

WIC Clinic Search Training Manual



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WIC Clinic Search Overview

- The Clinic Search application will replace the WIC contact database that has been maintained manually by the Nutrition and Community Services Support Specialist.
- The WIC contact database generates the WIC Local Agencies *Referral List* report that had been sent out monthly.
- Each Agency will be responsible for updating the *Referral List*.
- Updates to clinics and agencies will result in up-to-date information which is immediately accessible to the public.
- The data maintained in the new WIC Clinic Search web application is the information the public will receive when they perform a WIC clinic search at www.azwic.gov.

Clinic Search Overview (cont.)

With the new WIC clinic search application...

- Each Agency administrator is responsible for maintaining the:
 - Agency's information
 - Clinics' information
 - All new and existing employee information
 - Job roles for the agency
 - Job roles for each clinic

- The agency admin is responsible for designating access levels for other users within the agency to access the application.

WIC Clinic Search Application Tips

- Grey box is read only
- Red indicates an error
- Can use back button with this application
- When entering dates enter in mm/dd/yyyy format
- Application will timeout after 20 minutes of no activity
- Agency and clinic information is viewable by the public at www.azwic.gov
- The warehouse will pull data from the clinic search application to send material ordered from the warehouse

WIC Clinic Search Application Tips (Cont.)

1. To update any field, the user must check the box to the left of the field
 2. Current information is highlighted to the right
- ★ These two functions are consistent through out the entire application

Edit Agency in the WIC Search Application



1

2

<input type="checkbox"/>	Agency Name	<input type="text" value="Mariposa Community Health Center"/>
<input type="checkbox"/>	ID#	<input type="text" value="10"/>
Physical Address		
<input type="checkbox"/>	Street	<input type="text" value="1852 N. Mastick Way test"/>
	Suite	<input type="text" value="123"/>
	City	<input type="text" value="Select"/> Yuma
	Zip	<input type="text" value="85366"/>

User Levels

There are three levels for users:

- **Administrator** – manage user levels, assign employee to agency/clinic roles, view user activity, edit agency and clinic information, add clinics, & view reports
- **User** – edit clinic information and view reports
- **Default** – no access until user level is selected

Administrator Level

Administrators have access to the following information:

1. Agency and Clinic information
2. Individual Employee information
3. Agency and Clinic roles
4. Set user level access
5. View Referral List reports. (main tab)

The screenshot displays the 'Arizona WIC Clinic Search - Admin' interface. At the top, there is a 'Logout' link. Below this is the 'Admin Menu - Main' section, which contains several menu items: 'Main', 'Set User Level', 'User Metrics', 'Employee Info', 'Employee Roles', 'Edit Agency', 'Add Clinic', 'Edit Clinic', 'Inactivate Clinic', and 'Clinic History'. Red dashed circles and numbers are overlaid on the menu items to indicate their corresponding list items: 'Main' is circled with a '5', 'Set User Level' with a '4', 'Employee Info' with a '2', 'Employee Roles' with a '3', and a group of items including 'Edit Agency', 'Add Clinic', 'Edit Clinic', and 'Inactivate Clinic' is circled with a '1'. Below the menu, there is a 'Contact Server Admin' link. At the bottom left, it says 'Welcome: TEST USER' and 'Total Map Views for Agency Clinics: 13'. At the bottom right, it says 'Last Login: 8/31/2009 1:49:23 PM'.

User Level

User level has access to...





1. Update the Phone Number and Hours of Operation of a Clinic
2. View Referral List PDF
3. View All Clinic PDF
4. View Clinic Information Report

Arizona WIC Clinic Search Manager

[Main Menu](#)

Welcome Back -apptest2 | Last Login: 9/2/2009 2:47:06 PM

User Main Menu - Please select from the options available

-  [- Update the Phone Number, Hours of Operation of a Clinic](#) 1
-  [- View Referral List PDF](#) 2
-  [- View All Clinic PDF](#) 3
-  [- Agency | Clinic List with contact information](#) 4

[Logout](#)

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Default Level

- Default users have no access to the web application. They will receive the message below if they try to login.

Arizona WIC Clinic Search Manager



We're Sorry an Error occurred when trying to process your request.

It is possible that your request failed due to:

The system could not find the page you requested, please try again.

The system lost the connection between the time of your request, please try again.

The system is very busy at this time, please try again at later time.

Your request was not within acceptable application limits, close your internet browser and open your browser to retry your request.

How to login

- New users will need to request a CITRIX account by contacting CMA at: 1-888-432-9225; after account is set up email user name and employee name to Tanja James at: tanja.james@azdhs.gov
 - Users login to the WIC Clinic Search with their Citrix logins at <https://app1.azbnp.gov/clinicsearch/admin/login.aspx>
 - If you have forgotten your password contact WIC IT at WicIT@azdhs.gov.
- ★ Please encourage Users to contact the local Agency Admin before contacting ADHS staff .**

How to Login (cont.)

Before logging into the clinic search, all users must agree with the statement below.

Arizona WIC Clinic Search Manager



[WIC Home](#)

You are about to access a system within the Arizona Department of Health Services (ADHS) computer network. Use of this System constitutes the user's consent to permit ADHS monitoring of the user's activities. Evidence of unauthorized activities obtained during monitoring can and will be used by ADHS for criminal prosecution as permitted by law.

