

STATE OF ALASKA

DEPARTMENT OF HEALTH AND SOCIAL SERVICES

Office of Children's Services

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Reply to: **All Local Agencies Memorandum No-06-12**

Date: March 1, 2006

TO: X-LA WIC Coordinators

X- Satellites

Information- X

Policy- X

Action- X

FROM: Kathleen Wayne
State WIC Director

Routine (hard copy only)-
Urgent (fax and hard copy)-

SUBJECT: AKWIC Build

A new build has been released in AKWIC this week. In the release there are changes to ethnic/racial reporting, a referral section added for children, computer screen changes for the immunization section, and a change to the Alaska WIC Program title bar.

To reflect current USDA ethnic and racial reporting requirements, both WIC client applications and the AKWIC data base have been changed. Applications forms will be mailed out to clinics this week. There may be some lag time between when the change occurs in AKWIC and when you have the applications with the updates. If this happens, here are some guidelines in case you receive the new build, but are still using the old application.

1. For clinics that have clients on site, verbally ask clients if they are of Latino or Hispanic ethnicity and update AKWIC accordingly. Once you have new applications available you may discard any old forms, or you may continue to use old applications and verbally ask the questions.
2. In agencies that mail certifications, you must choose the ethnicity without being able to see the client. If you know the answer, choose accordingly; otherwise, use your best judgment in making a selection. If the client had identified Hispanic in the old system, this should be transferred over to ethnicity and a race chosen. If Hispanic was not chosen, chose option "no" in the ethnicity section and select the race from before. If you are not able to guess a client's ethnicity; look at the last name and if it is of a Hispanic origin such as Gomez or Martinez, chose Hispanic. Upon recertification, ethnicity and race can be updated to reflect the client's choice.

Please see the attached notes that Caren Web has provided detailing the new build.

New Build Instructions 3/1/06

DP Liaison Caren Webb

Summary of Changes:

- Entering race
 - USDA requires we answer the question: “*are you Hispanic/Latino ethnicity (with a yes or no)*” and then also select the “*race/races*” (*white, black, etc.*) that apply.
 - Race is now a two part entry.
 - You can’t enter Hispanic alone, if Hispanic “*ethnicity*” they must also chose at least one “*race*”.
 - If not Hispanic you must say “not Hispanic”, then select a race(s).
 - Until applications are revised, verbally clarify a client’s race(s).
 - AKWIC does not force you to enter race for an “initial/new” client when entering minimal data just to make an appointment. It will however force you to enter race when you certify that new client.
 - It does not force a race update on “current” clients unless you attempt to “edit” the current race selection, once you have it forces you to adjust race, answering both the ethnicity and race selections.
 - You can select “*cancel*” to get out of the race window if you haven’t made any changes.
 - If you get in a loop, can’t get out and the client is not there to ask, make your best guess entry.
 - The system will default “yes” to the Hispanic question if their previous race was Hispanic. And “no” if they were not previously Hispanic.
 - It also carries over any other previous race selections (*white, black, etc.*).
- Referrals for infants and children
 - There are now fields to enter “*services used*” and “*referrals made*” on each child’s record as well as the adult’s record.
 - Referrals can now be client specific instead of by family (i.e. not knowing who the referral was actually for).
 - Referrals should be noted on the specific client they pertain to (i.e. mom can have a food bank referral, baby an ILP referral, child an immunization referral, each on their own record, etc.).
 - If a referral applies to the entire family, make the entry only on the guardian’s record, you do not have to double enter it into every family member’s record.

- The referral selections and entry processes have not changed, the choices remain the same as currently on the adult's tab (i.e. adoption, adult ed, etc.).
- Immunizations field moved
 - Due to space issues (created by adding the referral field on the child's record) the immunization field has been moved.
 - There is no change in how immunization entries are made, just that the field has moved on the screen. It is now on the *Certification Tab* under the row with *Delivery Date/Birth/BF* fields.
- Title bar
 - There is now (very top of the screen, blue bar) a notation as to what build is currently installed on the workstation.
 - Makes the version more visible to assure that all workstations received the new build.
- Order of Growth Charts
 - When a 2-20yo growth chart is opened, the pages now display in the following order:
 1. BMI for age
 2. Weight-for-Height, then
 3. Height-and-weight for age.
 - BMI and Weight-for-Height are most used for risk assessment so were changed to display first, to provide quicker viewing.
 - There is no change to the process of opening the charts, plotting or to the charts themselves.
- New AKWIC Reports
 - The following AKWIC reports have been revised:
 - #340 *Overweight Children*
 - #346 *Breastfeeding Duration and Initiation Rates*
 - The reports are accessed and generated in the same manner as any AKWIC report using the reports function.

