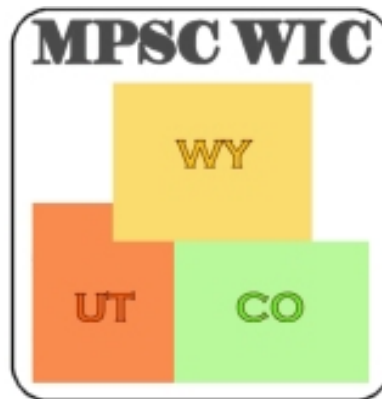


---

# Mountain Plains States Consortium WIC System Project

## DETAILED FUNCTIONAL DESIGN DOCUMENT VM 2 VENDOR MANAGEMENT APPLICATION SCREENS

*Presented to:*



Revision Date: January 7, 2011

*Prepared by*

**ciber**

650 Wilson Lane, Suite 200  
Mechanicsburg, PA 17055  
717.691.5500

CO Contract #WIC0601052  
CIBER Project #CODPH00201

---

Products and company names mentioned herein may be the trademarks or registered trademarks of their respective owners. Unmentioned brands or company names are also respected with their own registered trademarks. Some content may be a direct translation from their Web sites.

## Document Revisions

Revision Date	Updated By	Requested By	Description of Revision

## Table of Contents

<b>1</b>	<b>Application.....</b>	<b>4</b>
1.1	Application Details .....	4
1.2	Selection Criteria .....	9
1.3	Limiting Criteria .....	18
	1.3.1 Vendor/Participant Ratio Pop-Up Window .....	21
1.4	Milestones.....	25

# 1 Application

The Application branch node of the Vendor Management navigation tree structure allows the user to enter information pertaining to a vendor’s application for participation in the WIC program.

## 1.1 Application Details

The Application Details screen contains information on the current vendor's authorization dates, contract dates as well as sanctions and violations for the current federal fiscal year. The Application area includes Selection Criteria, Limiting Criteria, Milestones and Status.

> Application > Application Details

<Vendor Header (See VM overview) >

Application Dates 06/15/2007 < 1 of 99 > New Edit

Authorization Date 12/05/2007

Contract Start Date 12/05/2007

Contract End Date 12/05/2010

Initial Authorization Date: 12/04/2001

Current Federal Fiscal Year

Sanctions: 3

Violations: 2

Control	Description	
Application Dates	This is the record selector for the Application records. It contains the date the application was recorded. The drop-down and spin control allow selection of historical Application records. When the New button is clicked, this date defaults to current date. It can be updated by the user.	
	Type	Record Selector (using Date Picker) Editable
	Contents	Formatted dates of "mm/dd/yyyy"
	DB Column	VendorApplication.RecordedDt
New	Clicking the New command button causes the application process for a vendor to begin.	
	Type	Command Button
	Hot Key	Alt + N
Edit	Clicking the Edit command button causes editable fields on the screen to be enabled for update.	
	Type	Command Button
	Hot Key	Alt + T

Control	Description			
Authorize Vendor	Clicking the Authorize Vendor command button causes the application to run the authorization algorithm to determine if a vendor meets requirements to become an authorized WIC vendor or to be reauthorized as a WIC Vendor. It is only enabled if the current vendor has been successfully saved and the screen is in Edit mode.			
	<b>Type</b>	Command Button		
	<b>Hot Key</b>	Alt + U		
Authorization Date	This date is the date that the vendor is authorized related to this application. When authorization is successful, date is set to current date.			
	<b>Type</b>	Date Picker		
	<b>Required</b>	No		
	<b>Display Only</b>	No	<b>Calculated</b>	No
	<b>DB Column</b>	VendorApplication.AuthorizationDt		
Contract Start Date	This date is the start date of the contract period for the vendor related to this application.			
	<b>Type</b>	Date Picker		
	<b>Required</b>	Yes, if Contract End Date is present		
	<b>Display Only</b>	No	<b>Calculated</b>	No
	<b>DB Column</b>	VendorApplication.ContractStartDt		
Contract End Date	This date is the end date of the contract period for the vendor related to this application.			
	<b>Type</b>	Date Picker		
	<b>Required</b>	Yes, if Contract Start Date is present.		
	<b>Display Only</b>	No	<b>Calculated</b>	No
	<b>DB Column</b>	VendorApplication.ContractEndDt		
Initial Authorization Date	This is the date that the vendor is initially authorized. This is the oldest authorization date found on any of the vendor's applications.			
	<b>Type</b>	Text Box		
	<b>Required</b>	No		
	<b>Length</b>	NA		
	<b>Validation</b>	Mask of 'mm/dd/yyyy'		
	<b>Display Only</b>	Yes	<b>Calculated</b>	No
	<b>DB Column</b>	VendorApplication.InitialAuthorizationDt		

