

WINNIE the Scoop! Newsletter #6

APRIL 21, 2021



Please share this information with all WIC Information System users!

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Status Update

Development Is Behind; Schedule Will Be Revised

Due to delays in development at the Contractor, the WINNIE project is behind the previously anticipated schedule.

At this time, the SPIRIT Users Group (SUG) will be asking for a revised development timeline from CDP (WINNIE development contractor). Until we receive this, we won't be able to provide an updated timeline. However, we do know that UAT and Pilot are impacted, and both will be delayed and occurring later than originally planned. As for statewide roll-out, its timeline will either be condensed (there were "down weeks" in the original schedule) or also pushed back.

We will provide an update as soon as available and hope to be able to provide a revised schedule in the next WINNIE the Scoop! newsletter.

Questions & Answers

The following questions were submitted using the [WINNIE Questions for the State Office](#) form. All questions will be answered monthly and posted on the [WINNIE Questions & Answers](#) page, as well as included in the WINNIE the Scoop! monthly newsletter.

Q: At this time, is there anything we should be informing our Local IT Department about regarding WINNIE? Is there anything they will need to do or prepare for? Especially for agencies that use County-owned laptops.

A: New minimum specifications for WINNIE hardware requirements were provided in the April 7, 2021 Wednesday Update and are available on the [Technical Information](#) page of the MDH WIC website.

- [Locally Owned Hardware Specification – Updated \(memo\)](#)
- [Using Locally Owned Computers with WIC](#)

These new specifications will need to be met by locally-owned computers in order to be able to run the WINNIE software application.

Agencies currently using locally-owned computers should provide an updated, and signed, [Local Agency Hardware Support Agreement](#) to the State Office prior to WINNIE roll-out.

Q: Will the clinic calendar transfer over to WINNIE at roll-out time since we are usually scheduling appointments 3 months out at our agency?

A: Yes. WINNIE and HuBERT share the same database; only the application and its user interface are changing. All clinic calendars, Appointment Types, Resources, etc. should be available in WINNIE. There are some features, such as assigning your own color-scheme to your Appointment Types and creating Resource Groups, that you may want to adjust prior to Roll-out, but aren't necessary in order to use the Appointment Scheduler.

The WINNIE Application/Software

Although WINNIE isn't considered a "new" system (since the database is the same and the internal code is simply being rewritten) like when we transitioned to HuBERT, by the very nature of making the system browser-based, how it looks and feels to the user will be very different.

Therefore, going forward we will take a look at some of the screens in WINNIE and some exciting new changes that will be coming. In this newsletter, we'll take a look at Demographics, the screen WINNIE displays (like HuBERT) when the Participant Folder opens, and navigation within the participant folder.

