# Breastfeeding Equipment (WSCA) Guide

**ORDERING RECEIVING INVENTORY ISSUING REPORTS**

DECEMBER 2015

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# A FEW QUESTIONS AND ANSWERS

**What is WSCA?**

WSCA stands for Western States Contracting Alliance, their name was recently changed to National Association of State Procurement Officials (NASPO), but for our purposes we will continue to refer to it as WSCA. WSCA is the contract we use to purchase equipment agencies order, keep in stock, and give to participants (as opposed to rental breast pumps which use RFNS tools and forms).

**Who can access WSCA equipment tools in WISPr?**

WISPr equipment tools of ordering, receiving and inventory are accessible for RDs and any CAs with Local Administrator functions in WISPr. Access to issue equipment is available to RDs, CAs, and Peer Counselors.

**Do I need to notify the State Office when I order and/or receive equipment?**

You do not need to notify the State Office after creating an order form or receiving equipment in WISPr. When the State Office receives an invoice for equipment, we will go into WISPr and ensure the amount ordered and received match the invoice. If we notice any discrepancies we will contact you. We hope this will make the process quicker for local agencies.

**Are there any requirements for who can order and receive equipment in WISPr?**

Because equipment ordering and receiving are in WISPr, only staff with WISPr access (WIC employees) can create orders and document received equipment. Non-WIC staff can physically receive the equipment, but a WIC employee must document what is received in WISPr.

For auditing purposes, the State Office encourages ordering and receiving duties for an equipment purchase be divided and done by two different people whenever possible. For example, if Gina orders equipment, she should have another staff person receive it. This helps ensure proper tracking of inventory. We encourage you to follow your agency's policies regarding purchasing.

**Do we need to keep paper logs of breastfeeding equipment issuance?**

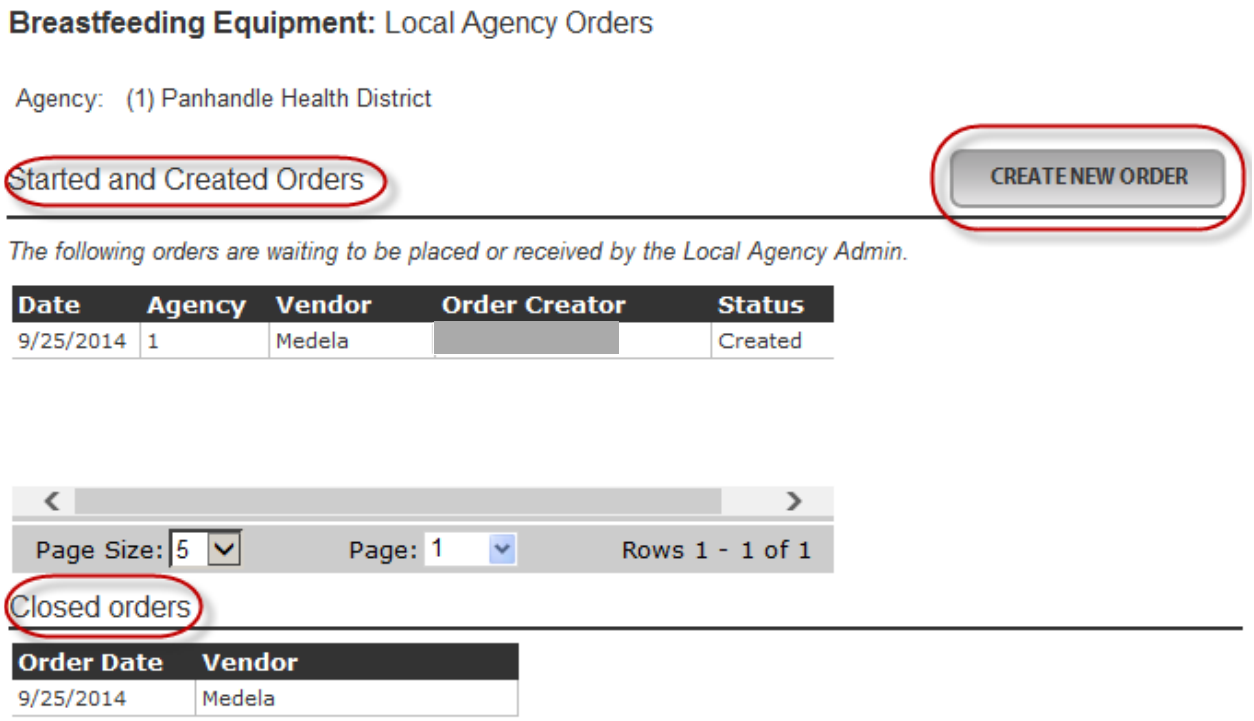
No, paper logs are no longer required. Equipment should be issued through WISPr. When equipment is issued through WISPr, the issuance is tracked on the participant's Breastfeeding Equipment page and in the WSCA Breastfeeding Equipment Issuance by Clinic 410P1 and WSCA Breastfeeding Equipment Issuance by Agency 410P2 reports. For more information about the reports, see the report Quick Reference Cards.

# LOCAL AGENCY ORDERS PAGE

1. Click on “Agency/Clinic Administration” to access WSCA Breastfeeding Equipment tools.

   AGENCY / CLINIC
   ADMINISTRATION

2. Under >>Breastfeeding Equipment, click >>Agency Ordering.
   This allows you to:
   - Create a new order
   - View Started and Created Orders
   - View Closed orders

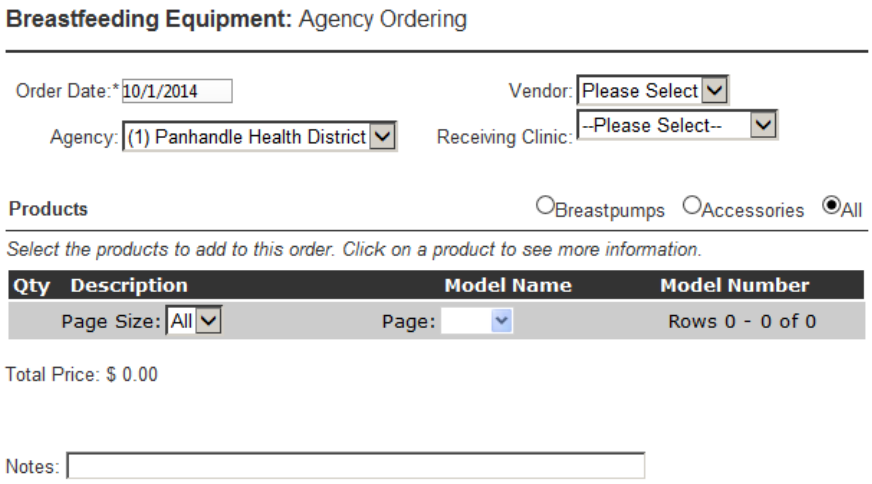


# CREATING A NEW ORDER

1. Go to the Breastfeeding Equipment: Local Agency Orders page.

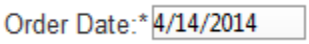
2. Click on the Create New Order button.

This takes you to the Breastfeeding Equipment: Agency Ordering page.

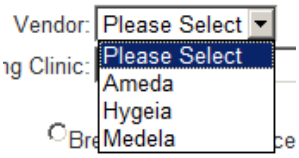



3. On the Breastfeeding Equipment: Agency Ordering page.

   - Set the Order Date. *It defaults to today's date.*

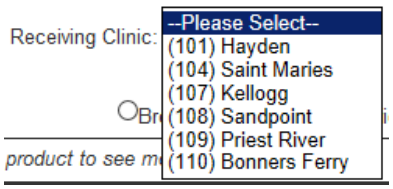
   - Select the Vendor.

     Once the vendor is selected, a table of products available to order for that vendor appears.

   - The Agency is always set to your agency.

   - Select the Receiving Clinic.

     The address for the Receiving Clinic will be the "Ship to" address on the order form.

4. If desired, adjust what is shown on the Products table:
   - To show only Breast pumps or Accessories, click the circle next to the category of products you would like to show. It defaults to show All.

○ Breastpumps ○ Accessories ◉ All

5. Each line on the Products table contains information about a piece of equipment available to order.
   - Description gives basic details of the product.
   - Model Name is the title the manufacture gives the product.
   - Model number is the product number assigned by the manufacturer/vendor.

**Breastfeeding Equipment:** Agency Ordering

Order Date:* 10/1/2014 Vendor: Medela

Agency: (1) Panhandle Health District Receiving Clinic: (101) Hayden

**Products** ○ Breastpumps ○ Accessories ◉ All

*Select the products to add to this order. Click on a product to see more information.*

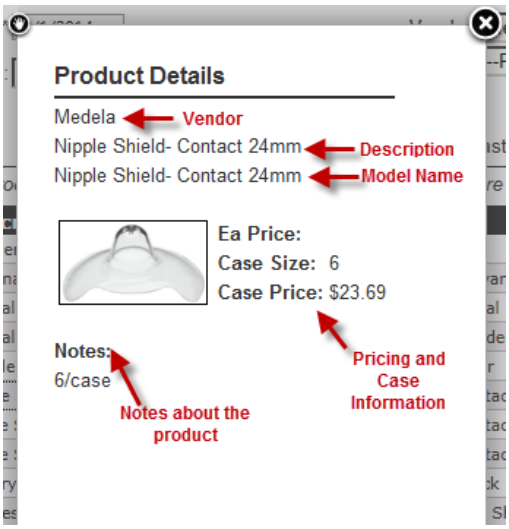
| Qty | Description | Model Name | Model Number |
|---|---|---|---|
| 0 | Supplemental Nursing System (SNS) | SNS | 00901S |
| 0 | Personal-Use Double Pump (2-phase) w/o bat... | Medela Double Advance | 57018W |
| 0 | Manual Two-Handed Pump | Two-Handed Manual | 6107293W |
| 0 | Manual One-Handed Pump | Harmony One-Handed M... | 67161W2 |
| 0 | Vehicle Lighter Adapter (two phase) | Medela Car Adapter | 67174 |
| 0 | Nipple Shield- Contact 24mm | Nipple Shield- Contact 24... | 67203 |
| 0 | Nipple Shield- Contact 20mm | Nipple Shield- Contact 20... | 67218 |
| 0 | Nipple Shield- Contact 16mm | Nipple Shield- Contact 16... | 67251 |
| 0 | Battery Pack | Medela Battery Pack | 67553 |
| 0 | Flanges, M (27mm) | Personal Fit Breast Shield | 87077 |
| 0 | Flanges, SoftFit Flexible, 12/case | SoftFit Breast Shield | 87078 |
| 0 | Flanges, Lrg (30-31mm) | Personal Fit Breast Shield | 87079 |
| 0 | Flanges, XS (21mm) | Personal Fit Breast Shield | 87086 |
| 0 | Flanges, S (24mm) | Personal Fit Breast Shield | 87087 |
| 0 | Flanges, XL (36mm) | Personal Fit Breast Sheild | 87094 |
| 0 | Nipple Shield 24mm | Nipple Shield 24mm | 89902 |
| 0 | Nipple Shield 16mm | Nipple Shield 16mm | 89905 |
| 0 | Nipple Shield 20mm | Nipple Shield 20mm | 89907 |

Page Size: All Page: 1 Rows 1 - 18 of 18

Total Price: $ 0.00

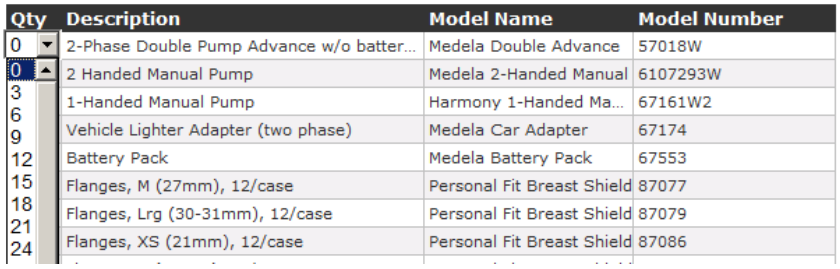
Notes:

6. Click on a product item line on the grid. Product details will popup showing more information about the product.



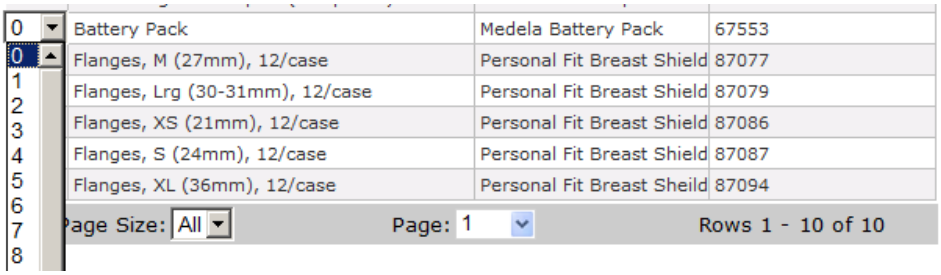

7. To add an item to an order, double click on the Qty cell in the row of the item you want. Select the quantity you want to order from the drop down list that appears. The numbers always represent individual items.

