

# STATE OF ALASKA

**DEPT. OF HEALTH AND SOCIAL SERVICES**  
**OFFICE OF CHILDREN'S SERVICES**

**SARAH PALIN, GOVERNOR**

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Reply to: All Local Agencies Memorandum No-07-10

**Date:** Thursday, April 12, 2007

**Information- X**

**TO:** X-LA WIC Coordinators  
X-Satellites

Policy-  
Action-

**FROM:** Kathleen Wayne  
State WIC Director

Routine (email and hard copy) - X  
Urgent (fax and hard copy)-

**SUBJECT:** 4/16/07 AKWIC Build Instructions

**Summary 4/16 Build Changes** for LA's (warrant wording, survivals, term codes, proofs, high-risk)

## Warrant Wording:

The following text has been added to the *Confirmation of Warrants Receipt* that the participant signs when they receive their warrants:

I will NEVER get WIC checks from more than one office, for the same month. Doing so, is FRAUD. Sign above to confirm you got these checks.  
(Envelope provided to mail back receipt. Return address must show.)

Sample warrant receipt:

Date Issued	03/27/2007	<b>State of Alaska WIC Program</b> <b>Confirmation of Receipt of Warrants</b>
First Valid	03/27/2007	
Void After	04/26/2007	
Signature		
Time Third Or Best Friend		
I will NEVER get WIC checks from more than one office, for the same month. Doing so, is FRAUD. Sign above to confirm you got these checks. (Envelope provided to mail back receipt. Return address must show.)		

86171974  
86171975  
86171976

This text will also be on the *Farmer's Market Coupon* receipt.  
The text is not yet added to the MOV box receipts.

Justification/background:

The intent is to let participants know in writing, that they understand that they are not allowed to receive WIC from multiple clinics.

## Client Age:

The system now automatically calculates and displays the participant's age in a new field labeled "Age".

DOB	Age
9/14/2006	0y6m

Located on the *Certification Tab*, after *DOB*.

- *Age* field is on all participant records (i.e. guardian, adult and dependent records- for both active and inactive records).
- *Age* displays as years (y) and months (m).
  - Month displays as a whole number and is not rounded up.
    - I.e. a newborn, less than one month old, will display as 0y0m.
- Calculation is based off the current day's date. It recalculates each time the record is opened. It is not connected to the certification or medical dates.
  - I.e. screen shot above, the child displays as 6 months as of today. If the record is re-opened after a full month, the date will recalculate to 7 months old at the time the record is opened.

## Survival Drop Down:

Pregnancy Outcome				
Delivery	Birth Wt	B F	Age	Survival
Date		Dur	F St	Time
3/1/2007				TAB



The *Survival Codes* on the *Pregnancy Outcome* section of the woman's *Certification Tab* have been edited. Codes bolded below signify the newly added codes. The codes available now are:

- Living
- Died 1<sup>st</sup> week
- Died 2<sup>nd</sup> week
- Died 3<sup>rd</sup> week
- Died 4<sup>th</sup> week
- Unknown
- **TAB**
- **Stillborn**
- Miscarried

Justification/background:

*Risk 321 Neonatal Loss* (0-28 days) requires we keep Died 1<sup>st</sup> to Died 4<sup>th</sup> Week. The Died 5<sup>th</sup> week to Died >6<sup>th</sup> week have been removed.

*Not Available* was removed since repetitive for *Unknown*.

*Stillborn* and *TAB* (or elective abortion) were added.

Except for the selection of *Living*, codes selected will auto-calculate the cert period for the post-partum 6 month period.

### **Term Codes Drop Down:**

App Date	Cert Date	Valid Date	Term Date	Term Code
3/13/07	3/13/2007	3/13/2007	2/28/2008	Client Requested Removal



The *Term Codes* on the *Certification Tab* have been edited. Codes bolded below signify the newly added codes. The codes available now are:

- Recertification
- Early Recert
- Mid-Cert Change
- Abuse of Program
- Budgetary Reasons
- Categorically Ineligible
- **Client Requests Removal**
- **Deceased**
- Graduated from WIC
- **Guardian Change**
- Has not Participated 2 months
- Moved out of area
- No longer Income Eligible

### **Justification/background:**

*Client Type Change* was deleted as was an old function; *Did Not Recertify* was deleted as repetitive for non-participation.

