



***FINAL SYSTEM REQUIREMENTS
DOCUMENT***

PRESENTED TO

SPIRIT

FOR THE

WIC SPIRIT AUTOMATION PROJECT

Deliverable # 6

Revised Draft – includes report information

November 18, 2004

Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.3. Design Flexibility			
I.3.1.1	The system must be designed for ease of maintenance and readily allow future functional enhancements	<i>Existing Functionality</i>	The design of the system allows for easy maintenance and enhancements. There is a layered approach to the system design that supports State business rule functions that are table driven. A change to one of these rules to accommodate the specific needs of the SPIRIT WIC program would be a database table change and not a coding change. This design represents a significant cost savings for any WIC program that implements this system. The database functions are also contained in a separate module that can be adapted to a different database architecture very easily. It is understood that food packages will be established independently for each Tribal Agency.
I.3.1.2	The system must be adequately flexible to keep up with ever changing technology and WIC regulations.	<i>Existing Functionality</i>	Same as solution for RFP Section 1.3.1.1 Software change documentation will be created and communicated for each software release.
I.3.1.3	All system changes/updates must be completed centrally and downloaded to all clinic sites (i.e., local servers).	<i>Existing Functionality</i> except for satellite clinics	The software will be hosted on the application servers located at the Chickasaw Nation data center. Software upgrades will be applied to these servers and the new applications will be ready and immediately available to all sites that connect through the Internet. The software will be hosted on laptop servers for the satellite clinics. The satellite server creation process will be developed with the capability of updating the software when the database is synchronized with the host database.
I.3.1.4	All relevant WIC data in the existing WIC system must be converted to the new system to prevent having to re-enter all data.	New Functionality	The conversion process must be modified to import the existing WIC data and populate the new system tables. A separate conversion process will be developed for the Choctaw Nation since it does not use the WIC Ed system and has a different database structure.

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I.3.2. User Interface			
I.3.2.1	Graphical User Interface (GUI) is required	<i>Existing Functionality</i>	The system supports this function. It has a standard windows interface that allows for the on-line entry, editing, and deleting of WIC data.
I.3.2.2	Drop-down/pop-up menus and help are required.	<i>Existing Functionality</i>	The system supports this functionality as part of the standard windows interface.
I.3.2.3	The system must accommodate point & click selection (vs. retype entry) and direct key entry for all relevant data entries	<i>Existing Functionality</i>	The system supports this functionality as part of the standard windows interface. There are also helper keys that allow the user to press a button, copy data from fields, and put the data into the controls.
I.3.2.4	Field level on-screen edits (e.g., valid ethnic, migrant and other codes) with limited (versus no) User override (e.g., weight is above parameters, or something is out of the ordinary).	<i>Existing Functionality</i>	The system supports field level edits on all screens. A modification will be made to allow very limited user override when a value is beyond the norm.
I.3.2.5	Ability to go back into the financial screen if participant does not have all information at the time it is initially entered.	<i>Existing Functionality</i>	The system supports this function through the income entry process. Additional income information can be recorded at any time, and the system will automatically determine if the participant becomes income ineligible for WIC.
I.3.2.6	“Undo” function present on every screen	<i>Existing Functionality</i>	Covansys currently supports this function. All data entry screens allow the user to cancel the action with out saving the data. Undo cannot be performed upon data being written to the database. Undo functionality can be performed prior to saving data on the page. The Undo a completed certification prior to end-of-day processing will be an option provided to SPIRIT.

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I.3.3. Other Available Features			
I.3.3.1	Two-way electronic messaging	Supported through external software Functional Requirement removed by Steering Committee	This function can be supported through an e-mail system or an immediate Internet messaging system (e.g. IRC, AIM) outside of the WIC system. NOTE: This requirement was deleted by the SPIRIT Steering Committee as a result of the questions submitted by the potential bidders (answer to question 41 in the SPIRIT append-2-18-questions document).
I.3.3.2	Multi-level system access security.	<i>Existing Functionality</i> except for the database timing out	The system supports this function with three levels of security. First, the user must have a valid account to log into the Internet web page and access the WIC applications. Second, the user must have a valid account to log into the WIC applications. Third, each user account is granted a specific level of security to each function in the applications. Each function requires a level of security that allows users to update the information, view the information without update, or not view the information at all.
I.3.3.3	Notes/memo pad with sort by type of note and sort by date of note.	<i>Existing Functionality</i> without sorting	The system supports this function including the sort by created date but without the sort by note type. The user can enter general health notes, SOAP notes and breastfeeding notes for any participant. All users can view these notes. This function will be modified so notes are sorted by type within created date.
I.3.3.4	Portable system available for all sites, with a sufficient electronic backup system (portable power source) in case of power failures. On-line help available	<i>Existing Functionality</i>	The system will support this function through the use of laptop computers with batteries for satellite clinics and the use of uninterruptible power supplies in the main clinics. On-line help is always available either at the main site or on a portable system.
I.3.3.5	Context sensitive help.	New Functionality	The system currently provides panel level help. The system will be modified to have context sensitive help.
I.3.3.6	To facilitate data entry, the system will contain pop-up Help boxes for all code fields in all processing windows	<i>Existing Functionality</i>	Through the use of combo boxes and drop-down lists, the system allows the user to record participant information without having to memorize non-intuitive codes.

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I.3.4. Communications			
I.3.4.1	Portable system available for "satellite" and some permanent sites as wireless LANs.	<i>Existing Functionality</i>	The system supports this function through the use of laptop computers with wireless LAN cards.
I.3.4.2	Recipient services must be provided at remote locations using portable equipment. All of the functional capabilities, which reside at permanent clinics, must also be available at these temporary locations.	<i>Existing Functionality</i>	The system supports this function through a check out process that copies a subset of the participant data from the host site to a laptop computer. The laptop computer will be used for the operation at the remote site and will provide all of the functional capabilities that are available at the permanent clinics.
I.3.4.3	The system must accommodate access and electronic transfer of data between the clinic sites and the tribal local agency.	<i>Existing Functionality</i>	The participant data will be hosted on the database servers located at the Chickasaw Nation data center. This data is immediately available to all sites that connect through the Internet. The participant data will be hosted on laptop servers for the satellite clinics. The satellite server creation process copies a subset of the participant data from the host site to a laptop computer. At the end of the business day the satellite server check in process synchronizes the participant data on the satellite server with the data at the host site.

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1.3.5. Security			
1.3.5.1	The system is required to have multi-level system access security and functional level security, such as ensuring that only the CPA can assign risk codes and food packages, or only authorized staff can print checks.	<i>Existing Functionality</i>	The system supports this function. Each user is granted a specific level of security to every function in the applications. Each function requires a level of security that allows users to update the information, view the information without update, or not view the information at all.
1.3.5.2	The system must include a disaster plan and provide contingency plans for the production and distribution of food instruments in the event of a disaster. SPIRIT decision: There is no longer a requirement to produce and enter manual checks or vouchers.	New Functionality	Covansys will work with the Chickasaw Nation data center to develop a disaster recover plan that minimizes the system downtime in the event of a disaster. As an alternative, Covansys suggests that the WIC clinics keep a limited supply of infant formula on hand that can be distributed while the central host site is down. The participant information could be updated with these directly distributed food items when the central host site is available once again.
1.3.5.3	Information in the system must be backed up off-site at the central site(s) daily.	<i>Existing Functionality</i>	The system supports this function. The participant data will be hosted on the database servers located at the Chickasaw Nation data center for all sites that connect through the Internet. The data center will be responsible for performing the system backups and storing the media off-site.
1.3.5.4	Information in the system must be automatically backed up on-site daily.	<i>Existing Functionality</i>	The system supports this function. The clinic staff will be responsible for synchronizing their satellite clinic servers with the host site every night so the participant data is included in the nightly system backups performed at the Chickasaw Nation data center.
1.3.5.a Existing Security Functionality			
N/A	Require users to change their password regularly	<i>Existing Functionality</i>	The system supports this function. Every 90 days the system will prompt the user to change their password. This functionality is controlled by a business rule that is set by each tribal agency.

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1.3.6. Interface Requirements			
1.3.6.1	At the tribal agency level, the WIC system must produce for electronic export to the Center for Disease Control and Prevention (CDCP), the required and optional data elements in the form needed to participate in both nutrition surveillance programs (prenatal nutrition surveillance and pediatric nutrition surveillance).	<i>Existing Functionality</i>	The system supports this function. The Pediatric Nutrition Surveillance System (PedNSS) data is created monthly and the Pregnancy Nutrition Surveillance System (PNSS) data is created quarterly. Both data sets are produced in the formats specified in the May 2005 requirements from the Center for Disease Control and Prevention (CDC). The resulting data is electronically transmitted to the CDC. CDC changes required for 2004 will be included in the delivery of the SPIRIT systems.
1.3.6.2	The WIC system must produce the USDA's minimum data for electronic export, a biennial requirement. The system must provide USDA with the required and optional data elements, as required at the time of system design, in the required format.	<i>Existing Functionality</i>	The system currently supports this function by producing the WIC Participant and Program Characteristics 2002 (PC2002) file. PC2004 changes will be included in the delivery of the SPIRIT systems.
1.3.6.3	The WIC system must produce the USDA's requirements for annual reporting of vendor management results for electronic export, a.k.a. The Integrity Profile (TIP).	<i>Existing Functionality</i>	The system supports this function by producing The Integrity Profile (TIP) report as either an ASCII text file or a Microsoft Excel spreadsheet.
1.3.6.4	At the central office level, the WIC system must interface with the financial institution that has responsibility for making payments to authorized vendors for each tribal agency based on food instruments presented. Some agencies use a commercial bank, some use a voucher system, and some use direct distribution for some or all of the food supplied to WIC clinics. The requirement includes the functional ability for issuing payment records to a bank and receipt of payment records from the bank in electronic form compatible with UCC and ISO standards.	<i>Existing Functionality</i> (after required changes)	Covansys currently supports this function for other WIC programs. The system sends and receives electronic information from a financial institution in the UCC and ISO standards. This process will be modified to meet the specific requirements of the financial institution responsible for making payments to the authorized vendors. Covansys will develop a process for entry of redeemed vouchers similar to how the banks process checks. The design requirements will be documented in the August 2, 2004, JDC session.
1.3.6.5	The new WIC system must include the capability of sharing data with the tribal agency accounting systems for food cost reporting.	<i>Existing Functionality</i>	The system includes reports for financial management and food cost reporting such as the Monthly Food Obligation and Expenditures Report, the FNS 798 Statement and the FNS 683 Statement. The system also supports importing of accounting information from outside sources in a specified file format. The system can be enhanced to provide output files for the tribal agency accounting systems.
1.3.6.6	The system must provide an output file for sharing with bordering tribal agencies and geographic states to detect potential dual participants.	New Functionality	The system will be modified to provide output files for bordering tribal agencies and geographic states. This file would include all the data elements needed to detect potential dual participants.
1.3.6.a Existing Bank Export Files			
N/A	Vendor File Format: ASCII flat file	<i>Existing Functionality</i>	The system currently generates the Vendor File that is required by the WIC bank to process the food instruments issued to the WIC participants. It contains Vendor demographic, peer group and bank information for all vendors.
N/A	Stamp File Format: ASCII flat file	<i>Existing Functionality</i>	The system currently generates Stamp File that is required by the WIC bank to process the food instruments issued to the WIC participants. It contains the vendor stamp information for all vendors.
N/A	Price File Format: ASCII flat file	<i>Existing Functionality</i>	The system currently generates Price File that is required by the WIC bank to process the food instruments issued to the WIC participants. It contains the pricing information of the food instruments for each of the vendor peer groups.
N/A	Issuance File Format: ASCII flat file	<i>Existing Functionality</i>	The system currently generates Issuance File that is required by the WIC bank to process the food instruments issued to the WIC participants. It contains the information for all food instruments issued since the last transmission of data. It can contain issuance information for WIC, Farmers Market and Senior Farmers Market food instruments.

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N/A	Stop Pay File Format: ASCII flat file	<i>Existing Functionality</i>	The system currently generates Stop Pay File that is required by the WIC bank to process the food instruments issued to the WIC participants. It contains the food instruments that have had some type of stop payment issued against them by the State. It can contain stop payment information for WIC, Farmers Market and Senior Farmers Market food instruments.
1.3.6.b Existing SOAP/XML Files Generated for External Systems			
N/A	Food Distribution File	<i>Existing Functionality not applicable to SPIRIT Project</i>	The system currently generates the Food Distribution File that contains every food item that can be distributed on a check that is produced by the Covansys WIC system. This process is not applicable to SPIRIT. This functionality was created for a State that did not accept the entire system in one installation.
N/A	Food Instrument Types File	<i>Existing Functionality not applicable to SPIRIT Project</i>	The system currently generates the Food Instrument Types File that contains all food instrument types recorded in the Covansys WIC system. A food instrument type is assigned to each food instrument when the food instrument is written to the consolidated food instrument master entity. The food instrument type represents a unique combination of food items and their associated quantities on the food instrument. This process is not applicable to SPIRIT. This functionality was created for a State that did not accept the entire system in one installation.
N/A	Vendor File	<i>Existing Functionality not applicable to SPIRIT Project</i>	The system currently generates the Vendor File that contains Vendor demographic and stamp information for all vendors. This process is not applicable to SPIRIT. This functionality was created for a State that did not accept the entire system in one installation.

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I.3.7. Security and Privacy Requirements			
I.3.7.1	The WIC system will be in substantial compliance the Health Insurance Privacy and Portability Act (HIPPA) privacy and client consent for release requirements, at the time of system design. Also see System Administration Functionality (Section II.13).	<i>Existing Functionality</i> Functional requirement removed by Steering Committee	The system meets this requirement. NOTE: This requirement was deleted by the SPIRIT Steering Committee as a result of the questions submitted by the potential bidders (answer to question 47 in the SPIRIT append-2-18-questions document).
I.3.8. System Performance			
I.3.8.1	The system will execute each User command in 2.5 seconds or less for 80% of the transactions submitted and 5 seconds or less for 100% of the transactions.	<i>Existing Functionality</i>	The system meets this requirement, except when the resulting report or window contains a large amount of data. The system performance will be impacted by factors outside of its control including the network bandwidth available at the clinic sites, the connection speed to the Internet, the general response of the Internet, etc. Overall the system meets the 80% requirement without these limitations.
I.3.9. System Availability			
I.3.9.1	The system will be available for use 24 hours a day, 7 days a week, 52 weeks a year.	<i>Existing Functionality</i>	The system meets this requirement. It is not recommended that the system be used when the end of day processes are running. These processes include data purges, automatic data adjustments (e.g. automatic termination of participants due to lack of participation), and database back ups. This occurs each night after regular business hours. It is also not recommended that the system be used while the end of month processes are aggregating data and producing export files (e.g. PedNSS, PNSS, PC2002). This occurs at the beginning of each month after regular business hours. It is understood there is system processing time for functions such as end-of-day and end-of-month that will be run during user down time within the 24 hours a day, 7 days a week, 52 weeks a year.
I.3.9.2	The system will be used Monday – Sunday during “after hours” as well as during normal working hours of the clinics.	<i>Existing Functionality</i>	The system meets this requirement. The end of day process will be scheduled to run automatically after the clinics have closed for the day. This is accomplished through the use of an automatic scheduler that runs the end of day process at a set time.
I.3.9.3	The system will perform end of day processing after the normal working hours of the clinics. The system will also perform automated back-up processes so that no operator intervention is necessary.	<i>Existing Functionality</i>	This requirement is addressed under items I.3.9.1 and I.3.9.2 above.
I.3.10. System Capacity			
I.3.10.1	The system and its databases will be able to support an existing tribal agencies caseload (active participants) and future caseload increases as needed. The system must also accommodate eligible but not participating clients (up to an additional 25% of caseload).	<i>Existing Functionality</i>	The system meets this requirement. The recommended hardware and data storage requirements for the system will be sufficient for the current and future caseload. More data storage can be added to the system as required.
I.3.11. Desirable Features			
I.3.11.1	Hot keys	<i>Existing Functionality</i>	The system meets this requirement for certain operations, such as displaying help text. The system also heavily uses mnemonics for access to edit fields, command buttons, and menus.
I.3.11.2	Communications interface with word processing software for individual form letters printing and group mail merge.	New Functionality	The system could be modified to provide an output file of participant demographic information for import into the word processing software. Labels for all active participants will be generated from the system. Functionality for letters – import names and addresses into word so staff can do letters for multiple purposes. Mail merging into any form letter.

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I.3.11.3	Incorporate a concise on-line policy and procedure manual with context sensitive help. Each WIC Program will provide the document to be included as an on-line feature in their tribal agency.	New Functionality	The system could be modified to provide a different on-line policy and procedure manual for each tribal agency. It was agreed upon for Covansys to create a Web site for SPIRIT that will have a link to each Tribal Agency's State Plan and Policy and Procedure Manual. Files will be in PDF format. Security for access to this information will be created.

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I.4. Appointment Scheduling Required Functionality			
I.4.1.1	Maintain a WIC appointment schedule for each WIC clinic site. Add, change, or delete appointments.	<i>Existing Functionality</i>	The system supports this functionality in the Appointment Scheduling module that is available within the clinic application. It allows the user to add, change, or delete appointments.
I.4.1.2	Provide a method for each Program to define appointment types. Appointment types for WIC to include: WIC nutrition education (group and individual sessions), FI pick-up, certification and subsequent certification, high-risk follow-up, and infant mid-check. Specific processes must be related to each centrally defined appointment type	<i>Existing Functionality</i>	The system supports this functionality in the Build Master Calendar section of the Appointment Scheduling module. It allows the agency to create new appointment types and define the default time duration for each type. The following predefined appointment types are available to all agencies: Initial Certification, Subsequent Certification, Individual Nutrition Education/Check Pickup, Medical Update (infant mid-check) and Other Appointment.
I.4.1.3	Allow the user to schedule food instrument pick-up date and time to be the same as the enrollee's scheduled nutrition education class to encourage the enrollee to participate in the class	<i>Existing Functionality</i>	The system supports this functionality in the Appointment Scheduling module. The predefined appointment type Individual Nutrition Education/Check Pickup is used to schedule this nutrition education appointment. The system will not issue checks to a participant until the clinic staff records the education contact on their participant folder. The topic 'refused education' will be added to the list of possible topics.
I.4.1.4	Allow user to designate the length of each appointment type	<i>Existing Functionality</i>	The system supports this functionality. The agency can define the default time duration for each appointment type. When manually scheduling an appointment the clinic staff can adjust the duration of the appointment as required.
I.4.1.5	Make appointments by family and coordinate food instrument issuance with other appointment types for families	<i>Existing Functionality</i>	The system supports this functionality in the Appointment Scheduling module. The clinic staff can quickly switch between members and schedule their appointments together. Coordinating food instrument issuance is automatically performed when the system issues checks. The system selects a primary (base) participant and adjusts the use dates for the checks of the other family members to match the primary participant. There is also a function called Cycle Adjust that allows the clinic staff to adjust the use dates for the checks to a different family member.
I.4.1.6	Maintain appointment schedule availability.	<i>Existing Functionality</i>	The system supports this functionality in the Build Master Calendar section of the Appointment Scheduling module. When an appointment schedule is updated at a local agency it is immediately available to all clinics within that local agency.
I.4.1.7	Allow user to maintain appointment schedules by staff member, if desired	<i>Existing Functionality</i>	The system supports this functionality in the Appointment Scheduling module. The schedule for each staff member is maintained independently.
I.4.1.8	Produce daily appointment schedules. Provide sort options for printing this schedule	New Functionality for Sort Options	The system supports this functionality in the Appointment Scheduling module on the Appointment for Date window. The daily schedule can be viewed or printed from this window. The schedule is currently sorted by appointment time. A modification will be made to the system to allow the schedule to be sorted by other means. Sorting by other means is defined as printing high-risk appointments by resource, printing an individual class schedule or a person's schedule.
I.4.1.9	Display all those who miss initial WIC certification appointments and display address, phone number, or message phone number in order to contact the applicant as well as the potential category of the applicant	New Functionality	The system currently does not support this functionality. A new screen will be created that displays the required fields. Regulations require appointment within 10 days of contact for priority 1status. All other appointments within 20 days of contact. Capture name, address, phone #, request appointment date, date appointment scheduled, appointment kept or missed (y/n), follow-up (y/n) and comments.
I.4.1.10	Provide appointment notice to applicants and to enrollees in English and Spanish depending on participant needs (e.g., Postcard, letter, Output on check stock).	New Functionality for Spanish Notice	The system supports this functionality in the Appointment Scheduling module. An appointment notice can be printed in English at the time the appointment is scheduled or it can be queued up for later printing. A modification will be made to the system so a Spanish version of the appointment notice is available.
I.4.1.11	Provide an efficient and flexible method(s) to locate client records (by ID, name, family ID, date of birth)	<i>Existing Functionality</i>	The system supports this functionality through the participant search process in the system. The search can be performed on State WIC ID, household ID, name and date of birth.

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I.4.1.12	Provide a method(s) to find existing appointments for a client or family	<i>Existing Functionality</i>	The system supports this functionality on the Appointment tab of the Participant Folder. It lists the scheduled appointments for all members of the participant's family.
I.4.1.13	Maintain an electronic record of initial certification visit date for all applicants	<i>Existing Functionality</i>	The system supports this functionality on the Risk Factors tab of the Participant Folder. It lists all certifications for the participant along with their risk factors.
I.4.1.14	System flag or prompt when appointment is made to inquire if applicant requires special accommodations such as interpreter or ADA accessibility.	New Functionality	The system currently does not support this functionality. A modification will be made to the Appointment Scheduling module that will allow the clinic staff to attach a note to the appointment. The special accommodations can be documented in this note along with any other applicable information. The special accommodations requirement could be fulfilled by an Alert attached to the participant's record that automatically displays when their folder is opened. The system already supports this functionality. If this is acceptable, then no changes are needed.
I.4.1.15	System flag that indicates missed appointments, for which the next available could then be made if desired.	<i>Existing Functionality</i>	The system supports this functionality in the Appointment Scheduling module. If the clinic staff do not record that the participant kept their appointment then it is apparent that the appointment was missed. The clinic staff can schedule another appointment for the participant at the next available time.
I.4.1.16	Identify first scheduled appointments for pregnant women that were missed in order to follow-up within 10 days of missed appointment to reschedule the appointment	New Functionality	The system currently does not support this functionality. A new report will be created that lists all pregnant women who missed their first Initial Certification appointment. The clinic staff will be able to run this report each day and follow up with the pregnant women to schedule another appointment.
I.4.1.17	Notify user of the latest appointment date that is within processing standards for all new applicants (key on applicant's WIC category).	<i>Existing Functionality</i>	The system supports this functionality on the Applicant Prescreening window. After entering the information for the new applicant the user can select the Schedule Appointment check box. This will bring up the Appointment Scheduler and allow the user to search for the next available appointment. The user can determine the type and the time frame for the next appointment by selecting the time options on the screen.
I.4.1.18	Maintain nutrition class list by name, WIC category, and family ID, with the ability to add in people not previously scheduled for a class.	<i>Existing Functionality</i>	The system supports this functionality by allowing the clinic staff to schedule participants in a group education class. The Appointment tab of the Participant Folder allows the clinic staff to see which family members have been scheduled for the same class. The Appointment Scheduler allows the clinic staff to enroll a participant in a group class.
I.4.1.19	Provide an efficient method(s) for user to indicate whether a scheduled appointment has been kept	<i>Existing Functionality</i>	The system supports this functionality through the function Mark Appointment as Kept.
I.4.1.20	Provide a list of missed appointments including the client name and telephone number and create a "missed appointment notification" letter in English and Spanish	New Functionality for Spanish Letter	The system supports the printing of missed appointment notices in English. A date range prompt will be available. A new window will be created that allows the clinic staff to produce a report of all missed appointments for a specific date. The user will have the option of generating missed appointment notices instead of the report. They will also have the option of generating the notices in English or Spanish.
I.4.1.21	Generate and document any notification that is sent to participants in regards to appointment and participation records	<i>Existing Functionality</i>	The system supports this functionality for missed appointment notices. A flag is set on the appointment when the participant is sent a missed appointment notice.
I.4.1.22	Calculate and track no-show rates for appointments (by date range and appointment type).	<i>Existing Functionality</i>	The system supports this functionality with the Kept vs. Missed Appointments Summary Report.
I.4.1.23	Allow all WIC staff to view WIC appointments	<i>Existing Functionality</i>	The system supports this functionality. The system administrator may give all clinic staff the necessary rights to view appointments in the Set Permissions function in System Administration.
I.4.1.24	User-built calendar with flexible appointment intervals	<i>Existing Functionality</i>	The system supports this functionality through the use of the Build Master Calendar function. The business days, hours of operation, and default appointment durations can be defined for each clinic. When scheduling an appointment the clinic staff can modify the duration of the appointment as necessary.
I.4.1.25	Include staff availability in the calendar	<i>Existing Functionality</i>	The system supports this functionality through the Define Resource Schedules window.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.4.1.26	Copy calendar to another day/week/month; copy calendar to another hour and staff person (if scheduling is specific to staff)	<i>Existing Functionality</i>	The system supports copying the business days and business hours to another day/week/month through the Replicate Day to New Days window. The system supports copying the schedule for a resource to another resource through the Replicate Resource window.
I.4.1.27	Ability to reschedule a block of appointments, en mass, to another block of time.	<i>Existing Functionality</i>	The system supports this function in the Appointment Scheduling module. The user can reschedule a block of appointments using the Reschedule Block of Appointments function.
I.4.1.28	Search for next available appointment by type after a starting date is selected	<i>Existing Functionality</i>	The system supports this functionality in the Appointment Scheduling module. Searches can be performed to find the next available appointment. The daily calendar graphically displays what appointments have already been made and what resources are available for an appointment. The clinic staff can repeat the search until they find an available appointment that fits their requirements.
I.4.1.29	Link family member appointments, including common data entry on specific fields for family members.	<i>Existing Functionality</i>	The system supports this functionality in the Appointment Scheduling module. Searches can be performed for each family member to find the next available appointment. The daily calendar graphically displays what appointments have already been made for other household members so their appointments can be scheduled close to each other. All members of a household automatically share common information like their mailing address and their primary language.
I.4.1.30	Provide a method(s) for scheduling clients for a remote clinic under two conditions. 1) When the clinic database is checked out for remote site usage, a portion of the clinic's appointment schedule must be able to be reserved for local agency use. The appointment times to be reserved will be selected by the system administrator and blocked from clinic system use until the database is again checked into the agency server. 2) When a calendar is split off for a satellite clinic (taken to the satellite clinic for the day's operation), the system must be able to lock out the central (tribal agency or clinic) site from making any changes or additions while the schedule is at the satellite location.	<i>Existing Functionality</i>	The system supports this functionality through the Satellite Check Out and Satellite Check In functions of the system. The system administrator selects which calendar days are checked out with the satellite clinic. These days are not accessible by the central site until the satellite is checked back in.
I.4.1.31	Allow the user to move into the appointment scheduling screen without having to finish/close the window currently working in	<i>Existing Functionality</i>	The system supports this functionality. The user can access the Appointment Scheduling module without closing the participant folder. In many places the system automatically opens the Appointment Scheduling module when the user closes a window. For example, upon completing the applicant prescreening window the user can chose to proceed straight to the Appointment Scheduling module so they can quickly schedule the initial certification appointment.
I.4.1.32	Allow scheduling for peer group breastfeeding support sessions	<i>Existing Functionality</i>	The system supports this functionality. A group class with the topic of Breastfeeding Support can be created and the clinic staff can enroll participants in the class.
I.4.1.33	Provide a comment box to write details concerning the applicant/participant	<i>Existing Functionality</i>	The system supports this functionality by allowing the clinic staff to create a general health note at any time.
I.4.1.34	Allow the tribal agency system administrator to be able to set and change operational parameters such as days and hours for the main and each satellite clinic and the ability to over-schedule appointments.	<i>Existing Functionality</i>	The system supports this functionality through the use of the Build Master Calendar function. The business days, hours of operation, default appointment durations and resource schedules can be defined for each clinic including satellite clinics. The system also allows overbooking up to the limit defined by the tribal agency system administrator.
I.4.1.35	Appointment intervals (5, 10, 15, 20, minutes) must be flexible allowing full implementation of a variable time slot scheduling model or a block-scheduling model for food instrument pick up.	<i>Existing Functionality</i>	The system supports this functionality. Appointment times can be scheduled at any five-minute interval. The duration of an appointment can be in any five-minute increment from five minutes up to ninety-five (95) minutes.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.4.1.36	Ability to schedule appointments up to six months in advance	<i>Existing Functionality</i>	The system allows appointments to be scheduled up to one year in advance.
I.4.1.37	A “reschedule appointment” function which identifies future appointment slots, within a specified date range, similar to the appointment type being rescheduled for all type of clinic visits, including high risk follow up visits	<i>Existing Functionality</i>	The system supports this functionality in the Appointment Scheduling module. The clinic staff can select an appointment and search the future appointment slots to find when it can be rescheduled.
I.4.1.38	Ability to reschedule a time slot if a client reschedules or cancels	<i>Existing Functionality</i>	The system supports this functionality by releasing the time slot after the appointment has been rescheduled. This makes it available for an appointment with another participant.
I.4.1.39	Ability to restrict certain functions to specified staff	<i>Existing Functionality</i>	The system supports this functionality. The system administrator can restrict the functions each clinic staff can access in the Set Permissions function in System Administration.
I.4.1.40	Search capability to find a client's scheduled appointment using name, family name, or ID number	<i>Existing Functionality</i>	The system supports this functionality through the Participant Search process in the system. The search can be performed on State WIC ID, household ID, name and date of birth.
I.4.2. Appointment Scheduling Desirable Features			
I.4.2.1	Identify next available appointment for the same day, to be used when an applicant is late for a certification appointment	<i>Existing Functionality</i>	The system supports this functionality in the Appointment Scheduling module. An appointment can be rescheduled for a participant for the same day or up to 1 year into the future.
I.4.2.2	Produce an appointment notice that indicates what sort of appointment the participant is coming in for and what the participant should bring as well as the date and time	<i>Existing Functionality</i>	The system supports this functionality in the Appointment Scheduling module. Appointment notices can be printed at the time the appointment is scheduled or can be queued up for later printing. Notices can also be printed for rescheduled appointments and missed appointments.
I.4.2.3	Ability to enter client rules for scheduling (e.g., am only, pm only, Tuesdays) so that the system will edit next available appointment with these rules to suggest a time	<i>Existing Functionality</i>	The system supports this functionality in the Appointment Scheduling module. The user can search the available future appointments and find an appointment that fits the requirements of the client.
I.4.2.4	Prompt User for client events, when scheduling appointments	<i>Existing Functionality</i>	The system supports this functionality. Upon opening the participant folder to schedule an appointment, the system will automatically inform the user of upcoming and due events for the participant. The system will also automatically display any Alerts that have been created for the participant or their household.
I.4.2.5	Provide a short cut from the appointment scheduler to family food instrument issuance. Generate and print out a daily schedule of nutrition education classes.	<i>Existing Functionality</i>	The system supports this functionality. Upon closing the appointment scheduler module the user is returned to the participant folder where they can choose the Issue Checks command button and immediately issue checks to the entire family of the participant. Using the Appointments for Date window the user can view and print the daily schedule including the nutrition education classes.
I.4.2.6	Record and indicate whether the applicant/participant can read English or any other language	<i>Existing Functionality</i>	The system supports this functionality as part of the demographics information for the participant. The user can indicate the primary and secondary language for the participant's household, and also indicate if the language is spoken and/or written by the family members.
I.4.4. Appointment Scheduling Required Outputs			
I.4.4.1	<u>Daily Schedules for Appointments</u> Purpose: Display the appointment schedule availability for a particular clinic, day, time, and appointment type to aid WIC staff in confirming appointment time slot availability. Frequency: On demand Distribution: Clinic and tribal agency WIC staff	<i>Existing Functionality</i>	The system supports this functionality through the Appointments for Date function.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.4.4.2	<u>Screen Display of Appointment Schedule (by enrollee and/or family)</u> Purpose: Display enrollee's appointment schedule to aid WIC staff in confirming that the schedule has been recorded accurately Frequency: On demand Distribution: Local (clinic) WIC staff	<i>Existing Functionality</i>	The system supports this functionality through the Appointments tab of the Participant Folder.
I.4.4.3	<u>Daily Calendar</u> Purpose: Printed copy of the selected day's schedule to include client name, family ID, language flag, staff, appointment type, message, and sort/print options. Frequency: On demand. Distribution: Local (clinic) WIC staff	<i>Existing Functionality</i>	The system supports this functionality through the Upcoming Appointments List.
I.4.4.4	<u>Daily Nutrition Education Classes</u> Purpose: Printed copy of the selected days' schedule of nutrition education classes. Frequency: On demand Distribution: Local (clinic) WIC staff	<i>Existing Functionality</i>	The system supports this functionality through the Service Site Group Class Calendar.
I.4.4.5	<u>Appointment Notice to Applicant (in English and Spanish)</u> Purpose: Reminder to applicants of scheduled appointments Frequency: On demand selection of an individual notice or day's appointments notice Distribution: Local (clinic) WIC staff	New Functionality for Spanish	The system currently supports the generation of an Appointment Notice in English. It can also generate a Rescheduled Appointment Notice in English. The system will be modified to generate both of these notices in Spanish.
I.4.4.6	<u>Mailing Labels</u> Purpose: Supports mailing of appointment notices, including linking family members so that only one notice is sent when several family members share an appointment.	New Functionality	The system currently prints mailing labels for each Appointment Notice that is generated. The system will be modified to generate one mailing label for a family when multiple notices are generated.
I.4.4.7	<u>Letter or Notice of Appointment for Re-certification (in English and Spanish)</u> Purpose: Notifies enrollee of re-certification date and the need for arranging an appointment to be re-certified Frequency: Monthly, or more frequently, depending on clinic size Distribution: Local (clinic) WIC staff	<i>Existing Functionality</i> new functionality for Spanish	Same as solution for RFP Section I.4.4.5
I.4.4.8	<u>Appointment Notices (in English and Spanish)</u> Purpose: Provides reminder to enrollee of scheduled appointment Frequency: On demand Distribution: Local (clinic) WIC staff	<i>Existing Functionality</i> new functionality for Spanish	Same as solution for RFP Section I.4.4.5