Login with your Citrix username and password.

Log In to WIC Clinic Search

User Name:

Password:

Main Menu

When administrators login to the application, they are taken to the Main Menu.

Arizona WIC Clinic Search - Admin
Logout

Main	Set User Level	User Metrics	Employee Info	Employee Roles	Edit Agency	Add Clinic	Edit Clinic	Inactivate Clinic	Clinic History
------	----------------	--------------	---------------	----------------	-------------	------------	-------------	-------------------	----------------

Admin Menu - Main

[Contact Server Admin](#)

Welcome: TEST USER
Last Login: 8/28/2009 12:54:55 PM

Total Map Views for Agency Clinics: 7





Update History				
CLINICID	CLINICNAME	ACTION	USERUPDATED	DATEUP
1	Nogales WIC	UPDATED	apptest	8/28/2009 10:54:33
1	Nogales WIC	UPDATED	apptest	8/28/2009 10:53:10
40	Amado Food Bank	UPDATED	apptest	8/28/2009 10:52:05
40	Amado Food Bank	UPDATED	apptest	8/28/2009 10:51:10

Metrics		
ip_address	userName	LoginTimestap
159.36.1.81	apptest	8/28/2009 1:51:13 PM
159.36.1.81	apptest	8/28/2009 12:54:55 PM
159.36.1.81	apptest	8/28/2009 10:17:18 AM
159.36.1.81	apptest	8/28/2009 10:06:07 AM
159.36.43.49	apptest	8/28/2009 9:18:36 AM
159.36.43.49	apptest	8/28/2009 8:57:21 AM
159.36.134.79	apptest	8/27/2009 12:28:34 PM

Reports & Quick links

[view All Clinics](#)
[Referral List](#)

Clinic Statistics	
mapviews	clinic_name
3	Amado Food Bank
2	Nogales WIC

	Amado Food Bank	28720 S. Nogales Highway	Click Here For Details	Phone: 520-287-4994
	MCHC	1852 N. Mastick Way	Click Here For Details	Phone: 520-375-6006
	Nogales WIC	1520 N. Hohokam Drive	Click Here For Details	Phone: 520-249-2456X123
	Patagonia WIC	Family Health Center, 101 Taylor Lane	Click Here For Details	Phone: 520-287-4994

Main Menu (cont.)

From the Main Menu, Administrators see:

1. Last Login – Last date and time user logged in.
2. Total Map Views for Agency Clinics – number of times public and WIC staff have viewed a clinic map.
3. Update History – shows the user who last updated a clinic with date and time.
4. Metrics – shows who is logging into the application.

Arizona WIC Clinic Search - Admin Logout

Main Set User Level User Metrics Employee Info Employee Roles Edit Agency Add Clinic Edit Clinic Inactivate Clinic Clinic History

Admin Menu - Main [Contact Server Admin](#)

Welcome: TEST USER

Last Login: 8/28/2009 12:54:55 PM

Total Map Views for Agency Clinics: 7

CLINICID	CLINICNAME	ACTION	USERUPDATED	DATEUP
1	Nogales WIC	UPDATED	apptest	8/28/2009 10:54:33
1	Nogales WIC	UPDATED	apptest	8/28/2009 10:53:10
40	Amado Food Bank	UPDATED	apptest	8/28/2009 10:52:05
40	Amado Food Bank	UPDATED	apptest	8/28/2009 10:51:10

ip_address	userName	LoginTimestap
159.36.1.81	apptest	8/28/2009 1:51:13 PM
159.36.1.81	apptest	8/28/2009 12:54:55 PM
159.36.1.81	apptest	8/28/2009 10:17:18 AM
159.36.1.81	apptest	8/28/2009 10:06:07 AM
159.36.43.49	apptest	8/28/2009 9:18:36 AM
159.36.43.49	apptest	8/28/2009 8:57:21 AM
159.36.134.79	apptest	8/27/2009 12:28:34 PM

Main Menu (Cont.)

From the Main Menu, Administrators see:

1. Reports & Quick Links
2. Clinic Statistics
3. List of all clinics

1

Reports & Quick links





[view All Clinics](#)
[Referral List](#)

2

Clinic Statistics

mapviews	clinic_name
3	Amado Food Bank
2	Nogales WIC


3

	Amado Food Bank	28720 S. Nogales Highway	Click Here For Details	Phone: 520-287-4994
	MCHC	1852 N. Mastick Way	Click Here For Details	Phone: 520-375-6006
	Nogales WIC	1520 N. Hohokam Drive	Click Here For Details	Phone: 520-249-2456X123
	Patagonia WIC	Family Health Center, 101 Taylor Lane	Click Here For Details	Phone: 520-287-4994

Main Menu (Cont.)

The bottom of the main tab has the list of clinics within the agency.

- To view details for the clinic, select [Click Here For Details](#)
OR
- Click the Map icon

	Amado Food Bank	28720 S. Nogales Highway	Click Here For Details	Phone: 520-287-4994
	MCHC	1852 N. Mastick Way	Click Here For Details	Phone: 520-375-6006
	Nogales WIC	1520 N. Hohokam Drive	Click Here For Details	Phone: 520-287-4994

Main Menu (Cont.)