*Deceased* and *Client Requested Removal* (i.e. family no longer wants to get WIC) and *Guardian Change* (i.e. when foster child no longer with family, not moving to another guardian and no longer getting wic) were added.

### **High Risk flag:**

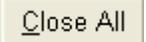
Participants who are High Risk (HR) are now automatically “flagged” as HR by the computer.

- The flag will occur for each individual who is HR.
  - If more than one family member is HR, each individual's record will have their own flag.
- The flag appears as an “(HR)” in “red text” on the participant's *Medical Tab* and also on the participant's name in the *Family List Box*.

- The flag is visible then, both on the individual's record when open, and from the *Family Box* (so a flag is visible regardless of which family member's record is currently open).

- The first time you open a record that is currently HR you will not see the *Medical Tab* flag. The flag on the *Medical Tab* will “turn on” (be visible) only after the record has been opened and has been “*Applied*” (or saved).

Applying any *Tab* will activate the *Medical Tab* flag. 

- The flag in the *Family Box* will “turn on” once the entire family's records have been closed and re-opened (or through “*Close All*”) .
- Once the flags has been turned on (by *Applying* or *Close All*), it will remain visible for that HR period. You will not have to “re-apply” the record to see the flag the next time the record is opened.

**The exception is, when you insert/add a new medical record row mid-cert!**

- In most cases, the flag is based on the data in the latest *Medical Record Row* and the *Risks* assigned to that row.

**VERY IMPORTANT:** when you add a new row for new medical data (ht/wt/hgb) you must carry over the associated risk to keep the flag.

- For example, you certify a child on 1/1/07 and assign *Risk 134 Failure to Thrive*. You *Apply* the record to turn on the HR flag.

At the next pick-up appointment you enter a new ht/wt. You must carry over the *134 Failure to Thrive Risk*. If not, the flag will not remain on, as it is determining the need for a flag based on the current (latest) medical record and it's associated risk.

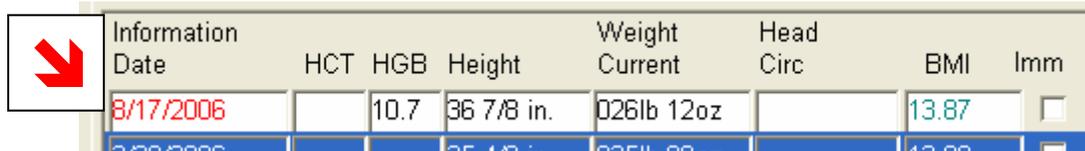
- The flag will remain visible (on the *Medical Record Tab* and *Family Box*) as long as the record has a valid *Client Type*.

- For infants and children, the flag will remain visible post *Term Date* until they are recertified and a new medical record is added (i.e. as they are still an IF, IB, IP or C even though the cert may be expired).
  - Once they become a GR (5yo) the flag is no longer visible.
- For women, once their client type becomes *Categorically Ineligible* (i.e. changes to G=guardian), the flags will no longer be visible.
- The system will maintain historical data regarding records that were HR from this point forward (as of this new build being installed).

The red *Medical Record Tab* flag and the red *Family Box* flag indicate risk only for the current situation. Once they are no longer HR that text will no longer remain “red”.

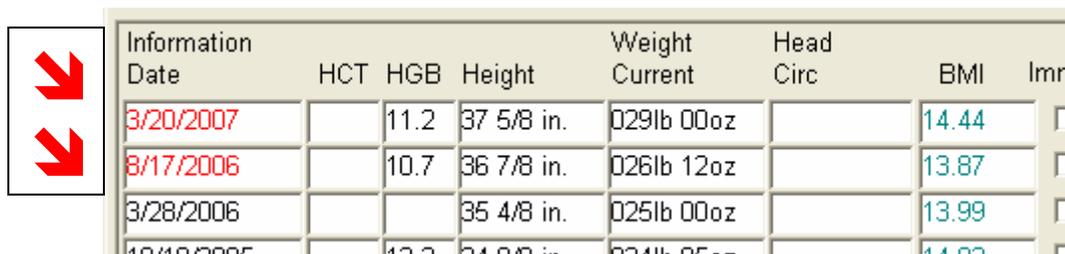
But, the *Information Date* on the *Medical Tab* medical record “row” also turns “red” when they are HR. This one field will remain “red” even after the client is no longer HR. As shown below:

- When a record is flagged as HR, the medical record “date” field that has the HR risk code assigned to it will also turn “red”.