   If the product only comes in cases, you can only select multiples of individual items that would make full cases. For example, 2-Phase Double Pump Advance w/o battery pack pumps come in cases with 3/pumps per case. The Qty dropdown will only show multiples of 3 (0, 3, 6, 9, 12…) so that pumps are ordered in full cases.



| Qty | Description | Model Name | Model Number |
|---|---|---|---|
| 0 | 2-Phase Double Pump Advance w/o batter... | Medela Double Advance | 57018W |
| 0 | 2 Handed Manual Pump | Medela 2-Handed Manual | 6107293W |
| 3 | 1-Handed Manual Pump | Harmony 1-Handed Ma... | 67161W2 |
| 6 | Vehicle Lighter Adapter (two phase) | Medela Car Adapter | 67174 |
| 9 | Battery Pack | Medela Battery Pack | 67553 |
| 12 | Flanges, M (27mm), 12/case | Personal Fit Breast Shield | 87077 |
| 15 | Flanges, Lrg (30-31mm), 12/case | Personal Fit Breast Shield | 87079 |
| 18 | Flanges, XS (21mm), 12/case | Personal Fit Breast Shield | 87086 |
| 21 | | | |
| 24 | | | |

   If an item can be ordered per item, the Qty dropdown list will show increments of 1 (0, 1, 2, 3…).



| | | | |
|---|---|---|---|
| 0 | Battery Pack | Medela Battery Pack | 67553 |
| 0 | Flanges, M (27mm), 12/case | Personal Fit Breast Shield | 87077 |
| 1 | Flanges, Lrg (30-31mm), 12/case | Personal Fit Breast Shield | 87079 |
| 2 | Flanges, XS (21mm), 12/case | Personal Fit Breast Shield | 87086 |
| 3 | Flanges, S (24mm), 12/case | Personal Fit Breast Shield | 87087 |
| 4 | Flanges, XL (36mm), 12/case | Personal Fit Breast Sheild | 87094 |
| 5 | | | |
| 6 | | | |
| 7 | Page Size: All | Page: 1 | Rows 1 - 10 of 10 |
| 8 | | | |

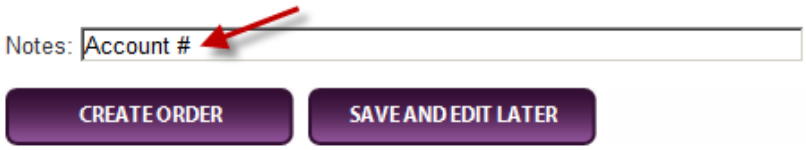
8. With a quantity selected, click outside the Qty cell.
   - The Qty cell will turn green.

   - The Total Price at the bottom of the Product table changes to reflect the quantity selected.

Total Price: $ 774.00

   - The following buttons will appear below the Total Price.

9. Enter your Account number in the Notes section. Include any other notes for the vendor in the notes section. If you need your agency account number, contact the State WIC Office.




10. Click the Save and Edit Later button to save what you have entered, but leave the order open for editing before an order form is generated.

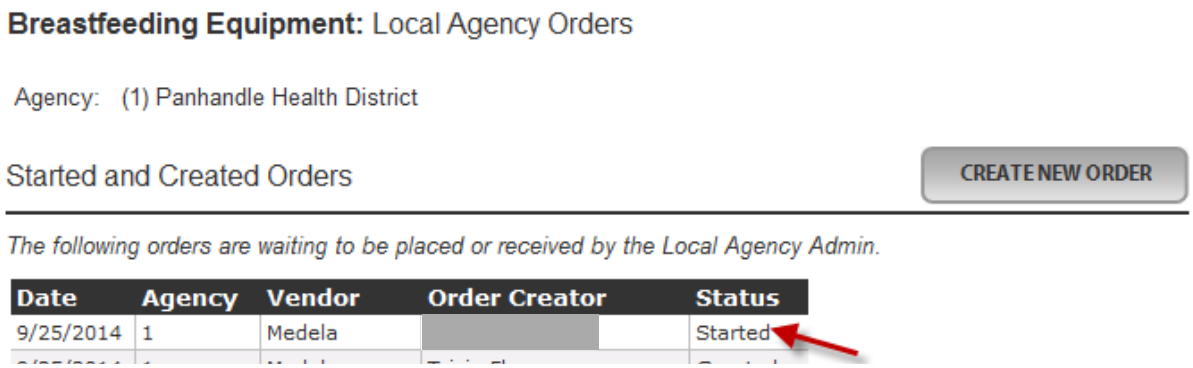
Click the Create Order button to save the order without being able to go back and edit. An order form will be generated.

Once one of the buttons is clicked, you will return to The Breastfeeding Equipment: Local Agency Orders page and the order will be in the Started and Created Orders table.

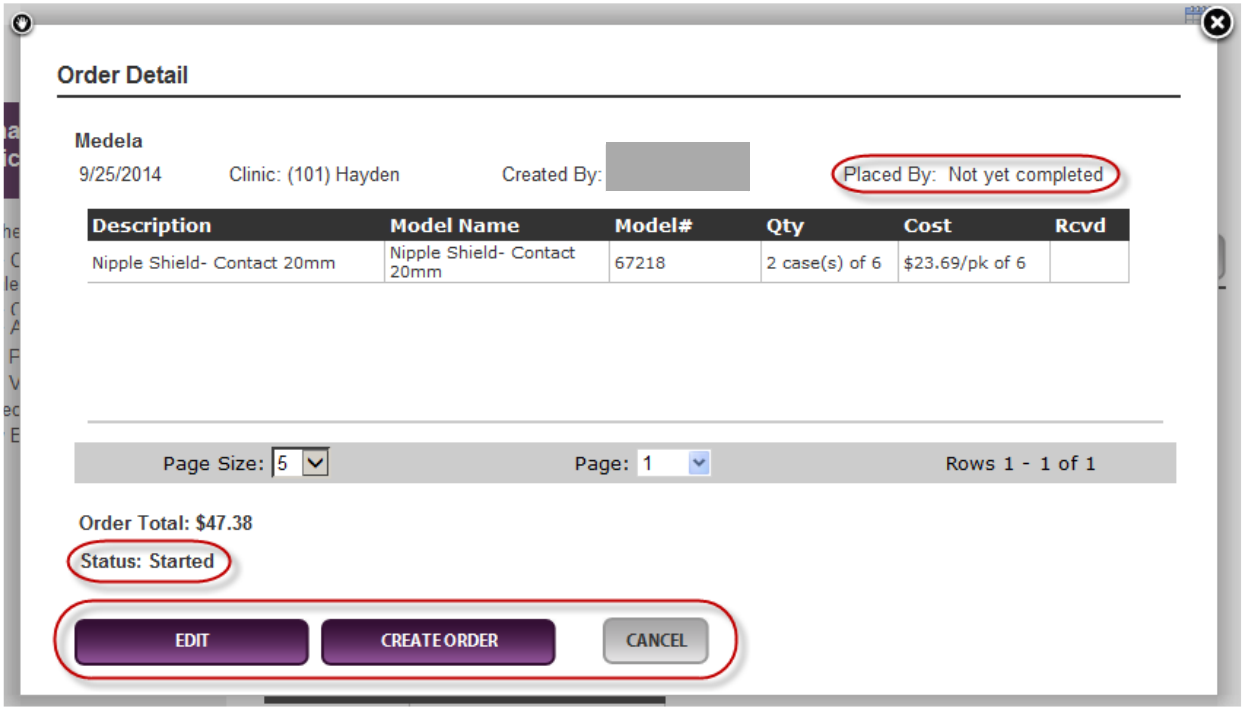
# EDITING A SAVED ORDER

1. Go to the Breastfeeding Equipment: Local Agency Orders page.

2. Click on the line of a saved order.
   Note: Saved, but not created orders, have the status of “started.”




An Order Detail pop-up box will appear.



3. Click the Edit button. This takes you back to the Breastfeeding Equipment: Agency Ordering page where you can edit the items and quantities ordered or delete the order.

**Breastfeeding Equipment:** Agency Ordering

Order Date:* 9/25/2014 Vendor: Medela

Agency: (1) Panhandle Health District Receiving Clinic: (101) Hayden

**Products** ○Breastpumps ○Accessories ◉All

*Select the products to add to this order. Click on a product to see more information.*

| Qty | Description | Model Name | Model Number |
|---|---|---|---|
| 0 | Supplemental Nursing System (SNS) | SNS | 00901S |
| 0 | Personal-Use Double Pump (2-phase) w/o... | Medela Double Advance | 57018W |
| 0 | Manual Two-Handed Pump | Two-Handed Manual | 6107293W |
| 0 | Manual One-Handed Pump | Harmony One-Handed... | 67161W2 |
| 0 | Vehicle Lighter Adapter (two phase) | Medela Car Adapter | 67174 |
| 0 | Nipple Shield 24mm | Nipple Shield 24mm | 89902 |
| 0 | Nipple Shield 16mm | Nipple Shield 16mm | 89905 |
| 0 | Nipple Shield 20mm | Nipple Shield 20mm | 89907 |

Page Size: All Page: 1 Rows 1 - 18 of 18

Total Price: $ 47.38

Notes:

CREATE ORDER SAVE AND EDIT LATER DELETE ORDER

4. Click the Save and Edit Later button to save what you have entered, but leave the order open for editing before an order form is generated.

SAVE AND EDIT LATER

Click the Create Order button to save the order without being able to go back and edit. An order form will be generated.

CREATE ORDER

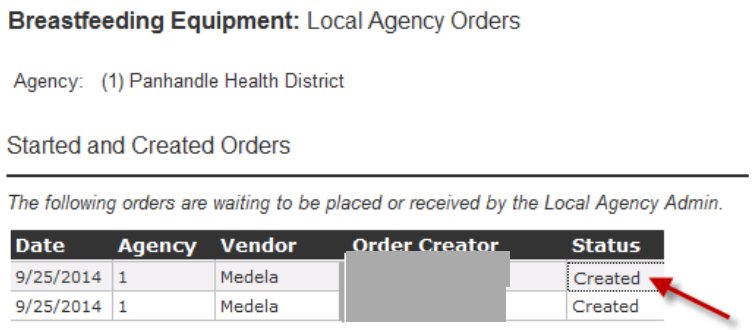
Click the Delete Order button to delete the order.

