

12. ENROLLMENT REPORTS2

12.1 GENERATE DUAL ENROLLMENT REPORT DIALOG2

12.2 DUAL ENROLLMENT (OUTPUT) ENR0015

12.3 GENERATE LIST OF DUAL PARTICIPATION CASES REPORT DIALOG12

12.4 LIST OF DUAL PARTICIPATION CASES (OUTPUT) ENR00214

12. Enrollment Reports

All reports defined in this document are selected from the Generate Reports dialog described in State Office - [Chapter 08 - System Outputs](#)

12.1 Generate Dual Enrollment Report Dialog

When this report is selected, the system will display the Generate Dual Enrollment dialog to select criteria for printing the Dual Enrollment.

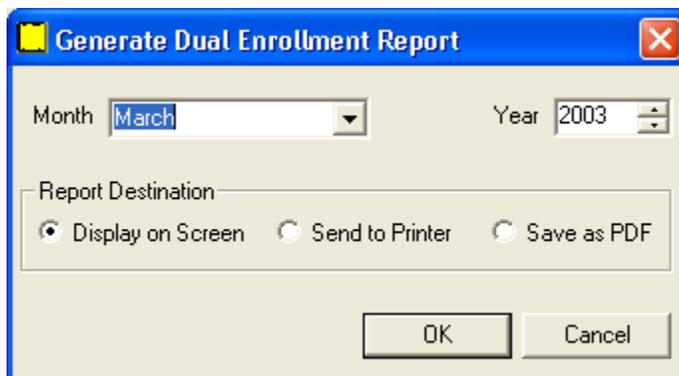


Figure 1 – Generate Dual Enrollment Report Dialog

12.1.1 Controls

12.1.1.1 Month Dropdown

This control allows the user to select redemption month. The control will be enabled when the Generate Dual Enrollment dialog is active. It will be filled with a list of months from the ReferenceDictionary entity, displayed in calendar month order within the list. It will default to the current month of the Process_Control entity.

12.1.1.2 Year Masked Edit Box and Spin Control

This control allows the user to specify the year associated with the month that is to be reported. The masked edit box and spin control will be enabled when the Generate Dual Enrollment dialog is active. The masked edit box will only allow the entry of numeric digits. The maximum size of the control will be four (4) characters. The masked edit box will default to the current year of the Process_Control entity. Selection of the increment or decrement buttons of the spin control will increase or decrease the value by one (1).

12.1.1.3 Report Destination Radio Button

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 Dual Enrollment dialog is active. It will default to Display on Screen.

12.1.1.4 OK Button

This control allows the user to print the report. The control will be enabled when the Generate Dual Enrollment dialog is active. Characteristics for the OK button are defined in *Consistencies*.

12.1.1.5 Cancel Button

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

12.1.2 Processing

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

12.1.2.1 Initializing the Interface

Upon the initial display of the dialog:

- The title bar text will be set to “Generate Dual Enrollment Report”
- The Month will default to the current month of the Process_Control table.
- The Display on Screen radio button is initially selected.

12.1.2.2 Edits

Upon selection of the OK button:

- If no selection has been made in the following control
 - Month Dropdown
 - Year Masked Edit Box and Spin Control

the system will display a standard error message with the text “A selection is required in the <control label>.”

- 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 Dual Enrollment 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 Dual Enrollment Report dialog and invoke the standard print preview window to allow the user to view the report output.

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

Upon selection of the Cancel button:

- The system will dismiss the Generate Dual Enrollment Report dialog and return the user to the Generate Reports dialog.

12.2 Dual Enrollment (Output) ENR001

The user may generate the Dual Enrollment from the Generate Dual Enrollment Dialog. This report will also be generated as part of the month-end process and is available at the state level only.

The Dual Enrollment is listing of enrollees who meet selection criteria that indicate there is a possibility that the person is enrolled in the WIC program more than once. The enrollees do not need to be issued a food instrument to be listed on this report.

When a new enrollee is added or when an existing enrollee's member values change, the system checks for the possibility of dual enrollment for the enrollee. The system reviews all enrollees on the system with a WICID, not just the active participants. If the enrollee shares the following data characteristics with another enrollee, both are included on the report.