Information Date	HCT	HGB	Height	Weight Current	Head Circ	BMI	Imm
8/17/2006		10.7	36 7/8 in.	026lb 12oz		13.87	<input type="checkbox"/>
3/20/2007			35 4/8 in.	025lb 00oz		13.99	<input type="checkbox"/>

- As the participant continues to be is recertified over time, their Medical Record *Information Date(s)* will turn red each time they are HR.
  - For example: the participant above was HR for their certification 8/17/06, as seen by the red date in the date field. They were recertified as HR on 3/20/07. That date field also displays red. Showing two HR periods.



Information Date	HCT	HGB	Height	Weight Current	Head Circ	BMI	Imm
3/20/2007		11.2	37 5/8 in.	029lb 00oz		14.44	<input type="checkbox"/>
8/17/2006		10.7	36 7/8 in.	026lb 12oz		13.87	<input type="checkbox"/>
3/28/2006			35 4/8 in.	025lb 00oz		13.99	<input type="checkbox"/>
10/10/2005		11.2	34 0/8 in.	024lb 05oz		14.83	<input type="checkbox"/>

The above medical record dates will stay red to provide historical records of HR designations.

- Most flags are based off the latest medical record row and its associated risk. If a HR risk factor is present, it activates the flag. Some risks though, require the system to look at additional data fields besides just the assigned risk code, before it activates the flag. Those include:

- Risk 141 LBW requires the weight in the *Certification Tab* “*birth weight*” field to be <5#.
  - **IMPORTANT:** for LBW infants be sure to enter the weight in the birth weight field and enter risk 141!
- Risk 142 Prematurity calculates the  $\leq 37$  weeks gestation from the *EDC* in the *Certification Tab* “*Due Date*” field in the infant’s record.
  - **IMPORTANT:** for premie infants be sure to enter an *EDC* in the mother’s *Due Date* field and enter risk 142 for the infant!
    - For infants whose mothers were on WIC during their pregnancy, the system will continue to copy over this date from the mother’s record to the infant’s record. Be sure to update *EDC*’s when recertifying the mother.
    - For infants (such as foster infants) who do not have a birth mother’s record, you will need to enter this *Due Date* onto the infant’s record.
- Risk 201 Low Hemoglobin requires the latest Hgb value to be <9.
  - **IMPORTANT:** low Hgb needs a Hgb <9 entered and risk 201 entered in the latest medical record!
    - In this case the flag will not remain once a new Hgb that is > 9 is entered. This is the once instance the flag will not remain activated for the entire period. Sorry, couldn’t get around it!
- Risk 331 Teen  $\leq 15$  yrs, calculates age off the mom’s *DOB* and *Due Date* (for pregnant women) and off the *Due Date* and *infant date of birth* (for breastfeeding women).
  - **IMPORTANT:** for teens, be sure to:
    - enter an *EDC* in the *Due Date* field for pregnant/breastfeeding women
    - update the *EDC* when recertifying to breastfeeding if the *EDC* changed since the past appointment
    - add a *Delivery Date* for breastfeeding women
    - and enter risk 331 for all!
- Some risks are allowed as HR for only 1 year (including *353-Food Allergies*, *362-Developmental Disabilities*, and *383-FAS*). The year is based on:
  - If the latest medical record has risk 353, 362 or 383 assigned to it, the system looks backwards 1 yr from that medical record date. And basically ignores that year. It continues to look further back (before the last year). If there is another medical record with that risk assigned (greater than 365 days ago), the flag will not activate. If that risk has not been assigned before 365 days ago, the flag will activate.

- Due to the timing of medical record dates and cert dates, in some situations, these risks than may flag as HR for slightly more than “365” days.
  - The State has thus changed the definition for these risk to “allowed for only one year or not more than two certification periods”

**Justification/background:**

The HR designations from the *January 2007 Risk Manual* were used to determine which records to flag:

