

13. SYSTEM OUTPUTS.....	2
13.1 GENERATE REPORTS.....	2
13.2 GENERATE DELAYED BLOOD WORK DETAIL REPORT.....	10
13.3 DELAYED BLOOD WORK REPORT (OUTPUT) CLN001.....	13
13.4 GENERATE CERTIFICATION DUE SUMMARY REPORT.....	16
13.5 CERTIFICATION DUE SUMMARY REPORT (OUTPUT) CLN002.....	20
13.6 GENERATE REFERRALS REPORT.....	24
13.7 REFERRALS REPORT (OUTPUT) CLN003.....	28
13.8 GENERATE CLIENT SUMMARY BY SERVICE TYPE REPORT.....	32
13.9 CLIENT SUMMARY BY SERVICE TYPE (OUTPUT) CLN004.....	35
13.10 GENERATE SPECIAL FORMULA PRESCRIPTION EXPIRATION DATE REPORT.....	42
13.11 SPECIAL FORMULA PRESCRIPTION EXPIRATION DATE REPORT (OUTPUT) CLN005.....	46
13.12 GENERATE CHECK PICKUP/LETTERS REPORT.....	50
13.13 CHECK PICKUP LETTER (OUTPUT).....	56
13.14 CHECK PICKUP REPORT (OUTPUT) CLN006.....	63
13.15 ADDRESS LABELS FOR CHECK PICKUP LETTERS (OUTPUT).....	68
13.16 GENERATE PENDING CERTIFICATIONS REPORT.....	72
13.17 PENDING CERTIFICATIONS REPORT (OUTPUT) CLN007.....	75
13.18 GENERATE LABELS.....	83
13.19 GENERATE ADDRESS LABELS FOR SELECTED CLIENTS.....	85
13.20 ADDRESS LABELS FOR SELECTED CLIENTS (OUTPUT).....	89
13.21 GENERATE INITIAL CERTIFICATION PROCESSING STANDARDS REPORT.....	92
13.22 INITIAL CERTIFICATION PROCESSING STANDARDS REPORT (OUTPUT) CLN028.....	95
13.23 GENERATE DOCUMENTS.....	101
13.24 GENERATE NON-PARTICIPATION REMINDER NOTICES.....	105
13.25 ADDRESS LABELS FOR NON-PARTICIPATION REMINDERS (OUTPUT).....	113
13.26 NON-PARTICIPATION REMINDER NOTICES DOCUMENT (OUTPUT).....	116
13.27 GENERATE OFFICIAL NOTIFICATIONS.....	123
13.28 ADDRESS LABELS FOR OFFICIAL NOTIFICATIONS (OUTPUT).....	131
13.29 OFFICIAL NOTIFICATION DOCUMENT (OUTPUT).....	134
13.30 GENERATE INELIGIBILITY NOTICES.....	147
13.31 ADDRESS LABELS FOR INELIGIBILITY NOTICES (OUTPUT).....	154
13.32 MULTI-PURPOSE AFFIDAVIT.....	157
13.33 MULTI-PURPOSE AFFIDAVIT FORM (OUTPUT).....	159
13.34 ALTERNATE AUTHORIZED REPRESENTATIVE FORM.....	160
13.35 ALTERNATE AUTHORIZED REPRESENTATIVE FORM (OUTPUT).....	163
13.36 PROXY FORM.....	165
13.37 PROXY FORM (OUTPUT).....	167
13.38 PRESCRIPTION FORMULA REQUEST.....	169
13.39 PRESCRIPTION FORMULA REQUEST (OUTPUT).....	171

13. System Outputs

This functionality of the Clinic application allows the user to generate reports, address labels, documents, and blank forms on demand. These system outputs are printed on the Other Output Printer defined for the workstation.

13.1 Generate Reports

The Generate Reports dialog allows the user to select which report to generate. It is invoked when the user selects the Reports sub-menu item from the System Outputs menu located on the Participant List dialog.

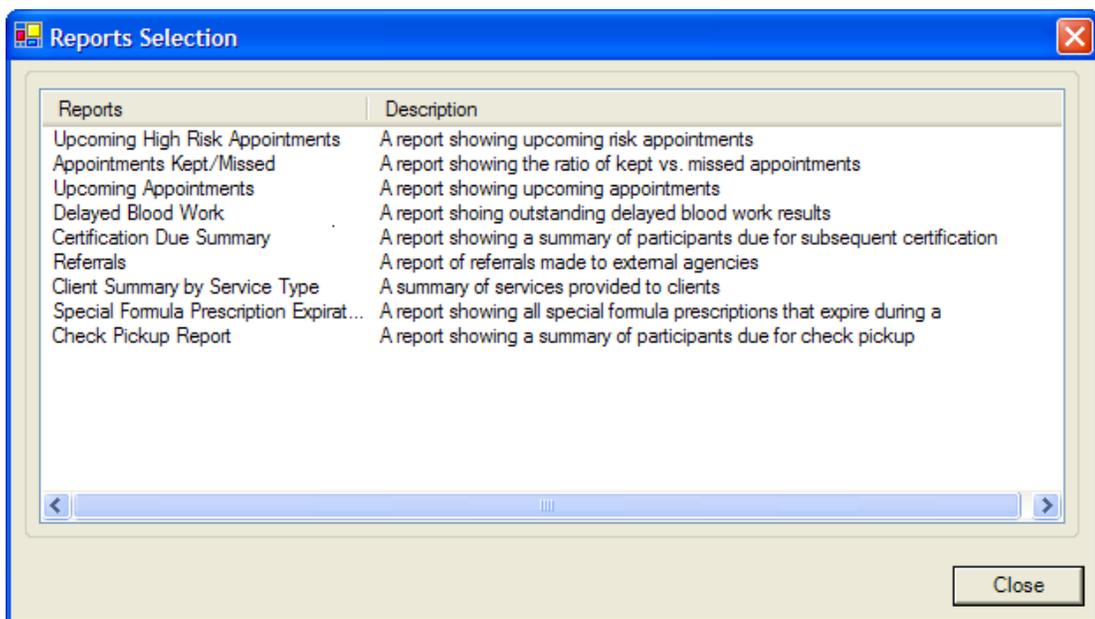


Figure 1 - Generate Reports Dialog

13.1.1 Controls

This section describes the behavior of the controls on the Generate Reports dialog.

13.1.1.1 Reports Display List

This control allows the user to generate reports available in the Clinic application. The display list will be enabled when the Generate Reports dialog is active. It will be filled with entries for all available reports. The list is read-only. Each entry displays as a small icon and a text label that displays to the right of the icon in the Report column. Additional information is provided for each entry in the Description column. There are no options for re-sorting the list. The user may make a single selection. Double-clicking a list item will invoke the generate panel for the selected report.

13.1.1.1.1 Appointments Kept/Missed List Item

The list item will be enabled when the Generate Reports dialog is active. It does not have a mnemonic or a caption.

13.1.1.1.2 Breastfeeding Item Inventory List Item

The list item will be enabled when the Generate Reports dialog is active. It does not have a mnemonic or a caption.

13.1.1.1.3 Breastfeeding Peer Counselor Activity List Item

The list item will be enabled when the Generate Reports dialog is active. It does not have a mnemonic or a caption.

13.1.1.1.4 Breastfeeding Peer Counselor Contact Summary List Item

The list item will be enabled when the Generate Reports dialog is active. It does not have a mnemonic or a caption.

13.1.1.1.5 Breastfeeding Peer Counselor Contacts List Item

The list item will be enabled when the Generate Reports dialog is active. It does not have a mnemonic or a caption.

13.1.1.1.6 Breastfeeding Supplies Issuance List Item

The list item will be enabled when the Generate Reports dialog is active. It does not have a mnemonic or a caption.

13.1.1.1.7 Breastfeeding Women Pending Peer Counselor Contact List Item

The list item will be enabled when the Generate Reports dialog is active. It does not have a mnemonic or a caption.

13.1.1.1.8 Breastpump Inventory List Item

The list item will be enabled when the Generate Reports dialog is active. It does not have a mnemonic or a caption.

13.1.1.1.9 Breastpump Issuance List Item

The list item will be enabled when the Generate Reports dialog is active. It does not have a mnemonic or a caption.

13.1.1.1.10 Breastpump Issuance to Breastfeeding Counselors List Item

The list item will be enabled when the Generate Reports dialog is active. It does not have a mnemonic or a caption.

13.1.1.1.11 Breastpumps Returned to Manufacturer List Item

The list item will be enabled when the Generate Reports dialog is active. It does not have a mnemonic or a caption.

13.1.1.1.12 Certification Due Summary List Item

The list item will be enabled when the Generate Reports dialog is active. It does not have a mnemonic or a caption.

13.1.1.1.13 Check Pickup Report List Item

The list item will be enabled when the Generate Reports dialog is active. It does not have a mnemonic or a caption.

13.1.1.1.14 Class Attendance Report List Item

The list item will be enabled when the Generate Reports dialog is active. It does not have a mnemonic or a caption.

13.1.1.1.15 Client Summary by Service Type List Item

The list item will be enabled when the Generate Reports dialog is active. It does not have a mnemonic or a caption.

13.1.1.1.16 Delayed Blood Work List Item

The list item will be enabled when the Generate Reports dialog is active. It does not have a mnemonic or a caption.

13.1.1.1.17 Group Class Roster Report List Item

The list item will be enabled when the Generate Reports dialog is active. It does not have a mnemonic or a caption.

13.1.1.1.18 Initial Certification Processing Standards Report List Item

The list item will be enabled when the Generate Reports dialog is active. It does not have a mnemonic or a caption.

13.1.1.1.19 No Show Report List Item

The list item will be enabled when the Generate Reports dialog is active. It does not have a mnemonic or a caption.

13.1.1.1.20 Pending Certifications List Item

The list item will be enabled when the Generate Reports dialog is active. It does not have a mnemonic or a caption.

13.1.1.1.21 Prenatal Pending Peer Counselor Contact List Item

The list item will be enabled when the Generate Reports dialog is active. It does not have a mnemonic or a caption.

13.1.1.1.22 Referrals List Item

The list item will be enabled when the Generate Reports dialog is active. It does not have a mnemonic or a caption.

13.1.1.1.23 Special Formula Prescription Expiration Date List Item

The list item will be enabled when the Generate Reports dialog is active. It does not have a mnemonic or a caption.

13.1.1.1.24 Upcoming Appointments List Item

The list item will be enabled when the Generate Reports dialog is active. It does not have a mnemonic or a caption.

13.1.1.1.25 Upcoming High Risk Appointments List Item

The list item will be enabled when the Generate Reports dialog is active. It does not have a mnemonic or a caption.

13.1.1.2 *Close Button*

This control allows the user to exit the Generate Reports dialog. The Close button will be enabled when the Generate Reports dialog is active. Characteristics for the Close button are defined in *Consistencies*.

13.1.2 Processes

This section describes the processes that take place as a result of selecting a list item on the Generate Reports dialog.

13.1.2.1 Appointments Kept/Missed

Upon selection of the Appointments Kept/Missed list item, the system will invoke the Generate Kept vs. Missed Appointments Report dialog described in Chapter 08 – Appointment Scheduling.

13.1.2.2 Breastfeeding Item Inventory

Upon selection of the Breastfeeding Item Inventory list item, the system will invoke the Generate Breastfeeding Item Inventory Report dialog described in Chapter 04 - Breastpump Reports.

13.1.2.3 Breastfeeding Peer Counselor Activity

Upon selection of the Breastfeeding Peer Counselor Activity list item, the system will invoke the Generate Breastfeeding Peer Counselor Activity Report dialog described in Chapter 05 - Breastfeeding Peer Counselor Reports.

13.1.2.4 Breastfeeding Peer Counselor Contact Summary

Upon selection of the Breastfeeding Peer Counselor Contact Summary list item, the system will invoke the Generate Breastfeeding Peer Counselor Contact Summary dialog described in Chapter 05 - Breastfeeding Peer Counselor Reports.

13.1.2.5 Breastfeeding Peer Counselor Contacts

Upon selection of the Breastfeeding Peer Counselor Contacts list item, the system will invoke the Generate Breastfeeding Peer Counselor Contacts Report dialog described in Chapter 05 - Breastfeeding Peer Counselor Reports.

13.1.2.6 Breastfeeding Supplies Issuance

Upon selection of the Breastfeeding Supplies Issuance list item, the system will invoke the Generate Breastfeeding Supplies Issuance Report dialog described in Chapter 04 - Breastpump Reports.

13.1.2.7 Breastfeeding Women Pending Peer Counselor Contact

Upon selection of the Breastfeeding Women Pending Peer Counselor Contact list item, the system will invoke the Generate Breastfeeding Women Pending Peer Counselor Contact Report dialog described in Chapter 05 - Breastfeeding Peer Counselor Reports.

13.1.2.8 Breastpump Inventory

Upon selection of the Breastpump Inventory list item, the system will invoke the Generate Breastpump Inventory Report dialog described in Chapter 04 - Breastpump Reports.

13.1.2.9 Breastpump Issuance

Upon selection of the Breastpump Issuance list item, the system will invoke the Generate Breastpump Issuance Report dialog described in Chapter 04 - Breastpump Reports.

13.1.2.10 Breastpump Issuance to Breastfeeding Counselor

Upon selection of the Breastpump Issuance to Breastfeeding Counselor list item, the system will invoke the Generate Breastpump Issuance to Breastfeeding Counselors Report dialog described in Chapter 04 - Breastpump Reports.

13.1.2.11 Breastpumps Returned to Manufacturer

Upon selection of the Breastpumps Returned to Manufacturer list item, the system will invoke the Generate Breastpumps Returned to Manufacturer Report dialog described in Chapter 04 - Breastpump Reports.

13.1.2.12 Certification Due Summary

Upon selection of the Certification Due Summary list item, the system will invoke the Generate Certification Due Summary Report dialog described in this document.

13.1.2.13 Check Pickup Report

Upon selection of the Check Pickup Report list item, the system will invoke the Generate Check Pickup Report/Letters dialog described in this document.

13.1.2.14 Class Attendance Report

Upon selection of the Class Attendance list item, the system will invoke the Generate Class Attendance Report dialog described in Chapter 08 – Appointment Scheduling.

13.1.2.15 Client Summary by Service Type

Upon selection of the Client Summary by Service Type list item, the system will invoke the Generate Client Summary by Service Type Report dialog described in this document.

13.1.2.16 Delayed Blood Work

Upon selection of the Delayed Blood Work list item, the system will invoke the Generate Delayed Blood Work Detail Report dialog described in this document

13.1.2.17 Group Class Roster

Upon selection of the Group Class Roster, the system will invoke the Generate Group Class Roster Report dialog described in Chapter 08 – Appointment Scheduling.

13.1.2.18 Initial Certification Processing Standards Report

Upon selection of the Initial Certification Processing Standards Report list item, the system will invoke the Generate Initial Certification Processing Standards Report dialog described in this document

13.1.2.19 No Show Report

Upon selection of the No Show Report list item, the system will invoke the Generate No Show Report dialog described in Chapter 08 – Appointment Scheduling.

13.1.2.20 Pending Certifications

13.1.2.21 Prenatals Pending Peer Counselor Contact

Upon selection of the Prenatals Pending Peer Counselor Contact list item, the system will invoke the Generate Prenatals Pending Peer Counselor Contact Report dialog described in Chapter 05 - Breastfeeding Peer Counselor Reports.

13.1.2.22 Referrals

Upon selection of the Referrals list item, the system will invoke the Generate Referrals Report dialog described in this document.

13.1.2.23 Special Formula Prescription Expiration Date

Upon selection of the Special Formula Prescription Expiration Date list item, the system will invoke the Generate Special Formula Rx Expiration Date dialog described in this document.

13.1.2.24 Upcoming Appointments

Upon selection of the Upcoming Appointments list item, the system will invoke the Generate Upcoming Appointments Report dialog described in Chapter 08 – Appointment Scheduling.

13.1.2.25 Upcoming High Risk Appointments

Upon selection of the Upcoming High Risk Appointments list item, the system will invoke the Generate Upcoming High Risk Appointments Report dialog described in Chapter 08 – Appointment Scheduling.

13.1.2.26 Close

Upon selection of the Close button, the system will exit the dialog and return to the calling dialog.

13.2 Generate Delayed Blood Work Detail Report

The Generate Delayed Blood Work Detail Report dialog allows the user to generate a report of delayed blood work measurements for clients. It is invoked when the user selects the Delayed Blood Work list item from the Reports display list.

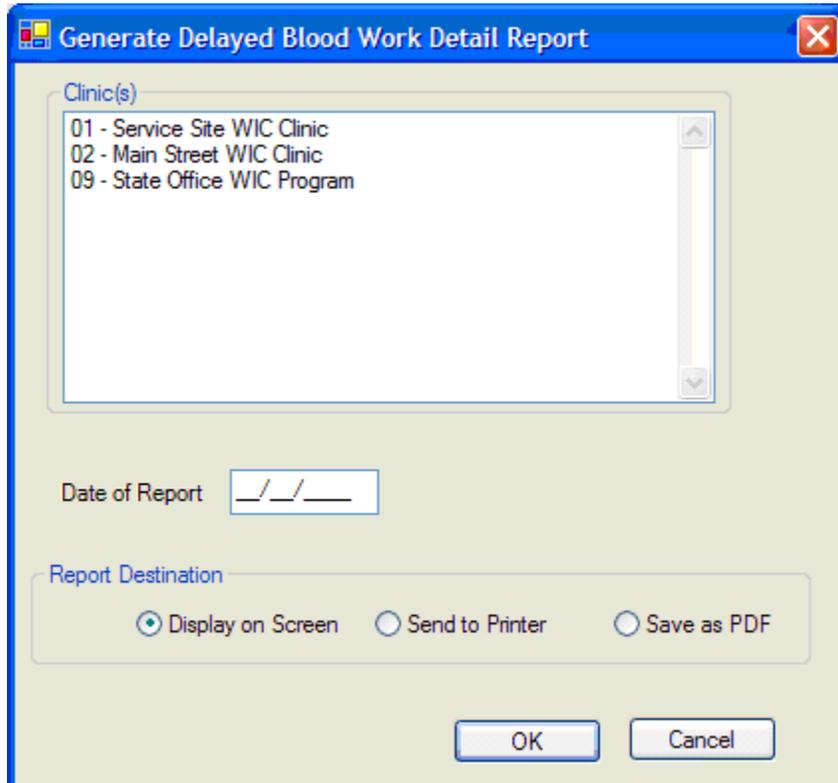


Figure 2 - Generate Delayed Blood Work Detail Report Dialog

13.2.1 Controls

This section describes the behavior of the controls on the Generate Delayed Blood Work Detail Report dialog.

13.2.1.1 Clinic(s) List Box

This control allows the user to select the Clinics to include in the Delayed Blood Work Detail report. The list box will be enabled when the Generate Delayed Blood Work Detail Report dialog is active. It will be filled with entries for each Clinic defined for their local agency. The entries will be sorted by Clinic ID. No Clinic will be selected initially. Single and multiple selections may be made by the user.

13.2.1.2 Date of Report Masked Edit Box

This control allows the user to enter the date on which to filter the Delayed Blood Work report. The masked edit box will be enabled when the Generate Delayed Blood Work Detail Report dialog is active. It will only accept entry of numeric digits. The mask on the box will be “###/###/####” to accept a date with a four digit year. The masked edit box will initially be blank.

13.2.1.3 Report Destination Radio Button Group

This control allows the user to select either Display on Screen, Send to Printer or Save as PDF. The control will be enabled when the dialog is enabled. It will default to Display on Screen.

13.2.1.4 OK Button

This control allows the user to instruct the system to edit the values of the controls, generate the report, and exit the Generate Delayed Blood Work Detail Report dialog. The OK button will be enabled when the Generate Delayed Blood Work Detail Report dialog is active. Characteristics for the OK button are defined in *Consistencies*.

13.2.1.5 Cancel Button

This control allows the user to exit the Generate Delayed Blood Work Detail Report dialog without generating a report. The Cancel button will be enabled when the Generate Delayed Blood Work Detail Report dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

13.2.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Generate Delayed Blood Work Detail Report dialog.

13.2.2.1 Initializing the Interface

Upon initial presentation of the dialog, the title bar text will be set to “Generate Delayed Blood Work Detail Report”

All Clinics will be displayed in the Clinic(s) list box in numeric order by Clinic ID and no clinic is initially selected

The Date of Report will be initially blank.

13.2.2.2 Edits

Upon selection of the OK button, if at least one selection is not made in the Clinic(s) list box, the system will invoke a standard error message with the text “A selection is required in the {name of control}.”

If an entry is not made in the Date of Report masked edit box, the system will invoke a standard error message with the text “An entry is required for the {name of control}.”

The date entered in the Date of Report masked edit box must be equal to or greater than the current system date or the system will invoke a standard error message with the text “Date entered must be equal to or greater than today’s date.”

The date entered in the Date of Report masked edit box must represent a valid date in the format of MM/DD/CCYY. If an invalid date is entered, the system will invoke a standard error message with the text “Invalid date entered.”

13.2.2.3 Generate Delayed Blood Work Detail Report

Upon successful completion of the edits listed above, the system will generate the Delayed Blood Work Detail to the selected report destination:

If Report Destination is Screen, the system will display the report on the screen.

If Report Destination is Printer, the system will generate the report and send it to the selected other output printer (see System Tools).

If Report Destination is PDF, the system will invoke the “Save As” dialog. The user may select the folder and enter the file name, or cancel. Upon entering a file name and selecting Save, the system will save the file to the selected folder.

13.3 Delayed Blood Work Report (Output) CLN001

This report allows the user to print a detail report of past blood work for which results have not been received. The report is generated from the Generate Delayed Blood Work Detail Report dialog.

Delayed Blood Work Detail Report		
CLN001		
System Name	Delayed Blood Work Detail	3/29/2005
Don User	as of 04/28/2005	12:30:00
		Page 1
Local Agency: Clinic WIC Program		
Clinic: Main Street WIC Clinic		
State		Possible
WIC ID	Client Name	Termination Date

10998376	Tracy W. Applicant	05/16/2005
09987377	Barbara M. Client	05/18/2005
10998373	Karen M. Participant	05/17/2005
Count of Delayed Blood Work Measurements for Clinic: 3		
Number of Participants in Report: 3		

13.3.1 Data Elements

This section describes the data elements that will print on the document.

13.3.1.1 Report Title

The title of the report will be the text "Delayed Blood Work Detail" and the report date specified by the user.

13.3.1.1.1 Origin of Data Element

The report date will be selected by the user on the Generate Delayed Blood Work Detail Report dialog described in this document.

13.3.1.1.2 Format

The date value will print in MM/DD/CCYY format.

13.3.1.2 Clinic Name

This value will be the Clinic where the client receives service.

13.3.1.2.1 Origin of Data Element

The value will be taken from the Service-Site-Name attribute of the SERVICE-SITE entity for the Clinic.

13.3.1.2.2 Format

The value will print as its literal value.

13.3.1.3 *Client State WIC ID*

This value will be the State WIC ID of the client.

13.3.1.3.1 Origin of Data Element

The value will be taken from the State-WIC-Identifier attribute of the MEMBER entity of the client.

13.3.1.3.2 Format

The value will print as its literal value.

13.3.1.4 *Client Name*

This value will be the full name of the client with delayed blood work.

13.3.1.4.1 Origin of Data Element

The value will be taken from the Last-Name, First-Name, and Middle-Initial attributes of the MEMBER entity for the client.

13.3.1.4.2 Format

The value will print in “{first name} {middle initial}. {last name}” format.

13.3.1.5 *Possible Termination Date*

This value will be the date that the participant will be terminated from the WIC program due to their delayed blood work being 60 days old or older.

13.3.1.5.1 Origin of Data Element

The value will be 60 days after the Result-Date attribute of the BLOOD-WORK entity for the client.

13.3.1.5.2 Format

The value will print in MM/DD/CCYY format.

13.3.2 Filter Criteria

13.3.2.1 Clients Enrolled at Specified Clinics

All clients enrolled at the user-specified Clinics will be included in the report.

13.3.2.2 Delayed Blood Work Records

Only blood work records that are over 30 days old with the delayed blood work flag checked will be included in the report. The Result-Date and Delayed-Blood-Work attributes of the BLOOD-WORK entity will be checked.

13.3.3 Sort Order

13.3.3.1 Clinic

The report will be sorted first by Clinic.

13.3.3.2 Participant Name

The report will be sorted by last name of participant within the Clinic.

13.3.4 Control Break

13.3.4.1 Clinic

On a change of Clinic, a page break will occur and a count of delayed work items will print.

13.3.5 Grand Total

13.3.5.1 Participants

A final count of the number of participants included in the report will print on the last page of the report.

13.4 Generate Certification Due Summary Report

The Generate Certification Due Summary Report dialog allows the user to generate a report of the number of clients who are due for certification. It is invoked when the user selects the Certification Due Summary list item from the Reports display list.

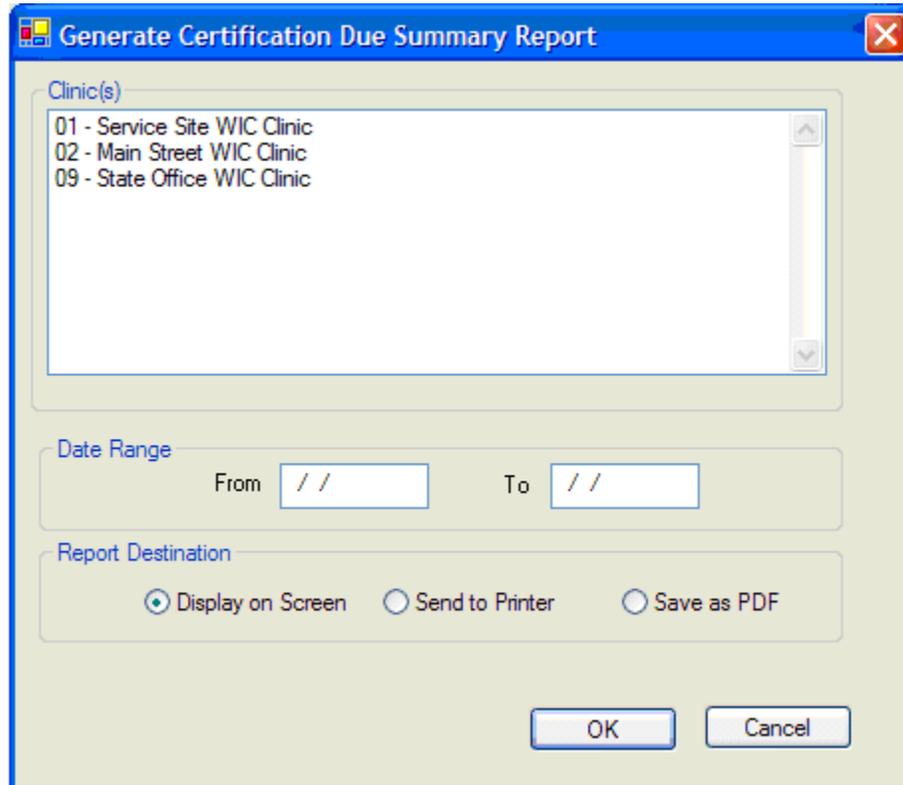


Figure 3 - Generate Certification Due Summary Report Dialog

13.4.1 Controls

This section describes the behavior of the controls on the Generate Certification Due Summary Report dialog.

