Adjust Benefits 1E – Formula Scenario 5 - WINNIE Online Training Module

AUGUST 2023

Introduction

Intro

This online training module is provided by the Minnesota (MN) Department of Health WIC Program. It is a review of how to add infant foods to Food Package III benefits in Adjust Benefits in WINNIE, the MN WIC Information System.

Date

All dates in this module are based on today's date being August 18, 2023.

Formula Scenario 5: FPIII – Add Infant Foods

Scenario Overview

The following is the scenario for this module: we're adding infant foods and the cash-value benefit (or CVB) to the issued benefit sets of a food package III infant who is currently receiving increased formula.

July, August, and September have been issued and some redemption of formula has occurred.

Scenario 1

Tacoma Truck is a 9-month-old Food Package III infant whose doctor has provided the required paperwork to issue WIC infant foods.

Click the button when ready to continue.

Scenario 2

We've explained to mom that we will be removing 3 cans of formula in exchange for the WIC foods, and she informed us that she had already bought some of the formula, which means we must adjust the benefits.

Since Tacoma is Food Package III, what must we do before adjusting his benefits?

Go ahead. Click anywhere for a hint.

<no audio> What do we need to do for a Food Package III infant before opening Adjust Benefits? Click anywhere for a hint.

<audio – hint> We have to update the Food Package III Verified Date. Select Health Information from the sidebar.

> WIC STAFF: We exchange 3 cans of formula for the baby foods…
>
> PARTICIPANT: ""I already bought some of the formula. Is it too late to get the baby foods instead? My doctor said it was really important to start them…"
>
> PARTICIPANT: Let me take a look and we'll see what we can do for you today…

<Waiting>

<screen description – no audio> Spin icon displays.

Health Information 1

<no audio> Use the calendar icon in the field.

<no audio> What do we need to do for a Food Package III infant before opening Adjust Benefits? Click anywhere for a hint.

<audio – hint> Click the calendar control in the Food Package III Verified Date field.

Health Information 2

<no audio> What do we need to do for a Food Package III infant before opening Adjust Benefits? Click anywhere for a hint.

<audio – hint> Select today's date, August 18th.

Health Information 3

<no audio> What do we need to do for a Food Package III infant before opening Adjust Benefits? Click anywhere for a hint.

<audio – hint> Click the Save button.

<Waiting>

<screen description – no audio> Spin icon displays.

Adjust Benefits 1

Go ahead and open Adjust Benefits.

<Waiting>

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

Adjust Benefits 2

Hover over the formula name to make sure we know what was issued.

Click the button to continue.

Adjust Benefits 2A

Tacoma has received a full package and the maximum allowed for his age category and breastfeeding amount without infant foods.

We can also see that he has redeemed 6 cans.

Adjust Benefits 3

Since infant foods weren't issued, the Food Items grid is automatically collapsed.

Go ahead and expand it.

<no audio> Expand the Food Items grid.

Adjust Benefits 3A

If we were to click the Add Food Item button before recovering some of the formula, a message displays informing us that no food items are available.

Adjust Benefits 4

The system has a combined maximum for formula and infant foods for Food Package III infants.

For this formula, age category, and breastfeeding amount, it cannot exceed 8 cans.

In order to provide infant foods, we must recover the difference between the max with foods and the max without, or 3 cans.

Adjust Benefits 4A

If their redemption was greater than 8 cans, they would either have to return the extra cans, unopened, or wait until next month to receive the infant foods.

Recover Formula 1

Go ahead and recover the necessary amount of formula, double-clicking and typing the value into the field. Click anywhere for hints.

<audio – hint> Double-click into the Recovered field in the Formula cans row.

> WIC STAFF: To give Tacoma the infant foods, we'll have to remove 3 cans of formula from your WIC Card.

Recover Formula 2

<no audio> Recover the formula, double-clicking and typing the value into the field. Click anywhere for hints.

<audio – hint> We must recover 3 cans. Type 3.

Recover Formula 1

<no audio> Recover the formula, double-clicking and typing the value into the field. Click anywhere for hints.

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

Add Food 1

So, before we add the food, we have 3 cans available.

OK. Now let's click the Add Food Item button.

Base Categories 1

Let's do a little critical-thinking skills exercise.

Today is August 18th.

Tacoma is 9 months 7 days old today.

Benefits were issued on July 27th.