Demographics

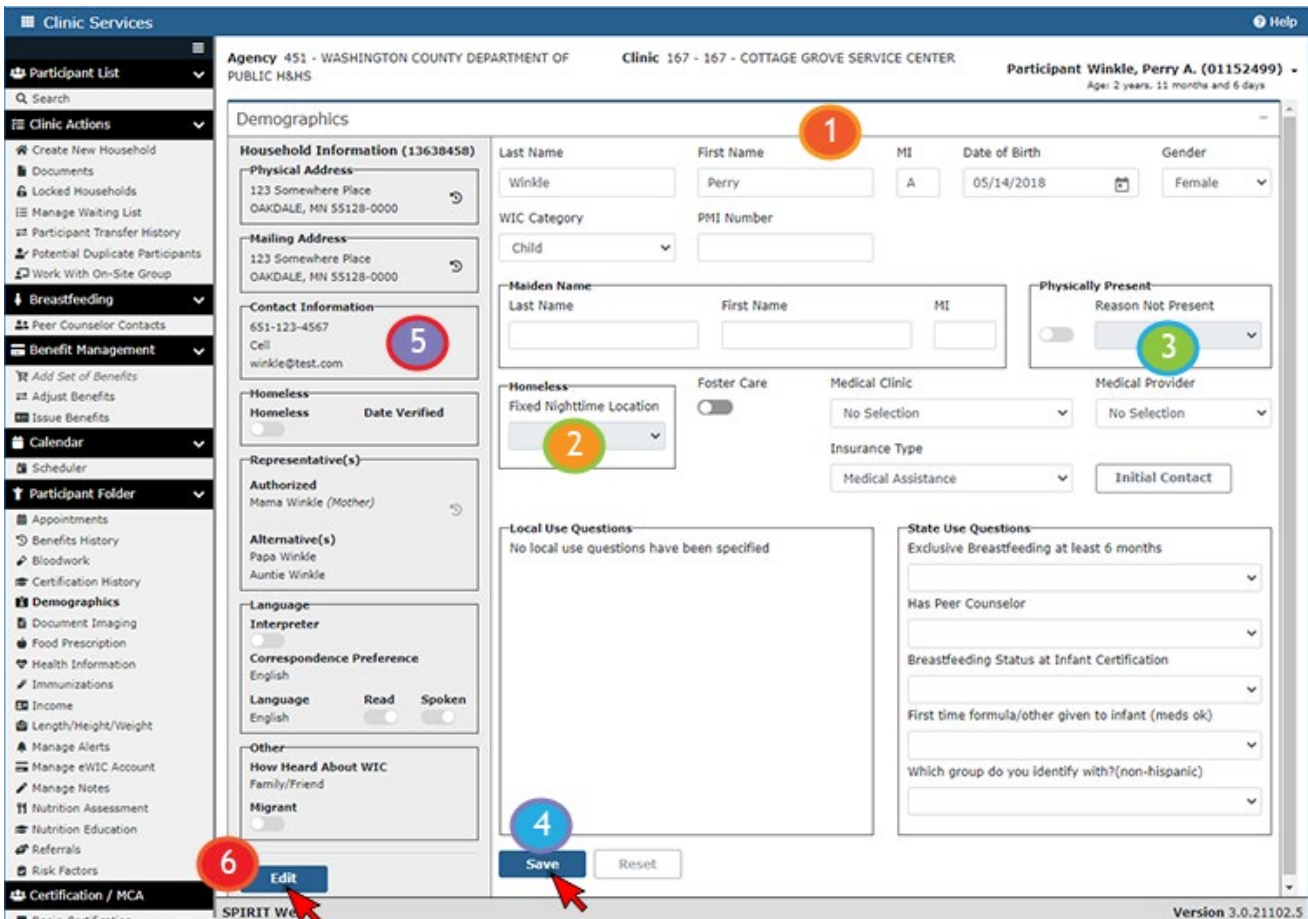
The Demographics screen has been divided into two sections.

Member (1), or participant-specific, information is on the right side of the screen. Fields are enabled based on the same rules as HuBERT. For example:

