

September 2022 HuBERT Hints #1

SEPTEMBER 22, 2022



Please share this information with ALL HuBERT users!

Important Dates

Saturday, October 1 – Sunday, October 2 – All HuBERT Environments **UNAVAILABLE** (this includes Production/Clinic, State Office, Reports, System Admin, and Infoview).

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Benefit Issuance

September Late Issuance or Replacement of Similac Milk-Based Formula

On October 1, 2022, all current Similac milk-based formulas will be **inactive**. However, participants receiving benefits for milk-based contract formula with a Printed First Date to Use (PFDTU) in September **must still be issued a Similac formula** whether the September benefits are being issued late or are being adjusted/reissued.

As of October 3, 2022, “replacement” Similac formula options will be available for issuance during the month of October. These include:

- Sept Replacement ONLY – Similac Advance
- Sept Replacement ONLY – Sensitive
- Sept Replacement ONLY – Spit Up
- Sept Replacement ONLY – Total Comfort
- Sept Replace ONLY – Similac Advance (CHILD)
- Sept Replace ONLY – Sensitive (CHILD)
- Sept Replace ONLY – Spit Up (CHILD)
- Sept Replace ONLY – Total Comfort (CHILD)

These formula options will expire at the end of October and should **only be used to issue or replace Similac milk-based formula for benefits with a PFDTU in September** and a food package Effective Date in October. Only powdered formula will be available for these “replacement” Similac formulas.

Must Create New Food Packages

If a participant is receiving contract milk-based formula for benefits with a PFDTU in September, you will have to create a new food package using a “replacement” Similac formula option. This will need to occur if you are issuing benefits late for September or if you are replacing an already issued formula benefit for September.

STEP 1: Create the food package with Sept Replace(ment) ONLY formula.

- Add a food package with an **Effective Date** the same as the **current date**.
- Select the appropriate **Sept Replace(ment) ONLY** formula from the *Contract* list.

NOTE! HuBERT will automatically remove the participant’s current formula from any future food prescriptions and replace it with the Sept Replace(ment) ONLY formula. This formula should NOT be issued for any benefits beyond the month of September.

STEP 2: Create the food package for October (and future benefit sets).

- Add a food package with an **Effective Date** the same as the participant’s **October PFDTU**.
- Select the appropriate **Enfamil** formula from the *Contract* list.

NOTE! HuBERT will automatically remove the Sept Replace(ment) ONLY formula from any future food prescriptions and replace it with the Enfamil formula. Always verify future food packages to ensure they are correct and verify the correct formulas are being issued on the Aggregated Issuance screen.

Please contact your State Consultant if any questions.

Cash-Value Benefits when FY2023 Continuing Resolution/Appropriation Passes

The State Office has been working with our Information System contractor (Gainwell Technologies) and eWIC Processor (CDP) to develop a method for automatically inserting the difference between the lower CVB amount issued to participants prior to October 1st for October, November and possibly, December, and the increased CVB amount supported by the FY2023 Continuing Resolution and/or Appropriation.

During the first week of October, once the Continuing Resolution/Appropriation passes, the process developed for adding CVB amounts into existing benefit records in both HuBERT and WIC Direct (the eWIC banking system) will be implemented. This means, as of Saturday, October 1, any benefits that have already been issued to participants for October, and any future months, will **not** need to be reissued by WIC staff.

Saturday, October 1 – Sunday October 2, all HuBERT environments will be UNAVAILABLE. This includes Production (clinic), State Office, System Admin, Reports, and Infoview.

Automated Process for Increasing Previously Issued CVB Amounts

On Saturday, October 1, Gainwell Technologies will be generating a file of all participants issued the standard amount of CVBs prior to October 1 that need to be updated. (NOTE: As with the previous increases in CVB, this change does not impact participants in the infant category.) **It is imperative that no other issuance occurs again until Monday, October 3.** Since only 30,000 “rows” of data can be processed at a time by CDP, the file will be broken up into at least 5, and potentially up to 7, files. These files will be based on Printed First Date to Use (PFDTU) so that the process starts with participants with a PFDTU of October 1. All CVB amounts for each member of an individual household will be updated at the same time. Participants with a PFDTU on October 1 or 2 can start using their benefits right away since the process simply adds the difference (it doesn’t replace the existing amount). If they use some of their CVB prior to this process being run for their household, after the process updates their CVB amount, they will see a higher balance reflecting the automatic increase.

CDP will process one file per night, adding the increased amount of CVB benefits in WIC Direct starting on Sunday, October 2, at 2:00AM, until all files are completed. (Gainwell will ensure the corresponding HuBERT files are also updated.) This time was selected due to it being identified, using redemption data, as having the fewest WIC shoppers and therefore, the least amount of impact and inconvenience for our WIC participants.

