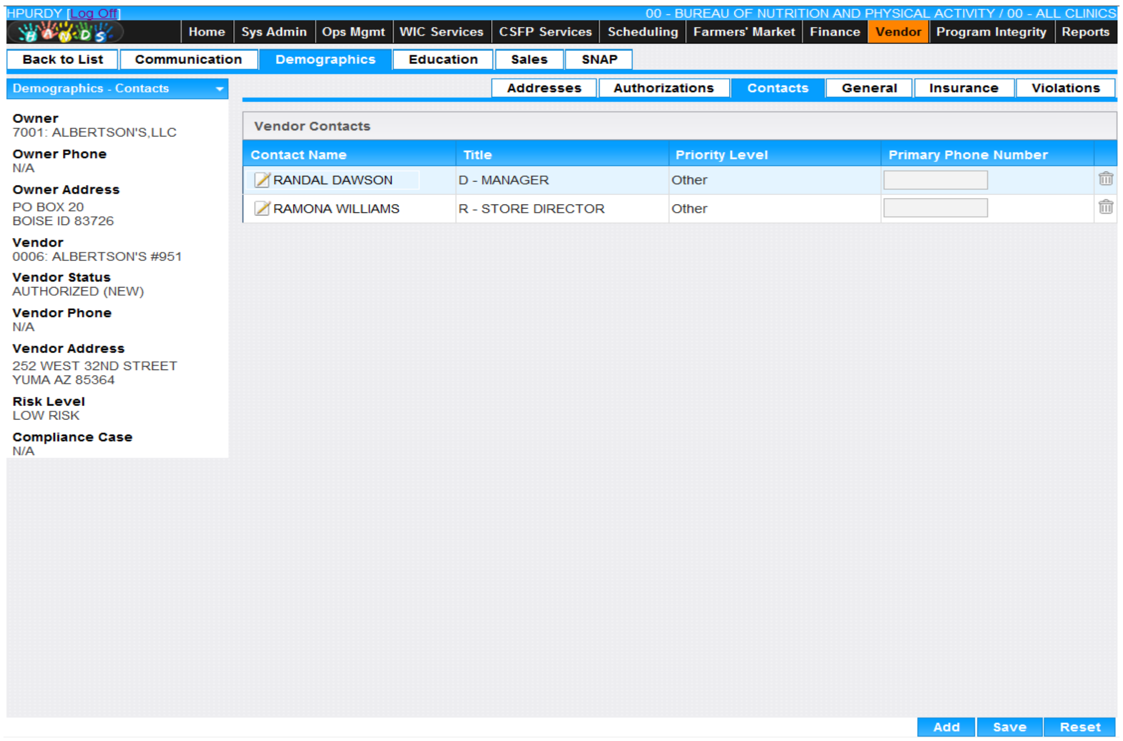
3. Click OK.

4. Click Save on the Authorization page.

Vendor Demographics - *Contacts*

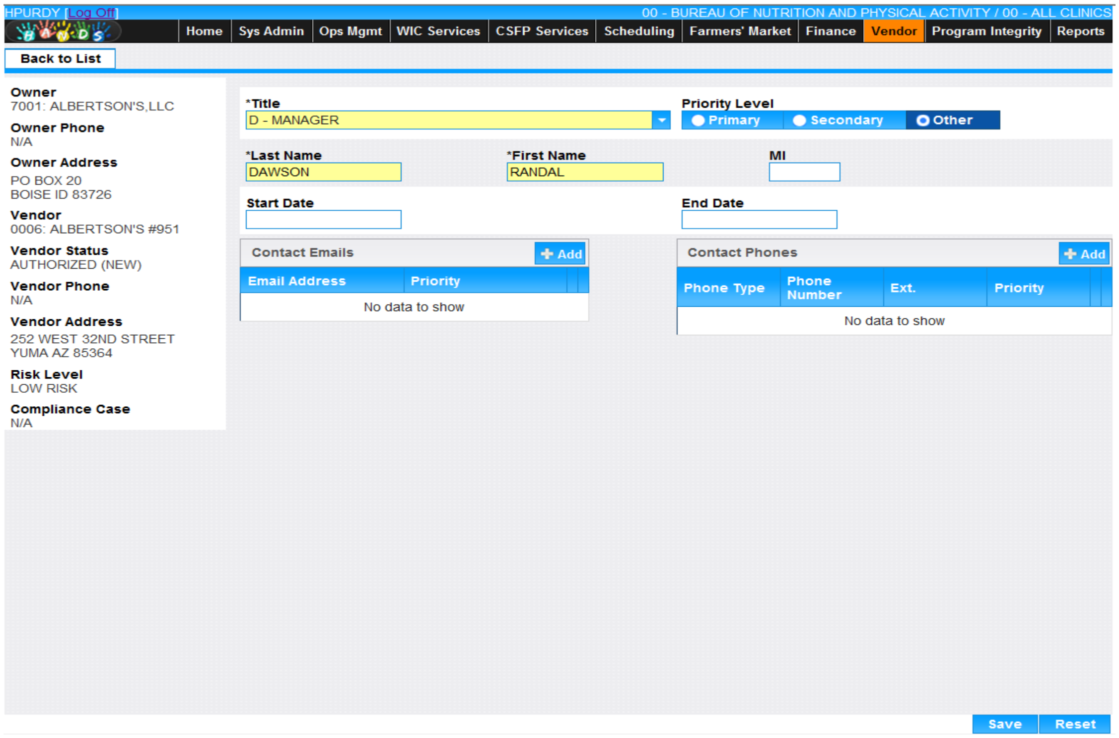
The Contacts page allows the user to manage the existing contact(s) and enter additional contact(s) for the Vendor.

1. Click the Contacts tab. The Vendor Contacts page is displayed with existing contacts displayed in the grid.



Edit an Existing Contact

1. Click on the Contact Name link on the contact record to edit. The Edit Contact window is displayed.



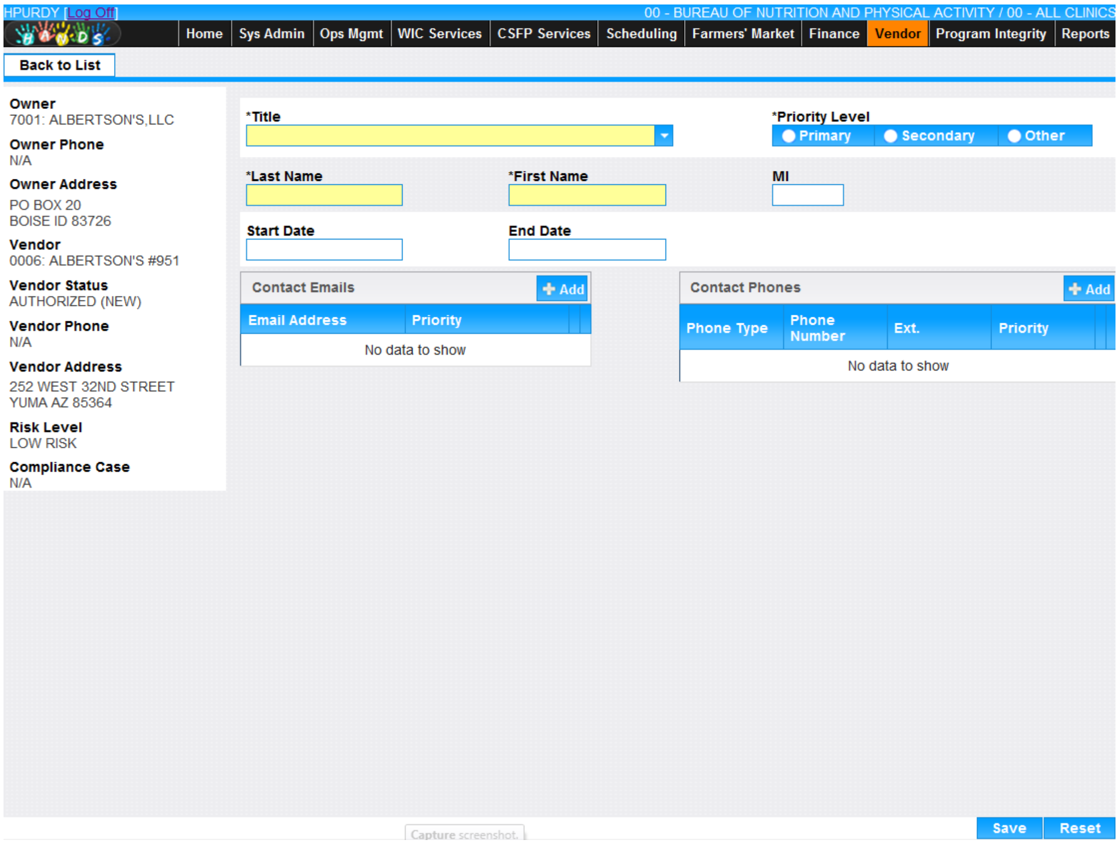
2. If desired, modify the appropriate fields.

3. If you want to discard the information entered, click the Reset button at the bottom of the page.

4. If you want to save the changes, click the Save button at the bottom of the page.

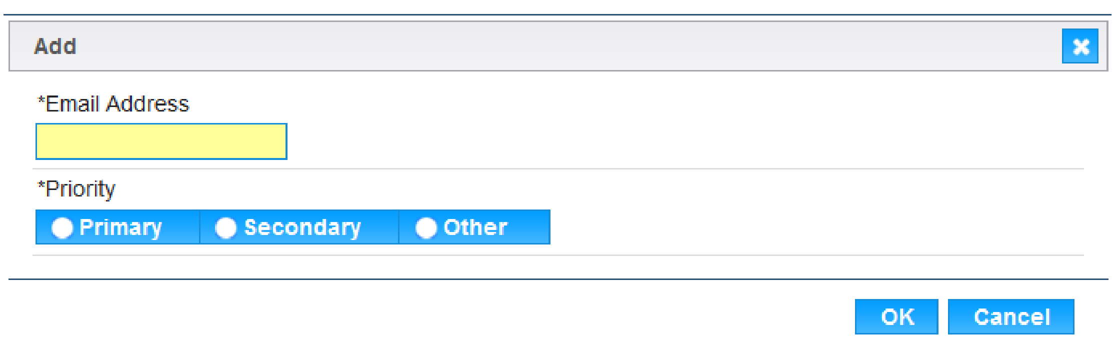
Add a Contact

1. Click the Add button on the Contacts page. The Add Contact page is displayed.



2. Enter all required fields and any other appropriate fields to complete the add Contact.

3. To add an email to the contact, click the Add button in the Contact Emails section. The Add email window displays.

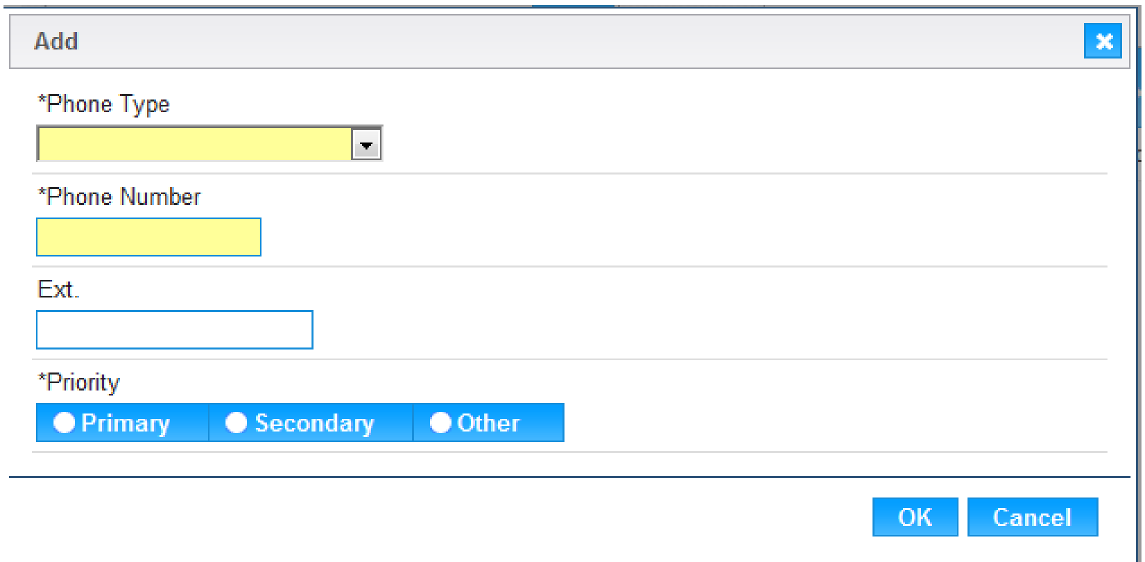


4. Enter the Email Address and select Priority.

5. Click Cancel to discard your information.

6. Click OK to keep the information. The email information entered will display in the Contact Emails section.

7. A Primary phone number must be entered for a Contact. Click the Add button in the Contact Phones section. The Add Phone window displays.



8. Enter the Phone Type, Phone Number and Priority.

9. Click Cancel to discard the information entered and close the window.

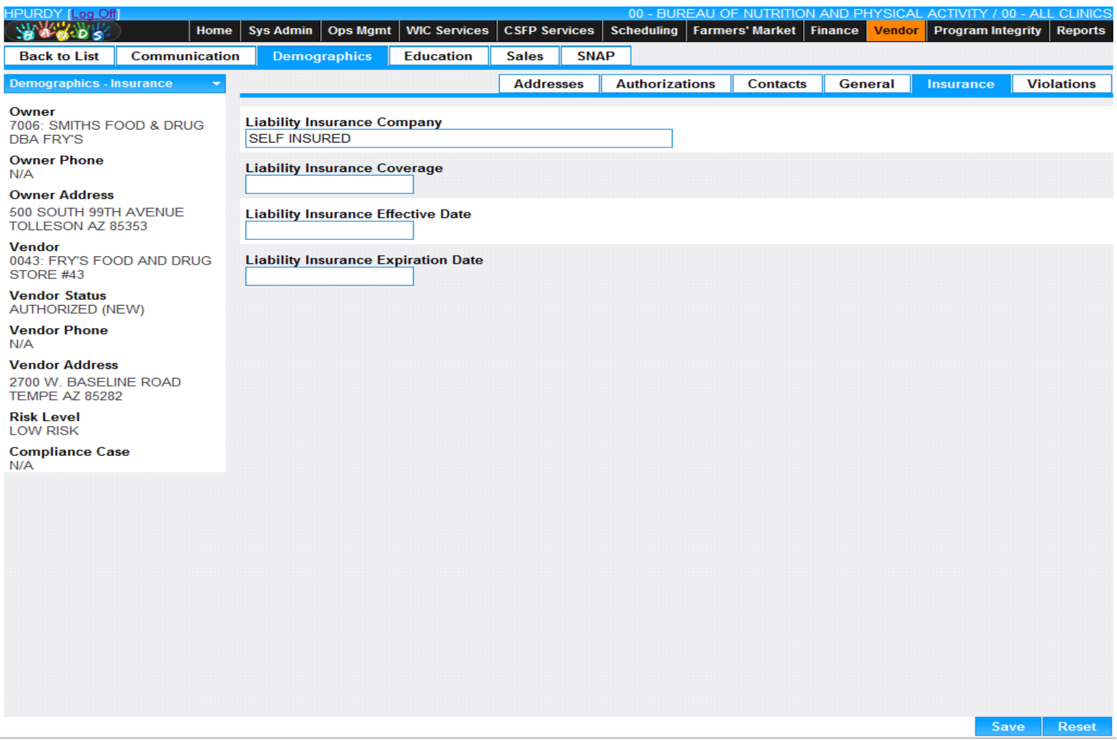
10. Click OK to keep the information. The phone information entered is displayed in the Contact Phones section on the Contact page.

11. Click Save on the Add Contact page. The new Contact will display in the grid on the Vendor Contacts page.

Vendor Demographics - Insurance

The Insurance form allows the user to enter the Vendor's insurance information.

1. Click on the Insurance tab. The Insurance page displays. If you are entering information for a new Vendor, the page will be blank. If you are editing an existing Vendor, the insurance information will be displayed.



2. Enter the Vendor insurance information on the page.

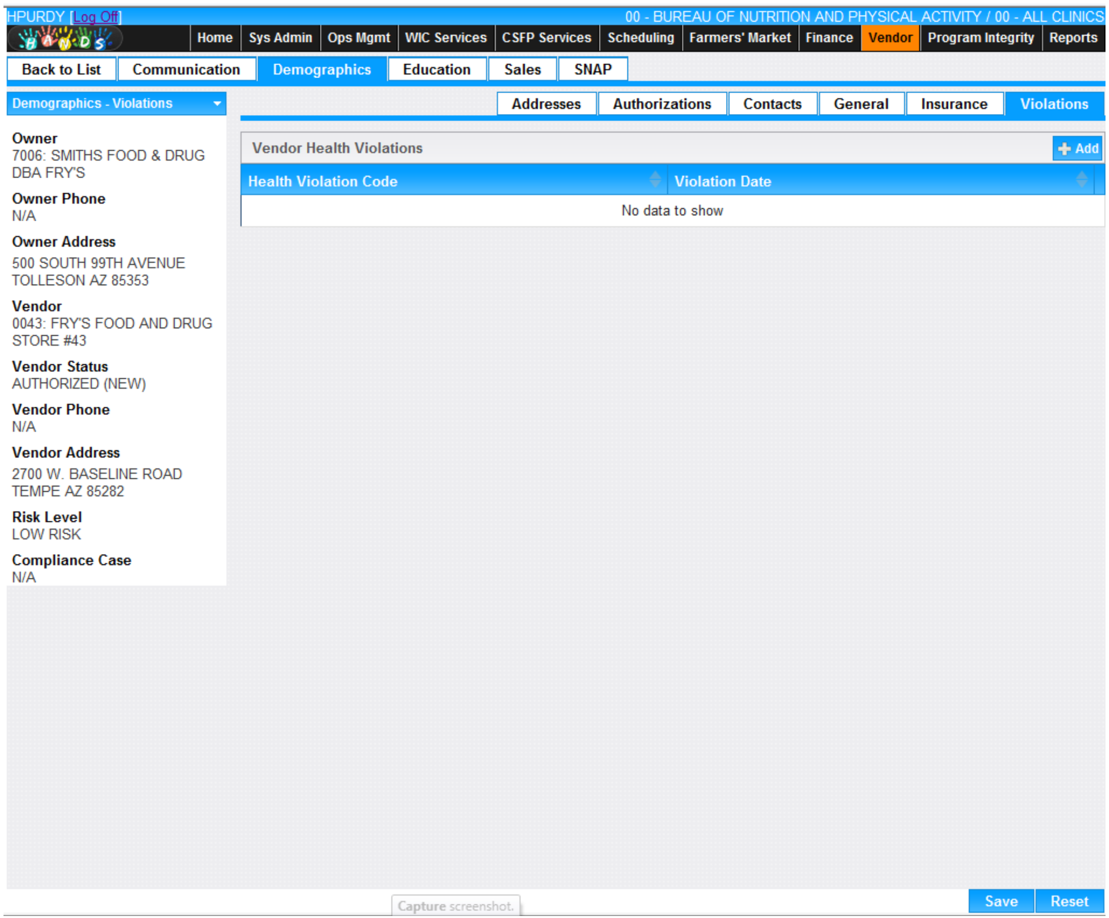
3. To discard the information entered, click the Reset button at the bottom of the page.

4. To keep the information entered, click the Save button at the bottom of the page.

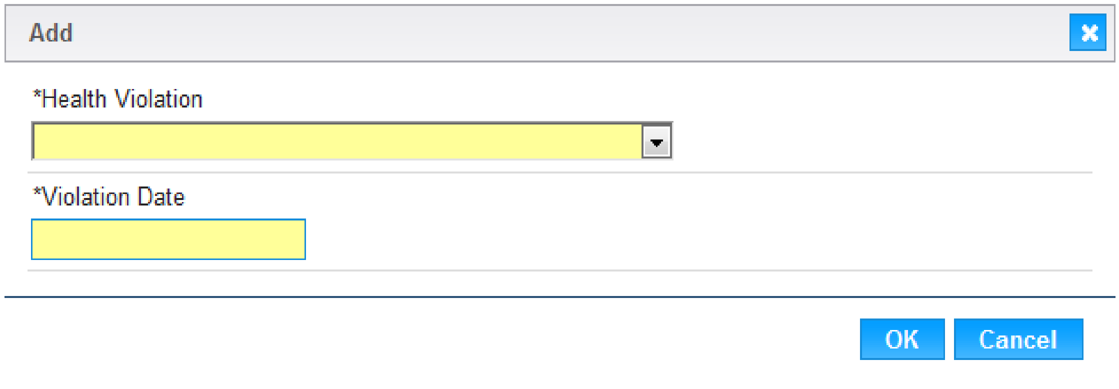
Vendor Demographics - Violations

The Violations page allows the user to view and manage violations that are associated with the Vendor.

1. Click the Violations tab. The Vendor Health Violations page displays. All violations associated with the Vendor are displayed on the page.



2. To add a violation, click the Add button in the Vendor Health Violations section. The Add Violation window is displayed.



3. Select the Violation and Violation Date.

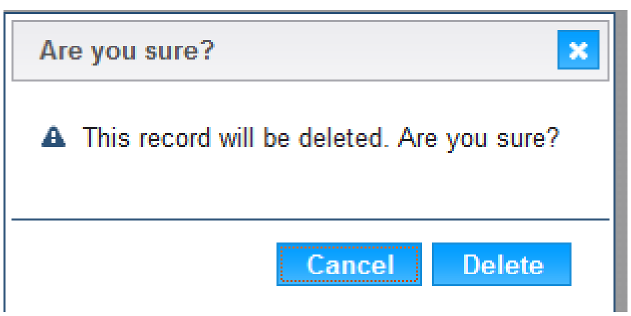
4. To discard adding a violation click Cancel.

5. To keep the information entered, click OK. The violation entered will display in the grid.

6. Click the Save button on the Violations page.

7. To Delete a violation, click on the trash can icon on the grid next to the violation you want to delete.

8. A delete confirmation message displays.



9. Click Cancel to keep the violation record.

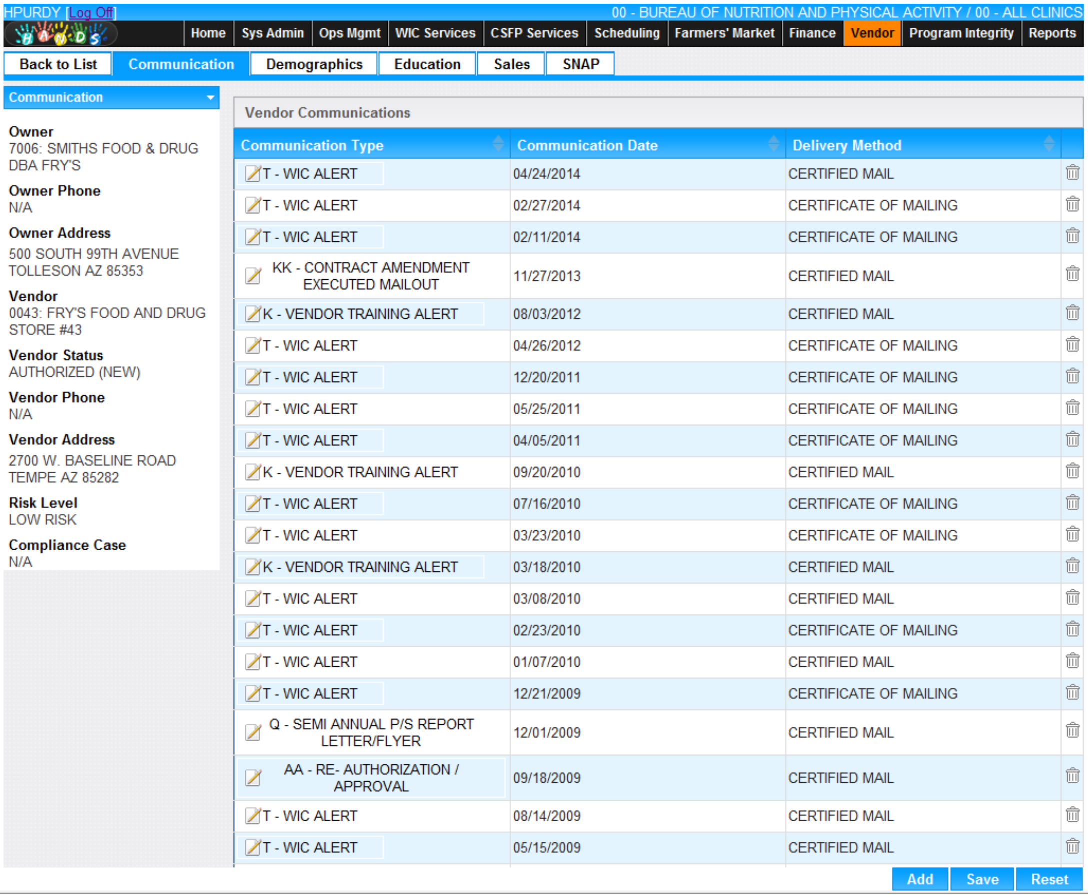
10. Click Delete to delete the violation record.

11. Click Save on the Violations page.

Vendor Management: Vendor Communication

The Communication page allows the user to enter and view communications that have been recorded for the Vendor.

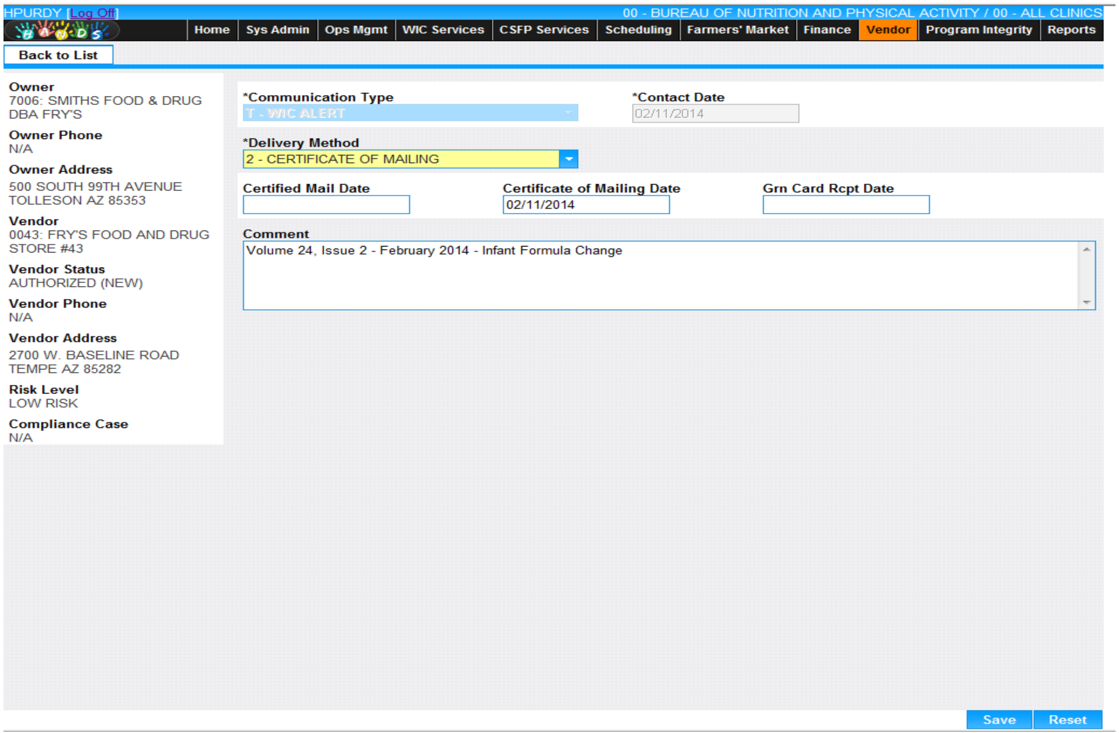
1. Click on the Communication tab . All communications recorded for the Vendor are displayed.



Communication Type	Communication Date	Delivery Method
T - WIC ALERT	04/24/2014	CERTIFIED MAIL
T - WIC ALERT	02/27/2014	CERTIFICATE OF MAILING
T - WIC ALERT	02/11/2014	CERTIFICATE OF MAILING
KK - CONTRACT AMENDMENT EXECUTED MAILOUT	11/27/2013	CERTIFIED MAIL
K - VENDOR TRAINING ALERT	08/03/2012	CERTIFIED MAIL
T - WIC ALERT	04/26/2012	CERTIFICATE OF MAILING
T - WIC ALERT	12/20/2011	CERTIFICATE OF MAILING
T - WIC ALERT	05/25/2011	CERTIFICATE OF MAILING
T - WIC ALERT	04/05/2011	CERTIFICATE OF MAILING
K - VENDOR TRAINING ALERT	09/20/2010	CERTIFIED MAIL
T - WIC ALERT	07/16/2010	CERTIFICATE OF MAILING
T - WIC ALERT	03/23/2010	CERTIFICATE OF MAILING
K - VENDOR TRAINING ALERT	03/18/2010	CERTIFIED MAIL
T - WIC ALERT	03/08/2010	CERTIFIED MAIL
T - WIC ALERT	02/23/2010	CERTIFICATE OF MAILING
T - WIC ALERT	01/07/2010	CERTIFIED MAIL
T - WIC ALERT	12/21/2009	CERTIFICATE OF MAILING
Q - SEMI ANNUAL P/S REPORT LETTER/FLYER	12/01/2009	CERTIFIED MAIL
AA - RE- AUTHORIZATION / APPROVAL	09/18/2009	CERTIFIED MAIL
T - WIC ALERT	08/14/2009	CERTIFIED MAIL
T - WIC ALERT	05/15/2009	CERTIFIED MAIL

Edit an Communication Record

2. To edit an existing communication click on the Communication Type link for the record you want to edit. The Edit Communication window is displayed.



3. The Communication Type and Contact Date are not editable.

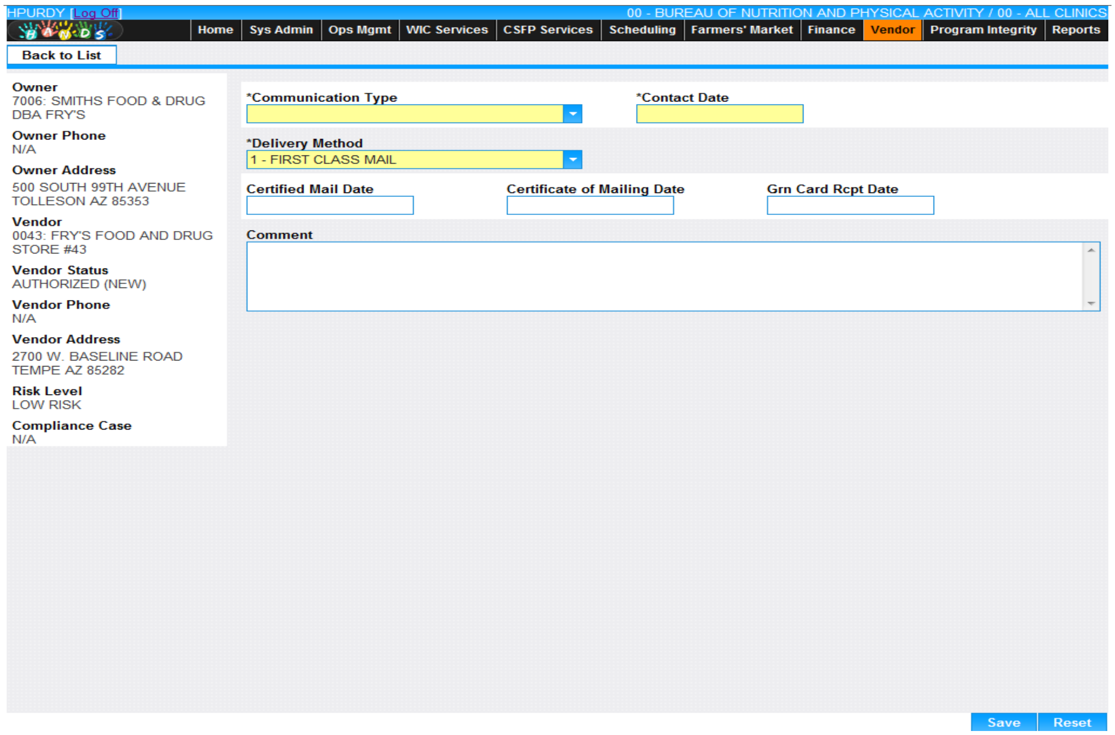
4. Make changes to the communication.

5. If you want to discard the changes you made, click the Reset button at the bottom of the page.

6. To keep the changes you made, click the Save button at the bottom of the page.

Add an Communication Record

7. To Add a new Communication, click Add on the Vendor Communications page. The Add Communication page is displayed.



8. Enter all required fields and any appropriate fields to complete the communication.

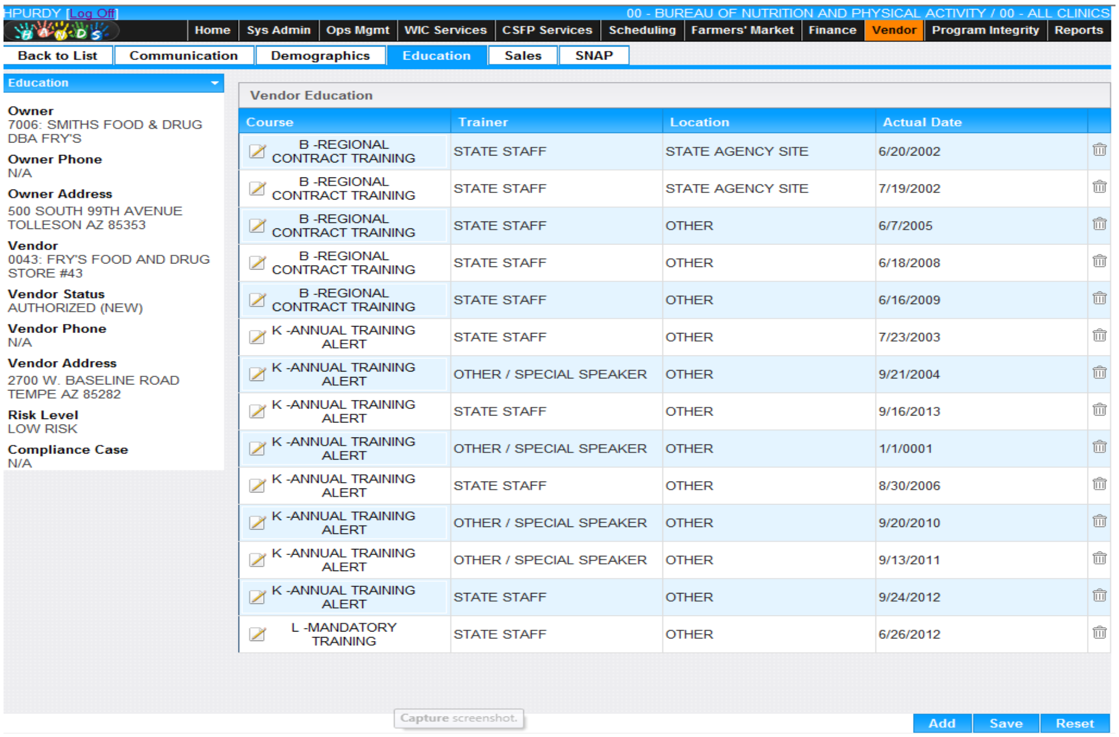
9. If Certified Mail is the selected Delivery Method, the Certified Mail Date is required.

10. Click Save. The Communication will display in the grid on the Communication page.

Vendor Management: Vendor Education

The Vendor Education page allows the user to record education classes taken by the Vendor.

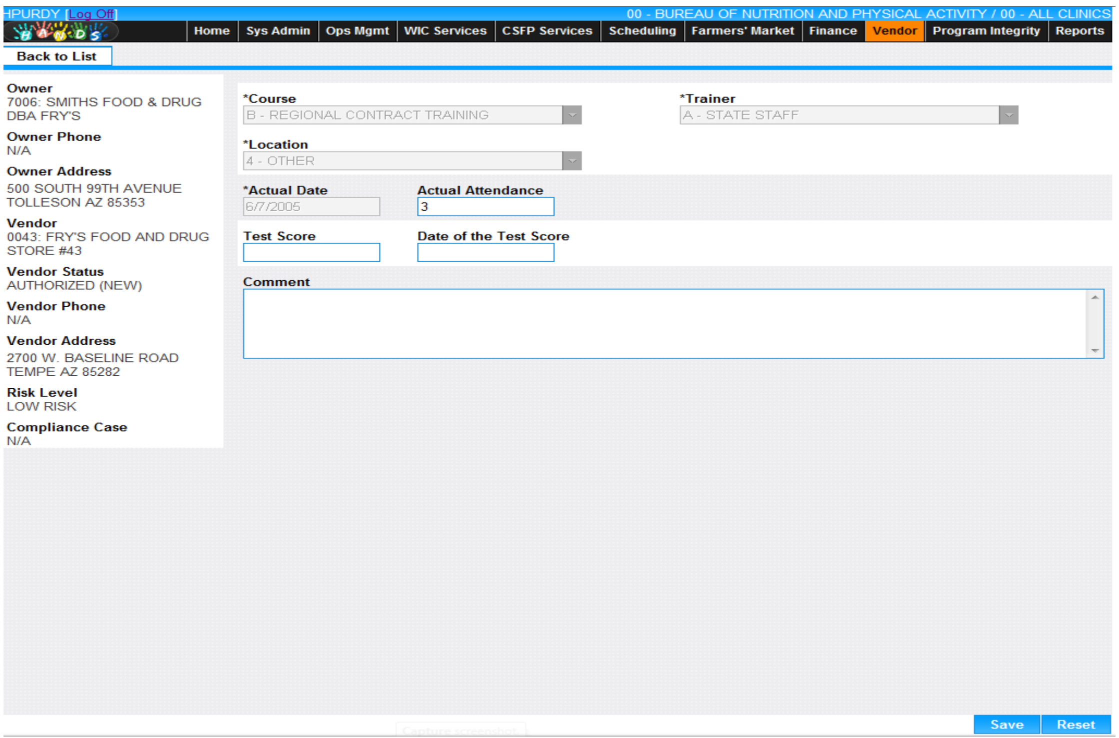
1. Click the Education tab. All education classes recorded for the Vendor are displayed on the page.



Edit an Education Record

An existing education record can be viewed or edited by accessing it from the Education page.

1. Click the Course link for the record to be viewed or edited. The Edit Course page is displayed.



2. If desired, change the information on the page.

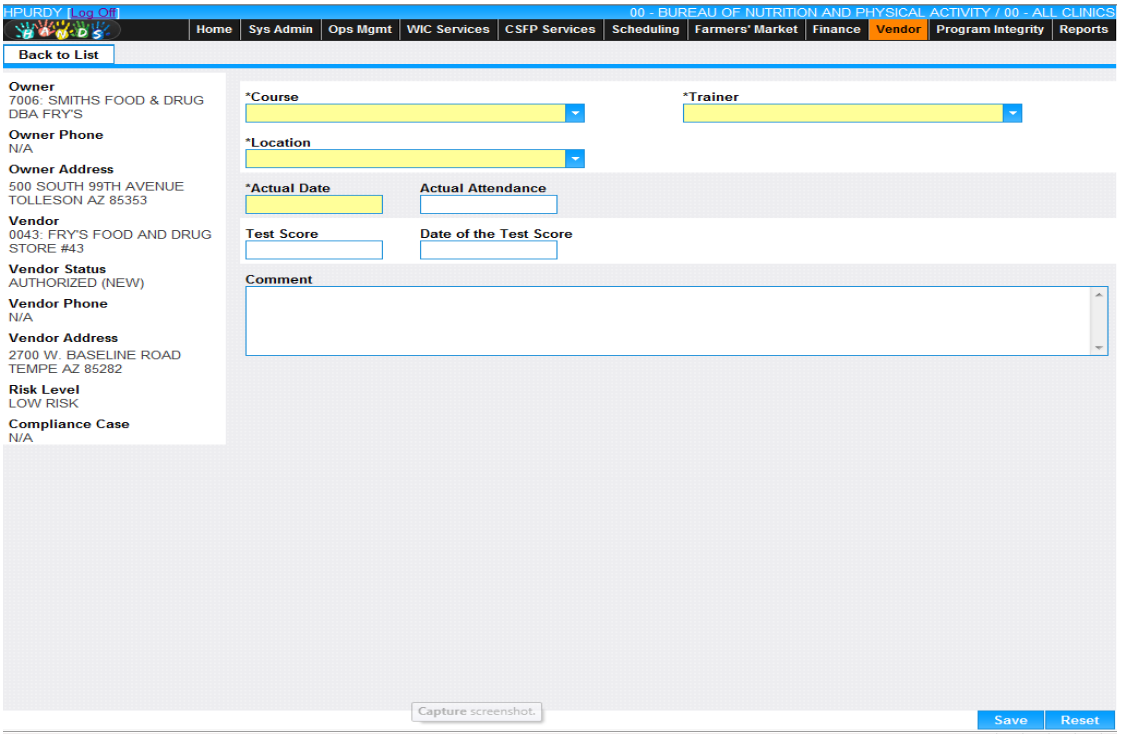
3. To discard the changes, click the Reset button at the bottom of the page.

4. To keep the changes, click the Save button at the bottom of the page.

Add an Education Record

A new education record can be created for the Vendor from the Education page.

1. Click Add on the Education page. The Add Education page is displayed.



2. Enter all required fields and any appropriate fields to complete the education page.

3. To discard information you have entered and start over, click the Reset button at the bottom of the page.

4. To keep the information you have entered, click the Save button at the bottom of the page.

5. The new Education record will display on the Vendor Education page.

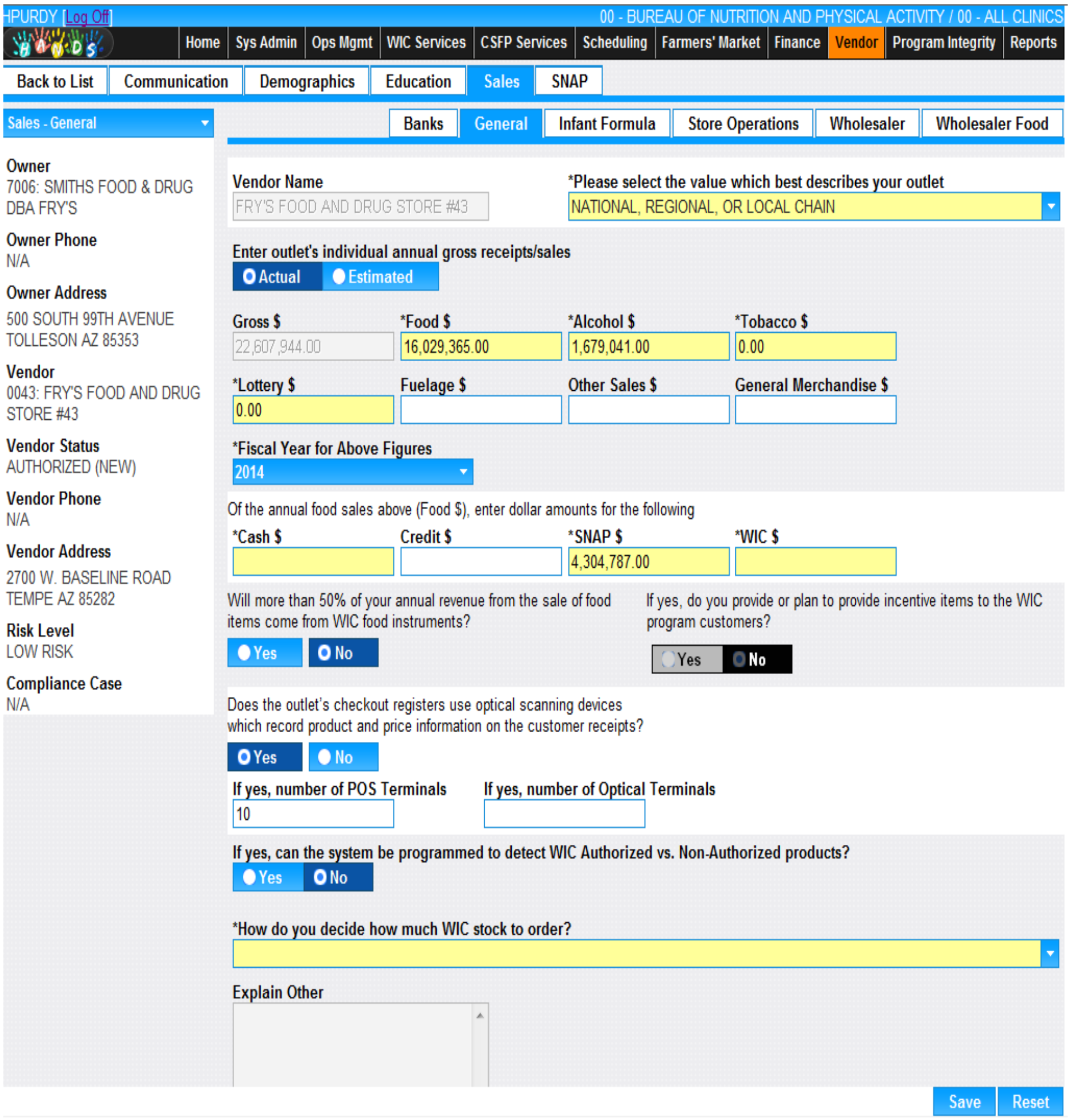
Vendor Management: Vendor Sales

The Vendor Sales page allows the user to record sales related information about the vendor, including information about the vendor's bank, infant formula wholesalers, store operations, wholesalers, food wholesalers, and general information.

Vendor Sales - General

The General page allows the user to enter information about the vendor's sales receipts, point-of-sale devices, and their status as an Above-50% WIC vendor.

1. From the Vendor Sales page click the General tab. The **Please select the value which best describes your outlet** field is defaulted to the value selected when the vendor was added to HANDS.



2. Enter all required fields and any appropriate fields to complete the information on the page.

3. Enter the amount from Food, Alcohol, Tobacco, Lottery, Fuelage, Other Sales, and General Merchandise. These values will be automatically totaled and the result shown in the Gross $ field.