13.4.1.1 Clinic(s) List Box

This control allows the user to select the Clinics to include in the Certification Due Summary report. The list box will be enabled when the Generate Certification Due Summary Report dialog is active. It will be filled with entries for each Clinic defined for their local agency. The entries will be sorted by Clinic ID. No Clinic will be selected initially. Single and multiple selections are allowed.

13.4.1.2 Date Range From Masked Edit Box (From)

This control allows the user to enter the start date of the date range on which to filter the Certification Due Summary report. The masked edit box will be enabled when the Generate Certification Due Summary Report dialog is active. It will only accept entry of numeric digits. The mask on the box will be “###/###/####” to accept a date with a four digit year. The masked edit box will initially be blank.

13.4.1.3 Date Range To Masked Edit Box (To)

This control allows the user to specify the end date of the date range on which to filter the Certification Due Summary report. The masked edit box will be enabled when the Generate Certification Due Summary Report dialog is active. It will only accept entry of numeric digits. The mask on the box will be “###/###/####” to accept a date with a four digit year. The masked edit box will initially be blank.

13.4.1.4 Report Destination Radio Button Group

This control allows the user to select either Display on Screen, Send to Printer or Save as PDF. The control will be enabled when the dialog is enabled. It will default to Display on Screen.

13.4.1.5 OK Button

This control allows the user to instruct the system to edit the values of the controls, generate the report, and exit the Generate Certification Due Summary Report dialog. The OK button will be enabled when the Generate Certification Due Summary Report dialog is active. Characteristics for the OK button are defined in *Consistencies*.

13.4.1.6 Cancel Button

This control allows the user to exit the Generate Certification Due Summary Report dialog without generating a report. The Cancel button will be enabled when the Generate Certification Due Summary Report dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

13.4.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Generate Certification Due Summary Report dialog.

13.4.2.1 Initializing the Interface

Upon initial presentation of the dialog, the title bar text will be set to “Generate Certification Due Summary Report”

All Clinics will be displayed in the Clinic(s) list box in numeric order by Clinic ID and no clinic is initially selected

The Date Range From masked edit box will be initially blank.

The Date Range To masked edit box will be initially blank.

13.4.2.2 Edits

Upon selection of the OK button, if at least one selection is not made in the Clinic(s) list box, the system will invoke a standard error message with the text “A selection is required in the {name of control}.”

If an entry is not made in the Date Range From masked edit box, the system will invoke a standard error message with the text “An entry is required for the {name of control}.”

The date entered in the Date Range From masked edit box must be equal to or greater than the current system date or the system will invoke a standard error message with the text “Date entered must be equal to or greater than today’s date.”

The date entered in the Date Range From masked edit box must represent a valid date in the format of MM/DD/CCYY. If an invalid date is entered, the system will invoke a standard error message with the text “Invalid date entered.”

If an entry is not made in the Date Range To masked edit box, the system will invoke a standard error message with the text “An entry is required for the {name of control}.”

The date entered in the Date Range To masked edit box must be equal to or greater than the current system date or the system will invoke a standard error message with the text “Date entered must be equal to or greater than today’s date.”

The date entered in the Date Range To masked edit box must represent a valid date in the format of MM/DD/CCYY. If an invalid date is entered, the system will invoke a standard error message with the text “Invalid date entered.”

The Date Range From masked edit box value must be equal to or less than the value of the Date Range To masked edit box. If the Date Range From masked edit box value is not equal to or less than the Date Range To masked edit box value, the system will invoke a standard error message with the text “Beginning of date range must be equal to or less than end of date range.”

13.4.2.3 Generate Certification Due Summary Report

Upon successful completion of the edits listed above, the system will generate the Certification Due Summary to the selected report destination:

If Report Destination is Screen, the system will display the report on the screen.

If Report Destination is Printer, the system will generate the report and send it to the selected other output printer (see System Tools).

If Report Destination is PDF, the system will invoke the “Save As” dialog. The user may select the folder and enter the file name, or cancel. Upon entering a file name and selecting Save, the system will save the file to the selected folder.

13.5 Certification Due Summary Report (Output) CLN002

This report allows the user to print a summary report by Clinic of counts of those clients due for subsequent certification. The report is generated from the Generate Certification Due Summary Report dialog.

Certification Due Summary Report						
CLN002	Certification Due Summary				2/27/2005	
System Name	03/03/2005 - 04/03/2005				12:30:00	
Don User					Page 1	
Clinic	WIC Category					Total
	Women	Infant	Child			
	P	B	N	I	C	
08 Main Street	12	26	N/A	5	9	52
09 State Office	1,101	432	N/A	101	25	1,659
	1,113	458		106	34	1,711
Count of Clinics:	2					

13.5.1 Data Elements

This section describes the data elements that will print on the document.

13.5.1.1 Report Title

The title of the report will be the text “Certification Due Summary”. A subtitle will indicate the date range selected for the report.

13.5.1.1.1 Origin of Data Element

The date range will be selected by the user on the Generate Certification Due Summary Report dialog described in this document.

13.5.1.1.2 Format

The dates will print in MM/DD/CCYY format.

13.5.1.2 WIC Category (Column Headings)

This value will be the WIC Category of the client. It is designated as one of the following for this report: Pregnant, Breastfeeding, Non-breastfeeding, Infant, and Child. A final Total column summarizing the preceding will also be included.

13.5.1.2.1 Origin of Data Element

The value will be populated from the appropriate values in the reference dictionary table of the lookup database.

13.5.1.2.2 Format

The value will print in an abbreviated form as follows: Pregnant (P), Breastfeeding (B), Non-breastfeeding (N), Infant (I), and Child(C).

13.5.1.3 Clinic Number

This value will be the number of Clinic where the client was enrolled.

13.5.1.3.1 Origin of Data Element

The value will be taken from the Service-Site-Identifier attribute of the APPOINTMENT entity.

13.5.1.3.2 Format

The value will print as its literal value.

13.5.1.4 Clinic Name

This value will be the name of the Clinic where the client was enrolled.

13.5.1.4.1 Origin of Data Element

The value will be taken from the Service-Site-Name attribute of the SERVICE-SITE entity for the Clinic of the client.

13.5.1.4.2 Format

The value will print as its literal value.

13.5.1.5 Count of WIC Category (Columns)

This value is a count of the participants within the Clinic who are in this WIC Category. A final Total column summarizing the WIC Categories will also be included.

13.5.1.5.1 Origin of Data Element

The value will be a numeric count of the clients meeting the criteria.
The criteria for inclusion in a column are:

13.5.1.5.1.1 Pregnant

The WIC-Status attribute of the MEMBER entity contains the value "P".

13.5.1.5.1.2 Breastfeeding

The WIC-Status attribute of the MEMBER entity contains the value "B".

13.5.1.5.1.3 Non-breastfeeding

All Non-breastfeeding (N) category women are categorically ineligible and therefore not included in this report. This column will have the value of Not Applicable (N/A).

13.5.1.5.1.4 Infant

The WIC-Status attribute of the MEMBER entity contains the value "I".

13.5.1.5.1.5 Child

The WIC-Status attribute of the MEMBER entity contains the value "C".

13.5.1.5.2 Format

The values will print in #,### format.

13.5.1.6 Total of WIC Category by Clinic

This value will be the summation of clients who are due for certification in the Clinic.

13.5.1.6.1 Origin of Data Element

The value will be derived by summing the set of counts for each WIC Category within the Clinic.

13.5.1.6.2 Format

The value will print in #,### format.

13.5.2 Filter Criteria

13.5.2.1 Clients Enrolled at Specified Clinics

All clients enrolled at the user-specified Clinics will be included in the report.

13.5.2.2 Certification Due Within Specified Date Range

Only participants who are due for certification inclusively between the user-specified starting and ending dates will be included in the report. This will be determined by examining the Cert-End-Date of the CERT-CONTACT entity.

13.5.2.3 Clients Eligible for Subsequent Certification

The following are categorically ineligible and therefore not included in the report: all non-breastfeeding women; children within 14 days of their 5th birthday; pregnant women who are 6 weeks after their expected delivery date; and breastfeeding women who are more than one year after actual delivery date. If the Member.CertificationDueDate is between the date range entered by the user on the Generate Certification Due Summary Report dialog, and the Member.CategoricalIneligibilityDate is greater than the CertificationDueDate or is 'NULL' for the selected Clinic(s), they will be included.

13.5.3 Sort Order

13.5.3.1 Clinic

The report will be sorted by Clinic.

13.5.4 Control Break

No control breaks are defined for this report.

13.5.5 Grand Total

13.5.5.1 Count of WIC Categories

A grand total will print for the counts of each WIC Category and the total of WIC Categories for all Clinics will print at the end of the report.

13.5.5.2 Count of Clinics

A final summary count of the number of Clinics included in the report will print at the end of the report.

13.6 Generate Referrals Report

The Generate Referrals Report dialog allows the user to generate a report of the number clients who were referred to agencies outside of the WIC program. It is invoked when the user selects the Referrals list item from the Reports display list.

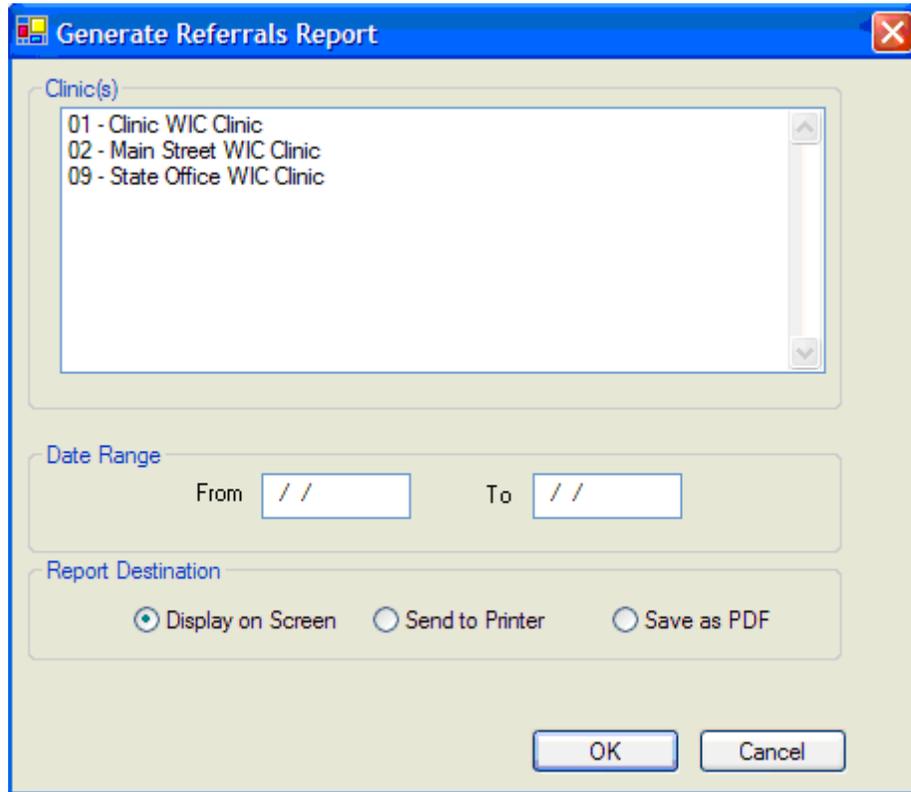


Figure 4 - Generate Referrals Report Dialog

13.6.1 Controls

This section describes the behavior of the controls on the Generate Referrals Report dialog.

13.6.1.1 Clinic(s) List Box

This control allows the user to select the Clinics to include in the Referrals report. The list box will be enabled when the Generate Referrals Report dialog is active. It will be filled with entries for each Clinic defined for their local agency. The entries will be sorted by Clinic ID. No Clinic will be selected initially. Single and multiple selections are allowed.

13.6.1.2 Date Range From Masked Edit Box (From)

This control allows the user to enter the start date of the date range on which to filter the Referrals report. The masked edit box will be enabled when the Generate Referrals Report dialog is active. It will only accept entry of numeric digits. The mask on the box will be “###/###/####” to accept a date with a four digit year. The masked edit box will initially be blank.

13.6.1.3 Date Range To Masked Edit Box (To)

This control allows the user to enter the end date of the date range on which to filter the Referrals report. The masked edit box will be enabled when the Generate Referrals Report dialog is active. It will only accept entry of numeric digits. The mask on the box will be “###/###/####” to accept a date with a four digit year. The masked edit box will initially be blank.

13.6.1.4 Report Destination Radio Button Group

This control allows the user to select either Display on Screen, Send to Printer or Save as PDF. The control will be enabled when the dialog is enabled. It will default to Display on Screen.

13.6.1.5 OK Button

This control allows the user to instruct the system to edit the values of the controls, generate the report, and exit the Generate Referrals Report dialog. The OK button will be enabled when the Generate Referrals Report dialog is active. Characteristics for the OK button are defined in *Consistencies*.

13.6.1.6 Cancel Button

This control allows the user to exit the Generate Referrals Report dialog without generating a report. The Cancel button will be enabled when the Generate Referrals Report dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

13.6.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Generate Referrals Report dialog.

13.6.2.1 Initializing the Interface

Upon initial presentation of the dialog, the title bar text will be set to “Generate Referrals Report”

All Clinics will be displayed in the Clinic(s) list box in numeric order by Clinic ID and no clinic is initially selected

The Date Range From masked edit box will be initially blank.

The Date Range To masked edit box will be initially blank.

13.6.2.2 Edits

Upon selection of the OK button, if at least one selection is not made in the Clinic(s) list box, the system will invoke a standard error message with the text “A selection is required in the {name of control}.”

If an entry is not made in the Date Range From masked edit box, the system will invoke a standard error message with the text “An entry is required for the {name of control}.”

The date entered in the Date Range From masked edit box must be equal to or less than the current system date or the system will invoke a standard error message with the text “Date entered must be equal to or less than today’s date.”

The date entered in the Date Range From masked edit box must represent a valid date in the format of MM/DD/CCYY. If an invalid date is entered, the system will invoke a standard error message with the text “Invalid date entered.”

If an entry is not made in the Date Range To masked edit box, the system will invoke a standard error message with the text “An entry is required for the {name of control}.”

The date entered in the Date Range To masked edit box must be equal to or less than the current system date or the system will invoke a standard error message with the text “Date entered must be equal to or less than today’s date.”

The date entered in the Date Range To masked edit box must represent a valid date in the format of MM/DD/CCYY. If an invalid date is entered, the system will invoke a standard error message with the text “Invalid date entered.”

The Date Range From masked edit box value must be equal to or less than the value of the Date Range To masked edit box. If the Date Range From masked edit box value is not equal to or less than the Date Range To masked edit box value, the system will invoke a standard error message with the text “Beginning of date range must be equal to or less than end of date range.”

13.6.2.3 Generate Referrals Report

Upon successful completion of the edits listed above, the system will generate the Referrals to the selected report destination:

If Report Destination is Screen, the system will display the report on the screen.

If Report Destination is Printer, the system will generate the report and send it to the selected other output printer (see System Tools).

If Report Destination is PDF, the system will invoke the “Save As” dialog. The user may select the folder and enter the file name, or cancel. Upon entering a file name and selecting Save, the system will save the file to the selected folder.

13.7 Referrals Report (Output) CLN003

This report allows the user to view the number of clients referred to agencies outside of WIC per Clinic. The report is generated from the Generate Referrals Report dialog.

Referrals Report		
CLN003		
System Name	Referrals From WIC To Outside Agencies	2/27/2005
Don User	01/15/2005 - 02/15/2005	12:30:00
		Page 1
Local Agency: Clinic WIC Program		
Clinic: 01 - Main Street WIC Clinic		
Referred Agency	Defined Source	Count
-----	-----	----
Food Stamps	State	9
Maternal and Child Health	State	35
Utilities Assistance	Local	98

Total for Clinic:		142
<< page break after Clinic >>		
Totals for Report		
Referred Agency	Defined Source	Count
-----	-----	----
Food Stamps	State	9
Maternal and Child Health	State	35
Medicaid	State	45
Utilities Assistance	Local	98

Grand Total		187

13.7.1 Data Elements

This section describes the data elements that will print on the document.

13.7.1.1 Report Title

The title of the report will be the text “Referrals From WIC To Outside Agencies” and the starting and ending date of the report.

13.7.1.1.1 Origin of Data Elements

The date range will be selected by the user on the Generate Referrals Report dialog described in this document.

13.7.1.1.2 Format

The dates will print in MM/DD/CCYY format.

13.7.1.2 *Clinic Number*

This value will be the Clinic number for which referrals are summarized.

13.7.1.2.1 Origin of Data Element

The value will be taken from the Service-Site-Identifier attribute of the MEMBER entity.

13.7.1.2.2 Format

The value will print as its literal value.

13.7.1.3 *Clinic Name*

This value will be the Clinic name for the Clinic for which the referrals are summarized.

13.7.1.3.1 Origin of Data Element

The value will be taken from the Service-Site-Name attribute of the SERVICE-SITE entity.

13.7.1.3.2 Format

The value will print as its literal value.

13.7.1.4 *Referred Agency Description*

This value will be the description of the agency outside of WIC.

13.7.1.4.1 Origin of Data Element

The value will be taken from the source indicated by the value of the State-Local attribute on the REF-CONTACT entity. When a state defined referral agency is indicated, the value will be taken from the appropriate value in the reference dictionary table of the lookup database. When a locally defined referral agency is indicated, the value will be taken from the Description attribute of the LCL--REF-AGENCY entity.

13.7.1.4.2 Format

The value will print as its literal value.

13.7.1.5 Defined Source

This value will be the description of where the referral agency was defined.

13.7.1.5.1 Origin of Data Element

The value will be taken from the appropriate value in the reference dictionary table of the lookup database.

13.7.1.5.2 Format

The value will print as its literal value.

13.7.1.6 Count of Referred Clients

This value will be the number of clients from the Clinic referred to the outside agency.

13.7.1.6.1 Origin of Data Element

The value will be the accumulated total of clients with the code of the specified referral agency in the Agency-Identifier attribute of the REF-CONTACT entity.

13.7.1.6.2 Format

The value will print in ##### format.

13.7.2 Filter Criteria

13.7.2.1 Referrals Within Specified Date Range

All referrals with a contact date occurring between the user-specified begin and end date will be included in the report.

13.7.2.2 Referrals for Specified Clinics

All referrals for user-specified Clinics will be included in the report.

13.7.3 Sort Order

13.7.3.1 Clinic Number

The report will be sorted first by Clinic number.

13.7.3.2 Defined Source

The report will be sorted by defined source within Clinic number. State defined referral agencies will print before locally defined referral agencies.

13.7.3.3 Referred Agency Description

The report will be sorted by referred agency description within defined source.

13.7.4 Control Breaks

13.7.4.1 Clinic Number

At a change in Clinic number, subtotals will print for:

- counts of referred clients

A page break will occur at the change of a Clinic.

13.7.5 Grand Total

A grand total will print for:

- counts of referred clients for each referral agency
- counts of referred clients for all selected Clinics

13.8 Generate Client Summary by Service Type Report

The Generate Client Summary By Service Type dialog allows the user to generate a summary report of services provided to clients at each Clinic. It is invoked when the user selects the Client Summary by Service Type list item from the Reports display list.

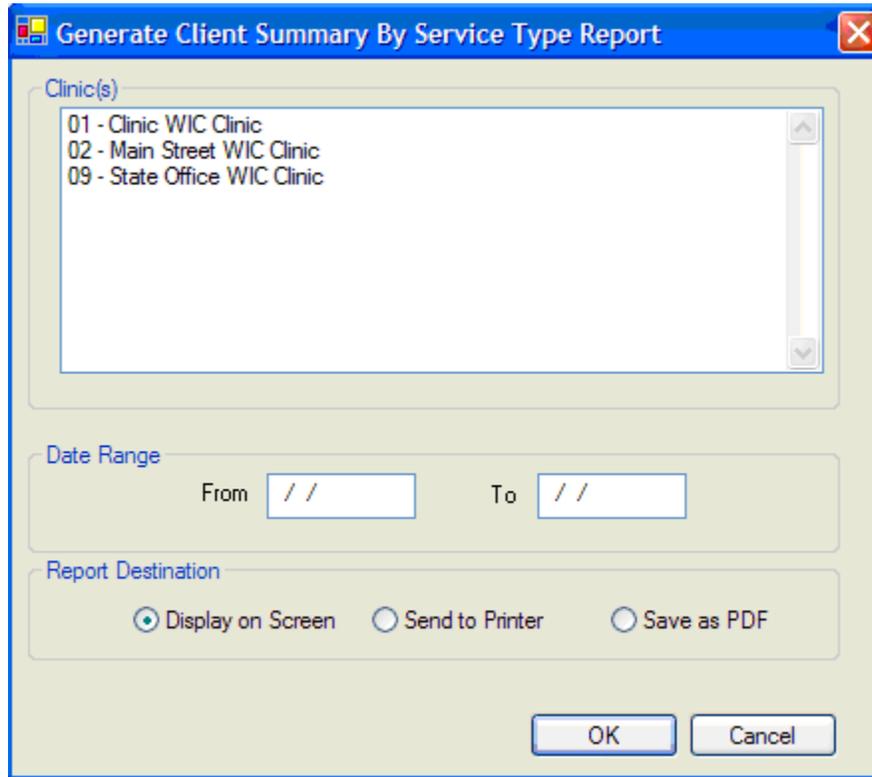


Figure 5 - Generate Client Summary by Service Type Report Dialog

13.8.1 Controls

This section describes the behavior of the controls on the Generate Client Summary by Service Type Report dialog.

13.8.1.1 Clinic(s) List Box

This control allows the user to select the Clinics to include in the Client Summary by Service Type report. The list box will be enabled when the Generate Client Summary by Service Type Report dialog is active. It will be filled with entries for each Clinic defined for their local agency. The entries will be sorted by Clinic ID. No Clinic will be selected initially. Single and multiple selections are allowed.

13.8.1.2 Date Range From Masked Edit Box (From)

This control allows the user to enter the start date of the date range on which to filter the Client Summary by Service Type report. The masked edit box will be enabled when the Generate Client Summary by Service Type Report dialog is active. It will only accept entry of numeric digits. The mask on the box will be “###/###/#####” to accept a date with a four digit year. The masked edit box will initially be blank.

13.8.1.3 Date Range To Masked Edit Box (To)

This control allows the user to enter the end date of the date range on which to filter the Client Summary by Service Type report. The masked edit box will be enabled when the Generate Client Summary by Service Type Report dialog is active. It will only accept entry of numeric digits. The mask on the box will be “###/###/#####” to accept a date with a four digit year. The masked edit box will initially be blank.

13.8.1.4 Report Destination Radio Button Group

This control allows the user to select either Display on Screen, Send to Printer or Save as PDF. The control will be enabled when the dialog is enabled. It will default to Display on Screen.

13.8.1.5 OK Button

This control allows the user to instruct the system to edit the values of the controls, generate the report, and exit the Generate Client Summary by Service Type Report dialog. The OK button will be enabled when the Generate Client Summary by Service Type Report dialog is active. Characteristics for the OK button are defined in *Consistencies*.

13.8.1.6 Cancel Button

This control allows the user to exit the Generate Client Summary by Service Type Report dialog without generating a report. The Cancel button will be enabled when the Generate Client Summary by Service Type Report dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

13.8.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Generate Client Summary by Service Type Report dialog.

13.8.2.1 Initializing the Interface

Upon initial presentation of the dialog, the title bar text will be set to “Generate Client Summary by Service Type Report”

All Clinics will be displayed in the Clinic(s) list box in numeric order by Clinic ID and no clinic is initially selected

The Date Range From masked edit box will be initially blank.

The Date Range To masked edit box will be initially blank.

13.8.2.2 Edits

Upon selection of the OK button, if at least one selection is not made in the Clinic(s) list box, the system will invoke a standard error message with the text “A selection is required in the {name of control}.”

If an entry is not made in the Date Range From masked edit box, the system will invoke a standard error message with the text “An entry is required for the {name of control}.”

The date entered in the Date Range From masked edit box must be equal to or less than the current system date or the system will invoke a standard error message with the text “Date entered must be equal to or less than today’s date.”

The date entered in the Date Range From masked edit box must represent a valid date in the format of MM/DD/CCYY. If an invalid date is entered, the system will invoke a standard error message with the text “Invalid date entered.”

If an entry is not made in the Date Range To masked edit box, the system will invoke a standard error message with the text “An entry is required for the {name of control}.”

The date entered in the Date Range To masked edit box must be equal to or less than the current system date or the system will invoke a standard error message with the text “Date entered must be equal to or less than today’s date.”

The date entered in the Date Range To masked edit box must represent a valid date in the format of MM/DD/CCYY. If an invalid date is entered, the system will invoke a standard error message with the text “Invalid date entered.”

The Date Range From masked edit box value must be equal to or less than the value of the Date Range To masked edit box. If the Date Range From masked edit box value is not equal to or less than the Date Range To masked edit box value, the system will invoke a standard error message with the text “Beginning of date range must be equal to or less than end of date range.”

13.8.2.3 Generate Client Summary by Service Type Report

Upon successful completion of the edits listed above, the system will generate the Client Summary by Service Type to the selected report destination:

If Report Destination is Screen, the system will display the report on the screen.

If Report Destination is Printer, the system will generate the report and send it to the selected other output printer (see System Tools).

