



WIC HANDS State User Training Manual

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Module 1: System Administration

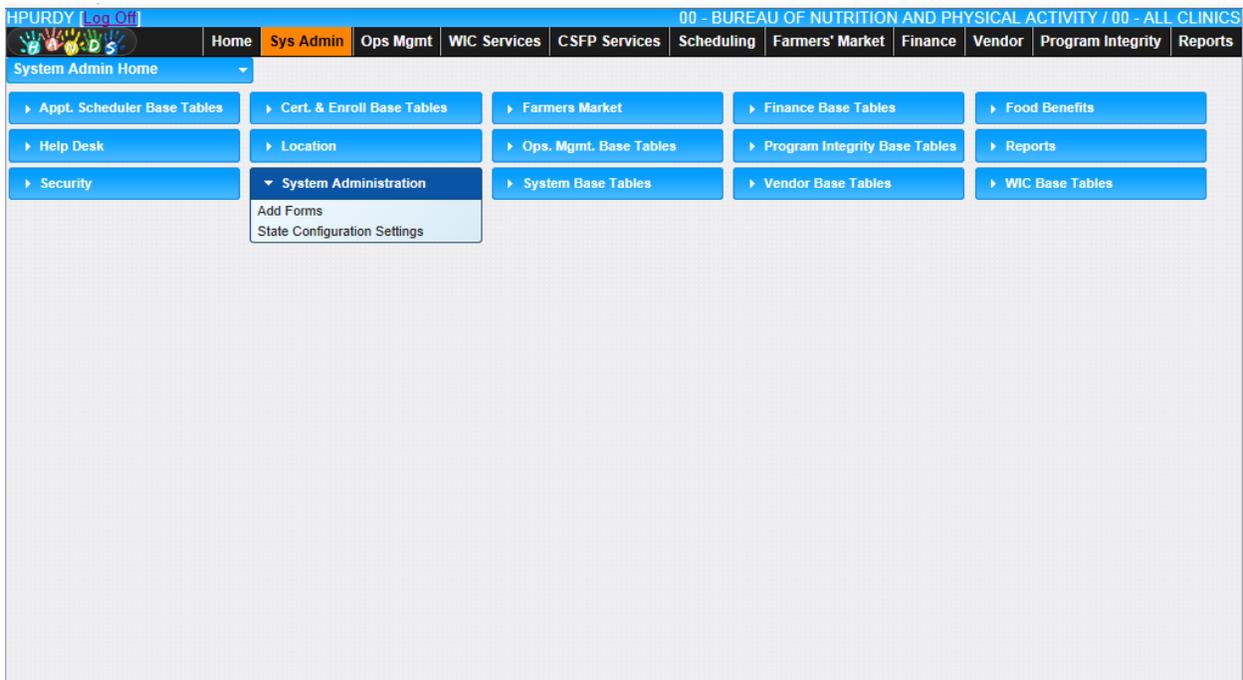
For WIC State Agency & Administrative Users

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.

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

State Configuration Settings

General

*State ID Number 1234567 *State Description ARIZONA *Report Header QA ARIZONA *Address Label 1 PHOENIX LANE

*City Label PHOENIX CSFP Flag FMNP Flag

Certification

Voter Registration Origins Flag Date Privacy

Vendor/PI Vendor

Sanction Points Health Permit

Food Benefits

Proration Program Forms Vendor Follow-up Required

Save Reset

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.

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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

Spanish Document

*Description

Current Forms

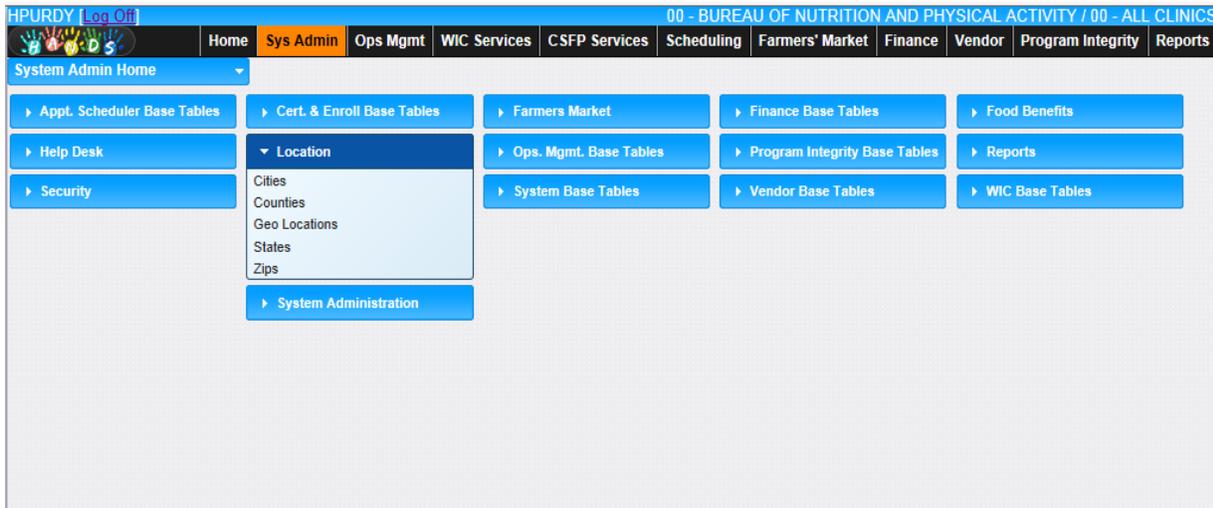
Document ID	File Name	Description	Date Created
400	<input checked="" type="checkbox"/> APPOINTMENT NOTICE	APPOINTMENT NOTICE FORMS	3/3/2014
401	<input checked="" type="checkbox"/> CSFP NOTICE TO REAPPLY FORM	CSFP NOTICE TO REAPPLY FORM	3/3/2014
402	<input checked="" type="checkbox"/> CSFP ONSITE APPLICATION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

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

System Administration: Location Base Tables

The Location base table section is where the user can manage Geo Location information. The following base tables can be accessed within the Location section: Geo Locations, 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.

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Geo Locations

SGeoLocations

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			 

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Add

To Add a New Value

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

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Back to List

SGeoLocations

*Sc Description
AGUA LINDA

*Sc4 Ss State ID
AK

*Sc4 County Code
UNKNOWN

*Sz Zip5
00000

*Ss State ID
ALABAMA

Note

Save Reset

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.

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[Back to List](#)

SCounties

Ss State ID
AZ

County Code
3

*Description
COCONINO

*Cdc County Code
03

Note

[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. 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.

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Role Configuration

Filter By Role Name

Security Features for Selected Role + Add

Secured Object	Permission
No data to show	

Save Reset

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.

Add [X]

Secured Object
 Can toggle the Heart Icon to change the color from... [v]

Permission
 READ [v]

[OK] [Cancel]

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.

Edit [X]

Secured Object
 Can access the Breast Pump Issuance screen in WIC ... [v]

Permission
 WRITE [v]

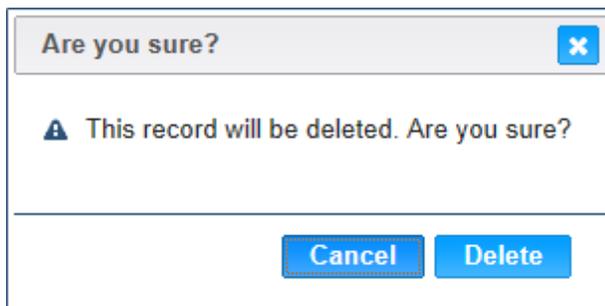
[OK] [Cancel]

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

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System Log Viewer

Server Name Ticket Number Class Name

Service Name Method Name

Start Date End Date

System Error Logs

Error ID	Ticket Number	Severity	Server Name	Error Date	Class Name	Browser Version
No data to show						

Row count: 10

Search Reset

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.

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System Log Viewer

Server Name Ticket Number Class Name

Service Name Method Name

Start Date End Date

System Error Logs

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	

<< < > >> Row count: 10 Showing 1-10 of 55

Search Reset

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

Edit

Exception Type

Exception Message

Stack Trace

Object Dump

OK Cancel

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.

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Age Ranges

IAgeRanges

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						

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Add

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

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Back to List

IAgeRanges

*Begin Month
0

*End Month
0

Note

Active Flag
NOT SET

Save Reset

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.

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Back to List

AgeRanges
Begin Month
108
End Month
215
Note
Active Flag
NOT SET

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 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.

The screenshot shows the 'Delete' page for an 'AgeRange' record. At the top, there is a navigation bar with the following items: 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, and Program Integrity. Below the navigation bar is a 'Back to List' button. The main content area is titled 'IAgeRanges' and contains the question 'Are you sure you want to delete this record?'. Below this question are several fields: 'Begin Month' with the value '108', 'End Month' with the value '720', and a 'Note' field which is currently empty. At the bottom of the form, there is an 'Active Flag' dropdown menu set to 'NOT SET'. At the very bottom of the page, there are two buttons: 'Delete' and 'Cancel'.

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.

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FB Lookup

Search Criteria

Family ID 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	Rejected Reason	Issued By	LA/Clinic	Preview Check
No data to show																	

Row count: 10

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 By	LA/Clinic	Preview Check
No data to show																	

Search New Search

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.

Food Benefit Lookup

Family ID

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

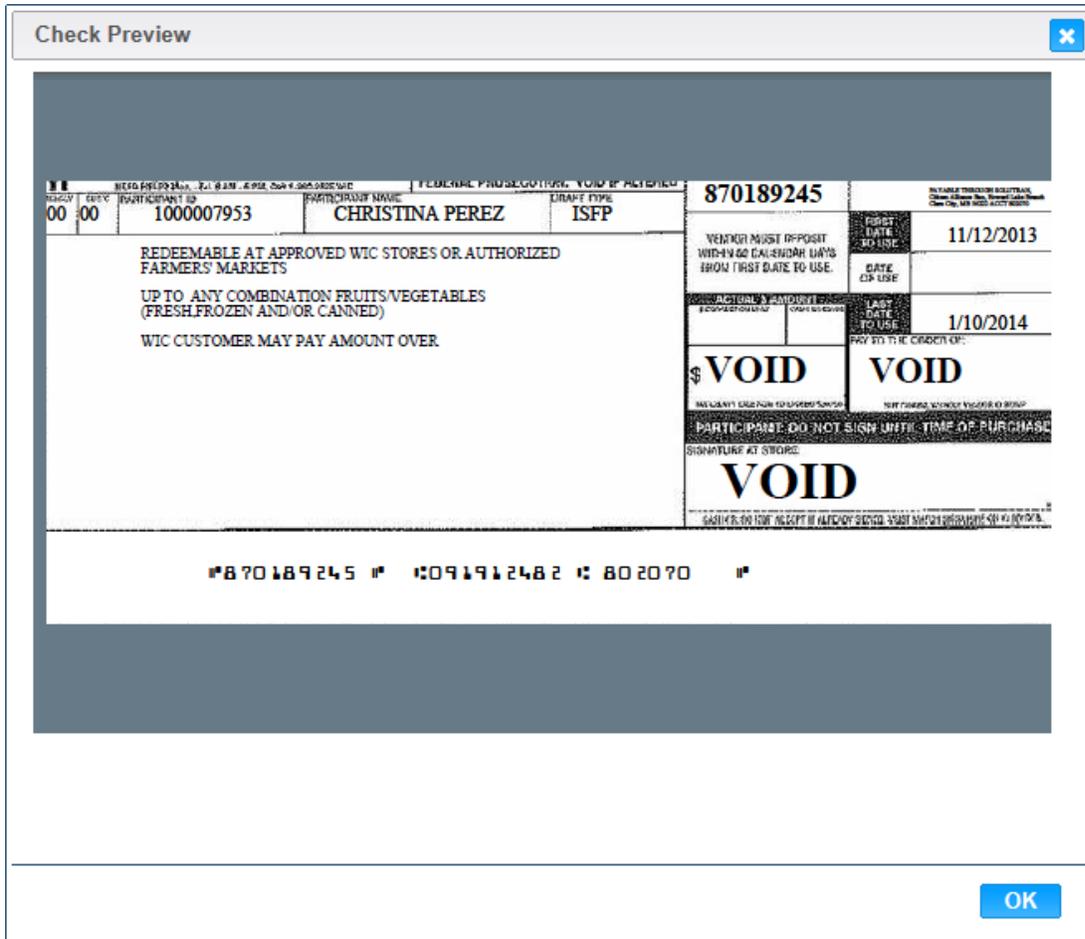
Serial Number	Preview Check	Family ID	Client ID	Issue Date	First Date to Use	Last Date to Use	Cleared Date
0068975996	Preview Check	142526420	1020252931	07/07/2014	08/06/2014	09/04/2014	
0068975995	Preview Check	142526420	1020252931	07/07/2014	08/06/2014	09/04/2014	08/19/2014
0068975992	Preview Check	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:

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)

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Un-Void Food Benefits

Search Criteria

*Client ID

Search Reset

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.

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Client Information

Client ID: 2021402957 Last Name: TESTY First Name: CHILD MI:

Un-Void Food Benefits

<input type="checkbox"/>	FI Number	First Date to Use	Last Date to Use	Void Reason
<input type="checkbox"/>	0063983303	04/14/2014	05/13/2014	B
<input type="checkbox"/>	0063983304	04/14/2014	05/13/2014	B
<input type="checkbox"/>	0063983305	04/14/2014	05/13/2014	B

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

*Comment:

*Requested User: ROMO-THOMPSON, CECILIA, ROMOC

Save Reset

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.

Un-Void Food Benefits ✕

Do you want to Un-Void selected food benefits?

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.

The screenshot shows a web application interface for 'Void Un-Issued Food Benefits'. At the top, there is a navigation bar with the user 'HPURDY [Log Off]' and the page title '00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS'. Below this is a menu with options: Home, Sys Admin, Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. The 'Void Un-Issued Food Benefits' link is highlighted. The main form area is titled 'Void Un-Issued Food Benefits' and contains the following fields: '*Starting Serial Number' and '*Ending Serial Number' (text input fields), '*Void Reason' (a dropdown menu), and 'Comment' (a text area). At the bottom right of the form, there are 'Save' and 'Reset' buttons.

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.

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Food Subcategory

IFoodSubcategory

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		

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Add

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.

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IFoodSubcategory

*Sub-Category ID

*Description

*Food Group
BREAD WHOLE GRAINS ▾

*Effective Date
4/14/2014

*End Date
4/14/2014

*Decrement Type
DOLLAR ▾

Note

Save Reset

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.

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IFoodSubcategory

*Sub-Category ID
000

Sc ID
364

*Description
JUICE - ALL CATEGORI

*Food Group
JUICE - 64 OZ

*Effective Date
4/7/2014

*End Date
4/7/2020

*Decrement Type
OUNCE

Note

Save Reset

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.

The screenshot displays the 'Food Items' search interface. At the top, there is a navigation bar with 'ROMOC [Log Off]' on the left and '00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS' on the right. Below this is a menu with 'Home', 'Sys Admin', 'Ops Mgmt', 'WIC Services', 'Scheduling', 'Finance', 'Vendor', and 'Program Integrity'. A search dropdown menu is visible below the menu.

The 'Search Criteria' section includes three radio buttons: 'Active', 'Inactive', and 'Both'. Below these are three dropdown menus for 'Food Category', 'Food Sub Category', and 'Food'.

The 'Food Item Search Results' section shows a table with the following columns: 'Food ID', 'Food Description', 'Food Sub Category ID', 'Food Sub Category Description', 'Food Category ID', 'Food Category Description', and 'Active'. The table currently displays 'No data to show'. Below the table, there is a 'Row count' dropdown menu set to '10'.

At the bottom right of the page, there are three buttons: 'Add', 'Search', and 'New Search'.

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.

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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.

The screenshot shows the 'Add Food Item' form in the ROMOC system. The form is divided into several sections:

- Food Category:** Includes a dropdown for '*Food Category', and text boxes for 'Effective Date' and 'End Date'.
- Food Sub Category:** Includes a dropdown for '*Food Sub Category', and text boxes for 'Effective Date', 'End Date', and 'Decrement Type'.
- Food:** Includes checkboxes for 'Active', 'Special Formula', 'Lactose Free', and 'Contract'. A 'Conditional Period' text box is set to '30'. It also has dropdowns for 'Alternating Month Food ID' and 'Substitution Food ID'.
- Description:** Includes text boxes for '*Units', 'Package Size', 'Form (Liquid, Powdered, etc.)', and '*Description'. There is also a text area for 'FB Description'.
- Details:** Includes dropdowns for '*Unit Size', '*U/M', and '*Form'. It also has text boxes for 'Case Pack', 'Package', 'Manufacturer', 'Reconstituted Ounces', and 'Formula Base'. A dropdown for '*Container' is also present.
- Comment:** A large text area for entering comments.
- Category Approvals:** A table with columns 'Category' and 'Needs Approval'. The table is currently empty, showing 'No data to show'. There is a '+ Add' button at the top right of the table.
- Buttons:** 'Save' and 'Reset' buttons are located at the bottom right of the form.

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

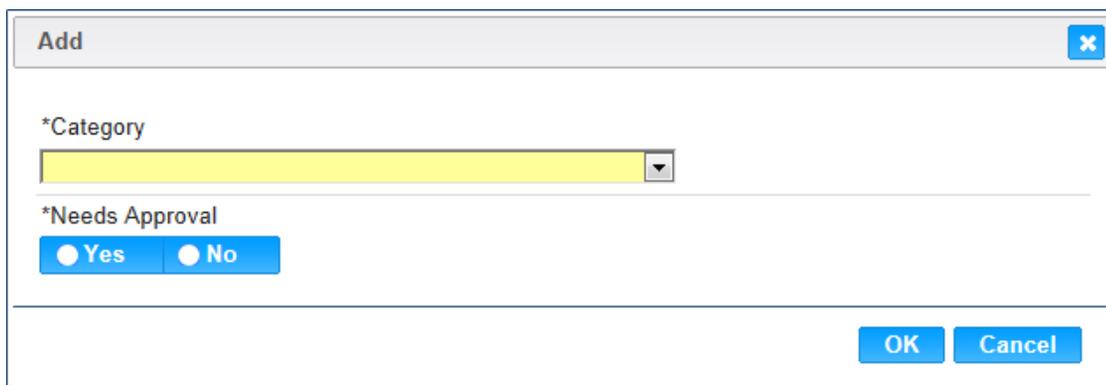
3. Once the Food Category is selected, the Effective Date and End Date are automatically populated.

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.



The screenshot shows a dialog box titled "Add" with a close button (X) in the top right corner. The dialog contains two main sections. The first section is labeled "*Category" and features a dropdown menu with a yellow background. The second section is labeled "*Needs Approval" and contains two radio buttons: "Yes" (which is selected) and "No". At the bottom right of the dialog, there are two buttons: "OK" and "Cancel".

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.

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Food Category
*Food Category: 51:MILK - WHOLE Effective Date: 01/01/2012 End Date: 01/01/2020

Food Sub Category
*Food Sub Category: 000:MILK - WHOLE ALL TYPES Decrement Type: OUNCE Effective Date: 04/07/2014 End Date: 04/07/2020

Food
Food ID: 302 Active Special Formula Lactose Free Contract Conditional Period: []

Alternating Month Food ID: [] Substitution Food ID: []

Description
*Units: QT Package Size: WHOLE, REDUCED FAT (2%) Form (Liquid, Powdered, etc.): FAT FREE / SKIM / NONFAT *Description: MILK (QUART CONTAINERS)
FB Description: QT WHOLE, REDUCED FAT (2%), LOW FAT (1%) OR FAT FREE / SKIM / NONFAT MILK (QUART CONTAINERS ONLY)

Details
*Unit Size: 1 *U/M: QT-QUART *Form: 3-READY TO FEED Case Pack: []
Package: SINGLE-INDIVIDUAL ITEM Manufacturer: [] Reconstituted Ounces: [] Formula Base: []
*Container: 2-CARTON

Comment
Removed text.
Acidophilus
7/28/05 as per Nancy Winchester, Mary Bookman.
Odle

Category Approvals + Add

Category	Needs Approval
No data to show	

Add Copy Save Reset

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.

The screenshot shows the Maximum Foods search page in the JERNEST system. The page includes a navigation bar with links for Home, Sys Admin, Ops Mgmt, WIC Services, Scheduling, Finance, Vendor, Program Integrity, and Reports. The main search area contains several input fields: Client Category (dropdown), Food Category (dropdown), Effective Date (text), End Date (text), Food Sub Category (dropdown), and Decrement Type (text). There are also two date input fields for Effective Date and End Date. Below the search fields are radio buttons for Active, Inactive, and Both. The results section shows a table with columns: Client Category, Description, Form, Decrement Type, Maximum Monthly Quantity, Formula Maximum Monthly Allowance, and Comment. The table currently displays "No data to show". At the bottom of the page are buttons for Search, Save, Add, Batch Update, and Reset.

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.

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Maximum Foods

Client Category
IFF-INFANT, ALL FORMULA (4-5)

Food Category Effective Date End Date

Food Sub Category Decrement Type

Effective Date End Date

Active / Inactive / Both
 Active Inactive Both

Client Category	Description	Form	Decrement Type	Maximum Monthly Quantity	Formula Maximum Monthly Allowance	Comment		
IFF - (4-5)	<input checked="" type="checkbox"/> BTL-(2 OZ) BOTTLES-READY-TO-USE -SIMILAC SPECIAL CARE 20 WITH IRON	3 - READY TO FEED	3 - OUNCE	432			<input checked="" type="checkbox"/>	
IFF - (4-5)	<input checked="" type="checkbox"/> BTL-(6 OZ EACH)-READY TO FEED- ENFAMIL LIPIL WITH IRON	3 - READY TO FEED	3 - OUNCE	144			<input checked="" type="checkbox"/>	
IFF - (4-5)	<input checked="" type="checkbox"/> CAN-(12.4 OZ EACH)-POWDERED- SIMILAC ADVANCE (WITH EARLYSHIELD OR OPTIGRO)	1 - POWDERED	3 - OUNCE	10			<input checked="" type="checkbox"/>	
IFF - (4-5)	<input checked="" type="checkbox"/> CAN-(13 OZ EACH)-LIQUID CONCENTRATE -ENFAMIL PROSOBEE	4 - CONCENTRATE	3 - OUNCE	34			<input checked="" type="checkbox"/>	
IFF - (4-5)	<input checked="" type="checkbox"/> CAN-(14.1 OZ EACH)-POWDERED- CALCILO XD	1 - POWDERED	3 - OUNCE	10			<input checked="" type="checkbox"/>	
	<input checked="" type="checkbox"/> CAN-(16 OZ EACH)-POWDERED							

Search Save Add Batch Update Reset

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

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*Category

*Food Category Effective Date End Date

*Food Sub Category Effective Date End Date Decrement Type

*Food Item

Maximum Monthly Quantity Formula Maximum Monthly Allowance

Comment

Save Reset

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.

The screenshot shows a web application interface for editing a maximum food record. The top navigation bar includes 'Home', 'Sys Admin', 'Ops Mgmt', 'WIC Services', 'Scheduling', 'Finance', 'Vendor', 'Program Integrity', and 'Reports'. A 'Back to List' button is located at the top left of the form area. The form fields are as follows:

*Category			
IFF-INFANT, ALL FORMULA (4-5)			
*Food Category	Effective Date	End Date	
IFF-INFANT FORMULA	1/1/2012	1/1/2050	
*Food Sub Category	Effective Date	End Date	Decrement Type
001-ENFAMIL? LIPIL? WITH IRON	5/9/2014	5/9/2020	3 - OUNCE
*Food Item			
1031-ENFAMIL LIPIL WITH IRON BTL (6 OZ EACH) READY TO FEED			
Maximum Monthly Quantity	Formula Maximum Monthly Allowance		
144			
Comment			
<input type="text"/>			

At the bottom right of the form, there are three buttons: 'Add', 'Save', and 'Reset'.

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.

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New Search

Client Category
IFF-INFANT, ALL FORMULA (4-5)

Food Category
21-INFANT FORMULA Effective Date 1/1/2012 End Date 1/1/2020

Food Sub Category
001-ENFAMIL® LIPIL® WITH IRON Effective Date 5/9/2014 End Date 5/9/2020

Decrement Type
OUNCE

Form Formula Maximum Monthly Allowance

Client Category	Description	Form	Decrement Type	Formula Maximum Monthly Allowance	Comment
IFF - (4-5)	BTL-(6 OZ EACH)-READY TO FEED-ENFAMIL LIPIL WITH IRON	3 - READY TO FEED	3 - OUNCE		
IFF - (4-5)	CAN-12.9 OZ EACH-POWDERED-ENFAMIL LIPIL WITH IRON	1 - POWDERED	3 - OUNCE		
IFF - (4-5)	CAN-13 OZ EACH-CONCENTRATE-ENFAMIL LIPIL WITH IRON	4 - CONCENTRATE	3 - OUNCE		
IFF - (4-5)	CAN-(32 OZ EACH)-READY-TO-FEED-ENFAMIL LIPIL WITH IRON	3 - READY TO FEED	3 - OUNCE		
IFF - (4-5)	CAN-8 OUNCE EACH-READY TO FEED-ENFAMIL LIPIL WITH IRON	3 - READY TO FEED	3 - OUNCE		

<< < > >> Row count: 10 Showing 1-5 of 5

Search Save Reset

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.

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New Search

Successfully Updated. Record Count: 5

Client Category
IFF-INFANT, ALL FORMULA (4-5)

Food Category
21-INFANT FORMULA Effective Date 1/1/2012 End Date 1/1/2020

Food Sub Category
001-ENFAMIL® LIPIL® WITH IRON Effective Date 5/9/2014 End Date 5/9/2020

Decrement Type
OUNCE

Form Formula Maximum Monthly Allowance
144

Client Category	Description	Form	Decrement Type	Formula Maximum Monthly Allowance	Comment
IFF - (4-5)	BTL-(6 OZ EACH)-READY TO FEED-ENFAMIL LIPIL WITH IRON	3 - READY TO FEED	3 - OUNCE	144	
IFF - (4-5)	CAN-12.9 OZ EACH-POWDERED-ENFAMIL LIPIL WITH IRON	1 - POWDERED	3 - OUNCE	144	
IFF - (4-5)	CAN-13 OZ EACH-CONCENTRATE-ENFAMIL LIPIL WITH IRON	4 - CONCENTRATE	3 - OUNCE	144	
IFF - (4-5)	CAN-(32 OZ EACH)-READY-TO-FEED-ENFAMIL LIPIL WITH IRON	3 - READY TO FEED	3 - OUNCE	144	
IFF - (4-5)	CAN-8 OUNCE EACH-READY TO FEED-ENFAMIL LIPIL WITH IRON	3 - READY TO FEED	3 - OUNCE	144	

Row count: 10 Showing 1-5 of 5

Search Save Reset

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.

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Search

Search Food Packages

Food Package ID / Description

Effective Date End Date

Active Inactive Both

Food Packages

Food Packages Search Results

Food Package ID	Description	Effective Start Date	Effective End Date	Comment	Active
111	ADAD	03/01/2014	03/31/2014	TEST	No
11111	GCOLEMAN INFANT FORMULA	02/25/2014	02/17/2021		Yes
111111	GCOLEMAN TEST PACKAGE	03/04/2014	03/18/2014		No
11111111	TEST OR	12/12/2013	01/31/2014	TEST OF OR	No
1234568	FDGDFG	03/14/2014	01/31/2015		Yes
1331	TEST DESCRIPTION	11/12/2013	11/13/2014		Yes
2131	ASAS	03/01/2014	03/31/2014	ADAD	No
2222	ASDA	03/01/2014	03/31/2014	ASDADASD	No
2345	ASDA	03/01/2014	03/31/2014	ASDADAD	No
29654645	TESTING TESTER	01/10/2014	01/31/2014	TEST	No

<< >> Row count: 10 Showing 1-10 of 4453

Add Search New Search

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.

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Food Package

*Food Package ID

*Description

*Number of FIs *Start Date *End Date

*Federal Food Package Number

Active

Comment

Food Package Foods + Add

Food ID	Description	Quantity	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15	Use Max Amounts?	Use Alternate?
No data to...																			

Food Package Assignments

Category	Description	Begin Month	End Month	Primary Standard	Enable for Package	
C1	1 YEAR OLD CHILD	12	23	No	No	<input type="checkbox"/>
C2	2 YEAR OLD CHILD	24	35	No	No	<input type="checkbox"/>
C3	3 YEAR OLD CHILD	36	47	No	No	<input type="checkbox"/>
C4	C4--4 YEAR OLD CHILD	48	60	No	No	<input type="checkbox"/>
EN	WOMAN, BREASTFEEDING, NO FORMULA	108	720	No	No	<input type="checkbox"/>
IEN	INFANT, BREASTFEEDING, NO FORMULA	0	5	No	No	<input type="checkbox"/>
IEN	INFANT, BREASTFEEDING, NO FORMULA	6	11	No	No	<input type="checkbox"/>
IFF	INFANT, ALL FORMULA	0	3	No	No	<input type="checkbox"/>
IFF	INFANT, ALL FORMULA	0	5	No	No	<input type="checkbox"/>
IFF	INFANT, ALL FORMULA	4	5	No	No	<input type="checkbox"/>
IFF	INFANT, ALL FORMULA	6	11	No	No	<input type="checkbox"/>
IPN	INFANT, BREASTFEEDING, PARTIAL FORMULA	0	0	No	No	<input type="checkbox"/>
IPN	INFANT, BREASTFEEDING,	0	0	No	No	<input type="checkbox"/>

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

F11

F12

F13

F14

F15

F16

F17

F18

F19

F110

F111

F112

F113

F114

F115

Use Max Amounts?
 Yes No

Use Alternate?
 Yes No

The screenshot shows the 'Edit' form for a food package. The left sidebar contains navigation and package details. The main form area includes:

- *Food ID: 101-CEREAL (NOT INFANT) OZ (UP TO 18 OZ) WIC APPROVED
- *Quantity: 6 (highlighted in yellow)
- *Description: CEREAL- NOT INFANT
- *Number of FIs: 4 (with a red arrow pointing to the Quantity field)
- *Federal Food Package Number: FFP IV-Children 1-4.9 years of
- Active:
- Comment: (empty text area)
- Food Package Foods:
 - Food ID: 101-CEREAL (NOT INFANT) OZ (UP TO 18 OZ) WIC APPROVED
- Food Package Assignments:

Category	FI1	FI2	FI3	FI4	FI5	FI6	FI7	FI8	FI9	FI10	FI11	FI12	FI13	FI14	FI15
C1															
C2															
C3															
C4															
EN															
IEN															
IEN															
IFF															
IFF															
- Use Max Amounts?: Yes No

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 be 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 be using its 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 be 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.



The screenshot shows a dialog box titled "Edit" with a close button (X) in the top right corner. Inside the dialog, there are two sections. The first section is labeled "Primary Standard" and has two radio buttons: "Yes" (which is selected) and "No". The second section is labeled "Enable for Package" and also has two radio buttons: "Yes" (selected) and "No". At the bottom right of the dialog, there are two buttons: "OK" and "Cancel".

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.

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

[Back to List](#)

Food Package

*Food Package ID
29654645

*Description
TESTING TESTER

*Number of Fls: 3 *Start Date: 01/10/2014 *End Date: 01/31/2014

*Federal Food Package Number
FFP IV-Children 1-4.9 years of age

Active

Comment
TEST

Food Package Foods

Food ID	Description	Quantity	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15	Use Max Amounts?	Use Alternate?
	ACIDOPHILU...	3	1	1	1													No	No

Food Package Assignments

Category	Description	Begin Month	End Month	Primary Standard	Enable for Package	
C1	1 YEAR OLD CHILD	12	23	No	Yes	<input checked="" type="checkbox"/>
C2	2 YEAR OLD CHILD	24	35	No	No	<input checked="" type="checkbox"/>
C3	3 YEAR OLD CHILD	36	47	No	No	<input checked="" type="checkbox"/>
C4	C4--4 YEAR OLD CHILD	48	60	No	No	<input checked="" type="checkbox"/>
EN	WOMAN, BREASTFEEDING, NO FORMULA	108	720	No	No	<input checked="" type="checkbox"/>
IEN	INFANT, BREASTFEEDING, NO FORMULA	0	5	No	No	<input checked="" type="checkbox"/>
IEN	INFANT, BREASTFEEDING, NO FORMULA	6	11	No	No	<input checked="" type="checkbox"/>
IFF	INFANT, ALL FORMULA	0	3	No	No	<input checked="" type="checkbox"/>
IFF	INFANT, ALL FORMULA	0	5	No	No	<input checked="" type="checkbox"/>
IFF	INFANT, ALL FORMULA	4	5	No	No	<input checked="" type="checkbox"/>
IFF	INFANT, ALL FORMULA	6	11	No	No	<input checked="" type="checkbox"/>
IPN	INFANT, BREASTFEEDING, PARTIAL FORMULA	0	0	No	No	<input checked="" type="checkbox"/>
IPN	INFANT, BREASTFEEDING,	0	5	No	No	<input checked="" type="checkbox"/>

[Add](#) [Copy](#) [Save](#) [Reset](#)

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 Fl's and Food Package food Fields.

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

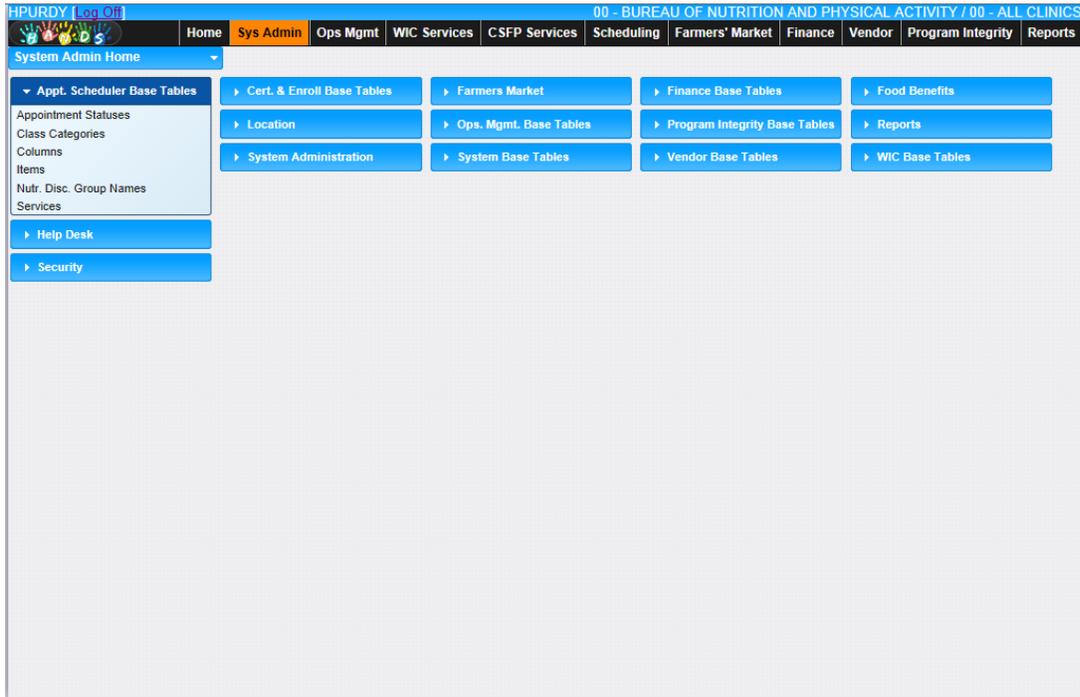
4. To discard the information entered, click the Reset button at the bottom of the page.