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.4.4.9	<u>Notice of Missed Appointment (in English and Spanish)</u> Purpose: Provides notice of missed appointment to participants who missed their appointment. Frequency: On-demand selection of individual notice or a day's missed appointments Distribution: Local (clinic) WIC staff	New Functionality for Spanish	The system currently supports the generation of a Missed Appointment Notice in English. The system will be modified to generate the notice in Spanish.
I.4.5. Appointment Scheduling Desirable Outputs			
I.4.5.1	<u>Day-to-Day Interpreter Needs</u> Purpose: Indicates whether an interpreter is needed to communicate with the participants scheduled for that day. Frequency: On demand Distribution: Local (clinic) WIC staff	New Functionality	The Upcoming Appointments List could be modified to indicate that interpreter is needed to communicate with the participant.
I.4.5.2	<u>Summary of Nutrition Education Contacts</u> Purpose: Summarize nutrition education contacts offered/kept by type (class or individual nutrition education appointment type). Frequency: On-demand for date range selected Distribution: Local (clinic) WIC staff	<i>Existing Functionality</i>	The system supports this functionality through the Kept vs. Missed Appointments Summary Report.
1.4.5.a Existing Appointment Scheduling Functionality			
N/A	Attach a note to a day on the appointment calendar.	<i>Existing Functionality</i>	The system current supports this functionality through the Notes for Day window.
N/A	View a note that is attached to a day on the appointment calendar.	<i>Existing Functionality</i>	The system current supports this functionality through the Notes for Day window.
N/A	Print appointment notices in bulk.	<i>Existing Functionality</i>	The system current supports this functionality through the Generate Queued Appointment Notices window. It will generate all appointment notices that have been queued for later production
N/A	Maintain list of resources available for appointments.	<i>Existing Functionality</i>	The system current supports this functionality through the Define Resources window.
N/A	Exclude holidays from appointment scheduling calendar	<i>Existing Functionality</i>	The system current supports this functionality through the Toggle Day as Holiday window.
N/A	Ability to copy business days and hours from one service site to another	<i>Existing Functionality</i>	The system current supports this functionality through the Copy Schedule to Another Service Site window.
1.4.5.b Existing Appointment Scheduling Outputs			
N/A	<u>Upcoming High Risk Appointments Report</u> Purpose: Lists the appointments with clients who are classified as high risk and scheduled during a selected date range. Frequency: On demand Distribution: Local (clinic) WIC staff	<i>Existing Functionality</i>	The system currently includes the Upcoming High Risk Appointments Report that lists the appointments with clients who are classified as high risk and scheduled during a selected date range.
N/A	<u>Local Agency Master Calendar Report</u> Purpose: Lists the operating days for all service sites in the local agency. Frequency: On demand Distribution: Local (clinic) WIC staff	<i>Existing Functionality</i>	The system currently includes the Local Agency Master Calendar Report that lists the operating days for all service sites in the local agency. Will have the ability to view by Tribal Agency.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
N/A	<u>Service Site Detail Calendar Report</u> Purpose: Lists the operating days, business hours and appointment types for selected service sites. Frequency: On demand Distribution: Local (clinic) WIC staff	<i>Existing Functionality</i>	The system currently includes the Service Site Detail Calendar Report that lists the operating days, business hours and appointment types for selected service sites.
N/A	<u>Appointment Listing for Date Report</u> Purpose: Lists all appointments scheduled on a specified date. Frequency: On demand Distribution: Local (clinic) WIC staff	<i>Existing Functionality</i>	The system currently includes the Appointment Listing for Date Report that lists all appointments scheduled on a specified date.
N/A	<u>No Show Report</u> Purpose: Lists no show rate for the selected service sites. Frequency: On demand Distribution: Local (clinic) WIC staff	<i>Existing Functionality</i>	The system currently includes the No Show Report that lists no show rate for the selected service sites.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
1.5.1. Enrollment Processing Required Functionality			
1.5.1.1	Capture applicant basic eligibility information and demographic characteristics	<i>Existing Functionality</i>	The system supports this functionality in the prescreening function for basic demographic information and then on the Demographics tab of the Participant Folder where additional demographic and income information can be recorded.
1.5.1.2	Capture and maintain enrollee demographic data	<i>Existing Functionality</i>	The system supports this functionality on the following tabs of the Participant Folder: Demographics, Height/Weight/Blood, Diet Intake, Risk Factors, Food Prescription, Nutrition Education, Immunizations, Referrals, Health Information, Income History, and Appointments.
1.5.1.3	Capture whether the participant is physically present for certification. If the participant meets the allowable exceptions, capture the description of situation in health records	<i>Existing Functionality</i>	The system supports this functionality with the Physically Present check box on the Demographics screen of the Certification Guided Script. A modification will be made so the system will warn the user when they have not indicated that the participant was physically present. The message will remind the user to record the reason an exception is allowed in a general note for the participant. The Covansys solution for physically present will be a yes/no rather than a check box.
1.5.1.4	Upon certification of an applicant, the system should change the client status from applicant (or waiting list) to enrollee	<i>Existing Functionality</i>	The system categorizes a certified client as an enrollee, unless they qualify for the waiting list.
1.5.1.5	Automatically generate a new client's identification number	<i>Existing Functionality</i>	The system automatically generates a unique client identification number (State WIC ID) when the applicant is prescreened.
1.5.1.6	Automatically generate a family identification number.	<i>Existing Functionality</i>	The system automatically generates a unique household identification number (Household ID) when a new household is created. Conversion – will need to retain existing WIC and household ids. Each Tribal Agency will have their own WIC ids. WIC ids are system generated.
1.5.1.7	Provide family/group ID to link family member participants, with the ability to link, unlink, and re-link family members (e.g., a foster child starts out in its natural family, then becomes a foster child in another family, then is placed back in the home).	<i>Existing Functionality</i>	The system supports this functionality. Each household is given a unique ID when it is created. A new applicant can be added to an existing household, or a new household can be created when the applicant is prescreened. The user can move a participant from one household to another at any time using the Change Household ID window.
1.5.1.8	Identify potential dual participants by comparing participants throughout the Agency for common identity (e.g., birth date, last name, first name, and sex). Identify all the clients with a possible dual participant match. Report potential duals to each clinic containing one of the potential matching persons and their food issuance history.	<i>New Functionality</i>	The system supports this functionality in two ways. First, when a participant is prescreened the system automatically searches for a potential duplicate based upon the first name, last name and date of birth. The user is notified if a potential duplicate is found, and they are given the choice of working with the existing participant or completing the prescreening for the new applicant. Second, the system produces the List of Dual Participation Cases report that lists all potentially duplicate participants. This report can be printed on demand and is automatically produced by the Month End process. This report can be distributed to the clinics for their investigation. The system does not currently support identify by sex. This functionality will be added to the application system.
1.5.1.9	List dual enrollees including issuance information, on automatic daily reports at both (or all) locations certifying the participant. System is to flag further issuance to the participant from either location until the dual is resolved.	Existing Functionality	A new Potential Dual Enrollees report will be created which the clinic sites can produce daily on demand. The check issuance process will be modified to warn the user when they attempt to issue checks to a participant who could be a dual enrollee because they are actively certified at multiple clinics. The user will be given the choice to override the warning and issue checks if they have the proper permissions. The warning will not be displayed when the potential dual enrollee is only actively certified in one clinic. Suspension of participants discussed at 7/26 JDC session.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.5.1.10	Process transfers. Clinics that do not have on line access to central site database and processes will have access to a limited Agency-wide database, which will be updated periodically. For those sites with on-line communication capability, a potential dual enrollment check or transfer request can be conducted immediately. Either method will allow clinics to initiate the transfer process as soon as possible. The partial Agency-wide database will also facilitate a front-end dual participation check.	<i>Existing Functionality</i>	The system supports access to a limited Agency-wide database for satellite clinics. This database is updated monthly. The clinic staff at the satellite will be able to initiate a transfer and service the participant immediately. The transfer will be completed when the satellite is checked back in. The system also supports real-time checks for dual enrollment and immediate participant transfers for sites with on-line access to the host database.
I.5.1.11	Participant transfers and dual participation checking will occur system wide. That is, the participant data of any tribal agency that resides in a common SPIRIT centralized host will be available to any other agency for the purpose of dual participation checking and participant	<i>Existing Functionality</i>	The system supports participant transfers between tribal agencies and immediate dual participation checking if the participant data for all agencies is stored in a single centralized database.
I.5.1.12	Provide for electronic transfer of participant records between clinics. This may be done via direct connect or dial up communication to the central site processor, or requested in end of day processing. The transfer of client records will be initiated by the receiving clinic. The system must allow transfers to be served based on only partial data input until the full record can be accessed	<i>Existing Functionality</i>	Same as solution for RFP Section I.5.1.10
I.5.1.13	Search and locate records. A soundex name search with all possible forms is required.	New Functionality for Soundex	The system currently supports participant searches with a partial name. The system will be modified to include a Soundex engine for the participant search.
I.5.1.14	Provide a multi-option record locate system. Allow search by Client or Family ID; first, last and middle initial name and other fields (Phone, DOB, Sex, etc.).	<i>New Functionality</i>	This is supported by the Participant Search process in the system. The search can be performed on State WIC ID, household ID, name and date of birth. The system could be modified to include phone number, sex, and other demographic information. Covansys will work with the SPIRIT Steering Committee to define their requirements during the Joint Design Confirmation (JDC) sessions. Covansys will modify the participant search to include phone, date of birth and sex.
I.5.1.15	Issue notification of certification or ineligibility/termination (with appropriate detailed information)	New Functionality	The system currently generates an ineligibility notice when the system determines that the participant is ineligible as a result of recorded income or during their certification attempt. The system currently does not generate a notice of certification when the certification attempt is successful. A new notice of certification will be created that can be generated at this point. The system currently does not generate a notice of termination when the user manually terminates the participant. A new notice of termination will be created that can be generated at this point. The system currently does not generate a notice of termination when the participant is automatically terminated by the end of day process due to delayed blood work or lack of participation. A new window will be created that generates a notice of termination for all participants who were terminated on a specific date and have not yet received a notice. The clinic sites can use this window daily to produce the necessary notices of termination on demand.
I.5.1.16	Generate and document the appropriate applicant/participant notification form and generate the form in English and Spanish	New Functionality for Spanish	Same as solution for RFP Section I.5.1.15 with the addition of a Spanish version of notices

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.5.1.17	Provide the option to print all client notices in Spanish and in English.	New Functionality for Spanish	All notices currently available in the system will be modified so they can be produced in either English or Spanish.
I.5.1.18	Provide unduplicated counts by WIC category of participation and enrollment	<i>Existing Functionality</i>	The system supports this functionality through the Reported Participation WIC – Monthly Unduplicated and Redeemed Participation WIC – Monthly Unduplicated caseload reports.
I.5.1.19	Produce and print a report listing demographic and risk information of an enrollee transferring to another Agency’s WIC program (either within the Tribal Agency or outside of it), to be given to the participant to carry to the other Agency (Expanded Verification of Certification - VOC)	<i>Existing Functionality</i>	The system produces a standard Verification of Certification document. If this document is not sufficient, Covansys will work with the SPIRIT Steering Committee to define their requirements during the Joint Design Confirmation (JDC) sessions.
I.5.1.20	Document when the “new” agency verifies a participant’s certification and keep notes of whether it was an in-agency or out-of-agency transfer.	<i>Existing Functionality</i>	The system supports this functionality. When a participant is certified, the certifying agency and clinic are stored in the certification record.
I.5.1.21	Track the issuance of VOCs	<i>Existing Functionality</i>	The system supports this functionality. The participant record is automatically flagged when a VOC document is generated for them.
I.5.1.22	Generate termination notices to allow WIC participants a minimum of 15 days advance notice, including the reason(s) for termination and of their right to a fair hearing. Currently it is anticipated that this notice will be generated with the voucher immediately preceding expiration of eligibility and on a scheduled basis in the event vouchers are not picked up	New Functionality	A new window will be created that allows the clinic staff to generate a Pending Termination Notice for all participants who are due to be automatically terminated by the system. The window will allow the staff to print notices for an entire range of dates, in case the notices are not produced every day. The notices will be printed in either English or Spanish depending upon the user’s selection. Covansys will define criteria for ineligibility notice, termination notice and pending termination. If notice is created and sent manually, mark the record so duplicate notice is not generated unless for reprint. Pending termination notice would be provided to the participant upon signing for checks and making next appointment. Pending termination notices will be created on demand and provided to the customer while they are on site in the clinic.
I.5.1.23	Prompt user to generate notification of program eligibility and ineligibility	<i>Existing Functionality</i>	The system currently supports the notification of eligibility through the Participant Summary report that includes the participant’s certification status. The system currently generates an ineligibility notice when the system determines that the participant is ineligible as a result of recorded income or during their certification attempt.
I.5.1.24	Track appointment attendance and maintain appointment history for certification, voucher pick up and nutrition education	<i>Existing Functionality</i>	The system currently stores the appointment history, certification history, voucher pick up history, and nutrition education contacts for all participants.
I.5.1.25	Accept transfer of certification data from VOC cards from other tribal agencies as proof of program eligibility. If priority is unavailable, assign a priority level automatically assigned. Record certification dates from VOC card or record the number of months remaining in the certification period based on the VOC card.	<i>Existing Functionality</i>	The system supports this functionality by allowing a prescreened applicant to be certified via VOC, unless their WIC status currently qualifies for the waiting list. The system also allows a participant to be recertified via VOC if they leave the SPIRIT WIC program and then return after receiving services from another WIC program.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.5.1.26	The system shall record that residency and identity were verified and record source of verification for each applicant. Allow up to one month's worth of food instruments to be issued by a User with appropriate security level without this information in the record.	New Functionality for Certification without residency/ID proof	The system currently collects residency proof, income proof and identity proof. The system will be modified to allow a participant to be certified without either proof if the user has the proper level of security. The system will also be modified so the issue checks function only allows one month's of vouchers to be issued in this situation. The end of day process will be modified to automatically terminate the participant after one month if the missing proof has not been supplied. The reinstate terminated participant function will be modified to prevent a participant from being reinstated if the proof is missing. If the participant is homeless then none of the above will apply.
I.5.1.27	System shall accept documentation of reason for "no proof" for identification, income, and residency in the Income/Signature card when an acceptable reason for no proof has been given	<i>Existing Functionality</i>	The system currently supports this function. The entry "No proof" can be added to the list of valid identification, income, and residency proof.
I.5.1.28	The system shall allow recording of two Proxies or Authorized Representatives for each applicant and shall maintain a proxy history record	New Functionality for Proxy History	The system currently has two fields for Authorized Representatives and one field for a Proxy when Demographics information is collected. The system will be modified to maintain a proxy history.
I.5.1.29	Automatic ineligibility determination or termination from the Program in the absence of residence and identity documentation after more than one month. Provide an exception for participants categorized as Homeless.	New Functionality	Same as solution for RFP Section I.5.1.26
I.5.1.30	System prompt for verifying homeless status each month for those identified as homeless, (i.e., asking the applicant to describe their fixed night time location).	New Functionality	The system currently has a check box that identifies the participant as homeless in their Demographics. A modification will be made to this window so that the fixed nighttime location can be entered. The system will be modified to record the last date that the homeless status was verified, and automatically prompt the user to verify the status after a month has passed.
I.5.1.31	Carry-over of selected participant data from one certification period to another, with system prompts to verify accuracy. The data will include, at a minimum: Family ID, Client ID, client name, address, phone number, food package, and date of birth.	<i>Existing Functionality</i>	The system automatically copies the participant's demographic, household, and food prescription information from the last certification period into the new certification attempt.
I.5.1.32	Record source of applicant-specific identification, e.g. drivers license, ID card, Migrant Work card, Immunization Record, birth certificate, crib cards, etc	<i>Existing Functionality</i>	The system currently supports this function. The entries in the ID proof drop-down list are defined by the tribal agencies.
I.5.1.33	Record SSN if given, but allow to be left blank	New Functionality	A modification will be made to the demographics screen to allow the clinic staff to record the SSN if it is given.
I.5.1.34	Record the primary language of the applicant/participant	<i>Existing Functionality</i>	The system currently supports the capture of both primary and secondary languages on the application prescreening window and the Demographics tab of the Participant Folder.
I.5.1.35	Flag the need for an interpretive service when the participant comes in.	<i>Existing Functionality</i>	The system currently supports the need for an interpreter on the application prescreening window and the Demographics tab of the Participant Folder.
I.5.1.36	Record source of income verification for each applicant	<i>Existing Functionality</i>	The system currently supports the recording of income verification on the Income Calculator window. See requirement I.5.1.32 proof of residency, proof of incomes and proof of identity.
I.5.1.37	Record source of residency documentation for each applicant	<i>Existing Functionality</i>	Same as solution for RFP Section I.5.1.32

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I.5.1.38	Confirm that income verification is complete prior to issuance of more than one month's worth of food instruments	New Functionality	Same as solution for RFP Section I.5.1.26 Includes lack of proof of income.
I.5.1.39	Display need for income, residence or identity verification documentation prior to issuing one month's worth of food instruments	New Functionality	Same as solution for RFP Section I.5.1.26
I.5.1.40	Record multiple sources of income by multiple time periods possible and calculate and record household gross monthly or yearly income. Clinic staff must be able to enter the income as reported on pay stubs for hourly, weekly, bi-weekly, monthly or yearly. Income totals will be compared to the appropriate table.	<i>Existing Functionality</i>	The system currently supports all of this functionality on the Income Calculator window
I.5.1.41	Calculate income eligibility from number of people in household, household income, and federal income eligibility guidelines.	<i>Existing Functionality</i>	Same as solution for RFP Section I.5.1.40
I.5.1.42	Determine adjunctive income eligibility from participation (themselves or other household members) in other health or social programs (e.g., TANF, Medicaid, Food Stamps, FDPIR), according to Federal guidelines.	New Functionality for FDPIR	The system current supports adjunctive income eligibility based on participation in TANF, Medicaid, and Food Stamps on the Income Calculator window. The system will be modified so a participant can also be adjunctive income eligibility based on participation in FDPIR.
I.5.1.43	Record source of documentation of participation in programs for adjunctive eligibility in the electronic record (may be a copy of the benefit letter or medical card, etc.)	New Functionality	The system will be modified so documentation of participation in programs for adjunctive eligibility can be recorded on the Income Calculator window. There will be one list for adjunctive eligibility, not a list for each source.
I.5.1.44	Record indicator that child is in foster care system	<i>Existing Functionality</i>	This is currently supported by the Foster Care check box on the Demographic tab of the Participant Folder.
I.5.1.45	Preclude adjunctive eligibility for other members of a foster child's household, as the foster child is considered a household of one.	New Functionality	The Income Calculator will be modified so the adjunctive eligibility of the foster child is not applied to the other household members.
I.5.1.46	When a participant has been determined to be adjunctively eligible, their income sources and amounts are still recorded in the record, but are not used for determining income eligibility and does not need to have source of verification documented.	<i>Existing Functionality</i>	The system supports this functionality on the Income Calculator window.
I.5.1.47	The system must allow income eligibility re-determination for individuals who lose their adjunctive eligibility.	<i>Existing Functionality</i>	The system supports this functionality on the Income Calculator window.
I.5.1.48	The system must terminate participation in the Program for the participant whose income exceeds income guidelines in the re-determination process and provide the required 15 days notice by a written form in English and Spanish depending on participant's needs. Other family members that are adjunctively eligible must also be removed from the program given appropriate notification in English and Spanish depending on user's selection	New Functionality for Spanish	The system immediately terminates a participant when their income entered on the Income Calculator window exceeds the guidelines. A termination notice can be produced at that time. This notice was addressed in I.5.1.15
I.5.1.49	All participants are eligible to receive benefits through the end of the month in which their certification period ends	New Functionality	The system only supports this functionality when determining the certification end date for the Child and Non-breastfeeding statuses. It will be modified so this logic is applied to all WIC statuses.

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I.5.1.50	Income is defined as gross income before any deductions. The only exception to using gross income is using net income for farm and other types of self-employment. The system will prompt to assist in income calculation for self-employed.	<i>Existing Functionality</i>	The system supports this functionality on the Income Calculator window by allowing the user to record the yearly income from the participant's tax forms.
I.5.1.51	System prompt at the time of recording applicant's demographic information to offer all applicants the opportunity to register to vote.	New Functionality	The Demographic tab/window will be modified to display a message that reminds the user to tell the participant about registering to vote.
I.5.1.52	At the tribal agency level, provide a method(s) to issue food instruments for vendor compliance investigation. One method would be to capture the necessary fictitious enrollee data and attribute all such issuance to a special Agency clinic. The method must protect the investigator's identity. Information about investigators, or the food instruments produced for them, shall not in any case be viewable except at the tribal agency level. Report summary statistics separately for WIC caseload reports, and FI payment and reconciliation reports. (See Section II.10 for all other Vendor Management Functionality.)	<i>Existing Functionality</i>	Food instruments issued for compliance buys are handled in the Vendor Management module. All information regarding compliance buy food instruments is only available at the tribal agency level, and only to staff members who have the necessary security to view that information.
I.5.1.53	Record whether the applicant/participant was placed on the waiting list and the associated information	<i>Existing Functionality</i>	The system supports this functionality through the waiting list module.
I.5.1.54	Provide different levels of security access, so that only certain levels of access can change specific fields	<i>Existing Functionality</i>	The system supports this function with three levels of security. First, the user must have a valid account to log into the Internet web page and access the WIC applications. Second, the user must have a valid account to log into the WIC applications. Third, each user account is granted a specific level of security to each function in the applications. Each function requires a level of security that allows users to update the information, view the information without update, or not view the information at all.
I.5.1.55	Flag records of women and children who are missing bloodwork in certification record, generate an alert when that record is accessed, and generate a report or notice for follow-up with participants.	New Functionality	The system will not allow the user to complete a certification attempt without entering the required bloodwork information. The user may record a bloodwork record that indicates the results have been delayed due to laboratory processing. The system will automatically terminate the participant if the delayed bloodwork information is not entered within 60 days. The clinic staff can generate the Outstanding Delayed Blood Work Details report to follow-up with the participants with delayed bloodwork. The system will be modified to alert the user when they open the Participant Folder of a participant with delayed bloodwork that is pending.
I.5.1.56	Document reason given for absence of hct/hgb in record	<i>Existing Functionality</i>	The system supports this functionality through the Reason Blood Work Was Not Collected drop down list on the Blood Measurement Entry window.
I.5.1.57	Allow manual disabling of flag for individual participants	<i>Existing Functionality</i>	The system does not physically flag the participant record when the participant is missing bloodwork. A legitimate reason that the blood work will never be entered can be selected in the Reason Blood Work Was Not Collected drop down list on the Blood Measurement Entry window. This blood work record will fulfill the certification requirements for the participant, and the system will not alert the user when they open the Participant Folder of a participant.

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I.5.1.58	Record relation of person applying for infant or child: birth mother, birth father, legal guardian with proper paperwork, foster parents with proper paperwork, relatives with whom infant or child lives and has written authority to take care of infant/child, and "other."	New Functionality <i>Functional requirement removed by Steering Committee</i>	The system will be modified so the Relationship of the Authorized Representative can be recorded. The entries in the list of valid relationships are defined by the tribal agencies. See JDC session notes week of 7/26
I.5.1.59	Income Guidelines divided into the following categories: < 100% poverty level 101 to 133% poverty level 134 to 170% poverty level 171 to 185% poverty level	<i>New Functionality</i>	The system will be modified to include a report of this information.
I.5.1.60	Calculate the average income for those who have fluctuating incomes. Have the capability to perform various income calculations - fixed time, year-to-date, yearly, etc	<i>Existing Functionality</i>	The system currently supports all of this functionality on the Income Calculator window
I.5.1.61	Automate and print the "Notification of WIC Program Non-Eligibility" Form, which includes client's name (including guardian's name), the reason for ineligibility, and inform the client of a right to a fair hearing, if applicant is not eligible	<i>Existing Functionality</i>	Same as solution for RFP Section I.5.1.15
I.5.1.62	Record and maintain files of all terminated or ineligible clients for a period of time to be determined by each tribal agency	<i>Existing Functionality</i>	The system supports this functionality. All participants remain in the database, archived into a holding agency (agency 88), for at least seven years (per USDA requirements).
I.5.1.63	Track clients who have not contacted the WIC office according to tribal agency standards, and allow the agency to determine whether to terminate them from the program	<i>Existing Functionality</i>	The system supports this functionality. The users can either manually terminate a participant or allow the system to automatically terminate the participant in the end of day process.
I.5.1.64	Record User ID of staff performing the determination of income eligibility	<i>Existing Functionality</i>	The system supports this functionality. Each record in the system contains the User ID of the staff member who created the record plus the date and time the record was created. Each record in the system also contains the User ID of the staff member who last updated the record plus the date and time the update occurred.
I.5.1.65	Record User ID of competent professional responsible for determining nutritional risks and priority	<i>Existing Functionality</i>	Same as solution for RFP Section I.5.1.64
I.5.1.66	Record Immunization status up-to-date or not i.e. answer is "Yes" or "No" (or similar requirement that reflects USDA regulations in effect at the time the system is built).	New Functionality	The Immunization tab of the Participant Folder will be modified to allow the user to indicate that the Immunization status up-to-date. Selection options will be 'yes' or 'no' or 'undetermined'. This will be reset for subsequent certifications. Linked to I.6.1.44
I.5.1.67	Print a notification of eligibility status report to give to the applicant.	<i>Existing Functionality</i>	Same as solution for RFP Section I.5.1.23.
I.5.1.68	Allow for certification for infants younger than 30 days of age even though current anthropometric data is not available	Existing Functionality	The system will be modified to allow an infant younger than 30 days of age to be certified without anthropometric data (height, weight and blood measurements).

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Final System Requirements Document (FSRD)

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I.5.1.69	Through certification, allow the issuance of the first month of food benefits in the absence of other health information. In this case, a full certification appointment is required before receiving benefits for a subsequent month. Certification using referral data is allowable for infants	New Functionality	The system will be modified so the issue checks function only allows one month's of vouchers to be issued in this situation. See JDC session information week of 7/26.
I.5.1.70	All clients must have nutrition risks recorded to be eligible	<i>Existing Functionality</i>	The system currently supports this functionality.
I.5.1.71	Display calculated income as "monthly income" regardless of how entered	<i>Existing Functionality</i>	The system displays calculated income as "yearly income" regardless of how the income information was entered. There are many situations when the income is not evenly divisible by 12 to derive the monthly amount, and there are other situations when the yearly income is less than 12 dollars and cannot be divided into a monthly amount at all. Monthly income eligibility tables will be used. See JDC session notes from week of 7/26
I.5.1.72	Document the number of individuals in the household and check the documentation provided for proof of residency. Note all sources of income for the household, calculate the monthly income, compare to make sure that income meets eligibility.	<i>Existing Functionality</i>	Prrof of Residency is supported on the Demographics Tab. The system currently supports all other functionality on the Income Calculator window. The Income Calculator window will be modified to display the monthly income value instead of the yearly income. Monthly income eligibility tables will be used when determining eligibility. See JDC notes from 7/27 – this is a functional change.
I.5.1.73	Allow issuance of benefits and certification for maximum of one month for those without valid proof of residency	New Functionality	Same as solution for RFP Section I.5.1.26
I.5.1.74	Record Nutritional Risk Codes using drop down lists.	<i>Existing Functionality</i>	The system currently supports this functionality through a list box on the Risk Factors screen.
I.5.1.75	Record participant, vendor and staff complaints	<i>Existing Functionality</i>	The system currently supports this functionality through general health notes. The user can record any complaints in these notes.
I.5.1.76	Allow recording of multiple authorized representatives for each participant.	<i>Existing Functionality</i>	Same as solution for RFP Section I.5.1.28
I.5.1.77	Capacity to identify categorical changes within the certification period (i.e. Pregnant to Postpartum, Infant to Child), which include a change in food package and reassessment of nutrition risk and priority.	<i>Existing Functionality</i>	The system currently supports this functionality for the following status changes: breastfeeding to non-breastfeeding, non-breastfeeding to breastfeeding, and infant to child. The change in the food package and reassessment of the nutrition risk and priority is also done. The end of day process automatically performs the infant to child conversion on the day the child turns one year old.
I.5.1.78	Accessibility of files by name, family name, and client ID. If more than one person has the same name, the system must have the ability to verify the correct person. Can also search on SSN, Phone, DOB, Previous Names, Aliases, etc.	<i>Existing Functionality</i>	Same as solution for RFP Section I.5.1.14
I.5.3. Enrollment Processing Outputs			
I.5.3.1	<u>Screen Display of Applicant Data</u> Purpose: Display of all currently collected applicant information to aid WIC staff in confirming data accuracy during intake activities Frequency: On demand Distribution: Local (clinic) WIC staff	<i>Existing Functionality</i>	The system supports this functionality through the Applicant Prescreening window.