4. Answer the Yes/No question regarding annual food revenue exceeding 50% for WIC. If Yes, answer the Yes/No questions regarding incentives to WIC customers.

5. Answer the Yes/No question regarding the use of Optical Scanning Devices.
If Yes, enter the number of POS Terminals and number of Optical Terminals. If Yes, answer the Yes/No question regarding system recognition of WIC items.

6. If you select Other for **How Much WIC Stock to Order**, you must enter and explanation.

7. If applicable, define WIC Concepts offered by this outlet by clicking Add within the WIC Concepts Histories section. The WIC Concept History window is displayed.

8. Enter the information on the window.

9. To discard the information and close the window, click Cancel.

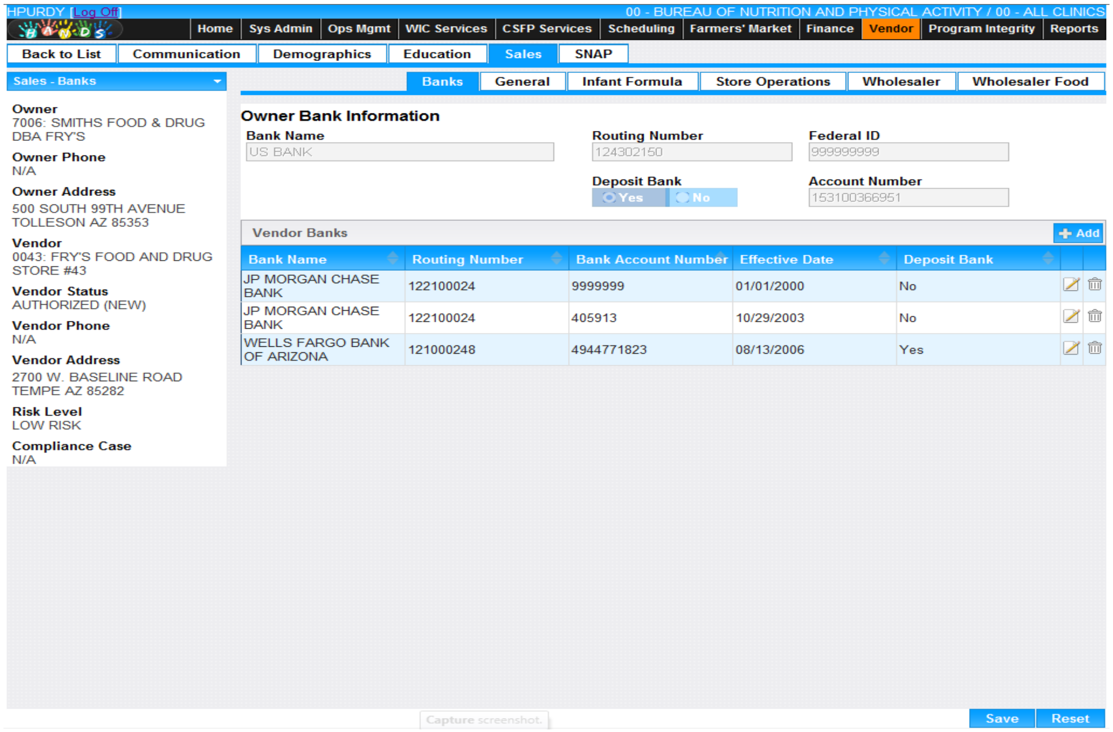
10. To keep the information entered, click OK.

11. Click Save on the Sales - General page.

Vendor Sales - Banks

The Banks page allows the user to view and edit bank information for the Vendor.

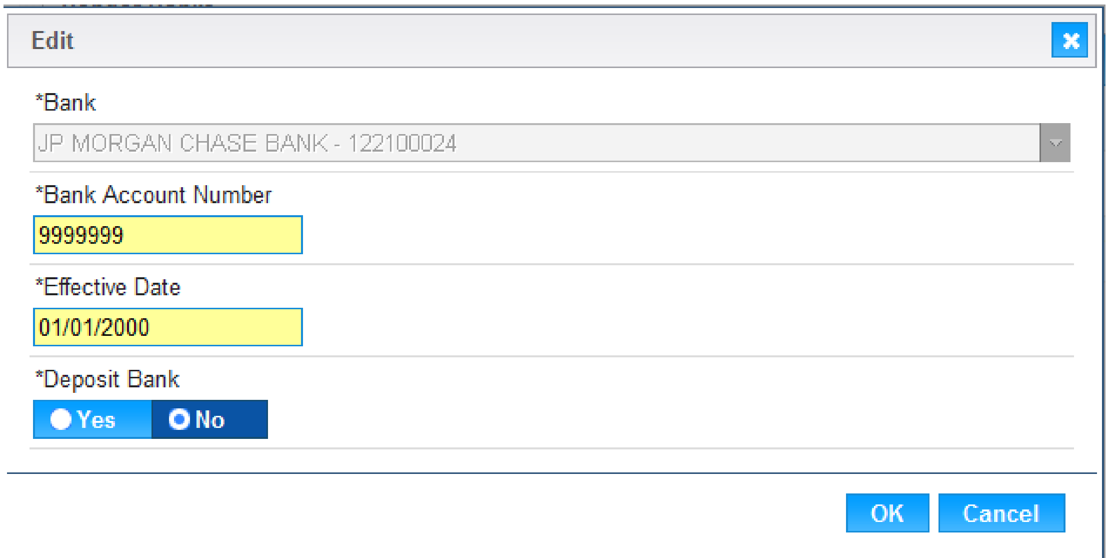
1. Click on the Banks tab. The Banks page is displayed with the Owner Bank Information and all banks associated with the Vendor.



Edit Bank Information

A Vendor's bank information can be viewed or modified from the Banks page.

1. On the Banks page, click the Edit icon for the record you want to view or edit. The Edit Bank page is displayed. The Bank name cannot be modified.



2. If desired, change the appropriate fields.

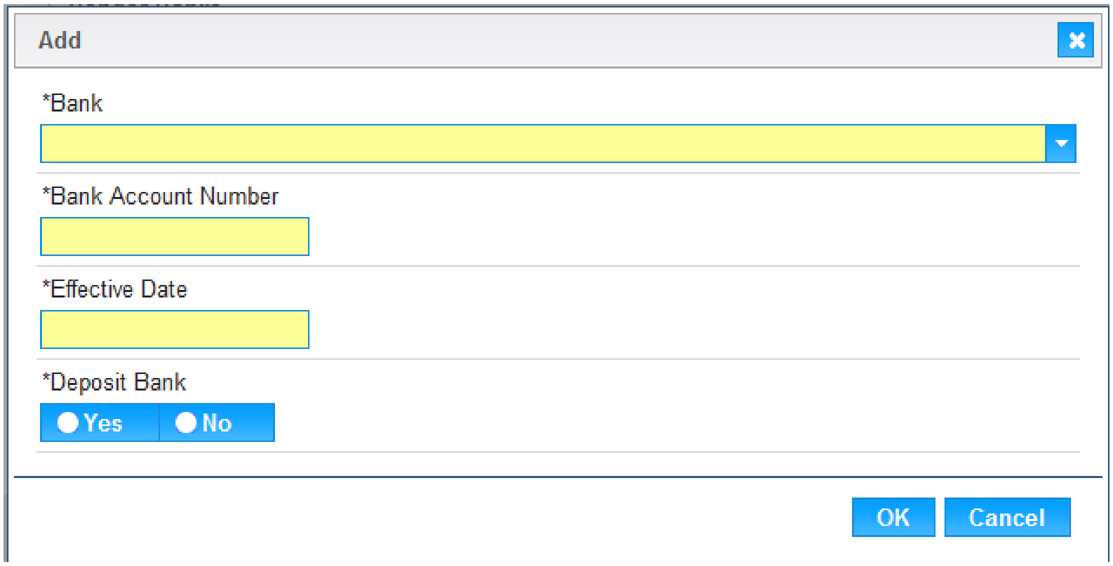
3. You can discard the changes you made and close the window by clicking the Cancel button.

4. To keep the changes you made, click the OK button.

Add Bank Information

A new bank can be added for a Vendor from the Banks page.

1. On the Banks page, click the Add button. The Add Bank window is displayed.



2. Enter all fields on this window, they are all required.

3. To discard the information you have entered and close the window, click the Cancel button.

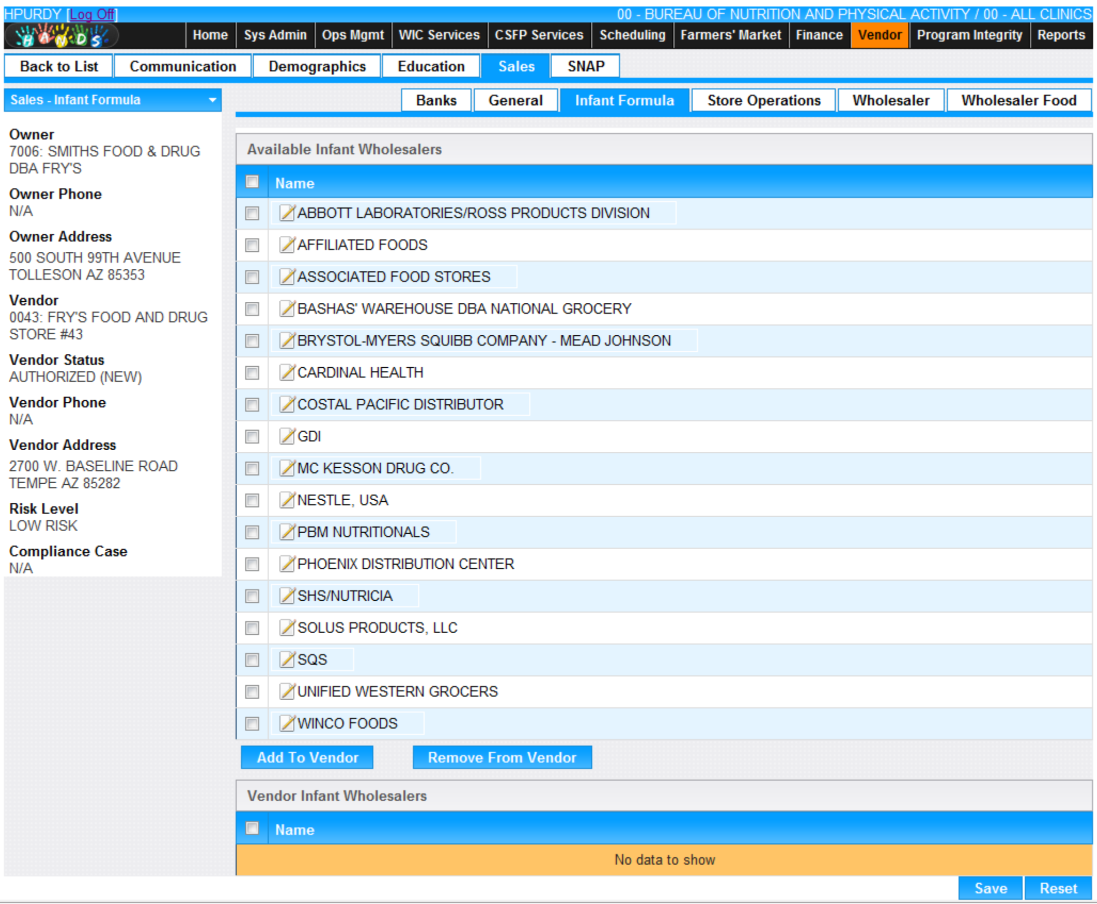
4. To keep the information you have entered, click OK. The bank information entered will display in the Vendor Banks grid.

5. Click Save on the Banks page.

Infant Formula

The Infant Formula page allows the user to view and manage the list of infant formula wholesalers used by the Vendor.

1. Click the Infant Formula tab. The Infant Formula page displays with a list of available infant wholesalers as well as a list of vendor infant wholesalers currently assigned to the Vendor.



Add/Remove Infant Formula Wholesaler to a Vendor

The Infant Formula Wholesaler page allows the user to manage the infant formula wholesalers used by the Vendor. From this page, infant formula wholesaleer can be added to the Vendor or removed if currently assigned.

To add one or more infant formula wholesalers to the Vendor:

1. From the Available Infant Formula Wholesaler list, select one or more wholesalers to be added.

2. Click the Add to Vendor button. The Wholesalers will display in the Vendor Infant Wholesalers section.

3. Click Save.

To remove ore or more infant formula wholesalers for the Vendor:

1. From the Vendor Infant Formula Wholesaler list, select one or more wholesalers to be removed form the Vendor.

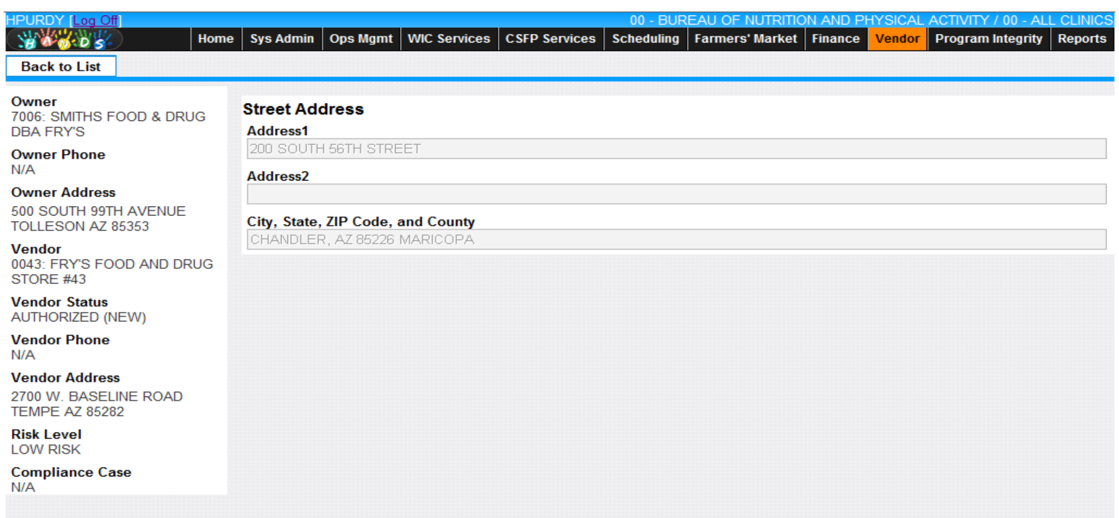
2. Click the Remove from Vendor button.

3. Click Save.

View Infant Formula Wholesaler Details

The details of an infant formula wholesaler can be reviewed form the Infant Formula page. No modifications to the wholesaler information are possible from this page.

1. From the Infant Formula page, click the Name link for the infant formula wholesaler you want to view. The View Infant Formula Wholesaler page is displayed.

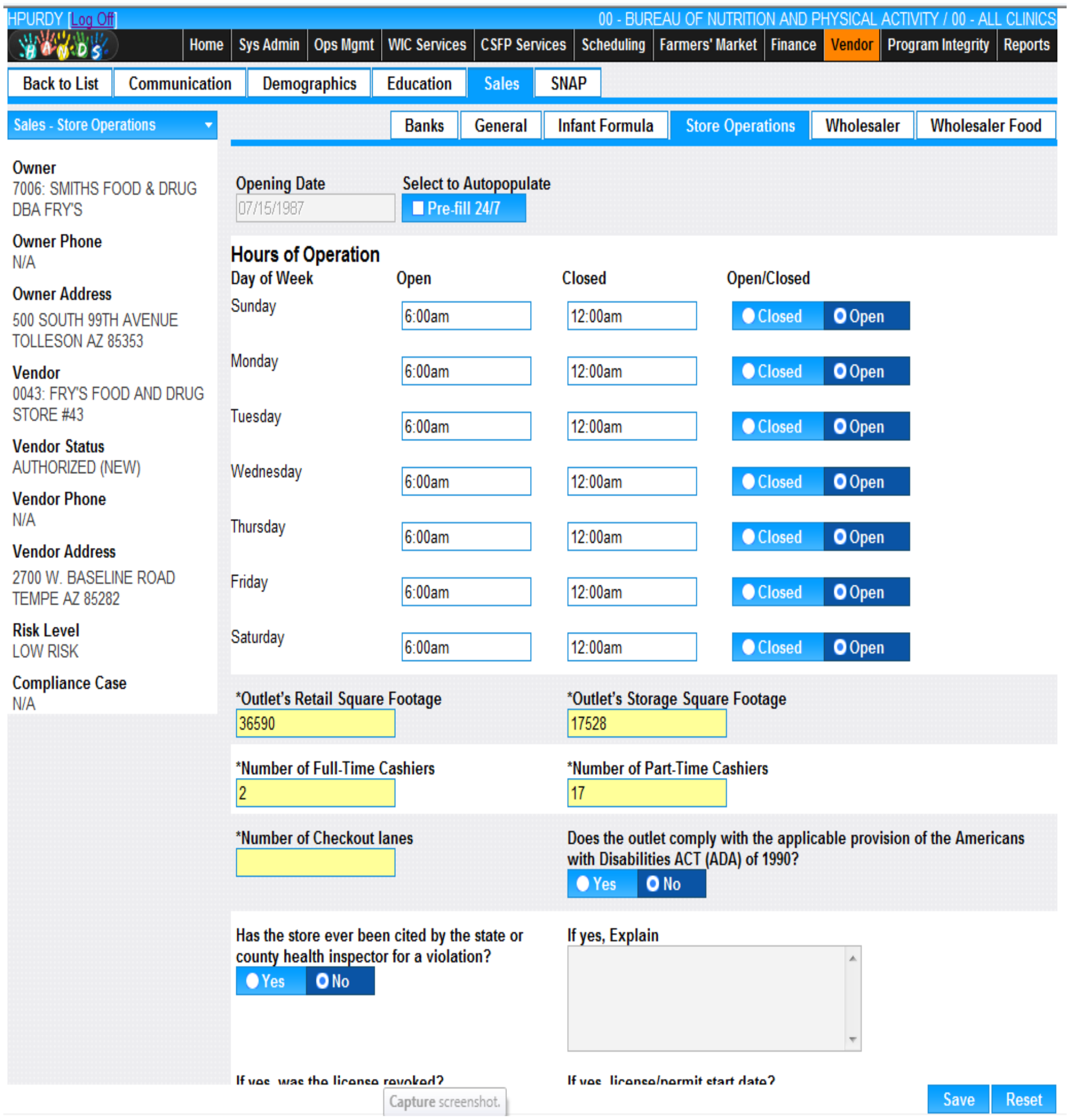


2. Click Back to List when you are done viewing the record.

Vendor Store Operations

The Store Operations page allows the user to record the hours and days of the week the store is open for business. It also allows the user to enter information about the vendor outlet facilities.

1. Click the Store Operations tab. The Vendor Store Operations page is displayed.



2. Enter all required fields and any appropriate fields to complete the Store Operations page.

3. Specify the Hours of Operation as follows:

- If the outlet is open 24-hours by 7-days a week, select the “Pre-Fill 24/7” button.
- The Hours of Operation fields will be auto-populated.
- If the outlet is not open 24-hours by 7-days a week, enter the Open and Close times for each day of the week that the store is open.
- If the store is closed an entire day, select Closed for that day.

4. If you answer Yes if the store has ever been cited by State or City Health Inspectors:

- Enter comments in the Explain field
- Indicate if the license was revoked.
- Indicate the License/Permit Start Date.
- Indicate the License/Permit End Date.

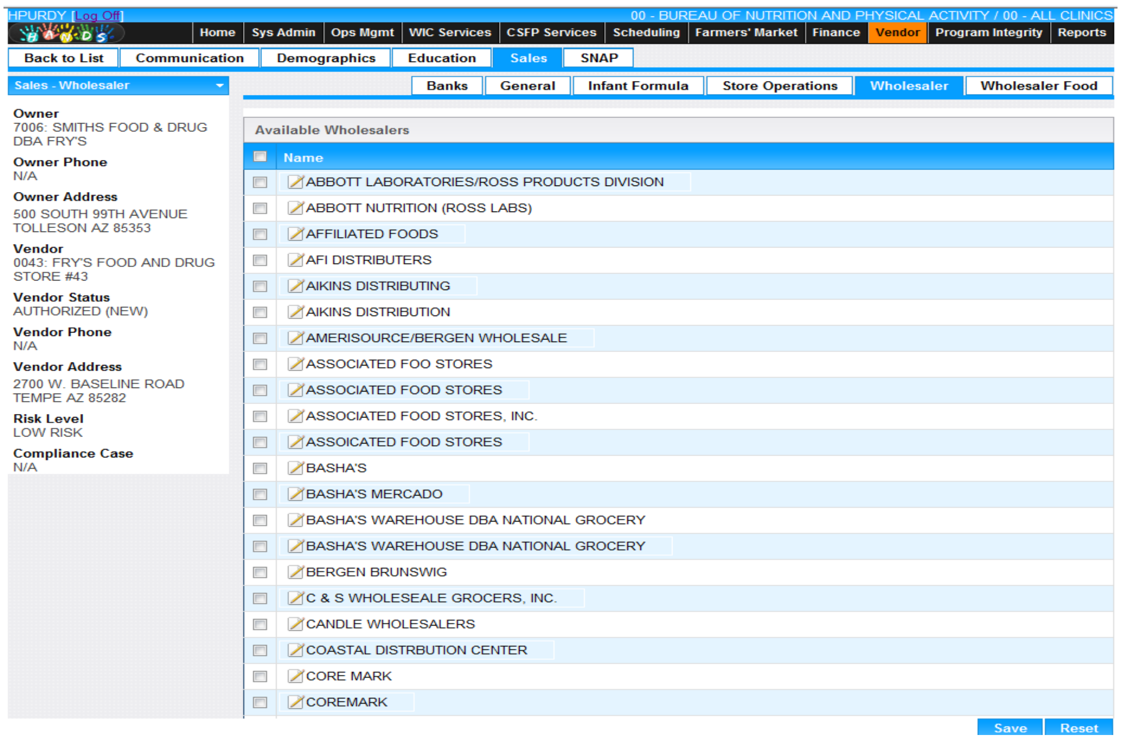
5. To clear all field values and begin again, click the Reset button at the bottom of the page.

6. To keep the information entered, click the Save button.

Vendor Wholesaler

The Wholesalers page allows the user to view and mange the wholesalers used by the Vendor.

1. Click the Wholesaler tab. The page will display with all available wholesalers and wholesalers assigned to the vendor.



Add/Remove Wholesaler to a Vendor

The Wholesaler page allows the user to manage the wholesalers assigned to the vendor. From this screen, wholesales can be added to the vendor, or removed if currently assigned.

To add one or more wholesalers to the vendor:

1. From the Available Wholesaler list, select one or more wholesalers to be added.

2. Click the Add to Vendor button.

3. Click Save.

To remove one or more wholesalers for the vendor:

1. From the Vendor Wholesaler list, select one or more wholesalers to be removed from the vendor.

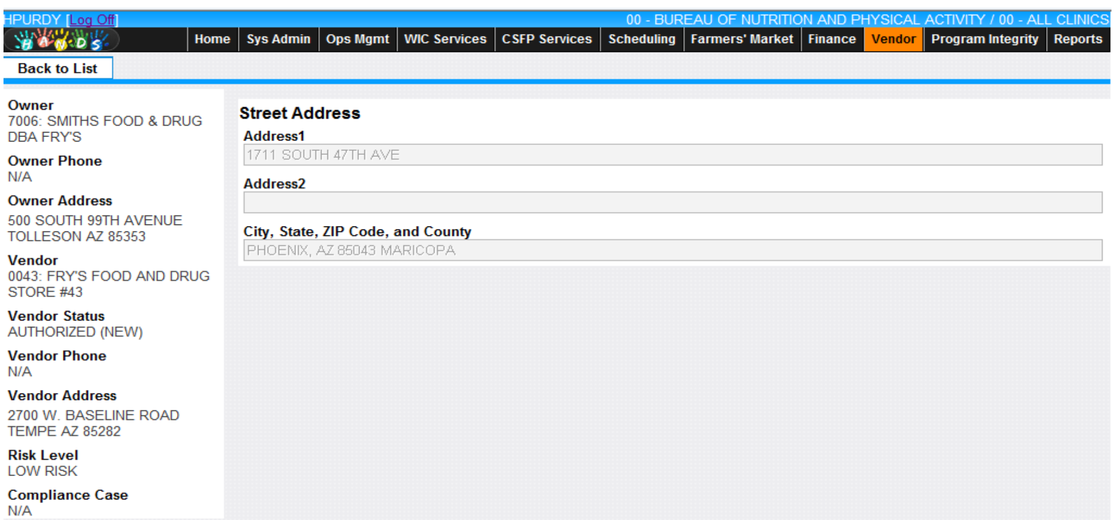
2. Click the Remove from Vendor button.

3. Click Save.

View Wholesaler Details

The details of a wholesaler can be reviewed from the Wholesaler page. No modifications to the wholesaler information are possible from this page.

1. On the Wholesaler page click the Name link for the wholesaler to review. The Wholesaler page is displayed.

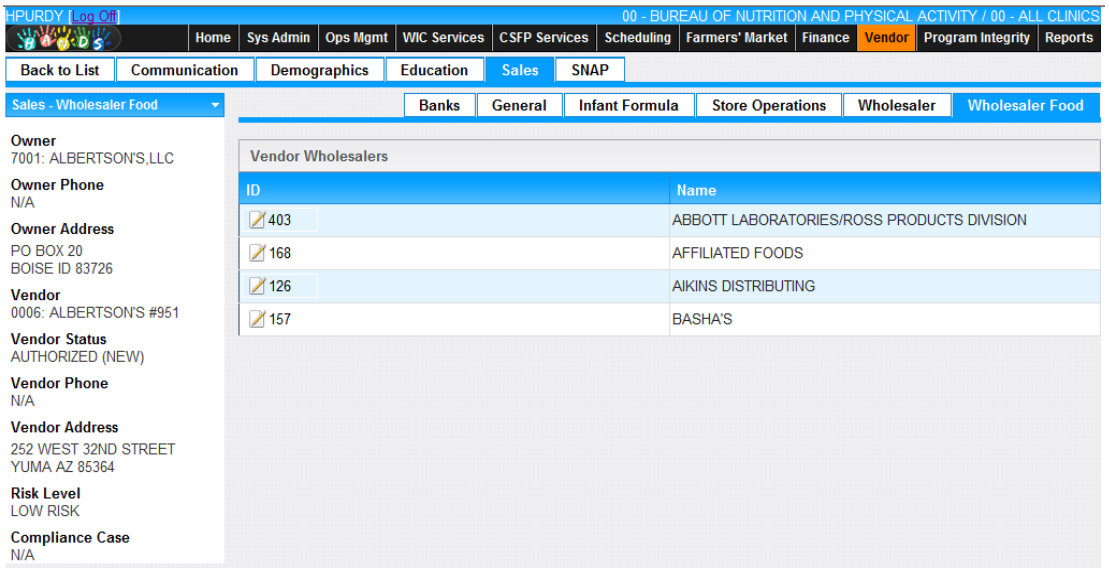


2. Click Back to List when you are done viewing the information.

Wholesaler Food

The Wholesaler Food page displays the Wholesalers associated with this vendor and allows the user to view and manage what foods each wholesaler provides the vendor.

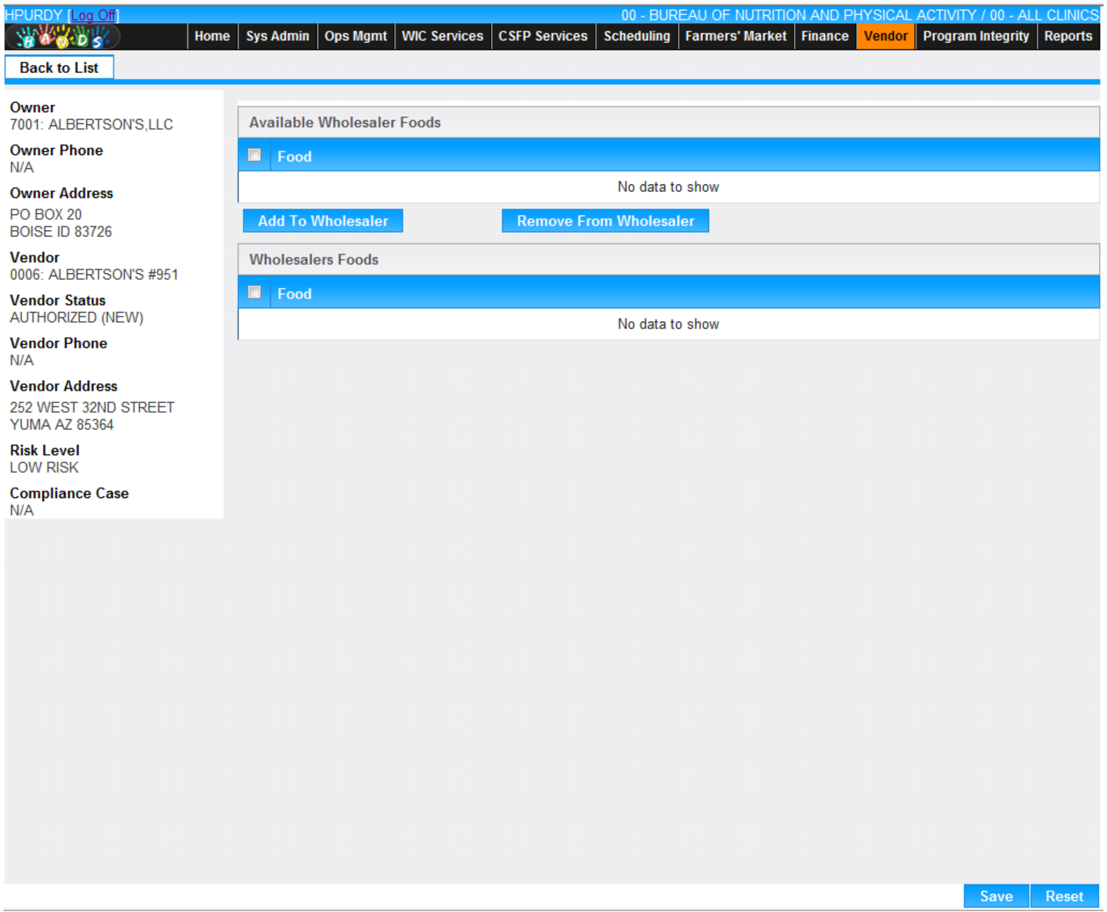
1. Click the Wholesaler Food tab. The Vendor Wholesalers page displays with all wholesalers associated with the vendor displayed in the grid.



Add/Remove Foods Provided by the Wholesaler

Manage the foods offered to the vendor by the wholesaler from the Wholesaler Food page.

1. From the Vendor Wholesalers page click the ID link for the wholesaler to modify.



Add One or More Foods to the Wholesaler

1. From the Available Wholesaler Foods list, select one or more foods to be added.

2. Click the Add to Wholesaler button.

3. To discard the information entered, click reset.

4. If you want to save the information entered, click Save.

To remove one or more foods from a wholesaler:

1. From the Wholesaler Foods list, select one or more foods to be removed.

2. Click the Remove From Wholesaler button.

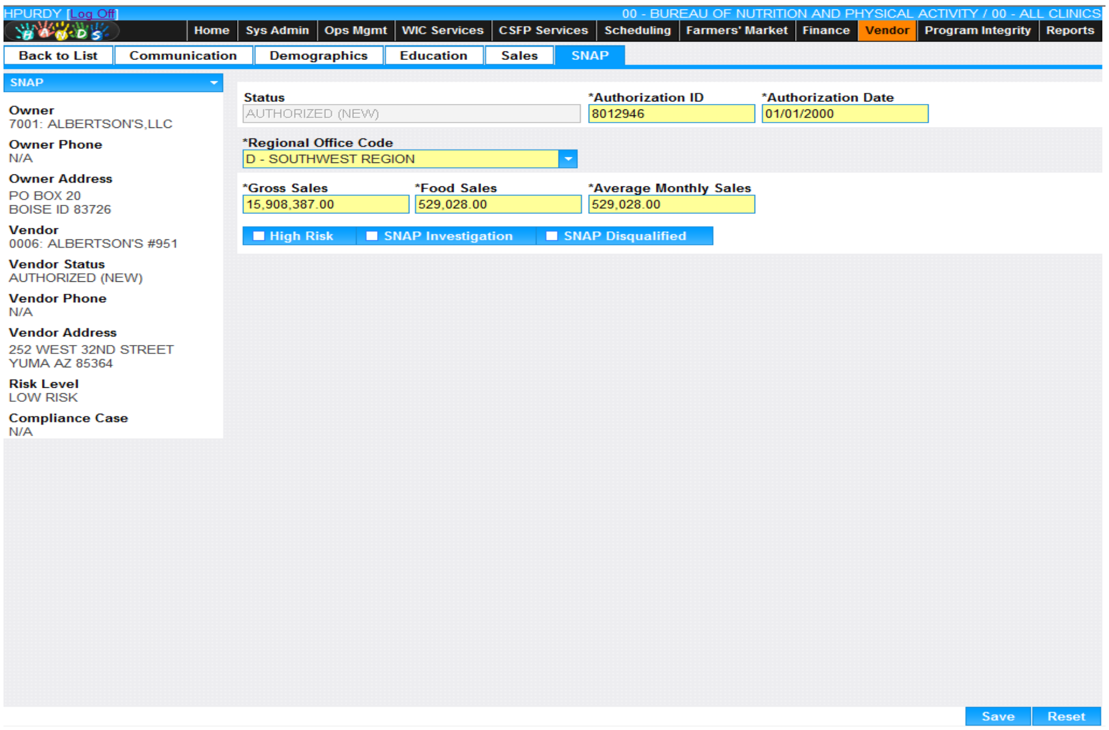
3. To discard the information entered, click Reset.

4. If you want to save the information entered, click Save.

Vendor Management: Vendor SNAP

The Vendor SNAP page allows the user to view and enter the vendor's SNAP-related information such as the Authorization ID and Date, the Regional Office Code, the Average Monthly Sales, Gross Sales and Food Sales. It is also where the user can indicate if the vendor is High Risk, under SNAP Investigation, or SNAP Disqualified.

1. Select the SNAP tab in the Vendor module. The SNAP page is displayed. The fields on this page cannot be completed until the Vendor's status is "Authorized".



2. Enter all required fields and any appropriate fields to complete the SNAP page.

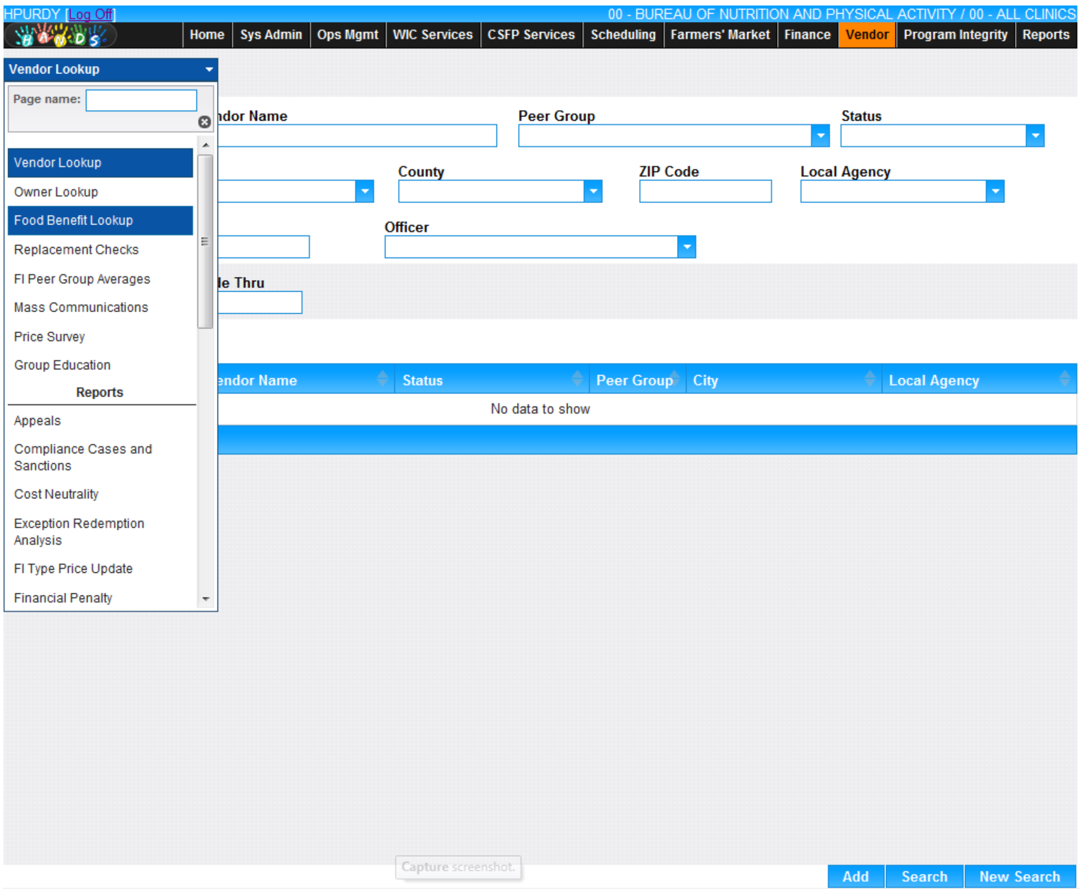
3. To discard the entered information, click Reset.

4. To keep the entered information, click Save.

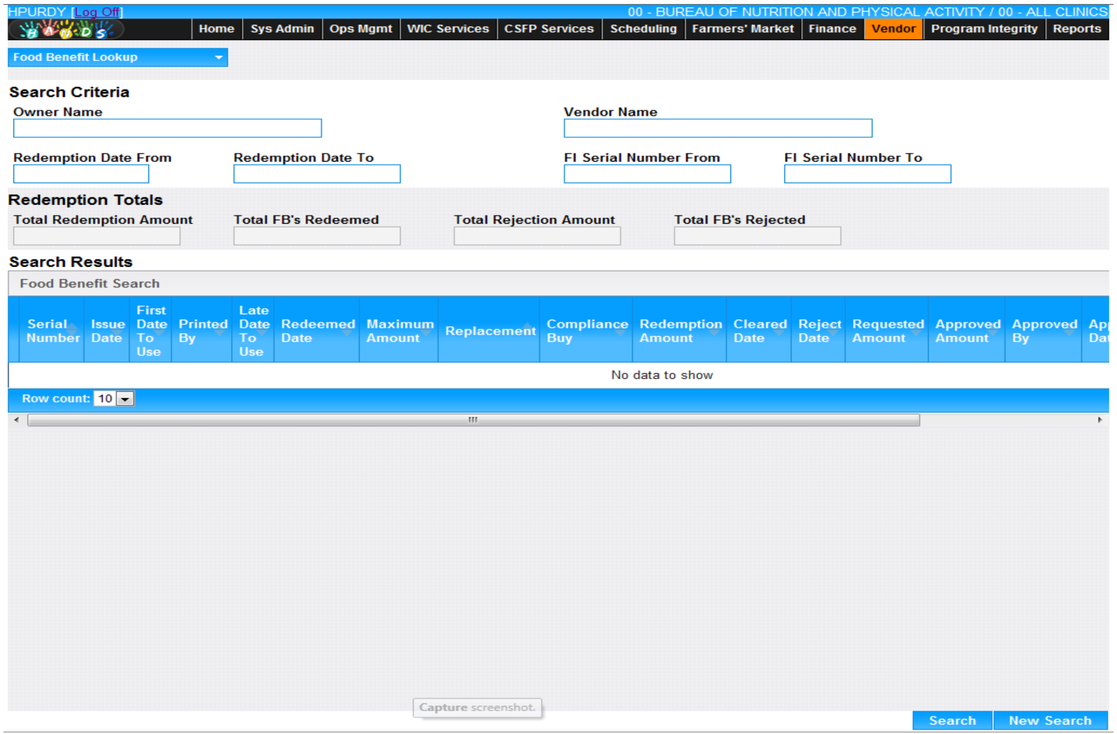
Vendor Management: Food Benefit Lookup

The Food Benefit (FB) Lookup page allows the user to search for and review food benefits that have been redeemed. A search may be performed by Owner Name, Vendor Name, Redemption Date range, or FI Serial Number range. At least one item of search criteria must be entered.

1. In the Vendor module, click on the navigation drop down list and select Food Benefit Lookup.

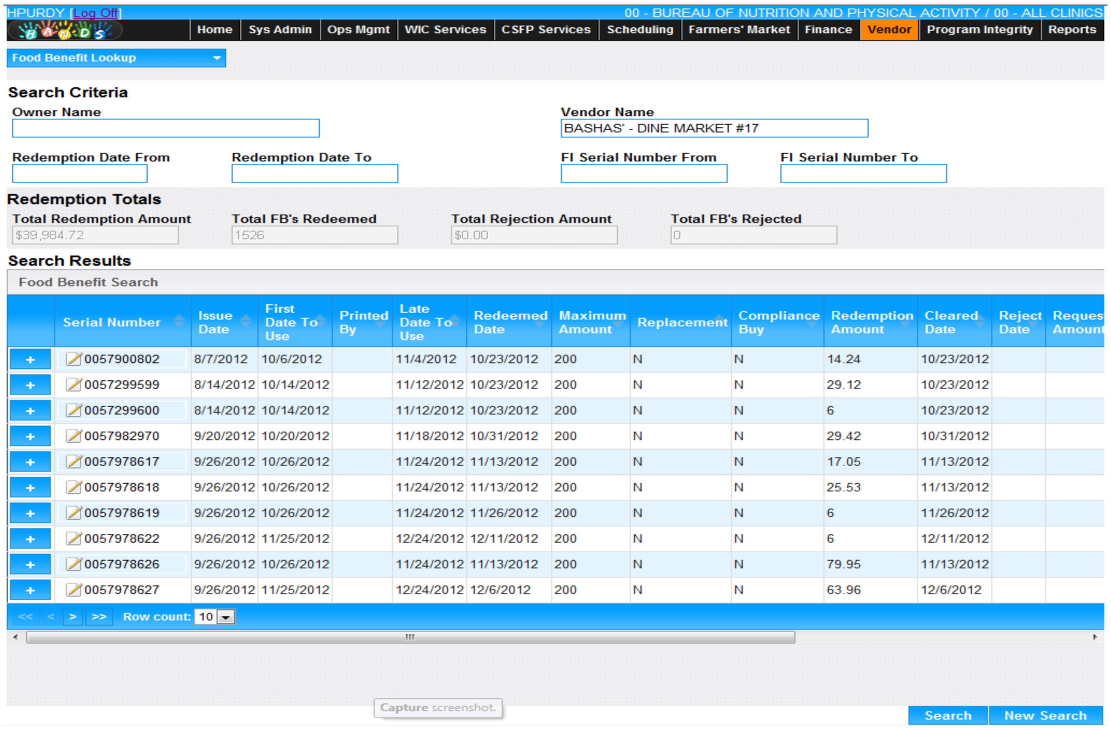


2. The Food Benefit Lookup page is displayed.



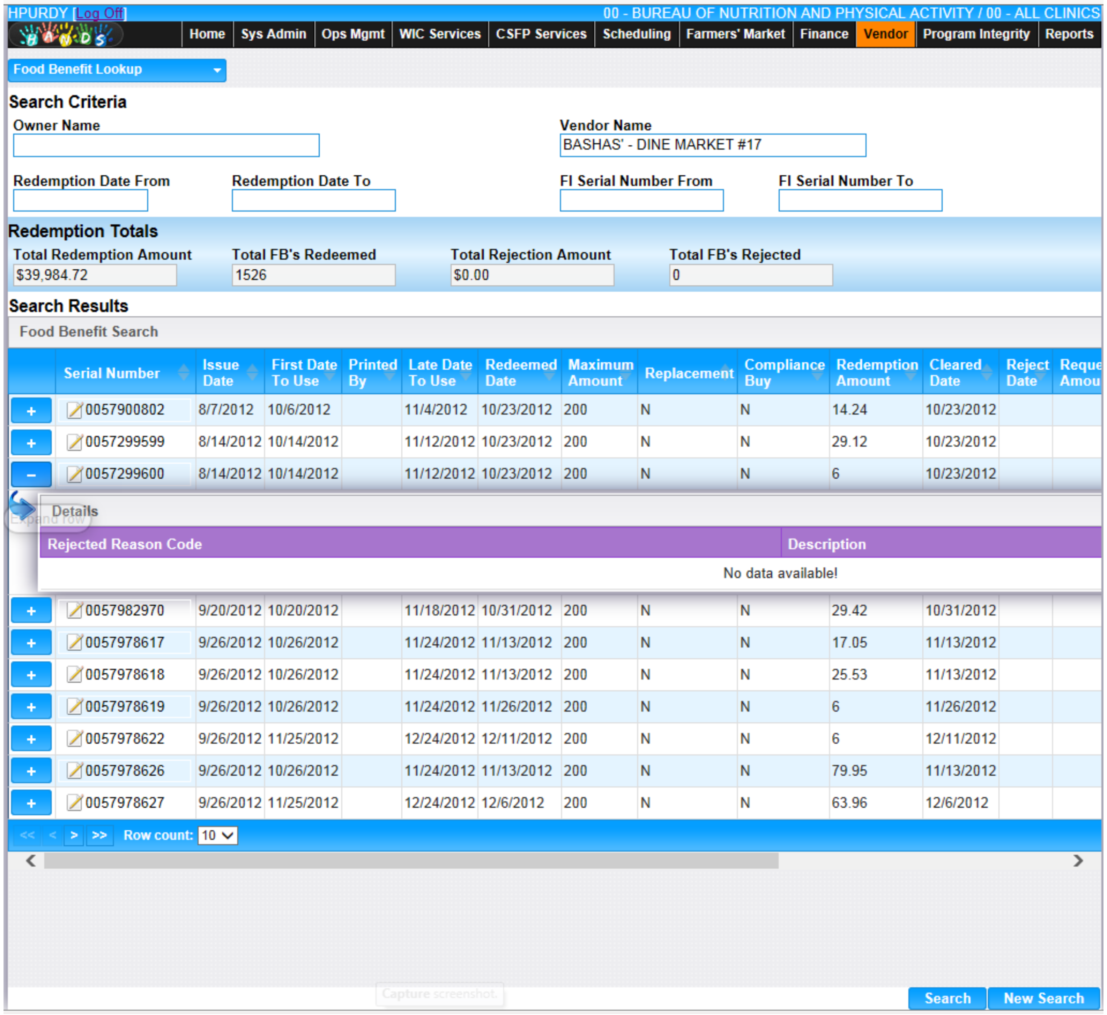
3. Enter search criteria on the Food Benefit Lookup page. Avoid entering date ranges and serial number ranges that are too broad of a range.