What Base Food Categories should we expect to see for the current set of benefits?

- CASH BENEFIT
  INFANT FRUIT-VEGETABLE
  INFANT CEREAL

- INFANT FRUIT-VEGETABLE
  INFANT CEREAL

Add Food 2

Click the Base Food Category dropdown.

Add Food 3

Remember, Adjust Benefits is based on the Age Category at the time of issuance.

Since benefits were issued on July 27th, which is more than 20 days ago, and Tacoma is only 9 months 7 days old today, he was only 8 months old when the current benefits were issued so he is only eligible to receive the infant foods and cereal on his current set of benefits.

Go ahead and select INFANT FRUIT-VEGETABLE.

WIC STAFF: For your current benefits, which end in a couple of days on August 21, we will be giving you more baby foods and cereal. The fruit and vegetables, and less baby food, will start on August 22.

Add Food 4-6

Finish adding the food item.

Add Cereal 1

Now that we've added some food, notice the Available formula is zero.

Go ahead and add the infant cereal.

Add Cereal 2 – 6

<no audio> Add the infant cereal.

Collapse 1

Our next decision is should we void or Update Future Months?

We're going to Update Future Months.

Collapse this benefit set and click the Update Future Months function.

Update Future 1

<no audio> Collapse this benefit set and click the Update Future Months function.

<Waiting>

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

Add CVB 1

Since Tacoma is 9 months old, he is now eligible for the CVB for his future sets.

The CVB is equivalent to half the quantity of infant fruits and vegetables.

Add CVB 2 (Transition)

If we were to try to add the CVB before ensuring that we have the appropriate quantity of infant fruits and vegetables…

<screen description – no audio> Slide transitions to Add Food Item modal.

Add CVB 3

…a validation would display as soon as we clicked OK indicating we are exceeding the limit, even though our calculator indicates we haven't.

With an infant issued formula, the system has extra programming to create a combined limit for infant foods and the CVB.

We'll see how this functions differently when we issue infant foods to a Food Package III **child** in the next module.

<Transition Slide>

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

Remove F/V 1

Go ahead and remove half the quantity of the infant fruits and vegetables, double-clicking and typing the quantity into the field. Click for hints.

<audio - hint> We are removing half the added quantity. Double-click into the Additional Quantity field in the Infant Fruits/Vegetables row.

Remove F/V 2

<no audio> Remove half the infant F/V, double-clicking and typing the quantity. Click anywhere for hints.

<audio – hint> We are removing half the quantity. Type 16.

Remove F/V 3

<no audio> Remove half the infant F/V, double-clicking and typing the quantity. Click anywhere for hints.

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

Add CVB 4

Again, notice that we have 16 currently available.

OK. Now we can add our CVB. Go ahead.

Add CVB 5-9

<no audio> Add the CVB

Collapse 2

Once the CVB is added, our Available is zero.

Go ahead and collapse this set.

Second Future 1

We would have to repeat those steps for this set as well: remove the additional infant fruits and vegetables and add the CVB.

<Transition Slide>

But we're going to adjust it behind the scenes and move on.

<screen description – no audio> Slide transitions to adjusted September set.

Collapse 3

Review it, collapse it, communicate the changes.

Send Data 1

<no audio> Review it, collapse it, communicate the changes.

<Waiting>

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

<Waiting>

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

Collapse 4

Review all sets, collapsing the first two sets after reviewing.

Collapse 5

<no audio> Review all sets, collapsing the first two sets after reviewing.

End Adjust 1

Another look at Benefits History.

<no audio> Open Benefits History.

Benefits History 1 (Transition)

We'll just toggle on the sets…

Benefits History 2-4

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

Benefits History 5

When ready, open the Food Prescription page.

<no audio> Open Food Prescription.

<Waiting>

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

Food Prescription 1

We have three new food prescriptions created by the system with Effective Dates matching the FDTUs of the adjusted sets.

In this case, we should be good to go since we issued the 9-month food package but it's always a good idea to double-check it.

Go ahead and expand the September 22nd food prescription.

Food Prescription 2

Yep. We're good to go.

Click the button to continue.

Test Your Knowledge

T/F Q#1

True or false?

The system will ensure we don't overissue infant foods and formula to Food Package III infants.

Answer #1

The answer is True.

The system has extra coding that provides a combined maximum for infant fruits and vegetables and the CVB, as well as infant foods and formula.

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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