

APPENDIX C - SYSTEM DEFINED BUSINESS RULES.....2

C.1 END OF DAY - IMPORT FOOD INSTRUMENT FILE2

C.2 END OF DAY - EXPORT FOOD INSTRUMENT ITEM FILE.....3

C.3 END OF DAY - EXPORT FOOD INSTRUMENT TYPE FILE4

C.4 END OF DAY - IMPORT ISSUANCE FILE.....5

C.5 END OF DAY - EXPORT VENDOR FILE6

C.6 END OF DAY - IMPORT VENDOR SURVEY FILE.....7

C.7 END OF DAY - PROCESS 3 MONTH ROLLING AVERAGE FOR PEER GROUP PRICING.....8

C.8 END OF DAY – ARCHIVE INACTIVE PARTICIPANTS10

C.9 END OF DAY – SEND AND RECEIVE EXTERNAL FILES VIA FTP11

C.10 END OF MONTH PROCESSES.....12

C.11 REPORT HEADING14

C.12 DISPLAY IMMUNIZATION STATUS15

C.13 DOSE DUE INFORMATION SOURCE16

C.14 STATE OFFICE – FULL CASELOAD FUNCTIONALITY17

C.15 CENTRAL ADMINISTRATIVE SITE APPLICATION18

C.16 FINANCIAL MANAGEMENT APPLICATION19

C.17 CLINIC APPLICATION20

C.18 STATE OFFICE APPLICATION.....21

C.19 SYSTEM ADMINISTRATION APPLICATION.....22

C.20 VENDOR MANAGEMENT APPLICATION23

C.21 SATELLITE SERVERS24

C.22 STATE OFFICE – PC20XX FILE25

C.23 SYSTEM ADMINISTRATION FUNCTIONS.....26

C.24 REFERENCE UTILITY FUNCTIONS27

C.25 COPY INCOME CONTACT DATA28

Appendix C - System Defined Business Rules

C.1 End of Day - Import Food Instrument File

The Food Instrument import file contains WIC and/or Farmers Market food instrument issuance data in an XML format.

This business rule allows SPIRIT to indicate that the End of Day Process will automatically import the Food Instrument data file.

SPIRIT is implementing the Vendor, and WIC systems with the exact same food instrument issuance information. The issuance information will be automatically synchronized among the three programs without the need for a Food Instrument data file. Therefore this business rule will be set to No (N) for SPIRIT.

Business Rule: End of Day – Import Food Instrument File
(EOD_FOODINSTRUMENTIMPORT)

DFDD Section: Application Administration, Chapter 03 - End of Day Processes

Values Allowed

Value	Result
Y	Automatically import the Food Instrument file during the End of Day process
N	Do not import the Food Instrument file during the End of Day process

Current State Values

State	Value
SPIRIT	N

C.2 End of Day - Export Food Instrument Item File

The Food Instrument Item export file contains all of the food items that are defined in the Vendor system. This file allows an external system to synchronize its list of available food instrument items with the items in SPIRIT system.

This business rule allows SPIRIT to indicate that the End of Day Process will automatically export the Food Instrument Item data file.

SPIRIT is implementing the Vendor and WIC systems with the exact same food instrument item information. The food instrument item information will be automatically synchronized among the three programs without the need for a Food Instrument Item data file. Therefore this business rule will be set to No (N) for SPIRIT.

Business Rule: End of Day - Export Food Instrument Item File
(EOD_FOODITEMSFILEEXPORT)

DFDD Section: Application Administration, Chapter 03 - End of Day Processes

Values Allowed

Value	Result
Y	Automatically export the Food Instrument Item file during the End of Day process
N	Do not automatically export the Food Instrument Item file during the End of Day process

Current State Values

State	Value
SPIRIT	N

C.3 End of Day - Export Food Instrument Type File

The Food Instrument Type export file contains all of the food instrument types that have been defined in the Vendor system. This file allows an external system to synchronize its list of available food instrument types with the types in SPIRIT system.