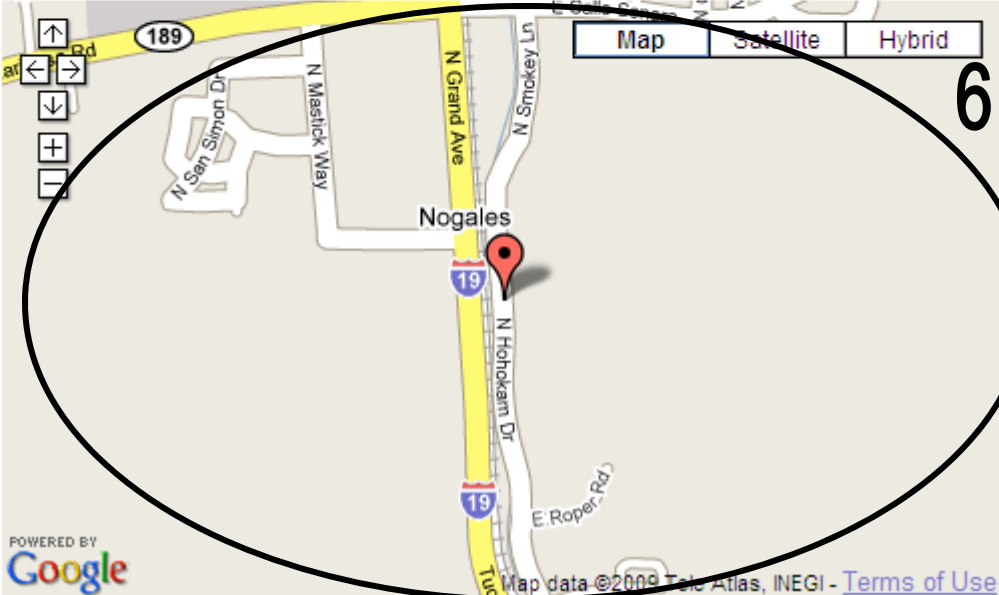
When you click for details, a window will open and display:

1. WIC Clinic Name
2. Street Address
3. Days and Hours
4. Phone and Fax Number
5. Special Service Message
6. Map view

Arizona WIC Clinic Search Manager

[Print This Page](#)

WIC Clinic Name	Nogales WIC Agency: Mariposa CHC	1
Street Address	1520 N Hohokam Drive County: 6648 City: 49671 Zip Code: 85621	2
Days-Hours	Mon-Thu: 9:00AM-12:00PM	3
Phone	520-287-4994	4
Fax	520-287-5792	4
*** Closed Wednesday September 9 for training. ***		5

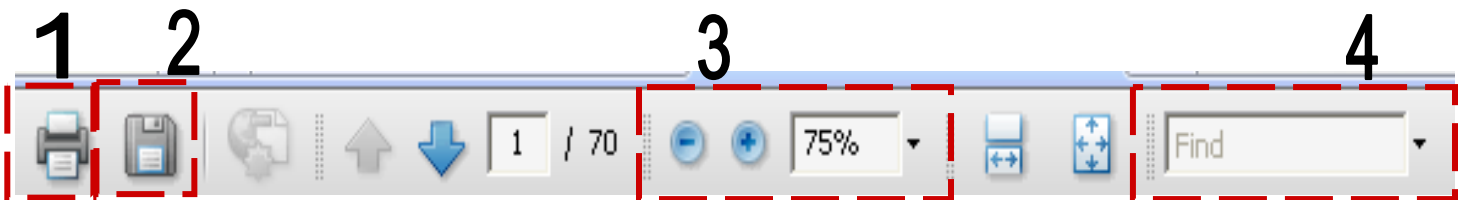


Map view (6)

Map data ©2009 Tele Atlas, INEGI - Terms of Use

Referral List Report

- The Referral List report will prompt you to save the document to your computer
- Once saved you can:
 1. Print the report
 2. Zoom In/Out
 3. Use the Find (search) function



Arizona WIC Clinic Search

Arizona WIC Clinic Search - Admin Logout

Main Set User Level User Metrics Employee Info Employee Roles Edit Agency Add Clinic Edit Clinic Inactivate Clinic Clinic History

Admin Menu - Main [Contact Server Admin](#)

Welcome: **Tanja James** Last Login: 6/17/2011 1:47:30 PM

Total Map Views for Agency Clinics: 15

Update History					Metrics		
CLINICID	CLINICNAME	ACTION	USERUPDATED	DATEUPDATED	ip_address	userName	LoginTimestap
123	Sample Clinic	UPDATED	tjames	6/16/2011 9:22:56 AM	159.36.43.94	tjames	6/17/2011 1:47:30 PM
1	Sample Clinic 1	UPDATED	tjames	6/15/2011 8:35:06 AM	159.36.43.94	tjames	6/17/2011 1:45:05 PM
1	Sample Clinic 1	UPDATED	tjames	6/15/2011 8:34:40 AM	159.36.134.44	tjames	6/16/2011 9:10:09 AM
1	Sample Clinic 1	UPDATED	rchoudhury	5/17/2011 2:14:58 PM	159.36.43.94	apptest	6/16/2011 7:29:55 AM
					159.36.43.94	tjames	6/16/2011 7:29:22 AM
					159.36.43.94	tjames	6/15/2011 12:40:34 PM
					159.36.43.94	tjames	6/15/2011 12:38:02 PM
					159.36.43.94	tjames	6/15/2011 12:31:26 PM