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

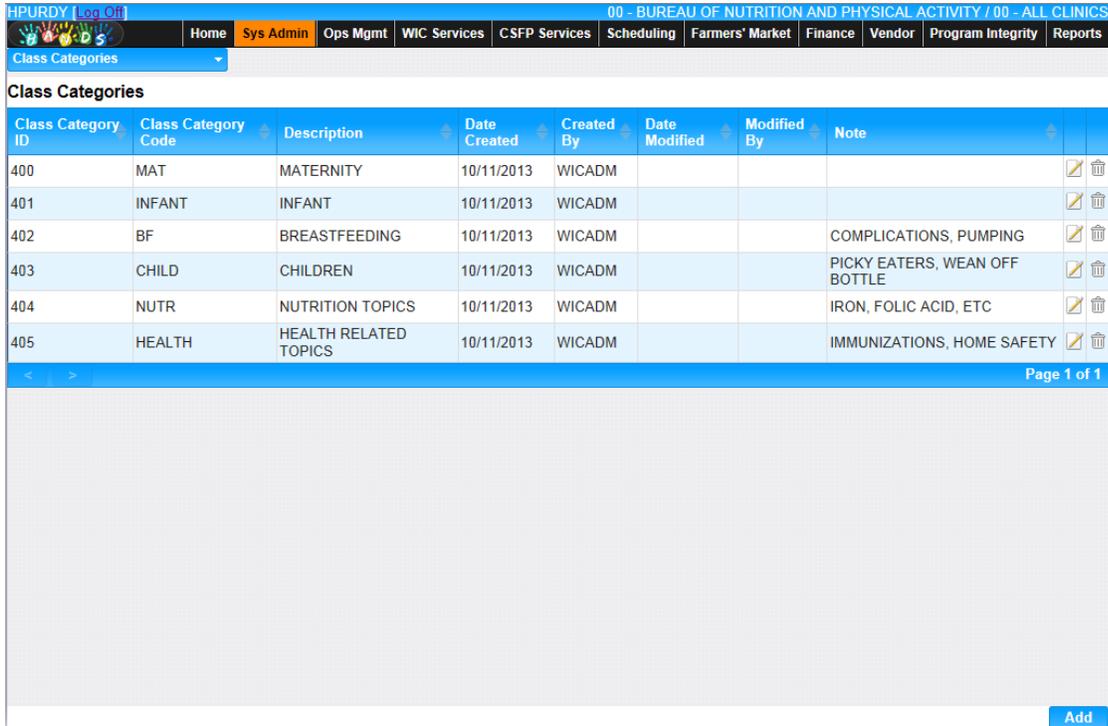
The Appointment Scheduler base table section is where the user can manage Services, Columns, Nutrition Discussion Group Names, Appointment Statuses, Class Categories, and Items. Most base tables have the same procedure for adding, editing, and deleting. This section will have one example of each function 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

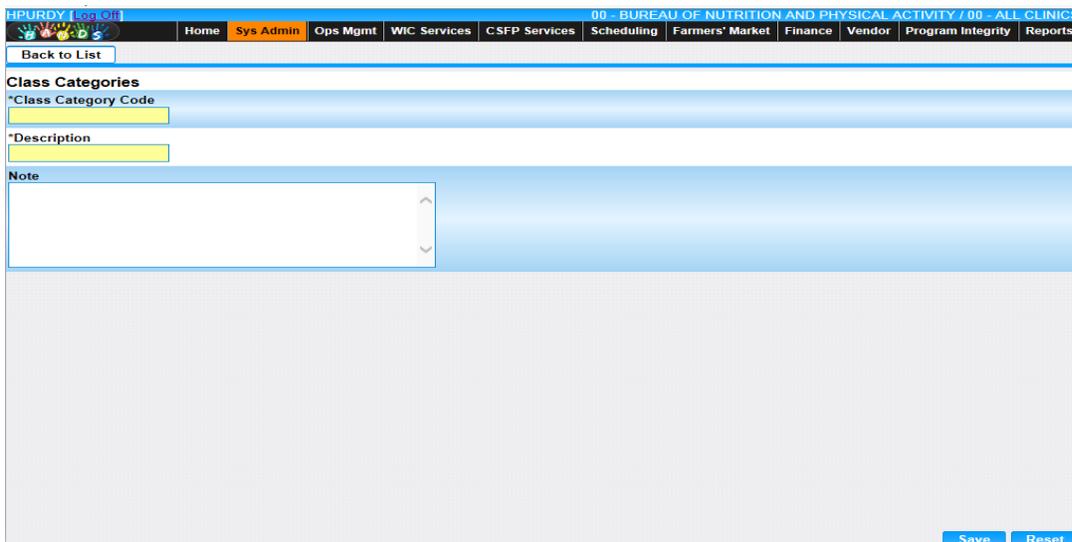
1. Select a link from the Appt. Scheduler Base Tables section. The page displays.



The screenshot shows the HPURDY application interface. At the top, there is a navigation bar with the user name 'HPURDY' and a 'Log Off' link. Below this is a menu bar with various options: Home, Sys Admin, Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. The main content area displays a table titled 'Class Categories'. The table has the following columns: Class Category ID, Class Category Code, Description, Date Created, Created By, Date Modified, Modified By, and Note. The table contains six rows of data. At the bottom right of the table, there is a 'Page 1 of 1' indicator and an 'Add' button.

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



The screenshot shows the HPURDY application interface with the 'Add' window open. The window has a 'Back to List' button at the top left. Below this, there are several input fields: '*Class Category Code', '*Description', and 'Note'. The 'Note' field is a large text area with a vertical scrollbar. At the bottom right of the window, there are 'Save' and 'Reset' buttons.

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.

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Class Categories

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		

Page 1 of 1

Add

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

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Back to List

Class Categories

Class Category ID
402

*Class Category Code
BF

*Description
BREASTFEEDING

Note
COMPLICATIONS, PUMPING

Save Reset

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.

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Class Categories

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					

Page 1 of 1

Add

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

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

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Back to List

Class Categories

Are you sure you want to delete this record?

Class Category ID
400

*Class Category Code
MAT

*Description
MATERNITY

Note

Delete Cancel

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

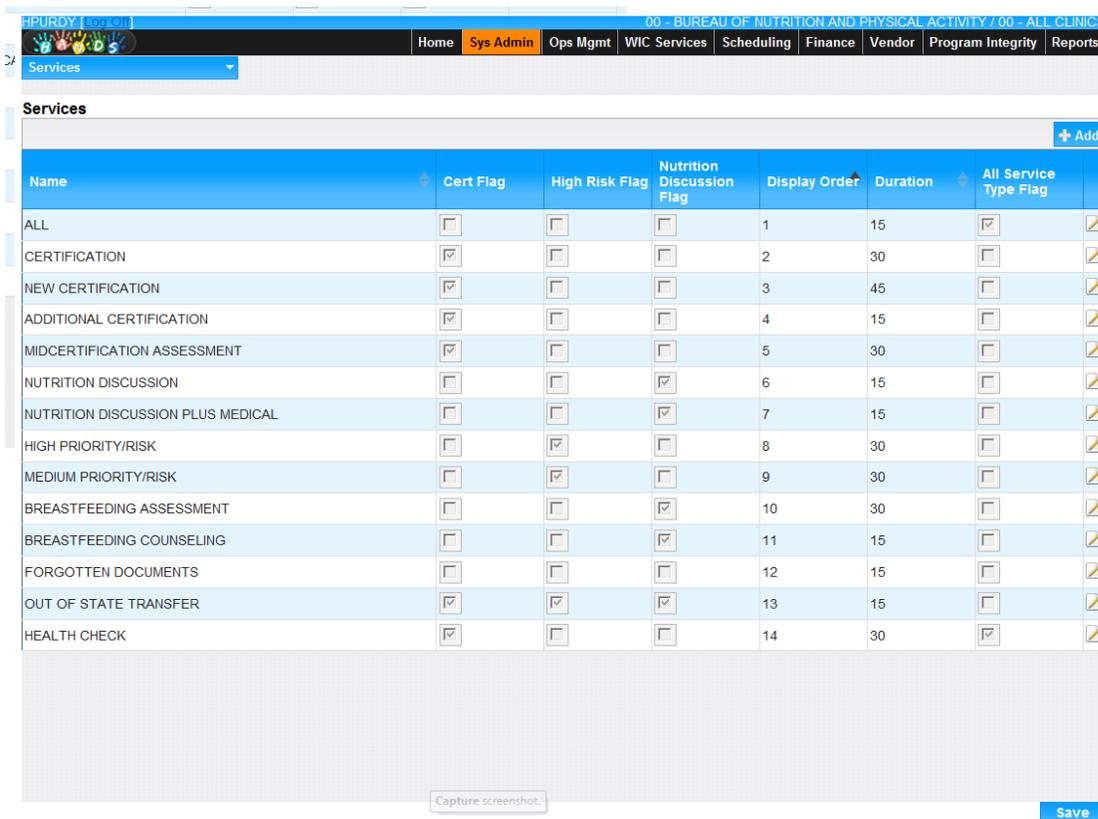
4. To delete the record, click the Delete button at the bottom of the page.

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.

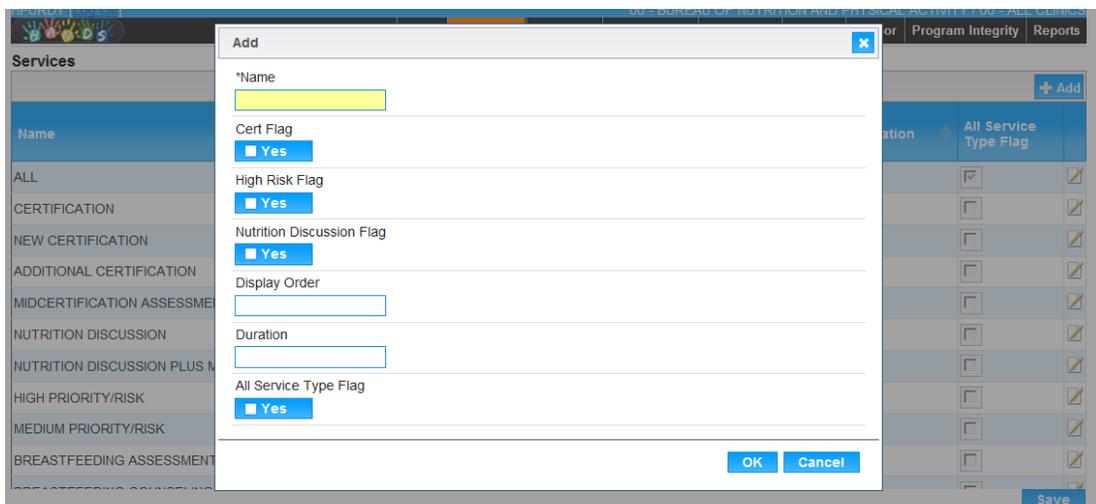
Add a Record

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	15	<input checked="" type="checkbox"/>	
CERTIFICATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	30	<input type="checkbox"/>	
NEW CERTIFICATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	45	<input type="checkbox"/>	
ADDITIONAL CERTIFICATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	15	<input type="checkbox"/>	
MIDCERTIFICATION ASSESSMENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	30	<input type="checkbox"/>	
NUTRITION DISCUSSION	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6	15	<input type="checkbox"/>	
NUTRITION DISCUSSION PLUS MEDICAL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7	15	<input type="checkbox"/>	
HIGH PRIORITY/RISK	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8	30	<input type="checkbox"/>	
MEDIUM PRIORITY/RISK	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9	30	<input type="checkbox"/>	
BREASTFEEDING ASSESSMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10	30	<input type="checkbox"/>	
BREASTFEEDING COUNSELING	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	11	15	<input type="checkbox"/>	
FORGOTTEN DOCUMENTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12	15	<input type="checkbox"/>	
OUT OF STATE TRANSFER	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	13	15	<input type="checkbox"/>	
HEALTH CHECK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14	30	<input checked="" type="checkbox"/>	

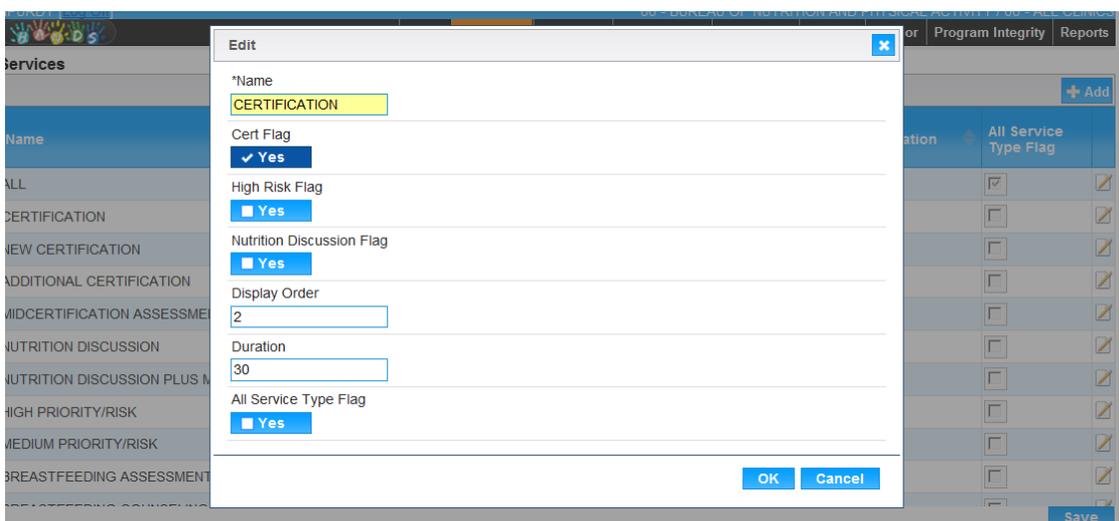
2. Click the Add button at the top right of the page. The Add window displays.



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.

Name	Description	Proof of Income Flag	Proof of Address Flag	Proof of Identity Flag	Display Order
WIC ID FOLDER/CARPETA DE IDENTIFICACION DE WIC	WIC ID FOLDER/CARPETA DE IDENTIFICACION DE WIC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2
PERSON(S) BEING CERTIFIED/PERSONA(S) QUE SE CERTIFICA(N)	PERSON(S) BEING CERTIFIED/PERSONA(S) QUE SE CERTIFICA(N)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
PROOF OF ADDRESS/PRUEBA DE DOMICILIO	PROOF OF ADDRESS/PRUEBA DE DOMICILIO	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4
PROOF OF INCOME/PRUEBA DE INGRESO	PROOF OF INCOME/PRUEBA DE INGRESO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5
TANF/AHCCCS/FOOD STAMP APPROVAL LETTER/CARTA DE APROBACION PARA TANF/AHCCCS/ESTAMPILLAS DE COMIDA	TANF/AHCCCS/FOOD STAMP APPROVAL LETTER/CARTA DE APROBACION PARA TANF/AHCCCS/ESTAMPILLAS DE COMIDA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6
IMMUNIZATION RECORDS / CARDS/REGISTRO DE VACUNAS	IMMUNIZATION RECORDS / CARDS/REGISTRO DE VACUNAS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7
PROOF OF PERSONAL ID/PRUEBA DE IDENTIDAD	PROOF OF PERSONAL ID/PRUEBA DE IDENTIDAD	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3
BLOOD TEST RESULTS/RESULTADOS DE ANALISIS DE SANGRE	BLOOD TEST RESULTS/RESULTADOS DE ANALISIS DE SANGRE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9
FORMULA PRESCRIPTION /RECETA PARA FORMULA ESPECIAL	FORMULA PRESCRIPTION /RECETA PARA FORMULA ESPECIAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8

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

HPURDY [03/01] 02 - COCHISE COUNTY HEALTH DEPARTMENT / 01 - DOUGLAS HEALTH

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Items

Items

Name	Description	Proof of Income Flag	Proof of Address Flag	Proof of Identity Flag	Display Order
WIC ID FOLDER/CARPETA DE IDENTIFICACION DE WIC	WIC ID FOLDER/CARPETA DE IDENTIFICACION DE WIC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2
PERSON(S) BEING CERTIFIED/PERSONA(S) QUE S CERTIFICA(N)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
PROOF OF ADDRESS/PRUEBA D DOMICILIO		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4
PROOF OF INCOME/PRUEBA DE INGRESO		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5
TANF/AHCCCS/FOOD STAMP APPROVAL LETTER/CARTA DE APROBACION PARA TANF/AHCCCS/ESTAMPILLAS D COMIDA		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6
IMMUNIZATION RECORDS / CARDS/REGISTRO DE VACUNA		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7
PROOF OF PERSONAL ID/PRUEBA DE IDENTIDAD		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
BLOOD TEST RESULTS/RESULTADOS DE ANALISIS DE SANGRE		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9
FORMULA PRESCRIPTION /RECETA PARA FORMULA ESPECIAL		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8

Add

*Name

Description

Proof of Income Flag
 Yes

Proof of Address Flag
 Yes

Proof of Identity Flag
 Yes

Display Order

OK Cancel

Capture screenshot. Save

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.

HPURDY [02:01] 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

Items

Items

Name	Description	Proof of Income Flag	Proof of Address Flag	Proof of Identity Flag	Display Order	
WIC ID FOLDER/CARPETA DE IDENTIFICACION DE WIC	WIC ID FOLDER/CARPETA DE IDENTIFICACION DE WIC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	
PERSON(S) BEING CERTIFIED/PERSONA(S) QUE S CERTIFICA(N)					1	
PROOF OF ADDRESS/PRUEBA D DOMICILIO					4	
PROOF OF INCOME/PRUEBA DE INGRESO					5	
TANF/AHCCCS/FOOD STAMP APPROVAL LETTER/CARTA DE APROBACION PARA TANF/AHCCCS/ESTAMPILLAS D COMIDA		<input checked="" type="checkbox"/>			6	
IMMUNIZATION RECORDS / CARDS/REGISTRO DE VACUNA			<input checked="" type="checkbox"/>		7	
PROOF OF PERSONAL ID/PRUEBA DE IDENTIDAD				<input checked="" type="checkbox"/>	3	
BLOOD TEST RESULTS/RESULTADOS DE ANALISIS DE SANGRE					9	
FORMULA PRESCRIPTION /RECETA PARA FORMULA ESPECIAL					8	

Edit

*Name
PROOF OF ADDRESS/F

Description
PROOF OF ADDRESS/F

Proof of Income Flag
 Yes

Proof of Address Flag
 Yes

Proof of Identity Flag
 Yes

Display Order
4

OK Cancel

Save

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

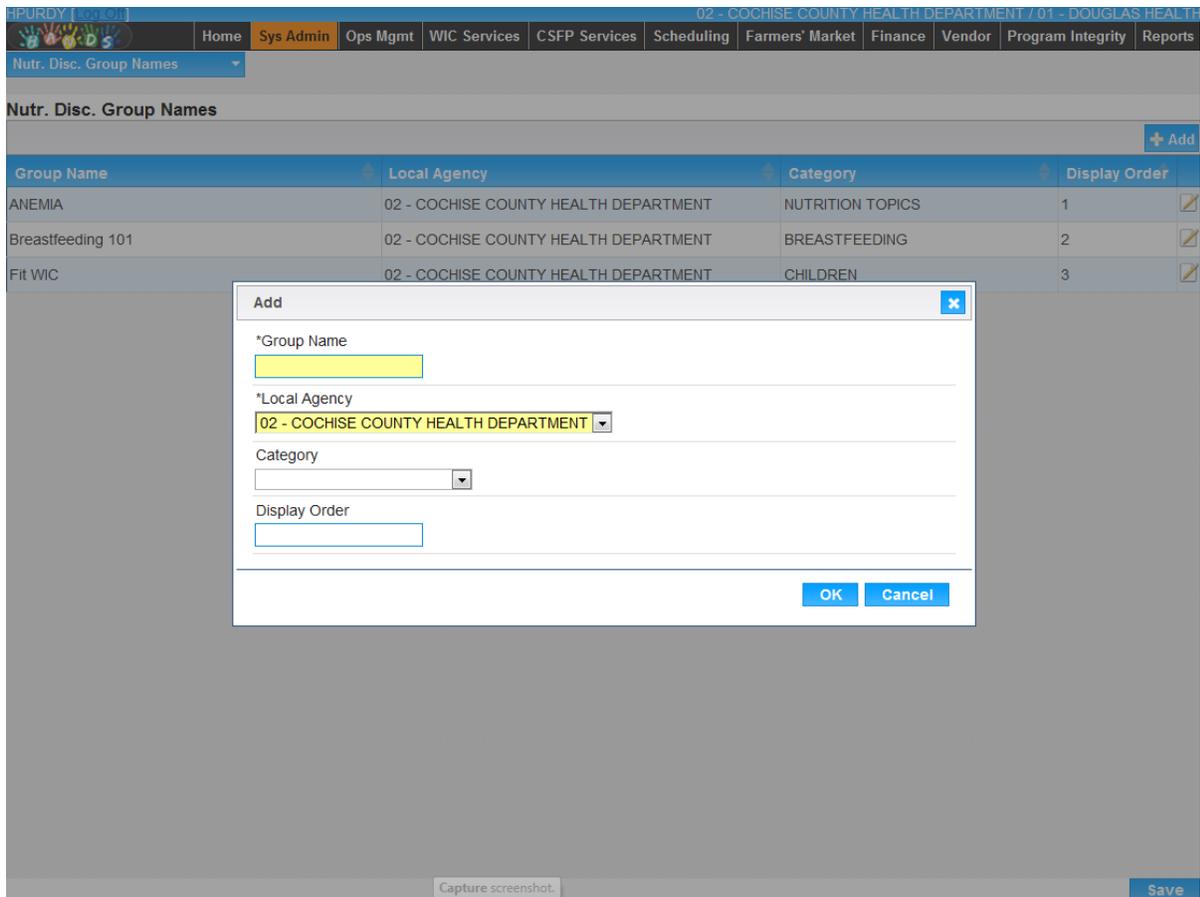
The Nutrition Discussion Group Names Base Table is specific to each Agency. The data entered and saved in the base table is used when adding a group template to a Clinic Schedule.

Add a Record

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

Group Name	Local Agency	Category	Display Order	
ANEMIA	02 - COCHISE COUNTY HEALTH DEPARTMENT	NUTRITION TOPICS	1	
Breastfeeding 101	02 - COCHISE COUNTY HEALTH DEPARTMENT	BREASTFEEDING	2	
Fit WIC	02 - COCHISE COUNTY HEALTH DEPARTMENT	CHILDREN	3	

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.

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

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Nutr. Disc. Group Names

Nutr. Disc. Group Names + Add

Group Name	Local Agency	Category	Display Order	
ANEMIA	02 - COCHISE COUNTY HEALTH DEPARTMENT	NUTRITION TOPICS	1	
Breastfeeding 101	02 - COCHISE COUNTY HEALTH DEPARTMENT	BREASTFEEDING	2	
Fit WIC	02 - COCHISE COUNTY HEALTH DEPARTMENT	CHILDREN	3	

Edit ✕

*Group Name

*Local Agency

Category

Display Order

Save

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.

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

Outreach Comm Types

Outreach Comm Types

Outreach Comm Type Code	Description	Date Created	Created By	Date Modified	Modified By	Note		
1	WIC NEWSLETTER	01/11/2000	WICADM					
2	CORRESPONDENCE	01/11/2000	WICADM					
3	PHONE CALL	01/11/2000	WICADM					
4	FAX	01/11/2000	WICADM					
5	E-MAIL	02/05/2001	PISTINM					

Page 1 of 1

Add

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

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Back to List

Outreach Comm Types

*Outreach Comm Type Code

*Description

Note

Save Reset

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.

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Outreach Org Types

Outreach Org Types

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					

Page 1 of 4

Add

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

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Back to List

Outreach Org Types
 Outreach Org Type Code
 C

*Description
 AHCCCS

Note

Save Reset

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.

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Staff Titles

Staff Title Code	Tc Title Category Code	Description	Date Created	Created By	Date Modified	Modified By	Note	Sal Access Level ID			
SVM	M	SURVEILLANCE MANAGER	03/08/2000	ARIZONA							
AA	C	ADMINISTRATIVE ASSISTANT	01/07/2000	WICADM	01/17/2000	WICADM					
AS	C	ADMINISTRATIVE SUPPORT	01/07/2000	WICADM	01/17/2000	WICADM					
ASM	M	ADMINISTRATIVE SUPPORT SERVICES SECTION MANAGER	01/07/2000	WICADM	01/17/2000	WICADM					
CLK	C	CLERK	01/07/2000	WICADM	01/17/2000	WICADM					
CL2	C	CLERK 2	01/07/2000	WICADM	01/17/2000	WICADM					
DS	T	DATAKOM SPECIALIST	01/07/2000	WICADM	01/17/2000	WICADM					
DN	A	DIRECTOR OF NUTRITION SERVICES	01/07/2000	WICADM	01/17/2000	WICADM					
CSW	R	CSFP NUTRITION WORKER	01/07/2000	WICADM	01/17/2000	WICADM					
CSM	M	CSFP MANAGER	01/07/2000	WICADM	01/17/2000	WICADM					

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Add

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

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Back to List

Staff Titles

Are you sure you want to delete this record?

Staff Title Code
CLK

*Tc Title Category Code
C

*Description
CLERK

Note

Sal Access Level ID

Delete Cancel

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, Caseload 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.

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Fund Types

Fund Types

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					

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Add

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

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

Back to List

Fund Types

*Fund Type Code

*Description

Note

Save Reset

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.

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Poverty Bases

Poverty Bases

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				

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Add

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

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Poverty Bases

Begin Date
4/1/2000

Csf Elderly
N

*End Date
4/14/2001

*Poverty Basis
1.85

*Addl Per Mon Inc
448

Note

Save Reset

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.

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

Caseload Types

Caseload Types

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		

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Add

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

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](#) [Reports](#)

[Back to List](#)

Caseload Types
Are you sure you want to delete this record?

Caseload Type Code
2

*Description
ENROLLEE

Note

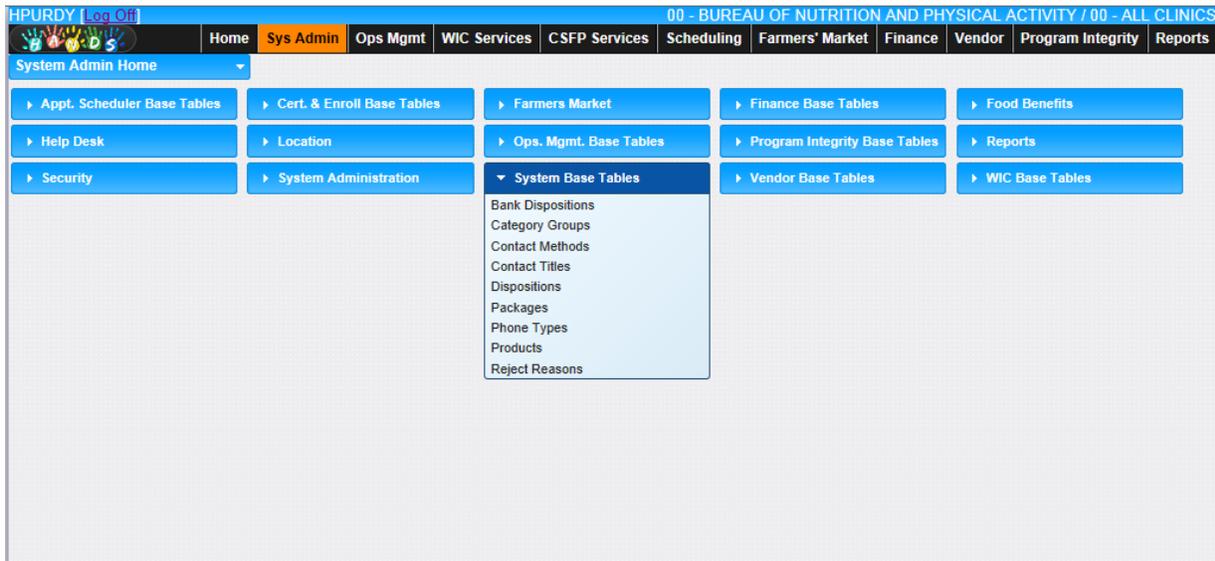
[Delete](#) [Cancel](#)

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.

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Contact Titles

Contact Titles

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					

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Add

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

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Contact Titles

*Contact Title Code

*Description

Note

Save Reset

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.

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 Reports

Containers

Containers

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					

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Add

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

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Containers

Container Code
5

*Description
QUART

Note

Save Reset

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					

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[Add](#)

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

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Products

Are you sure you want to delete this record?

Product Code
1

*Description
POWDERED

Note

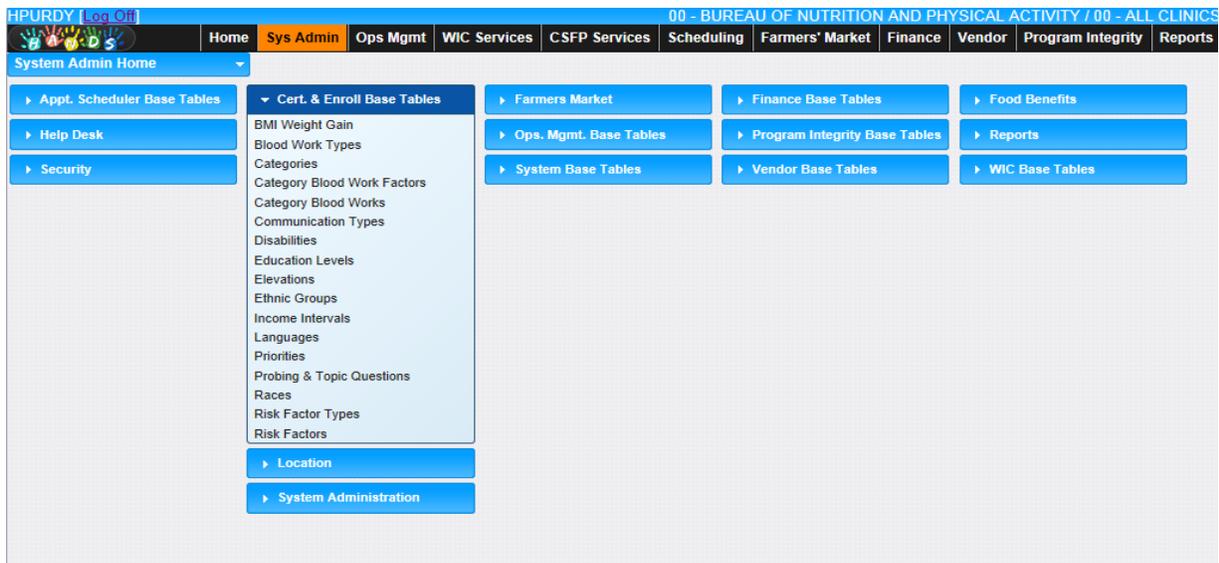
Delete Cancel

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.

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Disabilities

Disabilities

Disability Code	Description	Date Created	Created By	Date Modified	Modified By	Note		
A	HEARING IMPAIRED	01/10/2000	WICADM					
B	PHYSICAL DISABILITY	01/10/2000	WICADM					
C	VISUALLY IMPAIRED	01/10/2000	WICADM					
D	SPEECH IMPAIRED	01/10/2000	WICADM					
E	MENTALLY CHALLENGED	01/10/2000	WICADM					
F	OTHER	01/10/2000	WICADM					
DIS	DISABILITY	03/21/2014	HPURDY					

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Add

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

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Back to List

Disabilities

*Disability Code

*Description

Note

Save Reset

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.

The screenshot shows the ROMOC system interface. At the top, there is a navigation bar with the following items: 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, and Reports. Below the navigation bar is a dropdown menu for 'Education Levels'. The main content area is titled 'Education Levels' and contains a table with the following columns: Education Code, Description, Date Created, Created By, Date Modified, Modified By, Note, and two action icons (edit and delete). The table lists education levels from 3 to 12. The 'Description' column contains the grade level, and the 'Note' column contains additional information for some records. At the bottom of the table, there is a blue 'Add' button.

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					

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Add

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

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Education Levels
Education Code
7

*Description
SEVENTH GRADE

Note

Save Reset

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.

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Income Intervals

Income Interval Code	Description	Date Created	Created By	Date Modified	Modified By	Note		
W	WEEKLY	01/12/2000	WICADM					
BW	BIWEEKLY (EVERY 2 WEEKS)	01/12/2000	WICADM					
H	HOURLY	01/12/2000	WICADM					
SM	SEMI-MONTHLY (2 TIMES / MONTH)	01/12/2000	WICADM					
M	MONTHLY	01/12/2000	WICADM					
Q	QUARTERLY (EVERY 3 MONTHS)	01/12/2000	WICADM					
SA	SEMI-ANNUALLY (EVERY 6 MONTHS)	01/12/2000	WICADM					
A	ANNUALLY	01/12/2000	WICADM					

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Add

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

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Income Intervals

Income Interval Code
M

*Description
MONTHLY

Note

Save Reset

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.

HPURDY [Log Out] 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

BMI Weight Gain

BMI Weight Gain

HI-Lo Flag	Multiple Flag	BMI Category	Seq No	Metric Wgt Gain	Wks Ctst	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				

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Add

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

HPURDY [App OI] 02 - COCHISE COUNTY HEALTH DEPARTMENT / 01 - DOUGLAS HEALTH

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Back to List

BMI Weight Gain

*Hi-Lo Flag
NOT SET

*Multiple Flag
NOT SET

*BMI Category
NOT SET

*Metric Wgt Gain
0

*Wks Gtst
0

*Eng Wgt Gain
0

Capture screenshot Save Reset

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.

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

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Back to List

BMI Weight Gain
 Hi-Lo Flag
 H

Multiple Flag
 Y

BMI Category
 OVERWEIGHT

Metric Wgt Gain
 1.4

***Wks Gtst**
 8

***Eng Wgt Gain**
 3.1

Save Reset

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.

HPURDY [Log Out] 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

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BMI Weight Gain
Are you sure you want to delete this record?
Hi-Lo Flag
H

Multiple Flag
Y

BMI Category
OVERWEIGHT

Metric Wgt Gain
1.7

***Wks Gtst**
9

***Eng Wgt Gain**
3.6

Capture screenshot. Delete Cancel

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.

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Cat. Blood Factors

Cat Blood Factors

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				

Page 1 of 3

Add

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

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Back to List

Cat Blood Factors

*Cat Category Code
NOT SET

*Ar2 End Month
0

*Ar2 Begin Month
0

*Trimester

Note

Save Reset

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.

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[Sys Admin](#)
[Ops Mgmt](#)
[WIC Services](#)
[CSFP Services](#)
[Scheduling](#)
[Farmers' Market](#)
[Finance](#)
[Vendor](#)
[Program Integrity](#)
[Reports](#)

[Back to List](#)

Cat Blood Factors

Cat Category Code
PN

Ar2 End Month
215

Ar2 Begin Month
180

Trimester
NA

Note

[Save](#)
[Reset](#)

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.

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Back to List

Cat Blood Factors
Are you sure you want to delete this record?

Cat Category Code
PG1

Ar2 End Month
215

Ar2 Begin Month
108

Trimester
2

Note

[Delete](#) [Cancel](#)

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.

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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 Nutrition	Date Created	Created By	Date Modified
No data to show																		

Row count: 10

Add Search NewSearch

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.

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Cat. Blood Works

Blood Work Type: HEMATOCRIT HEMOGLOBIN Category:

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

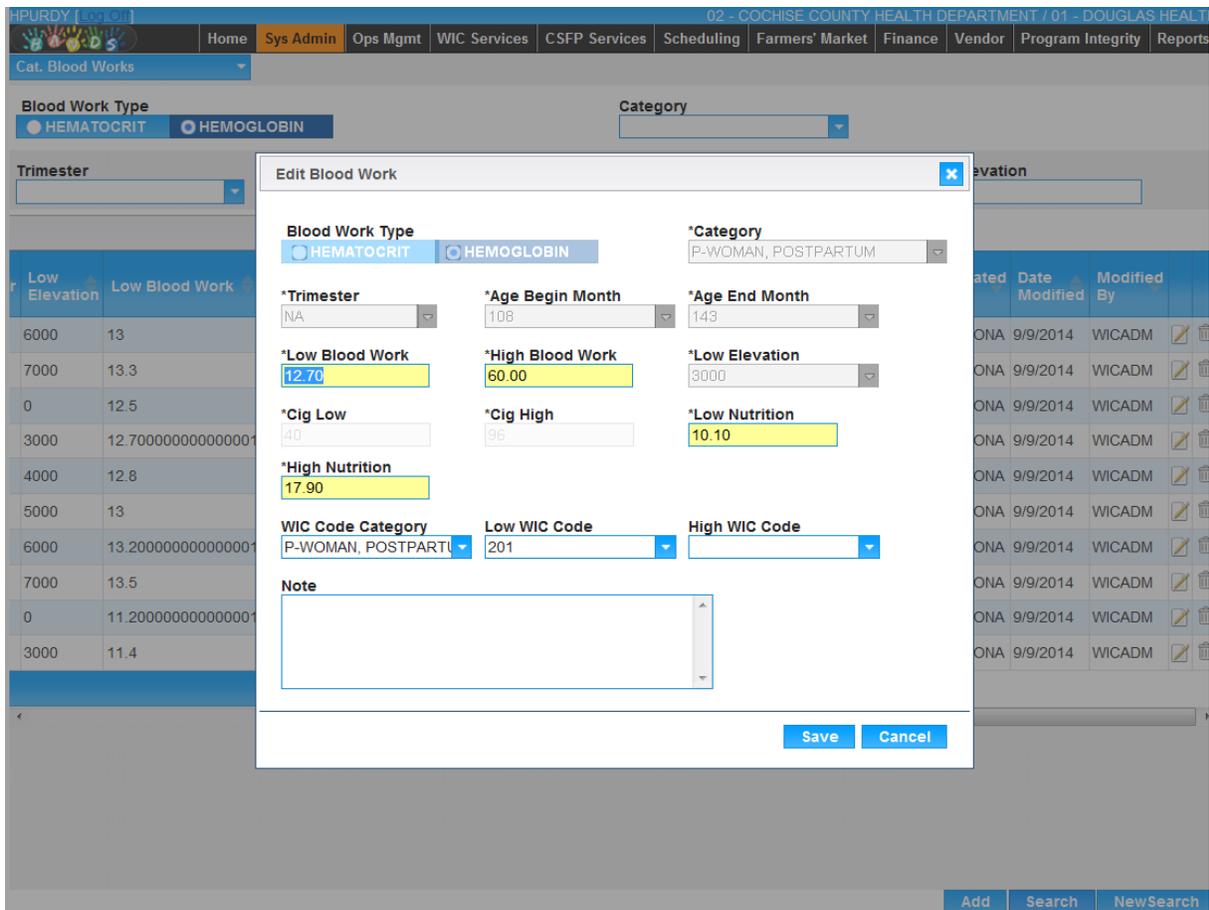
Category Blood Works

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			10.7000000000000001	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	12.7000000000000001	60	P	201			10.1	17.90
HEMOGLOBIN	P	108	143	40	96	NA	4000	12.8	60	P	201			10.2000000000000001	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	13.2000000000000001	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	11.2000000000000001	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 Editable 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.