DELETE ORDER

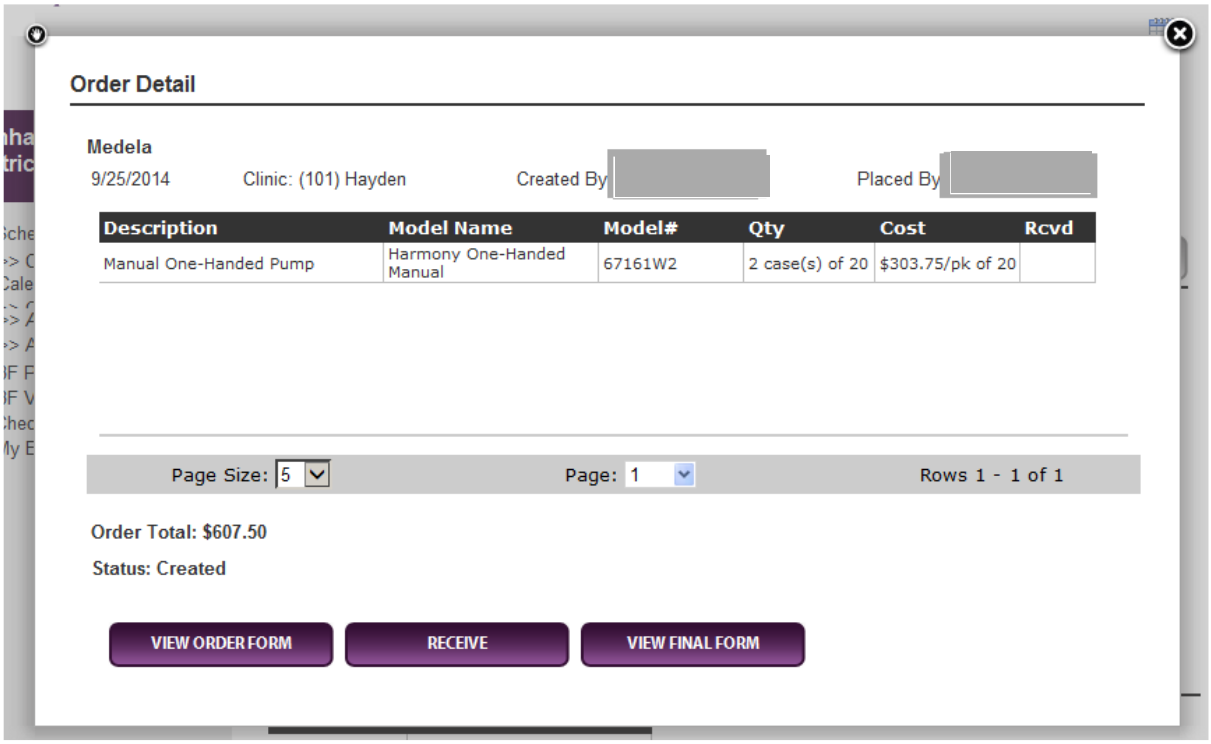
Once one of the buttons is clicked, you will return to The Breastfeeding Equipment: Local Agency Orders page and the order will be in the Started and Created Orders table.

# VIEWING AN ORDER FORM

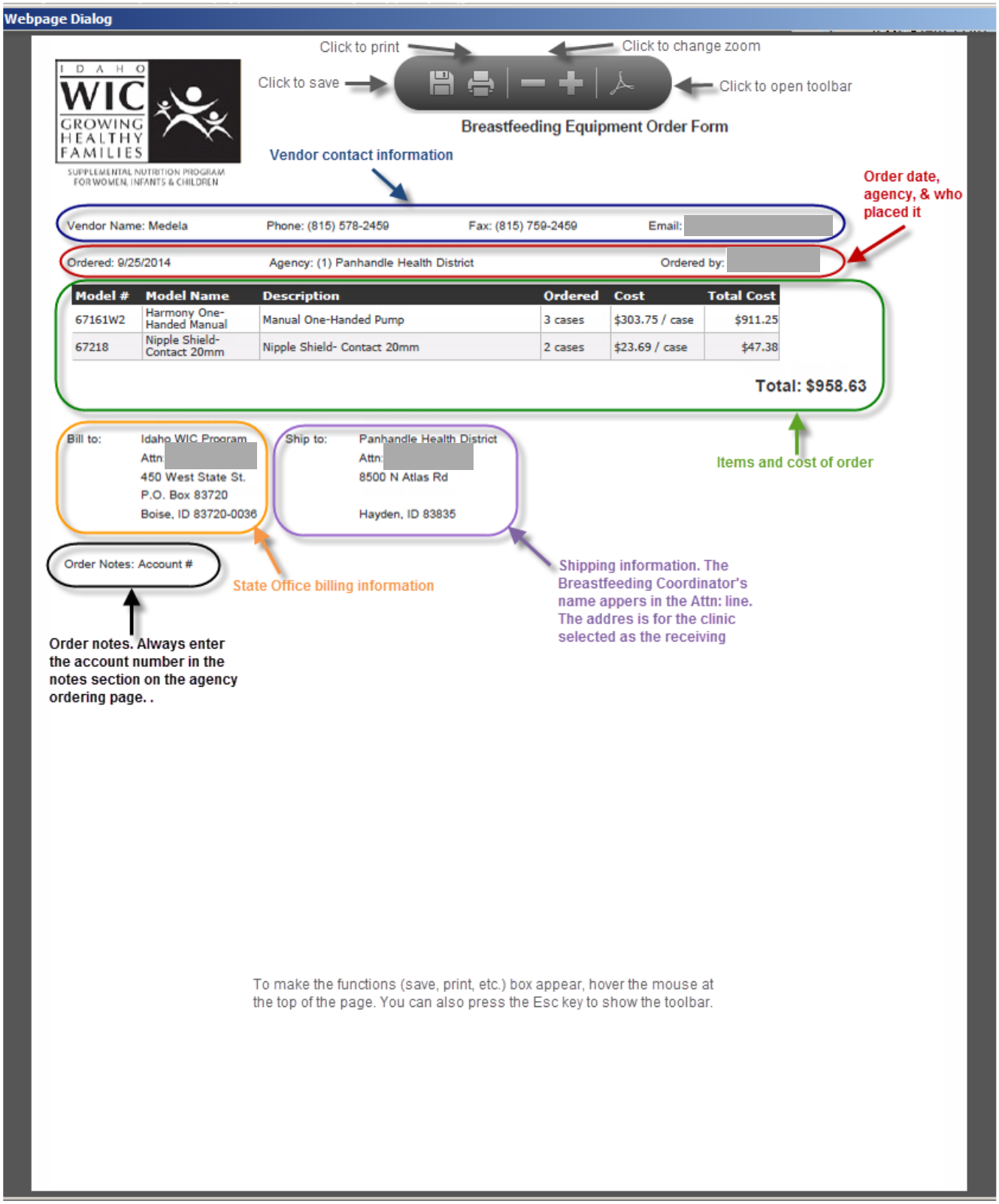
1. Go to the Breastfeeding Equipment: Local Agency Orders page.
2. Click on the line of a created order.




An Order Detail pop-up box will appear.



3. To view a PDF order form, click the View Order Form button. A Order Form – Webpage Dialog box will pop-up. The PDF can be saved/printed and emailed or faxed to the vendor.

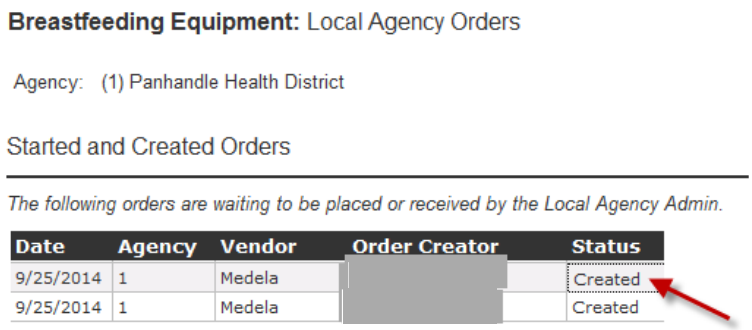



Note: The Order Form is not automatically sent to the vendor. You still must print or save the file and either fax or email the form to the vendor.

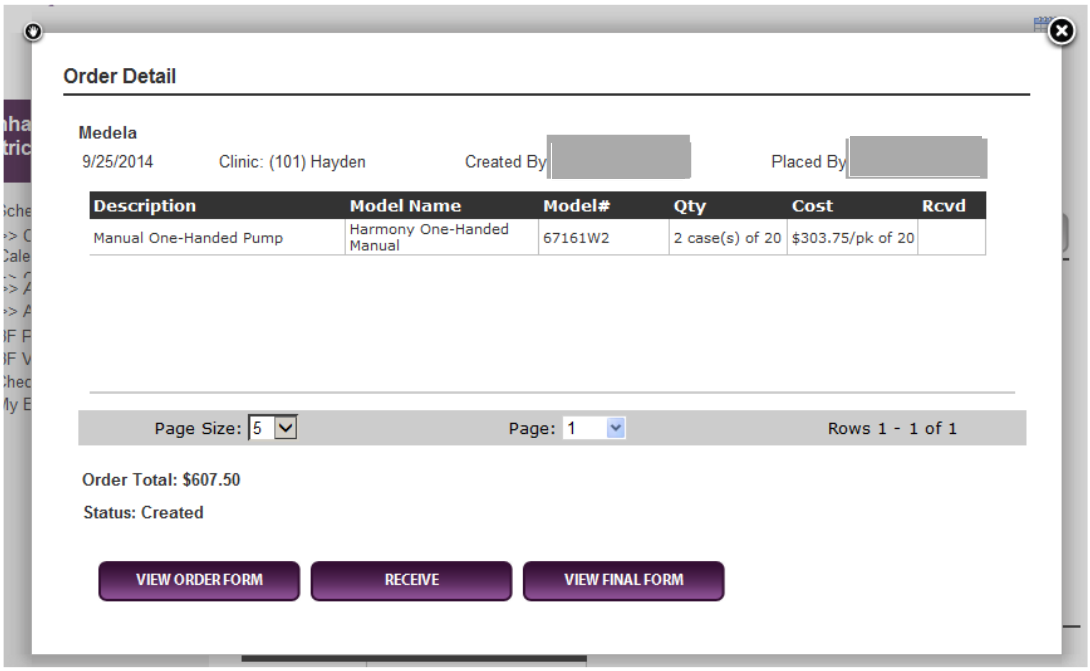
# RECEIVING AN ORDER

1. Go to the Breastfeeding Equipment: Local Agency Orders page.

2. Click on the line of the order you want to receive.
   Note: Orders that have an order form created and can be received have the status of “Created.”



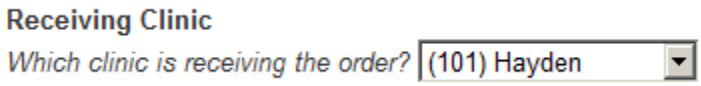

An Order Detail pop-up box will appear.