**HIGH RISK CODES: Alaska WIC  
Revised January 2007**

USDA	I	C	PG	BF	NBF	Risk Factor
103	☆	☆				Underweight or at Risk for Becoming Underweight
131			☆			Low Maternal Weight Gain
134	☆	☆				Failure To Thrive
141	☆					Low Birthweight (Birth weight < 5 lbs)
142	☆					Prematurity (< 37 weeks gestation) (1st year of life)
151	☆					Small for gestational age
201	☆	☆	☆	☆	☆	Low Hematocrit/Low Hemoglobin (Hgb < 9 gms/dl or Hct <30%)
302			☆			Gestational Diabetes
331			☆	☆		Pregnancy at a Young Age Conception (≤ 15 years, PG/BF)
335			☆	☆		Multifetal Gestation
345	☆	☆	☆	☆	☆	Hypertension (Includes Chronic and Preg Induced)
350	☆					Pyloric Stenosis
351	☆	☆	☆	☆	☆	Inborn Errors of Metabolism
353	☆	☆	☆	☆	☆	Food Allergies (HR up to 1 year of certification)
354	☆	☆	☆	☆	☆	Celiac Disease
360	☆	☆	☆	☆	☆	Other Medical Conditions
362	☆	☆	☆	☆	☆	Developmental/Sensory/Motor Disabilities: Feeding Problems (HR up to 1 year of certification)
382	☆	☆				Fetal Alcohol Syndrome (FAS) (HR up to 1 year of certification)
602				☆		BF Complications (Women)
603	☆					BF Complications for Breastfed Infant

**Proofs documentation:**

Fields for documenting that proofs have been verified have been added. The following buttons are used to access those fields:

- ID 
- Residency 
- Income 

There is one *Residency* and one *Income* proofs button per “family”, both found on the Guardian’s record.

And an *ID* button, found on every “individual” participant record. As pictured below.

Adult records:

- Includes buttons for *ID*, *Residency* and *Income*.
- The buttons are located above and left of the *Name*, *Mail Address* and *Income* fields.

The screenshot shows a form for an adult record titled "Test, 131 (517-1) G, No". It has two tabs: "Demographics" and "Certification". The "Demographics" tab is active. The form contains several fields: "ID" (with a button), "Last Name" (Test), "First Name" (131), "Res" (with a button), "Mail Address" (62 Silly Lane), "Residence Address" (empty), "Inc" (with a button), "Income" (\$5,550.00), "HH Size" (2), and "M" (empty). Three red arrows point to the "ID", "Res", and "Inc" buttons.

Dependent records:

- Includes a button for *ID* only.
- The button is located above the *Name* field.

The screenshot shows a form for a dependent record titled "Test, 103 New (517-2) C, No Fls". It has two tabs: "Demographics" and "Certification". The "Demographics" tab is active. The form contains several fields: "ID" (with a button), "Name Last" (Test), "First" (103 New), "Mail Address" (2001 W 80th Ave, Apt 2), "Residence Address" (empty), and "Race/Ethnicity" (empty). A red arrow points to the "ID" button.

When one of those proofs buttons is selected a proofs "pop-up window" displays (as in the screen shot below).

The screenshot shows a pop-up window titled "Identification Proofs". It has a table with four columns: "Date", "Proof", "Staff", and "Comments". The table is currently empty. Below the table is a horizontal scrollbar. At the bottom of the window, there are two buttons: "Insert Row" and "Delete Row". Below these buttons is a checkbox labeled "Incomplete" and two buttons: "OK" and "Cancel".

Selecting *ID*  brings up the *Identification Window*, *Res*  brings up the *Residency Window* and *Inc*  brings up the *Income Proofs Window*.

To document a proof, click the *Insert Row* button. A new row will display as seen here:

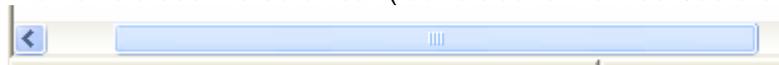
Date	Proof	Staff	Comments
			▼

You will then enter:

- *Date:*
  - This is the date the proof was seen/verified.
    - Hit the *Space* bar to enter the current day's date. Or type in any other date desired.
- *Proof:*
  - This is the type of proof seen. Click in the field to display the drop-down list of selections.
    - Selection may made by scrolling through the list, or found by typing the first letter of the type of proof you are looking for (i.e. typing P takes you to for Pay stub, etc.).
      - Hitting P again will take you to the next P from the list (i.e. PFD), and so on.
  - The drop-down list is in alphabetical order.
    - A complete list of available selections is at the end of these instructions.
- *Staff:*
  - This is the name of the staff who verified the proof.
    - Click in the field to display the drop-down list for staff selection.
      - The list of names is the same staff list that displays when prescribing warrants.
- *Comment:*
  - This field allows you to type in any comments (up to 100 characters).
    - Ideal for making notations when the type of proof of "*Other*" or "*No-proof*" is selected.

