

WINNIE the Scoop! Newsletter #18

APRIL 27, 2022



Please share this information with all WIC Information System users!

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Future WINNIE the Scoop! Newsletters

WINNIE (and HuBERT) Information Coming to Your Inbox on Thursdays Starting in May 2022!

Starting in May 2022, all current HuBERT users will begin receiving email from the MIS & Data Unit **on Thursdays** with information specific to HuBERT users. These emails will include the WINNIE the Scoop! newsletters and HuBERT Hints, as well as information that specifically impacts, and is important to, HuBERT users.

Prior to May 2022, this information has been included in the Wednesday Update, which is distributed to administrators and coordinators every week. However, often we have current and pertinent information for our **system users** and we want to ensure the MIS information, which directly affects HuBERT users, is provided in a timely and consistent manner. HuBERT users should prioritize thoroughly reading the information sent in these emails.

The email will be sent from **health.wic@state.mn.us** and the Subject will indicate the contents of the email (for example: WINNIE the Scoop! Newsletter #18). Recipients should not reply to this email since the MIS & Data Unit does not monitor this email address. However, questions and feedback are always welcome and can be submitted using:

- WINNIE – [WINNIE Questions for the State WIC Office](#) Form
- HuBERT – [Questions and Feedback](#) Form

Please keep an eye out for these emails beginning Thursdays in May 2022.

Question & Answers

Remember! Questions about WINNIE should be 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: Will the state continue to provide computers for WINNIE or will Local Agencies need to budget locally for them?

A: Currently, the state does not have any plans to stop providing computers for WINNIE users. If this should change in the future, the state will give Local Agencies appropriate notice so that they are able to adequately budget for purchasing their own computers.

Q: When building the clinic calendar, how far ahead should we complete the HuBERT calendars for in preparation for WINNIE?

A: You can continue to build your clinic calendar as you currently do. Since WINNIE uses the same database as HuBERT, once Pilot starts, information entered into Build Clinic Calendar or Appointment Scheduling in HuBERT will be available in WINNIE. As soon as your agency rolls out, you will begin building your agency's future calendars, or adjusting current calendars, in WINNIE instead of HuBERT.

If you're interested in more information about the Clinic Calendar...

The following are some changes to Clinic Calendar in WINNIE.

Business Days and Business Hours

In WINNIE, building the clinic calendar is a little different in that it is solely based on Resource Schedules; you will no longer have to define Business Days or Business Hours.

Example: CPA1 (resource) is scheduled at Clinic A on 4/27/22 from 8AM to 4:30PM.

- Clinic A Business Day = 4/27/22
- Clinic A Business Hours = 8:00 AM – 4:30 PM

CPA2 is also then scheduled at Clinic A on 4/27/22 from 7AM to 1 PM.

- WINNIE changes business hours to 7:00 AM - 4:30PM for Clinic A on 4/27/22.

WINNIE automatically creates the business hours based on the earliest and latest times resources are scheduled for a particular clinic and date.

Holidays and Events

“Events” are new to WINNIE. These allow you to block off a date and time, or an entire day, for a specific clinic for meetings, conferences, or other types of events. When these are scheduled, you will not be able to schedule resources for that clinic on that day during that time period.

Blocking Time for Resources

Time “blocks” are also new to WINNIE. This function allows you to designate a specific time period during a resource’s schedule during which the resource is unavailable. For instance, you could use the block to indicate resources’ lunches. Instead of scheduling resources from 8AM – 12PM and 1PM to 4:30PM, you could schedule them from 8AM – 4:30PM and block 12PM-1PM for lunch. Blocked times displays as disabled time periods when scheduling appointments; users will not be able to schedule appointments during time blocks.

NOTE: Blocked times can be scheduled regardless of whether appointments have already been scheduled for the Resource during that time, which provides more flexibility. This allows staff to get the blocked time “on the books” without any limitations. Then agencies can treat any scheduled appointments either as an “overbook” or can contact and reschedule.

Appointment Types/WIC Category/Colors

When scheduling an appointment, you will now be able to select the appropriate WIC Category for the participant’s appointment. Due to this, you may be able to use fewer Appointment Types, especially if you have appointment types based on WIC Category, such as New Pregnant or New Child. In WINNIE, you may choose to just have a “New” appointment type.

You can also assign your own colors to different Appointment Types.

NOTE: Lighter color shades should be used since the font will always display as black in the Appointment Scheduler; colors selected must have enough contrast to allow text to be easily legible.

The WINNIE Application/Software

WINNIE is not considered a "new" system since the database is the same and the internal code is simply being rewritten. However, the very nature of making the system browser-based will cause it to look and feel very different to users.

Therefore, going forward we will take a look at some of the screens in WINNIE and some exciting new changes that will be coming. Instead of providing print screens this month, we have posted a "module" online that will provide a general overview of Adjust Benefits, which is the Food Adjustment Wizard function in WINNIE, along with a scenario whereby formula is changed and partially direct shipped from the Adjust Benefits screen.

Adjust Benefits Overview

[Adjust Benefits Overview #1 Module \(HTML5/18 minutes\)](#)

[Adjust Benefits Overview #1 Script \(PDF\)](#)

NOTE! If the audio doesn't play when the module is first opened, please click the Pause button followed by the Play button.

Future Newsletters

Next month, we will provide an overview of another scenario, exchanging a food item issued to multiple members in a household, and some new functionality in Adjust Benefits.

References – listing of all hyperlinks

[WINNIE Questions for the State WIC Office](#)

(<https://redcap.health.state.mn.us/redcap/surveys/?s=YKT3FL3MHT>)

[WINNIE Questions & Answers](#)

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

[Adjust Benefits Overview #1 Module \(HTML5/10minutes\)](#)

(<https://www.health.state.mn.us/training/cfh/wic/winnie/scoop/adjust1/index.html>)

[Adjust Benefits Overview #1 Script \(PDF\)](#)

(<https://www.health.state.mn.us/docs/people/wic/localagency/winnie/scoop/scripts/adjust1.pdf>)

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