- The first four characters of the last names are identical
- The first six characters of the first names are identical
- The gender codes are identical
- The birth dates are identical

The combinations of enrollees are listed on the report only once. The report is for informational purposes only. There is no follow-up required for this report.

12.2.1.1 Data Elements

12.2.1.1.1 Month of

12.2.1.1.1.1 Origin of Data Element

The user records this value when the report is submitted. During the month-end process this is the CCYYMM value from the Current_Month_End_Dt attribute of the Process_Control entity.

12.2.1.1.1.2 Format

This is an accounting month and year formatted as Month Name CCYY.

12.2.1.1.2 Agency

12.2.1.1.2.1 Origin of Data Element

This value comes from the Agency_ID attribute of the Member entity.

12.2.1.1.2.2 Format

This is a three-character value.

12.2.1.1.3 Service Site

12.2.1.1.3.1 Origin of Data Element

This value comes from the Service_Site_ID attribute of the Member entity.

12.2.1.1.3.2 Format

This is a three-character value.

12.2.1.1.4 WIC ID

12.2.1.1.4.1 Origin of Data Element

This value comes from the State_WICID_1 and State_WICID_2 attributes of the Duplicate_Enrollment_Participation entity.

12.2.1.1.4.2 Format

This is an eight-character value.

12.2.1.1.5 Category (Cat)

12.2.1.1.5.1 Origin of Data Element

This value comes from the WICStatus attribute of the Member entity.

12.2.1.1.5.2 Format

This is a one-character value.

12.2.1.1.6 Certification Start Date

12.2.1.1.6.1 Origin of Data Element

This value comes from the Cert_Start_Date attribute of the Cert_Contact entity.

12.2.1.1.6.2 Format

This is a date in the format of MM/DD/CCYY.

12.2.1.1.7 Certification Effective Date

12.2.1.1.7.1 Origin of Data Element

This value comes from the Cert_Effective_Date attribute of the Cert_Contact entity.

12.2.1.1.7.2 Format

This is a date in the format of MM/DD/CCYY.

12.2.1.1.8 Sex

12.2.1.1.8.1 Origin of Data Element

This value comes from the Gender_1 and Gender_2 attributes of the Duplicate_Enrollment_Participation entity.

12.2.1.1.8.2 Format

This is a one-character value.

12.2.1.1.9 Birth Date

12.2.1.1.9.1 Origin of Data Element

This value comes from the Date_of_Birth_1 and Date_of_Birth_2 attributes of the Duplicate_Enrollment_Participation entity.

12.2.1.1.9.2 Format

This is a date in the format of MM/DD/CCYY.

12.2.1.1.10 Lbs

12.2.1.1.10.1 Origin of Data Element

This value comes from the Weight_Pounds attribute of the Anthro_Contact entity.

12.2.1.1.10.2 Format

This is a three-digit number.

12.2.1.1.11 Oz

12.2.1.1.11.1 Origin of Data Element

This value comes from the Weight_Ounces attribute of the Anthro_Contact entity.

12.2.1.1.11.2 Format

This is a two-digit number.

12.2.1.1.12 Enrollee Name

12.2.1.1.12.1 Origin of Data Element

This value comes from the Last_Name_1, First_Name_1, Middle_Initial_1, Last_Name_2, First_Name_2 and Middle_Initial_2 attributes of the Duplicate_Enrollment_Participation entity.

12.2.1.1.12.2 Format

The value will appear in last name, first name, and middle initial format.

12.2.1.1.13 Authorized Rep

12.2.1.1.13.1 Origin of Data Element

This value comes from the Auth_Rep_Last_Name, Auth_Rep_First_Name and Auth_Rep_Middle_Initial attributes of the Member entity.

12.2.1.1.13.2 Format

The value will appear in last name, first name, and middle initial format.

12.2.1.1.14 Address

12.2.1.1.14.1 Origin of Data Element

This value comes from the Address attribute of the Household entity.

12.2.1.1.14.2 Format

This is a fifty-character value.