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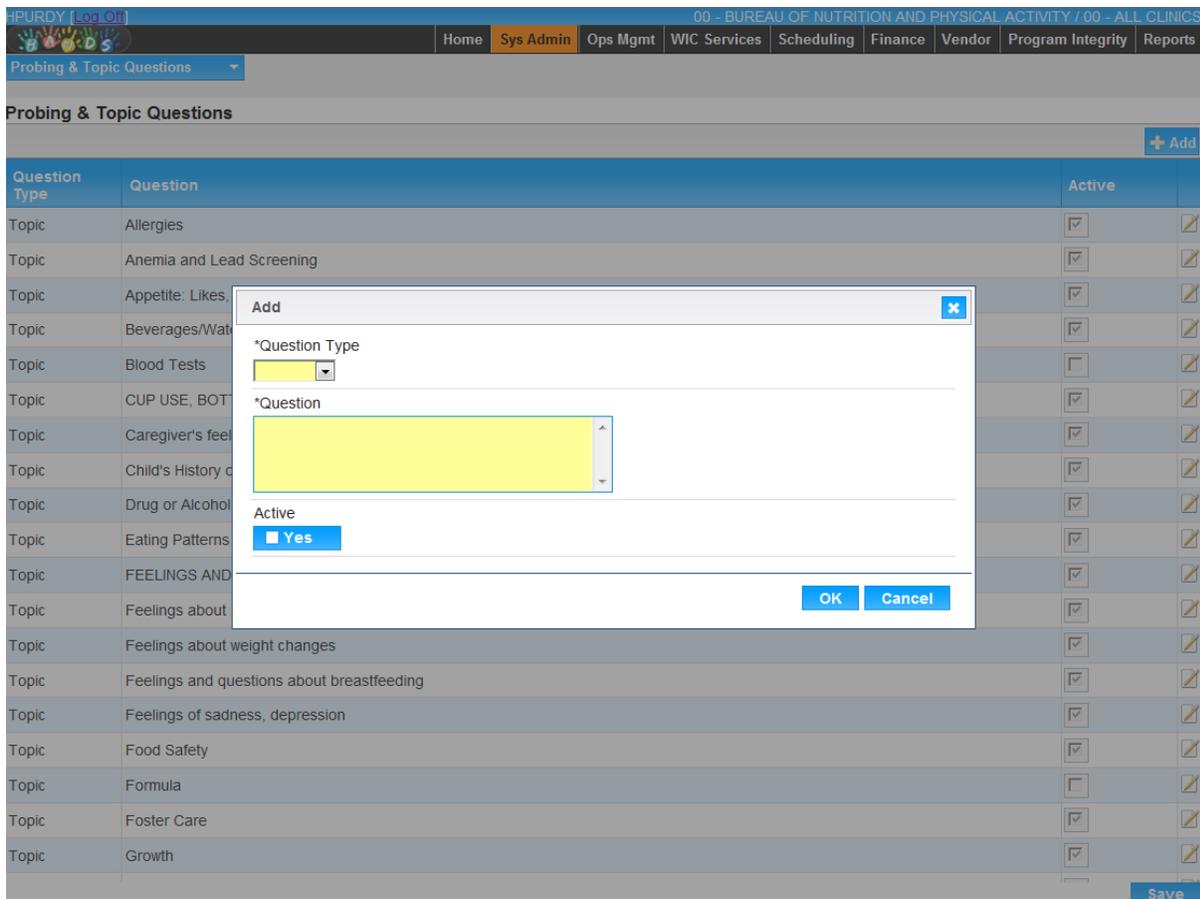
Probing & Topic Questions

Probing & Topic Questions + Add

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

Save

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.

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Probing & Topic Questions

Probing & Topic Questions + Add

Question Type	Question	Active	
Topic	Allergies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Topic	Anemia and Lead Screening	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Topic	Appetite: Likes,	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Topic	Beverages/Wat	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Topic	Blood Tests	<input type="checkbox"/>	<input type="checkbox"/>
Topic	CUP USE, BOT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Topic	Caregiver's feel	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Topic	Child's History c	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Topic	Drug or Alcohol	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Topic	Eating Patterns	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Topic	FEELINGS AND	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Topic	Feelings about	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Topic	Feelings about weight changes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Topic	Feelings and questions about breastfeeding	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Topic	Feelings of sadness, depression	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Topic	Food Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Topic	Formula	<input type="checkbox"/>	<input type="checkbox"/>
Topic	Foster Care	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Topic	Growth	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Edit ✕

*Question Type

*Question

Active
 Yes

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.

Risk Factors

Risk Factor ID:

*Category Code: **C1-1 YEAR OLD CHILD**

Risk Factor Type:

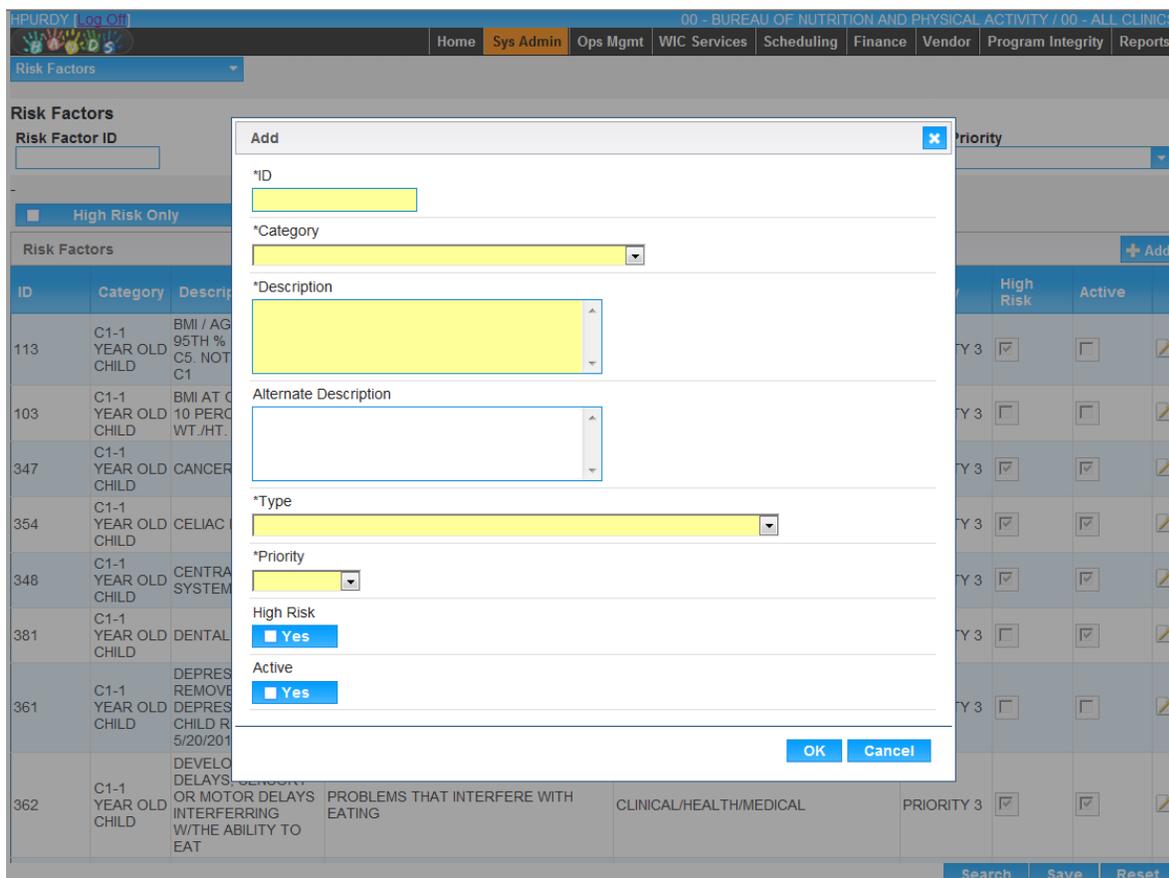
Priority:

High Risk Only Active Only

ID	Category	Description	Alternate Description	Type	Priority	High Risk	Active	
113	C1-1 YEAR OLD CHILD	BMI / AGE > OR = 95TH % FOR C2 TO C5. NOT VALID FOR C1	BMI / AGE > OR = 95TH % FOR C2 TO C5. NOT VALID FOR C1	ANTHROPOMETRIC	PRIORITY 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
103	C1-1 YEAR OLD CHILD	BMI AT OR BELOW 10 PERCENTILE WT./HT.	BMI AT OR BELOW 10 PERCENTILE WT./HT.	ANTHROPOMETRIC	PRIORITY 3	<input type="checkbox"/>	<input type="checkbox"/>	
347	C1-1 YEAR OLD CHILD	CANCER	CANCER	CLINICAL/HEALTH/MEDICAL	PRIORITY 3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
354	C1-1 YEAR OLD CHILD	CELIAC DISEASE	CELIAC DISEASE	CLINICAL/HEALTH/MEDICAL	PRIORITY 3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
348	C1-1 YEAR OLD CHILD	CENTRAL NERVOUS SYSTEM DISORDERS	CENTRAL NERVOUS SYSTEM DISORDERS	CLINICAL/HEALTH/MEDICAL	PRIORITY 3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
381	C1-1 YEAR OLD CHILD	DENTAL PROBLEMS	DENTAL PROBLEMS	CLINICAL/HEALTH/MEDICAL	PRIORITY 3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
361	C1-1 YEAR OLD CHILD	DEPRESSION. USDA REMOVED DEPRESSION AS A CHILD RISK FACTOR. 5/20/2014	DEPRESSION	CLINICAL/HEALTH/MEDICAL	PRIORITY 3	<input type="checkbox"/>	<input type="checkbox"/>	
362	C1-1 YEAR OLD CHILD	DEVELOPMENTAL DELAYS, SENSORY OR MOTOR DELAYS INTERFERING W/THE ABILITY TO EAT	PROBLEMS THAT INTERFERE WITH EATING	CLINICAL/HEALTH/MEDICAL	PRIORITY 3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Search Save Reset

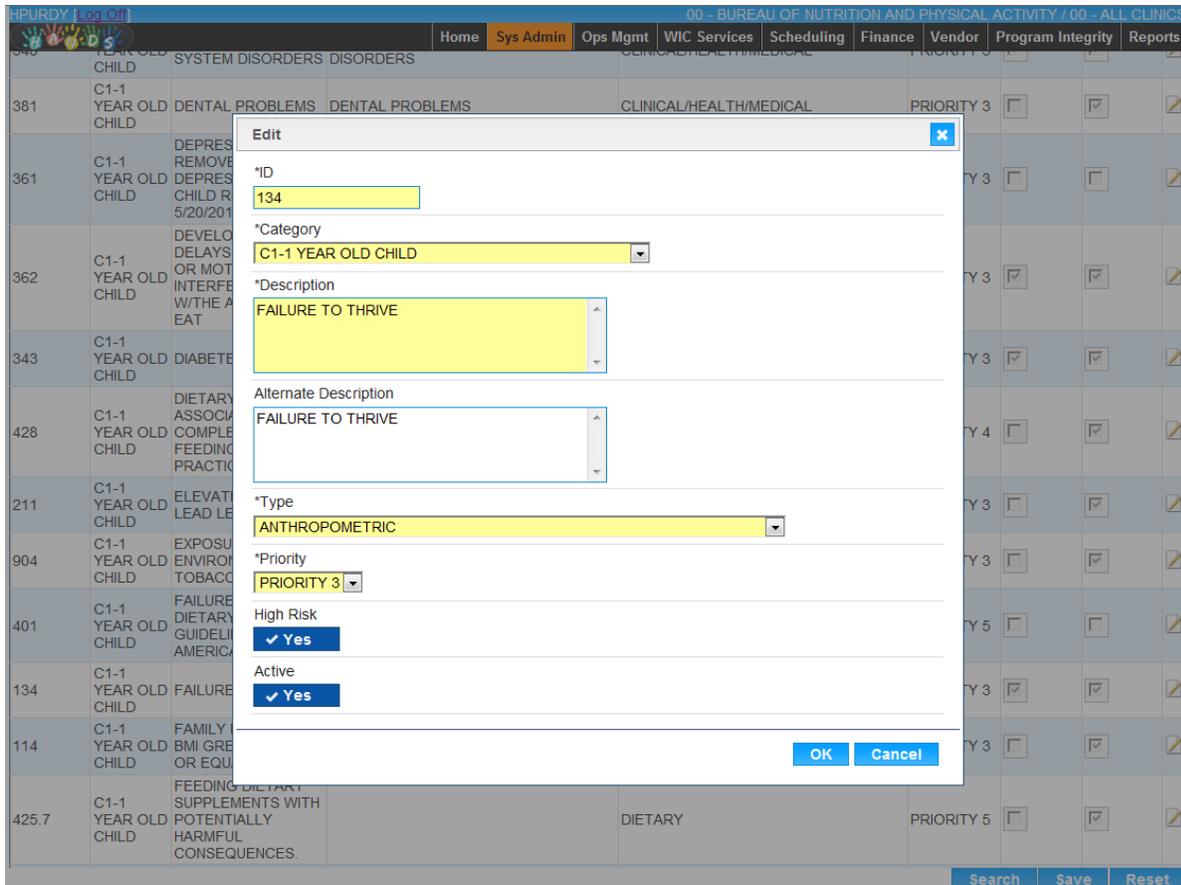
2. Click the Add button at the top of the page. The Add page displays.



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.

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Ethnic Groups

Ethnic Groups

Ethnic Group Code	Race Code	Description	Cdcn Value	Cdcop 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	

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Add

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

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Ethnic Groups

*Ethnic Group Code
0

*Race Race Code
NOT SET

*Description

*Cdcn Value
0

*Cdcp Value
0

*Pc Value
0

Note

Save Reset

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.

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Ethnic Groups

Ethnic Group Code
14

*Race Race Code
AP

*Description
PAKISTANI

*Cdcn Value
50

*Cdcp Value
5

*Pc Value
5

Note

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.

Delete a Record

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

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Ethnic Groups

Are you sure you want to delete this record?

Ethnic Group Code
6

*Race Race Code
H

*Description
PUERTO RICAN

*Cdcn Value
31

*Cdcp Value
3

*Pc Value
3

Note

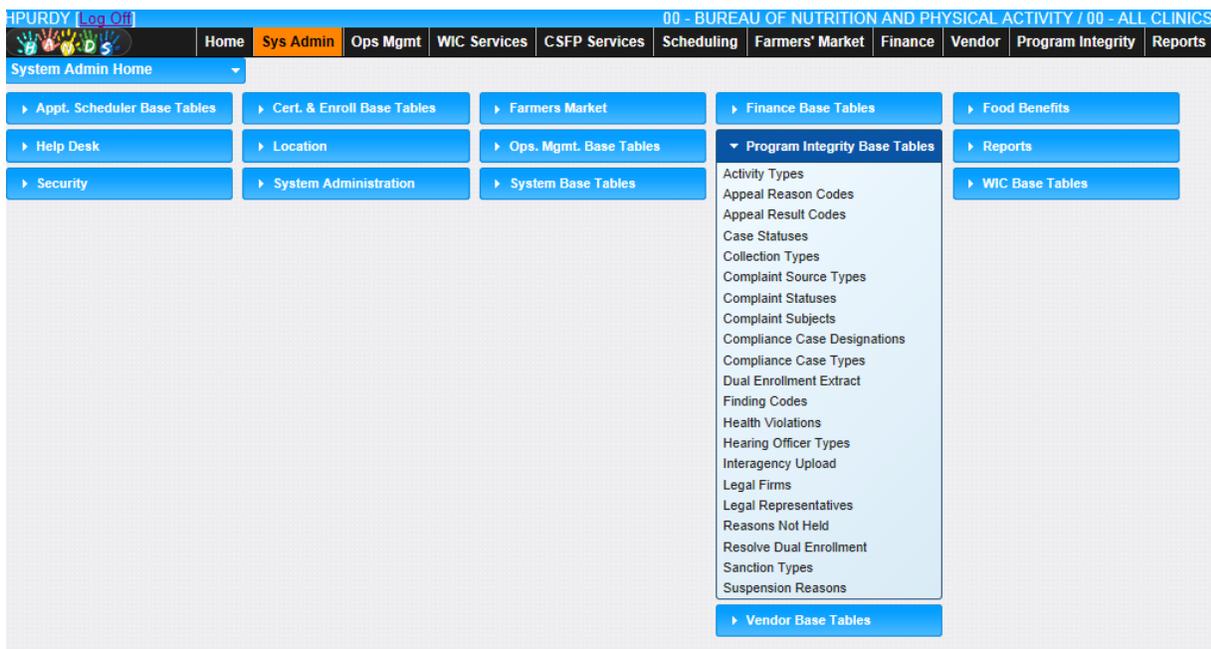
Delete Cancel

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.

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Activity Types

Activity Types

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					

Page 1 of 2

Add

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

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Back to List

Activity Types

*Act Type Code

*Description

Note

Save Reset

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.

The screenshot shows a web application interface for 'Health Violations'. At the top, there is a navigation bar with 'ROMOC [Log Off]' and '00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS'. Below this is a menu with options: Home, Sys Admin, Ops Mgmt, WIC Services, CSFP Services, Scheduling, Finance, Vendor, Program Integrity, and Reports. The 'Health Violations' section is active, showing a table with the following data:

Health Violation Code	Description	Date Created	Created By	Date Modified	Modified By	Note	
C	NATURAL DISASTERS	02/04/2000	WICADM				 
D	FIRE/ACCIDENT	02/04/2000	WICADM				 
E	EXPIRED FOOD LABELS	02/04/2000	WICADM				 
B	STORE UNDER CONSTRUCTION	02/04/2000	WICADM				 
A	EXPIRED PERMIT	02/04/2000	WICADM				 
F	INSECT OR VERMIN INFESTATION	02/04/2000	WICADM				 
G	RUSTED OR DENTED CANS	02/04/2000	WICADM				 
H	INADEQUATE FREEZER/COOLER TEMPERATURES	02/04/2000	WICADM				 
I	OTHER	02/04/2000	WICADM				 

At the bottom right of the table area, there is a blue 'Add' button. The page number 'Page 1 of 1' is visible in the bottom right corner of the table area.

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

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Back to List

Health Violations
Health Violation Code
F

*Description
INSECT OR VERMIN INF

Note

Save Reset

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.

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Suspension Reasons

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				 

Page 1 of 4

Add

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

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Back to List

Suspension Reasons

Are you sure you want to delete this record?

Suspension Reason
OS02C

*Description
FAIL TO ALLOW USE OF COUPONS OR OTHER PROMOTION SPECIALS

Note

Delete Cancel

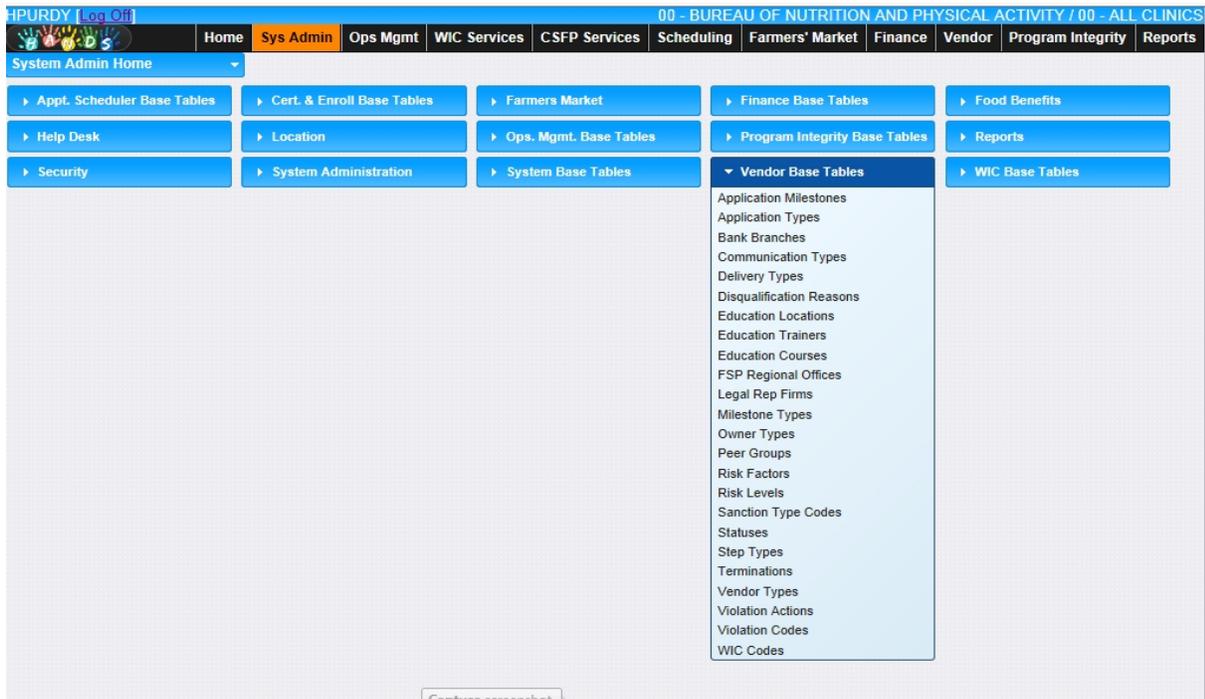
3. To cancel the delete process, click the Cancel button at the bottom of the page.

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.

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Application Milestones

Application Milestones

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					

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Capture screenshot. Add

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

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Application Milestones

*Vat Application Type

*Vmt1 Milestone Type

*Days Out

*Seq ID

Note

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.

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Application Milestones

Vat Application Type
HD

Vmt1 Milestone Type
AS

*Days Out
0

*Seq ID
20

Note

Save Reset

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.

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Application Milestones
Are you sure you want to delete this record?

Vat Application Type
HD

Vmt1 Milestone Type
AS

*Days Out
0

*Seq ID
20

Note

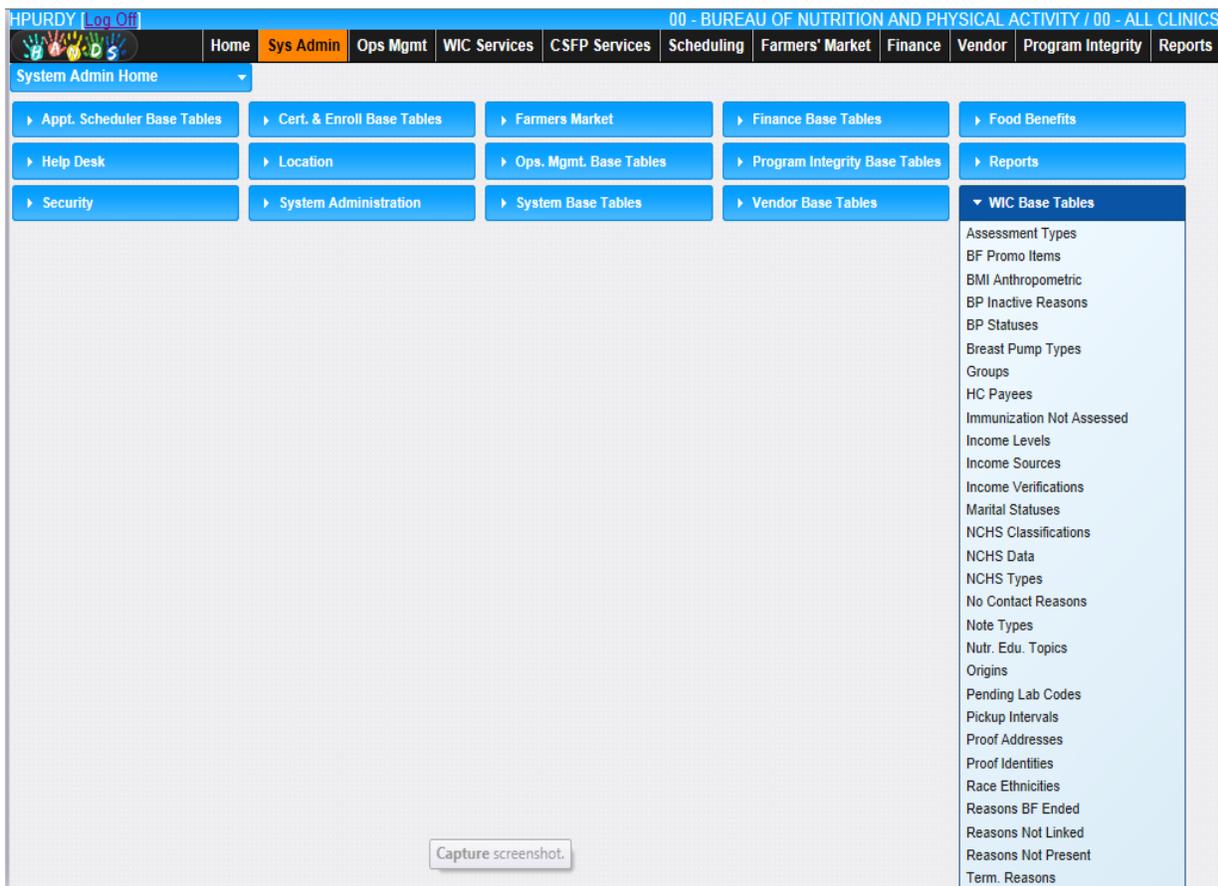
Delete Cancel

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.

The screenshot shows a web application interface. At the top, there is a navigation bar with the following elements: 'HPURDY [Log Off]', '00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS', and a menu with items: Home, Sys Admin, Ops Mgmt, WIC Services, Scheduling, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a dropdown menu labeled 'Assessment Types'. The main content area is titled 'Assessment Types' and contains a table with the following data:

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				

At the bottom right of the table area, there is a blue button labeled 'Add'. The page number 'Page 1 of 1' is visible in the bottom right corner of the table area.

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

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Assessment Types

*Type Code
0

*Type Name

Save Reset

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.

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Assessment Types

Assessment Type ID
400

*Type Code
0

*Type Name
TOPIC

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.

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Assessment Types

Are you sure you want to delete this record?

Assessment Type ID
402

*Type Code
2

*Type Name
STANDARD

Delete Cancel

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.

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Pending Lab Codes

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		

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Capture screenshot. Add

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

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Pending Lab Codes

Recurrency

*Pending Lab Code

*Description

*Months Of Food Benefits

Note

*Active Flag

Duration

Capture screenshot. Save Reset

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.

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Pending Lab Codes

Recurrency
1

Pending Lab Code ID
31

*Pending Lab Code
2

*Description
NOT REQUIRED

*Months Of Food Benefits
6

Note
EDITING [EDITED DESCRIPTION FROM 'NOT REQUIRED (HGB ONLY)' TO 'HGB NOT REQUIRED', AND DURATION FROM 365 TO 180]

*Active Flag
YES

Duration
180

[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.

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Pending Lab Codes

Are you sure you want to delete this record?

Recurrency
5

Pending Lab Code ID
35

*Pending Lab Code
4

*Description
SAFETY CONCERN (1 M

*Months Of Food Benefits
1

Note

*Active Flag
YES

Duration
30

Delete Cancel

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.

The screenshot shows a web application interface for 'Weight Height Ranges'. The top navigation bar includes 'HPURDY [Log Off]', '00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS', and a menu with 'Home', 'Sys Admin', 'Ops Mgmt', 'WIC Services', 'Scheduling', 'Finance', 'Vendor', 'Program Integrity', and 'Reports'. A dropdown menu is open for 'Weight Height Ranges'. The main content area displays a table with the following data:

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				

At the bottom of the page, there is a 'Page 1 of 7' indicator and an 'Add' button.

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

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Weight Height Ranges

Low Height Metric

Low Weight Metric

High Height Metric

High Weight Metric

*Age

*Low Weight Oz

*High Weight Oz

*Low Height Inches

*High Height Inches

Notes

[Save](#) [Reset](#)

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.

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Weight Height Ranges

Low Height Metric
1016

Low Weight Metric
22670

High Height Metric
254

High Weight Metric
340

Weight Range ID
402

*Age
2

*Low Weight Oz
12

*High Weight Oz
800

*Low Height Inches
80

*High Height Inches
320

Notes

[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.

Weight Height Ranges

Are you sure you want to delete this record?

Low Height Metric
1016

Low Weight Metric
22670

High Height Metric
254

High Weight Metric
340

Weight Range ID
408

*Age
8

*Low Weight Oz
12

*High Weight Oz
800

*Low Height Inches
80

*High Height Inches
320

Notes

Delete Cancel

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.

The screenshot shows the 'Term Reasons' table in a web application. The table has the following columns: Termination Code, Description, WIC Flag, Csf Flag, Disqual Flag, Inelig Flag, Manual Flag, Auto Flag, Date Created, Created By, Date Modified, Modified By, and Note. The table contains 10 rows of data, each with a unique termination code and a specific description. At the bottom right of the table, there is an 'Add' button.

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	

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Add

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

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Term Reasons

*Termination Code

*Description

*WIC Flag

*Csf Flag

*Disqual Flag

*Inelig Flag

*Manual Flag

*Auto Flag

Note

Capture screenshot Save Reset

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.

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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.

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Term Reasons

Are you sure you want to delete this record?

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.

[Delete](#) [Cancel](#)

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.

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

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Add

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

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Nutr Ed Topics

*Description

*WIC Flag
NOT SET

*Csf Flag
NOT SET

Note

*Exclude Topic
NOT SET

*Active Flag
NOT SET

Capture screenshot. Save Reset

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.

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Nutr Ed Topics

Nutr Ed Topic Code
81

*Description
OTHER MATERIAL

*WIC Flag
NO

*Csf Flag
YES

Note
Added for CSFP application by Joel Rado

*Exclude Topic
NO

*Active Flag
NO

[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.

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Nutr Ed Topics

Are you sure you want to delete this record?

Nutr Ed Topic Code
92

***Description**
1ST AUTHORIZED REPRESENTATIVE EDUCATED

***WIC Flag**
YES

***Csf Flag**
NO

Note
Topic added at request of Linda Yee, Taffery Lowry and Susie Leo. 04/07/2009 AB

***Exclude Topic**
NO

***Active Flag**
NO

Delete Cancel

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.

00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

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

NCHS Types

NCHS Types

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	WGTA	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	WGTA	WEIGHT FOR AGE	AGE	WEIGHT	10/04/2013	WLS			NEW FOR WHO	Y	

Page 1 of 1

Add

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

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

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Back to List

NCHS Types

*Cnc Ic Classification

*Measurement Type

*Description

*Measurement1

*Measurement2

Short Note

Active Flag

Save Reset

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.

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

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NCHS Types

Cnc Ic Classification
STANDARD

Measurement Type
BMIAGE

***Description**
BMI FOR AGE

***Measurement1**
AGE

***Measurement2**
BMI

Short Note

Active Flag
YES

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.

HPURDY [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

NCHS Types

Are you sure you want to delete this record?

Cnc Ic Classification
STANDARD

Measurement Type
BMIAGE

***Description**
BMI FOR AGE

***Measurement1**
AGE

***Measurement2**
BMI

Short Note

Active Flag
YES

Delete Cancel

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

Page 1 of 1

Add

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

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

Back to List

Immunizations Not Assessed

*No Assess Code

*Description

Gray Assess Imm

Note

Save Reset

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.

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](#)

[Back to List](#)

Immunizations Not Assessed

No Assess Code
4

*Description
SHOTS ARE LISTED WI

Gray Assess Imm
N

Note

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.

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

Back to List

Immunizations Not Assessed
Are you sure you want to delete this record?

No Assess Code
1

*Description
HAS BUT FORGOT SHC

Gray Assess Imm

Note

Delete Cancel

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.

The screenshot shows the JERNEST system interface. At the top, there is a navigation bar with the following items: Home, Sys Admin, Ops Mgmt, WIC Services, Scheduling, Finance, Vendor (highlighted), Program Integrity, and Reports. Below the navigation bar is a search area with a dropdown menu labeled "Price Survey". Below the search area are two search criteria: "*Owner" and "*Market Basket Date Range", each with a yellow dropdown menu. At the bottom right of the search area are two buttons: "Search" and "Reset".

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.

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

Save Reset

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.

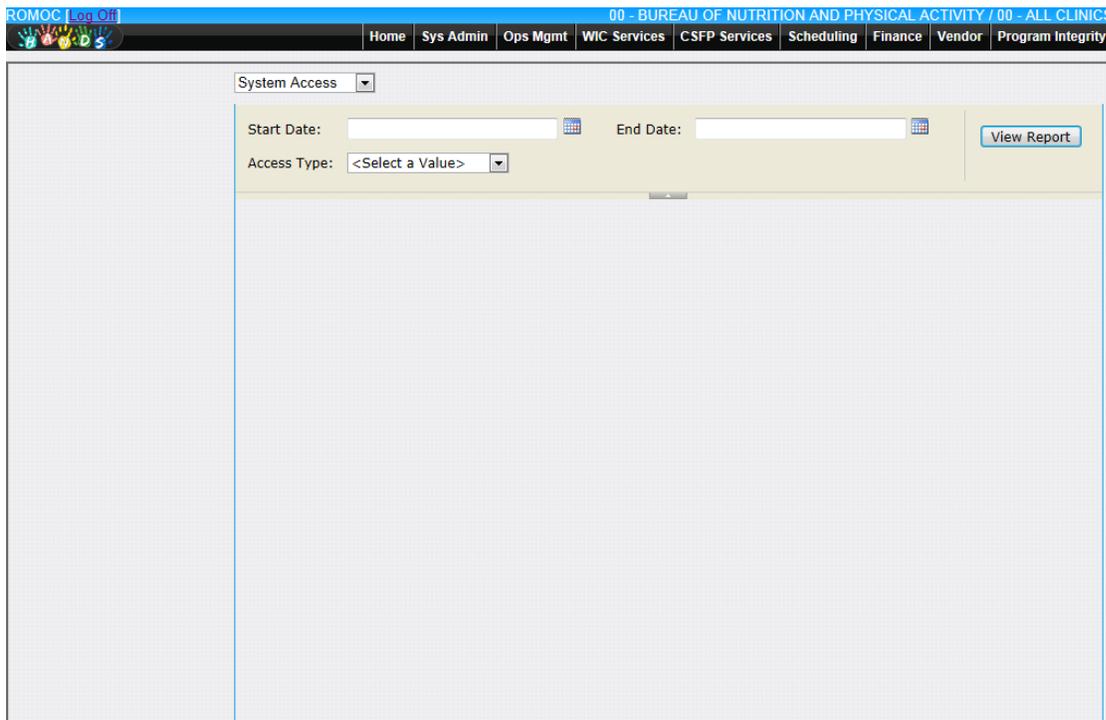
9. Click the Back to List button at the top left of the page to return to the Price Survey search results.

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.



The screenshot displays the HANDS System Administration interface. At the top, there is a navigation bar with the following items: ROMOC [Log Off], Home, Sys Admin, Ops Mgmt, WIC Services, CSFP Services, Scheduling, Finance, Vendor, and Program Integrity. The current page is titled "00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS". Below the navigation bar, the "System Access" report is selected. The search criteria section includes a "Start Date" field with a calendar icon, an "End Date" field with a calendar icon, and an "Access Type" dropdown menu currently set to "<Select a Value>". A "View Report" button is located to the right of the search criteria fields. The main content area below the search criteria is currently empty.

2. Enter the search criteria and click View Report. The report displays 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 CSFP Services Scheduling Finance Vendor Program Integrity

WIC User Profiles

Report Type: Local Agency Summary Local Agency: 02 - COCHISE COUNTY HEALTH View Report

Clinic: All Clinics Active Flag: Both

1 of 5 100% Find | Next

This report lists which local agencies/clinics a user is assigned to and provides a listing of the roles assigned to the user.