If Report Destination is PDF, the system will invoke the “Save As” dialog. The user may select the folder and enter the file name, or cancel. Upon entering a file name and selecting Save, the system will save the file to the selected folder.

13.9 Client Summary by Service Type (Output) CLN004

This report allows the user to print a summary report of services provided to clients at each Clinic. The report is generated from the Generate Client Summary by Service Type Report dialog.

Category	Initial	Subseq.	Food	Check	
Priority	Cert.	Cert.	Prescr.	Chg.	Pickup
					Total
CLN004					
System Name Client Summary By Service Type Report					
Don User 3/25/2005 - 4/5/2005					
1/27/2005					
12:30:00					
Page 1					
Local Agency: Clinic WIC Program					
Clinic: Main Street WIC Clinic					
Service Date: 3/25/2005					
Women - P					
Priority 1	1,045	427	10,734	9,474	21,716
Priority 4	99	2,485	7,734	632	10,973
Subtotal	1,144	2,912	18,468	10,106	32,689
Women - B					
Priority 1	1,111	453	5,453	2,346	9,375
Priority 4	12,573	364	3,845	346	17,151
Subtotal	13,684	817	9,298	2,692	26,526
Women - N					
Priority 3	192	204	300	233	929
Priority 6	345	563	346	245	1,943
Subtotal	537	767	646	478	2,872
Infants					
Priority 1	453	235	456	453	2,052
Priority 2	345	566	675	678	2,797
Priority 4	784	567	776	678	2,839
Subtotal	1,582	1,368	1,907	1,809	7,688
Children					
Priority 3	56	23	56	6,936	7,079
Priority 5	56	78	34	25,456	25,658
Subtotal	112	101	90	32,392	32,737
Subtotal					
3/25/1997	17,059	5,965	30,409	47,477	102,512
<< page break after date >>					
Subtotal for Clinic					
	32,330	12,811	59,220	71,355	175,716
<< page break after Clinic >>					
Report Total					
	32,330	12,811	59,220	71,355	175,716

13.9.1 Data Elements

This section describes the data elements that will print on the document.

13.9.1.1 Report Title

The title of the report will be the text “Client Summary By Service Type”. The first subtitle will indicate the date range selected for the report. The second subtitle will indicate whether all sites were selected.

13.9.1.1.1 Origin of Data Elements

The date range will be selected by the user on the Generate Client Summary by Service Type Report dialog described in this document. If all sites were selected for the report, the second subtitle will be the text “All Sites”. Otherwise, the second subtitle will be blank.

13.9.1.1.2 Format

The dates will print in MM/DD/CCYY format.

13.9.1.2 Agency Name

This value will be the name of the agency.

13.9.1.2.1 Origin of Data Element

The value will be taken from the Agency-Name attribute of the AGENCY entity.

13.9.1.2.2 Format

The value will print as its literal value.

13.9.1.3 Clinic Name

This value will be the name of the Clinic for which the client summary is reported.

13.9.1.3.1 Origin of Data Element

The value will be taken from the Service-Site-Name attribute of the SERVICE-SITE entity for the Clinic.

13.9.1.3.2 Format

The value will print as its literal value.

13.9.1.4 Category

This value will be the WIC Category of the participants.

13.9.1.4.1 Origin of Data Element

The value will be populated from the appropriate values in the reference dictionary table of the lookup database for the WIC-Status of the MEMBER entity.

13.9.1.4.2 Format

The value will print as its literal value.

13.9.1.5 Priority

This value will be the assigned priority of the participants.

13.9.1.5.1 Origin of Data Element

The value will be derived from the Cert-Assigned-Priority of the CERT-CONTACT entity. When the value of the attribute is numeric, it will be prefaced by "Priority".

13.9.1.5.2 Format

The value will print as a literal value.

13.9.1.6 Service Type (Column Headings)

This value will be the primary type of service received at the appointment. It is designated as one of the following for this report: Initial Certification, Subsequent Certification, Food Prescription Change, and Check Pickup. A final Total column summarizing the preceding will also be included.

13.9.1.6.1 Origin of Data Element

The value will be taken from the Appointment-Type attribute of the APPOINTMENT entity.

13.9.1.6.2 Format

The value will print in an abbreviated form as follows: Initial Certification (Initial Cert.), Subsequent Certification (Subseq. Cert.), Food Prescription Change (Food Prescr. Chg.) and Check Pickup.

13.9.1.7 Count of Service Type (Columns)

This value will be the summation of the primary type of service received within aggregation of priority, WIC Category, date of service, and Clinic. A final Total column summarizing the specific service types will also be included.

13.9.1.7.1 Origin of Data Element

The value will be an aggregate count of the services meeting the criteria. The criteria for inclusion in a column are:

13.9.1.7.1.1 Initial Certification

An initial certification record exists on a qualifying date for a participant without any prior certification records.

13.9.1.7.1.2 Subsequent Certification

A certification record exists on a qualifying date for a participant with prior certification.

13.9.1.7.1.3 Food Prescription Change

A food prescription record exists that was modified on a qualifying date without the participant attending a Group Education/Check Pickup group education class on the same date.

13.9.1.7.1.4 Check Pickup

A food instrument record exists for a qualifying date without a certification record for that pickup date.

13.9.1.7.2 Format

The value will print in ###,### format.

13.9.1.8 Subtotal of Service Types by WIC Category

This value will be the summation of all priorities for the WIC Category within each service type.

13.9.1.8.1 Origin of Data Element

The value will be derived by summing the set of counts for each priority code within the service type and WIC Category.

13.9.1.8.2 Format

The value will print in ###,### format.

13.9.2 Filter Criteria

13.9.2.1 Services Provided at Specified Clinics

All services provided at the user-specified Clinics will be included in the report.

13.9.2.2 Services Provided within Specified Date Range

All services with a service date occurring between the user-specified begin and end date will be included in the report.

The service date must fall within the certification period of the participant and before their termination date is applicable.

13.9.2.3 Service Types

Only service types specified will be included in the report. The service types are: Initial Certification (Initial Cert.), Subsequent Certification (Subseq. Cert.), Food Prescription Change (Food Prescr. Chg.), and Check Pickup.

13.9.3 Sort Order

13.9.3.1 Clinic

The report will be sorted first by Clinic.

13.9.3.2 Date of Service

The report will be sorted by date of service within Clinic.

13.9.3.3 WIC Category

The report will be sorted by WIC Category within date of service.

13.9.3.4 Priority

The report will be sorted by priority within WIC Category.

13.9.3.5 Service Type

The report will be sorted by service type within priority.

13.9.4 Control Breaks

13.9.4.1 Date of Service

On a change of the date of service, a page break will occur and a sum of services will print.

13.9.4.2 Clinic

On a change of a Clinic, a page break will occur and a sum of services will print.

13.9.5 Grand Total

A grand total of service types included in the report will print.

13.10 Generate Special Formula Prescription Expiration Date Report

The Special Formula Rx Expiration Date Report dialog allows the user to generate a report that lists the special formula prescriptions that are expiring within a specified time range. It is invoked when the user selects the Special Formula Prescription Expiration Date list item from the Reports display list.

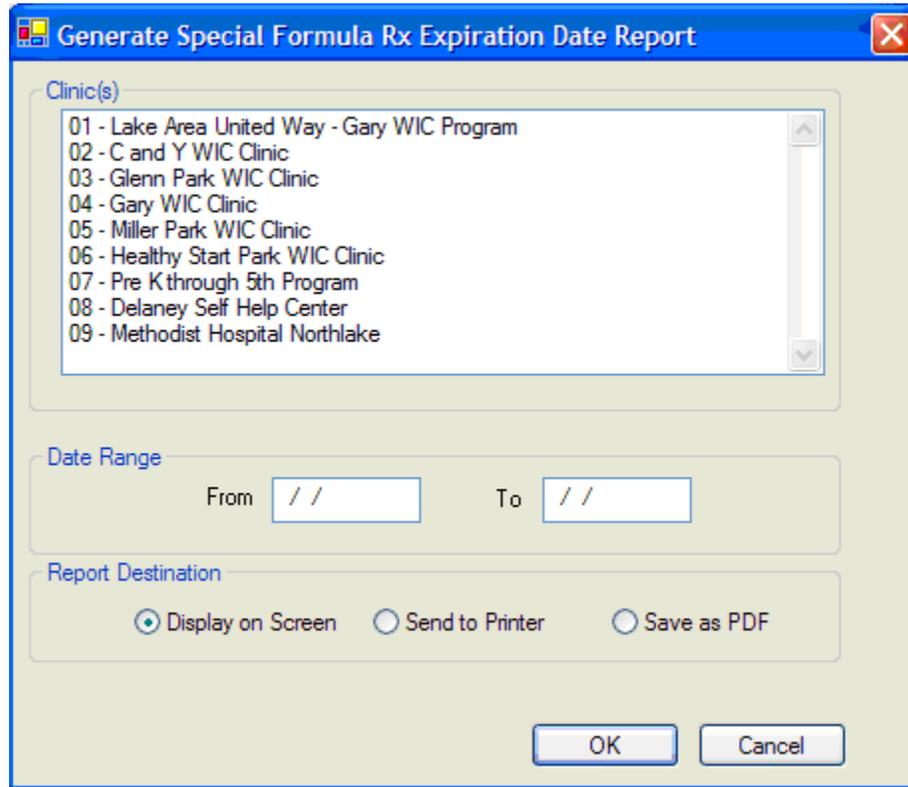


Figure 6 - Generate Special Formula Rx Expiration Date Report Dialog

13.10.1 Controls

This section describes the behavior of the controls on the Generate Special Formula Rx Expiration Date Report dialog.

13.10.1.1 Clinic(s) List Box

This control allows the user to select the Clinics to include in the Special Formula Prescription Expiration Date report. The list box will be enabled when the Generate Special Formula Rx Expiration Date Report dialog is active. It will be filled with entries for each Clinic defined for their local agency. The entries will be sorted by Clinic ID. No Clinic will be selected initially. Single and multiple selections are allowed.

13.10.1.2 Date Range From Masked Edit Box (From)

This control allows the user to enter the start date of the date range on which to filter the Special Formula Prescription Expiration Date report. The masked edit box will be enabled when the Generate Special Formula Rx Expiration Date Report dialog is active. It will only accept entry of numeric digits. The mask on the box will be “###/###/####” to accept a date with a four digit year. The masked edit box will initially be blank.

13.10.1.3 Date Range To Masked Edit Box (To)

This control allows the user to specify the end date of the date range on which to filter the Special Formula Prescription Expiration Date report. The masked edit box will be enabled when the Generate Special Formula Rx Expiration Date Report dialog is active. It will only accept entry of numeric digits. The mask on the box will be “###/###/####” to accept a date with a four digit year. The masked edit box will initially be blank.

13.10.1.4 Report Destination Radio Button Group

This control allows the user to select either Display on Screen, Send to Printer or Save as PDF. The control will be enabled when the dialog is enabled. It will default to Display on Screen.

13.10.1.5 OK Button

This control allows the user to instruct the system to edit the values of the controls, generate the report, and exit the Generate Special Formula Rx Expiration Date Report dialog. The OK button will be enabled when the Generate Special Formula Rx Expiration Date Report dialog is active. Characteristics for the OK button are defined in *Consistencies*.

13.10.1.6 Cancel Button

This control allows the user to exit the Generate Special Formula Rx Expiration Date Report dialog without generating a report. The Cancel button will be enabled when the Generate Special Formula Rx Expiration Date Report dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

13.10.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Generate Special Formula Rx Expiration Date Report dialog.

13.10.2.1 *Initializing the Interface*

Upon initial presentation of the dialog, the title bar text will be set to “Generate Special Formula Rx Expiration Date Report”

All Clinics will be displayed in the Clinic(s) list box in numeric order by Clinic ID and no clinic is initially selected

The Date Range From masked edit box will be initially blank.

The Date Range To masked edit box will be initially blank.

13.10.2.2 *Edits*

Upon selection of the OK button, if at least one selection is not made in the Clinic(s) list box, the system will invoke a standard error message with the text “A selection is required in the {name of control}.”

If an entry is not made in the Date Range From masked edit box, the system will invoke a standard error message with the text “An entry is required for the {name of control}.”

The date entered in the Date Range From masked edit box must be equal to or greater than the current system date or the system will invoke a standard error message with the text “Date entered must be equal to or greater than today’s date.”

The date entered in the Date Range From masked edit box must represent a valid date in the format of MM/DD/CCYY. If an invalid date is entered, the system will invoke a standard error message with the text “Invalid date entered.”

If an entry is not made in the Date Range To masked edit box, the system will invoke a standard error message with the text “An entry is required for the {name of control}.”

The date entered in the Date Range To masked edit box must be equal to or greater than the current system date or the system will invoke a standard error message with the text “Date entered must be equal to or greater than today’s date.”

The date entered in the Date Range To masked edit box must represent a valid date in the format of MM/DD/CCYY. If an invalid date is entered, the system will invoke a standard error message with the text “Invalid date entered.”

The Date Range From masked edit box value must be equal to or less than the value of the Date Range To masked edit box. If the Date Range From masked edit box value is not equal to or less than the Date Range To masked edit box value, the system will invoke a standard error message with the text “Beginning of date range must be equal to or less than end of date range.”

13.10.2.3 Generate Special Formula Prescription Expiration Date Report

Upon successful completion of the edits listed above, the system will generate the Special Formula Prescription Expiration Date to the selected report destination:

If Report Destination is Screen, the system will display the report on the screen.

If Report Destination is Printer, the system will generate the report and send it to the selected other output printer (see System Tools).

If Report Destination is PDF, the system will invoke the “Save As” dialog. The user may select the folder and enter the file name, or cancel. Upon entering a file name and selecting Save, the system will save the file to the selected folder.

13.11 Special Formula Prescription Expiration Date Report (Output) CLN005

This report allows the user to print a report that lists the special formula prescriptions that are expiring within a specified time range. The report is generated from the Generate Special Formula Rx Expiration Date Report dialog as described in this document.

Special Formula Prescription Expiration Date Report			
CLN005			
System Name	Special Formula Prescription Expiration Date Report		2/17/2005
Don User	Prescriptions Ending for the Date Range		12:30:00
	of 02/17/2005 to 03/31/2005		Page 1
Local Agency: 04 - Knox County WIC Program			
Clinic: 02 - Daviess County WIC Program			
Prescription End Date	Participant Name	State WIC ID	Name and Type of Formula
-----	-----	-----	-----
02/19/2005	Jones, Barbara	12223987	14.0-OZ CAN(S) ALSOY POWDERED
02/19/2005	Luerding, Jeff	11658443	13-OZ CAN(S) CONCENTRATE ISOMIL
03/07/2005	Brown, John	11248764	32-OZ CAN(S) ISOMIL READY-TO-USE
03/19/2005	Helms, Margaret	11256664	14.0-OZ CAN(S) ALSOY POWDERED

13.11.1 Data Elements

This section describes the data elements that will print on the document.

13.11.1.1 Report Title

The title of the report will be the text “Special Formula Prescription Expiration Date Report” and the subtitle of the report will be the text “Prescriptions Ending for the Date Range” with the report date range specified by the user.

13.11.1.1.1 Origin of Data Element

The report date range will be selected by the user on the Generate Special Formula Prescription Expiration Date Report dialog described in this document.

13.11.1.1.2 Format

The date values will print in MM/DD/CCYY format.

13.11.1.2 Local Agency Number and Name

This value will be the number and name of the local agency where the participant receives service.

13.11.1.2.1 Origin of Data Element

The value will be populated from the appropriate values in the reference dictionary table of the lookup database for the Agency-Identifier of the MEMBER entity.

13.11.1.2.2 Format

The values will print as their literal value.

13.11.1.3 Clinic Number and Name

This value will be the number and name of the Clinic where the participant receives service.

13.11.1.3.1 Origin of Data Element

The value will be populated from the appropriate values in the reference dictionary table of the lookup database for the Service-Site-Identifier of the MEMBER entity.

13.11.1.3.2 Format

The values will print as their literal value.

13.11.1.4 Prescription End Date

This value is the date that the special formula prescription expires for the participant.

13.11.1.4.1 Origin of Data Element

The value will be taken from the Special-Prescription-End-Date attribute of the FOOD-PRESCRIPTION-ITEM entity of the participant.

13.11.1.4.2 Format

The value will print in MM/DD/CCYY format.

13.11.1.5 Participant Name

This value will be the full name of the participant with a special formula prescription that expires within the specified date range.

13.11.1.5.1 Origin of Data Element

The value will be taken from the Last-Name, First-Name, and Middle-Initial attributes of the MEMBER entity for the client.

13.11.1.5.2 Format

The value will print in {last name}, {first name} {middle initial}. format.

13.11.1.6 State WIC ID

This value will be the State WIC ID of the participant.

13.11.1.6.1 Origin of Data Element

The value will be taken from the State-WIC-Identifier attribute of the MEMBER entity of the client.

13.11.1.6.2 Format

The value will print as its literal value.

13.11.1.7 Name and Type of Formula

This value will be the name and type of formula on the special formula prescription.

13.11.1.7.1 Origin of Data Element

The value will be populated from the appropriate values in the reference dictionary table of the lookup database for the Food-Item-Code of the FOOD-PRESCRIPTION-ITEM entity.

13.11.1.7.2 Format

The value will print as its literal value.

13.11.2 Filter Criteria

13.11.2.1 Participants Enrolled at Specified Clinics

All participants enrolled at the user-specified Clinics will be included in the report.

13.11.2.2 Special Formula Prescription Expires

Only participants with a special formula prescription that expires within the specified date range will be included in the report. The Special-Prescription-End-Date attribute of the FOOD-PRESCRIPTION-ITEM entity will be checked.

13.11.3 Sort Order

13.11.3.1 Clinic

The report will be sorted first by Clinic.

13.11.3.2 Prescription End Date

The report will be sorted by the special formula prescription end date within the Clinic.

13.11.3.3 Participant Name

The report will be sorted by participant name within the special formula prescription end date.

13.11.4 Control Break

13.11.4.1 Clinic

A page break will occur on a change of Clinic.

13.11.5 Grand Total

No totals are defined for this report.

13.12 Generate Check Pickup/Letters Report

The Generate Check Pickup/Letters Report dialog allows the user to generate a report that lists participants that have failed to pick up their next set(s) of checks for which they are eligible. It is invoked when the user selects the Check Pickup Report list item from the Reports display list.

The dialog box is titled "Generate Check Pickup Report/Letters". It features a standard Windows-style title bar with a close button (X) in the top right corner. The main content area is organized into several sections:

- Clinic(s):** A list box containing one entry: "01 - East Chicago WIC Program".
- Date Range:** Two date input fields labeled "From" and "To", each containing two slashes (//).
- Address Labels:** A section containing:
 - A checked checkbox labeled "Generate Address Label First".
 - A dropdown menu for "Address Label Printer" with the selected value "Wic# Lexmark M - Laser Printer".
 - A dropdown menu for "Label Type" with the selected value "Avery 5160 - Mailing Label".
 - A text input field for "Starting Label Position" with the value "1".
 - A checked checkbox labeled "Pause After Generating Label".
- Output Type:** Two radio buttons: "Letter" (which is selected) and "Post Card".
- Output Destination:** Three radio buttons: "Display on Screen" (selected), "Send to Printer", and "Save as PDF".

At the bottom of the dialog are two buttons: "OK" and "Cancel".

Figure 7 - Generate Check Pickup Report/Letters Dialog

13.12.1 Controls

This section describes the behavior of the controls on the Generate Check Pickup Report/Letters dialog.

13.12.1.1 *Clinic(s) List Box*

This control allows the user to select the Clinics to include in the Check Pickup Report. The list box will be enabled when the Generate Check Pickup Report/Letters dialog is active. It will be filled with entries for each Clinic defined for their local agency. The entries will be sorted by Clinic ID. No Clinic will be selected initially. Single and multiple selections are allowed.

13.12.1.2 *Date Range From Masked Edit Box (From)*

This control allows the user to enter the start date of the date range on which to filter the Check Pickup Report. The masked edit box will be enabled when the Generate Check Pickup Report/Letters dialog is active. It will only accept entry of numeric digits. The mask on the box will be “####/####/####” to accept a date with a four digit year. The masked edit box will initially be blank.

13.12.1.3 *Date Range To Masked Edit Box (To)*

This control allows the user to specify the end date of the date range on which to filter the Check Pickup Report. The masked edit box will be enabled when the Generate Check Pickup Report/Letters dialog is active. It will only accept entry of numeric digits. The mask on the box will be “####/####/####” to accept a date with a four digit year. The masked edit box will initially be blank.

13.12.1.4 *Generate Address Label First Check Box*

This control allows the user to indicate that the system should generate address labels for all of the applicable participants before the report or letters are produced. The control will be enabled when the Generate Check Pickup Report/Letters dialog is active. It has an initial value of cleared.

Upon removing the mark from the Generate Address Label First check box, the following controls will be blanked and disabled:

- Address Label Printer dropdown
- Label Type dropdown
- Starting Label Position text box
- Pause after Generating Labels check box

13.12.1.5 Address Label Printer Dropdown

This control allows the user to select the printer on which the address labels should be printed. This allows printers defined as label printers or other output printers for the workstation to be used to print labels. The dropdown will be enabled when the Generate Address Label First check box is marked. The dropdown will be filled with an entry for each defined label or other output printer for the system that is currently active. The field will default initially blank.

If the Generate Address Labels First check box is checked, a selection is required for the Address Label Printer.

13.12.1.6 Label Type Dropdown

This control allows the user to select the type of label stock that is loaded in the printer. The dropdown will be populated when a printer is selected from the Address Label Printer dropdown. It will contain a list of label types from the reference dictionary table of the lookup database appropriate for the label printer selected in the Address Label Printer dropdown. The field will default initially blank.

If the Generate Address Labels First check box is checked, a selection is required for the Label Type.

13.12.1.7 Starting Label Position Text Box

This control will allow the user to select which mailing label to start with on the label sheet. The control will be enabled when a laser printer is selected from the Address Label Printer dropdown. The control allows entry of numeric digits. The minimum value is 1 and the maximum value is the number of labels available on the selected label type.

When a laser printer is selected from the Address Label Printer dropdown, a numeric value is required for the Starting Label Position.

13.12.1.8 Pause after Generating Labels Check Box

This control allows the user to instruct the system to pause after printing mailing labels on the printer so that paper may be loaded into the printer for producing the check pickup report or letters. The check box will be enabled when the Generate Address Label First check box is marked. It will initially be marked.

13.12.1.9 Output Type Radio Button Group

This control allows the user to indicate the type of output to generate. The radio button group will be enabled when the Generate Check Pickup Report/Letters dialog is active. It consists of the following radio buttons:

- Letter
- Post Card

The Letter radio button will initially be selected.

13.12.1.10 Output Destination Radio Button Group

This control allows the user to select either Display on Screen, Send to Printer or Save as PDF. The control will be enabled when the dialog is enabled. It will default to Display on Screen.

13.12.1.11 OK Button

This control allows the user to instruct the system to edit the values of the controls, generate the selected output, and exit the Generate Check Pickup Report/Letters dialog. The OK button will be enabled when the Generate Check Pickup Report/Letters dialog is active. Characteristics for the OK button are defined in *Consistencies*.

13.12.1.12 Cancel Button

This control allows the user to exit the Generate Check Pickup Report/Letters dialog without generating any output. The Cancel button will be enabled when the Generate Check Pickup Report/Letters dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

13.12.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Generate Check Pickup Report/Letters dialog.

13.12.2.1 Initializing the Interface

Upon initial presentation of the dialog, the title bar text will be set to “Generate Check Pickup Report/Letters”

All Clinics will be displayed in the Clinic(s) list box in numeric order by Clinic ID and no clinic is initially selected

The Date Range From masked edit box will be initially blank.

The Date Range To masked edit box will be initially blank.

13.12.2.2 Edits

Upon selection of the OK button, if at least one selection is not made in the Clinic(s) list box, the system will invoke a standard error message with the text “A selection is required in the {name of control}.”

If an entry is not made in the Date Range From masked edit box, the system will invoke a standard error message with the text “An entry is required for the {name of control}.”

The date entered in the Date Range From masked edit box must not be over 90 days before the current system date or the system will invoke a standard error message with the text “Date entered must not be more than 90 days before today’s date.”

The date entered in the Date Range From masked edit box must represent a valid date in the format of MM/DD/CCYY. If an invalid date is entered, the system will invoke a standard error message with the text “Invalid date entered.”

If an entry is not made in the Date Range To masked edit box, the system will invoke a standard error message with the text “An entry is required for the {name of control}.”

The date entered in the Date Range To masked edit box must not be over 90 days before the current system date or the system will invoke a standard error message with the text “Date entered must not be more than 90 days before today’s date.”

The date entered in the Date Range To masked edit box must represent a valid date in the format of MM/DD/CCYY. If an invalid date is entered, the system will invoke a standard error message with the text “Invalid date entered.”

The Date Range From masked edit box value must be equal to or less than the value of the Date Range To masked edit box. If the Date Range From masked edit box value is not equal to or less than the Date Range To masked edit box value, the system will invoke a standard error message with the text “Beginning of date range must be equal to or less than end of date range.”

If the Generate Address Labels First check box is checked and a selection is not made in the following controls, the system will invoke a standard error message with the text, “A selection is required in the {control label}:

- Address Label Printer dropdown
- Label Type dropdown

If a laser printer is selected from the Address Label Printer dropdown and a selection is not made in the following control, the system will invoke a standard error message with the text, “An entry is required for the {control label}:

- Starting Label Position text box

The value entered in the Starting Label Position text box must not be greater than the number of labels available on the selected label type or the system will invoke a standard error message with the text “Starting Label range is 1 through xx” where xx is the number of labels available on the selected label type.

13.12.2.3 Generate Address Labels

Upon selection of the OK button with the Generate Address Labels First check box is marked, the system will generate address labels for all of the applicable participants. The criteria for generating these address labels and the format of the labels is described in this document.

13.12.2.4 Pause after Generating Address Labels

If the Pause after Generating Labels check box is marked, the system will invoke a standard error message with the text “Load paper for check pickup notices and press OK when ready.”

13.12.2.5 Generate Check Pickup Letters

After the possible generation of address labels and pausing for media change, the system will generate check pickup letters if the Letter radio button is selected in the Output Type radio button group. The format of the letters is described in this document.

