Adjust Benefits 1C – Formula Scenario 3 - WINNIE Online Training Module

AUGUST 2023

Introduction

Intro

This online training module is provided by the Minnesota (MN) Department of Health WIC Program. It is a review of adding formula for a 6-month-old formerly Fully Breastfed infant in Adjust Benefits in WINNIE, the MN WIC Information System.

Date

All dates in this module are based on today's date being August 7, 2023.

Formula Scenario 3: Change BF Amount & Add Formula

Scenario Overview

The following is the scenario for this module: we're adding formula for a 6-month-old Fully Breastfed infant whose been issued infant foods and meats for August, September, and October. Some redemption of infant fruits, vegetables, cereal, and meats has occurred.

Scenario 1

Minnie Mize is a 6-month-old fully breastfed infant whose mom is returning to school, has started supplementing with Gentlease, and would like a couple of cans of formula.

We're going to take a look at Adjust Benefits **before** changing her Breastfeeding Amount.

Despite that, what do we still have to do first for a breastfeeding infant before opening Adjust Benefits?

Go ahead. Click anywhere for a hint.

<no audio> What do we need to do for a breastfed infant before opening Adjust Benefits? Click anywhere for a hint.

<audio – hint> We have to update her Breastfeeding Verified Date. Select Health Information from the sidebar.

PARTICIPANT: "Hi. I'm going back to school, and started giving Minnie some Gentlease formula 2 days ago. I'm wondering if I can get two cans so that I have it when I need it?"

WIC STAFF: Sure. Let's see what we can do to help.

<Waiting>

<screen description – no audio> Spin icon displays.

Health Information 1

<no audio> Use the calendar icon in the field.

<no audio> What do we need to do for a breastfed infant before opening Adjust Benefits?

<audio – hint> Click the calendar control in the Breastfeeding Verified Date field.

Health Information 2

<no audio> What do we need to do for a breastfed infant before opening Adjust Benefits?

<audio – hint> Select today's date, August 7th.

Health Information 3

<no audio> What do we need to do for a breastfed infant before opening Adjust Benefits?

<audio – hint> Click the Save button.

<Waiting>

<screen description – no audio> Spin icon displays.

Adjust Benefits 1

Go ahead and open Adjust Benefits.

<Waiting>

<screen description – no audio> Spin icon and "Working…please wait" display.

Adjust Benefits 2

If formula isn't issued, the Formula Items card is automatically collapsed.

We can see that she has redeemed some of her infant F/V and cereal, as well as some of her infant meats.

Adjust Benefits 3

We can expand the Formula Items card by clicking on either Formula Items or the arrow toggle in the header.

Go ahead and click one.

<no audio> Click Formula Items or the right arrow in the header to expand the Formula Items card.

Adjust Benefits 3A

If we were to click the Add Formula Item button while our Breastfeeding Amount is Fully, a message displays informing us that no formula items are available.

Adjust Benefits 4

Go ahead and change Minnie to Mostly-BF. Click anywhere for a hint.

<audio – hint> Select Health Information from the sidebar.

WIC STAFF: I need to change Minnie to Mostly-BF.

<Waiting>

<screen description – no audio> Spin icon displays.

Health Information 4

<no audio> Change Minnie to Mostly-Breastfeeding. Click anywhere for a hint.

<audio – hint> Click the Breastfeeding Amount dropdown.

Health Information 5

<no audio> Change Minnie to Mostly Breastfeeding. Click anywhere for a hint.

<audio – hint> Select Mostly-Breastfeeding.

Health Information 5A

<no audio> Change Minnie to Mostly Breastfeeding. Click anywhere for a hint.

<no audio> Click into the field and type the date in the format m/d/yy.

<audio – hint> Click into the Supplemental Feeding Start Date field.

> WIC STAFF: She said she started Gentlease 2 days ago. So 8/5/23…

Health Information 5B

<no audio> Change Minnie to Mostly Breastfeeding. Click anywhere for a hint.

<no audio> Click into the field and type the date in the format m/d/yy.

<audio – hint> Type 8/5/23 into the field.