This business rule allows SPIRIT to indicate that the End of Day Process will automatically export the Food Instrument Type data file.

SPIRIT is implementing the Vendor and WIC systems with the exact same food instrument type information. The list of available food instrument types will be automatically synchronized among the three programs without the need for a Food Instrument Type data file. Therefore this business rule will be set to No (N) for SPIRIT.

Business Rule: End of Day - Export Food Instrument Type File
(EOD_FOODINSTTYPEFILEEXPORT)

DFDD Section: Application Administration, Chapter 03 - End of Day Processes

Values Allowed

Value	Result
Y	Automatically export the Food Instrument Type file during the End of Day process
N	Do not export the Food Instrument Type file during the End of Day process

Current State Values

State	Value
SPIRIT	N

C.4 End of Day - Import Issuance File

The Issuance import file contains WIC and/or Farmers Market food instrument issuance data in a flat record format.

This business rule allows SPIRIT to indicate that the End of Day Process will automatically import the Issuance data file.

SPIRIT is implementing the Vendor and WIC systems with the exact same food instrument issuance information. The issuance information will be automatically synchronized among the three programs without the need for an Issuance data file. Therefore this business rule will be set to No (N) for SPIRIT.

Business Rule: End of Day - Import Issuance File (EOD_ISSUANCEFILEIMPORT)

DFDD Section: Application Administration, Chapter 03 - End of Day Processes

Values Allowed

Value	Result
Y	Automatically import the Issuance File during the End of Day process
N	Do not import the Issuance File during the End of Day process

Current State Values

State	Value
SPIRIT	N

C.5 End of Day - Export Vendor File

The Vendor export file contains all of the Vendors that are defined in the Vendor system. This file allows an external system to synchronize its list of Vendors with the items in SPIRIT system.

This business rule allows SPIRIT to indicate that the End of Day Process will automatically export the Vendor data file.

SPIRIT is implementing the Vendor system, which will maintain the Vendors for the WIC programs. There is no external Vendor management system. Therefore this business rule will be set to No (N) for SPIRIT.

Business Rule: End of Day - Export Vendor File (EOD_VENDORFILEEXPORT)

DFDD Section: Application Administration, Chapter 03 - End of Day Processes

Values Allowed

Value	Result
Y	Automatically export the Vendor file during the End of Day process
N	Do not automatically export the Vendor file during the End of Day process

Current State Values

State	Value
SPIRIT	N

C.6 End of Day - Import Vendor Survey File

The End of Day process can import Vendor Price Survey information from a file created by an external system. This process can be used in place of the Price Survey functionality that is built into the Vendor Management application.

This business rule allows SPIRIT to indicate that the End of Day Process will automatically import the Vendor Price Survey data file.

SPIRIT has decided to use the Price Survey functionality that is built into the Vendor Management application. Therefore this business rule will be set to No (N) for SPIRIT.

Business Rule: End of Day - Import Vendor Survey File
(EOD_VENDORSURVEYFILEIMPORT)

DFDD Section: Application Administration, Chapter 03 - End of Day Processes

Values Allowed

Value	Result
Y	Automatically import the Vendor Survey File during the End of Day process
N	Do not import the Vendor Survey File during the End of Day process

Current State Values

State	Value
SPIRIT	N

C.7 End of Day - Process 3 Month Rolling Average for Peer Group Pricing

The End of Day process can automatically recalculate the peer group average and maximum prices every 2 weeks based upon actual redemption to obtain a 3-month (12 week) rolling average for the peer group food instrument type or food item.

This business rule allows SPIRIT to indicate that the End of Day Process should automatically recalculate the peer group average and maximum prices as described above.