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I.5.3.2	<u>Screen Display of Applicant's Income-Eligibility Status</u> Purpose: Display applicant's annual income and based on applicant's household size to aid WIC staff in determining the income-eligibility of the applicant Frequency: On demand Distribution: Local (clinic) WIC staff	Existing Functionality	The system currently displays the applicant's annual income on the Income Calculator window. The window will be modified to display the monthly income of the household and the allowable monthly income based on applicant's household size.
I.5.3.3	<u>Screen Display of Applicants on Waiting List</u> Purpose: Identifies previous applicants that can be certified when caseload permits. Frequency: On demand Distribution: Local (clinic) WIC staff	<i>Existing Functionality</i>	The system supports this functionality through the Waiting List window.
I.5.3.4	<u>Screen Display of Client Data</u> Purpose: Display all currently collected applicant information to aid WIC staff in confirming accuracy Frequency: On demand Distribution: Local (clinic) WIC staff	<i>Existing Functionality</i>	The system supports this functionality through the various tabs of the Participant Folder.
I.5.3.5	<u>Report of Incomplete Certification Records</u> Purpose: Provides WIC staff with information about all applicants or enrollees whose records are missing either of the following: verification of ID, residency, income, and/or blood work. Frequency: On demand Distribution: Local (clinic) WIC staff	New Functionality	The system currently does not support this functionality. A new report will be created that lists all applicants and enrollees with an incomplete certification. 11 2004 The existing report developed for IN WIC will be modified for SPIRIT as defined in the reports JDC session.
I.5.3.6	<u>Standard Notification Letters (in English and Spanish)</u> Purpose: Inform applicants of ineligibility or termination and reason for such; also print out notification letters to inform applicants of eligibility Frequency: Daily and/or on demand Distribution: Local (clinic) WIC staff	New Functionality	Same as solution for RFP Section I.5.1.16
I.5.3.7	<u>Termination Reports in English</u> Purpose: Inform local clinic of automatic and manual terminations Frequency: Monthly Distribution: Local (clinic) WIC staff	Existing Functionality	The system currently does not support this functionality. A new report will be created that lists all participants who have been automatically or manually terminated during a selected time period. 11 2004 The existing Covansys report Monthly Rerminations meet the SPIRIT requirements. Covansys report INPT5011-R01.
I.5.3.8	<u>Screen display/report of Potential Dual Participants</u> Purpose: Identifies potential dual participants Frequency: Automatic daily Distribution: Tribal agency and local (clinic) WIC staff	<i>Existing Functionality</i>	The system supports this functionality though the Potential Duplicate Applicant/Participant window when the applicant is prescreened and the List of Dual Participation Cases report which can be produced on demand.

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I.5.3.9	<u>Verification of Certification Form</u> Purpose: On screen or printed - Unique SPIRIT certification form issued to WIC participants for use as proof of certification if s/he moves to a new tribal agency geographic region Frequency: On demand (if client is certified) Distribution: Local (clinic) WIC staff, participant	<i>Existing Functionality</i>	The system supports this functionality though the Verification of Certification (VOC) document.
I.5.3.10	<u>Report of WIC/WIC Dual Participation</u> Purpose: Listing of dual participation point in time outstanding matches which have not yet been resolved by the clinics. Frequency: On demand Distribution: Tribal agency and local (clinic) WIC staff	<i>Existing Functionality</i>	Same as solution for RFP Section I.5.3.8
I.5.3.11	<u>Unduplicated Count of WIC Participation by Category</u> Purpose: To provide an unduplicated count of persons issued food benefits during a selected time period. Frequency: On demand for selected time period Distribution: Clinic, local agency, region, and state agency	<i>Existing Functionality</i>	The system supports this functionality through the Reported Participation WIC – Monthly Unduplicated and Redeemed Participation WIC – Monthly Unduplicated caseload reports.
I.5.3.12	<u>Unduplicated Count of WIC Enrollment by Category</u> Purpose: To provide an unduplicated count of persons who are certified during a selected time period. Frequency: On demand for selected time period Distribution: Clinic, local agency, region, state agency	<i>Existing Functionality</i>	Same as solution for RFP Section I.5.3.11
I.5.3.13	<u>Electronic File of Participants for Dual Participation Reporting Between Tribal Agencies and the State of Oklahoma</u> (must be in the format currently being used in Oklahoma) Purpose: To enable the continuation of the current dual participation cooperation between the tribal agencies and the state of Oklahoma. Frequency: Monthly (?) Distribution: Oklahoma State WIC Program	New Functionality	The system currently does not support this functionality. A new process will be created that produces the electronic file in the required format.
1.5.3.a Existing Enrollment Processing Functionality			
N/A	Maintain history of family ID changes for each client	<i>Existing Functionality</i>	The system currently maintains the history of household ID changes for each client and reasons for each change.
N/A	Allow quick search of participants who are currently visiting the clinic site.	<i>Existing Functionality</i>	The system currently allows the clinic user to mark a participant as On-site when they physically enter the clinic. The clinic staff can then use the On-site view of the Participant Search to quickly locate the participant’s record.
N/A	Credit group class attendance to all participants who are currently visiting the clinic site (marked as On-site).	<i>Existing Functionality</i>	The system current supports this functionality through the Work with On-site Group window. The window can either display all members of the household who are on-site or only the oldest member of the household, depending upon the business rule settings for the tribal agency.
N/A	Issue checks to all participants who are currently visiting the clinic site (marked as On-site).	<i>Existing Functionality</i>	The system current supports this functionality through the Work with On-site Group window. The window can either display all members of the household who are on-site or only the oldest member of the household, depending upon the business rule settings for the tribal agency.

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N/A	Display participant transfer history	<i>Existing Functionality</i>	The system current supports this functionality through the View Participant Transfer History window.
1.5.3.b Existing Enrollment Processing Outputs			
N/A	<u>Participant Transfer History Report</u> Purpose: Lists the participant transfers that were displayed on the View Participant Transfer History window. Frequency: On demand Distribution: Local (clinic) WIC staff	<i>Existing Functionality</i>	The system currently includes the Participant Transfer History Report which lists the participant transfers that were displayed on the View Participant Transfer History window.
N/A	<u>Client Services Summary Report</u> Purpose: Summary report of services provided to clients during a specified date range. Frequency: On demand Distribution: Local (clinic) WIC staff	<i>Existing Functionality</i>	The system currently includes the Client Services Summary Report which summarizes the services provided to clients during a specified date range.
N/A	<u>Participant Insurance Type Report</u> Purpose: Summary report of the types of insurance indicated by participants during certification/recertification. Frequency: On demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Participant Insurance Type Report which summarizes the types of insurance indicated by participants during certification/recertification.
N/A	<u>Enrollees by County and Municipality Summary Report</u> Purpose: Summary report of enrollment totals by county and municipality. Frequency: On demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Enrollees by County and Municipality Summary Report which summarizes the enrollment totals by county and municipality.
N/A	<u>Ineligibility Summary Report</u> Purpose: Summary report of applicants who are deemed ineligible for WIC services during their certification attempt. Frequency: On demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Ineligibility Summary Report which summarizes the applicants who are deemed ineligible for WIC services during their certification attempt.
N/A	<u>Potential Dual Enrollment Report</u> Purpose: Listing of enrollees who may be enrolled in the WIC program more than once. Frequency: Monthly or on demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Dual Enrollment Report which lists the enrollees who meet selection criteria that indicate there is a possibility that the person is enrolled in the WIC program more than once.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.6.1. Certification, Nutrition Education, and Health Surveillance Required Functionality			
I.6.1.1	Capture required client nutrition and health characteristics	<i>Existing Functionality</i>	The system currently supports this functionality through the certification process. A certification cannot be completed until the required client nutrition and health characteristics are recorded.
I.6.1.2	Allow users to add, change, and delete health and nutrition data at any time prior to risk assessment, certification or issuance of food instruments. After risk assessment, certification or issuance of food instruments, the availability of this functionality must be capable of being limited by a clinic system administrator to one or a small number of individuals in the clinic, and these changes must be tracked. This is to allow for correction and tracking of erroneously entered data. The system should also maintain all appropriate original health and nutritional assessment data, and provide edits to ensure that minimum data is present for each enrollee.	<i>Existing Functionality</i>	The system currently supports this functionality by allowing the users to add, change, and delete health and nutrition data at any time prior to risk assessment and completion of certification attempt. The system also incorporates many safeguards to prevent the entry of erroneous data. At the completion of each window the system immediately performs three validation checks on the entered data: it verifies that information has been entered in all required fields; it edits the entered values to assure they are legitimate; and it performs cross-edits between the values to assure there are no conflicts. After certification many of the health and nutrition fields are locked and do not allow the users to make any modifications. This is especially true for those fields that contain information that would affect the risk assessment or certification status of the participant. If this functionality is not sufficient, Covansys will work with the SPIRIT Steering Committee to define their requirements during the Joint Design Confirmation (JDC) sessions.
I.6.1.3	Designate enrollee food package prescription.	<i>Existing Functionality</i>	The system supports this functionality through the food prescription process. The clinic staff can build a food prescription that is tailored to the nutritional needs of the participant.
I.6.1.4	Support automated priority assignment based on risk codes and program category	<i>Existing Functionality</i>	The system currently assigns risks factors based on WIC categories (Infant, Child, Pregnant, Non-Breastfeeding, and Breastfeeding) and nutritional/health information entered during the certification process.
I.6.1.5	Allow for categorical changes within the certification period (i.e., Delivered (Postpartum) to Breastfeeding, Infant to Child), which would include a change in food package and reassessment of nutrition risk and priority	<i>Existing Functionality</i>	The system currently supports this functionality for the following status changes: breastfeeding to non-breastfeeding, non-breastfeeding to breastfeeding, and infant to child. The change in the food package and reassessment of the nutrition risk and priority is also done. The end of day process automatically performs the infant to child conversion on the day the child turns one year old.
I.6.1.6	Graphically mark or highlight the records of high-risk participants.	<i>Existing Functionality</i>	The system supports this functionality by changing the color of the tabs in the participant folder to bright yellow for a high risk participant, and the high risk check box on the Risk Factor window of the Certification Guided Script.
I.6.1.7	Provide WIC population nutrition surveillance data to the Centers for Disease Control and Prevention Nutrition Education and Health Surveillance (pediatric and prenatal surveillance).	<i>Existing Functionality</i>	The system supports this function. The Pediatric Nutrition Surveillance System (PedNSS) data is created monthly and the Pregnancy Nutrition Surveillance System (PNSS) data is created quarterly. Both data sets are produced in the formats specified in the May 2005 requirements from the Center for Disease Control and Prevention (CDC). The resulting data is electronically transmitted to the CDC.
I.6.1.8	Provide WIC participant characteristics minimum data set to USDA, FNS	<i>Existing Functionality</i>	The system currently supports this function by producing the WIC Participant and Program Characteristics 2002 (PC2002) file.
I.6.1.9	Capture additional client nutrition and health characteristics	<i>Existing Functionality</i>	The system supports this functionality by the collection of diet intake, health and immunization information.
I.6.1.10	Track participation in nutrition education	<i>Existing Functionality</i>	The system tracks participation in nutrition education through the Nutrition Education Contact window. The user can record individual education contacts, group education contacts, and goal setting contacts. The user can record which nutrition topics were provided during the individual education contacts and group education contacts. For goal setting contacts the user can record the target goal and the goal results.
I.6.1.11	Track the subject of nutrition education provided to each enrollee.	<i>Existing Functionality</i>	Same as solution for RFP Section I.6.1.10

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.6.1.12	The system should support an automated dietary assessment for women and children.	<i>Existing Functionality</i>	The system supports this functionality. The Diet Intake module of the system allows the user to record the number of servings for each listed food category or item. This list of food categories and items is defined by each of the tribal agencies. NOTE: The description of this requirement was modified by the SPIRIT Steering Committee as a result of the questions submitted by the potential bidders (answer to question 60 in the SPIRIT append-2-18-questions document).
I.6.1.13	The system should also support an automated assessment of infant diet and feeding practices.	<i>Existing Functionality</i>	Same as solution for RFP Section I.6.1.12
I.6.1.14	Determine and assign the nutritional risk of the client. Objective risks are to be assigned by the system based on health, medical and dietary data input by the user. The system must also allow subjective risks to be assigned at certification and throughout the certification period by the CPA, with appropriate authorization to that function.	<i>Existing Functionality</i>	The system currently assigns risks factors based on WIC categories (Infant, Child, Pregnant, Non-Breastfeeding, and Breastfeeding) and nutritional/health information entered during the certification process. A user with the appropriate authorization can assign subjective risk factors using the Risk Factors window.
I.6.1.15	Automated verification of categorical status from date of medical data, gender, estimated date of delivery (EDD), birth date, actual date of delivery and/or today's date, as appropriate	<i>Existing Functionality</i>	The system supports this functionality through the certification process. The system automatically compares the status of the participant to their birth date, gender, and health information to verify their categorical status. The system will immediately warn the user when the entered data will make the participant categorically ineligible for WIC, and allow them to either change the data or proceed to make the participant ineligible and produce an ineligibility notice.
I.6.1.16	Automated verification that application and eligibility determination is complete, and all required information is present, including applicant signature(s), prior to issuance of food instruments	<i>Existing Functionality</i>	The system supports this functionality through the certification completion process. The system verifies that all required information has been entered and will inform the user when information is missing. If all required information has been recorded, the system will inform the user and will determine if the participant qualifies for WIC. If they do not qualify, the system will warn the user and allow them to either change the data or proceed to make the participant ineligible and produce an ineligibility notice. The system will not issue checks to a participant who is not in a valid and active certification.
I.6.1.17	Maintain for view a record of the participant's certification history to include certification date, risk factors, height, weight, hematocrit, and food package assignment(s).	<i>Existing Functionality</i>	The system supports this functionality through the Risk Factor (includes certifications), Height/Weight/Blood, Food Prescription, and Check History tabs of the Participant Folder.
I.6.1.18	Automatic calculation of Body Mass Index (BMI) for applicants at certification using height and pre-gravid or current weight (depending on category).	<i>Existing Functionality</i>	The system supports this functionality by automatically calculating the BMI for the participant during the collection of the height and weight information.
I.6.1.19	Automated determination of monthly prenatal weight gain based on BMI, pre-gravid weight, current weight and the number of weeks gestation at time of assessment (e.g., certification)	<i>Existing Functionality</i>	The system supports this functionality by the collection of the height and weight information along with the woman's health information.
I.6.1.20	At the initial certification of a postpartum woman (breastfeeding and non-breastfeeding), automated determination of total prenatal weight gain based on pre-gravid weight, and weight at delivery.	<i>Existing Functionality</i>	Same as solution for RFP Section I.6.1.19
I.6.1.21	Automatic calculation of changes in smoking from three months before conception to the time of certification appointment	New Functionality	The system currently allows the user to select the change in smoking from a list of entries. The system will be modified to calculate the difference or gain in smoking when the amount of smoking information is entered into the system.
I.6.1.22	Automatic calculation of the change in smoking from last three months of pregnancy to the time of the certification appointment	New Functionality	The system currently allows the user to select the change in smoking from a list of entries. The system will be modified to calculate the difference or gain in smoking when the amount of smoking information is entered into the system.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.6.1.23	Automatic calculation of the change in smoking from the prenatal certification to the postpartum certification.	New Functionality	The system currently allows the user to select the change in smoking from a list of entries. The system will be modified to calculate the difference or gain in smoking when the amount of smoking information is entered into the system.
I.6.1.24	Automatic calculation of weeks gestation based on EDD, or last menstrual period (LMP) and current date or date of delivery	<i>Existing Functionality</i>	The system supports this functionality through the collection of the health information for the woman on the Health Information window. The weeks of gestation is based on last menstrual period. The system automatically determines the last menstrual period by subtracting 277 days from the EDD when the EDD is entered. The system can also automatically determine the EDD by adding 277 days to the LMP when the LMP is entered.
I.6.1.25	Automatic calculation of age using today's date (or date of medical data) and date of birth.	<i>Existing Functionality</i>	The system supports this functionality by calculating the difference between the current date and the participant's date of birth.
I.6.1.26	Automatic determination of the percentile of length for age and BMI for age using sex, current length (or birth length), weight, age and standard reference data for infants and children	<i>Existing Functionality</i>	The system supports this functionality through the display of the following growth grid charts: Infants: (Length for Age Birth - 36 Months; Weight for Age Birth - 36 Months; Weight for Length Birth - 36 Months; Premature Length for Age 26 - 40 Gestational Weeks; Premature Weight for Age 26 - 40 Gestational Weeks; Premature Length for Age Birth - 12 Months; Premature Weight for Age Birth - 12 Months) Children: (Length for Age 2 - 6 Years; Weight for Age 2 - 6 Years; Weight for Length 2 - 6 Years, Body Mass Index) Women: Prenatal Weight Gain
I.6.1.27	Automatic determination of the percentile of weight for length using sex, current length (or birth length), current weight (or birth weight) and standard reference data.	<i>Existing Functionality</i>	Same as solution for RFP Section I.6.1.26
I.6.1.28	Automatic determination of the percentile of weight for age using sex, current weight (or birth weight), age and standard reference data	<i>Existing Functionality</i>	Same as solution for RFP Section I.6.1.26
I.6.1.29	Graphic display of anthropometric growth data (as described in the above three items) in standard growth chart format.	<i>Existing Functionality</i>	Same as solution for RFP Section I.6.1.26
I.6.1.30	Retention of prior measures for plotting anthropometric growth data history	<i>Existing Functionality</i>	The system supports this functionality by retaining all prior measurements and plotting them on the growth grid charts.
I.6.1.31	Ability to update standard reference data from centralized workstation only	<i>Existing Functionality</i>	The system supports this functionality through the Reference Database Utility that is only available to the tribal agency staff.
I.6.1.32	Record all designated nutrition risk factors	<i>Existing Functionality</i>	The system currently displays all the risk factors that were assigned to the participant for each certification on the Risk Factors tab of the Participant Folder.
I.6.1.33	Cross field edits on some manually selected nutrition risk factors to assure adequate documentation of specific medical conditions in the electronic record.	New Functionality Functional Requirement removed by Steering Committee	The system does not currently check manually selected risk factors against the electronic record. The system will be modified to perform these cross-edits. Covansys will work with the SPIRIT Steering Committee to define their requirements during the Joint Design Confirmation (JDC) sessions.
I.6.1.34	Cross-edit check between certain risks and other related data (e.g., if client is identified as homeless or migrant, cross check for use as risk factor (and vice versa); if risked as infant of a WIC mother, check for mother's record).	<i>Existing Functionality</i>	Same as solution for RFP Section I.6.1.16
I.6.1.35	Edit checks for contradictory risks (for example, underweight and overweight at same certification).	<i>Existing Functionality</i>	Same as solution for RFP Section I.6.1.16

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.6.1.36	Flag the records of individuals not receiving minimum education contacts. Record if a basic contact was not provided at the time of certification; record individuals not receiving minimum of a basic contact at the time of certification and an additional contact (either high risk session or secondary contact) within a six month period.	<i>Existing Functionality</i>	The system supports this functionality through the certification completion process. The system will not allow a certification to be completed without an individual education contact. The system will not issue checks at any mid-certification pickup to a participant who is due for an individual education contact. The system will automatically warn the user when an additional education contact is required for the participant.
I.6.1.37	The system must support provision of an initial individual nutrition education contact with a WIC participant.	<i>Existing Functionality</i>	Same as solution for RFP Section I.6.1.10
I.6.1.38	Maintain history of nutrition education provided to each client.	<i>Existing Functionality</i>	Same as solution for RFP Section I.6.1.10
I.6.1.39	Record subjects and topics of high risk and secondary nutrition education provided, including topics covered at the certification counseling	<i>Existing Functionality</i>	Same as solution for RFP Section I.6.1.10
I.6.1.40	Edit for appropriateness of nutrition education topic for participant category	<i>Existing Functionality</i>	The system tracks participation in nutrition education through the Nutrition Education Contact window. The system only allows the user to select an education topic from a list of topics that are appropriate for the participant category.
I.6.1.41	Record cultural and language needs of program participants	<i>Existing Functionality</i>	The system supports this functionality by collecting the language and race/ethnicity of the participant during prescreening and during the certification process.
I.6.1.42	Provide the capability for WIC staff to maintain tables of types and topics of nutrition education for coding at both the central office	Existing Functionality	The system currently supports nutrition education topics at the central office level. The system will be modified to allow the local clinics to define their own independent list of nutrition education topics. The users will then be able to choose from a combined list of topics when recording an individual or group education contact.
I.6.1.43	Record “referrals to” and “referrals from” in the electronic record.	<i>New Functionality</i>	The system supports this functionality through the Referrals window. The user may record which agencies outside of WIC where the participant currently participates, and record any referrals they make to the participant to visit outside agencies. The system will be modified to add the Referral information to the SOAP note.
I.6.1.44	Include prompts to remind local staff to counsel on the importance of immunizing infants and children	New Functionality Requirement removed by Steering Committee	The system will be modified to automatically display a message that reminds the local staff to counsel on the importance of immunizing infants and children.
I.6.1.45	Suggest type of next appointment based on a review of the Nutrition Care Plan(s).	<i>Existing Functionality</i>	The system supports this functionality in the Appointment Scheduling module for the system-defined appointment types.
I.6.1.46	System should suggest topics for secondary nutrition education based on category and nutritional risk factor	New Functionality Requirement removed by Steering Committee	The system will be modified to automatically suggest topics for secondary nutrition education based on the category of the participant and their nutritional risk factors.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.6.1.47	Documentation of completion of high risk or individual secondary nutrition education must be a secured function to assure appropriate staff provides the education.	New Functionality Functional Requirement removed by Steering Committee	The system will be modified to prevent any user without appropriate security to record a high risk or individual secondary nutrition education contact.
I.6.1.48	Allow entry of participants as attendees at a class at the time of the class (i.e., not a prescheduled appointment)	<i>Existing Functionality</i>	The system supports this functionality through the Nutrition Education tab in the Participant Folder.
I.6.1.49	Record participant plan or actions and goals	<i>Existing Functionality</i>	The system supports this functionality through the Nutrition Education tab in the Participant Folder and SOAP notes.
I.6.1.50	Automated tracking of participant goals and achievement	<i>Existing Functionality</i>	Same as solution for RFP Section I.6.1.10
I.6.1.51	Record individual nutrition care plan at the client's certification visit. Maintain history of nutrition care plans – documentation should include assessment, education, referral, and goals.	New Functionality for Referrals	The system supports this functionality through the creation of SOAP notes. The system automatically populates the Objective section of the SOAP note with goal setting and individual primary education contact information. It also automatically populates the Assessment section of the note with the assessment information that is associated with the participant's risk factors. The system will be modified to add the referral information to the Objective section of the SOAP note.
I.6.1.52	The nutrition care plan will capture information in a SOAP format indicating current and planned interventions/counseling and strategies for further follow up including secondary nutrition education and high risk nutrition counseling.	<i>Existing Functionality</i>	The system supports this functionality through the creation of SOAP notes. The system automatically populates the Assessment and Plan section of the SOAP note with the assessment and plan information associated with the participant's risk factors.
I.6.1.53	The system will include nutrition care plans that are customized based upon category and risk, and will allow the CPA to mark what was covered. Maintain history of nutrition care plans for each participant.	<i>Existing Functionality</i>	Same as solution for RFP Section I.6.1.52
I.6.1.54	Record SOAP notes. The SOAP note will contain both a screen data capture format and an open text field format. The screen format would include, for example, objective measures and risk factors assigned to this client. The open text fields would be associated with the subjective section, the assessment section, and the plan section (partial) of the SOAP note.	<i>Existing Functionality</i>	Same as solutions for RFP Sections I.6.1.51 and I.6.1.52
I.6.1.55	Capture subjective information related to resources, chronic conditions, current history, and food frequency	<i>Existing Functionality</i>	The system supports this functionality through the creation of SOAP notes. The user can populate the Subjective section of the note with information.
I.6.1.56	Maintain client medical and dietary history	<i>Existing Functionality</i>	The system supports this functionality through the Health Information and Diet Intake windows.
I.6.1.57	Provide for entry of comments or notes about client conditions	<i>Existing Functionality</i>	The system supports this functionality through the creation of SOAP notes and general health notes.
I.6.1.58	Record and store all of the certification data	<i>Existing Functionality</i>	The system supports this functionality. All certification information stays with the participant and is not over written.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.6.1.59	Provide unduplicated counts by category for participation, enrollment, etc and by category, county, month, year, etc	<i>New Functionality</i>	The system supports this functionality through the Reported Participation WIC – Monthly Unduplicated and Redeemed Participation WIC – Monthly Unduplicated caseload reports. 11 2004 Existing reports do not show information by county, add this functionality as stated in requirement. Modify report to show reported participation and enrollment by county and participant residence. Do not provide a report by redeemed participation.
I.6.1.60	Automate the calculation for certification period	<i>Existing Functionality</i>	The system supports this functionality. When the certification attempt is completed the system automatically calculates the certification end date based upon the category of the participant, WIC program regulations, and the business rules for the tribal agencies. Child Nutrition Act 2004 – include new limits.
I.6.1.61	Automate and integrate the diet assessment tool agreed upon by all tribal agencies.	New Functionality On Hold	Same as solution for RFP Section I.6.1.12
I.6.1.62	Automate a wait list that can issue both the Notification of WIC Program Non-Eligibility form and the WIC Waiting List form	<i>Existing Functionality</i>	The system supports this functionality. The system automatically adds an applicant to the waiting list during prescreening when their category cannot be serviced by WIC due to lack of funding. The system also automatically adds a participant to the waiting list during the certification attempt when their category cannot be serviced by WIC due to lack of funding. The user can generate a Waiting List notice when the client is added to the waiting list, and generate a Waiting List Activation notice when the client can be moved from the waiting list when additional funding is received.
I.6.1.63	Automate nutrition risk code assignment based on objective medical and dietary data which has been entered into the system	<i>Existing Functionality</i>	Same as solution for RFP Section I.6.1.14
I.6.1.64	Automate priority code assignment based on the Nutritional Risk Codes guide	<i>Existing Functionality</i>	The system supports this functionality. The system automatically assigns the correct priority code to the participant when the certification is completed, based upon the risk factors that were assigned.
I.6.1.65	Record client’s participation in related programs.	<i>Existing Functionality</i>	Same as solution for RFP Section I.6.1.43
I.6.1.66	Record ID of certifying staff member.	<i>Existing Functionality</i>	The system supports this functionality. Each record in the system contains the User ID of the staff member who created the record plus the date and time the record was created.
I.6.1.67	Record IDs of the staff members who determine nutritional risk and issue FIs if different from the certifying staff member.	<i>Existing Functionality</i>	The system supports this functionality. Each record in the system contains the User ID of the staff member who created the record plus the date and time the record was created.
I.6.1.68	Display and print a Verification of Certification (VOC) card to clients who plan to move to another WIC agency. VOC (Transfer) card should contain client's current beginning and ending certification dates, the client's most important nutritional risks, all the "data collected," the nutrition education topics and the date given, dates and sites where vouchers were issued to clients, the VOC (Transfer) card number, and the ID of the Local Agency Official who issued the VOC (Transfer) card.	<i>Existing Functionality</i>	The system produces a standard Verification of Certification document. If this document is not sufficient, Covansys will work with the SPIRIT Steering Committee to define their requirements during the Joint Design Confirmation (JDC) sessions.
I.6.1.69	Record Issuance of VOC (Transfer) cards in VOC (Transfer Card) log. Flag the participant record to indicate that a VOC (Transfer) card was issued, while retaining active status	<i>Existing Functionality</i>	The system supports this functionality. The participant record is automatically flagged when a VOC document is generated for them.
I.6.1.70	Maintain history of nutrition care plans – documentation must include assessment, education, referral, and goals.	<i>Existing Functionality</i>	Same as solution for RFP Section I.6.1.51

