

Food Package III - Introduction

Intro

This HuBERT on-demand training module ...

Intro1

... is provided by the MN Department of Health WIC Program. It provides an overview of FPIII for children and women.

FPIII & Children

Overview-Children

Children 1 through 4 years of age can receive with appropriate Medical Documentation: Contract or Medical formula along with other supplemental foods typically provided to children; whole or 2% milk instead of lower fat milk if indicated as appropriate by their Health Care provider; as well as non-low fat yogurt. They can also receive 32 ounces of infant cereal instead of 36 oz of regular breakfast cereal if developmental abilities dictate this and 36 – 4 oz jars of infant fruits/vegetables, which can be substituted for the Cash-Value fruit and vegetable benefit, if they have a qualifying medical condition that would benefit from pureed foods.

Child

Today is May 9th and Finn Ishe, a child, will be coming in for a nutrition visit.

Child 7D

She has Medical Documentation that has been scanned into the folder approving PediaSure 1.5 Cal with Fiber for 6 months due to Failure to Thrive and an oral aversion due to fetal drug exposure.

Child 7D1

In the Supplemental Foods section, the form indicates we should provide infant cereal, infant fruits and vegetables and whole milk and yogurt.

Our approval date is May 8th and the doctor is Dr. Spock.

Child Open PF

<7D form fades out>

We need to update her Health Information and also her food package based on the new medical documentation form before issuing benefits. For the next few steps we're going to have you do what needs to be done without any cues. If you get stuck, click anywhere in the screen and a hint will display.

<hint – after 7 seconds> Open Participant Folder by double-clicking on the row in the Participant List or clicking the Open Participant Folder icon.

Child Alert

<no audio – failure hint> Read the alert. Since it's still applicable simply click the **Close** button or press the Enter key.

Child CPA Alert

<no audio – failure hint> Simply click the **Close** button or press the Enter key.

Child Demo

<no audio – failure hint> We need to update the Food Package III Verified Date, especially if we'll be issuing benefits. Click the **Health Information** tab.

Child HI

<no audio – failure hint> Click the **Food Package III Verified Date** drop-down.

<no audio – failure hint> Select the **Today** button.

<no audio – failure hint> We need to update her food package next. Click the **Food Prescription** tab.

Child HI Save

<no audio – failure hint> We want to save the changes we made to Health Information. Click **Yes** or press the Enter key.

Child FP Add

<no audio – failure hint> We can't edit past food packages so we'll need to Add a new one. Click the **Add** button.

Child DFP

<no audio – failure hint> Finn will be issued supplemental foods along with formula so we want to create a default food package first. Click the **Use Default** button.

Well done.

Our next step is to add the PediaSure 1.5 Cal with Fiber formula to the default food package. Go ahead and do this.

<no audio – failure hint> Click the **Add Food Item** button.

Child Add Formula

<no audio – failure hint> Click the **Food Category** drop-down.

<no audio – failure hint> Select **FORMULA**.

Child Select Formula

<no audio – failure hint> PediaSure 1.5 Cal with Fiber is a Medical/Special formula. Click the **Special** radio button.

Child Scroll

<display> Wait sign. Mouse scrolls down to Pediasure 1.5 Cal w/Fiber (8 oz. RTU).

Child Select

<display> Go sign.

<no audio – failure hint> Select **Pediasure 1.5 Cal with Fiber (8 oz. RTU)**.

Child Select1

<no audio – failure hint> Click **OK** or press the Enter key.

Child Select Msg

Although we are issuing the same formula, our prescription is new and for another 6 months. Instead of using the current prescription we are going to create a new one. Go ahead and click the correct button.

<no audio – failure hint> We want to create a new prescription; not use the existing prescription. Click the No button.

Child Add 6

Our approval date is May 8th and it is good for 6 months. So, adding 6 months, we are going to enter November 8, 2019 as our End Date.

Child Special Rx

<no audio> Type 11/8/19 into the End Date and select the Reason.

Child Special Rx1

<no audio> Type SPOCK, DR. into the Physician's Name field and save the Special Prescription Item.

Child 7D Spiral

Next, we need to adjust the food items as indicated in the WIC supplemental foods section of the Medical Documentation form.

Child Milk

Go ahead and delete the current low-fat milk and add whole milk to the DFP instead.

<no audio – failure hint> Click the **12 QUART Fat Free/Skim or 1% milk** row to highlight.

<no audio – failure hint> Click the **Delete Food Item** button.

Child Milk1

<no audio – failure hint> Click the **Yes** button.

Child Milk1A

<no audio – failure hint> Click the **Add Food Item** button.

Child Milk2

<no audio – failure hint> Click the **Food Category** drop-down.

<no audio – failure hint> Select **MILK**.