Business Rule: End of Day - Process 3 Month Rolling Average for Peer Group Pricing (EOD_3MONTHROLLINGAVG)

DFDD Section: Application Administration, Chapter 03 - End of Day Processes

Values Allowed

Value	Result
Y	Automatically recalculate the peer group average and maximum prices
N	Do not recalculate the peer group average and maximum prices

Current State Values

State	Value
SPIRIT	Y

The calculation for the 3-month rolling average can be adjusted by indicating how many standard deviations the system should apply to the mean. The VNDR_3MONTH_ROLLING_AVG_NBR_STD_DEVIATIONS business rule allows SPIRIT to indicate how many standard deviations to use.

Values Allowed

Value	Result
1 – 9	Number of standard deviations to apply to the mean

Current State Values

State	Value
SPIRIT	2

The calculation for the 3-month rolling average can also be adjusted by indicating whether a biased or unbiased method should be used to calculate the standard deviation. The VNDR_3MONTH_ROLLING_AVG_VARIANCE_METHOD business rule allows SPIRIT to indicate which method to use.

Values Allowed

Value	Result
B	Apply the Biased method
U	Apply the Unbiased method

Current State Values

State	Value
SPIRIT	U

C.8 End of Day – Archive Inactive Participants

The End of Day process can automatically archive participants who have not received WIC services for a period of time. These participants are not deleted from the system. Instead they are transferred into agency 88 which acts as a holding area until the participant returns to WIC.

This business rule allows SPIRIT to indicate that the End of Day Process should automatically archive participants as described above.

Business Rule: End of Day - Archive Inactive Participants
(EOD_PROCESSADJUSTMENTSHIDES)

DFDD Section: Application Administration, Chapter 03 - End of Day Processes

Values Allowed

Value	Result
Y	Automatically archive inactive participants
N	Do not archive inactive participants

Current State Values

State	Value
SPIRIT	Y

C.9 End of Day – Send and Receive External Files via FTP

When the WIC system is hosted on multiple hardware platforms (e.g. Indiana), the End of Day process can automatically send files to a back-end computer system using FTP. The End of Day process can also receive files from that system.

This business rule allows SPIRIT to indicate that their system is hosted on multiple hardware platforms and the End of Day process will use FTP to transfer files between the different platforms.

The SPIRIT system will be hosted on a single hardware platform. Therefore this business rule will be set to No (N) for SPIRIT.

Business Rules: End of Day – Send and Receive External Files via FTP
(EOD_SENDRCEIVEEXTERNALFILES)

DFDD Section: Application Administration, Chapter 03 - End of Day Processes

Values Allowed

Value	Result
Y	End of Day uses FTP to transfer files between the different hardware platforms
N	End of Day does not transfer files using FTP

Current State Values

State	Value
SPIRIT	N

C.10 End of Month Processes

The End of Month Processes function allows the user to run processes necessary to close end of month data and generate required data for end of month reporting. This application also allows the user to generate reports during the End of Month Processes.

The business rules listed below allow SPIRIT to enable each listed End of Month process. The name of the business rule reflects the End of Month process.

DFDD Section: Application Administration, Chapter 04 - End of Month Processes

Values Allowed

Value	Result
Y	Enable End of Month process.
N	Disable End of Month process.

Each business rule will be set to the listed value for SPIRIT:

Business Rule	SPIRIT
Produce Caseload Count summary tables (MONTHEND_INCL_CASELOADCOUNTS)	Y
Produce Financial reports (MONTHEND_INCL_FINANCIAL_RPTS)	Y
Produce High Risk Reports (MONTHEND_INCL_HIGHRISK_RPTS)	Y
Include Bank Reconciliation Processing (MONTHEND_INCL_BANK_RECON)	Y
Include Caseload Projection processing (MONTHEND_INCL_CASELOADPROJECTION_TBL)	Y
Create Caseload Unduplicated tables (MONTHEND_INCL_CASELOADUNDUP_TBLS)	Y
Produce Caseload reports (MONTHEND_INCL_CASELOAD_RPTS)	Y
Produce CDC files (MONTHEND_INCL_CDC_FILES)	Y
Include Dual Enrollment processing (MONTHEND_INCL_DUALENROLLMENT_TBLS)	Y
Produce Enrollment Reports (MONTHEND_INCL_ENROLLMENT_RPTS)	Y

