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Cc: [HSS DPA WIC Anchorage](#); [HSS DPA WIC Juneau](#); ["Danielle Rybicki" \(afdr@uaa.alaska.edu\)](#); [Olejasz, Aimee M \(HSS\)](#); [Butcher, Clay \(HSS\)](#)
Subject: WIC Update December 31 In this edition BF Newsletter, Food list Insert, SPIRIT Feb FIX,
Date: Thursday, December 31, 2015 4:05:18 PM
Attachments: [AK WIC BF 12 15.pdf](#)
[Food List Insert 12.2015 Full Page.pdf](#)
[2016 teleconference schedule.pub](#)
[2016 Survey Questions.doc](#)
[BFPC Client Surveys Data Entry Example 12.12.2015.xlsx](#)
[BFPC Survey Monkey example.pdf](#)
[Inventory Policy.docx](#)
[State Controlled Property Inventory Form \(CPI\).doc](#)
[image005.png](#)
[image007.png](#)

Happy New Year Everyone,



State WIC Offices will be closed on Friday, January 1st.

Take care,
Kathleen

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 drrybicki@uaa.alaska.edu.

2. WIC Food List Insert

The WIC Vendor Unit has an updated Approved Food List insert that needs to be included with each Food List given to participants. In addition to the items on the existing insert, the new Food List insert contains text on Infant Meats. Please recycle any old inserts, and contact the Vendor Unit if your agency needs printed copies of the new one. The original file is included if you need to print any for yourselves.

3. **Baby Behavior Training-**

It's great to see so many have begun and even finished the Baby Behavior training. We're glad to have the opportunity to offer this kind of training to staff. Once we're finished, we'll have some follow up webinars with Dr Jane Heinig, to give us some practice and increase our proficiency. Please contact me if you have any comments, or

need any assistance. Jennifer Johnson at jennifer.johnson@alaska.gov

4. **CANCELLED:** January 7th Quarterly LA WIC Coordinator Teleconference. The next teleconference is February 4th

5. **ACTION ITEM DUE COB January 8**

Food Delivery LA Benefit Issuance Procedures-

The USDA has sent Alaska the Management Evaluation report from their visit with us last summer. There is a finding that Alaska does not keep records or notations made in the client record when a participant doesn't sign for benefits/FIs. The Corrective Action for Alaska is: "Appropriate notations must be made in the client record when a participant does not sign for benefits/FIS. Alaska must develop procedures outlining a standardized process for following up with clients receiving mailed food instruments or food packages who have not returned signed benefit receipts to the local agency."

We had a work group at the September Coordinator meeting on this topic (Thank you Susan, Amber & Stephanie) for some initial thoughts. If you have additional thoughts on how to collect and document this information please send it to Dana by COB January 8th, 2016. **For questions or comments contact Dana Kent @ 465-5322 or dana.kent@alaska.gov.**

6. **ACTION ITEM DUE April 30:**

ANNUAL SURVEYS: Please see attachment for details of the annual survey process.

Annual surveys are due to the State WIC office along with the April third quarter reports.

For questions or comments contact Dana Kent @ 465-5322 or dana.kent@alaska.gov.

This year's set of questions to be included in your annual survey are:

1. What kind of cell phone do you own
 - Basic cell phone
 - Smart phone (such as an iPhone)
 - Other type of cell phone
 - I don't own a cell phone
2. How useful would it be to get nutrition education on your phone or computer?
 - Very useful
 - Somewhat useful
 - Not at all useful
3. What would make it difficult to get nutrition education on your phone or computer? (Select all that apply)
 - I don't have a computer
 - I don't have a smart phone
 - My Internet is too slow
 - Internet/ data is too expensive
 - I'm worried I don't have enough data
4. If you could change any brand of food that is currently WIC approved, what change(s) would you suggest?

BFPC Surveys will be due at the same time. Attached are the questions and an example of how to compile them into Survey Monkey (thanks to Jennifer Willeford from RCPC!)

7. ACTION ITEM DUE: FEBRUARY

Annual Inventory Report

There is a new form required for the annual inventory due in February. Please submit forms into GEMS with the other February required reports.

The form is attached here and also located on the WIC website at:

<http://dhss.alaska.gov/dpa/Pages/nutri/wic/localagencies/laforms.aspx>.

Please note that there are additional columns that have never been on previous forms. Fill the forms out to the best of your knowledge. We will discuss the form at the February meeting along with how to complete depreciation on items. For questions or comments contact Dana Kent @ 465-5322 or dana.kent@alaska.gov.

