# WINNIE the Scoop! Newsletter #2

**DECEMBER 16, 2020**



## Please share this information with all WIC Information System users!

## Important Dates

- Friday, December 25, 2020:  Christmas Day – MN Help Desk and State Office CLOSED
- Friday, January 1, 2021:  New Year's Day – MN Help Desk and State Office CLOSED

# Table of Contents

# WINNIE and Reports

## Overview

A SPIRIT Web Reports Committee, comprised of SPIRIT Users Group (SUG) members, was formed in 2018 (prior to the beginning of SPIRIT Web/WINNIE development) to assess which reports and outputs would need to be re-created.

Members of the Reports Committee were responsible for reviewing all current reports and indicating whether they were being used by their state.  At that time, the State Office requested information from Local Agencies regarding which HuBERT reports they were currently using.

The committee met three times and unanimously decided that most reports would not be re-created in SPIRIT Web.  Some deciding factors were:

- Essential reporting such as the PC20XX output, FNS-798 funding report, and clinic outputs (ex: VOC documents, Participant Summary, cert/eligibility notices, official notifications, and eWIC documents) had already been incorporated into the SPIRIT Web requirements and would be re-created;

- Many reports had never been "re-certified", were not working correctly, and would have to be revised;

- Many states were already using ad-hoc reporting tools (similar to Infoview); and

- FNS would not be providing additional funding for report development in SPIRIT Web.

## Project Status

### Available Reports

Reports fall into two categories:  End-of-Month (EOM) and HuBERT Clinic and State Office reports.

The EOM reports will be impacted sooner than those in HuBERT.  The EOM process is being revised for SPIRIT Web and will be implemented in the next HuBERT Release (2.40), sometime in Spring 2021.  At this time, any reports typically run during EOM will no longer be available.

HuBERT reports will still be available until your agency rolls out WINNIE.

### Assessment of Local Agency Reporting Needs

The State Office has requested, most recently via the Regional Meetings, for Local Agency input about which reports are currently being used.

A State Reports Workgroup reviewed the list of reports currently being used by Local Agencies and categorized them based on whether:

- The report will be available in WINNIE;

- There is an alternative report that could be used (annual or Infoview); or

- The report will need to be re-created.

The following table provides a listing of the reports and their category.  If there is a report that your agency currently uses that does not display in the table, please send an email with the name of the report(s) to Sarah Mallberg at sarah.mallberg@state.mn.us.

## Report Requirements

| Report Name | Category | Alternate Report or When Available |
|---|---|---|
| Year-to-Date Participation and Outlays (FIN017) | Re-create in Infoview | WINNIE Pilot/Roll-out |
| WIC Reported Participation - 798 (CLD022) | WINNIE – Finance | WINNIE Pilot/Roll-out |
| Weight Status | Current Annual Reports | Weight Status Annual Reports |
| Benefit Pickup Report (CLN006) | Current Infoview Template | Missed Nutrition Visit |
| Initial Contacts Report (CLN040) | Current Infoview Template | Initial Contacts |
| Initial and Close-out Participation by Clinic, Agency and Grantee Report (FDI013) | Re-create - DXC | WINNIE Pilot/Roll-out |
| Upcoming Appointments (CLN020) | Current Infoview Template | Daily Appointments |
| Participation vs. Enrollment Monthly (CLD029) | Re-create in Infoview | WINNIE Pilot/Roll-out |
| Summary Statistics Report – Breastfeeding (CLN032) | Re-create - DXC | HuBERT Release 2.40 (Spring 2021) |
| Breastfeeding Duration – No Longer Breastfeeding (OPR033) | Annual Reports/ Infoview | Breastfeeding Initiation and Duration Summary Annual Reports<br>BF Stopped Reasons |
| Summary Statistics Report (CLN031) | Re-create in Infoview | HuBERT Release 2.40 (Spring 2021) |
| Participants for Chart Audit (OPR051) | Current Infoview Templates | Certified Participants<br>Certs & MCAs Completed by the Specified Staff Person |
| View Appointments for Date Print Capability | Current Infoview Template/WINNIE? | Daily Appointments or may be available in WINNIE as screen output |
| Missed Appointments Letters/Labels/Postcards | Revise Current Infoview Template | Needs revision - Missed Appointments – add HH and PPT labels tabs |
| Participant High Risk Report (CLN030) | Re-create or Current Infoview Template | May be able to use:<br>High Risk at Certs & MCAs by Staff ID (by cert date) |
| No Shows (CLN021) | Current Infoview Template | No Shows by Day and Time |
| Missed Appointments Follow-up | Current Infoview Templates | Missed Appointments Follow-up by Appointment Type<br>Missed Appointments Follow-up by Current WIC Type |
| Potential Duplicate Participants | WINNIE - Clinic | This is a function that will also be available in WINNIE |
| Kept vs. Missed Appointments Report (CLN019) | Re-create in Infoview | WINNIE Pilot/Roll-out |
| Formula Issued – Local Agency Breakdown | Re-create in Infoview | COMPLETED: Formula Issued – Local Agency Breakdown & State Summary |
| Formula Issued – State Summary | Re-create in Infoview | COMPLETED: Formula Issued – Local Agency Breakdown & State Summary |

**Will Not Be Re-Created**

Local agencies indicated they used the following reports but the Reports Workgroup determined these two reports would not be re-created:

- Dual Enrollment (ENR001) → Oversight for dual enrollment is the responsibility of the State Office Food Delivery Unit and the reports/tools required will be available to them with WINNIE.  Local Agencies should be using the Potential Duplicate Participant function to assist with this effort.