3. On the Order Detail for a created order, click the Receive button.

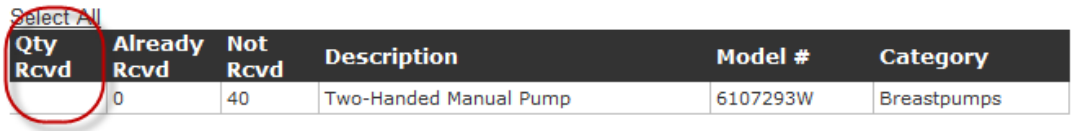
This takes you to the Breastfeeding Equipment: Receive Vendor Order page.

4. Select the Receiving Clinic from the dropdown list.

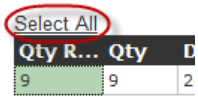



It defaults to the receiving clinic selected on the order form.

5. In the Products Ordered table, type in the quantity received in the Qty Rcvd cell for the item.




If you received everything in the order in the quantity you ordered, you can click Select All and it will fill in the Qty Rcvd cell with the amount listed in the Qty cell for each item on the order.




If you did not receive the amount you orderd, see the [Receiving Orders if the Amount Received Varies from Amount Ordered] quick reference card.

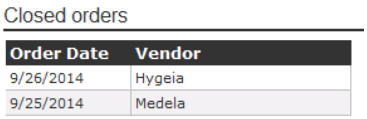
The Already Rcvd cell will show any of the item from this order that has already been received (if for some reason the full quantity wasn't shipped at once). The Not Rcvd cell will show the amount of the item that was ordered, but has not been received.

You can view the original order form by clicking the View Form button at the bottom of the screen.

6. If needed, type any notes about the order.

7. Click the Save button. This will take you to the Breastfeeding Equipment: Local Agency Orders page.

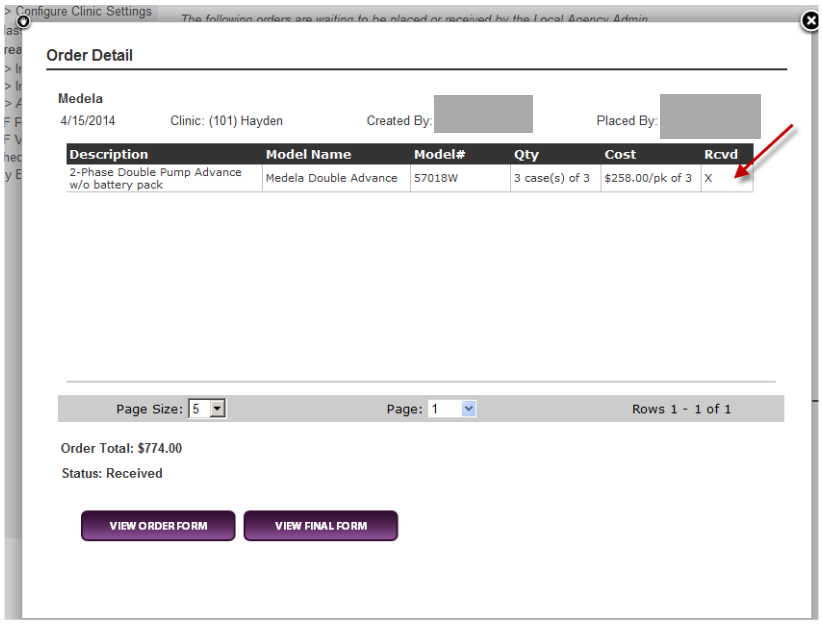
8. The order is added to the Closed orders table (if all of the products were received in the quantity ordered).



Closed orders

| Order Date | Vendor |
|---|---|
| 9/26/2014 | Hygeia |
| 9/25/2014 | Medela |

Click the line in the Closed orders table to view the Order Detail. There will be an X in the Rcvd column for items that were received in the quantity ordered.



Order Detail

Medela

4/15/2014 Clinic: (101) Hayden Created By: Placed By:

| Description | Model Name | Model# | Qty | Cost | Rcvd |
|---|---|---|---|---|---|
| 2-Phase Double Pump Advance w/o battery pack | Medela Double Advance | 57018W | 3 case(s) of 3 | $258.00/pk of 3 | X |

Page Size: 5 Page: 1 Rows 1 - 1 of 1

Order Total: $774.00

Status: Received

VIEW ORDER FORM VIEW FINAL FORM

Note: Once an item is received, it is added to your inventory.

# VIEWING A FINAL ORDER FORM

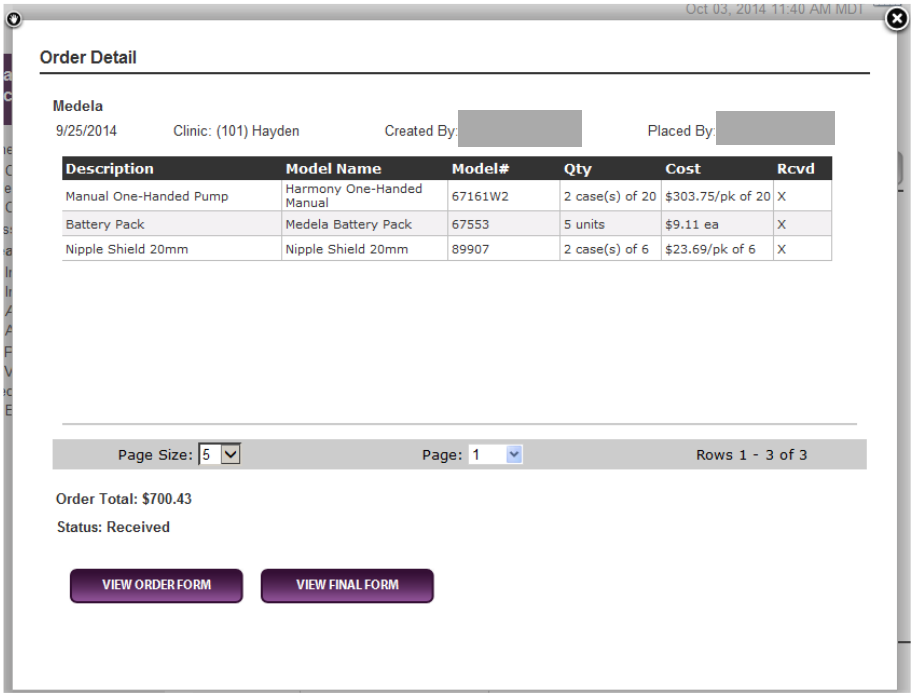
A final form for an order shows

- Order date
- Who created the order
- Items in an order (Model #, Model Name, Description)
- Amounts ordered
- Amounts received
- Costs
- Order notes, including when items were received and who received them.

1. Go to the Breastfeeding Equipment: Local Agency Orders page.

2. Click on the line of the order you want to view. Final forms are available for Closed orders and for Created orders.

   An Order Detail pop-up box will appear.




3. Click on the View Final Form button.

A WSCA Order Form – Webpage Dialog box will pop-up. This is a PDF form.

IDAHO WIC GROWING HEALTHY FAMILIES
SUPPLEMENTAL NUTRITION PROGRAM FOR WOMEN, INFANTS & CHILDREN

**Breastfeeding Equipment Order Form**

Vendor Name: Medela  Phone: (815) 578-2459  Fax: (815) 759-2459  Email: bonnie.[redacted]

Ordered: 9/25/2014  Agency: (1) Panhandle Health District  Ordered by: [redacted]

Costs based on amount received

| Model # | Model Name | Description | Ordered | Rcvd | Cost | Total Cost |
|---|---|---|---|---|---|---|
| 67161W2 | Harmony One-Handed Manual | Manual One-Handed Pump | 2 cases | 2 cases | $303.75 / case | $607.50 |
| 67553 | Medela Battery Pack | Battery Pack | 5 units | 5 units | $9.11 each | $45.55 |
| 89907 | Nipple Shield 20mm | Nipple Shield 20mm | 2 cases | 2 cases | $23.69 / case | $47.38 |

Total: $700.43

Amount Received

Bill to: Idaho WIC Program
Attn: [redacted]
450 West State St.
P.O. Box 83720
Boise, ID 83720-0036

Ship to: Panhandle Health District
Attn: [redacted]
8500 N Atlas Rd
Hayden, ID 83835

Notes:
Order Notes:  Medela #

[redacted]
9/25/2014 10:51:47 AM Received 12 Nipple Shield 20mm into clinic 101 inventory
9/25/2014 10:51:47 AM Order closed.
9/25/2014 10:51:47 AM Received 5 Medela Battery Pack into clinic 101 inventory
9/25/2014 10:51:47 AM Received 40 Harmony One-Handed Manual into clinic 101 inventory

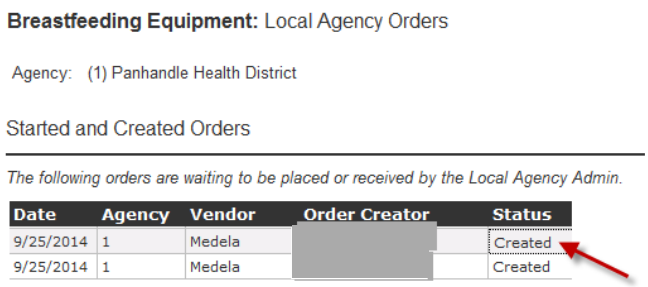
Computer generated notes about the order.

# RECEIVING ORDER IF AMOUNT RECEIVED VARIED FROM AMOUNT ORDERED

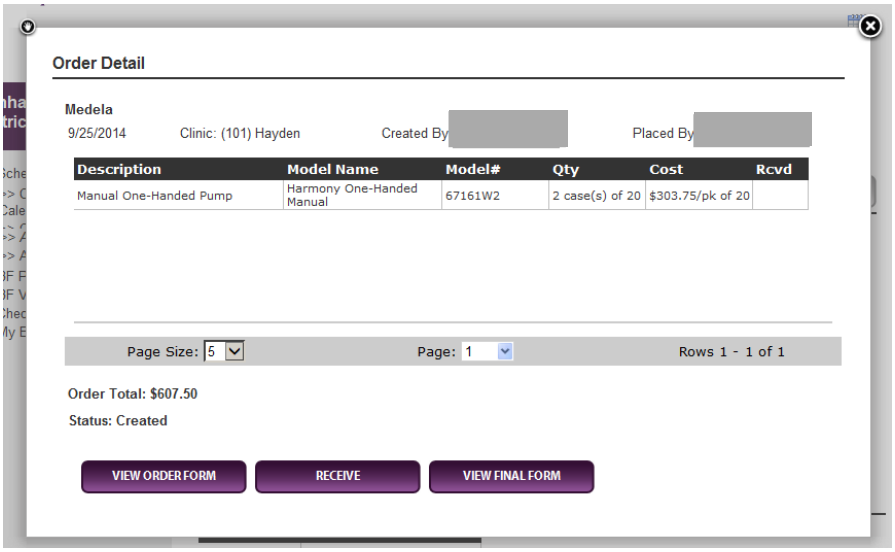
If you received an amount different than the amount you ordered of one or more items in the order, you still track and document this using the Breastfeeding Equipment: Receive Vendor Order page.

1. Go to the Breastfeeding Equipment: Agency Orders page.

2. Click on the line of the created order you need to receive.



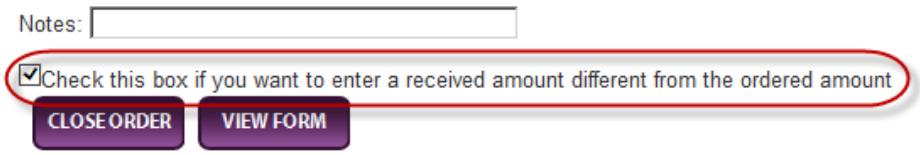

An Order Detail pop-up box will appear.