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RFP Section	Functionality	Status	Covansys Solution
I.6.1.71	Document Medical Nutritional therapy Care Plans and follow-up counseling.	<i>Existing Functionality</i>	Same as solution for RFP Section I.6.1.51
I.6.1.72	Automate breastfeeding information, such as articles provided, activities list, and resources list to assist with preparation of Monthly Nutrition Education Activity Reports and for reporting to other health providers and partners. Include a report that shows the issue of breast pumps, date, client name, and brand.	New Functionality	The system supports the recording of nutrition education contacts, including topics associated with breastfeeding, and the creation of Breastfeeding Notes. The breastfeeding counselor can document the articles provided, activities list, resources list and any other pertinent information in these notes. The system will automatically add the breast pump information when a new Breastfeeding Note is created. The Breastfeeding Notes can also be printed. The system will be modified to record the date when a breast pump was given to a participant and the brand. A report will be created that lists the breast pump issuance information. Include breast pump id for data capture.
I.6.1.73	Provide ability to document all contacts, by phone or person, so as to record advice given, equipment issued, referrals made, and follow-up in the Woman/Infant Nutrition Care Plan. This information should be linked to the progress notes.	<i>Existing Functionality</i>	The system supports the creation of Breastfeeding Notes. The breastfeeding counselor can document the advice given, equipment issued, referrals made, and follow-up information.
I.6.1.74	Document the breastfeeding promotion and support provided to pregnant women. This information should be linked to the progress notes.	<i>Existing Functionality</i>	Same as solution for RFP Section I.6.1.73
I.6.1.75	Document any alcohol and tobacco use counseling. Document follow-up counseling. This information should be linked to the progress notes.	<i>Existing Functionality</i>	Same as solution for RFP Section I.6.1.73
I.6.1.76	Store client chart information after termination for a time span to be determined by the tribal agencies.	<i>Existing Functionality</i>	The system supports this functionality. All participants remain in the database, archived into a holding agency (agency 88), for at least seven years (per USDA requirements).
I.6.1.77	Store the history of clients throughout their duration as a participant	<i>Existing Functionality</i>	History of the participant stays on the system until it is purged as described in I.5.1.62
I.6.1.78	Ability to print responses to the health history questions. The system will recommend appropriate food prescription based on participant category and risk factors and will not allow unauthorized prescriptions.	<i>Existing Functionality</i>	The system supports this functionality. The history of the health information for a participant can be printed using the Report Generator. The system automatically suggests an appropriate food prescription based on the current participant category and their risk factors. The clinic staff can modify this suggested prescription or create their own. The system restricts which food items are available for each participant category, and does not allow the user to prescribe an amount that is greater than the maximum allowed for the participant category.
I.6.1.79	System will not allow issuance of non-contract formula for more than three months. Allow override by authorized staff.	<i>Existing Functionality</i>	The system supports this functionality through the level of security required to create and modify food prescriptions. By limiting these functions to authorized staff the issuance of non-contract formula will be restricted.
I.6.1.80	System will not allow issuance of benefits to a suspended or terminated participant.	<i>Existing Functionality</i>	The system supports this functionality. The check issuance module will only issue checks to a participant who is currently in an active certification.
I.6.1.81	Allow recording of participant violations and sanctions based on the severity of the abuse, with the ability to override.	New Functionality Functional requirement removed by Steering Committee	The system will be modified to allow the clinic staff to record participant violations and sanctions. The system will automatically accumulate the violation points.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.6.1.82	Automated WIC Program regulation notice which explains the nature of a violation that the participant performed. Automated accumulation and counting of violation points that may lead to suspension from the WIC Program. Ability to print a notice indicating the number of offenses for a participant.	New Functionality Functional Requirement removed by Steering Committee	The system will be modified to print a regulation notice. The clinic staff will be able to print the report when violations are given to the participant.
I.6.1.83	The system must produce mailing labels for individuals, families and groups of clients, as defined by user specifications.	<i>Existing Functionality</i>	The system supports this functionality through the Generate Client Address Labels window.
I.6.2. Certification, Nutrition Education, and Health Surveillance Desirable Features			
I.6.2.1	Capture and monitor changes in individual client health statistics	<i>Existing Functionality</i>	Same as solution for RFP Section I.6.1.1
I.6.2.2	Capture and monitor changes in individual client dietary behavior	<i>Existing Functionality</i>	The system supports this functionality through the Diet Intake tab of the Participant Folder.
I.6.2.3	Monitor changes in WIC population dietary behavior	<i>Existing Functionality</i>	The system supports this functionality through the Diet Intake tab of the Participant Folder. The dietary behavior for the WIC population can be printed using the Report Generator.
I.6.2.4	Monitor changes in WIC population health status	<i>Existing Functionality</i>	The system supports this functionality through the collection of the health information for the woman, child, and infant on the Health Information window. The health status for the WIC population can be printed using the Report Generator.
I.6.2.5	Calculate health summaries of each health category (e.g., growth) and compare them with WIC standards for high and low values, by local clinic within tribal agency	New Functionality Functional Requirement removed by Steering Committee	The system could be modified to meet this requirement. A new window to record the WIC standards values for each health category would be created. A new report that summarizes the information by local clinic within tribal agency would also be created.
I.6.2.6	Provide WIC population data to other tribal or state health agencies, with security to ensure that confidentiality is maintained	New Functionality On Hold	The system could be modified to meet this requirement. A process could be created that generates a file containing the WIC population data. The process to generate this file would only be available at the tribal agencies, and would require a high level of security to access.
I.6.2.7	Provide individual client data to other health agencies, with the use of an automated release form	New Functionality On Hold	The system could be modified to meet this requirement. A new printed release form would be created to meet this requirement.
I.6.2.8	Monitor clients' views of WIC program services (see Section II.12, Operations Management)	<i>Existing Functionality</i>	The system currently supports surveys through the use of questions and answers (captions and codes). There are up to six questions that the tribal agency can define for survey questions. The clinic staff can record the client's responses to these questions on the Demographics tab of the Participant Folder.
I.6.2.9	Identify by day the need for interpreters from appointment and participant records	New Functionality	The system could be modified to meet this requirement. The View Appointments for Date displays all scheduled appointments and group classes, but language is only displayed for the group classes. The window could be modified to display the primary language of a participant if they have a scheduled appointment.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.6.2.10	Automatic determination of the percentile of head circumference	New Functionality Functional requirement removed by Steering Committee	The system could be modified to meet this requirement. A field could be added to the height/weight measurement window to record the head circumference. The window would also be modified to automatically display the percentile.
I.6.2.11	Automatic calculation of rate of weight gain	Existing Functionality Functional requirement removed by Steering Committee	The system could be modified to meet this requirement. A column could be added to the height/weight history window that displays the rate of weight gain.
I.6.2.12	Include prompts to remind local staff to encourage and support the breastfeeding woman.	New Functionality Requirement removed by Steering Committee	The system could be modified to meet this requirement. After completing the health information for a woman, the system could automatically prompt the staff to encourage and support the breastfeeding woman.
I.6.2.13	Provide summary data on secondary nutrition education contacts to include: agency name and number, class name or topic covered, provider's name and title, type of contact (group secondary education or individual secondary education), date of contact, target audience, case number of participant, participant's name, record of attendance or refusal to attend, and percentage of attendance.	New Functionality	The system could be modified to meet this requirement. A new report could be created that lists all of the requested information.
I.6.3.	Certification, Nutrition Education, and Health Surveillance Inputs	New Functionality	Information within this section of the RFP was not listed within the functional requirements, however it is understood there is information listed in this section of the RFP that will require functional changes within the application modules.
I.6.4. Certification, Nutrition Education, and Health Surveillance Outputs			
I.6.4.1	<u>Daily Schedule of Nutrition Education Classes</u> Purpose: Display the nutrition education classes (class name and start time plus duration or ending time) and enrolled clients for the current day to support appointment scheduling and class preparation Frequency: Daily Distribution: Local (clinic) WIC staff	<i>Existing Functionality</i>	The system supports this functionality through the Service Site Group Class Calendar.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.6.4.2	<u>Report of Nutrition Education Attendance</u> Purpose: Summarizes the number of actual participants, no-shows, and refusals-to-attend for each type of nutrition education; assists in identifying the more "popular" types of education Frequency: Monthly, quarterly, or annually Distribution: Tribal agency and local (clinic) WIC staff	<i>Existing Functionality</i>	The system supports this functionality through the Kept vs. Missed Appointments Summary Report.
I.6.4.3	<u>Screen Report of Client Nutritional Risk Assessment</u> Purpose: Helps determine WIC eligibility by providing the client's nutrition assessment based on WIC standard health indicators Frequency: On demand Distribution: Local (clinic) WIC staff	<i>Existing Functionality</i>	The system supports this functionality through the Risk Factor tab of the Participant Folder, the Risk Factor window in the Certification Guided Script, and on the Certification Guided Script window.
I.6.4.4	<u>Due for Re-certification</u> Purpose: Notifies agency of need to plan subsequent certification appointment for enrollees due for subsequent certification Frequency: Monthly, or more frequently, depending on clinic size Distribution: Local (clinic) WIC staff	<i>Existing Functionality</i>	The system supports this functionality through the Subsequent Certification Due Summary report.
I.6.4.5	<u>Various Enrollee Statistics Report</u> Purpose: Provides health agencies with WIC enrollee summary statistics to help identify other health service needs in a given geographical area Frequency: Monthly, quarterly, and annually Distribution: Tribal agency WIC staff and other agencies	On Hold per SPIRIT	The system will be modified to meet this requirement. A new report will be created that WIC enrollee summary statistics. 11 2004 Functional requirement was placed on hold for now. BCA will contact Iowa/North Dakota for clarification of functional requirement.
I.6.4.6	<u>File Export for Center for Disease Control Statistics Report</u> Purpose: Provides CDC with WIC enrollee statistics on nutrition related problems among children (Pediatric Nutrition Surveillance) and pregnant women (Prenatal Nutrition Surveillance) Frequency: Monthly, quarterly, and annually Distribution: Tribal agency WIC staff, CDCP	<i>Existing Functionality</i>	The system supports this function. The Pediatric Nutrition Surveillance System (PedNSS) data is created monthly and the Pregnancy Nutrition Surveillance System (PNSS) data is created quarterly. Both data sets are produced in the formats specified in the May 2005 requirements from the Center for Disease Control and Prevention (CDC). The resulting data is electronically transmitted to the CDC.
I.6.4.7	<u>Report of BF supplies issued to clients</u> Purpose: Provides a list of breast-feeding supplies that have been issued to each client. Frequency: On demand Distribution: Tribal agency and clinic WIC staff	<i>New Functionality</i>	The system supports this functionality through the printing of Breastfeeding Notes. The breastfeeding counselor can document the articles provided, activities list, resources list and any other pertinent information in these Breastfeeding Notes. The system will automatically add the breast pump information when a new Breastfeeding Note is created. 11 2004 This requirement is new functionality. Capturing this information in the notes section is not adequate. This information will be captured in the inventory breast pump process/system.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.6.4.8	<u>Breast Pump Inventory</u> Purpose: Provides a list of breast pumps that have been issued to each client, including client name, brand of pump, and date of issue. Frequency: On demand Distribution: Tribal agency and clinic WIC staff	New Functionality	Same as solution for RFP Section I.6.1.72
I.6.5. Certification, Nutrition Education, and Health Surveillance Desirable Outputs			
I.6.5.1	<u>Report of WIC Program Participant Health Results (participant)</u> Purpose: Monitor the changes in a WIC client's health over time and compare the results with the average individual in the same category to determine whether the participant is improving or needs additional attention. Frequency: On demand Distribution: Local (clinic) WIC staff	On Hold	The system could be modified to meet this requirement. A new report would be created to meet this requirement. 11 2004 Place functional requirement on hold (in parking lot).
I.6.5.2	<u>Report of WIC Program Participant Health Status (for use by other health agencies)</u> Purpose: Inform other agencies of a WIC participant's current and historical (if available) health status. Frequency: On demand Distribution: Local (clinic) WIC staff	<i>Existing Functionality</i>	The system supports this functionality through the Participant Summary and the VOC Document.
I.6.5.3	<u>Report of WIC Program Participant Health Results (local agency WIC population)</u> Purpose: Monitor the summary health results of a tribal agency's WIC population over time and compare the results with the average individual (i.e., non-WIC) to determine the effectiveness of a tribal agency. Frequency: Monthly Distribution: Tribal agency WIC staff	On Hold	The system could be modified to meet this requirement. A new report would be created to meet this requirement. 11 2004 Place functional requirement on hold (in parking lot).
I.6.5.4	<u>Screen Display of Participant Dietary Behavior</u> Purpose: Monitor the client's dietary behavior to measure whether the client is actually using the knowledge gained through WIC for their daily meals. Frequency: On demand Distribution: Local (clinic) WIC staff	<i>Existing Functionality</i>	The system supports this functionality through the Diet Intake function.
I.6.5.a Existing Certification, Nutrition Education, and Health Surveillance Functionality			
N/A	Automatic determination of high-risk participant based on assigned objective or subjective risk factors	<i>Existing Functionality</i>	The system currently supports this functionality during the certification process. The system categorizes a participant as high risk depending upon the objective risks factors that were automatically assigned to the participant and the subjective risk factors that were manually assigned by the CPA.
N/A	Ability to quickly switch between participants in the same household	<i>Existing Functionality</i>	The system currently supports this functionality through the Work with Another Household Member window.
N/A	Copy selected demographic information from one household member to another	<i>Existing Functionality</i>	The system currently supports this functionality through the Copy Demographics from Another Household Member window.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
N/A	Automatically synchronize birth and breastfeeding information between a postpartum woman and the infants born from her pregnancy	<i>Existing Functionality</i>	The system currently supports this functionality through the Infant(s) Born from This Pregnancy window. Once the postpartum woman is linked to the infants then any changes made to the birth and breastfeeding information will apply to both.
N/A	Automatically inform clinic staff when the participant should be seen by a CPA	<i>Existing Functionality</i>	The system currently supports this functionality through the CPA Review window.
N/A	Indicate what information must be collected to complete a certification for an applicant	<i>Existing Functionality</i>	The system currently supports this functionality through the Certification Guided Script window. The window also displays the risk factors that have been assigned during the certification attempt.
N/A	Exclude Subjective section from SOAP notes based on tribal agency preference	<i>Existing Functionality</i>	The system currently supports this functionality through the Create SOAP Note window. This functionality is controlled by a business rule that is set by each tribal agency.
N/A	Include Goal Setting and Individual Primary education contacts in Subjective section of SOAP notes based on tribal agency preference	<i>Existing Functionality</i>	The system currently supports this functionality through the Create SOAP Note window. This functionality is controlled by a business rule that is set by each tribal agency.
N/A	Automatically populate Analysis section of SOAP notes based on tribal agency preference	<i>Existing Functionality</i>	The system currently supports this functionality through the Create SOAP Note window. It will automatically populate the Analysis section with the default assessment information that is associated with each risk factor that was assigned to the current certification. This functionality is controlled by a business rule that is set by each tribal agency.
N/A	Automatically populate Plan section of SOAP notes based on tribal agency preference	<i>Existing Functionality</i>	The system currently supports this functionality through the Create SOAP Note window. It will automatically populate the Plan section with the default plan information that is associated with each risk factor that was assigned to the current certification. This functionality is controlled by a business rule that is set by each tribal agency.
N/A	Display alerts defined for all members of the participant's household	<i>Existing Functionality</i>	The system currently supports this functionality through the Alerts List for Household window.
1.6.5.b Existing Certification, Nutrition Education, and Health Surveillance Outputs			
N/A	<u>Referrals from WIC to External Agencies Summary Report</u> Purpose: Summarizes the number of clients referred to agencies outside of WIC. Frequency: On demand Distribution: Tribal agency and Local (clinic) WIC staff	<i>Existing Functionality</i>	The system currently includes the Referrals from WIC to External Agencies Summary Report which summarizes the number of clients referred to agencies outside of WIC during a specified date range.
N/A	<u>Client Summary by Service Type Report</u> Purpose: Summarizes the services provided to clients at selected service sites. Frequency: On demand Distribution: Local (clinic) WIC staff	<i>Existing Functionality</i>	The system currently includes the Client Summary by Service Type Report which summarizes the services provided to clients at selected service sites.
N/A	<u>CASA Export File</u> Purpose: Contains participant information for importing into the CASA software. Frequency: On demand Distribution: Local (clinic) WIC staff	<i>Existing Functionality</i>	The system currently generates the CASA Export File which contains participant information for importing into the CASA software.
N/A	<u>Check Pickup Report</u> Purpose: Lists participants that have failed to pick up their next set(s) of checks for which they are eligible. Frequency: On demand Distribution: Local (clinic) WIC staff	<i>Existing Functionality</i>	The system currently includes the Check Pickup Report which lists participants that have failed to pick up their next set(s) of checks for which they are eligible.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
N/A	<u>Pending Termination Notices</u> Purpose: Warns participants 15 days before they will be terminated from WIC by automatic means. Frequency: On demand Distribution: Local (clinic) WIC staff	<i>Existing Functionality</i>	The system currently generates Pending Termination Notices that warn participants 15 days before they will be automatically terminated from WIC due to one of the following reasons: <ul style="list-style-type: none"> • 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.
N/A	<u>Statewide Education Summary Report</u> Purpose: Summarizes the compliance versus non-compliance counts for those participants whose certification end date is within the reported quarter. Frequency: Semi-yearly and/or On demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Statewide Education Summary Report which summarizes the compliance versus non-compliance counts for those participants whose certification end date is within the reported quarter.
N/A	<u>Nutrition Education Contact Summary Report</u> Purpose: Summarizes nutrition education contacts by contact type. Frequency: Monthly and/or On demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Nutrition Education Contact Summary Report which summarizes nutrition education contacts by contact type for participants with a valid certification within the reporting period and who have not been terminated. Participants are grouped based on their WIC status at the time of the certification.
N/A	<u>Health/Nutrition Goal Setting Report</u> Purpose: Summarizes the number of education contacts with a specified goal and the result documented for the goal. Frequency: Semi-yearly and/or On demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Health/Nutrition Goal Setting Report which summarizes the number of education contacts with a specified goal and the result documented for the goal. The report will review goals set for participants whose certification end date is within the reported half-year.
N/A	<u>Non-participation Reminder Notice</u> Purpose: Notifies the participant that their enrollment in the WIC program was terminated due to non-participation. Frequency: On demand Distribution: Local (clinic) WIC staff	<i>Existing Functionality</i>	The system currently includes the Non participation Reminder Notice which notifies the participant that their enrollment in the WIC program was terminated due to non-participation. The non-participation reasons are failure to pickup checks for 2 months or failure to re-certify within 36 days past their certification due date.
N/A	<u>Multi-purpose Affidavit Form</u> Purpose: Allows the user to print a multi-purpose affidavit form for the participant to complete. Frequency: On demand Distribution: Local (clinic) WIC staff	<i>Existing Functionality</i>	The system currently includes the Multi-purpose Affidavit Form which allows the user to print a multi-purpose affidavit form for the participant to complete.
N/A	<u>Alternative Authorized Representative Form</u> Purpose: Allows the user to print an alternate authorized representative form for the alternate authorized representative to complete. Frequency: On demand Distribution: Local (clinic) WIC staff	<i>Existing Functionality</i>	The system currently includes the Alternative Authorized Representative Form which allows the user to print an alternate authorized representative form for the alternate authorized representative to complete.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
N/A	<u>Proxy Form</u> Purpose: Allows the user to print a proxy form for the proxy to complete. Frequency: On demand Distribution: Local (clinic) WIC staff	<i>Existing Functionality</i>	The system currently includes the Proxy Form which allows the user to print a proxy form for the proxy to complete.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
1.7.1. Food Instrument Production Required Functionality			
1.7.1.1	Food packages. The system will “suggest” a standard food package for each participant, based on client category and risk. The suggested food package must be modifiable (e.g., substitute cheese for milk, peanut butter for beans, provide less milk, etc.) at the discretion of the CPA. The suggested food package must be able to be overwritten and a totally different food package assigned. In other words, the user must be able to override the suggested food package, replacing it with another.	<i>Existing Functionality</i>	The system supports this functionality. The system automatically suggests an appropriate food prescription based on the current participant category and their risk factors. The CPA can modify this suggested food prescription or create a completely new one.
1.7.1.2	Displaying food packages. The system will display a full description of food packages and the distribution of the foods across checks.	<i>Existing Functionality</i>	The system supports this functionality on the Check History tab of the Participant Folder. It displays the participant’s check issuance history up to 150 days in the past.
1.7.1.3	Browsing food packages. The system must provide the capability to browse through food packages by client category or a combination of client category, age and nutrition risk. A User must be able to assign the food package to the client from the browse function.	<i>Existing Functionality</i>	The Covansys system produces food instruments on demand based upon the food items and quantities in the participant’s food prescription. The system does not contain a limited list of food packages for each participant category. The CPA can build a food prescription that is tailored to the nutritional needs of the participant. Therefore, the capability to browse through a list of food packages will not be necessary.
1.7.1.4	Assigning food packages. The system must not allow food packages which are inappropriate for the client category and/or nutrition risk, or in the case of a breastfeeding woman, a food package to be assigned to her breastfeeding infant. The basis for this functionality will derive from an internal reference table of category, age, risk factors and food packages. Infant’s food package assignment must also be considered. Those restrictions that are based on nutrition risk, however, must be able to be overridden by the CPA.	<i>Existing Functionality</i>	The system supports this functionality through the Food Prescription window. The system prevents the CPA from adding a food item that is inappropriate for the client category (e.g. eggs for an Infant) and limits the amount of a food item to the maximum allowed for the client category. The system only allows the CPA to add the Exclusively Breastfeeding package to a Breastfeeding woman who is associated with an exclusively breastfed infant.
1.7.1.5	Assigning food packages. The User must be able to assign a package for a specified number of months and a different package subsequently, at the time of the original food package assignment.	<i>Existing Functionality</i>	The system supports this functionality through the Food Prescription window. The effective date for a food prescription can be in the future, but cannot be less than the current date. The system will not use a future prescription to generate food instruments until the first date to use of the check set is greater than the effective date of the food prescription. If the effective date of the food prescription is 9/1/2004, the system will start using that prescription for checks issued in that month.
1.7.1.6	Overriding assigned food packages. The user will have the capability to override the automated food package assignment within the restrictions defined above (1.1.1.4).	<i>Existing Functionality</i>	Same as solution for RFP Section 1.7.1.1
1.7.1.7	The system will allow personnel with proper security access to make global changes in the contents of prescribed food packages (e.g., dry milk replacing fluid milk).	<i>Existing Functionality</i>	Same as solution for RFP Section 1.7.1.1

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.7.1.8	Automatic changes to food package. There will be automatic changes to food packages (say, to another standard package) upon change in client category (i.e. infant to child) or other circumstances. These include, but are not limited to, an infant that turns one year old, a pregnant woman who becomes a postpartum or breastfeeding woman, or as children get older. These automatically assigned food packages will be able to be overridden within the restrictions defined in paragraph 1.1.1.4.	<i>Existing Functionality</i> Functional Requirement removed by Steering Committee	Same as solutions for RFP Sections I.5.1.77 and I.7.1.1
I.7.1.9	Automatic changes to food packages will default to a standard food package for the new category. If there are special requirements (e.g. an infant who received special formula) the system will notify the user to contact a nutritionist or parents before assigning a food package.	New Functionality Functional Requirement removed by Steering Committee	The system supports this functionality by adjusting the existing food prescription to fit the restrictions of the new category. The system will be modified to notify the user when they change the participant's category and their food prescription contains a special formula.
I.7.1.10	Food package modification. The User will have the capability to modify existing food packages at any time (e.g., reduce the milk).	<i>Existing Functionality</i>	Same as solution for RFP Section I.7.1.1
I.7.1.11	Tailor food packages to reflect participant need, including waste prevention, nutrition education reinforcement, storage, refrigeration or cooking limitations, participants residing in temporary shelters/homeless, food intolerance/allergies, dietary practices, and participant request. The system must allow the reason tailoring was done to be documented.	<i>Existing Functionality</i>	The system supports this functionality. The food prescription can be tailored to the nutritional needs of the participant as described in I.7.1.1. The reason that tailoring was done can be documented in a general note for the participant.
I.7.1.12	Issuance of special formulas is considered food package tailoring	<i>Existing Functionality</i>	The system supports this functionality through the definition of the suggested food prescriptions. None of the suggested prescriptions contain a special formula; therefore the food prescription must be manually tailored by the CPA to contain a special formula.
I.7.1.13	Provide special formula authorization expiration system with flags to notify staff when special formula is about to expire.	<i>Existing Functionality</i>	The system supports this functionality through the Special Prescription Item window. It requires that the user record the start and end dates of the special prescription for the formula. When the special prescription expires the system will no longer issue food instruments with that food item. The system automatically notifies the clinic staff when a participant's special prescription is about to expire when they open the Participant Folder for that participant.
I.7.1.14	Record reasons for issuance of special formulas using a drop down list of possible reasons (maintainable by tribal agency staff).	New Functionality	The Special Prescription Item window will be modified to include a drop down list of reasons for issuance of a special formula. The tribal agency staff will maintain the list of reasons.
I.7.1.15	Record supporting diagnosis and prescription for special food packages (including time limitation for prescriptions).	<i>Existing Functionality</i>	Same as solutions for RFP Sections I.7.1.13 and I.7.1.14
I.7.1.16	Edit tailored food packages with reasons for issuing tailored food packages, supporting diagnosis and prescriptions	<i>Existing Functionality</i>	Same as solution for RFP Section I.7.1.11