Reports & Quick Links

- [View All Clinics](#)
- [Local Agency Report PDF](#)

Clinic Statistics	
mapviews	clinic_name
15	Sample Clinic 1



Local Agency Report



Agency 01 Apache County Public Health Services District

Street Address 323 S. Mountain Avenue, Springerville, AZ 85938

Phone 928-333-2415

Fax 928-333-5876

Health Director		Phone	Email
WIC Supervisor Director		Phone	Email
WIC Director	Robin Aguero	Phone 928-333-2415 x 246	Email raguero@co.apache.az.us
Registered Dietitian	Erin Howard	Phone 928-333-2415 X	Email ehoward@co.apache.az.us
Breastfeeding Lead	Lee Castillo	Phone 928-333-2415	Email lcastillo@co.apache.az.us
Aim Lead		Phone	Email
Financial Lead	Robin Aguero	Phone 928-333-2415 x 246	Email raguero@co.apache.az.us
Training Lead	Erin Howard	Phone 928-333-2415 X	Email ehoward@co.apache.az.us
LMS Lead		Phone	Email
IT Director		Phone	Email
IT Support Lead		Phone	Email
Building Coordinator	Robin Aguero	Phone 928-333-2415 x 246	Email raguero@co.apache.az.us
FMNP Coordinator		Phone	Email
CSFP Coordinator		Phone	Email
Supply Coordinator	Lee Castillo	Phone 928-333-2415	Email lcastillo@co.apache.az.us

01 Clinic 01 St Johns WIC

Street Address 1200 W. Cleveland Ste 9, St Johns, AZ 85936

Phone 928-337-3856

Fax 928-333-3876

Days/Hours Mon: 7:30AM-4:30PM Tue: 6:30AM-5:30PM Wed: 7:30AM-4:30PM Thu: 6:30AM-5:30PM

Regional Supervisor	Robin Aguero	Phone 928-333-2415 x 246	Email raguero@co.apache.az.us
Site Supervisor	Robin Aguero	Phone 928-333-2415 x 246	Email raguero@co.apache.az.us
High Risk Dietitian	Erin Howard	Phone 928-333-2415 X	Email ehoward@co.apache.az.us
CNW Lead	Lee Castillo	Phone 928-333-2415	Email lcastillo@co.apache.az.us

01 Clinic 02 Springerville WIC

Street Address 323 S. Mountain Avenue, Springerville, AZ 85938

Phone 928-333-2415 X 226

Fax 928-333-5876

Days/Hours Mon-Thu: 6:30AM-5:30PM

Regional Supervisor	Robin Aguero	Phone 928-333-2415 x 246	Email raguero@co.apache.az.us
Site Supervisor	Robin Aguero	Phone 928-333-2415 x 246	Email raguero@co.apache.az.us
High Risk Dietitian	Erin Howard	Phone 928-333-2415 X	Email ehoward@co.apache.az.us
CNW Lead	Lee Castillo	Phone 928-333-2415	Email lcastillo@co.apache.az.us

How to Set User Levels

Administrators can change user levels by selecting all users at a certain level or by selecting a specific individual.

1. Select the user level from the drop down list
2. Click “Get all Users at this level”
3. Click “Edit”
4. Select a new level

The screenshot shows the 'Arizona WIC Clinic Search - Admin' interface. The top navigation bar includes 'Logout' and a menu with options: 'Main', 'Set User Level', 'User Metrics', 'Employee Info', 'Employee Roles', 'Edit Agency', 'Add Clinic', 'Edit Clinic', 'Inactivate Clinic', and 'Clinic History'. The main heading is 'Set User Level'.

Step 1: A dashed box highlights the radio button selection area. The 'Get all users for a certain level' option is selected.

Step 2: A box highlights the 'Admin' dropdown menu and the 'Get all Users at this level' button.

Step 3: A box highlights the 'Edit' button in the table row for 'apptest'.

Step 4: A box highlights the 'Level' dropdown menu in the table row, which is open to show options: 'admin', 'default', 'user', and 'admin'.

