

**From:** Kent, Dana L (HSS)

**Sent:** Friday, October 10, 2014 3:52 PM

**To:** HSS DPA WIC Coordinators; HSS DPA WIC Anchorage; HSS DPA WIC Juneau

**Cc:** O'Gara, Kathy (HSS Sponsored); Welch, Scooter (HSS Sponsored); Rybicki, Danielle (HSS Sponsored); Bennis, Don; Olejasz, Aimee M (HSS)

**Subject:** Friday Update October 10

Hello All,

Just a few housekeeping items for you this week-

- The Alaska WIC Program Offices will be closed next Friday, October 17 in observance of Alaska Day.
- Kathleen will be back on Monday, October 13<sup>th</sup>. (Yeah!)

Our success story this week:

*"A pregnant mom came to WIC for certification. When asked what her thoughts were concerning breastfeeding she stated she had no plans to breastfeed. The CPA asked additional probing questions to identify breastfeeding concerns. The pregnant mother stated that the baby's father did not want to bother with heating stored breastmilk and assumed mixing formula would be more simple. Mom also voiced concerns over infant growth with breastfeeding and feared her baby would gain too much weight if she breastfed instead of formula feeding. The CPA addressed the participant's concerns and provided information on the convenience of providing breastmilk as well as increased chances of a infant maintaining a healthy weight with breastfeeding. Once mom's concerns were addressed she told the health educator the following "Switch me to breastfeeding now". She now plans to breastfeed her infant upon delivery."*

You go WIC! That's a very PCS story addressing a mother's concerns with care and consideration; not to mention good information.

Please call or email if you have any questions about the Friday Update.

Everyone have a wonderful weekend-

Dana

## 1. Breastfeeding Support Service Newsletter

Attached to the Friday Update you will find the Breastfeeding Support Service Newsletter. This newsletter is done quarterly for the Alaska WIC Breastfeeding Peer Counselors but can provide education to all of your staff. Please feel free to share this newsletter with your WIC staff. If you have any questions, please contact Danielle Rybicki at [drribicki@uaa.alaska.edu](mailto:drribicki@uaa.alaska.edu).

## 2. Final Food Rule Q and As

1. We had a question on how much tofu children and women can have. The answer is- with CPA or RD assessment, tofu (or soy beverage) may be substituted up to the maximum allowance for fluid milk. This is the wording in the Final Food Rule:  
"Additional amounts of tofu may be substituted, up to the maximum allowance for fluid milk for lactose intolerance or other reasons, as established by State agency policy."

Here is the wording from the State Policy, as found in Chapter 3 of the P & P Manual, which will be posted very soon on the state web site. This paragraph comes from page 32, part of the description of Food Package IV for children 1-4 years:

**“Soy-based beverage and calcium-set tofu may be substituted for milk only with CPA assessment and documentation in the SOAP note, for qualifying conditions. Soy-based beverage may be substituted for milk on a quart for quart basis up to the total maximum allowance of milk. Calcium-set tofu may be substituted for milk, with CPA assessment and documentation, at the rate of 1 pound of tofu per 1 quart of milk. . Determination of need for tofu and soy beverage can be made for situations that include, but are not limited to, milk allergy, severe lactose maldigestion, and vegan diets. “**

Here is the wording from page 38, part of the description of Food Package VI, as an example of the policy for women:

**“With CPA assessment and documentation, additional amounts of tofu may be substituted up to the maximum allowances for fluid milk in cases of lactose intolerance or other qualifying conditions. Such determination can be made for situations that include, but are not limited to, milk allergy, severe lactose maldigestion, and vegan diets. Soy-based beverage may be substituted for milk at the rate of 1 quart of soy-based beverage for 1 quart of milk up to the total monthly allowance for milk.”**

2. We’ve been asked to clarify the types of milk a child age 12-23 months may receive if this child has an ENPR for formula. Children age 12-23 months with an ENPR may only receive whole milk, unless the health care provider has specified another type of milk on the ENPR. The reference in the policy can be found on page 35, under the Policy for Prescribing Milk to Children 12-23 months.

**“Due to the medically fragile qualifying conditions of children age 12-23 months requiring Food Package III, medical documentation will be required for issuance of WIC-eligible formula and foods, including fat reduced milks. An RD will need to review and approve the ENPR and prescribe the package.”**

Attached is a new reference for CPAs and RDs that specifies the type of milk allowed by Food Package number. Please get rid of the version with the cow on it and use this version.

### 3. October 24 is World Food Day.

Food Day is a perfect time to sit down with family and friends and enjoy a healthy, sustainable meal. One way to make this meal even more fun is to use our [Food Day 2014 Dinner Party Kit](#). The kit is filled with fun activities, conversation starters, and recipes that you can use and share on October 24. Check out the kit and host your own Food Day dinner party!

### 4. Coordinator Conference Evaluation

If you haven’t already, please complete this short survey by **October 14**. Call or email Jennifer Johnson (465-8104) with questions. <https://www.surveymonkey.com/s/8FZRPTD>



### 5. SPIRIT Tips and Reminders:

⇒ For WIC Infants receiving non-contract **formula** paid for or provided by **Medicaid**, please review the attached screenshots for printing a non-redeemable benefit from SPIRIT. By printing

the benefit, the Infant will be included in your **Participation count**. In order to have accurate participant counts be sure to print for every month with a tri-monthly, bi-monthly or monthly issuance cycle. The FPIII box must be checked. From the "Select Formula" screen, choose "Special" and select "Formula Benefit Paid by Medicaid." Print the non-redeemable benefit.

⇒ TIP: One option for Mostly Breastfeeding Women

In order to encourage a new mom to choose breastfeeding over a full formula package during her first visit with a new baby, there is a non-redeemable benefit that can be printed. Consider the baby a mostly breastfed infant. That way you can prescribe **zero cans** of formula, print a non-redeemable check and SPIRIT will create a food prescription for their first year. The attached screen shots show a 0-1 month old Mostly BF infant whose mother did not want any formula. From the "Select Formula" screen, choose "Non-Contract," the choice "1-Breastfeeding Benefit" will appear. After you click "OK" SPIRIT will build the infant's full year food prescription with that benefit. You can edit any of the date's food prescriptions as normal. Print the breastfeeding benefit as you would a "real" check.

**SPIRIT Information:**

Attached are two documents previewing upcoming changes in a new version of SPIRIT. A date for moving to a new version of SPIRIT is not yet certain, but we thought you might like to see what's coming!

**SPIRIT Help Desk Info:**

Send all questions, issues and errors to the WIC SPIRIT Helpdesk at [wicpsirithelpdesk@alaska.gov](mailto:wicpsirithelpdesk@alaska.gov) or phone them at 907-334-4900. |

## Software Release Preview Version 2.19

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**A Look at the Up and Coming  
Changes in the Next Version of  
SPIRIT**

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**Implementation Date: TBD, 2014**

# Software Release Document 2.19

This document describes changes that were included in the updated 2.19 version of the SPIRIT information system.

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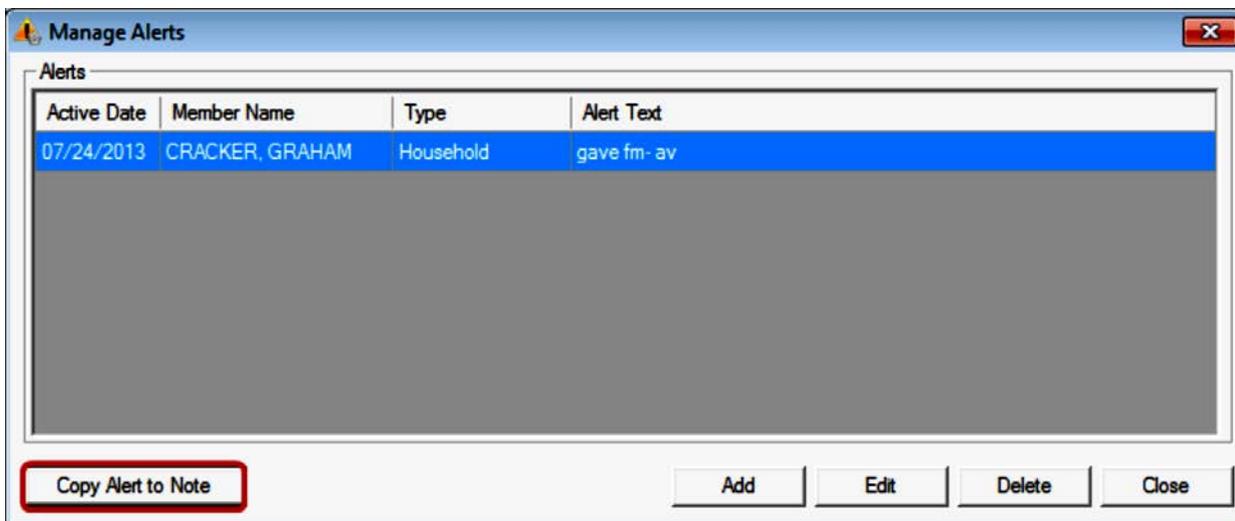
# Changes in SPIRIT with the new version

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## Alerts: Copy Alerts to Notes (ENH-386)

A column has been added to the Manage Alerts window called Type. This column displays whether the alert is a Household or Individual alert. New functionality has been added to allow the user to copy Alerts to a Participant's notes section.

A button has been added to the Manage Alerts window called Copy Alert to Note. This button allows you to convert an existing household or individual alert to a permanent note. If there are multiple alerts, you can select the alert that you want to convert to a note by clicking on it to highlight it.

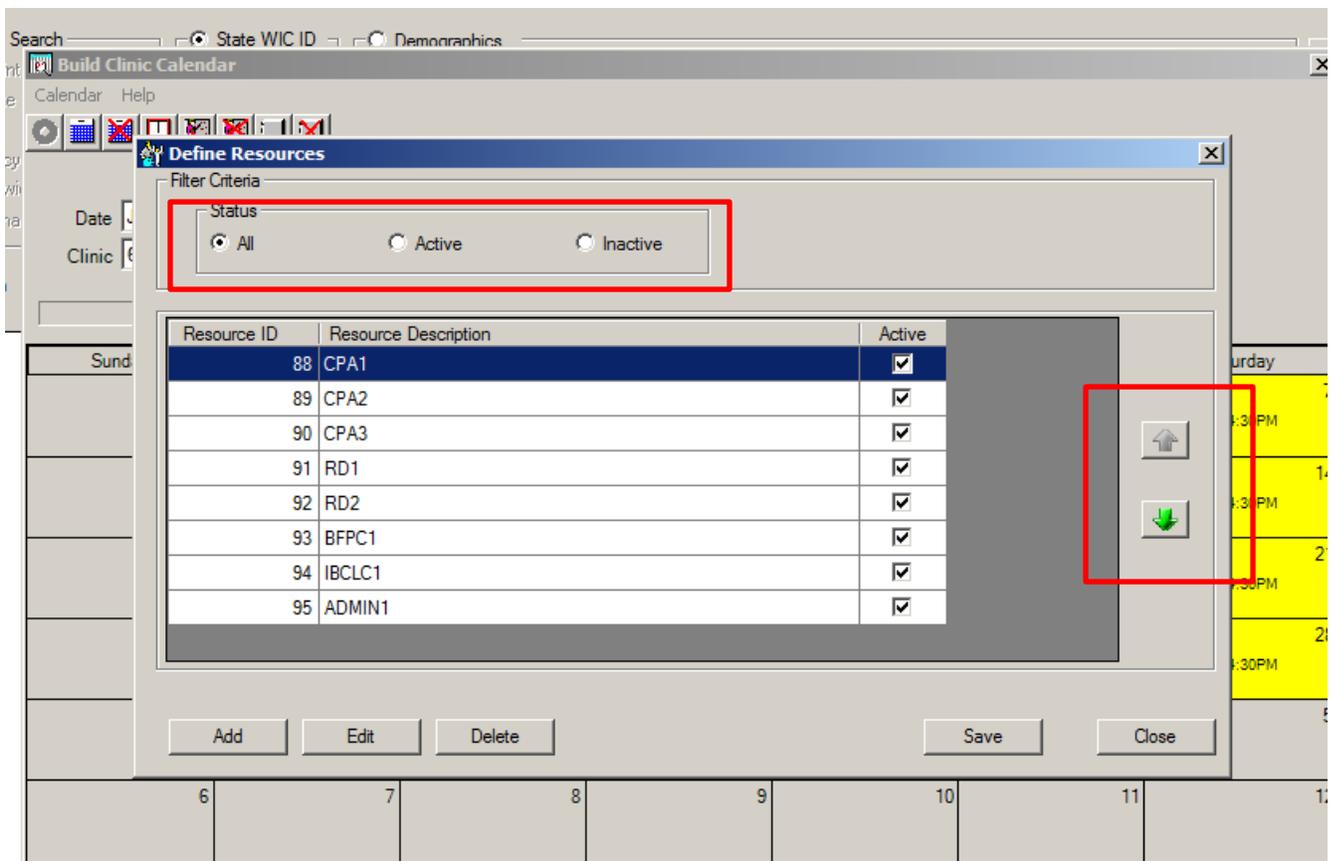


Appointment Scheduling: The Define Resources screen has New Functionality (ENH-278)

The ability to determine the order of your Resource columns has been added to the **Define Resources** window, which is found in **Build Clinic Calendar** by clicking on **Calendar...Resources**.

Additional changes:

- A **Filter Criteria** has been added that allows you to view resources based on their current status of active or inactive, or to view all regardless of status
- **Arrows** to move selected Resources up and down in the list determines the order in which the resources will appear on the **Schedule Appointments for Household** screen



**Note:** The order the Resource columns display is set for your entire agency. It cannot be set to display in a different order

## Software Release Document 2.19

### Benefits History: Revise Tree View (ENH-396)

The Benefits History tree view has been changed.

The **First Node** now consists of **two rows** of information.

The **First Row** always displays the FDTU and LDTU along with the participant's WIC Type at the time of issuance. A line divider ("|") separates different types of information to make it more readable.

Other information that appears in the first row:

- Proration amount
- Added or Replacement appears if the benefits were added or replaced

The **Second Row** displays Agency and Clinic and the certification period.

The **Second Node** lists details specific to each benefit and lists the serial numbers of the benefits issued. Other information listed on this node:

- **VOIDED** and the date the benefits were voided.
- **Marked Stolen** and the date the benefits were marked as stolen in bold red font.
- **Marked Lost** and the date the benefits were marked as lost in bold red font.
- **Reprint**

The **Third Node** displays the individual **food items** printed on the benefit. The icon next to each food item has been removed so that the foods display as an easily readable list.

The screenshot shows the 'Benefits History' section of a software application. The interface includes a menu bar with options like 'File', 'Participant Activities', 'Certification', 'Benefit Management', 'Document Imaging', and 'Help'. Below the menu is a toolbar with various icons. The main window displays a 'Benefits History' section with a tree view. The tree view shows a hierarchy of nodes: 'Benefits' (root), '08/26/2014 - 09/25/2014 | Child' (First Node), 'Agency 505 | Clinic 512 | Certification 06/26/2014 - 06/26/2015' (Second Node), and a list of food items (Third Node). The food items include: '2.00 GALLON(S) WHOLE FRESH MILK', '1.00 PKG(S)-16 OZ-WIC APPROVED CHEESE', '1.00 DOZEN WIC APPROVED EGGS or 4.5 OZ PKG DRY', '36.00 OUNCE(S) WIC APPROVED CEREAL', and '1.00 CAN(S)-16 OZ PROTEIN CONCENTRATED JUICE or 64 OZ PLASTIC CONTAINER'. Red arrows and labels point to the 'First Node', 'Second Node', and 'Third Node' respectively.

## Software Release Document 2.19

### Benefit Issuance: Automatically Suggest Last Set of Benefits for Children (ENH-399)

A Business Rule has been added that allows the system to auto-suggest the last set of benefits a child is eligible for during their certification period. This is the set of benefits in which the Printed First Date to Use (PFDTU) is in the same month as the Certification End Date.

Certification Effective	01/29/2013	<b>Benefit Set</b>		
Mid-certification Due	07/29/2013	PFDTU	LDTU	
Mid-certification Complete	09/12/2013	10/13/2013	11/12/2013	Issued
<b>Certification End</b>	<b>01/31/2014</b>	09/13/2013	10/12/2013	Issued
Termination Date	N/A	08/13/2013	09/12/2013	Issued
Termination Reason	N/A	Issuance Frequency Tri-Monthly		

-  PARTICIPANT- TEST
  -  <11/13/2013>12/02/2013-12/12/2013 Half
  -  12/13/2013-01/12/2014 Full
  -  01/13/2014-02/12/2014 Full

## Software Release Document 2.19

### Benefit Issuance: Benefits Screen Displays All HH Messages (ENH-384)

The Issue Benefits process has been modified so that individual messages no longer display as the screen is opening. Instead, messages will display in red beneath the participant's name, in the lower section of the issuance screen, which explain why benefits cannot be suggested for that member. (NOTE: All members of the household will display regardless of their current eligibility or status.)