4. Click Search. The page displays with the search results. The Redemption Totals section will automatically populate with the search results.

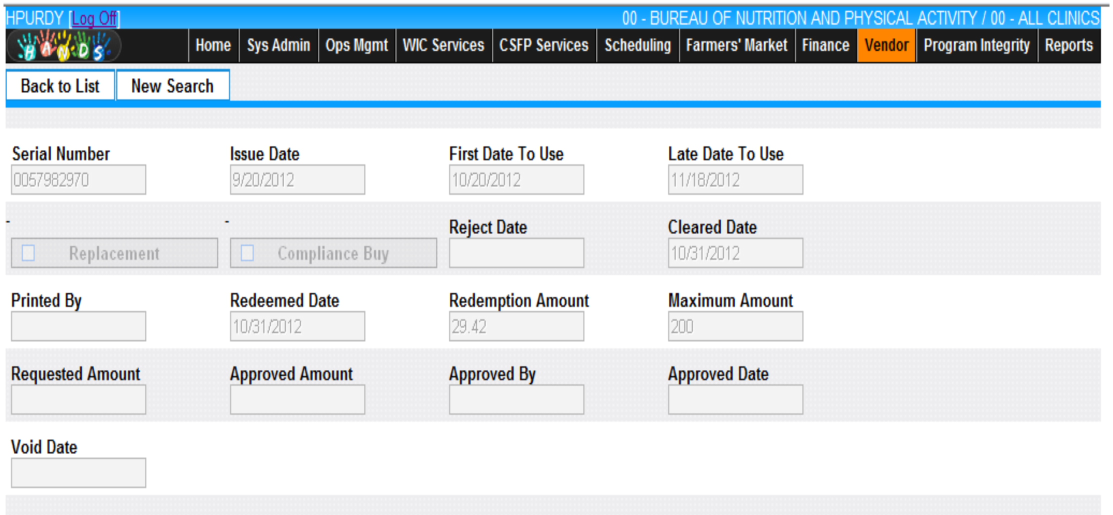


	Serial Number	Issue Date	First Date To Use	Printed By	Late Date To Use	Redeemed Date	Maximum Amount	Replacement	Compliance Buy	Redemption Amount	Cleared Date	Reject Date	Request Amount
+	0057900802	8/7/2012	10/6/2012		11/4/2012	10/23/2012	200	N	N	14.24	10/23/2012		
+	0057299599	8/14/2012	10/14/2012		11/12/2012	10/23/2012	200	N	N	29.12	10/23/2012		
+	0057299600	8/14/2012	10/14/2012		11/12/2012	10/23/2012	200	N	N	6	10/23/2012		
+	0057982970	9/20/2012	10/20/2012		11/18/2012	10/31/2012	200	N	N	29.42	10/31/2012		
+	0057978617	9/26/2012	10/26/2012		11/24/2012	11/13/2012	200	N	N	17.05	11/13/2012		
+	0057978618	9/26/2012	10/26/2012		11/24/2012	11/13/2012	200	N	N	25.53	11/13/2012		
+	0057978619	9/26/2012	10/26/2012		11/24/2012	11/26/2012	200	N	N	6	11/26/2012		
+	0057978622	9/26/2012	11/25/2012		12/24/2012	12/11/2012	200	N	N	6	12/11/2012		
+	0057978626	9/26/2012	10/26/2012		11/24/2012	11/13/2012	200	N	N	79.95	11/13/2012		
+	0057978627	9/26/2012	11/25/2012		12/24/2012	12/6/2012	200	N	N	63.96	12/6/2012		

5. To view the Rejected Reason Code and Description for a food benefit, click on the + sign next to the Serial Number.



6. To view the details of a particular Food Benefit, click the Serial Number link in the search results. The detail page will display. The page is view only and no edits can be made.



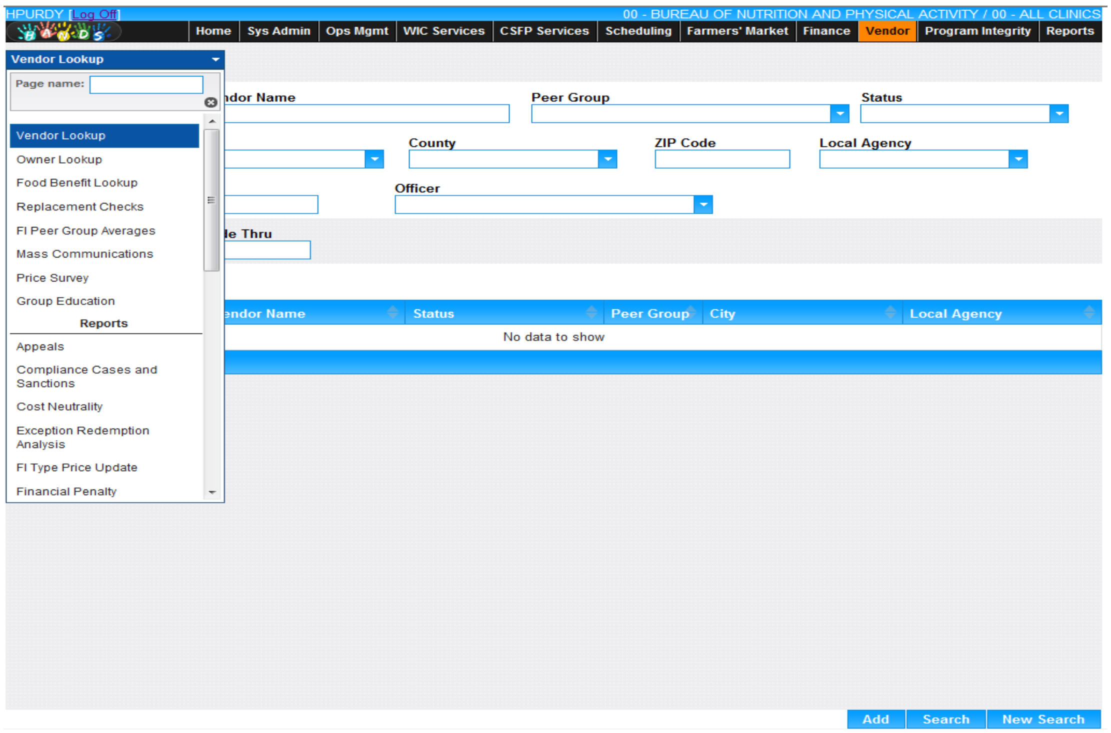
7. Click the Back to List button to return to the Food Benefit search results.

8. Click the Reset button to clear all search criteria to start a new search.

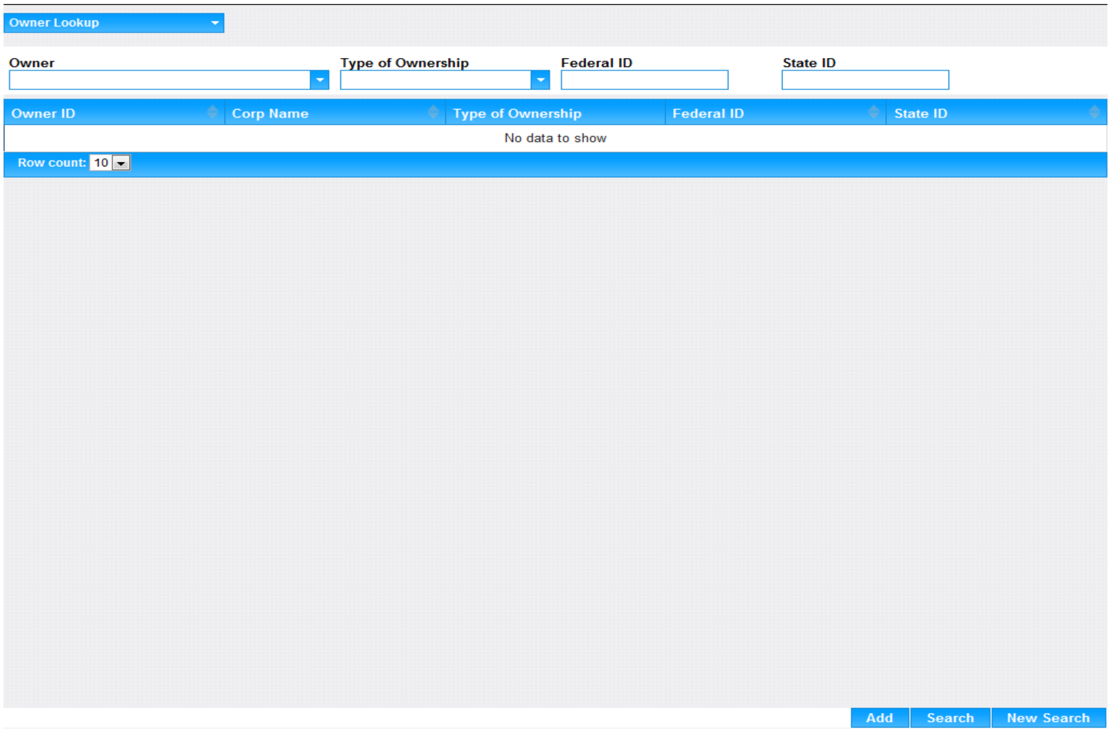
Vendor Management: Owner Lookup

The Owner Lookup page allows the user to view and manage vendor owners defined within HANDS. An owner may be added, modified, or have vendor outlets associated to it.

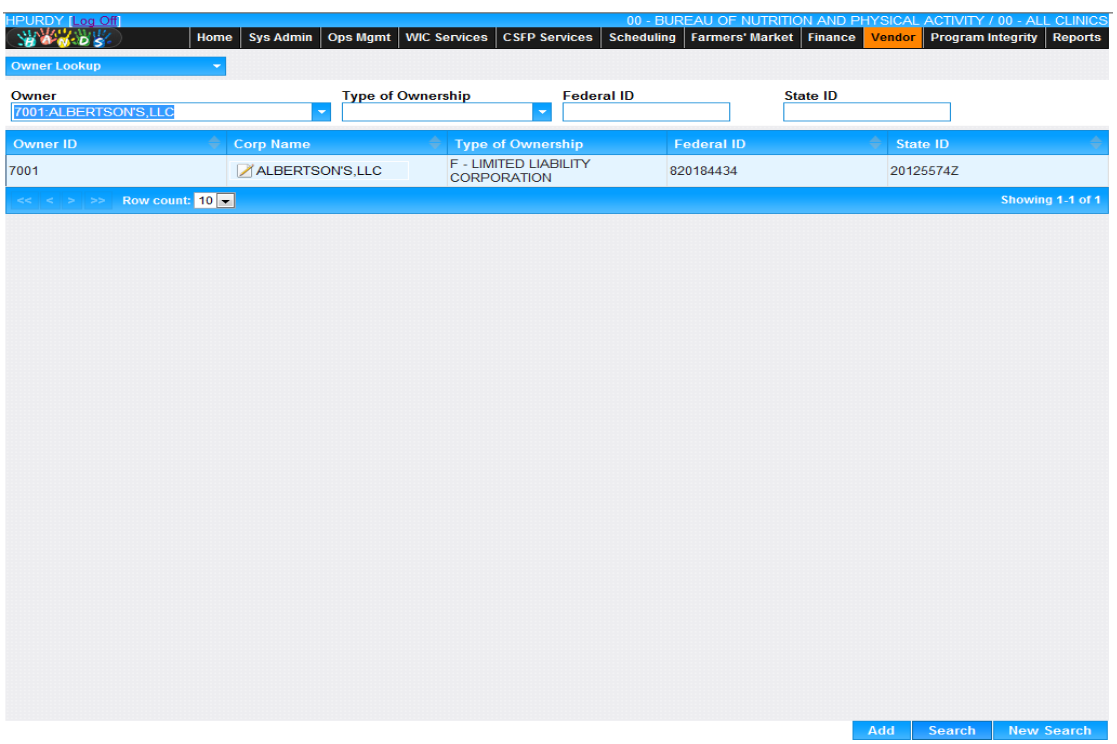
1. In the Vendor module, click on the navigation drop down list and select Owner Lookup.



2. The Owner Lookup search page is displayed.



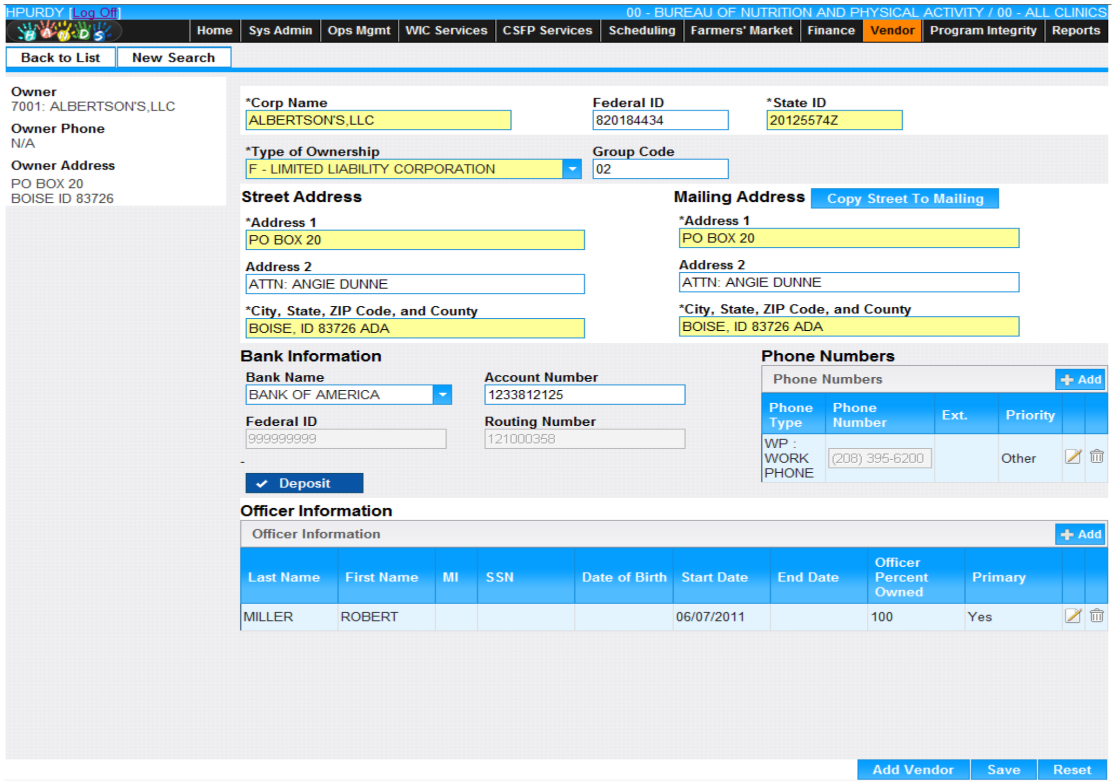
3. Enter the search criteria for the information you want to search for. Click Search. All owners matching the search results are displayed.



Edit an Owner

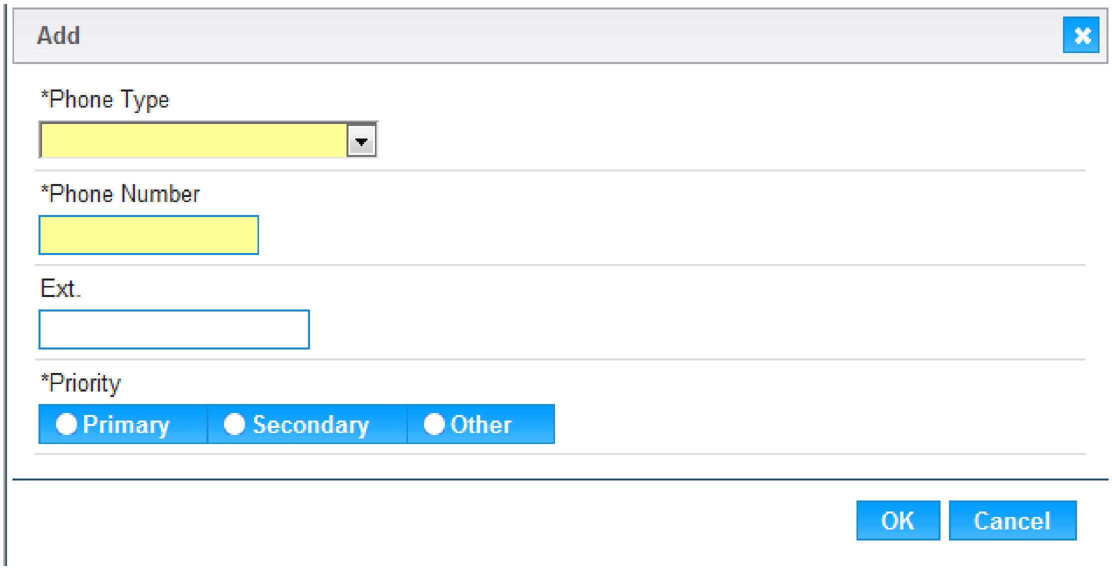
An existing owner can be viewed or modified from the Owner Lookup page.

1. On the Owner Lookup search results, click on the Owner ID link to view or edit the owner record. The Edit Owner page is displayed.



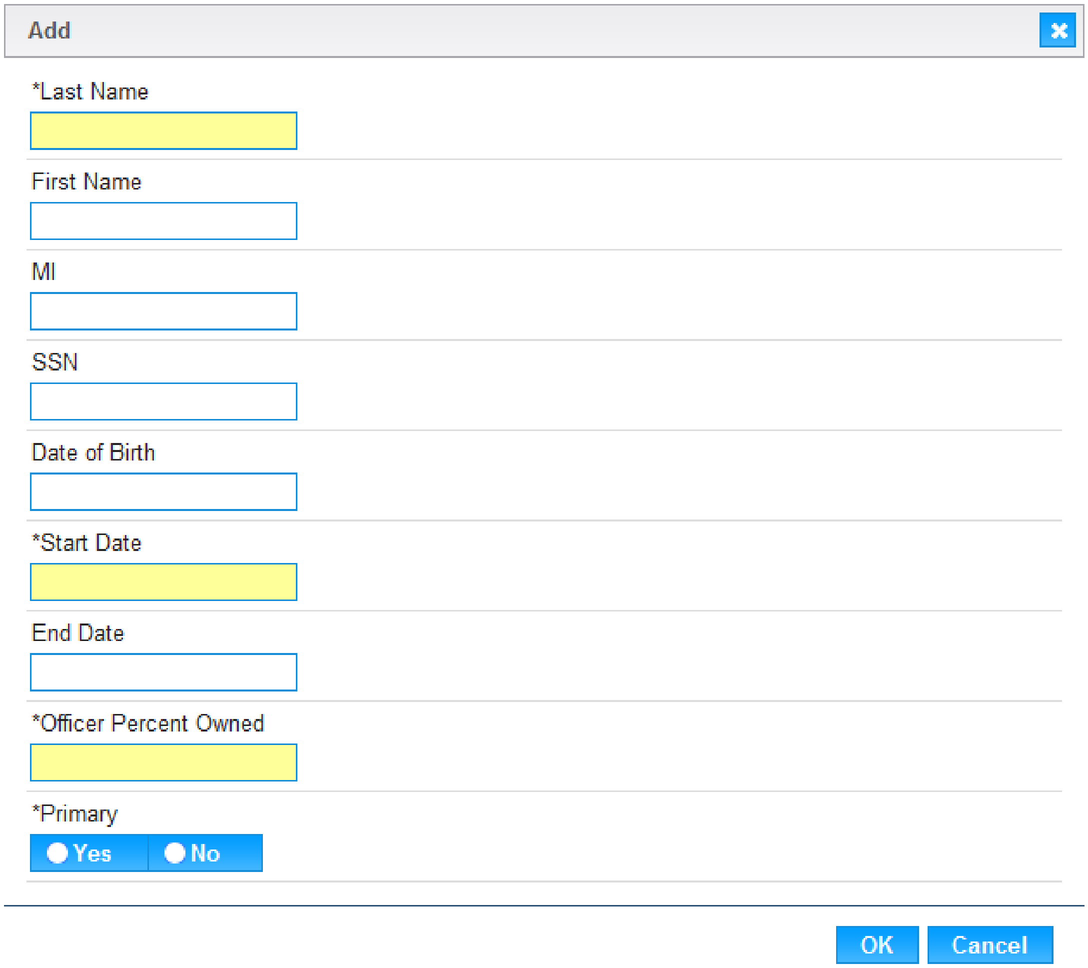
2. If desired, change the appropriate fields for the owner.

3. To add a phone number, click Add in the Phone Numbers section. The Add Phone window is displayed.



4. Enter Phone Type, Number and Priority. Click OK.

5. To add officer information for the owner, click the Add button in the Officer Information section. The Add Officer screen is displayed.



6. Enter all required fields and any appropriate fields to add the officer and click OK.

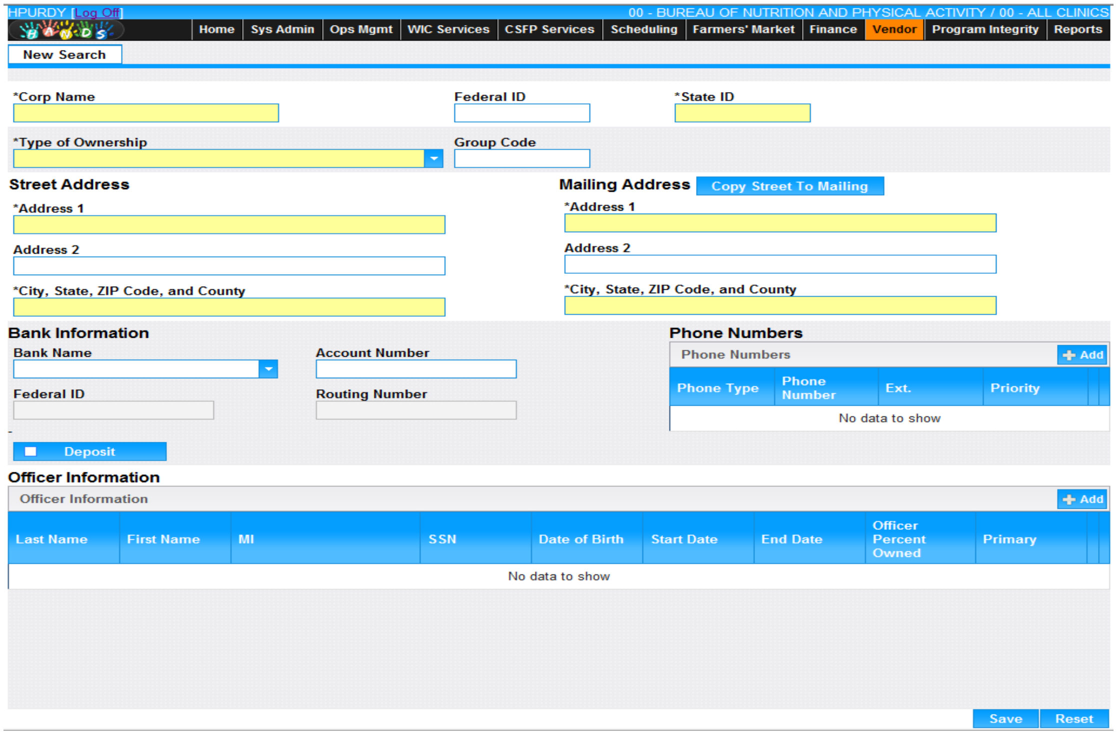
7. If you want to discard the changes entered, click the Reset button.

8. If you want to keep the changes entered, click the Save button.

Add an Owner

The Owner Lookup screen can be used to add an owner to the system.

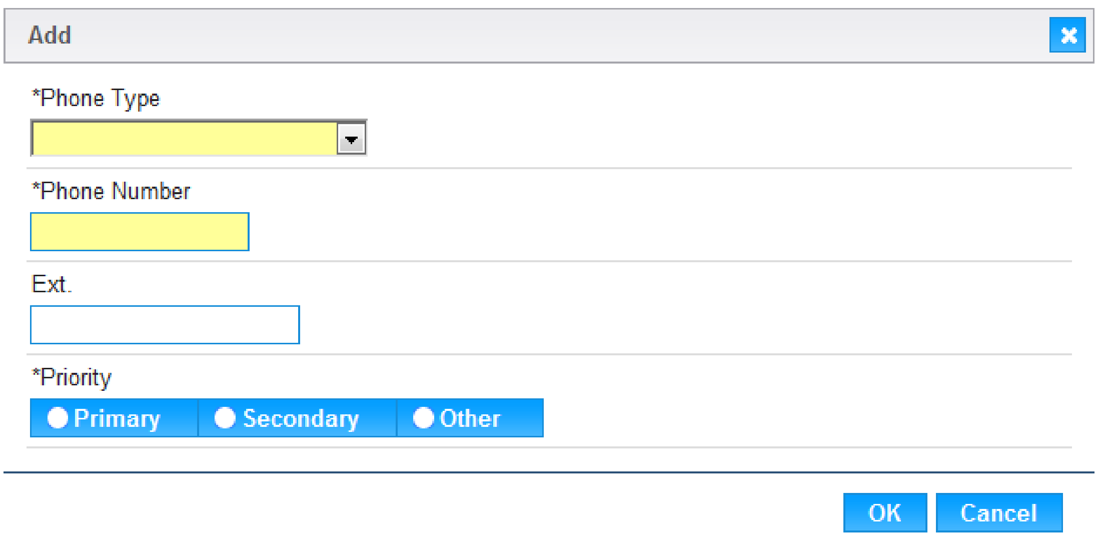
1. On the Owner Lookup search page click the Add button at the bottom of the page. The Add Owner screen is displayed.



2. Enter all required fields and any appropriate fields to complete the Add Owner page.

Note: In the City, State, ZIP Code, and County field you can enter a zip code or the first few letters of the city and a list of matching data will display for you to choose from.

3. Enter a phone number by clicking the Add button in the Phone Numbers section. The Add window displays.

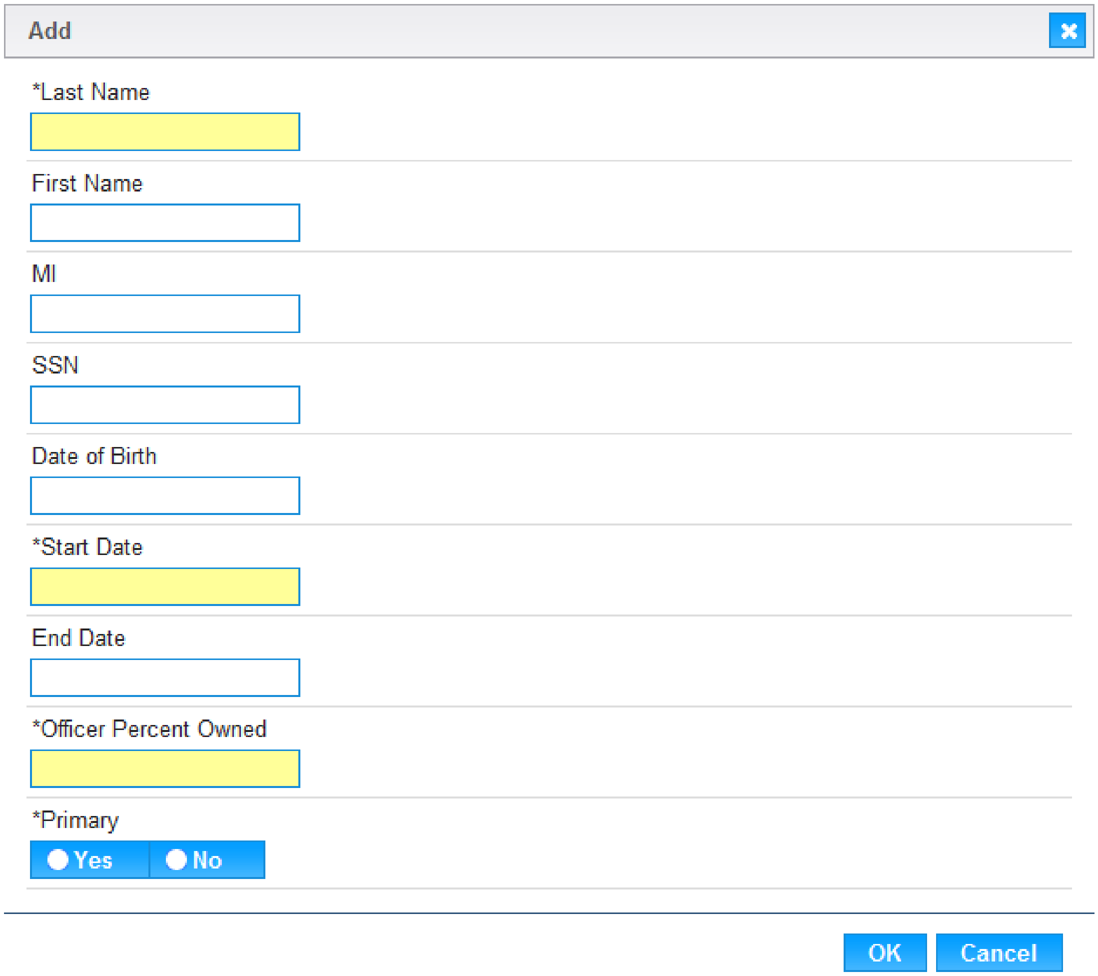


4. Enter Phone Type, Phone Number and Priority.

5. Click Cancel to discard the information and close the window.

6. Click Save to save the phone information. The phone number information entered will display in the Phone Numbers grid.

7. To enter Officer Information for the Owner click the Add button in the Officer Information section. The Add window displays.



8. Enter all required fields and any appropriate fields to complete the officer information.

9. Click Cancel to discard the information entered and close the window.

10. Click Save to keep the information entered. The Officer Information entered will display in the grid.

11. Click Save on the Add Owner page.

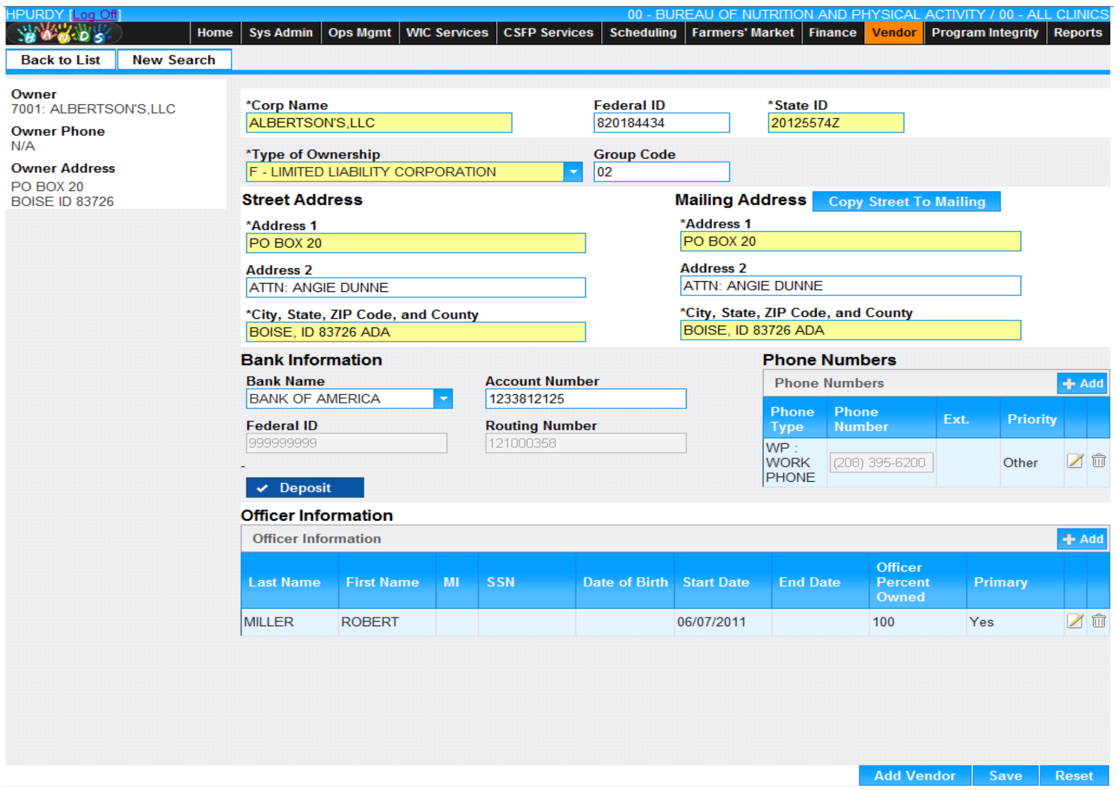
Edit an Officer Information Record

The Edit Owner page allows the user to view and modify officer information records.

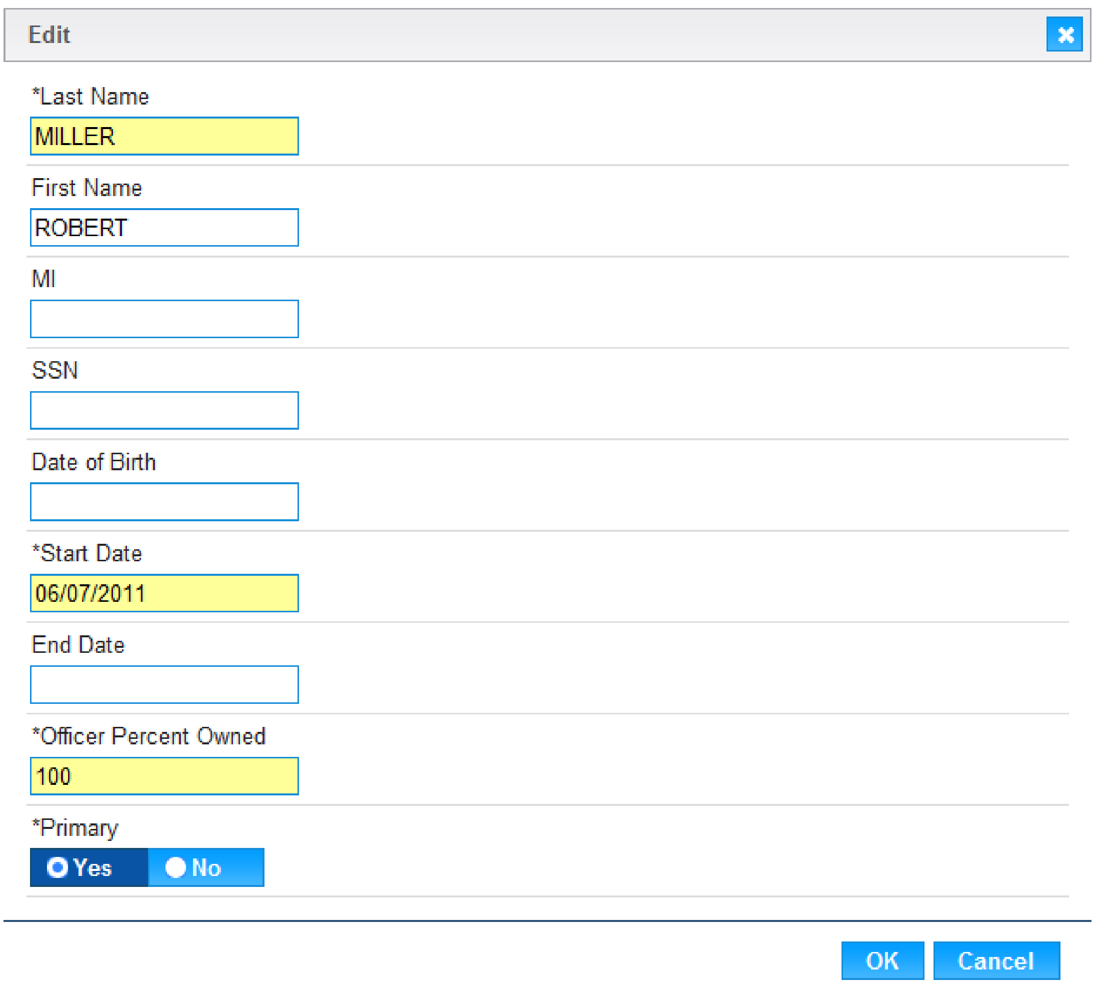
1. From the Vendor Module, select Owner Lookup from the navigation drop down list.

2. Search for the Vendor you wish to view/edit.

3. Click the Corp Name link to open the Owner edit page.



4. In the Officer Information section, click the edit icon on the row of the officer to view or edit. The Edit Officer Information window is displayed.



5. Edit the officer information. You can discard your changes by clicking Cancel and the window will close.

6. To keep the changes entered, click OK.

7. Click Save on the Owner page.

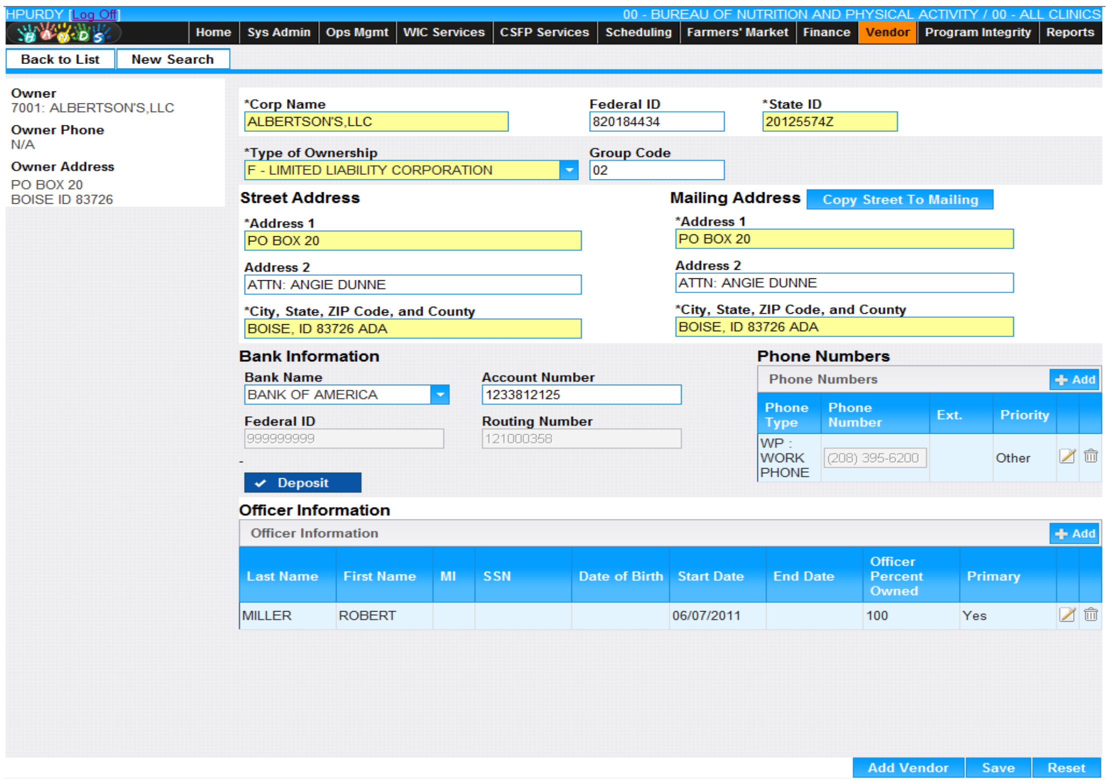
Add a Vendor to an Owner

The Edit Owner page allows the user to associate one or more vendors to an owner.

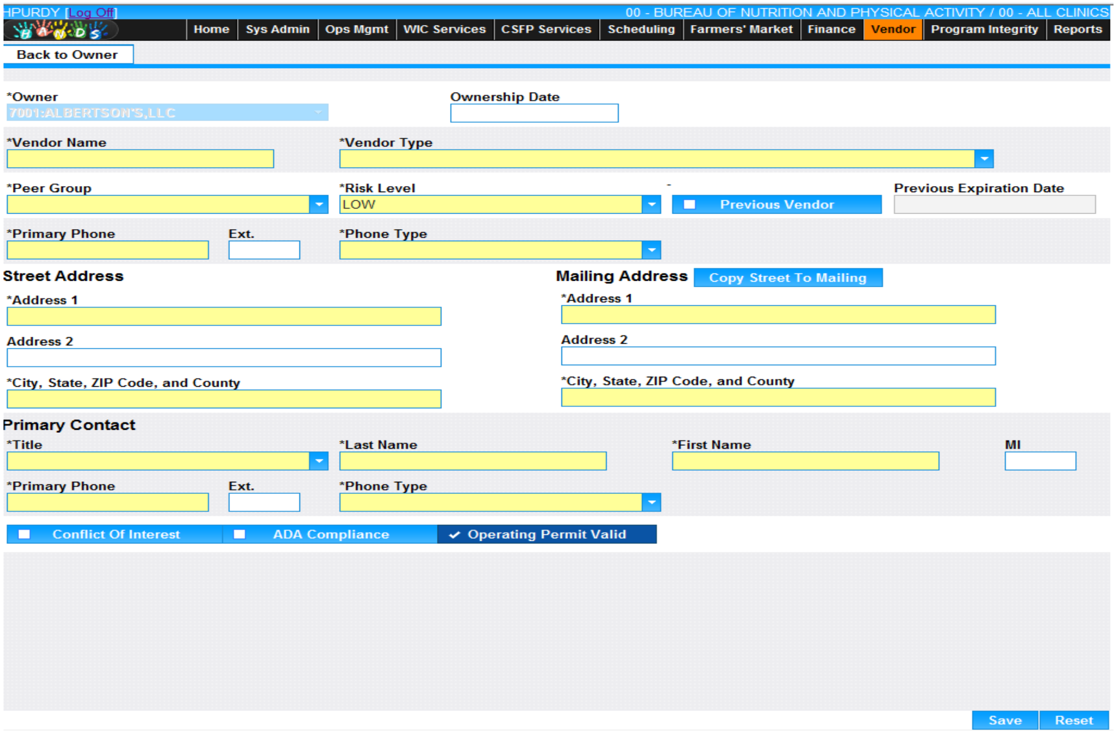
1. In the Vendor module select Owner Lookup from the navigation drop down list.

2. Search for the Owner you want to view/edit.

3. Click the Owner ID link in the search results. The Edit Owner page displays.



4. Click the Add Vendor button at the bottom of the page. The Add Vendor page is displayed.



5. The Owner field is automatically populated and is not editable.

6. Enter all required fields and any appropriate fields to complete the add vendor.

Note: In the City, State, ZIP Code, and County field you can enter a zip code or the first few letters of the city and a list of matching data will display for you to choose from.

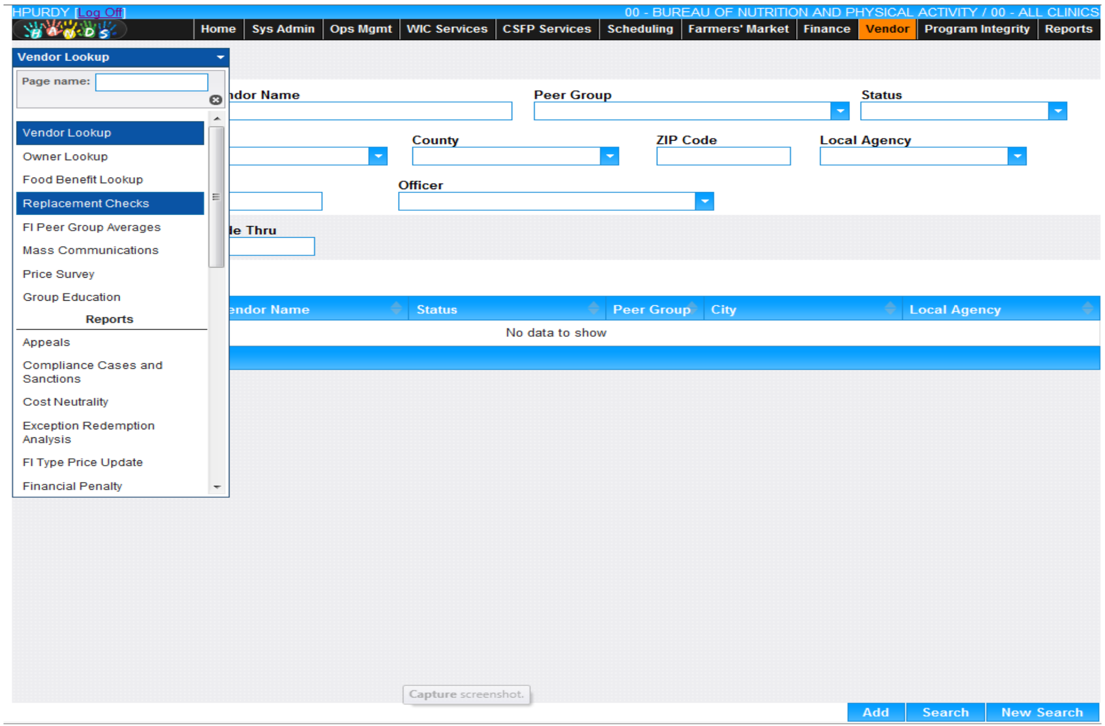
7. To discard the information entered and start over, click the Reset button at the bottom of the page.

