

# Group Education Classes

## BUILD CLINIC CALENDAR AND SCHEDULING CLASSES – 7/8/20

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## Adding Group Education Classes in Build Master Calendar

Group education classes can only be added to dates that have business days, business hours and resources already defined.

When a group education class is added for a resource, the time and duration are blocked off in their column on the Schedule Appointments for Household screen.

1. Open the **Central Administrative Site (CAS)** module
2. Click on **Activities >> Build Master Calendar**
3. Click on **Calendar >> Define Group Education Classes**
  - a. Select the **Resource**
    - Cannot have appointments already scheduled during class time period; this results in a “conflict” and the system won’t be able to schedule the class



Could create resource specifically used for group ed classes to avoid potential conflicts

- b. Enter the start **Time**
  - Must fall within the hours scheduled for the resource
- c. Enter **Duration**
  - Cannot extend beyond the hours scheduled for the resource
  - Maximum = 120 minutes
- d. Enter the number of **Seats**
  - Maximum = 99 participants can be scheduled
- e. Select from the **Topic** drop-down. Topics are pre-defined by the State Office.
- f. Keep the default **Language** (English)
  - If the CPA providing follow-up speaks another language, select the appropriate language for the class.
- g. Select the **Weeks** from the **Clinic is Open** section
- h. Select the **Days** from the **On Days** section
- i. Enter the dates into the **Apply From** and **To** fields
- j. Click the **Apply** button

## GROUP EDUCATION CLASSES

Define Group Education Classes
✕

Clinic 023 - 023 - BLOOMINGTON PUBLIC HEALTH

Previously Scheduled Classes for Selected Resource

Class Date	Time	Topic	Seats	Duration	Language

Class Information

Resource cpa2 }

Time 01:00 PM

Duration 120

Seats 24

Topic \*Phone follow-up

Language English

Clinic is Open

Week 1  Week 2  Week 3

Week 4  Week 5

On Days

Monday  Tuesday  Wednesday

Thursday  Friday  Saturday

Apply from 6/1/2018 To 6/30/2018

In the Schedule Appointments for Household screen, the time period designated for the Group Education Class is blocked off.

Schedule Appointments for Household (13571892)

Schedule

March 2018

25	26	27	28	29	30	31
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018

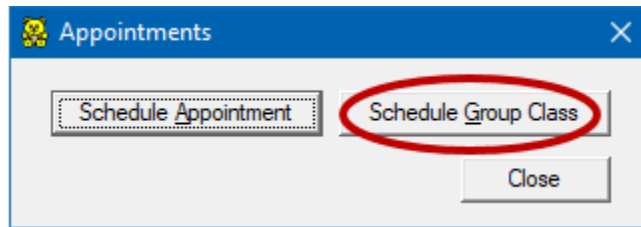
					1	2
3	4	5	6	7	8	9

Schedule Appointments: 023 - BLOOMINGTON PUBLIC HEALTH - 6/4/2018

Time	cpa1	cpa2
09:00 AM		
09:15 AM		
09:30 AM		
09:45 AM		*wichealth.org
10:00 AM		
10:15 AM		
10:30 AM		
10:45 AM		
11:00 AM		
11:15 AM		
11:30 AM		
11:45 AM		
12:00 PM		
12:15 PM		
12:30 PM		
12:45 PM		
01:00 PM		*Phone follow-up
01:15 PM		
01:30 PM		
01:45 PM		
02:00 PM		
02:15 PM		
02:30 PM		
02:45 PM		
03:00 PM		