3. On the Order Detail for a created order, click the Receive button.

This takes you to the Breastfeeding Equipment: Receive Vendor Order page.

4. Check the Check this box if you want to enter a received amount different from the ordered amount box.



5. Enter the quantities received in the Qty Rcvd cell for each item.

**Products Ordered**

*The following items have not been received. Enter the quantity received. Once a product is marked as received it will become part of the on-hand inventory for the receiving clinic.*

Select All

| Qty Rcvd | Already Rcvd | Not Rcvd | Description | Model # | Category |
|---|---|---|---|---|---|
| 20 | 0 | 20 | Two-Handed Manual Pump | 6107293W | Breastpumps |
| 6 | 0 | 12 | Nipple Shields- Contact 24mm | 67203 | Accessories |

6. Enter notes about why the amount varies from what was ordered and what the plan is for addressing the discrepancy.

Notes:

7. Click the Save button. This will take you to the Breastfeeding Equipment: Local Agency Orders page.

SAVE

8. The order will be placed in the Started and Created Orders table. Click on the line of the order to view the order details.

Note: The order will be in the Started and Created Orders table because the order is considered closed only when all items are received in the exact amount ordered or a person closes the order manually. This applies if you received either more or less product then was actually ordered.

On the Order Detail there is no X in the Rcvd cell for the product that was not received in the amount ordered.

**Order Detail**

**Medela**

3/5/2015 Clinic: (201) Lewiston Created By: Placed By:

| Description | Model Name | Model# | Qty | Cost | Rcvd |
|---|---|---|---|---|---|
| Two-Handed Manual Pump | Medela 2-Handed Manual | 6107293W | 1 case(s) of 20 | $160.99/pk of 20 | X |
| Nipple Shields- Contact 24mm | Nipple Shields- Contact 24mm | 67203 | 2 case(s) of 6 | $23.69/pk of 6 | |

Page Size: 5 Page: 1 Rows 1 - 2 of 2

**Order Total: $208.37**

**Status: Created**

VIEW ORDER FORM RECEIVE VIEW FINAL FORM

# CLOSING ORDER IF AMOUNT ORIGINALLY RECEIVED VARIED FROM AMOUNT ORDERED

**IF YOU RECEIVED THE EXACT AMOUNT ORDERED:**

1. Go to the Breastfeeding Equipment: Local Agency Orders page.

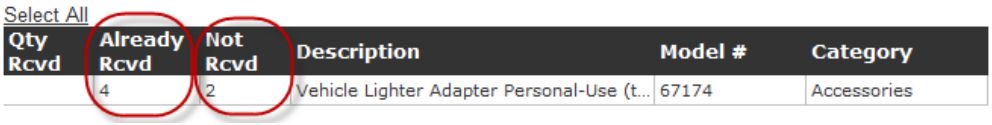
2. In the Started and Created Orders table, click on the line of the order you want to close.

3. On the Order Detail, click the Receive button.

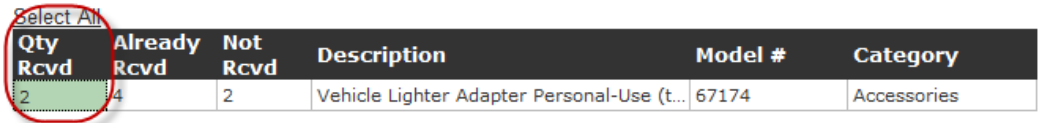
   

   This will take you to the Breastfeeding Equipment: Receive Vendor Order page. Only the items that were not fully received will be listed in the Products Ordered table.

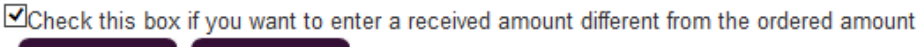
   If part of a the order was received earlier, the quantity already received will be listed in the Already Rcvd column for the item. The amount that has not been received yet will be listed in the Not Rcvd cell. Example: If I ordered 6 of an item and received 4 in one shipment, then 4 would be in the Already Rcvd cell and 2 would be in the Not Rcvd cell.

4. Enter the quantity received in the Qty Rcvd cell for the item. If you click Select All, it will fill the Qty Rcvd cells for all items with the amount in the Not Rcvd cell.

   If you received an amount different than what is listed in the Not Rcvd cell, you will need to check the Check this box if you want to enter a received amount different from the ordered amount.

5. Add notes as needed.

6. Click the Save button.

**IF YOU RECEIVED MORE THAN YOU ORDERED OR IF YOU WILL NOT RECEIVE THE FULL ORDER AMOUNT, BUT YOU WOULD LIKE TO CLOSE THE ORDER MANUALLY:**

1. Go to the Breastfeeding Equipment: Local Agency Orders page.

2. In the Started and Created Orders table, click on the line of the order you want to close.

3. On the Order Detail, click the Receive button.

   This will take you to the Breastfeeding Equipment: Receive Vendor Order page. Only the items that were not fully received or the items that you received more than you ordered will be listed in the Products Ordered table.

4. Do not type anything in the Qty Rcvd column.

   Select All

   | Qty Rcvd | Already Rcvd | Not Rcvd | Description | Model # | Category |
   |---|---|---|---|---|---|
   | | 4 | 2 | Vehicle Lighter Adapter Personal-Use (t... | 67174 | Accessories |

5. Add Notes as needed.

   Notes:

6. Click the Close Order button.

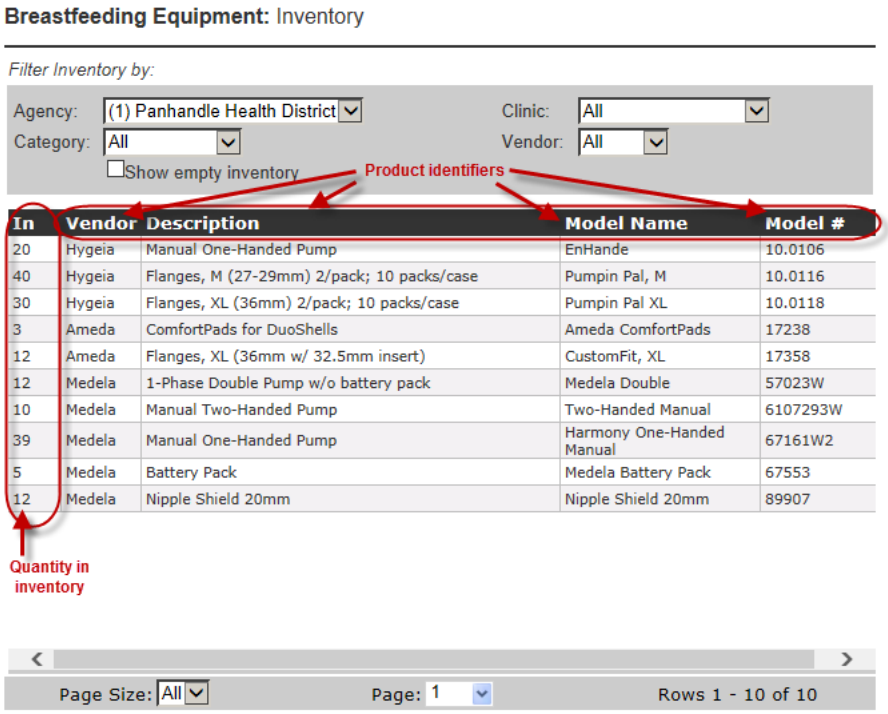
   This will take you to the Breastfeeding Equipment: Local Agency Orders page and move the order to the Closed orders table.

# VIEWING INVENTORY

1. Click on “Agency/Clinic Administration” to access WSCA Breastfeeding Equipment tools.

2. Click on >>Breastfeeding Equipment in the left-hand navigation bar.

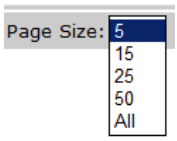
3. Under >>Breastfeeding Equipment, click >>Inventory.
   A list of items in your agency’s inventory appears:




| In | Vendor | Description | Model Name | Model # |
|---|---|---|---|---|
| 20 | Hygeia | Manual One-Handed Pump | EnHande | 10.0106 |
| 40 | Hygeia | Flanges, M (27-29mm) 2/pack; 10 packs/case | Pumpin Pal, M | 10.0116 |
| 30 | Hygeia | Flanges, XL (36mm) 2/pack; 10 packs/case | Pumpin Pal XL | 10.0118 |
| 3 | Ameda | ComfortPads for DuoShells | Ameda ComfortPads | 17238 |
| 12 | Ameda | Flanges, XL (36mm w/ 32.5mm insert) | CustomFit, XL | 17358 |
| 12 | Medela | 1-Phase Double Pump w/o battery pack | Medela Double | 57023W |
| 10 | Medela | Manual Two-Handed Pump | Two-Handed Manual | 6107293W |
| 39 | Medela | Manual One-Handed Pump | Harmony One-Handed Manual | 67161W2 |
| 5 | Medela | Battery Pack | Medela Battery Pack | 67553 |
| 12 | Medela | Nipple Shield 20mm | Nipple Shield 20mm | 89907 |

The In column shows the number of items in stock. The Vendor, Description, Model Name and Model # help identify the item.

Note: You can adjust the number of items in the table by using the Page Size dropdown at the bottom of the table.

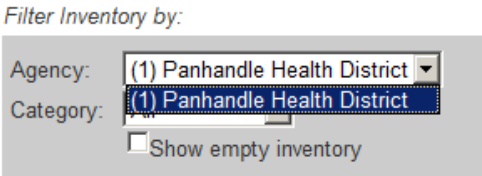



The items and quantity shown in the inventory table is based on:

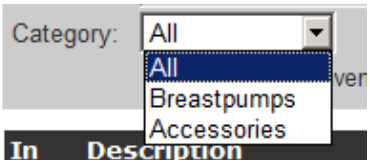
- Orders made and received through WISPr for the agency/clinic.
- Inventory transferred into a clinic using Inventory Transfer in WISPr.