The screenshot shows the 'Issue Benefits' window for the date 06/26/2014. It features a 'Household Member Information' table and a detailed view of benefits for two members: Shelby R Minix and Tessa Sinnok.

Household Participant	Frequency	Last Set Issued	Last Set PFDT	Last Set LDTU	Prior Certification	Certification Due	Categorical Ineligibility
SHELBY R MINIX	Tri-monthly			03/13/2014	06/12/2013	03/31/2014	03/31/2014
TESSA SINNOK	Tri-monthly	11/12/2013	1/12/2014	02/11/2014	11/12/2013	10/27/2014	10/28/2014

Below the table, the details for Shelby R Minix are shown in red text: 'Certification has been terminated (Categorically Ineligible)'. A red arrow points to this message. Tessa Sinnok's details are shown in green text with checkmarks, indicating active benefits for three periods: <06/12/2014>06/26/2014-07/11/2014 Half, 07/12/2014-08/11/2014 Full, and 08/12/2014-09/11/2014 Full.

The interface also includes a 'Cycle Adjustment Type' section with radio buttons for 'System Determined' (selected) and 'Selected LDTU of' (none), and buttons for 'Preview Benefits', 'Edit First Set', 'Mailing Benefits', 'Generate Address Label', 'Issue Benefits to Selected Members', and 'Cancel'.

## Software Release Document 2.19

### Food Prescription: Add General Note Button to Add and Edit Food Prescription Screen (ENH-13)

An **Add General Note** button has been added to the **Add Food Prescription** and the **Edit Food Prescription** screens. The note can be about any subject. A new window is opened which allows the user to add a note without leaving the Food Prescription screen.

The screenshot shows the 'Add Food Prescription' window. At the top, there is a dropdown menu for 'Effective Date of Food Prescription' set to '11/21/2013'. Below this is a table with the following data:

Quantity	UOM	Item
1	LB.	(16 oz) Whole Wheat/Whole Grain Bread OR Tortillas
1	LB.	(14 to 16 oz.) pkg Brown Rice OR Oatmeal
1	JAR	(16 - 18 oz.) jar peanut butter
1	LB.	pound(s) WIC-allowed Cheese (3 quarts of milk product)
13	QUART	Whole, 2%, 1% or Fat Free/Skim milk
36	OZ.	oz. (or less) WIC-allowed cereal
1	DOZ.	dozen Large eggs
2	EACH	(64 oz) OR 2 (11.5-12 oz Frozen conc) 100% Juice
600	CENT	FRESH or Frozen/Canned Fruits and Vegetables

To the right of the table is a sidebar titled 'Milk Products [quarts]' with the following values:

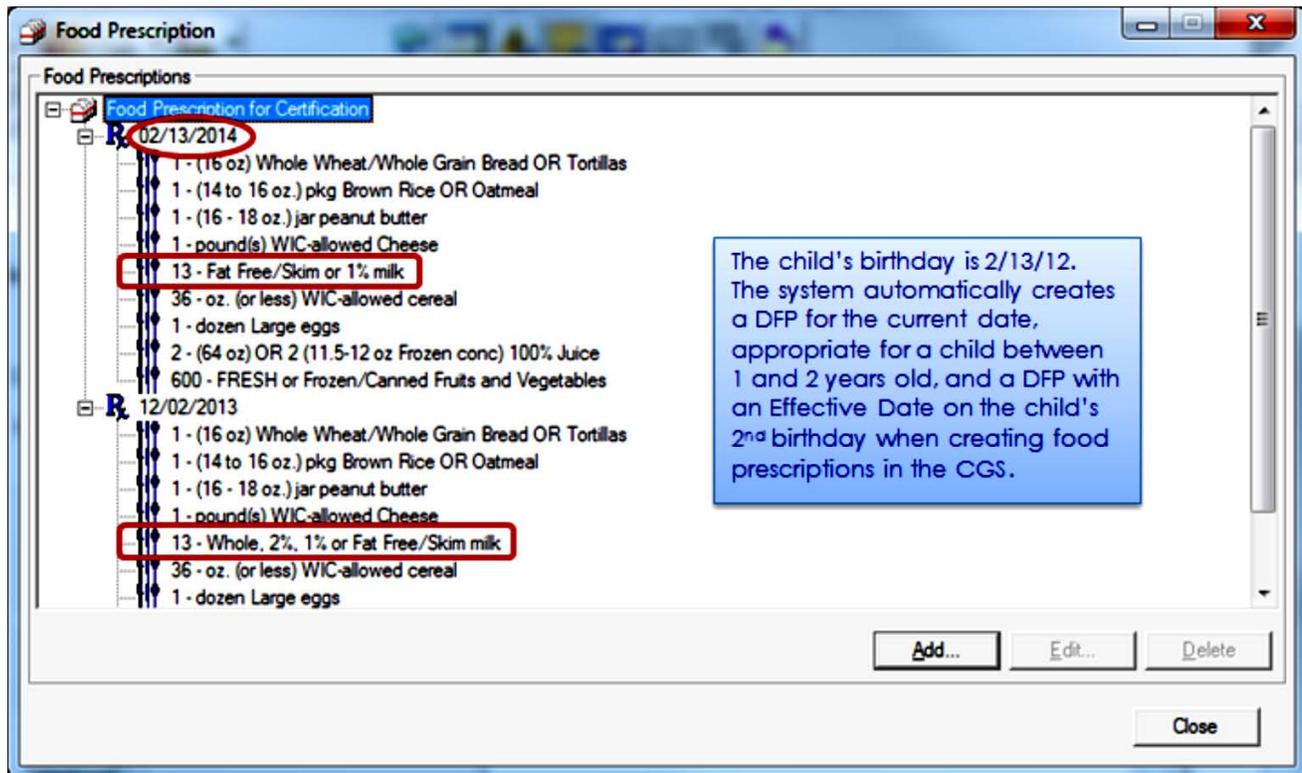
- Maximum: 16
- Allocated: 16
- Remaining: 0

Below the sidebar are several buttons: 'Use Default', 'Add Food Item', 'Edit Food Item', 'Delete Food Item', 'Show Details', and 'Add General Note'. The 'Add General Note' button is highlighted with a red rectangle. At the bottom of the window are 'OK' and 'Cancel' buttons.

## Software Release Document 2.19

### Food Prescription: Auto-Generate 2-3 Y.O. and 3-5 Y.O. Default Food Packages (ENH-394).

During the CGS, SPIRIT will create multiple default food packages (DFPs) for children, like it currently does for infants, if the child's 2 or 3-year birthday falls within the new certification period.



## Software Release Document 2.19

### Health Information: Breastfeeding Beyond One Year (ENH-267)

The Child Health screen has been modified to allow the user to mark a child as breastfeeding beyond one year. This choice is activated when the “Ever Breastfed” box is checked.

The screenshot displays the 'Child Health Information' form for a child named THAO. The form is organized into several sections:

- Birth Information:** Includes fields for 'Unknown Birth Criteria' (checked), 'Birth Height' (Inches and 8ths), 'Birth Weight' (Lbs and Ozs), 'Birth Facility' (dropdown), and 'Gestation' (Weeks).
- Mother's Information:** Includes 'Birth Date' (dropdown), 'On WIC' (checkbox), and 'State WIC Information' (ID and Name, both N/A).
- Feeding Information:**
  - 'Ever Breastfed' section: Radio buttons for 'Yes' (selected), 'No', and 'Unknown'. A red box highlights the 'Breastfeeding beyond One Year' checkbox, which is also checked.
  - 'Breastfeeding Amount' dropdown: Set to 'Non-Breastfeeding'.
  - 'Reason(s) Stopped' list box: Contains 'Advised to Stop by Physician or Other Health Professional', 'Anxiety, Lack of Confidence', 'Baby Stopped (After 8 Months of Age)', 'Baby Too Demanding, Fussy, Not Satisfied', and 'Birth Control (Norplant or Oral Contraceptives)'. 'Advised to Stop by Physician or Other Health Professional' is selected.
  - Other checkboxes: 'Requires Food Package III' (unchecked), 'Breastfeeding Now' (unchecked).
  - Various date fields: 'Date Food Package III Verified', 'Date Breastfeeding Verified', 'Date Breastfeeding Began', 'Date Breastfeeding Ended', 'Date Supplemental Feeding Began', and 'Date Solids Were Introduced'.
- Health Information:** Includes 'Household Smoking' (No) and 'TV/Video Viewing' (dropdown).
- Medical Conditions:** Includes checkboxes for 'Diabetes Mellitus' and 'Hypertension or Prehypertension' (both unchecked).

At the bottom right, there are 'OK' and 'Cancel' buttons.

## Software Release Document 2.19

PF - CHILD THAO - 1 Year 1 Month 11 Days - WIC ID: 00090671 - HH ID: 00029944

File Participant Activities Certification Benefit Management Document Imaging Help

### Child Health Information

Birth Information

Unknown Birth Criteria

Birth Height  In  8ths Birth Weight  Lbs  Ozs

Birth Facility

Gestation Weeks

Mother's Information

Birth Date  On WIC

State WIC Information

ID N/A Name N/A

Feeding Information

Ever Breastfed

Yes  No  Unknown

Requires Food Package III

Date Food Package III Verified

Breastfeeding Now

Date Breastfeeding Verified

Breastfeeding beyond One Year

Date Breastfeeding Began

Breastfeeding Amount  Non-Breastfeeding

Date Breastfeeding Ended

Reason(s) Stopped

Date Supplemental Feeding Began

Date Solids Were Introduced

Health Information

Household Smoking  No TV/Video Viewing

Medical Conditions

Diabetes Mellitus  Hypertension or Prehypertension

OK Cancel

When the Breastfeeding Beyond One Year box is checked, the system will automatically:

- Disable the **Breastfeeding Now** checkbox
- Select **Non-Breastfeeding** from the **Breastfeeding Amount** drop-down list and disable it
- Clear and disable the **Reason(s) Stopped** drop-down
- Clear and disable the **Date Breastfeeding Ended** field
- REQUIRE completion of the Date Supplemental Feeding Began field

**Note:** You will need to enter the current date if the participant has never been provided formula in order to save and exit the screen. If the participant has been provided supplemental formula, please enter the actual date in which formula supplementation began.

## Software Release Document 2.19

### [Health Information: Household Smoking and TV Hours have been moved to the Health Screen \(ENH-382\).](#)

The Household Smoking and TV/Video Viewing fields have been removed from the Demographics screens and added to the Health Information screen. The functionality of these fields has not changed; they are required to complete Health Information.

In the CHILD Health Information, both fields have been added to a new Health Information section:

The screenshot displays the 'Health Information' screen with the following fields and values:

- Birth Information:** Unknown Birth Criteria ; Birth Height: 20 In 0 8ths; Birth Weight: 7 Lbs 6 Ozs; Birth Facility: DO NOT COLLECT; Gestation Weeks: 40
- Mother's Information:** Birth Date: 01/10/1986; On WIC: ; State WIC Information: ID 00221216, Name [redacted]
- Feeding Information:** Ever Breastfed:  Yes; Requires Food Package III: ; Breastfeeding Now: ; Breastfeeding beyond One Year: ; Breastfeeding Amount: Non-Breastfeeding; Reason(s) Stopped: Changed mind; Date Food Package III Verified: [redacted]; Date Breastfeeding Verified: 02/24/2011; Date Breastfeeding Began: 03/10/2009; Date Breastfeeding Ended: 03/20/2009; Date Supplemental Feeding Began: 02/23/2012; Date Solids Were Introduced: [redacted]
- Health Information (highlighted):** Household Smoking: No; TV/Video Viewing: 2 hour/day
- Medical Conditions:** Diabetes Mellitus ; Hypertension or Prehypertension

## Software Release Document 2.19

In the Women's Health Information screen, the **Household Smoking** field has been added to the **Cigarette Usage** section of the **Pregnancy Info** and **Postpartum Info** tab:

Health Information	Nutrition Education	Referrals	Income History	Benefits History	Appointments
<b>Current Pregnancy Information</b>					Postpartum Info
<input type="checkbox"/> Expecting Multiple Births	<input type="checkbox"/> Diabetes Mellitus	Expected Delivery	06/09/2014		
<input type="checkbox"/> Planned C-section	<input type="checkbox"/> Gestational Diabetes	LMP Start Date	09/02/2013	Pre-pregnancy Weight	123
<input type="checkbox"/> Hypertension or Prehypertension				Pre-pregnancy BMI	24.4
<input type="checkbox"/> Has Not Received Prenatal Care		Date Prenatal Care Began	10/2013	Age at Conception	31 Years
<input type="checkbox"/> Requires Food Package III		Date Food Package III Verified			
<b>Previous Pregnancy Information</b>					Pregnancy Info
Number of Pregnancies	1	Number of Live Births	1	Number of WIC Pregnancies	
Number of Pregnancies 20 or more Weeks	1	Last Pregnancy Ended	12/2012		
<b>Multivitamin Consumption</b>					
Month Prior to Pregnancy	7 times (daily) per week	During Pregnancy	7 times (daily) per week		
<b>Cigarette Usage</b>					
Per Day - 3 Months Prior to Pregnancy	0				
Per Day - Current	0				
Smoking Change	Did Not Smoke				
Household Smoking	No				
<b>Alcohol Intake</b>					
Drinks/Week - 3 Months Prior to Pregnancy	0				
Drinks/Week Current	0				

## Software Release Document 2.19

### [Health Information: Display Pre-Pregnancy BMI for Postpartum Women \(ENH-269\)](#)

The Women's Health Information screen has been modified to show the Pre-Pregnancy BMI on both the Pregnancy tab and **Postpartum** tab.

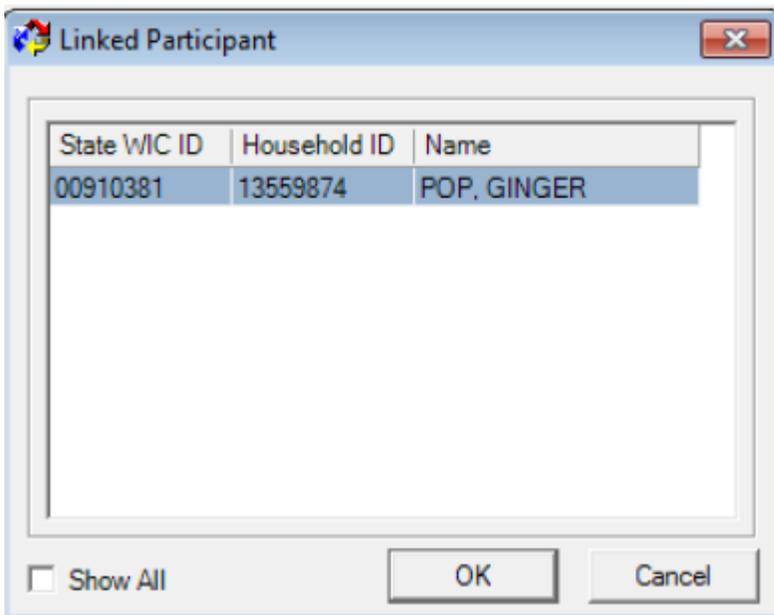
The screenshot displays the 'Postpartum Information' tab in a software application. The interface includes a menu bar at the top with options like 'File', 'Participant Activities', 'Certification', 'Benefit Management', 'Document Imaging', and 'Help'. Below the menu is a toolbar with various icons. The main content area is divided into several sections:

- Postpartum Information:** This section contains several input fields and checkboxes. The 'Pre-pregnancy BMI' field is highlighted with a red rectangle. Other fields include 'Expected Delivery', 'LMP Start Date', 'Actual Delivery Date', 'Hospital Discharge Date', 'Weight Gained during Pregnancy', 'Weight at Delivery', 'Birthing Facility', 'C-section Delivery', 'Diabetes Mellitus', and 'Hypertension or Prehypertension'. There are also checkboxes for 'On WIC During Most Recent Pregnancy', 'Requires Food Package III', and 'Did Not Receive Prenatal Care'. A date field for 'Date Food Package III Verified' and a date field for 'Date Prenatal Care Began' are also present. A button labeled 'Infant(s) Born from This Pregnancy' is located at the bottom right of this section.
- Cigarette Usage:** This section includes fields for 'Per Day - Last 3 Months of Pregnancy', 'Per Day - Current', 'Smoking Change', and 'Household Smoking' (set to 'No').
- Alcohol Intake:** This section includes fields for 'Drinks/Week - Last 3 Months of Pregnancy' and 'Drinks/Week Current'.
- Most Recent Pregnancy History:** This section contains checkboxes for 'Low Birth Weight', 'Premature Birth', 'Multi-fetal Gestation', and 'Fetal or Neonatal Loss or Spontaneous Abortion'.
- Any History Of:** This section contains checkboxes for 'Gestational Diabetes' and 'Preeclampsia'.

