

Adjust Benefits 1D – Formula Scenario 4 - WINNIE Online Training Module

AUGUST 2023

Introduction

Intro

This online training module is provided by the Minnesota (MN) Department of Health WIC Program. It is a review of how to increase formula and remove infant foods for Food Package III infants in Adjust Benefits in WINNIE, the MN WIC Information System.

Date

All dates in this module are based on today's date being August 18, 2023.

Formula Scenario 4: FPIII – Remove Infant Foods

Scenario Overview

The following is the scenario for this module: we're removing infant foods and providing increased medical formula for a new Food Package III infant who has been issued contract formula.

August and September benefits have been issued and some redemption of the contract formula has occurred.

There has been no redemption of the infant foods.

Scenario 1

Joe Kerr is a high-risk 6-month-old infant for whom we've received a Medical Formula Request form approving Elecure for 3 months and no other supplemental foods.

The doctor is Sawyer Bones, and the formula has been approved through the end of October.

Scenario 2

Mom has brought one unopened can of Enfamil to the WIC Clinic to exchange.

PARTICIPANT: I have one can of Enfamil with me that I bought but didn't open.

WIC STAFF: Great! We can exchange that can as well.

FPIII 1

In order to provide medical formula, what must we do first? Click anywhere for a hint.

<audio – hint> The participant must be Food Package III to receive Medical Formula. Select Health Information from the sidebar.

<Waiting>

<screen description – no audio> Spin icon displays.

FPIII 2

<no audio> In order to provide medical formula, what must we do first? Click anywhere for a hint.

<audio – hint> Toggle on Food Package III.

FPIII 3

<no audio> In order to provide medical formula, what must we do first? Click anywhere for a hint.

<audio – hint> Click the Save button.

<Waiting>

<screen description – no audio> Spin icon displays.

FPIII 4

Go ahead and open Adjust Benefits.

<Waiting>

<screen description – no audio> Spin icon and “Working...please wait” display.

All or Nothing 1

Notice that because Joe is Food Package III, the Maximum is automatically higher.

Adjusting benefits with infant foods for increased Medical Formula is an all-or-nothing exchange, which means there cannot be any redemption of infant foods.

<Transition Slide>

<screen description – no audio> Slide transitions to Adjust Benefits in which redemption of foods has occurred.

All or Nothing 2

In order to provide increased medical formula, we must be able to recover all of the issued infant foods. If there is any redemption of infant foods, the system will not increase the amount available.

Click the button to continue.

<Transition Slide>

<screen description – no audio> Slide transitions back to original Adjust Benefits in which no redemption of foods has occurred.

Return & Recover 1

We always recover first.

Let's start with the formula.

Go ahead and return then recover the Enfamil formula. Double-clicking and typing the values.

Click anywhere for a hint.

<audio – hint> Double-click into the Returned field in the Formula cans row.

Return & Recover 2

<no audio> Return then recover the Enfamil formula. Double-click and type the values. Click anywhere for a hint.

<audio – hint> Mom is returning one unopened can. Type 1.

Return & Recover 3

<no audio> Return then recover the Enfamil formula. Double-click and type the values. Click anywhere for a hint.

<audio – hint> Press the Tab key or click somewhere on the page.

Return & Recover 4

<no audio> Return then recover the Enfamil formula. Double-click and type the values. Click anywhere for a hint.

<audio – hint> Double-click into the Recovered field in the Formula cans row.

Return & Recover 5

<no audio> Return then recover the Enfamil formula. Double-click and type the values. Click anywhere for a hint.

<audio – hint> There are 5 cans in the HH EBT Balance. We are recovering those 5 cans. Type 5.

Return & Recover 6

<no audio> Return then recover the Enfamil formula. Double-click and type the values. Click anywhere for a hint.

<audio – hint> Press the Tab key or click somewhere on the page.

Recover Foods 1

Notice that we currently have 6 cans available.

Now let's recover the infant foods then the infant cereal, double-clicking and typing the values. Click for hints.

<audio – hint> Double-click into the Recovered field in the Infant Fruits/Vegetables row.

Recover Foods 2

<no audio> Recover the infant foods then the infant cereal. Double-click and type the values. Click anywhere for a hint.

<audio – hint> There is a HH EBT Balance of 32 jars, which we need to recover. Type 32.

Recover Foods 3

<no audio> Recover the infant foods then the infant cereal. Double-click and type the values. Click anywhere for a hint.

<audio – hint> Press the Tab key or click somewhere on the page.