13.12.2.6 Generate Check Pickup Report

Upon successful completion of the edits listed above, the system will generate the Check Pickup Report if the Report radio button is selected in the Output Type radio button group. The format of the report is described in this document.

13.13 Check Pickup Letter (Output)

This letter will be generated to notify participants that have failed to pick up their next set(s) of checks for which they are eligible. A letter is generated for only the lead (oldest) member of the household. The letter lists all members of the household who are eligible for more checks. The letters are generated from the Generate Check Pickup Report/Letters dialog when the Letter output type is selected.

Check Pickup Letter

Clinic WIC Clinic
6537 Walter Lane
Anytown, KS 66062-2371

Mary M. Participant
451 Main Street
Anytown, KS 66210-1347

June 21, 2005

Mary,

We noticed you missed coming to the WIC clinic to pick up your WIC checks. The WIC foods are an important part of WIC services. They add nutritional value to help maintain or improve your health and well being.

This is a reminder that the following members of your household can still pick up WIC checks:

00073654 Mary M. Participant
00073658 Bobby J. Participant

If you have any questions please call the WIC clinic:

Clinic WIC Program at 555-555-2987.

We look forward to seeing you soon.

In accordance with Federal law and USDA policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer. To file a complaint of religious discrimination, send it directly to the Civil Rights Commission.

13.13.1 Data Elements

This section describes the data elements that will print on the document.

13.13.1.1 Administrative Site Name

This value will be the name of the administrative site.

13.13.1.1.1 Origin of Data Element

The value will be taken from the Name attribute of the ADMINISTRATIVE-SITE entity.

13.13.1.1.2 Format

The value will print as its literal value.

13.13.1.2 Administrative Site Address

This value will be the address of the administrative site.

13.13.1.2.1 Origin of Data Element

The value will be taken from the Address attribute of the ADMINISTRATIVE-SITE entity.

13.13.1.2.2 Format

The value will print as its literal value.

13.13.1.3 Administrative Site City

This value will be the city of the administrative site.

13.13.1.3.1 Origin of Data Element

The value will be taken from the City attribute of the ADMINISTRATIVE-SITE entity.

13.13.1.3.2 Format

The value will print as its literal value.

13.13.1.4 Administrative Site State

This value will be the state of the administrative site.

13.13.1.4.1 Origin of Data Element

The value will be the abbreviation for your state.

13.13.1.4.2 Format

The value will print as the two-letter abbreviation for your state.

13.13.1.5 Administrative Site ZIP Code

This value will be the ZIP code of the administrative site.

13.13.1.5.1 Origin of Data Element

The value will be taken from the ZIP-Code attribute of the ADMINISTRATIVE-SITE entity.

13.13.1.5.2 Format

The value will print in #####-#### format.

13.13.1.6 Current Date

This value will be the current system date at the time the check pickup letter was generated.

13.13.1.6.1 Origin of Data Element

The source of this value will be the internal clock of the computer generating the check pickup letter.

13.13.1.6.2 Format

The value will print in {textual month} {day}, {year} format.

13.13.1.7 Lead Member Name

This value will be the full name of the lead member of the household who is eligible to pick up checks.

13.13.1.7.1 Origin of Data Element

The value will be taken from the Last-Name, First-Name, and Middle-Initial attributes of the MEMBER entity of the lead member.

13.13.1.7.2 Format

The value will print in {first name} {middle initial}. {last name} format.

13.13.1.8 Mailing Address

This value will be the mailing address for the household of the lead member.

13.13.1.8.1 Origin of Data Element

The value will be taken from the Mailing-Address attribute of the HOUSEHOLD entity of the lead member.

13.13.1.8.2 Format

The value will print as its literal value.

13.13.1.9 Mailing City

This value will be the mailing city for the household of the lead member.

13.13.1.9.1 Origin of Data Element

The value will be taken from the Mailing-City attribute of the HOUSEHOLD entity of the client.

13.13.1.9.2 Format

The value will print as its literal value.

13.13.1.10 Mailing State

This value will be the mailing state for the household of the lead member.

13.13.1.10.1 Origin of Data Element

The value will be taken from the Mailing-State attribute of the HOUSEHOLD entity of the client.

13.13.1.10.2 Format

The value will print as its literal value.

13.13.1.11 Mailing ZIP Code

This value will be the mailing ZIP code for the household of the lead member.

13.13.1.11.1 Origin of Data Element

The value will be taken from the Mailing-ZIP-Code attribute of the HOUSEHOLD entity of the client.

13.13.1.11.2 Format

The value will print in #####-#### format.

13.13.1.12 Lead Member First Name (salutation)

This value will be the first name of the lead member.

13.13.1.12.1 Origin of Data Element

The value will be taken from the First-Name attribute of the MEMBER entity of the client.

13.13.1.12.2 Format

The value will print as its literal value.

13.13.1.13 Household Member State WIC ID

This value will be the State WIC ID of each member of the household who is eligible to pick up checks.

13.13.1.13.1 Origin of Data Element

The value will be taken from the State-WIC-Identifier attribute of the MEMBER entity of the lead member.

13.13.1.13.2 Format

The value will print as its literal value.

13.13.1.14 Household Member Name

This value will be the full name of each member of the household who is eligible to pick up checks.

13.13.1.14.1 Origin of Data Element

The value will be taken from the Last-Name, First-Name, and Middle-Initial attributes of the MEMBER entity of the lead member.

13.13.1.14.2 Format

The value will print in {first name} {middle initial}. {last name} format.

13.13.1.15 Clinic Name

This value will be the name of the Clinic where the lead member receives WIC services.

13.13.1.15.1 Origin of Data Element

The value will be taken from the Service-Site-Name attribute of the SERVICE-SITE entity for the Clinic.

13.13.1.15.2 Format

The value will print as its literal value.

13.13.1.16 Administrative Site Telephone Number

This value will be the telephone number of the administrative site.

13.13.1.16.1 Origin of Data Element

The value will be taken from the Telephone-Number attribute of the ADMINISTRATIVE-SITE entity.

13.13.1.16.2 Format

The value will print in the format ####-###-####.

13.13.2 Filter Criteria

13.13.2.1 Clients Enrolled at Specified Clinics

All clients enrolled at the user-specified Clinics will be included on the check pickup letters that are generated.

13.13.2.2 Eligible for Check Issuance

Only participants who are eligible for additional check issuance during their current certification period will be included on the check pickup letters that are generated. This will be determined by comparing the Last-Check-LDTU and Certification-Due-Date attributes of the MEMBER entity.

13.13.2.3 Eligible for Check Issuance within Specified Date Range

Only participants who are eligible for additional check issuance inclusively between the user-specified starting and ending dates will be included on the check pickup letters that are generated. This will be determined by examining the Last-Check-LDTU attribute of the MEMBER entity.

13.13.2.4 Lead Member of Household

A single check pickup letter will be produced for the lead (oldest) member of the household. The letter lists all members of the household who are eligible for more checks.

13.13.3 Sort Order

13.13.3.1 Clinic

The check pickup letters will be sorted by Clinic.

13.13.3.2 Lead Member Name

The check pickup letters will be sorted by the participant name of the lead (oldest) family member within Clinic.

13.13.4 Control Breaks

13.13.4.1 Lead Member

A page will be generated for each lead (oldest) family member included in the document production.

13.14 Check Pickup Report (Output) CLN006

This report allows the user to print a report list of participants that have failed to pick up their next set(s) of checks for which they are eligible. The report is generated from the Generate Check Pickup Report/Letters dialog when the Report output type is selected.

CLN006				
System Name	Check Pickup Report			02/17/2005
Don User	02/17/2005 - 03/31/2005			12:30:00
				Page 1
Local Agency: 04 - Knox County WIC Program				
Clinic: 02 - Daviess County WIC Program				
Contact Information	Household ID	State WIC ID	Cert End Date	First Date to Use of Next Set of Checks
-----	-----	-----	-----	-----
Jones, Barbara 3387 Main Street Anytown, KS 66100 555-347-4438	02342345	12223987	03/28/2005	03/03/2005
Jones, Robert		12223455	03/28/2005	03/03/2005
Jones, Melissa		12223487	03/28/2005	03/03/2005

13.14.1 Data Elements

This section describes the data elements that will print on the document.

13.14.1.1 Report Title

The title of the report will be the text "Check Pickup Report". A subtitle will indicate the date range selected for the report.

13.14.1.1.1 Origin of Data Element

The date range will be selected by the user on the Generate Check Pickup Report/Letters dialog described in this document.

13.14.1.1.2 Format

The dates will print in MM/DD/CCYY format.

13.14.1.2 Agency Number and Name

This value will be the number and name of the agency.

13.14.1.2.1 Origin of Data Element

The values will be taken from the Agency-Identifier and Agency-Name attributes of the AGENCY entity.

13.14.1.2.2 Format

The value will print as its literal value.

13.14.1.3 Clinic Number and Name

This value will be the number and name of the Clinic where the lead (oldest) member receives WIC services.

13.14.1.3.1 Origin of Data Element

The value will be taken from the Service-Site-Identifier and Service-Site-Name attributes of the SERVICE-SITE entity for the Clinic.

13.14.1.3.2 Format

The value will print as its literal value.

13.14.1.4 Participant Name

This value will be the full name of the participant.

13.14.1.4.1 Origin of Data Element

The values will be taken from the Last-Name, First-Name, and Middle-Initial attributes of the MEMBER entity for the participant. The name of the oldest member of the household will not be indented; the name of all other family members will be indented.

13.14.1.4.2 Format

The values will be included as their literal values.

13.14.1.5 Household ID

13.14.1.5.1 Origin of Data Element

The value will be taken from the HouseholdID attribute of the Household entity.

13.14.1.5.2 Format

The value will print as its literal value.

13.14.1.6 State WIC ID

This value will be the State WIC ID of the participant.

13.14.1.6.1 Origin of Data Element

The value will be taken from the State-WIC-Identifier attribute of the MEMBER entity of the participant.

13.14.1.6.2 Format

The value will be included as its literal value.

13.14.1.7 Certification End Date (Cert End Date)

This value is the date that the current certification ends for the participant. It will only be printed if the participant is in a valid certification.

13.14.1.7.1 Origin of Data Element

The value will be taken from the Certification-Due-Date attribute of the MEMBER entity of the participant.

13.14.1.7.2 Format

The value will print in MM/DD/CCYY format.

13.14.1.8 First Date to Use of Next Set of Checks

This value is the first date to use of the next set of checks issued to the participant if they would have come into the clinic for their next scheduled check pickup. It will only be printed if the participant is in a valid certification.

13.14.1.8.1 Origin of Data Element

The value will be the day after the Last-Check-LDTU attribute of the MEMBER entity of the participant.

13.14.1.8.2 Format

The value will print in MM/DD/CCYY format.

13.14.1.9 Mailing Address

These values will be the mailing address of the household of the participant.

13.14.1.9.1 Origin of Data Element

The values will be taken from the Mailing-Address, Mailing-City, Mailing-State, and Mailing-ZIP-Code attributes of the HOUSEHOLD entity.

13.14.1.9.2 Format

The values will be included as their literal values.

13.14.1.10 Telephone Number

This value will be the telephone number of the household of the participant.

13.14.1.10.1 Origin of Data Element

The value will be taken from the Telephone1 attribute of the HOUSEHOLD entity.

13.14.1.10.2 Format

The value will print in the format ###-###-####.

13.14.2 Filter Criteria

13.14.2.1 Clients Enrolled at Specified Clinics

All clients enrolled at the user-specified Clinics will be included in the report.

13.14.2.2 Eligible for Check Issuance

Only participants who are eligible for additional check issuance during their current certification period will be included in the report. This will be determined by comparing the Last-Check-LDTU and Certification-Due-Date attributes of the MEMBER entity.

13.14.2.3 Eligible for Check Issuance within Specified Date Range

Only participants who are eligible for additional check issuance inclusively between the user-specified starting and ending dates will be included in the report. This will be determined by examining the Last-Check-LDTU attribute of the MEMBER entity.

13.14.3 Sort Order

13.14.3.1 Clinic

The report will be sorted by Clinic.

13.14.3.2 Participant Name of Oldest Family Member

The report will be sorted by the participant name of the oldest family member within Clinic.

13.14.4 Control Break

13.14.4.1 Clinic

A page break will occur on a change of Clinic.

13.14.5 Grand Total

No totals are defined for this report.

13.15 Address Labels for Check Pickup Letters (Output)

Address labels may be produced for the lead member of the household with participants that have failed to pick up their next set(s) of checks for which they are eligible.

Address Label for Check Pickup Participants

98865754

Mary S. Participant
6759 Pine Street
Anytown, KS 66062-8373

13.15.1 Data Elements

This section describes the data elements that will print on the document.

13.15.1.1 Client State WIC ID

This value will be the State WIC ID of the lead member of the household who failed to pick up their next set(s) of checks.

13.15.1.1.1 Origin of Data Element

The value will be taken from the State-WIC-Identifier attribute of the MEMBER entity of the client.

13.15.1.1.2 Format

The value will print as its literal value.

13.15.1.2 Client Name

This value will be the full name of the lead member of the household who failed to pick up their next set(s) of checks.

13.15.1.2.1 Origin of Data Element

The value will be taken from the Last-Name, First-Name, and Middle-Initial attributes of the MEMBER entity of the household member.

13.15.1.2.2 Format

The value will print in {first name} {middle initial}. {last name} format.

13.15.1.3 *Client Mailing Address*

This value will be the mailing address for the household of the lead member who failed to pick up their next set(s) of checks.

13.15.1.3.1 Origin of Data Element

The value will be taken from the Mailing-Address attribute of the HOUSEHOLD entity of the household member.

13.15.1.3.2 Format

The value will print as its literal value.

13.15.1.4 *Client Mailing City*

This value will be the mailing city for the household of the lead member who failed to pick up their next set(s) of checks.

13.15.1.4.1 Origin of Data Element

The value will be taken from the Mailing-City attribute of the HOUSEHOLD entity of the household member.

13.15.1.4.2 Format

The value will print as its literal value.

13.15.1.5 *Client Mailing State*

This value will be the mailing state for the household of the lead member who failed to pick up their next set(s) of checks.

13.15.1.5.1 Origin of Data Element

The value will be taken from the Mailing-State attribute of the HOUSEHOLD entity of the household member.

13.15.1.5.2 Format

The value will print as its literal value.

13.15.1.6 Client Mailing ZIP Code

This value will be the mailing ZIP code for the household of the lead member who failed to pick up their next set(s) of checks.

13.15.1.6.1 Origin of Data Element

The value will be taken from the Mailing-ZIP-Code attribute of the HOUSEHOLD entity of the household member.

13.15.1.6.2 Format

The value will print in #####-#### format.

13.15.2 Filter Criteria

13.15.2.1 Clients Enrolled at Specified Clinics

All clients enrolled at the user-specified Clinics will be included on the address labels that are generated.

13.15.2.2 Eligible for Check Issuance

Only participants who are eligible for additional check issuance during their current certification period will be included on the address labels that are generated. This will be determined by comparing the Last-Check-LDTU and Certification-Due-Date attributes of the MEMBER entity.

13.15.2.3 Eligible for Check Issuance within Specified Date Range

Only participants who are eligible for additional check issuance inclusively between the user-specified starting and ending dates will be included on the address labels that are generated. This will be determined by examining the Last-Check-LDTU attribute of the MEMBER entity.

13.15.2.4 Lead Member of Household

A single address label will be produced for the lead (oldest) member of the household.

13.15.3 Sort Order

13.15.3.1 Clinic

The address labels will be sorted by Clinic.

13.15.3.2 Lead Member Name

The address labels will be sorted by the participant name of the lead (oldest) family member within Clinic.

13.15.4 Control Breaks

13.15.4.1 Lead Member

An address label will be generated for each lead (oldest) family member included in the document production.

13.16 Generate Pending Certifications Report

The Generate Pending Certifications Report dialog allows the user to generate a report that lists participants that have an incomplete certification. It is invoked when the user selects the Pending Certifications Report list item from the Reports display list.

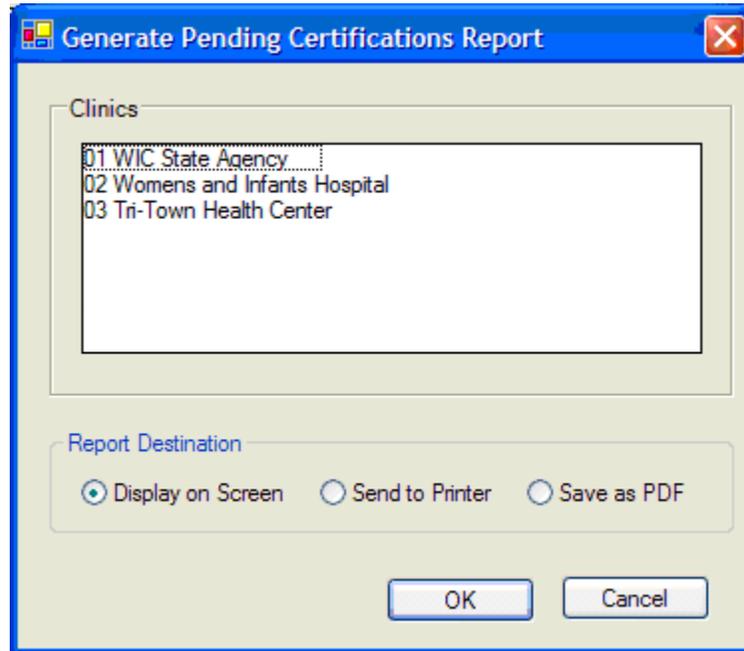


Figure 8 - Generate Pending Certifications Report Dialog

13.16.1 Controls

This section describes the behavior of the controls on the Generate Pending Certifications Report dialog.

13.16.1.1 Clinic(s) List Box

This control allows the user to select the clinics to include in the Pending Certifications report. The list box will be enabled when the Generate Pending Certifications Report dialog is active. It will be filled with entries for each Clinic defined for the local agency. The entries will be sorted by Clinic ID. Single and multiple selections may be made by the user.

13.16.1.2 Report Destination Radio Button Group

This control allows the user to select either Display on Screen, Send to Printer or Save as PDF. The control will be enabled when the dialog is enabled. It will default to Display on Screen.

13.16.1.3 OK Button

This control allows the user to instruct the system to edit the values of the controls, generate the report, and exit the Generate Pending Certifications Report dialog. The OK button will be enabled when the Generate Pending Certifications Report dialog is active. Characteristics for the OK button are defined in *Consistencies*.

13.16.1.4 Cancel Button

This control allows the user to exit the Generate Pending Certifications Report dialog without generating a report. The Cancel button will be enabled when the Generate Pending Certifications Report dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

13.16.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Generate Pending Certifications Report dialog.

13.16.2.1 Initializing the Interface

Upon initial presentation of the dialog, the title bar text will be set to “Generate Pending Certifications Report”

All Clinics will be displayed in the Clinic(s) list box in numeric order by Clinic ID and no clinic is initially selected

13.16.2.2 Edits

Upon selection of the OK button, if at least one selection is not made in the Clinic(s) list box, the system will invoke a standard error message with the text “A selection is required in the {name of control}.”

If the Send to Printer radio button is selected and a printer has not been selected for the workstation, the system will display a standard error message box with the text “No printer has been specified for this workstation.”

If the Send to Printer radio button is selected and a printer has been selected for the workstation, the system will send the output to the selected printer. The Generate Pending Certifications Report dialog is dismissed and returns the user to the Generate Reports dialog.

If the Display on Screen radio button is selected the system will dismiss the Generate Pending Certifications Report dialog and invoke the standard print preview dialog to allow the user to view the report output.

If the Save as PDF radio button is selected the system will dismiss the Generate Pending Certifications Report dialog and invoke a standard save as dialog to allow the user to select the destination of the PDF file output.

13.17 Pending Certifications Report (Output) CLN007

This report allows the user to print a report listing of participants that have an incomplete certification. The report is generated from the Generate Pending Certifications Report dialog.

CLN007	<State Name Department Of Health> Pending Certifications as of 12/01/2005				Run Date: XX/XX/XXXX Run Time: XX:XX:XX Page: XXX
Agency: 001 - Smithville WIC Program Clinic: 001 - Smithville WIC Clinic					
Household ID	State WIC ID	Participant Name, Address, Telephone	Certification Start Date	Incomplete Reasons	Appointment Date
12345678	12345678	Doe, Jane D. 5100 Broadway Ave. Springfield, In 46802-0144 219-555-0641	11/18/2005	No Proof of Income No Proof of Residency	12/10/2005
87654321	87654321	Moore, Mary B. 5495 Crabapple Ave. Indianapolis, In 46800-0122 219-555-3478	11/23/2005	No Proof of Income	12/11/2005
76543218	76543218	Young, Katie R. 3333 Oakwood Indianapolis, In 46800-0122 219-555-6323	11/30/2005	No Proof of Adjunctive Eligibility	12/22/2005
Total Participants with Incomplete Certifications: 3					
*** End of Listing ***					

13.17.1 Data Elements

This section describes the data elements that will print on the document.

13.17.1.1 *Report Title*

13.17.1.1.1 Origin of Data Elements

The title of the report will be the value of the *ReportHeading* business rule. The subtitle of the report will be the text “Pending Certifications” and the date of the report. The date of the report will be the current system date.

13.17.1.1.2 Format

The date will print in MM/DD/CCYY format.

13.17.1.2 *Agency Name*

13.17.1.2.1 Origin of Data Element

The value will be taken from the Agency-Name attribute of the AGENCY entity.

13.17.1.2.2 Format

The value will print as its literal value.

13.17.1.3 *Clinic Name*

The value will be taken from the Service-Site-Name attribute of the SERVICE-SITE entity for the Clinic.

13.17.1.3.1 Format

The value will print as its literal value.

13.17.1.4 *Household ID*

13.17.1.4.1 Origin of Data Element

The value will be taken from the Member.HouseholdID.

13.17.1.4.2 Format

The value will print as its literal value.

13.17.1.5 State WIC ID

13.17.1.5.1 Origin of Data Element

The value will be taken from the Member.StateWICID.

13.17.1.5.2 Format

The value will print as its literal value.

13.17.1.6 Participant Name

13.17.1.6.1 Origin of Data Element

The value will be taken from the Member.FirstName, Member.MiddleInitial and Member.LastName.

13.17.1.6.2 Format

The value will print in {last name}, {first name} {middle initial}. format.

13.17.1.7 Mailing Address

13.17.1.7.1 Origin of Data Element

The value will be taken from the Household.MailAddress for the household of the applicant.

13.17.1.7.2 Format

The value will print in its literal value.

13.17.1.8 Mailing City

13.17.1.8.1 Origin of Data Element

The value will be taken from the Household.MailCity for the household of the applicant.

13.17.1.8.2 Format

The value will print in its literal value.

13.17.1.9 Mailing State

13.17.1.9.1 Origin of Data Element

The value will be taken from the Household.MailState for the household of the applicant.

13.17.1.9.2 Format

The value will print in its literal value.

13.17.1.10 Mailing ZIP

13.17.1.10.1 Origin of Data Element

The value will be taken from the Household.MailZip for the household of the applicant.

13.17.1.10.2 Format

The value will print in #####-#### format.

13.17.1.11 Telephone

13.17.1.11.1 Origin of Data Element

The value will be taken from the Household.Telephone1 for the household of the applicant.

13.17.1.11.2 Format

The value will print in ###-###-#### format.

13.17.1.12 Certification Start Date

13.17.1.12.1 Origin of Data Element

The value will be taken from the Member.CertificationStartDate.

13.17.1.12.2 Format

The value will print in MM/DD/CCYY format.

13.17.1.13 Incomplete Reasons

13.17.1.13.1 Origin of Data Element

The value will be determined by the system based upon the participant information that is available and the information that is required to certify the participant.

If the Household.HOMELESS = 'N'

And If the Member.WICSTATUS = 'I' or 'C'

And If the value in Member.IdentificationProof matches the value in the state business rule 'PENDINGIDPROOFVALUECHILD', the system will print the message "No Proof of Identification".

If the Household.HOMELESS = 'N'

And If the Member.WICSTATUS = 'P', 'B', or 'N'

And if the value in Member.IdentificationProof matches the value in the state business rule 'PENDINGIDPROOFVALUEWOMAN', the system will print the message "No Proof of Identification".

If the Household.HOMELESS = 'N'

And If the Member.RESIDENCYPROOF = 'N', the system will print the message "No Proof of Residency".

If no IncomeContact is found on or after the pending certification start date, the system will print the message "No Proof of Income".

If an IncomeContact is found on or after the pending certification start date and IncomeContact.PendingProof equals "Y", the system will print the message "Pending Proof of Income".

If an IncomeContact is found on or after the pending certification start date and IncomeContact.TANF equals "Y" and IncomeContact.TANFProofCd is not valued, the system will print the message "No Proof of Adjunctive Eligibility".

If an IncomeContact is found on or after the pending certification start date and IncomeContact.MEDICARE equals "Y" and IncomeContact.MEDICAREProofCd is not valued, the system will print the message "No Proof of Adjunctive Eligibility".

If an IncomeContact is found on or after the pending certification start date and IncomeContact.FOODSTAMPS equals "Y" and IncomeContact.FOODSTAMPSProofCd is not valued, the system will print the message "No Proof of Adjunctive Eligibility".

If an IncomeContact is found on or after the pending certification start date and IncomeContact.FDPIR equals“Y” and IncomeContact.FDPIRProofCd is not valued, the system will print the message “No Proof of Adjunctive Eligibility”.

If an IncomeContact is found on or after the pending certification start date and IncomeContact.OTHERTAMPS equals“Y” and IncomeContact.OTHERProofCd is not valued, the system will print the message “No Proof of Adjunctive Eligibility”.

If no BloodworkContact is found on or after the pending certification start date, the system will print the message “No Blood Work”.

If no Bloodwork contact is found on or after the pending certification start date and Bloodwork.DelayedBloodwork equals“Y”, the system will print the message “Pending Delayed Blood Work”.

13.17.1.13.2 Format

The value will print in its literal value.

13.17.1.14 Appointment Date

13.17.1.14.1 Origin of Data Element

The value will be taken from the Appointment.AppointmentDate.

13.17.1.14.2 Format

The value will print in MM/DD/CCYY format.