8. SPIRIT REMINDER!!

Below is a summary of the "February Fix" in SPIRIT. If you see some packages issued at the end of the month which seem odd it is probably due February being a short month. See below for details on how SPIRIT handles benefits that normally would have had PFDTU dates on the 29-31 of the month.

SPIRIT February Issuance Fix/Issue

Changes were implemented in SPIRIT during the last release to fix the "February Issuance Problems". One of the fundamental concepts of the February Fix was to modify SPIRIT so that it would no longer print benefits that start on days that not all months have (specifically, 29, 30, 31).

In SPIRIT terms, the release changed things so there would no longer be benefits with PFDTUs (Printed First Date To Use) greater than the 28th. In addition to the change in software, at the time the release was installed, a query was run on the Alaska Database that changed the issuance data for participants with a PFDTU > 28 (the "bad date range" noted in the previous paragraph). Let's call that "the query". The query changed the PFDTU to the 28th only for those participants.

The issuance data change made by "the query" becomes permanent when benefits are issued, the participant will now be on a new benefit cycle with the PFDTU less than the 29th. But if you cancel out of the "issue benefits" screen before you print benefits, the data changes made by "the query" will be lost.

Let's look at the example below. If nothing is done to this participant's record, the system will issue benefits that start on the 30th.

Clinic: L STREET - Participant List - Clinic

File Participant List Activities Help

Where to Search

- Appointments for Today
- On-site
- Clinic
- Agency
- Statewide
- External Data

State WIC ID: 00106270

Household ID: []

Participant Demographics

Participant

Last Name: [] First Name: [] MI: []

Date of Birth: []

Authorized Representative

Last Name: [] First Name: [] MI: []

Agency: []

Search

Clear

Hide Details

State WIC ID	Household ID	Last Name	First Name	MI	Date of Birth	WIC Category	Auth Rep Last Name	Auth R
00106270	00062915	SEA CUCUMBER	KHOLE		12/06/2014	Infant	COURSON	SHANN

WIC Category: Infant
 Gender: Female
 Next Appointment: N/A
 Telephone: 907-644-5687

Certification Effective: 04/30/2015
 Mid-certification Due: 06/06/2015
 Mid-certification Complete: 07/13/2015
 Certification End: 12/06/2015
 Termination Date: N/A
 Termination Reason: N/A

