Certification History - WINNIE Online Training Module

SEPTEMBER 2023

Introduction

Intro

This online training module is provided by the Minnesota (MN) Department of Health WIC Program. It's an overview of Certification History in WINNIE, the MN WIC Information System.

Date

All dates in this module are based on today's date being September 5, 2023.

<Transition Slide>

<screen description – no audio> Slide transitions from topic slide to Beau Vine's Demographics page in Certification Mode.

Cert History 1

Certification History is found under Participant Folder on the sidebar.

It is a read-only snapshot of certifications and Mid-certification Assessments.

It does not provide any information about VOCs (or out-of-state transfers), since only certs and MCAs in which we enter the Cert or MCA mode display on this page.

Cert History 2

The information on this page is static and does not change in order to show an accurate snapshot of the pages completed and risk factors assigned when the cert or MCA was completed.

Cert History 3

In the Certification Period panel, each certification displays a start and end date, with the most recent record first.

The single dates are the MCA Completed Dates.

To the right is the WIC Type they were certified as or their WIC Type at the time the MCA was completed.

Cert History 4

The italic L denotes records from the previous Information System, which is often referred to as Legacy within the SPIRIT system.

The right side of the page displays information for the selected record.

Cert History 5

The Certification Information card displays each page that was completed while in Certification Mode.

Cert History 6

The create date, time and staff person indicate when the page was completed, or the checkmark obtained for that page, while in Certification Mode.

Cert History 7

This includes information entered into the Participant Folder, possibly by another staff person, **except for income**.

Since income is used for Separation of Duties, Certification History accurately documents the staff person that entered the income into the Participant Folder (if on the same date as the cert is started) and the time that occurred.

Cert History 8

As we can see with Sallie and Geri Mander…

<screen description – no audio> Slide transitions to Sallie Mander's Certification History page.

Cert History 9

…even though we entered the income for Sallie…

<screen description – no audio> Slide transitions to Geri's Certification History page.

Cert History 10

…it was shared with Geri, and the date, time, and staff person display for her Income History as well.

\<Transition Slide\>

\<screen description – no audio\> Slide transitions back to Certification History in Beau Vine's folder.

Cert History 10A

A Modified date, time and staff will also display if a change is saved by another user or on a different date by the same user.

Cert History 11

The Completed row displays the date, time and staff person who clicks Issue Benefits or Complete Certification to end the cert.

This is the same person whose signature is collected.

Empty and collapsed signature boxes display if the signatures aren't collected at the end of the cert and an alternative method was used instead.

Cert History 12

Only the risk factors assigned while in Certification Mode display on this page.

Along with these risk factors, any other risk factors assigned outside of the cert will display on the Risk Factor page.

We can view previous Cert or MCA information by clicking the dates in the Certification Period panel.

Go ahead and click the 9/15 certification.

Cert History 13

In the Certification Information card, there are three primary differences between WINNIE and Legacy records.

One, there isn't a row for Demographics.

Two, income does not display for the household member if the income wasn't actually entered into their record during the certification.

And the completed row does not display anything other than "true".

Cert History 14

There is also a difference in how the Certification Period displays.

In WINNIE, this is a snapshot of the cert, any changes that may occur with Cert End Dates, such as a breastfeeding woman being changed to non-breastfeeding, will not show on this page.

Certification History only displays the original certification dates.

<Transition Slide>

<screen description – no audio> Slide Transitions to Herb Avore's Certification History.

If a participant is determined ineligible…

Cert History 15

…during the certification, the cert start date and "Attempt" display for the Certification Period and "Certification Attempt", the date, and the Ineligibility Reason display in the Certification Information card.

Lastly, the signature of the staff person that determined the ineligibility displays.

<Transition Slide>

<screen description – no audio> Slide Transitions back to Beau Vine's Certification History.

MCA Cert History 1

Let's look at the 1/19/22 MCA record.

Go ahead and click on it.

<no audio> Click on the 1/19/22 MCA record.

MCA Cert History 2

As mentioned when we began this review, MCAs only display the completed date.

Just like certs, MCAs display each page completed while in Mid-Certification Assessment Mode, as well as the date, time, and staff person who completed the activity.

MCA Cert History 3

The same Modified date, time and staff display if changes are made after saving except for Health Info.

Since a new Health Info record isn't created, the existing record originally created during the certification is updated, "Modified" displays instead.

MCA Cert History 4

The Assigned Risk Factors for MCAs include any assigned during the initial certification that were still assigned and any additional that may have been assigned during the MCA.

<Transition Slide>

Let's take a look at a different record.

<screen description – no audio> Slide transitions to Allie Oop's Risk Factors.

Risk Factors 1

It's a little more obvious if we look at the Risk Factors page of someone assigned multiple risk factors first, like Allie Oop.

We haven't reviewed the Risk Factors page yet, but it's pretty straightforward.

Allie was assigned 331, 401, and 601 when certified on January 25th.

Today, during her MCA, 601 was resolved and 201 and 602 were assigned.

If we transfer that information to Certification History…

Go ahead and select that from the sidebar.

<no audio> Select Certification History from the sidebar.

MCA Cert History 5

The two original risk factors assigned at her cert in January display along with the two new risk factors assigned today during her MCA.

There are no signature boxes since signatures aren't collected for MCAs.

End Slide 1

That's all there is to Certification History.

Test Your Knowledge

True/False Q#1

Certification Periods in Certification History will display any updates to certification dates that occur due to WIC Category changes, such as when a breastfeeding woman changes to non-breastfeeding and her Cert End Date changes to 6 months instead of one year.

Answer #1

The answer is False.

Certification History is a snapshot of the certification, and all of its information is static and unchanging once the certification has been completed.

End

End Slide 2

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.

Minnesota Department of Health - WIC Program, 625 Robert St N, PO BOX 64975, ST PAUL MN 55164-0975; 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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