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B - Work with Another Household Member

B.1 Work with Another Household Member (from Participant Folder)

The Work with Another Household Member Dialog allows the user to open the Participant Folder of another member of the household of the currently selected participant. This dialog is designed as a shortcut to closing the Participant Folder and opening another household member folder. It is invoked in response to the following user actions:

- Selection of the [Work with Another Household Member](#) menu item from the Participant Activities menu as defined in *Chapter 09 - Participant Folder*.
- Selection of the [Work with Another Household Member menu item](#) from the Guided Script menu as defined in *Chapter 10 - Certification Guided Script*.

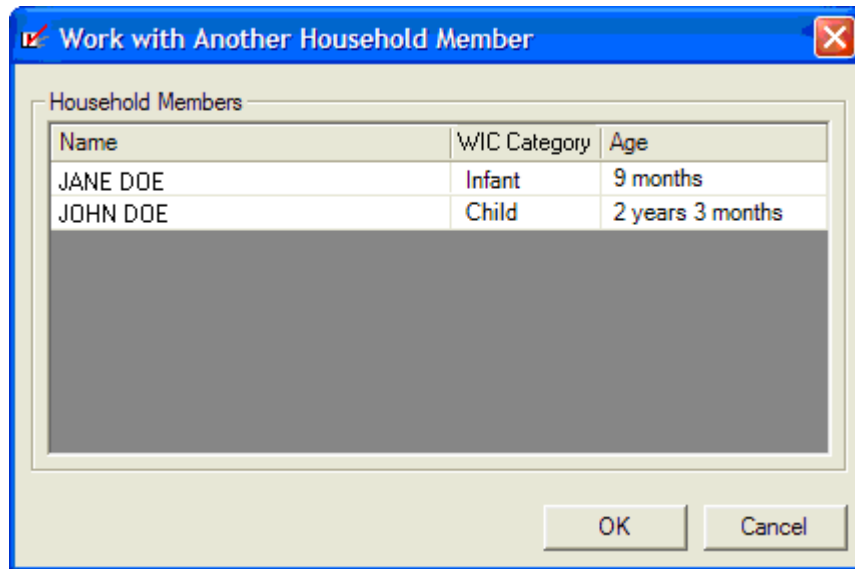


Figure 1 - Work with Another Household Member Dialog

B.1.1 Controls

This section describes the behavior of the controls on the Work with Another Household Member Dialog.

B.1.1.1 Household Members Display Grid

The display grid will be enabled when the Work with Another Household Member Dialog is active. It consists of the following columns:

- Name
- WIC Category

- Age

For a participant who is a woman with a WIC Category of Pregnant, the Age column will instead contain the weeks of gestation. The grid will contain a record each member of the participant household with the exception of the currently selected participant., ordered youngest to oldest.

B.1.1.2 OK Button

The OK button will be enabled when the Work with Another Household Member window is active. Characteristics for the OK button are defined in *Consistencies*.

B.1.1.3 Cancel Button

The Cancel button will be enabled when the Work with Another Household Member window is active. Characteristics for the Cancel button are defined in *Consistencies*.

B.1.2 Processes

B.1.2.1 Initializing the Interface

The title bar text is set to “Work with Another Household Member”

The Household Members display grid displays all members with the same HouseholdID as the selected participant HouseholdID.

B.1.2.2 Open Participant Folder

Upon selection of the OK button and the Work with Another Household Member dialog was invoked from the Work with Another Household Member menu item from the Participant Folder:

The system will open the Participant Folder for the household member selected in the Household Member display grid after the edits are performed for the current tab of the Participant Folder.

When the household member selected is the same as the Participant Folder that is currently open, the system returns to the current tab of the Participant Folder.

When a different household member is selected, the system will display the applicable alerts for the household member and open the Participant Folder.

B.1.2.3 Start Certification Attempt

Upon selection of the OK button and the Work with Another Household Member Dialog was invoked from Certification Guided Script:

The system validates the edits listed in the Processing section for the Certification toolbar button.

Upon successful validation, the system will start a certification attempt for the household member selected in the Household Member display grid.

When the household member selected is the same as the certification that is currently in progress, the system returns to the current certification attempt.

When a different household member is selected, if an open certification exists for the selected household member, the system will open the participant's folder with the guided script open.

When a different household member is selected, if they have not started a certification attempt for the household member, the system will display a message, "Do you wish to start a certification attempt for the participant?"

- Select Yes – The system will start a certification
- Select No – The system will return to the current folder

When a different household member is selected, if they are in a current certification and the last date to use is not within 45 of the current system date, the system will display a message, "A new certification attempt cannot be started for the participant until 45 days before the end of the certification period for the participant."

B.1.2.4 Cancel

Upon selection of the Cancel button, the system will dismiss the Work with Another Household Member dialog and return to the calling window.