Child Milk3

<no audio – failure hint> Select **Whole MILK**.

<no audio – failure hint> Click the **OK** button or press the Enter key.

Child Yogurt

OK, now delete the low-fat yogurt and replace it with the Yogurt (any WIC-allowed) option.

<no audio – failure hint> Click the **1 QUART Yogurt (lowfat/nontfat) (1 quarts of milk product)** row to highlight.

<no audio – failure hint> Click the **Delete Food Item** button.

Child Yogurt1

<no audio – failure hint> Click the **Yes** button.

Child Yogurt1A

<no audio – failure hint> Click the **Add Food Item** button.

Child Yogurt2

<no audio – failure hint> Click the **Food Category** drop-down.

<no audio – failure hint> Select **MILK**.

Child Yogurt3

<no audio – failure hint> Select **Yogurt (any WIC-allowed)**.

<no audio – failure hint> Click the **OK** button or press the Enter key.

Child Edit Milk

Do you notice anything that needs to be adjusted? Click the food item that we need to edit and decrease it to its correct quantity.

<no audio – failure hint> We have 20 allocated quarts of milk product so we need to decrease the Milk food item by a quantity of 4 quarts. Click the **16 QUART Whole Milk** row to highlight.

Child Edit Milk1

<no audio – hint> Type the correct quantity and click the OK button (or press the Enter key).

Child Cereal Spiral

Next, we need to adjust the cereal...

<form spiral in>

...in order to provide infant cereal. Go ahead and do this.

Child Cereal

<no audio – failure hint> Click the **36 OZ. Cereal (ounces)** row to highlight.

<no audio – failure hint> Click the **Delete Food Item** button.

Child Cereal1

<no audio – failure hint> Click the **Yes** button.

Child Cereal1A

<no audio – failure hint> Click the **Add Food Item** button.

Child Cereal2

<no audio – failure hint> Click the **Food Category** drop-down.

<no audio – failure hint> Select **INFANT CEREAL**.

Child Cereal3

<no audio – failure hint> Select **Infant Cereal (ounces plain dry)**.

<no audio – failure hint> Click the **OK** button or press the Enter key.

Child F/V Spiral

<pause for shape>

OK. Last adjustment to the DFP.

According to the Medical Formula Request form, we are also to provide infant fruits and vegetables in lieu of the Cash-Value Benefit.

Go ahead and make this change to the food package.

Child F/V

<no audio – failure hint> Click the **900 CENT FRESH or Frozen Fruits and Vegetables** row to highlight

<no audio – failure hint> Click the **Delete Food Item** button.

Child F/V1

<no audio – failure hint> Click the **Yes** button.

Child F/V1A

<no audio – failure hint> Click the **Add Food Item** button.

Child F/V2

<no audio – failure hint> Click the **Food Category** drop-down.

<no audio> Click below the scroll bar.

<no audio – failure hint> Select **INFANT FRUIT-VEGETABLE**.

Child F/V3

<no audio – failure hint> Select **Infant Fruits and Vegetables (4 oz jars)**.

<no audio – failure hint> Click the **OK** button or press the Enter key.

Child DFP Done

<pause for shape>

Whew! That's a lot! But we're done. Go ahead and save Finn's new food package.

<no audio – failure hint> Click the **OK** button.

Child Food Rx

In this instance, we made all the changes to the food package that can be made for a child receiving formula. This won't always, or even usually, be the case. Many children may not have any changes to the default food package or just one food item might be altered.

FP III & Women

Overview-Women

Women, with appropriate medical documentation, can receive **medical** formula, along with the other supplemental foods typically provided to women, and a change to whole or 2% milk, and non-low fat yogurt, if indicated as appropriate by their health care provider.

Women

Today is May 14th and we've received a Request for Medical Formula form for Ada Lott, a pregnant woman, for 1 bottle per day of Ensure for 3 months due to GI Disorders and GERD/Reflux.

Under the Supplemental Foods section, it indicates we should also provide whole milk and yogurt. The date of approval is May 13th and the approval is from Dr. Watson.

Women Open PF

The CPA who handles these requests for our agency has scanned the document into the participant folder and set an alert to let us know of the approval.

We need to update her Health Information and create an appropriate food package before issuing benefits.

For the next few steps we're going to have you do what needs to be done without any cues. If you get stuck, click anywhere in the screen and a hint will display.

<hint – after 7 seconds> Open Participant Folder by double-clicking on the row in the Participant List or clicking the Open Participant Folder icon.

Women Alert

<no audio> Make sure to read the alert.

<no audio – failure hint> Read the alert. Since it's still applicable simply click the **Close** button or press the Enter key.

Women Demo

<no audio – failure hint> We need to indicate she is Food Package III, and if that is already done, then update the Verified Date. Click the **Health Information** tab.