App Messages

CDP has indicated that while the files are being processed from 2:00-3:00AM incoming transactions are likely to fail. The State Office will communicate on Saturday, October 1, via the WIC App, to let participants

know that they should not shop from 2:00-3:00AM during the week that benefits will be adjusted overnight (the number of nights will be known once the number of files needing to be processed is determined).

APP MESSAGE

Subject: No Shopping 2-3 a.m.

You cannot use your WIC card to shop from 2-3 a.m. Oct 2 through Oct. XX. WIC is increasing fruit and vegetable dollars on your Oct. benefits during this time. Check your balance before shopping.

[Fruits and Vegetables](#)

Automatically Increased CVB Displays in HuBERT/App

When the CVB amount is automatically increased, it will be added to the same Benefit ID as the issued set. This allows the individual participant's new amount to display in Benefits History, and the aggregated household total to display in the Account Balance and App.

Food Adjustment Wizard and CVBs

You should NEVER use the Food Adjustment Wizard to adjust CVB amounts! Benefits can only be voided and reissued if no redemption has occurred. If voided, you will need to create a new food package with the appropriate CVB food item based on the participant's PFDTU.

Food Packages

You must create new food packages for all women and children issued benefits beginning October 3, 2022. However, due to inflation, the CVB amounts have been increased by \$1 for children, pregnant and MBF/SBF/NBF women, and \$2 for FBF, MBF multiples, pregnant with multiples, and pregnant and FBF/MBF. This change in amounts will require that **a different CVB food item be issued based on the participant's PFDTU:**

- PFDTU in September (late issuance) = **Fruit/Veg CVB – 24, 43 and 47 dollars**
- PFDTU in October (and future months) = **Fruit/Veg CVB – 25, 44 and 49 dollars**

PFDTU of September 4 – September 28 (Late Issuance)

You must review the food package to ensure it has the **Fruit/Veg CVB – 24, 43 and 47 dollars** food item. If it doesn't, then proceed to STEP 1 to create this food package. If it does have this CVB food item, skip to STEP 2 to create the October food package.

STEP 1: Create the food package for September late issuance (if one doesn't already exist).

- Add a food package with an **Effective Date** the same as the **current date**.
- Click the **Use Default** button.
- Click the **Add Food Item** button.
- Select **CASH BENEFIT**.
- Select the **Fruit/Veg CVB – 24, 43 and 47 dollars** food item and click **OK**.
- Select the **FRESH or Frozen Fruits and Vegetables** food item added as part of the default food package.
- Click the **Delete Food Item** button and click **Yes**.
- Save the new food package.

NOTE! Always **ADD** the new food item **BEFORE** deleting the original food item. This will decrease the likelihood of *forgetting to add the new food item*, which can (and does) happen. The system will validate the food package when you save it to ensure you don't over-issue.

STEP 2: Create the food package for October (and future benefit sets). This is required for all women and children.

- Add a food package with an **Effective Date** the same as the participant's **October PFDTU**.
- Click the **Use Default** button.
- Click the **Add Food Item** button.
- Select **CASH BENEFIT**.
- Select the **Fruit/Veg CVB – 25, 44 and 49 dollars** food item and click **OK**.
- Select the **FRESH or Frozen Fruits and Vegetables** food item added as part of the default food package.
- Click the **Delete Food Item** button and click **Yes**.
- Save the new food package.

PFDTU of October 1 or After – Create a New Food Package

All women and children issued benefits with a PFDTU of October 1 or after, beginning October 3, will require a food package to be created with the **new CVB** food item. **Follow the same steps as STEP 2 above.**

NOTE! HuBERT will not prompt you to revise the Default Food Package (DFP) when it is used to create a new food package since the \$9 and \$11 CVB food item in the DFP is still valid. You will need to remember to add the new CVB and delete the DFP CVB.

However, for participants with the **Fruit/Veg CVB – 24, 43 and 47 dollars** food item being issued benefits with a PFDTU on or after October 1, the system will display a message when trying to issue the benefits indicating that the food item is expired.

Website

MDH WIC Website Changes

This year through the end of next year, the MDH WIC website will be undergoing a phased redesign project. In the next month or so, many of the WIC home pages (participant, local agency and vendor) will be updated using a new format. Tentatively scheduled for before the end of the year, a second revision will occur when MDH undergoes a style change as it moves to a new Content Management System. This will primarily consist of formatting and font changes. Next year, 2023, a couple of State WIC web workgroups will be working to simplify, streamline and reorganize the WIC website to make it easier to navigate and more topic oriented.