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
1.7.1.17	Record verbal prescriptions by date of contact, name of individual prescribing, and prescription information for those receiving special prescription food packages	New Functionality for Verbal	Same as solution for RFP Section 1.7.1.15
1.7.1.18	Allow only one month at a time of verbally prescribed food packages to be issued.	New Functionality Functional Requirement removed by Steering Committee	The check issuance process will be modified to only issue one month of checks to a participant with a verbally prescribed special prescription.
1.7.1.19	Record written prescriptions by participants name and any special prescription information for those receiving special prescription food packages	<i>Existing Functionality</i>	Same as solution for RFP Section 1.7.1.15
1.7.1.20	Record food package variations and food instrument types.	<i>Existing Functionality</i>	The system supports this functionality through the Food Prescription window and the food instrument production process.
1.7.1.21	Print standard and custom-tailored food instruments on demand	<i>Existing Functionality</i>	Same as solution for RFP Section 1.7.1.1
1.7.1.22	Allow food instruments to be printed in advance of pickup.	<i>Existing Functionality</i>	The system supports this functionality through the Issue Checks window. The clinic staff can print checks before the participant arrives in the clinic, but only if there is less than 45 days before the last date to use of their last set of checks. This prevents the issuance of checks too far in advance of pickup.
1.7.1.23	Record the food instrument serial numbers for food instruments printed in advance.	<i>Existing Functionality</i>	The system supports this functionality through the Queue Manager application. This application physically prints the food instruments on the check stock. When a food instrument is printed in advance, its serial number is automatically recorded in the system.
1.7.1.24	Print food instruments for multiple months	<i>Existing Functionality</i>	The system will allow up to a maximum of three months of food instruments to be printed, up to the certification end date of the participant. The issuance frequency for the participant can be Monthly, Bi-monthly or Tri-monthly.
1.7.1.25	Print reduced quantity food instruments	<i>Existing Functionality</i>	The system supports this functionality by automatically prorating the set of food instruments based on the participant category and the number of days between the first date to use and the last date to use of the set. The clinic staff can override this proration, but they are required to select a reason for editing the package size.
1.7.1.26	Document how the Food Instrument was received (mailed, signed/marked for...)	<i>Existing Functionality</i>	The system currently supports this functionality through general health notes. The user can record how the food instrument was received in these notes.
1.7.1.27	Retain lists of approved foods and food package data. The system should capture information about the foods approved by the WIC program, the combinations of foods into food instrument types, the nutritional risk factors addressed by each food instrument type, and combinations of food instrument types into food packages. The system should have the ability to add new foods to and delete foods from the list of approved foods and also to record the corresponding changes to food instrument types and food packages	<i>Existing Functionality</i>	The system currently supports all of this functionality. The tribal agencies can maintain the list of approved foods, the default food packages that are suggested for each nutritional risk factor, the food instrument types and combination of food items for each food instrument type.
1.7.1.28	System security will allow only authorized staff to modify the lists of approved foods and food packages.	<i>Existing Functionality</i>	The system supports this functionality. Only to staff members with the necessary security can use the Reference Database Utility to modify the lists of approved foods and food packages.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
1.7.1.29	Verify client has not already received food instruments for the benefit period selected. Prompt user for exceptions, e.g., need to void and replace prior to issuance for period.	<i>Existing Functionality</i>	The system supports this functionality through the Issue Checks, Add/Replace Set of Checks (for food prescription change), Identify Checks to Void, Identify Stolen Checks and Identify Checks to Reprint for Custody Change windows. The Issue Checks window will not issue more food instruments to the participant if they already have received them for the benefit period. The other windows allow the user to reprint replacement food instruments for specific reasons.
1.7.1.30	Provide password protection for access to this function to ensure that only specially authorized individuals have access to the input screens that support the printing of food instruments.	<i>Existing Functionality</i>	The system supports this functionality. Only to staff members with the necessary security can access the Issue Checks, Add/Replace Set of Checks (for food prescription change), Identify Checks to Void, Identify Stolen Checks and Identify Checks to Reprint for Custody Change windows.
1.7.1.31	Record User ID of user printing each set of food instruments	<i>Existing Functionality</i>	The system supports this functionality. The system automatically records the ID of the user who issued the food instruments and the ID of the user that physically printed the food instruments through the Queue Manager application.
1.7.1.32	Each time a new session is begun, initialize tracking of system-assigned serial numbers beginning with the next sequential number following that last number used in the previous session. Permanent clinics will have dedicated FI printers (separate from report and graph printers). Satellite clinics will have the option of a dedicated FI printer.	<i>Existing Functionality</i>	The system supports this functionality. Each time the Queue Manager application is started the user must select the range of check stock that is loaded into the FI printer. The user must also verify the serial number of the first check through the Verify Serial Number in Printer window. At regular intervals the Verify Serial Number in Printer window is redisplayed so the user can confirm that the system-assigned serial number and the physical check stock still match.
1.7.1.33	System printers will utilize MICR ink and print both the machine-readable routing line and non-machine readable serial numbers on each check.	<i>Existing Functionality</i>	The system supports this functionality. The Queue Manager application prints checks with MICR ink and an industry standard MICR line at the bottom of each check. It also prints the serial number on each check for the user to read.
1.7.1.34	Calculate the estimated value and maximum value of the food instrument based on the algorithm defined by the participating SPIRIT Tribal Agencies for determining average costs and maximum cost limits for each food instrument type.	<i>Existing Functionality</i>	The system supports this functionality through the Peer Group Averages window in the Vendor Management application. This window calculates the average and maximum price for each food item based on the information from the vendor price surveys.
1.7.1.35	List all food instruments issued on a specified date. For food instruments printed in advance, the system should be able to produce a Food Instrument Register with space to record the actual date of issuance and the staff member who issued the food instrument to the client	New Functionality On Hold (Electronic Signature)	The system can produce a check register when the box of check stock is ordered. This box can be used specifically for food instruments printed in advance. A new report will be added to the system that lists all food instruments issued on a specific date at a selected clinic site.
1.7.1.36	The control of food instrument stock applies to tribal agency and clinic level systems. The tribal agency level system will monitor clinic stock inventory and provide automatic notification of low stock. This will allow the tribal agency to monitor and distribute the stock to the service sites	<i>Existing Functionality</i>	The system supports this functionality through the WIC Check Stock Inventory Report. When the stock level falls below the reorder point for a service site, a warning message is printed on the report that notifies the tribal agency that check stock should be ordered for the site.
1.7.1.37	Food instrument stock data. The system will record stock receipt, shipment, and usage.	<i>Existing Functionality</i>	The system supports this functionality through the Check Stock Maintenance module.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.7.1.38	Food instrument stock receipt. When the local site receives food instrument stock, this will be acknowledged by entering into the system the range of serial numbers (beginning number to ending number) of the received stock. Serial numbers will be pre-printed on the food instruments.	<i>Existing Functionality</i>	The system supports this functionality through the Receive Check Stock Consignment window. This allows the user to enter the starting and ending serial numbers of the food instruments in a box, and also required the user to enter the validation number for the box. This prevents receipt of unauthorized food instrument stock.
I.7.1.39	Food instrument stock receipt. For each site (or set of sites) operated by the agency, a range of FI serial numbers will be assigned from the bulk shipment	<i>Existing Functionality</i>	Same as solution for RFP Section I.7.1.37
I.7.1.40	The system will identify those food instrument stock batches for which all corresponding food instruments have been issued	<i>Existing Functionality</i>	Same as solution for RFP Section I.7.1.37
I.7.1.41	Record stock receipt, shipment, and usage	<i>Existing Functionality</i>	Same as solution for RFP Section I.7.1.37
I.7.1.42	FIs will be produced on demand at clinics (including batch printing of FIs for several family members attending the same appointment or participants in a nutrition education class). This process minimizes the production of food instruments not issued to participants, as well as the subsequent reconciliation of large numbers of “unissued” food instruments.	<i>Existing Functionality</i>	The system supports this functionality through the Issue Checks window for the entire family, and through the Work with On-site Group window for participants in a nutrition education class.
I.7.1.43	Capture and maintain data about the manual voiding of food instruments. Capture and maintain data for food instruments printed on demand and also for food instruments printed in advance.	<i>Existing Functionality</i>	The system supports this functionality through the Identify Checks to Void, Identify Stolen Checks and Identify Checks to Reprint for Custody Change windows.
I.7.1.44	To help facilitate the voiding of a series of food instruments printed in advance with sequential serial numbers (such as when a participant does not pick up any instruments), the system should optionally provide a capability for users to optionally void an entire series of instruments with a single entry.	<i>Existing Functionality</i>	The system supports this functionality through the Identify Checks to Void window. This window lists all outstanding food instruments that were issued to the household of the participant. The user can quickly select the food instruments and void them all at the same time.
I.7.1.45	The system should ensure that users are not attempting to void an un-issued or a previously voided instrument manually, and should display reports for tribal agency users that list voided food instruments.	<i>Existing Functionality</i>	The system supports this functionality through the Identify Checks to Void window that will only allow the user to void checks that have been issued to a participant. The tribal agency users can use the Voided Food Instruments report to list all food instruments that were voided at their agency during the selected month.
I.7.1.46	FIs will be printed on one ply (single copy) check stock with security features.	<i>Existing Functionality</i>	The system supports this type of food instrument stock. The system currently supports the layout of the food instrument stock used by Indiana and the District of Columbia. System modifications will be required if the layout of the SPIRIT food instrument stock does not exactly match the current layout.
I.7.1.47	The system must allow “batch” printing of food instruments for groups of participants by user selected criteria including, but not limited to, date(s) of appointment and family ID. This functionality will require the appropriate security level for execution.	<i>Existing Functionality</i>	Same as solution for RFP Section I.7.1.42. Only to staff members with the necessary security can access the Issue Checks window and the Issue Checks function on the Work with On-site Group window.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
1.7.1.48	The system will use a single sheet, laser printed food instrument stock with a check register printed on a separate sheet of paper (one sheet for all checks and all members of a single family). The clinic will retain the signed check registers, grouped by day of issuance, but not in individual participant folders	New Functionality for Check Register On Hold – (Electronic Signature)	The system supports this type of food instrument stock for laser food instruments. The system will be modified to print a check register on a separate sheet of paper. To support this new functionality, the MICR laser printers will all require two paper trays: one tray for the food instrument check stock and another for the plain paper stock. The functional requirement models the MN WIC solution.
1.7.1.49	Edit documentation of verification of identity, income and residence and preclude issuance of more than one month of food instruments in their absence. See Section 1.5, Enrollment.	New Functionality	The system currently collects residency proof and identity proof. The system will be modified to allow a participant to be certified without either proof if the user has the proper level of security. The system will also be modified so the issue checks function only allows one month's of vouchers to be issued in this situation. The end of day process will be modified to automatically terminate the participant after one month if the missing proof has not been supplied. The reinstated terminated participant function will be modified to prevent a participant from being reinstated if the proof is missing. If the participant is homeless then none of the above will apply.
1.7.1.50	The system will allow food instruments to be printed for monthly, bi-monthly or tri-monthly issuance. The Tribal Agency WIC central office must be able to designate a default value for the usual number of months that FIs are issued barring the presence of special circumstances (such as lack of eligibility documentation). The CPA must be able to reduce the frequency of issuance on an individual client basis.	<i>Existing Functionality</i>	The system supports this functionality. The Tribal Agency WIC central office can designate a default value for the issuance frequency on the Edit Service Site window of the System Administration application. The CPA can adjust the issuance frequency for each client using the CPA Determined Follow Up window.
1.7.1.51	Each clinic site, including satellite sites using portable computers, will have at least one printer dedicated to food instrument production.	<i>Existing Functionality</i>	The system supports this functionality.
1.7.1.52	The contents of all WIC food packages will be divided among a specified number of checks.	<i>Existing Functionality</i>	The system supports this functionality. The distribution rules built into the Queue Manager application support the printing of a food item on a check without any other items (for formulas with a rebate), printing a food item on a specific check in the set, and distributing the quantity of an item evenly across all checks in the set.
1.7.1.53	The system must at a minimum print the following information on all Food Instruments: information identifying the issuing site, participant's name and ID number, date of issue, foods and quantities prescribed in the selected food package, first and last date of participant use, food instrument variable not-to-exceed amount [optional], name of authorized representative [optional], and date after which vendors will not be paid [optional].	<i>Existing Functionality</i>	The system currently prints the following information on all Food Instruments: information identifying the issuing agency and site, participant's name and State WIC ID, date of issue, foods and quantities prescribed in the selected food package, first and last date of participant use, name of authorized representative (for Child and Infant categories), serial #, space for purchase price and space for participant signature.
1.7.1.54	The system must maintain electronic records of all food instruments issued to support payment of redeemed FIs, including all information printed on the instrument, estimated cost information, and the User ID for the WIC employee who printed the instrument.	<i>Existing Functionality</i>	The system electronically stores all of this information when a food instrument is printed.
1.7.1.55	The system must consolidate all food instrument production data across clinics within 24 hours of the end of each working day.	<i>Existing Functionality</i>	The system supports this functionality. All data is stored in a single database so the information is immediately consolidated when it is recorded.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.7.1.56	At the tribal agency level, a screen display of all food instruments' status will be available. The status may be: in inventory, issued, voided, replaced by (FI number), paid, rejected from payment, aged out.	<i>Existing Functionality</i>	The system supports this functionality through the Food Instrument Disposition window.
I.7.1.57	At the clinic level, a display of all Food Instruments produced locally will be available.	New Functionality	The system will be modified so the Food Instrument Disposition window is available at the clinic level and only displays information about Food Instruments that were produced locally.
I.7.1.58	The system will provide a method to record FI exception statuses such as: lost/stolen, void and replaced, at the issuance (clinic) level.	<i>Existing Functionality</i>	The system supports this functionality. The data for each food instrument indicates its current status: ordered, consigned, received, issued, voided, marked as stolen, etc.
I.7.1.59	If special formula is given, the reason and the physician who authorized the special formula are recorded.	<i>Existing Functionality</i>	Same as solutions for RFP Sections I.7.1.13 and I.7.1.14
I.7.1.60	Tailoring food packages may be limited to Users with pre-defined security level.	<i>Existing Functionality</i>	Same as solution for RFP Section I.7.1.1
I.7.1.61	Display and print a form that can be mailed to the physician's office to determine the reason for needing a special formula. Allow one month's worth of special formula to be issued with "over-the-phone" physician request.	New Functionality	The system will be modified to generate the letter that is mailed to the physician's office to determine the reason for needing a special formula.
I.7.1.62	Identify sites that need to re-order FI stock or printer toner and provide prompt to re-order from the tribal agency office.	<i>Existing Functionality</i>	The system supports this functionality through the WIC Check Stock Inventory Report. When the stock level falls below the reorder point for a service site, a warning message is printed on the report that notifies the tribal agency that check stock should be ordered for the site. The MICR laser printers only indicate when they are low on toner; the printers cannot predict when they will reach that point before it happens. The clinic sites must monitor their MICR laser printers and contact the tribal agency office when the printer indicates that it is low on toner
I.7.1.63	Produce Voucher Log that records and prints the date of issuance, site name of issuance, issued to- name of person and name of legal guardian, formula brand and type, Client's name, type of visit, ending date	New Functionality	The system will be modified to generate the Voucher Log.
I.7.1.64	Allow entry of lost/stolen status of checks into FI issuance and status file	<i>Existing Functionality</i>	Same as solution for RFP Section I.7.1.43
I.7.1.65	Capture ID number of WIC staff who authorizes replacement of lost or stolen FI's.	<i>Existing Functionality</i>	The system supports this functionality. Each record in the system contains the User ID of the staff member who created the record plus the date and time the record was created. Each record in the system also contains the User ID of the staff member who last updated the record plus the date and time the update occurred.
I.7.1.66	Allow for optionally prorating food instruments for those participants who need less than one month's benefits	<i>Existing Functionality</i>	The system supports this functionality by automatically prorating the set of food instruments based on the participant category and the number of days between the first date to use and the last date to use of the set. The clinic staff can override this proration, but they are required to select a reason for editing the package size.
I.7.1.67	Allow for optionally voiding checks for no- shows who did not notify WIC staff that they were going to miss the appointment.	<i>Existing Functionality</i>	The system supports this functionality through the Identify Checks to Void window that will allow the user to void checks that have been issued to a participant who missed their appointment. NOTE: The description of this requirement was modified by the SPIRIT Steering Committee as a result of the questions submitted by the potential bidders (answer to question 69 in the SPIRIT append-2-18-questions document).
I.7.1.68	Document food instruments that are mailed to participants and provide a mechanism to print out the reason for mailing them.	<i>Existing Functionality</i>	The system currently supports this functionality through general health notes. The user can record how the food instrument was received in these notes, and the note can be printed.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
1.7.1.69	Allow clinics to override the default number of months for food instrument production set by the State, with appropriate security	<i>Existing Functionality</i>	Same as solution for RFP Section 1.7.1.50
1.7.1.70	The clinic system must be modular in design to facilitate conversion of food instrument production functionality from issuance of paper food instruments to electronic instruments (i.e. EBT)	<i>Existing Functionality</i>	The system has been designed to support the future implementation of EBT including the ability to issue a single food instrument with all foods in a food package for a family.
1.7.3. Food Instrument Production Outputs			
1.7.3.1	<u>Screen or Printed Report of Approved Foods</u> Purpose: Provide a listing of foods that are approved by WIC to assist WIC staff in maintaining the list and structuring food packages and instruments. Frequency: On demand Distribution: Tribal agency and local (clinic) WIC staff	<i>Existing Functionality</i>	The system supports this functionality through the Food Prescription process, the Food Prescription report and the Reference Database Utility.
1.7.3.2	<u>Screen or Printed Report of Food Instrument Types</u> Purpose: Provide a description of food instrument types to assist WIC staff in prescribing the appropriate foods to clients, and to assist in the definition of new or revised food instrument types. Frequency: On demand Distribution: Tribal agency and local (clinic) WIC staff	<i>Existing Functionality</i>	The system supports this functionality through the Food Instrument Type Reference by Type report or the Food Instrument Type Reference by Quantity report.
1.7.3.3	<u>Screen or Printed Report of Food Packages</u> Purpose: Provide a description of food packages to assist WIC staff in prescribing the appropriate food packages to clients, and to assist in the definition of new or revised food packages Frequency: On demand Distribution: Tribal agency and local (clinic) WIC staff	<i>Existing Functionality</i>	Same as solutions for RFP Sections 1.7.3.1 and 1.7.3.2
1.7.3.4	<u>WIC Food Instruments</u> Purpose: Provide WIC participant with food instrument to be used to purchase WIC foods Frequency: On demand Distribution: Local (clinic) WIC staff	<i>Existing Functionality</i>	The system supports this functionality through the Issue Checks function and the Queue Manager function.
1.7.3.5	<u>Food Instrument Receipt/Stub [depends on multi-ply issue]</u> Purpose: Provides tribal agency with record of issued food instrument, signed by enrollee or proxy Frequency: On demand Distribution: Local (clinic) WIC staff	<i>Existing Functionality</i>	This is supported by the type of check stock used by the clinics.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
1.7.3.6	<u>Electronic Register of Printed Food Instruments</u> Purpose: Provides clinic and tribal agencies with a listing of food instruments issued daily to serve as a reference for future food instrument reconciliation activities. Frequency: Daily Distribution: Tribal agency and local (clinic) WIC staff	<i>Existing Functionality</i>	Same as solution for RFP Section 1.7.1.54
1.7.3.7	<u>Food Package Types</u> Purpose: Provides clinics and tribal agencies with a listing by food package type of the number of participants receiving each food package. Frequency: On demand Distribution: Tribal agency and local (clinic) WIC staff	<i>Existing Functionality</i>	The system supports this functionality through the Food Prescriptions report.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
1.7.3.a Existing Food Instrument Production Functionality			
N/A	Automatic creation of new food prescription for the addition of infant juice	<i>Existing Functionality</i>	The system current supports this functionality when a food prescription is created for an Infant participant. The system will automatically create a new food prescription and add infant juice at correct month depending on tribal agency policy.
N/A	Automatic creation of new food prescription for the addition of infant cereal	<i>Existing Functionality</i>	The system current supports this functionality when a food prescription is created for an Infant participant. The system will automatically create a new food prescription and add infant cereal at correct month depending on tribal agency policy.
N/A	Allow for optionally issuing a set of food instruments to compensate the participant for a late scheduled subsequent certification appointment.	<i>Existing Functionality</i>	The system currently supports this functionality through the Add/Replace Set of Checks window. The user can only issue the extra set of food instruments if one of the following conditions is true: <ol style="list-style-type: none"> 1. A set of checks has not been issued with a first date to use past the certification end date of the participant, and the current system date is less than or equal to 30 days before their certification end date. 2. The participant is no longer in a valid certification period and the current system date is less than or equal to the next Expected Last Date to Use which occurs after the certification end date.
N/A	Automatically apply the Exclusively Breastfed food package to a qualifying participant.	<i>Existing Functionality</i>	The system automatically applies the Exclusively Breastfed food package to the food prescription of a Breastfeeding participant when she is linked to an exclusively breastfed infant. The system adds the Exclusively Breastfed food items (tuna and carrots) to the food prescription and also increases the amount of milk, juice and beans/peas to the maximums allowed for an exclusively breastfeeding woman. This functionality is controlled by a business rule that is set by each tribal agency.
1.7.3.b Existing Food Instrument Production Outputs			
N/A	<u>Special Formula Prescription Expiration Date Report</u> Purpose: Provide a listing of participants with special formula prescriptions that are expiring within a specified time range. Frequency: On demand Distribution: Tribal agency and local (clinic) WIC staff	<i>Existing Functionality</i>	The system currently includes the Special Formula Prescription Expiration Date Report which lists the participants with special formula prescriptions that are expiring within a specified time range.
N/A	<u>Number of Participants Issued Food Instruments Report</u> Purpose: Month-by-month count of participants who have been given a food instrument with a first date to use in that reported month. Frequency: On demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Number of Participants Issued Food Instruments Report which is a month-by-month count of participants who have been given a food instrument with a first date to use in that reported month. Participants are counted in every month that their were issued a food instrument.
N/A	<u>Food Instrument Redemption Report</u> Purpose: Tracks changes in the rate of redemption of food instruments. Frequency: On demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Food Instrument Redemption Report which tracks changes in the rate of redemption of food instruments.
N/A	<u>Check Stock Order Form</u> Purpose: Provide a listing of the check stock that has been ordered to replenish the check stock at the WIC clinics. Frequency: On demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Check Stock Order Form which lists the check stock that has been ordered to replenish the check stock at the WIC clinics.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
N/A	<u>Check Stock Pending Receipt Report</u> Purpose: Provide a listing of the boxes of check stock that have been order but not received by the local WIC staff within the specified number of exception days. Frequency: On demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Check Stock Pending Receipt Report which lists the boxes of check stock that have been order but not received by the local WIC staff within the specified number of exception days.
N/A	<u>Checks Consigned Over Six Months Report</u> Purpose: Provide a listing of the ranges of check stock that have been consigned to a WIC clinic but have not been issued. Frequency: On demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Checks Consigned Over Six Months Report which lists the ranges of check stock that have been consigned to a WIC clinic for over six months (180 days) but have not been issued.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.8.1. WIC Food Instrument Payment and Reconciliation Required Functionality			
I.8.1.1	In the SPIRIT WIC system, food instrument payment and reconciliation will depend on the vendors depositing food instruments to a financial entity (a bank or the Tribal WIC Agency in the case of voucher based operations) for payment. The fiscal intermediary will perform editing, and payment functions. Food instrument payment data will be provided in electronic format to the WIC system for reconciliation processing. Reconciliation reports will be required as detailed below. Additional details regarding specifically what data are passed back and forth between the two systems will be identified in the detailed design phase of the project.	<i>Existing Functionality</i>	The system supports this functionality. All data is stored in a single database so the food instrument and vendor information is consolidated. Food instrument and vendor information is collected and transmitted to the financial entity each night. Food instrument payment and rejection information is then received from the financial entity. The payment and rejection information is then processed and applied to the food instrument information in the WIC system. Covansys has predefined formats for the financial entity files.
I.8.1.2	The system shall contain a stand-alone module which will perform some of the functions of a bank. This module can be used by the SPIRIT agencies that use a voucher FI payment system to interface with the FI Payment and Reconciliation subsystem. Its functions will include, at a minimum: 1) the ability to accept the daily issuance files from the main system (in the format described below) and update its own internal database of issued FIs, 2) the ability to display all issuance records that have not been paid or rejected and allow disposition to be entered (paid or rejected) along with the vendor ID number, date redeemed or rejected, and dollar amount claimed or reject reason, 3) the ability to enter FIs for which no issue record exists as presented for redemption along with a disposition, and 4) the ability to generate a redeemed/rejected file in the format described below for processing by the FI Payment and Reconciliation subsystem	New Functionality	The system will be modified to provide the basic banking functions required for the management of vouchers. A stand-alone module will not be necessary as these functions can be supported within the current architecture. This eliminates the need to import and export files. The new Voucher Management functions will include the ability to display all vouchers that have not been paid or rejected and allow disposition to be entered along with the vendor ID number, date redeemed or rejected, and dollar amount claimed or reject reason. The new Voucher Management functions will also include the ability to enter vouchers for which no issue record exists as presented for redemption along with a disposition. Covansys assumes that all food instruments will be processed through a financial institution and therefore are excluded from the Voucher Management functions.
I.8.1.3	Process food instruments submitted for payment and reconcile redemptions to issuance information.	<i>Existing Functionality</i>	The system supports this functionality through the End of Day process.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.8.1.4	The SPIRIT WIC System will provide data regarding FI issuance in an automated fashion to the bank or other fiscal intermediary chosen to handle WIC payment processing. The FI data store will be updated based upon user input and the following information will be uploaded from the local systems to the central WIC system and passed to the bank or fiscal intermediary on a daily basis: for each FI printed, the issue site, the FI serial number, the first use date, the last use date, the FI type, and a FI status code. The FI status codes will be: issued, voided, lost, stolen, or destroyed, issued/redeemed, and issued/not redeemed.	<i>Existing Functionality</i>	Same as solutions for RFP Sections I.8.1.1 and I.8.1.3
I.8.1.5	The WIC System will provide data regarding authorized WIC vendors for each state tribal agency in an automated fashion to the bank or fiscal intermediary chosen to handle WIC payment processing. The system will support updating the master list of authorized vendors, adding and/or deleting vendors, as needed. An identifying vendor ID number will be assigned to each authorized outlet of each vendor. An effective date for adding or deleting the vendor will be included in the record sent to the bank	<i>Existing Functionality</i>	The system supports this functionality. The End of Day process collects the vendor information and transmits it to the financial entity each night.
I.8.1.6	The WIC system will supply information to the fiscal intermediary in electronic form to support the conduct of an audit for food instrument price reasonableness on each FI deposited for payment. The method of determining price reasonableness will be based upon actual market prices, vendor peer group, and FI type.	<i>Existing Functionality</i>	The system supports this functionality. The End of Day process collects the food instrument type information and transmits it to the financial entity each night.
I.8.1.7	The bank or fiscal intermediary will employ automated and visual edits of food instruments in order to meet USDA requirements on error detection. The WIC system must receive the results of these edits and incorporate them into reconciliation processing	<i>Existing Functionality</i>	The system supports this functionality. The End of Day process receives the food instrument payment and rejection information from the financial entity each night and applies it to the food instrument information in the WIC system.
I.8.1.8	The system will provide food instrument issuance data in electronic format to the fiscal intermediary each day or on demand for voucher based systems. Using this data, the payment agent will compare the instrument presented for payment against the issuance record.	<i>Existing Functionality</i>	The system supports this functionality. The End of Day process collects the food instrument information and transmits it to the financial entity each night.

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RFP Section	Functionality	Status	Covansys Solution
I.8.1.9	When FIs are presented for payment, the FI serial number, vendor ID number, date redeemed, and dollar amount claimed will be captured. During or after this data capture process, the FI will be scanned for the visual edits discussed below. Upon entry of the food instrument serial number and redeeming vendor's identification number, the system shall verify that the vendor ID number exists on the current authorized vendor file. Missing, unreadable or unauthorized vendor ID numbers will result in rejection from payment.	Supported Externally	This requirement does not apply to the Covansys system. The bank or fiscal intermediary will be responsible for meeting this requirement.
I.8.1.10	When food instruments are presented for payment as above, entry of the serial number and redeemed date shall trigger a number of automated edits and processes including: edit for presence of a matching issuance record and issuance date compared to date submitted for payment. If date submitted for payment is prior to the first use date or date submitted is after the last vendor submit (stale) date, the food instrument will be rejected. The SPIRIT agencies require that the retail vendor or WIC participant to complete the date redeemed; the bank edit system is to edit for it. If the issuance record is not present, the FI will be rejected from payment processing for reason: No matching issuance record. If a FI with the same serial number has previously been paid, the FI will be rejected from payment processing for reason: Duplicate Paid.	Supported Externally	Same as solution for RFP Section I.8.1.9
I.8.1.11	The payment and reconciliation system described assumes that FIs will be processed in a timely manner. The vendor will have 90 days (plus a 7 day grace period to allow for bank processing), for a total of 97 days from the first date the check can be used before the FI is considered stale-dated or expired. FIs not presented for payment within this window will be identified on a daily basis and their FI status shall be automatically changed in the WIC system to issued/not redeemed, i.e., "expired." The central system will use data regarding "expired" FIs to produce reports regarding redemption rates. "Expired" food instruments will be reported to the bank or fiscal intermediary on a daily basis.	<i>Existing Functionality</i>	The system supports "expired" food instruments.
I.8.1.12	Food instruments submitted without a purchase price shall be rejected from payment.	Supported Externally	Same as solution for RFP Section I.8.1.9

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.8.1.13	The following visual edits will be performed by the bank or fiscal intermediary: review each FI for participant signatures, missing prices, and vendor stamp missing. WIC will decide which of these errors is grounds for food instrument rejection.	Supported Externally	Same as solution for RFP Section I.8.1.9
I.8.1.14	Whenever a FI containing one of these errors is paid or rejected from the payment system, the bank or fiscal intermediary shall produce a record which contains the vendor ID number, serial number, claimed amount, and reason rejected or paid with errors. These records shall be passed back to the central Tribal Agency WIC system where they will be aggregated by vendor, forwarded to the vendor management unit for review, analysis, and to assist in subsequent payment (if any) of rejected FI. Records of paid FIs will be accumulated for the monthly report of expenditures.	Supported Externally	Same as solution for RFP Section I.8.1.9
I.8.1.15	The maximum redeemed amount for a food instrument type will be determined based on vendor peer group and FI type. The Tribal WIC agency shall have the capability to edit these maximum values as needed. The system will support updating a margin percentage for one or more peer groups and/or one or more FI types, as often as needed.	<i>Existing Functionality</i>	The system supports this functionality through the Peer Group Averages window in the Vendor Management application. This window calculates the maximum price and margin percentage for each food item.
I.8.1.16	Capture of the redeemed price shall trigger a comparison between that price and the peer group average price for the food instrument type. The maximum value for any food instrument type will be a three-month rolling average redeemed price plus the margin. Food instruments presented for payment shall be rejected if they exceed the maximum value plus a fixed percentage for each FI type. (SPIRIT WIC will define this standard percentage and establish price parameters in order to monitor and control food prices and assure competitive prices among vendor peer groups).	New Functionality	The system will be modified to support a three-month rolling average redeemed price plus the margin as the maximum value for a food instrument type.
I.8.1.17	The fiscal intermediary shall produce detailed information about each food instrument processed for payment. As food instruments pass the edits and are cleared for payment, information shall be accumulated for each payment. This information includes: serial number, redeeming vendor identification number, vendor peer group, redeemed amount, redeemed date. This information will be passed back to the WIC central data system which will use it to produce various reports in the vendor management and financial reporting system.	<i>Existing Functionality</i>	Same as solution for RFP Section I.8.1.8

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RFP Section	Functionality	Status	Covansys Solution
I.8.1.18	End of Day central food instrument processing includes updating the FI database with the current status of all FIs processed (paid or rejected). EOD central database processing includes updating FI obligated with FI paid amounts and marking "aged-out" FIs in the issuance database. The consolidated record of FI processing includes: issue site, first date the check can be used, issue (i.e., create or production) date, serial number, redeeming vendor identification number, vendor peer group, redeemed amount, reject reason, redeemed date, and food instrument type	<i>Existing Functionality</i>	Same as solutions for RFP Sections I.8.1.11 and I.8.1.11
I.8.1.19	The WIC system will produce reports detailing the types of errors and FI reject reasons determined through the banking process and record accumulation process.	<i>Existing Functionality</i>	The system supports this functionality through the Food Instrument reports.
I.8.1.20	Ensure that users cannot void an unissued, previously voided or previously redeemed food instrument manually.	<i>Existing Functionality</i>	The system supports this functionality through the Identify Checks to Void window that will only allow the user to void checks that have been issued to a participant.
I.8.1.21	Produce reports for Tribal WIC Agency and clinic users that list voided food instruments.	<i>Existing Functionality</i>	The tribal agency users can use the Voided Food Instruments report to list all food instruments that were voided at their agency during the selected month.
I.8.3. WIC Food Instrument Payment and Reconciliation Outputs			
I.8.3.1	<u>Food Instrument Stock Inventory Report</u> Purpose: Aids WIC staff in monitoring the inventory of food instrument paper stock shipped and received by the local agencies Frequency: Monthly Distribution: Tribal agency and clinic WIC staff	<i>Existing Functionality</i>	The system supports this functionality through the WIC Check Stock Inventory Report.
I.8.3.2	<u>Automatic Food Instrument Void Report</u> Purpose: A listing of food instruments automatically voided by the WIC system and the reason for each void Frequency: Daily, weekly, monthly, on-demand Distribution: Tribal agency and local (clinic and/or agency) WIC staff	<i>Existing Functionality</i>	The system supports this functionality through the Report Generator.
I.8.3.3	<u>Screen Display of Food Instrument to Be Voided</u> Purpose: Help User confirm that the correct food instrument is being voided during manual voiding of instruments Frequency: On demand Distribution: Tribal agency and local (clinic and/or agency) WIC staff	<i>Existing Functionality</i>	The system supports this functionality through the Identify Checks to Void, Identify Stolen Checks and Identify Checks to Reprint for Custody Change windows.
I.8.3.4	<u>File of Food Instruments Manually Voided</u> Purpose: Inform fiscal agent of the food instruments that have been manually voided and should not be accepted for redemption and payment Frequency: Daily, monthly, quarterly Distribution: Fiscal agent, tribal agency WIC staff	<i>Existing Functionality</i>	The system supports this functionality. The End of Day process collects the food instrument information (including voids) and transmits it to the financial entity each night.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.8.3.5	<p><u>Screen Display or Printed Report of Food Instrument Reconciliation</u> Purpose: Informs WIC staff of the results of the reconciliation process for each food instrument submitted for payment, i.e., reconciled/paid, not reconciled/paid, reconciled/rejected, reconciled/voided, reconciled/aged out. User can specify either an issue date range or FI number range, and report will be ordered by the type of range selected (issue date or FI number).</p> <ul style="list-style-type: none"> The screen/report will reconcile by either: (1) option-date range (beginning date and ending date) or (2) by voucher FI range (beginning date and ending date), at the user's discretion. Both need to be in sequential order by range selected. Any FI numbers that are missing should be highlighted. Include FI Number, Issue Date, Print Date, Paid Amount, Paid Date, and FI status (issued, paid, rejected, voided, lost, etc.). <p>Frequency: On demand Distribution: Tribal agency WIC staff</p>	Existing Functionality	The system supports this functionality through the Food Instrument Disposition function.
I.8.3.6	<p><u>Screen Display or Printed Food Instrument History</u> Purpose: Enable WIC staff to access the full history of processing for a specific food instrument in order to follow up on any processing problems. Display must be capable of being ordered by FI number or participant number.</p> <p>Frequency: On demand Distribution: Tribal agency WIC staff</p>	Existing Functionality	Same as solution for RFP Section I.8.3.5
I.8.3.7	<p><u>Redeemed but Unissued Food Instrument Report</u> Purpose: Identifies food instruments that have been submitted for redemption but for which no issuance has been recorded and for which research is required prior to payment. Also includes FIs which have not been voided, recorded as lost/stolen, etc.</p> <p>Frequency: Daily Distribution: Tribal agency WIC staff</p>	Existing Functionality	The system supports this functionality through the List of Items Paid without Issuance and Voided/Stolen and Cashed Exceptions reports.
I.8.3.8	<p><u>Daily File of Check Payment Details</u> Purpose: Provide WIC system with daily/monthly file of information for individual food instruments approved for payment and pending approval for payment.</p> <p>Frequency: Daily, Monthly Distribution: Tribal agency WIC staff</p>	Existing Functionality	The system supports this functionality. The End of Day process receives the food instrument payment and rejection information from the financial entity each night and applies it to the food instrument information in the WIC system. The system will support receiving this information as often as the fiscal intermediary will send the files.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.8.3.9	<u>File of FI Rejects by Reason</u> Purpose: Provide WIC system with daily/monthly file of information for food instruments rejected from payment and reason for non-payment. Frequency: Daily, Monthly Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	Same as solution for RFP Section I.8.3.8
I.8.4. WIC Food Instrument Payment and Reconciliation Desirable Outputs			
I.8.4.1	<u>Food Instrument Stock Reorder Report</u> Purpose: Identifies low paper stock balances to assist in shipping stock to clinics and to avoid potential shortages. Frequency: Monthly Distribution: Tribal agency and clinic WIC staff	<i>Existing Functionality</i>	The system supports this functionality through the WIC Check Stock Inventory Report.
I.8.4.2	<u>Foods Purchased by Item/Category</u> Purpose: Details product usage Frequency: Monthly or quarterly Distribution: Tribal agency WIC staff	New Functionality	A new report could be added to the system to meet this requirement.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.9.1. WIC Vendor Management Required Functionality			
I.9.1.1	The SPIRIT vendor management function will be segmented based upon user responsibilities and user security level. Vendor management functionality must be available at all system workstations, based on the user's security level.	<i>Existing Functionality</i>	The system supports this function. Each user is granted a specific level of security to every function in the applications. Each function requires a level of security that allows users to update the information, view the information without update, or not view the information at all.
I.9.1.2	The system will support tribal agency data capture of information regarding vendor authorization, training, vendor approval, payment, recording complaints, monitoring, high risk analysis, investigation, audit, and vendor sanctions and appeals	Existing Functionality	The Vendor Management system allows the tribal agencies to record vendor information.
I.9.1.3	Track vendor authorization process. Produce reminders of overdue actions by vendors. Produce reminders of actions due by WIC staff.	<i>New Functionality</i>	The system supports the vendor authorization process through the Event and Follow Up Activity windows. As each item in the authorization process is completed it is displayed in the vendor's history. The system supports the reminders of overdue actions by vendors and WIC staff through the use of Action Dates and the Action Date Report. 11 2004 The Action Dates report meets this requirement as long as the Vendor address is added to the existing Covansys report.
I.9.1.4	Capture and maintain authorized vendor data. These data include reference data such as vendor name, location, ownership and business volume. It may also include the vendor's reported WIC food prices.	<i>Existing Functionality</i>	The system supports the maintenance of vendor data through the Demographics window and the Application Wizard. Food prices are calculated when the price survey results are entered in the Food Pricing tab of the Vendor Folder.
I.9.1.5	Identify vendors who have not submitted required food price lists or application updates. Document when a vendor has sent in a price assessment report and flag vendors that have not sent one to the tribal agency four times a year.	New Functionality	A new report will be added to the Vendor Management system to meet this requirement. The system will be modified to add the price survey and letter to be sent from the Send Letters functionality. 11 2004 Functional Requirement modification – remove the statement “or application updates”. An action dates report will be provided.
I.9.1.6	Export vendor shelf price data and selected demographic data to price analysis routines for peer group placement.	New Functionality	The system currently allows the user to manually place a vendor into a peer group. This gives the user the flexibility to place a vendor into any peer group. The system will be modified to employ price analysis routines and automatically place vendors into peer groups.
I.9.1.7	Record and allow for review vendor history including sanction points, warning letters, and valid complaints.	<i>Existing Functionality</i>	The system supports the vendor management process through the Event and Follow Up Activity windows. As each item in the management process is completed it is displayed in the vendor's history.
I.9.1.8	Determine an unduplicated number of participants who have selected each vendor (based on redemption data) during a selected period of time.	New Functionality	A new report will be added to the Vendor Management system to meet this requirement. 11 2004 The existing Covansys report, Small Volume Vendors report meets this FSRD requirement. The new functionality for the existing report consists of the following: The State Office will define the number of participants via a business rule. The report is to be a State Office level report.
I.9.1.9	Flag vendors as high risk if they are determined to have a low variation in redemption prices for a food instrument type compared with their peer group.	<i>New Functionality</i>	The system supports this functionality through the Low Variance Vendor Summary and the High Risk Report. 11 2004 BCA will provide the calculation for low variance and a sample report for Covansys to use for this SPIRIT requirement. A new report will be created. This report will be sorted by FI type.
I.9.1.10	Flag vendors as high risk if they are determined to have high average food instrument prices compared with the vendor's peer group for a food instrument type.	<i>Existing Functionality</i>	The system supports this functionality through the High Cost Food Instrument Report and the High Risk Report.