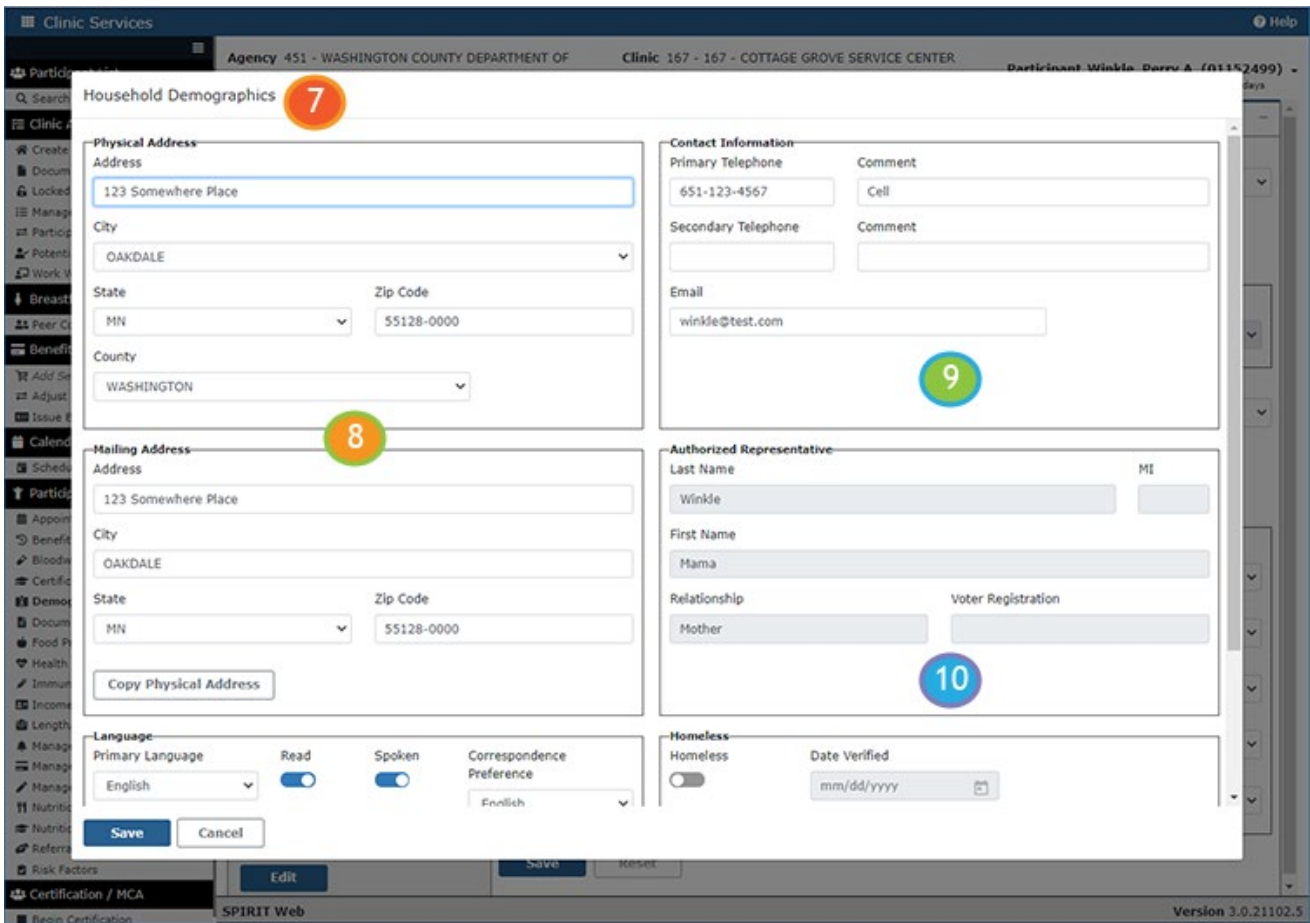
- *Homeless – Fixed Nighttime Location* (2) is only enabled when the household is marked as Homeless.
- The *Physically Present* (3) toggle is only enabled during certifications.

Any changes made to the information in the member section must be saved by clicking the **Save** button (4).

Household (5) information is displayed in a read-only panel on the left.

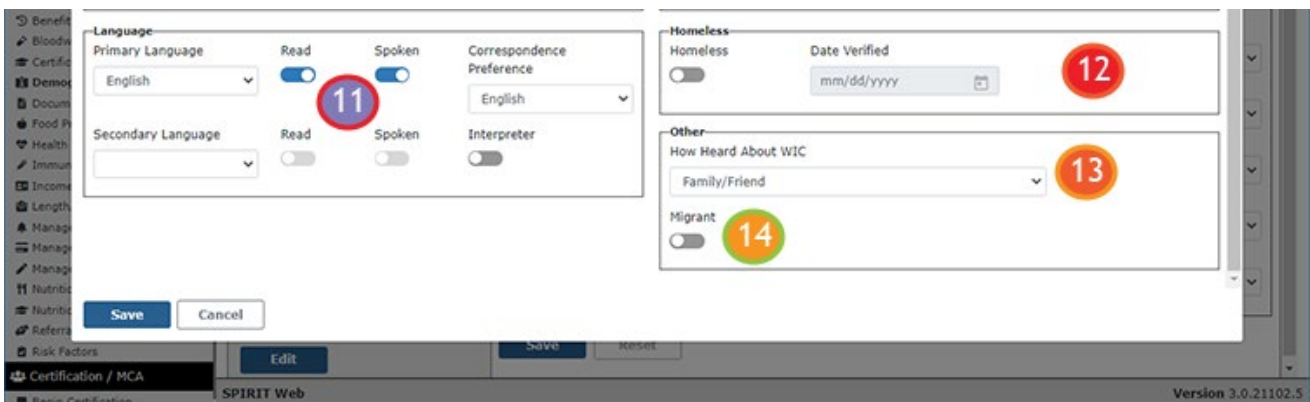


Clicking the **Edit** button (6) opens the Household Demographics (7) modal (a new window that opens on top of an existing screen and locks the screen beneath it until the new, or top, window is closed) Physical and Mailing Addresses (8), Telephone numbers, Comments and Email (9) can be updated.



