

June 2022 HuBERT Hints #1

JUNE 9, 2022



Please share this information with ALL HuBERT users!

Important Dates

Wednesday, June 15, 2022 – Third [Quarterly WIC Card Stock Order](#) Due – All Agencies Must Submit an Order
 Monday, June 20, 2022 – Observation of Juneteenth: State Staff Holiday and Help Desk AVAILABLE

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Common Help Desk Tickets

Unable to Issue Last Set to Breastfeeding Woman after Infant Turns One Year Old

A relatively common call the Help Desk receives is that HuBERT will not issue the last set of benefits to a breastfeeding woman after their fully or mostly-breastfed infant has turned one year old, even though the Printed First Date to Use (PFDTU) is in the same month as the woman's Cert End Date and they should be eligible to receive this set of benefits.

This is because HuBERT auto-terminates mom's certification once the breastfeeding information in Health Information is updated. Instead of just updating the Breastfeeding Verified Date, if the infant has turned one year old, the system will also require you to select the *Breastfeeding Beyond One Year* checkbox. Once this is checked, the system automatically terminates mom's certification, and you are no longer able to issue the last set of benefits to her.

To ensure a breastfeeding mom receives her last set of benefits, **you must issue her benefits first** before updating the breastfeeding information in Health Information and issuing to, or recertifying, the infant.

Reports

New and Revised Infoview Templates

The following new and revised Infoview Report Templates have been posted to the INFOVIEW TEMPLATES folder. The Guidance Documents for the templates can be found in the Report Folder.

New – DAILY APPOINTMENTS – SIMPLE OUTPUT

Report Folder: INFOVIEW TEMPLATES >> Appointments

Create Date: 5/26/22

Description: Provides a list of appointments for a specified date scheduled for a specified agency and clinics. The output has very few fields (phone, language-only English and Spanish, appointment date/time, participant name and clinic name). There are two tabs; one without Location/Clinic Name and one with the Location/Clinic Name column.

Some Uses Include:

- Developed for an agency using the Prevention Pays texting service.

New – MCAs COMPLETED OR NOT AND BENEFITS ISSUED

Report Folder: INFOVIEW TEMPLATES >> Agency Management >> Chart Audits/Review

Create Date: 6/1/22

Description: A listing and count of participants who belong to the specified agency and are due for a Mid-Certification Assessment (MCA) during the specified time period, and whether the MCA was completed, and benefits were issued. MCA appointments are identified by "mid" being part of the appointment name. Report users will need to input their agency's Appointment Type IDs associated with MCAs, which are provided in the

Reference Tab. This output includes an OPTIONAL input control that allows the report user to filter Tab 2 – MCAs (listing of participant) by clinic. (NOTE: the input controls selections are removed whenever the report is refreshed and the output will again include all clinics.)

Some Uses Include:

- Identify participants with MCAs, whether an appointment was scheduled/kept, who completed the MCA, the number of sets issued after the MCA Due (regardless of whether completed) and staff who issued the benefits.
- Identify the number of MCAs due during a specified time period.
- Determine the number and percentage of completed MCAs.
- Determine the number and percentage of MCA appointments, scheduled and kept, for the agency and its clinics.
- Identify staff who may be issuing benefits, and the number of sets, to participants after their MCA Due date who have not had their MCA completed.

Revised – YEAR-TO-DATE PARTICIPATION

Report Folder: INFOVIEW TEMPLATES >> Counts >> Monthly Participation

Revision Date: 5/23/22

Revision(s): Added second Max() statement to Variables [MaxCreateDate1] and [StateMaxCreateDate1]. Without it, a MULTIVALUE ERROR displays in the header and C/O AVE column when a change in grantee/agency structure occurs once the grantee/agency doesn't have any more benefit issuance records because the Max(Createdttm) for that grantee/agency is a different max Createdttm than for all other grantees/agencies. Adding the second max to the variables identifies the max when this occurs. However, further correction of the complex header formulas was not made for the Grantee/Agency/Clinic tabs since this occurrence is rare. If the report is run for a Grantee that changed its structure (ex: Scott-Carver in 2022), the headers will not display correctly once there aren't any future issuances.

Description: A participation count by State, **specified Grantee**, its agencies, and clinics for a specified Federal Fiscal Year (October-September). This template replaces the participation count portion of the HuBERT Year-to-Date Participation and Outlays report (FIN017).

Some Uses Include:

- Assist with monitoring and managing daily caseload for state, grantee, agency or clinic.
- Obtain counts of participants by WIC Type and Breastfeeding Amount.

References – Complete Listing of Hyperlinks

[Quarterly WIC Card Stock Order \(https://redcap.health.state.mn.us/redcap/surveys/?s=7KMMC4DCJJ\)](https://redcap.health.state.mn.us/redcap/surveys/?s=7KMMC4DCJJ)

Minnesota Department of Health - WIC Program 85 E 7th Place, PO BOX 64882, ST PAUL MN 55164-0882; 651-201-3942, health.wic@state.mn.us, www.health.state.mn.us; To obtain this information in a different format, call: 651-201-3942

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