

REPORTS

The TIP subsystem was designed to generate standard reports based on data collected through the FNS-698, FNS-699, and FNS-700 forms. These reports are available for State agencies to view, print and download into an excel spreadsheet or html format. The reports available in TIP are listed below.

Reports Menu	
<u>Vendor Authorization and Training</u>	
WIC-1 Vendors Authorized	This report shows the number of WIC authorized vendors at the beginning and end of the fiscal year and the status of the vendor contract.
WIC-2 Trends in Vendor Authorizations	This report shows the trends in the number of WIC vendors authorized in the last five years.
WIC-3 Types of Vendors Authorized	This report shows the types of vendors authorized in each State Agency during the Fiscal Year.
WIC-4 Vendors Receiving Training During the Fiscal Year	This report shows the number of authorized vendors receiving training during the fiscal year.
WIC-6 Authorized Vendors Identified as Potentially Meeting the 50% Criterion	This report provides information on authorized WIC vendors who potentially meet the 50% criterion for WIC annual redemptions to WIC and FSP annual redemptions.
WIC-7 Summary of Authorized Vendors Potentially Meeting the 50% Criterion	This report identifies the number of WIC vendors who are FSP authorized and have been identified as potentially meeting the above 50 percent criterion. Statistics are reported by Vendor Type.
WIC-8 Vendors Not Selected for Authorization – 5 Year Trends	This report shows the trends in the number of vendors not selected for authorization in the last five years.

Vendor Monitoring and Investigations**WIC-10 Status of High-Risk Vendors Investigated**

This report identifies High-risk vendors who have received compliance investigations during the fiscal year and the status of those investigations.

WIC-11 Status of Non-High Risk Vendors Investigated

This report identifies Non high-risk vendors who have received compliance investigations during the fiscal year and the status of those investigations.

WIC-12 Summary of High Risk Indicators

This report provides information on the types of abuse indicators used to flag vendors for Compliance Investigations. The report also provides the number and percentage of WIC violations (if any) found during the compliance investigation as a result of the type of indicator used.

WIC-13 Compliance Buys Conducted

This report shows the total number of compliance buys conducted by each State agency, the number of vendors sanctioned as a result of completed investigations and the percentage of compliance buys that resulted in vendor sanctions.

WIC-14 Vendors Receiving Monitoring Visits

This report shows the number of monitoring visits conducted by the State agency, the number of vendors visited for monitoring purposes, the number of vendors receiving more than one visit during the fiscal year and the percent of monitoring visits conducted during the fiscal year.

WIC-15 Vendors Receiving Inventory Audits

This report shows the number of High-risk and Non High-risk vendors who have received inventory audits during the reporting fiscal year.

WIC-16 Status of Compliance Investigations

This report shows the number of compliance investigations conducted by State Agencies and the status of the investigations. This report also provides the number of compliance investigations conducted by other entities on behalf of the State agencies and the status of those investigations.

WIC-17 Unauthorized Vendors Accepting Food Instruments

This report identifies the number of unauthorized vendors that received compliance investigations or were found trafficking.

Vendor Sanctions and Appeals**WIC-20 Sanctions Resulting From Serious Program Violations**

This report provides information on vendors receiving compliance investigations, the type of violation found and the number of vendors sanctioned.

WIC-21 WIC/FSP Reciprocal Actions

This report identifies WIC vendors authorized by FSP who have violated WIC or FSP program regulations, any action taken against the vendor and the date the vendor was referred for reciprocal action. The report should be used by program staff to search for all vendors referred to the other program within a time period (i.e., the month of October) to see whether the receiving program has taken action yet and follow up on vendors who have not yet received a reciprocal action.

WIC-22 Summary of WIC/FSP Reciprocal Actions

This report displays statistics about WIC vendors authorized by FSP who have violated WIC or FSP program regulations.

WIC-23 Status of Administrative Reviews

This report provides information on vendors requesting an administrative review and includes information on the total number of reviews that are pending, upheld, overturned, or modified. The report also identifies the total number of vendors whose cases are currently going through Judicial Review.

State Policies**WIC-30 Selection Criteria for Evaluating Vendors**

This report provides information on the types of selection criteria used by State agencies to determine whether or not a vendor should be authorized.

WIC-31 Food Instrument Issuance

This report identifies the type of food instrument used by each State agency, whether or not the food instrument has a hidden value, whether the food instruments are routinely mailed and the how often State agencies issue food instruments.