Health Information: Narrow Search Results when Linking Mom & Baby

(ENH-385)

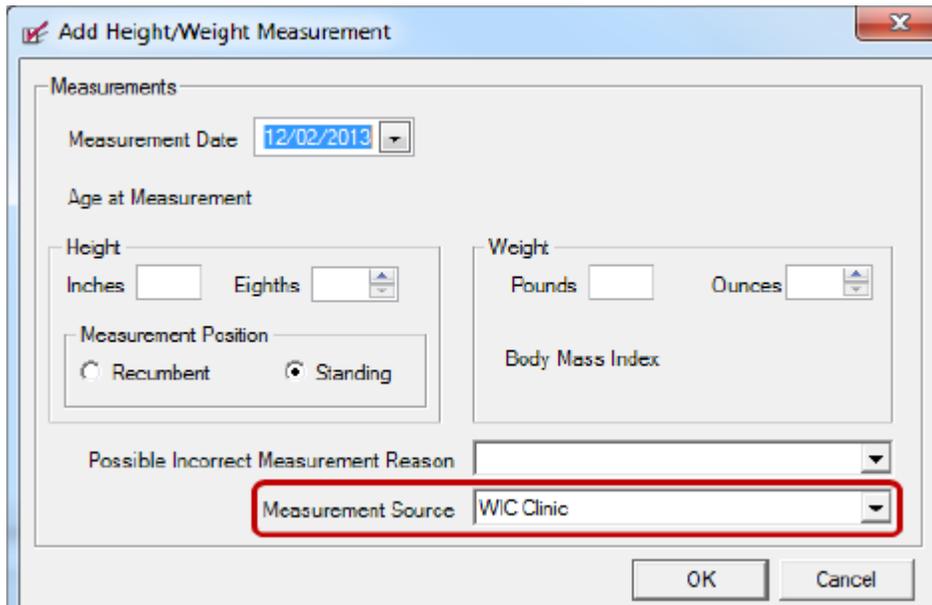
The criteria has been changed for the participants that display so that only members from the **same household** who have a DOB 1 day before and 1 day after the Actual Delivery Date (or Mother’s Information: Birth Date) initially display in the list when linking from the mom’s, or the infant’s record, respectively. A Household ID column has also been added to the **Linked Participant** window. The “Show All” check box will broaden the search.



## Software Release Document 2.19

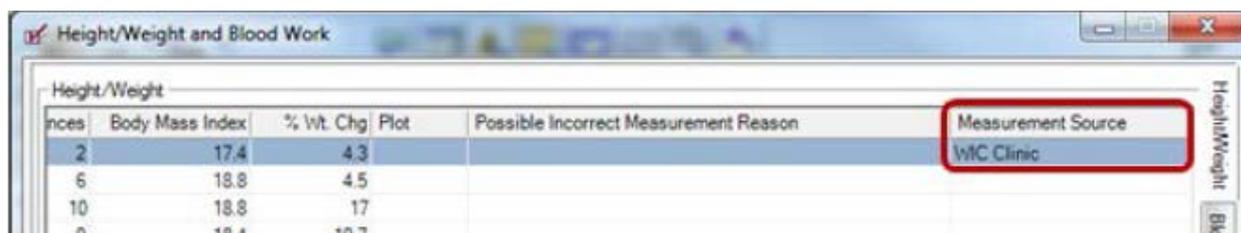
### Height/Weight: Add Measurement Source and Do Not Plot Functionality (ENH-291)

A new field, **Measurement Source**, has been added to the **Add Height/Weight Measurement** and the **Edit Height/Weight Measurement** windows. The default selection is **WIC Clinic**. This allows the user to indicate that a measurement was not taken at the WIC clinic.



The screenshot shows the 'Add Height/Weight Measurement' dialog box. The 'Measurement Source' dropdown menu is highlighted with a red box and shows 'WIC Clinic' as the selected option. Other fields include 'Measurement Date' (12/02/2013), 'Age at Measurement', 'Height' (Inches and Eighths), 'Weight' (Pounds and Ounces), 'Measurement Position' (Recumbent and Standing), and 'Possible Incorrect Measurement Reason'.

A **Measurement Source** column was added to the Height/Weight grid.



The screenshot shows the 'Height/Weight and Blood Work' grid. The 'Measurement Source' column is highlighted with a red box and shows 'WIC Clinic' as the selected option. The grid contains the following data:

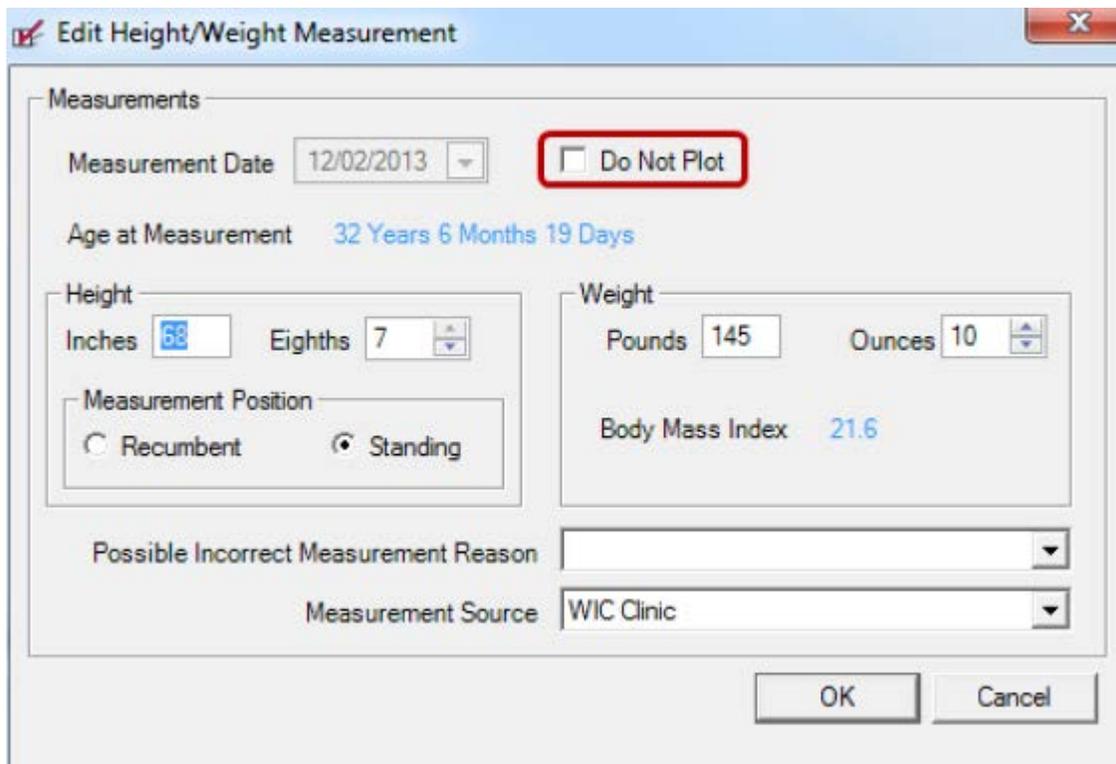
Inches	Body Mass Index	% Wt. Chg	Plot	Possible Incorrect Measurement Reason	Measurement Source
2	17.4	4.3			WIC Clinic
6	18.8	4.5			
10	18.8	17			
14	18.4	10.7			

## Software Release Document 2.19

### Growth Grids

To be able to indicate whether a measurement should be plotted on a grid, a checkbox called **Do Not Plot** has been added to the **Edit Height/Weight Measurement** window. The checkbox is **always** enabled and its default status is unchecked.

To have a measurement not plot on the growth grids, simply click on the measurement in the **Height/Weight** grid to highlight the row, click the **Edit** button, and click the checkbox, which can be checked at any time



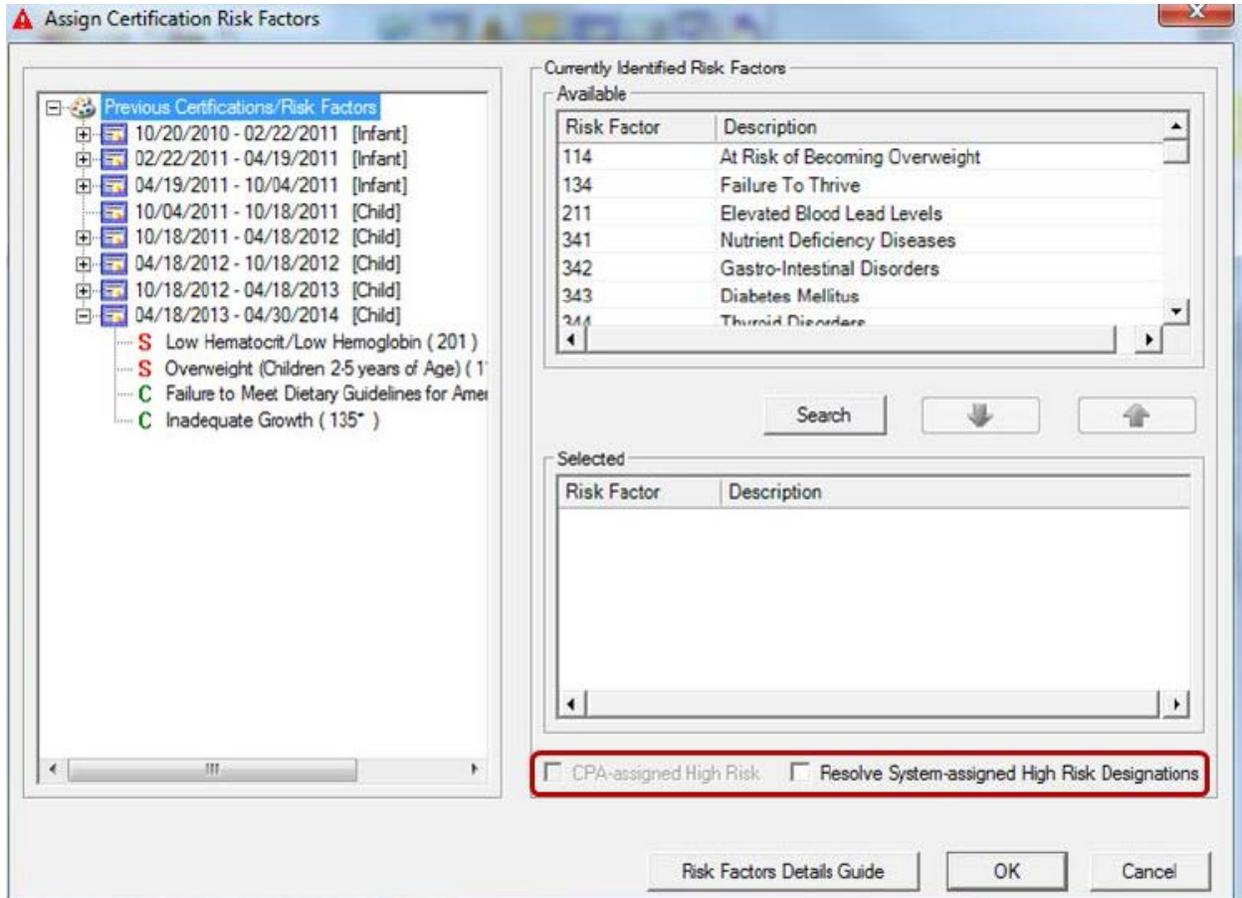
The screenshot shows the 'Edit Height/Weight Measurement' dialog box. The 'Measurements' section includes a 'Measurement Date' dropdown set to '12/02/2013' and a 'Do Not Plot' checkbox, which is highlighted with a red box. Below this is the 'Age at Measurement' field showing '32 Years 6 Months 19 Days'. The 'Height' section has 'Inches' set to '68' and 'Eighths' set to '7'. The 'Weight' section has 'Pounds' set to '145' and 'Ounces' set to '10'. The 'Body Mass Index' is displayed as '21.6'. The 'Measurement Position' section has radio buttons for 'Recumbent' and 'Standing', with 'Standing' selected. The 'Possible Incorrect Measurement Reason' and 'Measurement Source' (set to 'WIC Clinic') are also visible. 'OK' and 'Cancel' buttons are at the bottom right.

## Software Release Document 2.19

### High Risk: Resolve System Assigned High Risk (ENH-292)

The **High Risk** checkbox is now labeled **CPA-assigned High Risk** on the Assign Certification Risk Factors screen in the Participant Folder and CGS (and the Assign Risk Factors for VOC Certification screen).

A new checkbox labeled **Resolve System-assigned High Risk Designations** has been added to the right of the CPA-assigned High Risk checkbox.

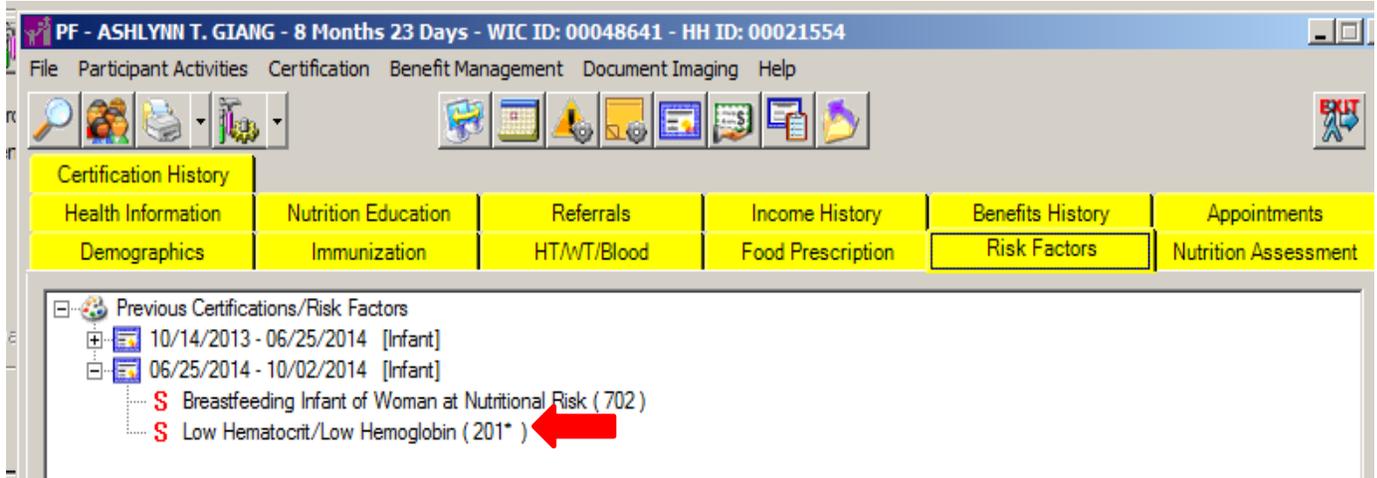


**Note:** CPAs will use professional discretion in deciding to “resolve” high risk status. Guidance and/or training will be provided at a later date.

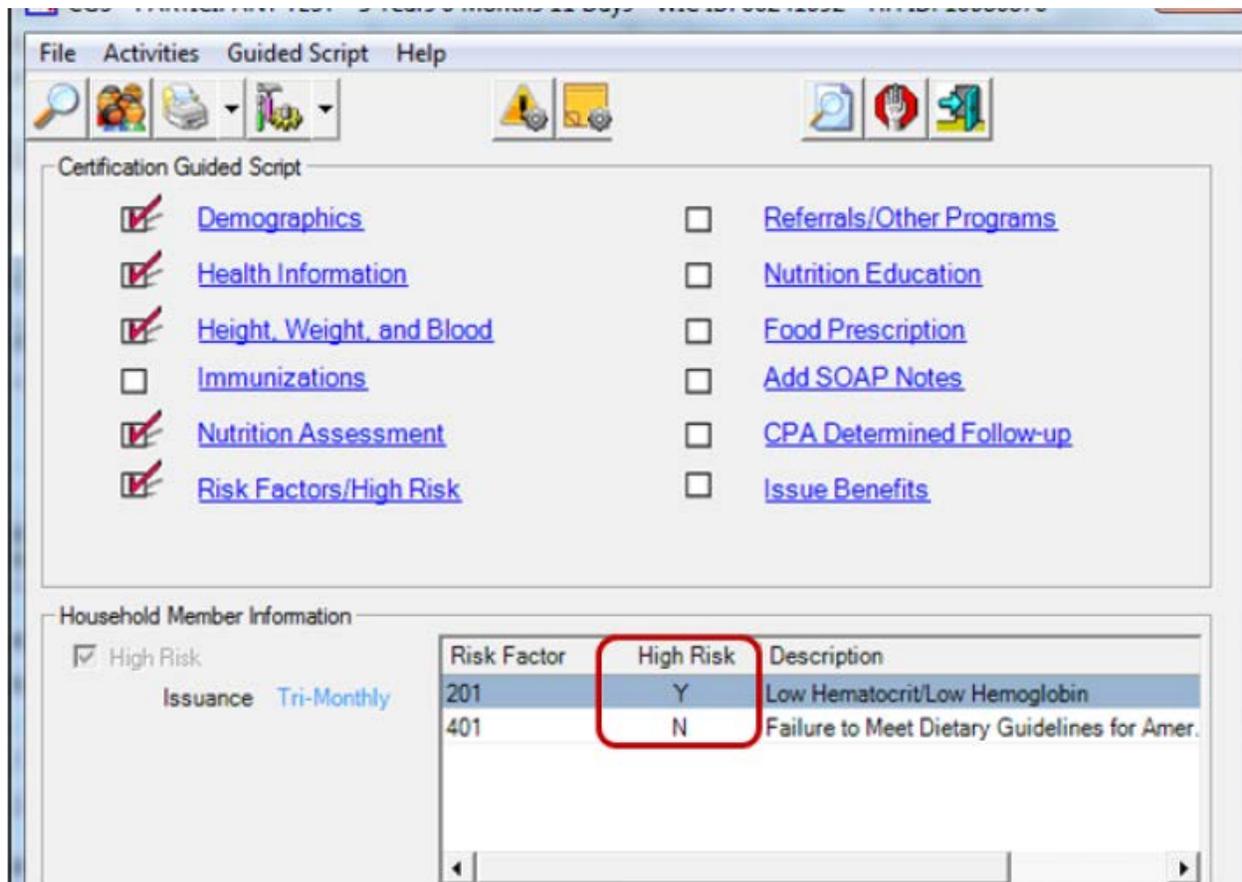
## Software Release Document 2.19

### High Risk: Asterisk for System Assigned High Risk (ENH-328).

An asterisk (\*) has been added beside the risk factor code to indicate that high risk has been system-assigned due to **this risk factor**.