Using the proofs feature:

- Use the *Inset Row* button to add a row. Enter the needed proofs verifications. Once the row is inserted, use the mouse or *Tab* key to move between fields. To view the entire *Comments* field use the scroll bar (found above the insert/delete buttons).



- Use of the "computerized" proofs feature is required by State WIC policy.
- At minimum you must enter a "type of proof" in the "proofs" field to save the entry when closed.
  - I.e. if you enter a *Date* and *Comment*, but no "*Proofs type*" the entry will not be saved.
- To document more than one type of proof in a category (i.e. for income you have mom's pay stub and also dad's pay stub), just enter each type of proof as separate

rows, inserting one after the other (same process as you do when assigning risk codes).

Income Proofs			
Date	Proof	Staff	Comments
3/19/2007	Employer Letter	Caren Webb	▼ mom's job, paid per product
3/19/2007	Pay Stub	Caren Webb	▼ dad's job \$14.25/hr

- The proofs window will keep a historical list of all proofs entered. Ordered by date (most recent on top, to oldest on bottom). Entries will remain unless you use the “Delete Row” button to manually remove it.
  - You may enter the proofs in any order. Upon closing the proofs window the system will order them chronologically by date.
- There is a button available for marking a record as not having the required proofs (alerting that a *No-Proofs Form* was completed). You will manually initiate this notation. To make the notation, “check” the *Incomplete* box at the bottom of the proofs window.

Incomplete

- When checked, the “text” on the *Demographic Tab* in the field related to the missing proof category (i.e. the name, address or income fields), will display in “red” when the client’s record is open.

If the *Incomplete* box was checked:

- On the *Residency Window*, upon closing that proofs window, the Guardian’s address on the *Demographic Tab* will turn red.
- On the *Income Window*, upon closing that proofs window, the Income Total field on the *Demographic Tab* will turn red.
- On the *ID Window*, upon closing that proofs window, the client’s name on the *Demographic Tab* will turn red.

Example:

Test, Proof (517-1) G, No Fls Issued, I

**Demographics** Certification Medical

ID	Last Name	First Name
Test		Proof

Res	Mail Address	City
	Airplane Lane	Elmen

Residence Address	City

Inc	Income	HH Size	Marital Status
	\$0.00	2	

Here, red text signifies that the *Incomplete* button was checked for *ID* and *Income*.

But the *Residency* proof is complete (the incomplete box was not checked and the text remains black).

- When the participant brings the proof, simply “un-check” the *Incomplete* box and the flag will turn off (text will turn back to black).

Incomplete

- To assure proofs are not missed for brand new participants, the system is set to default to *Incomplete* (red text) for all proof types when a brand new (initial) participant is added to the system.
  - When you enter a new participant’s *Demographic Tab* data, the text (for name, address and income) will display in “red” until their proofs are entered.
    - Before you can enter any proofs, you must enter the normal minimum data required when creating a new participant record. This includes:
      - For adults:
        - the guardian’s name
        - and address
      - For dependents:
        - Name
        - Date of birth
        - Sex

**Then you must also Apply the Tab before you can access their proofs windows.**

- If you attempt to open the proofs windows before all the required *Demographic* data is entered you will get a message telling you that you must first finish entering the required data.



- This automatic *Incomplete* (red text) function remains on until you turn it off. When you close the proofs window you will need to manually “un-select” the incomplete button to remove the red text.
- Current participant records will not default to incomplete as do initial new participants.
  - You can decide how to handle at your clinic. You may enter “back proofs” at any time or, just wait and start to use the new proofs feature when the participant is recertified and has brought in current proofs.
- The *Income Calculator* is not connected to the *Income Proof Window*. Data is not transposed between the two.

**Proof of Pregnancy:**

The State is no longer requiring documentation of proof of pregnancy so the new proof feature does not include a proof of pregnancy field.