Control	Description			
Current Federal Fiscal Year - Sanctions	This is a read-only textbox that displays the total number of sanctions that the selected vendor has in the current federal fiscal year.			
	<b>Type</b>	Text Box		
	<b>Required</b>	NA		
	<b>Length</b>	3		
	<b>Validation</b>	NA		
	<b>Display Only</b>	Yes	<b>Calculated</b>	Yes
	<b>DB Column</b>	NA		
Current Federal Fiscal Year - Violations	This is a read-only textbox that displays the total number of violations that the selected vendor has in the current federal fiscal year.			
	<b>Type</b>	Text Box		
	<b>Required</b>	NA		
	<b>Length</b>	3		
	<b>Validation</b>	NA		
	<b>Display Only</b>	Yes	<b>Calculated</b>	Yes
	<b>DB Column</b>	NA		
Get Data	Clicking the Get Data command button retrieves both the Violations and Sanctions that the selected vendor has in the current federal fiscal year.			
	<b>Type</b>	Command Button		
	<b>Hot Key</b>	None		

Control	Description			
<Last Modified By User and Date>	In the lower right-hand corner, the user and the date of the last update of any records associated with the application are displayed.			
	<b>Type</b>	Text Box		
	<b>Required</b>	No		
	<b>Length</b>	NA		
	<b>Validation</b>	Mask of 'firstname lastname mm/dd/yyyy'		
	<b>Display Only</b>	Yes	<b>Calculated</b>	No
	<b>DB Column</b>	VendorApplication.ModifyStfpID + VendorApplication.ModifyDt SelectionCriteriaChecklist.ModifyStfpID + SelectionCriteriaChecklist.ModifyDt VendorIneligibleReason.ModifyStfpID + VendorIneligibleReason.ModifyDt LimitingCriteriaChecklist.ModifyStfpID + LimitingCriteriaChecklist.ModifyDt ApplicationMilestone.ModifyStfpID + ApplicationMilestone.ModifyDt		

Business Rules
<ol style="list-style-type: none"> <li>1. Contract End Date cannot be before the Contract Start Date. Display error.</li> <li>2. Contract Start Date cannot be before Current Authorization Date. Display error.</li> <li>3. The Authorize Vendor command button is only enabled when the current vendor has been saved.</li> <li>4. Initial Authorization Algorithm (no previous Authorization Date found on an Application):</li> </ol> <p>The Vendor is successfully authorized if the following are all true:</p> <p>Vendor has been assigned a Peer Group &gt; 0;</p> <p>All Milestones that have a Scheduled Completion Date have an Actual Completion Date equal to or &lt; current date;</p> <p>All Selection Criteria indicators are true, there are no Ineligible Reasons, and there is no Ineligible Date; and the Selection Exception Reason &lt;&gt; "Do Not Authorize" OR the Selection Exception Reason has a value &lt;&gt; "Do Not Authorize."</p> <p>All Limiting Criteria indicators are set to Pass (selected) or there is an Exception Reason and the Exception Reason &lt;&gt; "Do Not Authorize."</p>

**Business Rules**

If Authorization is successful then:

The Vendor Status record is created

Vendor Status Code is set to "Active"

Recorded Date is set to Current Date

Status Change Reason Code is set to "Initial Authorization"

The Vendor record is updated

Contract Start Date is set to current date (unless the Current Authorization Date has already been updated by the user).

Authorization Date is set to current date

If Authorization is NOT successful then:

The Vendor Status record is created

Vendor Status Code is set to "Ineligible"

Recorded Date is set to Current Date

Status Change Reason Code is set to "Authorization Unsuccessful"

5. Reauthorization Algorithm (uses the latest previous Authorization Date found on an Application):

The Vendor is successfully reauthorized if the following are all true:

Vendor has been assigned a Peer Group > 0;

All Milestones that have a Scheduled Completion Date have an Actual Completion Date equal to or < current date for the most recent Application Milestone record;

All Selection Criteria indicators for the most recent Selection Criteria record are true, there are no Ineligible Reasons, and there is no Ineligible Date; and the Selection Exception Reason <> "Do Not Authorize" OR the Selection Exception Reason has a value <> "Do Not Authorize."

All Limiting Criteria indicators for the most recent Limiting Criteria record are set to Pass (selected) or there is an Exception Reason and the Exception Reason <> "Do Not Authorize."

If Reauthorization is successful then:

The Vendor Status record is created

**Business Rules**

Vendor Status Code is set to "Active"  
 Recorded Date is set to Current Date  
 Status Change Reason Code is set to "Reauthorization"

The most recent Vendor Application record is updated.

Contract Start Date is set to current Contract End Date + 1 day of the most recent application that has a Current Authorization Date.

Contract End Date is set to current Contract End Date + <system parameter> years of the most recent application that has a Current Authorization Date.