Business Rule	SPIRIT
Produce Food Instrument Reports (MONTHEND_INCL_FOODINSTRUMENT_RPTS)	Y
Create High Risk data (MONTHEND_INCL_HIGHRISK_DATA)	Y
Produce Nutrition Reports (MONTHEND_INCL_NUTRITION_RPTS)	Y
Produce Operation Reports (MONTHEND_INCL_OPERATION_RPTS)	Y
Produce Caseload Reports (MONTHEND_INCL_OPT_CASELOAD_RPTS)	Y
Produce Enrollment Reports (MONTHEND_INCL_OPT_ENROLLMENT_RPTS)	Y
Produce Food Instrument Reports (MONTHEND_INCL_OPT_FOODINSTRUMENT_RPTS)	Y
Produce Nutrition Reports (MONTHEND_INCL_OPT_NUTRITION_RPTS)	Y
Produce Operation Reports (MONTHEND_INCL_OPT_OPERATION_RPTS)	Y
Produce Vendor Reports (MONTHEND_INCL_OPT_VENDOR_RPTS)	Y
Create Participant Formula table (MONTHEND_INCL_PARTICIPANTFORMULA_TBL)	Y
Create Redemption Reconciliation table (MONTHEND_INCL_REDEMPRECON_TBL)	Y

C.11 Report Heading

This business rule allows SPIRIT to indicate the text that should print in the page heading of all reports.

This business rule will be set to the Report Heading description for each Tribal Agency for SPIRIT.

Business Rule: Report Heading (REPORTHEADING)

DFDD Section: All sections relating to reports.

Current State Values

State	Value
SPIRIT	

C.12 Display Immunization Status

The Clinic application provides an optional feature to display the immunization status of the participant when their immunization history is received electronically from an immunization registry source outside of the WIC system.

This business rule allows SPIRIT to indicate whether their system will receive the immunization status of the participant from an immunization registry source outside of the WIC system.

SPIRIT will not be receiving immunization history from an immunization registry source outside of the WIC system, therefore this business rule will be set to No (N) for SPIRIT.

Business Rule: Display Immunization Status (DISPLAYIMSTATUS)

DFDD Section: Common Interface Panels, Chapter I - Immunizations

Values Allowed

Value	Result
Y	Display immunization status from immunization registry
N	Do not display immunization status

Current State Values

State	Value
SPIRIT	N

C.13 Dose Due Information Source

The Clinic application provides a feature to display the future immunization doses that are due for the participant. The source of this future immunization dose information can be an immunization algorithm component that is installed with the Clinic application, or from an immunization registry source outside of the WIC system. The Clinic application will not display future immunization dose information if neither option is available.

SPIRIT will not be receiving immunization history from an immunization registry source outside of the WIC system, therefore this business rule will be set to Algorithm (A) for SPIRIT. When the Clinic application cannot locate the immunization algorithm component, it will not display future immunization dose information.

Business Rule: Dose Due Information Source (DOSEDUESOURCE)

DFDD Section: Common Interface Panels, Chapter I - Immunizations

Values Allowed

Value	Result
A	Use immunization algorithm component for future immunization dose information
R	Retrieve future immunization dose information from immunization registry source

Current State Values

State	Value
SPIRIT	A

C.14 State Office – Full Caseload Functionality

The caseload functions in the WIC State Office application include Estimated Eligibles, High Risk Goals, Quadrant Caseload, Assigned Caseload and Participation reports.

This business rule allows SPIRIT to indicate that all of the Caseload functions will be available in the WIC State Office application, or the Assigned Caseload and Participation reports will not be available.

Because SPIRIT will be using all of the Caseload functions in the WIC State Office application, this business rule will be set to Yes (Y) for SPIRIT.