8. To keep the information entered, click Save at the bottom of the page.

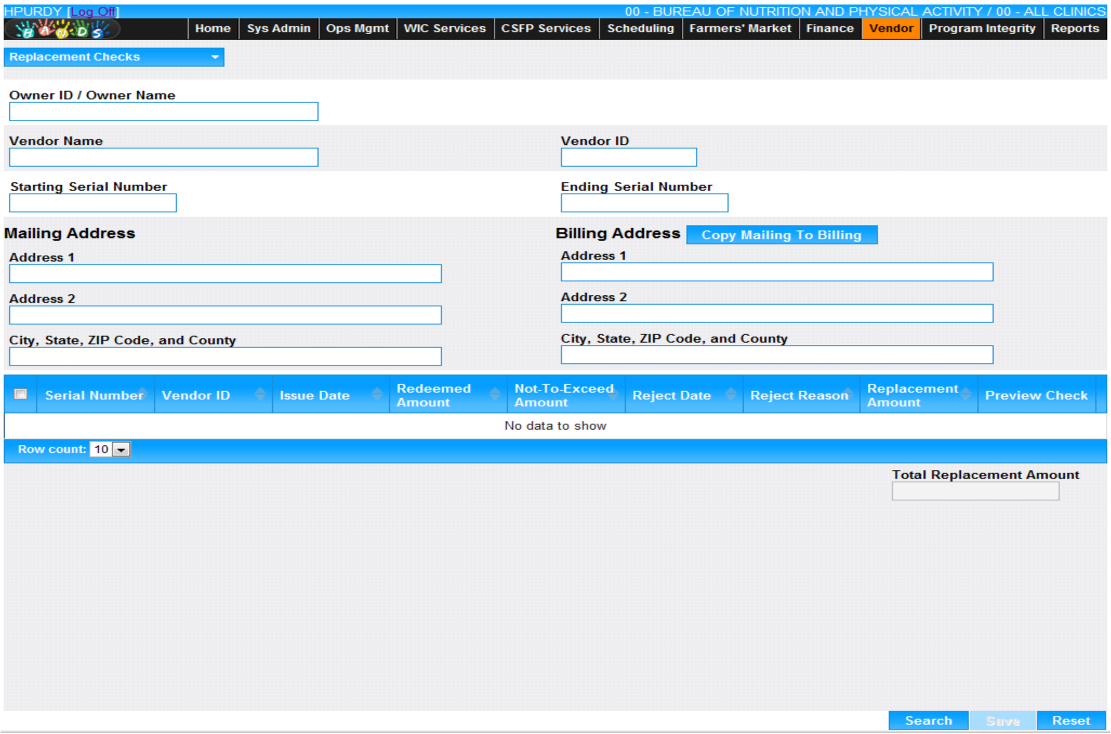
Vendor Management: Replacement Checks

A food benefit (FB) or cash value voucher (CVV) instruments may be reviewed and/or replaced from the Replacement Checks screen.

1. From the Vendor module click Replacement Checks from the navigation drop down menu.



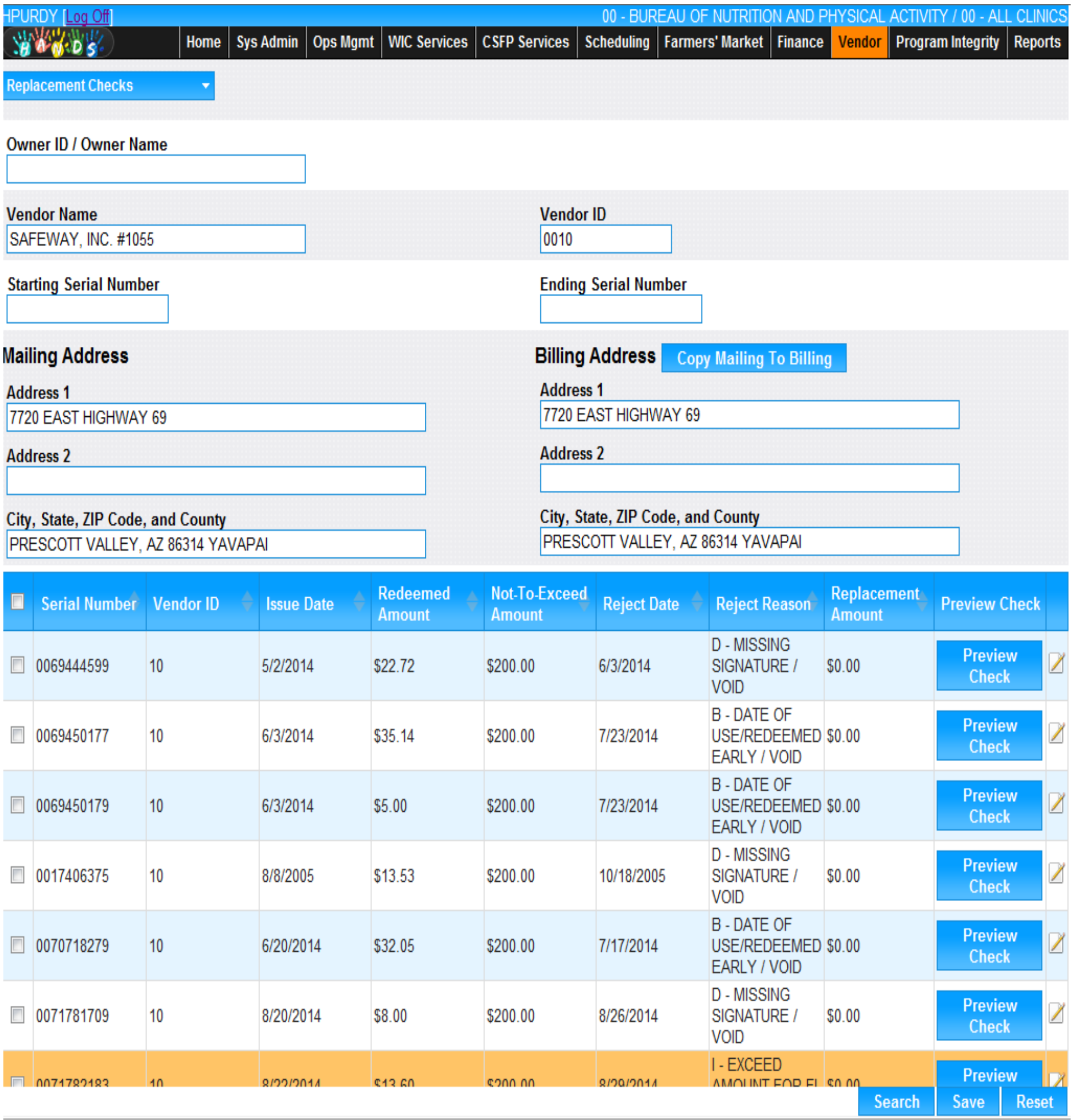
2. The Replacement Checks search page is displayed.



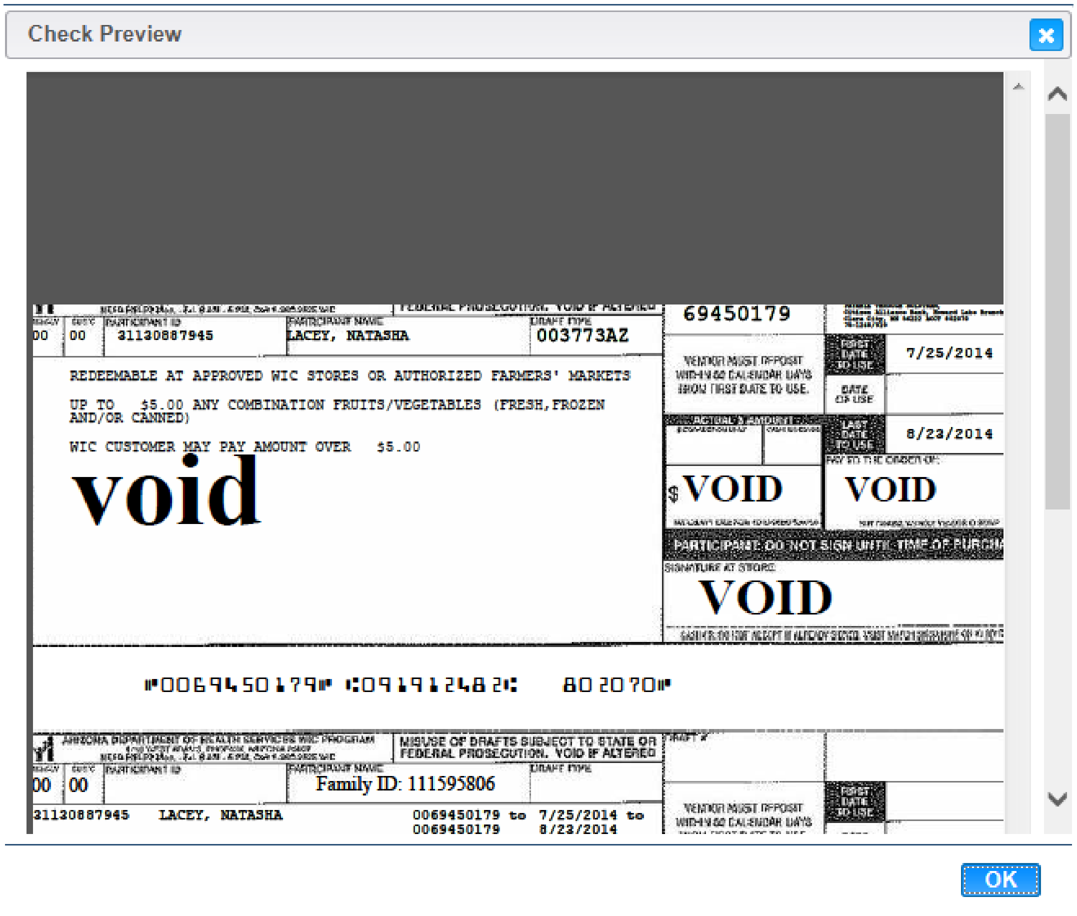
3. Enter the search criteria to find the food instrument to be reviewed and/or replaced.

4. Click the Reset button to clear all search criteria fields and start a new search.

5. Click the Search button at the bottom of the page. The search results will display in the bottom portion of the page.

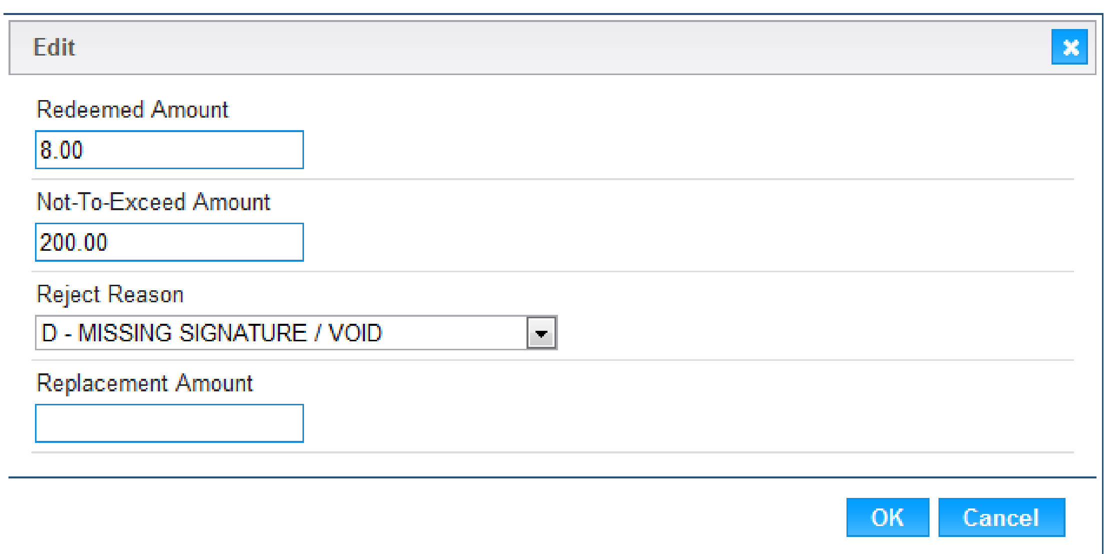


6. If desired, click the Preview Check button on the row of the instrument you want to view. The Check Preview window displays.



7. Click OK to close the Check Preview window.

8. Click the edit icon on the row of the instrument to review and/or replace. The Edit Check window is displayed.



9. Change the appropriate fields.

10. Click the Cancel button to discard the changes and close the window.

11. Click OK to keep the changes.

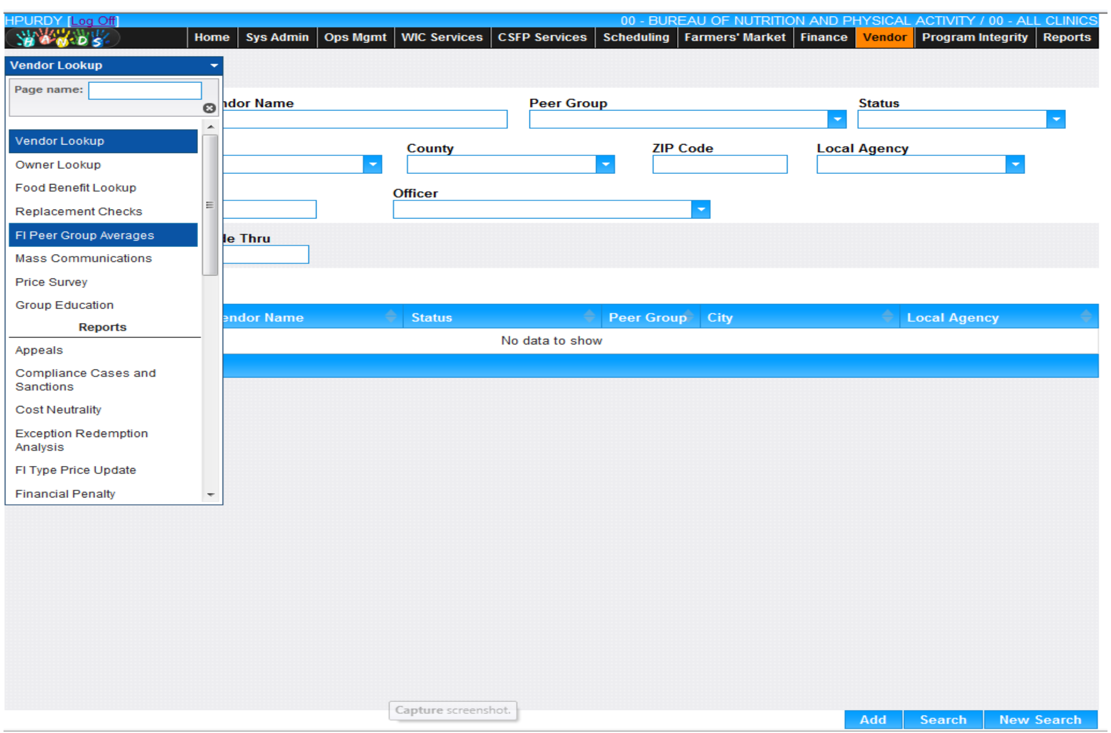
12. On the Replacement Checks search results, select the checkbox next to the instruments that were edited.

13. Click the Save button at the bottom of the page to save the edits for each instrument selected.

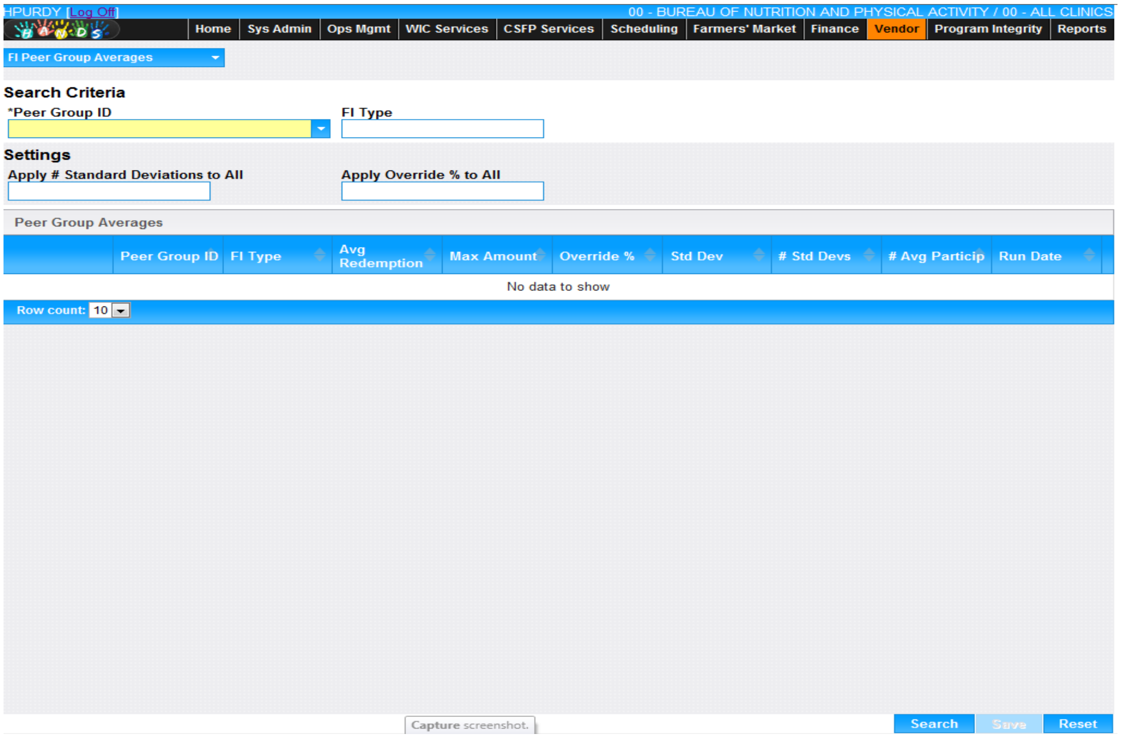
Vendor Management: FI Peer Group Averages

The FI Peer Group Averages page allows the user to view redemption metrics for food instrument-types by each peer group, as well as manage the override allowed for each FI-type. FI redemption metrics available for review include average amount, max amount, and the standard deviation and override percent.
The FI Peer Group Averages screen allows the user to search for food instrument-types to be viewed or managed.

1. From the Vendor module select FI Peer Group Averages from the navigation drop down list.

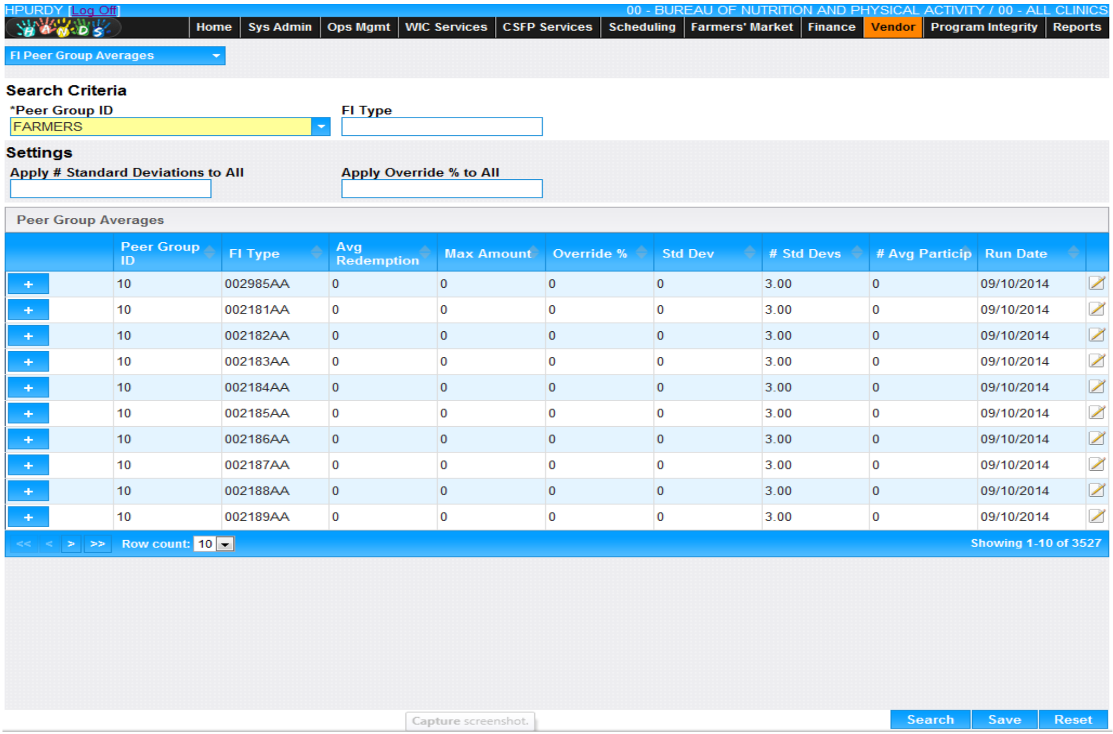


2. The FI Peer Group Averages search screen is displayed.



3. Enter the search criteria of the FI type to view or manage.

4. Click the Search button at the bottom of the page. The search results will display in the bottom portion of the page.



HPURDY [Log Off] 00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

Home | Sys Admin | Ops Mgmt | WIC Services | CSFP Services | Scheduling | Farmers' Market | Finance | Vendor | Program Integrity | Reports

FI Peer Group Averages

Search Criteria

*Peer Group ID: FARMERS

FI Type:

Settings

Apply # Standard Deviations to All:

Apply Override % to All:

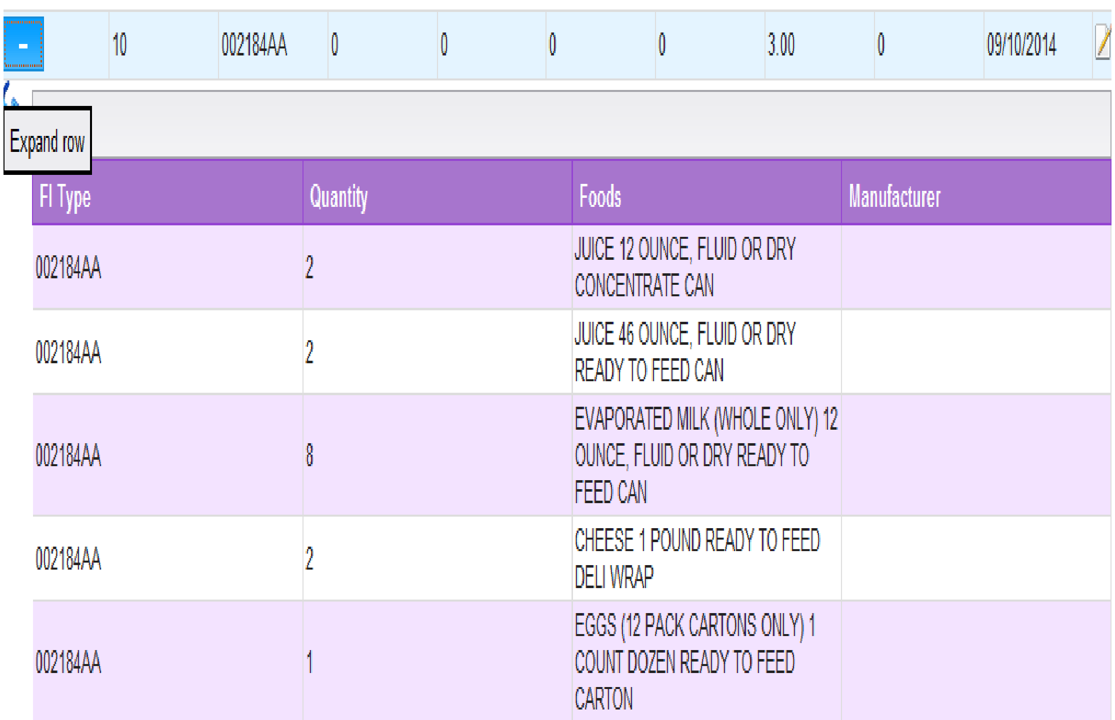
Peer Group Averages

	Peer Group ID	FI Type	Avg Redemption	Max Amount	Override %	Std Dev	# Std Devs	# Avg Particip	Run Date	
+	10	002985AA	0	0	0	0	3.00	0	09/10/2014	
+	10	002181AA	0	0	0	0	3.00	0	09/10/2014	
+	10	002182AA	0	0	0	0	3.00	0	09/10/2014	
+	10	002183AA	0	0	0	0	3.00	0	09/10/2014	
+	10	002184AA	0	0	0	0	3.00	0	09/10/2014	
+	10	002185AA	0	0	0	0	3.00	0	09/10/2014	
+	10	002186AA	0	0	0	0	3.00	0	09/10/2014	
+	10	002187AA	0	0	0	0	3.00	0	09/10/2014	
+	10	002188AA	0	0	0	0	3.00	0	09/10/2014	
+	10	002189AA	0	0	0	0	3.00	0	09/10/2014	

<< < > >> Row count: 10 Showing 1-10 of 3527

Capture screenshot. Search Save Reset

5. Click the + button for the row of the FI type to see the food items that comprise the FI type.



-	10	002184AA	0	0	0	0	3.00	0	09/10/2014	

Expand row

FI Type	Quantity	Foods	Manufacturer
002184AA	2	JUICE 12 OUNCE, FLUID OR DRY CONCENTRATE CAN	
002184AA	2	JUICE 46 OUNCE, FLUID OR DRY READY TO FEED CAN	
002184AA	8	EVAPORATED MILK (WHOLE ONLY) 12 OUNCE, FLUID OR DRY READY TO FEED CAN	
002184AA	2	CHEESE 1 POUND READY TO FEED DELI WRAP	
002184AA	1	EGGS (12 PACK CARTONS ONLY) 1 COUNT DOZEN READY TO FEED CARTON	

6. A standard deviation or override % can be applied to all FI types returned in the search results. Enter a Standard Deviation or Override % value in the appropriate field.

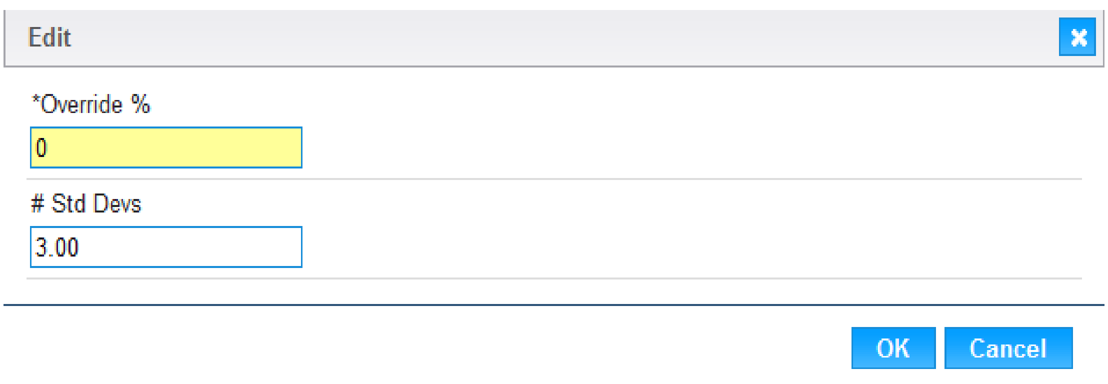
7. To discard entered information in all fields and begin again, click the Reset button at the bottom of the page.

8. To apply the standard deviation or override %, click the Save button at the bottom of the page.

Edit an FI Peer Group Average

Each FI-types redemption limits, such as Max Amount, can be viewed and managed from the FI Peer Group Averages page.

1. From the FI Peer Group Averages search results, click the edit icon on the row of the FI type to modify. The Edit FI type Limits window is displayed.



2. Specify the Override % or the # of Standard Deviations.

3. To discard changes and close the window, click Cancel.

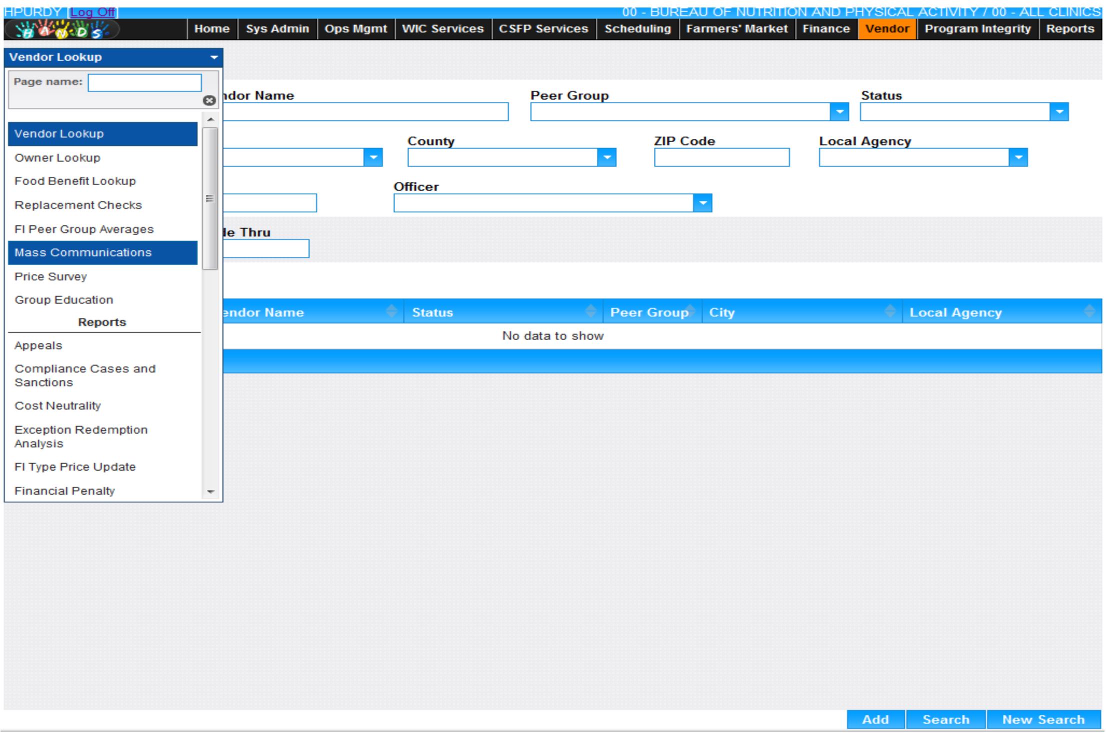
4. To save changes and close the window, click OK.

5. Click Save.

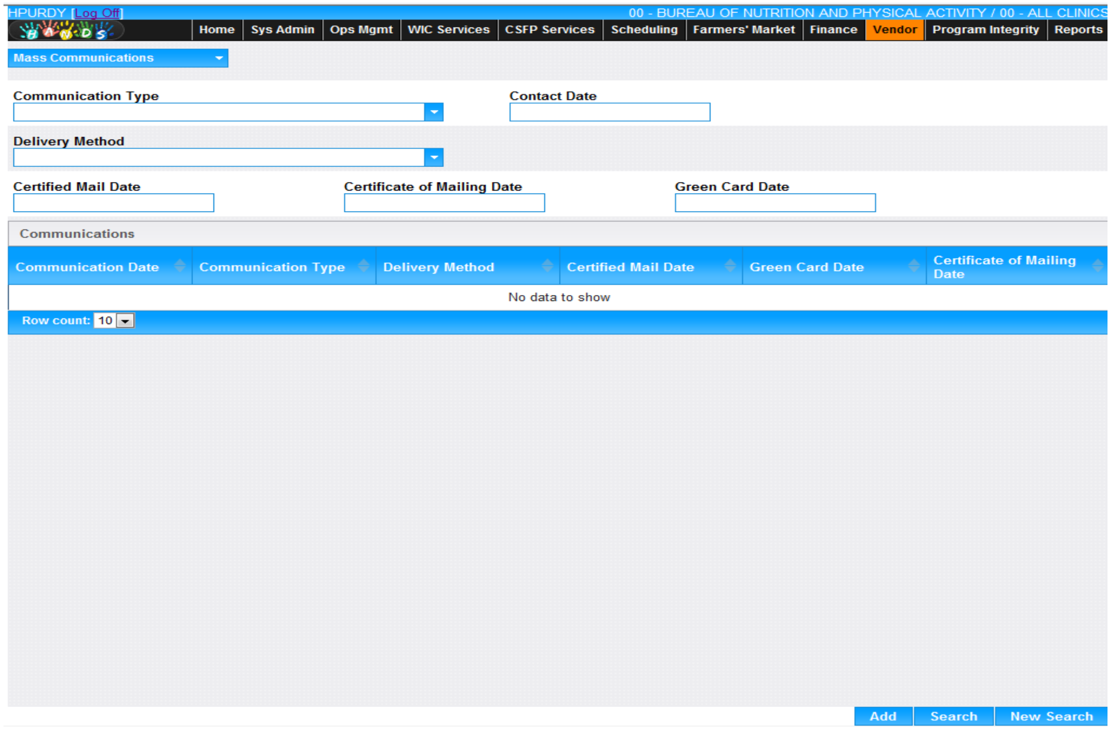
Vendor Management: Mass Communication

Mass communications sent to many vendors can be viewed and managed via the Mass Communications page. The user may modify the details about the communication, such as method of delivery, as well as log the delivery status for each targeted vendor/applicant.

1. From the Vendor module, select Mass Communications form the navigation drop down list.

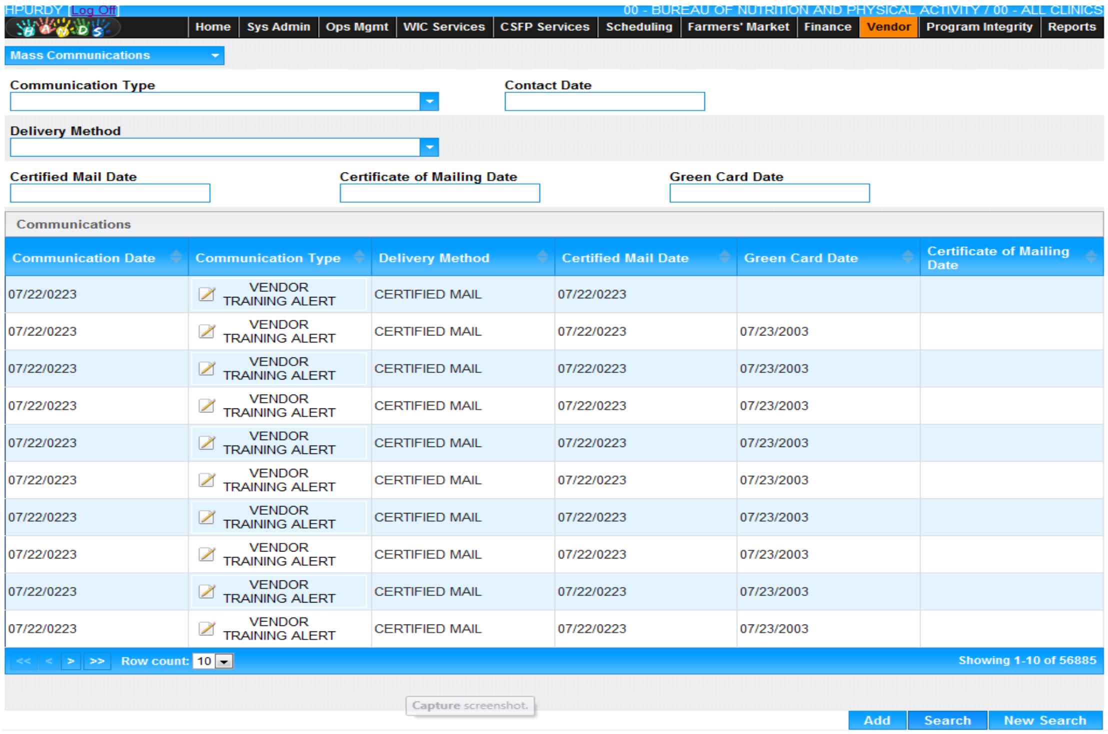


2. The Mass Communications search page is displayed.

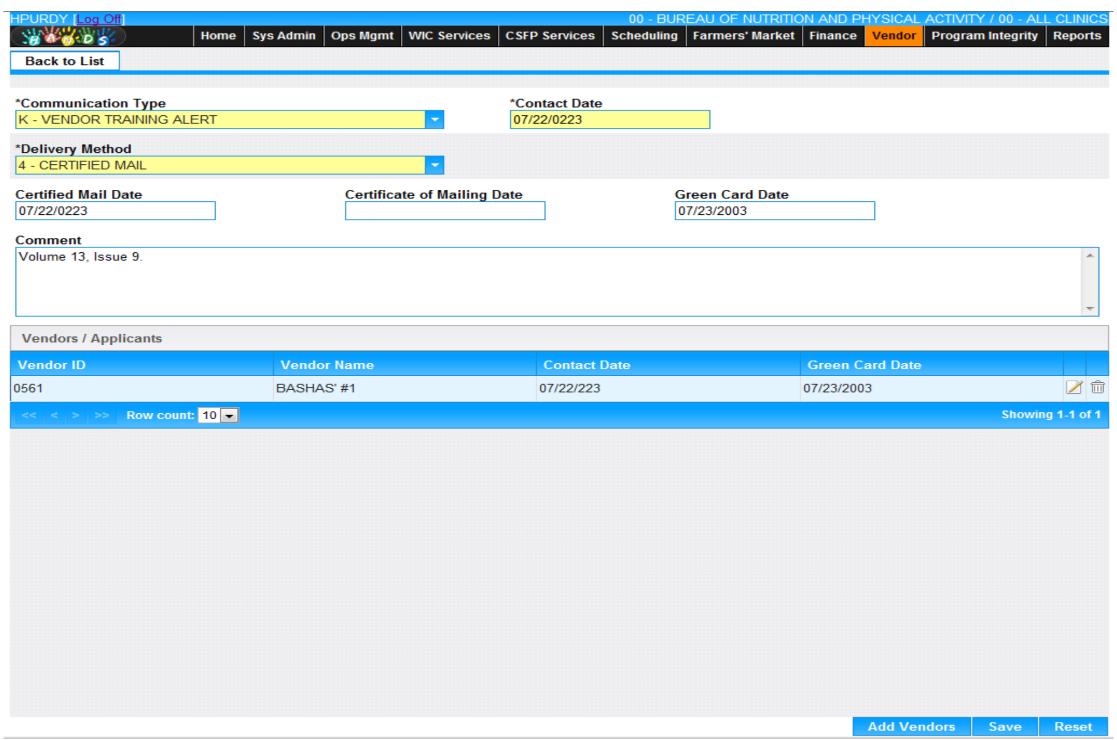


3. Enter the search criteria for communication(s). Avoid entering dates that are excessively broad.

4. Click the Search button at the bottom of the page. All mass communications matching the specified criteria are displayed.



5. To view or edit the details of a mass communication, click the Communication Type link on the row to be viewed. The Communication page is displayed with the details of the communication, as well as all vendors who were sent the communication.



Edit a Communication

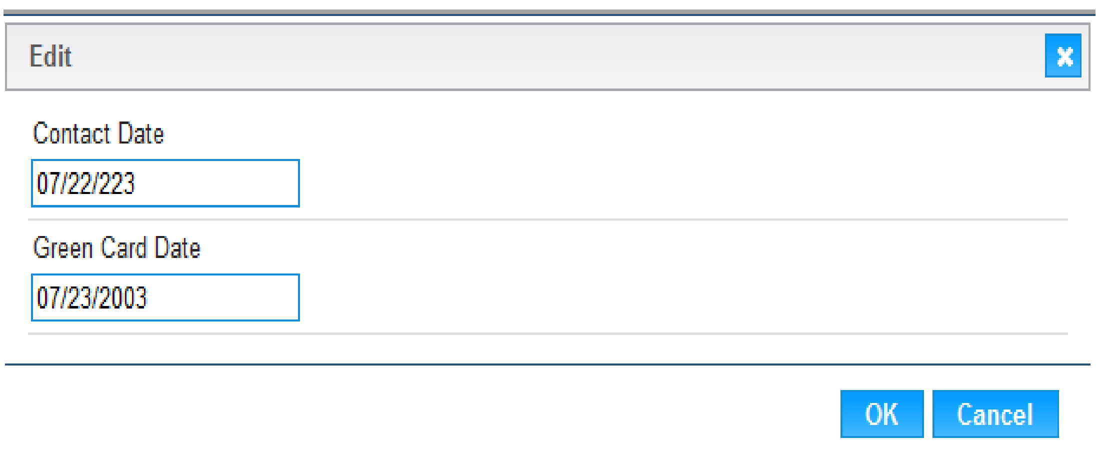
1. Enter the appropriate changes for the communication.

2. You can clear your changes and begin again by clicking Reset.

3. To save your changes, click Save.

Log the Delivery Status of the Communication to a Specific Vendor

1. Click on the edit icon for the vendor. The Edit Communication Log window is displayed.



2. Change the appropriate fields on the window. If applicable, specify the Greed Card Date for communicating with this vendor.

3. To discard your changes and close the window, click Cancel.

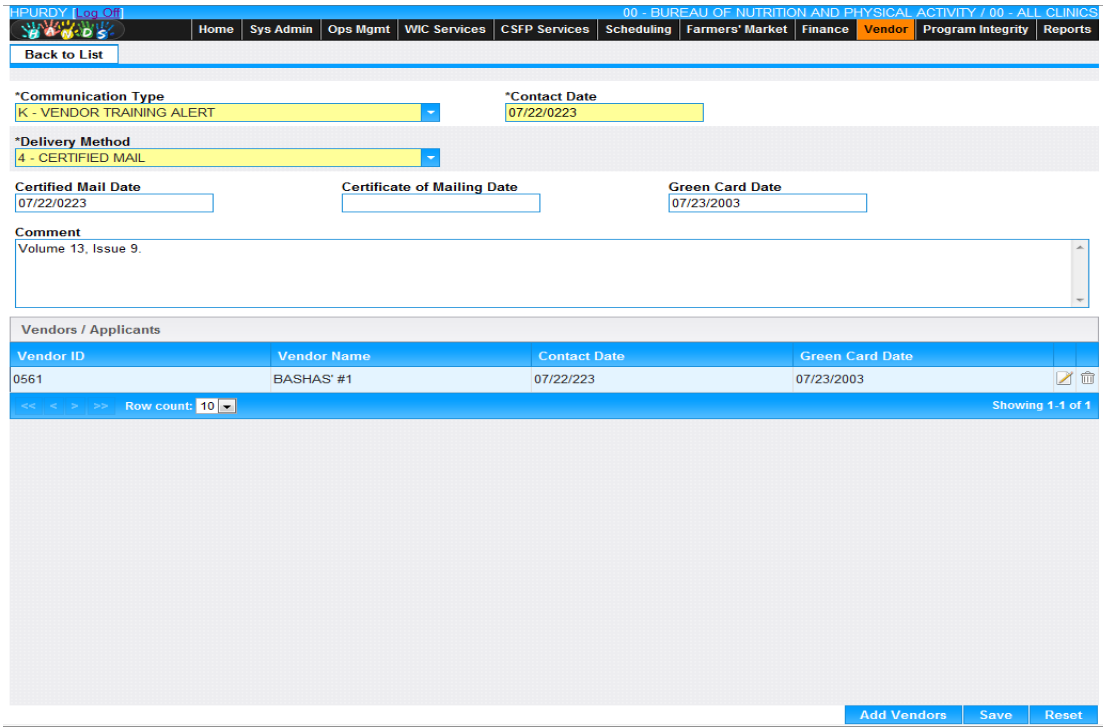
4. To save your changes and close the window, click OK.

5. Click Save on the Communication page.

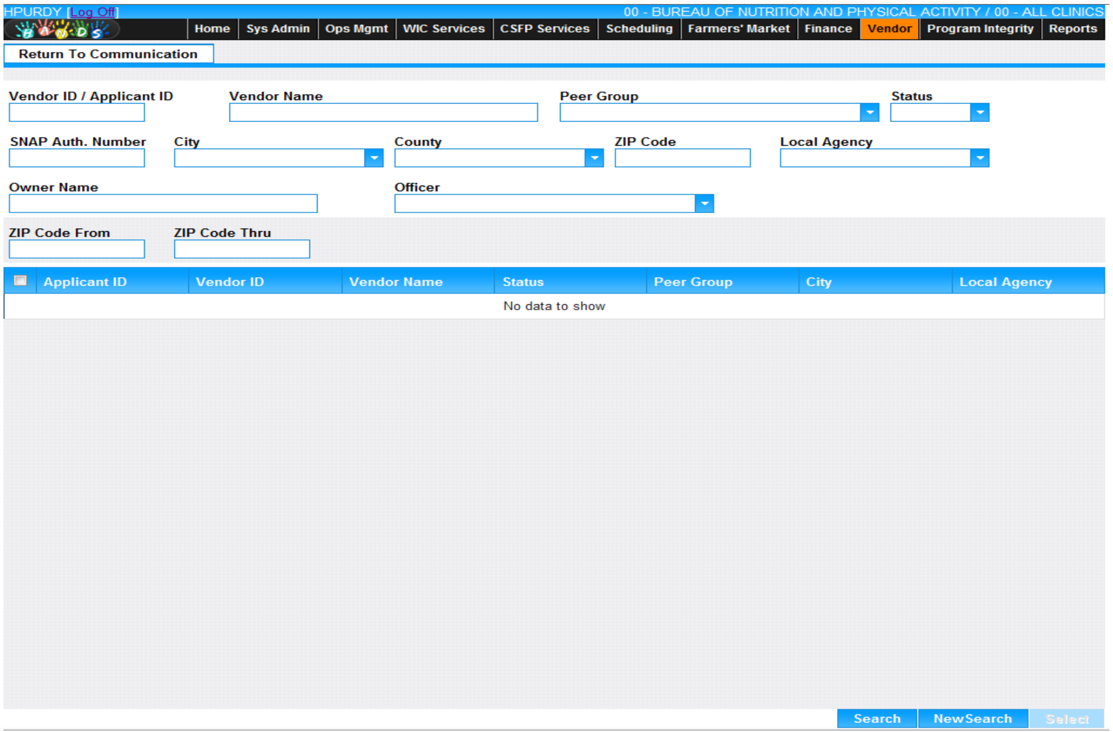
Adding Vendors to a Mass Communication

The Mass Communication page allows the user to record each vendor that has been sent the communication.