Other Reports**WIC-40 Error Report for States Uploading Data (FNS-700 Submission Exceptions)**

This report supports two processes (1) validating FNS-700 data that have been uploaded and (2) validating FNS-700 data for annual submission. The report displays the business rules that have not been met for each of these processes. The goal is to assist the user in correcting the data to facilitate a successful future data upload or annual submission.

WIC-41 Status of Data Submissions by State Agency

This report displays the submission status of the FNS-698, FNS-699 and FNS-700 for each State Agency. The report is used primarily to identify those agencies that have not yet submitted data for one or more of the required forms.

WIC-42 Discrepancies on Vendor Name/Address

This report compares name and address data by FNS Number across the TIP and STARS systems and identifies those Vendors where Vendor Name and/or Address data does not match.

WIC-43 Summary of Discrepancies on Vendor Name/Address

This report summarizes the comparison of name and address discrepancy data by FNS Number across the TIP and STARS systems.

WIC-44 State Agency Vendor Data

This report displays vendor data from FNS-700 TIP Data Entry Form.

REPORTS

Users can access the reports available in the TIP subsystem by clicking on the *Reports* tab located on the tan menu bar next to the *State Agencies* tab. At this screen users will be able to request reports based on the criteria selected.

Select Report

1. This screen allows users to select a report(s) by clicking on one of the following buttons located on the left side of the screen under the *Menu* bar:
 - Vendor Authorization and Training
 - Vendor Monitoring and Investigations
 - Vendor Sanctions and Appeals
 - State Policies
 - Other Reports
2. Users can click on the *arrow* box next to the Report Menu box to view the reports available in each report section
3. The reports are displayed in the drop down menu.

To view the report users must select the report and click on the *Go* button.

Home | Print | New Window | Contact Us | Logout

Vendors | State Agencies | **Reports** | Submit FY Forms

Report Menu

- ▶ Vendor Authorization and Training
- ▶ Vendor Monitoring and Investigations
- ▶ Vendor Sanctions and Appeals
- ▶ State Policies
- ▶ Other Reports

Select Report:
If you don't have permissions for any reports, "No Reports Available" displays.

Select Report [GO >>]

Select Report

- Vendors Authorized (WIC-1)
- Trends in Vendor Authorizations (WIC-2)
- Types of Vendors Authorized (WIC-3)
- Vendors Receiving Training (WIC-4)
- Authorized Vendors Potentially Meeting the Above 50% Criterion (WIC-6)
- Summary of Authorized Vendors Potentially Meeting the 50% Criterion (WIC-7)
- Trends in Vendors Not Selected for Authorization (WIC-8)

Click on the report and create the report will

REPORTS

The *Reports Criteria* screen allows users to select how a report will be displayed. For example a report can display information on State agencies in the Northeast region only or the report can display information on all State agencies.

Report Criteria

1. The reports criteria screen displays the following
 - Report overview (displays the selected report in blue)
 - Fiscal Year
 - Region
 - Viewing mode for report (for long running reports)
2. Users can select the appropriate fiscal year and region(s) to display by selecting the region(s) and clicking on the move button. This moves the selected region(s) into the box on the right. If no region is selected the report displays information on all State agencies in each region.

Vendors Authorized (WIC-1)

Report Overview

Report Criteria

*Fiscal Year:

2007

Region:

Use Move button to move items to box at right.

Mid Atlantic
Midwest
Mountain Plains
Northeast

Only items shown in box below are selected.

None Selected

Move >>

<< Remove

Viewing Mode for Report

Progressive Viewing (for long running reports):

