WIC Information System User Roles & Definitions

UPDATED 07/28/22

Role Definitions

Role	Definition	Access to
1 – CPA	All system functions including: prescreen, modify Participant Folder information, perform certifications and Mid-certification Assessments, manage eWIC and issue benefits, use Food Adjustment Wizard, and schedule appointments.	Clinic Module Central Administrative Site (participant look-up only)
2 – CPA with Build Clinic Calendar	All system functions including: prescreen, modify Participant Folder information, perform certifications and Mid-certification Assessments, manage eWIC and issue benefits, use Food Adjustment Wizard, and schedule appointments. Also able to build the agency's clinic calendar for appointment scheduling.	Clinic Module Central Administrative Site (participant look-up and Build Master Calendar)
3 – View Only	View all tabs within Participant Folder (cannot make any changes/modifications to information).	Clinic Module
4 – Peer	Perform the following functions in the Participant Folder: create any type of note, create and delete alerts, create breastfeeding contacts; update Demographics; add Referrals; and scan documents. Other screens in Participant Folder are view-only. Does NOT have access to Income History.	Clinic Module
10 – LSA	Able to maintain agency Referrals, Medical Clinic Providers and Local Use Questions. Must review Local System Administration training modules available on the MDH WIC website.	System Administration Module
11 – Clerical/ Phone	Perform the following functions: prescreen, create notes and alerts; update Demographics and Height/Weight and Blood; print Participant Summaries and VOC documents; scheduled appointments. Cannot issue benefits, manage eWIC (includes not being able to change proxies, assign primary cardholder, issue or deactivate WIC Cards, etc.), use the Food Adjustment Wizard, complete a VOC, or start a certification or Mid-certification Assessment.	Clinic Module
Student	This role provides access only to the Reports environment; it does not include access to HuBERT Production.	Reports

References – Complete Listing of Hyperlinks

Local System Administration training modules (https://www.health.state.mn.us/people/wic/localagency/infosystem/hubert/training/sysadmin/index.html)

MDH WIC Website (https://www.health.state.mn.us/people/wic/index.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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