**New proof's drop-down selections and order (they are alphabetical) are:**

**Proof Income**

AK Native Waiver  
Alimony  
ATAP  
Bank Statement  
Cancelled Check  
Cash Receipt Book  
Child Support  
Disability  
DKC  
Food Stamps  
Foster Funds  
Head Start  
Income Statement  
LES  
Letter Employer  
Medicaid  
Native Corporate Dividends  
No Proof- IOU  
Other  
Pay Stub  
PFD  
Retirement/Pension  
School Lunch  
SSI  
Tax Return/W2  
Tribal Dividends  
Unemployment  
VOC  
Workman's Compensation

**Proof ID**

AK Native Corporation Member Card  
ATAP  
Birth Certificate  
Birth Card/Record  
Crib Card  
Delivery Card/Record  
DKC  
Driver's License  
Food Stamps  
Green Card  
Head Start  
Health Record  
Health Professional  
Immunization Record  
Medicaid  
Military ID  
No Proof- IOU  
Other  
Passport

Pay Stubs  
Personal Recognition (Recertification)  
Rural Representative Verified  
School ID  
School Lunch  
SSI Card  
State ID  
Visa  
VOC  
Voter Registration Card  
Work ID

**Proof Residency**

AK State ID  
ATAP  
Bill w/ address  
DKC  
Driver's License  
Food Stamps  
Head Start  
Library Card  
Medicaid  
Military Orders  
No Proof- IOU  
Other  
Pay Stub  
Remote Village Residency  
Rent/mortgage receipt  
Rural Representative Verified  
School ID  
School Lunch  
Voter Registration  
VOC  
Work ID

Description of specialty proof sources:

- AK Native Waiver:
  - For those meeting criteria to use the *State's WIC Alaska Native/American Indian Income Certification Waiver Form*
    - see "*Income Certification for Certain Alaska Natives*", P&P, Ch 1, pg 18.
  
- No Proof- IOU
  - Participants without proof(s) must still sign the *No-Proof Form*
    - see "*Documenting Identity/Residency/Income*", P&P, Ch 1, pg 10 & 19.
  
- Other
  - When a proof that is not on the drop-down list is used. When used, include a description of the source in the proofs window's *Comments* field.
  
- Health Professional
  - Designates verification by a health care worker familiar with the participant (i.e. PHN, Homeless Caseworker, etc.)
  
- Personal Recognition (Recertification)
  - Proof of ID must be provided at initial certification, but at recertification visual recognition is allowed.
    - see "*Visual Personal Recognition*", P&P, Ch 1, pg 2 & 9.
  
- Rural Representative Verified
  - For use in mail-out applications where rural health care staff are providing verifications via paper applications or referral forms.
  
- Remote Village Residency
  - For approved remote villages
    - see "*Residency in Remote Villages*", P&P, Ch 1, pg 2.

# **Attachment A**

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## **Condensed Summary 4/16 Build Changes for LA's**

**Warrant Wording:**

Text added to *Confirmation of Warrants Receipt*. Informs participants they may not receive WIC from multiple clinics.

I will NEVER get WIC checks from more than one office, for the same month. Doing so, is FRAUD. Sign above to confirm you got these checks. (Envelope provided to mail back receipt. Return address must show.)

**Client Age:**

DOB	Age
9/14/2006	0y6m

New field, "Age", automatically calculates. Displays for each participant (in years and months, months not rounded up). Calculated off current day's date. Recalculates each time record is opened.

**Survival Drop Down:** The *Survival Codes* have been edited. Additional new codes are:

- TAB
- Stillborn

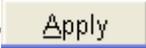
**Term Codes Drop Down:** The *Term Codes* have been edited. Additional new codes are:

- Client Requests Removal
- Deceased
- Guardian Change

**High Risk (HR) flag:**

High Risk (HR) participants now automatically "flagged" by the computer. For each HR individual.

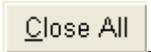
Displays as an "(HR)" in "red text" on the participant's *Medical Tab* and on the participant's name in the *Family List Box*.

- *Medical Tab* flag "turns on" (be visible) after the record has been "Applied" 



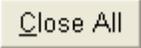
Test, Anhc Baby (517-1) IB, No Fls Issued, No Appts, 2/1/2008:

<b>Demographics</b>	<b>Certification</b>	<b>(HR) Medical</b>	<b>Prescription</b>
Name Last	First	Middle	DOB
Test	Anhc Baby		2/1
Mail Address	City	ZIP	

- *Family Box* flag "turns on" once family's records have been closed and re-opened 



(HR) Test, Anhc  
 >(HR) Test, Anhc Baby  
 > Test, Anhc, Jr



- These two fields remain “red” for that entire HR period. Flag turns off at the end of the HR period.
  - Exception: when you insert/add a new medical record row mid-cert! Flag is based on the latest *Medical Record Row* and the *Risks* assigned to that row.
    - **VERY IMPORTANT: when adding a new medical record row (ht/wt/hgb) you must carry over the associated risk to keep the flag.**
- The medical record “date” field also turns “red” when HR. This date stays red, providing historical HR data.