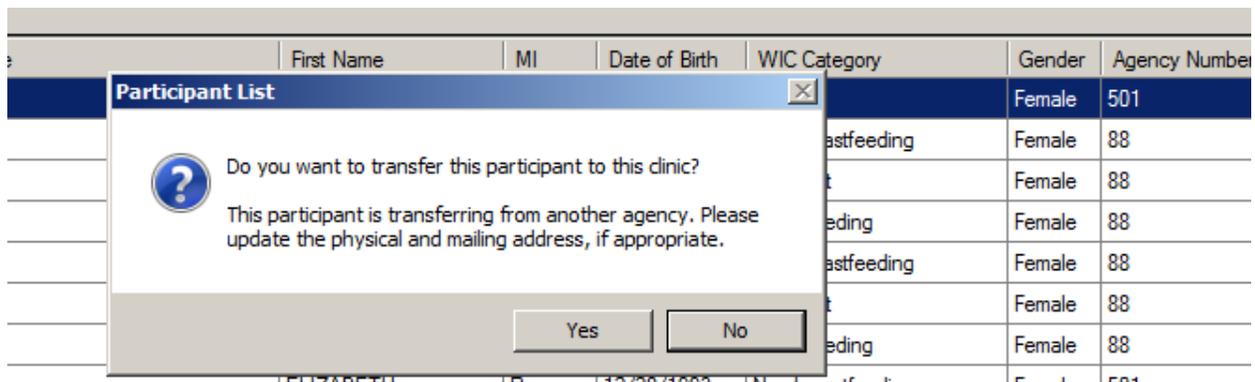
A **High Risk** column has also been added to the **Household Member Information** section on the main CGS screen.



## Software Release Document 2.19

### In-State Transfers: A Reminder to Update Address has been Added to the Transfer Message (ENH-264):

A message is generated when a client is transferred into a new clinic reminding the user to update the address, "This participant is transferring from another agency. Please update the physical and mailing addresses, if appropriate."



**Note:** This sentence will **only display** if the participant is **transferring between agencies**; between clinics, the current transfer message will continue to display.

## Software Release Document 2.19

### Notes: Include Date Created and Staff Member when Printing Notes (ENH-344).

When a note is printed from the **Manage Notes** screen, it will include:

- Type of note
- Participant's Name
- Subject
- **Date Created** (the date the note was written) **New!!**
- **Staff Member** (the person logged into SPIRIT when the note was written) **New!!**
- Note text

### Notes: Include Termination Date and Reason on System Note when Official Notification Printed (ENH-380).

The system-generated note created when an Official Notification is printed will include:

- Date of the Official Notification
- Staff ID (the person logged into SPIRIT when the note was written)
- **Termination Date**
- **Termination Reason**

The screenshot shows the 'Manage Notes' application window. At the top, there is a 'Display' section with checkboxes for 'SOAP Notes', 'General Notes', 'BF Notes', and 'System Notes', along with a 'Refresh' button. Below this is a table titled 'Notes for Household Member' with columns for Note Type, Date Created, Subject, Application Area, and Staff Member. The first row is selected, showing a 'System' note created on 12/17/2013 with the subject 'Official Notification' and application area 'Demographics', written by staff member 'MALLBS1'. Below the table is a 'Selected Note Text' section containing the text: 'Official Notification given 12/17/2013 by MALLBS1'. A red box highlights the following text: 'Termination Date: 12/17/2013' and 'Termination Reason: Income No Longer Meets Requirements'. At the bottom of the window are buttons for 'Full Page View', 'Add SOAP Note', 'Add General Note', 'Add BF Note', 'Print Note', and 'Close'.

Note Type	Date Created	Subject	Application Area	Staff Member
System	12/17/2013	Official Notification	Demographics	MALLBS1
General	12/17/2013	Other	Demographics	MALLBS1
General	12/12/2013	High Risk Resoluti	Risk Factors	MALLBS1
General	05/17/2011	Additional Educati	Nutrition Education	LEMBAA01
General	02/15/2011	Additional Educati	Height/Weight	SHEPHW01
General	09/20/2010	Additional Educati		woleary
General	09/16/2010	Other		sespy

Selected Note Text

Official Notification given 12/17/2013 by MALLBS1

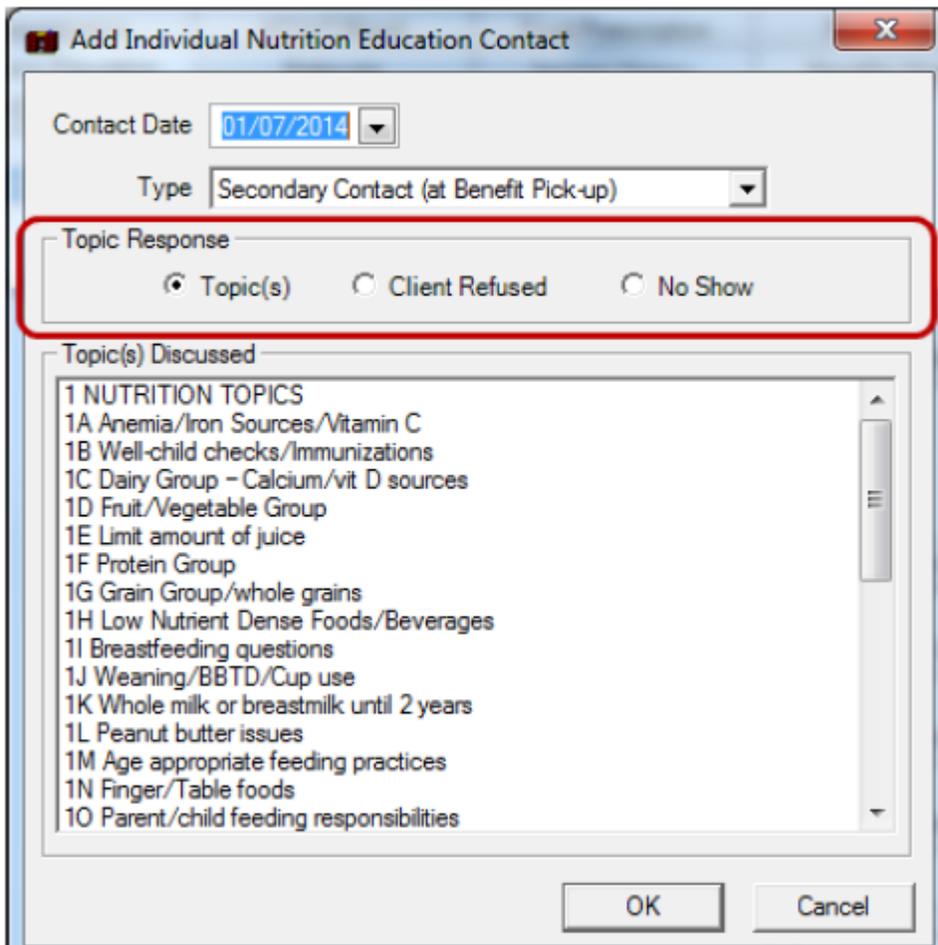
Termination Date: 12/17/2013

Termination Reason: Income No Longer Meets Requirements

## Software Release Document 2.19

### Nutrition Education: Add “Client Refused” and “No Show” Radio Buttons (TMP-107).

In order to ensure the Statewide Education Summary report counts all nutrition education contacts correctly, a **Topic Response** section was added to the Add Individual Nutrition Education Contact and Add Group Education Contact window in **Nutrition Education**. This section has 3 radio buttons: Topic (default selected), Client Refused and No Show.



The screenshot shows a dialog box titled "Add Individual Nutrition Education Contact". It contains the following fields and controls:

- Contact Date: 01/07/2014
- Type: Secondary Contact (at Benefit Pick-up)
- Topic Response section (highlighted with a red box):
  - Topic(s)
  - Client Refused
  - No Show
- Topic(s) Discussed list:
  - 1 NUTRITION TOPICS
  - 1A Anemia/Iron Sources/Vitamin C
  - 1B Well-child checks/Immunizations
  - 1C Dairy Group - Calcium/vit D sources
  - 1D Fruit/Vegetable Group
  - 1E Limit amount of juice
  - 1F Protein Group
  - 1G Grain Group/whole grains
  - 1H Low Nutrient Dense Foods/Beverages
  - 1I Breastfeeding questions
  - 1J Weaning/BBTD/Cup use
  - 1K Whole milk or breastmilk until 2 years
  - 1L Peanut butter issues
  - 1M Age appropriate feeding practices
  - 1N Finger/Table foods
  - 1O Parent/child feeding responsibilities
- Buttons: OK, Cancel

### Participation Count: Monthly Participation Count and Breastfeeding History (ENH-15).

The EOM process for counting participation has been altered to meet Federal requirements (Ref: Federal Regulations, Section 246.2, document page 357).

#### **A. Do Not Count Participants when ALL Issued Benefits Are Voided and Not Replaced**

The system will not count a participant if ALL benefits issued for a participation month are subsequently voided and not replaced.

#### **B. Only Count FBF Infants Less than 6 Months Old if Benefits Issued to Mom for Participation Month**

The system will not count a FBF infant who isn't receiving food benefits if their mom wasn't issued any benefits for that participation month.

#### **C. Only Count SBF Women More than 6 Months Postpartum if Benefits Issued to Infant for Participation Month**

The system will not count a SBF woman who isn't receiving food benefits if their infant wasn't issued any benefits for that participation month.

#### **D. Count Participants at the Agency/Clinic Where the Linked Member Was Issued Benefits**

The system will count FBF infants and SBF women not receiving benefits at the Agency/Clinic where the FBF mom and SBF infant, respectively, were issued benefits.

#### **E. Count Participants with a One-Way Link between the Records**

The system will count FBF infants and SBF women not receiving benefits as long as at least a one-way link exists between the two records.

#### **F. Record Participant's Breastfeeding Status as of the End of the Participation Month**

The system will record the participant's Breastfeeding Amount as of the last day of the report month. This will not affect 30-day or close-out records.

**Note:** Guidance and/or training will be provided at a later date.

## Software Release Document 2.19

### Participation Folder: Required Fields can be customized by the state (ENH-389).

The system has been modified to allow the state to designate which fields are **Required** for certification and VOC certification. Not all Required fields are available for this customization.

W/C Category: Infant

Certification Required Information

Available

Selected

- Authorized Representative Education Level
- Authorized Representative Marital Status
- Authorized Representative Register to Vote
- Birth Facility
- Birth Height

VOC Certification Required Information

Available

Selected

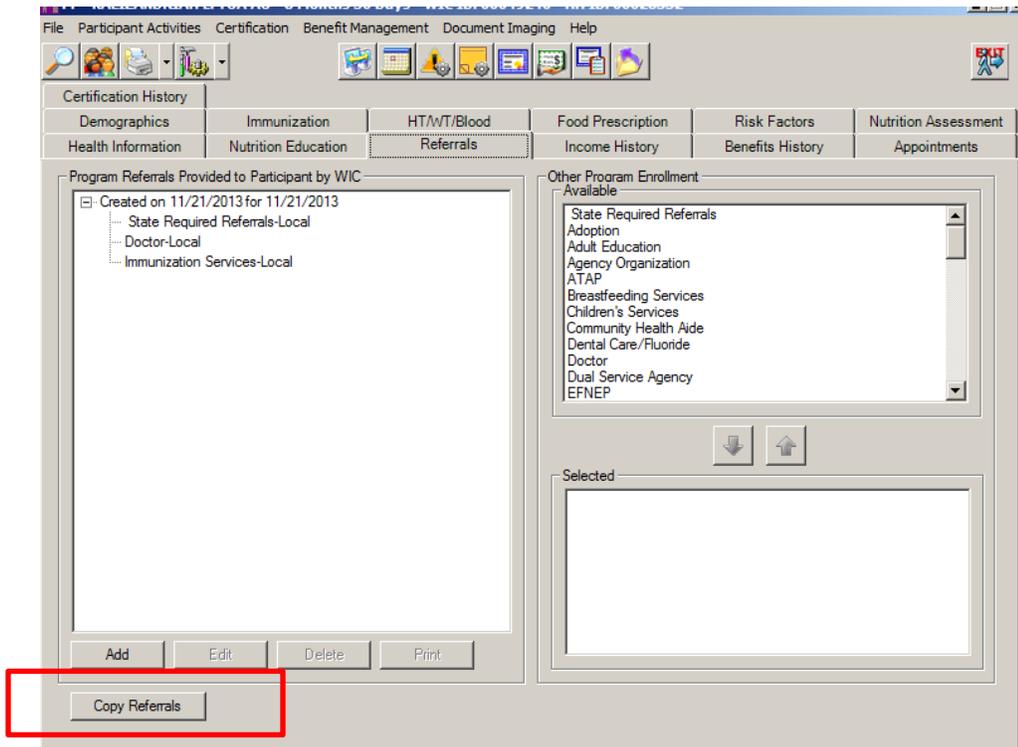
- Authorized Representative Education Level
- Authorized Representative Marital Status
- Authorized Representative Register to Vote
- Birth Facility
- Birth Height

OK Cancel Apply

## Software Release Document 2.19

### Referrals: Copy Referrals to Household Members (ENH-272)

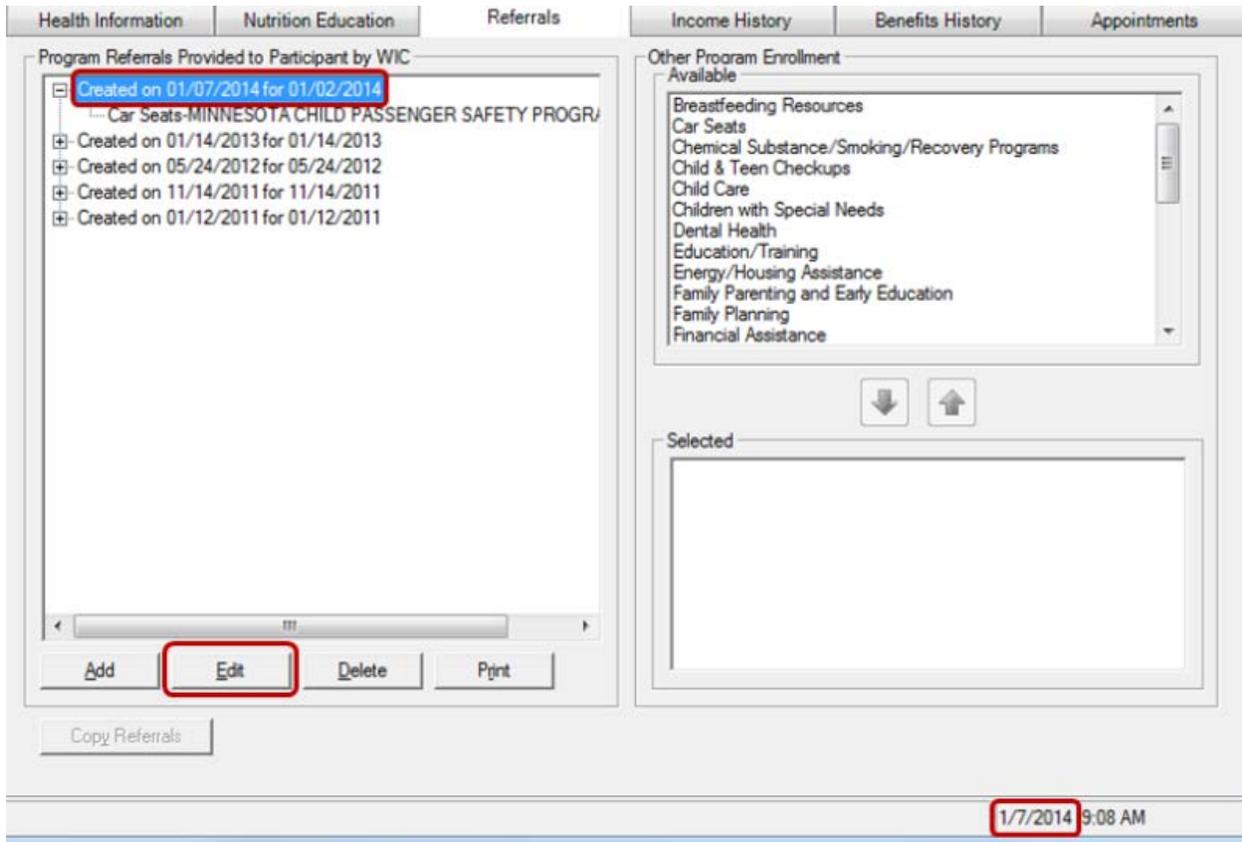
The system has been modified to allow the user to Copy Referrals from other Household members. This is effective in CGS and the Participant folder Referral tab.