Recover Foods 4

We still have only 6 available. Continue recovering the infant cereal.

<no audio> Recover the infant foods then the infant cereal. Double-click and type the values. Click anywhere for a hint.

<audio – hint> Double-click into the Recovered field in the Infant Cereal row.

Recover Foods 5

<no audio> Recover the infant foods then the infant cereal. Double-click and type the values. Click anywhere for a hint.

<audio – hint> There is a HH EBT Balance of 24 ounces, which we need to recover. Type 24.

Recover Foods 6

<no audio> Recover the infant foods then the infant cereal. Double-click and type the values. Click anywhere for a hint.

<audio – hint> Press the Tab key or click somewhere on the page.

Add Formula 1

Now that **all** of the foods have been recovered, our Available increases to 9, since 1 can of Enfamil was not returned or recovered.

Go ahead and add the Elecare formula, following any cues that display. Click anywhere for hints.

<audio – hint> Click the Add Formula Item button.

Add Formula 2

<no audio> Add the Elecare formula, following any cues that display. Click anywhere for hints.

<audio – hint> Click the Food Item dropdown.

Add Formula 3

<no audio> Add the Elecare formula, following any cues that display. Click anywhere for hints.

<audio – hint> Select Elecare for Infants (14.1 oz pwd).

Add Formula 4

Complete the Special Prescription Item card following the cues provided.

<no audio> Add the Elecare formula, following any cues that display. Click anywhere for hints.

<no audio - cue> Click into field and type date.

<screen description – no audio> Approved thru 10/31/23 – ST; Doctor: Sawyer Bones, Dr.

<audio – hint> Click into the End Date field.

Add Formula 5

<no audio> Add the Elecare formula, following any cues that display. Click anywhere for hints.

<no audio – cue> Click into field and type date.

<screen description – no audio> Approved thru 10/31/23 – ST; Doctor: Sawyer Bones, Dr.

<audio – hint> Type 10/31/23 into the End Date field.

Add Formula 6

<no audio> Add the Elecare formula, following any cues that display. Click anywhere for hints.

<no audio – cue> Click into field and type: Sawyer Bones, Dr.

<screen description – no audio> Approved thru 10/31/23 – ST; Doctor: Sawyer Bones, Dr.

<audio – hint> Click into the Physician’s Name field.

Add Formula 7

<no audio> Add the Elecare formula, following any cues that display. Click anywhere for hints.

<no audio – cue> Type exactly as shown with same punctuation and spacing, or module will not proceed.

<no audio – cue> Click into field and type: Sawyer Bones, Dr.

<screen description – no audio> Approved thru 10/31/23 – ST; Doctor: Sawyer Bones, Dr.

<audio – hint> The doctor’s name must be typed exactly, using the same spacing and punctuation.

Add Formula 8

<no audio> Add the Elecare formula, following any cues that display. Click anywhere for hints.

<audio – hint> Click the Reasons dropdown.

Add Formula 9

<no audio> Add the Elecare formula, following any cues that display. Click anywhere for hints.

<audio – hint> Select Medical Documentation.

Add Formula 10

<no audio> Add the Elecare formula, following any cues that display. Click anywhere for hints.

<no audio – cue> Red X over OK button in Special Rx card – DON’T NEED TO CLICK!

<no audio – cue> Double-click and type value.

<audio – hint> Double-click the Quantity.

Add Formula 11

<no audio> Add the Elecare formula, following any cues that display. Click anywhere for hints.

<no audio – cue> Double-click and type value.

<audio – hint> There are 9 cans available. Type 9.

Add Formula 12

<no audio> Add the Elecare formula, following any cues that display. Click anywhere for hints.

<audio – hint> Click the OK button next to the Cancel button. We don't have to click the OK in the Special Prescription Item card.

Collapse 1

OK. This benefit set is adjusted.

Let's collapse this card and Update Future Months.

<no audio> Collapse this benefit set's card and click Update Future Months.

Update Future 1

<no audio> Collapse this benefit set's card and click Update Future Months.

<Waiting>

<screen description – no audio> Spin icon and "Working...please wait" display.

Correct Future 1

Our recovery of the infant foods was copied forward, allowing us to issue the increased amount of formula.

However, we need to correct the formula amounts, which were also copied forward.

Start with Enfamil. Correct the values from left to right, then correct the quantity for Elecare.

Double-click into fields and type the values. Click anywhere for hints.