Report Date: 04/15/2014 01:07:43 PM

QA ARIZONA WIC Program

WIC USER PROFILES

Report Type: Local Agency Summary
Local Agency: 02 - COCHISE COUNTY HEALTH DEPARTMENT
Clinic: All Clinics
Active/Inactive/Both: Both

Local Agency Summary

Local Agency: 02 - COCHISE COUNTY HEALTH DEPARTMENT

Hands ID	Staff Name	Local Agency	Title	Roles
BECKSTA	BECKSTEAD, ALICE	02 - COCHISE COUNTY HEALTH DEPARTMENT	WIC AUTOMATION LIAISON	ADMIN_UN
BECKSTA	BECKSTEAD, ALICE	02 - COCHISE COUNTY HEALTH DEPARTMENT	WIC AUTOMATION LIAISON	CSFP_SUP
BECKSTA	BECKSTEAD, ALICE	02 - COCHISE COUNTY HEALTH DEPARTMENT	WIC AUTOMATION LIAISON	REPORTS
BECKSTA	BECKSTEAD, ALICE	02 - COCHISE COUNTY HEALTH DEPARTMENT	WIC AUTOMATION LIAISON	SA_EXTRA
BECKSTA	BECKSTEAD, ALICE	02 - COCHISE COUNTY HEALTH DEPARTMENT	WIC AUTOMATION LIAISON	SA_FIP_1
BECKSTA	BECKSTEAD, ALICE	02 - COCHISE COUNTY HEALTH DEPARTMENT	WIC AUTOMATION LIAISON	SA_VIEWE
BECKSTA	BECKSTEAD, ALICE	02 - COCHISE COUNTY HEALTH DEPARTMENT	WIC AUTOMATION LIAISON	SUPERINT
BECKSTA	BECKSTEAD, ALICE	02 - COCHISE COUNTY HEALTH DEPARTMENT	WIC AUTOMATION LIAISON	SYSADM

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

WIC User Profiles

Report Type: Local Agency Summary Local Agency: 02 - COCHISE COUNTY HEALTH View Report

Clinic: All Clinics Active Flag: Both

1 of 5 100% Find | Next



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

WIC User Profiles

Report Type: Local Agency Summary Local Agency: 02 - COCHISE COUNTY HEALTH View Report

Clinic: All Clinics Active Flag: Both

1 of 5 100% Find | Next

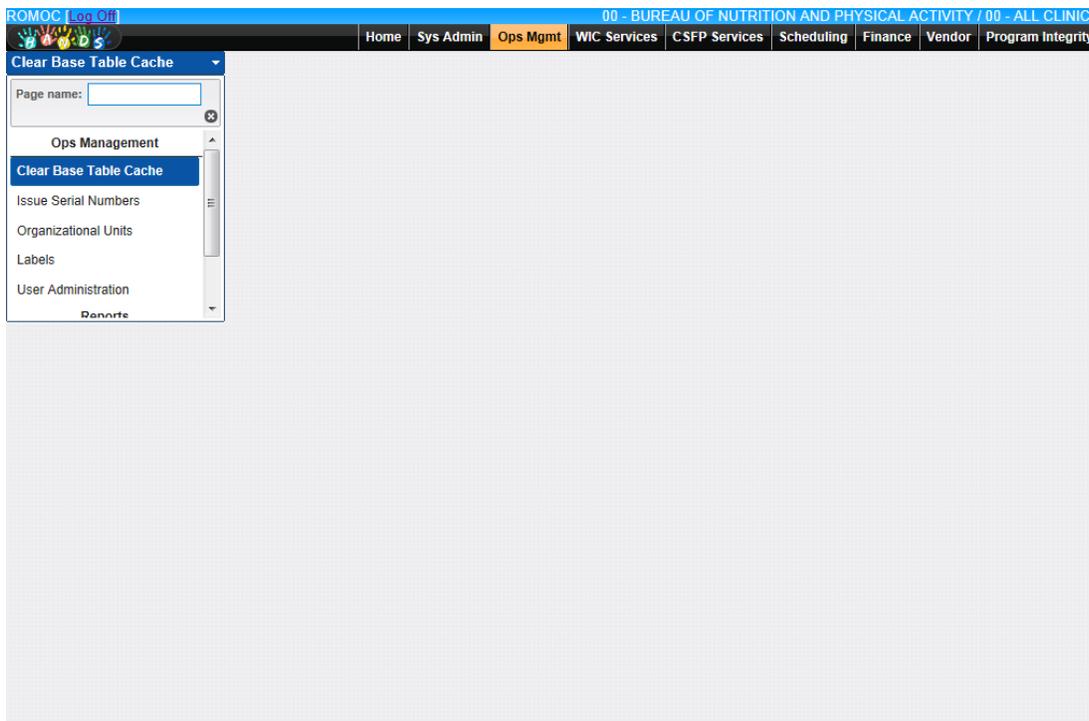
Module 2: Operations Management

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.

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

Issue Serial Numbers

*Local Agency *Clinic

Issue Serial Numbers

Clinic Name	Number of Serial Numbers	Starting FI Number	Ending FI Number	Last Printed FI
No data to show				

Row count: 10

Search Add

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.

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

Clear Base Table Cache

*Local Agency 02 - COCHISE COUNTY HEALTH DEPARTMENT *Clinic 02 - BISBEE WIC

Issue Serial Numbers

Clinic Name	Number of Serial Numbers	Starting FI Number	Ending FI Number	Last Printed FI
02 - BISBEE WIC	004000	0065432469	0065436468	0065432468
02 - BISBEE WIC	0012000	0065420469	0065432468	0065420468
02 - BISBEE WIC	004000	0065416469	0065420468	0065416468
02 - BISBEE WIC	0000004000	0063980366	0063984366	0063983186
02 - BISBEE WIC	0000004000	0060916145	0060920145	0060920145
02 - BISBEE WIC	0000004000	0058063934	0058067934	0058067934
02 - BISBEE WIC	0000004000	0054971704	0054975704	0054975704
02 - BISBEE WIC	0000004000	0052167496	0052171496	0052171496
02 - BISBEE WIC	0000004000	0049567303	0049571303	0049571303
02 - BISBEE WIC	0000004000	0046547082	0046551082	0046551082

<< < > >> Row count: 10 Showing 1-10 of 29

Search Add

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 clinic's 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.

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

Back to List

*Local Agency *Clinic

*Number of Serial Numbers Starting FI Number Ending FI Number Last Printed FI

Issue Reset

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.

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

Back to List

*Local Agency 02 - COCHISE COUNTY HEALTH DEPARTMENT *Clinic 02 - BISBEE WIC

*Number of Serial Numbers	Starting FI Number	Ending FI Number	Last Printed FI
4000	0065486468	0065490467	0065486467

Issue Reset

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.

The screenshot shows the 'Organizational Units' search page. At the top, there is a navigation bar with 'ROMOC [Log Off]' and '00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS'. Below this is a menu with 'Home', 'Sys Admin', 'Ops Mgmt', 'WIC Services', 'CSFP Services', 'Scheduling', 'Finance', 'Vendor', and 'Program Integrity'. The 'Organizational Units' dropdown is selected. Below the menu, there are radio buttons for 'ACTIVE' and 'ALL'. There are three search filters: 'Organizational Code', 'Name', and 'Organizational Level'. Below the filters is a table with the following columns: 'Organizational Code', 'Name', 'Organizational Level', 'Active', 'Start Date', and 'End Date'. The table contains 11 rows of data. At the bottom of the table, there are navigation arrows, a 'Row count: 10' dropdown, and 'Showing 1-10 of 430'. Below the table are three buttons: 'Add', 'Search', and 'New Search'.

Organizational Code	Name	Organizational Level	Active	Start Date	End Date
00	BUREAU OF NUTRITION AND PHYSICAL ACTIVITY	STATEAGY	<input checked="" type="checkbox"/>	01/01/1990	01/01/2030
00	TEST1	LOCALAGY	<input checked="" type="checkbox"/>	02/05/2014	
01	APACHE COUNTY HEALTH DEPT	LOCALAGY	<input checked="" type="checkbox"/>	01/01/1990	01/01/2030
01	CLIFTON WIC	CLINIC	<input checked="" type="checkbox"/>	01/01/1990	01/01/2030
01	DOUGLAS HEALTH	CLINIC	<input checked="" type="checkbox"/>	01/01/1990	01/01/2030
01	DOWNTOWN	CLINIC	<input checked="" type="checkbox"/>	01/01/1990	01/01/2030
01	EL RIO WIC (EL RIO HEALTH CENTER)	CLINIC	<input checked="" type="checkbox"/>	01/01/1990	01/01/2030
01	FT YUMA INDIAN HOSPITAL WIC	CLINIC	<input checked="" type="checkbox"/>	01/01/1990	
01	GLOBE WIC	CLINIC	<input checked="" type="checkbox"/>	01/01/1990	01/01/2030
01	JON'S BAR	CLINIC	<input checked="" type="checkbox"/>	02/04/2014	02/04/2020

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.

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

[Back to List](#)

*Organizational Code: 01 *Name: APACHE COUNTY HEALTH DEPT *Organizational Level: LOCALAGY *Organizational Size: SMALL

*Parent Org. Code: 00 - BUREAU OF NUTRITION AND P Active *Start Date: 01/01/1990 End Date: 01/01/2030

FNS Identifier: *Elevation: 6000 to 6999 feet WIC Office Space - Square Footage: 0 Measuring Unit: E Food Pattern Prefix:

*Address 1: PO BOX 697 Email Address: RAGUERO@CO.APACHE.AZ.US Contact Info. Staff Member: CASTILLO,LEE.

Address 2: Comment:

*City, State, ZIP Code, and County: SAINT JOHNS, AZ 85936 APACHE

Number	Ext.	Type
(928) 333-2415		WP : WORK PHONE
(928) 333-5876		FAX : FAX

Operating Characteristics

Print Appointment Notices Print Appointment Labels

WIC Clinic CSFP Clinic CSFP Distribution Site Farmers' Market

Appointment Interval: 15 *Cross Streets: N/A

Comment:

Phone Type	Phone Number	Ext.	Priority
WP : WORK	(928) 333-2218		Other

Organizational Unit Phones [+ Add](#)

Program	Comment
WIC/WIC	
CSFP/CSF	

Program and Outreach Organizations [+ Add](#)

*Serviced ZIP Codes: 00000

[Print Civil Rights Complaint Form](#) [Save](#) [Reset](#)

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.

The screenshot shows the 'Add Organizational Unit' form in the ROMOC system. The form is divided into several sections:

- Organizational Details:** Fields for *Organizational Code, *Name, *Organizational Level (dropdown: LOCALAGY), *Organizational Size (dropdown: LARGE), *Parent Org. Code (dropdown), *Start Date, End Date, FNS Identifier, *Elevation (dropdown), WIC Office Space - Square Footage (input: 1), Measuring Unit (dropdown: E), and Food Pattern Prefix.
- Contact Info:** Fields for *Address 1, Address 2, *City, State, ZIP Code, and County, Email Address, and Comment. A table for Staff Member shows columns for Number, Ext., and Type, with 'No data to show' displayed.
- Operating Characteristics:** Checkboxes for Print Appointment Notices, Print Appointment Labels, WIC Clinic, CSFP Clinic, CSFP Distribution Site, and Farmers' Market. Fields for Appointment Interval (input: 15) and *Cross Streets (input: N/A). A Comment field is also present.
- Phone Numbers:** A table for Organizational Unit Phones with columns for Phone Type, Phone Number, Ext., and Priority, showing 'No data to show'.
- Program and Outreach Organizations:** A table with columns for Program and Comment, also showing 'No data to show'.
- Service ZIP Codes:** A dropdown menu for *Serviced ZIP Codes with the text 'Select options'.

At the bottom of the form, there are buttons for 'Print Civil Rights Complaint Form', 'Save', and 'Reset'.

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.

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

Back to List

*Organizational Code: 33 *Name: TESTING ORGS *Organizational Level: CLINIC *Organizational Size: MEDIUM

*Parent Org. Code: 02 - COCHISE COUNTY HEALTH DE Active *Start Date: 04/01/2014 End Date:

FNS Identifier: *Elevation: 4000 to 4999 feet WIC Office Space - Square Footage: 1 Measuring Unit: E Food Pattern Prefix:

*Address 1: 1234 MAIN STREET Email Address: Contact Info. Staff Member:

Address 2: Comment:

Number	Ext.	Type
No data to show		

*City, State, ZIP Code, and County: BISBEE, AZ 85603 COCHISE

Operating Characteristics

Print Appointment Notices Print Appointment Labels

WIC Clinic CSFP Clinic CSFP Distribution Site Farmers' Market

Appointment Interval: 15 *Cross Streets: N/A

Organizational Unit Phones:

Phone Type	Phone Number	Ext.	Priority
No data to show			

Program and Outreach Organizations:

Program	Comment
No data to show	

*Serviced ZIP Codes: 00000 Check all Uncheck all

- 00000
- 05468
- 10005
- 10007
- 19087
- 19809

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.

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

Labels

● ACTIVE ● ALL

Organizational Code Name Organizational Level

Print Labels

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

<< < > >> Row count: 10 Showing 1-10 of 431

Search

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.

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

Labels

ACTIVE ALL

Organizational Code Name Organizational Level LOCALAGY

Print Labels

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

Row count: 10 Showing 1-10 of 35

Search

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

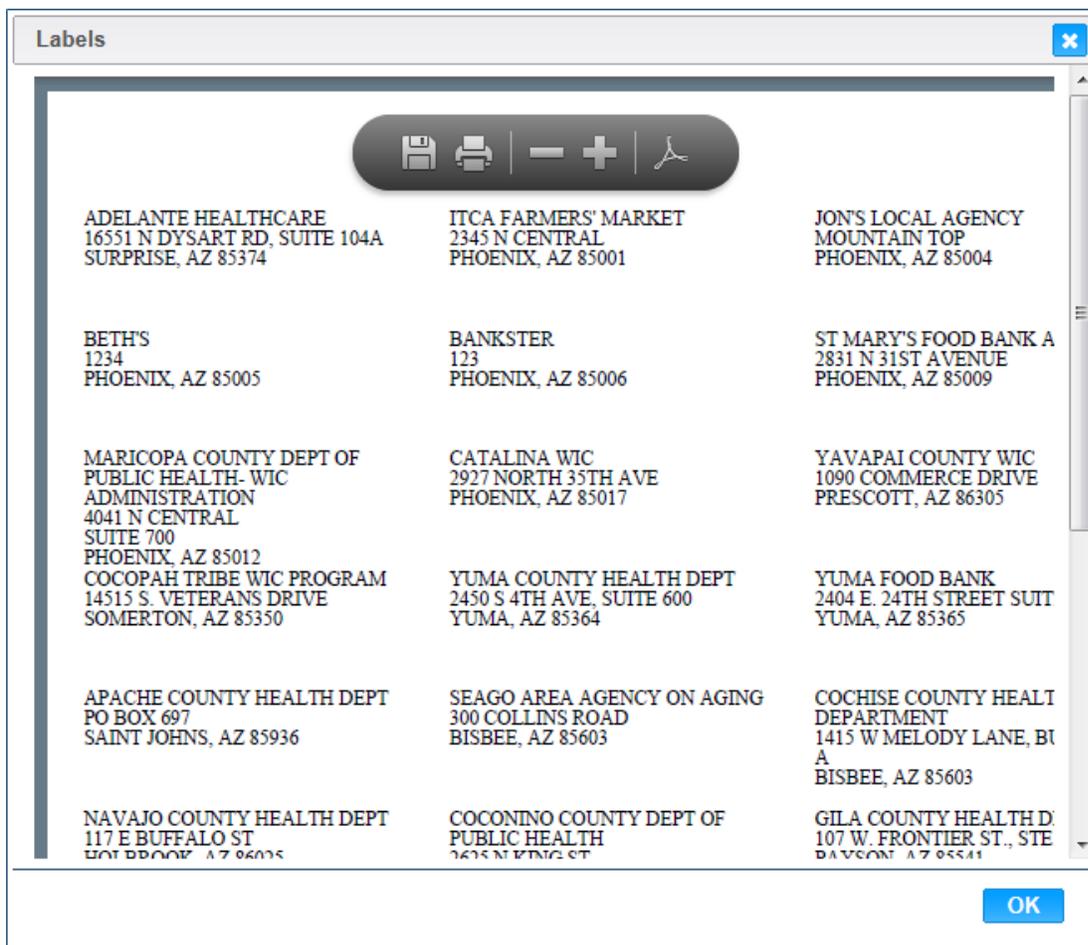
4. Click the Print Labels button located below the Organization Code search field. The Label Preview box will display.

Label Preview ✕

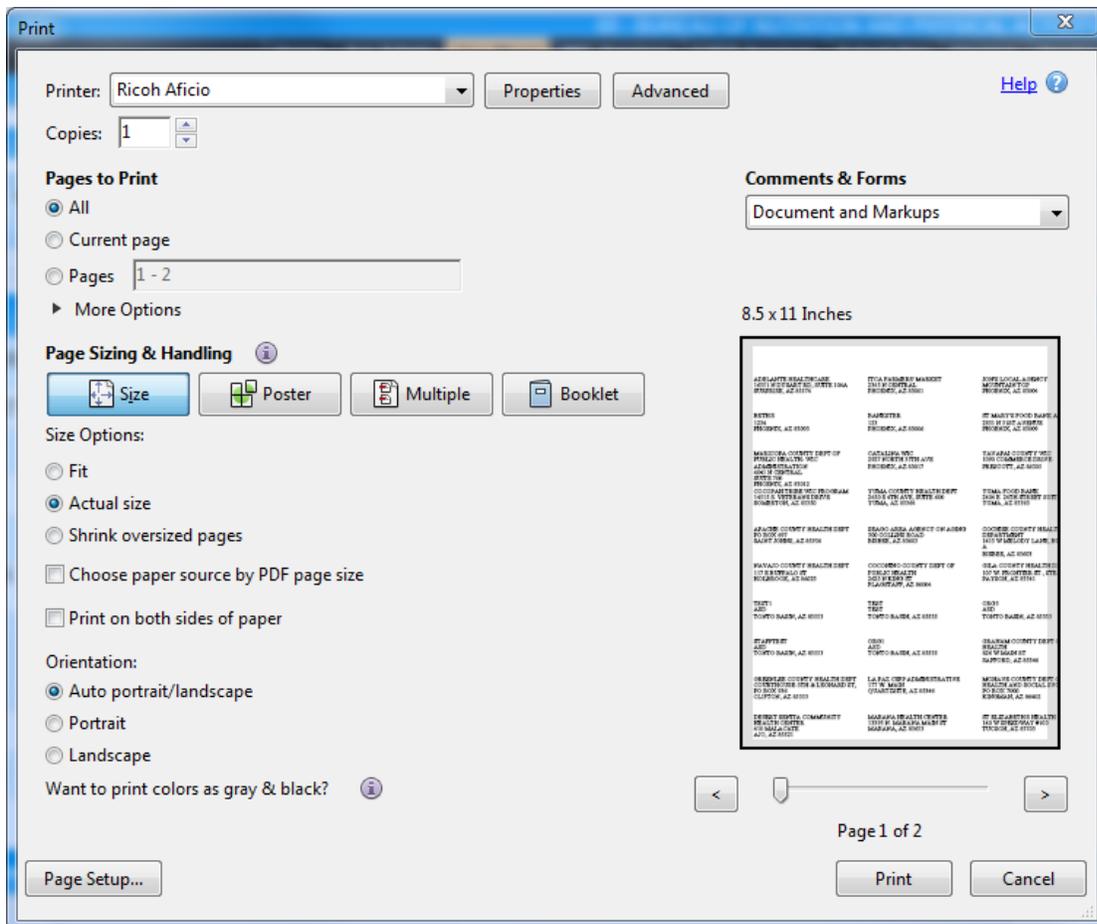
Label Type

Label start location

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.

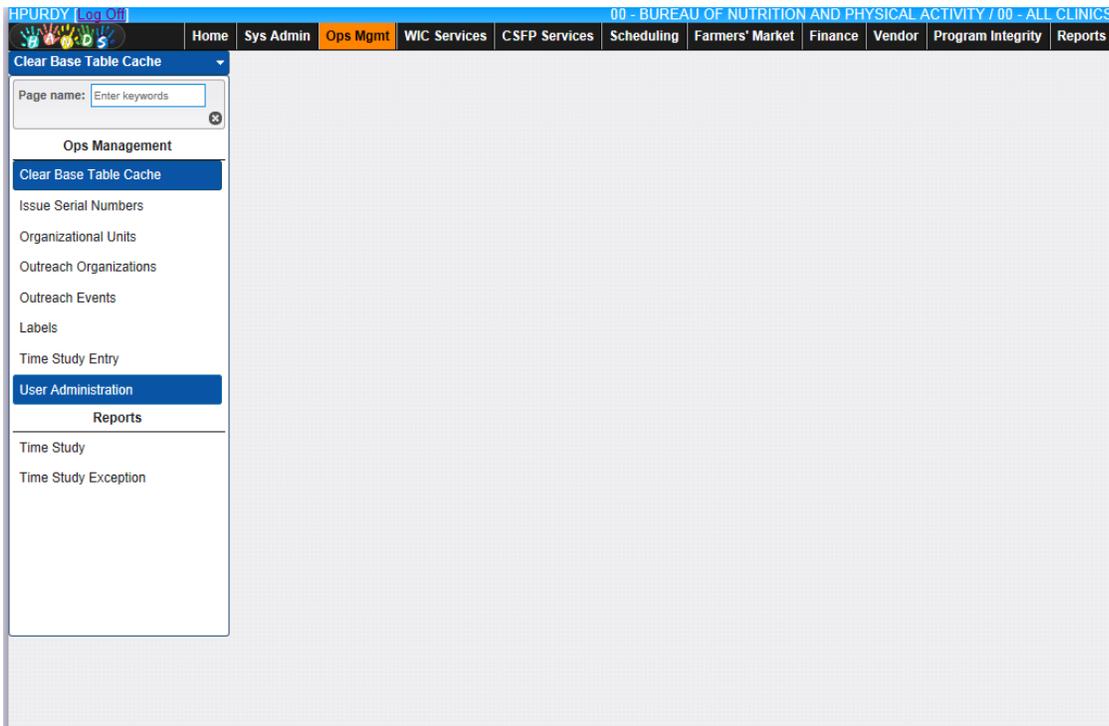
8. Click OK on the Labels Preview box.

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.

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

User Administration

Username First Name Last Name

Staff ID	Username	First Name	Last Name	Account Disabled	Can Access State Agency
7	<input checked="" type="checkbox"/> JERNEST	JONATHAN	ERNEST	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Row count: 10 Showing 1-1 of 1

Add Search **New Search**

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.

HPURDY [Log Out](#) 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

[Back to List](#)

*Username: JERNEST Staff ID: 7 *Date of Birth: 01/01/1999 Position Number: Vacant/Pseudo/Non-WIC: Vacant Pseudo Non-WIC

Account Disabled

*Last Name: ERNEST *First Name: JONATHAN MI1: Maiden Name:

*Primary Language: 1 - ENGLISH Secondary Language:

E-Mail: Educational/Professional suffix: Alias: Local Agency Coordinator

Comment:

Street Address: *Street Address: 1740 W ADAMS Address2: *City, State, ZIP Code, and County: PHOENIX, AZ 85007 MARICOPA

Phone Numbers:

Phone Type	Phone Number	Ext.	Priority
WP : WORK PHONE	(602) 555-1212		Primary

State Access and Title Assignment:

Can Access State Agency

Titles:

Organizational Unit / Program	Title	Grant Access to All Clinics	Home Org	Start Date	End Date	Comment
00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / WIC - ZZ WIC	SA - SYSTEM ADMINISTRATOR	Yes	Yes	06/02/2014		
34 - MOUNTAIN PARK HEALTH CENTER / WIC - ZZ	SA - SYSTEM ADMINISTRATOR	Yes	Yes	06/02/2014		

Save Reset

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.

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

Back to List

*Username *Date of Birth Position Number Vacant/Pseudo/Non-WIC
 Vacant Pseudo Non-WIC

Account Disabled

*Last Name *First Name MI1 Maiden Name

*Primary Language Secondary Language

E-Mail Educational/Professional suffix Alias Local Agency Coordinator

Comment

Street Address

*Street Address

Address2

*City, State, ZIP Code, and County

***Phone Numbers (Primary Required)**

Phone Numbers

Phone Type	Phone Number	Ext.	Priority
No data to show			

State Access and Title Assignment

Can Access State Agency

Titles

Organizational Unit / Program	Title	Grant Access to All Clinics	Home Org	Start Date	End Date	Comment
No data to show						

Trainings

Date	Class Topic	Location	Instructor	Duration	Cost	In Service	Out Service	Nutr.Ed.	Other
No data to show									

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.

The screenshot shows a dialog box titled "Add" with a close button (X) in the top right corner. The form contains the following fields and controls:

- *Organizational Unit / Program: A dropdown menu with a yellow background and a blue arrow on the right.
- *Title: A dropdown menu with a yellow background and a blue arrow on the right.
- Grant Access to All Clinics: Two radio buttons, "Yes" and "No", both with blue backgrounds.
- Home Org: Two radio buttons, "Yes" and "No", both with blue backgrounds.
- *Start Date: A yellow text input field.
- End Date: A white text input field.
- Comment: A white text area with a vertical scrollbar on the right.

At the bottom right of the dialog box, there are two buttons: "OK" and "Cancel", both with blue backgrounds.

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

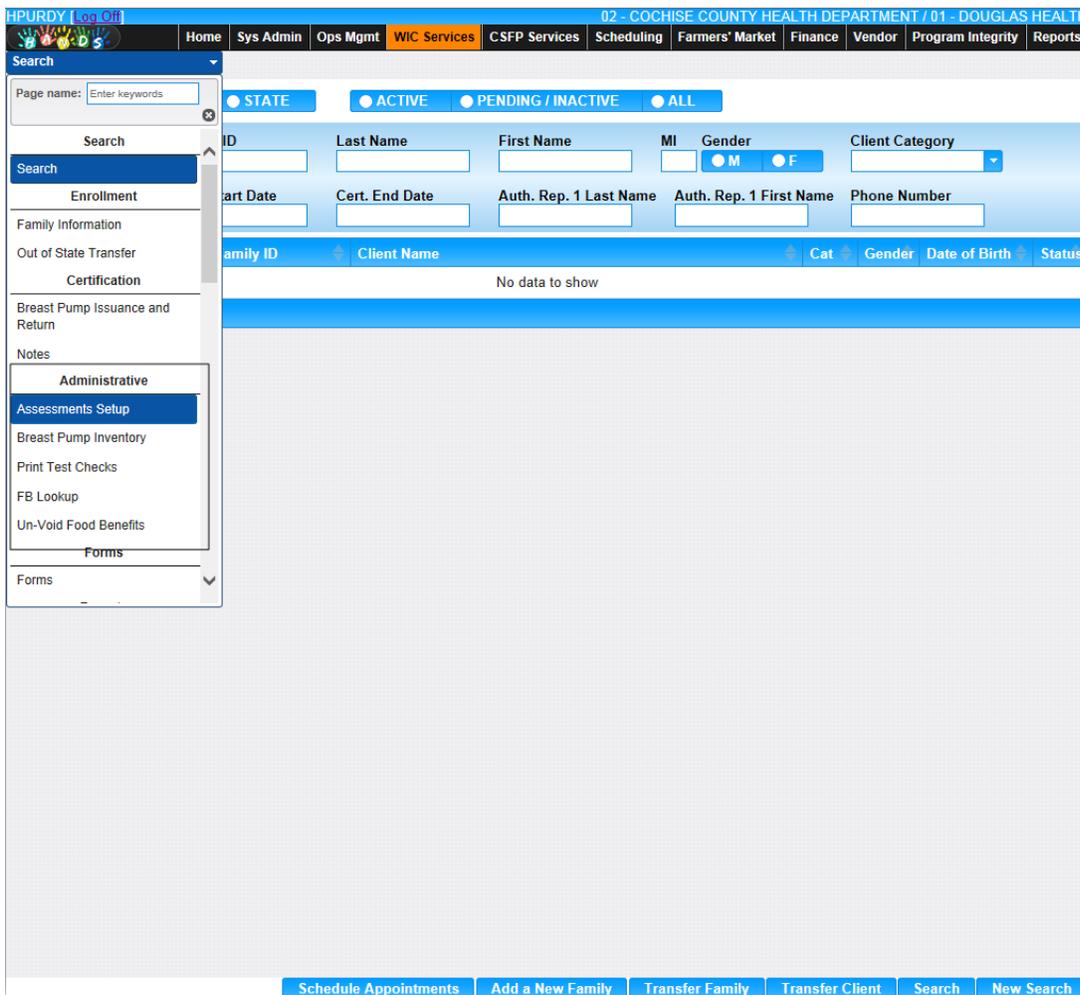
For WIC State Agency & Administrative Users

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:

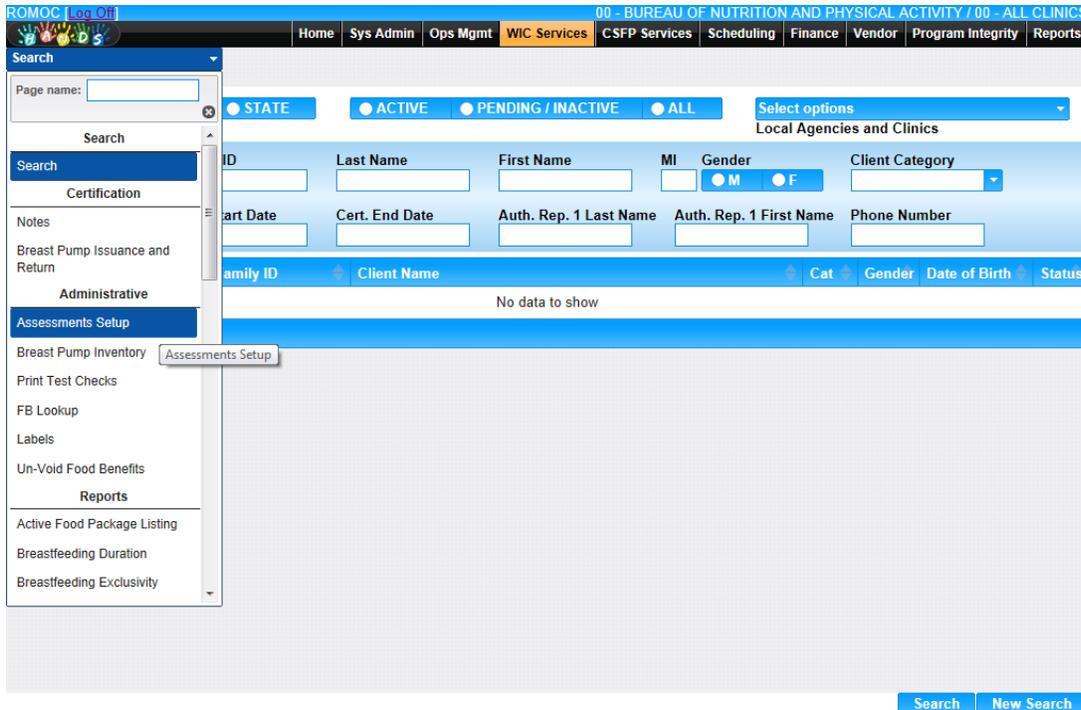
- Assessments Setup
- Breast Pump Inventory
- Print Test Checks
- Food Benefits Lookup
- Un-void Food Benefits



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.

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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
<input checked="" type="checkbox"/> 448	C4	4/9/2014	Y
<input checked="" type="checkbox"/> 403	C1	3/28/2014	Y
<input checked="" type="checkbox"/> 423	PN+	11/15/2013	Y
<input checked="" type="checkbox"/> 421	PN	11/15/2013	Y
<input checked="" type="checkbox"/> 419	IEN	11/15/2013	Y
<input checked="" type="checkbox"/> 417	PG1	11/15/2013	Y
<input checked="" type="checkbox"/> 426	IFF	11/15/2013	Y
<input checked="" type="checkbox"/> 425	IPN	11/15/2013	Y
<input checked="" type="checkbox"/> 418	PG2	11/15/2013	Y
<input checked="" type="checkbox"/> 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.

The screenshot shows the 'Add Assessment' page in the ROMOC system. The navigation bar at the top includes 'ROMOC [Log Off]' and '00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS'. The main navigation menu has 'WIC Services' selected. Below the navigation bar is a 'Back to List' button. The form for creating a new assessment record includes fields for '*Category', '*Effective Date', and an 'Active' checkbox. Below the form is a table with columns for 'Group Name', 'Group Name Override', 'Group Order', and 'Group Order Override'. The table is currently empty, displaying 'No data available!'. A 'Row count' dropdown is set to '10'. At the bottom right, there are 'Save' and 'Reset' buttons.

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.

Add new record
✕

*Group Name

Group Name Override

Group Order Override

OK
Cancel

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.

ROMOC [Log Off]
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Home Sys Admin Ops Mgmt **WIC Services** CSFP Services Scheduling Finance Vendor Program Integrity Reports

Back to List

*Category C1-1 YEAR OLD CHILD *Effective Date 04/23/2014 ✓ Active

Create Assessment
+ Add new record

	Group Name	Group Name Override	Group Order	Group Order Override	
▲ [icon]	Anthropometric		1	1	[edit] [delete]

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

Save
Reset

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.

The screenshot shows the ROMOC system interface. At the top, there is a navigation bar with 'ROMOC [Log Off]' and '00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS'. Below this is a menu with 'Home', 'Sys Admin', 'Ops Mgmt', 'WIC Services', 'CSFP Services', 'Scheduling', 'Finance', 'Vendor', 'Program Integrity', and 'Reports'. A 'Back to List' button is located below the menu. The main content area is titled 'Create Assessment' and includes a '+ Add new record' button. Below this is a table with columns: Group Name, Group Name Override, Group Order, and Group Order Override. The first row shows 'Anthropometric' with a value of '1' in both the Group Order and Group Order Override columns. To the left of the table is a red triangle icon with a question mark. Below the table is a 'Questions' section with a '+ Add new record' button and a close button. The Questions section has a table with columns: Question, Question Text Override, and Order. The table is currently empty, showing 'No data available!'. At the bottom of the Questions section, there is a 'Row count: 10' dropdown and 'Showing 1-1 of 1'. At the bottom right of the main content area, there are 'Save' and 'Reset' buttons.

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

The screenshot shows the 'Add new record' dialog box. It has a title bar with 'Add new record' and a close button. The dialog contains three input fields: '*Question' (a dropdown menu), 'Question Text Override' (a text box), and '*Order' (a text box). At the bottom right, there are 'OK' and 'Cancel' buttons.

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.

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 Reports

Back to List

*Category: C1-1 YEAR OLD CHILD *Effective Date: 04/23/2014 Active

Create Assessment + Add new record

Group Name	Group Name Override	Group Order	Group Order Override
Anthropometric		1	1

Questions + Add new record

Question	Question Text Override	Order
Topic - Beverages/Cup Use		1

Row count: 10 Showing 1-1 of 1

Save Reset

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.

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 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.

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 Reports

Back to List

*Category: C1-1 YEAR OLD CHILD *Effective Date: 04/23/2014 Active

Create Assessment + Add new record

	Group Name	Group Name Override	Group Order	Group Order Override	
 	Anthropometric		1	1	 

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

Save Reset

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

Edit Record ✕

*Group Name

Group Name Override

Group Order Override

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.

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 Reports

Back to List

*Category: C1-1 YEAR OLD CHILD *Effective Date: 04/23/2014 Active

Create Assessment + Add new record

Group Name	Group Name Override	Group Order	Group Order Override
Anthropometric		1	1

Questions + Add new record

Question	Question Text Override	Order
Topic - Beverages/Cup Use		1

Row count: 10 Showing 1-1 of 1

Save Reset

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

Edit Record

*Question: Topic - Beverages/Cup Use

Question Text Override

*Order: 1

OK Cancel

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.

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 Reports

Back to List

*Category C1-1 YEAR OLD CHILD *Effective Date 04/23/2014 Active

Create Assessment [+ Add new record](#)

Group Name	Group Name Override	Group Order	Group Order Override
Anthropometric		1	1

Row count: 10 Showing 1-1 of 1

Save Reset

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

Are you sure?

⚠ This record will be deleted. Are you sure?

Cancel Delete

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.

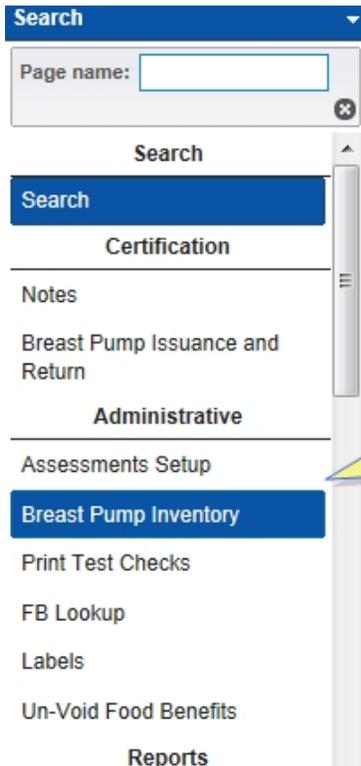
7. To cancel the delete process, click Cancel.