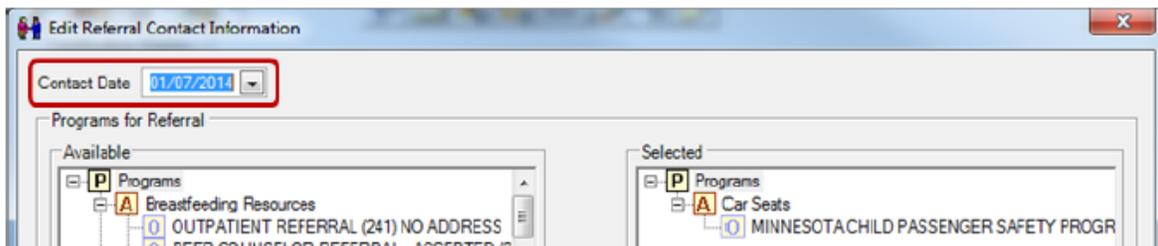
## Software Release Document 2.19

### Referrals: Add Ability to Edit Referrals in Participant Folder on Same Date as Entered in CGS (ENH-285)

The ability to edit a **referral**, documented in the CGS on the current date, in the Participant Folder has been added. Clicking on the referral for the current date enables the **Edit** button.



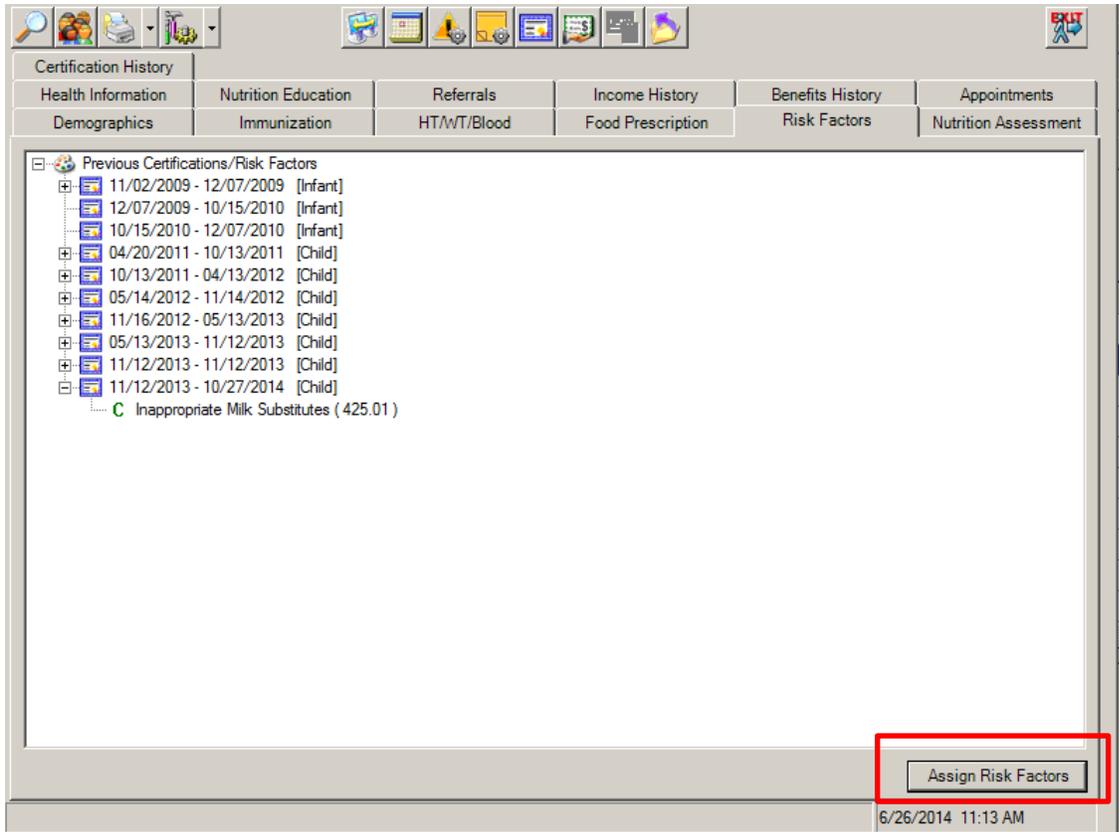
In the Edit Referral Contact Information window, the Contact Date is no longer disabled. It can be changed to a date before “today’s” date.



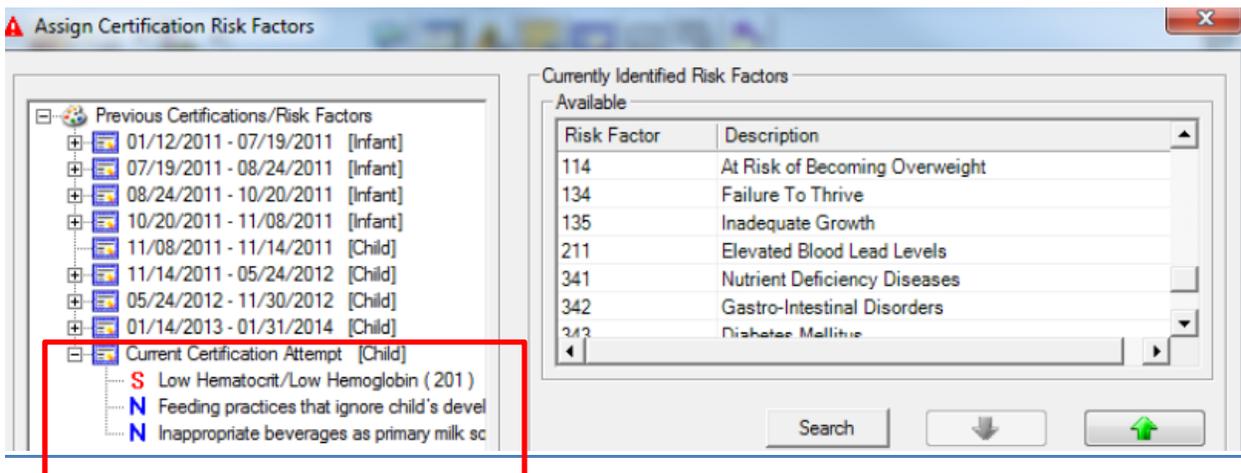
## Software Release Document 2.19

### Risk Factors: Assign Risk Factors button added (ENH-390).

The Assign Risk Factors function has been added to the Risk Factors tab.



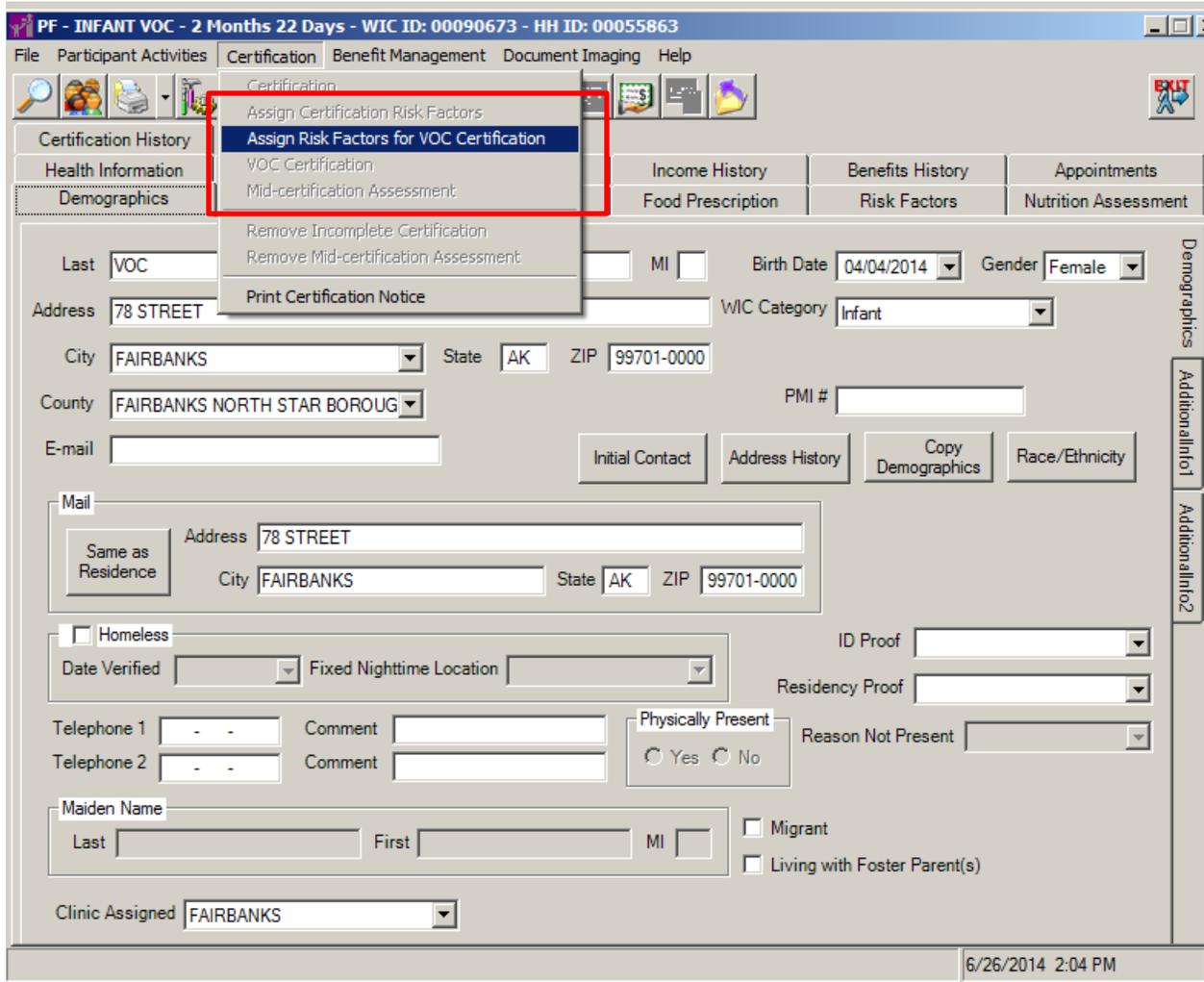
Risk factors assigned during Nutrition Assessment will be labeled with an "N"



# Software Release Document 2.19

## VOC: Assign CPA and System Risk Factors for VOC Certifications (ENH-292)

A new option, **Assign Risk Factors for VOC Certification**, has been added to the **Certification** menu in the Participant Folder.





*“No one-size must-fit all strategy as regards sleeping arrangements will work: there is more than one way to save babies lives, and promote the well being of families;”*

*- Dr. James McKenna*

## BEDSHARING

### ***Do your WIC families bedshare?***

Probably more families bedshare than you know. The term bedsharing is a confusing term because many moms sleep with their babies on a sofa or chair to avoid “bedsharing” which can be even more dangerous. Unfortunately, some unsafe bedsharing practices have resulted in tragedy and a brought about a fear about bedsharing in public health.

### ***What does the American Academy of Pediatrics (AAP) say?***

The AAP recommends breastfeeding and room sharing but does not recommend bedsharing. The AAP also states “Infants may be brought into the bed for feeding or comforting but should be returned to their own crib or bassinet when the parent is ready to return to sleep. Because of the extremely high risk of SIDS and suffocation on couches and armchairs, infants should not be fed on a couch or armchair when there is a high risk that the parent might fall asleep.”

Messages to parents not to bedshare have not been successful. They still do it... why? They do it because it is helpful, comfortable and natural to them. We even teach them how to breastfeed in the side-lying position. Many moms are very tired and it is not realistic to think that will always follow the AAP recommendation and return their baby to a separate bed before they fall to sleep. Research has shown that babies that sleep in parent’s room have a decreased risk of SIDS and that breastfeeding decreases the risk of SIDS. Both of these can also lead to bedsharing.

### ***Is bedsharing unsafe?***

There are definitely safer ways to bedshare. We should assume that all families will bedshare at some point in time and make sure they know how to keep their babies safe. All families should know the benefits, risks and contraindications of bedsharing. Below are 7 Steps to Safer Bedsharing, also known as the “Safe Sleep Seven”, and resources to share with your families

- 1- **NO SMOKING** in the home or outside
- 2- **SOBER PARENTS** no alcohol, drugs and no drowsy medications
- 3- **NURSING MOTHER** day and night
- 4- **HEALTHY BABY** full term
- 5- **BABY ON BACK**- Back to Sleep!!
- 6- **NO SWEAT** no swaddle
- 7- **SAFE SURFACE**
  - no super-soft mattress, no extra pillows, no toys no heavy covers
  - clear of strings and cords
  - pack the cracks: use rolled towels or baby blankets
  - cover the baby, not the head

Safe Sleep flyer/poster with information on it from La Leche League International is on the last page of this newsletter.

# Bedsharing Continued- Resources



*Sweet Sleep Nighttime and Naptime Strategies for the Breastfeeding Family* is the first and most complete book on nights, naps and bedsharing for breastfeeding families, backed by the latest research and features the “Safe Sleep Seven” concept to greatly reduce bedsharing risks.

<http://www.llli.org/sweetsleepbook>



Infant Sleep Information Source is an online resource with a lot of great sleep information for parents. They also have an Infant Sleep Info App that is free. <https://www.isisonline.org.uk/>



Dr. James McKenna has a book, and [professional](#) website. His information is also available on [www.safebedsharing.org](http://www.safebedsharing.org).



[Click here](#) for a link to the AAP's parent information for infant safe sleep practices.

## facebook

Our Facebook page for Alaska WIC Breastfeeding Peer Counselors is a great way to communicate, share ideas and keep connected. Check our page often, share relevant posts and feel free to ask questions to your fellow peer counselors.

If you are a Breastfeeding Peer Counselor for Alaska WIC and have not been invited to join our Facebook page please contact Danielle Rybicki at [drrybicki@uaa.alaska.edu](mailto:drrybicki@uaa.alaska.edu). This group is only for active Peer Counselors.



This breastfeeding symbol including the father was created by one of the dads on the panel.



Check out this Canadian online site for dads by dads.

<http://www.newdadamannual.ca>

## Breastfeeding: What's dad got to do with it?

Recently I attended the NWA Nutrition Education and Breastfeeding Conference and was privileged to attend a session about dad's support. The session was a panel of fathers or father-like figures involved in supporting breastfeeding moms. These men reminded everyone that fathers/men have a lot to do with a mother's decision to breastfeed and breastfeeding support. Here are a few tips they shared:

- If a man attends a WIC appointment with a woman, treat him like he will be a father-figure to this baby even if he is not the actual father- if he is there he cares and will most likely be involved in some way.
- If a man attends a WIC appointment with a woman, welcome and acknowledge him. Speak to him and do not ignore him. Encourage him to return.
- Consider father friendly signs, visuals, and materials. Materials written by other fathers or specific to fathers not materials written for women with pictures of men on them. Consider materials written for both mothers and fathers.
- Let fathers help decide how they can help, don't limit it to the routine list of suggestions we often offer.
- Consider starting a support group for fathers, led by a champion father in your WIC clinic.

If you have any questions or ideas for future newsletter topics contact Danielle Rybicki at [drrybicki@uaa.alaska.edu](mailto:drrybicki@uaa.alaska.edu).

# EDUCATION CORNER

## Safe Sleep Seven

Review each of the Bedsharing Resources on page 2 and list below at least 2 reasons for each of the seven safe sleep recommendations

1. **NO SMOKING** in the home or outside

- \_\_\_\_\_
- \_\_\_\_\_

2. **SOBER PARENTS** no alcohol, drugs and no drowsy medications

- \_\_\_\_\_
- \_\_\_\_\_

3. **NURSING MOTHER** day and night

- \_\_\_\_\_
- \_\_\_\_\_

4. **HEALTHY BABY** full term

- \_\_\_\_\_
- \_\_\_\_\_

5. **BABY ON BACK**- Back to Sleep!!

- \_\_\_\_\_
- \_\_\_\_\_

6. **NO SWEAT** no swaddle

- \_\_\_\_\_
- \_\_\_\_\_

7. **SAFE SURFACE**: no super-soft mattress, no extra pillows, no toys no heavy covers, clear of strings and cords, pack the cracks: use rolled towels or baby blankets, cover the baby, not the head

- \_\_\_\_\_
- \_\_\_\_\_

Reading this newsletter and completing the education offering for the month is worth one continuing education hour for WIC BFPCs and CPAs. Continuing education hours are tracked at your local agency. [Click here](#) for a form to track your continuing education.