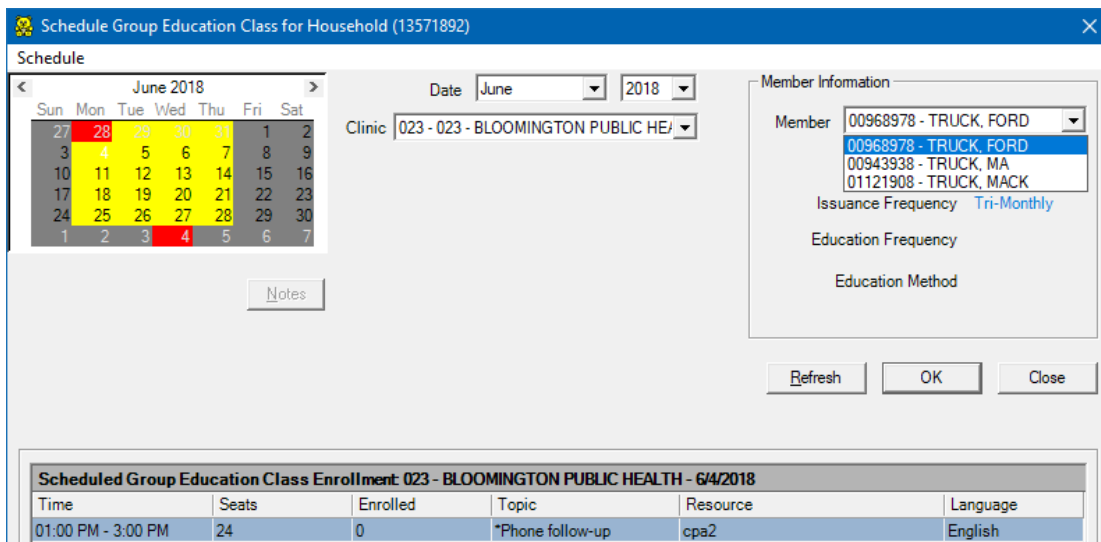
## Adding Participants to Group Education Classes

After clicking the **Schedule Appointments** icon, click the **Schedule Group Class** button.



The calendar in the **Schedule Group Education Class for Household** screen displays all dates with resources scheduled as yellow. There is no color indicator to designate if a group education class has been scheduled on the monthly calendar. **Schedulers will need to be familiar with the dates Group Education Classes have been scheduled for.**

In the example below, a group education class has been scheduled for June 4, but all dates in the calendar display the same color.



Agencies can choose to schedule each member of the household or just **one** member of the household to a group education class.

Participants should be added to a group education class around the time the next nutrition visit is due. To add participants to the class:

- Select the month from the **Date** drop-down
- Select the date on which the class has been scheduled from the calendar
- Select the desired member
- Select the class from the grid
- Click the **OK** button
- Click **OK** on the confirmation message

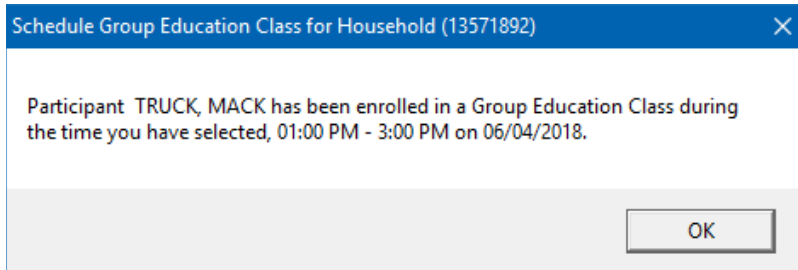
NOTE: Make sure you select the correct class for each member.

## GROUP EDUCATION CLASSES

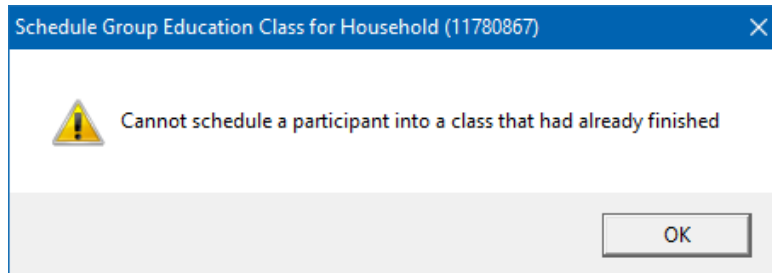
The **Enrolled** column displays the number of participants scheduled for the class.

Scheduled Group Education Class Enrollment: 023 - BLOOMINGTON PUBLIC HEALTH - 6/4/2018					
Time	Seats	Enrolled	Topic	Resource	Language
01:00 PM - 3:00 PM	24	3	Phone follow-up	cpa2	English

The system will not allow a participant to be scheduled for the same class more than once.



Also, similar to regular appointment scheduling, participants cannot be added to a class that has a **start time in the past**. The following message displays indicating that a participant cannot be added to a class that has already finished. However, despite this message 😊, they also **cannot be added to classes that have already started**.