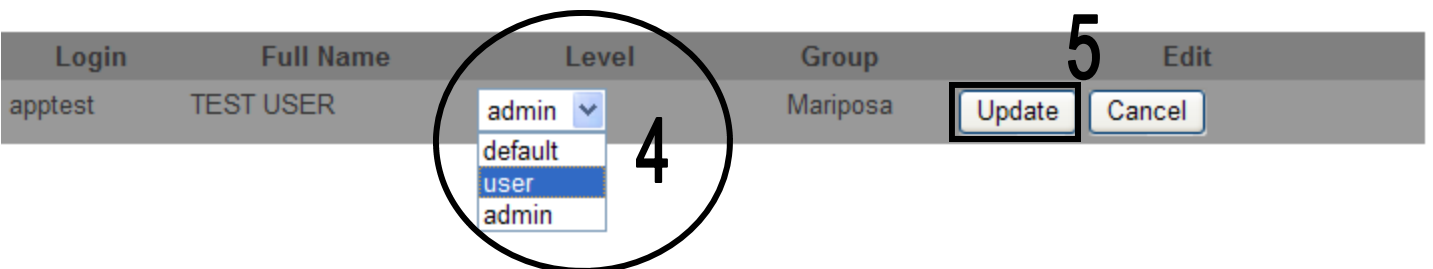
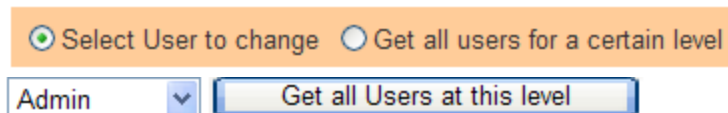
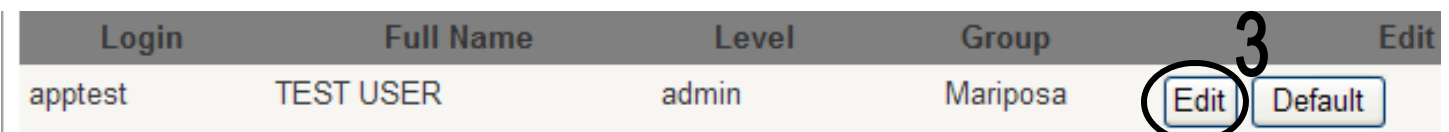
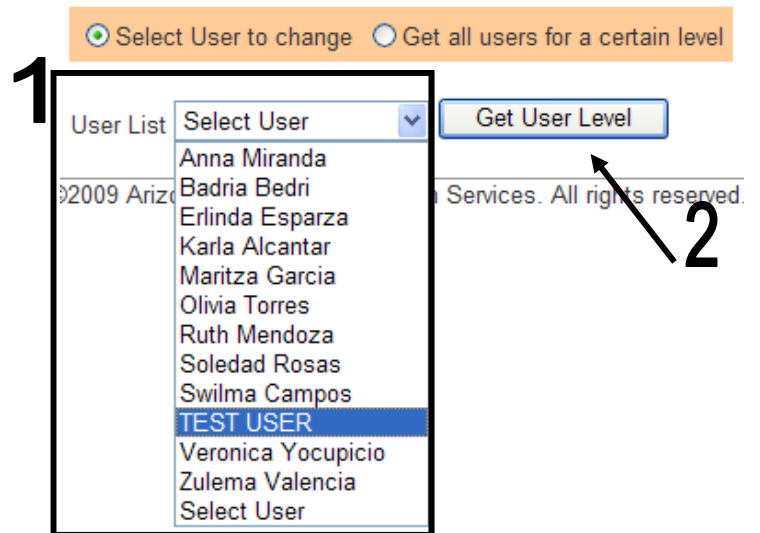
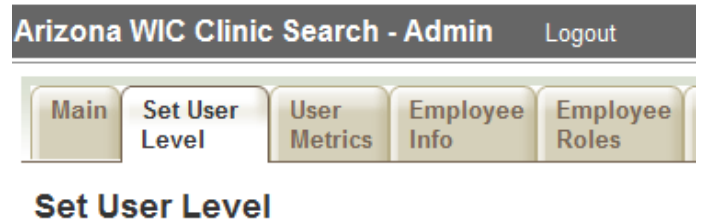
Step 5: A box highlights the 'Update' button in the table row.

Login	Full Name	Level	Group	Edit
apptest	TEST USER	admin	Mariposa	<input type="button" value="Edit"/> <input type="button" value="Default"/>

Login	Full Name	Level	Group	Edit
apptest	TEST USER	<input type="button" value="admin"/> <input type="button" value="default"/> <input type="button" value="user"/> <input type="button" value="admin"/>	Mariposa	<input type="button" value="Update"/> <input type="button" value="Cancel"/>

How to Set User Levels (cont.)

1. Select user from drop down list
2. Click "Get User Level"
3. Click "Edit"
4. Select new user level
5. Click "Update"




How to Add an Employee

To add an employee, fill in each field and click “ADD Employee”

Arizona WIC Clinic Search - Admin Logout

Main Set User Level User Metrics **Employee Info** Employee Roles Edit Agency Add Clinic Edit Clinic Inactivate Clinic Clinic History

Edit Employee in the WIC Contact List



Add Employee Edit Employee

Full Name

Phone # EXT
'X' is already added to Extension

Cell # EXT
'X' is already added to Extension

No Phone available

Email
 No Email available

Credentials

1.
2.
3.
4.
5.

ADD Employee Cancel

How to Edit an Employee

1. Select an Employee to edit
2. Click “Yes This User”
3. Check the box next to each field to update
4. Click “Update Employee” when finished updating

The screenshot shows an employee edit form with the following elements and annotations:

- 1**: Points to the "Edit Employee" radio button.
- 2**: Points to the "Yes This User" button.
- 3**: Points to the "Full Name" checkbox, which is checked.
- 4**: Points to the "Update Employee" button.
- Current Information is highlighted**: A red arrow points to the "Employee S. Name" label, which is highlighted in yellow.