13.17.2 Filter Criteria

13.17.2.1 Clients Enrolled at Specified Service Sites

All clients enrolled at the user-specified service sites will be included in the report.

13.17.2.2 Incomplete Certification

Only clients with a certification attempt that has not been completed and has not been terminated as of the current system date will be included in the report. The CertContact End Date and Term Date are not valued.

13.17.2.3 Upcoming Appointments

All client appointments with a date that is equal to or greater than the current system date will be included in the report.

13.17.3 Sort Order

13.17.3.1 Clinic ID

The report will be sorted first by the Clinic ID.

13.17.3.2 Certification Start Date

The report will be sorted by the certification start date within Clinic ID.

13.17.4 Control Breaks

13.17.4.1 Clinic ID

A page break will occur on change in Clinic ID. At the end of each clinic the total number of clients with incomplete certifications will print.

13.17.5 Grand Total

A final summary count of clients with incomplete certifications will print at the end of the report.

13.18 Generate Labels

The Generate Address Labels dialog allows the user to select which type of address labels to generate. It is invoked when the user selects the Labels sub-menu item from the System Outputs menu located on the Participant List dialog File menu.

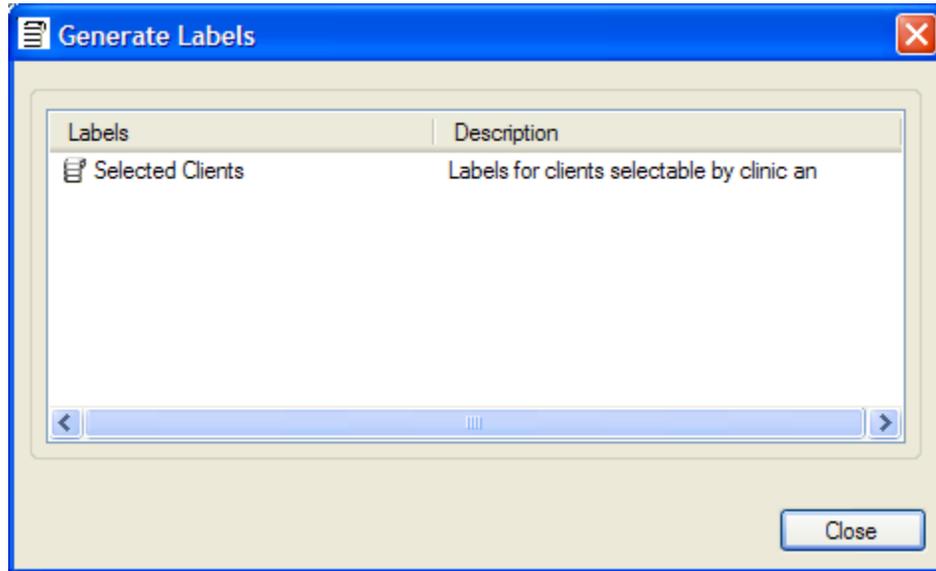


Figure 9 - Generate Labels Dialog

13.18.1 Controls

This section describes the behavior of the controls on the Generate Address Labels dialog.

13.18.1.1 Address Labels Display List

This control allows the user to view the list of available address labels. The display list will be enabled when the Generate Address Labels dialog is active. It will be filled with entries for all available types of address labels. Each entry displays as a small icon and a text label that displays to the right of the icon in the Labels column. Additional information is provided for each entry in the Description column. The entries are arranged vertically, each on its own line with information arranged in columns.

13.18.1.2 Selected Clients List Item

Upon selection of the Selected Clients list item, the system will invoke the Generate Client Address Labels dialog described in this document. The list item will be enabled when the Generate Address Labels dialog is active. It does not have a mnemonic or a caption.

13.18.1.3 Close Button

This control allows the user to exit the Generate Address Labels dialog. The Close button will be enabled when the Generate Address Labels dialog is active. Characteristics for the Close button are defined in *Consistencies*.

13.19 Generate Address Labels for Selected Clients

The Generate Client Address Labels dialog allows the user to generate address labels for specific clients. It is invoked when the user selects the Selected Clients list item from the Address Labels display list.

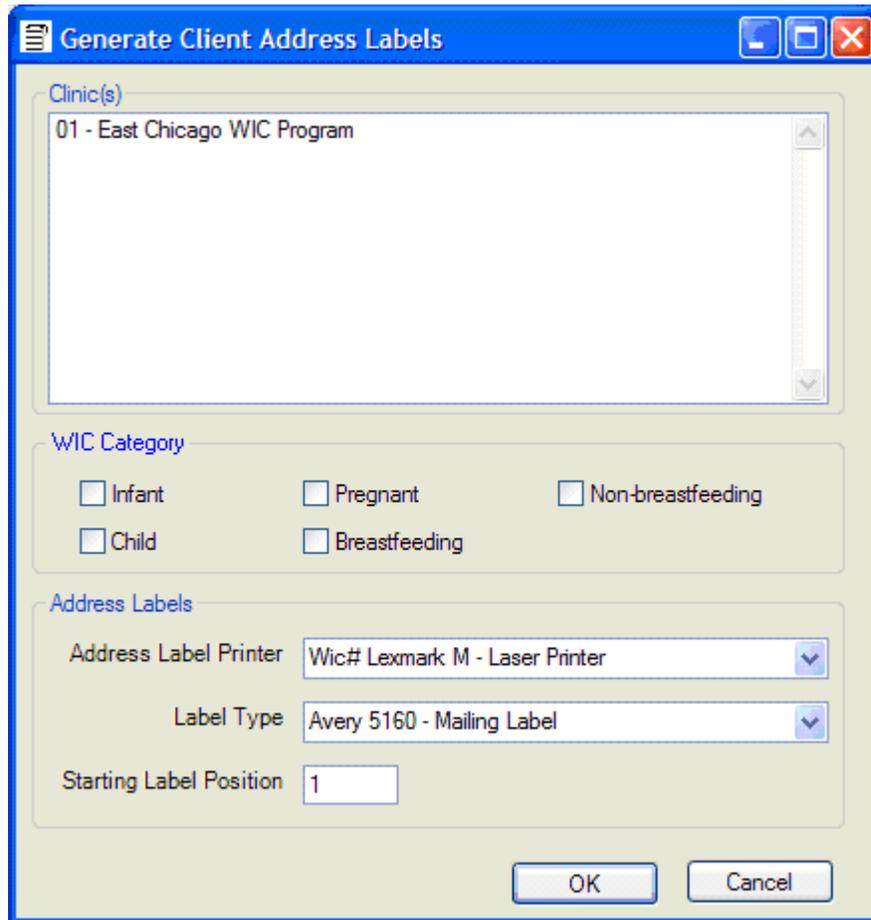


Figure 10 - Generate Client Address Labels Dialog

13.19.1 Controls

This section describes the behavior of the controls on the Generate Client Address Labels dialog.

13.19.1.1 Clinic(s) List Box

This control allows the user to select the Clinics for which to generate client address labels. The list box will be enabled when the Generate Client Address Labels dialog is active. It will be filled with entries for each Clinic defined for their local agency. The entries will be sorted by Clinic ID. No Clinic will be selected initially. Single and multiple selections are allowed.

13.19.1.2 WIC Category Group Check Boxes

This control allows the user to include certain WIC Category as selection criteria for generating the labels. The check boxes will be enabled when the Generate Client Address Labels dialog is active. The following check boxes will be available:

- Infant
- Child
- Pregnant
- Breastfeeding
- Non-breastfeeding

13.19.1.3 Address Label Printer Dropdown

This control allows the user to select the printer on which the address labels should be printed. This allows printers defined as label printers or other output printers for the workstation to be used to print labels. The dropdown will be enabled when the Generate Client Address Labels dialog is active. The dropdown will be filled with an entry for each defined label or other output printer for the system that is currently active. The field will default initially blank.

13.19.1.4 Label Type Dropdown

This control allows the user to select the type of label stock that is loaded in the printer. The dropdown will be enabled when a laser printer is selected from the Address Label Printer dropdown. It will contain a list of label types from the reference dictionary table of the lookup database appropriate for the label printer selected in the Address Label Printer dropdown. The field will default initially blank.

13.19.1.5 Starting Label Position Text Box

This control will allow the user to select which mailing label to start with on the label sheet. The control will be enabled when a laser printer is selected from the Address Label Printer dropdown. The control allows entry of numeric digits. The minimum value is 1 and the maximum value is the number of labels available on the selected label type.

When a laser printer is selected from the Address Label Printer dropdown, a numeric value is required for the Starting Label Position.

13.19.1.6 OK Button

This control allows the user to instruct the system to edit the values of the controls, generate the report, and exit the Generate Client Address Labels dialog. The OK button will be enabled when the Generate Client Address Labels dialog is active. Characteristics for the OK button are defined in *Consistencies*.

13.19.1.7 Cancel Button

This control allows the user to exit the Generate Client Address Labels dialog without generating address labels. The Cancel button will be enabled when the Generate Client Address Labels dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

13.19.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Generate Client Address Labels dialog.

13.19.2.1 Initializing the Interface

Upon initial presentation of the dialog, the title bar text will be set to "Generate Client Address Labels".

All Clinics will be displayed in the Clinic(s) list box in numeric order by Clinic ID and no clinic is initially selected

13.19.2.2 Edits

Upon selection of the OK button, if at least one selection is not made in the Clinic(s) list box, the system will invoke a standard error message with the text "A selection is required in the {name of control}."

If an entry is not made in a following-listed control, the system will invoke a standard error message with the text "An entry is required for the {name of control}."

- Infant WIC Category check box
- Child WIC Category check box
- Pregnant WIC Category check box
- Breastfeeding WIC Category check box
- Non-breastfeeding WIC Category check box

If a selection is not made in the following-listed controls, the system will invoke a standard error message with the text “A selection is required in the {name of control}”.

- Address Label Printer dropdown
- Label Type dropdown

If a laser printer is selected from the Address Label Printer dropdown, and a selection is not made in a following-listed control, the system will invoke a standard error message with the text “An entry is required for the {name of control}” .:

- Starting Label Position text box

The value entered in the Starting Label Position text box must not be greater than the number of labels available on the selected label type or the system will invoke a standard error message with the text “Starting Label range is 1 through xx” where xx is the number of labels available on the selected label type.

13.19.2.3 Generate Address Labels for Selected Clients

Upon successful completion of the edits listed above, the system will generate the Client Address Labels described in this document.

13.20 Address Labels for Selected Clients (Output)

Address labels are generated for all clients who fit the criteria defined on the Generate Client Address Labels dialog.

Address Labels for Selected Clients	
	98865754
Mary S. Participant	
6759 Pine Street	
Anytown, KS 66210-8373	

13.20.1 Data Elements

This section describes the data elements that will print on the document.

13.20.1.1 Client State WIC ID

This value will be the State WIC ID of the client who fits the defined criteria.

13.20.1.1.1 Origin of Data Element

The value will be taken from the Household-Member-State-WIC-Identifier attribute of the HOUSEHOLD-MEMBER entity of the client.

13.20.1.1.2 Format

The value will print as its literal value.

13.20.1.2 Client Name

This value will be the full name of the client.

13.20.1.2.1 Origin of Data Element

The value will be taken from the Household-Member-Last-Name, Household-Member-First-Name, and Household-Member-Middle-Initial attributes of the HOUSEHOLD-MEMBER entity of the client.

13.20.1.2.2 Format

The value will print in {first name} {middle initial}. {last name} format.

13.20.1.3 Client Mailing Address

This value will be the mailing address of the household of the client.

13.20.1.3.1 Origin of Data Element

The value will be taken from the Household-Mailing-Address attribute of the HOUSEHOLD entity of the client.

13.20.1.3.2 Format

The value will print as its literal value.

13.20.1.4 Client Mailing City

This value will be the mailing city of the household of the client.

13.20.1.4.1 Origin of Data Element

The value will be taken from the Household-Mailing-City attribute of the HOUSEHOLD entity of the client.

13.20.1.4.2 Format

The value will print as its literal value.

13.20.1.5 Client Mailing State

This value will be the mailing state of the household of the client.

13.20.1.5.1 Origin of Data Element

The value will be taken from the Household-Mailing-State attribute of the HOUSEHOLD entity of the client.

13.20.1.5.2 Format

The value will print as its literal value.

13.20.1.6 Client Mailing ZIP Code

This value will be the mailing ZIP code of the household of the client.

13.20.1.6.1 Origin of Data Element

The value will be taken from the Household-Mailing-ZIP attribute of the HOUSEHOLD entity of the client.

13.20.1.6.2 Format

The value will print in #####-#### format.

13.20.2 Filter Criteria

13.20.2.1 Selected Clients

The system will generate address labels for all clients who fit the criteria defined on the Generate Client Address Labels dialog.

13.20.2.2 Household

Only one address label will be produced per household when address labels are generated for multiple members of the same household.

13.20.3 Sort Order

13.20.3.1 Full Name

The address labels will be generated in the last name, first name, middle initial order.

13.20.4 Control Breaks

No control breaks are defined for the address labels.

13.21 Generate Initial Certification Processing Standards Report

The Generate Initial Certification Processing Standards Report dialog allows the user to generate a report listing applicants who were scheduled to attend an initial certification appointment. It is invoked when the user selects the Initial Certification Processing Standards Report list item from the Reports display list.

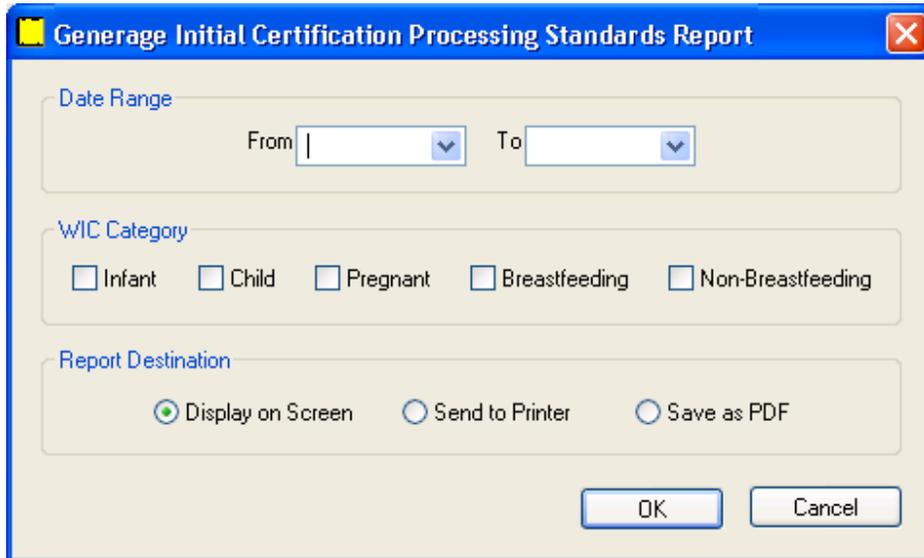


Figure 11 – Generate Initial Certification Processing Standards Report Dialog

13.21.1 Controls

13.21.1.1 Date Range From Masked Edit Box (From)

This control allows the user to enter the start date of the date range on which to filter the Initial Certification Processing Standards report. The masked edit box will be enabled when the Generate Initial Certification Processing Standards Report dialog is active. It will only accept entry of numeric digits. The mask on the box will be “###/###/####” to accept a date with a four digit year. The masked edit box will initially be blank.

13.21.1.2 Date Range To Masked Edit Box (To)

This control allows the user to enter the end date of the date range on which to filter the Initial Certification Processing Standards report. The masked edit box will be enabled when the Generate Initial Certification Processing Standards Report dialog is active. It will only accept entry of numeric digits. The mask on the box will be “###/###/####” to accept a date with a four digit year. The masked edit box will initially be blank.

13.21.1.3 Infant Check Box

The Infant check box will be enabled when the Generate Initial Certification Processing Standards Report dialog is active.

13.21.1.4 Child Check Box

The Child check box will be enabled when the Generate Initial Certification Processing Standards Report dialog is active.

13.21.1.5 Pregnant Check Box

The Infant check box will be enabled when the Generate Initial Certification Processing Standards Report dialog is active.

13.21.1.6 Breastfeeding Check Box

The Breastfeeding check box will be enabled when the Generate Initial Certification Processing Standards Report dialog is active.

13.21.1.7 Non-breastfeeding Check Box

The Non-breastfeeding check box will be enabled when the Generate Initial Certification Processing Standards Report dialog is active.

13.21.1.8 Report Destination Radio Button Group

This control allows the user to select either Display on Screen, Send to Printer or Save as PDF. The control will be enabled when the Generate Initial Certification Processing Standards Report dialog is active.

13.21.1.9 OK Button

This control allows the user to instruct the system to edit the values of the controls, generate the report, and exit the Generate Initial Certification Processing Standards Report dialog. The button will be enabled when the Generate Initial Certification Processing Standards Report dialog is active. Characteristics for the OK button are defined in *Consistencies*.

13.21.1.10 Cancel Button

This control allows the user to exit the Generate Initial Certification Processing Standards Report dialog without generating a report. The button will be enabled when the Generate Initial Certification Processing Standards Report dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

13.21.2 Processes

13.21.2.1 *Initializing the Interface*

Upon initial presentation of the dialog,

- The title bar text will be set to “Generate Initial Certification Processing Standards Report”.
- The Date Range From masked edit box will be initially blank.
- The Date Range To masked edit box will be initially blank.
- The WIC Category check boxes will be initially cleared.
- The Display on Screen radio button will be selected.

13.21.2.2 *Edits*

Upon selection of the OK button:

The system will invoke a standard error message with the text “An entry is required in the {control label}” if an entry is not made in the following controls:

- Date Range From
- Date Range To

If a selection is not made in at least one of the WIC Category check boxes, the system will invoke a standard error message with the text “Please select at least one of the WIC Categories.”

13.21.2.3 *Generate Initial Certification Processing Standards Report*

Upon selection of the OK button and all edits being passed, the system will generate the Initial Certification Processing Standards Report to the selected report destination:

- If Report Destination is Screen, the system will display the report on the screen.
- If Report Destination is Printer, the system will generate the report and send it to the selected other output printer (see System Tools).
- If Report Destination is PDF, the system will invoke the “Save As” dialog. The user may select the folder and enter the file name, or cancel. Upon entering a file name and selecting Save, the system will save the file to the selected folder.

13.22 Initial Certification Processing Standards Report (Output) CLN028

This report allows the user to print a list of applicants of a specified WIC Category or specified WIC categories who were scheduled to attend an initial certification appointment during a specified Date Range. The report is generated from the Generate Initial Certification Processing Standards Report dialog.

CLN028

<STATE NAME DEPARTMENT OF HEALTH>
 INITIAL CERTIFICATION PROCESSING STANDARDS
 11/01/2005 - 11/12/2005

RUN DATE: XX/XX/XXXX
 RUN TIME: XX:XX:XX
 PAGE: XXX

Agency: 001 - Smithville WIC Program
 Clinic: 001 - Smithville WIC Clinic

STATE WIC ID	CLIENT NAME TELEPHONE/COMMENTS	WIC CATEGORY	REQUESTED DATE	APPOINTMENT DATE	NUMBER OF DAYS	KEPT	FOLLOW-UP DATE
12956045	Janet M. Fitzgerald 219-555-0641	B	11/01/2005	11/03/2005	2	N	11/11/2005
Prescreening Comments: Applicant will be out of town for the next 2 weeks. She will call the clinic to schedule an appointment for an Initial Certification when she returns. Follow-up Comments: Attempted to contact participant but phone number has been disconnected.							
12956045	Melissa X. Fitzgerald 219-555-3478	B	11/01/2005	11/05/2005	4	N	11/15/2005
07345912	Johnny Q. Reginsky 219-555-9988	C	11/01/2005	11/03/2005	2	N	11/12/2005
Appointment Comments: Applicant abruptly left clinic during certification process.							
00329378	Pauline A. Brownstone 219-555-3726	I	11/01/2005	11/08/2005	7	N	11/18/2005
00034783	Margaret H. Thomlinson 219-555-6323	N	11/01/2005	11/05/2005	4	N	11/15/2005
04584511	Reshetta P. Metcalf 219-555-3499	N	11/02/2005	11/12/2005	10	N	11/22/2005

*** END OF LISTING ***

13.22.1 Data Elements

13.22.1.1 *State WIC ID*

13.22.1.1.1 Origin of Data Element

This value comes from the Member.StateWICID.

13.22.1.1.2 Format

The value will print as its literal value.

13.22.1.2 *Client Name*

13.22.1.2.1 Origin of Data Element

The value will be taken from the Member.FirstName
Member.MiddleInitial and Member.LastName.

13.22.1.2.2 Format

The value will print in {first name} {middle initial}. {last name}
format.

13.22.1.3 *Client Telephone Number*

13.22.1.3.1 Origin of Data Element

The value will be taken from the Household.Telephone1.

13.22.1.3.2 Format

The value will print in ###-###-#### format.

13.22.1.4 *WIC Category*

13.22.1.4.1 Origin of Data Element

The value will be taken from the Member.WICStatus.

13.22.1.4.2 Format

The value will print as its literal value.

13.22.1.5 Requested Date

13.22.1.5.1 Origin of Data Element

The value will be taken from the Appointment.CreateDate.

13.22.1.5.2 Format

This is an eight-digit value formatted MM/DD/CCYY.

13.22.1.6 Appointment Date

13.22.1.6.1 Origin of Data Element

The value will be taken from the Appointment.AppointmentDate.

13.22.1.6.2 Format

This is an eight-digit value formatted MM/DD/CCYY.

13.22.1.7 Number of Days

13.22.1.7.1 Origin of Data Element

The value will be calculated as the difference between the Requested Date and the Appointment Date.

13.22.1.7.2 Format

The value will print in ### format.

13.22.1.8 Kept

13.22.1.8.1 Origin of Data Element

The value will be taken from the Appointment.AppointmentKept.

13.22.1.8.2 Format

The value will print as its literal value.

13.22.1.9 Follow-up Date

13.22.1.9.1 Origin of Data Element

The value will be taken from the Appointment.FollowupDate.

13.22.1.9.2 Format

This is an eight-digit value formatted MM/DD/CCYY.

13.22.1.10 *Prescreening Comments (Comments)*

13.22.1.10.1 Origin of Data Element

The value will be taken from the Member.PrescreeningComments.

13.22.1.10.2 Format

The value will print as its literal value.

13.22.1.11 *Appointment Comments (Comments)*

13.22.1.11.1 Origin of Data Element

The value will be taken from the Appointment.Comments for an appointment if comments were recorded. It will not be printed when comments were not recorded for an appointment, and it will not be printed for a group education class.

13.22.1.11.2 Format

The value will print as its literal value.

13.22.1.12 *Follow-up Comments (Comments)*

13.22.1.12.1 Origin of Data Element

The value will be taken from the Appointment.Comments for an appointment if comments were recorded. It will not be printed when comments were not recorded for an appointment, and it will not be printed for a group education class.

13.22.1.12.2 Format

The value will print as its literal value.

13.22.2 Filter Criteria

13.22.2.1 *Base of Data*

This report includes all applicants who were scheduled to attend an initial certification appointment and fit the criteria specified on Generate Initial Certification Processing Standards Report dialog.

13.22.3 Sort Order

13.22.3.1 Appointment Date

The report will be sorted first in chronological order by Appointment Date.

13.22.3.2 WIC Category

The report will be sorted by WIC Category within Appointment Date.

13.22.4 Control Breaks

13.22.4.1 Clinic

A page break will occur at the change of Clinic.

13.22.5 Grand Total

Grand totals have not been defined for this report.

13.23 Generate Documents

The Generate Documents dialog allows the user to select which document to generate. It is invoked when the user selects the Documents sub-menu item from the System Outputs menu located on the Participant List dialog File menu.

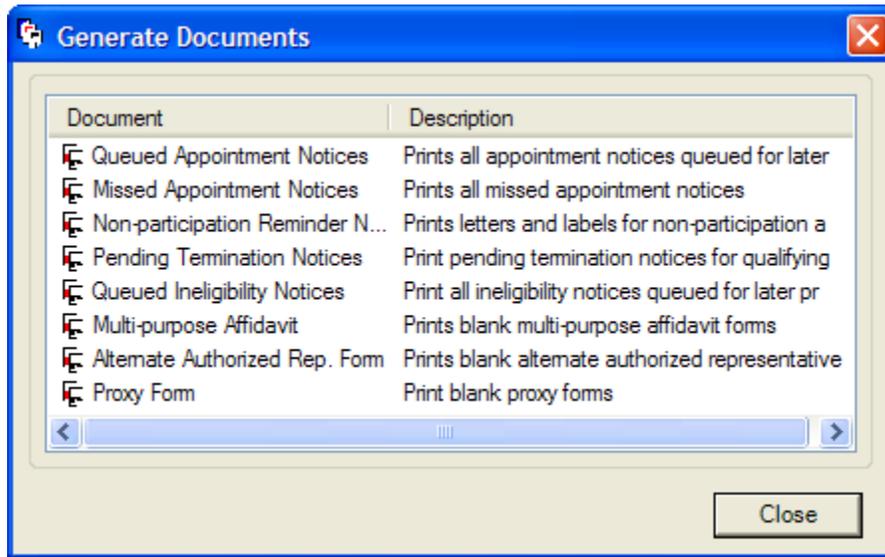


Figure 12 - Generate Documents Dialog

13.23.1 Controls

This section describes the behavior of the controls on the Generate Documents dialog.

13.23.1.1 Documents Display List

This control allows the user to view the list of available documents. The display list will be enabled when the Generate Documents dialog is active. It will be filled with entries for all available documents. Each entry displays as a small icon and a text label that displays to the right of the icon in the Document column. Additional information is provided for each entry in the Description column. The entries are arranged vertically, each on its own line with information arranged in columns. The user may make a single selection.

13.23.1.2 Queued Appointment Notices List Item

The list item will be enabled when the Generate Documents dialog is active. It does not have a mnemonic or a caption.

13.23.1.3 Missed Appointment Notices List Item

The list item will be enabled when the Generate Documents dialog is active. It does not have a mnemonic or a caption.

13.23.1.4 Non-participation Reminder Notices List Item

The list item will be enabled when the Generate Documents dialog is active. It does not have a mnemonic or a caption.

13.23.1.5 Official Notifications List Item

The list item will be enabled when the Generate Documents dialog is active. It does not have a mnemonic or a caption.