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RFP Section	Functionality	Status	Covansys Solution
I.9.1.11	Determine risk measure for every vendor, and store the risk level and risk level identification for significant risk factors.	<i>New Functionality</i>	The system supports this functionality through the High Cost Vendor Summary, High Cost Food Instrument Report, Low Variance Vendor Summary, Large Number of Food Instruments Redeemed from Outside of Service Area, and the High Risk Report. 11 2004 This report is based upon a primary clinic per vendor. This does not meet the SPIRIT requirement. SPIRIT would like to show all clinics versus one clinic per vendor – therefore no primary clinic. SPIRIT does not want to show vendor as high risk based on criteria of FI Redeemed outside of area. The Large Number of FI redeemed Outside of Area report is not applicable to SPIRIT. A report with criteria specific by SPIRIT will be created.
I.9.1.12	Calculate the total number and value of food instrument redemptions for each vendor by specified time period. List all vendors and related data in descending order of risk level within peer group.	<i>Existing Functionality</i>	The total number and value of food instrument redemptions for each vendor is available on the Redemption tab of the Vendor Folder. The High Risk Report lists all vendors in descending order of risk level within peer group.
I.9.1.13	Calculate total WIC sales for the current year for each vendor based on redemption data.	<i>Existing Functionality</i>	The total WIC sales for the current year for each vendor are available on the Redemption tab of the Vendor Folder.
I.9.1.14	For each vendor peer group and food instrument type, calculate the average actual price for all food instruments during the past three months, and calculate the percentage of food instruments for each vendor that exceed the average price. [Alternately this is the calculation to be provided to the fiscal intermediary to cap payments by peer group.]	<i>New Functionality</i>	The system supports this functionality through the Vendor Summary report. The system will be modified to calculate the peer group average for a 3 month period of time. 11 2004 The bank will use this information to determine the not to exceed amount for each peer group for each food type. EOD will automatically submit this information and will provide an update every 2 weeks. There is no need for the 3 month rolling average. A new FI Type will be created.
I.9.1.15	For each vendor peer group and food instrument type, calculate the coefficient of variation (or other similar statistical measure) for the actual prices for all food instruments of that type during the past three months.	New Functionality	A new report will be added to the Vendor Management system to meet this requirement. 11 2004 BCA will provide the calculation for the coefficient of variation.
I.9.1.16	List all vendor education activities for the vendor within a user specified time period.	<i>Existing Functionality</i>	The system supports this functionality through the Vendor Training History report.
I.9.1.17	Record scheduled vendor education. Capture, maintain, and report data about scheduled vendor education. The data should reflect the scheduled date, location of the education (e.g., vendor location or at WIC offices), and the expected number of attendees for each vendor.	<i>Existing Functionality</i>	The system supports this functionality through the Training Functions. The location of the education can be recorded in the description of the training.
I.9.1.18	Record attendance at vendor education. Capture, maintain, and report data about vendor's actual attendance at vendor education. The data should reflect the actual number of attendees for the vendor, broken down by vendor outlet if applicable. [Note: This and the previous requirement may be combined into a single report]	<i>Existing Functionality</i>	The system supports this functionality through the Attended Training Functions.
I.9.1.19	Report on vendors who have not received training within a user specified date range.	Existing Functionality	The existing Action Dates report will flag Vendors that have not attended training. 11 2004 Include Vendor address on the Action Dates report.
I.9.1.20	Capture routine vendor monitoring information including type of monitoring, date of monitoring, monitoring results, recommended follow-up by WIC staff.	<i>Existing Functionality</i>	The system supports this functionality through the Monitoring Visits events and follow up activities.
I.9.1.21	Automate functional equivalent of Vendor Monitoring forms.	<i>Existing Functionality</i>	Same as solution for RFP Section I.9.1.20

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I.9.1.22	Record vendor complaints through the automated system	<i>Existing Functionality</i>	The system supports this functionality through the Event and Follow Up Activity window. As complaints are recorded in the system they are displayed on the Event and Follow Up Activity tab of the Vendor Folder.
I.9.1.23	Support vendor sampling. The system should select vendors for routine monitoring in a manner that assures random selection, limited duplication of monitoring, and meets the routine monitoring coverage requirements.	<i>Existing Functionality</i>	The system supports this functionality through the Routine Monitoring Schedule report. The user can enter a percentage from each peer group that will be monitored.
I.9.1.24	List all compliance activities for the vendor within a user specified timeframe.	<i>Existing Functionality</i>	The system supports this functionality through the Event and Follow Up Activity window. As the compliance activities are recorded in the system they are displayed in the Event and Follow Up Activity tab of the Vendor Folder with the date they were put in. A new report will be added to the Vendor Management system to list this information.
I.9.1.25	Allow only authorized tribal agency staff to produce FIs for compliance investigation purposes.	<i>Existing Functionality</i>	Same as solution for RFP Section I.9.1.1
I.9.1.26	Compliance FIs must be indistinguishable to the vendor from locally issued FIs	<i>Existing Functionality</i>	The compliance food instruments produced by the Vendor Queue Manager application look exactly like the food instruments produced by the Queue Manager application at the clinic sites. The compliance food instruments include a State WIC ID and name for the phony participant.
I.9.1.27	Compliance FIs must be able to be tracked separately and confidentially in the system	<i>Existing Functionality</i>	The system supports this functionality through a compliance buy flag on the food instrument. This flag is set for all food instruments that are used for compliance buys.
I.9.1.28	Capture and maintain data on complaints about vendors received from enrollees, other vendors, and other sources.	<i>Existing Functionality</i>	Same as solution for RFP Section I.9.1.22
I.9.1.29	Calculate and compile aggregate vendor information for The Integrity Profile Report (TIP).	<i>Existing Functionality</i>	The system supports this function by producing The Integrity Profile (TIP) report as either an ASCII text file or a Microsoft Excel spreadsheet.
I.9.1.30	Prepare individual vendor electronic data file (25 data elements, 140 column electronic file) details provided in TIP data file layout description.	<i>Existing Functionality</i>	Same as solution for RFP Section I.9.1.30
I.9.1.31	Maintain data for WIC compliance cases and sanctions.	<i>Existing Functionality</i>	The system supports this functionality through the Event and Follow Up Activity window. Violations and sanctions can be recorded for the vendor. As each item is recorded in the system it will be displayed in the window. The system uses this information to produce the Violation Report Summary.
I.9.1.32	Produce compliance history reports and respond to FNS reporting requirements.	<i>Existing Functionality</i>	Same as solution for RFP Section I.9.1.31
I.9.1.33	List all compliance activities for the vendor within a user specified timeframe	<i>Existing Functionality</i>	Same as solution for RFP Section I.9.1.24
I.9.1.34	Maintain records of food stamps violations for all vendors in the system.	<i>Existing Functionality</i>	Same as solution for RFP Section I.9.1.31
I.9.1.35	Record and report WIC sanctions. Produce reports of WIC sanctions for use by the FNS Food Stamp Program.	<i>Existing Functionality</i>	Same as solution for RFP Section I.9.1.31
I.9.1.36	Record and report vendor appeals on sanctions	<i>Existing Functionality</i>	The system supports this functionality through the Final Disposition follow up activity
I.9.1.37	Accumulate sanction points. Prompt user on sanction points reaching accumulations which should result in actions, and on expiration of points.	New Functionality	The system currently supports the accumulation of sanction points. The system will be modified to allow the user to establish action threshold for sanction points, establish expiration criteria for sanction points, and to automatically prompt the user when sanction points reach the action threshold or when sanction points expire. The Violations Summary report will be enhanced to reflect the expiration date of and the date the sanction points were incurred. 11 2004 The existing Covansys report Violation Report Summary will be modified to include the expiration date of and the date the sanction points were incurred.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.9.1.38	Produce vendor lists and mailing labels. Provide user selected print options including single vendor, all vendors associated with a clinic, all vendors in peer group, all vendors, etc.	New Functionality	The system currently allows the system to send group letters and mailing labels. The system will be modified to allow the user to also search by Peer Group. 11 2004 Functional requirement change, no longer include vendors associated with a clinic.
I.9.1.39	Produce vendor correspondence	<i>Existing Functionality</i>	The system supports this functionality through the generation of many types of vendor letters. Mailing labels can be produced along with the letters. The sending of the letter is recorded on the Event and Follow Up Activity window.
I.9.1.40	Document any vendor correspondence sent to them and what type was sent.	<i>Existing Functionality</i>	Same as solution for RFP Section I.9.1.39
I.9.1.41	Print forms and letters for notification to vendors of overdue price reports, violations, sanction points assigned, notice of high risk designation or removal of designation (if desired), and other routine and compliance related reports and correspondence.	New Functionality	Same as solution for RFP Section I.9.1.39, with the exception of the overdue price reports, notice of high-risk designation and removal of high-risk designation letters. The system will be modified to produce these additional letters. SPIRIT requested to remove the high risk designation from this requirement. This system will be modified and a new Overdue Price Survey letter will be developed.
I.9.1.42	Record when a vendor was monitored and the results	<i>Existing Functionality</i>	Same as solution for RFP Section I.9.1.20
I.9.1.43	Allow for notes to be written for each vendor	<i>Existing Functionality</i>	The system supports this functionality through the vendor notes.
I.9.1.44	Ability to categorize vendors by chain stores type (if applicable) and by primary wholesale supplier	<i>Existing Functionality</i>	The system supports this functionality. Both the type of store (e.g. chain store) and the primary wholesale supplier are recorded for each vendor.
I.9.1.45	For each city and zip code, county, or other appropriate area, list all vendors and vendor outlets associated with each principal owner or other owner. Also, calculate the number of enrollees for the same area, and calculate ratio of enrollees to outlets in each zip code	New Functionality	A new report will be added to the Vendor Management system to meet this requirement. 11 2004 Functional requirement change, remove "For each city and zip code, county, or other applicable area". A report is not required, the information displayed on screen meets the requirement for listing all vendors and vendor outlets associated with each principal owner or other owner. Calculate the number of enrollees for the same area and calculate ratio of enrollees to vendors (vendor to participant ratio) by city, zip code and county is still needed in a report.
I.9.1.46	For the current period, list for each WIC food the vendor's prices. Calculate prices for food packages and list vendor prices in price descending order for each food package.	New Functionality Functional Requirement removed by Steering Committee	A new report will be added to the Vendor Management system to meet this requirement.
I.9.1.47	Sum statistics for each vendor and calculate percentages by county, by vendor, redemption totals	New Functionality Functional Requirement removed by Steering Committee	A new report will be added to the Vendor Management system to meet this requirement.
I.9.1.48	Provide ability to conduct compliance investigations on vendors not identified as high risk and compare results with those vendors who are flagged as high risk, to monitor the effectiveness of high risk criteria.	<i>Existing Functionality</i>	Same as solution for RFP Section I.9.1.24

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.9.1.49	Identify those vendors and vendor outlets for which, based on the compliance activity type and compliance activity date, no routine monitoring activities have been conducted within a specified timeframe.	New Functionality	The Vendor Monitoring report will be modified and will list all enrolled vendors that did not have a monitoring visit. 11 2004 SPIRIT will keep the existing Covansys report – Vendor Monitoring Report. A new report called Vendors without Monitoring Visits will be created listing violations, last monitoring visit and the date of the last monitoring visit.
I.9.1.50	Record all vendors who have applied	<i>Existing Functionality</i>	The system retains information for all vendors who are even if they do not apply for the WIC program.
I.9.1.51	Document when a vendor agreement has been signed and record contract time period	<i>Existing Functionality</i>	The system supports this functionality through the Contract Signature Page Returned follow up activity.
I.9.1.52	Flag vendors who are approaching the end of their agreement period	New Functionality Functional Requirement removed by Steering Committee	A new report will be added to the Vendor Management system to meet this requirement.
I.9.1.53	Provide automated vendor log containing contracts, log of significant telephone calls and visits, correspondence, record of training sessions, voucher information, monitoring reports, dated comments from participants, staff, or grocers regarding concerns, compliance, etc. price list.	<i>Existing Functionality</i>	Same as solution for RFP Section I.9.1.7
I.9.1.54	Provide ability to document all calls and visits to vendors in the vendor file	<i>Existing Functionality</i>	The system supports this functionality through the Monitoring Visits events and the vendor notes.
I.9.2. WIC Vendor Management Desirable Functionality			
I.9.2.1	List all vendors and vendor outlets associated with each principal owner or other owner.	New Functionality	The system will be modified to add additional information to the search and list functionality
I.9.2.2	Support determinations of high risk vendors by capturing data about vendor peer groups, performing a number of analyses on vendors' WIC activities, and calculating a vendor risk measure using the formula selected by the tribal agency.	New Functionality	A new report could be added to the Vendor Management system to meet this requirement.
I.9.2.3	Flag vendors as high risk if they are determined to have redemption volume which is fluctuating more than 25% from month to month (increase or decrease) and their redemption volume is more than \$1,000 per month.	New Functionality	A new report could be added to the Vendor Management system to meet this requirement.
I.9.2.4	Calculate statistics for each risk factor used by the tribal agency (e.g., low variance, high mean, WIC sales to total sales, volume changes), showing the statistics in a standard format that facilitates visual comparisons across vendors.	New Functionality	A new report could be added to the Vendor Management system to meet this requirement.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.9.2.5	Capture compliance buy information including the tasks performed as part of each activity, the date the activity was conducted, a summary of the results indicating potential violations, and cross references to food instruments if violations may have been detected regarding specific food instruments.	<i>Existing Functionality</i>	The system supports this functionality through the Compliance Buy event/follow up activity and the Compliance Buy Returned follow up activity.
I.9.2.6	The central WIC system shall have the capability to determine the quantity of foods for which a vendor was reimbursed by food item for a specific time period. The quantity of foods shall be determined from the food items on the food instrument, the food prices reported by the vendor for each food item and the redemption amount of the food instruments. This output, generated on-demand, shall be used as the basis for inventory audits of WIC vendors.	New Functionality Functional Requirement removed by Steering Committee	A new report could be added to the Vendor Management system to meet this requirement. This report would only be accurate for food instruments that contain only one food item. The price of a food item on a food instrument with multiple items cannot be accurately determined. For example, if a food instrument redeemed for \$7 and it contains 1 dozen eggs and 1 can of juice, even if the peer group price for 1 dozen eggs is \$1.25 there is not enough information to determine if the vendor overcharged for the eggs or the can of juice.
I.9.2.7	Provide a list of approved WIC vendors that are in the participant's local area	<i>Existing Functionality</i>	The system supports this functionality through the Vendor Registration All/New Vendors Report.
I.9.2.8	Provide automated disapproval letters, including Administrative Appeal procedures, when vendor applications are denied	<i>Existing Functionality</i>	Same as solution for RFP Section I.9.1.39
I.9.2.9	Print Suspension Letters including reason vendor was suspended, date(s) violation(s) occurred, effective date of suspension, and right to appeal if requested within 30 days	<i>Existing Functionality</i>	Same as solution for RFP Section I.9.1.39
I.9.4. Vendor Management Outputs			
I.9.4.1	<u>Screen Display and Report of Vendor Authorization Data</u> Purpose: Enables WIC staff to confirm that data entered from vendor authorization applications has been entered accurately Frequency: On demand Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	Same as solutions for RFP Sections I.9.1.3 and I.9.1.4
I.9.4.2	<u>Screen or Report of Vendor Compliance and Sanctions History</u> Purpose: Provides a history of compliance cases and sanctions imposed on a given vendor and vendor outlets, and a history of vendor education, to assist in vendor authorization determinations Frequency: On demand Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	Same as solution for RFP Section I.9.1.31
I.9.4.3	<u>Summary Food Instrument Redemption Report by Vendor</u> Purpose: Informs WIC staff of daily, weekly, and quarterly results of food instrument redemption and reconciliation results, broken out by vendor Frequency: Monthly, on-demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system supports this functionality through the Vendor Summary report.

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RFP Section	Functionality	Status	Covansys Solution
I.9.4.4	<u>Vendor Food Instrument Rejection Report</u> Purpose: Provide WIC staff with a listing of rejected food instruments and the reasons for rejection Frequency: On-demand Distribution: Tribal agency staff	<i>Existing Functionality</i>	The system supports this functionality through the Report Generator.
I.9.4.5	<u>Peer Group Export File</u> Purpose: To support placement of vendors in appropriate peer groups based upon selected demographic and current reported WIC price data. Frequency: Monthly, on demand Distribution: Tribal agency staff	New Functionality	Same as solution for RFP Section I.9.1.6
I.9.4.6	<u>Screen or Report of Overdue Food Prices List Submission</u> Purpose: Identifies vendors that have not submitted required food price lists to support the authorization process Frequency: On demand Distribution: Tribal agency vendor management staff	New Functionality	A new report will be added to the Vendor Management system to meet this requirement. This will be the same solution as I.9.1.5
I.9.4.7	<u>Vendor Risk Analysis Summary Report</u> Purpose: Identifies vendors with the highest risk level and underlying risk factors to assist tribal agency in targeting compliance buys. Frequency: Monthly Distribution: tribal agency vendor management staff	<i>Existing Functionality</i>	The system supports this functionality through the High Risk Report.
I.9.4.8	<u>High Mean Value Report</u> Purpose: Provides a list of vendors with high prices relative to other vendors in the same peer group to assist tribal agency vendor management staff in targeting compliance buys. Frequency: Monthly Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	The system supports this functionality through the High Cost Vendor Summary report.
I.9.4.9	<u>Low Variance Report</u> Purpose: Provides a listing of vendors with low food instrument price variance relative to other vendors in the same peer group for the same (selected) FI type to assist tribal agency vendor management staff in targeting compliance buys. Frequency: Monthly Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	The system supports this functionality through the Low Variance Vendor Summary.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.9.4.10	<u>Screen or Report of Vendor Education Attendance</u> Purpose: Provides a listing of scheduled education and actual attendance for a specific vendor or set of vendors designated by the user to determine the need for follow-up with the vendor to reschedule the education or take other action. Frequency: On demand Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	The system supports this functionality through the Vendor Training History report, the Vendors Failing to Attend New Vendor Training Report, and the Vendors Failing to Attend Annual Training Report.
I.9.4.11	<u>Routine Monitoring Summary Report</u> Purpose: To assist local agency staff in scheduling required monitoring visits. Lists all vendors who have not received a routine monitoring visit in the last 12 months and the last 24 months. Frequency: On demand Distribution: Tribal agency vendor management staff	New Functionality	The system currently supports this functionality through the Vendors with No On-site Visits in Last 18 Months Report. The report will be modified so the user can select the number of months for the report. This will be the same solution as for requirement I.9.1.49
I.9.4.12	<u>Vendor Complaint Log</u> Purpose: Provides a listing of complaints about a vendor that may require follow-up, and to identify vendors with relatively large numbers of complaints Frequency: On demand Distribution: Tribal agency vendor management staff	Existing Functionality	The system currently supports this functionality with the Vendor Complaint Report.
I.9.4.13	<u>Export File: The Integrity Profile Report (TIP)</u> Purpose: Meet FNS requirements for reporting routine monitoring activities for all vendors, compliance investigations conducted by the tribal agency, and vendor sanctions Frequency: On demand Distribution: Tribal agency WIC staff and FNS	<i>Existing Functionality</i>	The system supports this function by producing The Integrity Profile (TIP) report as either an ASCII text file or a Microsoft Excel spreadsheet.
I.9.4.14	<u>Customized Correspondence and Mailing Labels</u> Purpose: Produces letters and mailing labels customized to specific vendors, vendor owners, or vendor outlets to support communications between the tribal agency and vendors Frequency: On demand, ad hoc batch run Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	Same as solution for RFP Section I.9.1.39
I.9.5. Vendor Management Desirable Outputs			
I.9.5.1	<u>Screen Report of Authorized Vendors by Ownership</u> Purpose: Enables WIC staff to identify all vendors and vendor outlets for which there are common significant owners Frequency: Monthly Distribution: Tribal agency vendor management staff	New Functionality	Same as solution for RFP Section I.9.2.1

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.9.5.2	<u>Screen or Report of Vendor Appeals to Sanctions</u> Purpose: Provide a history of vendor appeals to compliance cases and sanctions imposed on a given vendor and vendor outlets. Frequency: On demand Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	Same as solution for RFP Section I.9.1.3
I.9.5.3	<u>Screen or Report of Status of Vendor Authorization</u> Purpose: Enables WIC staff to track the status of vendor authorizations during the vendor authorization period and notes upcoming processing steps for each application Frequency: Weekly, on demand Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	Same as solution for RFP Section I.9.1.3
I.9.5.4	<u>Screen or Report of Planned Vendor Education</u> Purpose: Provides a listing of scheduled education for a specific vendor or set of vendors designated by the user to assist in planning the logistics of the education. Frequency: On demand Distribution: Central office vendor management staff	<i>Existing Functionality</i>	The system supports this functionality through the Orientation Training Roster, New Vendor Training Roster, and the Annual Training Roster.
I.9.5.5	<u>Compliance Monitoring Summary Report</u> Purpose: Provides a listing of the compliance monitoring activities conducted during a specified period to include high risk visits, audit visits, and investigation visits. Frequency: On demand Restricted Distribution: State WIC vendor management staff	<i>Existing Functionality</i>	The system supports this functionality through the Report Generator.
I.9.5.6	<u>Vendor Sales Analysis Report</u> Purpose: Provides a listing of the quantities of WIC foods sold by the vendor during a user specified time frame, and WIC sales volume, to aid in checking the reasonableness of the vendor's WIC sales and to support vendor audits. Frequency: On demand Distribution: State WIC staff	<i>Existing Functionality</i>	The system supports this functionality through the Vendor Summary by Vendor report.
I.9.5.7	<u>Screen report of Vendor Compliance and Sanctions History</u> Purpose: Provides a comprehensive history of vendor education, compliance cases, and sanctions imposed on a given vendor and vendor outlets to assist tribal agency vendor staff in imposing sanctions and responding to vendor appeals Frequency: On demand Restricted Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	Same as solution for RFP Section I.9.1.31