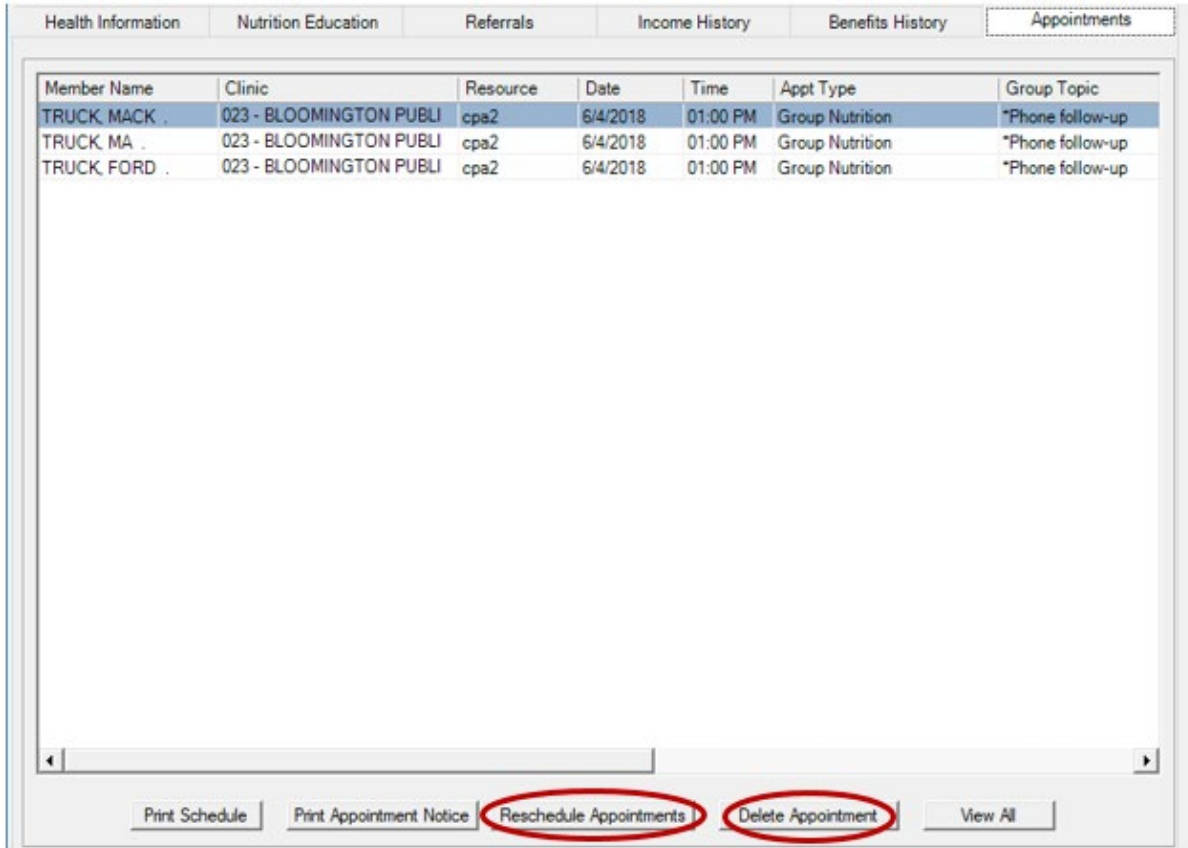
## Marking Participants as Kept

Participants' attendance is automatically marked as Kept by the system when benefits are issued on the same date as the class they are enrolled in.

