



Assign Food Package: Category I

1. Enter Participant number in the Participant Or Family # field

2. Check participant Status
 - To be able to Assign a Food Package the participant must be in ACT or Temp status

Client:

Status:
ACT

3. Click on Assign Food Package

>> Participant Summary
>> Nutrition Assessment
>> Certification
>> Assign Food Package 
>> Nutrition Education
>> Participant Care Plan

4. Click on Assign Food Package button

5. Assign Food Package modal view:

Food Packages: Assign Food Package

Here you will assign a food package for one or more months.

How many months do you want to assign this food package?

- 1
 2
 3

MD Doc Status:

RD Approval

BF%:

Mother BF%:

See Appendix A
for BF Dyad Food
Package
assignment

If you know the Food Package ID, enter it here:

or answer the following questions:

What formula (standard contract) would you like?

- Isomil Advance Powder
 Similac Advance Powder
 Similac Sensitive Powder
 Similac Sensitive for Spit Up Powder

Matching Food Packages:

- 1PB151 1PB151 : ISOMIL ADVANCE 1 POWDER
 1PB152 1PB152 : ISOMIL ADVANCE 2 POWDER

6. Select the number of months to assign

How many months do you want to assign this food package?

- 1
 2
 3

- 7. If the participant has an MD Doc
 - Select from dropdown if MD Doc is Written or Verbal

MD Doc Status: 

None

Written

Verbal

- 8. MD Doc Verbal or Written view
NOTE: MD Doc status and RD Approval box should be selected if participant needs to receive a medical package

MD Doc Status:  Expiration Date:

MD Doc Status:  Expiration Date:

- 9. Select if participant has RD Approval

RD Approval

- 10. Select the BF% for the Infant and for the Mother from the dropdowns

BF%: 

Mother BF%: 

Please Select

0% BF = 100% Formula

25% BF = 75% Formula

50% BF = 50% Formula

75% BF = 25% Formula

100% BF = 0% Formula

See Appendix A for BF Dyad Food Package assignment

- 11. Enter the Food Package ID if known

If you know the Food Package ID, enter it here:

- 12. If food package ID is unknown, answer questions (will display all FP with same criteria)

What formula (standard contract) would you like?

Isomil Advance Powder

Similac Advance Powder

Similac Sensitive Powder

Similac Sensitive for Spit Up Powder

13. Select a Food package to assign

Matching Food Packages:

- 1PB151 1PB151 : ISOMIL ADVANCE 1 POWDER
- 1PB152 1PB152 : ISOMIL ADVANCE 2 POWDER
- 1PB171 1PB171 1PB171 : SIMILAC ADVANCE 1 POWDER
- 1PB172 1PB172 1PB172 : SIMILAC ADVANCE 2 POWDER
- 1PB181 1PB181 1PB181 : SIMILAC SENSITIVE 1 POWDER
- 1PB182 1PB182 1PB182 : SIMILAC SENSITIVE 2 POWDER
- 1PB191 1PB191 1PB191 : SIMILAC SENSITIVE RS 1 POWDER
- 1PB192 1PB192 1PB192 : SIMILAC SENSITIVE RS 2 POWDER

14. Assign/Cancel buttons:

- Click on Assign to assign the food package
- Click on Cancel to cancel the transaction



15. Food Package Add/Remove/Change

- Click on the Add button to Add a month of food packages
- Click on the Remove button to Remove that months food package
- Click on the Change button to change the food package

Month	From	To	Package			
1	8/14/2012	8/31/2012	1PB181	ADD	REMOVE	CHANGE
2	9/1/2012	9/30/2012		ADD		

16. Save/Cancel buttons:

- Click on Save to save the selected food packages
- Click on Cancel to cancel the transaction



17. A success message will display if Assigning the Food Package(s) was successful



APPENDEX A:

Breastfeeding Dyad Food Package Assignment

Because a breastfeeding mothers and infant's food packages are dependent upon each other, the computer system is designed to aid you in providing the most appropriate food package to both mother and infant. It does this by ensuring that the food package is appropriate for the breastfeeding percentage, and that the mother and infant breastfeeding percentages and food packages match. The following tips will help you utilize the computer system's aids.

100% Breastfeeding Infant

< 6 months

You do not need to enter any information on the infant's Food Package: Assign Food Package pop-up box because the infant will not be receiving a food package.

≥ 6 months

To assign the infant's food package, follow the instructions for assigning and issuing a food package. Enter 100% BF = 0% Formula in the BF%. 2B101 is the only food package option.

< 6 months, but turning 6 months before next appointment

Identify the date the infant turns 6 months. If the month From date is on or after the date the infant turns 6 months, a food package may be issued to the infant. If the From date is before the 6 month date, a 100% breastfeeding food package cannot be issued to the infant. See steps below.

100% Breastfeeding Infant

Assign the infants' food packages before assigning the mother's food package.

Enter the mother's breastfeeding percentage as the largest percentage she is breastfeeding any one of her infants. For example, a mother with twins is breastfeeding one infant 100% and one infant 50%. Her BF% would be 100% BF = 0% Formula.

100% Breastfeeding Infant

For consistency, if the infant needs a food package, generally assign the infant's food package before assigning the mother's food package.

If the mother only has one infant for her most recent pregnancy, whatever percentage that is entered on her Food Package: Assign Food Package pop-up box BF% will be copied to the infant's Food Package: Assign Food Package pop-up box BF% and Mother's BF%.

100% Breastfeeding Infant

For consistency, if the infant needs a food package, generally assign the infant's food package before assigning the mother's food package.

For information on food package assignment rules based on breastfeeding percentage, please refer to the Supplemental Powder Formula for Partially Breastfed Infant Table in the Idaho WIC Program Policy Manual, Chapter 6

100% Breastfeeding Infant < 6 months who turns 6 months before next appointment

Assigning checks for months after 6mo birthday

Note: It is assumed that you are logged into the new computer system and that the family and participant are in the computer system.

Steps:

1. Click on Assign Food Package in the left-hand navigation column.

Note: If the infant has not received a food package yet, the Food Package: Assign Food Package pop-up box will appear. Click the Cancel button to close it. The Food Packages: Issue Food Packages page will appear.

Note: If the infant has had a food package, the Food Package: Issuance History page will appear. Click on the Assign Food Package button. The Food Packages: Issue Food Packages page will appear.

2. Click on the Add button to the right of the month when the infant can have a food package. The Food Packages: Assign Food Package pop-up box will appear.
3. Select the number of months to issue the checks.

Note: If you selected to add a package for month 2 or 3 you will only be able to issue 1 or 2 months of checks.

4. Make sure that the BF% and Mother BF% are both 100% BF = 0% Formula.
5. Select 2B101: Fully Breastfeeding Baby from the Matching Food Packages list.

Note: It will be the only option listed.

6. Click on the Assign button