Michigan Department of Community Health

WIC Division

MI-WIC Release 2.0

August 1, 2009

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MI-WIC SYSTEM ENHANCEMENTS IN RELEASE 2.0

New Food Package

MI-WIC Clinic User Manual Section 20.0 Food Prescription has been revised, and Section 21.0 New Food Prescription Screen Rules has been developed to reflect MI-WIC changes supporting the new food package rules and regulations. The updated sections will be posted on the website for your reference in addition to the release notes. Some of the changes include:

- The new infant age ranges have been implemented in the system
- A new "Expected Infants" checkbox has been added to the Food Prescription screen
- A "Distribute" button has been added to the food package contents Display pop-up, to view monthly quantities of powder infant formula
- In addition to Class III formula, the system now requires an Expiration Date on the Food Prescription screen for Class II formula, Class I formula for a child client, and for clients receiving greater than the amount of cheese provided in the maximum food package for the client category (medical documentation must also be scanned into the system).
- The system will not allow whole milk to be assigned to a C2, C3, C4 or women client categories unless the client is also assigned a Class II or III formula
- If the monthly quantity of a food item is not a whole quantity, the system will vary the quantity of that item from month to month to provide the maximum amount to the client (odd/even rule)
- The system will:
  - Display BE food packages for a PG woman expecting more than one infant
  - Display BE food packages for a BP client breastfeeding more than one infant
  - Prompt user to provide food quantities 1.5 times greater than the maximum for a BE client breastfeeding more than one infant
  - Prompt the user to provide more formula to a 6 – 11 month old infant not receiving supplemental foods
  - Display IFF food packages for an IBP if the mother is receiving an NPP food package (new Show NPP Packages checkbox on Packages button pop-up)

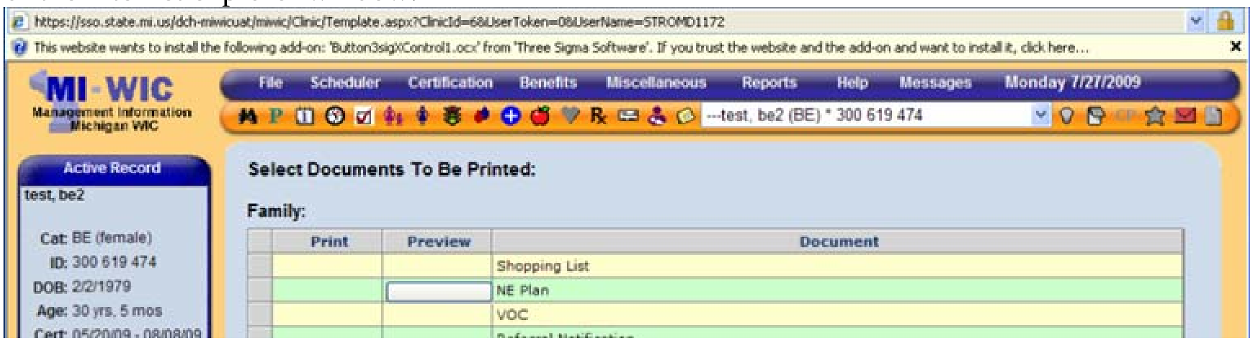
Please refer to the updated Clinic User Manual for more detail on these changes.

Direct Print Functionality

A "Print" button has been added for each document located on the Print Documents screen to allow users to print directly to the default system printer, without having to preview the document first. A "Print" button has also been added to the Signature screen so that documents such as the Client Agreement may be printed directly from this screen after the signature is obtained.

IMPORTANT NOTE: Depending on the user's Internet Explorer security settings, the user may or may not be required to install an ActiveX Control for this to function properly. The installation steps are provided below.

When User first navigates to the screen, they may be presented with the following yellow bar at the top of the internet explorer window.



Please right click on the yellow bar and select "Install ActiveX Control". You will then be presented with the following dialog.

Please click on "More Options" towards the bottom left corner of the dialog to view the 3 options shown below. Please select "Always install software from Three Sigma Software." And then click on the Install button.

Category Change Button on the Cert Action Screen

The client Category Change process has been modified to be more user-friendly, and to assure that only appropriate category changes are made. A "Category Change" button has been added to the Cert Action screen. When the button is clicked, a pop-up will display the current category and a drop down list of potential new categories. For infants and for postpartum women, only the appropriate categories will display (IBE, IBP, IFF and BE, BP, NPP respectively). The Category Change cannot be performed for a child category client or a pregnant woman. Note that when a BE or BP client has stopped breastfeeding and is MORE than six months postpartum, the client should be terminated with a reason of "Categorically Ineligible" rather than performing a category change.

Deceased Clients

So that system users may more readily identify deceased clients, enhancements to system screens include the following:

- The letter "D" will precede the name of any deceased client in the Active Dropdown box (similar to the "F" displayed in front of the authorized person's name).
- Screens containing client names in grid rows (i.e., Household Summary, Appointment Scheduling screens, Issue Benefits, and more), will display the deceased client's grid row highlighted in grey.

Users may mark a client deceased by either selecting "Deceased" on the Client Information screen under Reason for Ineligibility, or by selecting "Deceased" as a Term Reason on the Cert Action screen. It is recommended that users select Deceased on the Client Information screen, as this will result in immediate display of the screen changes. If the user selects Deceased on the Cert Action screen, the screen changes will not be displayed until the next day, after the End of Day process has run. It will not be necessary for users who select Deceased on the Client Information screen to also select Deceased on the Cert Action screen in order to terminate a client in an active certification period, as the system will synchronize deceased data between the Client Information and the Cert Action screen with the End of Day process.

The names of deceased clients will not appear on any of the documents printed from the Print Documents screen.

Family Size

The system rule for the Family Size field has been modified to allow for accurate data entry when clients are deceased or terminated. Family size no longer has to be equal to or greater than the number of clients in the Precertification screen Applicant grid.

MI-WIC ROLE AND PERMISSION CHANGES IN RELEASE 2.0

As noted in the Project Communication sent 7-23, role access to the Transfer Out of State screen has been modified. The only local agency roles that will have permission to access and save information on the "Transfer Out of State" screen will be the LA-WIC Coordinator and the LA-Transfer Out of State roles.

MI-WIC SYSTEM FIXES IN RELEASE 2.0

The release includes 68 bug fixes. Listed below are the fixes that may impact clinic operations.

- The Transfer In-State button is now enabled for users assigned LA-Centralized Scheduler role
- The Autodialer Call Result report has now been moved from the ADMIN module to the CLINIC module (reports/Scheduler), to allow for improved access by clinic staff
- The load time on the RD Approval Queue screen has been improved
- The load time for the Non Contract Formula report has also been reduced, and errors resulting in clients presenting more than once on the report have been corrected
- The problem with the breast pump inventory disappearing when stock quantity reaches “0” has been corrected
- The system will no longer prohibit the user from scheduling two of the same type of appointment for a client. A validation message reminds the user that an appointment of the same type already exists for the client, but will not stop the user from scheduling the appointment
- The “Lead Test Billing Report” has been fixed so that all clients with “WIC” checked in the Lead results grid will now appear on the report
- The “High Risk Care Plan Closed/Not Needed report has been fixed
- The “Out of State Transfer” screen is now role restricted and the “State” field has been removed from the screen