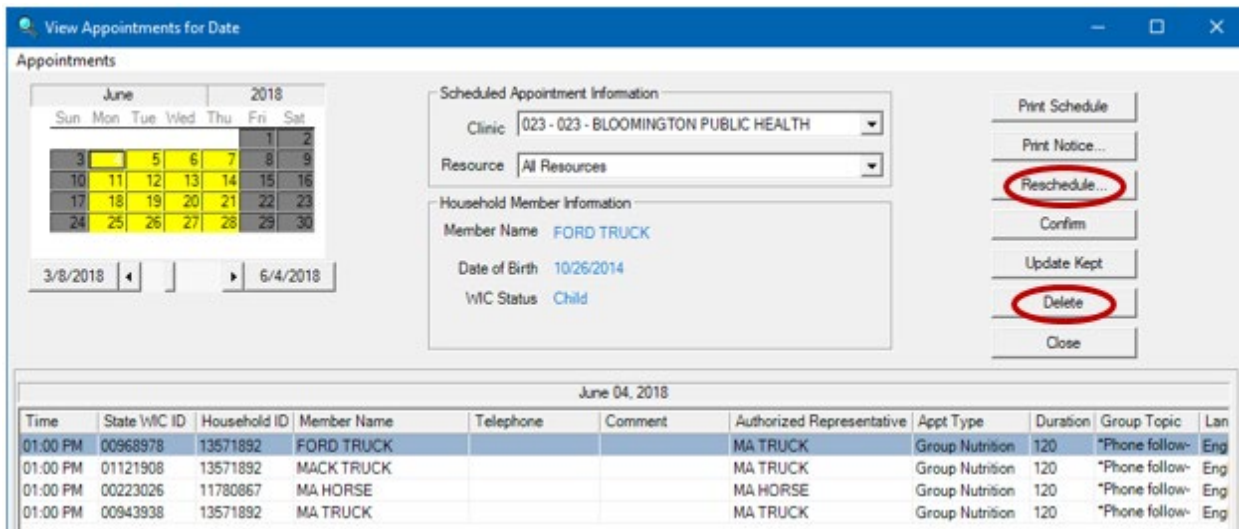
If benefits are not issued on the same date as the class, once the Nutrition Education has been confirmed, CPAs can manually mark the participant as **Kept** in **the View Appointments for Date** screen.

## Deleting and Rescheduling Group Education Classes

Participants can be removed from and rescheduled for group education classes rescheduled in both the **Appointments** tab in the participant folder...



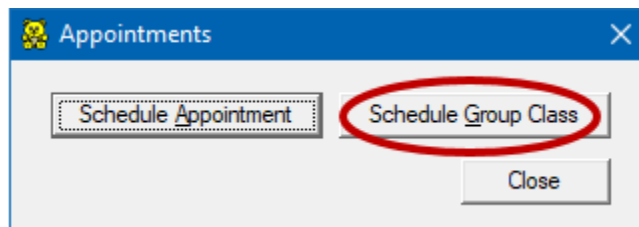
... and the **View Appointments for Date** screen.



## Rescheduling Participant for Group Education Classes

In general, if a participant has missed a group education class, we **don't** want to reschedule them; we want to **schedule** another group class. If we reschedule a participant who has missed a class, the No Show rates for our classes are affected since there will no longer be a record of the participant having missed the class.

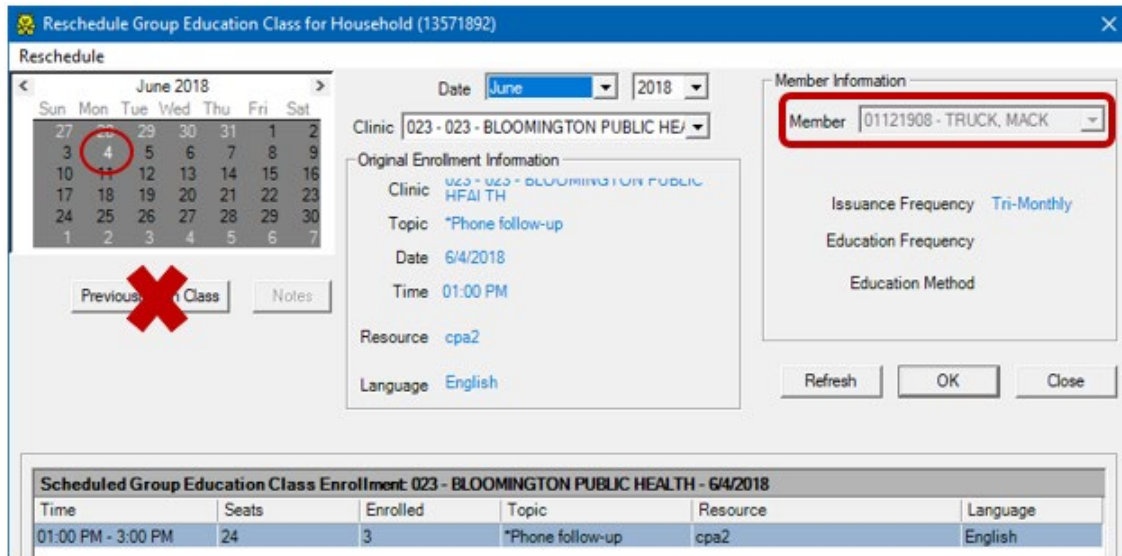
If rescheduling a participant for another group education class, select the **Schedule Group Class** button on the **Appointments** message.



