Food Prescription 1B – Create & Modify - WINNIE Online Training Module

OCTOBER 2023

Introduction

Intro

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

Date

All dates in this module are based on today's date being October 9, 2023.

<Transition Slide>

<screen description – no audio> Slide transitions to Search page.

Scenario 1

In this module, we'll take a look at creating and modifying default food packages.

We VOC'd the Dale family, who were initially certified in another state in July and have moved here.

Brooke is almost 2 and certified until July next year.

Click on Clyde's card.

Scenario 2

Clyde is almost 3 months old, non-breastfeeding, and also certified until next July.

Scenario 2A

Since both Brooke and Clyde are going to need food packages created for age category changes, let's jot down their birth dates. Click on Rose's card.

Scenario 3

Rose is non-breastfeeding and therefore only certified until the end of January.

Double-click on Rose's card to open her Participant Folder.

Alert 1

The system alerts remind us that we need to create food prescriptions after VOC'ing participants (and that MCAs need to be scheduled for January).

Go ahead and close the alert.

Scenario 4

Since our focus is Food Prescription, we've linked Clyde and Rose's records in Health Information behind the scenes.

<screen description – no audio> Slide transitions to Rose's Health Information.

Scenario 5

Go ahead and open Food Prescription.

<no audio> Select Food Prescription from the sidebar.

<Waiting>

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

Create DFP 1

To create a new food prescription, we click the Add Food Prescription button. Go ahead.

Create DFP 2

The Effective Date defaults to the current date.

We always use the Use Default button when creating food prescriptions.

It provides the appropriate foods and accurate quantities based on WIC Category, Age Category, Breastfeeding Amount and assigned Risk Factors.

Go ahead and click the Use Default button.

Create DFP 3

The default food packages for women and children provide all the food items.

There are some changes we can make to "tailor" the food package to a participant's preferences.

Create DFP 4

For instance, we should double-check that the participant is OK with the foods being included, like cheese and yogurt.

Juice and the types of milk are also items that may require editing.

> WIC STAFF: The WIC foods for you include yogurt and cheese in place of 1 gallon of milk. Is that OK with you?
>
> Participant: "Actually, I would prefer no cheese for me. Also, my friend told me I could ask for bottled juice instead of frozen."

Edit DFP 1

For Rose, she would prefer the bottled juice and no cheese.

We can edit the default food package before saving it.

Like other grids in WINNIE, we can single-click the row and click the Edit button or double-click the row.

Let's double-click the Juice row.

> WIC STAFF (thought bubble): So…edit juice, delete cheese, then increase milk…

Edit DFP 2

All food items have a calculator that shows the most that can be provided, how much is provided, and the difference between the two.

The Quantity defaults the maximum allowed for the selected Food Item.

Edit DFP 2A

The Base Food Category is a higher-level grouping for similar food items and controls what displays in the Food Item list.

Go ahead and click the dropdown.

Edit DFP 3

It lists any categories with alternative food items that could be selected because they haven't been added to the food package yet.

MILK because of the different kinds of milk that could be added and JUICE because it has other options as well.

If we are modifying a specific food item, like now, we should just leave it as is.

Click again to close it.

Edit DFP 4

We want to change the food item. Click that dropdown.

<no audio> Click the Food Item dropdown.

Edit DFP 5

All food items that fall into the Juice category, and could be issued to our participant, display.

Select the Ready-to-Drink Juice.

Edit DFP 6

Notice our quantity has decreased to one and our calculator now indicates there are 32 ounces remaining, which we have no way of issuing.

As we indicated before, this option does not provide the full nutritional benefit.

> WIC STAFF: You'll only get 64 ounces of juice instead of 96, which the frozen makes, is that still OK?
>
> PARTICIPANT: "Yep."

Base Food Categories 1

Before we continue, let's return to Base Food Categories for a minute.

In WINNIE, Base Food Categories are also the level at which validations for exceeding the maximum amounts allowed for foods that share that category occurs.

For instance, our default food packages have cheese, milk, and yogurt…

Base Food Categories 2

…which combined provide the maximum allowed for the MILK Base Food Category.

We can't increase the milk…

Base Food Categories 3

… since the validation occurs for the Base Food Category, and all combined we've exceeded the max.

Until we've deleted cheese or yogurt so that we have a positive remaining balance we won't be able to increase the milk.

Click the button to continue.

Delete 1

So, putting this into action…Rose also didn't want cheese.

In order to increase the milk, we must first delete the cheese.

To delete it, single-click the row to select or highlight it.

> WIC STAFF: The WIC foods for you include yogurt and cheese in place of 1 gallon of milk. Is that OK with you?
>
> PARTICIPANT: "Actually, I would prefer no cheese for me…"

Delete 2

Which simultaneously closes the Juice edit section and enables the Delete button.