Women HI

<no audio – failure hint> Click the **Food Package III** checkbox.

<no audio – display> The Date Food Package III Verified date auto-populates with the current date.

<no audio – failure hint> We need to update her food package next. Click the **Food Prescription** tab.

Women HI Save

<no audio – failure hint> We want to save the changes we made to Health Information. Click **Yes** or press the Enter key.

Women FP Add

<no audio – failure hint> We can't edit past food packages so we'll need to Add a new one. Click the **Add** button.

Women DFP

<no audio – failure hint> Ada will be issued supplemental foods along with formula so we want to create a default food package first. Click the **Use Default** button.

Well done.

We need to add formula to Ada's food package. So let's do that next. Go ahead.

<no audio – failure hint> Click the **Add Food Item** button.

Women Add Formula

<no audio – failure hint> Click the **Food Category** drop-down.

<no audio – failure hint> Select **FORMULA**.

Women Select Formula

Notice that although the Contract Formula radio button is auto-selected, there aren't any formulas displayed. This is because women are not eligible to receive contract formula, only Special Formula. Select that radio button.

<no audio – failure hint> Click the **Special** radio button.

And we'll scroll to the Ensure formula.

Women Formula Scroll

Select the Ensure Original formula and save the formula to the food package.

<no audio – failure hint> Select **Ensure Original (8 oz. – 6 packs RTU)**.

<no audio – failure hint> Click the **OK** button or press the Enter key.

Women Special Rx

Our approval date begins May 13th and the prescription is good for 3 months so adding 3 months to our approval date, lands us on August 13, 2019 as our End Date.

Women Special Rx1

<no audio> Type 8/13/19 into the End Date and select the Reason.

Women Special Rx2

<no audio> Type WATSON, DR. into the Physician's Name field and save the Special Prescription Item.

Women Milk

Just want to mention that there is no special order for adjusting the food package. As we become more familiar with adjusting food packages, we'll find our own way of doing it.

Go ahead and delete the current low-fat milk and add whole milk to the DFP instead.

<no audio – failure hint> Click the **18 QUART Fat Free/Skim or 1% milk** row to highlight.

<no audio – failure hint> Click the **Delete Food Item** button.

Women Milk1

<no audio – failure hint> Click the **Yes** button.

Women Milk1A

<no audio – failure hint> Click the **Add Food Item** button.

Women Milk2

<no audio – failure hint> Click the **Food Category** drop-down.

<no audio – failure hint> Select **MILK**.

Women Milk3

<no audio – failure hint> Select **Whole MILK**.

<no audio – failure hint> Click the **OK** button or press the Enter key.

Women Yogurt

Next, delete the current low-fat yogurt and add the Yogurt (any WIC-allowed) option to the DFP instead.

<no audio – failure hint> Click the **1 QUART Yogurt (lowfat/nontfat) (1 quarts of milk product)** row to highlight.

<no audio – failure hint> Click the **Delete Food Item** button.

Women Yogurt1

<no audio – failure hint> Click the **Yes** button.

Women Yogurt1A

<no audio – failure hint> Click the **Add Food Item** button.

Women Yogurt2

<no audio – failure hint> Click the **Food Category** drop-down.

<no audio – failure hint> Select **MILK**.

Women Yogurt3

<no audio – failure hint> Select **Yogurt (any WIC-allowed)**.

<no audio – failure hint> Click the **OK** button or press the Enter key.

Women Edit Milk

What do we need to adjust? Click the food item that we need to edit and decrease it to its correct quantity.

<no audio – failure hint> We have 26 allocated quarts of milk product so we need to decrease the Milk food item by a quantity of 4 quarts. Click the **22 QUART Whole Milk** row to highlight.

Women Edit Milk1

<no audio – hint> Type the correct quantity and click the OK button (or press the Enter key).

Women Edit Formula

Ada's approval is for one bottle of Ensure per day.

Women Edit Formula1

Ensure comes in a 6-pack of 8 oz cans. If we remember back to the alert, it told us we needed a quantity of 5, which provides 30 cans per month.

Go ahead and edit the quantity of Ensure to 5.

<no audio – failure hint> Click the **18 CAN Ensure Original (8 oz. - 6 packs RTU)** row to highlight.

<no audio – failure hint> Click the **Edit Food Item** button.

Women Edit Formula1

<no audio> Type the correct quantity and click the OK button (or press the Enter key).

Women New FP

And save Ada's new food package.

<no audio – failure hint> Click the **OK** button.

Women New FP1

Again, we made all the changes to a woman's food package allowed by Food Package III. Many women may only have the addition of a special formula without any changes to the supplemental foods.

<no audio> Click when ready to continue.

End

Thank you for reviewing this HuBERT on-demand training module presented by the MN Department of Health WIC Program.