

# April 2022 HuBERT Hints #2

APRIL 27, 2022



**Please share this information with ALL HuBERT users!**

## Important Dates

Monday May 16, 2022 – Friday, May 20, 2022: Training Database UNAVAILABLE Due to Maintenance

## Table of Contents

Important Dates.....	2
Training Database Unavailable Due to Maintenance .....	2
Tips, Guidance and Best Practices.....	2
HuBERT Hints and WINNIE the Scoop! Newsletter Coming to Your Inbox on Thursdays Starting in May 2022!.....	2
Reminders about Blocking Time on Calendar .....	2
Reminder! Do Not Create New Referral Program Topics .....	3
References – Complete Listing of Hyperlinks .....	3

## Important Dates

### Training Database Unavailable Due to Maintenance

The HuBERT Training Database will be unavailable from Monday, May 16, 2022 – Friday, May 20, 2022, due to server maintenance that will be performed during that time period. If you are planning any training for new staff, please be sure to schedule any training activities that require use of the HuBERT Training Database around this week since it will not be available.

## Tips, Guidance and Best Practices

### HuBERT and WINNIE Information Coming to Your Inbox on Thursdays Starting in May 2022!

Starting in May 2022, all current HuBERT users will begin receiving email from the MIS & Data Unit **on Thursdays** with information specific to HuBERT users. These emails will include the HuBERT Hints and WINNIE the Scoop! newsletters, as well as information that specifically impacts, and is important to, HuBERT users.

Prior to May 2022, this information has been included in the Wednesday Update, which is distributed to administrators and coordinators every week. However, often we have current and pertinent information for our **system users** and we want to ensure the MIS information, which directly affects HuBERT users, is provided in a timely and consistent manner. HuBERT users should prioritize thoroughly reading the information sent in these emails.

The email will be sent from **health.wic@state.mn.us** and the Subject will indicate the contents of the email (for example: April 2022 HuBERT Hints #2). Recipients should not reply to this email since the MIS & Data Unit does not monitor this email address. However, questions and feedback are always welcome and can be submitted using:

- HuBERT – [Questions and Feedback](#) Form
- WINNIE – [WINNIE Questions for the State WIC Office](#) Form

Please keep an eye out for these emails beginning Thursdays in May 2022.

### Reminders about Blocking Time on Calendar

While reviewing some data for reports, one of our epidemiologists found a small number of fake participants that had been added to the database to block time on calendars. We readily acknowledge there is a need to be able to block time on the appointment scheduling calendar.

In October 2016, we provided the following work-around for blocking time on the calendars in order to ensure a consistent process for all agencies and so that participants created for this work-around could be easily identified for reporting purposes.

This work-around should be used when short notice has been provided, such as if the resource is sick or no longer available as scheduled due to an emergency, and some or the rest of the resource's availability needs

to be blocked on the current calendar. It should not be used to block off multiple resources for meeting or other scheduled functions. In these instances, use Build Clinic Calendar to adjust the resources schedules.

If you need to block time on your calendar, please use the following process:

Create one prescreened participant with the first name of TIME and last name of BLOCK-AGENCY NAME (example: Name = TIME BLOCK-HENNEPIN).

- If an agency feels it needs more than one TIME BLOCK participant, they can choose to create **one** TIME BLOCK **for each clinic**. In that case, the name should be the same and initials added to identify the clinic.
- Example: Name of participant for NorthPoint Clinic = TIME BLOCK-AGENCYNP

#### NOTES:

- The End-of-Day process moves prescreened participants to Agency 88 after 60 days. Once this occurs, you will need to search for your TIME BLOCK-AGENCY record in the Statewide Database every time you want to use it. **Do NOT create a new TIME BLOCK record.**
- The certification should **never** be completed for the TIME BLOCK participant.
- This may affect any reports that provide information on appointments.

## Reminder! Do Not Create New Referral Program Topics

HuBERT allows for agency staff to create both State and Local Agency Program Topics. State Agency topics are visible to **all** Local Agencies and can cause confusion when adding Referral Organizations. For this reason, prior to rolling out HuBERT, the State and Local Agency HuBERT Planning Workgroup brainstormed the current 28 [Program Topics](#), which should sufficiently categorize any Referral Organization.

**Please do not add any new Program Topics.** If you don't feel any of the current topics are applicable for the referral organization you are adding, use the **Other Referral Resources**.

## References – Complete Listing of Hyperlinks

[Questions and Feedback Form](https://redcap.health.state.mn.us/redcap/surveys/?s=YLFWF87TRW) (https://redcap.health.state.mn.us/redcap/surveys/?s=YLFWF87TRW)

[WINNIE Questions for the State WIC Office Form](https://redcap.health.state.mn.us/redcap/surveys/?s=YKT3FL3MHT)

(https://redcap.health.state.mn.us/redcap/surveys/?s=YKT3FL3MHT)

[Program Topics](https://www.health.state.mn.us/docs/people/wic/localagency/infosystem/hubert/training/sysadmin/programtopics.pdf)

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