> WIC STAFF: She said she started Gentlease 2 days ago. So 8/5/23…

Health Information 5C

<no audio> Change Minnie to Mostly Breastfeeding. Click anywhere for a hint.

<audio – hint> Click the Save button.

Food Rx Msg 1 (Slide 24)

<no audio> Change Minnie to Mostly Breastfeeding. Click anywhere for a hint.

<audio – hint> We want the Food Prescription to update. Click the Yes button.

<Waiting>

<screen description – no audio> Spin icon displays.

Select Formula 1

<no audio> Change Minnie to Mostly Breastfeeding. Click anywhere for a hint.

<audio – hint> Click the Food Item dropdown.

Select Formula 2

<no audio> Change Minnie to Mostly Breastfeeding. Click anywhere for a hint.

<audio – hint> Select Gentlease (12.4 oz pwd).

> WIC STAFF: She said she started Gentlease and she's breastfeeding, so powder…

Select Formula 3

<no audio> Change Minnie to Mostly Breastfeeding. Click anywhere for a hint.

<audio – hint> Click the Save button.

<Waiting>

<screen description – no audio> Spin icon displays.

Food Rx Msg 2

<no audio> Change Minnie to Mostly Breastfeeding. Click anywhere for a hint.

<audio – hint> New default food packages created. Click the OK button.

<Transition Slide>

Before we go back to Adjust Benefits, we're going to take quick look at her Food Prescriptions.

<screen description – no audio> Page transitions to Food Prescription

Food Prescription 1

As expected, a 1 can package was created with Gentlease for today.

A 9-month food prescription was created with Gentlease as well.

And she has a one-year child food package.

Adjust Benefits 5

OK. Let's return to Adjust Benefits.

<no audio> Open Adjust Benefits.

<Waiting>

<screen description – no audio> Spin icon displays.

Adjust Benefits 6

Notice in the Food Items grid that our Available column for the Infant Meats and Infant Fruits and Vegetables now displays negative values.

These are the differences between the food items issued to a Fully Breastfed infant versus a Mostly Breastfed infant.

Let's see what happens if we try to add formula.

Go ahead and expand the Formula card.

<no audio> Click Formula Items or the right arrow in the header to expand the Formula Items card.

Add Formula 1

Add the two cans of powdered Gentlease. Go ahead. Click for hints.

<no audio> Add 2 cans pwd. Gentlease. Click anywhere for a hint.

<audio – hint> Click the Add Formula Item button.

Add Formula 2

<no audio> Add 2 cans pwd. Gentlease. Click anywhere for a hint.

<audio – hint> Click the Food Item dropdown.

Add Formula 3

<no audio> Add 2 cans pwd. Gentlease. Click anywhere for a hint.

<audio – hint> Select Enfamil Gentlease (12.4 oz pwd).

Add Formula 4

<no audio> Use the spin arrows.

<no audio> Add 2 cans pwd. Gentlease. Click anywhere for a hint.

<audio – hint> Hover over the Quantity field then click the up spin arrow.

Add Formula 5

<no audio> Add 2 cans pwd. Gentlease. Click anywhere for a hint.

<audio – hint> Click the OK button.

Redeemed Foods 1

So, WINNIE allows us to add formula if there is redemption of the Fully-Breastfed infant foods and does not require that we recover them before providing formula.

This flexibility ensures that we can always provide formula to infants who may need it.

Redeemed Foods 2

MN WIC does not **return** infant foods so any that are already **redeemed** should be kept by the participant.

So, in this instance, Minnie should keep the 8 jars of infant meats.

However, we can, and **should**, recover the rest of the infant meats, as well as the 32 extra jars of infant fruits and vegetables that are still on the card.

Let's recover the infant meats then the infant fruits and vegetables.

Double-click into the correct field, recover the correct amount, and get the system to calculate. Click for hints.

<no audio> Recover the infant meats then the infant fruits/vegetables. Double-click into the field, enter the amount, and get the system to calculate. Click anywhere for hints.

<audio – hint> Double-click inside the Recovered field in the Infant Meats row.

