Adjust Benefits 2D – Food 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 provides an overview of adjusting benefits for a woman newly certified as fully breastfeeding in WINNIE, the MN WIC Information System.

Date

All dates in this module are based on today's date being August 22, 2023.

Food Scenario 4: Fully Breastfeeding Woman with Pregnant Food Package

Scenario Overview

The following is the scenario for this training module: a woman has just been recertified as fully breastfeeding. Her August and September benefits provide the pregnant food package (FP5). Redemption has occurred and we want to adjust her current benefits to provide the Fully Breastfeeding food package (FP7) and void her future set to reissue the correct food package.

<Transition Slide>

<screen description – no audio> Slide transitions from topic page to Demographics page.

Scenario 1

Clara Nett is a newly recertified fully breastfeeding woman whose current food package has Food Package 5 instead of 7.

Since there has been redemption, we need to adjust her benefits.

Go ahead and open Adjust Benefits.

WIC STAFF: Let's see what we can do about adjusting her foods for this month…

Adjust Benefits 1

As Clara indicated she has redeemed some food items.

We can also see that the Maximums are based on her current WIC Category and her current Breastfeeding Amount.

Adjust Benefits 2

The Available column is indicating there are food items quantities we can add.

We already know that we can add foods that weren't originally issued.

All of this means we can adjust her benefits so that they provide her with the Fully Breastfeeding Food Package 7.

<Transition Slide>

Before we begin, let's do a quick food package refresher.

<screen description – no audio> Slide transitions to topic slide.

FP 7 Review

For Food Package 7, there are 27 quarts of milk; 6 gallons + 1 lb cheese, which cannot be removed.

Eggs and the Cash-Value Benefit (or CVB) are increased, and fish are added.

The rest of the items are the same as Food Package 5 for pregnant women.

<Transition Slide>

<screen description – no audio> Slide transitions back to Adjust Benefits page.

Adjust Benefits 3

Clara received a full benefit set so we don't have to worry about proration.

So, since we aren't recovering anything, we can either add new items and then the available quantities, or vice-versa.

Let's starting with adding our one food item not yet issued, which is fish.

Go ahead and do that. Click anywhere for a hint.

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

Add Fish 1

<no audio> Add Fish to the benefits. Click anywhere for a hint.

<audio – hint> Click the Base Food Category dropdown.

Add Fish 2

<no audio> Add Fish to the benefits. Click anywhere for a hint.

<audio – hint> Select FISH.

Add Fish 3

<no audio> Add Fish to the benefits. Click anywhere for a hint.

<audio – hint> Click the Food Item dropdown.

Add Fish 4

<no audio> Add Fish to the benefits. Click anywhere for a hint.

<audio – hint> Select Tuna/Pink Salmon (ounces canned).

Add Fish 5

<no audio> Add Fish to the benefits. Click anywhere for a hint.

<audio – hint> Click the OK button.

Add CVB 1

Again, at this time, the CVB value was dynamic and Fully Breastfeeding women are receiving 49 dollars.

In Food Package 7, they always receive more eggs.

Go ahead and add the extra CVB then eggs, double-clicking and typing the values. Click for hints.

<audio – hint> Double-click into the Additional Quantity field in the CVB row.

Add CVB 2

<no audio> Add more CVB then eggs, double-clicking and typing the values.

<audio – hint> We are adding the 5 available. Type 5. Click anywhere for hints.

Add CVB 3

<no audio> Add more CVB then eggs, double-clicking and typing the values.

<audio – hint> Press the Tab key or click somewhere on the page. Click anywhere for hints.

Add Eggs 1

OK. Again, at this time, the CVB value was dynamic and Fully Breastfeeding women are receiving 49 dollars.

They also receive more eggs.

Go ahead and add the extra CVB then eggs, double-clicking and typing the value. Click for hints.

<audio – hint> Double-click into the Additional Quantity field in the Eggs row.

Add Eggs 2

<no audio> Add more CVB then eggs, double-clicking and typing the values. Click anywhere for hints.

<audio – hint> We are adding the 1 available. Type 1.