1. From the Mass Communication search results, select the communication to add the vendors to.

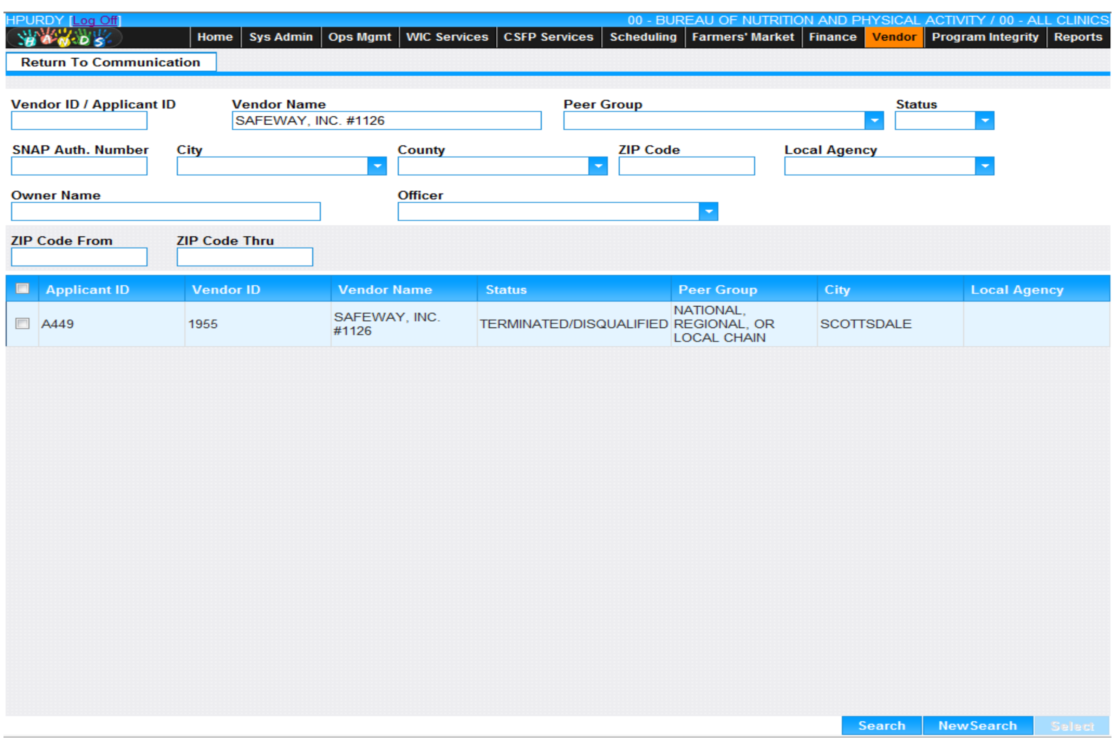


2. Click the Add Vendor button to add one or more vendors to the communication. The Vendor Search page is displayed.



3. Enter the search criteria to identify the vendor(s) to be added to the communication.

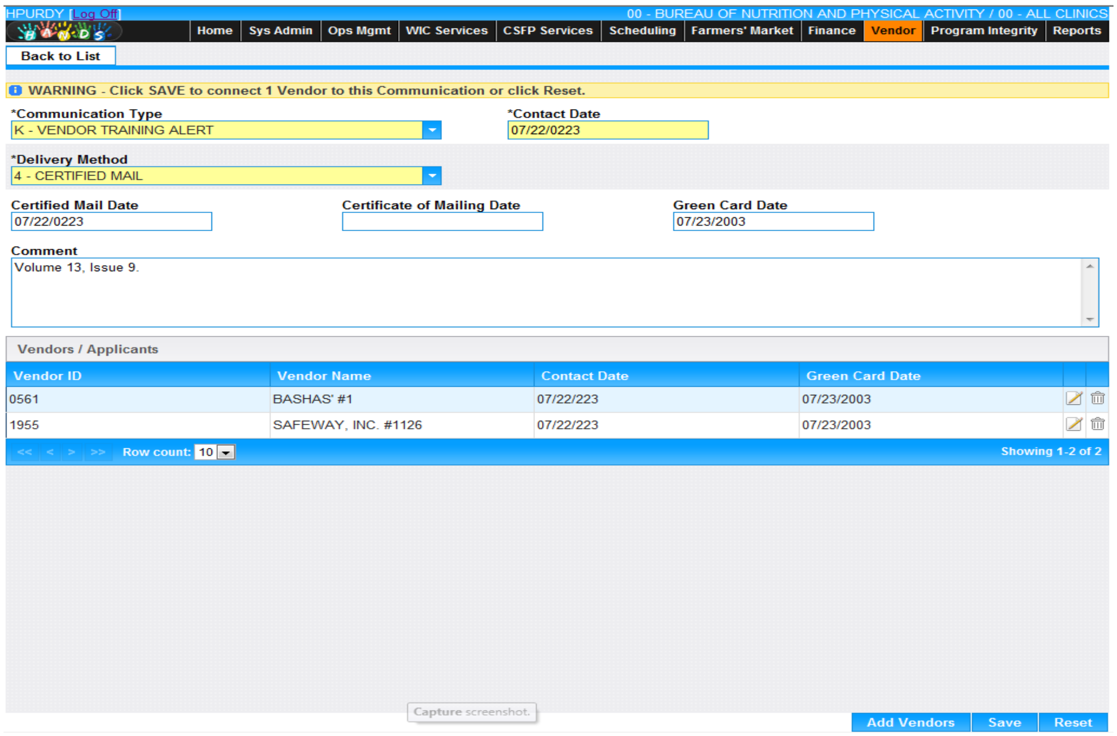
4. Click Search. All vendors matching the search criteria are displayed in the search results.



5. Select the check box for each vendor to be added to the communication.

6. Click the Select button. The page closes and the Edit Mass Communication page is displayed.

7. The selected vendor displays in the Vendors/Applicants grid and the page displays a warning message stating that when you Save the number of selected vendors will be added to the communication.

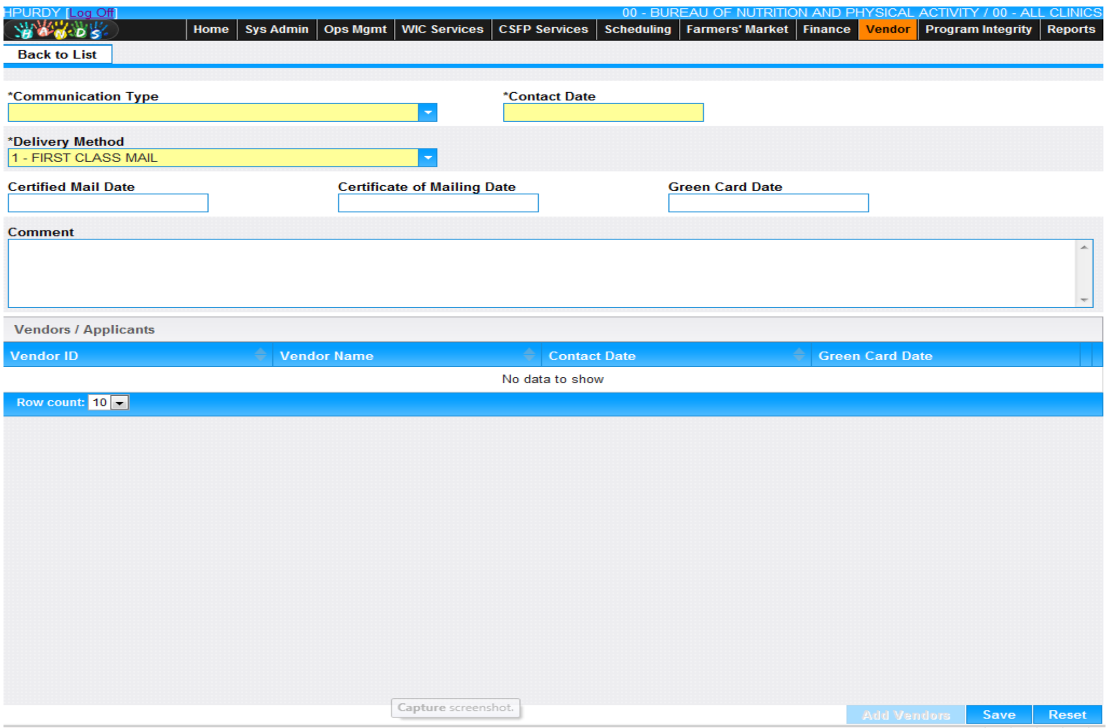


8. Click Save.

Add a Mass Communication

A new Mass Communication can be added from the Mass Communication page. Along with defining the details of the communication, the user may specify the vendor/applicants who were sent the communication.

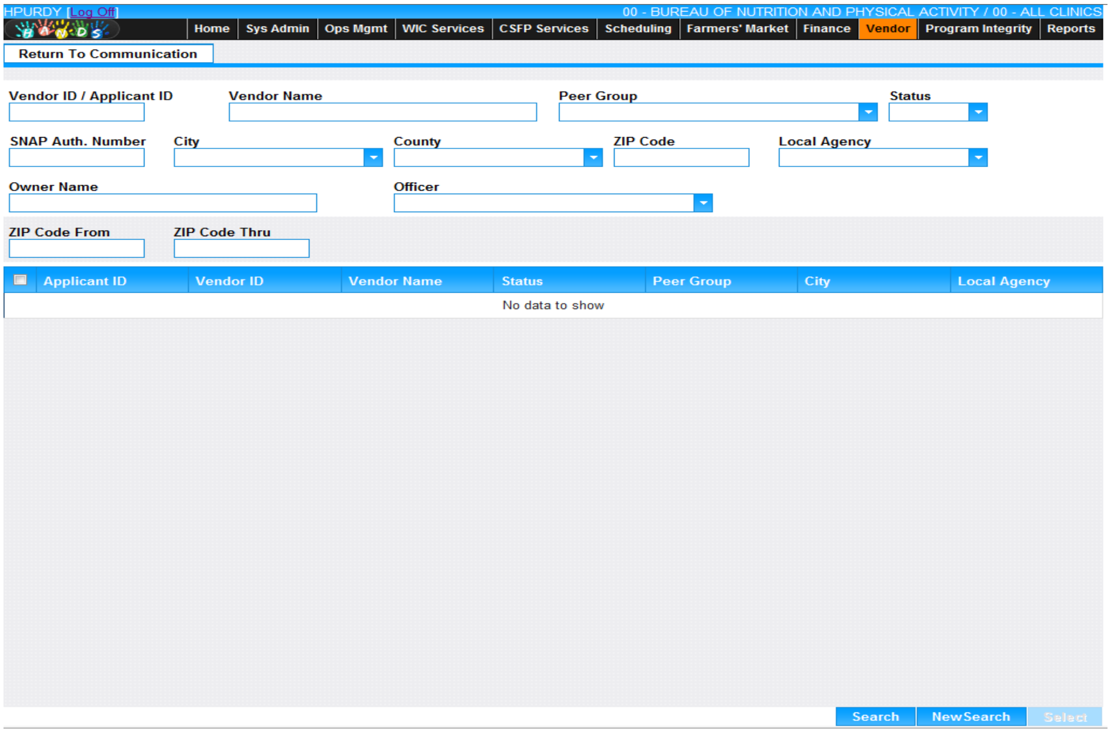
1. From the Mass Communication search page, click the Add button. The Add Communication page is displayed.



2. Enter the required fields and any appropriate fields to complete the new communication.

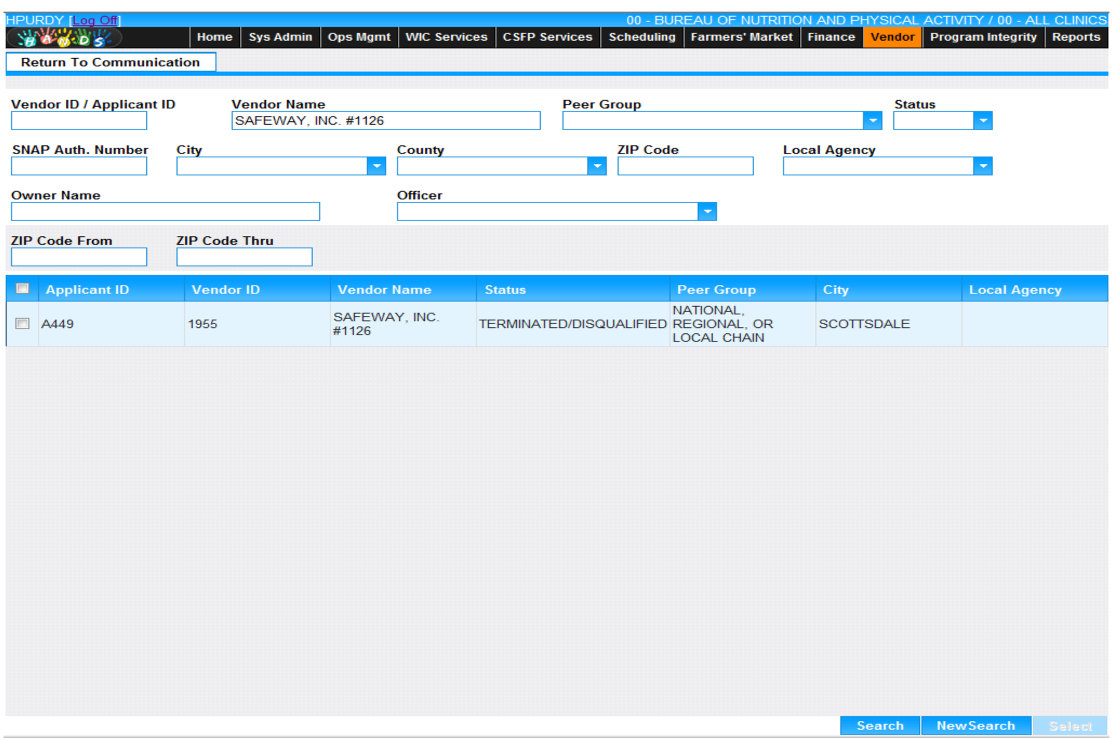
3. Click Save. The Add Vendors button is now enabled.

4. To add vendors to this communication, click the Add Vendors button. The vendor search page is displayed.



5. Enter the search criteria to identify the vendor(s) to be added to the communication.

6. Click Search. All vendors matching the search criteria are displayed in the search res-ults.



7. Select the check box for each vendor to be added to the communication.

8. Click the Select button. The page closes and the Edit Mass Communication page is displayed.

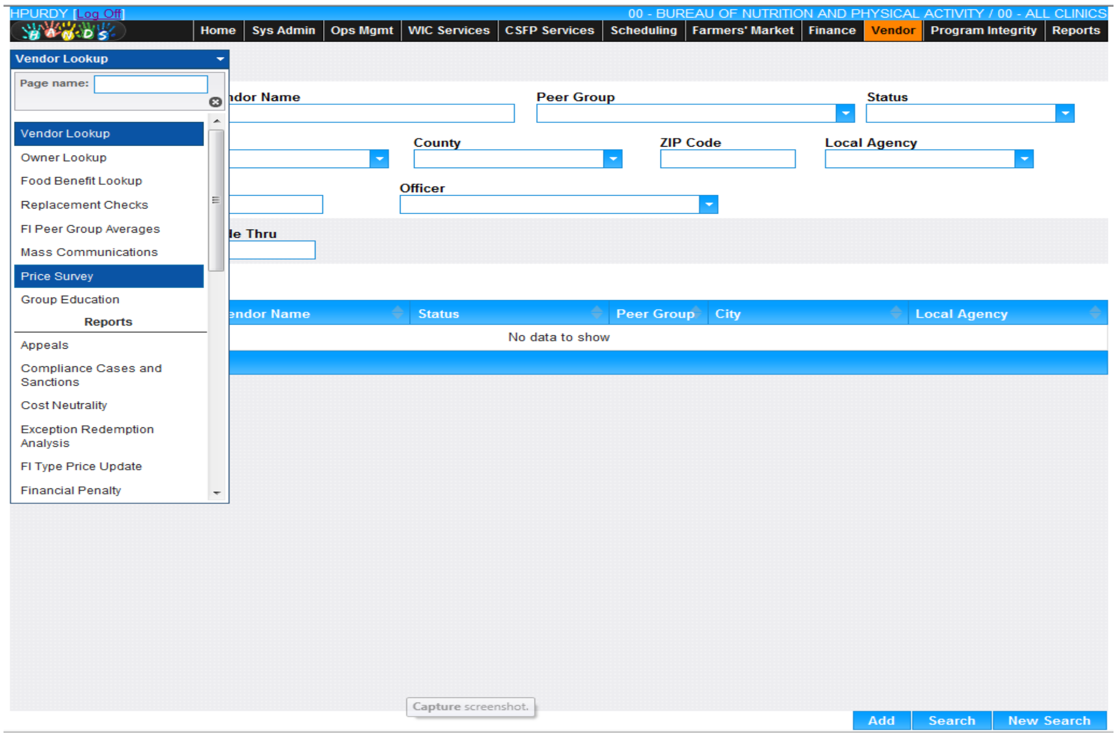
9. The selected vendor displays in the Vendors/Applicants grid and the page displays a warning message stating that when you Save the number of selected vendors will be added to the communication.

10. Click Save.

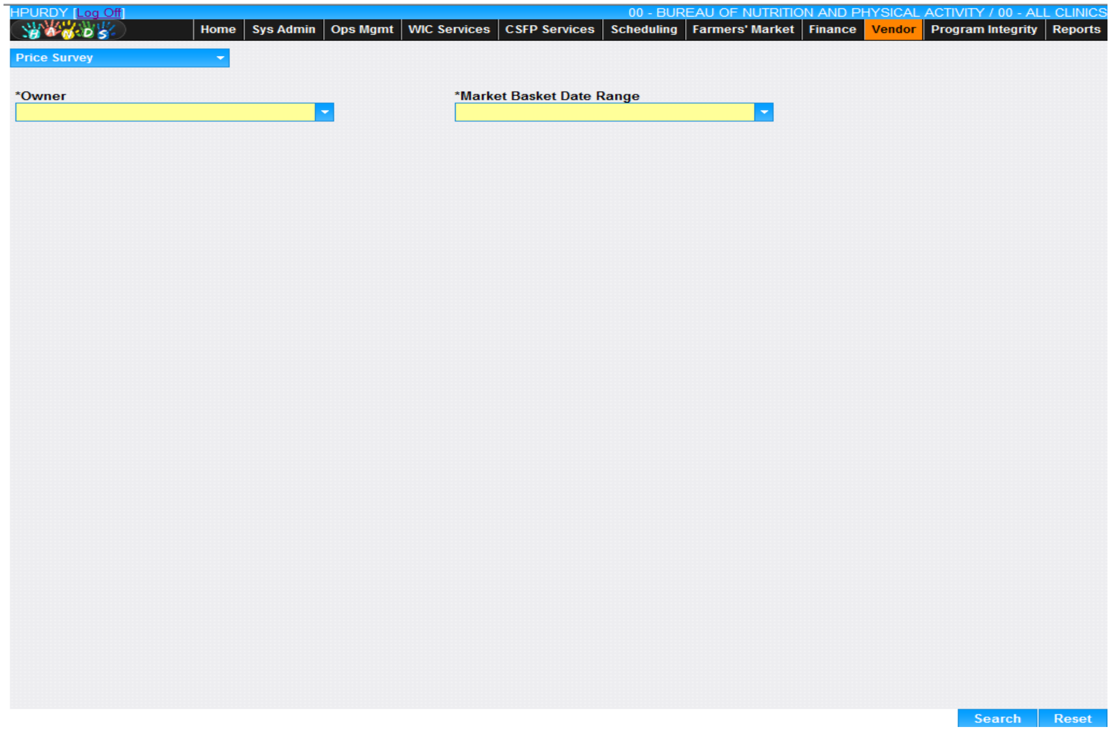
Vendor Management: Price Survey

Price surveys that have been submitted by vendor/applicants can be viewed and managed from the Price Survey page.

1. From the Vendor module, select Price Survey form the navigation drop down list.



2. The Price Survey search page is displayed.

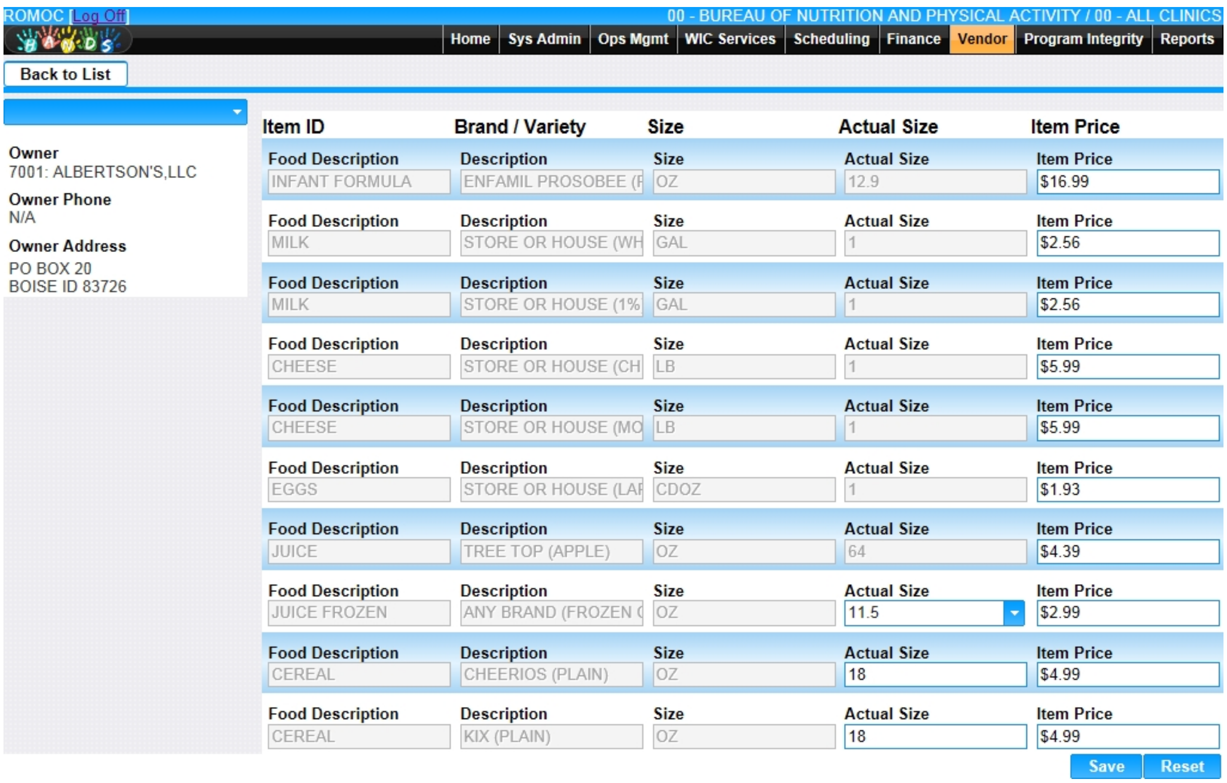


3. The Owner and Market Basket Date Range are required to search. Select the values from the drop down lists and click the Search button at the bottom of the page. The search results will display in the bottom portion of the page.

Edit or View a Price Survey

The Price Survey page allows the user to view and edit price surveys submitted by vendors/applicants.

1. From the Price Survey search results, click the Vendor Name link for the price survey you wish to view or edit. The Edit Price Survey page is displayed.


ROMOC [Log Off] 00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

Home | Sys Admin | Ops Mgmt | WIC Services | Scheduling | Finance | Vendor | Program Integrity | Reports

Back to List

Owner
7001: ALBERTSON'S,LLC
Owner Phone
N/A
Owner Address
PO BOX 20
BOISE ID 83726

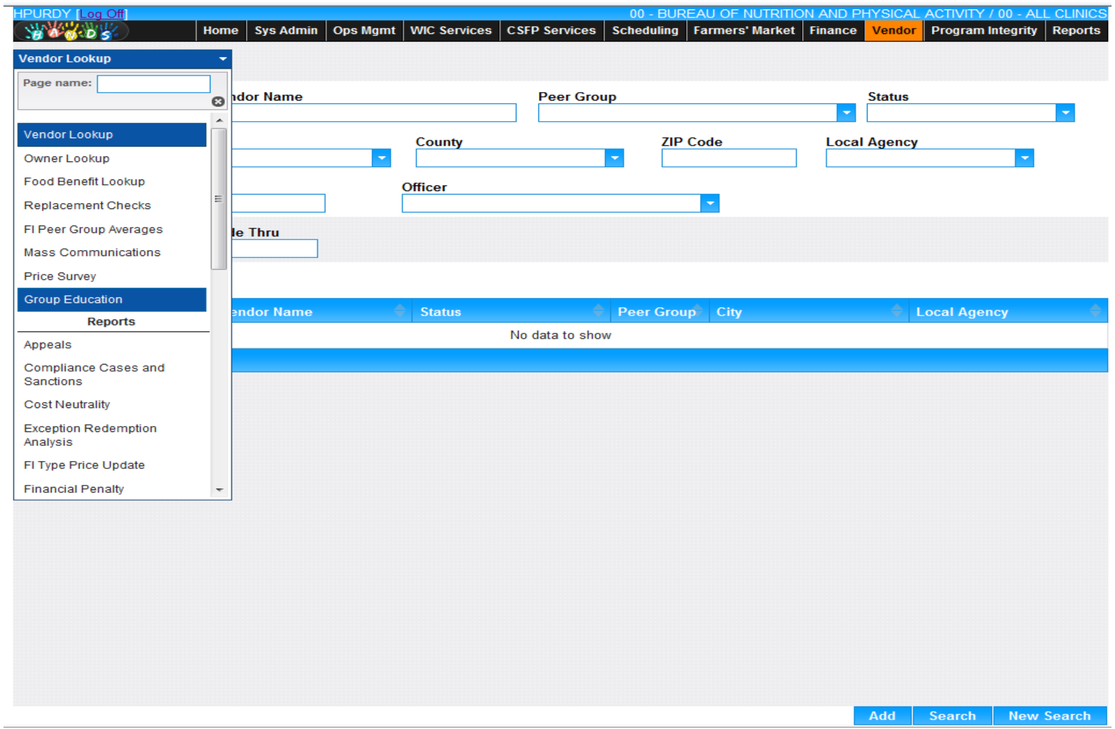
Item ID (Food Description)	Brand / Variety (Description)	Size	Actual Size	Item Price
INFANT FORMULA	ENFAMIL PROSOBEE (F	OZ	12.9	$16.99
MILK	STORE OR HOUSE (WH	GAL	1	$2.56
MILK	STORE OR HOUSE (1%	GAL	1	$2.56
CHEESE	STORE OR HOUSE (CH	LB	1	$5.99
CHEESE	STORE OR HOUSE (MO	LB	1	$5.99
EGGS	STORE OR HOUSE (LAF	CDOZ	1	$1.93
JUICE	TREE TOP (APPLE)	OZ	64	$4.39
JUICE FROZEN	ANY BRAND (FROZEN (	OZ	11.5	$2.99
CEREAL	CHEERIOS (PLAIN)	OZ	18	$4.99
CEREAL	KIX (PLAIN)	OZ	18	$4.99

Save Reset

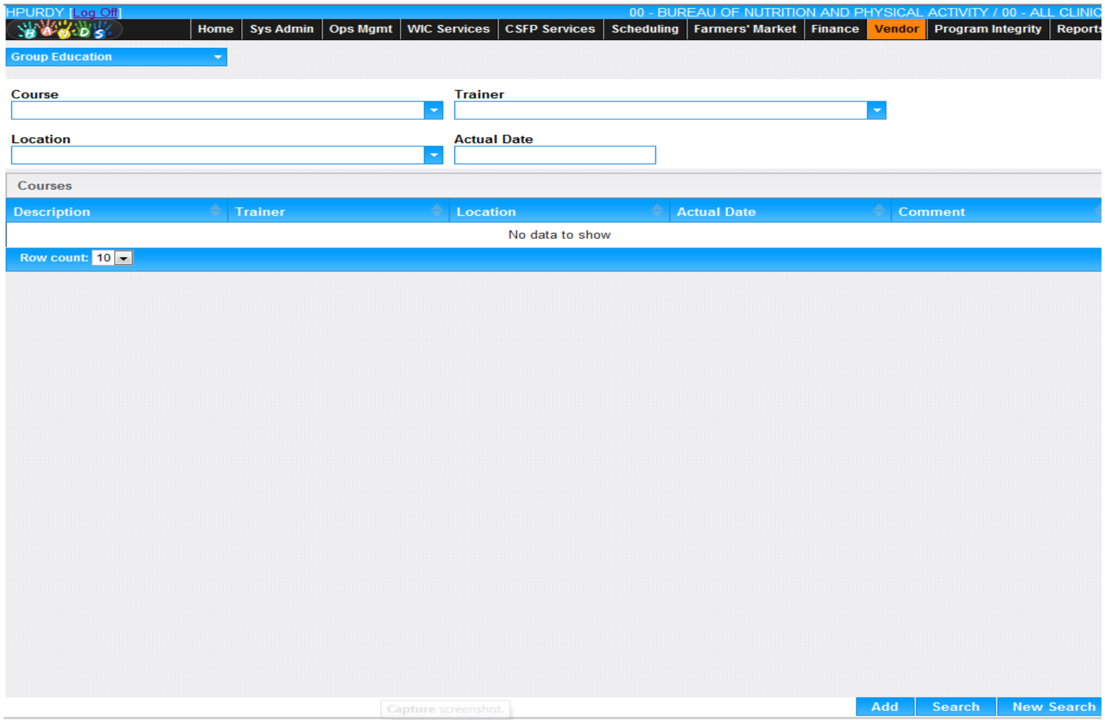
Vendor Management: Group Education

The Group Education page allows the user to view and manage education courses and associate them to a vendor/applicant.

1. From the Vendor module, select Group Education from the navigation drop down list.

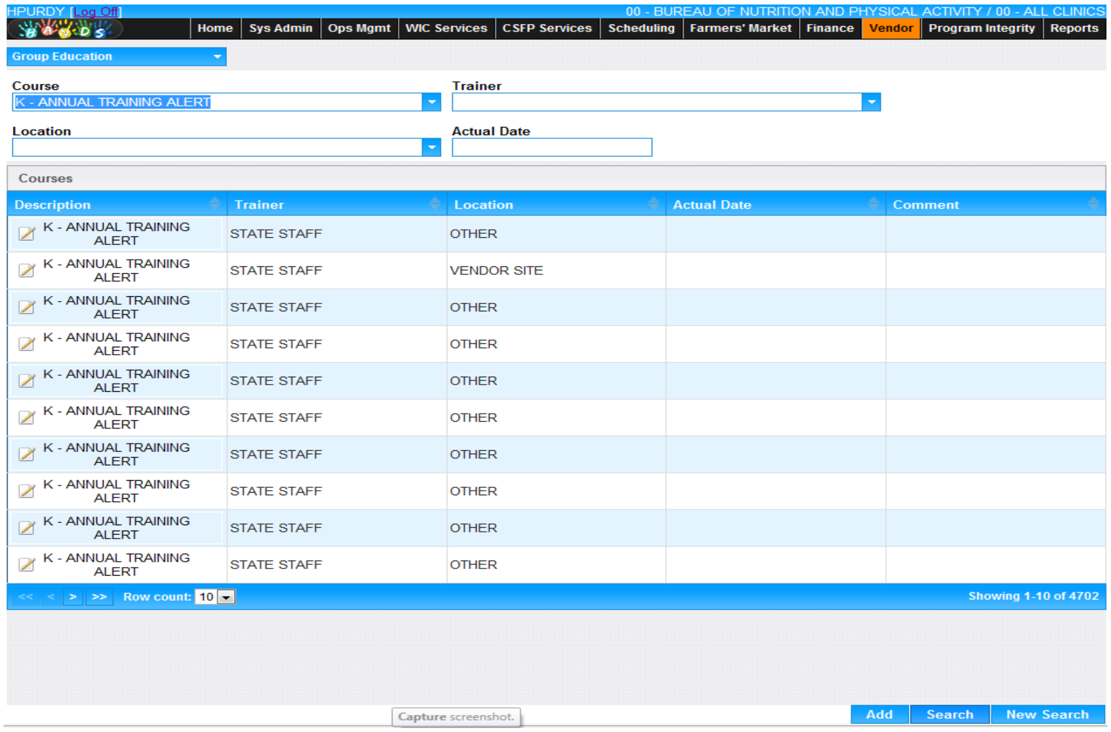


2. The Group Education search page is displayed.

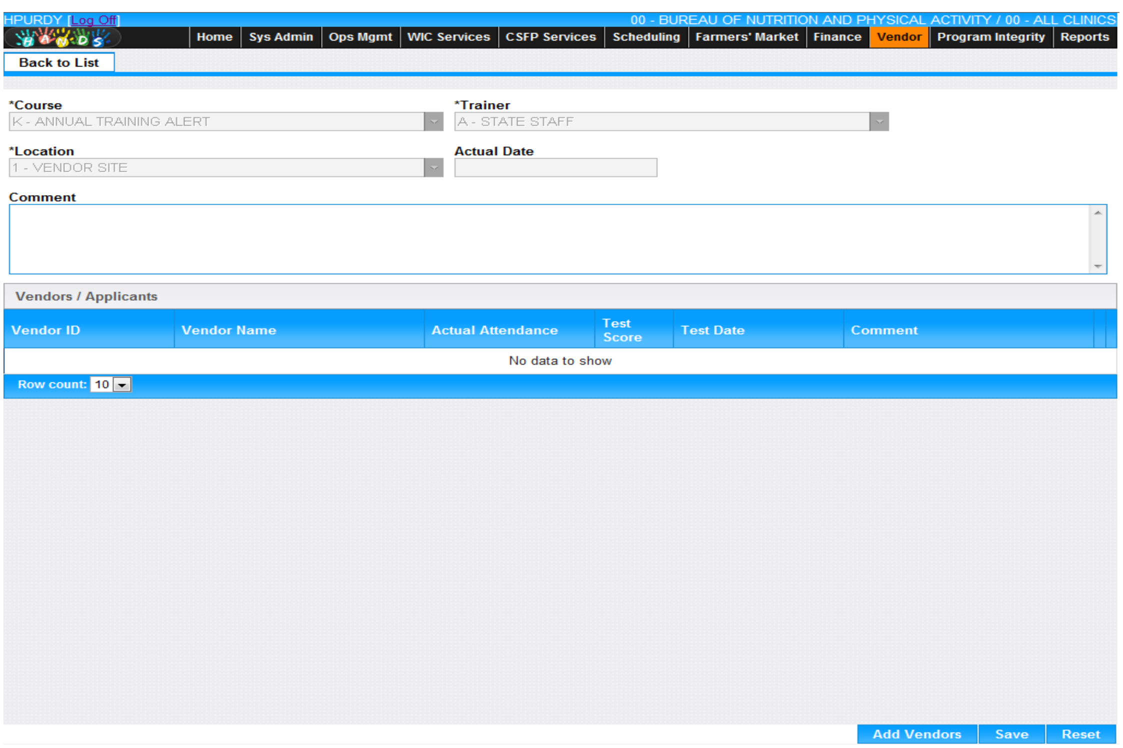


3. Enter the search criteria to locate the desired course.

4. Click the Search button at the bottom of the page. The search results will display in the bottom portion of the page.



5. Click the Description link for the course you wish to view or edit. The Edit Course page is displayed.

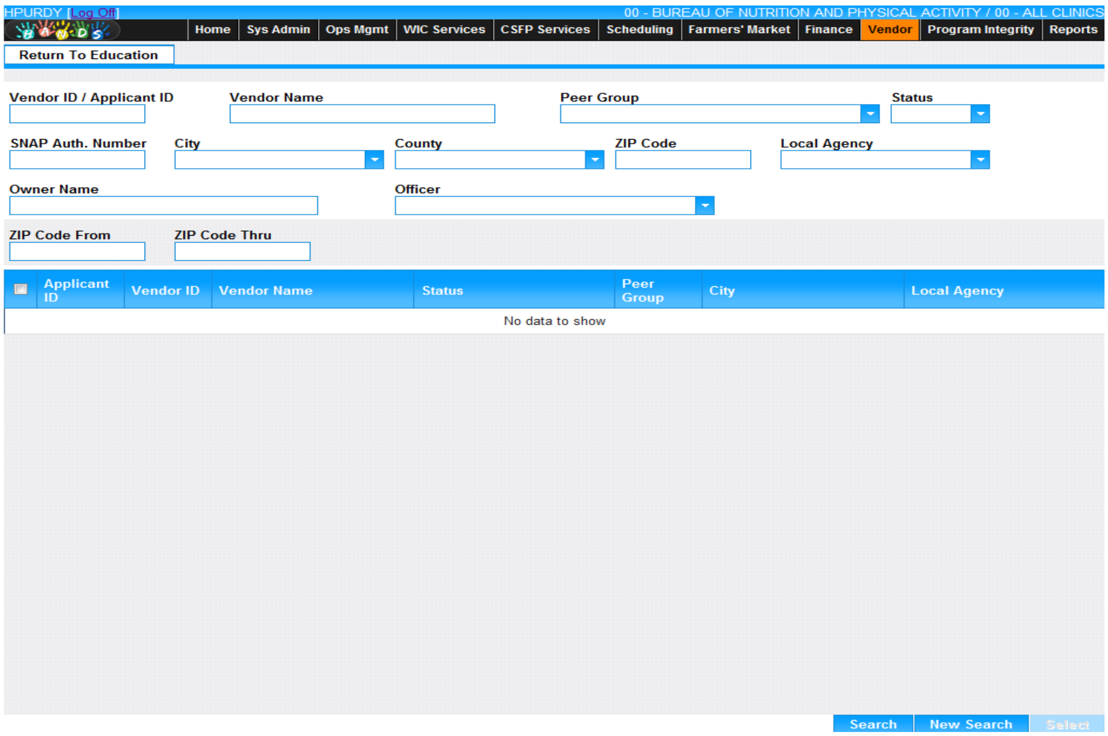


6. The Course, Trainer, and Location cannot be edited.

7. Make the appropriate changes to the page.

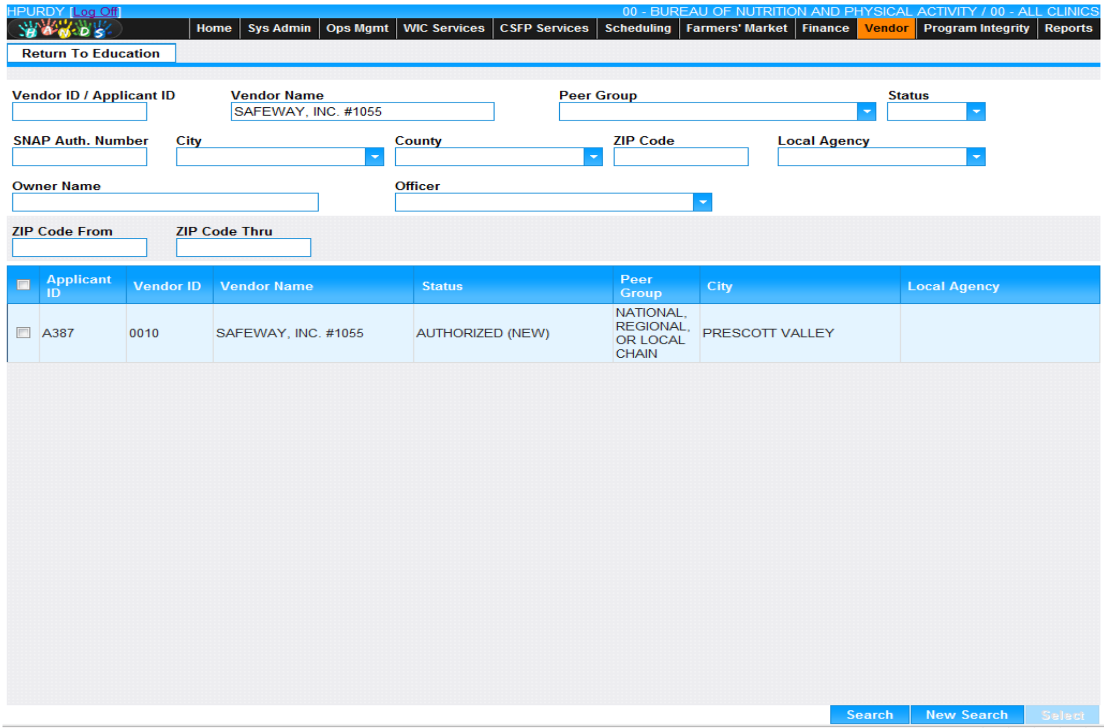
8. To discard your changes click the Reset button at the bottom of the page.

9. To add Vendors to the course, click the Add Vendors button. The Vendor Lookup page is displayed.



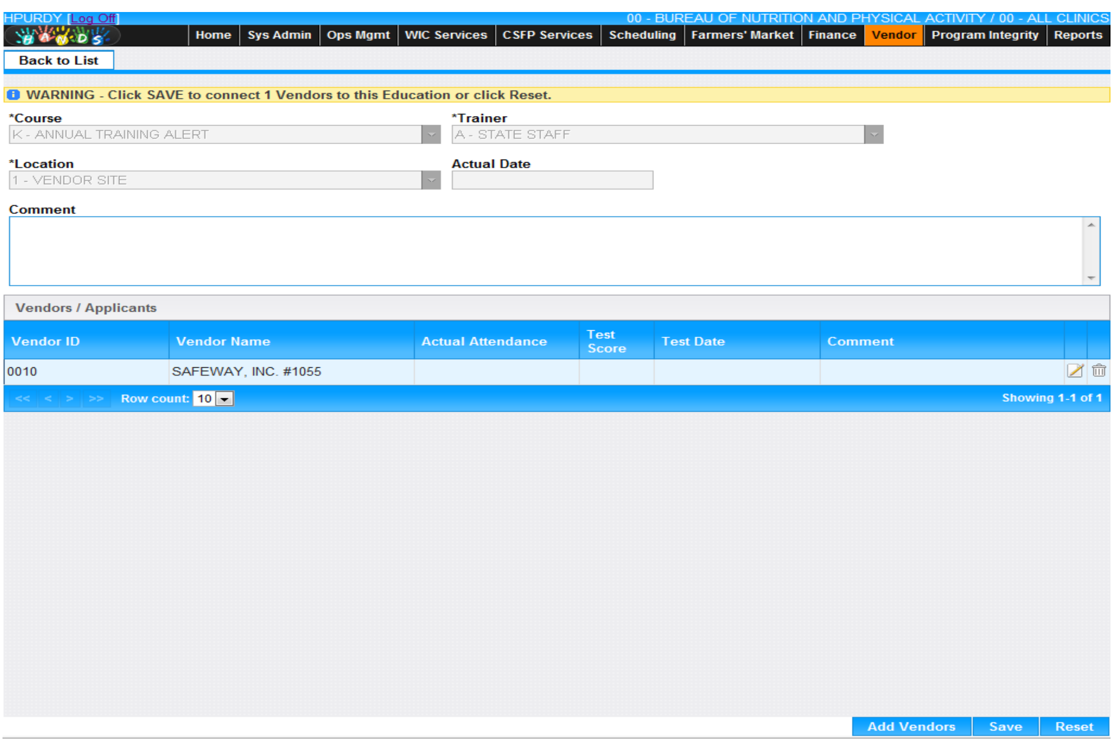
10. Enter the search criteria to identify the vendors to be added to the course.

11. Click Search. The search results are displayed in the bottom of the page.



12. Select the check box next to the vendor(s) to be added to the course.

13. Click the Select button.



14. The course page is displayed with the vendors in the Vendors/Applicants section and a warning message informing the user how many vendors will be added to the record.

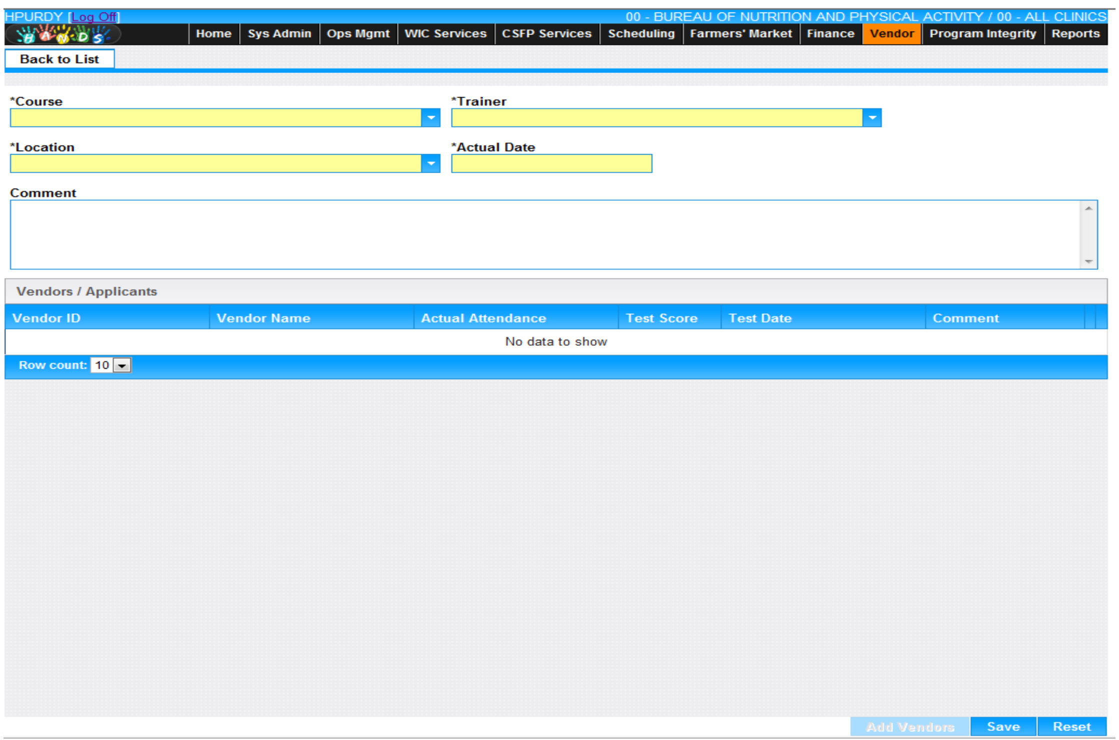
15. To discard your changes, click the Reset button at the bottom of the page.