13.23.1.6 Queued Ineligibility Notices

The list item will be enabled when the Generate Documents dialog is active. It does not have a mnemonic or a caption.

13.23.1.7 Multi-purpose Affidavit List Item

The list item will be enabled when the Generate Documents dialog is active. It does not have a mnemonic or a caption.

13.23.1.8 Alternate Authorized Rep. Form List Item

The list item will be enabled when the Generate Documents dialog is active. It does not have a mnemonic or a caption.

13.23.1.9 Proxy Form List Item

The list item will be enabled when the Generate Documents dialog is active. It does not have a mnemonic or a caption.

13.23.1.10 Prescription Formula Request List Item

The list item will be enabled when the Generate Documents dialog is active. It does not have a mnemonic or a caption.

13.23.1.11 Close Button

This control allows the user to exit the Generate Documents dialog. The Close button will be enabled when the Generate Documents dialog is active. Characteristics for the Close button are defined in *Consistencies*.

13.23.2 Processes

This section describes the processes of the Generate Documents dialog.

13.23.2.1 *Queued Appointment Notices*

Upon selection of the Queued Appointment Notices list item, the system will invoke the Generate Queued Appointment Notices dialog described in [Chapter 08 – Appointment Scheduling](#).

13.23.2.2 *Missed Appointment Notices*

Upon selection of the Missed Appointment Notices list item, the system will invoke the Generate Missed Appointment Notices dialog described in [Chapter 08 – Appointment Scheduling](#).

13.23.2.3 *Non-participation Reminder Notices*

Upon selection of the Non-participation Reminder Notices list item, the system will invoke the Generate Non-participation Reminder Notices dialog described in this document.

13.23.2.4 *Official Notifications*

Upon selection of the Official Notifications list item, the system will invoke the Generate Official Notifications dialog described in this document.

13.23.2.5 *Queued Ineligibility Notices*

Upon selection of the Queued Ineligibility Notices list item, the system will invoke the Generate Ineligibility Notices dialog described in this document.

13.23.2.6 *Multi-purpose Affidavit*

Upon selection of the Multi-purpose Affidavit list item, the system will invoke the Generate Multi-purpose Affidavit Form dialog described in this document.

13.23.2.7 *Alternate Authorized Rep. Form*

Upon selection of the Alternate Authorized Rep. Form list item, the system will invoke the Generate Alternate Authorized Representative Form dialog described in this document.

13.23.2.8 Proxy Form

Upon selection of the Proxy Form list item, the system will invoke the Generate Proxy Form dialog described in this document.

13.24 Generate Non-participation Reminder Notices

The Generate Non-participation Reminder Notices dialog allows the user to generate notices for clients who have had a current enrollment terminated for non-participation through the End of Day Adjustment Processing as described in Application Administration – [Chapter 03 – End of Day Processes](#). The non-participation reasons are: 1) failure to pickup checks for 2 months or 2) failure to re-certify for 31 days past certification due date. The user may also generate address labels for all recipients of these notices. The dialog is invoked when the user selects the Non-participation Reminder Notices list item from the Documents display list.

Generate Non-participation Reminder Notices

Clinic(s)

01 - East Chicago WIC Program

Date Range

From 01/01/2004 To 02/18/2004

Refresh 0 Non-participation Reminder Notices will be Generated.

Address Labels

Generate Address Label First

Address Label Printer Wic# Lexmark M - Laser Printer

Label Type Avery 5160 - Mailing Label

Starting Label Position 1

Pause After Generating Label

Notice Type

Letter Post Card

Output Destination

Display on Screen Send to Printer Save as PDF

OK Cancel

Figure 13 - Generate Non-participation Reminder Notices Dialog

13.24.1 Controls

This section describes the behavior of the controls on the Generate Non-participation Reminder Notices dialog.

13.24.1.1 Clinic(s) List Box

This control allows the user to select the Clinics for which to generate non-participation reminder notices. The list box will be enabled when the Generate Non-participation Reminder Notices dialog is active. It will be filled with entries for each Clinic defined for their local agency. The entries will be sorted by Clinic ID. No Clinic will be selected initially. Single and multiple selections are allowed.

Upon a change in the selected Clinics, the value of the Count of Non-participation Reminder Notices to be Generated value label will become “???” until the Refresh button is selected and the count is recalculated.

13.24.1.2 Date Range From Masked Edit Box (From)

This control allows the user to enter the start date of the date range on which to filter the non-participation reminder notices. The masked edit box will be enabled when the Generate Non-participation Reminder Notices dialog is active. It will only accept entry of numeric digits. The mask on the box will be “###/###/####” to accept a date with a four digit year. The masked edit box will initially be blank.

13.24.1.3 Date Range To Masked Edit Box (To)

This control allows the user to specify the end date of the date range on which to filter the non-participation reminder notices. The masked edit box will be enabled when the Generate Non-participation Reminder Notices dialog is active. It will only accept entry of numeric digits. The mask on the box will be “###/###/####” to accept a date with a four digit year. The masked edit box will initially be blank.

13.24.1.4 Refresh Button

This control allows the user to recalculate the value in the Count of Non-participation Reminder Notices to be Generated value label to reflect the Clinics selected in the Clinic(s) list box. The Refresh button will be enabled when the Generate Non-participation Reminder Notices dialog is active. It will have a mnemonic of “R”.

13.24.1.5 Count of Non-participation Reminder Notices to be Generated Text and Value Label (Non-participation Reminder Notices will be Generated)

This control allows the user to view the number of non-participation reminder notices (and optionally address labels) that will be generated. This information may be useful to gauge the necessary time and consumables needed to complete the operation. The value label will be filled with the number of clients in the selected Clinics who have had a current enrollment terminated by automatic or manual means. Its value will initially be “???”. It will display in the inverse color of the form.

13.24.1.6 Generate Address Labels First Check Box

This control allows the user to indicate that the system should generate address labels for all of the recipients of the non-participation reminder notices to be produced before the non-participation reminder notices are produced. The check box will be enabled when the Generate Non-participation Reminder Notices dialog is active. It has an initial value of cleared

Upon removing the mark from the Generate Address Label First check box, the following controls will be blanked and disabled:

- Address Label Printer dropdown
- Label Type dropdown
- Starting Label Position text box
- Pause after Generating Labels check box

13.24.1.7 Address Label Printer Dropdown

This control allows the user to select the printer on which the address labels should be printed. This allows printers defined as label printers or other output printers for the workstation to be used to print labels. The dropdown will be enabled when the Generate Address Labels First check box is marked. The dropdown will be filled with an entry for each defined label or other output printer for the system that is currently active. The field will default initially blank.

If the Generate Address Labels First check box is checked, a selection is required for the Address Label Printer.

13.24.1.8 Label Type Dropdown

This control allows the user to select the type of label stock that is loaded in the printer. The dropdown will be populated when a printer is selected from the Address Label Printer dropdown. It will contain a list of label types from the reference dictionary table of the lookup database appropriate for the label printer selected in the Address Label Printer dropdown.

If the Generate Address Labels First check box is checked, a selection is required for the Label Type.

13.24.1.9 Starting Label Position Text Box

This control will allow the user to select which mailing label to start with on the label sheet. The control will be enabled when a laser printer is selected from the Address Label Printer dropdown. The control allows entry of numeric digits. The minimum value is 1 and the maximum value is the number of labels available on the selected label type.

When a laser printer is selected from the Address Label Printer dropdown, a numeric value is required for the Starting Label Position.

13.24.1.10 Pause after Generating Labels Check Box

This control allows the user to indicate that the system should pause after printing address labels on the printer so that postcards or paper may be loaded into the printer for producing the non-participation reminder notices. The check box will be enabled when the Generate Address Labels First check box is marked.

13.24.1.11 Notice Type Radio Button Group

This control allows the user to indicate whether the non-participation reminder notices will be produced on a postcard or in a letter format. The radio button group will be enabled when the Generate Non-participation Reminder Notices dialog is active. It consists of the following radio buttons:

- Letter
- Postcard

13.24.1.12 Output Destination Radio Button Group

This control allows the user to select either Display on Screen, Send to Printer or Save as PDF. The control will be enabled when the Generate Non-participation Reminder Notices dialog is active. It will default to Display on Screen.

13.24.1.13 OK Button

This control allows the user to instruct the system to edit the values of the controls, generate the reminder notices, and exit the Generate Non-participation Reminder Notices dialog. The OK button will be enabled when the Generate Non-participation Reminder Notices dialog is active. Characteristics for the OK button are defined in *Consistencies*.

13.24.1.14 Cancel Button

This control allows the user to exit the Generate Non-participation Reminder Notices dialog without generating any reminder notices or address labels. The Cancel button will be enabled when the Generate Non-participation Reminder Notices dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

13.24.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Generate Non-participation Reminder Notices dialog.

13.24.2.1 Initializing the Interface

The title bar text will be set to “Generate Non-participation Reminder Notices”.

All Clinics will be displayed in the Clinic(s) list box in numeric order by Clinic ID and no clinic is initially selected

The Date Range From masked edit box will be initially blank.

The Date Range To masked edit box will be initially blank.

The Notice Type will default to Letter

The Output Destination will default to Display on Screen

13.24.2.2 Edits

Upon selection of the OK button, if at least one selection is not made in the Clinic(s) list box, the system will invoke a standard error message with the text “A selection is required in the {name of control}.”

If an entry is not made in the Date Range From masked edit box, the system will invoke a standard error message with the text “An entry is required for the {name of control}.”

The date entered in the Date Range From masked edit box must represent a valid date in the format of MM/DD/CCYY. If an invalid date is entered, the system will invoke a standard error message with the text “Invalid date entered.”

If an entry is not made in the Date Range To masked edit box, the system will invoke a standard error message with the text “An entry is required for the {name of control}.”

The date entered in the Date Range From masked edit box must be less than the current system date or the system will invoke a standard error message with the text “Date entered must be less than today’s date.”

The date entered in the Date Range To masked edit box must be less than the current system date or the system will invoke a standard error message with the text “Date entered must be less than today’s date.”

The date entered in the Date Range To masked edit box must represent a valid date in the format of MM/DD/CCYY. If an invalid date is entered, the system will invoke a standard error message with the text “Invalid date entered.”

The Date Range From masked edit box value must be equal to or less than the value of the Date Range To masked edit box. If the Date Range From masked edit box value is not equal to or less than the Date Range To masked edit box value, the system will invoke a standard error message with the text “Beginning of date range must be equal to or less than end of date range.”

If the Generate Address Labels First check box is checked and a selection is not made in the following controls, the system will invoke a standard error message with the text, “A selection is required in the {control label}:

- Address Label Printer dropdown
- Label Type dropdown

If a laser printer is selected from the Address Label Printer dropdown and a selection is not made in the following control, the system will invoke a standard error message with the text, “An entry is required for the {control label}:

- Starting Label Position text box

The value entered in the Starting Label Position text box must not be greater than the number of labels available on the selected label type or the system will invoke a standard error message with the text “Starting Label range is 1 through xx” where xx is the number of labels available on the selected label type.

13.24.2.3 Refresh Count of Letters to be Generated

Upon selection of the Refresh button, the system will recalculate the number of non-participation reminder notices to be generated for the selected Clinics in the Clinic(s) list box and the date range entered in the Date Range From and Date Range To masked edit boxes. The resulting number will be displayed in the Count of Non-participation Reminder Notices to be Generated value label.

13.24.2.4 Generate Address Labels

Upon selection of the OK button, if the Generate Address Labels First check box is marked the system will generate address labels for all recipients of the non-participation reminder notices. The criteria for generating these address labels and the format of the labels is described in this document.

13.24.2.5 Pause after Printing Address Labels

If the Pause after Generating Labels check box is marked, the system will invoke a standard error message with the text “Load postcards or paper for non-participation reminder notices and press OK when ready.”

13.24.2.6 Generate Non-participation Letters/Postcards

After the possible generation of address labels and pausing for media change, the system will generate non-participation reminder notices. The criteria for generating these reminder notices and the format of the notices are described in this document.

13.25 Address Labels for Non-participation Reminders (Output)

Address labels may be produced for all clients who will receive a non-participation reminder notice for mailing purposes.

Address Labels for Non-participation Reminders	
	98865754
Mary S. Participant 6759 Pine Street Anytown, KS 66210-8373	

13.25.1 Data Elements

This section describes the data elements that will print on the document.

13.25.1.1 Client State WIC ID

This value will be the State WIC ID of the client for which the non-participation reminder notice is being generated.

13.25.1.1.1 Origin of Data Element

The value will be taken from the Household-Member-State-WIC-Identifier attribute of the HOUSEHOLD-MEMBER entity of the client.

13.25.1.1.2 Format

The value will print as its literal value.

13.25.1.2 Client Name

This value will be the full name of the client.

13.25.1.2.1 Origin of Data Element

The value will be taken from the Household-Member-Last-Name, Household-Member-First-Name, and Household-Member-Middle-Initial attributes of the HOUSEHOLD-MEMBER entity of the client.

13.25.1.2.2 Format

The value will print in {first name} {middle initial}. {last name} format.

13.25.1.3 Client Mailing Address

This value will be the mailing address of the household of the client.

13.25.1.3.1 Origin of Data Element

The value will be taken from the Household-Mailing-Address of the HOUSEHOLD entity of the client.

13.25.1.3.2 Format

The value will print as its literal value.

13.25.1.4 Client Mailing City

This value will be the mailing city of the household of the client.

13.25.1.4.1 Origin of Data Element

The value will be taken from the Household-Mailing-City of the HOUSEHOLD entity of the client.

13.25.1.4.2 Format

The value will print as its literal value.

13.25.1.5 Client Mailing State

This value will be the mailing state of the household of the client.

13.25.1.5.1 Origin of Data Element

The value will be taken from the Household-Mailing-State attribute of the HOUSEHOLD entity of the client.

13.25.1.5.2 Format

The value will print as its literal value.

13.25.1.6 Client Mailing ZIP Code

This value will be the mailing ZIP code of the household of the client.

13.25.1.6.1 Origin of Data Element

The value will be taken from the Household-Mailing-ZIP-Code attribute of the HOUSEHOLD entity of the client.

13.25.1.6.2 Format

The value will print in #####-#### format.

13.25.2 Filter Criteria

13.25.2.1 Current Enrollment Terminated

The system will generate address labels for all clients who have had a current enrollment terminated by automatic means.

13.25.3 Sort Order

13.25.3.1 Full Name

The address labels will be generated in the last name, first name, middle initial order.

13.25.4 Control Breaks

No control breaks are defined for the address labels.

13.26 Non-participation Reminder Notices Document (Output)

This document may be generated and mailed to clients who have had a current enrollment terminated by automatic means. The document is generated from the Generate Non-participation Reminder Notices dialog.

Non-Participation Reminder Notice Post Card – English Version

June 21, 2005

00073654

Mary C. Participant,

You have been terminated from the WIC program for
Failure to Re-certify/Failure to Pick Up Checks.

If you wish to continue receiving WIC benefits, call the

Clinic WIC Program at 555-555-9938

to schedule an appointment.

Thank you.

Non-Participation Reminder Notice Post Card – Spanish Version
Aviso de no participacion

June 21, 2005

00073654

Mary C. Participant,
Usted no recibirá más los beneficios del programa WTC porque no se presento a su cita de re-certificación/obtención de sus cheques.
Si usted desea continuar recibiendo los beneficios de WIC, llame al {PHONE NUMBER} para hacer una cita.

Gracias

Non-Participation Reminder Notice Letter – English Version

Non-Participation Reminder Notice Letter – Spanish Version

Clinic WIC Clinic
6537 Walter Lane
Anytown, KS, 66210-2371
Clinic WIC Clinic
6537 Walter Lane
Anytown, KS, 66210-2371
Mary M. Participant
451 Main Street
Anytown, KS, 66210-1347
Mary M. Participant
451 Main Street
Anytown, KS, 66210-1347
June 21, 2005

00073654

00073654

June 21, 2005
Mary,

Mary,
You have been terminated from the WIC program for

Usted no recibirá más los beneficios del programa WTC porque no se presento a su cita de re-certificación/obtención de sus cheques.

If you wish to continue receiving WIC benefits, call the

Si usted desea continuar recibiendo los beneficios de WIC, llame al {PHONE NUMBER} para hacer una cita.
to schedule an appointment.

Gracias
Thank you.

13.26.1 Data Elements

This section describes the data elements that will print on the document.

13.26.1.1 Agency Name (*Letter Format*)

This value will be the name of the agency.

13.26.1.1.1 Origin of Data Element

The value will be taken from the Agency-Name attribute of the AGENCY entity.

13.26.1.1.2 Format

The value will print as its literal value.

13.26.1.2 Agency Address (*Letter Format*)

This value will be the address of the agency.

13.26.1.2.1 Origin of Data Element

The value will be taken from the Agency-Address attribute of the AGENCY entity.

13.26.1.2.2 Format

The value will print as its literal value.

13.26.1.3 Agency City (*Letter Format*)

This value will be the city of the agency.

13.26.1.3.1 Origin of Data Element

The value will be taken from the Agency-City attribute of the AGENCY entity.

13.26.1.3.2 Format

The value will print as its literal value.

13.26.1.4 Agency State (Letter Format)

This value will be the state of the agency.

13.26.1.4.1 Origin of Data Element

The value for the state will be hard coded into the document.

13.26.1.4.2 Format

The value will print as the literal value.

13.26.1.5 Agency ZIP Code (Letter Format)

This value will be the ZIP code of the agency.

13.26.1.5.1 Origin of Data Element

The value will be taken from the Agency-ZIP-Code attribute of the AGENCY entity.

13.26.1.5.2 Format

The value will print in #####-#### format.

13.26.1.6 Current Date

This value will be the current system date at the time the reminder notice was generated.

13.26.1.6.1 Origin of Data Element

The source of this value will be the internal clock of the computer generating the reminder notice.

13.26.1.6.2 Format

The value will print in {textual month} {day}, {year} format.

13.26.1.7 Client Name

This value will be the full name of the client.

13.26.1.7.1 Origin of Data Element

The value will be taken from the Household-Member-Last-Name, Household-Member-First-Name, and Household-Member-Middle-Initial attributes of the HOUSEHOLD-MEMBER entity of the client.

13.26.1.7.2 Format

The value will print in {first name} {middle initial}. {last name} format.

13.26.1.8 *Client State WIC ID*

This value will be the State WIC ID of the client.

13.26.1.8.1 Origin of Data Element

The value will be taken from the Household-Member-State-WIC-Identifier attribute of the HOUSEHOLD-MEMBER entity of the client.

13.26.1.8.2 Format

The value will print as its literal value.

13.26.1.9 *Client Mailing Address (Letter Format)*

This value will be the mailing address of the household of the client.

13.26.1.9.1 Origin of Data Element

The value will be taken from the Household-Mailing-Address of the HOUSEHOLD entity of the client.

13.26.1.9.2 Format

The value will print as its literal value.

13.26.1.10 *Client Mailing City (Letter Format)*

This value will be the mailing city of the household of the client.

13.26.1.10.1 Origin of Data Element

The value will be taken from the Household-Mailing-City of the HOUSEHOLD entity of the client.

13.26.1.10.2 Format

The value will print as its literal value.

13.26.1.11 *Client Mailing State (Letter Format)*

This value will be the mailing state of the household of the client.

13.26.1.11.1 Origin of Data Element

The value will be taken from the Household-Mailing-State attribute of the HOUSEHOLD entity of the client.

13.26.1.11.2 Format

The value will print as its literal value.

13.26.1.12 Client Mailing ZIP Code (Letter Format)

This value will be the mailing ZIP code of the household of the client.

13.26.1.12.1 Origin of Data Element

The value will be taken from the Household-Mailing-ZIP-Code attribute of the HOUSEHOLD entity of the client.

13.26.1.12.2 Format

The value will print in #####-#### format.

13.26.1.13 Administrative Site Telephone Number

This value will be the telephone number of the administrative site.

13.26.1.13.1 Origin of Data Element

The value will be taken from the Administrative-Site-Telephone attribute of the ADMINISTRATIVE-SITE entity.

13.26.1.13.2 Format

The value will print in the format ###-###-####.

13.26.2 Filter Criteria

13.26.2.1 Current Enrollment Automatically Terminated

The system will generate a document for all clients who have had a current enrollment terminated by automatic means. It is determined by the Termination date of the participant is between the specified date range and Ineligibility Date of the participant is more than the End date specified.

13.26.3 Sort Order

13.26.3.1 Full Name

The documents will be generated in alphabetical order by last name, first name, middle initial.

13.26.4 Control Breaks

13.26.4.1 Client

A page will be produced for each terminated client.

13.27 Generate Official Notifications

The Generate Official Notifications dialog allows the user to generate notices for clients who will have their current enrollment terminated by automatic means during the specified date range. The system will generate an Official Notification notice up to 15 days prior to the date that the participant is due to be terminated.

The qualifications for automatic termination are:

- A certification attempt was started but not completed within the allowed time frame.
- The participant has delayed blood work that is 60 days old or older.
- The participant became categorically ineligible for WIC benefits. These participants are children who have reached their fifth birthday, and pregnant women who are six weeks postpartum according to the expected delivery date for the pregnancy.
- The participant did not pick-up checks for two consecutive months.
- The participant failed to re-certify within 36 days after their certification due date.

The user may also generate address labels for all recipients of these notices. The dialog is invoked when the user selects the Official Notifications list item from the Documents display list.

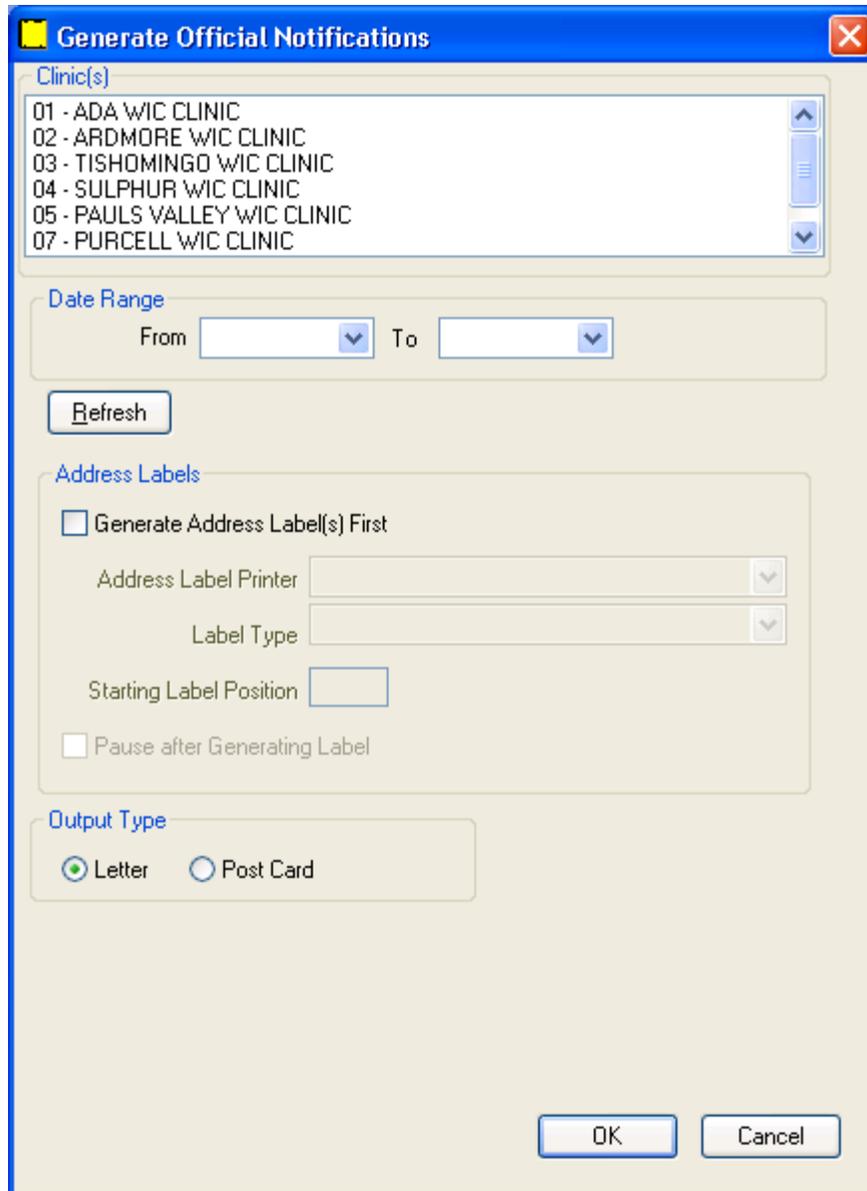


Figure 14 - Generate Official Notifications Dialog

13.27.1 Controls

This section describes the behavior of the controls on the Generate Official Notifications dialog.

13.27.1.1 Clinic(s) List Box

This control allows the user to select the Clinics for which to generate official notifications. The list box will be enabled when the Generate Official Notifications dialog is active. It will be filled with entries for each Clinic defined for their local agency. The entries will be sorted by Clinic ID. No Clinic will be selected initially. Single and multiple selections are allowed.

Upon a change in the selected Clinics, the value of the Count of Official Notifications to be Generated value label will become “???” until the Refresh button is selected and the count is recalculated.

13.27.1.2 Date Range From Masked Edit Box (From)

This control allows the user to enter the start date of the date range on which to filter the Official Notifications report. The masked edit box will be enabled when the Generate Official Notifications dialog is active. It will only accept entry of numeric digits. The mask on the box will be “###/###/####” to accept a date with a four digit year. The masked edit box will initially be blank.

13.27.1.3 Date Range To Masked Edit Box (To)

This control allows the user to specify the end date of the date range on which to filter the Official Notifications report. The masked edit box will be enabled when the Generate Official Notifications dialog is active. It will only accept entry of numeric digits. The mask on the box will be “###/###/####” to accept a date with a four digit year. The masked edit box will initially be blank.

13.27.1.4 Refresh Button

This control allows the user to recalculate the value in the Count of Official Notifications to be Generated value label to reflect the Clinics selected in the Clinic(s) list box. The Refresh button will be enabled when the Generate Official Notifications dialog is active. It will have a mnemonic of “R”.

13.27.1.5 Count of Official Notifications to be Generated Text and Value Label (Official Notifications will be Generated)

This control allows the user to view the number of official notifications (and optionally address labels) that will be generated. This information may be useful to gauge the necessary time and consumables needed to complete the operation. The value label will be filled with the number of clients in the selected Clinics who will have their current enrollment terminated by automatic means during the specified date range, and the current system date is up to 15 days prior to the date that the participant is due to be terminated.

