

# HuBERT Software Update Document

MARCH 19, 2022



**ATTENTION! This is a must-read for all HuBERT users!**

## Contents

HuBERT Software Update Document .....	1
In This Update Document .....	2
Implementation Date: March 19, 2022 .....	2
Installation Reminders .....	2
Update Install Notes .....	2
Risk Analysis .....	3
Verify Successful Update .....	3
Up-to-Date Information about Existing Issues .....	3
Software Changes in HuBERT.....	4
System Change - Timeout .....	4
Note Changes .....	4
Document Changes .....	5
References – Complete Listing of Hyperlinks .....	5

## In This Update Document

This document provides information about changes that impact the MN WIC HuBERT system. Although other changes may have been made to the source code (software) and may be utilized by other states using the SPIRIT system, only those that affect MN clinic functionality are included in this document.

There are two main sections to this document:

1. Installation Notes.
2. Software Changes in HuBERT.

## Implementation Date: March 19, 2022

This software update will include the following:

- Change to server time-out duration setting.
- Note Subject changes.
- Corrections to the Risk Factor Reference Guides.
- Updates to the Non-discrimination Statement in the ineligibility letter.
- Back-end corrections to batch processing for End-of-Day and End-of-Month processes.

## Installation Reminders

The following are some reminders about installing the update to your HuBERT workstation:

- If you do not have clinic on Monday, March 21, you can wait to install the update until the next time you have clinic.
- If you have machines that are not being used, they do not need to be updated on Monday, March 21. You can wait to update them until the next time they are used.

Since HuBERT update installations may use a lot of your local or county bandwidth, **we encourage you to communicate with your local or county IT about this HuBERT Update installation.**

## Update Install Notes

The revised documents (Risk Factor Guides and Ineligibility Letter) will immediately download when you log into HuBERT after March 19, 2022. To ensure a successful update the following steps should be taken:

**STEP 1: Ensure all other applications are CLOSED before opening and logging into HuBERT.**

**STEP 2: Open HuBERT by double-clicking the Clinic icon.**

STEP 3: Login to HuBERT.

STEP 4: The documents will automatically download.

STEP 5: You will NOT need to login again. But **you must Reset Local Reference Data to receive the rest of the Update** (Note Subject and Session Timeout changes).

**NOTE:** Depending on the speed of your Local Agency connection, and the number of other HuBERT users also downloading this update at the same time, the amount of time it takes to download can vary greatly!

**If you experience any problems downloading this Update, please contact the MN Help Desk using the urgent line ( 1.800.488.8799, press 2, 1).**

## Risk Analysis

The Risk associated with this release is rated 7 on a scale of 1-10 due to the following reasons:

- Three bug defect fixes in batch processing, which only affect End-of-Day and End-of-Month processing.
- One database script to update the Minnesota database to ensure that the delivered bug fixes function appropriately.

## Verify Successful Update

To verify the Update was successful:

- Open a Participant Folder and click the **Manage Notes** icon.
- Click the **Add General Note** button.
- Click the **Subject** drop-down and verify **Custody** is listed.

## Up-to-Date Information about Existing Issues

The [Identified Issues with Current HuBERT Releases](#) on the MDH WIC website is an easily accessible reference for existing bugs. It will be used to provide **up-to-date information about any new or currently existing issues:**

To navigate to this page, click on:

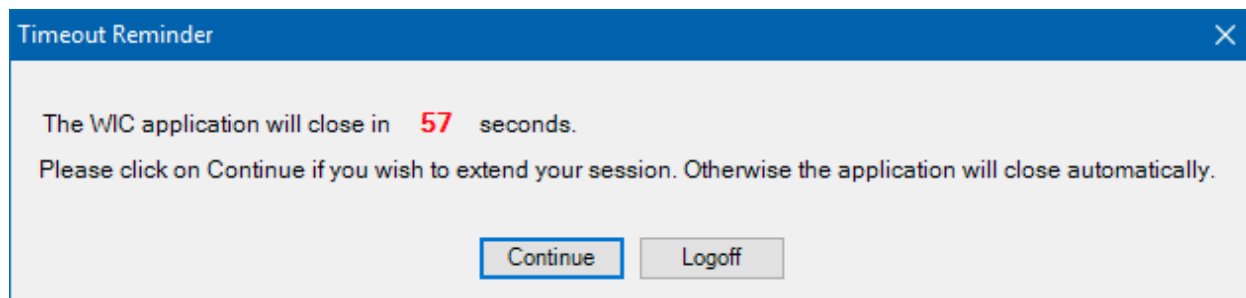
- Information for Local Agencies on the MDH WIC website
- WIC Information System
- Software Communications
- Identified Issues with Current HuBERT Releases

## Software Changes in HuBERT

### System Change - Timeout

In order to meet security requirements, the session timeout length in WINNIE will be 30 minutes, after which the system automatically logs you out. To better prepare staff for WINNIE, the session timeout in HuBERT is being changed from 180 minutes (3 hours) to 30 minutes.

After this update, **if your computer is idle for 30 minutes or more**, the system will display the Timeout Reminder message. If you do not select to Continue or Logoff within 60 seconds of the message displaying, HuBERT will automatically log you out.



### Note Changes

In WINNIE, users can create “Priority Alerts”, which require a Subject be selected. The Subject then displays at the top of each page within the Participant Folder. Development of the Priority Alerts Subject list was brought to the Nutrition Education Workgroup, which consists of Local Agency and State staff, to develop. It was decided that the current Note Subjects in HuBERT would be revised and then used for the Priority Alert Subjects so that if an alert is converted to a note, the same subject can be applied.

The following are the Nutrition Education Workgroup’s Note Subject changes that are being made now in HuBERT to better prepare for WINNIE.

#### New Note Subjects

- Soy Food – Issuance Reason
- Custody
- Pronunciation
- Interpreter/Language
- Referrals

#### Note Subject Changes

- Physicians Referral changed to Health Care Provider Referral

#### Deleted Note Subjects

- Soy Food – Cultural Practice
- Soy Food – Lactose Intolerance
- Soy Food – Milk Allergy
- Soy Food – Religious Observance
- Soy Food – Vegan/Vegetarian

## Document Changes

### **Risk Factor Guides**

The Risk Factor Guides for each WIC Category have been updated to reflect current Risk Factors.

### **Ineligibility Letter**

The Non-Discrimination Statement has been corrected in the Ineligibility Letter.

## References – Complete Listing of Hyperlinks

### Identified Issues with Current HuBERT Releases

(<https://www.health.state.mn.us/people/wic/localagency/infosystem/hubert/issues.html>)

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