

# October 2022 HuBERT Hints #1

OCTOBER 6, 2022



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

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## Tips, Guidance and Best Practices

### Issuing Cash-Value Benefits (CVBs)

#### Automated Process to Increase Issued CVBs

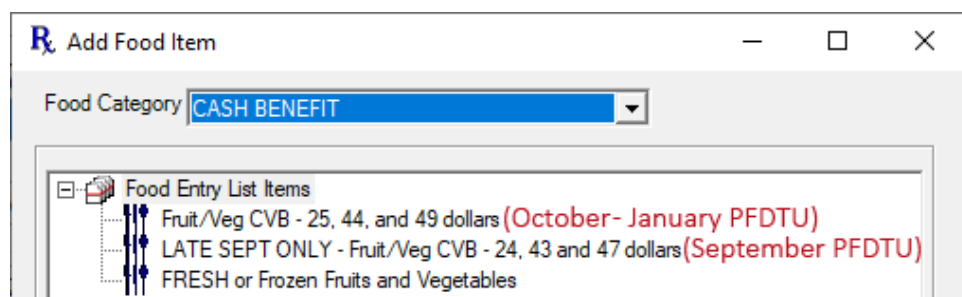
The backend process used to update CVBs issued prior to October 1, 2022, has been successfully completed. **All participants issued lower amount CVBs prior to October 1, 2022**, for October, November and December should now have the increased amount of \$25, \$44 or \$49.

#### Issuing CVBs for January 2023

If you are already issuing CVBs for January 2023, you should continue to issue the new **Fruit/Veg CVB – 25, 44 and 49 dollars** food item.

#### Issuing the Correct Amount for CVBs

You must remember to **edit the CVB amount** when creating default food packages (DFPs) for women and children. The DFP includes the standard fruit/vegetable food item; **not the increased CVB food item**. Select the correct CASH BENEFIT option based on the benefit set's PFDTU.



Always **add the new CVB first** then delete the default *FRESH or Frozen Fruits and Vegetables* food item since the system will validate to ensure you are not over-issuing by having both CVB food items in the food package, but it will **not** verify whether the increased CVB has been added.

| Quantity       | UOM             | Item  |
|----------------|-----------------|---|
| 2              | LB.             | Whole Grain Item                                  |
| 1              | LB.             | Cheese (pounds) (3 quarts of milk product)        |
| 12             | QUART           | Fat Free/Skim or 1% milk                          |
| 36             | OZ.             | Cereal (ounces)                                   |
| 1              | DOZ.            | Eggs (dozen)                                      |
| <del>900</del> | <del>CENT</del> | <del>FRESH or Frozen Fruits and Vegetables</del>  |
| 1              | QUART           | Yogurt (lowfat/nonfat) (1 quarts of milk product) |
| 2              | EACH            | Juice (64 oz ready-to-drink)                      |
| 1              | EACH            | WIC Peanut Butter OR Dry Beans OR 4-cans Beans    |
| 2500           | CENT            | Fruit/Veg CVB - 25, 44, and 49 dollars            |

**2** Delete the default CVB.

**1** Add new CVB.

**Remember!** Incorrectly issued CVB amounts **CANNOT** be adjusted using the Food Adjustment Wizard! They can only be voided and reissued if no redemption has occurred.

## Infoview Report for Monitoring Issuance of Incorrect CVB Amount

A new Infoview report template, PARTICIPANTS NOT ISSUED INCREASED CVBs BY ISSUED DATE, is now available in the INFOVIEW TEMPLATES >> Agency Management >> Audits/Chart Reviews folder. This report allows you to identify participants incorrectly issued benefits after 10/1/2022 with \$9, \$11, and \$17.50 CVBs, as well as the staff who issued them and may require more training.

The report output displays PFDTUs the same as, or before, the current date in bold red font to ensure these participants are treated as highest priority since the CVB cannot be reissued once redemption has occurred.

### Using the Infoview Report (from the Guidance Document)

After saving the PARTICIPANTS NOT ISSUED INCREASED CVBs BY ISSUED DATE template to your My Documents folder, run the report by entering your agency's ID and the current date into the "Enter End Date" PROMPT.