Authorization Date is set to current date

If reauthorization is NOT successful then:

The Vendor Status record is created

Vendor Status Code is set to "Terminated"  
 Recorded Date is set to current Contract End Date + 1 day  
 Status Change Reason Code is set to "Reauthorization Unsuccessful"

The Vendor Termination record is created

Termination Reason Code is set to "Reauthorization Failed"

6. "Current Federal Fiscal Year - Sanctions" are the total number of Vendor Investigation Records that have a ResultingSanctionCd of Civil Money Penalty (C), Fine (F), or Disqualified (D), have an Investigation Status of Complete, and an Investigation Closed Date within the Current Federal Fiscal Year.
7. "Current Federal Fiscal Year - Violations" are the total number of Vendor Violations (from Routine Monitoring, Feedback and Investigations) that have a Violation Date within the Current Federal Fiscal Year.
- 8.

**Developer Notes**

1. When the vendor record is saved the Vendor Header is updated with the Status and the Status Date.
2. When a Vendor Application record is being added for a Vendor for the first time, a Vendor Status record is added with a Vendor Status Code of "Pending Application" and a Status Change Reason Code of "Application Received"
3. When a Vendor Application record is being added for a Vendor that has previously submitted an application and has a Vendor Status Code of "Terminated," "Closed" or "Ineligible," a Vendor Status record is added with a Vendor Status Code of "Pending Application" and a Status Change Reason Code of "Application Received."

**1.2 Selection Criteria**

The Selection Criteria screen is used to enter, edit, or view information about the selection process for approving a vendor to come on to or remain on the WIC program as an

authorized WIC vendor. The Food Waiver link accesses the food waiver pop-up window which lists the food(s) for which the vendor has been given a waiver. The Ineligible Reasons checklist is used to record or view reasons why a vendor was not authorized. The presence of a check in any of the checkboxes in the Ineligible Reasons checklist indicates that the corresponding statement is considered true. The Ineligible Reasons checklist is state-dependent. The items listed are for illustration purposes only.

The Selection Criteria for Authorization list is state-dependent. The items listed are for illustration purposes only.

> Application > Selection Criteria

<Vendor Header (See VM overview)>

Control	Description	
Application Dates	This is the record selector for the Application records. It contains the recorded date. The drop-down and spin control allow selection of historical Application records.	
	Type	Record Selector
	Contents	Formatted dates of "mm/dd/yyyy"
	DB Column	VendorApplication.RecordedDt
Edit	Clicking the Edit button causes fields on the screen to be enabled for update.	
	Type	Command Button
	Hot Key	Alt + T

Control	Description			
Select All Criteria	Clicking the Select All Criteria command button causes all tri-state checkboxes in the Selection Criteria for Authorization group box to be selected.			
	<b>Type</b>	Command Button		
	<b>Hot Key</b>	Alt + L		
Select None	Clicking the Select None command button causes all tri-state checkboxes in the Selection Criteria for Authorization group box to be deselected.			
	<b>Type</b>	Command Button		
	<b>Hot Key</b>	Alt + O		
Food Waiver	This is a hyperlink to the Food Waiver Pop-up window. See the Food Waiver Pop-Up Window section in the Vendor Oversight DFDD for more information.			
	<b>Type</b>	Link		
Selection Criteria for Authorization	The Selection Criteria for Authorization checklist displays the criteria used to decide if a vendor should become an authorized vendor. It is also used during the reauthorization process for a vendor.			
	<b>Type</b>	Checklist		
	<b>Code ID</b>	Application Checklist		
Min Quantity Stocking Requirement Met Checkbox	An indicator used to display whether or not a vendor meets the minimum quantity stocking requirements.			
	<b>Type</b>	Tri-State Checkbox		
	<b>Required</b>	No		
	<b>DB Column</b>	SelectionCriteriaChecklist.ChecklistIn		
Min Quantity Stocking Requirement Met	A Selection Criteria for Authorization used to determine if a vendor should become authorized/reauthorized.			
	<b>Type</b>	Text Box		
	<b>Required</b>	NA		
	<b>Length</b>	NA		
	<b>Validation</b>	NA		
	<b>Display Only</b>	Yes	<b>Calculated</b>	No
	<b>DB Column</b>	SelectionCriteriaChecklist.ChecklistCd		

Control	Description			
Full Service Grocery Store Checkbox	An indicator used to display whether or not a vendor is a full service grocery store.			
	Type	Tri-State Checkbox		
	Required	No		
	DB Column	SelectionCriteriaChecklist.ChecklistIn		
Full Service Grocery Store	A Selection Criteria for Authorization used to determine if a vendor should become authorized/reauthorized.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	SelectionCriteriaChecklist.ChecklistCd		
Currently Qualified for WIC Program Checkbox	An indicator used to display whether or not a vendor is competitively priced.			
	Type	Tri-State Checkbox		
	Required	No		
	DB Column	SelectionCriteriaChecklist.ChecklistIn		
Currently Qualified for WIC Program	A Selection Criteria for Authorization used to determine if a vendor should become authorized/reauthorized.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	SelectionCriteriaChecklist.ChecklistCd		
Store Clean/Good Physical Condition Checkbox	An indicator used to display whether or not a store is in good physical condition.			
	Type	Tri-State Checkbox		
	Required	No		
	DB Column	SelectionCriteriaChecklist.ChecklistIn		