Redeemed Foods 3

<no audio> Recover the infant meats then the infant fruits/vegetables. Double-click into the field, enter the amount, and get the system to calculate. Click anywhere for hints.

<audio – hint> We are recovering the amount left in the HH Balance column, which is 23 jars.

Redeemed Foods 4

<no audio> Recover the infant meats then the infant fruits/vegetables. Double-click into the field, enter the amount, and get the system to calculate. Click anywhere for hints.

<audio – hint> Press the Tab key or click somewhere on the page.

Redeemed Foods 5

<no audio> Recover the infant meats then the infant fruits/vegetables. Double-click into the field, enter the amount, and get the system to calculate. Click anywhere for hints.

<audio – hint> Double-click inside the Recovered field in the Infant Fruits/Vegetables row.

Redeemed Foods 6

<no audio> Recover the infant meats then the infant fruits/vegetables. Double-click into the field, enter the amount, and get the system to calculate. Click anywhere for hints.

<audio – hint> We are recovering the value in the Available column, which is 32 jars.

Redeemed Foods 7

<no audio> Recover the infant meats then the infant fruits/vegetables. Double-click into the field, enter the amount, and get the system to calculate. Click anywhere for hints.

<audio – hint> Press the Tab key or click somewhere on the page.

Collapse 1

The Available in the Infant Meats row will continue to display the negative 8 since we cannot recover them.

We're done with the current set.

Go ahead and collapse the current benefit's card.

Update Future 1

We have negative values again for the additional fully breastfeeding infant foods, which we'll want to recover.

Let's try that Update Future Months function again.

See if it works better this time. Go ahead and click it.

<no audio> Click the Update Future Months function.

Future Set 1

Well, that looks pretty good.

We have our formula already added and our 32 jars of infant fruits and vegetables recovered.

We just have to correct our recovered amount for the Infant Meats.

Double-click into the field and correct the amount. Click for hints.

<no audio> Recover infant meats. Double-click into the field, enter the amount, and get the system to calculate. Click anywhere for hints.

<audio – hint> Double-click inside the Recovered field in the Infant Meats row.

Future Set 1A

<no audio> Recover infant meats. Double-click into the field, enter the amount, and get the system to calculate. Click anywhere for hints.

<audio – hint> We are recovering all 31 jars in the Household Balance. Enter 31.

Future Set 1B

<no audio> Recover infant meats. Double-click into the field, enter the amount, and get the system to calculate. Click anywhere for hints.

<audio – hint> Press the Tab key or click somewhere on the page.

Collapse 2

Our Available column in the Food Items grid is zeroed out, so we're good to go.

Let's do the exact same thing for the October benefits.

Collapse the September benefits then adjust the infant meats by double-clicking into the field and correcting the amount. Click for hints.

<no audio> Collapse the September benefit set's card.

Future Set 2

<no audio> Adjust the infant meats. Double-click into the field, correct the amount, and get the system to calculate. Click anywhere for hints.

<audio – hint> Double-click inside the Recovered field in the Infant Meats row.

Future Set 2A

<no audio> Adjust the infant meats. Double-click into the field, correct the amount, and get the system to calculate. Click anywhere for hints.

<audio – hint> We are recovering all 31 jars in the Household Balance. Enter 31.

Future Set 2B

<no audio> Recover infant meats. Double-click into the field, enter the amount, and get the system to calculate. Click anywhere for hints.

<audio – hint> Press the Tab key or click somewhere on the page.

Collapse 3

And done. Go ahead and collapse this card and finish the adjustment.

<no audio> Collapse the October benefit set's card.

Send Data 1

<no audio> Click the Send eWIC Data button.

<Waiting>

<screen description – no audio> Spin icon and "Working…please wait" display.

<Waiting>

<screen description – no audio> Spin icon and "Working…please wait" display.

After Send 1

The columns on the left side of the Return and Recover fields recalculate and display our new values once we communicate with the WIC processor.

The – 8 is maintained since that amount wasn't recovered.

Review the next two months by collapsing each grid.

<no audio> Collapse the current benefit set's card.

Collapse 4

<no audio> Review the grid then collapse the September benefit set's card.

End Adjust

Click the button to continue.