All participants issued benefits, between 10/1/2022 and the date entered, for CVBs of \$9, \$11, or \$17.50, should display in the output.

| Clinic ID     | HHID     | SWID     | DOB      | WIC Type | Staff ID (Issued by) | Issued Date | PFDTU          | CVB \$ Amount | Cert End Date | Last Set's LDTU | Authorized Rep's Name | Telephone #  | Lang.   | Interp. Needed |
|---------------|----------|----------|----------|----------|----------------------|-------------|----------------|---------------|---------------|-----------------|-----------------------|--------------|---------|----------------|
| PPT COUNT: 66 |          |          |          |          |                      |             |                |               |               |                 |                       |              |         |                |
| 089           | 13689217 | 01276789 | 11/14/19 | C        | DOEJ01               | 10/3/22     | <b>10/1/22</b> | \$9.00        | 5/31/23       | 1/5/23          | MAE HEMM              | 612-123-4567 | Somali  | Y              |
| 089           | 13527022 | 00821039 | 11/19/92 | N        | DOEJ01               | 10/4/22     | 10/15/22       | \$11.00       | 12/31/22      | 1/14/23         | MARA THON             | 320-123-4567 | English | N              |
| 089           | 13632204 | 01217521 | 11/3/19  | C        | DOEJ01               | 10/4/22     | 11/14/22       | \$9.00        | 11/30/22      | 12/13/22        | KATIE DIDD            | 651-123-4567 | English | N              |

The PFDTU for participants with a PFDTU on or before today's date will display in bold red font. These are the highest priority participants since once any benefits are redeemed, the CVB amount CANNOT be corrected. **CVBs can only be voided and reissued if no redemption has occurred. They CANNOT be adjusted using the Food Adjustment Wizard.**

Once benefits have been voided and reissued for a participant, they will continue to display in the report output until the following day since Infoview is 24 hours behind the Production server. Run this report regularly to help ensure any CVBs issued for the incorrect amount can be reissued before redemptions can occur.

## Infoview Report to Verify Correct Formula Being Issued

Only Enfamil formula can be issued for current and future benefits. The **Sept Replacement ONLY** food items for Similac powdered formula should only be issued for late September benefits or if replacing existing September benefits. Agencies can monitor whether these Similac replacement food items have been incorrectly issued using the FOOD & FORMULA ITEMS ISSUED BY PFDTU template found in the INFOVIEW TEMPLATES >> Food & Formula folder. The food item IDs that should be entered into the PROMPT are:

141;174;183;300;303;258;250;302

These IDs can be copied and pasted into the PROMPT. If manually typed, remember to use a semi-colon and no spaces between the food item IDs.

If participants have been incorrectly issued a **Sept Replacement ONLY** Similac formula for benefits with a PFDTU in October or any future months, they should be corrected immediately. Be sure to contact the participant to inform them of the correction and to obtain their Enfamil formula preference.

## Reports

### New Data, Reports, Maps, and Fact Sheets Available on the MDH WIC Website

New data, reports, maps, and fact sheets are regularly added to the MDH WIC website. You can look to each month's first HuBERT Hints to provide an overview of the new information available.

#### MDH WIC Website

[Child Anemia by Race/Ethnicity](#): Multi Year Anemia in Minnesota WIC Infants and Children by Community Health Board, County and City of Residence Alone or in Combination (AOIC) with Other Races, 2011-2019

[Women's Weight Status](#): Pre-pregnancy Weight Status by Year in Minnesota WIC, 2003 to 2021

[Women's Weight Status by Race/Ethnicity](#): Multi Year Pre-pregnant Weight Status in Minnesota WIC By Race/Ethnicity and Race/Ethnicity AOIC, 2011-2021 – Statewide Trend Data

[Women's Weight Status Maps](#): Obesity and Overweight; Obesity; Overweight Status of Women in MN WIC by County of Residence, 2019 and 2020

### Revised & New Infoview Templates

The following new Infoview report templates have been posted to the INFOVIEW TEMPLATES folder. The Guidance Documents for these templates can be found in the appropriate Infoview report folder.