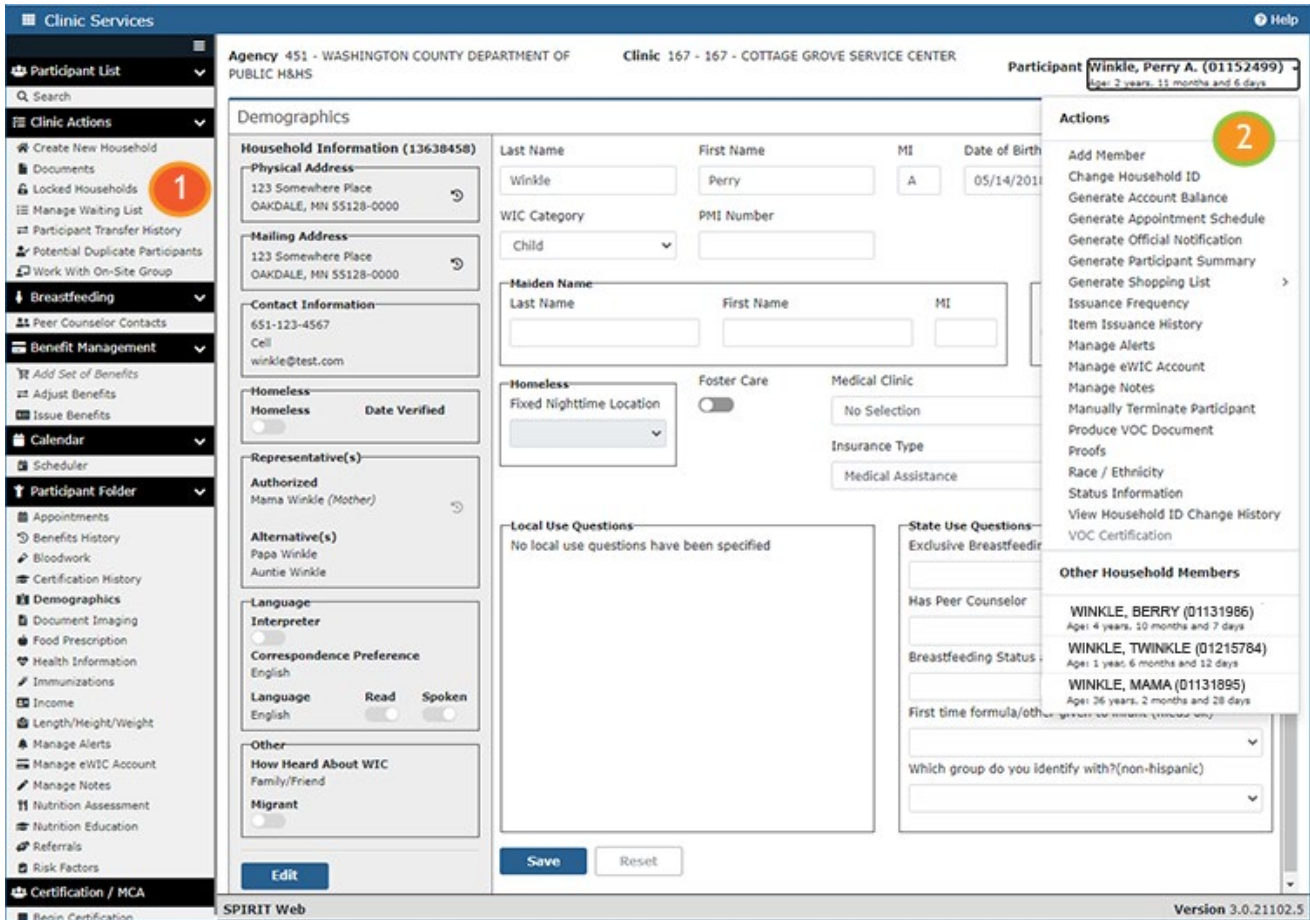
The Authorized Representative (10) information, like HuBERT, is read-only in Demographics and is updated with EBT information. (NOTE: The Authorized **and** Alternate Representatives display on the read-only Household Demographics panel on the main Demographics screen.)

Language preference (11), Homeless status (12), How Heard about WIC (13) and Migrant status (14) are on the bottom portion of the Household Demographics.