- Agency Check Audit Detail and Summary Spreadsheets (FDI010) → this report is based on paper benefit issuance and its information is obsolete.

## Future Newsletters

"WINNIE the Scoop" will be included in the third Wednesday Update of each month.  Subsequent newsletters will provide more detailed information about the WINNIE software, including: a comparison between enhancement requests submitted for HuBERT and WINNIE functionality, screen-to-screen comparisons between HuBERT and WINNIE, identification of how certain processes/functionality might be different, etc.

## Reference – Complete Listing of Hyperlinks

Year-to-Date Participation and Outlays (FIN017)
(https://www.health.state.mn.us/docs/people/wic/localagency/infosystem/hubert/reports/predefined1.pdf)

Weight Status
(https://www.health.state.mn.us/docs/people/wic/localagency/infosystem/hubert/reports/predefined11.pdf)

Weight Status Annual Reports (https://www.health.state.mn.us/people/wic/localagency/reports/wtstatus/index.html)

Benefit Pickup Report (CLN006)
(https://www.health.state.mn.us/docs/people/wic/localagency/infosystem/hubert/reports/predefined4.pdf)

Missed Nutrition Visit
(https://www.health.state.mn.us/docs/people/wic/localagency/reports/infoview/benefits/missednv.pdf)

Initial Contacts Report (CLN040)
(https://www.health.state.mn.us/docs/people/wic/localagency/infosystem/hubert/reports/predefinedinitialcontact.pdf)

Initial Contacts (https://www.health.state.mn.us/docs/people/wic/localagency/reports/infoview/ic/initial.pdf)

Initial and Close-out Participation by Clinic, Agency and Grantee Report (FDI013)
(https://www.health.state.mn.us/docs/people/wic/localagency/infosystem/hubert/reports/predefined3.pdf)

Daily Appointments
(https://www.health.state.mn.us/docs/people/wic/localagency/reports/infoview/appts/dailyappts.pdf)

Participation vs. Enrollment Monthly (CLD029)
(https://www.health.state.mn.us/docs/people/wic/localagency/infosystem/hubert/reports/predefined5.pdf)

Summary Statistics Report – Breastfeeding (CLN032)
(https://www.health.state.mn.us/docs/people/wic/localagency/infosystem/hubert/reports/predefined9.pdf)

Breastfeeding Duration – No Longer Breastfeeding (OPR033)
(https://www.health.state.mn.us/docs/people/wic/localagency/infosystem/hubert/reports/standardnolongerbf.pdf)

Breastfeeding Initiation and Duration Summary Annual Reports
(https://www.health.state.mn.us/people/wic/localagency/reports/bf/annual/index.html)

BF Stopped Reasons
(https://www.health.state.mn.us/docs/people/wic/localagency/reports/infoview/bf/stopreason.pdf)

Summary Statistics Report (CLN031)
(https://www.health.state.mn.us/docs/people/wic/localagency/infosystem/hubert/reports/predefined10.pdf)

Participants for Chart Audit (OPR051)
(https://www.health.state.mn.us/docs/people/wic/localagency/infosystem/hubert/reports/predefined15_audit.pdf)

Certified Participants
(https://www.health.state.mn.us/docs/people/wic/localagency/reports/infoview/ppts/certppts.pdf)

Certs & MCAs Completed by the Specified Staff Person
(https://www.health.state.mn.us/docs/people/wic/localagency/reports/infoview/staff/bystaffid.pdf)

Daily Appointments
(https://www.health.state.mn.us/docs/people/wic/localagency/reports/infoview/appts/dailyappts.pdf)

Missed Appointments
(https://www.health.state.mn.us/docs/people/wic/localagency/reports/infoview/appts/missed.pdf)

High Risk at Certs & MCAs by Staff ID
(https://www.health.state.mn.us/docs/people/wic/localagency/reports/infoview/highrisk/hrbystaff.pdf)

No Shows by Day and Time
(https://www.health.state.mn.us/docs/people/wic/localagency/reports/infoview/appts/noshows.pdf)

Missed Appointments Follow-up by Appointment Type
(https://www.health.state.mn.us/docs/people/wic/localagency/reports/infoview/appts/missedfuappt.pdf)

Missed Appointments Follow-up by Current WIC Type
(https://www.health.state.mn.us/docs/people/wic/localagency/reports/infoview/appts/missedfu.pdf)

Formula Issued – Local Agency Breakdown & State Summary
(https://www.health.state.mn.us/docs/people/wic/localagency/reports/infoview/foodformula/breakdown.pdf)

*Minnesota Department of Health - WIC Program 85 E 7th Place, PO BOX 64882, ST PAUL MN 55164-0882; 651-201-4444, health.wic@state.mn.us, www.health.state.mn.us; To obtain this information in a different format, call: 651-201-4444*