



Verification of Certification (VOC): Incoming and Outgoing for Category I

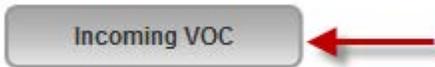
Incoming

1. Conduct a Participant/Family Search



NOTE: This action checks to see if the participant is already in the WISPr system

2. If the participant is not in WISPr enter them into the system, and proceed to step #4
3. If the participant is already in WISPr, proceed to step #4
4. Click on the Incoming VOC



5. Incoming VOC view for a Category I

Incoming VOC

Cert Begin Date: Cert End Date:

Issuing State:

Feeding Info: Breastfeeding data does not exist, please update.



6. Click on the Update button. A pop-up will display. After the participants information has been entered click on the Save button

Breastfeeding Information

Was Kinsey ever breastfed?
 Yes No Unknown

At what age did Kinsey first have formula?
 weeks (0-78)
 Not Started
 Unknown

At what age did Kinsey stop breastfeeding?
 weeks (0-78)
 Not Stopped
 Unknown

Why did Kinsey stop or never start breastfeeding?
 Medical condition mom/infant
 Inadequate milk supply
 Breastfeeding management problem
 Mom returning to work/school
 Other

7. Enter the Cert Begin and End Date (Certification can be up to a year)

Cert Begin Date: **Cert End Date:**

8. Issuing State
- Select the Issuing State from the dropdown



9. Risk Codes Assigned: A risk code(s) will have been assigned by issuing VOC state
 - Risk Code(s) can be assigned by incoming VOC state if needed
10. Click on the Certify button

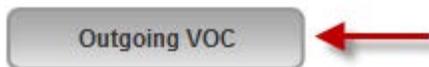


11. Click on the Certify button

Debbie Adair VOC from Oregon granted with the following risk codes: 101 and 502

Outgoing

1. Click on Outgoing VOC button



2. Outgoing VOC View

Outgoing VOC

WARNING! You are about to perform a VOC on an ACTIVE participant. This action will place this participant in a CLOSED status. Are you sure you want to proceed?



3. Yes or No/Cancel button:

- Click on Yes to Close an outgoing participant
- Click on NO/Cancel to cancel the transaction



4. Printed VOC (Outgoing) view



Hayden
 8500 N Atlas Rd
 Hayden, ID 83835
 Phone: (208) 415-5130
 Fax: (208) 415-5131

Issue Date:
 08/02/2012

Verification of Certification

Participant Information:

Debbie Adair
 Idaho WIC ID: 2010181
 Category: Breastfeeding
 Priority: 1

Idaho WIC Staffperson: Kona Hunter

Begin Certification Date:	8/2/2012
Certification End Date:	8/2/2013
Income Eligibility Date:	7/17/2012
Period of Check Issuance:	No Checks Issued.
Nutrition Risk Codes:	Risk 101: Underweight Woman Risk 502: Transfer of Certification (VOC)

12. A success message will display if the Outgoing VOC letter has printed



5. Click on the Reprint VOC letter button to reprint the VOC letter