12.2.1.1.15 City

12.2.1.1.15.1 Origin of Data Element

This value comes from the Name attribute of the Legal_Municipality entity. The Legal_Municipality attribute of the Household entity is used to identify the associated city name value.

12.2.1.1.15.2 Format

This is a thirty-character value.

12.2.1.2 Filter Criteria

12.2.1.2.1 Base of Data

When a new WIC enrollee is added or when an existing enrollee's member values change, the system checks for the possibility of dual enrollment for the enrollee. During the month-end process, the system reviews all new and modified enrollees on the system with a WICID, not just the active participants. If the enrollee shares the following data characteristics with another enrollee, both are written to the Dual_Enrollment_Participation entity. All enrollees written to the entity are included on the report.

- The first four characters of the last names are identical
- The first six characters of the first names are identical
- The gender codes are identical
- The birth dates are identical

12.2.1.3 Sort Order

12.2.1.3.1 Agency Identifier

The report will sort the potential duplicate enrollee groupings by agency identifier. Each participant grouping will print on the agency report for each agency identified in the grouping.

12.2.1.3.2 Last name

Within investigated/non-investigated groups, the participant groupings will be sorted by the first four characters of the last name (the match portion).

12.2.1.3.3 State WIC Identifier

Within last name, the participants will be sorted by state WIC identifier.

12.2.1.4 Control Breaks

12.2.1.4.1 Agency Identifier

On a change of agency identifier, a page break will occur.

12.2.1.5 Grand Total

A grand total has not been defined for this report.

12.2.1.6 Frequency and Distribution

This report can be generated on demand and will be generated during the month-end process, if the report is selected by the state. Only the month-end process will identify potential dual enrollment.

12.3 Generate List of Dual Participation Cases Report Dialog

When this report is selected, the system will display the Generate List of Dual Participation Cases dialog to select criteria for printing the List of Dual Participation Cases.

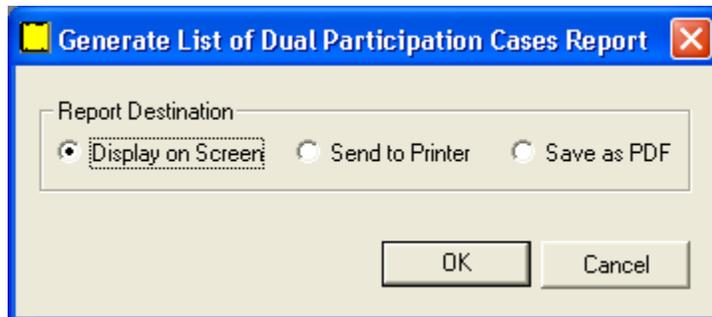


Figure 2 – Generate List of Dual Participation Cases Report Dialog

12.3.1 Controls

12.3.1.1 Report Destination Radio Button

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 List of Dual Participation Cases dialog is active. It will default to Display on Screen.

12.3.1.2 OK Button

This control allows the user to print the report. The control will be enabled when the Generate List of Dual Participation Cases dialog is active. Characteristics for the OK button are defined in *Consistencies*.

12.3.1.3 Cancel Button

This control allows the user to exit the Generate List of Dual Participation Cases dialog. The control will be enabled when the Generate List of Dual Participation Cases dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

12.3.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Generate List of Dual Participation Cases dialog.

12.3.2.1 Initializing the Interface

Upon the initial display of the dialog:

- The title bar text will be set to “Generate List of Dual Participation Cases”
- The Display on Screen radio button is initially selected.

12.3.2.2 Edits

Upon selection of the OK button:

- 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 List of Dual Participation Cases 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 List of Dual Participation Cases dialog and invoke the standard print preview window to allow the user to view the report output.
- If the Save as PDF radio button is selected the system will dismiss the Generate List of Dual Participation Cases dialog and invoke a standard windows save as dialog to allow the user to select the destination of the PDF file output.

Upon selection of the Cancel button:

- The system will dismiss the Generate List of Dual Participation Cases dialog and return the user to the Generate Reports dialog.

