WINNIE Calendar Worksheet

M A Y 2 0 23

STEP 1: Appointment Types

Define different types of appointments specific to your agency.

Definitions

- Reminder Flag: This must be toggled on to enable the Reminder Interval field.

- Reminder Interval: The number of days **prior to** a specific appointment type that an automated appointment reminder email is sent. The default is 0 (no reminder). If specified, the number must be between 1 and 99.

> NOTE: Agencies must email the State Office (nicole.danberry@state.mn.us) and provide a valid agency email address (either a generic email for your WIC Program or to a specific individual) to enter into the back end of WINNIE. Keep in mind that this email can be responded to even though it states "This is a system generated email. Please do not reply."
>
> Please allow 5 business days for this to be completed.

- Color: A color can be assigned to any Appointment Type by selecting from the dropdown color palette or entering a HEX (ex: default is #ffffff – white) or RGB code.

NOTE: The font on all appointment scheduling screens is black. Colors should only be selected if the color contrast is appropriate based on WCAG AA standards for Normal Text. The webaim Contrast Checker (https://webaim.org/resources/contrastchecker/) should be used if unsure whether there is enough contrast.

EXAMPLE: The font color is always black (#000000) while the Background Color is the color selected for the Appointment Type. To pass WCAG AA standards for Normal Text the ratio must be $\geq$ 4:5:1. (Do not eyeball this, often colors that seem like they would pass, do not.)

Foreground Color
`#000000` ▉
Lightness

↔

Background Color
`#9D0B0B` ▉
Lightness

Foreground Color
`#000000` ▉
Lightness

↔

Background Color
`#E5BDBD` ▉
Lightness

Contrast Ratio
2.48:1

permalink

Contrast Ratio
12.34:1

permalink

Normal Text

WCAG AA: **Fail**
WCAG AAA: **Fail**

The five boxing wizards jump quickly.

Normal Text

WCAG AA: **Pass**
WCAG AAA: **Pass**

The five boxing wizards jump quickly.

Best Practice would be to always use pastel color tone to ensure staff have no difficulty viewing. The higher the Contrast Ratio, the better.

NOTE: Colors may slow processing and display of the calendars and should be used sparingly. Best practice is to assign colors only to appointments that you want to identify at-a-glance.

Appointment Types

Description (50 characters)	Short Description (10 characters)	Reminder Interval	Duration (in minutes)	Color - OPTIONAL (HEX/RGB)
EXAMPLE: New Pregnant	NewPG	2	45	#E5BDBD

STEP 2: Resources

Define your local agency staff.

> NOTE: You can use generic descriptions (ex: CPA01, CPA1, RD1, Spanish1, etc.) or staff names if appointments are scheduled for specific staff.

Definitions

- Associate Username Toggle: MN WIC does not use this toggle.

Resources

Resources	Resources	Resources	Resources	Resources
EXAMPLE: CPA1				

STEP 3: Holidays and Events

Define any individual or recurring holidays or events.

Definitions

- Recurring: This should be toggled on if the holiday or event occurs on the exact same **WIC week and day** each month during the time period being scheduled.

  Example: WIC section meeting is always on the 4th Friday of the month.

Holidays and Events

Name	Start Date	All Day or Start/End Times	Clinics	If Recurring - Notes
EXAMPLE: New Year's Day	1/1/2024	All Day	All	NA
EXAMPLE 2: WIC Section Meeting	1/1/2024	8:30AM-12:30PM	All except Clinics ### and ###	4th Friday; Recurring until 6/30/2024

Name	Start Date	All Day or Start/End Times	Clinics	If Recurring - Notes

STEP 4: Resource Schedules

Define the weeks, days, and times for each resource to build the WIC calendar.

Definitions

▪ Resource Groups: MN only has one Resource Group called General Staff. Selecting General Staff will auto-populate the Resources field with all active Resources.

▪ From Date and To Date: The time period (inclusive) the resources are being scheduled.

▪ Blocks: Times during which the resource should not be scheduled; effectively "blocks" out the time from the schedule. The block is added after the schedule has been created and can be copied to other schedules for that resource.

▪ Copy: Ability to **duplicate** the resource's exact same dates and times of both its schedules and "blocks" to multiple other resources and/or clinics.

	CLINIC: ###	MONTH: May 2023	EXAMPLE CALENDAR		
WIC WEEK	Monday	Tuesday	Wednesday	Thursday	Friday
1	5	6 CPA 1 4 8-4 (block 11-12) Spanish 1 8-12 BF Peer 8-12 Phone FU 8-4 (block 12-1)	7	1 CPA 1 8-4 (block: 11-12) Spanish 1 8-12 CPA 2 11-7 (block: 3-4) Somali 1 3-7	2 Phone FU 8-2 (block: 11-11:30)
2	12	13 CPA 1 4 8-4 (block 11-12) Somali 1 8-12 BF Peer 12-4 Phone FU 8-4 (block 12-1)	14	8 CPA 1 8-4 (block: 11-12) Somali 1 8-12 CPA 2 11-7 (block: 3-4) Spanish 1 3-7	9 Phone FU 8-2 (block: 11-11:30)
3	19	20 CPA 1 4 8-4 (block 11-12) BF Peer 8-12 Phone FU 8-4 (block 12-1)	21	15 CPA 1 8-4 (block: 11-12) Spanish 1 8-12 CPA 2 11-7 (block: 3-4) Somali 1 3-7	16 Phone FU 8-2 (block: 11-11:30)
4	26 Memorial Day Holiday – closed	27 CPA 1 4 8-4 (block 11-12) BF Peer 12-4 Phone FU 8-4 (block 12-1)	28	22 CPA 1 8-4 (block: 11-12) Somali 1 8-12 CPA 2 11-7 (block: 3-4) Spanish 1 3-7	23 All-Staff Meeting 8:00 – 1:30 Phone FU 2-4:30
5				29 CPA 1 8-4 (block: 11-12) CPA 2 8-4 (block: 12-1) Spanish 1 8-4 (block: 11-12) Somali 1 8-4 (block: 12-1)	30 Phone FU 8-2 (block: 11-11:30)

WIC WEEK	CLINIC:	MONTH:			
	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
3					
4					
5					

WIC WEEK	CLINIC: Monday	MONTH: Tuesday	Wednesday	Thursday	Friday
1					
2					
3					
4					
5					

CALENDAR WORKSHEET

WIC WEEK	CLINIC:	MONTH:			
	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
3					
4					
5					

Minnesota Department of Health - WIC Program, 625 Robert St N, PO BOX 64975, ST PAUL MN 55164-0975; 1-800-657-3942, health.wic@state.mn.us, www.health.state.mn.us; to obtain this information in a different format, call: 1-800-657-3942.

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