16. To keep your changes, click the Save button at the bottom of the page.

Add a New Course

The Group Education page allows the user to add a new course and also associate vendors to the course.

1. From the Group Education search page, click the Add button. The Add course page is displayed.



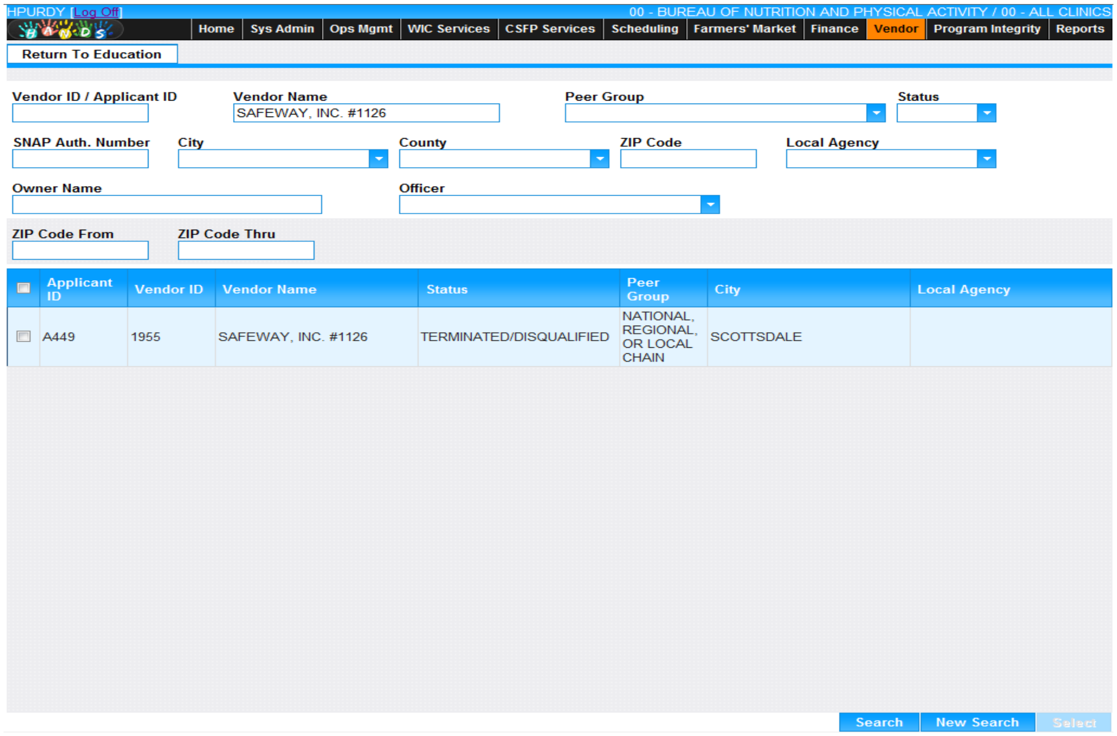
2. Enter all required fields and any appropriate fields to complete the education course.

3. Click the Save button at the bottom of the page.

4. To add vendors to this course, click the Add Vendor button. The vendor lookup page is displayed.

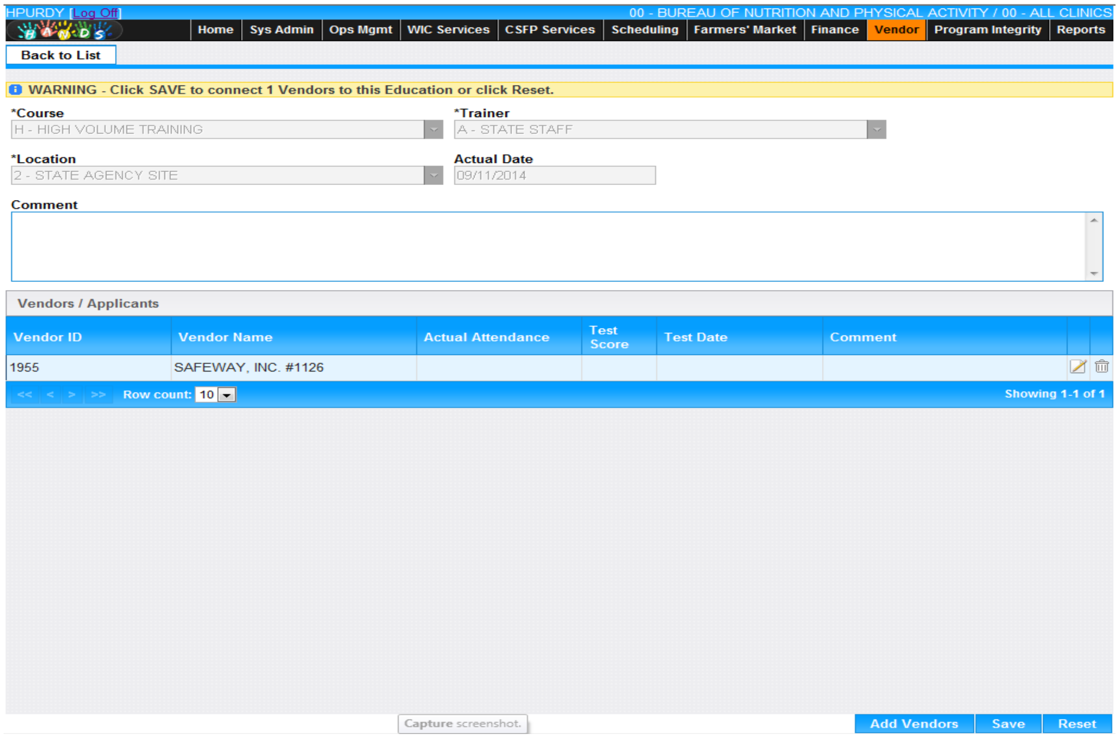
5. Enter the search criteria for the vendors to be added to the course.

6. Click Search. The search results will display in the bottom portion of the page.



7. Select the check box next to the vendor(s) to be added to the course.

8. Click the Select button. The course page is displayed with the vendors in the Vendors/Applicants section and a warning message informing the user how many vendors will be added to the record.



9. To discard your changes, click the Reset button at the bottom of the page.

10. To keep your changes, click the Save button at the bottom of the page.

Module 5: Program Integrity Vendor and Client

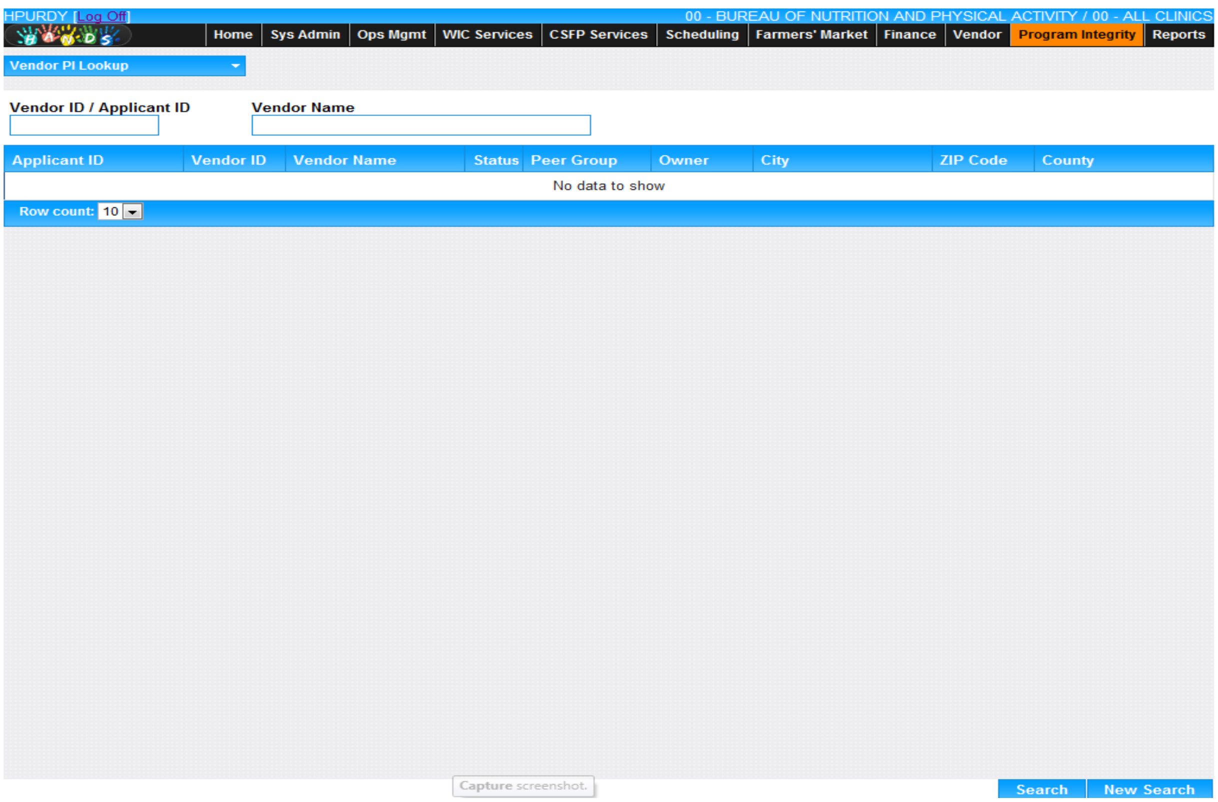
For WIC State Agency & Administrative Users

Vendor Program Integrity Features

The Vendor Program Integrity module allows the user to record and track each vendor's adherence to the WIC program policies and regulations. This includes compliance, violations, collections, appeals, and the communications related to these activities.

Vendor Program Integrity: FI Lookup

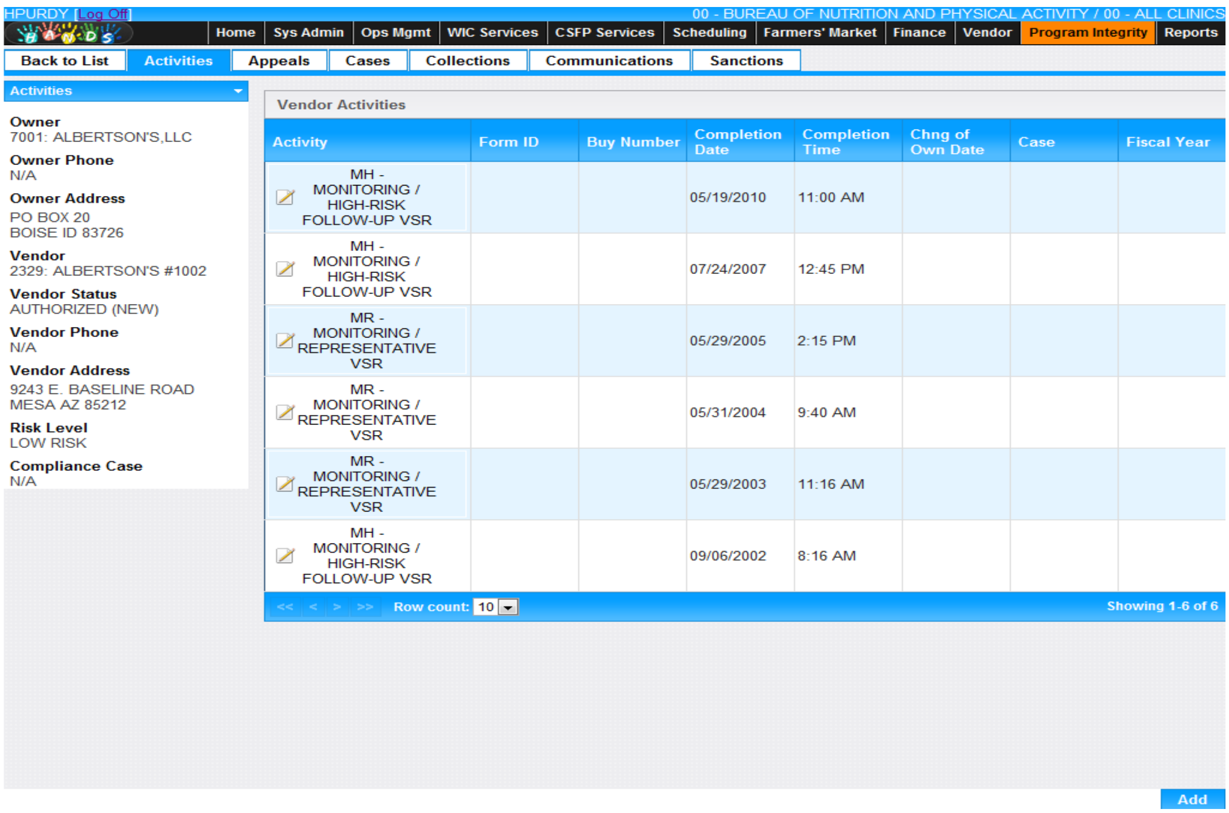
Use the Vendor PI Lookup screen to search for and retrieve a vendor.
You can access the Vendor PI Lookup screen by selecting the Program Integrity tab on the main menu bar.



1. Enter the search criteria in the Vendor ID/Applicant ID or Vendor Name fields.
2. Click Search. All vendors matching the search criteria are displayed.
3. Select the vendor you want to review by clicking the Vendor Name link.
4. Click New Search to enter new search criteria and search again.

Vendor Program Integrity: Activities

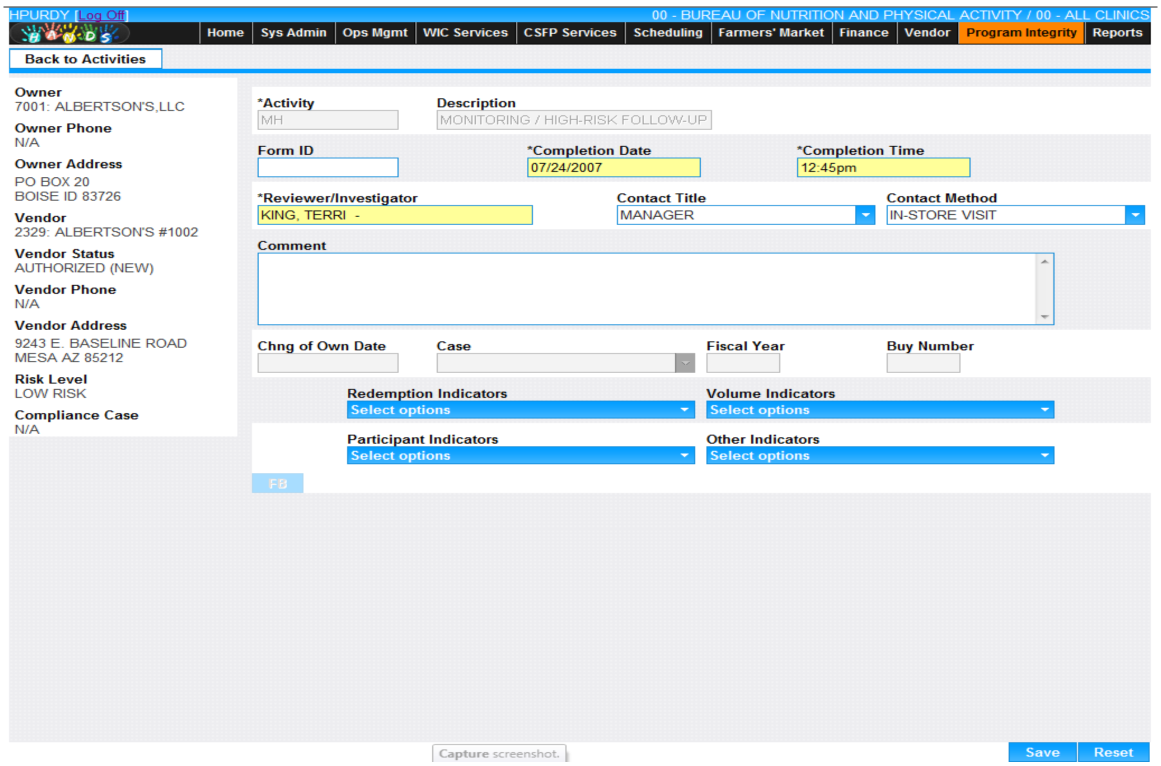
The Activities screen displays a history of the program integrity activities performed for a vendor. The screen allows the user to view or update an existing activity, or begin a new activity.
All past and current activities for the vendor are displayed when the screen opens.
Access the Activities screen by selecting the Activities tab from the task menu bar.



View or Modify a Program Integrity Activity

To view or modify an existing activity:

1. Click the Activity link for the activity you wish to view or modify. The Activity screen is displayed with existing field values.



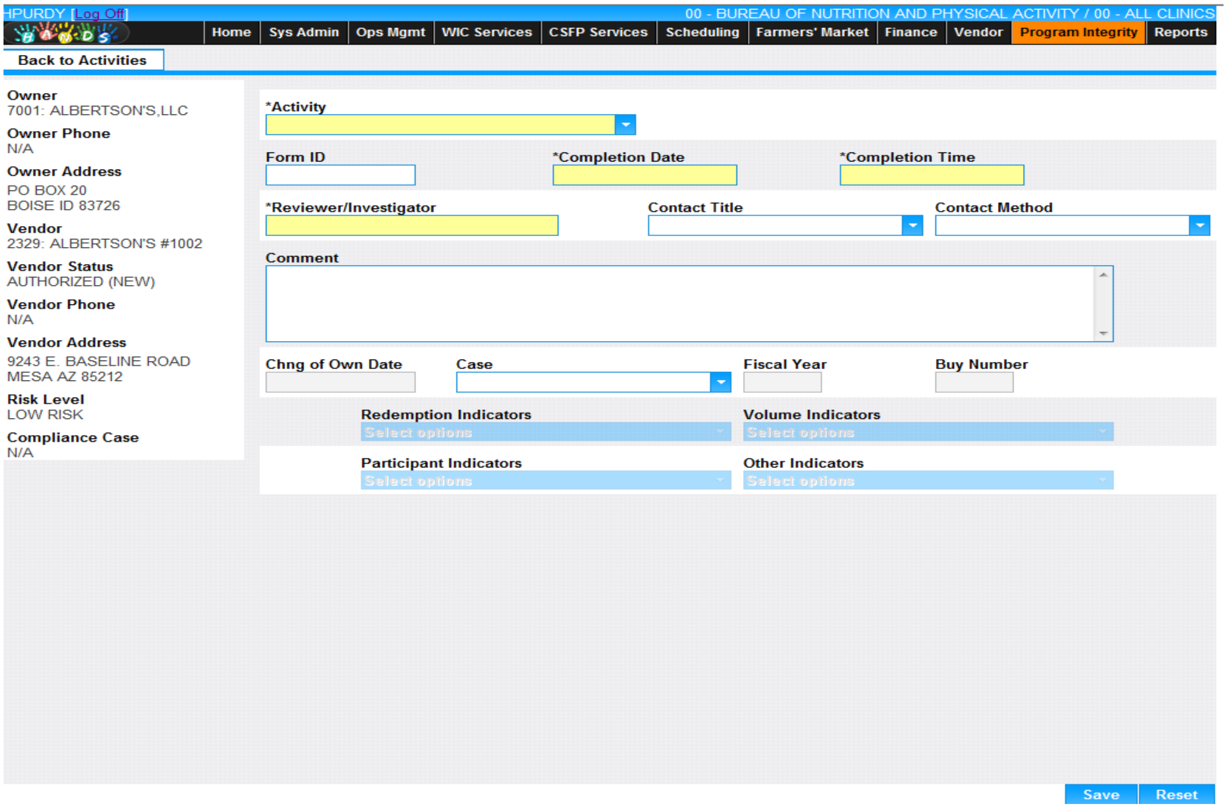
2. If desired, modify the fields to contain updated values. You can restore all fields to their original values by clicking Reset.

3. If field values were modified, click Save.

New Activity

Use this screen to add a new Activity for the vendor.
Access this screen by selecting the Activities tab on the task menu bar, then clicking [Add] on the Activities screen.
To add a new activity for the vendor:

1. Click Add on the Activities screen. The Add Activity screen is displayed.



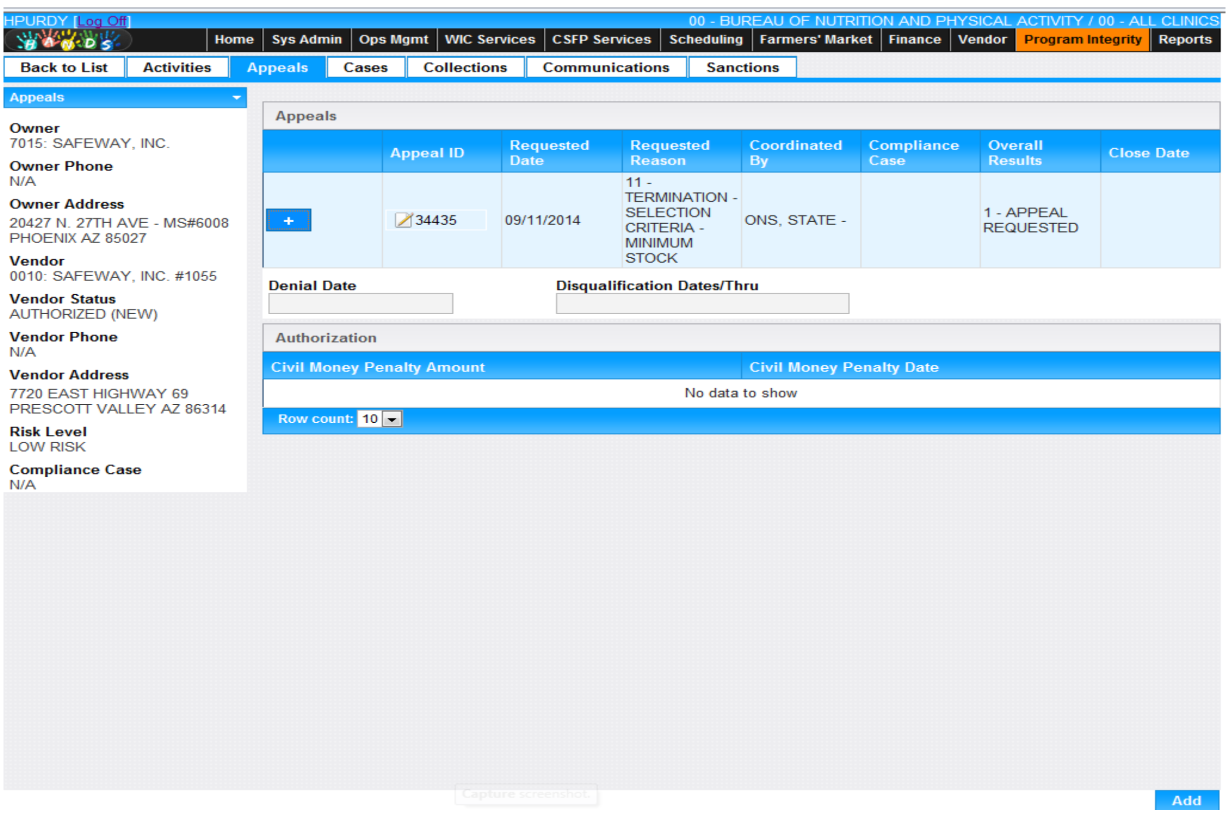
2. Enter all required fields and any other applicable fields related to the activity
3. If the Activity Type is "AUTHORIZATION/CHANGE OF OWNERSHIP", select the Change of Own Date.
4. If the Activity Type is “COMPLIANCE BUY” or “INVENTORY AUDIT”, select the Case from the drop down list.
5. If the Activity Type is “COMPLIANCE BUY” or “INVENTORY AUDIT”, enter the Contact Name and Contact Method.
6. If the Activity Type is “COMPLIANCE BUY”, enter the Buy number.
7. If the Activity Type is "COMPLIANCE BUY" or "INVENTORY AUDIT", the four outcome indicators at the bottom of the screen are enabled.
   b. Redemption Indicators
   c. Participant Indicators
   d. Volume Indicators
   e. Other Indicators

   If known at this time, you may select the outcome Indicators applicable to this activity.
8. To clear all field values and begin again, click Reset.
9. Click Save. The new Activity will display in the grid on the Vendor Activities page.

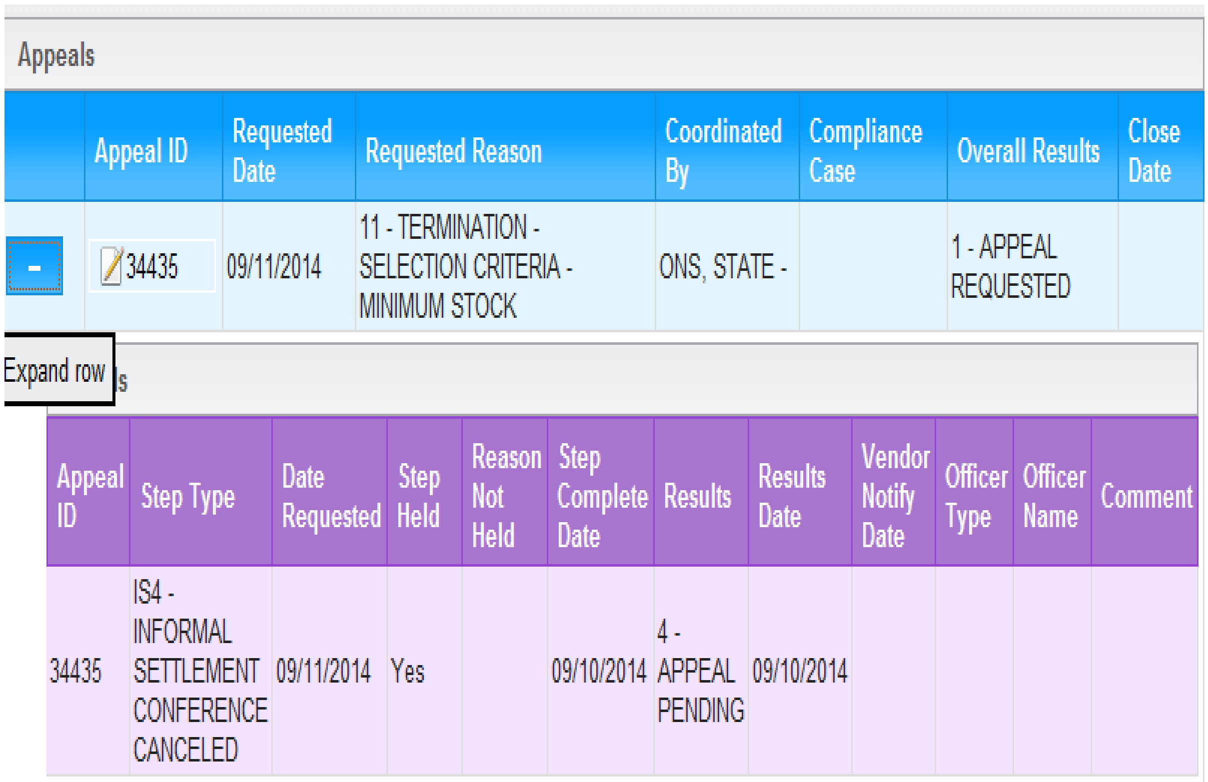
Vendor Program Integrity: Appeals

The Appeals screen displays the appeals for the vendor. This screen allows the user to view or modify existing appeals, or add new appeals. The screen also displays all CMP amounts and issuance dates, if any exist.
Use the Appeal screen to:
View or modify an Appeal
View or Modify an Appeal Step
Add an Appeal
Add an Appeal Step
Finalize an Appeal Step

All past and on-going appeals are displayed when the screen opens.
To access the Appeals screen, select the Appeals tab from the task menu bar.



The [+] button next to each appeal may be used to view the details of the appeal.

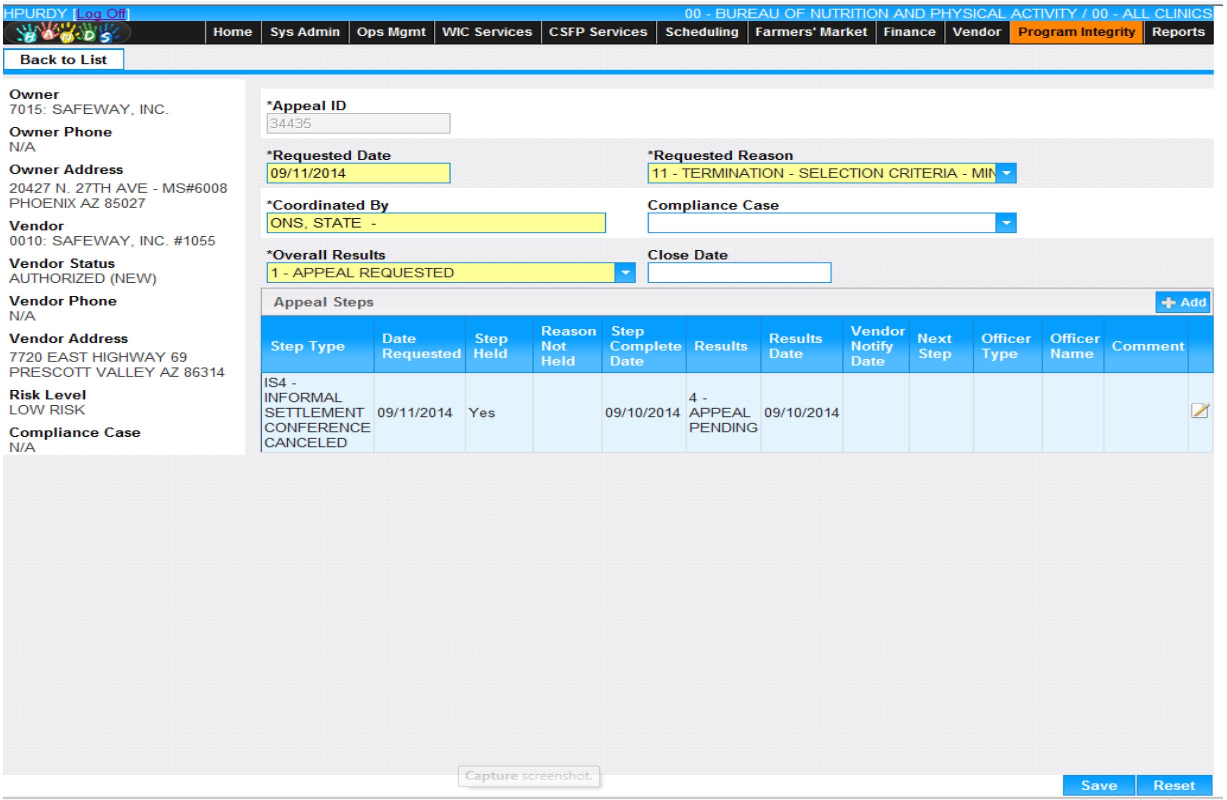


View or Modify an Existing Appeal

An existing appeal can be viewed or modified from the Appeals screen.
To access the Appeal screen, select the Appeals tab on the task menu bar.
To view or modify an existing appeal:

1. Click on the Appeal ID link for the appeal to be viewed or modified.

The Appeal screen is displayed with existing field values.



2. If desired, modify the fields to contain updated values.

You can restore all fields to their original values by clicking Reset.

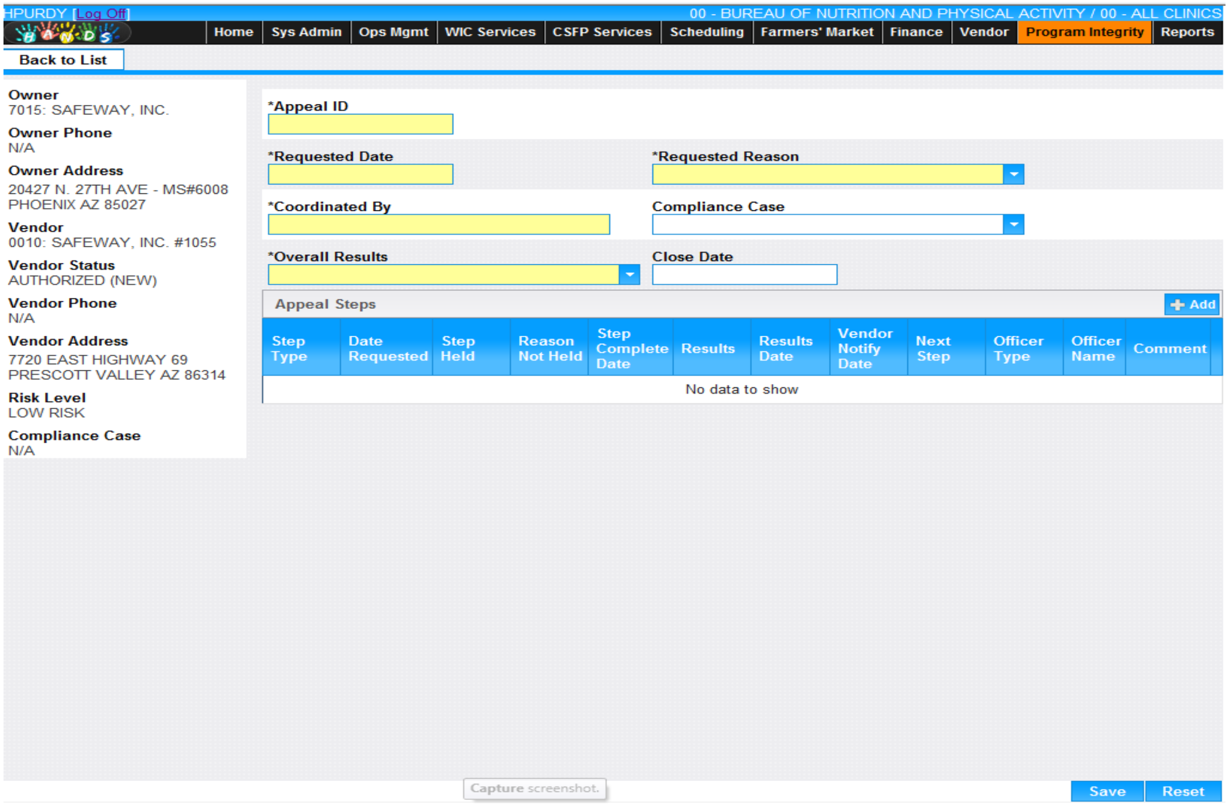
3. If field values were modified, click Save.

Add New Appeal

Use the New Appeal screen to enter a new appeal for the vendor. Steps related to an appeal may also be documented from this screen.
A new appeal can be created from the Appeals screen. Access the Appeals screen by selecting the Appeals tab from the task menu bar.

1. Click Add to add a new appeal record.

The New Appeals screen is displayed.



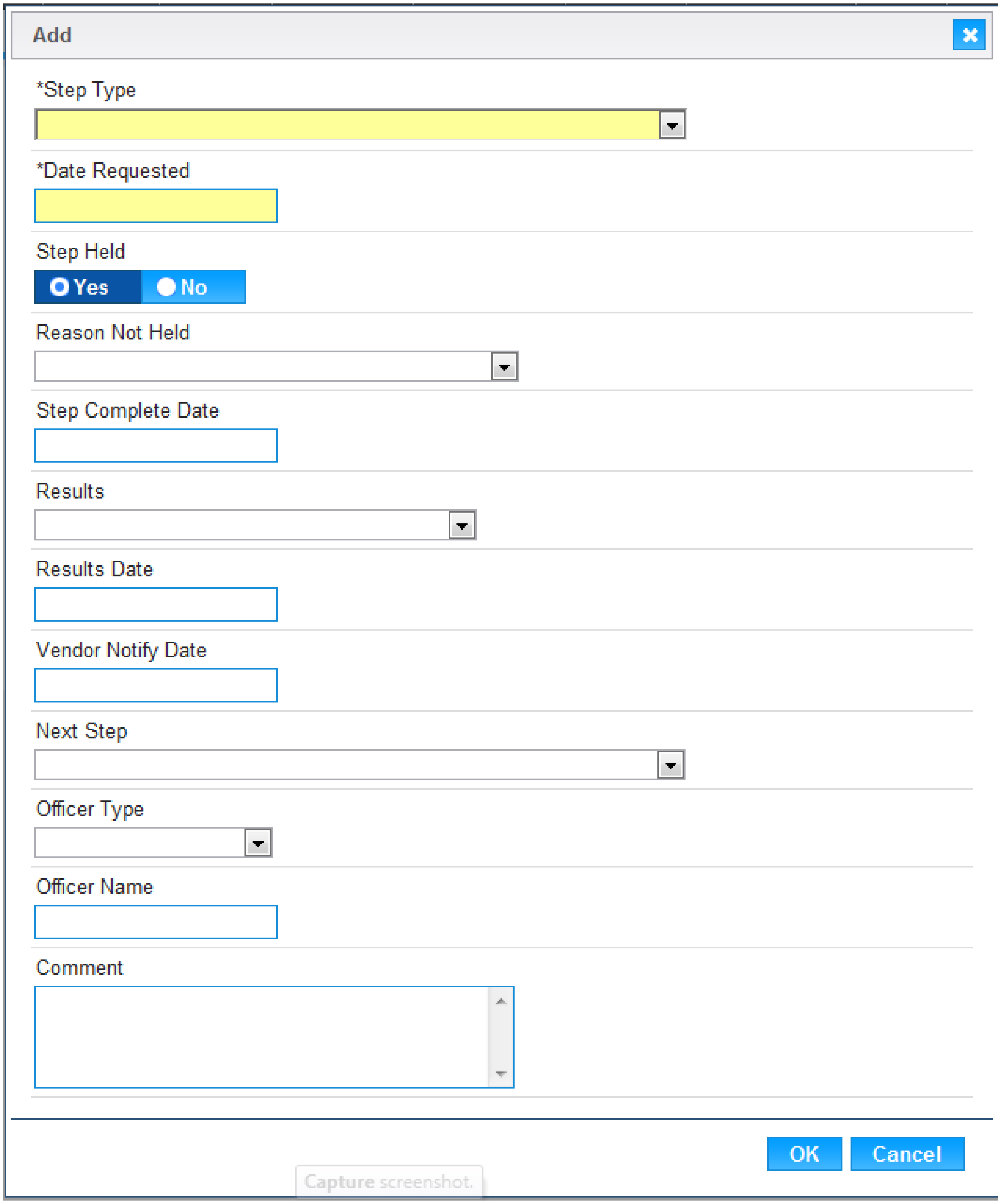
2. Enter all required fields and any other applicable fields for the new Appeal.
3. If the appeal relates to a compliance case, select the Compliance Case number. If the compliance case has not been created yet, create it using the Program Integrity Cases screen.
4. Select the Overall Results. For a new appeal, the value is typically "Appeal Requested".
5. Click Save.

Add Appeal Steps

After entering the new appeal information, you must add one or more appeal steps. Appeal steps allow you to record each step of the appeal process and each step's outcome. At least one appeal step is required.
Add appeal steps from the Appeal screen. To access the Appeal screen, select the Appeals tab from the task menu bar, and then click the Appeal ID of the appeal to modify.

1. Click Add to create a new Appeal Step.

The Appeal Step screen is displayed.



2. Enter the required fields and all fields that may be applicable to the Appeal Step.
3. If the Step was held, select Yes for Step Held; otherwise, select No and then select the appropriate Reason Not Held.
4. If applicable, you may also enter:
    b. The date the Vendor was notified.
    c. The next appeal step to be performed.
    d. Information about the appeals officer.
    e. Comments about the step.

5. Click OK on the Add Step screen.
6. Click Save on the Appeal screen to save the information.

To cancel the addition of the step, click Reset on the Appeal screen.

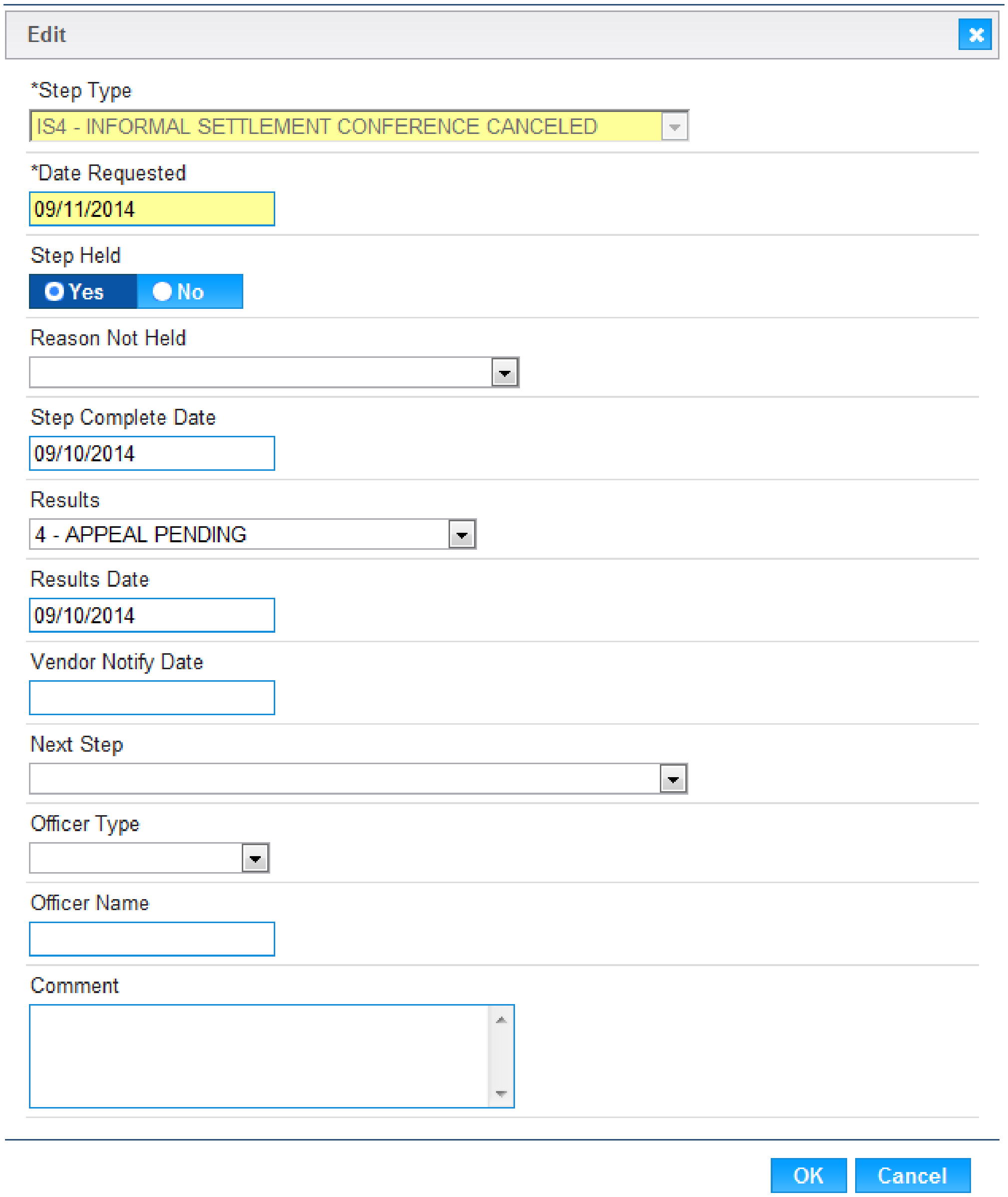
Record an Appeal Step Outcome

The outcome of an appeal step can be recorded after the outcome is known. Outcome examples include requested, scheduled, reschedule, cancellation, not held, and decision posted.

Access the Appeal Step screen by selecting the Appeals tab from the task menu bar.

1. From the Appeal screen, click the Appeal ID of the appeal to be modified.
2. Click the edit icon on the appeal step to be edited.

The Appeal Step screen is displayed.



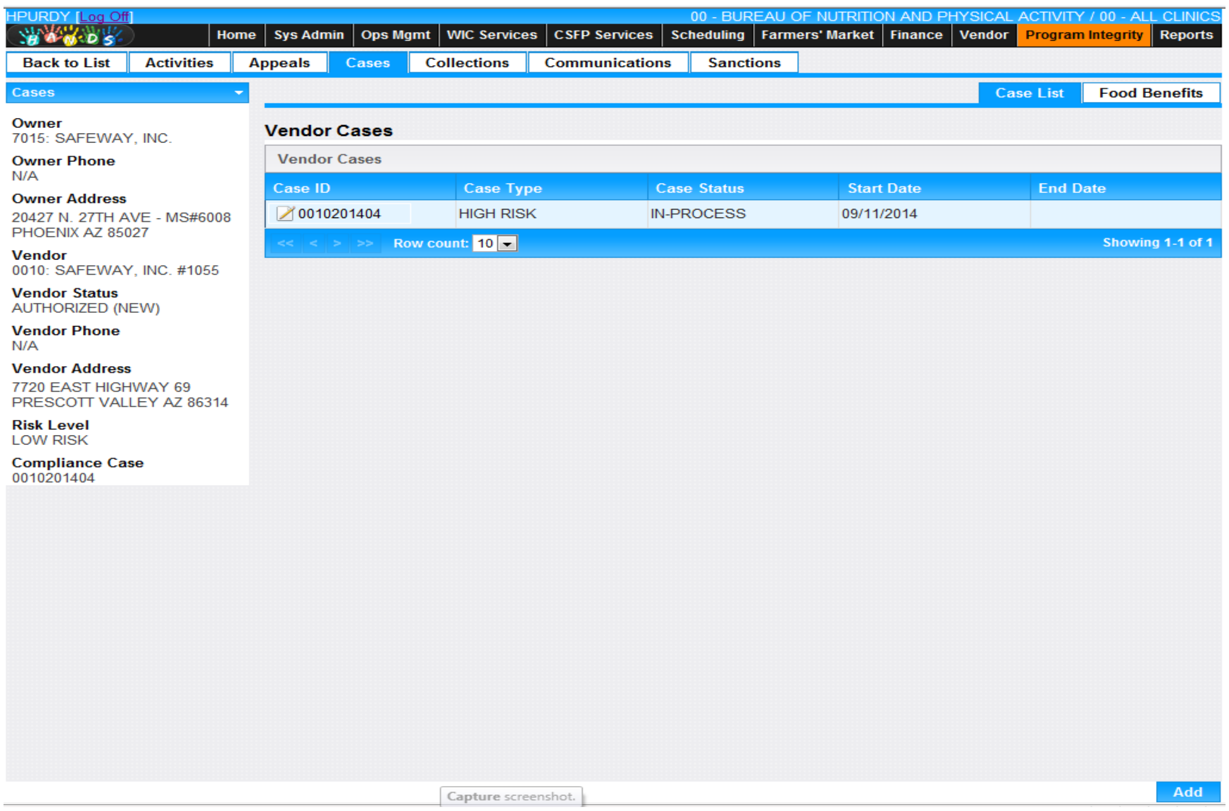
3. Modify the fields to contain the new values. The Step Type cannot be modified.
4. If the appeal step was not held (e.g., Canceled, No Show, Withdrawn), change the Step Held selection to No, then select the Reason Not Held.
5. Click OK on the Appeal Step edit screen.
6. Click Save on the Appeal screen.