The form includes the following fields and options:

- Add Employee
- Edit Employee
- Select employee to Edit: Employee S. Name (dropdown)
- Yes This User (button)
- Active (Active)
- Full Name (Angelita Lopez) (Employee S. Name)
- Phone # (EXT) 'X' is already added
- No Phone available (602-542-1104)
- Cell # (EXT) 'X' is already added
- No Phone available (NONE)
- Email (lopezag@azdhs.gov)
- No Email available
- Credentials (5 dropdowns, all Empty)
- Update Employee (button)
- Cancel (button)
- InactivateThis Employee. (button)

How to Inactivate an Employee

1. Select an Employee from the drop down
2. Click “Yes This User”
3. Click “Inactivate this Employee”
4. Select “OK” on the pop up box



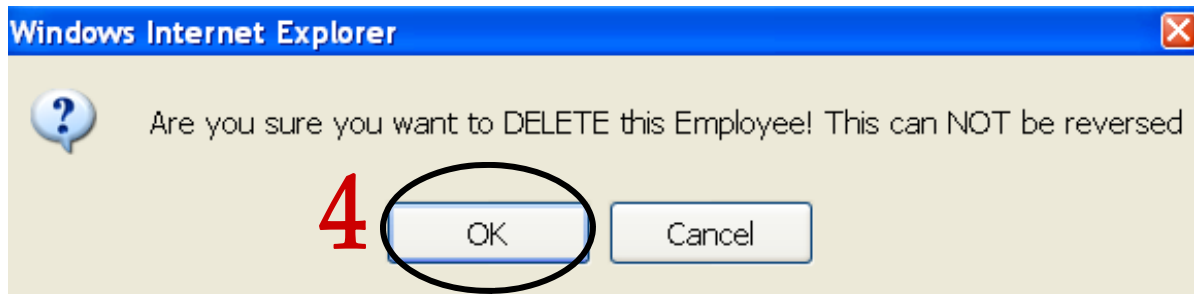
Edit Employee in the WIC Contact List

A screenshot of the 'Edit Employee' form. At the top left is a help icon with a red '1' and an arrow pointing to it. Below it are radio buttons for 'Add Employee' and 'Edit Employee', with a red '2' and an arrow pointing to the 'Edit Employee' button. The 'Select employee to Edit:' dropdown is set to 'so and so', with a 'Yes This User' button to its right. The form contains several sections: 'Active' (checkbox) with 'InActive' text; 'Full Name' (checkbox) with a text box containing 'So-so' and 'so and so' text; 'Phone #' (checkbox) with three input boxes, an 'EXT' box, and 'X' is already added text; 'Cell #' (checkbox) with three input boxes, an 'EXT' box, and 'X' is already added text; 'Email' (checkbox) with an empty text box; and 'Credentials' (checkbox) with five dropdown menus, each containing 'Empty'. At the bottom are four buttons: 'Update Employee', 'Cancel', 'InactivateThis Employee.' (highlighted in yellow), and 'DELETE EMPLOYEE' (highlighted in red). A red '3' and an arrow point to the 'InactivateThis Employee.' button.

How to Delete an Employee

1. Select an employee to edit
2. Click “Yes This User”
3. Click “Delete Employee”
4. Click “Ok”

The screenshot shows an employee management interface. At the top, there are two radio buttons: "Add Employee" and "Edit Employee". A red arrow labeled "1" points to the "Edit Employee" button. Below this, there is a dropdown menu showing "Angelita Lopez" and a button labeled "Yes This User". A red arrow labeled "2" points to the "Yes This User" button. The main form contains several sections: "Active" (checked), "Full Name" (Angelita Lopez), "Phone #" (602-542-1104), "Cell #" (NONE), "Email" (EMPTY), and "Credentials" (Associates Degree, Empty, Empty, Empty, Empty). At the bottom, there are four buttons: "Update Employee", "Cancel", "InactivateThis Employee", and "DELETE EMPLOYEE". A red arrow labeled "3" points to the "DELETE EMPLOYEE" button.



Employee Roles

To change the positions for the employee roles is easy with the new WIC Clinic Search Admin system

- Select Agency or Clinic

Arizona WIC Clinic Search - Admin Logout

Main Set User Level User Metrics Employee Info **Employee Roles** Edit Agency Add Clinic Edit Clinic Inactivate Clinic Clinic History

Change Positions per Agency or Clinic



Select:

Agency Clinic

How to Edit Agency Employee Roles

1. Check the box to update an agency position
2. For each position, select an employee from the drop down menu
3. When complete, click "Update Agency Positions"

Select:
 Agency Clinic

Agency Positions

<input checked="" type="checkbox"/>	Health Director	Select Employee	Jim Welden
<input type="checkbox"/>	WIC Director Supervisor	Badria Bedri	Ed Sicurello
<input type="checkbox"/>	WIC Director	Ed Sicurello	Badria Bedri
<input type="checkbox"/>	Registered Dietitian	Jim Welden	Badria Bedri
<input type="checkbox"/>	Breastfeeding Lead	Maritza Garcia	Swilma Campos
<input type="checkbox"/>	AIM Lead	Olivia Torres	Swilma Campos
<input type="checkbox"/>	Financial Lead	Susan Kunz	Olivia Torres
<input type="checkbox"/>	Training Lead	Swilma Campos	Ed Sicurello
<input type="checkbox"/>	LMS Lead	Select Employee	Ed Sicurello
<input type="checkbox"/>	IT Director	EMPTY	
<input type="checkbox"/>	IT Support Lead	Select Employee	
<input type="checkbox"/>	Building Coordinator	Select Employee	
<input type="checkbox"/>	FMNP Coordinator	Select Employee	
<input type="checkbox"/>	CSFP Coordinator	Select Employee	
<input type="checkbox"/>	Supply Coordinator	Select Employee	Badria Bedri