If rescheduling a group education class for a regular appointment, select the **Schedule Appointment** button.

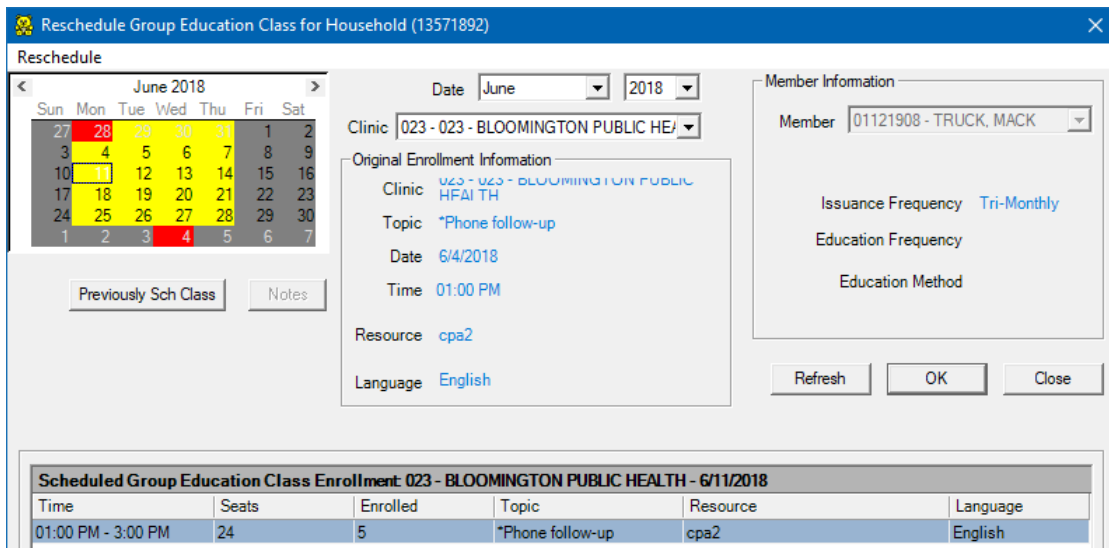
Only the selected participant can be rescheduled in the **Reschedule Group Education Class for Household** screen. (NOTE: The **Previously Sch Class** button **does not work**. Do not use.)

The date of the group education class displays white in the calendar.



Select another date with group education classes scheduled.

## GROUP EDUCATION CLASSES



Click OK on this screen and OK on the confirmation message. If other members of the household need to be rescheduled: close this screen, select them from the grid and click the **Reschedule Appointment** button.

## Printing the Class Roster

### Infoview

The **GROUP CLASS ROSTER** Infoview report template can be printed to obtain a list and count of participants enrolled in group education classes at the specified agency during the specified time period. Input controls allow the user to filter the output by the clinic where the class is scheduled, the class topic, and the resource for whom the class is scheduled.

*Phone follow-up (Duration = 120 / Seats = 24)												
Clinic ID	Resource	Date	Time	Household ID	State WIC ID	Participant	WIC Type	Telephone #	Authorized Rep	Language	Interp. Needed	
016	CPA 1	6/19/18	1:00 PM	10265883	00857148	MACK TRUCK	C	(218)111-1111	MA TRUCK	English	N	
016	CPA 1	6/19/18	1:00 PM	10265883	00886394	MA TRUCK	C	(218)111-1111	MA TRUCK	English	N	
016	CPA 1	6/19/18	1:00 PM	10265883	01102460	FORD TRUCK	C	(218)111-1111	MA TRUCK	English	N	
				HH Count = 1	Enrolled = 3							

## HuBERT Clinic System Output/Report

The **Group Class Roster** report in the HuBERT clinic environment can be printed to list participants enrolled in group education classes.