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.9.5.8	<u>Listing of Vendors Sanctioned by WIC Program</u> Purpose: To identify vendors that have been sanctioned by the WIC program and for which termination from Food Stamps may be mandatory (depending on the WIC program sanction) Frequency: On demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system supports this functionality through the Violation Report Summary.
1.9.5.a Existing WIC Vendor Management Functionality			
N/A	Provide flexible methods to locate Vendor records	<i>Existing Functionality</i>	The system supports this functionality through the search process in the Vendor Management application. The search can be performed on vendor ID, vendor stamp number (including current and past stamp numbers), vendor name, city, ZIP code, Food Stamps number, Local Agency served, vendor status, or owner information.
N/A	Guided entry of vendor application information	<i>Existing Functionality</i>	The system supports this functionality through the Application Wizard which automatically prompts for required information based on ownership type.
N/A	Document fines collected for violations	<i>Existing Functionality</i>	The system supports this functionality through the Fines Collected window.
N/A	Document probations, disqualifications and terminations	<i>Existing Functionality</i>	The system supports this functionality through the Probation, Disqualification and Termination windows.
N/A	Allow entry of free-form notes for a vendor	<i>Existing Functionality</i>	The system supports this functionality through the Notes tab of the Vendor Folder.
1.9.5.b Existing Vendor Management Outputs			
N/A	<u>Outstanding Vendor Applications Report</u> Purpose: Lists outstanding vendor applications. Frequency: On demand Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	The system currently includes the Outstanding Vendor Applications Report which lists the Vendor applications that have not been approved, denied or added to the Waiting List.
N/A	<u>Vendor Complaint Report</u> Purpose: Lists the Vendors who had a complaint filed against them during the selected date range. Frequency: On demand Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	The system currently includes the Vendor Complaint Report which lists the Vendors who had a complaint filed against them during the selected date range.
N/A	<u>Vendor Monitoring Summary Report</u> Purpose: Lists all vendors who have had any type of monitoring visit during the selected date range. Frequency: On demand Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	The system currently includes the Vendor Monitoring Summary Report which lists all vendors who have had any type of monitoring visit during the selected date range.
N/A	<u>Corporate Store Listing Report</u> Purpose: Lists the WIC stores owned by selected corporation(s), optionally with the redemption history of the store. Frequency: On demand Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	The system currently includes the Corporate Store Listing Report which lists the WIC stores owned by selected corporation(s), optionally with the redemption history of the store.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
N/A	<u>Ranking of Vendors by Number of Checks Redeemed Report</u> Purpose: Lists all Vendors ranked within their peer group from high to low by the number of checks redeemed within the user-specified month and year. Frequency: Monthly Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	The system currently includes the Ranking of Vendors by Number of Checks Redeemed Report which lists all Vendors ranked within their peer group from high to low by the number of checks redeemed within the user-specified month and year.
N/A	<u>Ranking of Vendors by Value of Checks Redeemed Report</u> Purpose: Lists all Vendors ranked within their peer group from high to low by the value of checks redeemed within the user-specified month and year. Frequency: Monthly Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	The system currently includes the Ranking of Vendors by Value of Checks Redeemed Report which lists all Vendors ranked within their peer group from high to low by the value of checks redeemed within the user-specified month and year.
N/A	<u>Monthly State Registration Listing Report</u> Purpose: Lists all Vendors enrolled, terminated or disqualified during the specified month and year. Frequency: On-demand Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	The system currently includes the Monthly State Registration Listing Report which lists all Vendors enrolled, terminated or disqualified during the specified month and year.
N/A	<u>Vendor Registration Terminated Vendors Report</u> Purpose: Lists all terminated vendors in each Local Agency area or lists a single newly terminated vendor. Frequency: On-demand Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	The system currently includes the Vendor Registration Terminated Vendors Report which lists all terminated vendors in each Local Agency area or lists a single newly terminated vendor.
N/A	<u>Violation Report Summary</u> Purpose: Lists all vendors that received sanction points from violations during the selected date range. Frequency: On-demand Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	The system currently includes the Violation Report Summary which lists all vendors that received sanction points from violations during the selected date range.
N/A	<u>Selected Vendors by County Report</u> Purpose: Lists the selected vendors by County with redemption history for the selected fiscal year. Frequency: On-demand Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	The system currently includes the Selected Vendors by County Report which lists the selected vendors by County with redemption history for the selected fiscal year.
N/A	<u>Orientation Training Roster Report</u> Purpose: Lists all vendors scheduled for Orientation Training. Frequency: On-demand Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	The system currently includes the Orientation Training Roster Report which lists all vendors scheduled for Orientation Training.
N/A	<u>New Vendor Training Roster Report</u> Purpose: Lists all newly active vendors who are due to attend new vendor training. Frequency: On-demand Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	The system currently includes the New Vendor Training Roster Report which lists all newly active vendors who are due to attend new vendor training.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
N/A	<u>Annual Training Roster Report</u> Purpose: Lists all active vendors who are due to attend annual training. Frequency: On-demand Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	The system currently includes the Annual Training Roster Report which lists all active vendors who are due to attend annual training.
N/A	<u>Vendor Summary By Peer Group</u> Purpose: Summary report of food instruments redeemed during the month selected and is totaled by peer group. Frequency: On-demand Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	The system currently includes the Vendor Summary By Peer Group report which is a summary report of food instruments redeemed during the month selected and is totaled by peer group. This report is generated as part of the Vendor Summary report.
N/A	<u>Action Date Due Report</u> Purpose: Lists all Vendors that have events or follow up activities that have passed the action date. Frequency: On-demand Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	The system currently includes the Action Date Due Report which lists all Vendors that have events or follow up activities that have passed the action date.
N/A	<u>Peer Group Prices Report</u> Purpose: Lists all items, descriptions, average prices, override prices and max prices for the Peer Group/District selected. Frequency: On-demand Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	The system currently includes the Peer Group Prices Report which lists all items, descriptions, average prices, override prices and max prices for the Peer Group/District selected.
N/A	<u>Vendors with No Activity Report</u> Purpose: Lists vendors with no check/food instrument activity for a given date range. Frequency: On-demand Distribution: Tribal agency vendor management staff	<i>New Functionality</i>	The system currently includes the Vendors with No Activity Report which lists vendors with no check/food instrument activity for a given date range. 11 2004 Add Vendor address to this report.
N/A	<u>Vendors with 15 or More Sanction Points</u> Purpose: Lists the Vendors that have accumulated 15 or more sanction points. Frequency: On-demand Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	The system currently includes the Vendors with 15 or More Sanction Points report which lists the Vendors that have accumulated 15 or more sanction points.
N/A	<u>Food Instruments Redeemed within \$5.00 of the Maximum Allowed Report</u> Purpose: Lists all vendors with one or more redeemed food instruments where the paid amount is within \$5.00 of the maximum price allowed for that food instrument type. Frequency: Monthly and/or On-demand Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	The system currently includes the Food Instruments Redeemed within \$5.00 of the Maximum Allowed Report which lists all vendors with one or more redeemed food instruments where the paid amount is within \$5.00 of the maximum price allowed for that food instrument type.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
N/A	<u>Vendors Whose Food Average Package Cost is More Than 10% Above Peer Group Average Report</u> Purpose: Lists all vendors whose average food package cost by status grouping is more than 10% above their peer group average. Frequency: Monthly and/or On-demand Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	The system currently includes the Vendors Whose Food Average Package Cost is More Than 10% Above Peer Group Average Report which lists all vendors whose average food package cost by status grouping is more than 10% above their peer group average.
N/A	<u>Food Instruments Redeemed within 85% of the Maximum Allowed Report</u> Purpose: Lists all vendors with one or more redeemed food instruments where the paid amount is equal to or greater than 85% of the maximum price allowed for that food instrument type. Frequency: Monthly and/or On-demand Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	The system currently includes the Food Instruments Redeemed within 85% of the Maximum Allowed Report which lists all vendors with one or more redeemed food instruments where the paid amount is equal to or greater than 85% of the maximum price allowed for that food instrument type.
N/A	<u>Vendor Activity Summary Report</u> Purpose: Lists history and informational data for all vendors with redemption activity within the current fiscal year. Frequency: On-demand Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	The system currently includes the Vendor Activity Summary Report which lists history and informational data for all vendors with redemption activity within the current fiscal year.
N/A	<u>Vendor Error Analysis Report</u> Purpose: Lists all vendors with food instruments rejected for payment during the selected month. Frequency: On-demand Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	The system currently includes the Vendor Error Analysis Report which lists all vendors with food instruments rejected for payment during the selected month.
N/A	<u>Vendor Listing – Alphabetic By Vendor Name Report</u> Purpose: Lists all vendors on the system, sorted alphabetically by the Vendor name. Frequency: On-demand Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	The system currently includes the Vendor Listing – Alphabetic By Vendor Name Report which lists all vendors on the system, sorted alphabetically by the Vendor name.
N/A	<u>Vendor Listing – Numeric By Vendor ID Report</u> Purpose: Lists all vendors on the system, sorted alphabetically by the Vendor name. Frequency: On-demand Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	The system currently includes the Vendor Listing – Numeric By Vendor ID Report which lists all vendors on the system, sorted numerically by the Vendor ID.
N/A	<u>Vendors with No Redemptions in Last 90 Days Report</u> Purpose: Lists active vendors with no redeemed food instruments during the last three months. Frequency: On-demand Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	The system currently includes the Vendors with No Redemptions in Last 90 Days Report which lists active vendors with no redeemed food instruments during the last three months. Vendors that have been on the system less than three months are not included.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
N/A	<u>Overcharges Report</u> Purpose: Lists all vendors and their food instruments redeemed for an amount higher than 10% over the vendor average price. Frequency: On-demand Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	The system currently includes the Overcharges Report which lists all vendors and their food instruments redeemed for an amount higher than 10% over the vendor average price.
N/A	<u>Percent of Increase in Food Instruments Over Previous Months Redemptions Report</u> Purpose: Lists all vendors whose count of food instruments redeemed for the selected month was at least 15.0% higher than the previous month. Frequency: Monthly and/or On-demand Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	The system currently includes the Percent of Increase in Food Instruments Over Previous Months Redemptions Report which lists all vendors whose count of food instruments redeemed for the selected month was at least 15.0% higher than the previous month.
N/A	<u>Random Food Instrument Sample Report</u> Purpose: Randomly generated subset list of food instruments redeemed within the selected month. Frequency: On-demand Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	The system currently includes the Random Food Instrument Sample Report which is a randomly generated subset list of food instruments redeemed within the selected month.
N/A	<u>Low Variance Vendor Summary Report</u> Purpose: Lists all Vendors who have a low variation in price for the food instrument types selected by the vendor management staff. Frequency: Monthly and/or On-demand Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	The system currently includes the Low Variance Vendor Summary Report which lists all Vendors who have a low variation in price for the food instrument types selected by the vendor management staff.
N/A	<u>Prepayment Edit Cost Savings Report</u> Purpose: Lists all food instruments that are redeemed for an amount that is within the state defined percentage of the maximum value of the food instrument type for the peer group. Frequency: Monthly and/or On-demand Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	The system currently includes the Prepayment Edit Cost Savings Report which lists all food instruments that are redeemed for an amount that is within the state defined percentage of the maximum value of the food instrument type for the peer group.
N/A	<u>Redemption Change Report</u> Purpose: Lists all food instruments that are redeemed for an amount that is outside the state defined percentage of the maximum value of the food instrument type for the peer group. Frequency: Monthly and/or On-demand Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	The system currently includes the Redemption Change Report which lists all food instruments that are redeemed for an amount that is outside the state defined percentage of the maximum value of the food instrument type for the peer group.
N/A	<u>Small Volume Vendors Report</u> Purpose: Lists all vendors that had redemptions from fewer than the state-defined minimum number of different participants during the report month. Frequency: Monthly and/or On-demand Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	The system currently includes the Small Volume Vendors Report which lists all vendors that had redemptions from fewer than the state-defined minimum number of different participants during the report month.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
N/A	<u>Participants by Municipality and Vendor Report</u> Purpose: Lists all participants who redeemed food instruments within the reporting month for either the selected vendor or selected municipality. Frequency: Monthly and/or On-demand Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	The system currently includes the Participants by Municipality and Vendor Report which list all participants who redeemed food instruments within the reporting month for either the selected vendor or selected municipality.
N/A	<u>Farmers Market Program Summary by Vendor Analysis Report</u> Purpose: Lists current month and cumulative redemption data for farmers market vendors. Frequency: Monthly and/or On-demand Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	The system currently includes the Farmers Market Program Summary by Vendor Analysis Report which lists current month and cumulative redemption data for farmers market vendors.
N/A	<u>Food Distribution Items – Average and Maximum Prices Report</u> Purpose: Lists food distribution item codes and peer groups showing average and maximum prices. Frequency: Monthly and/or On-demand Distribution: Tribal agency vendor management staff	<i>Existing Functionality</i>	The system currently includes the Food Distribution Items – Average and Maximum Prices Report which lists food distribution item codes and peer groups showing average and maximum prices.
1.9.5.c Existing Vendor Management Letters			
N/A	Application Letter - Franchise/Independent Vendors	<i>Existing Functionality</i>	The system currently generates the Application Letter - Franchise/Independent Vendors letter which is sent to retail grocery store vendors who operate under an independent owner or as a franchise that have requested applications for the contract cycle. The letter identifies the required information and forms that a vendor needs to complete to be considered for the contract cycle.
N/A	Application Letter – Chain	<i>Existing Functionality</i>	The system currently generates the Application Letter – Chain letter which is sent to retail grocery chain store vendors (those who operate 11 or more stores spread over a large geographic area) that have requested applications for the contract cycle. The letter identifies the required information and forms that a corporate chain office needs to complete to be considered for the contract cycle.
N/A	Application Letter – Independent Pharmacy	<i>Existing Functionality</i>	The system currently generates the Application Letter – Independent Pharmacy letter which is sent to independent pharmacy vendors that have requested applications for the contract cycle. The letter identifies the required information and forms that a pharmacy needs to complete to be considered for the contract cycle.
N/A	Application Letter – Pharmacy Chain	<i>Existing Functionality</i>	The system currently generates the Application Letter – Pharmacy Chain letter which is sent to pharmacy chain store vendors that have requested applications for the contract cycle. The letter identifies the required information and forms that a Vendor needs to complete to be considered for the contract cycle.
N/A	Waiting Letter	<i>Existing Functionality</i>	The system currently generates the Waiting Letter which is sent to Vendors who request applications for the WIC program, but are put on the waiting list.
N/A	Interim Application Letter	<i>Existing Functionality</i>	The system currently generates the Interim Application Letter which is sent to waiting list vendors, or vendors who request applications that are located in areas that have no vendors or an insufficient number of vendors; this letter is used after the start of a contract period.
N/A	Application Approval	<i>Existing Functionality</i>	The system currently generates the Application Approval letter which informs a vendor that they are approved to participate as a WIC Vendor and to sign the enclosed Vendor Agreement and return it to the state office.
N/A	Application Denial	<i>Existing Functionality</i>	The system currently generates the Application Denial letter which informs a vendor that their application has been denied. The letter gives the reasons for the denial, and appeal rights information.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
N/A	Expiration of Contract	<i>Existing Functionality</i>	The system currently generates the Expiration of Contract letter which is sent to a currently enrolled vendor who did not apply for the new contract authorization period. The letter advises the vendor not to cash checks as of a specified date and to return the vendor stamp.
N/A	Check State Approval	<i>Existing Functionality</i>	The system currently generates the Check State Approval letter which advises the vendor that checks have been approved for resubmission to the bank.
N/A	Check State Approval - Manufacturer	<i>Existing Functionality</i>	The system currently generates the Check State Approval - Manufacturer letter which advises the manufacturer that checks have been approved for resubmission to the bank.
N/A	Check State Denial	<i>Existing Functionality</i>	The system currently generates the Check State Denial letter which advises the vendor that checks are not approved for payment.
N/A	Check State Denial - Manufacturer	<i>Existing Functionality</i>	The system currently generates the Check State Denial - Manufacturer letter which advises the Manufacturer that checks are not approved for payment.
N/A	Compliance Buys to Investigator	<i>Existing Functionality</i>	The system currently generates the Compliance Buys to Investigator letter which provides the compliance buy contractor with detailed information for conducting compliance buys.
N/A	Compliance Buy Meeting Letter	<i>Existing Functionality</i>	The system currently generates the Compliance Buy Meeting Letter which advises the vendor that a compliance buy was performed and the vendor is required to meet with the State to address the areas of contract non-compliance.
N/A	Contract Termination - Store Closing	<i>Existing Functionality</i>	The system currently generates the Contract Termination - Store Closing letter which informs the vendor of the last date to deposit checks and requests the return of vendor stamp due to a store closing.
N/A	Contract Termination - Ownership Change	<i>Existing Functionality</i>	The system currently generates the Contract Termination - Ownership Change letter which informs the vendor of the last date to deposit checks and requests the return of vendor stamp due to a change of ownership.
N/A	Contract Termination - Withdrawal from Program	<i>Existing Functionality</i>	The system currently generates the Contract Termination - Withdrawal from Program letter which informs the vendor of the last date to deposit checks and requests the return of vendor stamp due to a withdrawal from the WIC Program by the vendor.
N/A	Notification to Food Stamps	<i>Existing Functionality</i>	The system currently generates the Notification to Food Stamps letter which is sent to Food Stamps advising them of vendors disqualified from WIC for one of the seven WIC/Food Stamps reciprocal abuses.
N/A	Civil Money Penalty	<i>Existing Functionality</i>	The system currently generates the Civil Money Penalty letter which advises the vendor that the State will impose a civil money penalty for program abuse in lieu of disqualification.
N/A	Disqualification Notification - Final Notice	<i>Existing Functionality</i>	The system currently generates the Disqualification Notification - Final Notice letter which is sent after hearing rights have been completed and provides the vendor with specific details of the disqualification dates.
N/A	On-site Letter	<i>Existing Functionality</i>	The system currently generates the On-site Letter advises the vendor that a store visit was performed and that the store is in compliance.
N/A	On-site Warning (Sanction)	<i>Existing Functionality</i>	The system currently generates the On-site Warning (Sanction) letter which provides the vendor with the specific abuses and corresponding sanction points found during a visit to the store, and requires the vendor to schedule a meeting if the accumulated sanction points are six or greater.
N/A	Commodity Price List Notification and Survey	<i>Existing Functionality</i>	The system currently generates the Commodity Price List Notification and Survey letter which notifies the vendor that commodity price information must be submitted to the state.
N/A	Vendor New Stamp	<i>Existing Functionality</i>	The system currently generates the Vendor New Stamp letter which is sent along with the first stamp issued to the vendor.
N/A	Vendor Replacement Stamp	<i>Existing Functionality</i>	The system currently generates the Vendor Replacement Stamp letter which is sent along with replacement stamps issued to the vendor.
N/A	Fee for Replacement of Lost Stamp	<i>Existing Functionality</i>	The system currently generates the Fee for Replacement of Lost Stamp letter which notifies the vendor that a fee is required for the lost stamp prior to another stamp being issued to the store.
N/A	Annual Training - Standard	<i>Existing Functionality</i>	The system currently generates the Annual Training - Standard letter which informs the vendor of the annual training schedule so the vendor can choose when to attend training.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
N/A	Make-up Training - Standard	<i>Existing Functionality</i>	The system currently generates the Make-up Training - Standard letter which notifies vendors who did not attend the annual training when the make-up training dates are scheduled so they can attend training.
N/A	Special Training - Individualized	<i>Existing Functionality</i>	The system currently generates the Special Training - Individualized letter which advises the vendor that they are required to attend an individual meeting with the state staff to discuss and resolve problems that have been identified.
N/A	Orientation Training	<i>Existing Functionality</i>	The system currently generates the Orientation Training letter which invites vendors on the waiting list to attend an orientation meeting to learn about participation in WIC.
N/A	New Vendor Training	<i>Existing Functionality</i>	The system currently generates the New Vendor Training letter which advises newly authorized vendors of the required training schedule.
N/A	Make-up Training for New Vendors	<i>Existing Functionality</i>	The system currently generates the Make-up Training for New Vendors letter which advises newly authorized vendors of the required training and provides a schedule of make-up training dates and times.
N/A	Vendor Profile Purpose: Summary report of Vendor data including Redemption History and Event / Follow-up Activity information for the selected time period. Frequency: On-demand Distribution: Tribal agency vendor management staff	<i>New Functionality</i>	The system currently includes the Vendor Profile which is a summary report of Vendor data including Redemption History and Event / Follow-up Activity information for the selected time period. 11 2004 Add Fax number and e-mail address to the top of the Vendor Profile report.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.10.1. Caseload Management Required Functionality			
I.10.1.1	The system will support recording of the total number of potentially eligible persons for each tribal agency and clinic.	New Functionality	The system supports potential caseload counts for each tribal agency through the Estimated Caseload function. The system will be modified to support potential caseload counts for each clinic within the tribal agencies. Covansys will add the ability to record external program eligible numbers.
I.10.1.2	The system must provide information about food package cost that supports estimating the maximum number of participants that can be served by the tribal agency on a monthly basis.	<i>Existing Functionality</i>	Reports on food package costs are produced by the system. This information can be used to estimate the maximum number of participants that can be served by the tribal agency.
I.10.1.3	The system must permit update of the caseload allocations as needed.	<i>Existing Functionality</i>	The system supports the update of the potential caseload counts for each tribal agency through the Estimated Caseload function.
I.10.1.4	The system will update the initial caseload monitoring counts and achievement percentiles by incorporating revised and final monthly participation counts if these counts are revised the following months.	<i>Existing Functionality</i>	The caseload counts are updated until the month becomes closed out (90 days).
I.10.1.5	Determine actual participation for the current month by counting the number of enrolled fully breastfed infants and the number of clients that have been issued food instruments for the month.	New Functionality	The system supports this functionality for each tribal agency through the Management Information Summary reports. These reports will be modified to report caseload for each clinic within the tribal agencies.
I.10.1.6	Calculate percentage of eligible participants reached in the current month.	New Functionality	Same as solution for RFP Section I.10.1.5
I.10.1.7	Produce FNS reports	<i>Existing Functionality</i>	The system produces the FNS-798, FNS-683, and FNS-203 reports.
I.10.1.8	Determine participation by category and priority.	<i>Existing Functionality</i>	Same as solution for RFP Section I.10.1.5
I.10.1.9	Determine participation by race/ethnic group.	New Functionality	The system supports this functionality for each tribal agency through the Enrollees by Age and Race/Ethnicity Report. This report will be modified to report participation for each clinic within the tribal agencies.
I.10.1.10	To determine maximum tribal agency caseload, calculate the federal food fund ratio, the annual food package estimate for the Federal fiscal year, the adjusted tribal agency caseload, and the monthly tribal agency caseload (allowing adjustments for current participation levels and targeted growth rates)	<i>Existing Functionality</i>	The system supports this functionality through the FNS-798 that has a projection function.
I.10.1.11	Calculate the percentage of participation versus enrollment by clinic and rate of change over time.	New Functionality	The Estimated Eligible Comparison Reported Participation report calculates percentage of participation versus enrollment. This report will be modified to also calculate the rate of change for each reported month.
I.10.2. Caseload Management Desirable Functionality			
I.10.2.1	The system will support recording of assigned caseload allocations for each WIC clinic.	New Functionality	The system supports assigned caseload counts for each tribal agency through the Assigned Caseload function. The system could be modified to support assigned caseload counts for each clinic within the tribal agencies.
I.10.2.2	The system will track and compare clinic actual participation against caseload allocations.	New Functionality	Same as solution for RFP Section I.10.1.6 11 2004 Modify the existing Covansys report, Caseload Assigned Comparison – Reported Participation to be by status versus by priority. Add the calculated rate of change to the report. Use the format on the Caseload Assigned Comparison – Enrollment FI Report for this new report.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.10.2.3	Calculate caseload achievement rate (percentage of the assigned caseload that the clinic is actually serving in the WIC Program) and the current rate of change (from previous month) in participation for each clinic.	New Functionality	Same as solution for RFP Section I.10.2.2 11 2004 Modify the existing Covansys report, Caseload Assigned Comparison – Reported Participation to be by status versus by priority. Add the calculated rate of change to the report. Use the format on the Caseload Assigned Comparison – Enrollment FI Report for this new report.
I.10.2.4	Determine the percentage of participants in each of the first three priority groups.	<i>Existing Functionality</i>	The system supports the functionality through the Redeemed Participation Priority Summary Report.
I.10.2.5	Maintain and record information for the Waiting List.	<i>Existing Functionality</i>	The system supports this functionality through the waiting list module.
I.10.2.6	Document notification of status on Waiting List	<i>Existing Functionality</i>	The system supports this functionality through the waiting list module.
I.10.2.7	Prepare and record clinic caseload allocation estimates.	<i>Existing Functionality</i>	Same as solution for RFP Section I.10.1.1
I.10.4. Caseload Management Outputs			
I.10.4.1	<u>Tribal Agency Caseload Allocation Report</u> Purpose: Provide the tribal agency with information on total available funds and caseload for the agency by month so that they may plan staffing levels and allocate other resources for the year Frequency: On demand Distribution: Tribal agency WIC staff	New Functionality	The system currently supplies this information in two different types of reports: Caseload and Fiscal. A new report will be created to meet this requirement.
I.10.4.2	<u>Clinic Caseload Allocation Confirmation</u> Purpose: Provides record of caseload allocation entered into the system to be used for confirmation by the tribal agency Frequency: Monthly Distribution: Tribal agency WIC staff	Existing Functionality	A new report will be added to the Caseload Management system to meet this requirement. 11 2004 The existing Covansys report, Caseload Assigned Comparison – Report Participation – meets the needs of this requirement. Remove the following from the functional requirement “to be used for confirmation by the tribal agency”.
I.10.4.3	<u>WIC Monthly Participation Report</u> Purpose: Provides WIC participation levels by category, priority, migrant status, and homeless status for the report year, on a monthly basis. Incorporates revised and final participation counts for each month before closing month. Frequency: Monthly Distribution: FNS, Tribal agency WIC staff	New Functionality	A new report will be added to the Caseload Management system to meet this requirement.
I.10.4.4	<u>Racial/Ethnic Group Participation Report</u> Purpose: Provides data on WIC participation according to racial/ethnic groups and category for the month of April each year. Frequency: Annually Distribution: FNS, Tribal agency WIC staff	New Functionality Functional Requirement removed by Steering Committee	A new report will be added to the Caseload Management system to meet this requirement.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.10.4.5	<u>Participation Tracking Report**</u> Purpose: Provides information on actual participation vs. assigned caseload vs. eligible participation for use by the tribal agency in fine tuning participation objectives during the course of the year Frequency: Monthly Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system supports this functionality through the Estimated Eligible Comparison Reported Participation report. 11 2004 The Caseload Comparison report will also be used to meet this requirement.
I.10.5. Caseload Management Desirable Outputs			
I.10.5.1	<u>Caseload Tracking Report</u> Purpose: Provides information on actual participation vs. assigned caseload vs. eligible participation for use by the tribal agency in fine tuning participation objectives during the course of the year Frequency: Monthly Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	Same as solution for RFP Section I.10.4.5
I.10.5a Existing Caseload Management Functionality			
N/A	The system supports recording of the total number of potentially eligible persons for each county and municipality.	<i>Existing Functionality</i>	The system currently supports this functionality through the County/Municipality Caseload window.
N/A	The system supports recording of the affirmative action score for each county and municipality.	<i>Existing Functionality</i>	The system currently supports this functionality through the County/Municipality Caseload window.
I.10.5.b Existing Caseload Management Outputs			
N/A	<u>Formula Compliance</u> Purpose: Lists the number of infant and children participants redeeming food instruments that contained formula and were issued for the reported closeout month. Frequency: Quarterly and/or On-demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Formula Compliance report which lists the number of infant and children participants redeeming food instruments that contained formula and were issued for the reported closeout month.
N/A	<u>Actual Enrollment Versus Caseload Assigned</u> Purpose: Summary report of the enrollment for each county and municipality during the reported month compared to the assigned caseload. Frequency: On-demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Actual Enrollment Versus Caseload Assigned report which is a summary report of the enrollment for each county and municipality during the reported month compared to the assigned caseload.
N/A	<u>Actual Enrollment Food Instruments Versus Caseload Assigned Report</u> Purpose: Summary report of the participation for each county and municipality during the reported month compared to the assigned caseload. Frequency: On-demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Actual Enrollment Food Instruments Versus Caseload Assigned Report which is a summary report of the participation for each county and municipality during the reported month compared to the assigned caseload.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
N/A	<u>Caseload Assigned Comparison - Enrollment Report</u> Purpose: Month-by-month count of participants by priority who were active on WIC during the reported month. Frequency: On-demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Caseload Assigned Comparison - Enrollment Report which is a month-by-month count of participants by priority who were active on WIC during the reported month.
N/A	<u>Caseload Assigned Comparison - Enrollment Food Instruments Report</u> Purpose: Month-by-month count of participants by priority who received WIC benefits during the reported month. Frequency: On-demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Caseload Assigned Comparison - Enrollment Food Instruments Report which is a month-by-month count of participants by priority who received WIC benefits during the reported month.
N/A	<u>Reported Participation WIC – Monthly Unduplicated</u> Purpose: Month-by-month count of participants by priority who were issued at least one WIC food instrument with a first date to use in that reported month. Frequency: On-demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Reported Participation WIC – Monthly Unduplicated report which is a month-by-month count of participants who were issued at least one WIC food instrument with a first date to use in that reported month.
N/A	<u>Reported Participation Farmers Market – Monthly Unduplicated</u> Purpose: Month-by-month count of participants by priority who were issued at least one Farmers Market food instrument with a first date to use in that reported month. Frequency: On-demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Reported Participation Farmers Market – Monthly Unduplicated report which is a month-by-month count of participants who were issued at least one Farmers Market food instrument with a first date to use in that reported month.
N/A	<u>Redeemed Participation WIC – Monthly Unduplicated</u> Purpose: Month-by-month count of participants by priority who were issued at least one WIC food instrument with a first date to use in that reported month and at least one of those WIC food instruments was presented for payment. Frequency: On-demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Redeemed Participation WIC – Monthly Unduplicated report which is a month-by-month count of participants who were issued at least one WIC food instrument with a first date to use in that reported month and at least one of those WIC food instruments was presented for payment.
N/A	<u>Redeemed Participation Farmers Market – Monthly Unduplicated</u> Purpose: Month-by-month count of participants by priority who were issued at least one Farmers Market food instrument with a first date to use in that reported month and at least one of those Farmers Market food instruments was presented for payment. Frequency: On-demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Redeemed Participation Farmers Market – Monthly Unduplicated report which is a month-by-month count of participants who were issued at least one Farmers Market food instrument with a first date to use in that reported month and at least one of those Farmers Market food instruments was presented for payment.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
N/A	<u>FNS 654 WIC Annual Reported Participation</u> Purpose: Summary report of participants that have been issued at least one WIC food instrument for the reported month. Frequency: On-demand Distribution: Tribal agency WIC staff	N/A	The system currently includes the FNS 654 WIC Annual Reported Participation report which is a summary report of participants that have been issued at least one WIC food instrument for the reported month. 11 2004 The report is no longer needed and should not be included in the SPIRIT system.
N/A	<u>FNS 654 Farmers Market Annual Reported Participation</u> Purpose: Summary report of participants that have been issued at least one Farmers Market food instrument for the reported month. Frequency: On-demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the FNS 654 Farmers Market Annual Reported Participation report which is a summary report of participants that have been issued at least one Farmers Market food instrument for the reported month.
N/A	<u>Formula Usage Report</u> Purpose: Summary report showing how formula is being used through out the state. Frequency: On-demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Formula Usage Report which is a summary showing how formula is being used through out the state.
N/A	<u>Income Eligibility Report</u> Purpose: Summary report showing what income eligibility groups are being served through out the state. Frequency: On-demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Income Eligibility Report which is a summary showing what income eligibility groups are being served through out the state.
N/A	<u>Unduplicated Enrollment-Yearly (State Fiscal Year) Report</u> Purpose: Month-by-month comparison of active enrollees and participants served during the State fiscal year. Frequency: Monthly and/or On-demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Unduplicated Enrollment-Yearly (State Fiscal Year) Report which is a month-by-month comparison of active enrollees and participants served during the State fiscal year.
N/A	<u>Unduplicated Enrollment-Yearly (Federal Fiscal Year) Report</u> Purpose: Month-by-month comparison of active enrollees and participants served during the Federal fiscal year. Frequency: Monthly and/or On-demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Unduplicated Enrollment-Yearly (Federal Fiscal Year) Report which is a month-by-month comparison of active enrollees and participants served during the Federal fiscal year.
N/A	<u>Unduplicated Enrollment-Yearly (Calendar Year) Report</u> Purpose: Month-by-month comparison of active enrollees and participants served during the calendar year. Frequency: Monthly and/or On-demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Unduplicated Enrollment-Yearly (Calendar Year) Report which is a month-by-month comparison of active enrollees and participants served during the calendar year.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
N/A	<u>Management Information Summary – Enrollment Monthly Report</u> Purpose: Month-by-month count of participants who are eligible to receive WIC benefits. Frequency: Monthly and/or On-demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Management Information Summary – Enrollment Monthly Report which is a month-by-month count of participants who are eligible to receive WIC benefits.
N/A	<u>Management Information Summary – Enrollment Unduplicated-Yearly Report</u> Purpose: Month-by-month unduplicated count of participants who are eligible to receive WIC benefits. Frequency: Monthly and/or On-demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Management Information Summary – Enrollment Unduplicated-Yearly Report which is a month-by-month unduplicated count of participants who are eligible to receive WIC benefits.
N/A	<u>Management Information Summary – Reported Participation Monthly Report</u> Purpose: Month-by-month count of participants who were issued at least one WIC food instrument. Frequency: Monthly and/or On-demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Management Information Summary – Reported Participation Monthly Report which is a month-by-month count of participants who were issued at least one WIC food instrument.
N/A	<u>Management Information Summary – Reported Participation Unduplicated-Yearly Report</u> Purpose: Month-by-month unduplicated count of participants who received WIC benefits throughout the reported year. Frequency: Monthly and/or On-demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Management Information Summary – Reported Participation Unduplicated-Yearly Report which is a month-by-month unduplicated count of participants who received WIC benefits throughout the reported year.
N/A	<u>Management Information Summary – Redeemed Participation Monthly Report</u> Purpose: Month-by-month count of participants who redeemed at least one WIC food instrument that was issued in the reported month. Frequency: Monthly and/or On-demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Management Information Summary – Redeemed Participation Monthly Report which is a month-by-month count of participants who redeemed at least one WIC food instrument that was issued in the reported month.
N/A	<u>Management Information Summary – Redeemed Participation Unduplicated-Yearly Report</u> Purpose: Month-by-month unduplicated count of participants who received WIC benefits and redeemed at least one WIC food instrument throughout the reported year. Frequency: Monthly and/or On-demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Management Information Summary – Redeemed Participation Unduplicated-Yearly report which is a month-by-month unduplicated count of participants who received WIC benefits and redeemed at least one WIC food instrument throughout the reported year.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
N/A	<u>Management Information Summary – Redeemed Participation Priority Summary Report</u> Purpose: Month-by-month count of participants who redeemed at least one WIC food instrument that was issued in the reported month, grouped by priority. Frequency: Monthly and/or On-demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Management Information Summary – Redeemed Participation Priority Summary Report which is a month-by-month count of participants who redeemed at least one WIC food instrument that was issued in the reported month, grouped by priority.
N/A	<u>Management Information Summary – Redeemed Participation High Risk Priority Goal Report</u> Purpose: Month-by-month count of priority one and two participants who redeemed at least one WIC food instrument that was issued in the reported month. Frequency: Monthly and/or On-demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Management Information Summary – Redeemed Participation High Risk Priority Goal Report which is a month-by-month count of priority one and two participants who redeemed at least one WIC food instrument that was issued in the reported month.
N/A	<u>Management Information Summary – Reported Participation High-Risk Outreach Report</u> Purpose: Month-by-month count of high-risk participants who were issued at least one WIC food instrument. Frequency: Monthly and/or On-demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Management Information Summary – Reported Participation High-Risk Outreach Report which is a month-by-month count of high-risk participants who were issued at least one WIC food instrument.
N/A	<u>Management Information Summary – Estimated Eligible Comparison Reported Participation Report</u> Purpose: Month-by-month count of participants by priority who were issued at least one WIC food instrument for the reported month. Frequency: Monthly and/or On-demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Management Information Summary – Estimated Eligible Comparison Reported Participation Report which is a month-by-month count of participants by priority who were issued at least one WIC food instrument for the reported month.
N/A	<u>Management Information Summary – Participation Processing Statistics Report</u> Purpose: Statistical summary of enrollment totals, reported participation and redeemed participation. Frequency: Monthly and/or On-demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Management Information Summary – Participation Processing Statistics Report which is a statistical summary of enrollment totals, reported participation and redeemed participation.
N/A	<u>Management Information Summary – Redeemed Food Instruments/Expenditures Report</u> Purpose: Summary report of the redemption and disposition of food instruments for the reported month. Frequency: Monthly and/or On-demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Management Information Summary – Redeemed Food Instruments/Expenditures Report which is a summary report of the redemption and disposition of food instruments for the reported month.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
N/A	<u>Management Information Summary – Food Instrument Package Cost Report</u> Purpose: Summary report of the costs associated with food packages using the reported participation method, redeemed participation method, and reconciliation method. Frequency: Monthly and/or On-demand Distribution: Tribal agency WIC staff	<i>New Functionality</i>	The system currently includes the Management Information Summary – Food Instrument Package Cost Report which is a summary report of the costs associated with food packages using the reported participation method, redeemed participation method, and reconciliation method. 11 2004 Remove reconciliation method from the report.
N/A	<u>Management Information Summary – Caseload Management Projection System Report</u> Purpose: Summary report of enrollment, participation, and redemption totals at the end of the issuance month. Frequency: Monthly and/or On-demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Management Information Summary – Caseload Management Projection System Report which is a summary report of enrollment, participation, and redemption totals at the end of the issuance month.
N/A	<u>Minority Health Disparity Survey</u> Purpose: Summary report of participants certified during the Fiscal year, grouped by minority code. Frequency: Yearly and/or On-demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Minority Health Disparity Survey which is a summary report of participants certified during the Fiscal year, grouped by minority code.
N/A	<u>Farmers Market Enrollment/Participation Analysis Report</u> Purpose: Summary report of participants issued Farmers Market food instruments by age group and cross-references them by race/ethnicity. Frequency: On-demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Farmers Market Enrollment/Participation Analysis Report which is a summary report of participants issued Farmers Market food instruments by age group and cross-references them by race/ethnicity.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.11.1. Operations Management Required Functionality			
I.11.1.1	Establish and maintain identifying information for tribal agency clinics.	<i>Existing Functionality</i>	The system supports this functionality through the Reference Database Utility that is only available to the tribal agency staff.
I.11.1.2	Establish and maintain outreach/referral contact lists for the tribal agency.	<i>Existing Functionality</i>	The system supports this functionality through the Outreach function.
I.11.1.3	Establish and maintain a list of authorized vendors for the tribal agency.	<i>Existing Functionality</i>	The system supports this functionality through the Vendor Management function.
I.11.1.4	Report on clinic Activity. The report must include totals for each clinic: food instruments issued, food instruments redeemed, food instruments voided, ratio of voided food instruments to printed and ratio of voided food instruments to issued food instruments, number of new participants, number of certifications, number of terminations, number of education contacts/services provided. Each month report the current month, the YTD total, and monthly average. Provide summary totals of the activity data at the clinic and tribal agency administrative units.	<i>Existing Functionality</i>	The system supports this functionality through the following reports: Food Obligations and Expenditures Report, Food Instruments Redeemed Early, Food Instruments Redeemed Late, Obligation Value for Outstanding FIs Issued, Average Cost Per Food Instrument Type, Food Instrument Redemption Report, Participation Processing Statistics Report, Nutrition Education Contacts Report, Reported Participation Report
I.11.1.5	Track and report on the number of individuals referred to and from other programs during a specified time period. The report should include the total number by type of applicant referral for a specified time period.	<i>New Functionality</i>	The system supports this functionality through the Referrals from WIC to External Agencies Summary Report and the How Clients Heard About WIC Report. 11 2004 Modify the existing Covansys report to show the type of applicant (P, W, I, C, Bf) and show referral places by status.
I.11.1.6	At the clinic level, maintain a screened waiting list of individuals who express an interest in applying for WIC and who are likely to be served. The waiting list will include, but is not limited to, client name, category, phone number, address, and initial contact date.	<i>Existing Functionality</i>	The system supports this functionality through the waiting list module.
Automated Survey Function (monitor client views of program)			
I.11.1.7	Create/maintain survey questionnaire	<i>Existing Functionality</i>	The system currently supports surveys through the use of questions and answers (captions and codes). There are up to six questions that the tribal agency can define for survey questions. The clinic staff can record the client's responses to these questions on the Demographics tab of the Participant Folder.
I.11.1.8	Print survey questionnaire	New Functionality	A new report will be created that lists the survey questions and answers.
I.11.1.9	Enter survey responses	<i>Existing Functionality</i>	Same as solution for RFP Section I.11.1.7
I.11.1.10	Summarize survey results	Existing Functionality	The application currently supports this functionality. The system will compile a report summarizing results gathered from the surveys.
I.11.1.11	Calculate the administrative cost per participant	New Functionality	The system will be modified to support this functionality. A new report will be created that calculates the administrative cost per participant for each tribal agency and clinic.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.11.1.12	For each clinic, produce statistical data, and calculate productivity and cost ratios. Also calculate the staff/participant ratio, nutritionist/participant ratio, clerk/participant ratio, and the participant/square foot ratio.	New Functionality Functional Requirement removed by Steering Committee	
I.11.1.13	Print out client information including name, birth date, address, phone number, height, weight, hemoglobin values, in order to give information to programs who are in agreement with WIC	New Functionality	The Participant Summary will be modified to support this functionality. Add BMI.
I.11.1.14	Automate the WIC Release of Information Form	New Functionality	The WIC Release of Information Form will be added to the list of forms that the system can generate.
I.11.2. Operations Management Desirable Functionality			
I.11.2.1	Establish and maintain the health care provider data base	<i>Existing Functionality</i>	The system supports this functionality through the System Administration function.
I.11.2.2	Report for each clinic and WIC category the number of applicants with a status of Waiting List	New Functionality	A new report could be created that summarizes the number of applicants on the waiting list for each clinic and tribal agency. Report by Clinic and Sate Office level. Show information on screen only – no printed report.
I.11.4. Operations Management Outputs			
I.11.4.1	<u>Clinic Activity Report</u> Purpose: Provides analysis of clinic activity to enable tribal agencies to monitor and react to changes in: food instruments issued, food instruments redeemed, food instruments voided, ratio of voided food instruments to printed and ratio of voided food instruments to issued food instruments, number of new participants, number of certifications, number of terminations, number of education contacts/services provided. Frequency: On-demand Distribution: Tribal agency WIC staff	New Functionality	A new report will be added to the Operations Management system to meet this requirement.
I.11.4.2	<u>Screen Display and Report of Outreach Organization Data</u> Purpose: View outreach organization information in order to confirm/maintain information about organizations associated with program expansion or appropriate client referrals. Frequency: On demand Distribution: Tribal agency maintenance	<i>Existing Functionality</i>	Same as solution for RFP Section I.11.1.2

