

# HuBERT Practice Exercises: Phase 1

JANUARY 2024

These trainings are recommended optional exercises.

**Preceptors:** Consider HuBERT mentoring, staff role, and skill level when determining which practice exercises will be completed.

Consider downloading files from FileZilla to a shared file for new staff member to access.

These documents provide steps for hands-on practice using HuBERT. *A HuBERT training computer must be used when completing these structured exercises.* These documents are available on FileZilla ([FileZilla Introduction - PDF](#)) in the HuBERT Training >> Structure Exercises folder.

- Take some time to practice the functions you just learned in the Information System Modules.
- Find or create participants using your training laptop for your practice.

## Introduction to WIC

- Hardware/Software- 0213changepw
- **Participant Search/List-** 0213searchagency, 0213checkedin, 0213clearonsite, 0213toggleonsite
- **Prescreen-** 0213createnewmbr, 0213createnewmbr2, 0213createnewhh, 0213createnewhh2, 0213createnewhh3, 0213createnewmbrsrsrch, 0213createpotduppt
- **Participant Folder Activities-** 0213pptsummary, 0213terminate, 0213termreason, 0213reinstate

## Overview of certification

- **Income Assessment activities-** 0213addincomeinpf, 0213overincomepf, 0213overincomecgs, 0213proofpendissben, 0213proofnotavail, 0213pendingproofinc, 0213presumpelig, 0213noincome, 0213multinc, 0213indadjelig, 0213adjelig, 0213copytocurrent, 0213docincmigrants
- **Activities under CGS Section-** 0213copydemo, 0213workanothermbr
- **Link Mom and Baby-** 0213linkedmombaby
- **Linked Infant's Health Information-** 0213linkedinfant
- **Child Over 2 & Health Information-** 0213childover2

## Hematological measurements & assessment

- **Height/Weight and Blood-** 0213htwtbld, 0213htwtpf0213editblood, 0213editht, 0213editwt, 0213bloodnotrequired, 0213bloodpf, 0213unknownhtwt

## Reference – complete listing of hyperlinks:

[FileZilla Introduction](#)

[www.health.state.mn.us/docs/people/wic/localagency/infosystem/techinfo/filezillaintro.pdf](http://www.health.state.mn.us/docs/people/wic/localagency/infosystem/techinfo/filezillaintro.pdf)

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