1. Click the drop-down arrow next to the **System Outputs** icon >> **Reports**
2. Scroll down and double-click on **Group Class Roster**
3. Select the **month** from the **Date** drop-down
4. Select the **date** from the calendar
5. Select the **class** from the grid (the **Print for Entire Day** checkbox prints all classes)



GROUP EDUCATION CLASSES

CLN022	MINNESOTA DEPARTMENT OF HEALTH WIC PROGRAM			Run Date:	03/08/2018
SARAH MALLBERG	Group Class Roster			Run Time:	9:35:40 AM
	06/11/2018			Page:	1
Grantee: 60 - Bloomington Public Health					
Agency: 061 - BLOOMINGTON PUBLIC HEALTH					
Clinic: 023 - BLOOMINGTON PUBLIC HEALTH					
Time: 1:00 PM - 3:00 PM					
Topic: *Phone follow-up					
Resource: cpa2					
Language: Spanish					
<u>Client Name</u>	<u>State WIC ID</u>	<u>Household ID</u>	<u>WIC Category</u>	<u>Telephone 1</u>	<u>Telephone 2</u>
MA HORSE	00223026	11780867	B		
RHODA HORSE	01115174	11780867	I		
FORD TRUCK	00968978	13571892	C		
MA TRUCK	00943938	13571892	B		
MACK TRUCK	01121908	13571892	I		
Count of enrollees for class: 5					
*** End of Listing ***					

CLN022	MINNESOTA DEPARTMENT OF HEALTH WIC PROGRAM			Run Date:	03/08/2018
SARAH MALLBERG	Group Class Roster			Run Time:	9:40:15 AM
	06/11/2018			Page:	1
Grantee: 60 - Bloomington Public Health					
Agency: 061 - BLOOMINGTON PUBLIC HEALTH					
Clinic: 023 - BLOOMINGTON PUBLIC HEALTH					
Time: 9:30 AM - 11:30 AM					
Topic: *wichealth.org					
Resource: cpa1					
Language: English					
<u>Client Name</u>	<u>State WIC ID</u>	<u>Household ID</u>	<u>WIC Category</u>	<u>Telephone 1</u>	<u>Telephone 2</u>
GRACE FULL	00223026	11780867	B		
HOPE FULL	01115174	11780867	I		
FAITH FULL	00968978	13571892	C		
DEE FEAT	00943938	13571892	B		
CLAY FEAT	01121908	13571892	I		
Count of enrollees for class: 5					
*** End of Listing ***					

## View Appointments for Date

The **Print Schedule** function in the **View Appointments for Date** screen can be used to print all the appointments and class enrollments for a specific **Resource**.

1. Click on **Activities >> View Appointments for Date**
2. Select the month and date on the calendar
3. Select the schedule from the **Resource** drop-down
4. Click the **Print Schedule** button

NOTE: The Appointment Type of "Group Nutrition" displays instead of the Group Topic name.