The value will initially be “???” It will display in the inverse color of the form.

13.27.1.6 Generate Address Labels First Check Box

This control allows the user to indicate that the system should generate address labels for all of the recipients of the official notifications to be produced before the official notifications are produced. The check box will be enabled when the Generate Official Notifications dialog is active. It has an initial value of cleared.

Upon removing the mark from the Generate Address Labels First check box, the following controls will be blanked and disabled:

- Address Label Printer dropdown
- Label Type dropdown
- Starting Label Position text box
- Pause after Generating Labels check box

13.27.1.7 Address Label Printer Dropdown

This control allows the user to select the printer on which the address labels should be printed. This allows printers defined as label printers or other output printers for the workstation to be used to print labels. The dropdown will be enabled when the Generate Address Labels First check box is marked. The dropdown will be filled with an entry for each defined label or other output printer for the system that is currently active. The field will default initially blank.

If the Generate Address Labels First check box is checked, a selection is required for the Address Label Printer.

13.27.1.8 Label Type Dropdown

This control allows the user to select the type of label stock that is loaded in the printer. The dropdown will be populated when a printer is selected from the Address Label Printer dropdown. It will contain a list of label types from the reference dictionary table of the lookup database appropriate for the label printer selected in the Address Label Printer dropdown. The field will default initially blank.

If the Generate Address Labels First check box is checked, a selection is required for the Label Type.

13.27.1.9 Starting Label Position Text Box

This control will allow the user to select which mailing label to start with on the label sheet. The control will be enabled when a laser printer is selected from the Address Label Printer dropdown. The control allows entry of numeric digits. The minimum value is 1 and the maximum value is the number of labels available on the selected label type.

When a laser printer is selected from the Address Label Printer dropdown, a numeric value is required for the Starting Label Position.

13.27.1.10 Pause after Generating Labels Check Box

This control allows the user to indicate that the system should pause after printing address labels on the printer so that postcards or paper may be loaded into the printer for producing the official notifications. The check box will be enabled when the Generate Address Labels First check box is marked. It will be initially checked.

13.27.1.11 Notice Type Radio Button Group

This control allows the user to indicate whether the official notifications will be produced on a postcard or in a letter format. The radio button group will be enabled when the Generate Official Notifications dialog is active. It consists of the following radio buttons:

- Letter
- Postcard

13.27.1.12 OK Button

This control allows the user to instruct the system to edit the values of the controls, generate the reminder notices, and exit the Generate Official Notifications dialog. The OK button will be enabled when the Generate Official Notifications dialog is active. Characteristics for the OK button are defined in *Consistencies*.

13.27.1.13 Cancel Button

This control allows the user to exit the Generate Official Notifications dialog without generating any reminder notices or address labels. The Cancel button will be enabled when the Generate Official Notifications dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

13.27.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Generate Official Notifications dialog.

13.27.2.1 Initializing the Interface

Upon initial presentation of the dialog, the title bar text will be set to "Generate Official Notifications"

All Clinics will be displayed in the Clinic(s) list box in numeric order by Clinic ID and no clinic is initially selected

The Date Range From masked edit box will be initially blank.

The Date Range To masked edit box will be initially blank.

The Notice Type will default to Letter

13.27.2.2 Edits

Upon selection of the OK button, if at least one selection is not made in the Clinic(s) list box, the system will invoke a standard error message with the text "A selection is required in the {name of control}."

If an entry is not made in the Date Range From masked edit box, the system will invoke a standard error message with the text "An entry is required for the {name of control}."

The date entered in the Date Range From masked edit box must represent a valid date in the format of MM/DD/CCYY. If an invalid date is entered, the system will invoke a standard error message with the text "Invalid date entered."

If an entry is not made in the Date Range To masked edit box, the system will invoke a standard error message with the text "An entry is required for the {name of control}."

The date entered in the Date Range From masked edit box must be equal to or greater than the current system date or the system will invoke a standard error message with the text “Date entered must be equal to or greater than today’s date.”

The date entered in the Date Range To masked edit box must be equal to or greater than the current system date or the system will invoke a standard error message with the text “Date entered must be equal to or greater than today’s date.”

The date entered in the Date Range To masked edit box must represent a valid date in the format of MM/DD/CCYY. If an invalid date is entered, the system will invoke a standard error message with the text “Invalid date entered.”

The Date Range From masked edit box value must be equal to or less than the value of the Date Range To masked edit box. If the Date Range From masked edit box value is not equal to or less than the Date Range To masked edit box value, the system will invoke a standard error message with the text “Beginning of date range must be equal to or less than end of date range.”

If the Generate Address Labels First check box is checked and a selection is not made in the following controls, the system will invoke a standard error message with the text, “A selection is required in the {control label}:

- Address Label Printer dropdown
- Label Type dropdown

If a laser printer is selected from the Address Label Printer dropdown and a selection is not made in the following control, the system will invoke a standard error message with the text, “An entry is required for the {control label}:

- Starting Label Position text box

The value entered in the Starting Label Position text box must not be greater than the number of labels available on the selected label type or the system will invoke a standard error message with the text “Starting Label range is 1 through xx” where xx is the number of labels available on the selected label type.

13.27.2.3 Refresh Count of Notices to be Generated

Upon selection of the Refresh button, the system will recalculate the number of official notifications to be generated for the selected Clinics in the Clinic(s) list box. The resulting number will be displayed in the Count of Official Notifications to be Generated value label.

13.27.2.4 Generate Address Labels

Upon selection of the OK button, if the Generate Address Labels First check box is marked the system will generate address labels for all recipients of the official notifications. The criteria for generating these address labels and the format of the labels is described in this document.

13.27.2.5 Pause after Printing Address Labels

If the Pause after Generating Labels check box is marked, the system will invoke a standard error message with the text “Load postcards or paper for official notifications and press OK when ready.”

13.27.2.6 Generate Official Notification Letters/Postcards

After the possible generation of address labels and pausing for media change, the system will generate official notifications. The criteria for generating these reminder notices and the format of the notices are described in this document.

13.28 Address Labels for Official Notifications (Output)

Address labels may be produced for all clients who will receive an official notification for mailing purposes.

Address Labels for Official Notifications	
	98865754
Mary S. Participant 6759 Pine Street Anytown, KS 66210-8373	

13.28.1 Data Elements

This section describes the data elements that will print on the document.

13.28.1.1 Client State WIC ID

This value will be the State WIC ID of the client for which the official notification is being generated.

13.28.1.1.1 Origin of Data Element

The value will be taken from the State-WIC-Identifier attribute of the MEMBER entity of the client.

13.28.1.1.2 Format

The value will print as its literal value.

13.28.1.2 Client Name

This value will be the full name of the client.

13.28.1.2.1 Origin of Data Element

The value will be taken from the Last-Name, First-Name and Middle-Initial attributes of the MEMBER entity of the client.

13.28.1.2.2 Format

The value will print in {first name} {middle initial}. {last name} format.

13.28.1.3 *Client Mailing Address*

This value will be the mailing address of the household of the client.

13.28.1.3.1 Origin of Data Element

The value will be taken from the Mail-Address of the HOUSEHOLD entity of the client.

13.28.1.3.2 Format

The value will print as its literal value.

13.28.1.4 *Client Mailing City*

This value will be the mailing city of the household of the client.

13.28.1.4.1 Origin of Data Element

The value will be taken from the Mail-City of the HOUSEHOLD entity of the client.

13.28.1.4.2 Format

The value will print as its literal value.

13.28.1.5 *Client Mailing State*

This value will be the mailing state of the household of the client.

13.28.1.5.1 Origin of Data Element

The value will be taken from the Mail-State attribute of the HOUSEHOLD entity of the client.

13.28.1.5.2 Format

The value will print as its literal value.

13.28.1.6 Client Mailing ZIP Code

This value will be the mailing ZIP code of the household of the client.

13.28.1.6.1 Origin of Data Element

The value will be taken from the Mail-ZIP-Code attribute of the HOUSEHOLD entity of the client.

13.28.1.6.2 Format

The value will print in #####-#### format.

13.28.2 Filter Criteria

13.28.2.1 Official Notification

The system will generate address labels for all clients who qualify to receive an official notification.

13.28.2.2 Household

Only one address label will be produced per household when official notifications are generated for multiple members of the same household.

13.28.3 Sort Order

13.28.3.1 Full Name

The address labels will be generated in the last name, first name, middle initial order.

13.28.4 Control Breaks

No control breaks are defined for the address labels.

13.29 Official Notification Document (Output)

This document may be generated to notify a client that their current enrollment will be terminated by automatic means. The official notification may be handed to the client when they are present or it may be produced at a later time and mailed to the client.

An official notification may be produced through three different processes:

- On demand when the client receives their last checks.
- In batch for all clients who will be terminated during the selected date range on the Generate Official Notifications dialog.
- In batch for all clients selected on the Work with On-site Group dialog who will be terminated by automatic means within 15 days of the current system date.

There will be two versions of the Official Notification document. One will be sent out when the client's participation is terminated due to expiration of eligibility. The other will be sent out when the client's participation is terminated due to program ineligibility.

In addition, each version will be available as a letter or a postcard (specified during generation) in either English or Spanish as dictated by the household's preference for correspondence.

**Women, Infants, and Children Program
Official Notification**

[CURRENT DATE]

[CLINIC NAME]
[CLINIC ADDRESS LINE 1]
[CLINIC ADDRESS LINE 2]
[CLINIC CITY], [CLINIC STATE] [CLINIC ZIP CODE]

[CLIENT FIRST NAME] [CLIENT LAST NAME] [CLIENT STATEWICID]
[CLIENT ADDRESS LINE 1]
[CLIENT ADDRESS LINE 2]
[CLIENT CITY], [CLIENT ST] [CLIENT ZIP CODE]

Dear [CLIENT FIRST NAME],

You are due to be terminated from the WIC program on [TERMINATION DATE] for the following reason:

[TERMINATION REASON]

If you wish to continue receiving WIC benefits, call the [CLINIC NAME] WIC Program at [CLINIC TELEPHONE] to schedule and appointment.

Fair Hearing Procedure:

If you do not agree with any decision made on this form, you may appeal, in writing, to the address below. The appeal must be dated no later than (60) days from the date of this notice.

Chickasaw Nation
Director of Personnel
P.O. Box 1548
Ada, Oklahoma 74820

Thank you,

Signature of WIC Program Representative – Telephone 888-436-7255

Date

Official Notification letter - Expiration of Eligibility (English)

**Women, Infants, and Children Program
Official Notification**

[CURRENT DATE]

[CLINIC NAME]
[CLINIC ADDRESS LINE 1]
[CLINIC ADDRESS LINE 2]
[CLINIC CITY], [CLINIC STATE] [CLINIC ZIP CODE]

[CLIENT FIRST NAME] [CLIENT LAST NAME] [CLIENT STATEWICID]
[CLIENT ADDRESS LINE 1]
[CLIENT ADDRESS LINE 2]
[CLIENT CITY], [CLIENT ST] [CLIENT ZIP CODE]

[CLIENT FIRST NAME] Querido,

Usted debe ser terminado del programa de WIC encendido [TERMINATION DATE] por la razón siguiente:

[TERMINATION REASON]

Si usted desea continuar recibiendo ventajas de WIC, llame [CLINIC NAME] el programa de WIC en [CLINIC TELEPHONE] para programar y la cita.

Procedimiento Justo De la Audiencia:

Si usted no conviene con ninguna decisión tomada en esta forma, usted puede abrogar, en la escritura, a la dirección abajo. La súplica se debe fechar no más adelante de (60) los días a partir de la fecha de este aviso.

Chickasaw Nation
Director of Personnel
P.O. Box 1548
Ada, Oklahoma 74820

Gracias,

Signature of WIC Program Representative – Telephone 888-436-7255

Date

Official Notification letter - Expiration of Eligibility (Spanish)

[CURRENT DATE]	[CLIENT STATEWICID]
----------------	---------------------

Dear [CLIENT FIRST NAME],

You are due to be terminated from the WIC program on [TERMINATION DATE] for the following reason:

[TERMINATION REASON]

If you wish to continue receiving WIC benefits, call the [CLINIC NAME] WIC Program at [CLINIC TELEPHONE] to schedule and appointment.

Thank you

Official Notification postcard - Expiration of Eligibility (English)

[CURRENT DATE]	[CLIENT STATEWICID]
----------------	---------------------

[CLIENT FIRST NAME] Querido,

Usted debe ser terminado del programa de WIC encendido [TERMINATION DATE] por la razón siguiente:

[TERMINATION REASON]

Si usted desea continuar recibiendo ventajas de WIC, llame [CLINIC NAME] el programa de WIC en [CLINIC TELEPHONE] para programar y la cita.

Gracias

Official Notification postcard - Expiration of Eligibility (Spanish)

**Women, Infants, and Children Program
Official Notification**

[CURRENT DATE]

[CLINIC NAME]
[CLINIC ADDRESS LINE 1]
[CLINIC ADDRESS LINE 2]
[CLINIC CITY], [CLINIC STATE] [CLINIC ZIP CODE]

[CLIENT FIRST NAME] [CLIENT LAST NAME] [CLIENT STATEWICID]
[CLIENT ADDRESS LINE 1]
[CLIENT ADDRESS LINE 2]
[CLIENT CITY], [CLIENT ST] [CLIENT ZIP CODE]

Dear [CLIENT FIRST NAME],

You have been found ineligible for the WIC program on [TERMINATION DATE] for the following reason:

[TERMINATION REASON]

If you wish to continue receiving WIC benefits, call the [CLINIC NAME] WIC Program at [CLINIC TELEPHONE] to schedule and appointment.

Fair Hearing Procedure:

If you do not agree with any decision made on this form, you may appeal, in writing, to the address below. The appeal must be dated no later than (60) days from the date of this notice.

Chickasaw Nation
Director of Personnel
P.O. Box 1548
Ada, Oklahoma 74820

Thank you,

Signature of WIC Program Representative – Telephone 888-436-7255

Date

Official Notification letter - Program Ineligibility (English)

**Women, Infants, and Children Program
Official Notification**

[CURRENT DATE]

[CLINIC NAME]
[CLINIC ADDRESS LINE 1]
[CLINIC ADDRESS LINE 2]
[CLINIC CITY], [CLINIC STATE] [CLINIC ZIP CODE]

[CLIENT FIRST NAME] [CLIENT LAST NAME] [CLIENT STATEWICID]
[CLIENT ADDRESS LINE 1]
[CLIENT ADDRESS LINE 2]
[CLIENT CITY], [CLIENT STATE] [CLIENT ZIP CODE]

[CLIENT FIRST NAME] Querido,

Encendido le han encontrado inelegible para el programa de WIC [TERMINATION DATE] por la razón siguiente:

[TERMINATION REASON]

Si usted desea continuar recibiendo ventajas de WIC, llame [CLINIC NAME] el programa de WIC en [CLINIC TELEPHONE] para programar y la cita.

Procedimiento Justo De la Audiencia:

Si usted no conviene con ninguna decisión tomada en esta forma, usted puede abrogar, en la escritura, a la dirección abajo. La súplica se debe fechar no más adelante de (60) los días a partir de la fecha de este aviso.

Chickasaw Nation
Director of Personnel
P.O. Box 1548
Ada, Oklahoma 74820

Gracias,

Signature of WIC Program Representative – Telephone 888-436-7255

Date

Official Notification letter - Expiration of Eligibility (Spanish)

[CURRENT DATE]	[CLIENT STATEWICID]
Dear [CLIENT FIRST NAME],	
You have been found ineligible for the WIC program on [TERMINATION DATE] for the following reason:	
[TERMINATION REASON]	
Thank you	

Official Notification postcard - Expiration of Eligibility (English)

[CURRENT DATE]	[CLIENT STATEWICID]
[CLIENT FIRST NAME] Querido,	
Encendido le han encontrado inelegible para el programa de WIC [TERMINATION DATE] por la razón siguiente:	
[TERMINATION REASON]	
Gracias	

Official Notification postcard - Expiration of Eligibility (Spanish)

13.29.1 Data Elements

This section describes the data elements that will print on the document.

13.29.1.1 *Current Date*

This value will be the current system date at the time the notice is generated.

13.29.1.1.1 Origin of Data Element

The source of this value will be the internal clock of the computer generating the reminder notice.

13.29.1.1.2 Format

The value will print in {textual month} {day}, {year} format.

13.29.1.2 *Clinic Name (Letter Format)*

This value will be the name of the Clinic.

13.29.1.2.1 Origin of Data Element

The value will be taken from the [??] attribute of the [??] entity.

13.29.1.2.2 Format

The value will print as its literal value.

13.29.1.3 *Clinic Address Line 1 (Letter Format)*

This value will be the first line of the address of the Clinic.

13.29.1.3.1 Origin of Data Element

The value will be taken from the [??] attribute of the [??] entity.

13.29.1.3.2 Format

The value will print as its literal value.

13.29.1.4 *Clinic Address Line 2 (Letter Format)*

This value will be the second line of the address of the Clinic.

13.29.1.4.1 Origin of Data Element

The value will be taken from the [??] attribute of the [??] entity.

13.29.1.4.2 Format

The value will print as its literal value.

13.29.1.5 Clinic City (Letter Format)

This value will be the city in which the Clinic is located.

13.29.1.5.1 Origin of Data Element

The value will be taken from the [??] attribute of the [??] entity.

13.29.1.5.2 Format

The value will print as its literal value.

13.29.1.6 Clinic State (Letter Format)

This value will be the state in which the Clinic is located.

13.29.1.6.1 Origin of Data Element

The value will be taken from the [??] attribute of the [??] entity.

13.29.1.6.2 Format

The value will print as the literal value.

13.29.1.7 Clinic ZIP Code (Letter Format)

This value will be the ZIP code of the postal zone in which the Clinic is located.

13.29.1.7.1 Origin of Data Element

The value will be taken from the [??] attribute of the [??] entity.

13.29.1.7.2 Format

The value will print in #####-#### format.

13.29.1.8 Clinic Telephone

This value will be the telephone number of the clinic.

13.29.1.8.1 Origin of Data Element

The value will be taken from the [??] attribute of the [??] entity.

13.29.1.8.2 Format

The value will print in the format ###-###-####.

13.29.1.9 Client First Name

This value will be the first name of the client.

13.29.1.9.1 Origin of Data Element

The value will be taken from the [??] attribute of the [??] entity.

13.29.1.9.2 Format

The value will print as the literal value.

13.29.1.10 Client Last Name

This value will be the last name of the client.

13.29.1.10.1 Origin of Data Element

The value will be taken from the [??] attribute of the [??] entity.

13.29.1.10.2 Format

The value will print as the literal value.

13.29.1.11 Client State WIC ID

This value will be the State WIC ID of the client.

13.29.1.11.1 Origin of Data Element

The value will be taken from the [??] attribute of the [??] entity.

13.29.1.11.2 Format

The value will print as its literal value.

13.29.1.12 Client Address Line 1 (Letter Format)

This value will be the first line of the street address of the client's household.

13.29.1.12.1 Origin of Data Element

The value will be taken from the [??] attribute of the [??] entity.

13.29.1.12.2 Format

The value will print as its literal value.

13.29.1.13 Client Address Line 2 (Letter Format)

This value will be the second line of the street address of the client's household.

13.29.1.13.1 Origin of Data Element

The value will be taken from the [??] attribute of the [??] entity.

13.29.1.13.2 Format

The value will print as its literal value.

13.29.1.14 Client City (Letter Format)

This value will be the city in which the client's household is located.

13.29.1.14.1 Origin of Data Element

The value will be taken from the [??] attribute of the [??] entity.

13.29.1.14.2 Format

The value will print as its literal value.

13.29.1.15 Client State (Letter Format)

This value will be the state in which the client's household is located.

13.29.1.15.1 Origin of Data Element

The value will be taken from the [??] attribute of the [??] entity.

13.29.1.15.2 Format

The value will print as its literal value.

13.29.1.16 Client ZIP Code (Letter Format)

This value will be the ZIP code of the postal zone in which the client's household is located.

13.29.1.16.1 Origin of Data Element

The value will be taken from the [??] attribute of the [??] entity.

13.29.1.16.2 Format

The value will print in #####-#### format.

13.29.1.17 Termination Date

This value will be the date that the participant is due to be terminated.

13.29.1.17.1 Origin of Data Element

The value will be calculated based upon the termination criterion that applies to the participant.

13.29.1.17.2 Format

The value will print in {textual month} {day}, {year} format.

13.29.1.18 Termination Reason

This value will be the reason that the participant is due to be terminated.

13.29.1.18.1 Origin of Data Element

The value will be populated with the appropriate value from the reference dictionary table of the lookup database.

13.29.1.18.2 Format

The value will print as its literal value.

13.29.2 Filter Criteria

13.29.2.1 Selected Client (On Demand)

An official notification will be generated for the client if they are due to have their current enrollment terminated by automatic means within 15 days of the current system date.

13.29.2.2 Official Notification (Batch Production)

The system will generate a document for each client who will have their current enrollment terminated by automatic means during the selected date range, and the current system date is up to 15 days prior to the date that the participant is due to be terminated.

13.29.3 Sort Order

13.29.3.1 Full Name

The documents will be generated in alphabetical order by last name, first name.

13.29.4 Control Breaks

13.29.4.1 Client

A page will be produced for each client who is due to have their current enrollment terminated by automatic means during the selected date range, and the current system date is up to 15 days prior to the date that the participant is due to be terminated.

13.30 Generate Ineligibility Notices

The Generate Ineligibility Notices dialog allows the user to generate ineligibility notices for clients who have an incomplete certification marked as ineligible by automatic means. The user may also generate address labels for all recipients of these notices. The dialog is invoked when the user selects the Queued Ineligibility Notices list item from the Documents display list.

Generate Ineligibility Notices

Clinic(s)

01 - East Chicago WIC Program

Date Range

From 02/01/2004 To 02/18/2004

Refresh 0 Ineligibility Notices will be generated.

Address Labels

Generate Address Label First

Address Label Printer Wic# Lexmark M - Laser Printer

Label Type Avery 5160 - Mailing Label

Starting Label Position 1

Pause After Generating Label

Notice Type

Letter Post Card

Output Destination

Display on Screen Send to Printer Save as PDF

OK Cancel

Figure 15 - Generate Ineligibility Notices Dialog

13.30.1 Controls

This section describes the behavior of the controls on the Generate Ineligibility Notices dialog.

13.30.1.1 Clinic(s) List Box

This control allows the user to select the Clinics for which to generate ineligibility notices. The list box will be enabled when the Generate Ineligibility Notices dialog is active. It will be filled with entries for each Clinic defined for their local agency. The entries will be sorted by Clinic ID. No Clinic will be selected initially. Single and multiple selections are allowed.

Upon a change in the selected Clinics, the value of the Count of Ineligibility Notices to be Generated value label will become “??” until the Refresh button is selected and the count is recalculated.

13.30.1.2 Date Range From Masked Edit Box (From)

This control allows the user to enter the date on which to begin including participants who have ineligibility notices queued for production. The masked edit box will be enabled when the Generate Ineligibility Notices dialog is active. The masked edit box will only accept entry of numeric characters. The mask on the box will be “###/###/####” to accept a date with a four digit year. It will initially be blank.

13.30.1.3 Date Range To Masked Edit Box (To)

This control allows the user to enter the last date on which to include participants who have ineligibility notices queued for production. The masked edit box will be enabled when the Generate Ineligibility Notices dialog is active. The masked edit box will only accept entry of numeric characters. The mask on the box will be “###/###/####” to accept a date with a four digit year. It will initially be blank.

13.30.1.4 Refresh Button

This control allows the user to recalculate the value in the Count of Ineligibility Notices to be Generated value label to reflect the Clinics selected in the Clinic(s) list box. The Refresh button will be enabled when the Generate Ineligibility Notices dialog is active. It will have a mnemonic of “R”.

13.30.1.5 Count of Ineligibility Notices to be Generated Text and Value Label (Ineligibility Notices will be Generated)

This control allows the user to view the number of ineligibility notices (and optionally address labels) that will be generated. This information may be useful to gauge the necessary time and consumables needed to complete the operation. The value label will be filled with the number of clients in the selected Clinics who have an incomplete certification marked as ineligible by automatic means. Its value will initially be “???” It will display in the inverse color of the form.

13.30.1.6 Generate Address Labels First Check Box

This control allows the user to indicate that the system should generate address labels for all of the recipients of the ineligibility notices to be produced before the ineligibility notices are produced. The check box will be enabled when the Generate Ineligibility Notices dialog is active.

Upon removing the mark from the Generate Address Labels First check box, the following controls will be blanked and disabled:

- Address Label Printer dropdown
- Label Type dropdown
- Starting Label Position text box
- Pause after Generating Labels check box

13.30.1.7 Address Label Printer Dropdown

This control allows the user to select the printer on which the address labels should be printed. This allows printers defined as label printers or other output printers for the workstation to be used to print labels. The dropdown will be enabled when the Generate Address Labels First check box is marked. The dropdown will be filled with an entry for each defined label or other output printer for the system that is currently active. The field will default initially blank.

If the Generate Address Labels First check box is checked, a selection is required in this control.

13.30.1.8 Label Type Dropdown

This control allows the user to select the type of label stock that is loaded in the printer. The dropdown will be populated when a printer is selected from the Address Label Printer dropdown. It will contain a list of label types from the reference dictionary table of the lookup database appropriate for the label printer selected in the Address Label Printer dropdown. The field will default initially blank.

If the Generate Address Labels First check box is checked, a selection is required for the Label Type.

13.30.1.9 Starting Label Position Text Box

This control will allow the user to select which mailing label to start with on the label sheet. The control will be enabled when a laser printer is selected from the Address Label Printer dropdown. The control allows entry of numeric digits. The minimum value is 1 and the maximum value is the number of labels available on the selected label type.

When a laser printer is selected from the Address Label Printer dropdown, a numeric value is required for the Starting Label Position.

13.30.1.10 Pause after Generating Labels Check Box

This control allows the user to indicate that the system should pause after printing address labels on the printer so that paper may be loaded into the printer for producing the ineligibility notices. The check box will be enabled when the Generate Address Labels First check box is marked.