4. To filter inventory click the dropdown box of any of the following:

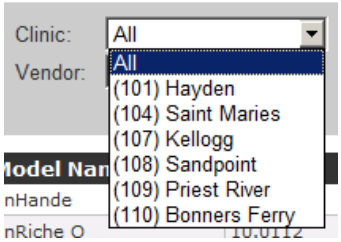
**Agency:** *Only your agency will appear here.*




**Category:** *Defaults to "All," but you can sort by Breastpumps or Accessories*

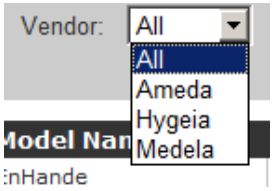



**Clinic:** *Defaults to "All," but you can choose any clinic in your agency.*



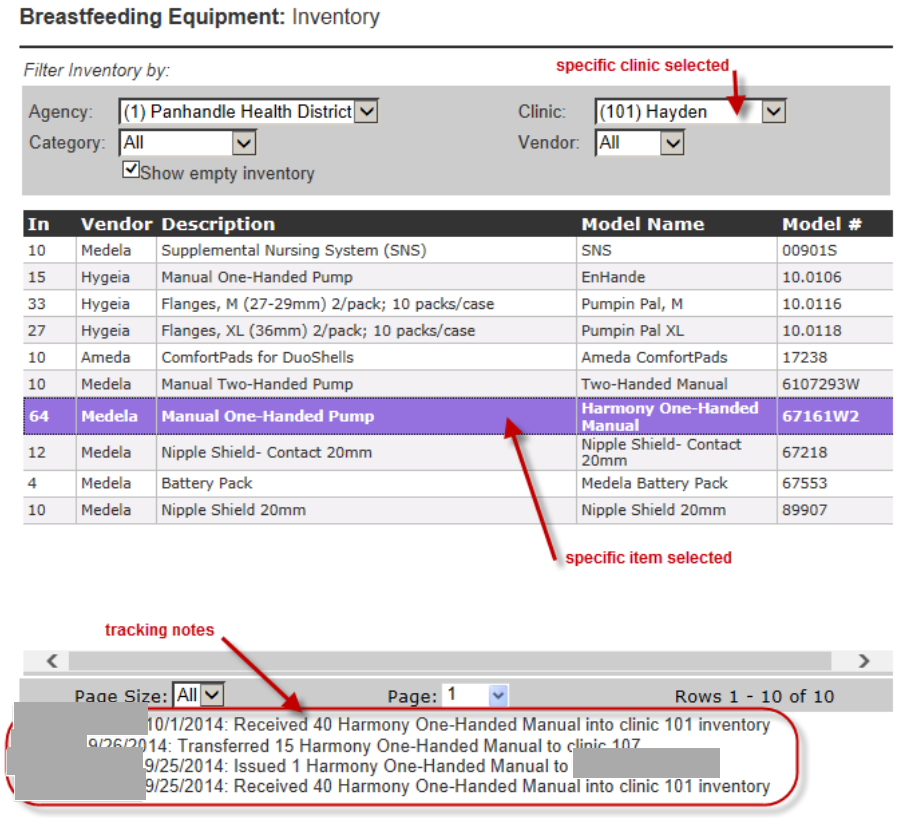

To view notes about transfers, issuances, and received orders for a product, you must be on a specific clinic (see step 5).

**Vendor:** *Defaults to "All," but you can sort by Ameda, Hygeia, and Medela.*

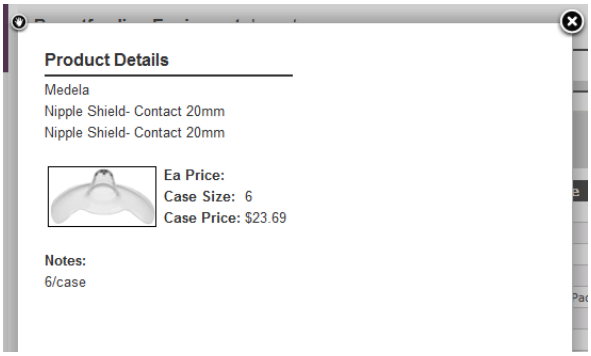


5. If you are on a specific clinic's inventory page (you selected a specific clinic from the Clinic dropdown list), you can view tracking notes for an item. Click once on an item's line in the grid. The line will be highlighted in purple and notes for the item will appear at the bottom of the grid.

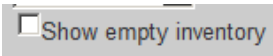
   Notes will include Staff person, Date: Action (receiving, transferring, issuing, deleting and issuance), Quantity, Equipment, and Location (clinic number, participant, or outside the inventory system).




6. For more details about a piece of equipment, double click on its line in the grid. A Product Details box will pop-up.




7. The Inventory table only shows items for which there is 1 or more in inventory. To show items you may have had in your inventory in the past, but currently do not have any, click the Show empty inventory box. All items that have ever been in your inventory will show in the table.




   This allows you to click on items with 0 inventory and see past inventory tracking notes for these items.

# INVENTORY TRANSFER BETWEEN CLINICS

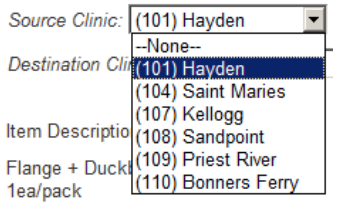
1. Click on “Agency/Clinic Administration” to access WSCA Breastfeeding Equipment tools.

   **AGENCY / CLINIC ADMINISTRATION**

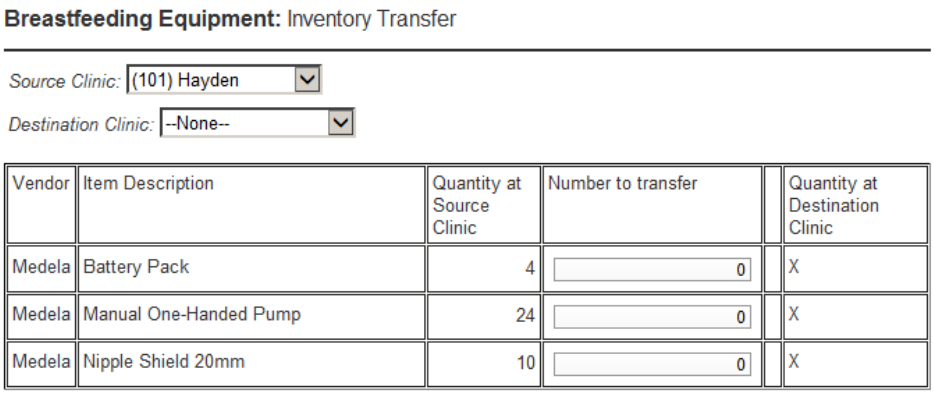
2. Click on >>Breastfeeding Equipment in the left-hand navigation bar.

3. Under >>Breastfeeding Equipment, click >>Inventory Transfer.
   Inventory Transfer allows you to move inventory to clinics within your agency.

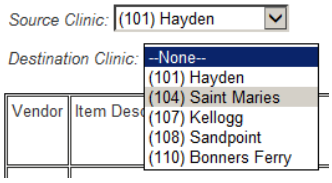
4. Select the *Source Clinic*. Item(s) will be transferred <u>from</u> this clinic’s inventory.



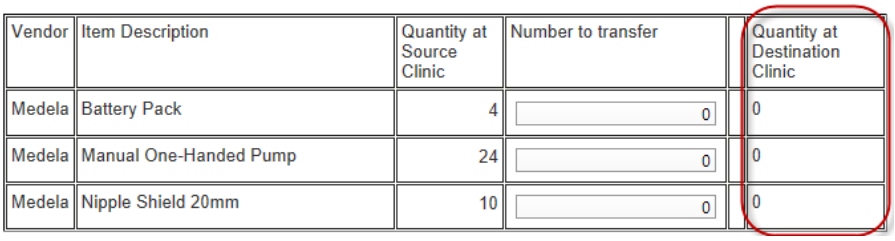

   Only items and quantities in the Source Clinic’s inventory will show as options to transfer.




5. Select the *Destination Clinic*. Item(s) will be transferred <u>into</u> this clinic’s inventory.




   The Quantity at Destination Clinic column will populate with the quantities already in inventory at the Destination Clinic of the items listed.



6. In the row for the item(s) you would like to transfer, type the number of how many you would like to be transferred to the Destination Clinic in the Number to transfer box.

| Vendor | Item Description | Quantity at Source Clinic | Number to transfer | | Quantity at Destination Clinic |
|---|---|---|---|---|---|
| Medela | Battery Pack | 4 | 1 | | 0 |
| Medela | Manual One-Handed Pump | 24 | 10 | | 0 |
| Medela | Nipple Shield 20mm | 10 | 0 | | 0 |

7. Type any notes in the Other Notes box.

Other Notes:

8. Click the Transfer button.

Transfer

The quantities for the Source Clinic and the Destination Clinic change to reflect the transfer and the statement "*Items successfully transferred*" will appear next to the Source Clinic. These changes will also be reflected on the Breastfeeding Equipment: Inventory page for each clinic.

*Source Clinic:* (101) Hayden *Items successfully transferred.*

*Destination Clinic:* (104) Saint Maries

| Vendor | Item Description | Quantity at Source Clinic | Number to transfer | | Quantity at Destination Clinic |
|---|---|---|---|---|---|
| Medela | Battery Pack | 3 | 0 | | 1 |
| Medela | Manual One-Handed Pump | 14 | 0 | | 10 |
| Medela | Nipple Shield 20mm | 10 | 0 | | 0 |

# TRANSFERRING EQUIPMENT INTO A CLINIC WITHOUT A SOURCE CLINIC

This should be used when an item is not received through an order but needs to be placed in inventory. This should occur rarely.

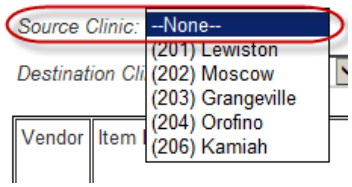
1. Click on “Agency/Clinic Administration” to access WSCA Breastfeeding Equipment tools.

   **AGENCY / CLINIC ADMINISTRATION**

2. Click on >>Breastfeeding Equipment in the left-hand navigation bar.

3. Under >>Breastfeeding Equipment, click >>Inventory Transfer.

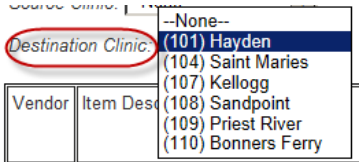
4. Select --None-- from the *Source Clinic* dropdown list.




All items available to order will appear, in alphabetical order by Vendor and then by Item Description. The Quantity at Source Clinic will only show X’s to represent that there is no quantity of the item to show because there is no Source Clinic.

| Vendor | Item Description | Quantity at Source Clinic | Number to transfer | | Quantity at Destination Clinic |
|---|---|---|---|---|---|
| Ameda | ComfortPads for DuoShells | X | 0 | | X |
| Ameda | CottonRolls DuoShells Inserts | X | 0 | | X |
| Ameda | DuoShells Breastshells | X | 0 | | X |
| Ameda | Flanges, Lrg/Med (30.5 mm w/ 28.5 mm insert) 4/pack | X | 0 | | X |
| Ameda | Flanges, XXL/XL (36mm w/ 32.5mm insert) 4/pack | X | 0 | | X |
| Ameda | Manual One-Hand Pump w/ CustomFit Flanges | X | 0 | | X |
| Ameda | Manual One-Handed Sterile Pump | X | 0 | | X |
| Ameda | Nipple Shield 24mm | X | 0 | | X |
| Ameda | Purely Yours Personal-Use Electric Double Pump | X | 0 | | X |
| Ameda | Vehicle Lighter Adapter (Personal Use) | X | 0 | | X |
| Hygeia | Battery Pack (Personal Use Pump) | X | 0 | | X |
| Hygeia | Electric Double Pump - Remanufactured | X | 0 | | X |
| Hygeia | EnRiche Q Personal Use Electric Double Pump | X | 0 | | X |

5. Select the *Destination Clinic*. Item(s) will be transferred <u>into</u> this clinic’s inventory.




Quantity at Destination Clinic cells will populate with the number of the item in the Destination Clinic.

6. In the row for the item(s) you would like to transfer, type the number of how many you would like to be transferred to the Destination Clinic in the Number to transfer box.

| Vendor | Item Description | Quantity at Source Clinic | Number to transfer | Quantity at Destination Clinic |
|---|---|---|---|---|
| Ameda | ComfortPads for DuoShells | X | 10 | 0 |

7. Type notes identifying the source of the equipment in the Other Notes box.

Other Notes:

8. Click the Transfer button.

Transfer

Quantity at Destination Clinic cells change to reflect the quantities transferred and the statement "*Items successfully transferred*" will appear next to Source Clinic. These changes will also be reflected on the Breastfeeding Equipment: Inventory page for the Destination Clinic.