Business Rule: State Office – Full Caseload Functionality (FULLCASELOAD)

DFDD Section: State Office, Chapter 12 – Caseload Management

Values Allowed

Value	Result
Y	All Caseload functions are available in the State Office application
N	Assigned Caseload and Participation reports are not available in the State Office application

Current State Values

State	Value
SPIRIT	Y

C.15 Central Administrative Site Application

This business rule allows SPIRIT to indicate that the Central Processing Site data is available in the database. The value of this business rule determines which functions are available in the Report Generator application.

Because the Central Processing Site data will be available in SPIRIT database, this business rule will be set to Yes (Y) for SPIRIT.

Business Rule: Central Site Application (HAS_CAS)

DFDD Section: N/A

Values Allowed

Value	Result
Y	Central Site Application is available
N	Central Site Application is not available

Current State Values

State	Value
SPIRIT	Y

C.16 Financial Management Application

This business rule allows SPIRIT to indicate that the Financial Management application will be used. The value of this business rule determines which functions are available in the Report Generator application.

Because SPIRIT will be using the Financial Management application for their WIC program, this business rule will be set to Yes (Y) for SPIRIT.

Business Rule: Financial Management Application (HAS_FISCAL)

DFDD Section: Financial, all chapters

Values Allowed

Value	Result
Y	Financial Application is available
N	Financial Application is not available

Current State Values

State	Value
SPIRIT	Y

C.17 Clinic Application

This business rule allows SPIRIT to indicate that the WIC Clinic application will be used. The value of this business rule determines which functions are available in the Report Generator application.

Because SPIRIT will be using the WIC Clinic application, this business rule will be set to Yes (Y) for SPIRIT.

Business Rule: Clinic Application (HAS_SERVICE_SITE)

DFDD Section: Clinic, all chapters

Values Allowed

Value	Result
Y	Clinic Application is available
N	Clinic Application is not available

Current State Values

State	Value
SPIRIT	Y

C.18 State Office Application

This business rule allows SPIRIT to indicate that the WIC State Office application will be used. The value of this business rule determines which functions are available in the Report Generator application.

Because SPIRIT will be using the WIC State Office application, this business rule will be set to Yes (Y) for SPIRIT.

Business Rule: State Office Application (HAS_STATE_OFFICE)

DFDD Section: State Office, all chapters

Values Allowed

Value	Result
Y	State Office Application is available
N	State Office Application is not available

Current State Values

State	Value
SPIRIT	Y

C.19 System Administration Application

This business rule allows SPIRIT to indicate that the WIC System Administration application will be used. The value of this business rule determines which functions are available in the Report Generator application.

Because SPIRIT will be using the WIC System Administration application, this business rule will be set to Yes (Y) for SPIRIT.

Business Rule: System Administration Application (HAS_SYS_ADMIN)

DFDD Section: Application Administration, Chapter 01 - System Administration

Values Allowed

Value	Result
Y	System Administration Application is available
N	System Administration Application is not available

Current State Values

State	Value
SPIRIT	Y

C.20 Vendor Management Application

This business rule allows SPIRIT to indicate that the Vendor Management application will be used. The value of this business rule determines which functions are available in the Report Generator application.

Because SPIRIT will be using the Vendor Management application, this business rule will be set to Yes (Y) for SPIRIT.

Business Rule: Vendor Application (HAS_VENDOR)

DFDD Section: Vendor, all chapters

Values Allowed

Value	Result
Y	Vendor Application is available
N	Vendor Application is not available

Current State Values

State	Value
SPIRIT	Y

C.21 Satellite Servers

The System Administration application provides optional features that allow the clinic to copy participant data to a portable “satellite server” and service participants outside of the WIC clinic site. When the satellite server is returned to the clinic site the modified participant information is merged into the database through a check in process.

This business rule allows SPIRIT to indicate that the tribal agency will use satellite servers to provide WIC services at remote locations.

Business Rule: Satellite Servers (SATELLITESERVERMODE)

DFDD Section: Application Administration, Chapter 01 - System Administration

Values Allowed

Value	Result
Y	Enable satellite server functionality
N	Disable satellite server functionality

Current State Values

State	Value
SPIRIT	

C.22 State Office – PC20xx File

This business rule allows SPIRIT to indicate that the function that creates the PC20xx file for delivery to the USDA will be available in the State Office application.