13.30.1.11 Notice Type Radio Button Group

This control allows the user to indicate whether the non-participation reminder notices will be produced on a postcard or in a letter format. The radio button group will be enabled when the Generate Ineligibility Notices dialog is active. It consists of the following radio buttons:

- Letter
- Postcard

13.30.1.12 Output Destination Radio Button Group

This control allows the user to select either Display on Screen, Send to Printer or Save as PDF. The control will be enabled when the Generate Ineligibility Notices dialog is enabled. It will default to Display on Screen.

13.30.1.13 OK Button

This control allows the user to instruct the system to edit the values of the controls, generate the ineligibility notices, and exit the Generate Ineligibility Notices dialog. The OK button will be enabled when the Generate Ineligibility Notices dialog is active. Characteristics for the OK button are defined in *Consistencies*.

13.30.1.14 Cancel Button

This control allows the user to exit the Generate Ineligibility Notices dialog without generating any reminder notices. The Cancel button will be enabled when the Generate Ineligibility Notices dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

13.30.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Generate Ineligibility Notices dialog.

13.30.2.1 *Initializing the Interface*

Upon initial presentation of the dialog, the title bar text will be set to “Generate Ineligibility Notices”

All Clinics will be displayed in the Clinic(s) list box in numeric order by Clinic ID and no clinic is initially selected

The Date Range From masked edit box will be initially blank.

The Date Range To masked edit box will be initially blank.

The Notice Type will default to Letter

The Output Destination will default to Display on Screen.

13.30.2.2 *Edits*

If at least one selection is not made in the Clinic(s) list box, the system will invoke a standard error message with the text “A selection is required in the {name of control}.”

If an entry is not made in the Date Range From masked edit box, the system will invoke a standard error message with the text “An entry is required for the {name of control}.”

The value of the Date Range From masked edit box must be less than the current system date. If the date entered is equal to or greater than the current system date, a standard message box will be displayed with the message text, “Date(s) entered must be less than today’s date.”

The value of the Date Range From masked edit box must be a valid date in the format of MM/DD/CCYY. If an invalid date is entered, the system will invoke a standard error message with the text “Invalid date entered.”

If an entry is not made in the Date Range To masked edit box, the system will invoke a standard error message with the text “An entry is required for the {name of control}.”

The value of the Date Range To masked edit box must be less than the current system date. If the date entered is equal to or greater than the current system date, a standard message box will be displayed with the message text, “Date(s) entered must be less than today’s date.”

The value of the Date Range To masked edit box must be a valid date in the format of MM/DD/CCYY. If an invalid date is entered, the system will invoke a standard error message with the text “Invalid date entered.”

The value of the Date Range To masked edit box must be greater than or equal to the value of the Date Range From masked edit box. If the date entered in the Date Range To masked edit box is less than the Date Range From masked edit box, a standard message box will be displayed with the message text, “From date must come before To date.”

If the Generate Address Labels First check box is checked and a selection is not made in the following controls, the system will invoke a standard error message with the text, “A selection is required in the {control label}:

- Address Label Printer dropdown
- Label Type dropdown

If a laser printer is selected from the Address Label Printer dropdown and a selection is not made in the following control, the system will invoke a standard error message with the text, “An entry is required for the {control label}:

- Starting Label Position text box

The value entered in the Starting Label Position text box must not be greater than the number of labels available on the selected label type or the system will invoke a standard error message with the text “Starting Label range is 1 through xx” where xx is the number of labels available on the selected label type.

13.30.2.3 Refresh Count of Notices to be Generated

Upon selection of the Refresh button, the system will recalculate the number of ineligibility notices to be generated for the selected Clinics in the Clinic(s) list box and the date range defined by the Date Range From and Date Range To masked edit boxes. The resulting number will be displayed in the Count of Ineligibility Notices to be Generated value label.

13.30.2.4 Generate Address Labels

Upon selection of the OK button, if the Generate Address Labels First check box is marked the system will generate address labels for all recipients of the ineligibility notices. The criteria for generating these address labels and the format of the labels is described in this document.

13.30.2.5 Pause after Printing Address Labels

If the Pause after Generating Labels check box is marked, the system will invoke a standard error message with the text “Load postcards or paper and press OK when ready.”

13.30.2.6 Generate Ineligibility Letters

After the possible generation of address labels and pausing for media change, the system will generate ineligibility notices. These ineligibility notices are generated for all clients who have an incomplete certification marked as ineligible by automatic means within the selected Clinics and the selected date range. The format of the [Ineligibility Notice](#) is described in *Chapter 10 – Certification Guided Script*.

13.31 Address Labels for Ineligibility Notices (Output)

Address labels may be produced for all clients who will receive an ineligibility notice for mailing purposes.

Address Labels for Ineligibility Notices	
	98865754
Mary S. Participant 6759 Pine Street Anytown, KS 66210-8373	

13.31.1 Data Elements

This section describes the data elements that will print on the document.

13.31.1.1 Client State WIC ID

This value will be the State WIC ID of the client for which the ineligibility notice is being generated.

13.31.1.1.1 Origin of Data Element

The value will be taken from the Household-Member-State-WIC-Identifier attribute of the HOUSEHOLD-MEMBER entity of the client.

13.31.1.1.2 Format

The value will print as its literal value.

13.31.1.2 Client Name

This value will be the full name of the client.

13.31.1.2.1 Origin of Data Element

The value will be taken from the Household-Member-Last-Name, Household-Member-First-Name, and Household-Member-Middle-Initial attributes of the HOUSEHOLD-MEMBER entity of the client.

13.31.1.2.2 Format

The value will print in {first name} {middle initial}. {last name} format.

13.31.1.3 Client Mailing Address

This value will be the mailing address of the household of the client.

13.31.1.3.1 Origin of Data Element

The value will be taken from the Household-Mailing-Address attribute of the HOUSEHOLD entity of the client.

13.31.1.3.2 Format

The value will print as its literal value.

13.31.1.4 Client Mailing City

This value will be the mailing city of the household of the client.

13.31.1.4.1 Origin of Data Element

The value will be taken from the Household-Mailing-City attribute of the HOUSEHOLD entity of the client.

13.31.1.4.2 Format

The value will print as its literal value.

13.31.1.5 Client Mailing State

This value will be the mailing state of the household of the client.

13.31.1.5.1 Origin of Data Element

The value will be taken from the Household-Mailing-State attribute of the HOUSEHOLD entity of the client.

13.31.1.5.2 Format

The value will print as its literal value.

13.31.1.6 Client Mailing ZIP Code

This value will be the mailing ZIP code of the household of the client.

13.31.1.6.1 Origin of Data Element

The value will be taken from the Household-Mailing-ZIP-Code attribute of the HOUSEHOLD entity of the client.

13.31.1.6.2 Format

The value will print in #####-#### format.

13.31.2 Filter Criteria

13.31.2.1 Incomplete Certification Marked as Ineligible

The system will generate address labels for all clients who have incomplete certification marked as ineligible by automatic means for the selected Clinic and Date Range.

13.31.3 Sort Order

13.31.3.1 Full Name

The address labels will be generated in the last name, first name, middle initial order.

13.31.4 Control Breaks

No control breaks are defined for the address labels.

13.32 Multi-purpose Affidavit

The Generate Multi-purpose Affidavit Form dialog allows the user to generate a multi-purpose affidavit form at a Clinic. It is invoked when the user selects the Multi-purpose Affidavit list item from the Documents display list.

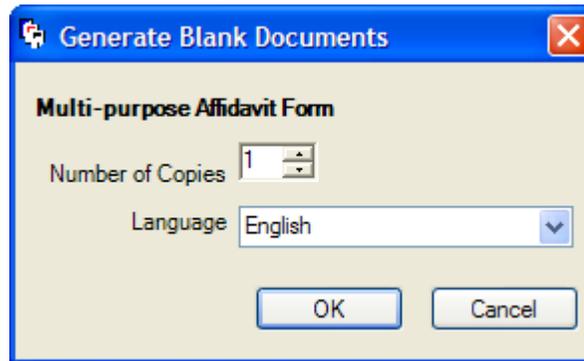


Figure 16 - Generate Multi-purpose Affidavit Form Dialog

13.32.1 Controls

This section describes the behavior of the controls on the Generate Multi-purpose Affidavit Form dialog.

13.32.1.1 Number of Copies Masked Edit Box and Spin Control

This control allows the user to enter the number of multi-purpose affidavit forms to generate. The masked edit box will be enabled when the Generate Multi-purpose Affidavit Form dialog is active. It will only allow the entry of numeric digits. The mask of this box will be “##”. Selection of the increment or decrement buttons of the spin control will increase or decrease the value by one (1). The value will initially default to one (1).

13.32.1.2 Language Dropdown

This control allows the user to select the language in which to generate the multi-purpose affidavit forms. The dropdown will be enabled when the Generate Multi-purpose Affidavit Form dialog is active. It will be filled with an entry for each defined language from the reference dictionary table of the lookup database.

13.32.1.3 OK Button

This control allows the user to instruct the system to edit the values of the controls, generate the forms, and exit the Generate Multi-purpose Affidavit Form dialog. The OK button will be enabled when the Generate Multi-purpose Affidavit Form dialog is active. Characteristics for the OK button are defined in *Consistencies*.

13.32.1.4 Cancel Button

This control allows the user to exit the Generate Multi-purpose Affidavit Form dialog without generating any forms. The Cancel button will be enabled when the Generate Multi-purpose Affidavit Form dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

13.32.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Generate Multi-purpose Affidavit Form dialog.

13.32.2.1 Initializing the Interface

Upon initial presentation of the dialog, the title bar text will be set to “Generate Blank Documents”

The document text will be set to “Multi-purpose Affidavit Form”

The Number of Copies masked edit box will default to 1.

The Language dropdown will default to language selected for the clinic.

13.32.2.2 Edits

Upon selection of the OK button, if an entry is not made in the Number of Copies masked edit box, the system will invoke a standard error message with the text “An entry is required for the {name of control}”.

If the value of the Number of Copies masked edit box is not between 1 and 99, inclusive, the system will invoke a standard error message with the text “Number of Copies range is 1 to 99”

If an entry is not made in the Language dropdown, the system will invoke a standard error message with the text “An entry is required for the {name of control}”.

13.32.2.3 Generate Multi-purpose Affidavit Forms

Upon successful completion of the edits listed above, the system will generate the Multi-purpose Affidavit Forms described in this document.

13.33 Multi-purpose Affidavit Form (Output)

This form allows the user to print a multi-purpose affidavit form at a Clinic. The form is generated from the Generate Multi-purpose Affidavit Form dialog.

Affidavit
{State Name} STATE WIC PROGRAM
AFFIDAVIT
Family ID #: _____
<u>INCOME</u>
I hereby swear that I, _____ have a gross income of _____. (Week, Month, Year)
_____ have <u>NO</u> income at this time. My food and housing are provided in kind.
<u>IDENTITY</u>
I hereby swear that:
_____ is the infant/child present for certification.
_____ is the infant/child present for certification.
He/she is an infant of a WIC mother. The mother's WIC ID number is/was _____.
_____ I, _____ have not misrepresented my identity to the {State} WIC program.
<u>PREGNANCY</u>
I, _____ declare that I am _____ pregnant. (Weeks, Months)
My expected date of delivery is _____. (Month, Day, Year)
I certify that the information I have provided is correct to the best of my knowledge. I understand that intentionally making a false or misleading statement, intentionally misrepresenting, concealing, or withholding facts may result in paying the State Agency in cash the value of food benefits improperly issued to me and subject me to criminal prosecution under State and Federal law.
Dated: _____, _____ (Month, Day) (Year) (Signature of Participant/Parent/Legal Guardian)
Dated: _____, _____ (Month, Day) (Year) (Signature of Participant/Parent/Legal Guardian)
WIC is an equal opportunity program. If you believe you have been discriminated against because of race, color, national origin, age, sex, or disability, write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

13.33.1 Data Elements

There are no data elements on this form. It is a defined form that can be printed at the agency in the event that standard forms are not available.

13.34 Alternate Authorized Representative Form

The Generate Alternate Authorized Representative Form dialog allows the user to generate an alternate authorized representative form at a Clinic. It is invoked when the user selects the Alternate Authorized Rep. Form list item from the Documents display list.

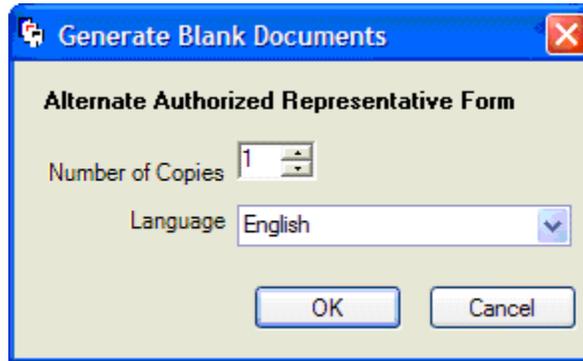


Figure 17 - Generate Alternate Authorized Representative Form Dialog

13.34.1 Controls

This section describes the behavior of the controls on the Generate Alternate Authorized Representative Form dialog.

13.34.1.1 Number of Copies Masked Edit Box and Spin Control

This control allows the user to enter the number of alternate authorized representative forms to generate. The masked edit box will be enabled when the Generate Alternate Authorized Representative Form dialog is active. It will only allow the entry of numeric digits. The mask of this box will be "##". Selection of the increment or decrement buttons of the spin control will increase or decrease the value by one (1). The value will initially default to one (1).

13.34.1.2 Language Dropdown

This control allows the user to select the language in which to generate the alternate authorized representative forms. The dropdown will be enabled when the Generate Alternate Authorized Representative Form dialog is active. It will be filled with an entry for each defined language from the reference dictionary table of the lookup database.

13.34.1.3 OK Button

This control allows the user to instruct the system to edit the values of the controls, generate the forms, and exit the Generate Alternate Authorized Representative Form dialog. The OK button will be enabled when the Generate Alternate Authorized Representative Form dialog is active. Characteristics for the OK button are defined in *Consistencies*.

13.34.1.4 Cancel Button

This control allows the user to exit the Generate Alternate Authorized Representative Form dialog without generating any forms. The Cancel button will be enabled when the Generate Alternate Authorized Representative Form dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

13.34.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Generate Alternate Authorized Representative Form dialog.

13.34.2.1 Initializing the Interface

Upon initial presentation of the dialog, the title bar text will be set to "Generate Blank Documents"

The document text will be set to "Alternate Authorized Representative Form"

The Number of Copies masked edit box will default to 1.

The Language dropdown will default to language selected for the clinic.

13.34.2.2 Edits

Upon selection of the OK button, if an entry is not made in the Number of Copies masked edit box, the system will invoke a standard error message with the text "An entry is required for the {name of control}".

If the value of the Number of Copies masked edit box is not between 1 and 99, inclusive, the system will invoke a standard error message with the text "Number of Copies range is 1 to 99"

If an entry is not made in the Language dropdown, the system will invoke a standard error message with the text "An entry is required for the {name of control}".

13.34.2.3 Generate Alternate Authorized Representative Forms

Upon successful completion of the edits listed above, the system will generate the Alternate Authorized Representative Forms described in this document.

13.35 Alternate Authorized Representative Form (Output)

This form allows the user to print an alternate authorized representative form at a Clinic. The form is generated from the Generate Alternate Authorized Representative Form dialog.

Alternate Authorized Representative Document					
{STATE NAME} STATE WIC PROGRAM					
CONSENT OF PARENT OR LEGAL GUARDIAN					
RE-ENROLLMENT OF MINOR IN THE WIC PROGRAM _____ (Program Name)					
Family ID #: _____					
I, _____ am the (mother, father, legal guardian) of the child (children) listed below.					
I grant permission to the named individual(s) to re-enroll this minor in the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) as an active participant on my behalf. I CERTIFY THAT THE INDIVIDUAL(S) IS/ARE 18 YEARS OLD OR OLDER.					
NAME OF PARTICIPANT	WIC ID NUMBER	NAME OF RESPONSIBLE INDIVIDUAL(S)	RELATIONSHIP TO PARTICIPANT	PROXY (Y/N)	
_____	_____	(Print Name)	_____	_____	
		_____ (Signature)	/ _____ (Date)		
_____	_____	(Print Name)	_____	_____	
		_____ (Signature)	/ _____ (Date)		
_____	_____	(Print Name)	_____	_____	
		_____ (Signature)	/ _____ (Date)		
_____	_____	(Print Name)	_____	_____	
		_____ (Signature)	/ _____ (Date)		
I hereby affirm that I am completely informed of the services to be provided to the minor by the WIC Program, namely, the medical assessment, which includes taking a blood sample from the finger to test for iron in the blood, nutrition assessment, nutrition education, and the provision of checks for food, and fully consent to this.					
I certify that the information I have provided is correct to the best of my knowledge. I understand that intentionally making a false or misleading statement, intentionally misrepresenting, concealing, or withholding facts may result in paying the State Agency in cash the value of food benefits improperly issued to me and subject me to criminal prosecution under State and Federal Law.					
Dated: _____ / _____ (Month, Day) (Year) _____ (Signature of Participant/Parent/Legal Guardian)					
Dated: _____ / _____ (Month, Day) (Year) _____ (Signature of Participant/Parent/Legal Guardian)					
WIC is an equal opportunity program. If you believe you have been discriminated against because of race, color, national origin, age, sex, or disability, write immediately to the Secretary of Agriculture, Washington, D.C. 20250.					

13.35.1 Data Elements

There are no data elements on this form. It is a defined form that can be printed at the agency in the event that standard forms are not available.

13.36 Proxy Form

The Generate Proxy Form dialog allows the user to generate a proxy verification form at a Clinic. It is invoked when the user selects the Proxy Form list item from the Documents display list.

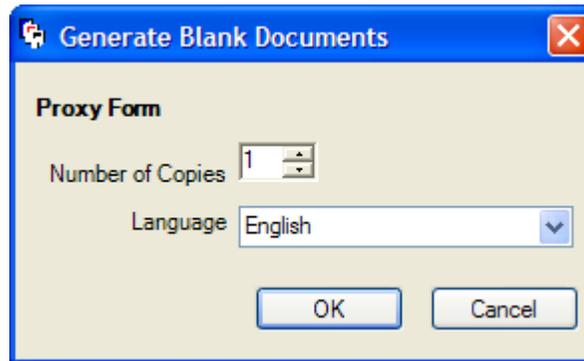


Figure 18 - Generate Proxy Form Dialog

13.36.1 Controls

This section describes the behavior of the controls on the Generate Proxy Form dialog.

13.36.1.1 Number of Copies Masked Edit Box and Spin Control

This control allows the user to enter the number of proxy forms to generate. The masked edit box will be enabled when the Generate Proxy Form dialog is active. It will only allow the entry of numeric digits. The mask of this box will be “##”. Selection of the increment or decrement buttons of the spin control will increase or decrease the value by one (1). The value will initially default to one (1).

13.36.1.2 Language Dropdown

This control allows the user to select the language in which to generate the proxy forms. The dropdown will be enabled when the Generate Proxy Form dialog is active. It will be filled with an entry for each defined language from the reference dictionary table of the lookup database.

13.36.1.3 OK Button

This control allows the user to instruct the system to edit the values of the controls, generate the forms, and exit the Generate Proxy Form dialog. The OK button will be enabled when the Generate Proxy Form dialog is active. Characteristics for the OK button are defined in *Consistencies*.

13.36.1.4 Cancel Button

This control allows the user to exit the Generate Proxy Form dialog without generating any forms. The Cancel button will be enabled when the Generate Proxy Form dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

13.36.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Generate Proxy Form dialog.

13.36.2.1 Initializing the Interface

Upon initial presentation of the dialog, the title bar text will be set to “Generate Blank Documents”

The document text will be set to “Proxy Form”

The Number of Copies masked edit box will default to 1.

The Language dropdown will default to language selected for the clinic.

13.36.2.2 Edits

Upon selection of the OK button, if an entry is not made in the Number of Copies masked edit box, the system will invoke a standard error message with the text “An entry is required for the {name of control}”.

If the value of the Number of Copies masked edit box is not between 1 and 99, inclusive, the system will invoke a standard error message with the text “Number of Copies range is 1 to 99”

If a selection is not made in the Language dropdown, the system will invoke a standard error message with the text “A selection is required in the {name of control}”.

13.36.2.3 Generate Proxy Forms

Upon successful completion of the edits listed above, the system will generate the Proxy Forms described in this document.

13.37 Proxy Form (Output)

Proxy Document

PROXY / EMERGENCY PROXY CONSENT FORM Program Name: _____

Participant/Parent/Legal Guardian: _____ Family ID #: _____
 (Print Name)

=====

PROXY CONSENT: I grant permission to the named individual to pick up and/or redeem WIC checks for all the participants listed. I certify that this person is at least 16 years old. This person does NOT have permission to recertify. If I want to change my proxy, I must complete a new form.

PARTICIPANT NAME	DATE ADDED	WIC ID NUMBER	PROXY NAME
_____	_____	_____	_____ (Print Name of Proxy)
_____	_____	_____	_____ (Signature of Proxy)
_____	_____	_____	_____ (Date of Proxy Signature)
_____	_____	_____	_____

Date: _____

 Signature of Participant/Parent/Legal Guardian

Date: _____

 Signature of Local Agency Witness

=====

EMERGENCY PROXY CONSENT (LIMIT: Up to 3 months): During the month(s) of _____, _____, and _____ I have permission from the Participant/Parent/Legal Guardian to pick up and/or cash WIC checks for the participant(s) listed below. I certify that I am at least 16 years old. I know I must show the Vendor a copy of this form and the ID folder if I cash WIC checks.

PARTICIPANT NAME	WIC ID NUMBER	EMERGENCY PROXY NAME
_____	_____	_____ (Print Name of Emergency Proxy)
_____	_____	_____ (Signature of Emergency Proxy)
_____	_____	_____ (Date Emergency Proxy Authorized)
_____	_____	_____ (Signature of Local Agency Witness)

=====

FILING REQUIREMENT: One copy in each participant file OR single copy in central file under Parent or Legal Guardian's name with the same Family ID #.

Form Date: February 10, 1997

WIC is an equal opportunity program. If you believe you have been discriminated against because of race, color, national origin, age, sex, or disability, write immediately to the Secretary of Agriculture, Washington,

This form allows the user to print a proxy verification document at a Clinic. The form is generated from the Generate Proxy Form dialog.

13.37.1 Data Elements

There are no data elements on this form. It is a defined form that can be printed at the agency in the event that standard forms are not available.

13.38 Prescription Formula Request

The Generate Prescription Formula Request dialog allows the user to generate a Prescription Formula Request a Clinic. It is invoked when the user selects the Prescription Formula Request list item from the Documents display list.

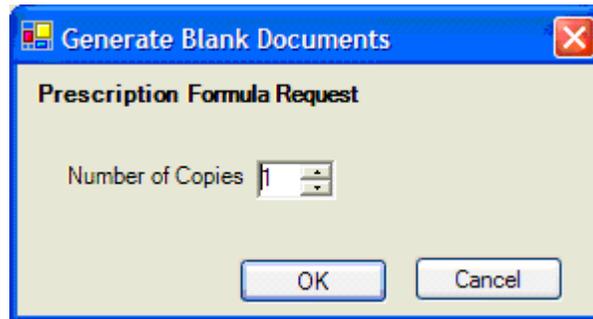


Figure 19 - Generate Prescription Formula Request Dialog

13.38.1 Controls

This section describes the behavior of the controls on the Generate Prescription Formula Request dialog.

13.38.1.1 Number of Copies Masked Edit Box and Spin Control

This control allows the user to enter the number of Prescription Formula Requests to generate. The masked edit box will be enabled when the Generate Prescription Formula Request dialog is active. It will only allow the entry of numeric digits. The mask of this box will be “###”. Selection of the increment or decrement buttons of the spin control will increase or decrease the value by one (1). The value will initially default to one (1).

13.38.1.2 OK Button

This control allows the user to instruct the system to edit the values of the controls, generate the forms, and exit the Generate Prescription Formula Request dialog. The OK button will be enabled when the Generate Prescription Formula Request dialog is active. Characteristics for the OK button are defined in *Consistencies*.

13.38.1.3 Cancel Button

This control allows the user to exit the Generate Prescription Formula Request dialog without generating any forms. The Cancel button will be enabled when the Generate Prescription Formula Request dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

13.38.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Generate Prescription Formula Request dialog.

13.38.2.1 Initializing the Interface

Upon initial presentation of the dialog, the title bar text will be set to “Generate Blank Documents”

The document text will be set to “Prescription Formula Request”

The Number of Copies masked edit box will default to 1.

13.38.2.2 Edits

Upon selection of the OK button, if an entry is not made in the Number of Copies masked edit box, the system will invoke a standard error message with the text “An entry is required for the {name of control}”.

If the value of the Number of Copies masked edit box is not between 1 and 99, inclusive, the system will invoke a standard error message with the text “Number of Copies range is 1 to 99”

13.38.2.3 Generate Prescription Formula Requests

Upon successful completion of the edits listed above, the system will generate the Prescription Formula Requests described in this document.

13.39 Prescription Formula Request (Output)

This form allows the user to print a prescription formula request document at a Clinic. The form is generated from the Generate Prescription Formula Request dialog.

WIC PROGRAM PRESCRIPTION FORMULA REQUEST		
Authorization of a prescription formula is limited to cases in which a well-documented medical condition exists for which trying a different brand of formula would put the infant at risk or after a challenge with WIC contract formula(s) results in an adverse reaction.		
Permissible conditions DO NOT INCLUDE nonspecific symptoms such as fussy, gassy, spitting up or colicky behavior. Only complete Prescription Formula Request forms will be honored.		
The WIC Program will re-challenge infants with its contract milk-based or soy-based formula, according to policy, unless otherwise instructed by the physician.		
Patient's Name		Date of Birth
Formula(s) Tried	Duration of Trial	Reaction to Trial
Formula Requested: _____		
Medical diagnosis that necessitates this formula: _____		
Requested Length of Issuance: _____		
Weight/Height history as indicated by Physician's documentation: _____		
Signature of Physician, ARNP, PA, CNS		Date
FOR WIC STAFF USE ONLY	APPROVED	DENIED
Valid Through: _____		
Signature of WIC Nutritionist	Date	

13.39.1 Data Elements

There are no data elements on this form. It is a defined form that can be printed at the clinic in the event that standard forms are not available.