

## MI-WIC Reports for Management Evaluations

Report title/source	Purpose	Reviewed/Comments
Active Record Review		
<b>Clients by Cert End Date</b> (clinic/partic/clients by cert end date)	Identify clients who have recently completed a cert period for record review	
<b>Formula Usage Report</b> (clinic/partic/non-contract formula)	Identify clients who have been assigned a formula food pkg for record review	
<b>High Risk Report</b> (clinic/nut & health summary/High risk report)	Identify clients who are high risk/received high risk services for record review. Determine if clients are being consistently offered/provided RD services.	<b>CP “Yes”</b> means client has a Care Plan, <b>CP “No”</b> means client does not have a care plan. <b>Closed</b> means the RD marked CP Complete. <b>Waived</b> means RD marked CP NOT needed. <b>Refused</b> means client refused CP. <b>Non-WIC RD</b> means client is seeing other RD.
<b>High Risk Client Care Plan Closed/Not Needed Report</b> (clinic/nut & health summary/High risk care plan closed report)	Monitor high risk services provided to clients.  For Care plan monitoring, select records with different risks, status and with CP-Yes that have completed care plans.	
EBT/Administrative Reports		
<b>MI-WIC Waiting list report</b> when waiting list applies (clinic/participation/waiting list report)	Determine if agency is utilizing waiting list feature if waiting list in effect	Only applicable if agency has current waiting list.
<b>Benefit re-issuance by staff</b> (admin/EBT/benefits issuance by staff)	Monitor re-issuance of food packages for compliance	
<b>Local Agency/State User Roles Report</b> (admin/admin/ Local Agency/User Role Report)	Lists staff with MIWIC access	Review restricted roles for credential requirements
Outreach & referrals		
<b>Families Count by Primary Language</b> (clinic/partic/families count by language)	Indicates number of families whose primary language is not English for determining need for interpreters.	Requires input of primary and secondary languages.
Admin		
<b>10/20 DAY REPORT</b> (clin/sched/10/20 day report)	For cert/pcert clients, indicates whether scheduled within required time period for certification	Note that clients who have been rescheduled to a “sooner” appointment will display with original appointment date on list.
<b>Breast Pump Inventory Summary</b> (clin/breast pumps/inventory summary)	Monitors Breast Pump inventory-	
<b>Overdue Loaner Breast Pump Report</b> (clinic/breast pumps/overdue loaner BP Report)	Monitors Breast Pumps due back to agency and allows for follow up	
<b>Client List by Breast Pump Model Issued</b> (clinic/breastpumps/client list by breastpump model issued)	Lists clients issued breastpumps by model	

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<b>WIC/WIC Dual Enrollment Report</b> (Clinic/partic/WIC/WIC Dual enrollment)	Identifies potential dual (WIC/WIC) enrollees for review and follow up.	Review to determine if agency resolves within 45 days of identification of dual enrollment.
<b>WIC/CSFP Dual Enrollment</b> (Clinic/partic/WIC/CSFP Dual enrollment)	Identifies potential dual (WIC/CSFP) enrollees for review and follow-up.	Review to determine if agency resolves within 45 days of identification of dual enrollment.
<b>Caseload Management Report</b> (clinic/caseload/caseload management report)	Utilize to monitor caseload ≤97% of base caseload	If migrant caseload assigned look at non-migrant assignment and compare %.
<b>MIHP Billing Report</b> (clinic/MIHP Billing report)	Monitor # of PG & I clients who received MIHP services in WIC	Assess how agency reflects staff time if MIHP services are performed in WIC.
<b>Lead Test Billing Report</b> (clinic/admin/lead testing report)	Monitor clients who had testing done.	Does agency apply reimbursement to WIC program if WIC staff perform testing?
<b>Client Compliance Log</b> (clinic/participation/client compliance log)	Monitors compliance activities.	Review to ensure complaints are followed up and resolved.
<b>Single User Certification Report</b> (admin/reports/roles reports/single user cert report)	Report lists clients who were certified and issued benefits by single staff member.	Monitor using Single Certifier LA Audits
Certification		
<b>Hemoglobin Daily Summary Report</b> (clinic/nutr ed & health summary/Hgb daily summary report)	Monitor clients who had testing done during specified period-review retest to insure meets LA retest policy.	Assess whether required testing & retesting is completed. NOTE: LA should establish retest policy. Guidance: High risk infants monitored at I-Eval.
<b>Expiring Short Certs Report</b> (clinic/participation/expiring short certs)	Monitor clients who were short certified in Record Review	Assess whether agency is monitoring short certified clients (i.e., verifying Medicaid for residency/income eligibility)
<b>WIC Ineligible Client Report</b> (clinic/participation/WIC ineligible client report)	Monitor clients deemed ineligible NOTE: Ineligible status is manually assigned by WIC staff. Clients ONLY show up on report when ineligibility status is assigned.	Assess whether agency is monitoring ineligible clients and whether the clients are receiving notice when determined ineligible.
Nutrition Education		
<b>Online NE Completed</b> (clinic/education & referrals/online NE completed)	This Wichealth.org report identifies clients who completed a wichealth.org lesson.	Observe/Monitor client follow up in NE documentation at time of education or next visit.