# Safe Sleep

Smart Steps To Safer Bedsharing

Meet all seven and you can *sleep sweet*

1

**NO SMOKING**

In the home  
or outside



2

**SOBER PARENTS**

No Alcohol  
No Drowsy Meds



3

**NURSING MOTHER**  
Day & Night



4

**HEALTHY BABY**  
Full Term



5

**BABY ON BACK**



6

**NO SWEAT**

No Swaddle



7

**SAFE SURFACE**



No super-soft mattress, no extra pillows, no toys,  
no heavy covers

Clear of strings and cords

Pack the cracks: use rolled towels or baby blankets

Cover the baby, not the head

## A Rhyme for Sleep Time



Sing to "Row, Row, Row Your Boat"

No *smoke sober* mom

Baby at your *breast*.

*Healthy* baby on his *back*.

Keep him *lightly dressed*.

Not too *soft* a bed.

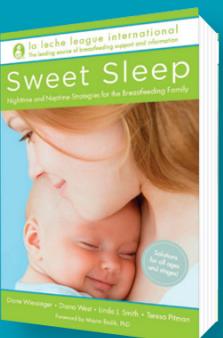
Watch the *cords* and *gaps*.

Keep the *covers* off his head

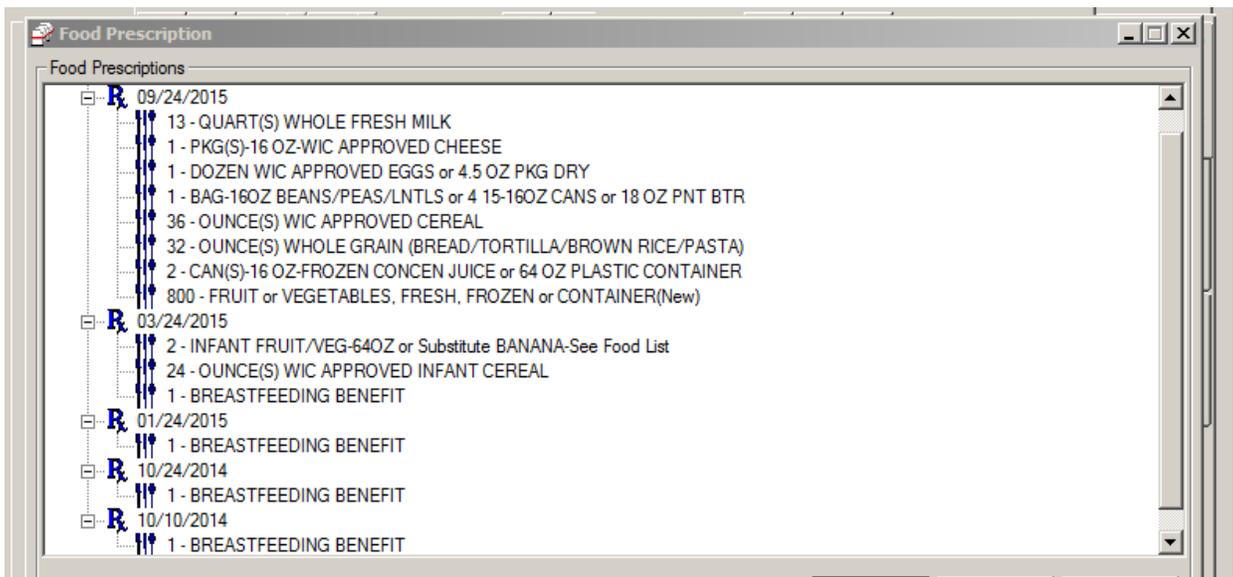
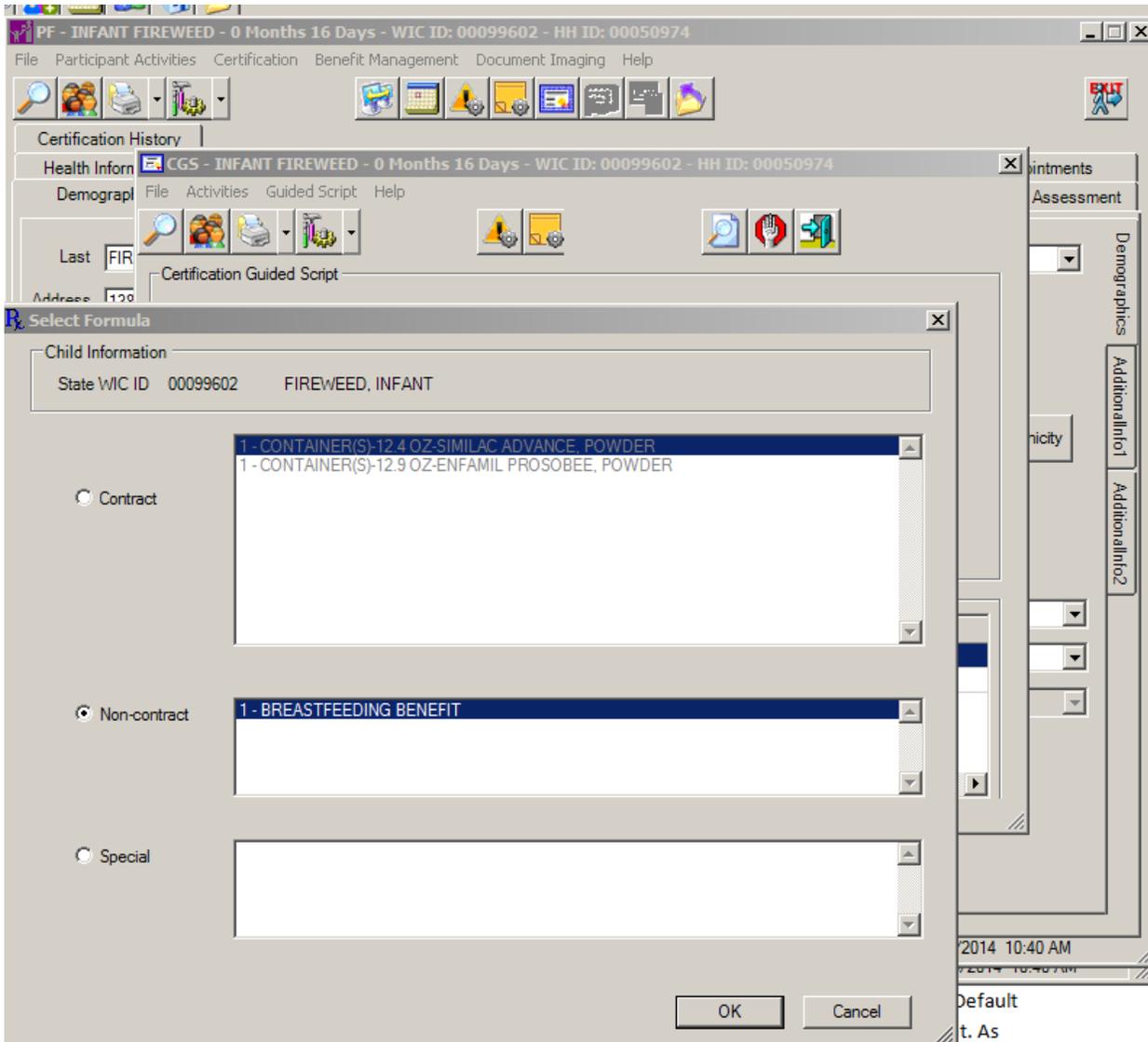
For your nights and naps.

Sweet Sleep

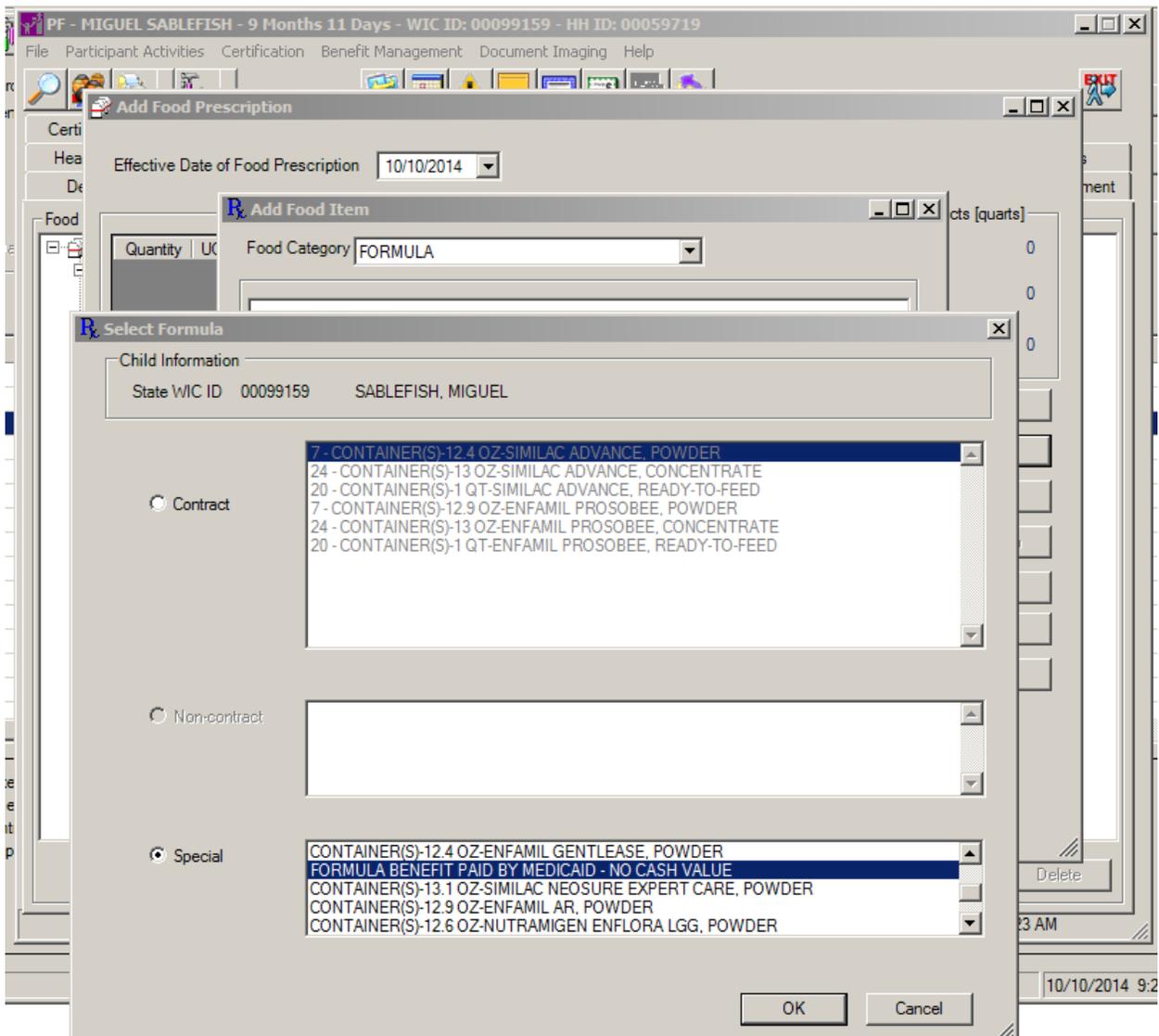
available at  
[store.llli.org](http://store.llli.org)



Infant is Mostly BF. Choose Non-contract from "Select Formula" screen. Print benefits that are non-redeemable "Congratulations on Breastfeeding." Edit food prescription as necessary.



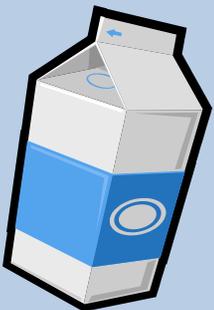
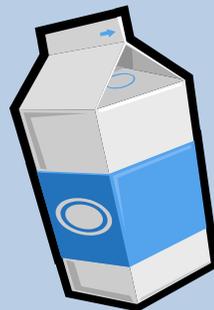
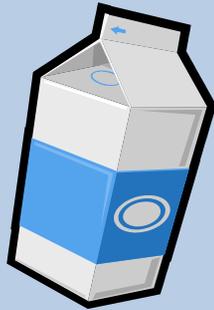
Food Package III checked. Choose Special from "Select Formula" screen; choose "Formula Benefit Paid by Medicaid."



			804113	00675581
	MIGUEL	SABLEFISH	00099159	
			10/8/2014	11/7/2014
1	FORMULA BENEFIT PAID BY MEDICAID - NO CASH VALUE			
	XXX END OF ORDER XXX			

# Summary of Milk Changes

Effective October 1, 2014



Participant category	Child 12- 23 months	When provided	Children 2-5 years	When provided	Women (All categories)	When provided
<b>New Standard</b>	Whole milk	Standard For Food Packages III and IV	<b>Fat free, 1%</b>	Standard	<b>Fat free, 1%</b>	Standard
<b>New options</b>	<b>2% only</b>	<b>Food Package IV:</b> Risk factors 114 or 115 and CPA assessment <hr/> <b>Food Package III:</b> With ENPR and health care provider prescription	<b>2% only</b>	Risk Factors such as 103, 134 or 135 and CPA assessment warrant	<b>2% only</b>	Risk factors such as 101, 131 or 132 and CPA assessment warrant
<b>Restricted</b>	<b>1% or Fat Free</b>	<b>Food Package IV:</b> Only with consultation of health care provider <hr/> <b>Food Package III:</b> Only with ENPR and health care provider prescription	<b>Whole milk</b>	Only allowed in <b>Food Package III</b> with ENPR and medical formula	<b>Whole milk</b>	Only allowed in <b>Food Package III</b> with ENPR and medical formula

## **Software Release Preview Version 2.19**

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**A Look at the New Reports in  
the Next Version of SPIRIT**

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**Implementation Date: TBD, 2014**

# Changes in Reports

## Breastfeeding Duration – Currently Breastfeeding – OPR035 and OPR036 (ENH-295).

**Description:** The new on-demand **Breastfeeding Duration – Currently Breastfeeding** report can be run from Reports in the **Clinic** and **State Office** modules. It provides a snap-shot in time of currently breastfeeding participants, who currently belong to the selected **agency/clinic**, based on their **current age**, their **Race/Ethnicity**, and their **current breastfeeding status**.

### Breastfeeding Duration – Currently Breastfeeding – Standard Detail Report

OPR035 SARAH MALLBERG		MINNESOTA DEPARTMENT OF HEALTH WIC PROGRAM Breastfeeding Duration - Currently Breastfeeding From December 2012 to December 2013 Detail Report													Run Date: 01/15/2014 Run Time: 4:39:03PM Page: 1	
Grantee: 999- Grantee Name Agency: 991 - AGENCY NAME Clinic: 999 - 999 - CLINIC NAME		Race/Ethnicity														
		1 D	2-4 D	5-7 D	8-30 D	1 MO	2 MO	3 MO	4 MO	5 MO	6 MO	7-8 MO	9-11 MO	12-14 MO	15-18 MO	Total
Hispanic or Latino																
101 - American Indian or Alaskan Native																
	0	0	0	0	1	0	1	1	1	1	1	1	1	0	0	7
	0.0	0.0	0.0	0.0	14.3	0.0	14.3	14.3	14.3	14.3	14.3	14.3	14.3	0.0	0.0	
102 - Asian																
	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
	0.0	0.0	0.0	0.0	0.0	0.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
103 - Black or African American																
	0	0	0	0	0	3	1	0	0	0	3	0	0	0	0	7
	0.0	0.0	0.0	0.0	0.0	42.9	14.3	0.0	0.0	0.0	42.9	0.0	0.0	0.0	0.0	
104 - Native Hawaiian or Other Pacific Islander																
	0	0	0	0	0	1	0	0	0	0	0	0	0	1	0	2
	0.0	0.0	0.0	0.0	0.0	50.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	50.0	0.0	
105 - White																
	0	0	0	0	3	16	13	12	13	14	22	17	10	0	120	
	0.0	0.0	0.0	0.0	2.5	13.3	10.8	10.0	10.8	11.7	18.3	14.2	8.3	0.0		

### Save Raw Data as Spreadsheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	OPR036				MINNESOTA DEPARTMENT OF HEALTH WIC PROGRAM							Run Date: 01/09/2014				
2	SARAH MALLBERG				Breastfeeding Duration - Currently Breastfeeding							Run Time: 12:45:07 PM				
3					From September 2013 to November 2013											
4																
5																
6	Grantee ID	Grantee Name	Agency ID	Agency Name	Clinic ID	Clinic Name	State	WIC	Ethnicity	< Ethnicity	Race/Ethnicity	Days Breastfed	Ever Breastfed	Currently Breastfeeding	Amount Breastfeeding	
7	240	Hennepin	241	HENNEPIN	089	089 - SOU	00903799	2	Not Hispa	203	Black or A	130	Y	Y	5	
8	240	Hennepin	241	HENNEPIN	089	089 - SOU	00903884	2	Not Hispa	203	Black or A	130	Y	Y	5	
9	240	Hennepin	241	HENNEPIN	089	089 - SOU	00904037	1	Hispanic c	108	Black or A	130	Y	Y	2	
10	240	Hennepin	241	HENNEPIN	089	089 - SOU	00903994	2	Not Hispa	203	Black or A	129	Y	Y	5	
11	240	Hennepin	241	HENNEPIN	089	089 - SOU	00904027	2	Not Hispa	203	Black or A	129	Y	Y	5	
12	240	Hennepin	241	HENNEPIN	089	089 - SOU	00905875	2	Not Hispa	206	American	129	Y	Y	1	
13	240	Hennepin	241	HENNEPIN	089	089 - SOU	00904222	2	Not Hispa	203	Black or A	128	Y	Y	5	
14	240	Hennepin	241	HENNEPIN	089	089 - SOU	00903981	1	Hispanic c	105	White	127	Y	N	4	
15	240	Hennepin	241	HENNEPIN	089	089 - SOU	00905988	2	Not Hispa	203	Black or A	127	Y	Y	5	
16	240	Hennepin	241	HENNEPIN	089	089 - SOU	00907109	2	Not Hispa	205	White; Nc	104	Y	Y	1	

# Software Release Document 2.19

## Breastfeeding Duration – No Longer Breastfeeding – OPR033 and OPR034.

**Description:** The new on-demand **Breastfeeding Duration – No Longer Breastfeeding** report can be run from Reports in the **Clinic** and **State Office** modules. It provides a count and percentage of children who belong to the selected agency/clinic and have **stopped** breastfeeding. They are grouped by their **age** at the time they stopped breastfeeding and their **Race/Ethnicity**, and meet the following criteria:

- Age was between 14 to 24 months as of the last day of the selected report month/year (inclusive); and
- **Date Breastfeeding Ended** (collected in the Health Information screen) is less than or equal to the last day of the selected month/year.