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.



Step 1: Access the Breast Pump Inventory pages by selecting Breast Pump Inventory from the WIC Services Navigation Pick List.

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.

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

Breast Pump Inventory

Active Inactive Both

Serial Number State/Local Clinic Date Added

10 - PIMA COUNTY HEALTH DEPT FLOWING WELLS

Status

State/Local Agency	Clinic	Serial Number	Pump Type	Date Added	Status	Comment	Active	Inactive Reason	Issuance History
No data to show									

Row count: 10

Add Search New Search

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

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

Breast Pump Inventory

Active
 Inactive
 Both

Serial Number:
 State/Local: 10 - PIMA COUNTY HEALTH DEPT
 Clinic: FLOWING WELLS
 Date Added:
 Status:

State/Local Agency	Clinic	Serial Number	Pump Type	Date Added	Status	Comment	Active	Inactive Reason	Issuance History
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	DJFLKJSDLKFJALSDFJLSDAK;FJALSDFJLSDKFJ	Yes		

Row count: 10 Showing 1-2 of 2

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

5. The pump information is displayed.

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

Back to List

Active
 PUP
 Inactive Reasons:

*Serial Number: 4454334544
 *State/Local Agency: 10 - PIMA COUNTY HEALTH DEPT
 Clinic: FLOWING WELLS
 *Date Added: 04/28/2014
 *Pump Type: Hospital Grade Ameda Elite
 *Status: RETURNED
 Comment:

Save Reset

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.

The screenshot shows a web application interface for managing breast pump inventory. At the top, there is a navigation menu with options: Home, Sys Admin, Ops Mgmt, WIC Services (highlighted), CSFP Services, Scheduling, Finance, Vendor, Program Integrity, and Reports. Below the menu is a search bar and a filter section with radio buttons for 'Active', 'Inactive', and 'Both'. The main form contains fields for 'Serial Number', 'State/Local' (a dropdown menu showing '10 - PIMA COUNTY HEALTH DEPT'), 'Clinic' (a dropdown menu showing 'FLOWING WELLS'), and 'Date Added'. Below the form is a table with the following columns: State/Local Agency, Clinic, Serial Number, Pump Type, Date Added, Status, Comment, Active, Inactive Reason, and Issuance History. The table contains two rows of data. At the bottom of the table, there is a 'Row count: 10' indicator and a 'Showing 1-2 of 2' status. At the very bottom of the page, there are three buttons: 'Add', 'Search', and 'New Search'.

State/Local Agency	Clinic	Serial Number	Pump Type	Date Added	Status	Comment	Active	Inactive Reason	Issuance History
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	DJFLKJSDLKFJALSDFJLSDAK;FJALSKDFJLSDKFJ	Yes		

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.

[Back to List](#)

Active
 PUP
 Inactive Reasons

*Serial Number: 883885
 *State/Local Agency: 10 - PIMA COUNTY HEALTH DEPT
 Clinic: FLOWING WELLS

*Date Added: 05/01/2014
 *Pump Type: Hospital Grade Medela Classic
 *Status: AVAILABLE

Comment: This pump was purchased in May 2014.

3. Once all information is entered, click Save.

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

Breast Pump Inventory

Active
 Inactive
 Both

Serial Number: []
 State/Local: 10 - PIMA COUNTY HEALTH DEPT
 Clinic: FLOWING WELLS
 Date Added: []

Status: []

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;FJALSJKDFJLSDKFJ	Yes		

Row count: 10 Showing 1-3 of 3

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	DJFLKJSDLKFJALSDFJLSDAK;FJALSDFJLSDKFJ	Yes		

Row count: 10 Showing 1-3 of 3

2. The pump history page will display.

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

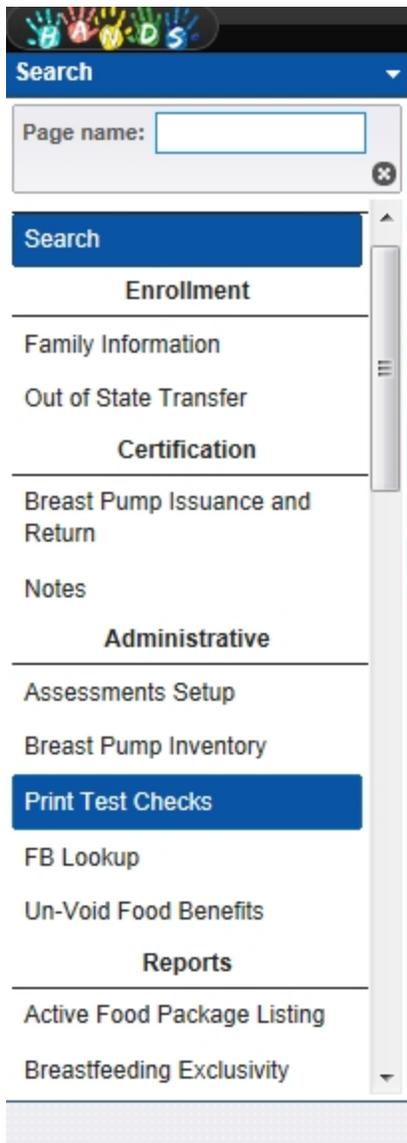
3. Click the Back to List button to get back to the Breast Pump Inventory page.

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.

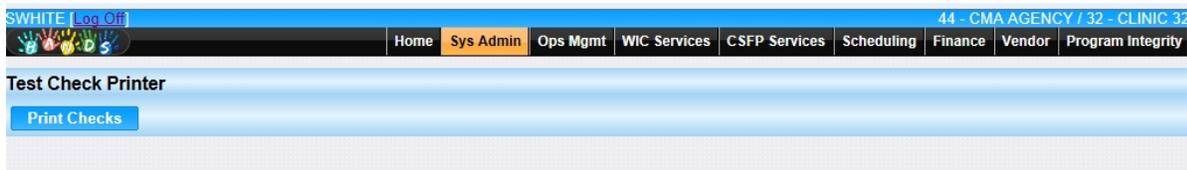
This functionality is user role based and is for state and clinic administrative staff only.

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.

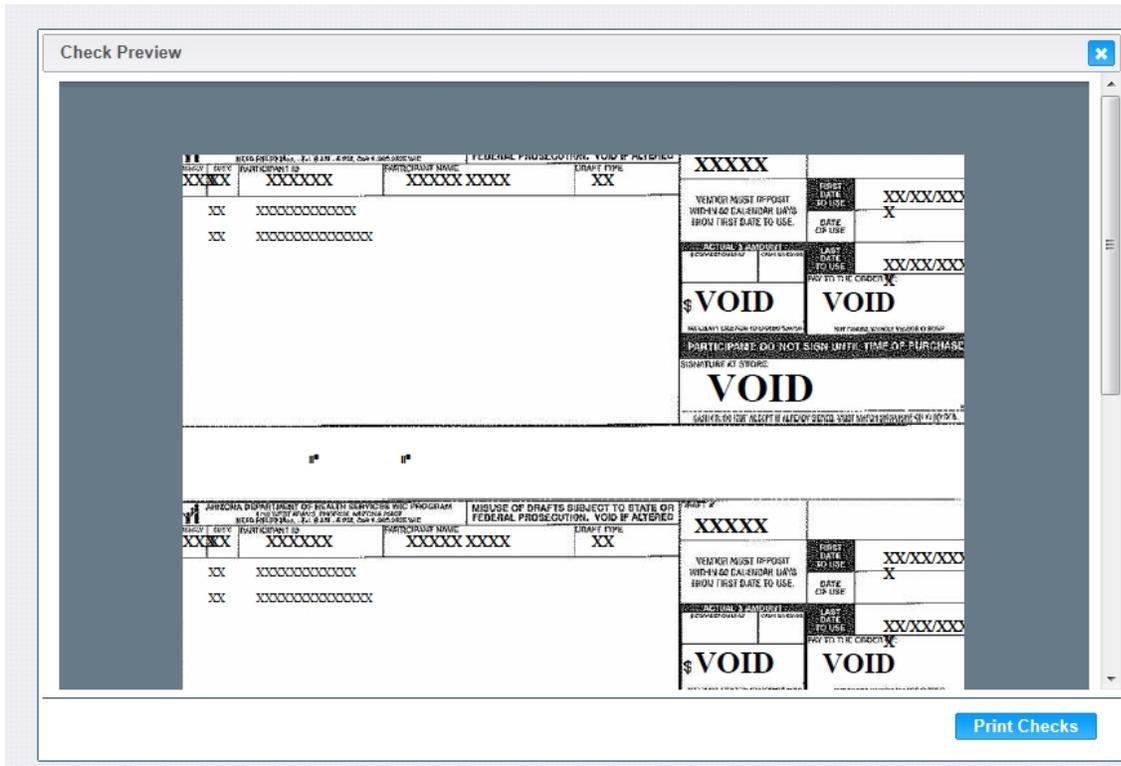
5. Click the Print Checks button.



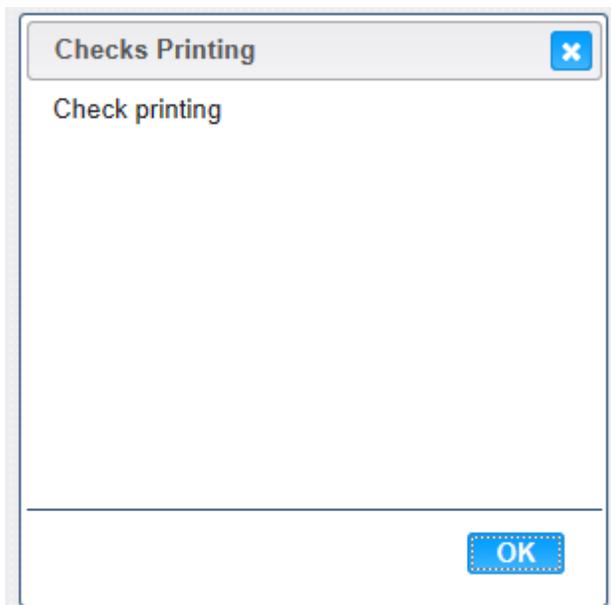
6. The check preview box will appear.

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.

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

FB Lookup

Search Criteria

Family ID 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	Rejected Reason	Issued By	LA/Clinic	Preview Check
No data to show																	

Row count: 10

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 By	LA/Clinic	Preview Check
No data to show																	

Row count: 10

Search New Search

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.

Search Criteria

Family ID 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	Rejected Amount
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.

Check Preview
✕

Y	<small>WIC FEDERAL ID</small> 00 00	<small>PARTICIPANT ID</small> 100007953	<small>PARTICIPANT NAME</small> CHRISTINA PEREZ	<small>DRAFT TYPE</small> ISFP	870189245	<small>VALID THROUGH 8/31/2014 Check Online for Special Alerts Check Day for Need Action</small>
<p>REDEEMABLE AT APPROVED WIC STORES OR AUTHORIZED FARMERS' MARKETS</p> <p>UP TO ANY COMBINATION FRUITS/VEGETABLES (FRESH,FROZEN AND/OR CANNED)</p> <p>WIC CUSTOMER MAY PAY AMOUNT OVER.</p>					<p>VENUE MUST DEPOSIT WITHIN 60 CALENDAR DAYS FROM FIRST DATE TO USE.</p> <p>VOID</p> <p><small>NEEDS WIC STORE FOR DEPOSIT SERVICE</small></p>	<p>POST DATE TO USE: 11/12/2013</p> <p>DATE OF USE:</p> <p>LAST DATE TO USE: 1/10/2014</p> <p>PAY TO THE ORDER OF:</p> <p>VOID</p> <p><small>NEEDS WIC STORE FOR DEPOSIT SERVICE</small></p>
<p>VOID</p> <p><small>SIGNATURE AT STORE:</small></p>					<p>VOID</p>	

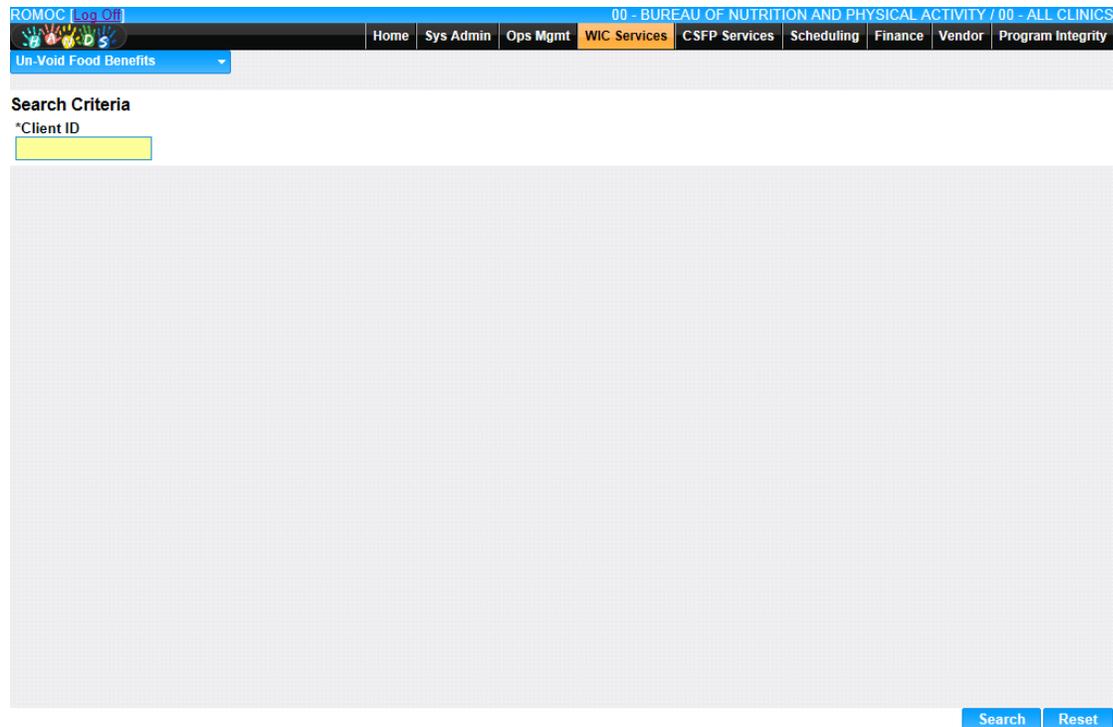
⑆ 870189245 ⑆ ⑆ 091912482 ⑆ 802070 ⑆

OK

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.



The screenshot shows a web application interface. At the top, there is a navigation bar with the following items: ROMOC [Log Off], 00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS, Home, Sys Admin, Ops Mgmt, WIC Services (highlighted), CSFP Services, Scheduling, Finance, Vendor, and Program Integrity. Below the navigation bar is a dropdown menu labeled "Un-Void Food Benefits". Underneath, there is a section titled "Search Criteria" with a label "*Client ID" and a yellow input field. At the bottom right of the page, there are two buttons: "Search" and "Reset".

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.

ROMOC [Log Off] 02 - COCHISE COUNTY HEALTH DEPARTMENT / 02 - BISBEE WIC

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

Back to List

Client Information

Client ID: 2021402957 Last Name: TESTY First Name: CHILD MI:

Un-Void Food Benefits

<input type="checkbox"/>	FI Number	First Date to Use	Last Date to Use	Void Reason
<input type="checkbox"/>	0063983303	04/14/2014	05/13/2014	B
<input type="checkbox"/>	0063983304	04/14/2014	05/13/2014	B
<input type="checkbox"/>	0063983305	04/14/2014	05/13/2014	B

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

*Comment:

*Requested User: ROMO-THOMPSON,CECILIA,ROMOC

Save Reset

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.

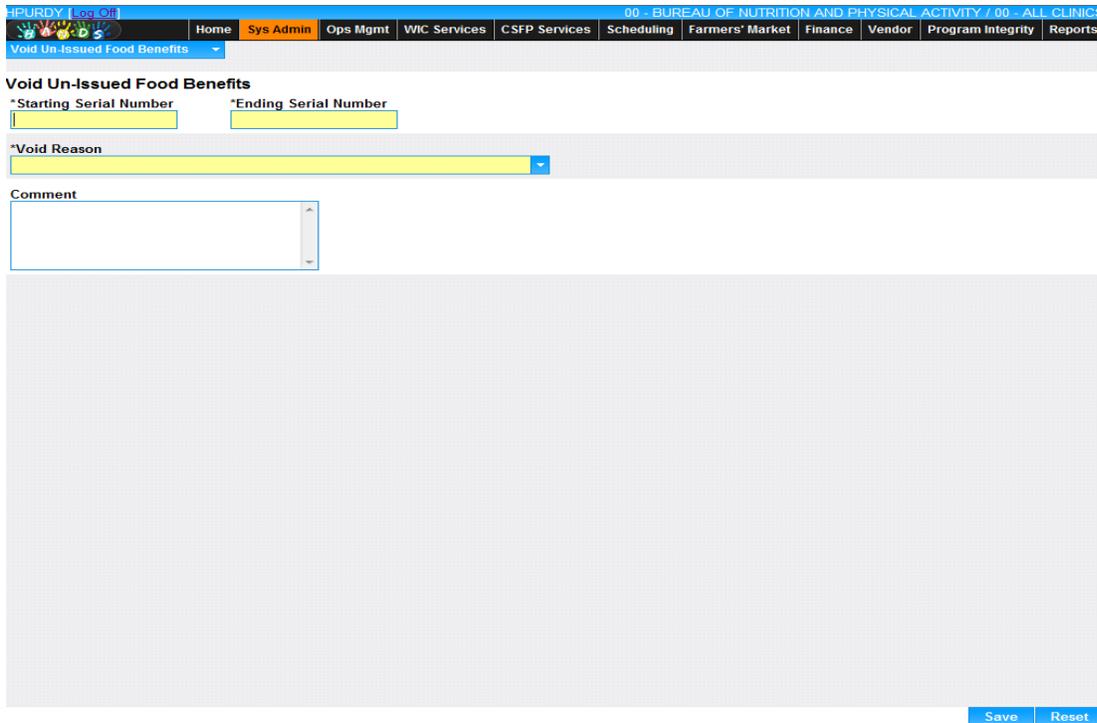
Un-Void Food Benefits ✕

Do you want to Un-Void selected food benefits?

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.



The screenshot shows a web application interface for "Void Un-Issued Food Benefits". At the top, there is a navigation bar with the following items: "Home", "Sys Admin", "Ops Mgmt", "WIC Services", "CSFP Services", "Scheduling", "Farmers' Market", "Finance", "Vendor", "Program Integrity", and "Reports". Below the navigation bar, the page title "Void Un-Issued Food Benefits" is displayed. The main form area contains the following fields:

- *Starting Serial Number: A text input field.
- *Ending Serial Number: A text input field.
- *Void Reason: A drop-down menu.
- Comment: A text area.

At the bottom right of the form, there are two buttons: "Save" and "Reset".

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.

HPURDY [Logout] 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

Vendor Lookup

Vendor ID / Applicant ID Vendor Name Peer Group Status

SNAP Auth. Number City County ZIP Code Local Agency

Owner Name Officer

ZIP Code From ZIP Code Thru

Print Labels

Applicant ID	Vendor ID	Vendor Name	Status	Peer Group	City	Local Agency
No data to show						

Row count: 10

Add Search New Search

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.

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

Vendor Lookup

Vendor ID / Applicant ID: Vendor Name: Peer Group: Status:

SNAP Auth. Number: City: County: ZIP Code: Local Agency:

Owner Name: Officer:

ZIP Code From: ZIP Code Thru:

[Print Labels](#)

Applicant ID	Vendor ID	Vendor Name	Status	Peer Group	City	Local Agency
A570	0035	<input checked="" type="checkbox"/> BASHAS' - DINE MARKET #35	AUTHORIZED (NEW)	NATIONAL, REGIONAL, OR LOCAL CHAIN	WINDOW ROCK	
A571	0118	<input checked="" type="checkbox"/> BASHAS' #7	TERMINATED/DISQUALIFIED	NATIONAL, REGIONAL, OR LOCAL CHAIN	SCOTTSDALE	
A573	0185	<input checked="" type="checkbox"/> BASHAS' #27	AUTHORIZED (NEW)	NATIONAL, REGIONAL, OR LOCAL CHAIN	SELLS	
A698	0246	<input checked="" type="checkbox"/> BASHAS' #24	AUTHORIZED (NEW)	NATIONAL, REGIONAL, OR LOCAL CHAIN	NEEDLES	
A574	0247	<input checked="" type="checkbox"/> BASHAS' #53	AUTHORIZED (NEW)	NATIONAL, REGIONAL, OR LOCAL CHAIN	TAYLOR	
A575	0251	<input checked="" type="checkbox"/> BASHAS' #51	AUTHORIZED (NEW)	NATIONAL, REGIONAL, OR LOCAL CHAIN	MESA	

[Add](#) [Search](#) [New Search](#)

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.

The screenshot shows a web application interface for adding a new vendor. At the top, there is a navigation bar with the user name 'HPURDY [Log Off]' and the page title '00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS'. The main menu includes 'Home', 'Sys Admin', 'Ops Mgmt', 'WIC Services', 'CSFP Services', 'Scheduling', 'Farmers' Market', 'Finance', 'Vendor', 'Program Integrity', and 'Reports'. Below the menu is a 'Back to List' button. The form itself is divided into several sections: 'Owner' (dropdown), 'Ownership Date' (text), '*Vendor Name' (text), '*Vendor Type' (dropdown), '*Peer Group' (dropdown), '*Risk Level' (dropdown with 'LOW' selected), 'Previous Vendor' (checkbox), 'Previous Expiration Date' (text), '*Primary Phone' (text), 'Ext.' (text), '*Phone Type' (dropdown), 'Street Address' (with 'Address 1' and 'Address 2' fields), 'Mailing Address' (with 'Address 1' and 'Address 2' fields), and a 'Copy Street To Mailing' button, '*City, State, ZIP Code, and County' (text), 'Primary Contact' (with '*Title' dropdown, '*Last Name', '*First Name', and 'MI' fields), and '*Primary Phone', 'Ext.', '*Phone Type' (dropdown). At the bottom of the form, there are three checkboxes: 'Conflict Of Interest', 'ADA Compliance', and 'Operating Permit Valid' (checked). 'Save' and 'Reset' buttons are located at the bottom right of the form.

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.

HPURDY [Log Out] 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

Back to List Communication Demographics Education Sales SNAP

Demographics - General Addresses Authorizations Contacts General Insurance Violations

Owner
7001: ALBERTSON'S, LLC
Owner Phone
N/A
Owner Address
PO BOX 20
BOISE ID 83726
Vendor
2470: ALBERTSON'S #926
Vendor Status
AUTHORIZED (NEW)
Vendor Phone
N/A
Vendor Address
12970 WEST INDIAN SCHOOL ROAD
LITCHFIELD PARK AZ 85340
Risk Level
LOW RISK
Compliance Case
N/A

Vendor ID
2470
***Applicant ID**
A278
***Name**
ALBERTSON'S #926
Doing Business As
***Vendor Type**
A - MAJOR CHAIN (+10 OUTLETS, MULTI-STATE OPERATIONS)
Status
AUTHORIZED (NEW)
 Previous Vendor
Previous Expiration Date
***Owner**
7001: ALBERTSON'S, LLC
Ownership Date
02/10/2003
***Risk Level**
LOW - LOW RISK
***Peer Group**
02: NATIONAL, REGIONAL, OR LOC
Rating Information

Vendor Email + Add
Email Address Priority
No data to show

Vendor Phones + Add
Phone Type Phone Number Ext. Priority
WP : WORK PHONE (623) 535-7991 Other
FAX : FAX (623) 535-1317 Other

Vendor Clinics + Add
Agency Clinic Priority
MARICOPA COUNTY DEPT OF PUBLIC HEALTH- WIC ADMINISTRATION DOWNTOWN Other

Conflict of Interest **ADA Compliance** **Operating Permit Valid**
 Contract Price in Effect **Multi WIC Code** **Health Violations**

Save Reset

3. The page will display all the information entered on the Add Vendor page. You can edit certain Vendor information or add additional 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.

The image shows a software dialog box titled "Add" with a close button (X) in the top right corner. The dialog contains three main sections: "Agency" with a dropdown menu showing "(28) ADELANTE HEALTHCARE"; "*Clinic" with a dropdown menu that is currently blank and highlighted in yellow; and "*Priority" with three radio button options: "Primary", "Secondary", and "Other". At the bottom right of the dialog are two buttons: "OK" and "Cancel".

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.

The screenshot shows the Vendor Authorizations page. On the left, there is a sidebar with the following information:

- Owner:** 7001 ALBERTSON'S, LLC
- Owner Phone:** N/A
- Owner Address:** PO BOX 20, BOISE ID 83726
- Vendor:** 0006 ALBERTSON'S #951
- Vendor Status:** AUTHORIZED (NEW)
- Vendor Phone:** N/A
- Vendor Address:** 252 WEST 32ND STREET, YUMA AZ 85364
- Risk Level:** LOW RISK
- Compliance Case:** N/A

The main table, titled "Vendor Authorizations", has the following data:

Auth Date	Status	Start Date	End Date	Act Date	Term Date	Authorized By
10/01/2011	AUTHORIZED (NEW)	10/01/2011	09/30/2014			
10/01/2009	AUTHORIZED (NEW)	10/01/2009	09/30/2011			WICADM WICADM
10/01/2008	AUTHORIZED (NEW)	10/01/2008	09/30/2009			OLGA EDDY
10/01/2005	AUTHORIZED (NEW)	10/01/2005	09/30/2008			LAURIE GODINEZ
10/01/2002	AUTHORIZED (NEW)	10/01/2002	09/30/2005	10/01/2002		TRACY RUSSELL
10/01/1999	AUTHORIZED (NEW)	10/01/1999	09/30/2002			DANIEL BROWN

At the bottom of the table, there is a row count of 10 and a "Showing 1 of 6" indicator. An "Add" button is located at the bottom right of 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.

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

[Back to List](#)

Owner
7001: ALBERTSON'S,LLC

Owner Phone
N/A

Owner Address
PO BOX 20 BOISE ID 83726

Vendor
: NEW TEST

Vendor Status
AUTHORIZATION IN PROCESS

Vendor Phone
(602) 943-1212

Vendor Address
1111 N 19TH AVENUE
PHOENIX AZ 85019

Risk Level
LOW RISK

Compliance Case
N/A

***Status**
AUTHORIZATION IN PROCESS

Vendor ID

Application Date

Authorized By

***Start Date**
04/09/2014

***End Date**
04/09/2017

Activation Date

Termination Reason

Termination Date

Denial Date

Final Deposit Date
04/09/2018

Stamp Returned Flag
 True False

Notify SNAP Flag
 True False

Denial Reasons [+ Add](#)

Denial Reason
No data to show

Disqualifications [+ Add](#)

Reason	Start Date	End Date	Refer SNAP Date	Refer SNAP
No data to show				

[Save](#) [Reset](#)

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

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

Back to List Communication Demographics Education Sales SNAP

Demographics - Authorizations

Addresses Authorizations Contacts General Insurance Violations

Owner
7001: ALBERTSON'S,LLC
Owner Phone
N/A
Owner Address
PO BOX 20
BOISE ID 83726
Vendor
0006: ALBERTSON'S #951
Vendor Status
AUTHORIZED (NEW)
Vendor Phone
N/A
Vendor Address
252 WEST 32ND STREET
YUMA AZ 85364
Risk Level
LOW RISK
Compliance Case
N/A

Auth Date	Status	Start Date	End Date	Act Date	Term Date	Authorized By
10/01/2011	AUTHORIZED (NEW)	10/01/2011	09/30/2014			
10/01/2009	AUTHORIZED (NEW)	10/01/2009	09/30/2011			WICADM WICADM
10/01/2008	AUTHORIZED (NEW)	10/01/2008	09/30/2009			OLGA EDDY
10/01/2005	AUTHORIZED (NEW)	10/01/2005	09/30/2008			LAURIE GODINEZ
10/01/2002	AUTHORIZED (NEW)	10/01/2002	09/30/2005	10/01/2002		TRACY RUSSELL
10/01/1999	AUTHORIZED (NEW)	10/01/1999	09/30/2002			DANIEL BROWN

Row count: 10 Showing 1 of 6

Add

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

00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS

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

Back to List

Owner
7001: ALBERTSON'S,LLC
Owner Phone
N/A
Owner Address
PO BOX 20 BOISE ID 83726
Vendor
: NEW TEST
Vendor Status
AUTHORIZATION IN PROCESS
Vendor Phone
(602) 943-1212
Vendor Address
1111 N 19TH AVENUE
PHOENIX AZ 85019
Risk Level
LOW RISK
Compliance Case
N/A

*Status Vendor ID Application Date

Authorized By *Start Date *End Date Activation Date

04/09/2014 04/09/2017

Termination Reason Termination Date Denial Date

Final Deposit Date Stamp Returned Flag

04/21/2017 True False

Notify SNAP Flag

True False

Denial Reasons + Add

Denial Reason

No data to show

Disqualifications + Add

Reason	Start Date	End Date	Refer SNAP Date	Refer SNAP
No data to show				

Save Reset

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.



The screenshot shows a dialog box titled "Edit" with a close button (X) in the top right corner. Below the title bar, the text "*Denial Reason" is displayed. A dropdown menu is open, showing the selected option "22 - CONFLICT OF INTEREST". At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

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.

The 'Add' dialog box contains a dropdown menu labeled '*Denial Reason' with a yellow highlight. At the bottom right, there are 'OK' and 'Cancel' buttons.

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.

The 'Edit' dialog box contains several fields: '*Disqualification Reason' (dropdown menu with 'DSAP1 - FAILURE TO PAY ADMINISTRATIVE FINE' selected), '*Start Date' (text box with '12/12/2013'), '*End Date' (text box with '12/13/2013'), 'Refer SNAP Date' (text box with '12/12/2013'), and 'Refer SNAP' (radio buttons for 'Yes' and 'No', with 'Yes' selected). At the bottom right, there are 'OK' and 'Cancel' buttons.

2. If desired, modify the fields with updated values. You can cancel 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.

The screenshot shows a window titled "Add" with a close button in the top right corner. The window contains the following fields and controls:

- *Disqualification Reason:** A dropdown menu with a yellow background.
- *Start Date:** A date input field with a yellow background.
- *End Date:** A date input field with a yellow background.
- Refer SNAP Date:** A date input field with a white background and a blue border.
- Refer SNAP:** Two radio buttons labeled "Yes" and "No", both with blue backgrounds.
- Buttons:** "OK" and "Cancel" buttons in blue at the bottom right.

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.

The screenshot displays a web application interface for managing vendor contacts. The top navigation bar includes links for Home, Sys Admin, Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor (highlighted), Program Integrity, and Reports. Below this, a secondary navigation bar shows tabs for Back to List, Communication, Demographics (selected), Education, Sales, and SNAP. The main content area is titled 'Demographics - Contacts' and features a sidebar on the left with the following information:

- Owner:** 7001: ALBERTSON'S,LLC
- Owner Phone:** N/A
- Owner Address:** PO BOX 20, BOISE ID 83726
- Vendor:** 0006: ALBERTSON'S #951
- Vendor Status:** AUTHORIZED (NEW)
- Vendor Phone:** N/A
- Vendor Address:** 252 WEST 32ND STREET, YUMA AZ 85364
- Risk Level:** LOW RISK
- Compliance Case:** N/A

The main area contains a 'Vendor Contacts' table with the following columns: Contact Name, Title, Priority Level, and Primary Phone Number. Two contacts are listed:

Contact Name	Title	Priority Level	Primary Phone Number
<input checked="" type="checkbox"/> RANDAL DAWSON	D - MANAGER	Other	<input type="text"/>
<input checked="" type="checkbox"/> RAMONA WILLIAMS	R - STORE DIRECTOR	Other	<input type="text"/>

At the bottom right of the page, there are three buttons: Add, Save, and Reset.

Edit an Existing Contact

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

The screenshot displays the 'Edit Contact' window. The top navigation bar includes 'Home', 'Sys Admin', 'Ops Mgmt', 'WIC Services', 'CSFP Services', 'Scheduling', 'Farmers' Market', 'Finance', 'Vendor', 'Program Integrity', and 'Reports'. The 'Vendor' menu item is highlighted. A 'Back to List' button is located at the top left of the form area.

Owner
7001: ALBERTSON'S,LLC
Owner Phone
N/A
Owner Address
PO BOX 20
BOISE ID 83726
Vendor
0006: ALBERTSON'S #951
Vendor Status
AUTHORIZED (NEW)
Vendor Phone
N/A
Vendor Address
252 WEST 32ND STREET
YUMA AZ 85364
Risk Level
LOW RISK
Compliance Case
N/A

***Title**
D - MANAGER
Priority Level
 Primary Secondary Other

***Last Name**
DAWSON
***First Name**
RANDAL
MI

Start Date

End Date

Contact Emails [+ Add](#)

Email Address	Priority
No data to show	

Contact Phones [+ Add](#)

Phone Type	Phone Number	Ext.	Priority
No data to show			

[Save](#) [Reset](#)

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.

The screenshot shows the 'Add Contact' page in the HFURDY system. The navigation bar at the top includes 'Home', 'Sys Admin', 'Ops Mgmt', 'WIC Services', 'CSFP Services', 'Scheduling', 'Farmers' Market', 'Finance', 'Vendor' (highlighted), 'Program Integrity', and 'Reports'. The sidebar on the left displays contact information for Albertson's, LLC, including owner name, address, phone number, vendor ID, status, and risk level. The main form area contains several input fields: a dropdown for 'Title', radio buttons for 'Priority Level' (Primary, Secondary, Other), text boxes for 'Last Name', 'First Name', and 'MI', and date pickers for 'Start Date' and 'End Date'. Below these are two sections: 'Contact Emails' and 'Contact Phones', each with an 'Add' button and a table showing 'No data to show'. At the bottom right, there are 'Save' and 'Reset' buttons.

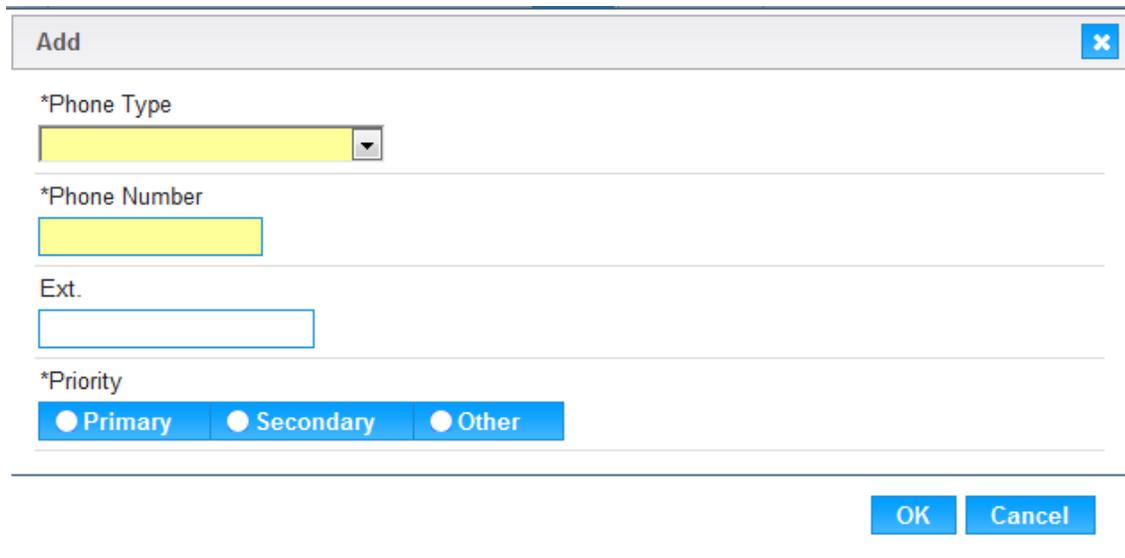
2. Enter all required fields and any other appropriate fields to complete the add Contact.

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

The screenshot shows the 'Add' email window. It has a title bar with the word 'Add' and a close button (X). The form contains a required field for '*Email Address' with a yellow highlight. Below it is a '*Priority' section with three radio buttons: 'Primary' (selected), 'Secondary', and 'Other'. At the bottom right, there are 'OK' and 'Cancel' buttons.

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.



The image shows a dialog box titled "Add" with a close button (X) in the top right corner. The dialog contains the following fields and options:

- *Phone Type**: A dropdown menu with a yellow background and a downward arrow.
- *Phone Number**: A text input field with a yellow background.
- Ext.**: A text input field.
- *Priority**: Three radio button options: **Primary** (selected), **Secondary**, and **Other**.

At the bottom right of the dialog are two buttons: **OK** and **Cancel**.

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.