Click the Delete button.

Delete 3

Click Yes.

<no audio> Click the Yes button.

Edit DFP 7

Cheese is worth 3 quarts of milk, which we can now add.

The system isn't going to remind us to increase the amount of milk if we delete the cheese or yogurt.

That's all on us so we need to make sure we do increase it.

Double-click the milk row to edit it.

Edit DFP 8

We want our remaining value to be zero.

Hovering over the quantity field will display tiny spin arrows.

Edit DFP 9

Go ahead and hover, then click the spin up arrow three times increasing the quantity to 15.

Edit DFP 10-11

<no audio> Hover, then click the spin up arrow three times increasing the quantity to 15.

Edit DFP 12

Our remaining is 0. Let's save all our changes.

<no audio> Click the Save button.

Switch Member 1

Rose's food package is good to go.

Let's create a default food package for Brooke. Go ahead. Click anywhere for hints.

<audio – hint> Click the Participant Menu (participant's name on header).

Switch Member 2

<no audio> Create a default food package for Brooke. Click anywhere for a hint.

<audio – hint> Select Dale, Brooke from the Other Household Members list.

Create DFP 5

<no audio> Create a default food package for Brooke. Click anywhere for a hint.

<audio – hint> Click the Add Food Prescription button.

Create DFP 6

<no audio> Create a default food package for Brooke. Click anywhere for a hint.

<audio – hint> Click the Use Default button.

Create DFP 7

<no audio> Create a default food package for Brooke. Click anywhere for a hint.

<audio – hint> Click the Save button.

Add DFP 1

Brooke is almost 2 years old.

If we were to issue benefits…

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

Add DFP 2

…we would be unable to issue her third set because we don't have a food package for that age category.

<screen description – no audio> Slide transitions back to Food Prescription page.

Add DFP 3

We wrote down her birthdate earlier, which is 11/15/21.

We want to create a default food package with an Effective Date of 11/15/23, her two-year birthdate.

Go ahead and do that. Following any cues that display. Click anywhere for a hint.

<no audio> Create a default food package for Brooke's 2-year birthdate. Follow any cues that display.

<audio – hint> Click the Add Food Prescription button.

Add DFP 4

<screen description – no audio> Brooke 11/15/21.

<no audio> Create a default food package for Brooke's 2-year birthdate. Follow any cues that display.

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

<audio – hint> Click the Calendar Control icon in the Effective Date field.

Add DFP 5

<screen description – no audio> Brooke 11/15/21.

<no audio> Create a default food package for Brooke's 2-year birthdate. Follow any cues that display.

<audio – hint> Click the right arrow or Next icon.

Add DFP 6

<screen description – no audio> Brooke 11/15/21.

<no audio> Create a default food package for Brooke's 2-year birthdate. Follow any cues that display.

<audio – hint> Select the 15th.

Add DFP 7

<screen description – no audio> Brooke 11/15/21.

<no audio> Create a default food package for Brooke's 2-year birthdate. Follow any cues that display.

<audio – hint> Click the Use Default button.

Add DFP 8

<screen description – no audio> Brooke 11/15/21.

<no audio> Create a default food package for Brooke's 2-year birthdate. Follow any cues that display.

<audio – hint> Click the Save button.

Switch Member 3

We have one more member, Clyde, for whom we have to create food packages.

Go ahead and start creating today's default food package for Clyde. Click for hints.

<audio – hint> Click the Participant Menu (participant's name in header).

Switch Member 4

<no audio> Start creating today's default food package for Clyde. Click for hints.

<audio – hint> Select Dale, Clyde from the Other Household Members list.

<Waiting>

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

Add Infant DFPs 1

<no audio> Start creating today's default food package for Clyde. Click for hints.

<audio – hint> Click the Add Food Prescription button.

Add Infant DFPs 2

<no audio> Start creating today's default food package for Clyde. Click for hints.

<audio – hint> Click the Use Default button.

Add Infant DFPs 3

For infants, we must select the type of formula.

Click the Food Item dropdown and select Enfamil Infant Powdered.

WIC STAFF: We provide Enfamil formulas. What kind of formula is Clyde using?

PARTICIPANT: "Enfamil powdered."

Add Infant DFPs 4

<no audio> Click the Food Item dropdown and select Enfamil Infant Powdered.

Add Infant DFPs 5

The appropriate default quantity for the infant's Breastfeeding Amount and Age Category as of the Effective Date displays.

Non-breastfeeding infants always receive the maximum number of cans of formula.

Add Infant DFPs 5A

The calculator provides the number of reconstituted ounces, or ounces once the formula is mixed with water.

We review reconstituted ounces and their impact on food packages in the Adjust Benefits training modules, so we won't do so here.

Add Infant DFPs 6

Despite their being 60 remaining, the system will not allow us to increase because it will exceed the total allowed, and formula is always rounded down to the full can, not up.