### Breastfeeding Duration – No Longer Breastfeeding – Standard Detail Report

OPR033 SARAH MALLBERG		MINNESOTA DEPARTMENT OF HEALTH WIC PROGRAM Breastfeeding Duration - No Longer Breastfeeding Month of November 2013											Run Date: 01/08/2014 Run Time: 3:26:42PM Page: 1	
Detail Report														
Grantee: 999 - Grantee Name														
Agency: 991 - AGENCY NAME														
Clinic: 999 - 999 - CLINIC NAME														
Race/Ethnicity														
-----														
Duration of Breastfeeding														
1 D	2-4 D	5-7 D	8-30 D	1 MO	2 MO	3 MO	4 MO	5 MO	6 MO	7-8 MO	9-11 MO	12-14 MO	15-18 MO	Total
Hispanic or Latino														
101 - American Indian or Alaskan Native														
0	3	1	4	1	5	1	1	4	2	3	10	18	7	60
0.0	5.0	1.7	6.7	1.7	8.3	1.7	1.7	6.7	3.3	5.0	16.7	30.0	11.7	
102 - Asian														
1	0	1	0	0	0	0	0	0	0	0	0	0	0	2
50.0	0.0	50.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
103 - Black or African American														
0	1	0	0	1	1	0	0	1	2	0	1	0	0	7
0.0	14.3	0.0	0.0	14.3	14.3	0.0	0.0	14.3	28.6	0.0	14.3	0.0	0.0	

### Save Raw Data as Spreadsheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	OPR033		MINNESOTA DEPARTMENT OF HEALTH WIC PROGRAM										Run Date: 01/09/2014					
2	SARAH MALLBERG		Breastfeeding Duration - No Longer Breastfeeding										Run Time: 8:04:24 AM					
3			Month of November 2013															
4																		
5																		
6	Grantee ID	Grantee Name	Agency ID	Agency Name	Clinic ID	Clinic Name	State	WIC	Ethnicity	( Ethnicity	Race/Ethnicity	Race/Ethnicity	Days Breastfeeding	Ever Breastfeeding	Stopped Breastfeeding	Before Certification		
7	240	Hennepin	241	HENNEPIN	089	089 - SOUTH	00258861	1	Hispanic	c102	Asian	0	Y	Y	N			
8	240	Hennepin	241	HENNEPIN	089	089 - SOUTH	00804939	2	Not Hispanic	209	American	28	Y	Y	N			
9	240	Hennepin	241	HENNEPIN	089	089 - SOUTH	00805012	1	Hispanic	c106	American	466	Y	Y	N			
10	240	Hennepin	241	HENNEPIN	089	089 - SOUTH	00805335	1	Hispanic	c105	White	282	Y	Y	N			
11	240	Hennepin	241	HENNEPIN	089	089 - SOUTH	00805356	1	Hispanic	c105	White	63	Y	Y	N			
12	240	Hennepin	241	HENNEPIN	089	089 - SOUTH	00805393	2	Not Hispanic	203	Black or African American	372	Y	Y	N			
13	240	Hennepin	241	HENNEPIN	089	089 - SOUTH	00805702	2	Not Hispanic	205	White; Not Hispanic	U	N	N	N			
14	240	Hennepin	241	HENNEPIN	089	089 - SOUTH	00805718	2	Not Hispanic	202	Asian; Not Hispanic	N	N	N	N			
15	240	Hennepin	241	HENNEPIN	089	089 - SOUTH	00805787	2	Not Hispanic	203	Black or African American	U	N	N	N			
16	240	Hennepin	241	HENNEPIN	089	089 - SOUTH	00805814	2	Not Hispanic	203	Black or African American	N	N	N	N			

# Software Release Document 2.19

## Breastfeeding Initiation – OPR030 (ENH-245) Revised Report

**Description:** The revised on-demand **Breastfeeding Initiation** report can be run from Reports in the **State Office** and **Central Administrative Site** modules. It provides a summary of infants born during the selected date range and whether they ever breastfed. It also provides the number of:

- Linked mothers and whether on WIC during their pregnancy; and
- Infants fully-breastfeeding during that time period

### Breastfeeding Initiation – Enrolled Detail Report

OPR030		MINNESOTA DEPARTMENT OF HEALTH WIC PROGRAM										Run Date: 01/09/2014	
SARAH MALLBERG		Breastfeeding Initiation Report										Run Time: 4:01:02 PM	
		Months of September 2013 to September 2013										Page: 1	
		Detail Report											
Grantee: 999 - Grantee Name													
Enrolled Infants													
Race/Ethnicity													
Total Infants	Initiating Breastfeeding		Not Initiating Breastfeeding		Mothers on WIC >= 3 MO During Pregnancy		Mothers on WIC <3 MO During Pregnancy		Mothers Not on WIC During Pregnancy		FBF Infants	Not BF 1st MO After	
#	#	%	#	%	#	%	#	%	#	%	#	%	#

### Breastfeeding Initiation – Participating Detail Report

OPR030		MINNESOTA DEPARTMENT OF HEALTH WIC PROGRAM										Run Date: 01/09/2014		
SARAH MALLBERG		Breastfeeding Initiation Report										Run Time: 4:07:53 PM		
		Months of September 2013 to September 2013										Page: 1		
		Detail Report												
Grantee: 999 - Grantee Name														
Participating Infants														
Race/Ethnicity														
Total Infants	Initiating Breastfeeding		Not Initiating Breastfeeding		Mothers on WIC >= 3 MO During Pregnancy		Mothers on WIC <3 MO During Pregnancy		Mothers Not on WIC During Pregnancy		FBF Infants	Not BF 1st MO After		
#	#	%	#	%	#	%	#	%	#	%	#	%	#	
Hispanic or Latino														
103 - Black or African American	2	2	100.00	0	0.00	1	50.00	0	0.00	1	50.00	0	0.00	0
Unknown	0					0		0		0		0		
104 - Native Hawaiian or Other Pacific Islander														
104 - Native Hawaiian or Other Pacific Islander	1	1	100.00	0	0.00	1	100.00	0	0.00	0	0.00	0	0.00	0
Unknown	0					0		0		0		0		
105 - White														
105 - White	21	17	80.95	4	19.05	18	85.71	3	14.29	0	0.00	9	42.86	0
Unknown	0					0		0		0		0		

# Software Release Document 2.19

## Breastfeeding Initiation – Valid Cert 1 Month of Date Range Detail Report

OPR030		MINNESOTA DEPARTMENT OF HEALTH WIC PROGRAM										Run Date: 01/09/2014	
SARAH MALLBERG		Breastfeeding Initiation Report										Run Time: 4:20:59 PM	
		Months of September 2013 to September 2013										Page: 1	
		Detail Report											
Grantee: 999 - Grantee Name													
Infants in Valid Cert One Month of Date Range													
Race/Ethnicity													
	Total	Initiating		Not Initiating		Mothers		Mothers		Mothers		FBF	Not BF
	Infants	Breastfeeding		Breastfeeding		on WIC >= 3 MO		on WIC <3 MO		Not on WIC		Infants	1st MO
	#	#	%	#	%	#	%	#	%	#	%	#	After

## Breastfeeding Initiation – Participating 1 Month of Date Range Summary Report

OPR030		MINNESOTA DEPARTMENT OF HEALTH WIC PROGRAM										Run Date: 01/09/2014		
SARAH MALLBERG		Breastfeeding Initiation Report										Run Time: 4:21:20 PM		
		Months of September 2013 to September 2013										Page: 1		
		Summary Report												
Grantee: 999 - Grantee Name														
Infants Participating One Month of Date Range														
	Total	Initiating		Not Initiating		Mothers		Mothers		Mothers		FBF	Not BF	
	Infants	Breastfeeding		Breastfeeding		on WIC >= 3 MO		on WIC <3 MO		Not on WIC		Infants	1st MO	
	#	#	%	#	%	#	%	#	%	#	%	#	After	
Unknown	0	156	74.20	54	25.71	152	72.38	33	15.71	17	8.10	31	14.76	0

## Save Raw Data as Spreadsheet

1	OPR030	MINNESOTA DEPARTMENT OF HEALTH WIC PROGRAM										Run Date: 01/09/2014						
2	SARAH MALLBERG	Breastfeeding Initiation Report										Run Time: 7:33:36 PM						
3		Months of September 2013 to September 2013																
4		Summary Report																
5																		
6	Grantee ID	Grantee Name	Agency ID	Agency Name	Clinic ID	Clinic Name	Nantate WIC	Her's State	Date of Birth	Delivery	Per Breastfeeding	breastfeeding	E Certification	Effect	Last Enroll	Last Month	Fully Breastfeeding	within Date Range
7	450	Washington	451	WASHINGTON	166	166 - WAS	00905724	00882997	09/07/2013	09/07/2013	Y	09/23/2013	10/01/2013	41422	05/28/2013	September	2013	
8	450	Washington	451	WASHINGTON	166	166 - WAS	00906130	00875232	09/18/2013	09/18/2013	Y	09/21/2013		41411	05/17/2013	September	September 2013	
9	450	Washington	451	WASHINGTON	166	166 - WAS	00904548	00874453	09/07/2013	09/07/2013	Y	09/07/2013		41339	03/06/2013	September	September 2013	
10	450	Washington	451	WASHINGTON	166	166 - WAS	00906383	00906382	09/19/2013	09/19/2013	N					September	2013	
11	450	Washington	451	WASHINGTON	166	166 - WAS	00804245	00884794	09/06/2013	09/06/2013	Y	09/06/2013		41471	07/16/2013	September	September 2013	
12	450	Washington	451	WASHINGTON	166	166 - WAS	00905199	00104381	09/13/2013	09/13/2013	Y	09/13/2013		41313	02/08/2013	September	September 2013	
13	450	Washington	451	WASHINGTON	166	166 - WAS	00903890		09/01/2013	09/01/2013	Y	09/01/2013	09/01/2013			September	2013	
14	450	Washington	451	WASHINGTON	166	166 - WAS	00905121	00873626	09/10/2013	09/10/2013	Y	09/10/2013		41326	02/21/2013	September	2013	

## Software Release Document 2.19

### Initial Contact Report – CLN040 (ENH-391)

Description: The new on-demand Initial Contact Report can be run from Reports in the **Clinic**, **State Office**, and **Central Administrative Site** modules. It provides a list of participants who have an **initial contact** date during the dates specified in the Date Range From and To fields.

CLN040	MINNESOTA DEPARTMENT OF HEALTH WIC PROGRAM						Run Date:	01/06/2014
SARAH MALLBERG	Initial Contacts Report						Run Time:	2:14:20 PM
	11/01/2013 - 01/06/2014						Page:	2
Agency: 241 - HENNEPIN COUNTY HUMAN SERVICES AND PUBLIC HEALTH								
Clinic: 089 - SOUTHSIDE								
WIC Category: Infant								
Household ID	State WIC ID	Initial Contact Date	First Appt Offered Date	Certification Effective Date	Migrant at Initial Contact	Processing Standard Number of Days	Initial Contact Type	Comments
13562297	00917190	12/06/2013	12/06/2013	12/09/2013	YES	0	Walk-In	
13562301	00917194	12/10/2013		12/18/2013	NO	5	Phone	
13562405	00917356	12/13/2013			NO	UNKOWN	Phone	

# Software Release Document 2.19

## Reported Participation List – CLD036 (ENH-36)

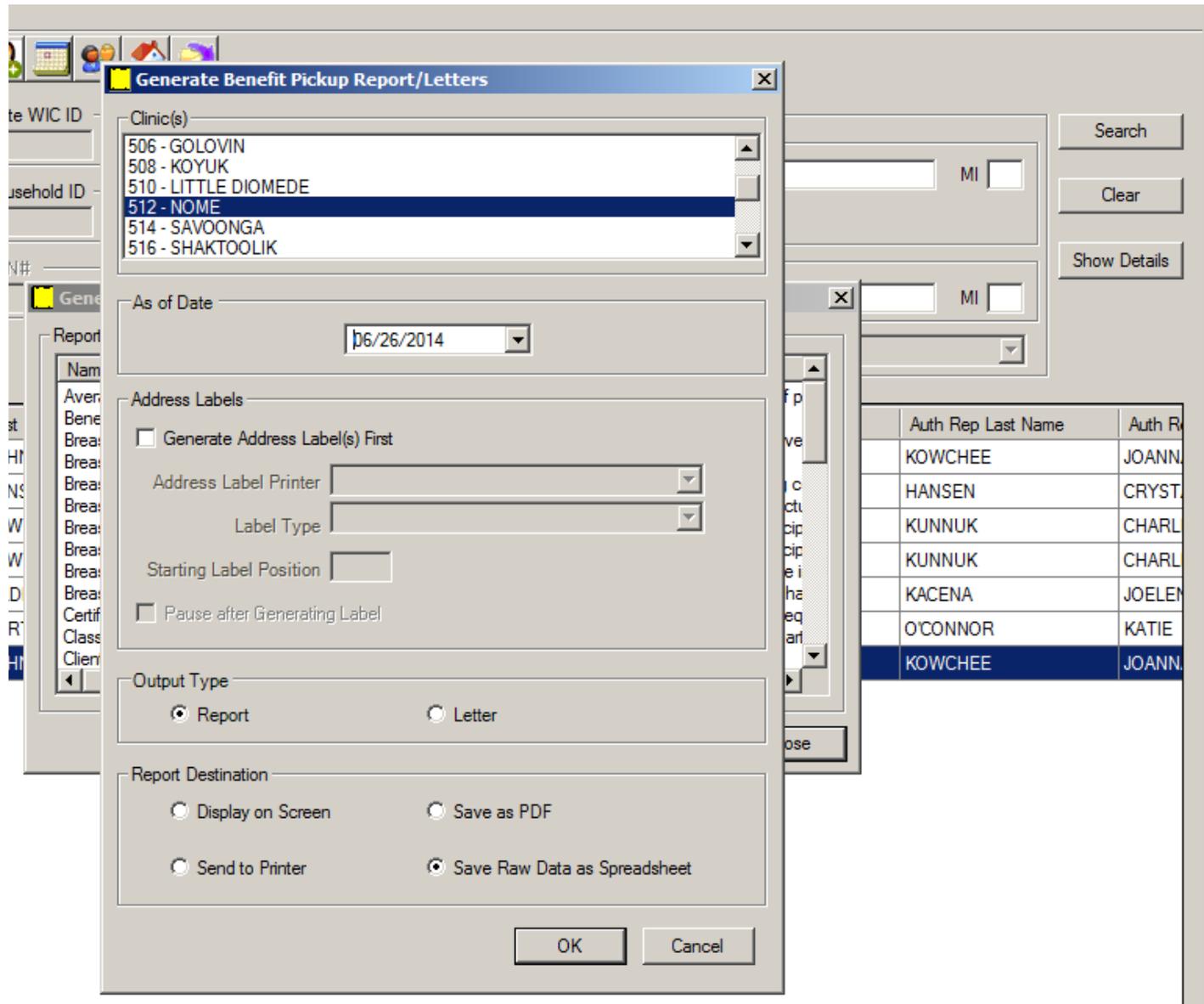
**Description:** The new on-demand **Reported Participation List** can be run from Reports in the **State Office** module. It provides a list of all participants included in the participation count. It is a “dump of raw data” and can only be saved as a spreadsheet. It can be used to identify participants by WIC Category or Breastfeeding Amount who received benefits for the specified month/year.