Whenever changes are made to a website, especially when cleaning up the folder structure or combining/deleting pages, links in static documents and user bookmarks may be impacted. Links on webpages are always tested prior to posting but if any links on documents or web pages **are** found to be broken, we will

get them corrected as soon as we become aware of them. If you find a broken link, please let us know by either submitting a [Questions & Feedback](#) form or by sending an email to sarah.mallberg@state.mn.us.

We will try to group changes to minimize user impact and inform you when major changes are coming in either the WIC Weekly Update or in the HuBERT Hints/WINNIE the Scoop.

As always, we really appreciate your patience with this project and apologize for any inconvenience these changes may cause. However, we hope the resulting end-product will be worth the “growing pains” by providing both Local Agency and State WIC staff with a much better information resource!

Reports

Temporary Hold on Creating New Ad-hoc Infoview Report Templates

Due to WINNIE User Acceptance Testing (UAT), development of WINNIE training, and the website redesign project, the MIS & Data Unit has limited availability to create new ad-hoc Infoview report templates. In response to these limitations, we are putting a temporary hold on completing ad-hoc Infoview report requests through the end of this year (2022). At that time, we will reassess our ability to complete them considering the continued requirements of these projects. (NOTE: Any report requests that have already been submitted will be completed.)

Local Agencies should still submit any data requests that are considered critical. The request will be reviewed, and if appropriate, completed.

If you need some type of data or information in the upcoming months, please review the [Reports & Data](#) pages of the MDH WIC website and the [Infoview Reports Template – Reference](#) to see if there is an existing report, or a couple of reports, that may meet your needs. There are many annual reports posted to the website and over 300 ad-hoc Infoview report templates available for you to use. If you need assistance from the State in finding data or information, please submit a [Local Agency Reports & Data Request](#) and we will help you find existing data, or an ad-hoc template, that may work for you.

We apologize for this inconvenience!

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

[Breastfeeding Among All Infants Born in Minnesota](#) – new interactive data on breastfeeding initiation from Minnesota birth records (residents and non-residents born in Minnesota birthing facilities).

[Child Anemia by Race/Ethnicity](#) – 2011-2019 Statewide Trend Data and Multi Year Anemia in Minnesota WIC Infants and Children by Community Health Board, County and City of Residence and Race/Ethnicity 2011-2019

[Women's Weight Status](#) – Pre-Pregnancy Weight Status by Calendar Year of Delivery and Community Health Board, County and City of Residence, 2011-2021

Revised Infoview Templates

The following revised 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 folders.

Revised – Daily Appointments with PMI Number

Report Folder: INFOVIEW TEMPLATES >> Appointments

Revision Date: 8/19/22

Revisions: *Added columns Telephone 1 and 2, Comments 1 and 2, Interpreter Needed, Language, and Authorized Rep First and Last Name.*

Description: A list of participants who have an appointment scheduled at the specified agency on the specified date. The output includes the PMI #, Date of Birth and Appointment Type for verifying MA to help meet the Separation of Duties requirements. Two OPTIONAL Input Controls are used to filter the report output by clinic and by appointment type. Note that page breaks occur by clinic.

Some Uses Include:

- List to help verify MA and to assist with meeting the Separation of Duties requirements.

Revised – MCAs Completed or Not and Benefits Issued

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

Revision Date: 9/7/22

Revisions: *Output was displaying currently NBF women who have an MCA Due Date; criteria to exclude was added. Output was displaying BF women based on actual Due Date when agency performs MCA at same time as infant. Criteria added to add 9 months to Actual Delivery Date (system adds 9 months to infant's DOB).*

Description: A listing and count of participants who belong to the specified agency and are due for a Mid-Certification Assessment (MCAs) 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.

References – Complete Listing of Hyperlinks

[Fruit and Vegetable](https://www.health.state.mn.us/people/wic/foods/fruitsveg.html) (<https://www.health.state.mn.us/people/wic/foods/fruitsveg.html>)

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

[Reports & Data](https://www.health.state.mn.us/people/wic/localagency/reports/index.html) (<https://www.health.state.mn.us/people/wic/localagency/reports/index.html>)

[Infoview Report Templates – Reference](https://www.health.state.mn.us/docs/people/wic/localagency/reports/infoview/reference.pdf)

(<https://www.health.state.mn.us/docs/people/wic/localagency/reports/infoview/reference.pdf>)

[Breastfeeding Among All Infants Born in Minnesota](https://www.health.state.mn.us/people/wic/localagency/reports/tableau/bf/infantsborn.html)

(<https://www.health.state.mn.us/people/wic/localagency/reports/tableau/bf/infantsborn.html>)

[Child Anemia by Race/Ethnicity](https://www.health.state.mn.us/people/wic/localagency/reports/anemia/childrenre.html)

(<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)

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

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

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