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
1.11.4.3	<u>WIC Applicant Referral Report</u> Purpose: Supports the analysis of outreach and referral program effectiveness by reporting the number of referrals from each organization to WIC and the number of clients referred from WIC to each organization. Frequency: On-demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system supports this functionality through the Referrals from WIC to External Agencies Summary Report and the How Clients Heard About WIC Report.
1.11.4.4	<u>Waiting List Report</u> Purpose: Provide statistics on the number of persons on the waiting list by WIC category. Frequency: On demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system supports this functionality through the Waiting List Summary Report.
1.11.5. Operations Management Desirable Outputs			
1.11.5.1	<u>Outreach Organization Mailing Labels</u> Purpose: Provide mailing labels to support notification of outreach organizations for various purposes (expansion, client referrals). Frequency: On demand Distribution: Tribal agencies	<i>Existing Functionality</i>	The system supports this functionality through the Outreach mailing labels.
1.11.5.2	<u>Report of Client Survey Results</u> Purpose: Summarizes client opinions on various aspects of WIC operations to aid WIC staff in evaluating and improving WIC services. Frequency: On-demand Distribution: Tribal agency WIC staff	Existing Functionality	A new report could be created that summarizes the results of the survey questions. Covansys has a Client Survey and the report as defined in this requirement.
1.11.5.a Existing Operations Management Outputs			
N/A	<u>Migrant Enrollment Report</u> Purpose: Summary report of migrants enrolled in the WIC program during the reported month. Frequency: Monthly and/or On demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Migrant Enrollment Report which summarizes the number of migrants enrolled in the WIC program during the reported month.
N/A	<u>Non-Participation Reason by Category Summary Report</u> Purpose: Summary report of the reasons that enrollees were terminated from the WIC program during the reported month. Frequency: Monthly and/or On demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Non-Participation Reason by Category Summary Report which summarizes the reasons that enrollees were terminated from the WIC program during the reported month.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
N/A	<u>Newly Enrolled Pregnant Women by Trimester Summary Report</u> Purpose: Summary report of the number (and percentage) of newly enrolled pregnant women who enrolled in their first, second, or third trimesters by race/ethnicity for the reported period. Frequency: Yearly, Quarterly and/or On demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Newly Enrolled Pregnant Women by Trimester Summary Report which summarizes the number (and percentage) of newly enrolled pregnant women who enrolled in their first, second, or third trimesters by race/ethnicity for the reported period.
N/A	<u>Breastfeeding and Formula Supplementation Report</u> Purpose: Summary report of the amount of formula used by infants. Frequency: Monthly and/or On demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Breastfeeding and Formula Supplementation Report which summarizes the amount of formula used by infants.
N/A	<u>Breastfeeding Discontinuance Report</u> Purpose: Summary report of the duration of breastfeeding infants by race/ethnicity when breastfeeding is stopped in the reported period. Frequency: Semi-yearly and/or On demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Breastfeeding Discontinuance Report which summarizes the duration of breastfeeding infants by race/ethnicity when breastfeeding is stopped in the reported period.
N/A	<u>Comparison of Prenatal and Postpartum Certification Report</u> Purpose: Summary analysis of the initial enrollment of women in the WIC program. Frequency: Yearly, Quarterly and/or On demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Comparison of Prenatal and Postpartum Certification Report which is a summary analysis of the initial enrollment of women in the WIC program.
N/A	<u>Breastfeeding Certification Periods Report</u> Purpose: Summary analysis of the length of time breastfeeding women are enrolled under the Breastfeeding status. Frequency: Quarterly and/or On demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Breastfeeding Certification Periods Report which is a summary analysis of the length of time breastfeeding women are enrolled under the Breastfeeding status.
N/A	<u>Nutritional Risk Factors at Certification by Status Summary Report</u> Purpose: Summary report of the risk factors assigned during the certification process for the reported quarter. Frequency: Quarterly and/or On demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Nutritional Risk Factors at Certification by Status Summary Report which is a summary report of the risk factors assigned during the certification process for the reported quarter.
N/A	<u>Food Prescriptions Summary Report</u> Purpose: Listing the top ten food prescriptions issued for each WIC status for the reported quarter. Frequency: Quarterly and/or On demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Food Prescriptions Summary Report which lists the top ten food prescriptions issued for each WIC status for the reported quarter and a count of the number of participants issued the food prescriptions.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
N/A	<u>Special Formula Usage Summary Report</u> Purpose: Summary report of the number of participants that were issued special formula food items. Frequency: Monthly and/or On demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Special Formula Usage Summary Report which is a summary report of the number of participants that were issued special formula food items.
N/A	<u>Medicaid Adjunctive Eligibility at Certification by Status/Age Report</u> Purpose: Summary report of completed certifications and Medicaid certifications within the reporting period. Frequency: Quarterly and/or On demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Medicaid Adjunctive Eligibility at Certification by Status/Age Report which is a summary report of completed certifications and Medicaid certifications within the reporting period.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.12.1. Financial Management Required Functionality			
I.12.1.1	Record Federal food grants and tribal agency special formula grant	<i>Existing Functionality</i>	The system supports this functionality. The Fund List window of the Financial Management function allows the user to view all funds (federal, tribal agency, etc.) recorded in the system. It also allows the user to add funds, edit funds, and remove funds that are no longer referenced. The fund description can include fiscal year, tribal agency reference, program and class. General journal entries can record the fund amounts granted and allocated or used during a fiscal year.
I.12.1.2	Record adjustments to the Federal and tribal agency food grants during the year, as needed.	<i>Existing Functionality</i>	Same as solution for RFP Section I.12.1.1
I.12.1.3	Monitor food obligations and project future participation levels compared to budgeted amounts.	<i>Existing Functionality</i>	The system supports this functionality through the Obligations and Expenditures Worksheet and the FNS 798 Spreadsheets. These reports are based upon the food obligation data that the system receives from the financial institution and any applicable general journal entries.
I.12.1.4	Track food expenditures and food obligations against the amounts budgeted.	<i>Existing Functionality</i>	Same as solution for RFP Section I.12.1.3. The Food Obligations and Expenditure Worksheet shows how the food obligations compare with the expenditures.
I.12.1.5	Calculate food obligations for each issue month by adding the actual value of food instruments redeemed to the expected value of food instruments still outstanding (food instruments not redeemed multiplied by the current food instrument redemption rate).	<i>Existing Functionality</i>	The system supports this functionality through the Food Obligations and Expenditure report.
I.12.1.6	Calculate total food obligations and expenditures as a percentage of total budgeted amounts.	11 2004 Remove Functional Requirement	The system presents expenditures as a percentage of total budgeted amounts on the Fund Budget Worksheet for each financial account. The food expenditures are tracked separately from administrative expenditures. Food obligations are reported on the FNS 798 spreadsheets and the Food Obligations and Expenditure report. The administrative expenditure is reported on the NSA and summarized on the FNS 798 spreadsheets. A new column will be added to the Budget Worksheet for the percent of total budgeted.
I.12.1.7	The system must record all cash inflows (grants, rebates, recoveries, etc.) as well as cash outflows (vendor payments).	<i>Existing Functionality</i>	The system supports this functionality through general journal entries that can be used to record and adjust amounts granted, allocated or used.
I.12.1.8	Provide advance warning of potential problems with significant cash shortfalls or excesses so that the tribal agency may take appropriate action.	Existing Functionality	SPIRIT agrees that the existing functionality of the amounts shown in parentheses as negative numbers will fulfill this requirement
I.12.1.9	Calculate the total cash inflows by adding Federal and tribal agency food grants, manufacturer rebates, and receipts and recoveries, including vendor collections - conversions.	<i>11 2004 Remove Functional Requirement</i>	The system will be modified and a new report will be created "Rebate Projections Worksheet". This will include all contract formulas in an excel spreadsheet format and allow SPIRIT to manipulate the input to adjust projections for rebate items.
I.12.1.10	Calculate total cash outflows by adding vendor payments.	<i>Existing Functionality</i>	Same as solution for RFP Section I.12.1.7
I.12.1.11	Calculate the current cash balance for food funds by adding total cash inflows to the previous cash balance and subtracting the total cash outflows.	<i>Existing Functionality</i>	The system will display the current balance of any fund that has been created and maintained by the user.

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New Functionality – This functionality does not currently exist in the Covansys transfer system, but will be added to fulfill the SPIRIT requirement

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.12.1.12	Export monthly participation and financial management report to SCDEX.	New Functionality Functional Requirement removed by Steering Committee	The system will be modified to export the needed information to SCDEX.
I.12.1.13	Produce FNS reports	<i>Existing Functionality</i>	The system produces the FNS-798, FNS-683, and FNS-203 reports.
I.12.1.14	Calculate the total receipts and recoveries for each month.	<i>Existing Functionality</i>	The system presents this information on the FNS-798 worksheets.
I.12.1.15	For WIC Food, calculate: the net outlays for the current period, the total Federal share of outlays, the Federal share of unliquidated obligations, the total Federal share of outlays and unliquidated obligations, and the unobligated balance of Federal funds.	<i>Existing Functionality</i>	Same as solution for RFP Section I.12.1.14
I.12.1.16	Process and assess manufacturer's rebates.	<i>New Functionality</i>	The system presents this information on the Supplier Rebate Report and the Supplier Rebate Invoice. 11 2004 Modify the existing Supplier Rebate Report to show total by issue month.
I.12.1.17	Record rebate collections.	<i>Existing Functionality</i>	Same as solution for RFP Section I.12.1.16
I.12.1.18	Estimate total annual rebates.	New Functionality	The system will be modified to support this functionality. A new report will be created that estimates the total annual purchases and rebates for each rebate item. The projections will be based on the requirements described in I.12.1.19.
I.12.1.19	Calculate the individual estimated rebate amount for each type of rebated infant formula based on the expected number of persons receiving the product formula less the number of infants receiving non-rebate formula and/or fully breastfed, the percentage of formula type historically purchased, and the rebate rate for that type.	New Functionality	Same as solution for RFP Section I.12.1.18
I.12.1.20	Calculate the total estimated rebate amount from the sum of the rebates for the individual formula types.	New Functionality	Same as solution for RFP Section I.12.1.18
I.12.1.21	The system must estimate the total number of cans of each type of formula that will be purchased based on issuance data. The system must estimate the rebate amounts by multiplying the number of cans issued by the percentage of each product type historically sold and multiplying the product by the individual rebate rates per type.	New Functionality	Same as solution for RFP Section I.12.1.18
I.12.1.22	Identify all redeemed food instruments during the month that contain formula and report the total number of units according to the Brand and form of infant formula (liquid, concentrate, powder, etc.).	<i>New Functionality</i>	Same as solution for RFP Section I.12.1.16 11 2004 Modify the existing Supplier Rebate Report to show total by issue month.
I.12.1.23	Generate a report that provides supporting detail on the rebate calculations to be reviewed by the tribal agency and sent to the manufacturer with the invoice.	<i>New Functionality</i>	Same as solution for RFP Section I.12.1.16 11 2004 Modify the existing Supplier Rebate Report to show total by issue month.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.12.1.24	Calculate the rebate for each product type by multiplying the rebate rate by the number of units of that type purchased.	<i>New Functionality</i>	Same as solution for RFP Section I.12.1.16 11 2004 Modify the existing Supplier Rebate Report to show total by issue month.
I.12.1.25	Calculate the total number of units bought by adding all cans of each rebated product issued on redeemed food instruments for a given issue month.	<i>New Functionality</i>	Same as solution for RFP Section I.12.1.16 11 2004 Modify the existing Supplier Rebate Report to show total by issue month.
I.12.1.26	Estimate projected annual costs by dividing costs by the number of months past in the current fiscal year and multiplying the sum by 12.	Existing Functionality	The system supports projection of annual costs but not with this formula. The Fund Budget worksheet will be modified to provide a new method of estimating projected annual costs.
I.12.1.27	Calculate the number of participants (Federal and tribal agency separately) for Women, Infants, Children, Total, and Migrants (initial and closeout for each month).	New Functionality	The system currently supports this function for Women, Infants, Children, and the Total. A modification will be made to the FNS-798 spreadsheets to add unduplicated Migrants total to the remarks section of page 2.
I.12.1.28	Isolate infant formula from all other types of food on food instruments and separate the food instruments according to the type of infant formula (liquid, concentrate, powder, etc.).	<i>Existing Functionality</i>	The system supports this functionality through the information stored for the formula food items and the supplier product tables.
I.12.1.29	Identify current month and year to date food dollars spent for breast pumps.	<i>Existing Functionality</i>	The system presents this information on the FNS-798 worksheets.
I.12.1.30	Track Nutrition Services per participant by clinic based on reported expenditures.	11 2004 Remove Functional Requirement	The system will be modified to support this functionality. A new report will be created that calculates Nutrition Services per participant by clinic based on reported expenditures.
I.12.2. Financial Management Desirable Functionality			
I.12.2.1	Calculate the total food outlays by clinic for each issue month by each redemption month.	<i>Existing Functionality</i>	The system supports this functionality through the Food Obligations and Expenditure report.
I.12.2.2	Verify the reasonableness of the number of cans reported sold by comparing it to the estimated number of cans sold. This comparison should be made individually for each product type.	Existing Functionality	The system could be modified to support this functionality. A new report could be created that lists the number of cans reported sold and the estimated number of cans sold for each product type so the user can compare the amounts. 11 2004 The information that exists in the Covansys system meets this requirement.
I.12.4. Financial Management Outputs			
I.12.4.1	<u>Screen Display and Food Grant Report</u> Purpose: Provides the tribal agency with a hard copy record of the food grant information that is stored in the system, for verification Frequency: On demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system supports this functionality through the Fund Budget Worksheet.
I.12.4.2	<u>Financial Status Report</u> Purpose: Provides current financial information to the tribal agency on food obligations and expenditures for the WIC program Frequency: On demand Distribution: Tribal Agency	<i>Existing Functionality</i>	The system supports this functionality through the Food Obligations and Expenditures reports.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.12.4.3	<u>WIC Cash Management Statement</u> Purpose: Shows current cash balances for food accounts that are managed by the tribal agency to support the financial continuity of the WIC program Frequency: On demand Distribution: Tribal Agency	<i>Existing Functionality</i>	The system supports this functionality through the Fund Budget Worksheet.
I.12.4.4	<u>WIC Monthly Financial and Program Status Report</u> Purpose: Provides monthly and year-to-date activity for food obligations and outlays used to monitor the financial status and participation levels of the tribal agency's WIC program Frequency: Monthly Distribution: Tribal agency, FNS	<i>Existing Functionality</i>	The system supports this functionality through the FNS-798 report.
I.12.4.5	<u>Financial Status (Federal 798) Report</u> Purpose: Provides a final year-end accounting of the outlay of federal funds for the WIC program Frequency: Annually Distribution: Tribal agency, FNS	<i>Existing Functionality</i>	Same as solution for RFP Section I.12.4.4
I.12.4.6	<u>Manufacturer Rebate Estimate</u> Purpose: Provides estimate of manufacturer rebates for use by the tribal agency in determining impact on caseload estimates. Frequency: On demand Distribution: Tribal agency WIC staff	<i>New Functionality</i>	The system supports this functionality through the Supplier Rebate Report. 11 2004 Modify the existing Supplier Rebate Report to show total by issue month.
I.12.4.7	<u>Infant Formula Rebate Report</u> Purpose: Provides supporting information for the manufacturer rebate invoices for review by the tribal agency and the manufacturers. Includes an algorithm for calculating and reporting partial redemptions. Frequency: On demand Distribution: Tribal agency WIC staff, product manufacturers	<i>New Functionality</i>	Same as solution for RFP Section I.12.4.6 11 2004 Modify the existing Supplier Rebate Report to show total by issue month.
I.12.4.8	<u>Manufacturer Rebate Collection Status Report</u> Purpose: Provides current status of collection of rebates due from manufacturers for use by the central office in analysis of cash flows and collection experience. Direct inventory distribution and total expense need to be tied into the report. Frequency: On demand Distribution: Tribal Agency staff	<i>New Functionality</i>	The system supports this functionality through the Supplier Rebate Direct inventory distribution will be included in the report. 11 2004 Modify the existing Supplier Rebate Report to show total by issue month.
1.12.4.a Existing Financial Management Functionality			
N/A	Support budgeted, actual and forecasted funds for financial accounts	<i>Existing Functionality</i>	The system supports this functionality through the Journal window.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
N/A	Forecast future food obligations based upon past trends	<i>Existing Functionality</i>	The system supports this functionality through the Financial Statement Fund Variant List window. Trend variants can be defined for redemption rate trends, caseload rate trends and inflation rate trends.
N/A	Import journal transactions from State Financial Management system	<i>Existing Functionality</i>	The system supports this functionality through the Import Journal File window.
1.12.4.b Existing Financial Management Outputs			
N/A	<u>Food Instrument Reconciliation Summary Report</u> Purpose: Summarizes the food instruments redeemed in the reported month, food instrument exceptions and compliance-buy food instruments. Frequency: Monthly and/or On demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Food Instrument Reconciliation Summary Report which summarizes the food instruments redeemed in the reported month, food instrument exceptions and compliance-buy food instruments.
N/A	<u>Food Instrument Reconciliation Exceptions Report</u> Purpose: Summarizes the food instrument exceptions. Frequency: Monthly and/or On demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Food Instrument Reconciliation Exceptions Report which summarizes the food instrument exceptions. Food instrument exceptions are food instruments that have been redeemed by the banking agent, but the redemption data could not be applied to the database.
N/A	<u>Food Instruments Rejected for Payment Report</u> Purpose: Lists the food instruments that were rejected for payment by the banking agent during the reported month. Frequency: Monthly and/or On demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Food Instruments Rejected for Payment Report which lists the food instruments that were rejected for payment by the banking agent during the reported month.
N/A	<u>Farmers Market Food Expenditure Report</u> Purpose: Summarizes the Farmers Market food instrument information for the requested month. Frequency: On demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Farmers Market Food Expenditure Report which summarizes the Farmers Market food instrument information for the requested month. It includes number and value of Farmers Market checks issued, redeemed, de-obligated and outstanding.
N/A	<u>Farmers Market Check Summary Report</u> Purpose: Lists issued, voided/stolen and outstanding totals for Farmers Market food instruments based on participation month. Frequency: Monthly and/or On demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Farmers Market Check Summary Report which lists issued, voided/stolen and outstanding totals for Farmers Market food instruments based on participation month.
N/A	<u>Farmers Market Check Reconciliation Report</u> Purpose: Summarizes payment data for Farmers Market food instruments based on payment date. Frequency: Monthly and/or On demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Farmers Market Check Reconciliation Report which summarizes payment data for Farmers Market food instruments based on payment date instead of participation month.
N/A	<u>Farmers Market Check Reconciliation Exceptions Report</u> Purpose: Lists bank exception data for Farmers Market food instruments based on payment date for the selected month. Frequency: Monthly and/or On demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Farmers Market Check Reconciliation Exceptions Report which lists bank exception data for Farmers Market food instruments based on payment date for the selected month.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
N/A	<u>Farmers Market Closeout Detail Listing Report</u> Purpose: Reflects the final disposition (status) of the Farmers Market food instruments so that the final bank reconciliation can be completed. Frequency: Monthly and/or On demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Farmers Market Closeout Detail Listing Report which reflects the final disposition (status) of the Farmers Market food instruments so that the final bank reconciliation can be completed. The first section of the report lists food instruments that were paid without issuance data. The second section of the report shows paid food instruments with recorded issuance data.
N/A	<u>WIC Closeout Detail Listing Report</u> Purpose: Reflects the final disposition (status) of the WIC food instruments so that the final bank reconciliation can be completed. Frequency: Monthly and/or On demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the WIC Closeout Detail Listing Report, which reflects the final disposition (status) of the WIC food instruments so that the final bank reconciliation can be completed. The first section of the report lists food instruments that were paid without issuance data. The second section of the report shows paid food instruments with recorded issuance data.
N/A	<u>Financial Accounts List</u> Purpose: Lists the financial accounts that are currently defined in the system. Frequency: On demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Financial Accounts List which lists the financial accounts that are currently defined in the system.
N/A	<u>Natural Accounts List</u> Purpose: Lists the natural accounts that are currently defined in the system. Frequency: On demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Natural Accounts List which lists the natural accounts that are currently defined in the system.
N/A	<u>Fund Management Summary Report</u> Purpose: Summarizes funding information by fund classifications. Frequency: On demand Distribution: Tribal agency WIC staff	<i>Existing Functionality</i>	The system currently includes the Fund Management Summary Report which summarizes funding information by fund classifications.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.13.1. System Administration Required Functionality			
I.13.1.1	Maintain system data tables. Support this function by allowing authorized system administrators to add, delete, or change data elements in the defined tables. Examples of system tables are income levels, food package definition, food instrument definition, and nutrition risk levels. In addition, there will be numerous tables that contain the values that are displayed in screen data entry drop down lists.	<i>Existing Functionality</i>	The system supports this functionality through the Reference Database Utility.
I.13.1.2	Users should not be allowed to change any of the characteristics of the data elements such as field length or field type through the table maintenance function.	<i>Existing Functionality</i>	The Reference Database Utility does not allow the system administrators to change any of the characteristics of the data elements
I.13.1.3	System security will include recording the User ID of users who add, change, or delete records or tables in the system.	<i>Existing Functionality</i>	The system supports this functionality. Each record in the system contains the User ID of the staff member who created the record plus the date and time the record was created. Each record in the system also contains the User ID of the staff member who last updated the record plus the date and time the update occurred.
I.13.1.4	In general, the system should support standard security features such as passwords, timed logouts, and terminal lockup after a given number of unsuccessful system access attempts or time elapsed.	<i>New Functionality</i>	The system does not currently support all of these standard security features. The system administration module will be modified to include timed logouts and terminal lockup after a given number of unsuccessful system access attempts or time elapsed.
I.13.1.5	Produce reports about attempted unauthorized access to the system at both the tribal agency and clinic levels including the date and time of the attempted access.	New Functionality	The system currently records authorized access. The system will be modified to record unauthorized access and a new report will be created that lists this information at the tribal agency and clinic levels.
I.13.1.6	Maintain user identification and security/access files.	<i>Existing Functionality</i>	The system supports this function with three levels of security. First, the user must have a valid account to log into the Internet web page and access the WIC applications. Second, the user must have a valid account to log into the WIC applications. Third, each user account is granted a specific level of security to each function in the applications. Each function requires a level of security that allows users to update the information, view the information without update, or not view the information at all.
I.13.1.7	The system will allow authorized users (usually the system administrator) at the tribal agency level to add, delete, or update users in the system.	<i>Existing Functionality</i>	The system supports this functionality. Only authorized users are allowed to maintain user identification and security.
I.13.1.8	When a new user is entered, the system should assign (or accept from entry) a user identification that uniquely identifies the user and associates the user with a primary clinic or tribal agency office. The system should then produce a notice to be sent to the user which provides the new User ID and temporary password to gain initial entry into the WIC system. It should be required that users change their temporary passwords at the time they first log onto the system and periodically thereafter.	New Functionality Functional Requirement removed by Steering Committee	The system currently allows the system administrator to assign a unique User ID and temporary password to the new user that they must change when they first log onto the system and periodically thereafter. The Staff Member function will be modified so the user can be associated with a primary clinic. A new notice will be added to the system that informs the new user about their User ID and temporary password.
I.13.1.9	Maintain User capabilities and privileges.	<i>Existing Functionality</i>	The system supports this functionality through the Staff Member module.

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.13.1.10	Access to specific functions within the system should be controlled by assigning a role to each user ID in the system that specifies which functions the user is authorized to perform.	<i>Existing Functionality</i>	Same as solution for RFP Section I.13.1.6
I.13.1.11	Enable authorized users (e.g., the system administrator) at the central office level to update the role assigned to each user at his/her specific site.	<i>Existing Functionality</i>	Same as solution for RFP Section I.13.1.6
I.13.1.12	Provide a display screen at the tribal agency level that identifies the various system rolls, along with authorized capabilities (screen access, view vs. update, etc.) of each, and be able to print a listing with the names of all users authorized and the role(s) each has been assigned.	<i>Existing Functionality</i>	The system supports this functionality through the Staff Member module. The Report Generator can be used to generate a listing of the authorized users and their level of security for each function.
I.13.1.13	If the system architecture requires data replication and synchronization (e.g. a distributed architecture), then indicators must be provided that notify users when these processes have successfully completed.	<i>Existing Functionality</i>	The system supports this functionality through user notifications when data replication and synchronization is performed for a satellite clinic.
I.13.1.14	Archive and restore historical data. The system should archive historical WIC client records according to parameters specified by the central office staff. It should be possible to specify different periods for different types of records since it is important to retain some types of data for longer period than others.	<i>Existing Functionality</i>	The system supports this functionality. Data is retained on the system according to the type of data and the time frames defined by central office staff.
I.13.1.15	Archive computer programs, tables and data according to tribal agency and Federal policies and requirements.	<i>Existing Functionality</i>	Archiving computer programs, tables and data will be the responsibility of the Chickasaw Nation data center.
I.13.1.16	The system must leave some type of indicator that informs a user that a record was previously stored in the system and is now located in the system archives. The system must also be able to retrieve those files for user access within 24 hours, upon request.	<i>Existing Functionality</i>	Same as solution for RFP Section I.13.1.14
I.13.1.17	Purge unnecessary data and accommodate purging of aged data according to a schedule agreed upon by the tribal agency.	<i>Existing Functionality</i>	Same as solution for RFP Section I.13.1.14
I.13.1.18	Monitor and prohibit unauthorized access.	<i>Existing Functionality</i>	Same as solutions for RFP Sections I.13.1.4 and I.13.1.5
I.13.1.19	Provide system backup and recovery capability. Daily backup of tribal agency and clinic databases is required with menu driven and user-friendly operations or automatic operations.	<i>Existing Functionality</i>	System backup and recovery will be the responsibility of the Chickasaw Nation data center.
I.13.1.20	Provide data transmission security.	<i>Existing Functionality</i>	The system supports this functionality through software and hardware compression/encryption.
I.13.1.21	Record user identification of staff performing various functions (i.e., certification, FI issuance) and verify the user is authorized for this activity.	<i>Existing Functionality</i>	Same as solutions for RFP Sections I.13.1.3 and I.13.1.6

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
I.13.1.22	Provide for centralized maintenance of system.	<i>Existing Functionality</i>	Centralized maintenance of the system is supported through the centralized database and application servers.
I.13.1.23	System structure must allow future implementation of EBT, including, but not limited to the functional ability to issue a single food instrument with all foods in a food package for a family.	<i>Existing Functionality</i>	The system has been designed to support the future implementation of EBT including the ability to issue a single food instrument with all foods in a food package for a family.
I.13.1.24	Recipient services must be provided at remote locations using portable equipment. All of the functional capabilities which reside at permanent clinics must also be available at these temporary locations.	<i>Existing Functionality</i>	The system supports this function through a check out process that copies a subset of the participant data from the host site to a laptop computer. The laptop computer will be used for the operation at the remote site and will provide all of the functional capabilities that are available at the permanent clinics.
I.13.3. System Administration Outputs			
I.13.3.1	<u>Screen Display and Report of Data Tables</u> Purpose: Allows users to verify the current content of data tables to be used in preparing inputs to the system and in reading output reports Frequency: On demand Distribution: Tribal Agency	<i>Existing Functionality</i>	The system supports this function through the Reference Database Utility and the Report Generator.
I.13.3.2	<u>User ID Confirmation Notice</u> Purpose: Confirms the establishment of a new user in the WIC system and provides the new ID and temporary password to that user Frequency: On demand Distribution: Tribal agencies	New Functionality Functional Requirement removed by Steering Committee	Same as solution for RFP Section I.13.1.8
I.13.3.3	<u>Screen Display of All Users</u> Purpose: Provides a list of all authorized Users at a specified site to assist the WIC system administrator Frequency: On demand Distribution: Tribal Agency	<i>Existing Functionality</i>	Same as solution for RFP Section I.13.1.9
I.13.3.4	<u>User Capability Profile</u> Purpose: Provides a listing of the functional capabilities for a user in the WIC system. Frequency: On demand Distribution: Tribal agency	New Functionality Functional Requirement removed by Steering Committee	A new report will be created that lists the functional capabilities for a selected user.
I.13.3.5	<u>Unauthorized Access Report</u> Purpose: Provides detailed information about attempts to gain access to functions for which a user is not authorized Frequency: On demand Distribution: Tribal agency, clinics	New Functionality	Same as solution for RFP Section I.13.1.5
I.13.3.a Existing System Administration Functionality			

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Final System Requirements Document (FSRD)

RFP Section	Functionality	Status	Covansys Solution
N/A	Allow Tribal agency to identify their Fair Hearing Officer	<i>Existing Functionality</i>	The system currently includes this functionality in the System Administration application.
N/A	Allow Local (clinic) WIC staff to designate default values for participants in their clinic	<i>Existing Functionality</i>	The system currently includes this functionality in the System Administration application.
N/A	Allow Local (clinic) WIC staff to configure print queues for check printing	<i>Existing Functionality</i>	The system currently includes this functionality in the System Administration application.
N/A	Allow Tribal agency WIC staff to define agencies for participant referrals	<i>Existing Functionality</i>	The system currently includes this functionality in the System Administration application.
N/A	Maintain list of other programs that participants participate in outside of WIC	<i>Existing Functionality</i>	The system currently includes this functionality in the System Administration application.
N/A	Maintain list of Medical Homes for participants	<i>Existing Functionality</i>	The system currently includes this functionality in the System Administration application.
N/A	Monitor user access to the system	<i>Existing Functionality</i>	The system currently includes this functionality in the System Administration application.
N/A	Define Farmers Market growing season and eligibility requirements	<i>Existing Functionality</i>	The system currently includes this functionality in the System Administration application.
N/A	Maintain list of owners for WIC Vendors	<i>Existing Functionality</i>	The system currently includes this functionality in the System Administration application.
N/A	Maintain list of corporate parents for WIC Vendors	<i>Existing Functionality</i>	The system currently includes this functionality in the System Administration application.
N/A	Maintain list of primary grocery wholesalers for WIC Vendors	<i>Existing Functionality</i>	The system currently includes this functionality in the System Administration application.
N/A	Maintain list of milk wholesalers for WIC Vendors	<i>Existing Functionality</i>	The system currently includes this functionality in the System Administration application.
N/A	Maintain list of pharmacy wholesalers for WIC Vendors	<i>Existing Functionality</i>	The system currently includes this functionality in the System Administration application.
N/A	Maintain list of cooperatives for WIC Vendors	<i>Existing Functionality</i>	The system currently includes this functionality in the System Administration application.
N/A	Maintain list of Farmers Markets for WIC Vendors	<i>Existing Functionality</i>	The system currently includes this functionality in the System Administration application.
N/A	Define time limits for required follow-up actions on Vendor events and activities	<i>Existing Functionality</i>	The system currently includes this functionality in the System Administration application.
N/A	Review all pending check print jobs	<i>Existing Functionality</i>	The system currently includes this functionality in the System Administration application.
N/A	View event logs created by batch system processes	<i>Existing Functionality</i>	The system currently includes this functionality in the System Administration application.
1.13.3.b Existing System Administration Outputs			
N/A	<u>System Access Log Listing Report</u> Purpose: Lists user access to the system applications. Frequency: On demand Distribution: Tribal agency and Local (clinic) agency WIC staff	<i>Existing Functionality</i>	The system currently includes the System Access Log Listing Report which lists user access to the system applications.

Existing Functionality – Functionality that currently exists in the Covansys transfer system

New Functionality – This functionality does not currently exist in the Covansys transfer system, but will be added to fulfill the SPIRIT requirement

NOTE: The value “N/A” in the RFP Section column indicates that the Functionality exists in the transfer system but was not listed in the FReD section of the SPIRIT proposal.

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Existing Functionality – Functionality that currently exists in the Covansys transfer system

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