12.4 List of Dual Participation Cases (Output) ENR002

The user may generate the List of Dual Participation Cases from the Generate List of Dual Participation Cases Dialog. This report will also be generated as part of the month-end process and is available at the state level only.

This report is a listing of participants who meet selection criteria that indicates there is a possibility of food instruments being redeemed from multiple service sites by the same participant using different WIC IDs. The data is sequenced by agency. For each agency, the data is grouped into potential duplicates that have been investigated and those that have not. Within these groups the data is sorted alphabetically on the participant's name. If a potential duplicate is redeeming food instruments in more than one agency, the participant information will appear on the report for each agency.

In addition to the selection criteria for potential dual enrollment, there must be redemption of at least one food instrument for the same participation (issue) month for any of the last three reported months from two or more different service sites. (i.e. During the month-end reconciliation process for the month of June, the system will look for food instruments issued in June and redeemed in June, issued in May and redeemed in May or June, and issued in April and redeemed in April, May or June.)

The agencies receive this report and investigate to determine if the participants are entered into the system more than once. The results of the investigation are entered into the system. Valid investigation codes are set up in the Reference Dictionary with a category code of "INVESTCODE". Currently, codes that may be assigned are:

- 'A' for dual participant-disqualified.
- 'B' for all other cases.

The potential duplicates will continue to print on subsequent reports until both agencies have entered investigation codes for both participants in the grouping. After that, the potential duplicates will appear on the report one more time and then will be removed. If the participants are determined to be different people, their records will be marked so that the dual participation will not be detected again for those participants.

12.4.1.1 Data Elements

12.4.1.1.1 Investigation Code

This value is the identifier code value assigned from the investigation of the possible dual participation.

12.4.1.1.1.1 Origin of Data Element

This value comes from the Investigation_Code attribute of the Duplicate_Enrollment_Participation entity.

12.4.1.1.1.2 Format

This is a one-character value.

12.4.1.1.2 Investigation Date

This value is the date the investigation for possible dual participation was completed.

12.4.1.1.2.1 Origin of Data Element

This value comes from the Investigation_Date attribute of the Duplicate_Enrollment_Participation entity.

12.4.1.1.2.2 Format

This is a six-digit number in CCYYMM format.

12.4.1.1.3 Agency

12.4.1.1.3.1 Origin of Data Element

This value comes from the Agency_ID attribute of the Duplicate_Enrollment_Participation entity.

12.4.1.1.3.2 Format

This is a three-character value.

12.4.1.1.4 Service Site

12.4.1.1.4.1 Origin of Data Element

This value comes from the Service_Site attribute of the Duplicate_Enrollment_Participation entity.

12.4.1.1.4.2 Format

This is a three-character value.

12.4.1.1.5 WIC ID

12.4.1.1.5.1 Origin of Data Element

This value comes from the State_WICID_1 attribute of the Duplicate_Enrollment_Participation entity.

12.4.1.1.5.2 Format

This is an eight-character value.

12.4.1.1.6 Category (Cat)

12.4.1.1.6.1 Origin of Data Element

This value comes from the WICStatus attribute of the Member entity.

12.4.1.1.6.2 Format

This is a one-character value.

12.4.1.1.7 Certification Date

12.4.1.1.7.1 Origin of Data Element

This value comes from the Cert_Effective_Date attribute of the Cert_Contact entity.

12.4.1.1.7.2 Format

This is a date in the format of MM/DD/CCYY.

12.4.1.1.8 Check Issuance Date

12.4.1.1.8.1 Origin of Data Element

This value comes from the Participation_CYM attribute of the Duplicate_Enrollment_Participation entity.

12.4.1.1.8.2 Format

This is a six-digit number in CCYY/MM format.

12.4.1.1.9 Sex

12.4.1.1.9.1 Origin of Data Element

This value comes from the Gender_1 attribute of the Duplicate_Enrollment_Participation entity.

12.4.1.1.9.2 Format

This is a one-character value.

12.4.1.1.10 Birth Date

12.4.1.1.10.1 Origin of Data Element

This value comes from the Date_of_Birth_1 attribute of the Duplicate_Enrollment_Participation entity.