Control	Description			
Store Clean/Good Physical Condition	A Selection Criteria for Authorization used to determine if a vendor should become authorized/reauthorized.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	SelectionCriteriaChecklist.ChecklistCd		
Shelf Prices Confirmed Checkbox	An indicator used to display whether or not a vendor's shelf prices are confirmed.			
	Type	Tri-State Checkbox		
	Required	No		
	DB Column	SelectionCriteriaChecklist.ChecklistIn		
Shelf Prices Confirmed	A Selection Criteria for Authorization used to determine if a vendor should become authorized/reauthorized.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	SelectionCriteriaChecklist.ChecklistCd		
Maintains Regular Business Hours Checkbox	An indicator used to display whether or not a vendor maintains regular business hours.			
	Type	Tri-State Checkbox		
	Required	No		
	DB Column	SelectionCriteriaChecklist.ChecklistIn		
Maintains Regular Business Hours	A Selection Criteria for Authorization used to determine if a vendor should become authorized/reauthorized.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	SelectionCriteriaChecklist.ChecklistCd		

Control	Description			
Price Survey Date	The date the price survey was due to be returned that corresponds with the vendor being authorized.			
	<b>Type</b>	Date Picker		
	<b>Required</b>	No		
	<b>Display Only</b>	No	<b>Calculated</b>	No
	<b>DB Column</b>	VendorApplication.PriceSurveyDt		
	<b>Code ID</b>	VendorApplication table lookup		
Selection Criteria Exception Reason	A list box used to display a reason why an exception is given for a vendor to become authorized even if they did not meet the selection criteria; it is also used to select a reason why an exception is given for a vendor to be deemed ineligible even if they did meet all of the selection criteria.			
	<b>Type</b>	List Box		
	<b>Required</b>	No		
	<b>DB Column</b>	VendorApplication.SelectionExceptionCd		
	<b>Code ID</b>	SelectionException This code element is editable but these installed values are non-editable: Do not Authorize		
Ineligible Reasons	A scrollable list of checkboxes used to indicate why a vendor was determined to be ineligible during the authorization process. It is also used during the reauthorization process for a vendor.			
	<b>Type</b>	Checklist		
	<b>Code ID</b>	Ineligible Reason		
Not Qualified for WIC Checkbox	An indicator used to display why a vendor was ineligible to be a WIC vendor.			
	<b>Type</b>	Checkbox		
	<b>Required</b>	No		
	<b>DB Column</b>	VendorIneligibleReason.ChecklistIn		
Not Qualified for WIC	A reason why a vendor would be ineligible to be a WIC vendor.			
	<b>Type</b>	Text Box		
	<b>Required</b>	NA		
	<b>Length</b>	NA		
	<b>Validation</b>	NA		
	<b>Display Only</b>	Yes	<b>Calculated</b>	No
	<b>DB Column</b>	VendorIneligibleReason.IneligibleReasonCd		

Control	Description			
Irregular Business Hours Checkbox	An indicator used to display why a vendor was ineligible to be a WIC vendor.			
	<b>Type</b>	Checkbox		
	<b>Required</b>	No		
	<b>DB Column</b>	VendorIneligibleReason.ChecklistIn		
Irregular Business Hours	A reason why a vendor would be ineligible to be a WIC vendor.			
	<b>Type</b>	Text Box		
	<b>Required</b>	NA		
	<b>Length</b>	NA		
	<b>Validation</b>	NA		
	<b>Display Only</b>	Yes	<b>Calculated</b>	No
	<b>DB Column</b>	VendorIneligibleReason.IneligibleReasonCd		
Stocking Requirements Not Met Checkbox	An indicator used to display why a vendor was ineligible to be a WIC vendor.			
	<b>Type</b>	Checkbox		
	<b>Required</b>	No		
	<b>DB Column</b>	VendorIneligibleReason.ChecklistIn		
Stocking Requirements Not Met	A reason why a vendor would be ineligible to be a WIC vendor.			
	<b>Type</b>	Text Box		
	<b>Required</b>	NA		
	<b>Length</b>	NA		
	<b>Validation</b>	NA		
	<b>Display Only</b>	Yes	<b>Calculated</b>	No
	<b>DB Column</b>	VendorIneligibleReason.IneligibleReasonCd		
Too Remote Checkbox	An indicator used to display why a vendor was ineligible to be a WIC vendor.			
	<b>Type</b>	Checkbox		
	<b>Required</b>	No		
	<b>DB Column</b>	VendorIneligibleReason.ChecklistIn		