“How Too’s” 3/1/06 New Build

RACE

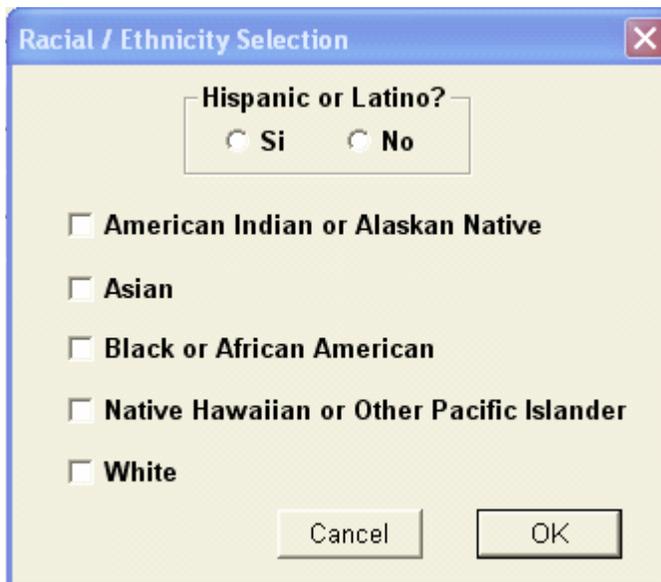
Entering race continues to be a required field for a certification.

For a new participant:

A rectangular input field with a light beige background and a thin border. The text "Race/Ethnicity" is displayed in a small font at the top left of the field.

To enter race double click into the race field.

The race selection window will open.

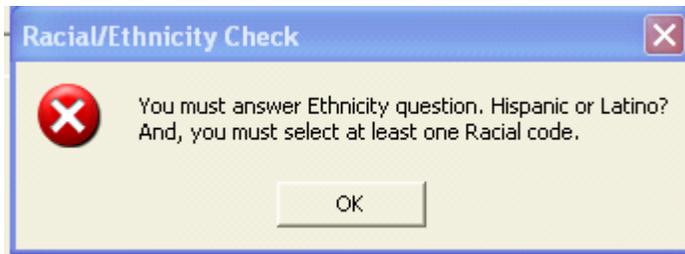
A dialog box titled "Racial / Ethnicity Selection" with a blue header bar and a close button (X) in the top right corner. The main area has a light beige background. At the top, it asks "Hispanic or Latino?" with two radio buttons labeled "Si" and "No". Below this are five checkboxes: "American Indian or Alaskan Native", "Asian", "Black or African American", "Native Hawaiian or Other Pacific Islander", and "White". At the bottom, there are "Cancel" and "OK" buttons.

It looks the same as currently, except it has (on the top) the question “*Hispanic/Latino Yes-No*”. You must select the *yes or no* button

A small dialog box with a light beige background. It asks "Hispanic or Latino?" with two radio buttons labeled "Si" and "No".

Cute, Bart put “Si” for yes!

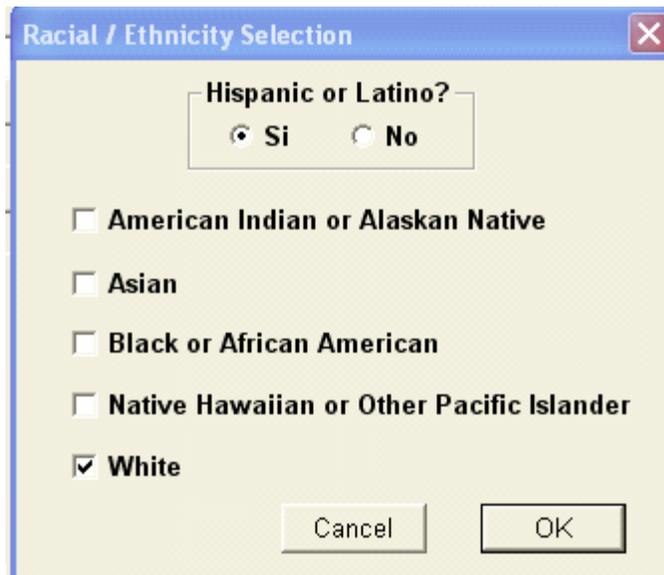
If you try to say *OK* to close without answering the Hispanic question you get the ethnicity error message.



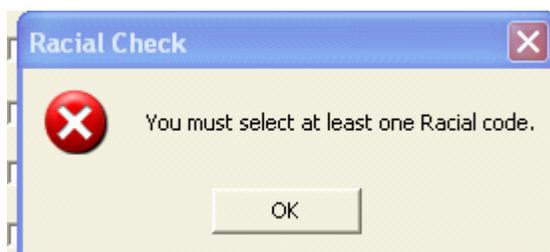
Click *OK* to the message, then *Cancel* on the race selection window to get out.