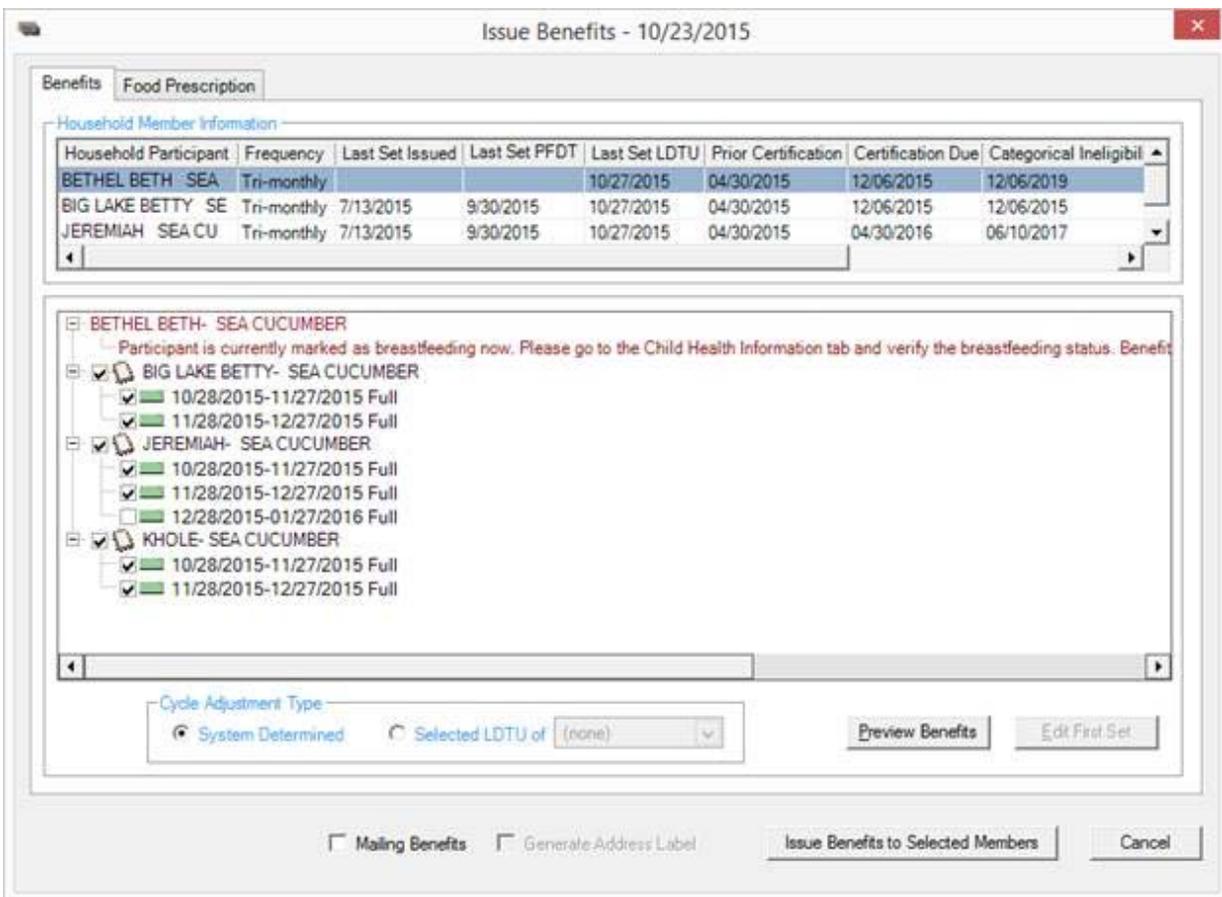
Benefit Set

PFDTU	LDTU	Status
09/30/2015	10/29/2015	Issued
08/30/2015	09/29/2015	Issued
07/30/2015	08/29/2015	Issued

Issuance Frequency: Tri-monthly

10/23/2015 11:48 AM

But not every month has 30 days, so data was temporarily modified in the system to cause the next set of benefits for this person to have a PFDTU of the 28th as shown below.



This results in a one (to 3) day overlap of benefits. **This is by design.** If you press "Cancel" in the benefit issuance screen, the temporary change that was made to the database will be lost and the next time you go to issue benefits, you may see several problems:

- the household members may be on different cycles
- PFDTUs on days that not all months have
- 1- or 2-day benefits
- Overlapping or missing benefit time periods.

Below is a screenshot of the benefits that are proposed if you "Cancel" out of the benefit issuance screen and attempt to reissue.

Issue Benefits - 10/23/2015

Benefits **Food Prescription**

Household Member Information

Household Participant	Frequency	Last Set Issued	Last Set PFDU	Last Set LDTU	Prior Certification	Certification Due	Categorical Ineligibil
BETHEL BETH SEA	Tri-monthly			10/27/2015	04/30/2015	12/06/2015	12/06/2019
BIG LAKE BETTY SE	Tri-monthly	7/13/2015	9/30/2015	10/27/2015	04/30/2015	12/06/2015	12/06/2015
JEREMIAH SEA CU	Tri-monthly	7/13/2015	9/30/2015	10/27/2015	04/30/2015	04/30/2016	06/10/2017

BETHEL BETH- SEA CUCUMBER
 Participant is currently marked as breastfeeding now. Please go to the Child Health Information tab and verify the breastfeeding status. Benefit

- BIG LAKE BETTY- SEA CUCUMBER
 - 10/28/2015-11/27/2015 Full
 - 11/28/2015-12/27/2015 Full
- JEREMIAH- SEA CUCUMBER
 - 10/28/2015-11/27/2015 Full
 - 11/28/2015-12/27/2015 Full
 - 12/28/2015-01/27/2016 Full
- KHOLE- SEA CUCUMBER
 - 10/30/2015-10/31/2015 Half
 - 11/01/2015-11/30/2015 Full
 - 12/01/2015-12/31/2015 Full

Cycle Adjustment Type
 System Determined Selected LDTU of (none)

Mailing Benefits Generate Address Label

This is only an issue for participants whose Last Set PFDU is on a day not present in all months.

Be careful to verify Date BF Began and FP III Verified date before you attempt to issue benefits.

If you preview benefits you must print them and have another staff member, review them and hand them off to the client (separation of duties). This should be the procedure until this issue is resolved in SPIRIT at a later date.

9. **SPIRIT REMINDER:**

If you see a household that has an ID# of <10 there is a problem.

Don't create someone in a household with a household ID <10.

If you are doing Batch **be sure you Clear the Onsite list** when batch issuance is done. This can cause the household ID to be <10.

Call the WIC SPIRIT Help desk if you have questions about this issue at 334-4900 or send an email