The screenshot shows a web application interface for managing vendor information. The top navigation bar includes links for Home, Sys Admin, Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor (highlighted), Program Integrity, and Reports. Below this is a secondary navigation bar with tabs for Back to List, Communication, Demographics (selected), Education, Sales, and SNAP. The main content area is titled 'Demographics - Insurance' and features several sub-tabs: Addresses, Authorizations, Contacts, General, Insurance (selected), and Violations. On the left side, there is a sidebar with vendor details: Owner (7006 SMITHS FOOD & DRUG DBA FRY'S), Owner Phone (N/A), Owner Address (500 SOUTH 99TH AVENUE TOLLESON AZ 85353), Vendor (0043: FRY'S FOOD AND DRUG STORE #43), Vendor Status (AUTHORIZED (NEW)), Vendor Phone (N/A), Vendor Address (2700 W. BASELINE ROAD TEMPE AZ 85282), Risk Level (LOW RISK), and Compliance Case (N/A). The main form area contains three input fields: 'Liability Insurance Company' (with 'SELF INSURED' entered), 'Liability Insurance Coverage', 'Liability Insurance Effective Date', and 'Liability Insurance Expiration Date'. At the bottom right of the form are 'Save' and 'Reset' buttons.

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.

The screenshot shows the HPURDY system interface. The top navigation bar includes 'Home', 'Sys Admin', 'Ops Mgmt', 'WIC Services', 'CSFP Services', 'Scheduling', 'Farmers' Market', 'Finance', 'Vendor', 'Program Integrity', and 'Reports'. The 'Vendor' tab is selected. Below the navigation bar, there are tabs for 'Demographics', 'Education', 'Sales', and 'SNAP'. The 'Demographics' tab is active, and a sub-tab for 'Violations' is selected. The main content area is titled 'Vendor Health Violations' and contains a table with columns 'Health Violation Code' and 'Violation Date'. The table is currently empty, with the text 'No data to show' displayed. A '+ Add' button is visible in the top right corner of the table section. The sidebar on the left contains the following information:

- Owner:** 7006: SMITHS FOOD & DRUG DBA FRY'S
- Owner Phone:** N/A
- Owner Address:** 500 SOUTH 99TH AVENUE TOLLESON AZ 85353
- Vendor:** 0043: FRY'S FOOD AND DRUG STORE #43
- Vendor Status:** AUTHORIZED (NEW)
- Vendor Phone:** N/A
- Vendor Address:** 2700 W. BASELINE ROAD TEMPE AZ 85282
- Risk Level:** LOW RISK
- Compliance Case:** N/A

At the bottom of the page, there are buttons for 'Capture screenshot.', 'Save', and 'Reset'.

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

The screenshot shows a dialog box titled "Add" with a close button (X) in the top right corner. It contains two required fields: "*Health Violation" which is a dropdown menu with a yellow background, and "*Violation Date" which is a text input field with a yellow background. At the bottom right of the dialog box are two buttons: "OK" and "Cancel".

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.

The screenshot shows a confirmation dialog box titled "Are you sure?" with a close button (X) in the top right corner. It contains a warning icon (triangle with exclamation mark) and the text "This record will be deleted. Are you sure?". At the bottom of the dialog box are two buttons: "Cancel" and "Delete".

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.

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Communication

Owner
7006: SMITHS FOOD & DRUG
DBA FRY'S

Owner Phone
N/A

Owner Address
500 SOUTH 99TH AVENUE
TOLLESON AZ 85353

Vendor
0043: FRY'S FOOD AND DRUG
STORE #43

Vendor Status
AUTHORIZED (NEW)

Vendor Phone
N/A

Vendor Address
2700 W. BASELINE ROAD
TEMPE AZ 85282

Risk Level
LOW RISK

Compliance Case
N/A

Vendor Communications

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

Add Save Reset

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.

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Owner
7006 SMITHS FOOD & DRUG
DBA FRY'S

Owner Phone
N/A

Owner Address
500 SOUTH 99TH AVENUE
TOLLESON AZ 85353

Vendor
0043 FRY'S FOOD AND DRUG
STORE #43

Vendor Status
AUTHORIZED (NEW)

Vendor Phone
N/A

Vendor Address
2700 W. BASELINE ROAD
TEMPE AZ 85282

Risk Level
LOW RISK

Compliance Case
N/A

***Communication Type**
1 - WIC ALERT

***Contact Date**
02/11/2014

***Delivery Method**
2 - CERTIFICATE OF MAILING

Certified Mail Date

Certificate of Mailing Date
02/11/2014

Grn Card Rcpt Date

Comment
Volume 24, Issue 2 - February 2014 - Infant Formula Change

Save Reset

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.

The screenshot shows a web application interface for adding a communication record. The top navigation bar includes links for Home, Sys Admin, Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. The main form is titled "Add Communication" and contains the following fields:

- Owner:** 7006 SMITHS FOOD & DRUG DBA FRY'S
- Owner Phone:** N/A
- Owner Address:** 500 SOUTH 99TH AVENUE TOLLESON AZ 85353
- Vendor:** 0043 FRY'S FOOD AND DRUG STORE #43
- Vendor Status:** AUTHORIZED (NEW)
- Vendor Phone:** N/A
- Vendor Address:** 2700 W. BASELINE ROAD TEMPE AZ 85282
- Risk Level:** LOW RISK
- Compliance Case:** N/A
- *Communication Type:** (Dropdown menu)
- *Contact Date:** (Text input field)
- *Delivery Method:** 1 - FIRST CLASS MAIL (Dropdown menu)
- Certified Mail Date:** (Text input field)
- Certificate of Mailing Date:** (Text input field)
- Grn Card Rcpt Date:** (Text input field)
- Comment:** (Large text area)

At the bottom right of the form, there are "Save" and "Reset" buttons.

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.

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Education

Owner
7008 SMITHS FOOD & DRUG
DBA FRY'S
Owner Phone
N/A
Owner Address
500 SOUTH 99TH AVENUE
TOLLESON AZ 85353
Vendor
0043: FRY'S FOOD AND DRUG
STORE #43
Vendor Status
AUTHORIZED (NEW)
Vendor Phone
N/A
Vendor Address
2700 W. BASELINE ROAD
TEMPE AZ 85282
Risk Level
LOW RISK
Compliance Case
N/A

Vendor Education

Course	Trainer	Location	Actual Date	
<input checked="" type="checkbox"/> B -REGIONAL CONTRACT TRAINING	STATE STAFF	STATE AGENCY SITE	6/20/2002	
<input checked="" type="checkbox"/> B -REGIONAL CONTRACT TRAINING	STATE STAFF	STATE AGENCY SITE	7/19/2002	
<input checked="" type="checkbox"/> B -REGIONAL CONTRACT TRAINING	STATE STAFF	OTHER	6/7/2005	
<input checked="" type="checkbox"/> B -REGIONAL CONTRACT TRAINING	STATE STAFF	OTHER	6/18/2008	
<input checked="" type="checkbox"/> B -REGIONAL CONTRACT TRAINING	STATE STAFF	OTHER	6/16/2009	
<input checked="" type="checkbox"/> K -ANNUAL TRAINING ALERT	STATE STAFF	OTHER	7/23/2003	
<input checked="" type="checkbox"/> K -ANNUAL TRAINING ALERT	OTHER / SPECIAL SPEAKER	OTHER	9/21/2004	
<input checked="" type="checkbox"/> K -ANNUAL TRAINING ALERT	STATE STAFF	OTHER	9/16/2013	
<input checked="" type="checkbox"/> K -ANNUAL TRAINING ALERT	OTHER / SPECIAL SPEAKER	OTHER	1/1/0001	
<input checked="" type="checkbox"/> K -ANNUAL TRAINING ALERT	STATE STAFF	OTHER	8/30/2006	
<input checked="" type="checkbox"/> K -ANNUAL TRAINING ALERT	OTHER / SPECIAL SPEAKER	OTHER	9/20/2010	
<input checked="" type="checkbox"/> K -ANNUAL TRAINING ALERT	OTHER / SPECIAL SPEAKER	OTHER	9/13/2011	
<input checked="" type="checkbox"/> K -ANNUAL TRAINING ALERT	STATE STAFF	OTHER	9/24/2012	
<input checked="" type="checkbox"/> L -MANDATORY TRAINING	STATE STAFF	OTHER	6/26/2012	

Capture screenshot. Add Save Reset

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.

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Owner
7006 SMITHS FOOD & DRUG
DBA FRY'S

Owner Phone
N/A

Owner Address
500 SOUTH 99TH AVENUE
TOLLESON AZ 85353

Vendor
0043 FRY'S FOOD AND DRUG
STORE #43

Vendor Status
AUTHORIZED (NEW)

Vendor Phone
N/A

Vendor Address
2700 W. BASELINE ROAD
TEMPE AZ 85282

Risk Level
LOW RISK

Compliance Case
N/A

***Course**
[B - REGIONAL CONTRACT TRAINING]

***Trainer**
[A - STATE STAFF]

***Location**
[4 - OTHER]

***Actual Date**
[6/7/2005]

Actual Attendance
[3]

Test Score
[]

Date of the Test Score
[]

Comment
[]

Save Reset

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.

The screenshot shows the 'Add Education Record' form in the HPURDY system. The form is divided into several sections:

- Owner Information:**
 - Owner: 7006. SMITHS FOOD & DRUG DBA FRY'S
 - Owner Phone: N/A
 - Owner Address: 500 SOUTH 99TH AVENUE, TOLLESON AZ 85353
- Vendor Information:**
 - Vendor: 0843: FRY'S FOOD AND DRUG STORE #43
 - Vendor Status: AUTHORIZED (NEW)
 - Vendor Phone: N/A
 - Vendor Address: 2700 W. BASELINE ROAD, TEMPE AZ 85282
 - Risk Level: LOW RISK
 - Compliance Case: N/A
- Education Record Fields:**
 - *Course: (Dropdown menu)
 - *Trainer: (Dropdown menu)
 - *Location: (Dropdown menu)
 - *Actual Date: (Text input)
 - Actual Attendance: (Text input)
 - Test Score: (Text input)
 - Date of the Test Score: (Text input)
 - Comment: (Text area)

At the bottom of the form, there are buttons for 'Capture screenshot', 'Save', and 'Reset'.

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.

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Sales - General Banks General Infant Formula Store Operations Wholesaler Wholesaler Food

Owner
7006: SMITHS FOOD & DRUG
DBA FRY'S

Owner Phone
N/A

Owner Address
500 SOUTH 99TH AVENUE
TOLLESON AZ 85353

Vendor
0043: FRY'S FOOD AND DRUG
STORE #43

Vendor Status
AUTHORIZED (NEW)

Vendor Phone
N/A

Vendor Address
2700 W. BASELINE ROAD
TEMPE AZ 85282

Risk Level
LOW RISK

Compliance Case
N/A

Vendor Name
FRY'S FOOD AND DRUG STORE #43

*Please select the value which best describes your outlet
NATIONAL, REGIONAL, OR LOCAL CHAIN

Enter outlet's individual annual gross receipts/sales
 Actual Estimated

Gross \$	*Food \$	*Alcohol \$	*Tobacco \$
22,607,944.00	16,029,365.00	1,679,041.00	0.00
*Lottery \$	Fuelage \$	Other Sales \$	General Merchandise \$
0.00			

*Fiscal Year for Above Figures
2014

Of the annual food sales above (Food \$), enter dollar amounts for the following

*Cash \$	Credit \$	*SNAP \$	*WIC \$
		4,304,787.00	

Will more than 50% of your annual revenue from the sale of food items come from WIC food instruments?
 Yes No

If yes, do you provide or plan to provide incentive items to the WIC program customers?
 Yes No

Does the outlet's checkout registers use optical scanning devices which record product and price information on the customer receipts?
 Yes No

If yes, number of POS Terminals: 10

If yes, number of Optical Terminals:

If yes, can the system be programmed to detect WIC Authorized vs. Non-Authorized products?
 Yes No

*How do you decide how much WIC stock to order?

Explain Other

Save Reset

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 an 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.



The screenshot shows a dialog box titled "Add" with a close button (X) in the top right corner. The dialog contains the following elements:

- Concept Flag:** A radio button labeled "Yes" is selected.
- Start Date:** An empty text input field.
- End Date:** An empty text input field.
- Buttons:** "OK" and "Cancel" buttons are located at the bottom right of the dialog.

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.

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Sales - Banks

Owner
7006: SMITHS FOOD & DRUG
DBA FRY'S
Owner Phone
N/A
Owner Address
500 SOUTH 99TH AVENUE
TOLLESON AZ 85353

Vendor
0043: FRY'S FOOD AND DRUG
STORE #43
Vendor Status
AUTHORIZED (NEW)
Vendor Phone
N/A
Vendor Address
2700 W. BASELINE ROAD
TEMPE AZ 85282
Risk Level
LOW RISK
Compliance Case
N/A

Owner Bank Information

Bank Name: US BANK Routing Number: 124302150 Federal ID: 999999999

Deposit Bank: Yes No Account Number: 153100366951

Vendor Banks + Add

Bank Name	Routing Number	Bank Account Number	Effective Date	Deposit Bank		
JP MORGAN CHASE BANK	122100024	9999999	01/01/2000	No	<input type="checkbox"/>	<input type="checkbox"/>
JP MORGAN CHASE BANK	122100024	405913	10/29/2003	No	<input type="checkbox"/>	<input type="checkbox"/>
WELLS FARGO BANK OF ARIZONA	121000248	4944771823	08/13/2006	Yes	<input type="checkbox"/>	<input type="checkbox"/>

Capture screenshot. Save Reset

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.

The screenshot shows a dialog box titled "Edit" with a close button (X) in the top right corner. The dialog contains the following fields:

- *Bank:** A dropdown menu showing "JP MORGAN CHASE BANK - 122100024".
- *Bank Account Number:** A text input field containing "9999999".
- *Effective Date:** A date input field containing "01/01/2000".
- *Deposit Bank:** A radio button group with "Yes" selected and "No" unselected.

At the bottom right of the dialog, there are two buttons: "OK" and "Cancel".

2. If desired, change the appropriate fields.

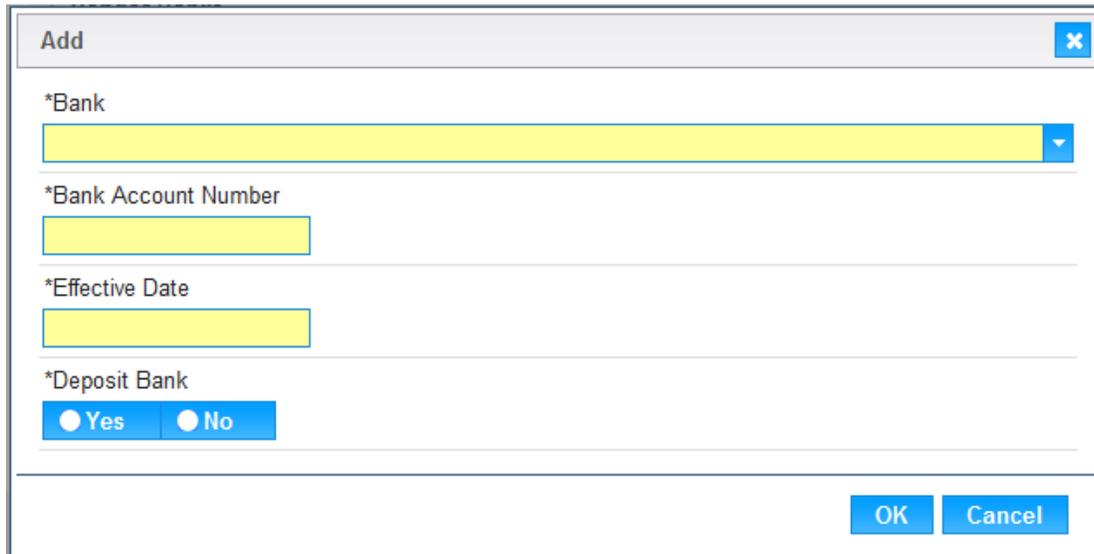
3. You can discard the changes you made and close the window by clicking the Cancel button.

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.



The screenshot shows a dialog window titled "Add" with a close button in the top right corner. The window contains the following fields and controls:

- *Bank: A dropdown menu with a yellow background and a blue arrow on the right.
- *Bank Account Number: A text input field with a yellow background.
- *Effective Date: A date picker field with a yellow background.
- *Deposit Bank: Two radio buttons labeled "Yes" and "No", both with blue backgrounds.

At the bottom right of the dialog are two buttons: "OK" and "Cancel", both with blue backgrounds.

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.

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Back to List Communication Demographics Education Sales SNAP

Sales - Infant Formula Banks General Infant Formula Store Operations Wholesaler Wholesaler Food

Owner
7006. SMITHS FOOD & DRUG
DBA FRY'S

Owner Phone
N/A

Owner Address
500 SOUTH 99TH AVENUE
TOLLESON AZ 85353

Vendor
0043. FRY'S FOOD AND DRUG
STORE #43

Vendor Status
AUTHORIZED (NEW)

Vendor Phone
N/A

Vendor Address
2700 W. BASELINE ROAD
TEMPE AZ 85282

Risk Level
LOW RISK

Compliance Case
N/A

Available Infant Wholesalers

<input type="checkbox"/>	Name
<input checked="" type="checkbox"/>	ABBOTT LABORATORIES/ROSS PRODUCTS DIVISION
<input checked="" type="checkbox"/>	AFFILIATED FOODS
<input checked="" type="checkbox"/>	ASSOCIATED FOOD STORES
<input checked="" type="checkbox"/>	BASHAS' WAREHOUSE DBA NATIONAL GROCERY
<input checked="" type="checkbox"/>	BRYSTOL-MYERS SQUIBB COMPANY - MEAD JOHNSON
<input checked="" type="checkbox"/>	CARDINAL HEALTH
<input checked="" type="checkbox"/>	COSTAL PACIFIC DISTRIBUTOR
<input checked="" type="checkbox"/>	GDI
<input checked="" type="checkbox"/>	MC KESSON DRUG CO.
<input checked="" type="checkbox"/>	NESTLE, USA
<input checked="" type="checkbox"/>	PBM NUTRITIONALS
<input checked="" type="checkbox"/>	PHOENIX DISTRIBUTION CENTER
<input checked="" type="checkbox"/>	SHS/NUTRICIA
<input checked="" type="checkbox"/>	SOLUS PRODUCTS, LLC
<input checked="" type="checkbox"/>	SQS
<input checked="" type="checkbox"/>	UNIFIED WESTERN GROCERS
<input checked="" type="checkbox"/>	WINCO FOODS

[Add To Vendor](#) [Remove From Vendor](#)

Vendor Infant Wholesalers

<input type="checkbox"/>	Name
No data to show	

[Save](#) [Reset](#)

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 wholesaler 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 one or more infant formula wholesalers for the Vendor:

1. From the Vendor Infant Formula Wholesaler list, select one or more wholesalers to be removed from 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 from 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.

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Owner 7006: SMITHS FOOD & DRUG DBA FRY'S	Street Address
Owner Phone N/A	Address1 200 SOUTH 56TH STREET
Owner Address 500 SOUTH 99TH AVENUE TOLLESON AZ 85353	Address2
Vendor 0043: FRY'S FOOD AND DRUG STORE #43	City, State, ZIP Code, and County CHANDLER, AZ 85226 MARICOPA
Vendor Status AUTHORIZED (NEW)	
Vendor Phone N/A	
Vendor Address 2700 W. BASELINE ROAD TEMPE AZ 85282	
Risk Level LOW RISK	
Compliance Case N/A	

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.

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Back to List Communication Demographics Education Sales SNAP

Sales - Store Operations Banks General Infant Formula Store Operations Wholesaler Wholesaler Food

Owner
7006 SMITHS FOOD & DRUG
DBA FRY'S

Owner Phone
N/A

Owner Address
500 SOUTH 99TH AVENUE
TOLLESON AZ 85353

Vendor
0043: FRY'S FOOD AND DRUG
STORE #43

Vendor Status
AUTHORIZED (NEW)

Vendor Phone
N/A

Vendor Address
2700 W. BASELINE ROAD
TEMPE AZ 85282

Risk Level
LOW RISK

Compliance Case
N/A

Opening Date Select to Autopopulate
07/15/1987 Pre-fill 24/7

Hours of Operation

Day of Week	Open	Closed	Open/Closed
Sunday	6:00am	12:00am	<input checked="" type="radio"/> Closed <input type="radio"/> Open
Monday	6:00am	12:00am	<input checked="" type="radio"/> Closed <input type="radio"/> Open
Tuesday	6:00am	12:00am	<input checked="" type="radio"/> Closed <input type="radio"/> Open
Wednesday	6:00am	12:00am	<input checked="" type="radio"/> Closed <input type="radio"/> Open
Thursday	6:00am	12:00am	<input checked="" type="radio"/> Closed <input type="radio"/> Open
Friday	6:00am	12:00am	<input checked="" type="radio"/> Closed <input type="radio"/> Open
Saturday	6:00am	12:00am	<input checked="" type="radio"/> Closed <input type="radio"/> Open

***Outlet's Retail Square Footage** 36590

***Outlet's Storage Square Footage** 17528

***Number of Full-Time Cashiers** 2

***Number of Part-Time Cashiers** 17

***Number of Checkout lanes**

Does the outlet comply with the applicable provision of the Americans with Disabilities ACT (ADA) of 1990?
 Yes No

Has the store ever been cited by the state or county health inspector for a violation?
 Yes No

If yes, Explain

If yes, was the license revoked?

If yes, license/permit start date?

Save Reset

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 manage 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.

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Back to List Communication Demographics Education Sales SNAP

Sales - Wholesaler Banks General Infant Formula Store Operations Wholesaler Wholesaler Food

Owner
7006 SMITHS FOOD & DRUG
DBA FRY'S
Owner Phone
N/A
Owner Address
500 SOUTH 99TH AVENUE
TOLLESON AZ 85353
Vendor
0043 FRY'S FOOD AND DRUG
STORE #43
Vendor Status
AUTHORIZED (NEW)
Vendor Phone
N/A
Vendor Address
2700 W. BASELINE ROAD
TEMPE AZ 85282
Risk Level
LOW RISK
Compliance Case
N/A

Available Wholesalers

<input type="checkbox"/>	Name
<input checked="" type="checkbox"/>	ABBOTT LABORATORIES/ROSS PRODUCTS DIVISION
<input checked="" type="checkbox"/>	ABBOTT NUTRITION (ROSS LABS)
<input checked="" type="checkbox"/>	AFFILIATED FOODS
<input checked="" type="checkbox"/>	AFI DISTRIBUTERS
<input checked="" type="checkbox"/>	AIKINS DISTRIBUTING
<input checked="" type="checkbox"/>	AIKINS DISTRIBUTION
<input checked="" type="checkbox"/>	AMERISOURCE/BERGEN WHOLESALE
<input checked="" type="checkbox"/>	ASSOCIATED FOOD STORES
<input checked="" type="checkbox"/>	ASSOCIATED FOOD STORES
<input checked="" type="checkbox"/>	ASSOCIATED FOOD STORES, INC.
<input checked="" type="checkbox"/>	ASSOCIATED FOOD STORES
<input checked="" type="checkbox"/>	BASHA'S
<input checked="" type="checkbox"/>	BASHA'S MERCADO
<input checked="" type="checkbox"/>	BASHA'S WAREHOUSE DBA NATIONAL GROCERY
<input checked="" type="checkbox"/>	BASHA'S WAREHOUSE DBA NATIONAL GROCERY
<input checked="" type="checkbox"/>	BERGEN BRUNSWIG
<input checked="" type="checkbox"/>	C & S WHOLESALE GROCERS, INC.
<input checked="" type="checkbox"/>	CANDLE WHOLESALERS
<input checked="" type="checkbox"/>	COASTAL DISTRIBUTION CENTER
<input checked="" type="checkbox"/>	CORE MARK
<input checked="" type="checkbox"/>	COREMARK

Save Reset

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.

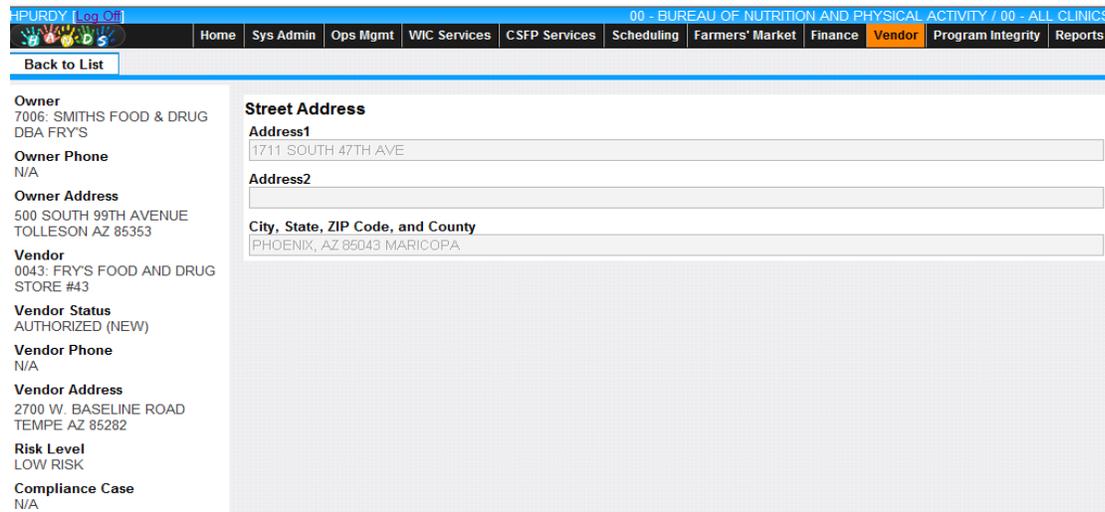
To remove one or more wholesalers for the vendor:

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.



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Owner 7006: SMITHS FOOD & DRUG DBA FRY'S	Street Address
Owner Phone N/A	Address1 1711 SOUTH 47TH AVE
Owner Address 500 SOUTH 99TH AVENUE TOLLESON AZ 85353	Address2
Vendor 0643: FRY'S FOOD AND DRUG STORE #43	City, State, ZIP Code, and County PHOENIX, AZ 85043 MARICOPA
Vendor Status AUTHORIZED (NEW)	
Vendor Phone N/A	
Vendor Address 2700 W. BASELINE ROAD TEMPE AZ 85282	
Risk Level LOW RISK	
Compliance Case N/A	

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.

The screenshot shows a web application interface for managing vendor information. The top navigation bar includes 'HPURDY [Log Off]' and '00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS'. Below this are tabs for 'Home', 'Sys Admin', 'Ops Mgmt', 'WIC Services', 'CSFP Services', 'Scheduling', 'Farmers' Market', 'Finance', 'Vendor', 'Program Integrity', and 'Reports'. The 'Vendor' tab is selected. A secondary navigation bar includes 'Back to List', 'Communication', 'Demographics', 'Education', 'Sales', and 'SNAP'. The 'Sales' tab is selected, and a sub-menu shows 'Wholesaler Food' as the active selection. The main content area is titled 'Vendor Wholesalers' and contains a table with the following data:

ID	Name
403	ABBOTT LABORATORIES/ROSS PRODUCTS DIVISION
168	AFFILIATED FOODS
126	AIKINS DISTRIBUTING
157	BASHA'S

The sidebar on the left contains the following information:

- Owner:** 7001: ALBERTSON'S,LLC
- Owner Phone:** N/A
- Owner Address:** PO BOX 20, BOISE ID 83726
- Vendor:** 0006: ALBERTSON'S #951
- Vendor Status:** AUTHORIZED (NEW)
- Vendor Phone:** N/A
- Vendor Address:** 252 WEST 32ND STREET, YUMA AZ 85364
- Risk Level:** LOW RISK
- Compliance Case:** N/A

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.

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Owner
7001: ALBERTSON'S,LLC

Owner Phone
N/A

Owner Address
PO BOX 20
BOISE ID 83726

Vendor
0006: ALBERTSON'S #951

Vendor Status
AUTHORIZED (NEW)

Vendor Phone
N/A

Vendor Address
252 WEST 32ND STREET
YUMA AZ 85364

Risk Level
LOW RISK

Compliance Case
N/A

Available Wholesaler Foods

<input checked="" type="checkbox"/>	Food
-------------------------------------	------

No data to show

[Add To Wholesaler](#) [Remove From Wholesaler](#)

Wholesalers Foods

<input checked="" type="checkbox"/>	Food
-------------------------------------	------

No data to show

[Save](#) [Reset](#)

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".

The screenshot displays the Vendor SNAP page. The navigation menu at the top includes: Home, Sys Admin, Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor (selected), Program Integrity, and Reports. The main content area is titled 'SNAP' and contains the following information:

Owner 7001: ALBERTSON'S,LLC	Status AUTHORIZED (NEW)	*Authorization ID 8012946	*Authorization Date 01/01/2000
Owner Phone N/A	*Regional Office Code D - SOUTHWEST REGION		
Owner Address PO BOX 20 BOISE ID 83726	*Gross Sales 15,908,387.00	*Food Sales 529,028.00	*Average Monthly Sales 529,028.00

Below the form, there are three radio buttons: High Risk, SNAP Investigation, and SNAP Disqualified. The left sidebar contains the following details:

- Vendor**: 0006: ALBERTSON'S #951
- Vendor Status**: AUTHORIZED (NEW)
- Vendor Phone**: N/A
- Vendor Address**: 252 WEST 32ND STREET, YUMA AZ 85364
- Risk Level**: LOW RISK
- Compliance Case**: N/A

At the bottom right of the form, there are 'Save' and 'Reset' buttons.

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.

The screenshot displays the 'Vendor Management' interface. At the top, there is a navigation bar with the following items: Home, Sys Admin, Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor (highlighted), Program Integrity, and Reports. Below the navigation bar is a dropdown menu for 'Vendor Lookup', which is currently expanded to show several options: Vendor Lookup, Owner Lookup, Food Benefit Lookup (highlighted), Replacement Checks, FI Peer Group Averages, Mass Communications, Price Survey, Group Education, Reports, Appeals, Compliance Cases and Sanctions, Cost Neutrality, Exception Redemption Analysis, FI Type Price Update, and Financial Penalty.

The main content area contains a search form with the following fields:

- Page name:
- Vendor Name:
- Peer Group:
- Status:
- County:
- ZIP Code:
- Local Agency:
- Officer:
- From Thru:

Below the search form is a table with the following columns: Vendor Name, Status, Peer Group, City, and Local Agency. The table is currently empty and displays the message 'No data to show'.

At the bottom of the page, there are three buttons: 'Add', 'Search', and 'New Search'. A 'Capture screenshot' button is also visible at the bottom center of the page.

2. The Food Benefit Lookup page is displayed.

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Food Benefit Lookup

Search Criteria

Owner Name Vendor Name

Redemption Date From Redemption Date To FI Serial Number From FI Serial Number To

Redemption Totals

Total Redemption Amount Total FB's Redeemed Total Rejection Amount Total FB's Rejected

Search Results

Food Benefit Search

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	Requested Amount	Approved Amount	Approved By	Approved Date
No data to show															

Row count: 10

Search New Search

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.

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Food Benefit Lookup

Search Criteria

Owner Name Vendor Name

Redemption Date From Redemption Date To FI Serial Number From FI Serial Number To

Redemption Totals

Total Redemption Amount Total FB's Redeemed Total Rejection Amount Total FB's Rejected

Search Results

Food Benefit Search

	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
+	<input type="checkbox"/> 0057900802	8/7/2012	10/6/2012		11/4/2012	10/23/2012	200	N	N	14.24	10/23/2012		
+	<input type="checkbox"/> 0057299599	8/14/2012	10/14/2012		11/12/2012	10/23/2012	200	N	N	29.12	10/23/2012		
+	<input type="checkbox"/> 0057299600	8/14/2012	10/14/2012		11/12/2012	10/23/2012	200	N	N	6	10/23/2012		
+	<input type="checkbox"/> 0057982970	9/20/2012	10/20/2012		11/18/2012	10/31/2012	200	N	N	29.42	10/31/2012		
+	<input type="checkbox"/> 0057978617	9/26/2012	10/26/2012		11/24/2012	11/13/2012	200	N	N	17.05	11/13/2012		
+	<input type="checkbox"/> 0057978618	9/26/2012	10/26/2012		11/24/2012	11/13/2012	200	N	N	25.53	11/13/2012		
+	<input type="checkbox"/> 0057978619	9/26/2012	10/26/2012		11/24/2012	11/26/2012	200	N	N	6	11/26/2012		
+	<input type="checkbox"/> 0057978622	9/26/2012	11/25/2012		12/24/2012	12/11/2012	200	N	N	6	12/11/2012		
+	<input type="checkbox"/> 0057978626	9/26/2012	10/26/2012		11/24/2012	11/13/2012	200	N	N	79.95	11/13/2012		
+	<input type="checkbox"/> 0057978627	9/26/2012	11/25/2012		12/24/2012	12/6/2012	200	N	N	63.96	12/6/2012		

Row count: 10

Search New Search

5. To view the Rejected Reason Code and Description for a food benefit, click on the + sign next to the Serial Number.

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Food Benefit Lookup

Search Criteria

Owner Name Vendor Name

Redemption Date From Redemption Date To FI Serial Number From FI Serial Number To

Redemption Totals

Total Redemption Amount	Total FB's Redeemed	Total Rejection Amount	Total FB's Rejected
\$39,984.72	1526	\$0.00	0

Search Results

Food Benefit Search

	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		

Details

Rejected Reason Code	Description
No data available!	

+	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		

<< < > >> Row count: 10

Search New Search

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.

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Back to List New Search

Serial Number	Issue Date	First Date To Use	Late Date To Use
0057982970	9/20/2012	10/20/2012	11/18/2012
<input type="checkbox"/> Replacement	<input type="checkbox"/> Compliance Buy	Reject Date	Cleared Date
			10/31/2012
Printed By	Redeemed Date	Redemption Amount	Maximum Amount
	10/31/2012	29.42	200
Requested Amount	Approved Amount	Approved By	Approved Date
Void Date			

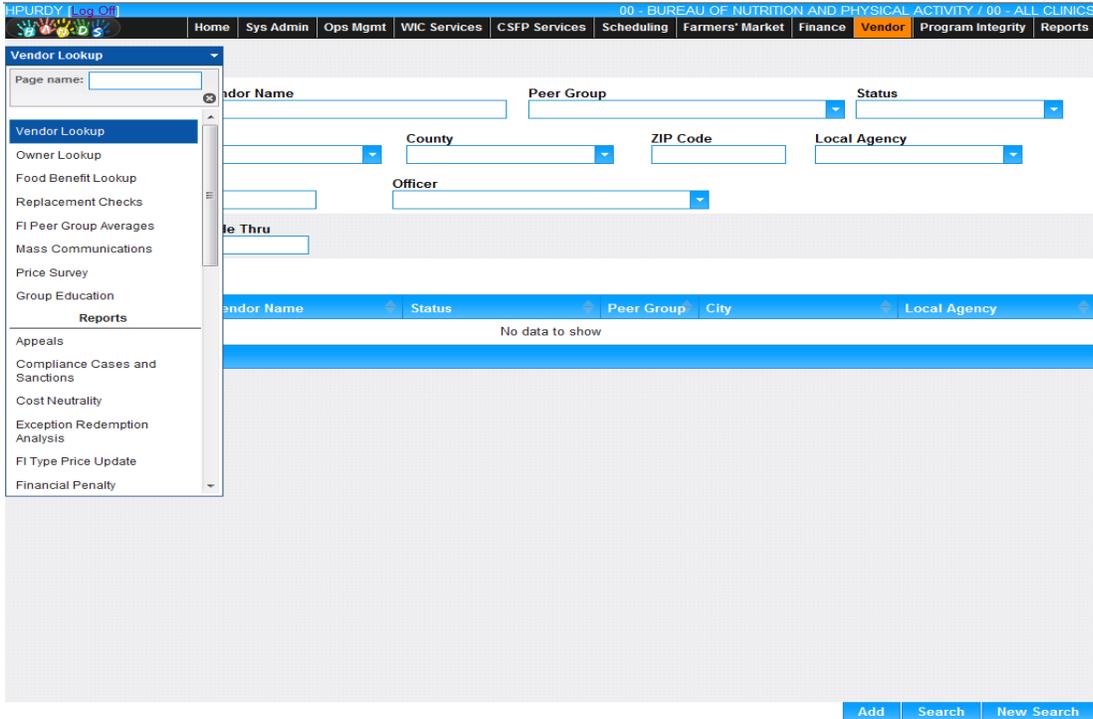
7. Click the Back to List button to return to the Food Benefit search results.

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.

Owner Lookup

Owner Type of Ownership Federal ID State ID

Owner ID	Corp Name	Type of Ownership	Federal ID	State ID
No data to show				

Row count: 10

Add Search New Search

3. Enter the search criteria for the information you want to search for. Click Search. All owners matching the search results are displayed.

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Owner Lookup

Owner Type of Ownership Federal ID State ID

Owner ID	Corp Name	Type of Ownership	Federal ID	State ID
7001	ALBERTSON'S,LLC	F - LIMITED LIABILITY CORPORATION	820184434	20125574Z

Row count: 10 Showing 1-1 of 1

Add Search New Search

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.