No

3. To create the report users must select the **Create Report** button at the bottom of the screen

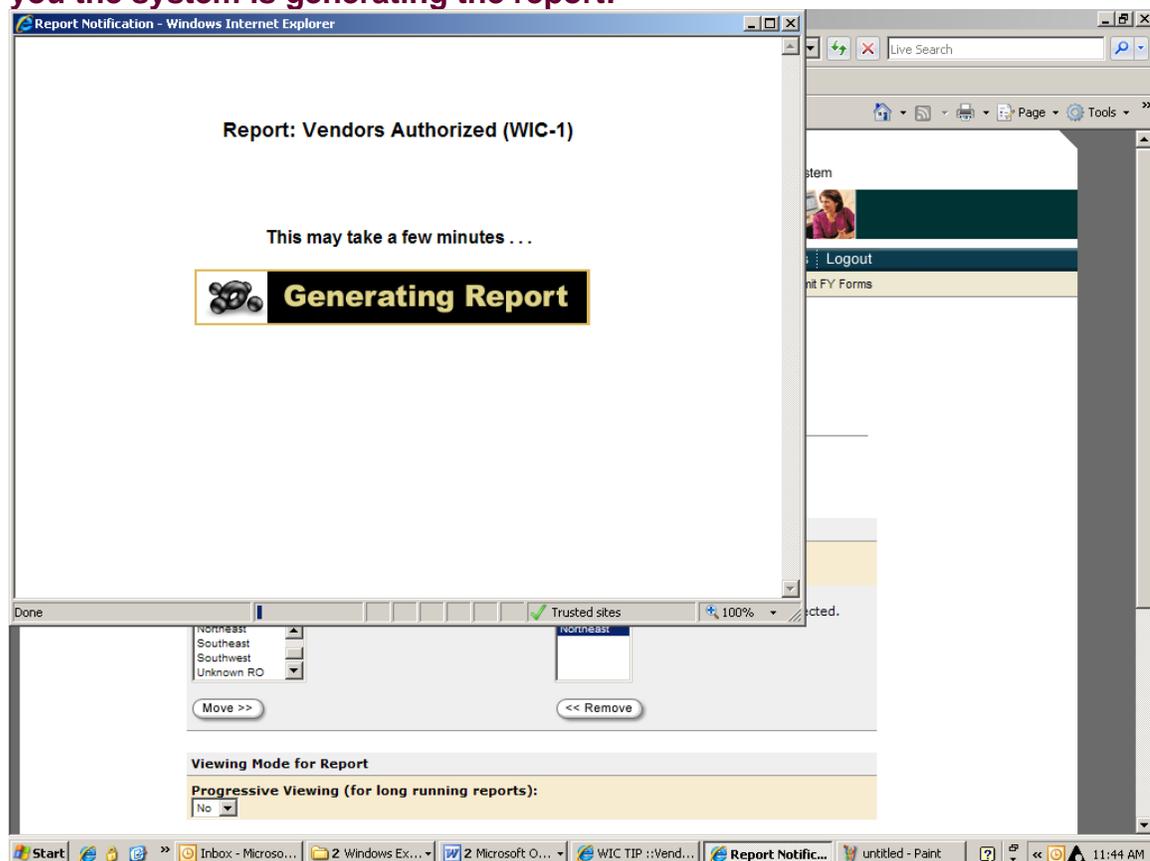


4. A warning box will be displayed stating that “The report you requested will be submitted.” To continue press the **OK** button and the report will be displayed.

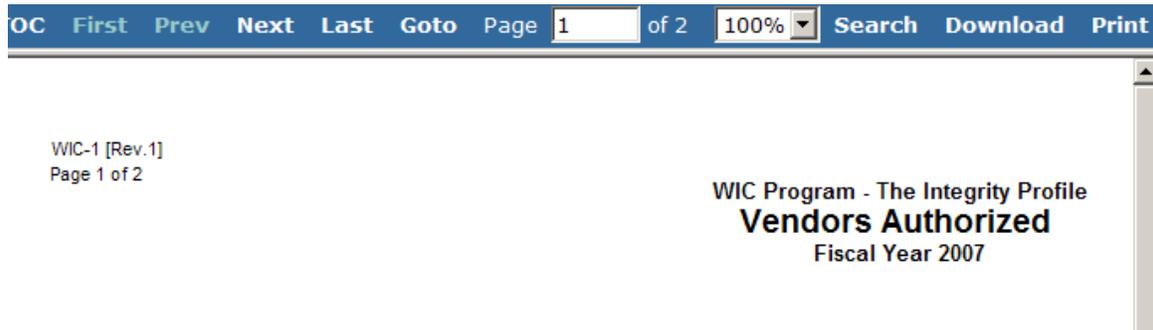


5. If you make a mistake you may press the **cancel** button.

6. Once you press the OK button another pop up menu appears telling you the system is generating the report:



- a. The next screen that pops up is the cover sheet for the report you requested. At this screen you have the option of downloading the report by clicking on the download tab located on the blue menu bar, or you can also print the cover sheet along with the report. To see the data in the report click on the “Next” tab located on the blue menu bar.



8. The requested report will appear. The report is broken out by region and State and provides National totals at the end of the report. The blue menu bar shows you how many pages are included for each report.