Vendor Program Integrity: Cases

The Cases screen shows the on-going and closed compliance cases recorded for the vendor. Use this screen to:
Review past compliance cases
Create a new case
Issue compliance food benefits (for a compliance buy activity)
Close a case

All cases associated with the vendor are displayed when the screen opens.

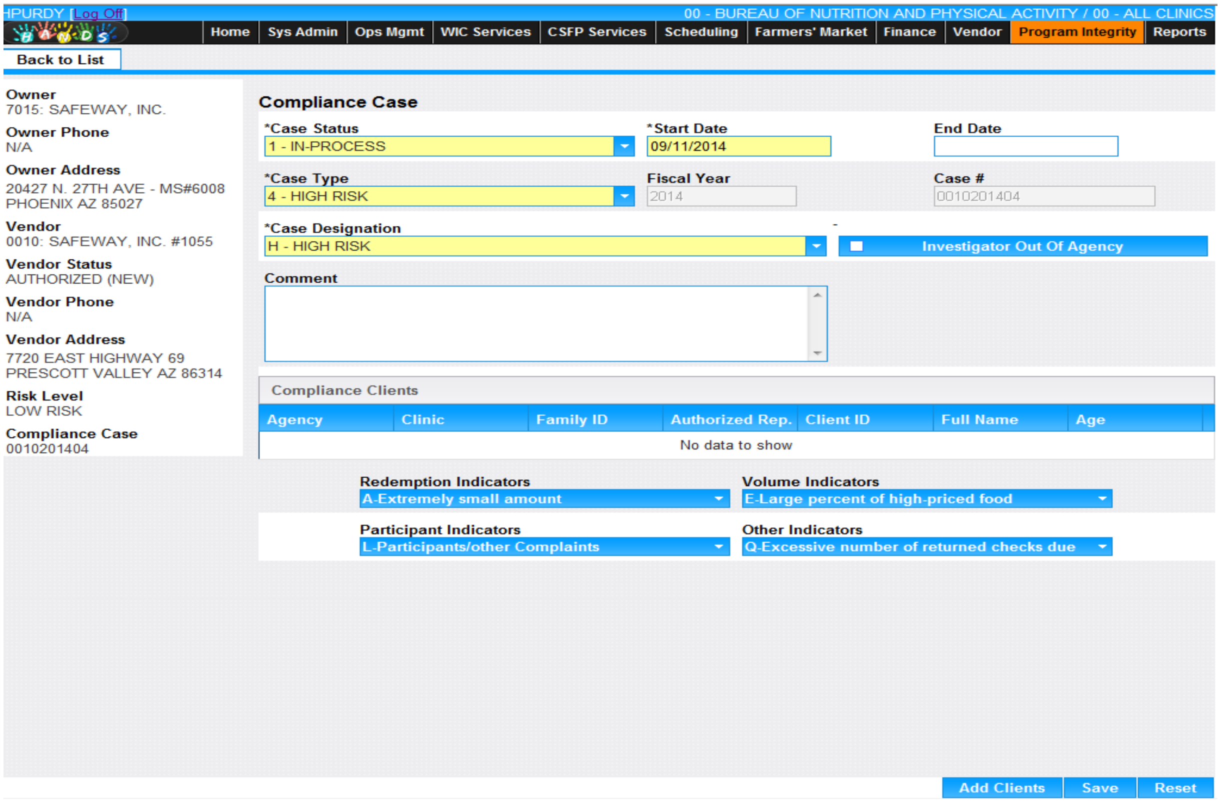
To access the Cases screen, select the Cases tab from the task menu bar. Ensure the Case List tab is selected on the Cases screen.



To view or modify an existing Case:

1. Click the Case ID link on the row to be viewed or modified.

The Case screen is displayed with the existing field values.



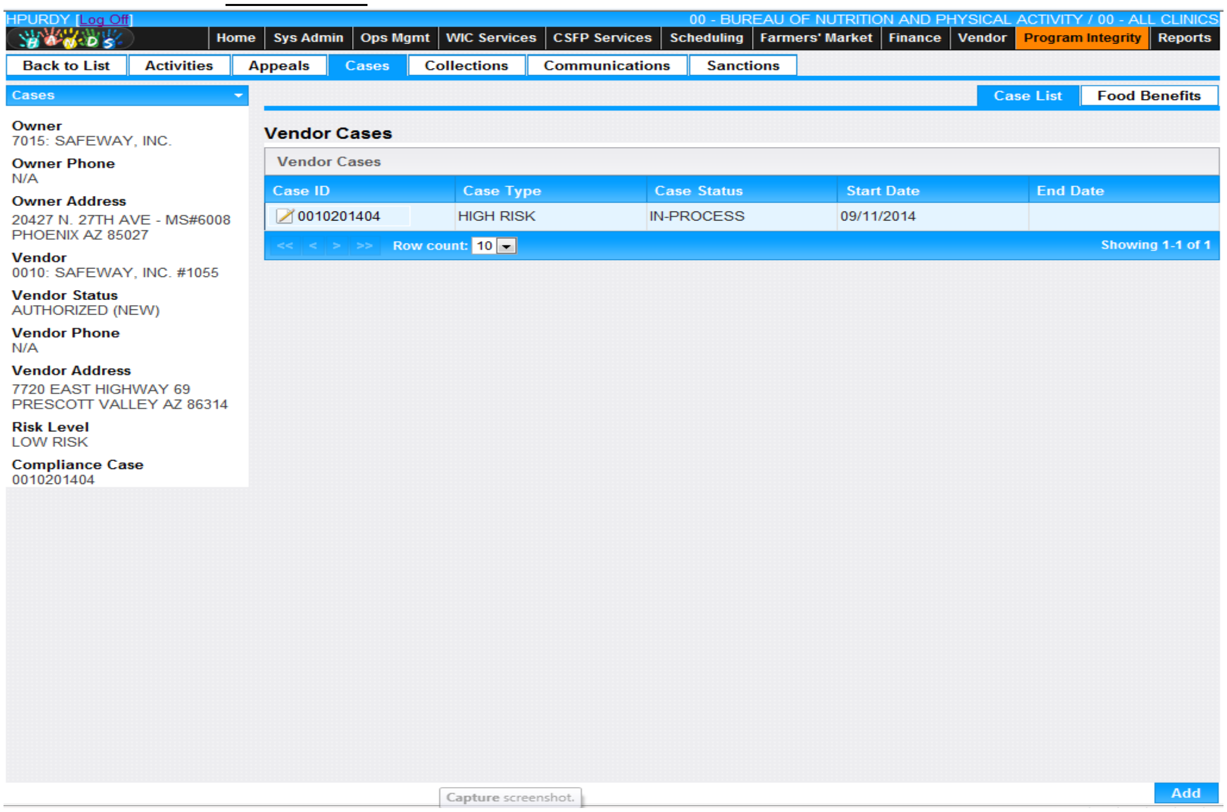
2. If desired, modify the fields to contain updated values.

You can restore all fields to their original values by clicking Reset.

3. Click Save to save your changes.

Create a New Compliance Case

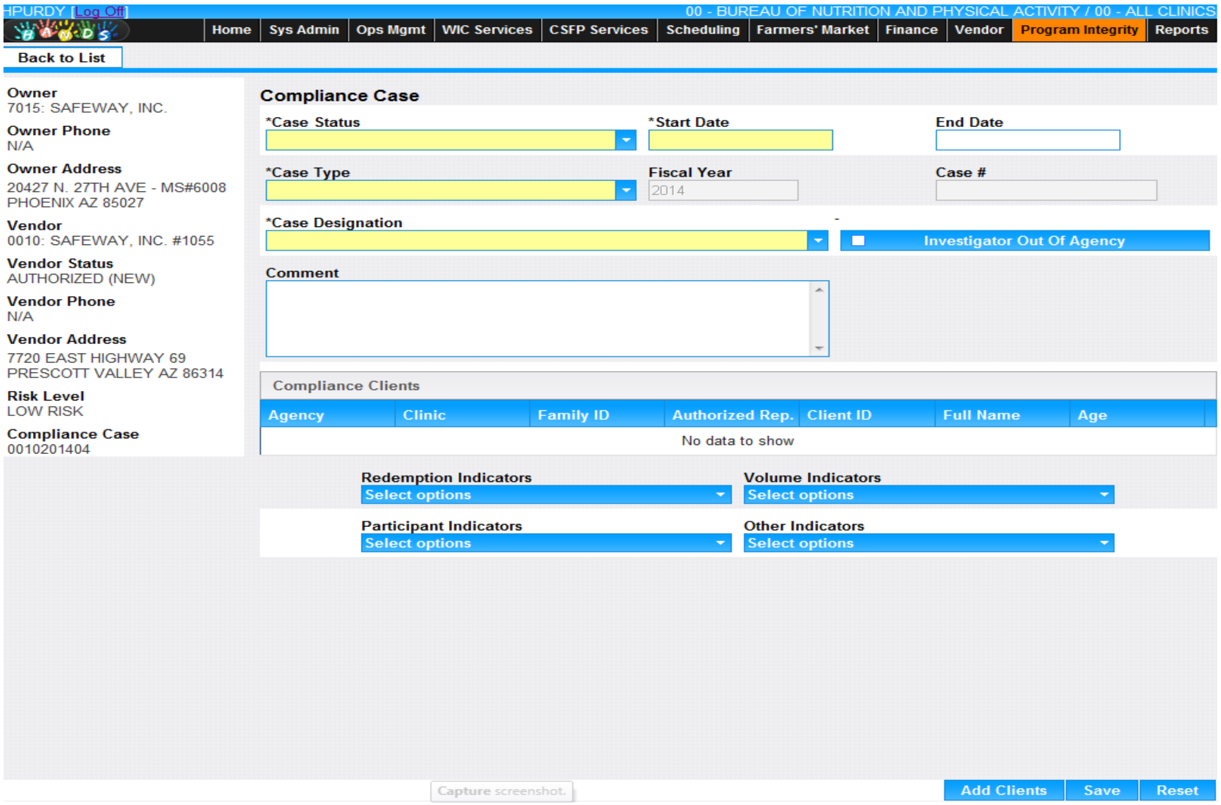
To create a new compliance Case for this vendor, select **Cases** from the task menu bar. Ensure that the **Case List** tab has been selected within the Cases screen.



All cases associated with the vendor are displayed when the screen opens.

1. Click Add.

The New Case screen is displayed.



2. Select the Case Status, such as "In-Process" for a new Case.
3. Enter all required fields and any other applicable fields to complete the compliance case.
4. If the investigator does not work for the state agency, select Investigator Out of Agency.
5. Enter relevant Comments about the compliance case.
6. Click Save. The case is saved an can now have clients added to it as described in the next section.

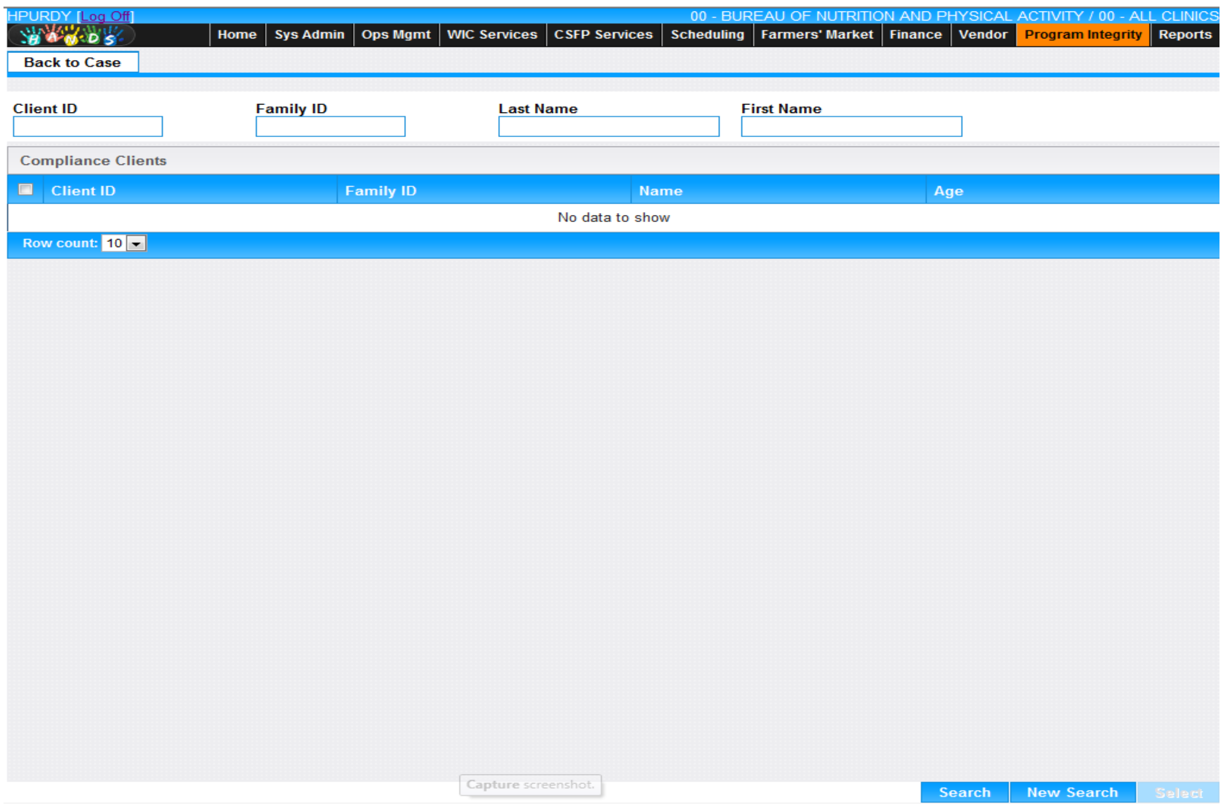
Add Clients to a Case

Compliance clients must be associated with a compliance case so that food benefits may be issued.

To access the Add Clients screen, select the Cases tab from the task menu bar.

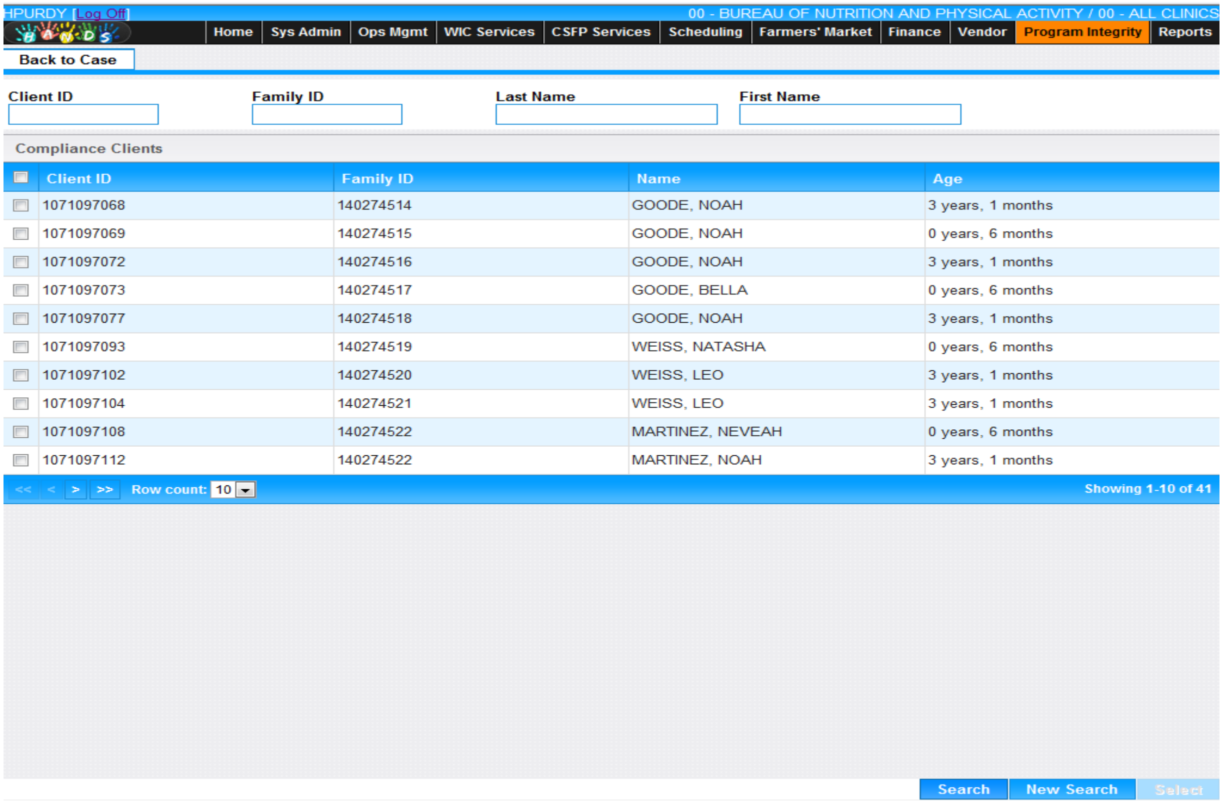
1. Select the Case ID link from the list of cases on the Cases screen.
2. Click Add Clients.

The Add Clients screen is displayed and allows you to enter search criteria for the compliance client(s) to be added.



3. Enter one or more client search criteria.
4. Click Search.

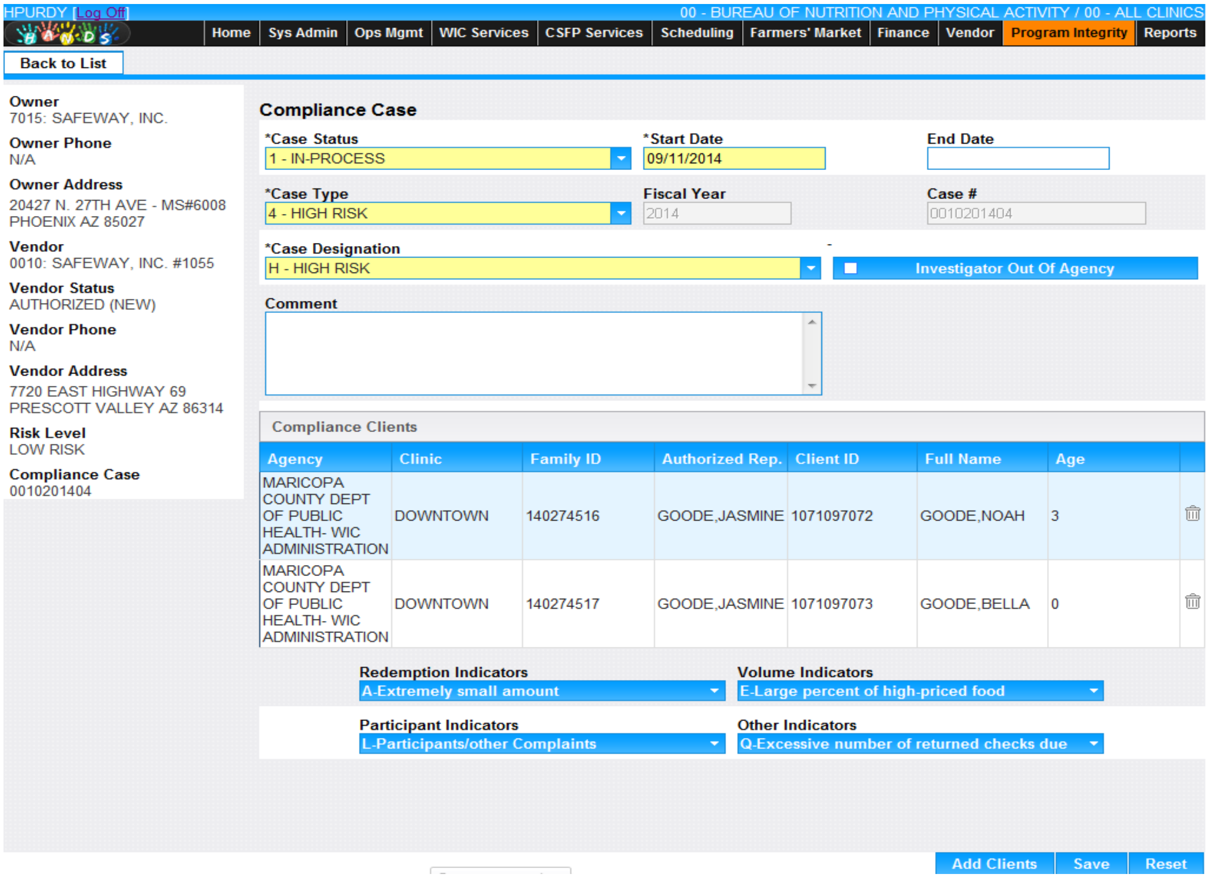
The screen displays all clients that match the search criteria.



5. From the list of matching clients, check the box next to the client(s) to add to the case.
6. Click Select.

The Add Client window closes and the Case screen is displayed.

The Case screen now displays all clients you have associated with the Compliance Case.



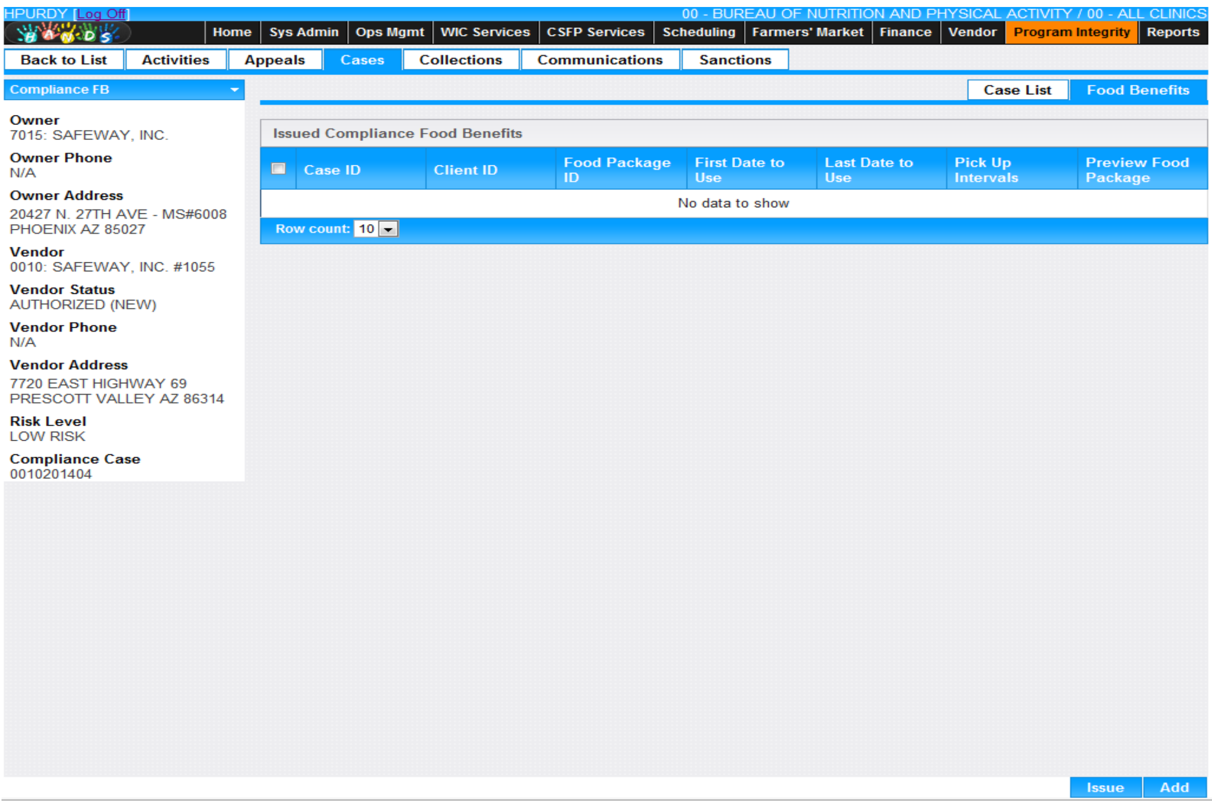
7. If any violations are to be recorded at this time, select them from the outcome Indicators drop-downs at the bottom of the screen.

Redemption Indicators
Participant Indicators
Volume Indicators
Other Indicators

8. Click Save.
9. If you wish to abandon your changes, click Reset.

Create and Issue Compliance Food Benefits

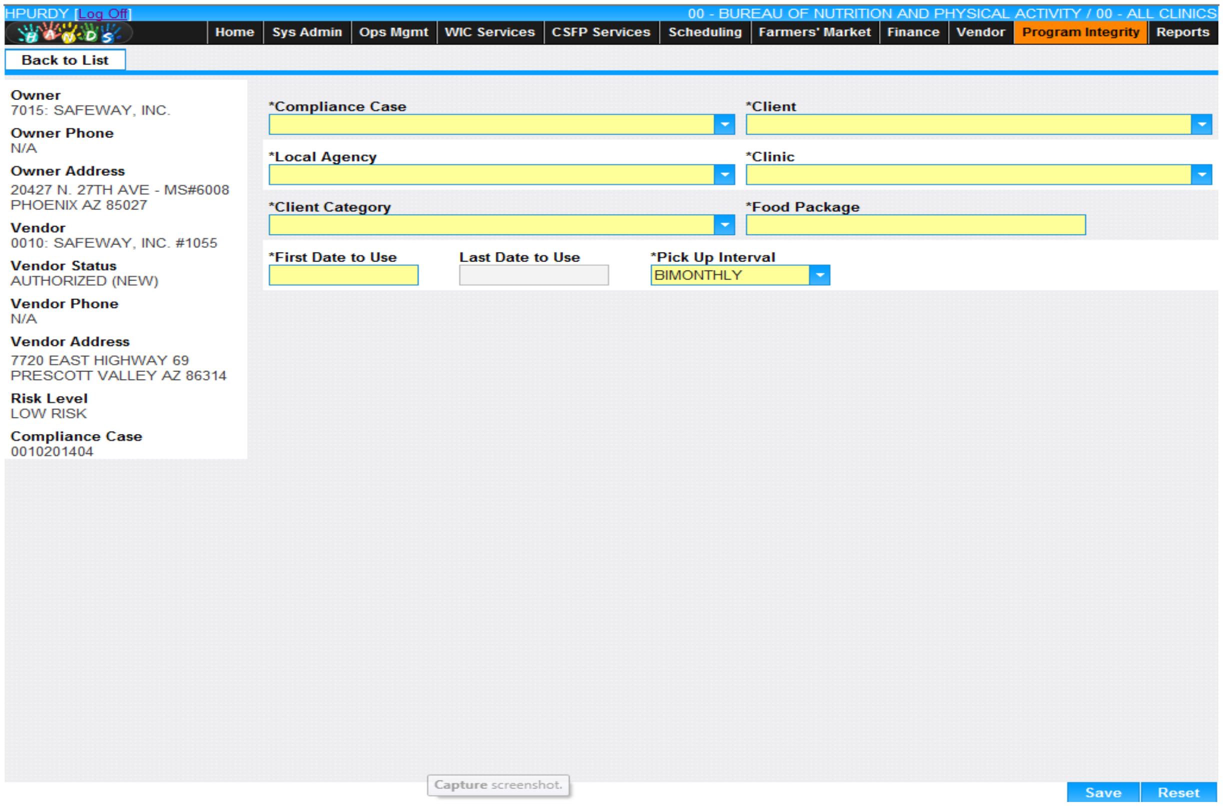
Compliance food benefits can be created and issued from the Food Benefits tab on the Cases screen.
Access the Food Benefits screen by selecting the Cases tab from the task menu, then the Food Benefits tab on the Cases screen.
All existing compliance food benefits are displayed when the screen opens.



To create a new compliance food benefit:

1. Click Add.

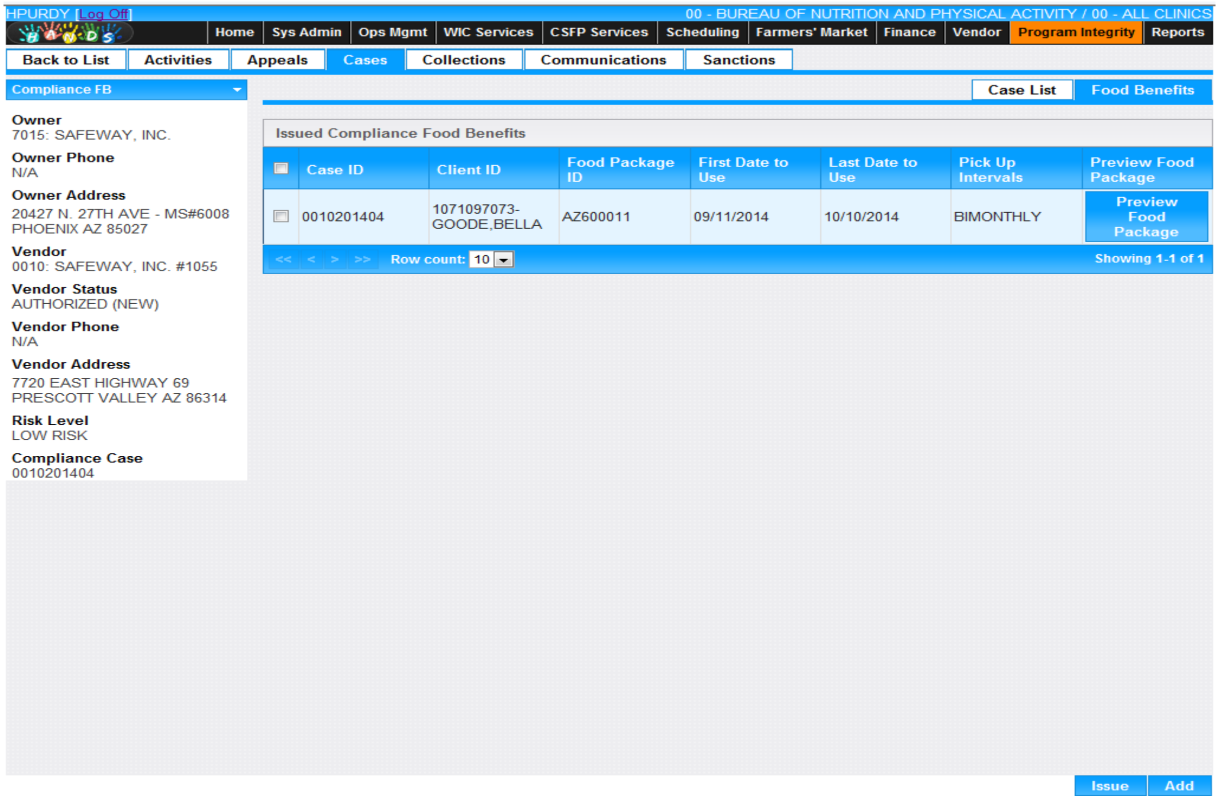
The Add Compliance Food Benefit screen is displayed.



2. All fields on this page with the exception of Last Date to Use are required. Enter information for all the required fields.
3. When entering a food package, begin typing the food package name and HANDS will display a list of matching packages. Select the desired package from the list.
4. Select the First Date to Use. The Last Date to Use is auto-populated based on the First Date to Use.
5. Click Save.

Issue Compliance Food Benefits

When performing a compliance activity, it is necessary to issue food benefits to the compliance client(s) associated with the compliance case.
Access the Issue Compliance Food Benefits by selecting the **Cases** tab on the menu, then selecting the **Food Benefits** tab.



To issue a compliance food benefit:

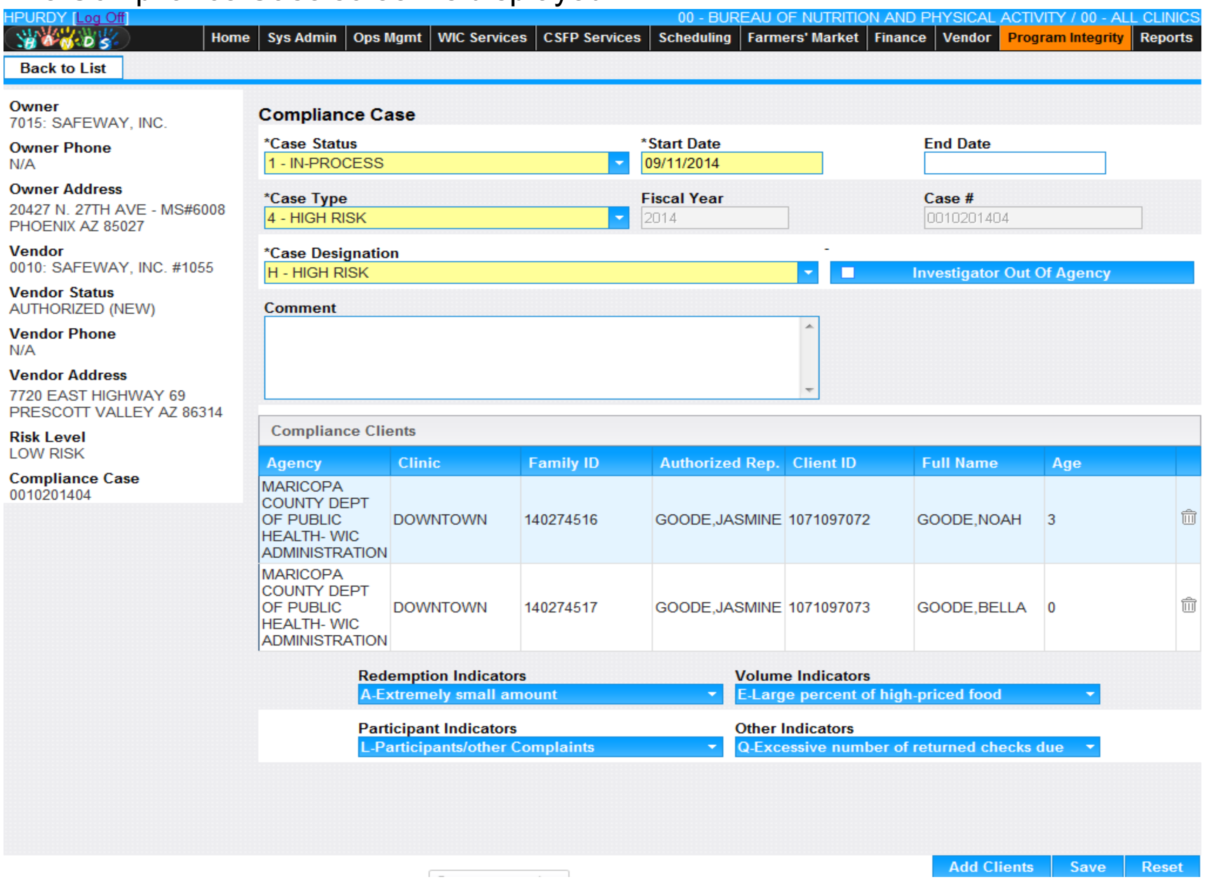
1. From the Food Benefits tab on the Cases screen, select each package to be issued.
2. You can preview the food package by clicking on the Preview Food Package button. The Check Preview window displays.
3. Click OK to close the Check Preview window.
4. Click the Issue button on the Food Benefits page.
5. The checks will automatically print.

Close or Cancel a Case

A compliance case can be closed or canceled from the Cases screen.
To access the Cases screen, select the Cases tab from the task menu bar, and then ensure that the Case List tab is selected on the Case screen.

1. Select the Case ID link of the case to be closed (or canceled).

The Compliance Case screen is displayed.



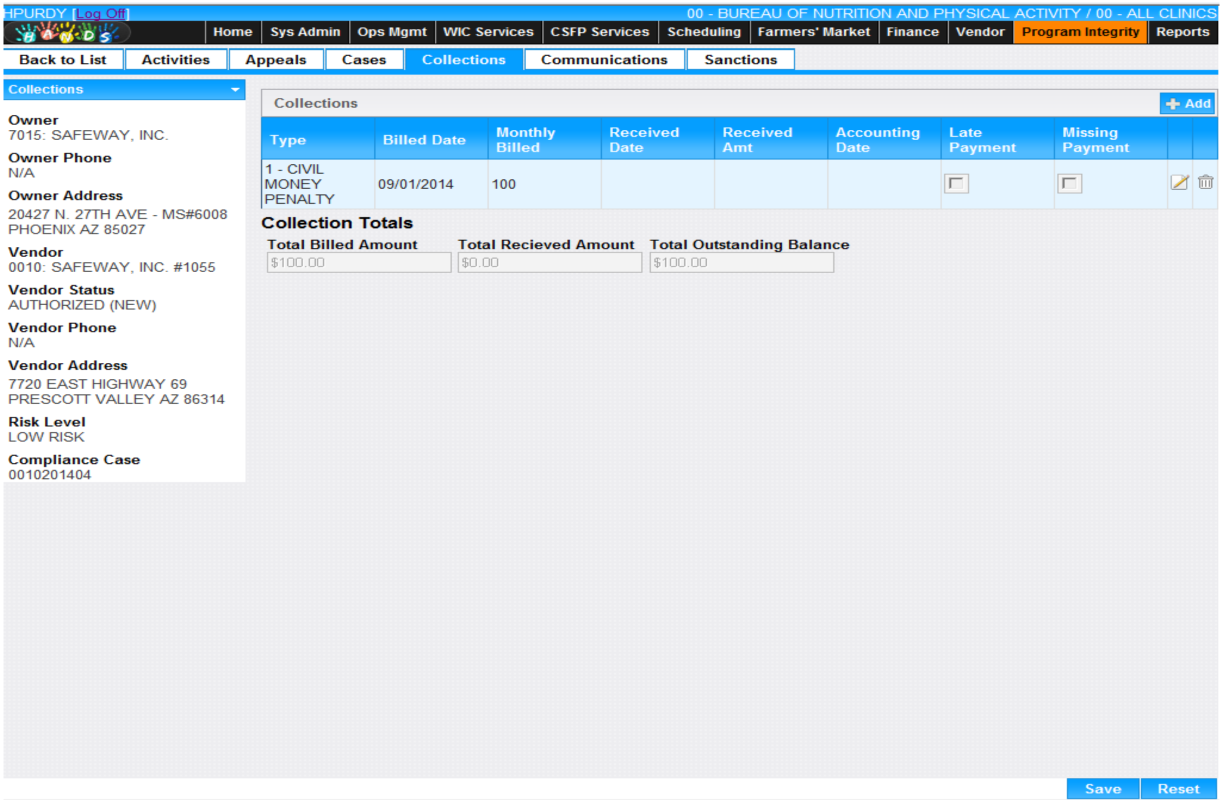
2. Select the appropriate Case Status value. For example:

“Closed, No Action” if the case should be closed and no follow-up action is required.
“Closed/Referred for Due Process” to close and refer the case for additional actions.

3. Enter all required fields on the page and any other appropriate fields to complete the case.
4. Click Save.
5. Click Reset to remove any changes made to the page.

Program Integrity- Collections

The Collections screen displays all fees due and payments made by the vendor, the Total Billed, Total Received, and the Total Outstanding Balance. The Collection screen is also used to record fees due and payments made by the vendor.
All fees and payments relating to the vendor are displayed when the screen opens.
To access the Collections screen, select the Collections tab from the task menu bar.



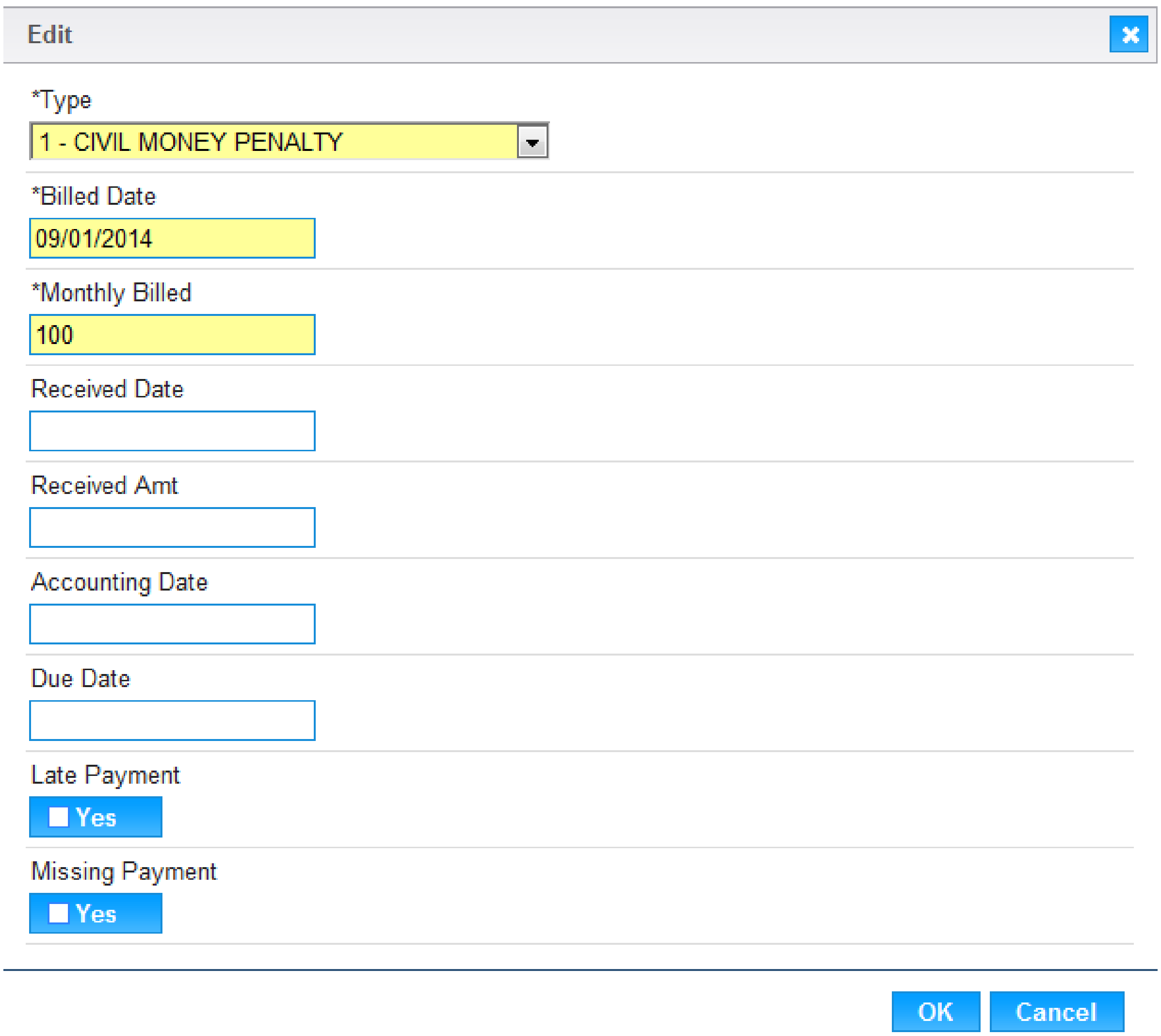
View or Modify an Existing Fee/Payment

An existing Fee or Payment may be viewed or modified by accessing it from the Collections screen.

To access the Collections screen, select the Collections tab from the task menu bar.

1. On the Collections screen, select the edit icon for the Collection to be viewed or modified.

The Edit Collection screen is displayed.



2. If desired, modify the fields to contain updated values.

You can restore all fields to their original values by clicking Reset.

3. Click OK.

The Edit Collection screen closes.

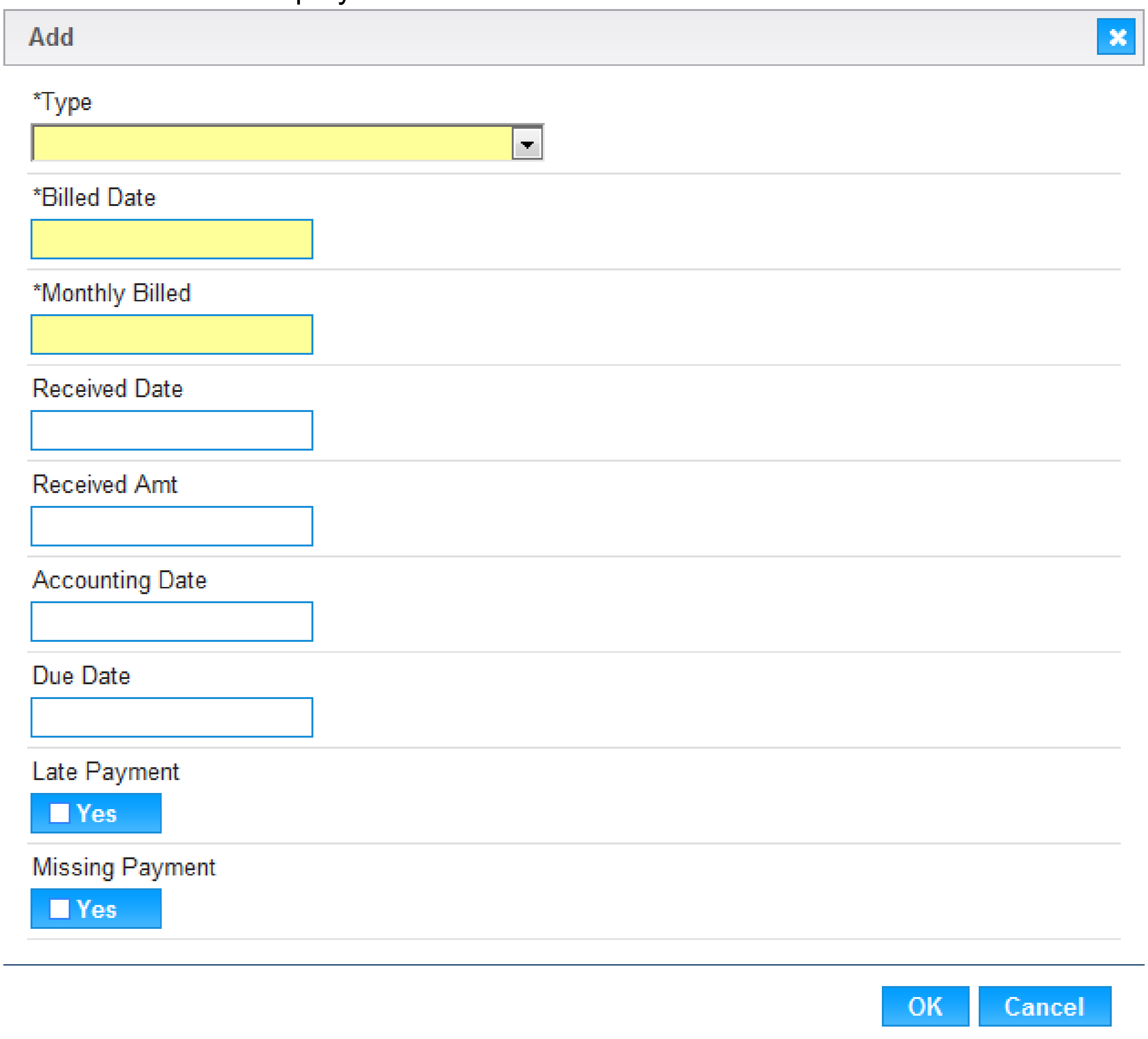
4. Click Save on the Collection screen.