Add Eggs 3

<no audio> Add more CVB then eggs, double-clicking and typing the values. Click anywhere for hints.

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

Milk Math 1

Here's where we branch based on whether she wants 1 or 2 pounds of cheese.

Let's start with 1 pound of cheese.

> WIC STAFF: Would you like one or two pounds of cheese each month? If two pounds, it's a little less milk...
>
> PARTICIPANT: "I'm not big on cheese. 1 pound is good."

Milk Math 2

And, we have milk math again.

Food Package 7 has 27 quarts of milk.

The default food package has milk, 1 pound cheese, and 1 quart yogurt.

If we subtract the cheese from our equation, since it's always part of food package 7, we have 24 quarts left.

Since yogurt is 1 quart, we have 23 quarts milk resulting in that that extra quart of milk, which means our default food package 7 is automatically an alternating rounding food package.

Milk Math 3

Since we certified Clara today, in August, the milk in this set rounds up, and she receives 24 quarts this month.

Add Milk 1

24 quarts is 6 gallons, so we add 1.5.

Go ahead and do that. Double-clicking and typing the value. Click for hints.

<audio – hint> Double-click into the Additional Quantity field in the Milk row.

Add Milk 2

<no audio> Add milk (don't type the 0), double-clicking and typing the value. Click anywhere for hints.

<audio – hint> We are adding the 1.5 available. Type 1.5.

Add Milk 3

<no audio> Add milk (don't type the 0), double-clicking and typing the value. Click anywhere for hints.

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

Collapse 1

OK. We've updated her food package.

Go ahead and collapse this benefit set.

<no audio> Collapse the current benefit set's card.

Void 1

We always want to try to count our participants WIC Category and Breastfeeding Amount correctly.

Since Clara's current set had redemption, we had to adjust her food benefits, so she'll be counted as a pregnant woman in our August Monthly Participation.

For September, we want to count Clara as a Fully Breastfeeding woman.

So, with this scenario we will always void any future sets.

Void 2

Go ahead and void the September set, collapse it, and communicate our changes to the WIC Processor.

Collapse 2

<no audio> Void the September set, collapse it, and communicate the changes to the WIC Processor.

Send Data 1

<no audio> Void the September set, collapse it, and communicate the changes to the WIC Processor.

<Waiting>

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

<Waiting>

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

Benefits History 1

Because this is a training module, we're checking out Benefits History.

<no audio> Open Benefits History.

<Waiting>

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

<Transition Slide>

As usual, we'll toggle on the benefit sets behind the scenes…

<screen description – no audio> Slide transitions to expanded benefit sets.

Benefits History 2-3

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

Food Prescription 1

Where to next? Click anywhere for a hint.

<no audio> What must we always do after adjusting benefits? Click where we should go next. Click anywhere for a hint.

<audio – hint> We should always review the Food Prescriptions after adjusting benefits. Click Food Prescriptions on the sidebar.

<Waiting>

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

Food Prescription 2

Since Clara was certified today, she would have had a default Fully Breastfeeding food package auto-generated by the system with today's date as the Effective Date.

However, that original default food package was modified by the system once we adjusted her benefits.

As best practice dictates, we need to take a look at it.

Go ahead and expand the 8/22/23 food prescription.

Food Prescription 3

So, can we issue this food prescription?

Yes or No?

Food Prescription 4

The answer is no.

Based on our Milk Math, we should only have 23 quarts of milk in our food prescription.

Also, as we learned earlier, if we create an alternating rounding food prescription in Adjust Benefits, we must create a new food prescription for the next set of benefits that will be issued.

We can verify this with Show Details. Go ahead.

<no audio> Verify milk is not alternating rounding in Show Details. Click anywhere for a hint.

<audio – hint> Click the Milk row to highlight or select.

Show Details 1

<no audio> Verify milk is not alternating rounding in Show Details. Click anywhere for a hint.

<audio – hint> Click the Show Details button.

Show Details 2

Nope. Not alternating rounding.

Click close.