Because the USDA requires the PC20xx file from the WIC program, this business rule will be set to Yes (Y) for SPIRIT.

Business Rule: State Office Application - PC20xx file (SO_RPT_PC20xx)

DFDD Section: State Office, Chapter 09 - System Outputs

Values Allowed

Value	Result
Y	State Office Application produces the PC20xx report
N	State Office Application does not produces the PC20xx report

Current State Values

State	Value
SPIRIT	Y

C.23 System Administration Functions

The System Administration functions allow the user to modify the database settings for the Vendor Management applications and its users. These functions also allow the user to manage the modules that support the Vendor Management applications. The database settings and modules are critical to the support of the Vendor Management applications.

The business rules listed below allow SPIRIT to enable each listed feature. The name of the business rule reflects the dialog of the System Administration application that supports the function.

DFDD Section: Application Administration, Chapter 01 - System Administration

Values Allowed

Value	Result
Y	Enable System Administration function
N	Disable System Administration function

The business rule will be set to the listed value for SPIRIT:

Business Rule	SPIRIT
Action Dates (VENDOR_ACTION_DATES)	Y
Corporate Parents (REF_UTILITY_CORP_PARENTS)	Y
Food Instrument Types (VENDOR_FI_TYPES)	Y
Maintain Grocery Wholesalers (REF_UTILITY_MNTN_GROCERY_WHLSLR)	Y
Maintain Owners (REF_UTILITY_OWNERS)	Y
Maintain Licensed Formula Wholesalers (FORMULAWHOLESALERSENABLED)	Y

C.24 Reference Utility Functions

The Reference Utility functions allow the user to modify information in the reference database tables. The options and information that is available in the WIC applications are dependent upon the reference database tables.

The business rules listed below allow SPIRIT to enable each listed feature. The name of the business rule reflects the dialog of the Reference Utility that supports the function.

DFDD Section: Application Administration, Chapter 09 - Reference Utility

Values Allowed

Value	Result
Y	Enable Reference Database Utility function
N	Disable Reference Database Utility function

The business rule will be set to the listed value for SPIRIT per the reason described in the SPIRIT Reason column:

Business Rule	SPIRIT
Default Food Packages (REF_DB_DFLT_FD_PCKG)	Y
Update Default Food Package (REF_DB_DFLT_FD_UPDTE_PCKG)	Y
Update Default Food Package Item (REF_DB_DFLT_FD_UPDTE_PCKG_ITEM)	Y
Formula Food Items (REF_DB_FRMLA_ITMS)	Y
Formula Food Item Records (REF_DB_FRMLA_FD_ITM)	Y
Formula Packages (REF_DB_FRMLA_PCKG)	Y
Income Eligibility Amount (REF_DB_INCME_ELGBLTY_AMNT)	Y
Individual Education Topics (REF_DB_INDVDL_ED_TOPIC)	Y
Machines (REF_DB_MCHN_WND)	Y
Risk Factor (REF_DB_RSK_FCT)	Y
State Use Captions (REF_DB_ST_USE_CAP)	Y

C.25 Copy Income Contact Data

The WIC Clinic application allows income contact information to be copied from one participant in a household to other participants in the same household.

This business rule allows SPIRIT to automatically copy the most current income contact record for a participant to all other participants in the same household that have an Income Contact Date equal to the current system date. For participants in the same household that do not have an Income Contact record equal to the current system date, the system will create a new record with the selected members Income Contact information for the current system date.

Business Rule: Copy Income Contact Data(CopyIncomeContact)

DFDD Section: Common Interface Panels, Chapter D - Income Calculator

Values Allowed

Value	Result
Y	Enable the automatic copy of Income Contact data
N	Disable the automatic copy of Income Contact data

Current Values

State	Value
SPIRIT	Y