12.4.1.1.10.2 Format

This is a date in the format of MM/DD/CCYY.

12.4.1.1.11 Lbs

12.4.1.1.11.1 Origin of Data Element

This value comes from the Weight_Pounds attribute of the Anthro_Contact entity.

12.4.1.1.11.2 Format

This is a three-digit number.

12.4.1.1.12 Oz

12.4.1.1.12.1 Origin of Data Element

This value comes from the Weight_Ounces attribute of the Anthro_Contact entity.

12.4.1.1.12.2 Format

This is a two-digit number.

12.4.1.1.13 Participant Name

12.4.1.1.13.1 Origin of Data Element

This value comes from the Last_Name_1, First_Name_1 and Middle_Initial_1 attributes of the Duplicate_Enrollment_Participation entity.

12.4.1.1.13.2 Format

The value will appear in last name, first name, and middle initial format.

12.4.1.1.14 Authorized Rep

12.4.1.1.14.1 Origin of Data Element

This value comes from the Auth_Rep_Last_Name, Auth_Rep_First_Name and Auth_Rep_Middle_Initial attributes of the Member entity.

12.4.1.1.14.2 Format

The value will appear in last name, first name, and middle initial format.

12.4.1.1.15 Address

12.4.1.1.15.1 Origin of Data Element

This value comes from the Address attribute of the Household entity.

12.4.1.1.15.2 Format

This is a fifty-character value.

12.4.1.1.16 City

12.4.1.1.16.1 Origin of Data Element

This value comes from the Name attribute of the Legal_Municipality entity. The Legal_Municipality attribute of the Household entity is used to identify the associated city name value.

12.4.1.1.16.2 Format

This is a thirty-character value.

12.4.1.1.17 Comments

This is a placeholder for comments to be written on the report by the agencies. The value is not stored.

12.4.1.1.18 Total Groupings within Agency

12.4.1.1.18.1 Origin of Data Element

The value is calculated by counting the number of groups of potential dual participants where one or more of the potential duplicates do not have an investigation code.

12.4.1.1.18.2 Format

This is a three-digit number.

12.4.1.2 Filter Criteria

12.4.1.2.1 Base of Data

WIC participants are selected to appear on the report if two or more participants meet the selection criteria outlined in the Dual Enrollment plus there must be redemption of at least one WIC food instrument for the same participation (issue) month for any of the last three reported months from two or more different service sites. (i.e. During the month-end reconciliation process for the month of June, the system will look for food instruments issued in June and redeemed in June, issued in May and redeemed in May or June, and issued in April and redeemed in April, May or June.)

Participants that have been previously identified, as potential dual participants, will continue printing on the report until all agencies have completed an investigation and entered the resulting investigation code along with the investigation date. Once the investigation codes and dates have been set, the grouping will appear on the report once more. After that, the grouping will not appear on the report.

NOTE: Valid investigation codes can be found in the Reference Dictionary. They will have a category code of "INVESTCODE".

12.4.1.3 Sort Order

12.4.1.3.1 Agency Identifier

The report will sort the potential duplicate participant groupings by agency identifier. Each participant grouping will print on the agency report for each agency identified in the grouping.

12.4.1.3.2 Investigated Groups/Non-Investigated Groups

Within agency the report will be grouped into one of two categories. The first is those groups of potential dual participants that have been investigated by all appropriate agencies. The second is those groups that have not been investigated by all appropriate agencies.

12.4.1.3.3 Last name

Within investigated/non-investigated groups, the participant groupings will be sorted by the first four characters of the last name (the match portion).

12.4.1.3.4 State WIC Identifier

Within last name, the participants will be sorted by state WIC identifier.

12.4.1.4 Control Breaks

12.4.1.4.1 Agency Identifier

On a change of agency identifier, the total number of groupings of potential dual enrollees will print. A page break will occur.

12.4.1.5 Grand Total

A grand total has not been defined for this report.

12.4.1.6 Frequency and Distribution

This report can be generated on demand and will be generated during the month-end process, if the report is selected by the state. Only the month-end process will identify potential dual participants.