Go ahead and save the default food package.

<no audio> Click the Save button.

Add Infant DFPs 7

We have 4 more food packages to create for Clyde; one for his 4-5, 6-8, 9-11 and we'll create the child food package as well.

When we create them, let's type the Effective Dates instead of using the Calendar Control icon.

We also jotted down Clyde's birth date of 7/15/23.

Go ahead. Follow any cues that display. Click anywhere for a hint.

<audio – hint> Click the Add Food Prescription button.

Add Infant DFPs 8

<no audio> Create Clyde's 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<no audio> Clyde's DOB 7/15/23.

<no audio> Click three times (into the Effective Date field).

Add Infant DPFs 9

<no audio> Create Clyde's 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<no audio> Clyde's DOB 7/15/23.

<no audio> Type date with format: mm/dd/yy

<audio – hint> Type 11/15/23 into the Effective Date field.

Add Infant DPFs 10

<no audio> Create Clyde's 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<audio – hint> Click the Use Default button.

Add Infant DPFs 11

<no audio> Create Clyde's 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<audio – hint> Click the Food Item dropdown.

Add Infant DPFs 12

<no audio> Create Clyde's 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<audio – hint> Select powdered Enfamil Infant.

Add Infant DPFs 13

<no audio> Create Clyde's 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<audio – hint> Click the Save button.

Add Infant DPFs 14

<no audio> Create Clyde's 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<screen description – no audio> Green "Changes saved" banner displays.

<audio – hint> Click the Add Prescription button.

Add Infant DFPs 15

<no audio> Create Clyde's 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<no audio> Clyde's DOB 7/15/23.

<no audio> Click three times (into the Effective Date field).

Add Infant DPFs 16

<no audio> Create Clyde's 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<no audio> Clyde's DOB 7/15/23.

<no audio> Type date with format: m/dd/yy

<audio – hint> Type 1/15/24 into the Effective Date field.

Add Infant DPFs 17

<no audio> Create Clyde's 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<audio – hint> Click the Use Default button.

Add Infant DPFs 18

<no audio> Create Clyde's 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<audio – hint> Click the Food Item dropdown.

Add Infant DPFs 19

<no audio> Create Clyde's 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<audio – hint> Select powdered Enfamil Infant.

Add Infant DPFs 20

<no audio> Create Clyde's 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<audio – hint> Click the Save button.

Add Infant DPFs 21

<no audio> Create Clyde's 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<screen description – no audio> Green "Changes saved" banner displays.

<audio – hint> Click the Add Prescription button.

Add Infant DFPs 22

<no audio> Create Clyde's 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<no audio> Clyde's DOB 7/15/23.

<no audio> Click three times (into the Effective Date field).

Add Infant DPFs 23

<no audio> Create Clyde's 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<no audio> Clyde's DOB 7/15/23.

<no audio> Type date with format: m/dd/yy

<audio – hint> Type 4/15/24 into the Effective Date field.

Add Infant DPFs 24

<no audio> Create Clyde's 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<audio – hint> Click the Use Default button.

Add Infant DPFs 25

<no audio> Create Clyde's 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<audio – hint> Click the Food Item dropdown.

Add Infant DPFs 26

<no audio> Create Clyde's 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<audio – hint> Select powdered Enfamil Infant.

Add Infant DPFs 27

<no audio> Create Clyde's 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<audio – hint> Click the Save button.

Add Infant DPFs 28

<no audio> Create Clyde's 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<screen description – no audio> Green "Changes saved" banner displays.

<audio – hint> Click the Add Prescription button.

Add Infant DFPs 29

<no audio> Create Clyde's 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<no audio> Clyde's DOB 7/15/23.

<no audio> Click three times (into the Effective Date field).

Add Infant DPFs 30

<no audio> Create Clyde's 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<no audio> Clyde's DOB 7/15/23.

<no audio> Type date with format: m/dd/yy

<audio – hint> Type 7/15/24 into the Effective Date field.

Add Infant DPFs 31

<no audio> Create Clyde's 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<audio – hint> Click the Use Default button.

Add Infant DPFs 32

<no audio> Create Clyde's 4-5, 6-8, 9-11, and child default food packages. Follow any cues that display. Click anywhere for a hint.

<audio – hint> Click the Save button.

End Review

We've completed creating the food packages for this household and would now be able to issue benefits.

We'll continue reviewing Food Prescriptions in the next training module.

Click the button to continue.

Test Your Knowledge

T/F Q#1

True or False?

We should always use the Use Default button when creating food prescriptions.

Answer #1

The answer is True.

The Use Default button will provide the appropriate quantities and food items based on the participant's WIC Category, Age Category, Breastfeeding Amount, and assigned Risk Factors, and should always be used when creating food prescriptions.

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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