<audio – hint> Double-click into the Returned field in the Enfamil cans row.

Correct Future 2

<no audio> Correct the formula. Start with Enfamil, correcting values from left to right, then correct Elecare. Double-click into fields and type the values. Click anywhere for a hint.

<audio – hint> Our Return value must be 0 since future months have no redemption. Type 0.

Correct Future 3

<no audio> Correct the formula. Start with Enfamil, correcting values from left to right, then correct Elecare. Double-click into fields and type the values. Click anywhere for a hint.

<audio – hint> Press the Tab key or click somewhere on the page.

Correct Future 4

<no audio> Correct the formula. Start with Enfamil, correcting values from left to right, then correct Elecare. Double-click into fields and type the values. Lick anywhere for a hint.

<audio – hint> Double-click into the Recovered field in the Enfamil cans row.

Correct Future 5

<no audio> Correct the formula. Start with Enfamil, correcting values from left to right, then correct Elecare. Double-click into fields and type the values. Lick anywhere for a hint.

<audio – hint> We must recover what was issued. The EBT Amount Issued is 7. Type 7.

Correct Future 6

<no audio> Correct the formula. Start with Enfamil, correcting values from left to right, then correct Elecare. Double-click into fields and type the values. Lick anywhere for a hint.

<audio – hint> Press the Tab key or click somewhere on the page.

Correct Future 7

<no audio> Correct the formula. Start with Enfamil, correcting values from left to right, then correct Elecare. Double-click into fields and type the values. Lick anywhere for a hint.

<audio – hint> Double-click into the Additional field in the Elecare cans row.

Correct Future 8

<no audio> Correct the formula. Start with Enfamil, correcting values from left to right, then correct Elecare. Double-click into fields and type the values. Lick anywhere for a hint.

<audio – hint> We want to issue the maximum amount of 10. Type 10.

Correct Future 9

<no audio> Correct the formula. Start with Enfamil, correcting values from left to right, then correct Elecare. Double-click into fields and type the values. Lick anywhere for a hint.

<audio – hint> Press the Tab key or click somewhere on the page.

Collapse 2

OK. Everything looks good.

Go ahead and collapse this card and communicate our changes.

Send Data 1

<no audio> Collapse this benefit set's card and communicate our changes.

<Waiting>

<screen description – no audio> Spin icon and "Working...please wait" display.

<Waiting>

<screen description – no audio> Spin icon and "Working...please wait" display.

Collapse 3

Review the benefits sets, collapsing this card to view the future sets.

Benefits History 1

Let's take our tour of Benefits History.

<no audio> Open Benefits History.

<Waiting>

<screen description – no audio> Spin icon displays.

<Transition Slide>

We'll toggle on the benefit sets behind the scenes.

Benefits History 2

Review each benefit set, collapsing the card indicated by the arrows.

Benefits History 3

<no audio> Review each benefit set, collapsing the card indicated by the arrows.

Benefits History 4

To view the Returned information, hover over the Enfamil row under status.

When ready, open the Food Prescription page.

<no audio> Open Food Prescription.

<Waiting>

<screen description – no audio> Spin icon displays.

Food Prescription 1

Two new food prescriptions were created by the system with Effective Dates matching the FDTUs of the adjusted sets.

We should be OK because if there isn't another change to Joe's food prescription, the September 12 prescription will be good until he turns one-year-old.

However, best practice is to always check the food prescription after adjusting benefits.

So, let's do that.

Expand the September 12 food prescription.

<no audio> Expand the 9/12/2023 food prescription.

Food Prescription 2

Click the button to continue.

Test Your Knowledge

Multiple Choice Q#1

Which statement is **not** true about how the system works for **infants** receiving Medical Formula:

- A. We can issue Medical Formula only after toggling on Food Package III.
- B. We can issue increased formula as long as there is no redemption.
- C. We can issue increased formula only once we've recovered all infant foods.
- D. The system will ensure we won't over-issue infant foods and medical formula.
- E. We can issue increased formula as long as there is no redemption of infant foods.

Answer #1

The answer is B.

We can issue increased formula as long as there is no redemption is **not** true. As long there is no redemption of **infant foods** and we are able to recover all of them, regardless of the amount of formula that has been redeemed, we can provide the increased amount of medical formula.

End

End Slide

Thank you for reviewing this WINNIE online training module presented by the Minnesota Department of Health WIC Program.

If you have any feedback, comments, or questions about the information provided, please submit the [WINNIE Questions for the State WIC Office](#) form.

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