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Back to List New Search

Owner
7001: ALBERTSON'S,LLC
Owner Phone
N/A
Owner Address
PO BOX 20
BOISE ID 83726

***Corp Name**
ALBERTSON'S,LLC
Federal ID
820184434
***State ID**
20125574Z

***Type of Ownership**
F - LIMITED LIABILITY CORPORATION
Group Code
02

Street Address
***Address 1**
PO BOX 20
Address 2
ATTN: ANGIE DUNNE
***City, State, ZIP Code, and County**
BOISE, ID 83726 ADA

Mailing Address Copy Street To Mailing
***Address 1**
PO BOX 20
Address 2
ATTN: ANGIE DUNNE
***City, State, ZIP Code, and County**
BOISE, ID 83726 ADA

Bank Information
Bank Name
BANK OF AMERICA
Account Number
1233812125
Federal ID
999999999
Routing Number
121000358
 Deposit

Phone Numbers + Add
Phone Numbers + Add

Phone Type	Phone Number	Ext.	Priority	
WP - WORK PHONE	(208) 395-6200		Other	<input type="checkbox"/>

Officer Information + Add
Officer Information + Add

Last Name	First Name	MI	SSN	Date of Birth	Start Date	End Date	Officer Percent Owned	Primary	
MILLER	ROBERT				06/07/2011		100	Yes	<input type="checkbox"/>

Add Vendor Save Reset

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.

The image shows a dialog box titled "Add" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- *Phone Type**: A yellow dropdown menu.
- *Phone Number**: A yellow text input field.
- Ext.**: A white text input field with a blue border.
- *Priority**: Three radio button options: **Primary**, **Secondary**, and **Other**, all on a blue background.
- Buttons**: **OK** and **Cancel** buttons in blue boxes at the bottom right.

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.

Add✕

*Last Name

First Name

MI

SSN

Date of Birth

*Start Date

End Date

*Officer Percent Owned

*Primary
 Yes No

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.

The screenshot shows the 'Add Owner' form in the HPURDY system. The top navigation bar includes 'Home', 'Sys Admin', 'Ops Mgmt', 'WIC Services', 'CSFP Services', 'Scheduling', 'Farmers' Market', 'Finance', 'Vendor', 'Program Integrity', and 'Reports'. The form is divided into several sections:

- Corp Information:** Fields for *Corp Name, Federal ID, and *State ID.
- Ownership:** *Type of Ownership (dropdown) and Group Code.
- Street Address:** *Address 1, Address 2, and *City, State, ZIP Code, and County.
- Mailing Address:** *Address 1, Address 2, and *City, State, ZIP Code, and County. Includes a 'Copy Street To Mailing' button.
- Bank Information:** Bank Name (dropdown), Account Number, Federal ID, and Routing Number. Includes a 'Deposit' button.
- Phone Numbers:** A table with columns for Phone Type, Phone Number, Ext., and Priority. Includes an 'Add' button and a 'No data to show' message.
- Officer Information:** A table with columns for Last Name, First Name, MI, SSN, Date of Birth, Start Date, End Date, Officer Percent Owned, and Primary. Includes an 'Add' button and a 'No data to show' message.

At the bottom right of the form are 'Save' and 'Reset' buttons.

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.

The screenshot shows a dialog box titled "Add" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- *Phone Type:** A dropdown menu with a yellow background and a downward arrow.
- *Phone Number:** A text input field with a yellow background.
- Ext.:** A text input field with a white background and a blue border.
- *Priority:** Three radio button options: "Primary", "Secondary", and "Other", all on a blue background.

At the bottom right of the dialog, there are two buttons: "OK" and "Cancel", both with blue backgrounds and white text.

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.

Add✕

*Last Name

First Name

MI

SSN

Date of Birth

*Start Date

End Date

*Officer Percent Owned

*Primary
 Yes No

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.

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

Back to List New Search

Owner
7001: ALBERTSON'S,LLC
Owner Phone
N/A
Owner Address
PO BOX 20
BOISE ID 83726

*Corp Name
ALBERTSON'S,LLC

Federal ID
820184434

*State ID
20125574Z

*Type of Ownership
F - LIMITED LIABILITY CORPORATION

Group Code
02

Street Address

*Address 1
PO BOX 20

Address 2
ATTN: ANGIE DUNNE

*City, State, ZIP Code, and County
BOISE, ID 83726 ADA

Mailing Address Copy Street To Mailing

*Address 1
PO BOX 20

Address 2
ATTN: ANGIE DUNNE

*City, State, ZIP Code, and County
BOISE, ID 83726 ADA

Bank Information

Bank Name
BANK OF AMERICA

Account Number
1233812125

Federal ID
999999999

Routing Number
121000358

Deposit

Phone Numbers

Phone Type	Phone Number	Ext.	Priority	
WP - WORK PHONE	(208) 395-6200		Other	<input checked="" type="checkbox"/> <input type="checkbox"/>

Officer Information

Last Name	First Name	MI	SSN	Date of Birth	Start Date	End Date	Officer Percent Owned	Primary	
MILLER	ROBERT				06/07/2011		100	Yes	<input checked="" type="checkbox"/> <input type="checkbox"/>

Add Vendor Save Reset

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.

Edit ✕

*Last Name

First Name

MI

SSN

Date of Birth

*Start Date

End Date

*Officer Percent Owned

*Primary
 Yes No

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.

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Back to List New Search

Owner
7001: ALBERTSON'S, LLC
Owner Phone
N/A
Owner Address
PO BOX 20
BOISE ID 83726

***Corp Name**
ALBERTSON'S, LLC
Federal ID
820184434
***State ID**
20125574Z

***Type of Ownership**
F - LIMITED LIABILITY CORPORATION
Group Code
02

Street Address
***Address 1**
PO BOX 20
Address 2
ATTN: ANGIE DUNNE
***City, State, ZIP Code, and County**
BOISE, ID 83726 ADA

Mailing Address Copy Street To Mailing
***Address 1**
PO BOX 20
Address 2
ATTN: ANGIE DUNNE
***City, State, ZIP Code, and County**
BOISE, ID 83726 ADA

Bank Information
Bank Name
BANK OF AMERICA
Account Number
1233812125
Federal ID
999999999
Routing Number
121000358
Deposit

Phone Numbers
Phone Numbers + Add

Phone Type	Phone Number	Ext.	Priority
WP : WORK PHONE	(208) 395-6200		Other

Officer Information
Officer Information + Add

Last Name	First Name	MI	SSN	Date of Birth	Start Date	End Date	Officer Percent Owned	Primary
MILLER	ROBERT				06/07/2011		100	Yes

Add Vendor Save Reset

4. Click the Add Vendor button at the bottom of the page. The Add Vendor page is displayed.

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

[Back to Owner](#)

*Owner: 7007 ALBERTSON'S, LLC Ownership Date:

*Vendor Name: *Vendor Type:

*Peer Group: *Risk Level: LOW Previous Vendor: Previous Expiration Date:

*Primary Phone: Ext.: *Phone Type:

Street Address **Mailing Address** [Copy Street To Mailing](#)

*Address 1: *Address 1:

Address 2: Address 2:

*City, State, ZIP Code, and County: *City, State, ZIP Code, and County:

Primary Contact

*Title: *Last Name: *First Name: MI:

*Primary Phone: Ext.: *Phone Type:

Conflict Of Interest ADA Compliance Operating Permit Valid

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.

The screenshot displays the 'Vendor Management' interface. At the top, the navigation bar includes 'Home', 'Sys Admin', 'Ops Mgmt', 'WIC Services', 'CSFP Services', 'Scheduling', 'Farmers' Market', 'Finance', 'Vendor', 'Program Integrity', and 'Reports'. The 'Vendor' menu is open, showing options like 'Vendor Lookup', 'Owner Lookup', 'Food Benefit Lookup', 'Replacement Checks', 'FI Peer Group Averages', 'Mass Communications', 'Price Survey', 'Group Education', 'Reports', 'Appeals', 'Compliance Cases and Sanctions', 'Cost Neutrality', 'Exception Redemption Analysis', 'FI Type Price Update', and 'Financial Penalty'. The 'Replacement Checks' option is selected. The main content area features a search form with fields for 'Vendor Name', 'Peer Group', 'Status', 'County', 'ZIP Code', 'Local Agency', and 'Officer'. Below the search form is a table with columns for 'Vendor Name', 'Status', 'Peer Group', 'City', and 'Local Agency'. The table currently shows 'No data to show'. At the bottom right, there are buttons for 'Add', 'Search', and 'New Search'. A 'Capture screenshot' button is located at the bottom center of the page.

2. The Replacement Checks search page is displayed.

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Replacement Checks

Owner ID / Owner Name

Vendor Name Vendor ID

Starting Serial Number Ending Serial Number

Mailing Address Billing Address Copy Mailing To Billing

Address 1 Address 1

Address 2 Address 2

City, State, ZIP Code, and County City, State, ZIP Code, and County

Serial Number	Vendor ID	Issue Date	Redeemed Amount	Not To Exceed Amount	Reject Date	Reject Reason	Replacement Amount	Preview Check
No data to show								

Row count: 10

Total Replacement Amount

Search Save Reset

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.

Replacement Checks

Owner ID / Owner Name

Vendor Name

Vendor ID

Starting Serial Number

Ending Serial Number

Mailing Address

Address 1

Address 2

City, State, ZIP Code, and County

Billing Address

Copy Mailing To Billing

Address 1

Address 2

City, State, ZIP Code, and County

Serial Number	Vendor ID	Issue Date	Redeemed Amount	Not-To-Exceed Amount	Reject Date	Reject Reason	Replacement Amount	Preview Check
0069444599	10	5/2/2014	\$22.72	\$200.00	6/3/2014	D - MISSING SIGNATURE / VOID	\$0.00	Preview Check
0069450177	10	6/3/2014	\$35.14	\$200.00	7/23/2014	B - DATE OF USE/REDEEMED EARLY / VOID	\$0.00	Preview Check
0069450179	10	6/3/2014	\$5.00	\$200.00	7/23/2014	B - DATE OF USE/REDEEMED EARLY / VOID	\$0.00	Preview Check
0017406375	10	8/8/2005	\$13.53	\$200.00	10/18/2005	D - MISSING SIGNATURE / VOID	\$0.00	Preview Check
0070718279	10	6/20/2014	\$32.05	\$200.00	7/17/2014	B - DATE OF USE/REDEEMED EARLY / VOID	\$0.00	Preview Check
0071781709	10	8/20/2014	\$8.00	\$200.00	8/26/2014	D - MISSING SIGNATURE / VOID	\$0.00	Preview Check
0071782183	10	8/22/2014	\$13.60	\$200.00	8/28/2014	I - EXCEED AMOUNT FOR F...	\$0.00	Preview

Search Save Reset

6. If desired, click the Preview Check button on the row of the instrument you want to view. The Check Preview window displays.

Check Preview
✕

<small>ISSUE DATE</small> 00	<small>ISSUE TIME</small> 00	<small>PARTICIPANT ID</small> 21130887945	<small>PARTICIPANT NAME</small> LACEY, NATASHA	<small>DRAFT TYPE</small> 003773AZ	<small>DRAFT #</small> 69450179
REDEEMABLE AT APPROVED WIC STORES OR AUTHORIZED FARMERS' MARKETS UP TO \$5.00 ANY COMBINATION FRUITS/VEGETABLES (FRESH, FROZEN AND/OR CANNED) WIC CUSTOMER MAY PAY AMOUNT OVER \$5.00				VENDOR MUST DEPOSIT WITHIN 60 CALENDAR DAYS FROM FIRST DATE TO USE.	
void				<small>FIRST DATE TO USE</small>	7/25/2014
				<small>LAST DATE TO USE</small>	8/23/2014
VOID				PAY TO THE ORDER OF:	
				VOID	
VOID					
0069450179 :091912482: 802070*					
<small>ISSUE DATE</small> 00	<small>ISSUE TIME</small> 00	<small>PARTICIPANT ID</small> 21130887945	<small>PARTICIPANT NAME</small> LACEY, NATASHA	<small>DRAFT TYPE</small> 0069450179 to 0069450179	<small>DRAFT #</small> 7/25/2014 to 8/23/2014

OK

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.

Edit
✕

Redeemed Amount

Not-To-Exceed Amount

Reject Reason

Replacement Amount

OK
Cancel

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.

The screenshot displays the HPURDY system interface. At the top, there is a navigation bar with tabs for Home, Sys Admin, Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor (highlighted), Program Integrity, and Reports. Below this is a 'Vendor Lookup' dropdown menu with a list of options: Vendor Lookup, Owner Lookup, Food Benefit Lookup, Replacement Checks, FI Peer Group Averages (highlighted), Mass Communications, Price Survey, Group Education, Reports, Appeals, Compliance Cases and Sanctions, Cost Neutrality, Exception Redemption Analysis, FI Type Price Update, and Financial Penalty.

The main content area is a search form for 'FI Peer Group Averages'. It includes the following fields:

- Vendor Name (text input)
- Peer Group (dropdown menu)
- Status (dropdown menu)
- County (dropdown menu)
- ZIP Code (text input)
- Local Agency (dropdown menu)
- Officer (dropdown menu)
- File Thru (text input)

Below the search form is a table with the following columns: Vendor Name, Status, Peer Group, City, and Local Agency. The table currently displays the message 'No data to show'.

At the bottom of the page, there are buttons for 'Add', 'Search', and 'New Search', along with a 'Capture screenshot' button.

2. The FI Peer Group Averages search screen is displayed.

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FI Peer Group Averages

Search Criteria

*Peer Group ID 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
No data to show								

Row count: 10

Search Save Reset

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.

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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

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.



The screenshot shows a dialog box titled "Edit" with a close button (X) in the top right corner. Inside the dialog, there are two input fields. The first field is labeled "*Override %" and contains the value "0". The second field is labeled "# Std Devs" and contains the value "3.00". At the bottom right of the dialog, there are two buttons: "OK" and "Cancel".

2. Specify the Override % or the # of Standard Deviations.

3. To discard changes and close the window, click Cancel.

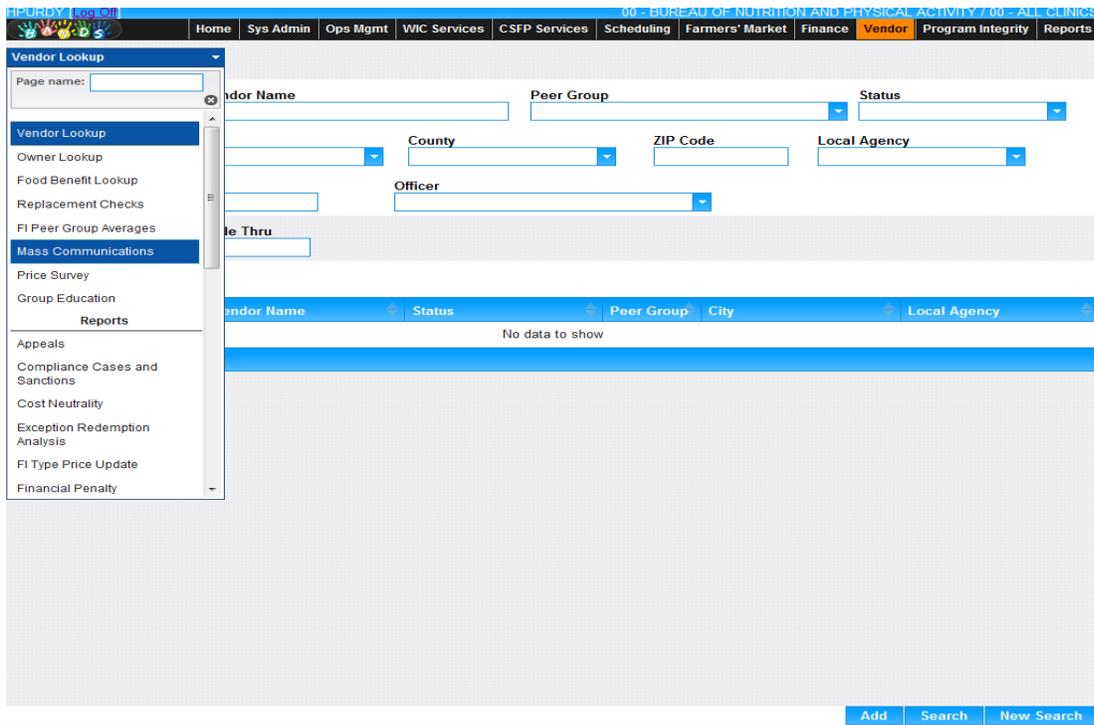
4. To save changes and close the window, click OK.

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/appllicant.

1. From the Vendor module, select Mass Communications form the navigation drop down list.



2. The Mass Communications search page is displayed.

The screenshot shows a web application interface for 'Mass Communications'. At the top, there is a navigation bar with links: Home, Sys Admin, Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor (highlighted), Program Integrity, and Reports. Below this is a search form with the following fields:

- Communication Type (dropdown menu)
- Contact Date (text input)
- Delivery Method (dropdown menu)
- Certified Mail Date (text input)
- Certificate of Mailing Date (text input)
- Green Card Date (text input)

Below the search form is a table with the following columns: Communication Date, Communication Type, Delivery Method, Certified Mail Date, Green Card Date, and Certificate of Mailing Date. The table currently displays 'No data to show'. Below the table is a 'Row count' dropdown menu set to '10'. At the bottom right of the page are three buttons: 'Add', 'Search', and 'New Search'.

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.

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Mass Communications

Communication Type Contact Date

Delivery Method

Certified Mail Date Certificate of Mailing Date Green Card Date

Communication Date	Communication Type	Delivery Method	Certified Mail Date	Green Card Date	Certificate of Mailing Date
07/22/0223	VENDOR TRAINING ALERT	CERTIFIED MAIL	07/22/0223		
07/22/0223	VENDOR TRAINING ALERT	CERTIFIED MAIL	07/22/0223	07/23/2003	
07/22/0223	VENDOR TRAINING ALERT	CERTIFIED MAIL	07/22/0223	07/23/2003	
07/22/0223	VENDOR TRAINING ALERT	CERTIFIED MAIL	07/22/0223	07/23/2003	
07/22/0223	VENDOR TRAINING ALERT	CERTIFIED MAIL	07/22/0223	07/23/2003	
07/22/0223	VENDOR TRAINING ALERT	CERTIFIED MAIL	07/22/0223	07/23/2003	
07/22/0223	VENDOR TRAINING ALERT	CERTIFIED MAIL	07/22/0223	07/23/2003	
07/22/0223	VENDOR TRAINING ALERT	CERTIFIED MAIL	07/22/0223	07/23/2003	
07/22/0223	VENDOR TRAINING ALERT	CERTIFIED MAIL	07/22/0223	07/23/2003	
07/22/0223	VENDOR TRAINING ALERT	CERTIFIED MAIL	07/22/0223	07/23/2003	

Row count: 10 Showing 1-10 of 56885

Capture screenshot.

Add Search New Search

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.

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

Back to List

*Communication Type *Contact Date

*Delivery Method

Certified Mail Date Certificate of Mailing Date Green Card Date

Comment
Volume 13, Issue 9.

Vendor ID	Vendor Name	Contact Date	Green Card Date
0561	BASHAS' #1	07/22/223	07/23/2003

Row count: 10 Showing 1-1 of 1

Add Vendors Save Reset

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.



The screenshot shows a window titled "Edit" with a close button (X) in the top right corner. Below the title bar, there are two date input fields. The first field is labeled "Contact Date" and contains the text "07/22/223". The second field is labeled "Green Card Date" and contains the text "07/23/2003". At the bottom right of the window, there are two buttons: "OK" and "Cancel".

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.

HPURDY [log out] 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

Back to List

*Communication Type
K - VENDOR TRAINING ALERT

*Contact Date
07/22/2023

*Delivery Method
4 - CERTIFIED MAIL

Certified Mail Date
07/22/2023

Certificate of Mailing Date

Green Card Date
07/23/2003

Comment
Volume 13, Issue 9.

Vendor ID	Vendor Name	Contact Date	Green Card Date
0561	BASHAS' #1	07/22/2023	07/23/2003

Row count: 10 Showing 1-1 of 1

Add Vendors Save Reset

2. Click the Add Vendor button to add one or more vendors to the communication. The Vendor Search page is displayed.

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

[Return To Communication](#)

Vendor ID / Applicant ID Vendor Name Peer Group Status

SNAP Auth. Number City County ZIP Code Local Agency

Owner Name Officer

ZIP Code From ZIP Code Thru

Applicant ID	Vendor ID	Vendor Name	Status	Peer Group	City	Local Agency
No data to show						

Search NewSearch Select

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.

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

[Return To Communication](#)

Vendor ID / Applicant ID Vendor Name Peer Group Status

SNAP Auth. Number City County ZIP Code Local Agency

Owner Name Officer

ZIP Code From ZIP Code Thru

Applicant ID	Vendor ID	Vendor Name	Status	Peer Group	City	Local Agency
<input type="checkbox"/> A449	1955	SAFEWAY, INC. #1126	TERMINATED/DISQUALIFIED	NATIONAL, REGIONAL, OR LOCAL CHAIN	SCOTTSDALE	

Search NewSearch Select

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.

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

Back to List

WARNING - Click SAVE to connect 1 Vendor to this Communication or click Reset.

*Communication Type: K - VENDOR TRAINING ALERT *Contact Date: 07/22/0223

*Delivery Method: 4 - CERTIFIED MAIL

Certified Mail Date: 07/22/0223 Certificate of Mailing Date: Green Card Date: 07/23/2003

Comment: Volume 13, Issue 9.

Vendors / Applicants			
Vendor ID	Vendor Name	Contact Date	Green Card Date
0561	BASHAS' #1	07/22/223	07/23/2003
1955	SAFEWAY, INC. #1126	07/22/223	07/23/2003

Row count: 10 Showing 1-2 of 2

Buttons: Add Vendors, Save, Reset

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.

The screenshot shows a web application interface for adding a mass communication. At the top, there is a navigation bar with links like Home, Sys Admin, Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor (highlighted), Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main form area contains several input fields: '*Communication Type' (a dropdown menu), '*Contact Date' (a date field), '*Delivery Method' (a dropdown menu with '1 - FIRST CLASS MAIL' selected), 'Certified Mail Date' (a date field), 'Certificate of Mailing Date' (a date field), and 'Green Card Date' (a date field). Below these fields is a 'Comment' section with a large text area. Underneath the comment section is a table titled 'Vendors / Applicants'. The table has columns for 'Vendor ID', 'Vendor Name', 'Contact Date', and 'Green Card Date'. The table currently displays 'No data to show'. Below the table is a 'Row count' dropdown set to '10'. At the bottom of the form, there are buttons for 'Capture screenshot', 'Add Vendors', 'Save', and 'Reset'.

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.

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

[Return To Communication](#)

Vendor ID / Applicant ID Vendor Name Peer Group Status

SNAP Auth. Number City County ZIP Code Local Agency

Owner Name Officer

ZIP Code From ZIP Code Thru

Applicant ID	Vendor ID	Vendor Name	Status	Peer Group	City	Local Agency
No data to show						

[Search](#) [NewSearch](#) [Select](#)

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 results.

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

[Return To Communication](#)

Vendor ID / Applicant ID Vendor Name Peer Group Status

SNAP Auth. Number City County ZIP Code Local Agency

Owner Name Officer

ZIP Code From ZIP Code Thru

Applicant ID	Vendor ID	Vendor Name	Status	Peer Group	City	Local Agency
<input type="checkbox"/> A449	1955	SAFEWAY, INC. #1126	TERMINATED/DISQUALIFIED	NATIONAL, REGIONAL, OR LOCAL CHAIN	SCOTTSDALE	

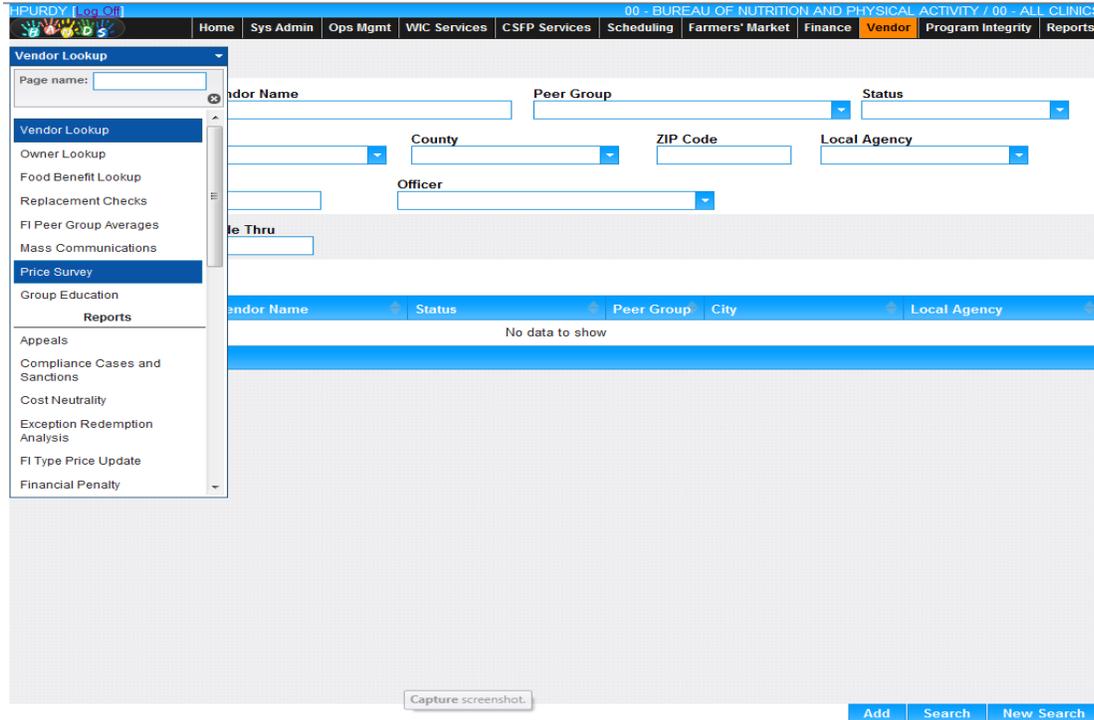
[Search](#) [NewSearch](#) [Select](#)

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.

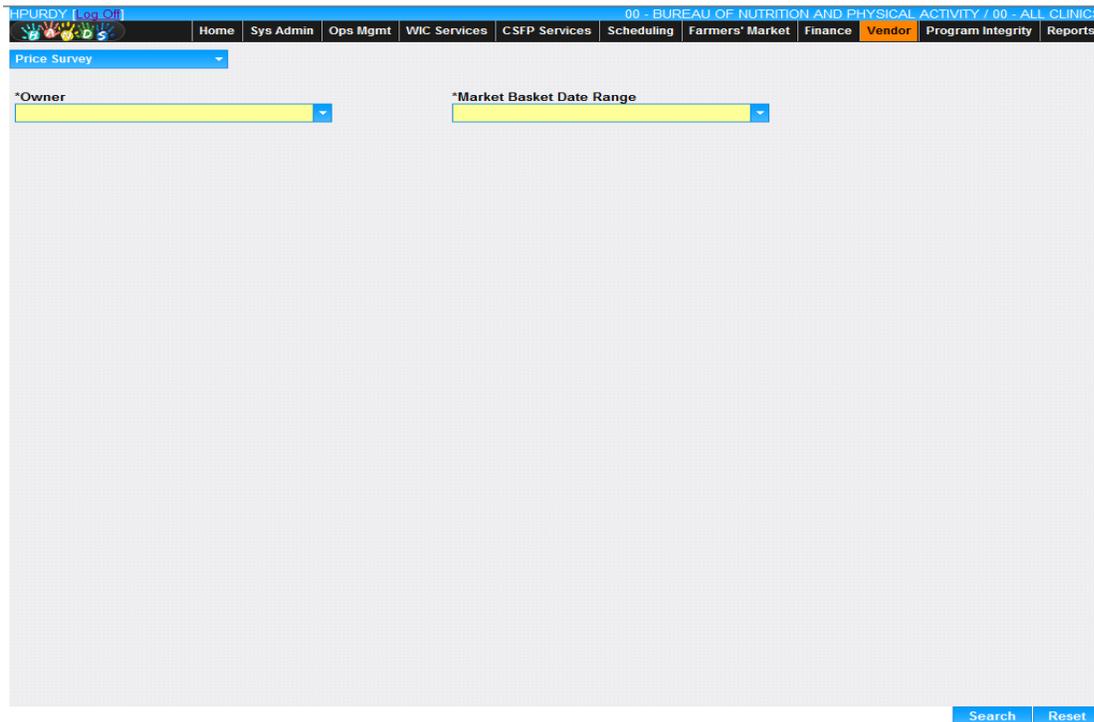
Vendor Management: Price Survey

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.



The screenshot shows a web application interface for a Price Survey search. At the top, there is a navigation bar with the following items: 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 (highlighted), Program Integrity, and Reports. Below the navigation bar is a dropdown menu labeled "Price Survey". The main content area contains two required search criteria: "*Owner" and "*Market Basket Date Range", each with a yellow dropdown menu. At the bottom right of the page, there are two buttons: "Search" and "Reset".

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

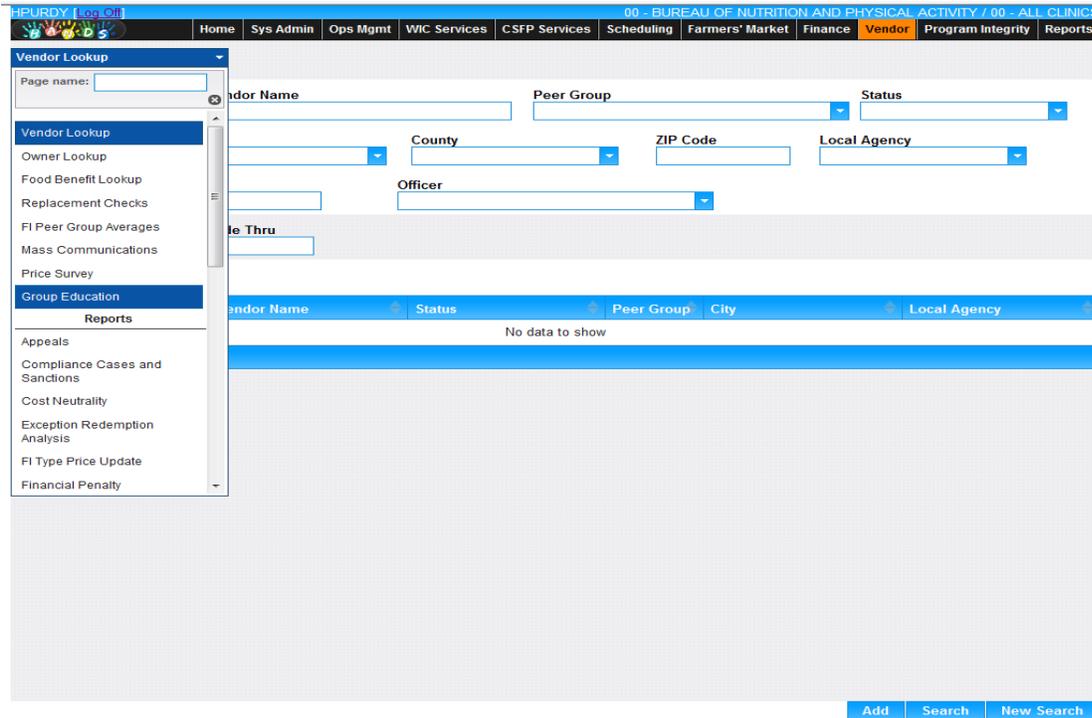
Item ID	Brand / Variety	Size	Actual Size	Item Price
Food Description	Description	Size	Actual Size	Item Price
INFANT FORMULA	ENFAMIL PROSOBEE (F	OZ	12.9	\$16.99
Food Description	Description	Size	Actual Size	Item Price
MILK	STORE OR HOUSE (WH	GAL	1	\$2.56
Food Description	Description	Size	Actual Size	Item Price
MILK	STORE OR HOUSE (1%	GAL	1	\$2.56
Food Description	Description	Size	Actual Size	Item Price
CHEESE	STORE OR HOUSE (CH	LB	1	\$5.99
Food Description	Description	Size	Actual Size	Item Price
CHEESE	STORE OR HOUSE (MO	LB	1	\$5.99
Food Description	Description	Size	Actual Size	Item Price
EGGS	STORE OR HOUSE (LAF	CDOZ	1	\$1.93
Food Description	Description	Size	Actual Size	Item Price
JUICE	TREE TOP (APPLE)	OZ	64	\$4.39
Food Description	Description	Size	Actual Size	Item Price
JUICE FROZEN	ANY BRAND (FROZEN Q	OZ	11.5	\$2.99
Food Description	Description	Size	Actual Size	Item Price
CEREAL	CHEERIOS (PLAIN)	OZ	18	\$4.99
Food Description	Description	Size	Actual Size	Item Price
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.

The screenshot shows a web application interface for searching Group Education courses. At the top, there is a navigation bar with the user name 'HPURDY [Log Off]' and the page title '00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINIC'. Below the navigation bar is a menu with options: Home, Sys Admin, Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor (highlighted), Program Integrity, and Reports. The main content area is titled 'Group Education' and contains search filters for Course, Trainer, Location, and Actual Date. Below the filters is a table with columns: Description, Trainer, Location, Actual Date, and Comment. The table currently displays 'No data to show'. At the bottom of the table, there is a 'Row count' dropdown set to '10'. At the very bottom of the page, there are buttons for 'Capture screenshot', 'Add', 'Search', and 'New Search'.

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.

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

Group Education

Course: [K - ANNUAL TRAINING ALERT] Trainer: []

Location: [] Actual Date: []

Description	Trainer	Location	Actual Date	Comment
<input type="checkbox"/> K - ANNUAL TRAINING ALERT	STATE STAFF	OTHER		
<input type="checkbox"/> K - ANNUAL TRAINING ALERT	STATE STAFF	VENDOR SITE		
<input type="checkbox"/> K - ANNUAL TRAINING ALERT	STATE STAFF	OTHER		
<input type="checkbox"/> K - ANNUAL TRAINING ALERT	STATE STAFF	OTHER		
<input type="checkbox"/> K - ANNUAL TRAINING ALERT	STATE STAFF	OTHER		
<input type="checkbox"/> K - ANNUAL TRAINING ALERT	STATE STAFF	OTHER		
<input type="checkbox"/> K - ANNUAL TRAINING ALERT	STATE STAFF	OTHER		
<input type="checkbox"/> K - ANNUAL TRAINING ALERT	STATE STAFF	OTHER		
<input type="checkbox"/> K - ANNUAL TRAINING ALERT	STATE STAFF	OTHER		
<input type="checkbox"/> K - ANNUAL TRAINING ALERT	STATE STAFF	OTHER		

Row count: 10 Showing 1-10 of 4702

Capture screenshot. Add Search New Search

5. Click the Description link for the course you wish to view or edit. The Edit Course page is displayed.

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

Back to List

*Course: [K - ANNUAL TRAINING ALERT] *Trainer: [A - STATE STAFF]

*Location: [I - VENDOR SITE] Actual Date: []

Comment: []

Vendor ID	Vendor Name	Actual Attendance	Test Score	Test Date	Comment
No data to show					

Row count: 10

Add Vendors Save Reset

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.

HPURDY [Log Out] 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

[Return To Education](#)

Vendor ID / Applicant ID Vendor Name Peer Group Status

SNAP Auth. Number City County ZIP Code Local Agency

Owner Name Officer

ZIP Code From ZIP Code Thru

Applicant ID	Vendor ID	Vendor Name	Status	Peer Group	City	Local Agency
No data to show						

[Search](#) [New Search](#) [Select](#)

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.

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

Return To Education

Vendor ID / Applicant ID: Vendor Name: Peer Group: Status:

SNAP Auth. Number: City: County: ZIP Code: Local Agency:

Owner Name: Officer:

ZIP Code From: ZIP Code Thru:

Applicant ID	Vendor ID	Vendor Name	Status	Peer Group	City	Local Agency
<input type="checkbox"/> A387	0010	SAFEWAY, INC. #1055	AUTHORIZED (NEW)	NATIONAL, REGIONAL, OR LOCAL CHAIN	PRESCOTT VALLEY	

Search New Search Select

12. Select the check box next to the vendor(s) to be added to the course.

13. Click the Select button.

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

Back to List

WARNING - Click SAVE to connect 1 Vendors to this Education or click Reset.

*Course: *Trainer:

*Location: Actual Date:

Comment:

Vendor ID	Vendor Name	Actual Attendance	Test Score	Test Date	Comment
0010	SAFEWAY, INC. #1055				

Row count: 10 Showing 1.1 of 1

Add Vendors Save Reset

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.

