

WINNIE the Scoop! Newsletter #22

SEPTEMBER 29, 2022



Please share this information with all WIC Information System users!

Table of Contents

| | |
|--|---|
| Phase 1 of UAT | 2 |
| Prepare for WINNIE by Cleaning Up Incomplete Certs & MCAs..... | 2 |
| WINNIE Questions & Answers | 3 |
| References – listing of all hyperlinks..... | 4 |

Phase 1 of UAT

Phase 1 of User Acceptance Testing (UAT) began on September 19th and will continue through November 10, 2022. UAT is being performed by about 30 State staff and Local Agency super-users. Testers are completing “scripts” developed to specifically test system requirements, including (but not limited to) clinic functions (certifications, benefit issuance, etc.), transfer of records from HuBERT, accuracy of information displayed on screens, document outputs, insertion of database records, communications with the eWIC Processor, and maintenance processes (End-of-Month and End-of-Day).

Once most “scripts” have been completed, testers will move to ad-hoc, or scenario-based, testing which is essentially random tests of tasks performed daily as part of WIC services.

A heartfelt thanks, and much appreciation 😊, to everyone who has been contributing to this huge undertaking!

Prepare for WINNIE by Cleaning Up Incomplete Certs & MCAs

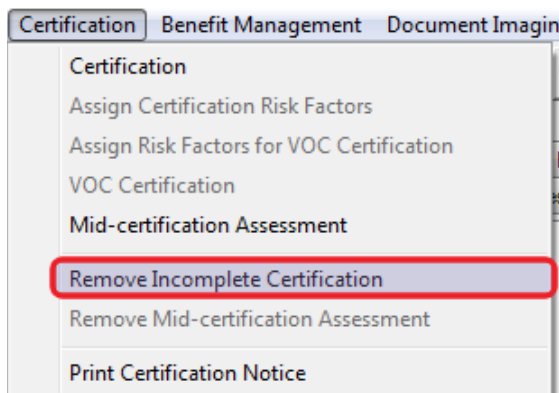
Agencies can start preparing for WINNIE by ensuring participants in HuBERT do not have incomplete certifications or Mid-certification Assessments (MCAs). Incomplete certifications **cannot** be completed in WINNIE if they were started in HuBERT. While MCAs started in HuBERT can be resolved in WINNIE, to **ensure** a smooth transition, and since this is a task agencies can proactively accomplish prior to rollout, we are encouraging all agencies to **resolve both incomplete certs and MCAs in HuBERT** (NOTE: We receive at least a couple of Help Desk calls every week due to staff being unable to complete *certifications* due to incomplete MCAs).

There are two Infoview report templates in the INFOVIEW TEMPLATES >> Agency Management >> Audits/Charts Review folder to assist with this task:

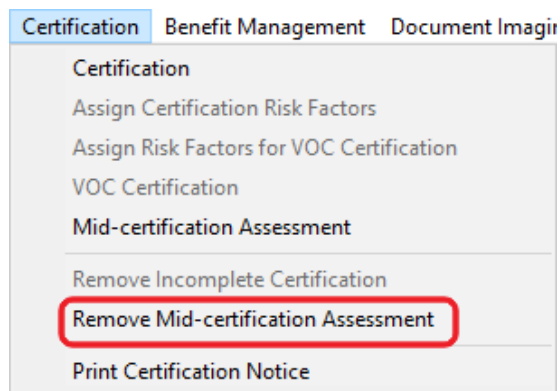
- INCOMPLETE CERTIFICATIONS
- INCOMPLETE MCAs

Agencies should run both these templates regularly now, and in the months prior to rollout, to ensure all incomplete certs and MCAs are resolved by the time your agency transitions to WINNIE.

Once identified by the report, staff should find the participants in their agency database and remove the incomplete cert:



Or incomplete MCA:



For certifications, if the **Remove Incomplete Certification** option in the *Certification* menu is **disabled**, you can begin a new certification and stop the certification prior to entering any information. This will enable the **Remove Incomplete Certification** option and effectively remove the incomplete certification.

Once your agency transitions to WINNIE, any unresolved incomplete certifications will require assistance from the Help Desk and escalation to specific Help Desk staff since only a few are able to assist with removing certifications on the backend.

WINNIE Questions & Answers

You can submit any question about WINNIE using the [WINNIE Questions for the State Office](#) form. All questions and answers are included in the next WINNIE the Scoop! Newsletter and posted to the [WINNIE Questions & Answers](#) webpage.

Q: Will staff be able to use WINNIE on a tablet? What would be the security requirements? What about peripherals like the signature pad and card reader?

A: WINNIE has not been thoroughly tested on tablets, and certain gaps in functionality, such as being able to use peripherals, have been identified. Therefore, we will not be approving the use of tablets for WINNIE until further testing can be completed and we fully understand the security implications and the software limitations.

Q: In WINNIE, will we be able to upload documents that we receive electronically directly into the documents section of the participant file (such as medical formula requests, ROIs), or will we still have to print them off and scan them into the system like we do now?

A: Yes. WINNIE can upload electronic documents directly into the participant folder. (It still has scanning capability as well.)

Q: When should agencies plan for rollout?

A: We will be able to share a more solid (but still tentative) rollout schedule in December, once we can assess the state of the software during UAT and the number of existing bugs.

Q: How can Local Agencies plan for rollout and make sure we don't have staffing issues or other projects going on at the same time?

A: Agencies will receive the *WINNIE Readiness Guide* at least 6 months prior to rollout. This guide provides a month-by-month task list to ensure agencies, their equipment, and their staff are prepared for WINNIE.

Q: What is the State WIC Office doing to prepare for the WINNIE implementation?

A: Since User Acceptance Training (UAT) began, we have been doing extensive testing of the software in our own UAT environment (instead of using the contractor's servers and databases). We are also identifying tasks for the Readiness Guide, as well as information that should be included in the Transition Guide, and impacts on policy; planning for Pilot and Rollout; and developing new training modules for WINNIE.

Q: In WINNIE, when assigning a food package, are we able to "use previous", which would be another option instead of just "Use Default"?

A: As in HuBERT, food packages are assigned based on WIC category, age category, breastfeeding amount, and risk factors. Removing the association with risk factors was explored during WINNIE development but it was not supported by any other state agencies using the "SPIRIT" software and would have required substantial changes to the system. From a nutrition standpoint, despite very little tailoring that has to occur for food packages, they should still always be reviewed with participants at certification, and prior to issuing benefits, to ensure they are receiving the appropriate foods or options.

References – listing of all hyperlinks

[WINNIE Questions for the State WIC Office](https://redcap.health.state.mn.us/redcap/surveys/?s=YKT3FL3MHT)

(<https://redcap.health.state.mn.us/redcap/surveys/?s=YKT3FL3MHT>)

[WINNIE Questions & Answers](https://www.health.state.mn.us/people/wic/localagency/infosystem/winnieqanda.html)

(<https://www.health.state.mn.us/people/wic/localagency/infosystem/winnieqanda.html>)

Minnesota Department of Health - WIC Program 85 E 7th Place, PO BOX 64882, ST PAUL MN 55164-0882; 800-657-3942, health.wic@state.mn.us, www.health.state.mn.us; To obtain this information in a different format, call: 800-657-3942.

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