Agency ID	Agency Name	Clinic ID	Clinic Name	Category	WIC Category	Leading Amc	Breastfeeding Amount	Household	State	WIC II	Priority
State of Alaska											
Reported Participation List											
Month of June 2014											
CLD036	TERRY HOSKINSON										
											Run Date: 08/08/2014
											Run Time: 11:59:33 AM
7				B	Breastfeeding	1	Fully Breastfeeding				1
8				B	Breastfeeding	1	Fully Breastfeeding				1
9				B	Breastfeeding	1	Fully Breastfeeding				1
10				B	Breastfeeding	1	Fully Breastfeeding				1
11				B	Breastfeeding	1	Fully Breastfeeding				1
12				B	Breastfeeding	1	Fully Breastfeeding				1
13				B	Breastfeeding	1	Fully Breastfeeding				1
14				B	Breastfeeding	1	Fully Breastfeeding				1
15				B	Breastfeeding	1	Fully Breastfeeding				1
16				B	Breastfeeding	1	Fully Breastfeeding				1
17				B	Breastfeeding	1	Fully Breastfeeding				1
18				B	Breastfeeding	1	Fully Breastfeeding				1
19				B	Breastfeeding	1	Fully Breastfeeding				1
20				B	Breastfeeding	1	Fully Breastfeeding				1
21				B	Breastfeeding	1	Fully Breastfeeding				1
22				B	Breastfeeding	1	Fully Breastfeeding				1
23				B	Breastfeeding	1	Fully Breastfeeding				1
24				B	Breastfeeding	1	Fully Breastfeeding				1
25				B	Breastfeeding	1	Fully Breastfeeding				1
26				B	Breastfeeding	1	Fully Breastfeeding				1
27				B	Breastfeeding	1	Fully Breastfeeding				1
28				B	Breastfeeding	1	Fully Breastfeeding				1
29				B	Breastfeeding	1	Fully Breastfeeding				1
30				B	Breastfeeding	1	Fully Breastfeeding				1
31				B	Breastfeeding	1	Fully Breastfeeding				1

## Software Release Document 2.19

### Benefit Pickup Report CLN006 (ENH-113) Revised Report

This report has been modified to allow the user to choose the “As of date” rather than a date range. It was, also, made exportable as a spreadsheet. The spreadsheet includes the HH address, terminated date and reason if applicable, cert due date, and Last Check LDTU.



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CLN006  
SARAH MALLBERG

MINNESOTA DEPARTMENT OF HEALTH WIC PROGRAM  
Benefit Pickup Report  
As of 01/06/2014

Run Date: 01/06/2014  
Run Time: 8:35:21 AM  
Page: 1

Agency: 451 - WASHINGTON COUNTY DEPARTMENT OF PUBLIC HEALTH AND  
Clinic: 166 - 166 - WASHINGTON COUNTY GOVERNMENT CENTER

Contact Information	Household ID	State WIC ID	WIC Category	Cert End Date	Last Date to Use Last Set of Benefits	Terminated Date	Terminated Reason
PEEP, BO 123 LAMB AVENUE OAKDALE, MN 55128-0000 551-111-2222	00085694	00000011	Child	01/31/2014	07/19/2013	09/19/2013	Failed to Pick-up
BEAR, MAMA 123 GOLDBLOCKS WAY OAKDALE, MN 55128-0000 512-333-4444	10024098	00394903	Non-breastfeeding	03/31/2014	12/29/2013		
BEAR, BABY		00399206	Infant	08/31/2014	12/29/2013		
BEAR, TEDDY		00907472	Child		12/29/2013		

## Certification Due Reports/Letters-CLN-002 (ENH-113) Revised

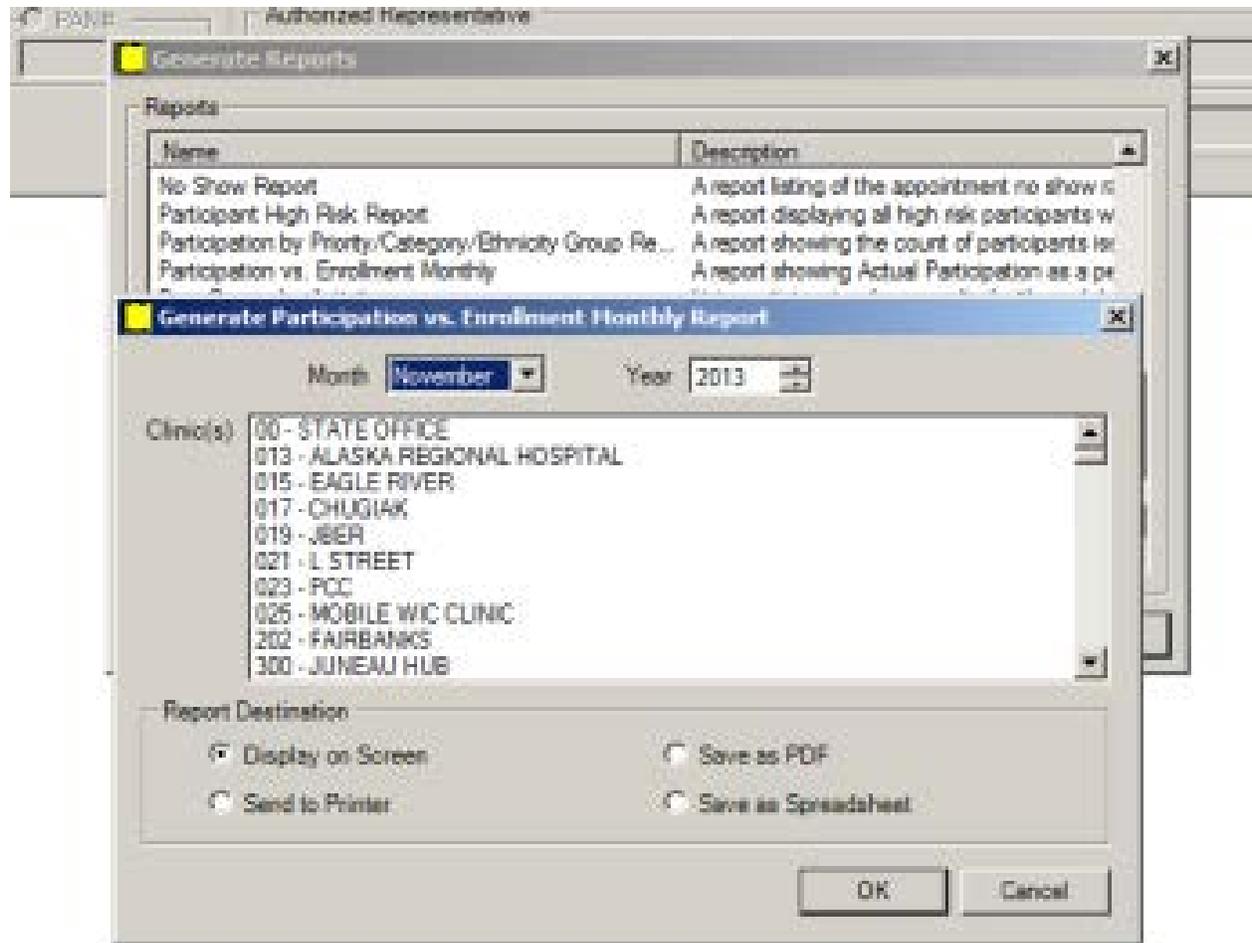
Description: The on-demand Certification Due Reports/Letters output can be run from Reports in the **Clinic** module. It provides a list of participants whose **Certification End Date** occurs during the dates specified in the Date Range From and To fields and who are eligible for a subsequent certification (recertification).

Household ID	State WIC ID	Name, Address, Phone Number	WIC Category	Certification Due Date	Terminated Date	Terminated Reason
10024122	00754218	CANE, CANDY 123 PEPPERMINT LANE FOREST LAKE, MN 55025-0000 612-123-4567	Child	01/31/2014	09/27/2013	Failed to Pick-up
13548353	00878603	KISS, HERSHEY 123 CANDY BAR WAY LAKE ELMO, MN 55042-0000 651-234-5678	Infant	01/31/2014		
13532394	00870748	NUT, COCO 123 PALM TREE DRIVE OAKDALE, MN 55128-0000 651-345-6789	Pregnant	01/31/2014		

### Participation vs. Enrollment – CLD029 (ENH-240) Revised Report

**Description:** The on-demand **Participation vs. Enrollment** report can be run from Reports in the **Clinic** and **State Office** modules. It displays by WIC Type, and Breastfeeding Amount, the number of participants that received benefits, the number enrolled (eligible to pick up benefits), and the percentage of participation (show rate).

The Report has been modified to allow the user to choose one or more clinics and it is exportable to a spreadsheet.



# Software Release Document 2.19

		State of Alaska		Run Date: 06/25/2014										
TERRY HOGKINSON		Participation vs. Enrollment Monthly		Run Time: 2:22:43 PM										
		Month of November 2013												
Total	Grouping	Agency ID	Agency N	Clinic ID	Clinic Name	Sep 2013 -	Sep 2013 -	Sep 2013 -	Oct 2013 -	Oct 2013 -	Oct 2013 -	Nov 2013 -	Nov 2013 -	Nov 2013 -
Clinic	Total					140	3,198	4.4	784	3,042	25.8	1,341	5,047	30.8
Clinic	Total Women					12	832	1.4	171	774	22.1	384	794	48.4
Clinic	Pregnant					0	350	0.0	89	318	21.7	161	336	47.9
Clinic	Breastfeeding					11	198	5.6	39	179	21.8	84	192	43.8
Clinic	Women PBF					0	0	0.0	22	22	100.0	46	46	100.0
Clinic	Women PBF					11	7	157.1	17	13	139.8	38	34	111.8
Clinic	Women PBF <= Max					0	0	0.0	3	3	100.0	20	20	100.0
Clinic	Women PBF > Max					11	7	157.1	14	10	140.0	18	14	128.6
Clinic	Women FFF					0	191	0.0	8	144	0.0	0	112	0.0
Clinic	Non-breastfeeding					1	284	0.4	63	277	22.7	139	266	52.3
Clinic	Child					1	1,544	0.1	113	1,487	21.0	650	1,459	44.6
Clinic	Infant					127	822	15.5	386	781	38.4	507	794	63.9
Clinic	Infant PBF					125	125	100.0	114	114	100.0	111	111	100.0
Clinic	Infant PBF					0	46	0.0	13	58	24.5	39	66	59.1
Clinic	Infant PBF <= Max					0	40	0.0	4	40	10.0	18	44	40.9
Clinic	Infant PBF > Max					0	6	0.0	9	13	69.2	21	22	95.5
Clinic	Infant FFF					2	651	0.3	173	614	28.2	257	617	57.9

CLD029  
SARAH MALLBERG

MINNESOTA DEPARTMENT OF HEALTH WIC PROGRAM  
Participation vs. Enrollment Monthly  
Month of November 2013

Run Date: 01/07/2014  
Run Time: 2:12:59 PM  
Page: 1

Grantee: 999 - Grantee Name  
Agency: 991 - AGENCY NAME  
Clinic: ### - CLINIC NAME

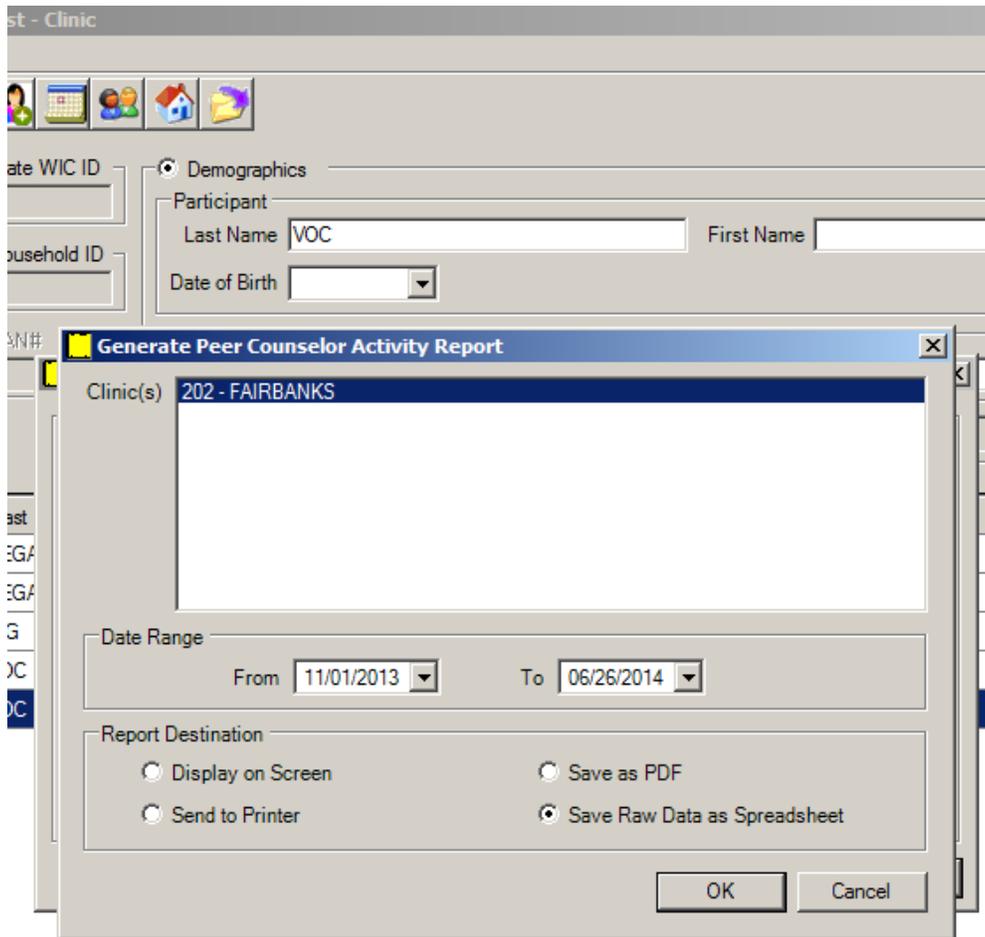
	Closeout - September 2013			30 Day - October 2013			Issue Month - November 2013		
	Participation	Enrollment	% Participation	Participation	Enrollment	% Participation	Participation	Enrollment	% Participation
Total	1,101	1,221	90.2	1,070	1,197	89.4	1,004	1,177	85.3
Total Women	270	287	94.1	266	291	91.4	256	292	87.7
Pregnant	100	106	94.3	92	103	89.3	90	104	86.5
Breastfeeding	106	116	91.4	93	107	86.9	90	107	84.1
Women PBF	50	50	100.0	43	43	100.0	42	42	100.0
Women PBF	56	56	100.0	50	50	100.0	48	47	102.1
PBF <= Max	14	14	100.0	15	15	100.0	18	18	100.0
PBF > Max	42	42	100.0	35	35	100.0	30	29	103.4
Women FFF	0	10	0.0	0	14	0.0	0	18	0.0
Non-breastfeeding	64	65	98.5	81	81	100.0	76	81	93.8
Child	574	664	86.4	538	633	85.0	490	616	81.0
Infant	257	270	95.2	266	273	97.4	249	269	92.6
Infant PBF	50	50	100.0	50	50	100.0	39	52	75.0
Infant PBF	51	54	94.4	50	53	94.3	52	54	96.3
PBF <= Max	16	19	84.2	16	19	84.2	18	18	100.0
PBF > Max	35	35	100.0	34	34	100.0	34	36	94.4
Infant FFF	156	166	94.0	166	170	97.6	158	163	96.9

\*\*\* End of Listing \*\*\*

## Software Release Document 2.19

### Peer Counselor Activity Report (ENH-301)

The screen for the Peer Counselor Activity report was renamed (from Breastfeeding Peer Counselor Activity). But more importantly the report can be saved to Excel.



Agency ID	Agency Name	Clinic ID	Clinic Name	Counselor ID	Counselor Name	Contact ID	Contact Date	Ty	Ty	Contact Type	State WIC ID	Participant Name	W WIC Category	Est. Delivery	Actual Delivery	Topic	
	State of Alaska																Run Date: 06/26/2014
	Peer Counselor Activity																Run Time: 2:12:58 PM
							11/01/2013 - 06/26/2014										
						365651	03/15/2014	1	1	Home Visit			B Breastfeeding	10/24/2013	10/19/2013	Baby sick	
						365649	03/18/2014	2	2	Office Visit			B Breastfeeding		09/25/2013	Proper feeding methods	
						365548	03/11/2014	1	1	Home Visit			B Breastfeeding	08/29/2013	08/29/2013	Weaning/cup feeding	

# Software Release Document 2.19

## Peer Counselor Contact Frequency - Prenatal Report (ENH-308)

This is a new report in SPIRIT available in the Clinic and State Office modules.

CLN038		State of Alaska		Run Date:	06/25/2014
TERRY HOSKINSON		Peer Counselor Contact Frequency - Prenatal		Run Time:	4:51:47 PM
		10/01/2013 - 06/25/2014		Page:	1
<u>Participant Name</u>	<u>State WIC ID</u>	<u>Peer Counselor</u>	<u>Expected Deliv Date</u>	<u>-- Number of Peer Counselor Visits Made Within Months --</u>	<u>Total Contacts</u>
				1 2 3 4 5 6 7 8 9	
*** End of Listing ***					