Information Date	HCT	HGB	Height	Weight Current	Head Circ	BMI	Imr
3/20/2007		11.2	37 5/8 in.	029lb 00oz		14.44	
8/17/2006		10.7	36 7/8 in.	026lb 12oz		13.87	
3/28/2006			35 4/8 in.	025lb 00oz		13.99	
10/10/2005		10.2	34 0/8 in.	024lb 05oz		14.82	

- Most flags are based off the latest medical record row and risk assigned. If a HR risk factor is assigned, it activates the flag. Some look at additional data before flagging:
  - Risk 141 LBW requires “*birth weight*” field to be <5#.
    - IMPORTANT: enter the *birth weight* field and enter risk 141!
  - Risk 142 Prematurity calculates the  $\leq 37$  weeks from the infant’s “*Due Date*”.
    - IMPORTANT: enter the *Due Date* field and enter risk 142!
  - Risk 201 Low Hemoglobin requires the latest Hgb value to be < 9.
    - IMPORTANT: needs a Hgb <9 entered and risk 201 entered in the latest medical record!
  - Risk 331 Teen  $\leq 15$  yrs, calculates age off the mom’s *DOB* and *Due Date* (for pregnant women) and *EDC* and *infant date of birth* (for breastfeeding women).
    - IMPORTANT: Enter and update *EDC* ‘s and enter risk 331

**Proofs documentation:**

Fields added to document verification of proofs. Accessed through buttons on the *Demographic Tab* (ID  , Residency  , Income  ).

Adult records:

- Include buttons for *ID*, *Residency* and *Income*.
- Located above and left of the *Name*, *Mail Address* and *Income* fields.

Test, 131 (517-1) G, No

**Demographics** | Certification

ID	Last Name	First N	
Test	131		
Res	Mail Address		
62 Silly Lane			
Residence Address			
Inc	Income	HH Size	M
	\$5,550.00	2	

Dependent records:

- Includes a button for *ID* only.
- Located above the *Name* field.

Test, 103 New (517-2) C, No Fls

**Demographics** | Certification | (H)

ID	Name Last	First
Test	103 New	
Mail Address		
2001 W 80th Ave, Apt 2		
Residence Address		
Race/Ethnicity		

Select a proofs button to open the proofs “pop-up window”. Click the *Insert Row* button to enter proofs.

Identification Proofs

Date	Proof	Staff	Comments
------	-------	-------	----------

Insert Row | Delete Row

Incomplete | OK | Cancel

- Date:
  - Date proof was verified. Use *Space* bar to enter current day’s date. Or type in another date.
- Proof:
  - Type of proof seen. Click to display the drop-down list.

- Staff
  - Staff who verified the proof. Click to display the drop-down list.
- Comments:
  - Field allows text of 100 characters. Notations when “Other” or “No-proof” is used.

- At minimum enter a “type of proof” for the proofs record to save.
- To document more than one type of proof, enter each proof as separate rows. System sorts most current date on top.

Income Proofs			
Date	Proof	Staff	Comments
3/19/2007	Employer Letter	Caren Webb	▼ mom's job, paid per product
3/19/2007	Pay Stub	Caren Webb	▼ dad's job \$14.25/hr

- Incomplete To mark as not having required proofs (needs a *No-Proofs Form*). “Check” the *Incomplete* box at the bottom of the proofs window.
  - When checked, “text” in the *Demographic Tab* field related to the missing proof category (i.e. the name, address or income fields) turns “red”.

Red text here, signifies that the *Incomplete* button was checked for *ID* and *Income*.

- Incomplete When proof is brought, “un-check” the *Incomplete* box and the flag will turn off (text will turn back to black).
  - Brand new/initial participants, default to *Incomplete* (red text). Once verified, manually un-check the *Incomplete* button to turn off.
- State is no longer requiring documentation of proof of pregnancy.
- The *Income Calculator* is not connected to the *Income Proof Window*. Data is not transposed.