How to Edit Clinic Employee Roles

1. Select Clinic
2. From the drop down box select a clinic within the agency
3. Click "Get Information"

The screenshot displays the 'Arizona WIC Clinic Search - Admin' interface. At the top, there is a navigation bar with 'Logout' and a menu of buttons: 'Main', 'Set User Level', 'User Metrics', 'Employee Info', 'Employee Roles', 'Edit Agency', 'Add Clinic', 'Edit Clinic', 'Inactivate Clinic', and 'Clinic History'. Below this is a section titled 'Change Positions per Agency or Clinic' with a help icon. The 'Select:' section has two radio buttons: 'Agency' and 'Clinic', with 'Clinic' selected. A red box highlights these buttons, with a '1' next to it. Below is a 'Clinic Positions' section with a 'Clinics in Agency:' label. A dropdown menu is open, showing a list of clinics: 'Flowing Wells WIC & Food Plus', 'Centro Del sur WIC & Food Plus', 'East WIC & Food Plus', 'TUSD Teen Parenting Program', 'Continental WIC & Food Plus test', 'Abrams Center WIC & Food Plus test', 'Westside WIC & Food Plus', 'Arivaca WIC & Food Plus test', 'Kino Teen Center', and 'Select Clinic'. A red arrow points from a '2' to the dropdown menu. To the right of the dropdown is a 'Get Information' button, which is highlighted with a red box and a '3' next to it. On the left side of the 'Clinic Positions' section, there are several checkboxes: 'Regional', 'Site Su', 'High Ri', and 'CNW L', each followed by a label. At the bottom left of this section is an 'Update Clinic' button.

How to Edit Clinic Employee Roles

1. Check the box to update an employee role
2. Select an employee
3. Click "Update Clinic Position"

Arizona WIC Clinic Search - Admin Logout

Main Set User Level User Metrics Employee Info Employee Roles Edit Agency Add Clinic Edit Clinic Inactivate Clinic Clinic History

Change Positions per Agency or Clinic

Select:
 Agency Clinic

Clinic Positions

Clinics in Agency: Flowing Wells WIC & Food Plus Get Information

<input checked="" type="checkbox"/>	Regional Supervisor	EMPTY	Terry Kemp
<input type="checkbox"/>	Site Supervisor	Select	Elionor Garcia
<input type="checkbox"/>	High Risk Dietitian	Select	Rachel Case
<input type="checkbox"/>	CNW Lead	Select	

Update Clinic Positions Cancel

Current employee in Clinic positions

1

2

3

How to Edit Agency Information

Agency administrators have the ability to change:

1. The agency name
2. Physical address
3. Mailing address
4. Phone and fax number
5. Add notes



Edit Agency in the WIC Search Application

1 Agency Name
ID#

Physical Address

2 Street Street Only
Suite
City
Zip

Mailing Address section

3 Street Street Only
Suite
City
Zip

4 Phone EXT 'X' is already added

Fax No FAX available

5 Notes:

How to Add a Clinic

1. Enter the Clinic ID-this could be the AIM ID or can create a unique ID.
2. Clinic Name
3. Physical Address



Add a Clinic to the WIC Search Application



Agency Name **Mariposa Community Health Center** Agency ID **10**

Clinic ID **11111**

Clinic Name

Physical Address

Street Street Only (ex: 4760 w easystreet)

Suite

County **Maricopa** ▼

City **Phoenix** ▼

Zip **85042** ▼ **Latitude and longitude will be generated after county, city and zip entry**

Latitude **33.3718565** Longitude **-112.0595603**

How to Add a Clinic (cont.)

- Enter the Mailing Address
- Check the box if it's the same as the physical address
- Enter Phone and Fax numbers
- Select the Days and Hours of Operation.
- Click Preview
- Click Add this Clinic

Mailing Address Same as Street

Address Street Only

Suite

City

Zip

Phone EXT 'X' is already added

Fax No FAX available

Days & Hours of Operation

M-F-S Hours Special Daily Hours Call Clinic For Hours

Day Start Day End

Time Open Time Close

Saturday Hours:

Time Open Saturday Time Close

Sunday Hours:

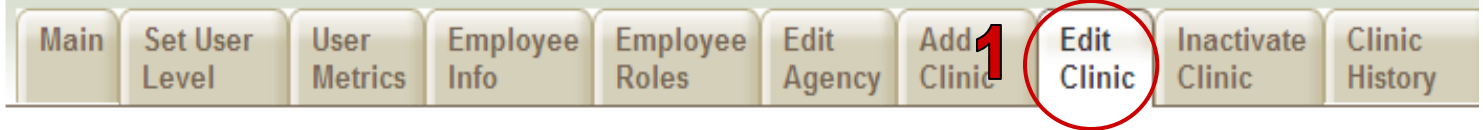
SUNDAY Time Open Time Close

Special Notes:

How to Edit a Clinic

1. Click the “Edit Clinic” tab
2. Browse for the clinic
3. Click “Edit” to the right of the clinic

Arizona WIC Clinic Search - Admin Logout



Edit Clinic Already in the WIC Search Database



Map	Clinic Name	Address	Phone	Select
	Amado Food Bank	28720 S. Nogales Highway	Phone: 520-287-4994	<input type="button" value="Edit"/>
	MCHC	1852 N. Mastick Way	Phone: 520-375-6006	<input type="button" value="Edit"/>

How to Edit a Clinic (cont.)