The screenshot shows a web application interface for adding a new course. At the top, there is a navigation bar with links like Home, Sys Admin, Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor (highlighted), Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main form area contains several fields: '*Course' (a dropdown menu), '*Trainer' (a dropdown menu), '*Location' (a dropdown menu), and '*Actual Date' (a date input field). Below these fields is a 'Comment' text area. Underneath the comment field is a table titled 'Vendors / Applicants'. The table has columns for Vendor ID, Vendor Name, Actual Attendance, Test Score, Test Date, and Comment. The table is currently empty, displaying 'No data to show'. Below the table is a 'Row count' dropdown menu set to '10'. At the bottom right of the form, there are three buttons: 'Add Vendors', 'Save', and 'Reset'.

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.

HPURDY [Log Out] 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

Return To Education

Vendor ID / Applicant ID Vendor Name Peer Group Status

SNAP Auth. Number City County ZIP Code Local Agency

Owner Name Officer

ZIP Code From ZIP Code Thru

<input type="checkbox"/>	Applicant ID	Vendor ID	Vendor Name	Status	Peer Group	City	Local Agency
<input type="checkbox"/>	A449	1955	SAFEWAY, INC. #1126	TERMINATED/DISQUALIFIED	NATIONAL REGIONAL OR LOCAL CHAIN	SCOTTSDALE	

Search New Search Select

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.

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

[Back to List](#)

WARNING - Click **SAVE** to connect 1 Vendors to this Education or click **Reset**.

*Course: H - HIGH VOLUME TRAINING *Trainer: A - STATE STAFF

*Location: 2 - STATE AGENCY SITE Actual Date: 09/11/2014

Comment

Vendors / Applicants

Vendor ID	Vendor Name	Actual Attendance	Test Score	Test Date	Comment
1955	SAFEWAY, INC. #1126				

Row count: 10 Showing 1-1 of 1

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.

The screenshot shows the Vendor PI Lookup interface. At the top, there is a navigation menu with the following items: Home, Sys Admin, Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity (highlighted), and Reports. Below the menu, there is a search area with two input fields: 'Vendor ID / Applicant ID' and 'Vendor Name'. Below the search fields is a table with the following columns: Applicant ID, Vendor ID, Vendor Name, Status, Peer Group, Owner, City, ZIP Code, and County. The table currently displays 'No data to show'. Below the table, there is a 'Row count' dropdown menu set to 10. At the bottom of the screen, there are two buttons: 'Search' and 'New Search'. A 'Capture screenshot.' button is also visible at the bottom center.

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.

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

Back to List **Activities** Appeals Cases Collections Communications Sanctions

Activities

Owner
7001: ALBERTSON'S,LLC
Owner Phone
N/A
Owner Address
PO BOX 20
BOISE ID 83726
Vendor
2329: ALBERTSON'S #1002
Vendor Status
AUTHORIZED (NEW)
Vendor Phone
N/A
Vendor Address
9243 E. BASELINE ROAD
MESA AZ 85212
Risk Level
LOW RISK
Compliance Case
N/A

Vendor Activities								
Activity	Form ID	Buy Number	Completion Date	Completion Time	Chng of Own Date	Case	Fiscal Year	
<input checked="" type="checkbox"/> MH - MONITORING / HIGH-RISK FOLLOW-UP VSR			05/19/2010	11:00 AM				
<input checked="" type="checkbox"/> MH - MONITORING / HIGH-RISK FOLLOW-UP VSR			07/24/2007	12:45 PM				
<input checked="" type="checkbox"/> MR - MONITORING / REPRESENTATIVE VSR			05/29/2005	2:15 PM				
<input checked="" type="checkbox"/> MR - MONITORING / REPRESENTATIVE VSR			05/31/2004	9:40 AM				
<input checked="" type="checkbox"/> MR - MONITORING / REPRESENTATIVE VSR			05/29/2003	11:16 AM				
<input checked="" type="checkbox"/> MH - MONITORING / HIGH-RISK FOLLOW-UP VSR			09/06/2002	8:16 AM				

<< < > >> Row count: 10 Showing 1-6 of 6

Add

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.

The screenshot displays the 'View or Modify a Program Integrity Activity' screen. The top navigation bar includes 'HPURDY Log On' and '00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS'. The main menu has 'Program Integrity' highlighted. The left sidebar shows 'Back to Activities' and vendor details for ALBERTSON'S, LLC. The main form area contains the following fields:

- Owner:** 7001: ALBERTSON'S, LLC
- Owner Phone:** N/A
- Owner Address:** PO BOX 20, BOISE ID 83726
- Vendor:** 2329: ALBERTSON'S #1002
- Vendor Status:** AUTHORIZED (NEW)
- Vendor Phone:** N/A
- Vendor Address:** 9243 E. BASELINE ROAD, MESA AZ 85212
- Risk Level:** LOW RISK
- Compliance Case:** N/A
- *Activity:** MH
- Description:** MONITORING / HIGH-RISK FOLLOW-UP
- Form ID:** [Empty]
- *Completion Date:** 07/24/2007
- *Completion Time:** 12:45pm
- *Reviewer/Investigator:** KING, TERRI
- Contact Title:** MANAGER
- Contact Method:** IN-STORE VISIT
- Comment:** [Empty text area]
- Chng of Own Date:** [Empty]
- Case:** [Empty]
- Fiscal Year:** [Empty]
- Buy Number:** [Empty]
- Redemption Indicators:** Select options
- Volume Indicators:** Select options
- Participant Indicators:** Select options
- Other Indicators:** Select options

At the bottom of the form, there are 'Save' and 'Reset' buttons, and a 'Capture screenshot.' button.

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.

HPURDY | Log Out | 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

Back to Activities

Owner
7001: ALBERTSON'S,LLC
Owner Phone
N/A
Owner Address
PO BOX 20
BOISE ID 83726
Vendor
2329: ALBERTSON'S #1002
Vendor Status
AUTHORIZED (NEW)
Vendor Phone
N/A
Vendor Address
9243 E. BASELINE ROAD
MESA AZ 85212
Risk Level
LOW RISK
Compliance Case
N/A

*Activity
[Dropdown]

Form ID [Text] *Completion Date [Text] *Completion Time [Text]

*Reviewer/Investigator [Text] Contact Title [Dropdown] Contact Method [Dropdown]

Comment
[Text Area]

Chng of Own Date [Text] Case [Dropdown] Fiscal Year [Text] Buy Number [Text]

Redemption Indicators [Dropdown] Volume Indicators [Dropdown]
Participant Indicators [Dropdown] Other Indicators [Dropdown]

Save Reset

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 screenshot shows the 'Vendor Program Integrity: Appeals' screen. The top navigation bar includes 'HPURDY | Log Off' and '00 - BUREAU OF NUTRITION AND PHYSICAL ACTIVITY / 00 - ALL CLINICS'. The main navigation tabs are 'Home', 'Sys Admin', 'Ops Mgmt', 'WIC Services', 'CSFP Services', 'Scheduling', 'Farmers' Market', 'Finance', 'Vendor', 'Program Integrity', and 'Reports'. The 'Program Integrity' tab is selected. Below this, there are sub-tabs: 'Back to List', 'Activities', 'Appeals', 'Cases', 'Collections', 'Communications', and 'Sanctions'. The 'Appeals' sub-tab is active. On the left, a sidebar displays vendor information for 'SAFEWAY, INC.', including Owner, Owner Phone, Owner Address, Vendor, Vendor Status, Vendor Phone, Vendor Address, Risk Level, and Compliance Case. The main area displays a table of appeals with columns: Appeal ID, Requested Date, Requested Reason, Coordinated By, Compliance Case, Overall Results, and Close Date. One appeal is listed with ID 34435, requested on 09/11/2014, and reason '11 - TERMINATION - SELECTION CRITERIA - MINIMUM STOCK'. Below the table, there are fields for Denial Date and Disqualification Dates/Thru. An 'Authorization' section shows 'Civil Money Penalty Amount' and 'Civil Money Penalty Date' with 'No data to show'. At the bottom, there is a 'Row count: 10' dropdown and an 'Add' button.

The [+] button next to each appeal may be used to view the details of the appeal.

Appeals											
Appeal ID	Requested Date	Requested Reason			Coordinated By	Compliance Case	Overall Results	Close Date			
34435	09/11/2014	11 - TERMINATION - SELECTION CRITERIA - MINIMUM STOCK			ONS, STATE -		1 - APPEAL REQUESTED				
Expand rows											
Appeal ID	Step Type	Date Requested	Step Held	Reason Not Held	Step Complete Date	Results	Results Date	Vendor Notify Date	Officer Type	Officer Name	Comment
34435	IS4 - INFORMAL SETTLEMENT CONFERENCE CANCELED	09/11/2014	Yes		09/10/2014	4 - APPEAL PENDING	09/10/2014				

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.

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

Back to List

Owner
7015. SAFEWAY, INC.
Owner Phone
N/A
Owner Address
20427 N. 27TH AVE - MS#6008
PHOENIX AZ 85027
Vendor
0010. SAFEWAY, INC. #1055
Vendor Status
AUTHORIZED (NEW)
Vendor Phone
N/A
Vendor Address
7720 EAST HIGHWAY 69
PRESCOTT VALLEY AZ 86314
Risk Level
LOW RISK
Compliance Case
N/A

***Appeal ID**
34435

***Requested Date**
09/11/2014

***Requested Reason**
11 - TERMINATION - SELECTION CRITERIA - MIN

***Coordinated By**
ONS, STATE -

Compliance Case

***Overall Results**
1 - APPEAL REQUESTED

Close Date

Appeal Steps + Add

Step Type	Date Requested	Step Held	Reason Not Held	Step Complete Date	Results	Results Date	Vendor Notify Date	Next Step	Officer Type	Officer Name	Comment
IS4 - INFORMAL SETTLEMENT CONFERENCE CANCELED	09/11/2014	Yes		09/10/2014	4 - APPEAL PENDING	09/10/2014					

Capture screenshot.

Save Reset

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.

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

Back to List

Owner
7015. SAFEWAY, INC.
Owner Phone
N/A
Owner Address
20427 N. 27TH AVE - MS#6008
PHOENIX AZ 85027
Vendor
0010. SAFEWAY, INC. #1055
Vendor Status
AUTHORIZED (NEW)
Vendor Phone
N/A
Vendor Address
7720 EAST HIGHWAY 69
PRESCOTT VALLEY AZ 86314
Risk Level
LOW RISK
Compliance Case
N/A

*Appeal ID
[Text Field]

*Requested Date [Text Field] *Requested Reason [Dropdown]

*Coordinated By [Text Field] Compliance Case [Dropdown]

*Overall Results [Dropdown] Close Date [Text Field]

Appeal Steps + Add

Step Type	Date Requested	Step Held	Reason Not Held	Step Complete Date	Results	Results Date	Vendor Notify Date	Next Step	Officer Type	Officer Name	Comment
No data to show											

Save Reset

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.

Add
✕

*Step Type

*Date Requested

Step Held
 Yes No

Reason Not Held

Step Complete Date

Results

Results Date

Vendor Notify Date

Next Step

Officer Type

Officer Name

Comment

Capture screenshot.

OK
Cancel

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.

Edit
✕

*Step Type
IS4 - INFORMAL SETTLEMENT CONFERENCE CANCELED ▼

*Date Requested
09/11/2014

Step Held
 Yes No

Reason Not Held
 ▼

Step Complete Date
09/10/2014

Results
4 - APPEAL PENDING ▼

Results Date
09/10/2014

Vendor Notify Date

Next Step
 ▼

Officer Type
 ▼

Officer Name

Comment

▲
▼

OK
Cancel

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.

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

Back to List Activities Appeals Cases Collections Communications Sanctions

Cases Case List Food Benefits

Vendor Cases

Case ID	Case Type	Case Status	Start Date	End Date
0010201404	HIGH RISK	IN-PROCESS	09/11/2014	

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

Owner
7015: SAFEWAY, INC.
Owner Phone
N/A
Owner Address
20427 N. 27TH AVE - MS#6008
PHOENIX AZ 85027
Vendor
0010: SAFEWAY, INC. #1055
Vendor Status
AUTHORIZED (NEW)
Vendor Phone
N/A
Vendor Address
7720 EAST HIGHWAY 69
PRESCOTT VALLEY AZ 86314
Risk Level
LOW RISK
Compliance Case
0010201404

Capture screenshot. Add

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.

The screenshot displays the 'Compliance Case' screen. On the left sidebar, the following information is shown:

- Owner:** 7015: SAFEWAY, INC.
- Owner Phone:** N/A
- Owner Address:** 20427 N. 27TH AVE - MS#6008 PHOENIX AZ 85027
- Vendor:** 0010: SAFEWAY, INC. #1055
- Vendor Status:** AUTHORIZED (NEW)
- Vendor Phone:** N/A
- Vendor Address:** 7720 EAST HIGHWAY 69 PRESCOTT VALLEY AZ 86314
- Risk Level:** LOW RISK
- Compliance Case:** 0010201404

The main form contains the following fields:

- *Case Status:** 1 - IN-PROCESS
- *Start Date:** 09/11/2014
- End Date:** (empty)
- *Case Type:** 4 - HIGH RISK
- Fiscal Year:** 2014
- Case #:** 0010201404
- *Case Designation:** H - HIGH RISK
- Investigator Out Of Agency:** (checked)
- Comment:** (empty text area)

The 'Compliance Clients' table is currently empty, displaying 'No data to show'.

At the bottom of the form, there are four indicator dropdown menus:

- Redemption Indicators:** A-Extremely small amount
- Volume Indicators:** E-Large percent of high-priced food
- Participant Indicators:** L-Participants/other Complaints
- Other Indicators:** Q-Excessive number of returned checks due

Buttons for 'Add Clients', 'Save', and 'Reset' are located at the bottom right of the form.

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.

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

Back to List Activities Appeals Cases Collections Communications Sanctions

Cases Case List Food Benefits

Owner
7015: SAFEWAY, INC.
Owner Phone
N/A
Owner Address
20427 N. 27TH AVE - MS#6008
PHOENIX AZ 85027
Vendor
0010: SAFEWAY, INC. #1055
Vendor Status
AUTHORIZED (NEW)
Vendor Phone
N/A
Vendor Address
7720 EAST HIGHWAY 69
PRESCOTT VALLEY AZ 86314
Risk Level
LOW RISK
Compliance Case
0010201404

Vendor Cases

Case ID	Case Type	Case Status	Start Date	End Date
0010201404	HIGH RISK	IN-PROCESS	09/11/2014	

Row count: 10 Showing 1-1 of 1

Capture screenshot. Add

All cases associated with the vendor are displayed when the screen opens.

1. Click Add.

The New Case screen is displayed.

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

[Back to List](#)

Owner
7015: SAFEWAY, INC.
Owner Phone
N/A
Owner Address
20427 N. 27TH AVE - MS#6008
PHOENIX AZ 85027
Vendor
0010: SAFEWAY, INC. #1055
Vendor Status
AUTHORIZED (NEW)
Vendor Phone
N/A
Vendor Address
7720 EAST HIGHWAY 69
PRESCOTT VALLEY AZ 86314
Risk Level
LOW RISK
Compliance Case
0010201404

Compliance Case

*Case Status *Start Date End Date

*Case Type Fiscal Year Case #

*Case Designation Investigator Out Of Agency

Comment

Compliance Clients

Agency	Clinic	Family ID	Authorized Rep.	Client ID	Full Name	Age
No data to show						

Redemption Indicators Volume Indicators

Participant Indicators Other Indicators

[Capture screenshot](#) [Add Clients](#) [Save](#) [Reset](#)

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 and 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.

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

Back to Case

Client ID Family ID Last Name First Name

Compliance Clients

Client ID	Family ID	Name	Age
No data to show			

Row count: 10

Search New Search Select

Capture screenshot.

3. Enter one or more client search criteria.
4. Click Search.

The screen displays all clients that match the search criteria.

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

Back to Case

Client ID Family ID Last Name First Name

Compliance Clients

<input type="checkbox"/>	Client ID	Family ID	Name	Age
<input type="checkbox"/>	1071097068	140274514	GOODE, NOAH	3 years, 1 months
<input type="checkbox"/>	1071097069	140274515	GOODE, NOAH	0 years, 6 months
<input type="checkbox"/>	1071097072	140274516	GOODE, NOAH	3 years, 1 months
<input type="checkbox"/>	1071097073	140274517	GOODE, BELLA	0 years, 6 months
<input type="checkbox"/>	1071097077	140274518	GOODE, NOAH	3 years, 1 months
<input type="checkbox"/>	1071097093	140274519	WEISS, NATASHA	0 years, 6 months
<input type="checkbox"/>	1071097102	140274520	WEISS, LEO	3 years, 1 months
<input type="checkbox"/>	1071097104	140274521	WEISS, LEO	3 years, 1 months
<input type="checkbox"/>	1071097108	140274522	MARTINEZ, NEVEAH	0 years, 6 months
<input type="checkbox"/>	1071097112	140274522	MARTINEZ, NOAH	3 years, 1 months

<< < > >> Row count: 10 Showing 1-10 of 41

Search New Search Select

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.

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

Back to List

Owner
7015: SAFEWAY, INC.
Owner Phone
N/A
Owner Address
20427 N. 27TH AVE - MS#6008
PHOENIX AZ 85027
Vendor
0010: SAFEWAY, INC. #1055
Vendor Status
AUTHORIZED (NEW)
Vendor Phone
N/A
Vendor Address
7720 EAST HIGHWAY 69
PRESCOTT VALLEY AZ 86314
Risk Level
LOW RISK
Compliance Case
0010201404

Compliance Case

*Case Status
1 - IN-PROCESS *Start Date
09/11/2014 End Date

*Case Type
4 - HIGH RISK Fiscal Year
2014 Case #
0010201404

*Case Designation
H - HIGH RISK Investigator Out Of Agency

Comment

Compliance Clients

Agency	Clinic	Family ID	Authorized Rep.	Client ID	Full Name	Age	
MARICOPA COUNTY DEPT OF PUBLIC HEALTH- WIC ADMINISTRATION	DOWNTOWN	140274516	GOODE,JASMINE	107109702	GOODE,NOAH	3	
MARICOPA COUNTY DEPT OF PUBLIC HEALTH- WIC ADMINISTRATION	DOWNTOWN	140274517	GOODE,JASMINE	107109703	GOODE,BELLA	0	

Redemption Indicators
A-Extremely small amount

Volume Indicators
E-Large percent of high-priced food

Participant Indicators
L-Participants/other Complaints

Other Indicators
Q-Excessive number of returned checks due

Add Clients Save Reset

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.

The screenshot shows the HPURDY system interface. The top navigation bar includes tabs for Home, Sys Admin, Ops Mgmt, WIC Services, CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. The left sidebar contains details for the Owner (SAFEWAY, INC.), Vendor (SAFEWAY, INC. #1055), and Compliance Case (0010201404). The main content area displays the 'Issued Compliance Food Benefits' screen, which includes a table with columns for Case ID, Client ID, Food Package ID, First Date to Use, Last Date to Use, Pick Up Intervals, and Preview Food Package. The table is currently empty, showing 'No data to show'. The bottom right corner has 'Issue' and 'Add' buttons.

To create a new compliance food benefit:

1. Click Add.

The Add Compliance Food Benefit screen is displayed.

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

Back to List

Owner
7015: SAFEWAY, INC.
Owner Phone
N/A
Owner Address
20427 N. 27TH AVE - MS#6008
PHOENIX AZ 85027

Vendor
0010: SAFEWAY, INC. #1055
Vendor Status
AUTHORIZED (NEW)
Vendor Phone
N/A
Vendor Address
7720 EAST HIGHWAY 69
PRESCOTT VALLEY AZ 86314
Risk Level
LOW RISK
Compliance Case
0010201404

*Compliance Case *Client

*Local Agency *Clinic

*Client Category *Food Package

*First Date to Use Last Date to Use *Pick Up Interval

Capture screenshot. Save Reset

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.

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

Back to List | Activities | Appeals | Cases | Collections | Communications | Sanctions

Compliance FB | Case List | Food Benefits

Owner
7015: SAFEWAY, INC.
Owner Phone
N/A
Owner Address
20427 N. 27TH AVE - MS#6008
PHOENIX AZ 85027
Vendor
0010: SAFEWAY, INC. #1055
Vendor Status
AUTHORIZED (NEW)
Vendor Phone
N/A
Vendor Address
7720 EAST HIGHWAY 69
PRESCOTT VALLEY AZ 86314
Risk Level
LOW RISK
Compliance Case
0010201404

Case ID	Client ID	Food Package ID	First Date to Use	Last Date to Use	Pick Up Intervals	Preview Food Package
0010201404	1071097073-GOODE,BELLA	AZ600011	09/11/2014	10/10/2014	BIMONTHLY	Preview Food Package

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

Issue Add

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.

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

Back to List

Owner
7015: SAFEWAY, INC.

Owner Phone
N/A

Owner Address
20427 N. 27TH AVE - MS#6008
PHOENIX AZ 85027

Vendor
0010: SAFEWAY, INC. #1055

Vendor Status
AUTHORIZED (NEW)

Vendor Phone
N/A

Vendor Address
7720 EAST HIGHWAY 69
PRESCOTT VALLEY AZ 86314

Risk Level
LOW RISK

Compliance Case
0010201404

Compliance Case

*Case Status: 1 - IN-PROCESS *Start Date: 09/11/2014 End Date:

*Case Type: 4 - HIGH RISK Fiscal Year: 2014 Case #: 0010201404

*Case Designation: H - HIGH RISK Investigator Out Of Agency

Comment:

Compliance Clients

Agency	Clinic	Family ID	Authorized Rep.	Client ID	Full Name	Age	
MARICOPA COUNTY DEPT OF PUBLIC HEALTH- WIC ADMINISTRATION	DOWNTOWN	140274516	GOODE,JASMINE	1071097072	GOODE,NOAH	3	
MARICOPA COUNTY DEPT OF PUBLIC HEALTH- WIC ADMINISTRATION	DOWNTOWN	140274517	GOODE,JASMINE	1071097073	GOODE,BELLA	0	

Redemption Indicators: A-Extremely small amount Volume Indicators: E-Large percent of high-priced food

Participant Indicators: L-Participants/other Complaints Other Indicators: Q-Excessive number of returned checks due

Add Clients Save Reset

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.

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

Back to List Activities Appeals Cases **Collections** Communications Sanctions

Collections + Add

Type	Billed Date	Monthly Billed	Received Date	Received Amt	Accounting Date	Late Payment	Missing Payment	
1 - CIVIL MONEY PENALTY	09/01/2014	100				<input type="checkbox"/>	<input type="checkbox"/>	 

Collection Totals

Total Billed Amount	Total Recieved Amount	Total Outstanding Balance
\$100.00	\$0.00	\$100.00

Owner
7015: SAFEWAY, INC.
Owner Phone
N/A
Owner Address
20427 N. 27TH AVE - MS#6008
PHOENIX AZ 85027
Vendor
0010: SAFEWAY, INC. #1055
Vendor Status
AUTHORIZED (NEW)
Vendor Phone
N/A
Vendor Address
7720 EAST HIGHWAY 69
PRESCOTT VALLEY AZ 86314
Risk Level
LOW RISK
Compliance Case
0010201404

Save **Reset**

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.

Edit ✕

*Type
1 - CIVIL MONEY PENALTY

*Billed Date
09/01/2014

*Monthly Billed
100

Received Date

Received Amt

Accounting Date

Due Date

Late Payment
 Yes

Missing Payment
 Yes

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.

Add ✕

*Type

*Billed Date

*Monthly Billed

Received Date

Received Amt

Accounting Date

Due Date

Late Payment
 Yes

Missing Payment
 Yes

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.

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Communications

Owner
7015: SAFEWAY, INC.
Owner Phone
N/A
Owner Address
20427 N. 27TH AVE - MS#6008
PHOENIX AZ 85027
Vendor
0010: SAFEWAY, INC. #1055
Vendor Status
AUTHORIZED (NEW)
Vendor Phone
N/A
Vendor Address
7720 EAST HIGHWAY 69
PRESCOTT VALLEY AZ 86314
Risk Level
LOW RISK
Compliance Case
0010201404

Vendor Communications		
Communication Type	Communication Date	Delivery Method
<input checked="" type="checkbox"/> T - WIC ALERT	04/24/2014	CERTIFIED MAIL
<input checked="" type="checkbox"/> T - WIC ALERT	02/27/2014	CERTIFICATE OF MAILING
<input checked="" type="checkbox"/> T - WIC ALERT	02/11/2014	CERTIFICATE OF MAILING
<input checked="" type="checkbox"/> KK - CONTRACT AMENDMENT EXECUTED MAILOUT	11/27/2013	CERTIFIED MAIL
<input checked="" type="checkbox"/> K - VENDOR TRAINING ALERT	09/16/2013	CERTIFIED MAIL
<input checked="" type="checkbox"/> K - VENDOR TRAINING ALERT	08/03/2012	CERTIFIED MAIL
<input checked="" type="checkbox"/> T - WIC ALERT	04/26/2012	CERTIFICATE OF MAILING
<input checked="" type="checkbox"/> T - WIC ALERT	12/20/2011	CERTIFICATE OF MAILING
<input checked="" type="checkbox"/> T - WIC ALERT	05/25/2011	CERTIFICATE OF MAILING
<input checked="" type="checkbox"/> T - WIC ALERT	04/05/2011	CERTIFICATE OF MAILING
<input checked="" type="checkbox"/> O - VENDOR TRAINING / REGIONAL	01/31/2011	CERTIFIED MAIL
<input checked="" type="checkbox"/> K - VENDOR TRAINING ALERT	09/20/2010	CERTIFIED MAIL
<input checked="" type="checkbox"/> T - WIC ALERT	07/16/2010	CERTIFICATE OF MAILING
<input checked="" type="checkbox"/> T - WIC ALERT	03/23/2010	CERTIFICATE OF MAILING
<input checked="" type="checkbox"/> K - VENDOR TRAINING ALERT	03/18/2010	CERTIFIED MAIL
<input checked="" type="checkbox"/> T - WIC ALERT	03/08/2010	CERTIFIED MAIL
<input checked="" type="checkbox"/> T - WIC ALERT	02/23/2010	CERTIFICATE OF MAILING
<input checked="" type="checkbox"/> T - WIC ALERT	01/07/2010	CERTIFIED MAIL
<input checked="" type="checkbox"/> T - WIC ALERT	12/21/2009	CERTIFICATE OF MAILING
<input checked="" type="checkbox"/> T - WIC ALERT	12/01/2009	CERTIFIED MAIL
<input checked="" type="checkbox"/> T - WIC ALERT	08/14/2009	CERTIFIED MAIL

Add Save Reset

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 existing field values.

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

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Owner Address
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PHOENIX AZ 85027
Vendor
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Vendor Phone
N/A
Vendor Address
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PRESCOTT VALLEY AZ 86314
Risk Level
LOW RISK
Compliance Case
0010201404

***Communication Type**
T - WIC ALERT
***Contact Date**
12/20/2011
***Delivery Method**
2 - CERTIFICATE OF MAILING

Certified Mail Date

Certificate of Mailing Date
12/20/2011
Grn Card Rcpt Date

Comment
Volume 22, Issue 1 - OR Message and Online Videos

Save Reset

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.

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Owner
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Owner Phone
N/A
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20427 N. 27TH AVE - MS#6008
PHOENIX AZ 85027
Vendor
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PRESCOTT VALLEY AZ 86314
Risk Level
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Compliance Case
0010201404

*Communication Type *Contact Date *Delivery Method

Certified Mail Date Certificate of Mailing Date Grn Card Rcpt Date

Comment

Save Reset

2. Enter all the required fields and 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.

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Sanctions

Owner
7015: SAFEWAY, INC.

Owner Phone
N/A

Owner Address
20427 N. 27TH AVE - MS#6008
PHOENIX AZ 85027

Vendor
0010: SAFEWAY, INC. #1055

Vendor Status
AUTHORIZED (NEW)

Vendor Phone
N/A

Vendor Address
7720 EAST HIGHWAY 69
PRESCOTT VALLEY AZ 86314

Findings/Sanctions

Activity	Completion Date
MONITORING / HIGH-RISK FOLLOW-UP VSR	06/20/2010
MONITORING / HIGH-RISK FOLLOW-UP VSR	09/27/2006
MONITORING / HIGH-RISK FOLLOW-UP VSR	07/06/2006
MONITORING / REPRESENTATIVE VSR	05/27/2005
MONITORING / REPRESENTATIVE VSR	06/01/2004
MONITORING / HIGH-RISK FOLLOW-UP VSR	08/06/2003
MONITORING / REPRESENTATIVE VSR	05/17/2003
MONITORING / REPRESENTATIVE VSR	06/29/2002

Row count: 10 Showing 1-8 of 8

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.

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Vendor Phone
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Vendor Address
7720 EAST HIGHWAY 69
PRESCOTT VALLEY AZ 86314
Risk Level
LOW RISK
Compliance Case
0010201404

Findings/Sanctions + Add

Category	Type	Sanction Description	Action Code	Action Description	Action Date		
DEPARTMENT SANCTIONS - ADMINISTRATIVE & PROCEURAL VIOLATIONS	1011	FAILURE TO MAINTAIN REQUIRED MINIMUM STOCK.11					

Capture screenshot. Save Reset

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.

The screenshot shows a web form titled "Edit". It contains the following fields:

- Type:** An empty text input field.
- Action Code:** A dropdown menu with "Federal" selected.
- Action Date:** A text input field containing "09/10/2014".
- Comment:** A large text area for entering notes.

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.

The screenshot shows a web form titled "Add" with a close button (X) in the top right corner. The form contains the following fields:

- Type:** A dropdown menu with a yellow highlight.
- Action Code:** A dropdown menu.
- Action Date:** A text input field.
- Comment:** A text area.

At the bottom right of the form, there are two buttons: "OK" and "Cancel".

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.

ROMOC [Log Off] 02 - COCHISE COUNTY HEALTH DEPARTMENT / 02 - BISBEE WIC

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

Family Client **Cert** Med Med2 Assess Care Plan Fd Pkg Appts Notes

Certification Action

LA/Clinic
BISBEE WIC

Family ID
140001096

Auth. Rep. Name
DQ, MOMMY

Phone
(520) 555-1212

Client ID
2021401419

Client Name
DQ, MOMMY

Date of Birth Age
6/10/1987 26 yrs, 7 mos

Cert. Period Category
1/30/2014 - 10/4/2014 PN

Term. Date Due Date
N/A N/A

LDTU Weeks PG
N/A N/A

Next Appt. Appr Thru
N/A N/A

DQ, BABY
DQ, BABY2
DQ, KID

*Category PN (WOMAN, PARTIAL BREASTFEEDING) Reason Client Not Present

Last Menstrual Period Expected Delivery Date Actual Delivery Date
10/05/2013

Cert Start Date Cert End Date Duration
1/30/2014 10/4/2014 35

Cert Created By Termination Date
ROMOC Wait List Flag

Category	Cert Start Date	Cert End Date	Duration	Wait List	Client Present	Term. Date	Term. Reason	Cert Created By
PN - WOMAN, PARTIAL BREASTFEEDING	1/30/2014	10/4/2014	35	N	Y			ROMOC

Not Linked Reasons

Reason Code	Created Date	Cert Start Date
No data to show		

Category Change Terminate Cert Disqualify Reinstates Cert New Cert Save Reset

2. Click the Disqualify button. The Disqualification window appears.

Disqualification [X]

Start Date [] End Date []

Disqualification Reason []

Disqualify Cancel

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.

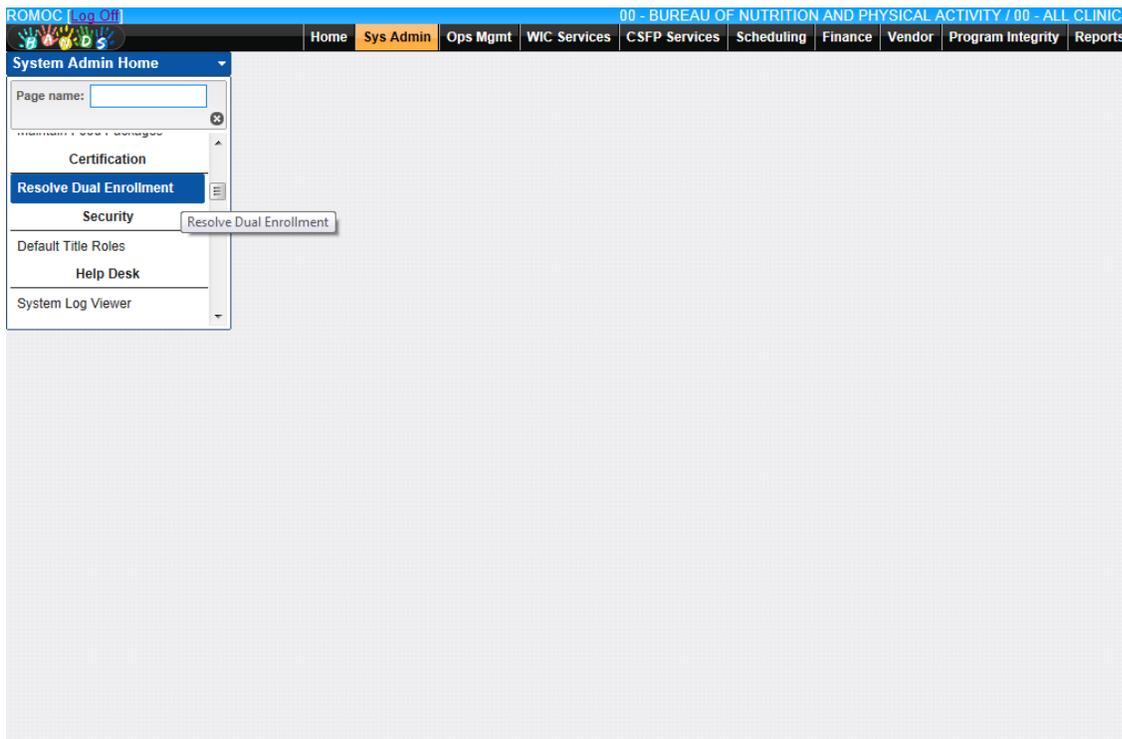
Ineligibility Notice
Client is ineligible. Do you wish to print a notice of ineligibility?
<input type="button" value="Yes"/> <input type="button" value="No"/>

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.

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

Search

Client ID Last Name First Name MI

Client ID	Family ID	Client Name	Category	Gender	Date of Birth	Status
No data to show						

Row count: 10

Search New Search

4. Enter search criteria click Search or you can click Search without entering and Search criteria.

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

Search

Client ID Last Name First Name MI

	Client ID	Family ID	Client Name	Category	Gender	Date of Birth	Status
+	<input checked="" type="checkbox"/> 2021617959	139772578	TESTY2, SON		M	01/12/2012	I
+	<input checked="" type="checkbox"/> 2021617960	139772698	TESTY2, DAUGHTER		F	10/02/2010	I
+	<input checked="" type="checkbox"/> 2021617961	139772578	TESTY2, KID	C4	M	03/13/2009	P
+	<input checked="" type="checkbox"/> 2021401550	140001193	TESTY2, KID	C4	M	03/13/2009	P
+	<input checked="" type="checkbox"/> 2021400973	140000722	TESTY2, SON		M	02/07/2012	I

<< < > >> Row count: 10 Showing 1-5 of 5

Search New Search

5. If you are unsure which client is the correct one, select the + next to a client to view more details.

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

Search

Client ID Last Name First Name MI

	Client ID	Family ID	Client Name	Category	Gender	Date of Birth	Status
+	2021617959	139772578	TESTY2, SON		M	01/12/2012	I
+	2021617960	139772698	TESTY2, DAUGHTER		F	10/02/2010	I
-	2021617961	139772578	TESTY2, KID	C4	M	03/13/2009	P

Details

Local Agency	Clinic	Auth. Rep. 1 Name	Auth. Rep. 2 Name	Cert. Dates	Last Benefit Month Issued	Mail. Address	Primary Phone Number	Term. Date
COCHISE COUNTY HEALTH DEPARTMENT	BISBEE WIC	TESTY2, MOM		22-OCT-13 - 31-MAR-14		1111 N. MAIN STREET #2A BISBEE, AZ 85603-	5205551212	
+	2021401550	140001193	TESTY2, KID		C4	M	03/13/2009	P
+	2021400973	140000722	TESTY2, SON			M	02/07/2012	I

<< < > >> Row count: 10 Showing 1-5 of 5

Search New Search

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.

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

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Client ID: 2021401550 Client Name: TESTY2, KID

Date of Birth: 03/13/2009 Category: C4 Address: 1111 N MAIN #3A BISBEE AZ 2 85603

Duplicate Clients

No Match	Same Client-Duplicate Record	Same Client-Dual Participation	Client ID	Family ID	Client Name	Date of Birth	Category	Gender	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2021617961	139772578	TESTY2, KID	03/13/2009	C4	M	=

<< < 1 > >> Go to page: 1 Row count: 10 Showing 1-1 of 1

[Resolve](#)

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