**Drop-down list proof's selections (are alphabetical):**

<b><u>Proof Income</u></b>	<b><u>Proof ID</u></b>	<b><u>Proof Residency</u></b>
Alimony	AK Native Corporation Member	AK State ID
ATAP	Card	ATAP
Bank Statement	ATAP	Bill w/ address
Cancelled Check	Birth Certificate	DKC
Cash Receipt Book	Birth Card/Record	Driver's License
Child Support	Crib Card	Food Stamps
DKC	Delivery Card/Record	Head Start
Disability	DKC	Library Card
Food Stamps	Driver's License	Medicaid
Foster Funds	Food Stamps	Military Orders
Head Start	Green Card	No Proof- IOU
Income Statement	Head Start	Other
LES	Health Record	Pay Stub
Letter Employer	Health Professional	Rent/mortgage receipt
Medicaid	Immunization Record	Remote Village Residency
Native Corporate Dividends	Medicaid	Rural Representative Verified
No Proof- IOU	Military ID	School ID
Other	No Proof- IOU	School Lunch
Pay Stub	Other	Voter Registration
PFD	Passport	VOC
Tax Return/W2	Pay Stubs	Work ID
Retirement/Pension	Personal Recognition	
School Lunch	Rural Representative Verified	
SSI	School ID	
Tribal Dividends	School Lunch	
Unemployment	SSI Card	
VOC	State ID	
Workman's Compensation	Visa	
	VOC	
	Voter Registration Card	
	Work ID	

January 2007 Risk Manual used to determine records to flag:

**HIGH RISK CODES: Alaska WIC**  
**Revised January 2007**

USDA	I	C	PG	BF	NBF	Risk Factor
103	☆	☆				Underweight or at Risk for Becoming Underweight
131			☆			Low Maternal Weight Gain
134	☆	☆				Failure To Thrive
141	☆					Low Birthweight (Birth weight < 5 lbs)
142	☆					Prematurity (< 37 weeks gestation) (1st year of life)
151	☆					Small for gestational age
201	☆	☆	☆	☆	☆	Low Hematocrit/Low Hemoglobin (Hgb < 9 gms/dl or Hct <30%)
302			☆			Gestational Diabetes
331			☆	☆		Pregnancy at a Young Age Conception (≤ 15 years, PG/BF)
335			☆	☆		Multifetal Gestation
345	☆	☆	☆	☆	☆	Hypertension (Includes Chronic and Preg Induced)
350	☆					Pyloric Stenosis
351	☆	☆	☆	☆	☆	Inborn Errors of Metabolism
353	☆	☆	☆	☆	☆	Food Allergies (HR up to 1 year of certification)
354	☆	☆	☆	☆	☆	Celiac Disease
360	☆	☆	☆	☆	☆	Other Medical Conditions
362	☆	☆	☆	☆	☆	Developmental/Sensory/Motor Disabilities: Feeding Problems (HR up to 1 year of certification)
382	☆	☆				Fetal Alcohol Syndrome (FAS) (HR up to 1 year of certification)
602				☆		BF Complications (Women)
603	☆					BF Complications for Breastfed Infant

# **Attachment B**

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## **Full View Samples**

## Full View Samples 4/16 Build

Entering a new participant. Incomplete proofs default still activated. Proofs window open. With sample income entries.

**Proof ID button**

**Income Proof Window open with inserted rows noting proofs.**

Date	Proof	Staff	Comments
3/28/2007	Child Support	Caren Webb	monthly, letter from caseworker
3/28/2007	Medicaid	Caren Webb	stickers
3/28/2007	PFD	Caren Webb	stub

**Red text default**

**Incomplete button still checked.**

High Risk participant. Low Hgb (with Hgb entry of 8.1 and Risk Code entry of 201). Which initiated red flag on *Medical Tab* and *Family List Box*.

**Medical Tab red HR flag**

**Family List HR flag**

Information Date	HCT	HGB	Height	Weight Pre	Weight Current	Weight Gain	Last Prg End Date	BMI
3/28/2007		8.1	65 2/8 in.	123lb 05oz	135lb 04oz		00/00	20.4190

**Medical record date is red (will see when next row is added)**

**Risk Factors**

- 131 Low Maternal Wt Gain
- 201 Low Hgb/Hct
- 422 Inadequate Diet

**Calculate Risk Factor**