#### Revised – Kept vs. Missed Appointments

**Report Folder:** INFOVIEW TEMPLATES >> Appointments

**Revision Date:** 10/3/22

**Revision:** Corrected Kept % column, which did not consistently count “all” resulting in inaccurate percentages when a participant had more than one appointment scheduled for the same appointment type; changed percentage formulas to round to 0 decimal places per request.

**Description:** Provides the number of kept/missed appointments, kept/missed confirmed appointments, and the percentage kept and confirmed kept during the specified time period for the specified agency and its clinics. This template replaces the HuBERT report Kept vs. Missed Appointments (CLD019).

#### Some Uses Include:

- Assess no show rates for agency and clinics.
- Assess effectiveness of confirming appointments.

## New – Participants Not Issued Increased CVBs by Issued Date

**Report Folder:** INFOVIEW TEMPLATES >> Agency Management >> Audits/Chart Reviews

**Create Date:** 10/5/22

**Description:** Provides a list of participants who belong to the specified agency and were issued benefits between 10/1/2022 and the specified date for the *Fresh or Frozen Fruits & Vegetables* default food item with an amount of \$9, \$11, or \$17.50. The output displays any participants with a Printed First Date to Use (PFDTU) of the current date or in the past in bold red font. The report has an OPTIONAL input control that allows the user to filter the report output by Clinic ID.

### Some Uses Include:

- Identify participants issued benefits for the *Fresh or Frozen Fruits & Vegetables* default food item after 10/1/2022 when the increased CVB should have been issued.
- Identify staff who may require more training in correctly issuing increased CVBs.

## Revised – Referral Contact(s) During Specified Time Period & Current Age

**Report Folder:** INFOVIEW TEMPLATES >> Referrals

**Revision Date:** 9/21/22

**Revision:** The Referral ID(s) PROMPT was no longer refreshing. Removed the “Keep last values selected” checkmark for the PROMPT. This will require the user to enter the Referral ID(s) each time they re-open the report but resolves the issue with the PROMPT.

**Description:** A list and count of participants provided referrals by specified agencies during a specified time period. One report tab is for infants and children and the other for women. An optional Input Control is available on Tabs 2 and 3 to filter the output by the participant’s current age (infants/children by age in months; women by age in years). An Input Control is also available on Tab 1 – Reference to filter the referrals by Active (Y/N) for agencies that have a lot of non-active referrals in their reference list.

### Some Uses Include:

- Identify participants, who are of a certain age, referred to a specific referral organization during a specified time period.

## New – WIC Cards Issued

**Report Folder:** INFOVIEW TEMPLATES >> eWIC

**Create Date:** 9/21/22

**Description:** This report provides a list of households issued WIC Cards during the specified time period. The output is grouped by the clinic where the WIC Cards were issued. An OPTIONAL Input Control allows the report user to filter the results by Clinic ID.

### Some Uses Include:

- Help monitor card amounts issued.
- Identify cards issued by staff to specific households.

## References – Complete Listing of Hyperlinks

### Child Anemia by Race/Ethnicity

(<https://www.health.state.mn.us/people/wic/localagency/reports/anemia/childrenre.html>)

### Women's Weight Status

(<https://www.health.state.mn.us/people/wic/localagency/reports/wtstatus/women.html>)

### Women's Weight Status Maps

(<https://www.health.state.mn.us/people/wic/localagency/reports/wtstatus/mapswomen.html>)

### Women's Weight Status by Race/Ethnicity

(<https://www.health.state.mn.us/people/wic/localagency/reports/wtstatus/womenre.html>)

*Minnesota Department of Health - WIC Program 85 E 7<sup>th</sup> Place, PO BOX 64882, ST PAUL MN 55164-0882; 1-800-657-3942, [health.wic@state.mn.us](mailto:health.wic@state.mn.us), [www.health.state.mn.us](http://www.health.state.mn.us); To obtain this information in a different format, call: 1-800-657-3942*

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