If you will be certifying this as a new client you need to enter the ethnicity and race, otherwise when you go to the *Cert Tab* you get a message then that you must enter race. If you plan to keep this record answer it before moving to the next tab! You do not need to enter race if you are just entering minimal data to make an appointment without certifying the client.

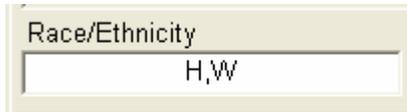
In addition to the Hispanic/Latino question, you must also select at least one race box (white, black.....etc.).



If you don't and try to close you get the race error message!



You shouldn't notice any changes in the Race field itself. It still inserts the letter code for the race you entered (below H=Hispanic, W=White, etc.).

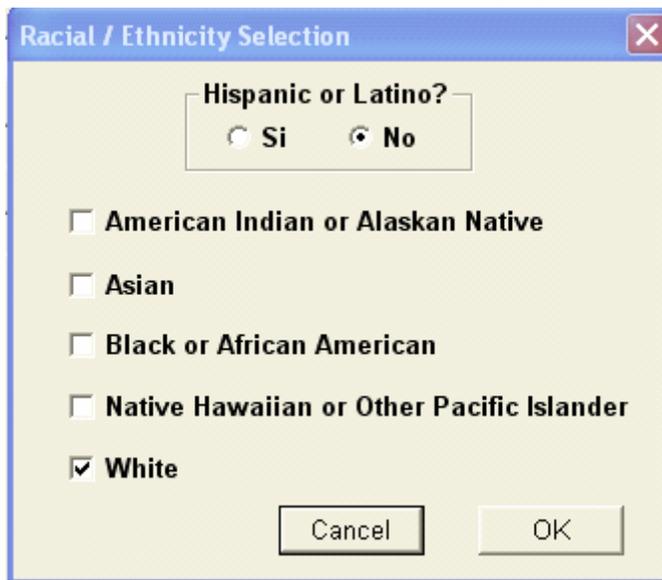


A screenshot of a text input field labeled "Race/Ethnicity". The field contains the text "H,W".

For an existing client.

When you open the race window the system automatically defaults to "No" for the Hispanic/Latino question for those who had not indicated Hispanic under the old system. And "Yes" for those previously noted as Hispanic.

It also copies over any other race(s) previously indicated (i.e. example, white below).



A screenshot of a dialog box titled "Racial / Ethnicity Selection". It features a section titled "Hispanic or Latino?" with two radio buttons: "Si" (unselected) and "No" (selected). Below this are five checkboxes for race categories: "American Indian or Alaskan Native", "Asian", "Black or African American", "Native Hawaiian or Other Pacific Islander", and "White" (checked). At the bottom are "Cancel" and "OK" buttons.

If the person would have answered yes if the Hispanic/Latino question were it asked using the old system, than they would have selected Hispanic in the old system and there would already be an H in the race field. So you will already have half the answer.

In those cases where the client had only identified Hispanic in the old system, the system is now defaulting to "Yes". You will need to ask and add the race (white, black, etc.....), the other half of the question. As no other races were previously available to carry over.

Referrals

Looks and performs the same as the current referral fields on the adult's current record. Except now the field is on every individual's record on the *Certification Tab*.

The screenshot shows a software interface with two main sections: 'Services Used' and 'Services Refd To'. Each section contains a list of service codes on the left and a corresponding text input field on the right. Below these sections is a 'Cert History' button and a dropdown arrow.

Services Used	

Services Refd To	
1as	
Z	
10w.	
BMI	
ilk	

Cert History

Allows individualized documentation of referrals. If a referral applies to the whole family just enter that referral on the adult's record. If the referral is individually client specific enter it only on the specific child's record.

Immunization

The only change is the location. It is on the *Certification Tab* under the *Delivery/BF* fields. The way you enter immunization data has not changed.

Delivery Date	Birth Wt	B F Dur	Age F St	Survival Time
10/14/2005	1091b 05oz	10	8	Living

Immunizations					
Current	<input type="checkbox"/>	Records	<input type="checkbox"/>	Referred	<input type="checkbox"/>

App Date	Cert Date	Valid Date	Term
10/26/05	10/26/2005	12/27/2005	10/

Build Version Indicator

The version the workstation is running is now on the top of the screen in the blue too bar area (example here is showing *Version 08.06.02.06.a*).



To assist help desk issues and to assure that all workstations received the new build.