*Source Clinic:* --None-- *Items successfully transferred.*

*Destination Clinic:* (101) Hayden

| Vendor | Item Description | Quantity at Source Clinic | Number to transfer | Quantity at Destination Clinic |
|---|---|---|---|---|
| Ameda | ComfortPads for DuoShells | X | 0 | 10 |

# TRANSFERRING EQUIPMENT OUT OF A CLINIC WITHOUT A DESTINATION CLINIC

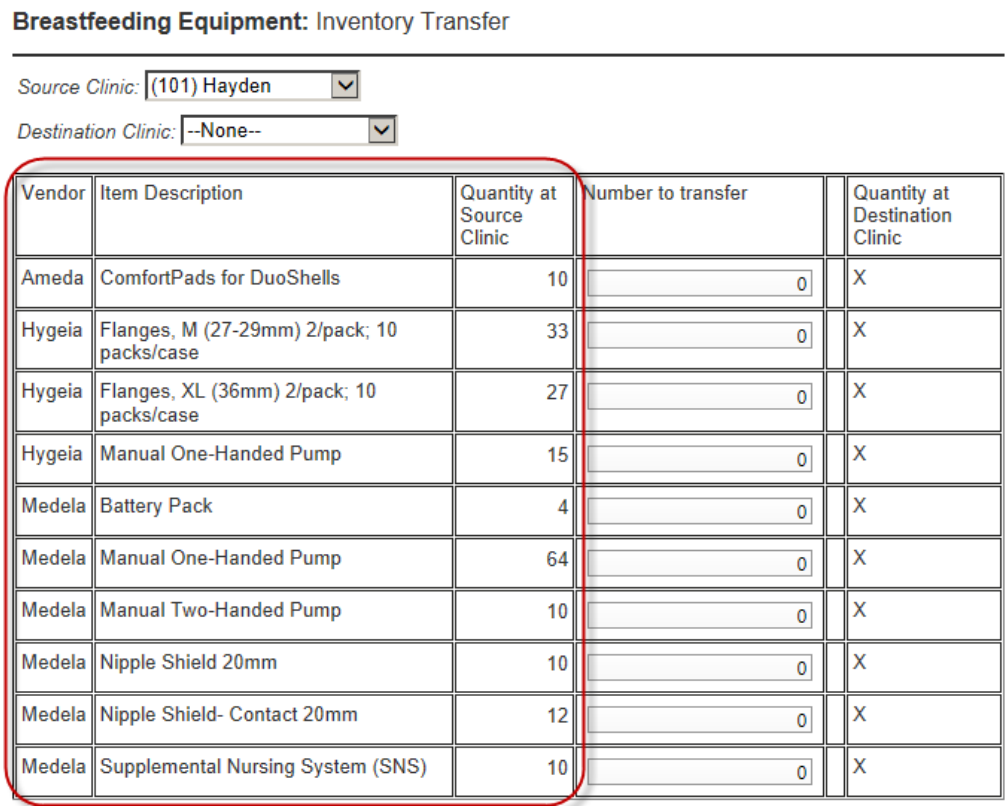
This should be used to remove items from inventory without sending them to another clinic or issuing them to a participant. This should occur rarely.

1. Click on “Agency/Clinic Administration” to access WSCA Breastfeeding Equipment tools.

2. Click on >>Breastfeeding Equipment in the left-hand navigation bar.

3. Under >>Breastfeeding Equipment, click >>Inventory Transfer.

4. Select the *Source Clinic*. Item(s) will be transferred <u>from</u> this clinic’s inventory. The Source Clinic determines what items show in the Item Description column and what quantities show in the Quantity at Source Clinic column .



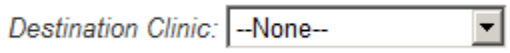
**Breastfeeding Equipment:** Inventory Transfer

*Source Clinic:* (101) Hayden

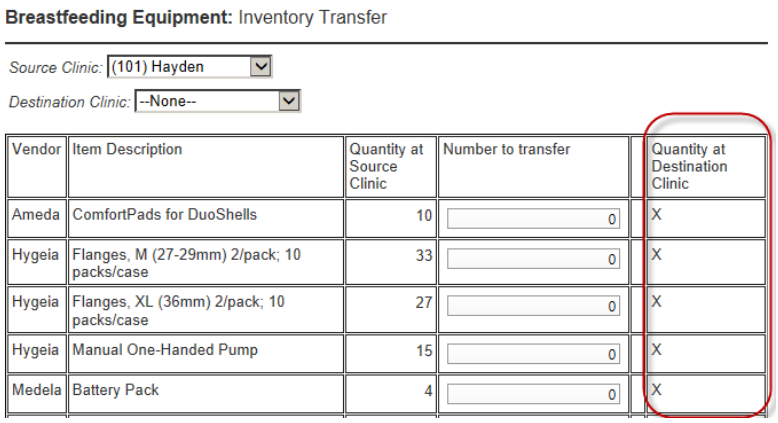
*Destination Clinic:* --None--

| Vendor | Item Description | Quantity at Source Clinic | Number to transfer | | Quantity at Destination Clinic |
|---|---|---|---|---|---|
| Ameda | ComfortPads for DuoShells | 10 | 0 | | X |
| Hygeia | Flanges, M (27-29mm) 2/pack; 10 packs/case | 33 | 0 | | X |
| Hygeia | Flanges, XL (36mm) 2/pack; 10 packs/case | 27 | 0 | | X |
| Hygeia | Manual One-Handed Pump | 15 | 0 | | X |
| Medela | Battery Pack | 4 | 0 | | X |
| Medela | Manual One-Handed Pump | 64 | 0 | | X |
| Medela | Manual Two-Handed Pump | 10 | 0 | | X |
| Medela | Nipple Shield 20mm | 10 | 0 | | X |
| Medela | Nipple Shield- Contact 20mm | 12 | 0 | | X |
| Medela | Supplemental Nursing System (SNS) | 10 | 0 | | X |

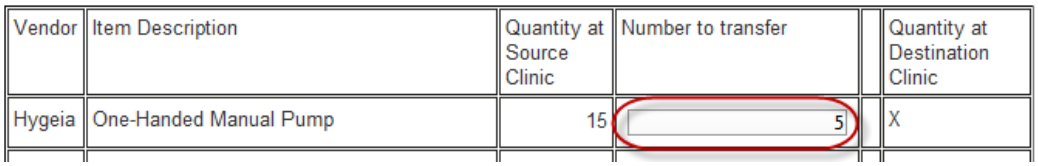
5. Select --None-- from the *Destination Clinic* dropdown list.




Quantity at Destination Clinic cells will only show X's to represent that there is no quantity of the item to show because there is no Destination Clinic.



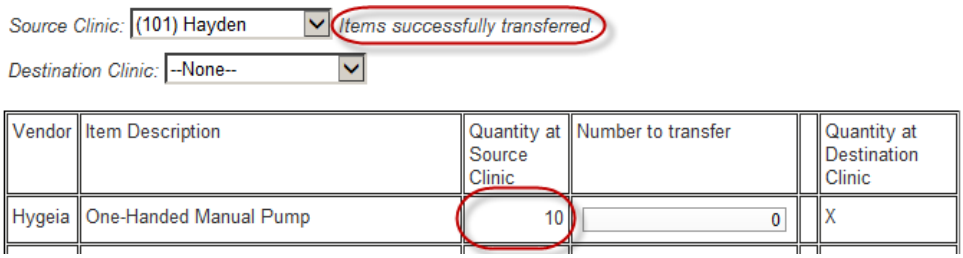

6. In the row for the item(s) you would like to transfer, type the number of how many you would like to be transferred out of the Source Clinic in the Number to transfer box.




7. Type notes identifying why the equipment is being removed in the Other Notes box.

8. Click the Transfer button.

Quantity at Source Clinic cells change to reflect the quantities transferred and the statement "*Items successfully transferred"* will appear next to Source Clinic. If you transferred the entire quantity of an item out of the Source Clinic, the item line will no longer show in the table. These changes will also be reflected on the Breastfeeding Equipment: Inventory page for the clinic.

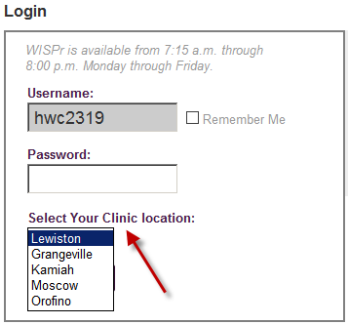


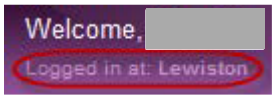
# ISSUING EQUIPMENT

The equipment inventory that shows in WISPr will be based on the clinic the staff issuing the equipment logged into when first logging on to WISPr.

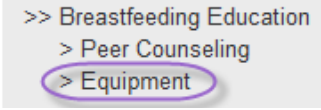
Documenting equipment issuance in WISPr tracks equipment inventory and records that this breastfeeding service was provided to a participant.

1. Ensure the clinic location you logged into WISPr with is in the the clinic you want to issue inventory from.

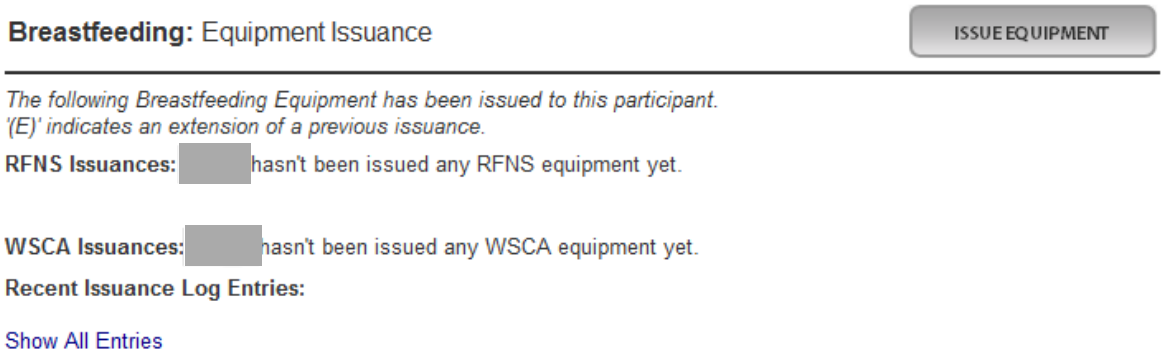


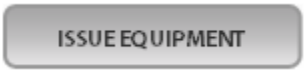

2. From a woman participant's Participant Summary page, click on >Equipment under >>Breastfeeding Education.




This takes you to the Breastfeeding: Equipment Issuance page. This shows a record of equipment that has been issued to the participant.

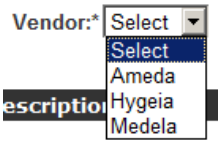



3. Click on the Issue Equipment button.




4. Select WSCA from the Contract dropdown list.

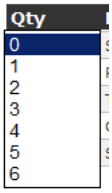
5. Select the vendor who makes the equipment you would like to issue.



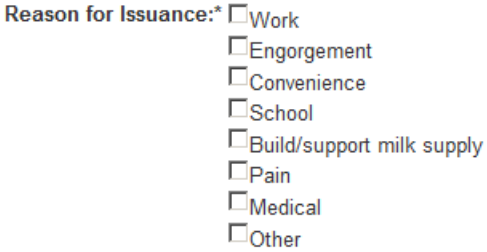

Note: Only vendors for which you have equipment in inventory at the clinic you are logged in at will appear. If you only have equipment in inventory from one vendor, the Vendor will automatically populate with that vendor.

The Date will automatically populate and a list of availble items to issue will appear.