Control	Description				
Too Remote	A reason why a vendor would be ineligible to be a WIC vendor.				
	<b>Type</b>	Text Box			
	<b>Required</b>	NA			
	<b>Length</b>	NA			
	<b>Validation</b>	NA			
	<b>Display Only</b>	Yes	<b>Calculated</b>	No	
	<b>DB Column</b>	VendorIneligibleReason.IneligibleReasonCd			
Comment	A free form comment text box that allows the vendor coordinator to record any additional comments needed to complete the selection criteria.				
	<b>Type</b>	Multi Line Text Box			
	<b>Required</b>	No			
	<b>Display Only</b>	No	<b>Calculated</b>	No	
	<b>DB Column</b>	VendorApplication.SelectionComment			
Ineligible Date	This date is the date that the vendor was determined to be ineligible as an authorized WIC vendor. The date defaults to current date.				
	<b>Type</b>	Date Picker			
	<b>Required</b>	No			
	<b>Display Only</b>	No	<b>Calculated</b>	No	
	<b>DB Column</b>	VendorApplication.IneligibleDt			

Control	Description			
<Last Modified By User and Date>	In the lower right-hand corner, the user and the date of the last update of any records associate with the application are displayed.			
	<b>Type</b>	Text Box		
	<b>Required</b>	No		
	<b>Length</b>	NA		
	<b>Validation</b>	Mask of 'firstname lastname mm/dd/yyyy'		
	<b>Display Only</b>	Yes	<b>Calculated</b>	No
	<b>DB Column</b>	Most recent of VendorApplication.ModifyStfpID + VendorApplication.ModifyDt SelectionCriteriaChecklist.ModifyStfpID + SelectionCriteriaChecklist.ModifyDt VendorIneligibleReason.ModifyStfpID + VendorIneligibleReason.ModifyDt LimitingCriteriaChecklist.ModifyStfpID + LimitingCriteriaChecklist.ModifyDt ApplicationMilestone.ModifyStfpID + ApplicationMilestone.ModifyDt		

Business Rules
<ol style="list-style-type: none"> <li>When an ineligible reason is given, the ineligible date is populated with the current date.</li> <li>When the Exception Reason = "Do Not Authorize," the ineligible date is populated with the current date.</li> <li>When a vendor is being reauthorized, the values of the "Selection Criteria for Authorization" of the most recent record are copied and displayed for the record being added.</li> <li>In order to determine whether the checkboxes in the "Selection Criteria for Authorization" list box indicated a true statement, a false statement or had not been "answered" yet, ThreeState checkboxes are used. When a check is present, the statement is true (has been selected by the user); when the checkbox is white with no check present, the statement is false (has been selected by the user); when the checkbox is solid, the statement has not yet been answered.</li> </ol>

Developer Notes
<ol style="list-style-type: none"> <li>Enable the "Select All Criteria" command button only on reauthorization activities. If the button is selected, mark all selection criteria as true.</li> <li>If "Select All Criteria" is selected by the user, all indicators of the codes in the "Selection Criteria for Authorization" list box are set to true (check is present).</li> <li>If "Select None" is selected by the user, all indicators in the "Selection Criteria for Authorization" list box are set to not answered (solid).</li> </ol>