DFP7 1

We're going to create that new default food package 7 for her next PFDTU, September 5, behind the scenes…

DFP7 2

Notice that the milk quantity is 23 quarts, and if we click the Show Details button…

DFP7 3

…we can see we are good to go.

Remember, we must always make sure to tell our participants if their quantity of milk isn't the same each month.

Click the button to continue.

2 Lbs. Cheese

<Transition Slide>

<screen description – no audio> Slide transitions from topic page to Demographics page.

Two Pounds 1

Rita Booke was also just certified as Fully Breastfeeding, received Food Package 5 for August, and has redeemed some food items, so we need to adjust her benefits.

Everything has already been adjusted except for the milk and cheese because Rita would like two lbs of cheese.

> WIC STAFF: Would you like one or two pounds of cheese each month? If two pounds, it's a little less milk...
>
> PARTICIPANT: "Ooooh. I love cheese. 2 pounds would be great!"

Milk Math 4

Doing our milk math, Food Package 7 has 27 quarts, 24 of milk and 3 for 1 pound of cheese.

If we add another 1 pound of cheese, we now have 6 quarts dedicated to cheese.

If we then add our one quart of yogurt, we have a nice round number of 20 quarts, or 5 gallons of milk we can provide each month.

Add Cheese 1

Our availability is 1.5 for milk and 1 for cheese.

Let's add the 1 pound of cheese first and see how that affects our available milk.

Double-click and type the value. Go ahead. Click for hints.

<audio – hint> Double-click into the Additional Quantity field in the cheese row.

Add Cheese 2

<no audio> Add 1 lb. of cheese, double-clicking and typing the value. Click anywhere for a hint.

<audio – hint> We are adding 1 pound. Type 1.

Add Cheese 3

<no audio> Add 1 lb. of cheese, double-clicking and typing the value. Click anywhere for a hint.

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

Add Milk 4

Now that our available cheese is zero, our milk is .5.

Add the milk.

Add milk (don't type the 0), double-clicking and typing the value. Click anywhere for hints.

<audio – hint> Double-click into the Additional Quantity field in the Milk row.

Add Milk 5

<no audio> Add milk (don't type the 0), double-clicking and typing the value. Click anywhere for hints.

<audio – hint> We are adding the .5 available. Type .5.

Add Milk 6

<no audio> Add milk (don't type the 0), double-clicking and typing the value. Click anywhere for hints.

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

Two Pounds 2

So, two pounds works pretty slick.

After Adjust 1

After voiding our future set and communicating our change to the WIC Processor…

Food Prescription 1

…let's check out our food prescription.

<no audio> Open Food Prescription.

<Waiting>

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

Food Prescription 2

Expand the system-generated food prescription for today.

<no audio> Expand the 8/22/23 food prescription.

Food Prescription 3

Can we use this food prescription? Yes or No.

Food Prescription 4

Yep. This looks good.

The September food prescription was left as-is because its Effective Date is after the last Last Date to Use (LDTU) of our issued benefits, which after voiding the September set is 9/16.

It only has 9 items, which is a clue that we probably need to delete this one.

Go ahead and expand it.

<no audio> Expand the 9/17/23 food prescription.

Food Prescription 5

This is Food Package 5, and it needs to be deleted. Go ahead and do that.

<no audio> Delete this food prescription.

Food Prescription 6

<no audio> Delete this food prescription.

Food Prescription 7

Click the button to continue.

Test Your Knowledge

Multiple Choice Q#1

Which statement is false?

A. We can adjust Food Package 5 to Food Package 7 in Adjust Benefits.

B. If adjusting Food Package 5 to Food Package 7, we cannot remove all the cheese.

C. If we create an alternating rounding food package in Adjust Benefits, we must create a new food prescription.

D. We should adjust all benefits, current and future, for a pregnant woman who is now fully breastfeeding.

E. Food Package 7 has a total of 27 quarts of milk products.

Answer #1

The answer is D.

We should only adjust the **current** benefits, and only if there has been redemption, for pregnant women who are now fully breastfeeding. For their future benefits, we want to be sure they are counted with the correct WIC Category and Breastfeeding Amount.

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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