## GROUP EDUCATION CLASSES

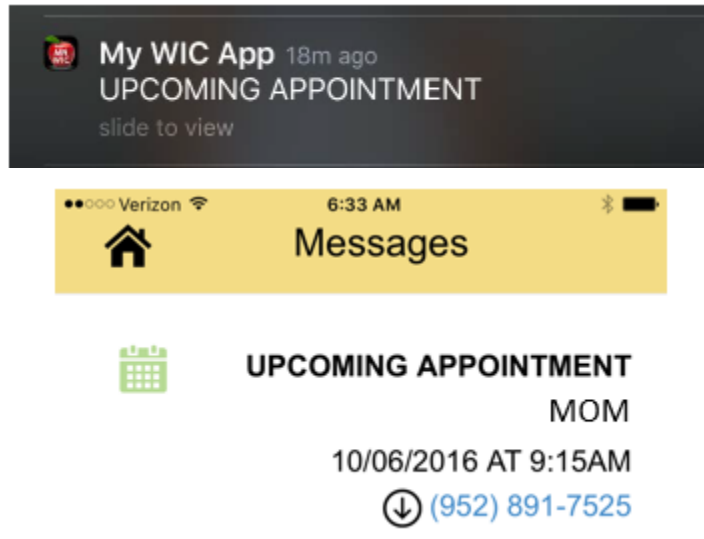
CLN017 MALLBERG SARAH		MINNESOTA DEPARTMENT OF HEALTH WIC PROGRAM Appointment Listing for 06/4/2018					Run Date: 03/08/2018 Run Time: 9:17:44 AM Page: 1	
Clinic: 023 - BLOOMINGTON PUBLIC HEALTH								
Time	State WIC ID	Household ID	Client Name	Telephone	Telephone Comment	Authorized Representative	WIC Category	Type
09:15 AM	01132774	13630979	SARAH M. MALLBERG	612-433-8269	PT Phone (7) Rate	SARAH M. MALLBERG	I	INITIAL CERTIFICATION
09:45 AM	01110729	13630979	SARAH M. MALLBERG	612-433-8269	PT Phone (7) Rate	SARAH M. MALLBERG	N	MID CERTIFICATION
10:30 AM	01007075	13258130	MARTHA M. BAZDAR	612-481-4499	Home (TELL)	SARAH M. MALLBERG	C	SUBSEQUENT CERTIFICATION
11:00 AM	01109533	13258130	MARTHA M. BAZDAR	612-481-4499	Home (TELL)	SARAH M. MALLBERG	I	SUBSEQUENT CERTIFICATION
11:30 AM	00070986	13258130	SARAH M. MALLBERG	612-481-4499	Home (TELL)	SARAH M. MALLBERG	B	SUBSEQUENT CERTIFICATION
01:00 PM	00943938	13571892	MA TRUCK			MA TRUCK	B	Group Nutrition
01:00 PM	01121908	13571892	MACK TRUCK			MA TRUCK	I	Group Nutrition
01:00 PM	00968978	13571892	FORD TRUCK			MA TRUCK	C	Group Nutrition
01:00 PM	01115174	11780867	RHODA HORSE			MA HORSE	I	Group Nutrition
01:00 PM	00223026	11780867	MA HORSE			MA HORSE	B	Group Nutrition
03:45 PM	00914743	13550013	JANET M. BAZDAR	612-762-3007	PH (7)	CAROLINA OTTELEN	C	HIGH RISK FOLLOW-UP
04:00 PM	01084052	13550013	JANET M. BAZDAR	612-762-3007	PH (7)	CAROLINA OTTELEN	C	SUBSEQUENT CERTIFICATION

## The My MN WIC App

All appointments and education classes receive notifications two days prior to the scheduled appointment/class.

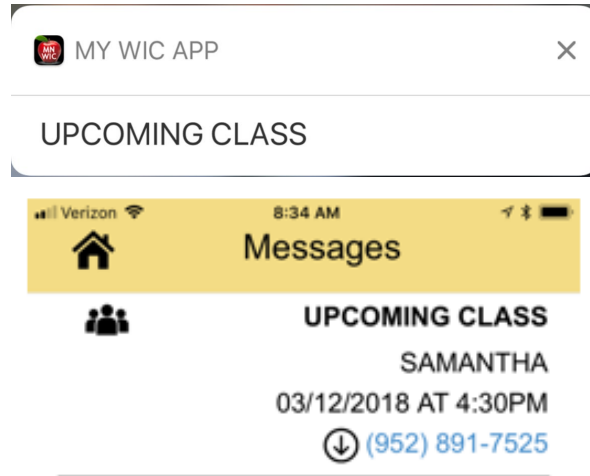
### Appointments

The appointment reminder notification displays UPCOMING APPOINTMENT and the reminder message lists the date and **start time**.



## Group Education Classes

The group education class reminder notification displays UPCOMING CLASS and the reminder message lists the date and **start time**.



If the participant was not marked as kept, s/he will receive a message indicating the appointment or class was missed.

## Reference – Complete Listing of Hyperlinks

[Group Class Roster Infoview Guidance Document](https://www.health.state.mn.us/docs/people/wic/localagency/reports/infoview/grouped/classroster.pdf)

(<https://www.health.state.mn.us/docs/people/wic/localagency/reports/infoview/grouped/classroster.pdf>)

*Minnesota Department of Health - WIC Program, 85 E 7<sup>th</sup> Place, PO BOX 64882, ST PAUL MN 55164-0882; 651-201-4444, [wic.health@state.mn.us](mailto:wic.health@state.mn.us), [www.health.state.mn.us](http://www.health.state.mn.us); to obtain this information in a different format, call: 651-201-4444*