What Should We Do?

Minnie's mom has August, September, and October benefits with the Fully Breastfeeding food package. She has some redemption for her August set. The Available column has negative numbers indicating the amount we can adjust each food item to remove the extra foods provided to her when she was Fully Breastfeeding. What should we do? Click on the button to select an answer.

ANSWER #1: We should use the negative values in the Available column to adjust mom's Fully Breastfeeding food items so that it more closely reflects the Mostly Breastfeeding food package. Once that's done, we should void her future benefit sets, review her food prescription page, and reissue her September and October benefits in Issue Benefits.

ANSWER #2: We should leave mom's current benefit set as-is since there is already redemption and just void her future benefits. We should then review her food prescription page and reissue her September and October benefits in Issue Benefits.

Benefits History 1

If we were to view all the issuance cards in Benefits History, we would see the following.

Review and click the button when ready to continue.

Benefits History 2

<no audio> Review and click the button when ready to continue.

Food Prescription 1

The 8/3 food prescription is our original fully breastfeeding infant foods and it's kept because the Effective date is before our first adjusted set's FDTU.

The next 3 prescriptions were created with the new food package and the FDTU of the adjusted sets.

The 10/13 prescription is the original mostly breastfeeding default 9-month food package created by the system.

Since the Effective Date doesn't match any of the FDTUs and is before the last set's LDTU of 11/2, it is left as-is.

This one is the food prescription we need to check.

Go ahead and expand it.

<no audio> Expand the 10/13/23 Food Prescription.

Food Prescription 2

The default Mostly Breastfeeding food package is for 1 can, and we've provided Minnie with 2.

Go ahead and provide the correct amount of formula. Click for hints.

<audio -hint> Click the Enfamil Gentlease row to select or highlight it.

Food Prescription 3

<no audio> Provide the correct amount of formula. Click anywhere for hints.

<audio -hint> Click the Edit button.

Food Prescription 4

<no audio> Use the spin arrows.

<no audio> Provide the correct amount of formula. Click anywhere for hints.

<audio -hint> Click the tiny up spin arrow.

Food Prescription 5

<no audio> Provide the correct amount of formula. Click anywhere for hints.

<audio -hint> Click the Save button.

<Waiting>

<screen description – no audio> Spin icon and "Working…please wait" display.

End Food Prescription

Click the button to continue.

Test Your Knowledge

Multiple Choice Q#1

Which statement is false? Food prescriptions with Effective Dates…

  A. …before the FDTU of the first adjusted set are left as-is.

  B. …that match the FDTU of adjusted sets are deleted.

  C. …that do not match the FDTU of any adjusted benefit sets but fall before the last issued set's LDTU are left as-is.

  D. …after the last issued set's LDTU are deleted.

  E. …that match the FDTU of the adjusted sets will be updated or were created by the system for each FDTU and PFDTU of issued adjusted sets.

Answer #1

The answer is B.

Food prescriptions with Effective Dates that match the FDTU of adjusted sets are updated with the adjusted food items and their amounts.

T/F Q#2

True or false?

We issued benefits sets for 8/3-9/2, 9/3-10/2, and 10/3-11/2. If we void the benefit sets for 9/3-10/2 and 10/3-11/2, our last Last Date to Use when adjusting benefits is 9/2, and any food prescriptions with an Effective Date after 9/2 will be deleted.

Answer #2

The answer is True.

When changes are made to the existing Food Prescriptions, the system looks at the **last issued set of benefits** that were adjusted. If the benefits for 9/3 and 10/3 were voided, the system no longer considers them issued and the last LDTU would be based on the 8/3-9/2 benefit set.

End

End Slide

Thank you for reviewing this WINNIE online training module presented by the Minnesota Department of Health WIC Program.

If you have any feedback, comments, or questions about the information provided, please submit the WINNIE Questions for the State WIC Office form.

Minnesota Department of Health - WIC Program, 625 Robert St N, PO BOX 64975, ST PAUL MN 55164-0975; 1-800-657-3942, health.wic@state.mn.us, www.health.state.mn.us; to obtain this information in a different format, call: 1-800-657-3942.

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