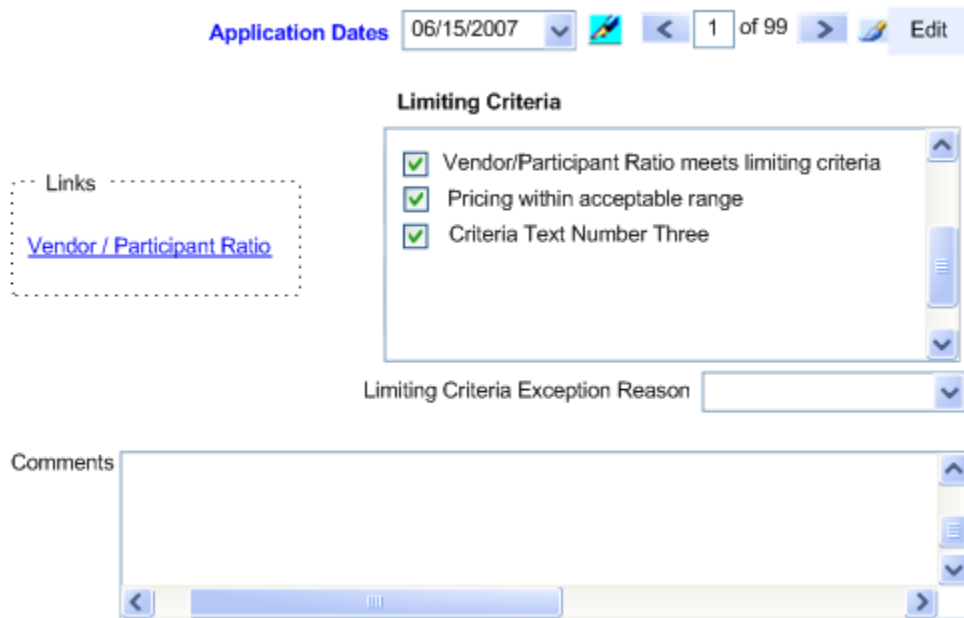
### 1.3 Limiting Criteria

The Limiting Criteria screen is used to enter, edit, or view information about the vendor that may be used to limit the number of vendors approved. This limiting takes into account specific criteria as determined by the state. The Vendor/Participant Ratio is also used to limit the number of vendors if the ratio of vendors to participants is becoming too high.

The Limiting Criteria list is state-dependent. The items listed are for illustration purposes only.

> Application > Limiting Criteria

<Vendor Header (See VM overview)>



Control	Description	
Application Dates	This is the record selector for the Application records. It contains the recorded date. The drop-down and spin control allow selection of historical Application records.	
	Type	Record Selector
	Contents	Formatted dates of "mm/dd/yyyy"
	DB Column	VendorApplication.RecordedDt
Edit	Clicking the Edit button causes fields on the screen to be enabled for update.	
	Type	Command Button
	Hot Key	Alt + T

Control	Description			
Vendor/Participant Ratio	This is a hyperlink to the Vendor/Participant Ratio Pop-up window. See the Vendor/Participant Ratio Pop-Up Window section for more information.			
	<b>Type</b>	Link		
Limiting Criteria	The Limiting Criteria checklist displays state-specific criteria used to limit the number of vendors that are approved as authorized WIC vendors. The contents of the checklist are determined by the active codes that are setup in the Code table. The checkboxes default to not answered.			
	<b>Type</b>	Checklist		
	<b>Code ID</b>	Limiting Checklist		
	This is the checkbox for marking a limit criteria code.			
	<b>Type</b>	Tri-State Checkbox		
	<b>Required</b>	No		
	<b>DB Column</b>	LimitingCriteriaChecklist.ChecklistIn		
<code text>	This is a text box to display the text of the limiting criteria code.			
	<b>Type</b>	Text Box		
	<b>Required</b>	NA		
	<b>Length</b>	NA		
	<b>Validation</b>	NA		
	<b>Display Only</b>	Yes	<b>Calculated</b>	No
	<b>DB Column</b>	LimitingCriteriaChecklist.ChecklistCd		
Limiting Criteria Exception Reason	A list box used to display a reason why an exception is given for a vendor to become authorized even if they did not meet the limiting criteria.			
	<b>Type</b>	List Box		
	<b>Required</b>	No		
	<b>DB Column</b>	VendorApplication.LimitingExceptionCd		
	<b>Code ID</b>	Limiting Exception This code element is editable but these installed values are non-editable: Do not Authorize		

Control	Description			
Comments	A free form comment text box that allows the vendor coordinator to record any additional comments needed to complete the selection criteria.			
	<b>Type</b>	Multi Line Text Box		
	<b>Required</b>	No		
	<b>Display Only</b>	No	<b>Calculated</b>	No
	<b>DB Column</b>	VendorApplication.LimitingComment		
<Last Modified By User and Date>	In the lower right-hand corner, the user and the date of the last update of any records associate with the application are displayed.			
	<b>Type</b>	Text Box		
	<b>Required</b>	No		
	<b>Length</b>	NA		
	<b>Validation</b>	Mask of 'firstname lastname mm/dd/yyyy'		
	<b>Display Only</b>	Yes	<b>Calculated</b>	No
	<b>DB Column</b>	Most recent of VendorApplication.ModifyStfpID + VendorApplication.ModifyDt SelectionCriteriaChecklist.ModifyStfpID + SelectionCriteriaChecklist.ModifyDt VendorIneligibleReason.ModifyStfpID + VendorIneligibleReason.ModifyDt LimitingCriteriaChecklist.ModifyStfpID + LimitingCriteriaChecklist.ModifyDt ApplicationMilestone.ModifyStfpID + ApplicationMilestone.ModifyDt		

Business Rules
<ol style="list-style-type: none"> <li>1. In order to determine whether the checkboxes in the "Limiting Criteria" list box indicated a true statement, a false statement or had not been "answered" yet, ThreeState checkboxes are used. When a check is present, the statement is true (has been selected by the user); when the checkbox is white with no check present, the statement is false (has been selected by the user); when the checkbox is solid, the statement has not yet been answered.</li> <li>2. When a vendor is being reauthorized, the values of the "Limiting Criteria" of the most recent record are copied and displayed for the record being added.</li> </ol>

Developer Notes
1. If at least one of the criteria is marked as "Fail" (white), the Exception Reason list box is enabled; otherwise, it remains disabled.