B.2 Work with Another Household Member (Certification Guided Script)

The Work with Another Household Member window allows the user to work with the certification attempt of another household member after completing the certification attempt for the present household member. This insures that all household member certification attempts are completed before issuing checks for the household. This allows the user to take advantage of automatic cycle adjustment suggestions by the system. It is invoked when other household members of the applicant have not completed their certification attempts in response to the following user actions:

- Selection of the OK button on the [Applicant is Certified](#) dialog defined in *Chapter 10 - Certification Guided Script*.
- Selection of the OK button on the [Mark Applicant as Ineligible](#) dialog defined in *Chapter 10 - Certification Guided Script*.

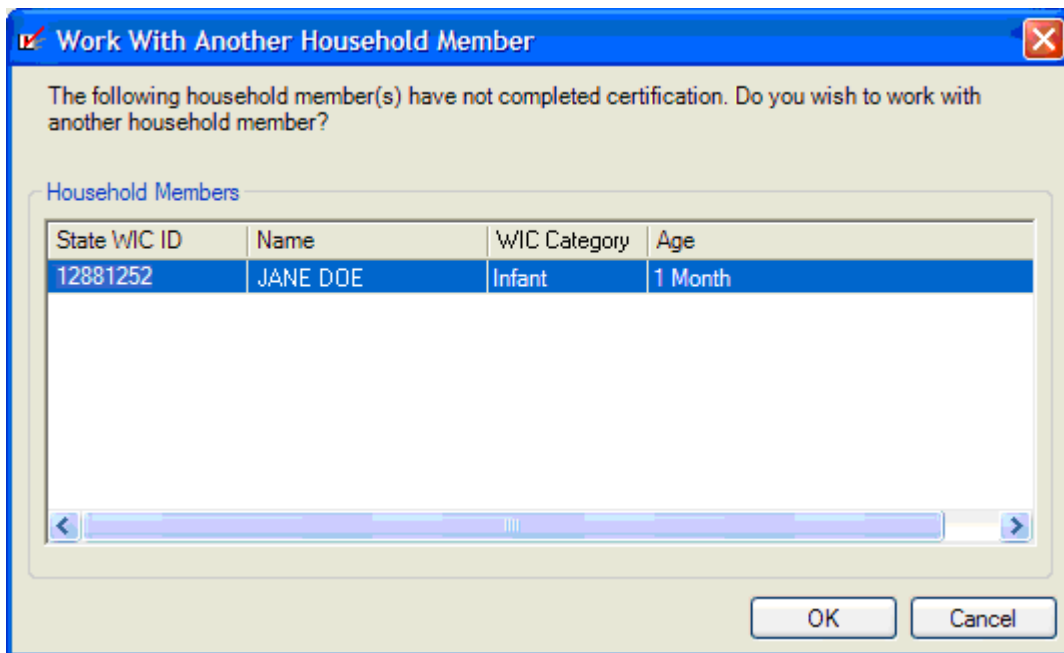


Figure 2 - Work with Another Household Member Window

B.2.1 Controls

This section describes the behavior of the controls on the Work with Another Household Member window.

B.2.1.1 Household Member Display Grid

The display grid will be enabled when the Work with Another Household Member window is active. It will consist of the following columns:

- State WIC ID

- Name
- WIC Category
- Age

An entry will be added to the grid for each household member with a certification attempt that is not completed with the exception of the currently selected participant. The rows of the grid will be sorted in descending order according to the contents of the Age column. The values on the grid are read-only. The following table describes the format of the Age column depending on the WIC Category of the applicant:

WIC Category	Format of Value Label
Infant	months and days (example: 9 months and 7 days)
Child	years and months (example: 3 years and 5 months)
Pregnant	weeks of gestation (example: 28 weeks)
Breastfeeding, Non-breastfeeding	years (example: 38 years)

B.2.1.2 OK Button

The OK button will be enabled when the Work with Another Household Member window is active. Characteristics for the OK button are defined in *Consistencies*.

B.2.1.3 Cancel Button

The Cancel button will be enabled when the Work with Another Household Member window is active. Characteristics for the Cancel button are defined in *Consistencies*.

B.2.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Work with Another Household Member window.

B.2.2.1 Initializing the Interface

Upon initial presentation of the dialog, set the title bar text to “Work with Other Household Member Certification”

Above the Household Member display grid, display the message text “The following household member(s) have not completed certification. Do you wish to work with another household member?”

In the Household Member display grid, display all members with the same HouseholdID who have a certification attempt started.

B.2.2.2 Saving the Data

There are no updateable controls on the Work with Another Household Member window; therefore, no data is written to the database.

B.2.2.3 Work with Another Household Member Certification

Upon selection of the OK button, the system will dismiss the Work with Another Household Member dialog

The system will invoke the Certification Guided Script window for the household member selected in the Household Member display grid.