Record a Fee

To access the Collections screen, select the Collections tab from the task menu bar. On the Collections screen:

1. Click Add.

The Add screen is displayed.



2. Enter all required fields and any other appropriate fields to complete the collection.
3. Click OK. The Add screen closes.
4. Click Save on the Collections screen.

Record Late Payment or Missed Payment Fee

To access the Collections screen, select the Collections tab from the task menu bar.
On the Collections screen:

1. Click Add.
2. Select the fee Type, and enter the Billed Date and Monthly Billed amount.
3. Select the Late Fee or Missed Payment check box.
4. Click OK.

The Add screen closes.

5. Click Save on the Collections screen.

Record a payment

To access the Collections screen, select the Collections tab from the task menu bar.
On the Collections screen:

1. Click the edit icon on the collections record related to the payment.

The Fee screen is displayed with the existing field values.

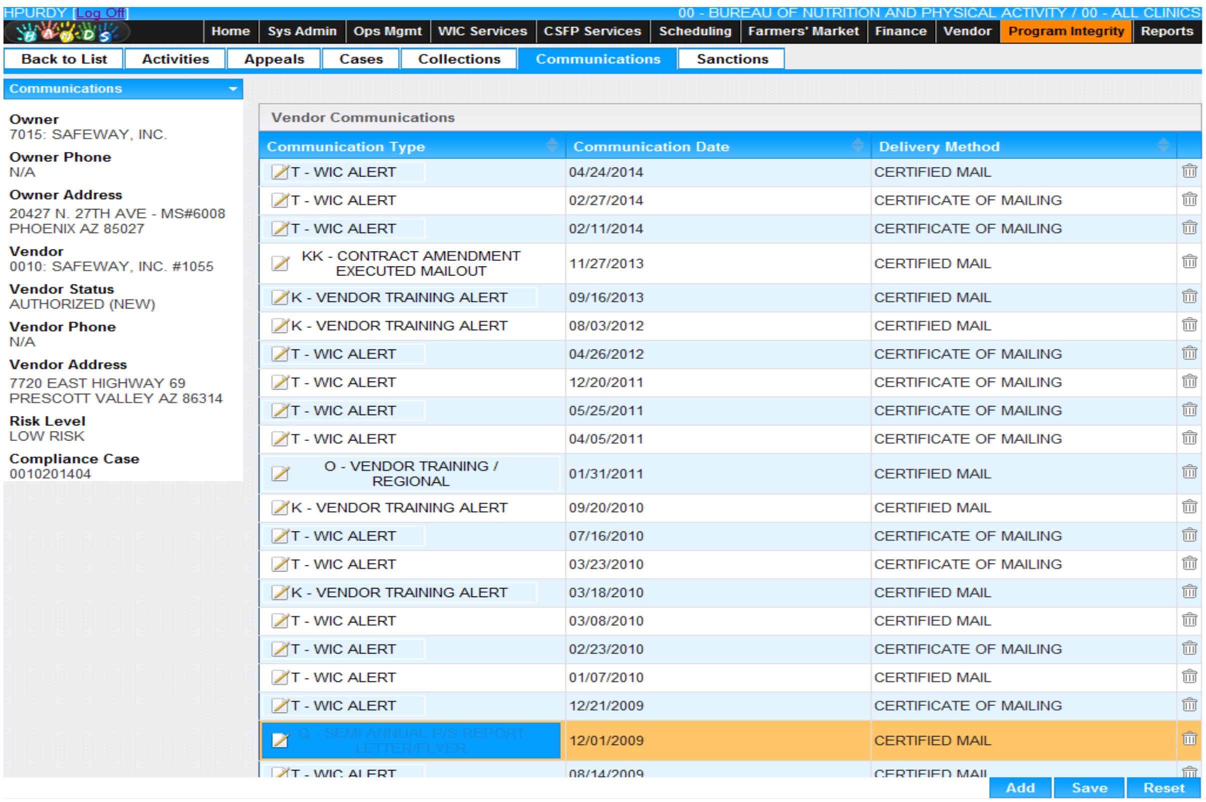
2. Enter the Received Date for the payment. (Do not enter future dates.)
3. Enter the Receive Amt.
4. Enter the Accounting Date. (Do not enter future dates.)
5. Click OK.

The Add Payment screen closes.

6. Click Save on the Collections Screen.

Program Integrity- Communications

The Communications screen lists all communications sent to the vendor and allows the user to log new communications.
All communications sent to the vendor are displayed when the screen opens.
To access the communications screen, select the Communications tab from the menu bar.

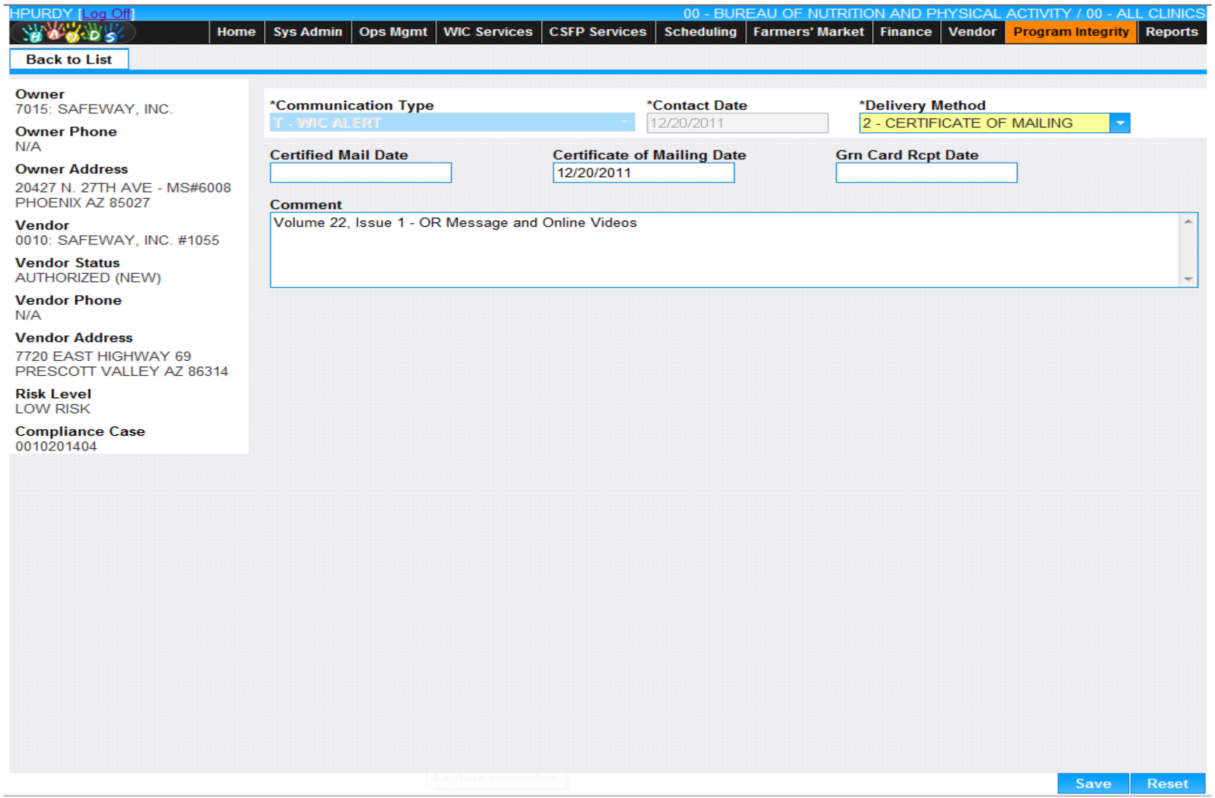


View or Modify an Existing Communication

On the Communications screen:

1. Click the Communication Type link on the row you wish to view or modify.

The Edit Communication screen is displayed with the exiting field values.



2. If desired, modify the fields to contain updated values.

You can restore all fields to their original values by clicking Reset.

3. Click OK on the Edit Communication screen.

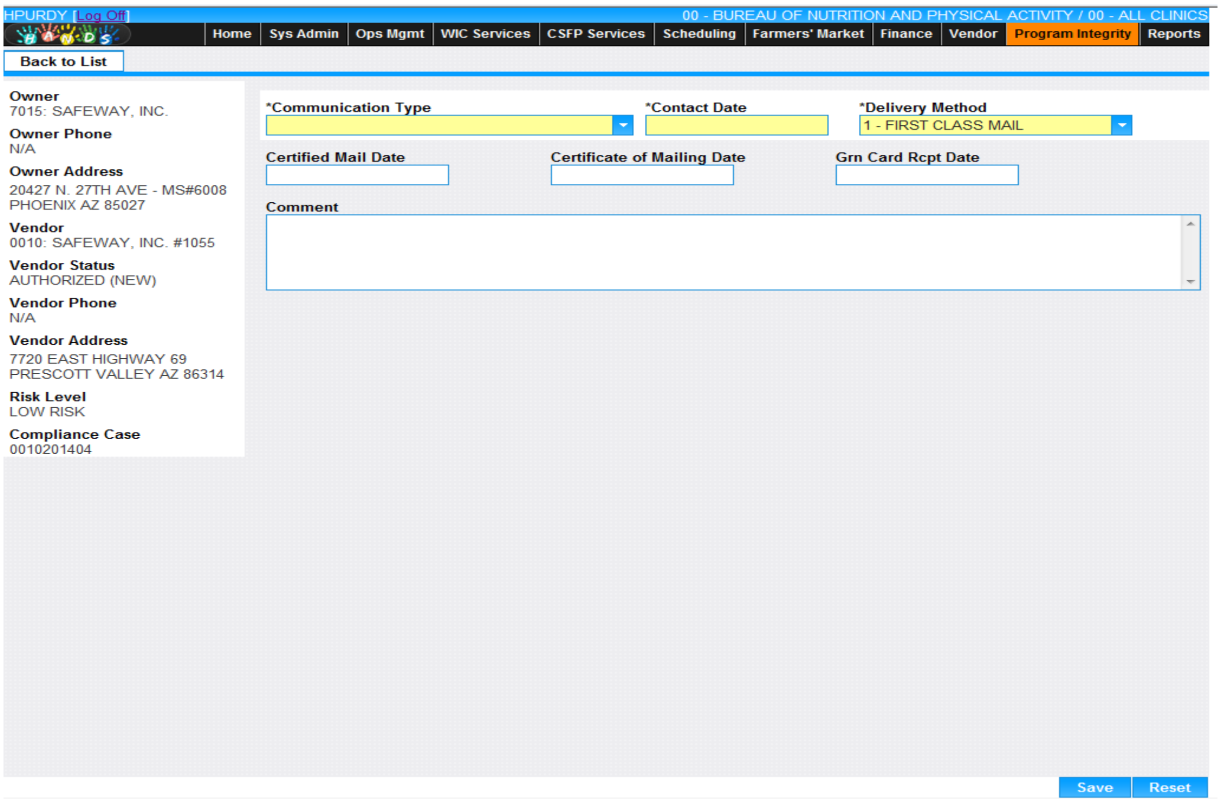
The Edit Communication screen closes.

Add a Communication

On the Communications screen:

1. Click Add to log a new communication to this vendor.

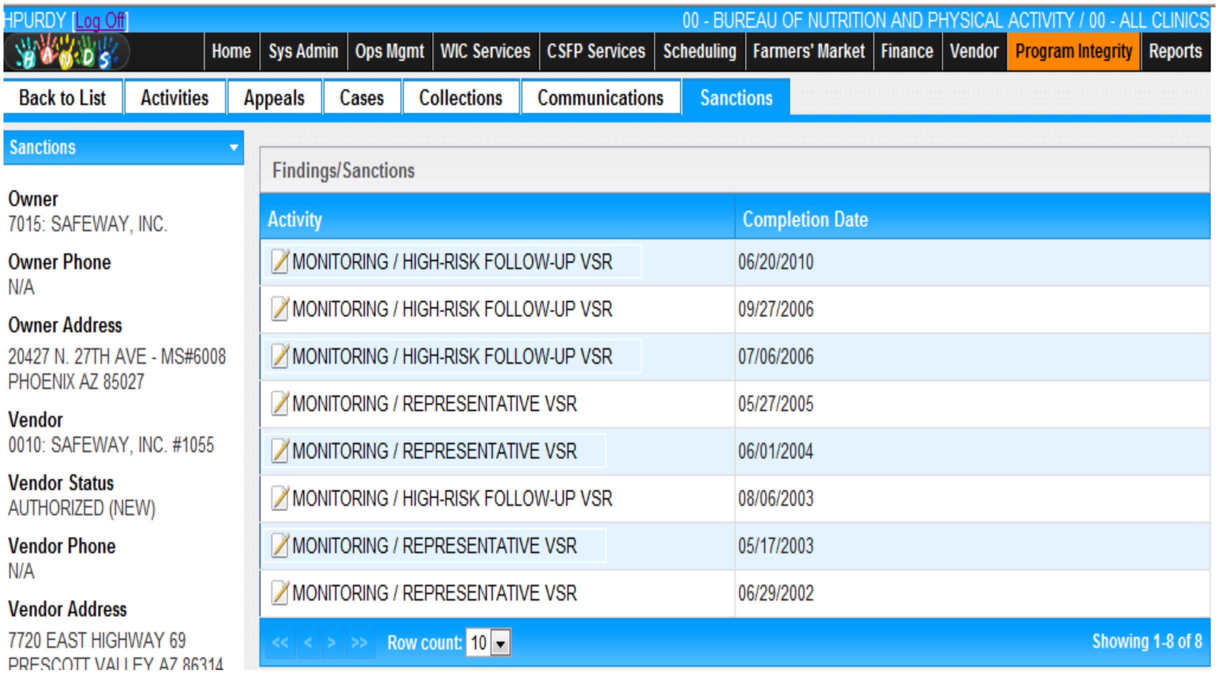
The New Communications screen is displayed.



2. Enter all the required fields an any other appropriate fields to complete the communication.
3. If sending by Certified Mail, enter the Certified Mail Date, Mailing Date, and Green Card Receipt Date.
4. Click Save. The New Communication screen closes.

Program Integrity- Sanctions

The Sanctions screen displays findings and sanctions recorded for this vendor.
All Activities for this vendor are displayed when the screen opens. After selecting an activity, you may then manage its findings/sanctions.
Access the Sanctions screen by selecting the Sanctions tab from the task menu bar.



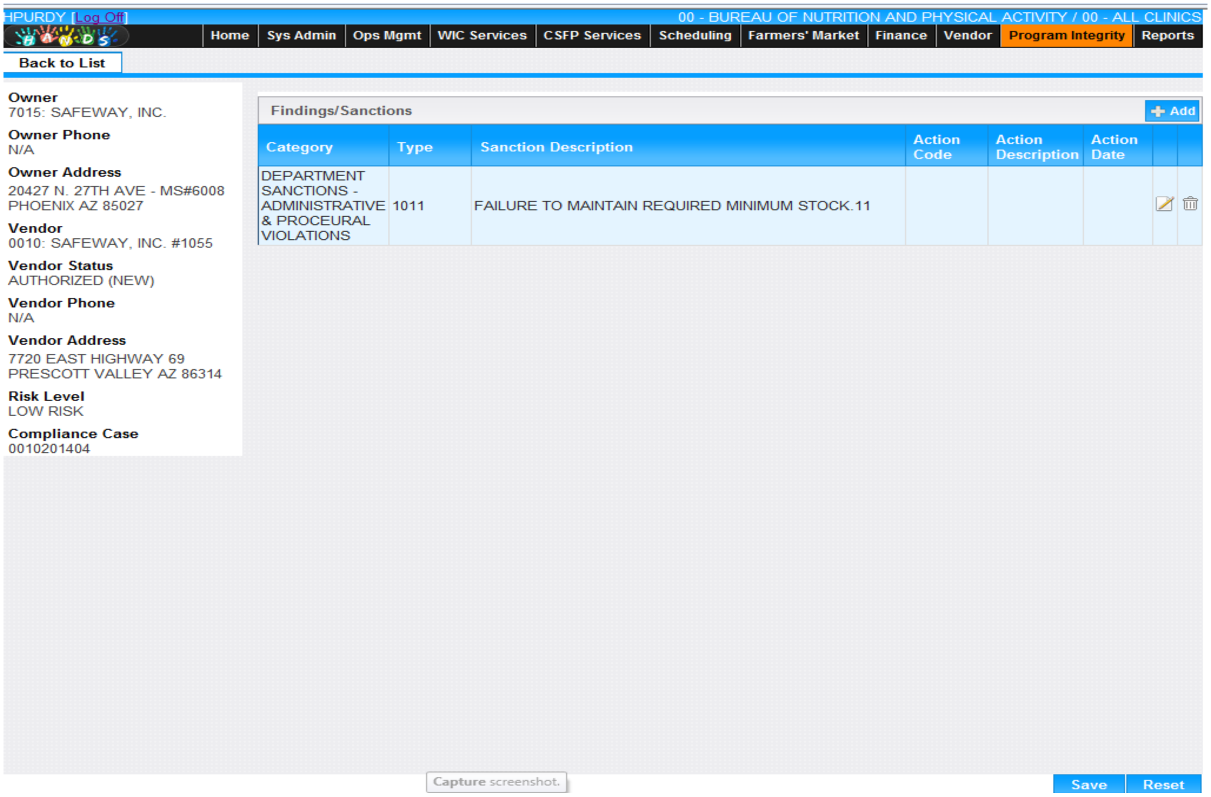
The findings/sanctions associated with each activity can be viewed by clicking on the Activity link of the activity.

View Finding/Sanctions for an Activity

From the Sanctions screen:

1. Click the Activity link for the Activity to be reviewed or modified.

The Findings/Sanctions screen is displayed.

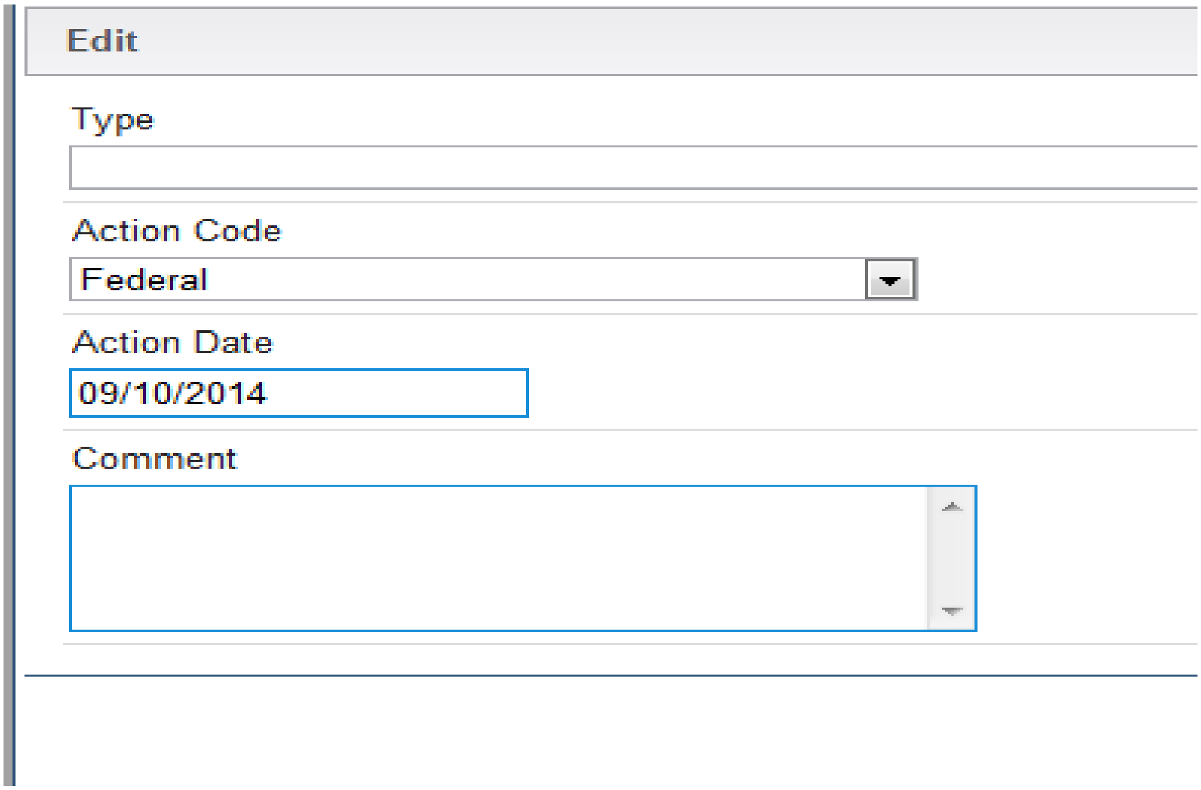


The Findings/Sanctions screen displays each sanction associated with the activity, as well as the total number of points assess for each category, and the total number of sanction points.

View or Modify Finding/Sanction Details

1. From the Findings/Sanctions screen, click the edit icon of the sanction to be reviewed or modified.

The Edit Finding/Sanction screen is displayed.



2. If desired, update the field values.
3. Click OK.

The Edit Finding/Sanction screen closes.

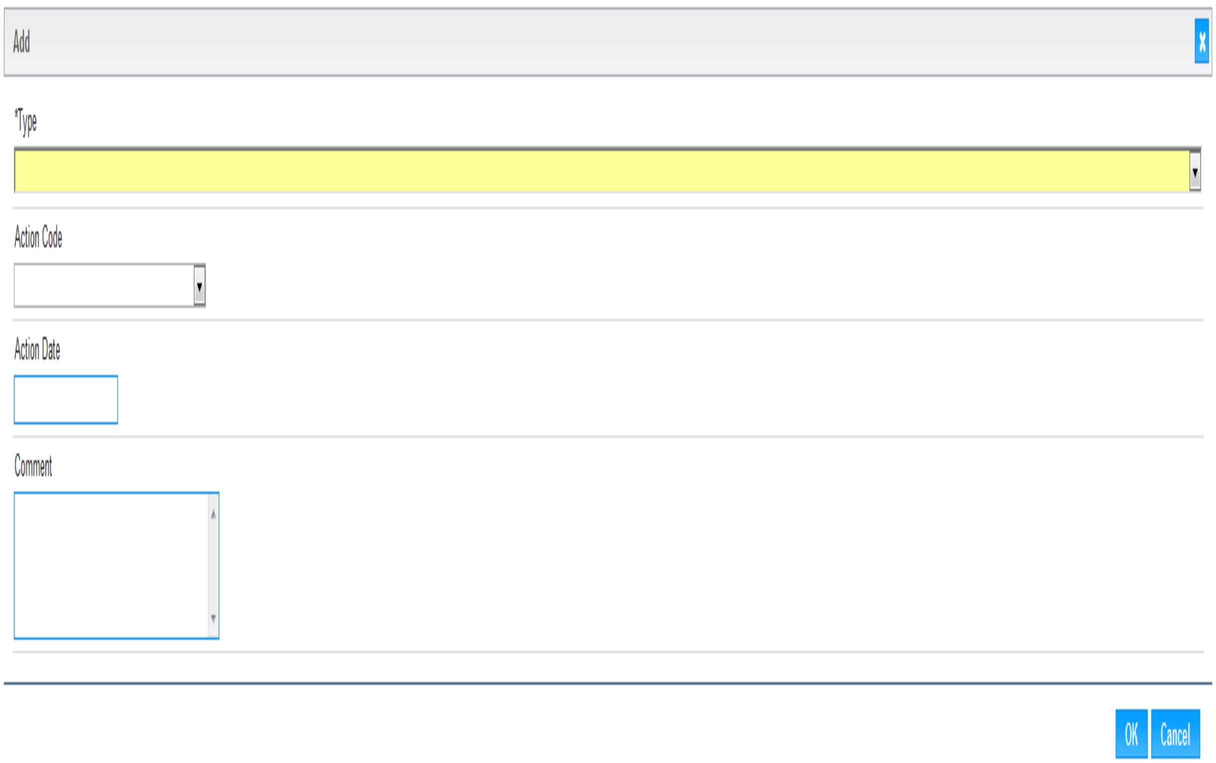
4. Click Save on the Finding/Sanction screen.

Assess a New Finding/Sanction

To assess a new sanction, select the Sanctions tab from the task menu bar.

1. From the Sanctions screen, select the Activity link related to the new finding/sanction. The Findings/Sanctions screen is displayed.
2. On the Findings/Sanctions screen, click Add.

The Add Finding/Sanction screen is displayed.

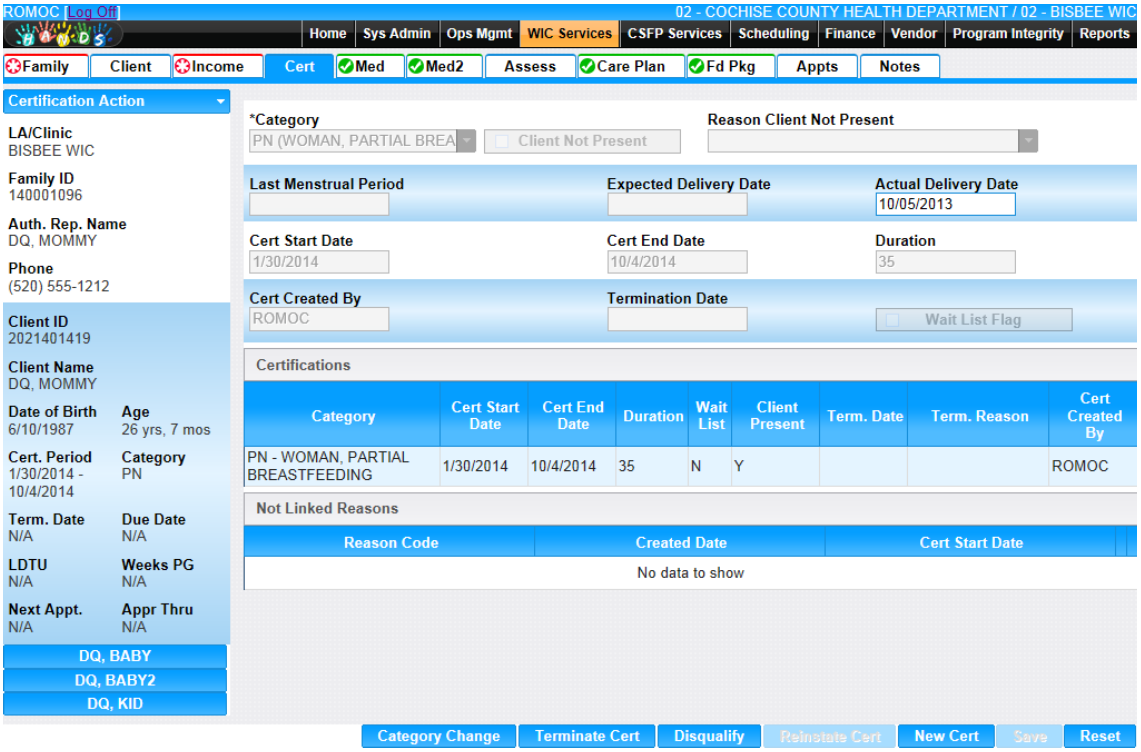


3. Enter all the required fields and any other appropriate fields to complete the finding/sanction screen..
4. Click OK on the Add Finding/Sanction screen. The screen closes.
5. Click Save on the Findings/Sanctions screen.

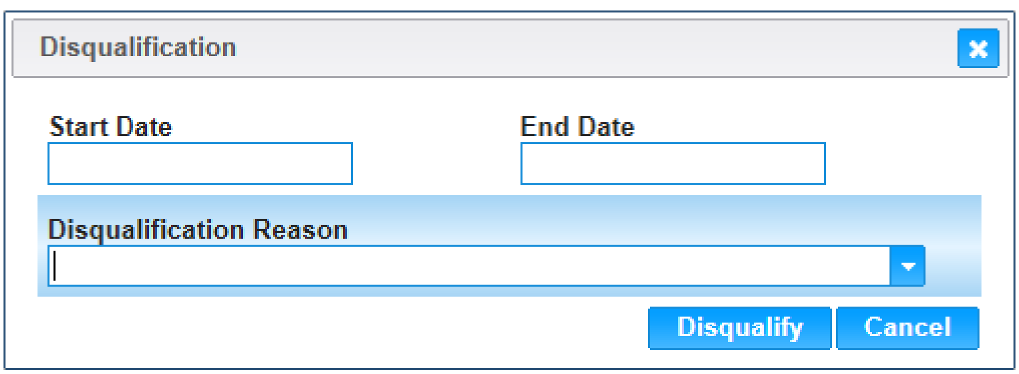
Program Integrity: Client Disqualifications

The disqualification role will be assigned to specified staff at the state level. HANDS will not allow a certification until the disqualification has ended. An override can be done at the state level by a user with a specified role. The disqualification functionality will be on the Cert Action page of the Enrollment and Certification module.

1. In WIC Services, select the Cert Action tab.

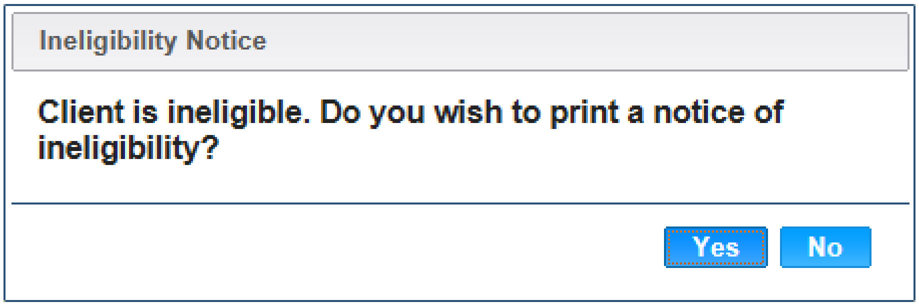


2. Click the Disqualify button. The Disqualification window appears.



3. Enter the information and click Disqualify or click Cancel to cancel the disqualification.

4. You will receive a message stating the client is ineligible and can print a Notice of Ineligibility.



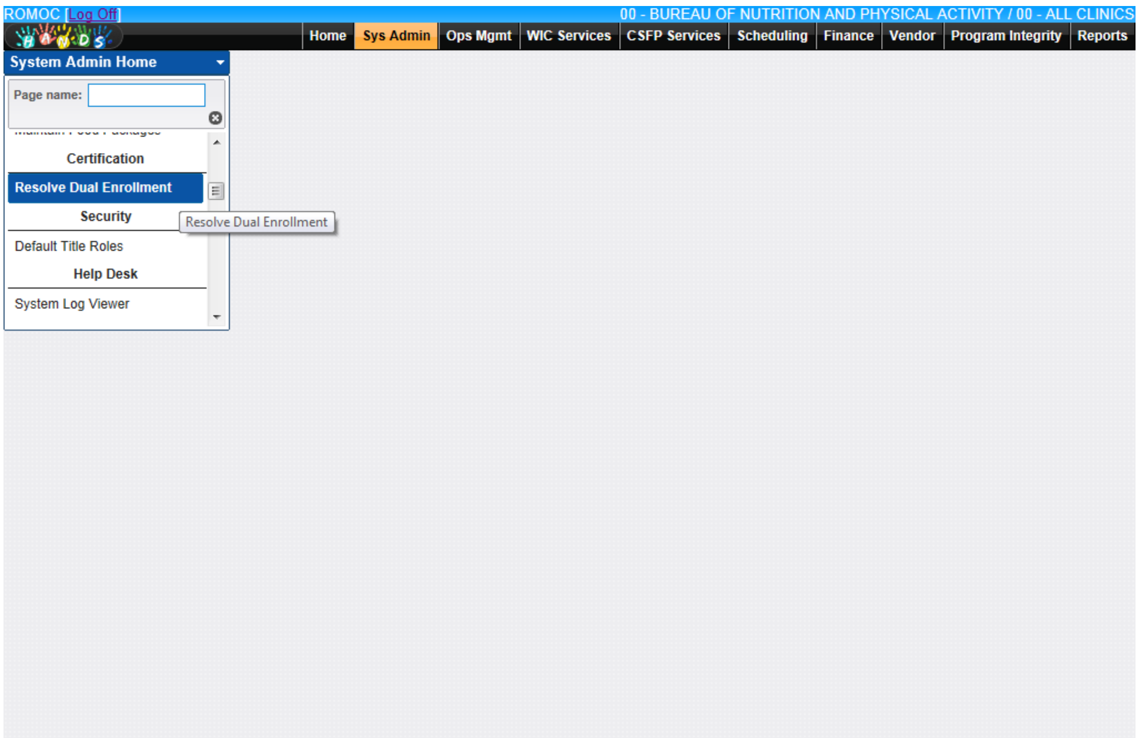
5. Select Yes to print the notice or No to continue without printing a notice.

Program Integrity: Resolve Duplicate Record and Dual Participation

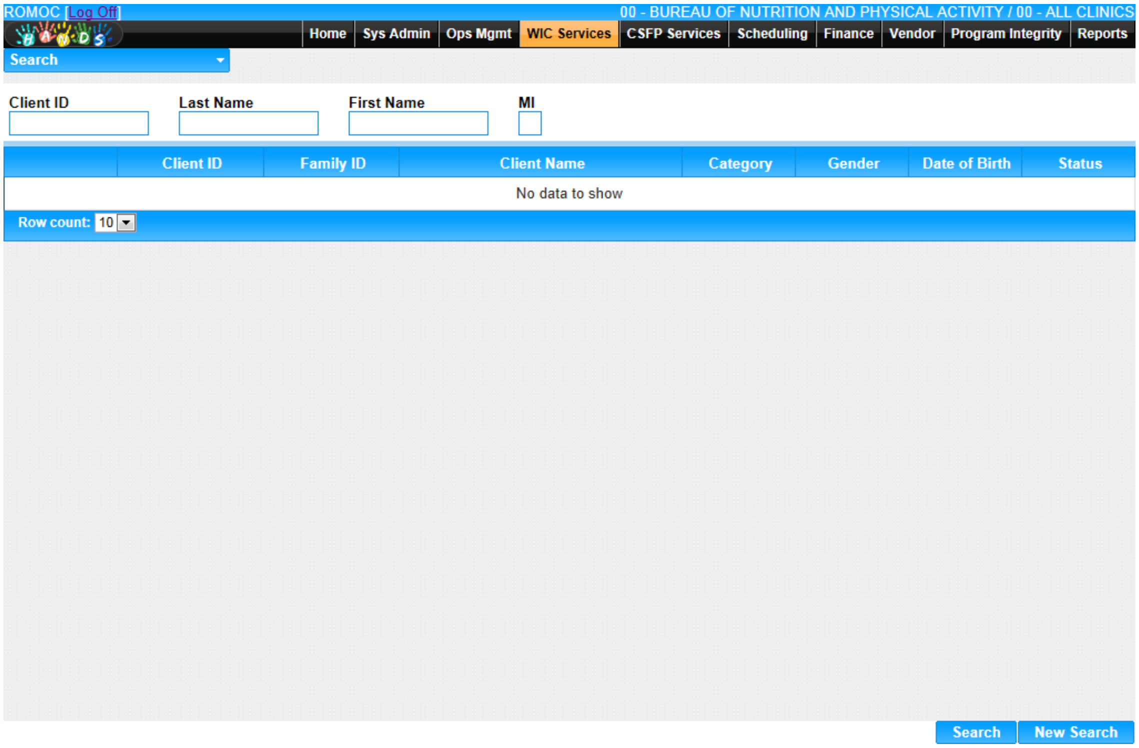
The Resolve Duplicate Record and Dual Participation page will be accessed through the System Administration module in HANDS. This is a State agency function based on role assignments. If one State Agency resolves the Dual Enrollment, the participant will stay on the other State Agency's report until they resolve it as well.

1. After logging into HANDS, click Sys Admin on the menu bar.

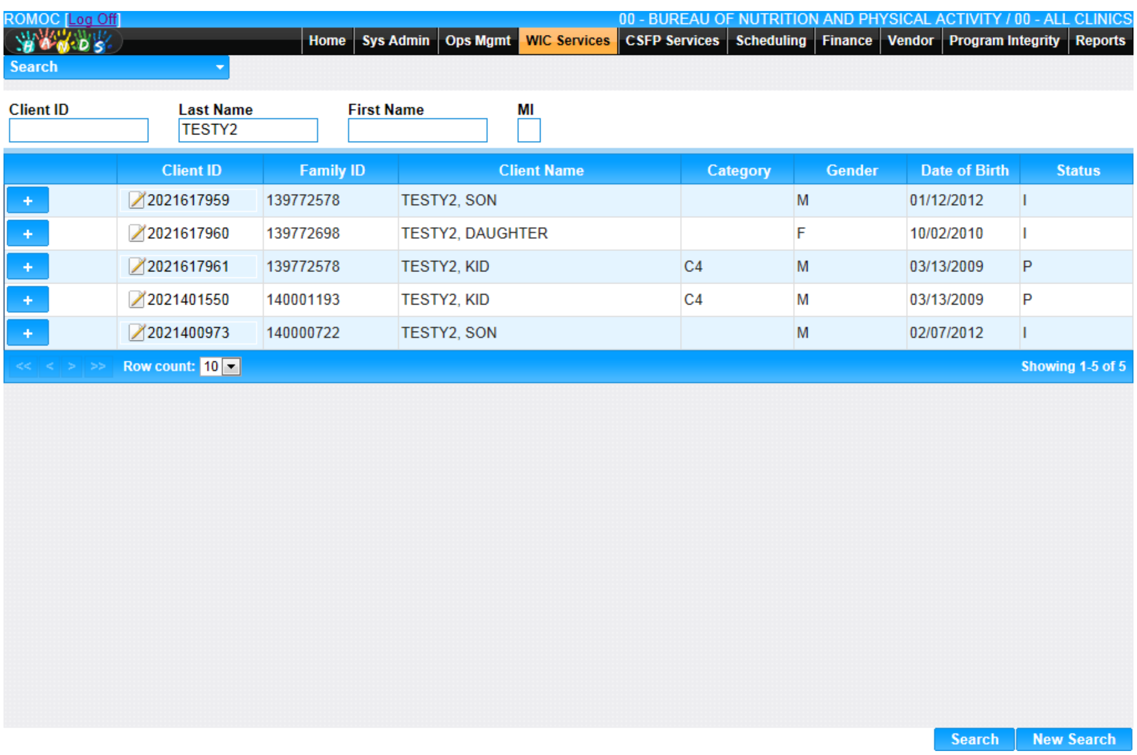
2. From the drop-down navigation, select Resolve Dual Enrollment.



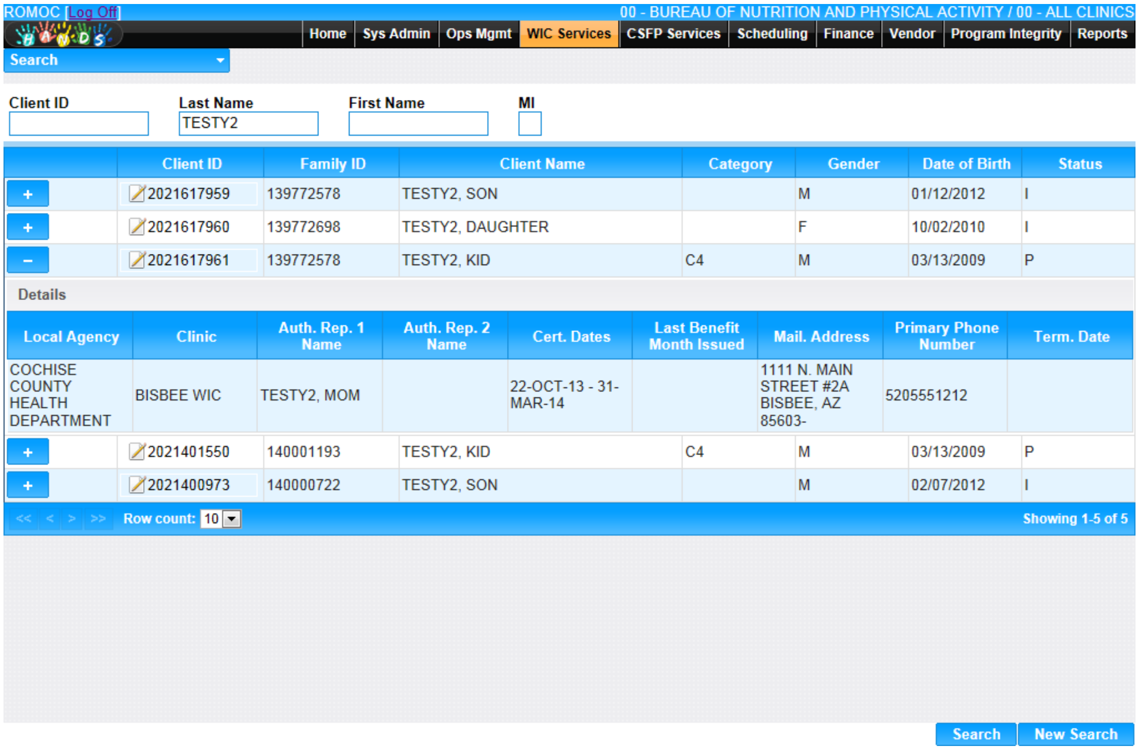
3. The Resolve Dual Enrollment Search page displays.



4. Enter search criteria click Search or you can click Search without entering and Search criteria.

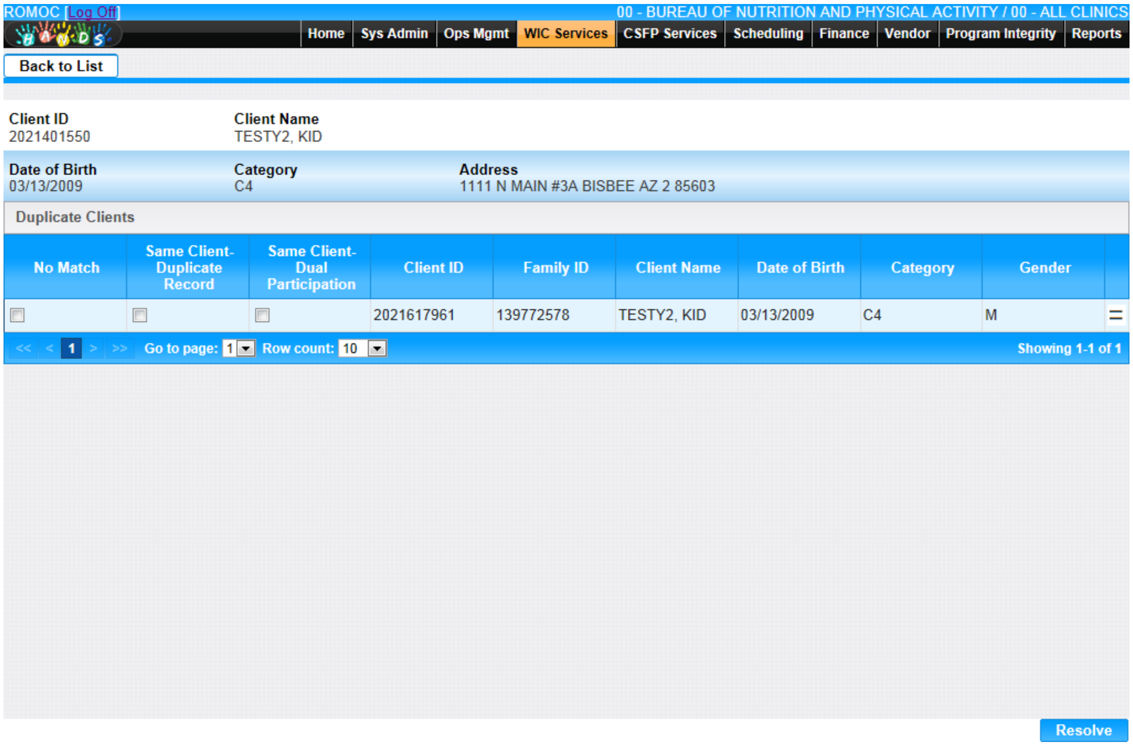


5. If you are unsure which client is the correct one, select the + next to a client to view more details.



6. Once you have identified the correct client, select the client by clicking the Client ID.

7. The Resolve Duplicate Record and Dual Enrollment page displays.



8. Select the appropriate check box next to the client(s) listed in the grid and click Resolve. The Client that is Selected from the Duplicate Clients Grid, remains Active. The Client that was originally chosen becomes Inactive.

Module 6: Finance

For WIC State Agency & Administrative Users

Deferred Functionality until PHASE II