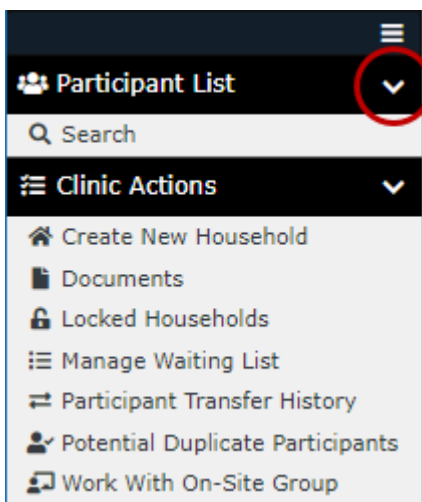


Navigation in the Participant Folder

There are two primary navigational tools in the Participant Folder: the navigation pane (1) and the Actions menu (2).



The Navigation Pane

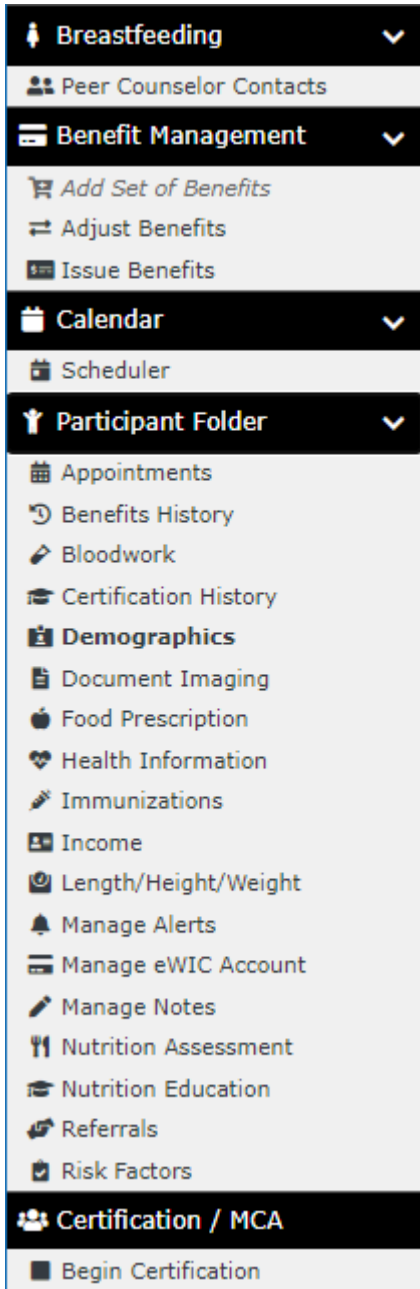


The navigation pane is grouped based on activities.

All sections can be collapsed by clicking the down arrow in the section header. This is maintained until the user expands the menu again or the user's browser session ends.

Clicking **Search** under *Participant List* closes the Participant Folder and returns the user to the Search screen.

The *Clinic Actions* include the same activities listed on the navigation pane in the Search screen. (NOTE: Potential Duplicate Participants only displays for users with rights to resolve duplicate records.)



The **Add Set of Benefits** is enabled when:

- A participant cannot be issued any more benefits in the Issue Benefits screen because the next set’s Printed First Date to Use (PFDTU) is after the Cert End Date.
- It is within 30 days of their Cert End Date.

Essentially, this allows the participant’s certification to be extended for one month.

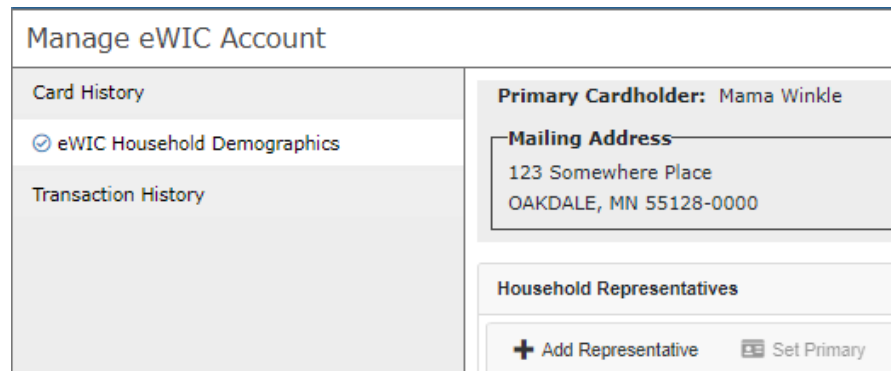
Adjust Benefits is the revised *Food Adjustment Wizard*.