### 1.3.1 Vendor/Participant Ratio Pop-Up Window

The Vendor/Participant Ratio pop-up window is used to limit the number of vendors if the ratio of vendors to participants is becoming too high.

Zip Codes	Total Vendors	I	%	C	%	P	%	BF	%	NBF	%	Total Participants	Vendor: Participants
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Control	Description			
Zip Code	The next four Zip Codes to be used to calculate the Vendor/Participant Ratio.			
	Type	Text Box		
	Required	No		
	Length	5		
	Validation	Numeric and Complete		
	Display Only	No	Calculated	No
	DB Column	VendorAddress.ZipPlus4		
Total Vendors	The total number of active vendors within the entered Zip Code.			
	Type	Text Box		
	Required	NA		
	Length	3		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	NA		

Control	Description				
I	The total number of participants that are infants living within the entered Zip Code.				
	<b>Type</b>	Text Box			
	<b>Required</b>	NA			
	<b>Length</b>	5			
	<b>Validation</b>	NA			
	<b>Display Only</b>	Yes	<b>Calculated</b>	No	
	<b>DB Column</b>	NA			
% (I)	The percentage of the total participants that are infants living within the entered Zip Code.				
	<b>Type</b>	Text Box			
	<b>Required</b>	NA			
	<b>Length</b>	3			
	<b>Validation</b>	NA			
	<b>Display Only</b>	Yes	<b>Calculated</b>	Yes	
	<b>DB Column</b>	NA			
C	The total number of participants that are children living within the entered Zip Code.				
	<b>Type</b>	Text Box			
	<b>Required</b>	NA			
	<b>Length</b>	5			
	<b>Validation</b>	NA			
	<b>Display Only</b>	Yes	<b>Calculated</b>	No	
	<b>DB Column</b>	NA			
% (C)	The percentage of the total participants that are children living within the entered Zip Code.				
	<b>Type</b>	Text Box			
	<b>Required</b>	NA			
	<b>Length</b>	3			
	<b>Validation</b>	NA			
	<b>Display Only</b>	Yes	<b>Calculated</b>	Yes	
	<b>DB Column</b>	NA			

Control	Description			
P	The total number of participants that are pregnant living within the entered Zip Code.			
	Type	Text Box		
	Required	NA		
	Length	5		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	NA		
% (P)	The percentage of the total participants that are pregnant and live within the entered Zip Code.			
	Type	Text Box		
	Required	NA		
	Length	3		
	Validation	NA		
	Display Only	Yes	Calculated	Yes
	DB Column	NA		
BF	The total number of participants that are breastfeeding living within the entered Zip Code.			
	Type	Text Box		
	Required	NA		
	Length	5		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	NA		
% (BF)	The percentage of the total participants that are breastfeeding living within the entered Zip Code.			
	Type	Text Box		
	Required	NA		
	Length	3		
	Validation	NA		
	Display Only	Yes	Calculated	Yes
	DB Column	NA		

Control	Description				
NBF	The total number of participants that are not breastfeeding living within the entered Zip Code.				
	Type	Text Box			
	Required	NA			
	Length	5			
	Validation	NA			
	Display Only	Yes	Calculated	No	
	DB Column	NA			
% (NBF)	The percentage of the total participants that are not breastfeeding living within the entered Zip Code.				
	Type	Text Box			
	Required	NA			
	Length	3			
	Validation	NA			
	Display Only	Yes	Calculated	Yes	
	DB Column	NA			
Total Participants	The total number of participants that are living within the entered Zip Code.				
	Type	Text Box			
	Required	NA			
	Length	6			
	Validation	NA			
	Display Only	Yes	Calculated	No	
	DB Column	NA			
Vendor : Participants	The ratio of vendors to participants.				
	Type	Text Box			
	Required	NA			
	Length	3			
	Validation	Numeric, Mask of 99 : 999			
	Display Only	Yes	Calculated	Yes	
	DB Column	NA			
Calculate	Clicking the Calculate command button performs the calculations necessary to display the individual totals and percentages.				
	Type	Command Button			
	Hot Key	Alt + U			

Control	Description	
Clear	Clicking the Clear command button clears all values.	
	<b>Type</b>	Command Button
	<b>Hot Key</b>	Alt + L
Close	Clicking the Close command button closes the pop-up window.	
	<b>Type</b>	Command Button
	<b>Hot Key</b>	Alt + C

Business Rules
<ol style="list-style-type: none"> <li>1. Only active vendors are used in the calculation for Total Vendors.</li> <li>2. Participants are defined as those participants that have an Active WIC status with a home address within the Zip Code entered.</li> <li>3. The ZIP Code of the Vendor's physical address is used when determining the number of active vendors in a given ZIP code.</li> <li>4. The Vendor : Participant ratio is computed as Vendor = Total Vendors / Total Vendors and Participant = (Total Participants / Total Vendors) rounded.</li> </ol>