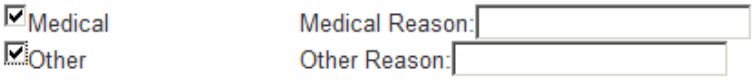
6. Double click on the Qty box in the row of the item you would like to issue. From the dropdown box, select the quantity of the item you will issue to the participant. This is typically 1.




7. Under the Reason for Issuance, check at least one of the options that best represents why the equipment is being issued.

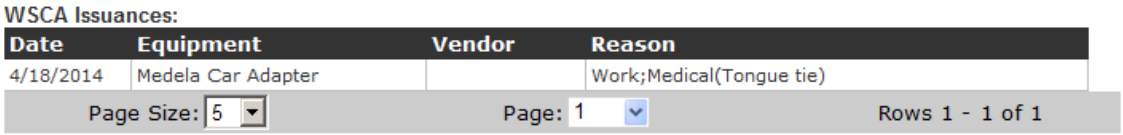



If Medical or Other are checked, a text box will appear. Type in a description of the medical or other reason.




8. Click one of the following buttons:
Save: To  save the issuance and go to the Breastfeeding: Equipment Issuance page.
Save + Care Plan: To save the issuance and go to a care plan.
Cancel: To cancel the issuance and return to the Breastfeeding: Equipment Issuance page.

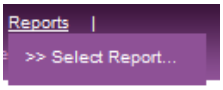
Any saved issuances will appear in the WSCA Issuances table on the Breastfeeding: Equipment Issuance page.



# WSCA EQUIPMENT ISSUANCE REPORTS

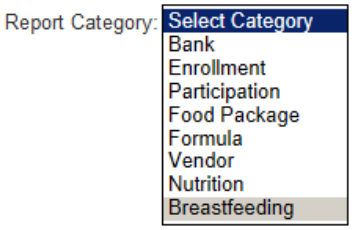
1. Hover your mouse over the Reports link located in right-hand corner of the top purple bar. Only certain users will have access to reports.

A >>Select Report… link will appear.

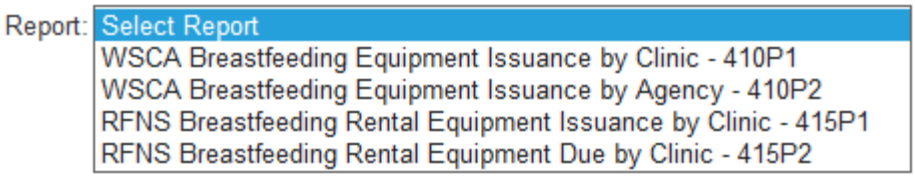



2. Click on the >>Select Report… link.

3. Select Breastfeeding from the Report Category dropdown list.



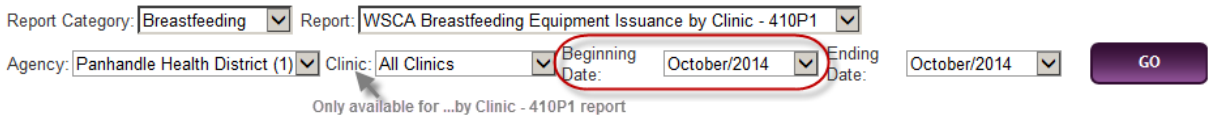

4. Select the report you would like to view from the Report dropdown list.



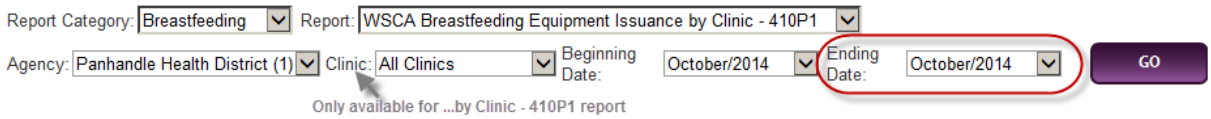

- **WSCA Breastfeeding Equipment Issuance by Clinic – 410P1**
  This report will show you a list of WSCA equipment issuances over the time period selected by clinic. It also shows a list of equipment type and quantities issued for each clinic and agency.

- **WSCA Breastfeeding Equipment Issuance by Agency – 410P2**
  This report will show you a list of WSCA equipment issuances over the time period selected for the entire agency. It also shows a list of equipment type and quantities issued for the agency.

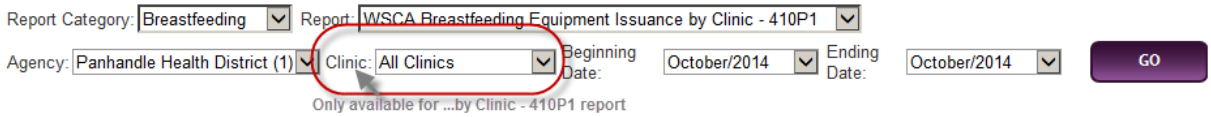
5. Select a month/year from the Beginning Date dropdown list.
   The report will show issuances starting on the first day of the month selected.



6. Select a month/year from the Ending Date dropdown list.
   The report will show issuances through the last day of the month selected. If you select the current month, the report will show issuances through the day you are pulling the report.

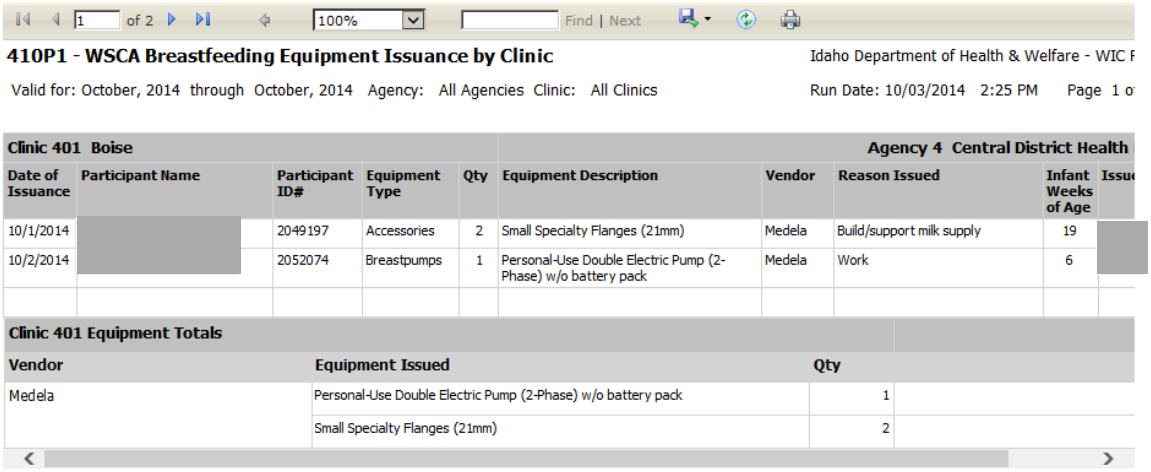



7. If you are accessing the WSCA Breastfeeding Equipment Issuance by Clinic – 410P1 report, select the clinic from the Clinic dropdown list for which you would like to see the report. It defaults to All Clinics.




8. Click the Go button.

   The report will appear.



1 of 2 100% Find | Next

**410P1 - WSCA Breastfeeding Equipment Issuance by Clinic** Idaho Department of Health & Welfare - WIC F

Valid for: October, 2014 through October, 2014 Agency: All Agencies Clinic: All Clinics Run Date: 10/03/2014 2:25 PM Page 1 o

**Clinic 401 Boise** **Agency 4 Central District Health**

| Date of Issuance | Participant Name | Participant ID# | Equipment Type | Qty | Equipment Description | Vendor | Reason Issued | Infant Weeks of Age | Issu |
|---|---|---|---|---|---|---|---|---|---|
| 10/1/2014 | | 2049197 | Accessories | 2 | Small Specialty Flanges (21mm) | Medela | Build/support milk supply | 19 | |
| 10/2/2014 | | 2052074 | Breastpumps | 1 | Personal-Use Double Electric Pump (2-Phase) w/o battery pack | Medela | Work | 6 | |

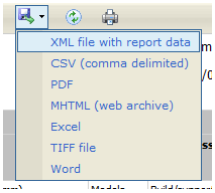
**Clinic 401 Equipment Totals**

| Vendor | Equipment Issued | Qty |
|---|---|---|
| Medela | Personal-Use Double Electric Pump (2-Phase) w/o battery pack | 1 |
| | Small Specialty Flanges (21mm) | 2 |

Remember: This report requires scrolling to the right to see the entire report.

Note: The clinic an equipment issuance is listed under is determined by which clinic the equipment is issued from (the clinic the staff issuing is logged into WISPr with at the time of issuance), not the clinic the recipient is from.

9. To save the report:
   - Click the button.
   - Select a file format from the dropdown list.



## REPORT SPECIFIC DETAILS:

### WSCA Breastfeeding Equipment Issuance by Clinic – 410P1

This report has a page for each clinic that has issued equipment. If a clinic has not issued equipment in the time frame selected, there will not be a page for it in the report. The page for each clinic includes:

- A table with details about each issuance in the timeframe.

Clinic 401 Boise — Agency 4 Central District Health Department

| Date of Issuance | Participant Name | Participant ID# | Equipment Type | Qty | Equipment Description | Vendor | Reason Issued | Infant Weeks of Age | Issued By |
|---|---|---|---|---|---|---|---|---|---|
| 10/1/2014 | | 2049197 | Accessories | 2 | Small Specialty Flanges (21mm) | Medela | Build/support milk supply | 19 | |
| 10/2/2014 | | 2052074 | Breastpumps | 1 | Personal-Use Double Electric Pump (2-Phase) w/o battery pack | Medela | Work | 6 | |

- A clinic Equipment Totals table listing each type of equipment (by vendor) and the total quantity issued during the timeframe.

Clinic 401 Equipment Totals

| Vendor | Equipment Issued | Qty |
|---|---|---|
| Medela | Personal-Use Double Electric Pump (2-Phase) w/o battery pack | 1 |
| | Small Specialty Flanges (21mm) | 2 |

- The last page of the report is an agency Equipment Totals table that lists each type of equipment (by vendor) and the total quantity issued during the timeframe.

Agency 4 Equipment Totals

| Vendor | Equipment Issued | Qty |
|---|---|---|
| Medela | Personal-Use Double Electric Pump (2-Phase) w/o battery pack | 1 |
| | Small Specialty Flanges (21mm) | 2 |

### WSCA Breastfeeding Equipment Issuance by Agency – 410P2

This report has one page which includes:

- A table with details about each issuance for the agency in the timeframe.

Agency 2 Idaho North Central District

| Date of Issuance | Participant Name | Participant ID# | Equipment Type | Qty | Equipment Description | Vendor | Reason Issued | Infant Weeks of Age | Issued By | Clinic |
|---|---|---|---|---|---|---|---|---|---|---|
| 10/14/2014 | | 2041424 | Breastpumps | 1 | Personal-Use Double Electric Pump (2-Phase) w/o battery pack | Medela | Work | 9 | | 201 |
| 11/3/2014 | | 2051959 | Breastpumps | 1 | Personal-Use Double Electric Pump (2-Phase) w/o battery pack | Medela | Work | 4 | | 202 |
| 11/10/2014 | | 1531666 | Breastpumps | 1 | One-Handed Manual Pump | Medela | Engorgement;Build/support milk supply | 1 | | 201 |

- An agency Equipment Totals table that lists each type of equipment (by vendor) and the total quantity issued during the timeframe.

Agency 2 Equipment Totals

| Vendor | Equipment Issued | Qty |
|---|---|---|
| Medela | Nipple Shields- Contact 20mm | 4 |
| | One-Handed Manual Pump | 9 |