

WIC Information System User Roles & Definitions

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Role Definitions

Role	Definition	Access to
WINNIE CPA (21)	All clinic functions: applicant prescreening, eligibility determination, certification, risk factor and anthropometric assessment, food prescription assignment, nutrition assessment, nutrition education, referrals, participant documentation, changing Household IDs, eWIC management, benefit issuance, and individual and group appointment scheduling.	Clinic Services Module
WINNIE CPA with Calendar (22)	Same access as the role above: WINNIE CPA Including, the ability to create the agency's clinic calendar for appointment scheduling.	Clinic Services Module Agency Administration Module (Calendar only)
WINNIE View Only (23)	View all pages within Participant Folder (cannot make any changes/modifications to information).	Clinic Services Module
WINNIE Peer (24)	Perform the following functions in the Participant Folder: create any type of note, create and delete alerts, create breastfeeding contacts; update Demographics; add Referrals; and scan documents. Other screens in Participant Folder are view-only. Does NOT have access to Income page.	Clinic Services Module
WINNIE Agency Admin (20)	Able to maintain agency Referrals, Medical Clinic Providers, Local Use Questions, and management of Duplicate Participants. For questions using this role please reach out to the MN WIC Help Desk.	Agency Administration Module
WINNIE Scheduler (25)	Perform the following functions: prescreen, create notes and alerts; update Demographics and Height/Weight and Blood; print Participant Summaries and VOC documents; schedule appointments. Cannot: utilize the Benefit Management function (includes issue and adjust benefits), manage eWIC (change proxies, assign proxy cardholder, issue or deactivate WIC Cards, etc.), complete a VOC, or start a certification or Mid-certification Assessment.	Clinic Services Module

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