Developer Notes
<ol style="list-style-type: none"> <li>1. % (I) is the number of infants divided by the total number of participants living in the Zip Code entered.</li> <li>2. % (C) is the number of children divided by the total number of participants living in the Zip Code entered.</li> <li>3. % (P) is the number of pregnant participants divided by the total number of participants living in the Zip Code entered.</li> <li>4. % (BF) is the number of breastfeeding participants divided by the total number of participants living in the Zip Code entered.</li> <li>5. % (NBF) is the number of non-breastfeeding participants divided by the total number of participants living in the Zip Code entered.</li> <li>6. Vendor : Participants is the ratio between vendors and participants (1 : 500 for example).</li> </ol>



## 1.4 Milestones

The Milestones screen is used to enter, edit, or view information about the milestone activities and dates that the vendor coordinator tracks in the process of authorizing a vendor. The milestones are customizable by state. The vendor coordinator sets the appropriate date for the milestone to be completed and then updates the milestone to include the actual completion date. Additionally, an alert me indicator is available to allow the milestone to be displayed on the Date Alerts screen to aid the vendor coordinator in managing vendor authorizations.

> Application > Milestones

<Vendor Header (See VM overview) >

Application Dates 06/15/2007   < 1 of 99 >  Edit

Milestone				
	Name	Scheduled Completion Date	Actual Completion Date	Alert Me
>	Price Survey Returned	07/12/2007 		<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Control	Description
Application Dates	This is the record selector for the Application records. It contains the recorded date. The drop-down and spin control allow selection of historical Application records.
<b>Type</b>	Record Selector
<b>Contents</b>	Formatted dates of "mm/dd/yyyy"
<b>DB Column</b>	VendorApplication.RecordedDt
Edit	Clicking the Edit button causes fields on the screen to be enabled for update.
<b>Type</b>	Command Button
<b>Hot Key</b>	Alt + T
Milestone	The Milestone grid is a collection of activities with corresponding dates that the state specifies that a vendor must perform to become authorized as a WIC vendor.
<b>Type</b>	Data Grid
<b>Display</b>	Yes
Name	The name of the Milestone. All available milestones are displayed. This data comes from a support table and is customized by the state.
<b>Type</b>	Text Box
<b>Required</b>	NA
<b>DB Column</b>	ApplicationMilestone.MilestoneCd
<b>Code ID</b>	Authorization Milestone

Control	Description			
Scheduled Completion Date	This date is the scheduled completion date for the milestone.			
	<b>Type</b>	Date Picker		
	<b>Required</b>	No		
	<b>Display Only</b>	No	<b>Calculated</b>	No
	<b>DB Column</b>	ApplicationMilestone.DueDt		
Actual Completion Date	This date is the actual completion date for the milestone.			
	<b>Type</b>	Date Picker		
	<b>Required</b>	No		
	<b>Display Only</b>	No	<b>Calculated</b>	No
	<b>DB Column</b>	ApplicationMilestone.ActualDt		
Alert Me	The alert me indicator is used to mark the milestone for inclusion on the alert panel. When checked, the milestone event is displayed in the Information Panel under the Alert Information Tab until the milestone has an Actual Completion Date or the Alert Me checkbox is unchecked.			
	<b>Type</b>	Check Box		
	<b>Display Only</b>	No	<b>Calculated</b>	No
	<b>DB Column</b>	ApplicationMilestone.TicklerIn		

Control	Description			
<Last Modified By User and Date>	In the lower right-hand corner, the user and the date of the last update of any records associate with the application are displayed.			
	<b>Type</b>	Text Box		
	<b>Required</b>	No		
	<b>Length</b>	NA		
	<b>Validation</b>	Mask of 'firstname lastname mm/dd/yyyy'		
	<b>Display Only</b>	Yes	<b>Calculated</b>	No
	<b>DB Column</b>	Most recent of VendorApplication.ModifyStfpID + VendorApplication.ModifyDt SelectionCriteriaChecklist.ModifyStfpID + SelectionCriteriaChecklist.ModifyDt VendorIneligibleReason.ModifyStfpID + VendorIneligibleReason.ModifyDt LimitingCriteriaChecklist.ModifyStfpID + LimitingCriteriaChecklist.ModifyDt ApplicationMilestone.ModifyStfpID + ApplicationMilestone.ModifyDt		

Business Rules
1. The Alert Me indicator remains on until the Alert Me is deselected or the Actual Completion Date is entered.

Developer Notes
1. When the Actual Completed Date is entered, set the ApplicationMilestone.TicklerIn to false. 2. When a vendor is being reauthorized, a new Milestones record is added. The Milestones grid is populated with active milestones and the Scheduled and Actual Completion Dates are blank.