Most of the options in the **Participant Folder** section equate to tabs in HuBERT. Currently, they display in alphabetical order.

Bloodwork and **Length/Height/Weight** have been separated into individual screens.

Document Imaging, **Manage Alerts** and **Manage Notes** are no longer modals that open on top of other screens; instead they open into full screens.

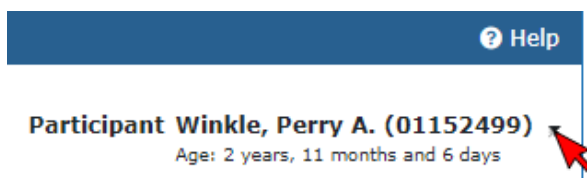
Manage eWIC Account opens to the *eWIC Household Demographics* screen, which provides access to *Card History* and *Transaction History*.



The **Certification/MCA** section allows us to start either a Certification or Mid-Certification Assessment.

The Actions Menu

The Actions menu is opened by clicking the drop-down arrow next to the participant’s name in the header. It can be accessed from any screen within the folder.



Actions

- Add Member
- Change Household ID
- Generate Account Balance
- Generate Appointment Schedule
- Generate Official Notification
- Generate Participant Summary
- Generate Shopping List >
- Issuance Frequency
- Item Issuance History
- Manage Alerts
- Manage eWIC Account
- Manage Notes
- Manually Terminate Participant
- Produce VOC Document
- Proofs
- Race / Ethnicity
- Status Information
- View Household ID Change History
- VOC Certification

Other Household Members

WINKLE, BERRY (01131986)
Age: 4 years, 10 months and 7 days

WINKLE, TWINKLE (01215784)
Age: 1 year, 6 months and 12 days

WINKLE, MAMA (01131895)
Age: 36 years, 2 months and 28 days

Some of the actions listed here are currently also listed in the Participant Folder section of the navigation pane. The SUG has requested that this redundancy be removed.

Proofs opens a modal which displays the most recent certification’s Proof of Residency and Proof of Identity.

Proofs

Proof of Residence

Utility/Personal Bill ▼

Proof of Identification

Photo ID ▼

Save

Cancel

Status Information opens a modal which displays information from the bottom of the HuBERT AdditionalInfo2 tab.

Status Information

Participant
Winkle, Perry A. (01152499) -
Age: 2 years, 11 months and 6 days

Application Date	Waiting List Start Date	WIC Priority
06/13/2018	N/A	5
Termination Date	Termination Reason	
N/A	N/A	
Ineligibility Date	Ineligibility Reason	
N/A	N/A	

Close

The drop-down arrow allows the user to view other household member’s Status Information as well.

Other Household Members allows the user to easily switch between household member’s folders. Only members who could potentially be eligible for the program are listed (i.e. categorically ineligible children do not display in this list but women, who could be recertified, do).

Selecting another member in any screen in WINNIE will open the other member’s folder to that screen as well. This partially addresses the browser constraint which limits the user from opening multiple folders at the same time (however, users will still not be able to have folders belonging to different households open at the same time).

Future Newsletters

Next month, we will take a look at beginning certs and MCAs, Manage Alerts and Manage Notes.

Reference – Complete Listing of Hyperlinks

WINNIE Questions for the State Office (<https://redcap.health.state.mn.us/redcap/surveys/?s=YKT3FL3MHT>)

Technical Information

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

Locally Owned Hardware Specification – Updated (memo)

(<https://www.health.state.mn.us/docs/people/wic/localagency/wedupdate/2021/04/07hardware.pdf>)

Using Locally Owned Computers with WIC

(<https://www.health.state.mn.us/docs/people/wic/localagency/infosystem/techinfo/local.pdf>)

Local Agency Hardware Support Agreement

(https://www.health.state.mn.us/docs/people/wic/localagency/infosystem/techinfo/lahw_agreement.pdf)

Minnesota Department of Health - WIC Program 85 E 7th Place, PO BOX 64882, ST PAUL MN 55164-0882; 651-201-4444, health.wic@state.mn.us, www.health.state.mn.us; To obtain this information in a different format, call: 651-201-4444