- Check the box next to the field needing an update
- Click “Update This Clinic”

<input type="checkbox"/>	City	Select City	▼	Yarnell						
<input type="checkbox"/>	Zip	▼	85362							
<input type="checkbox"/>	Phone	<input type="text"/>	<input type="text"/>	<input type="text"/> EXT <input type="text"/> 'X' is already added						
		520-287-4994								
<input type="checkbox"/>	Fax	<input type="checkbox"/> No FAX available	<input type="text"/>	<input type="text"/>						
		520-287-5792								
<input checked="" type="checkbox"/>	Days & Hours of Operation	<input checked="" type="radio"/> M-F-S Hours <input type="radio"/> Special Daily Hours <input type="radio"/> Call Clinic For Hours								
		Current hours - will not change until update complete: Tues: 9:00am-1:00pm								
	Day Start	Mon	▼	Day End Thu						
	Time Open	8:00	▼	AM	▼	Time Close	5:00	▼	PM	▼
	<input type="checkbox"/> Saturday Hours:					Time Close	-	▼	PM	▼
	Time Open Saturday	-	▼	AM	▼	Time Close	-	▼	PM	▼
	<input type="checkbox"/> Sunday Hours:					Time Close	-	▼	PM	▼
	SUNDAY Time Open	-	▼	AM	▼	Preview Hours				
	Special Notes:	Closed every Friday.								
		<input type="button" value="Preview"/>								
					Mon-Thu: 8:00AM-5:00PM					
					Note: Closed every Friday.					
<input type="checkbox"/>	Special Service Message:	<input type="checkbox"/> Remove SSM				Closed for business on Monday Sept. 7				
	SSM:				SSM in Spanish:	Cerrada al público el lunes 7 de septiembre				
	Start date- mm/dd/yyyy	9/1/2009			End date- mm/dd/yyyy	9/8/2009				
		<input type="button" value="UpdateThis Clinic"/>		<input type="button" value="Cancel"/>						

Important: Before updating the clinic, click preview.



How to Inactivate Clinic

When a clinic is no longer open for business, the admin must inactivate the clinic.

1. To inactivate a clinic, click the "Edit" button to the right of the clinic.
2. From the drop-down box select "Inactive"
3. Click "Update"

Arizona WIC Clinic Search - Admin [Logout](#)

[Main](#) [Set User Level](#) [User Metrics](#) [Employee Info](#) [Employee Roles](#) [Edit Agency](#) [Add Clinic](#) [Edit Clinic](#) [Inactivate Clinic](#) [Clinic History](#)

Activate / Inactivate Clinic



Show Map	ID	Clinic Name	Clinic Address	Clinic I/A	Edit
	3040	Amado Food Bank	28720 S. Nogales Highway	Active 1	1 Edit
	3025	MCHC	1852 N. Mastick Way	Active 1	Edit
	3001	Nogales WIC	1520 N. Hohokam Drive	Active 1	Edit
	3005	Patagonia WIC	Family Health Center, 101 Taylor Lane	Active 1	Edit

Show Map	ID	Clinic Name	Clinic Address	Clinic I/A	Edit
	3040	Amado Food Bank	28720 S. Nogales Highway	2 Active	3 Update Cancel
	3025	MCHC	1852 N. Mastick Way	Inactive	Edit

User Metrics

To see who has logged into the application with date and time, user metrics will provide the information.

1. Select if you want to see the last 30, 60 or 90 days
2. For a certain date range
3. Selects a user from the drop down

Arizona WIC Clinic Search - Admin [Logout](#)

Main Set User Level **User Metrics** Employee Info Employee Roles Edit Agency Add Clinic Edit Clinic Inactivate Clinic Clinic History

Metrics

Metrics can be viewed by a specific user or by a date range for all users. Select the appropriate radio button in which to display metrics then select a level of user or leave for all users.

Simply re-select from the radio button/user list options to get other metric information.

30 Days 60 Days 90 Days

User List

Start Date

End Date

ip_address	userName	LoginTimestap
159.36.43.49	apptest	9/1/2009 3:07:21 PM
159.36.43.144	apptest	9/1/2009 3:02:34 PM
159.36.43.49	apptest	9/1/2009 2:43:39 PM

Clinic History

The Admin can get the clinic history for:

- The last 30, 60 or 90 days.
- Using a specific date range
- A specific clinic or user

Arizona WIC Clinic Search - Admin Logout

Main Set User Level User Metrics Employee Info Employee Roles Edit Agency Add Clinic Edit Clinic Inactivate Clinic **Clinic History**

Clinic History

Clinic History can be viewed by a specific user or by a date range. Select the radio button in which to display History and the specific information will display.

Simply re-select from the radio button options to get other History information for that many days in the past.

30 Days 60 Days 90 Days

Start Date

End Date

Clinic List

Select

User List

Select

How to Search for a WIC Clinic

The WIC website is www.azwic.gov

Click on the magnifying glass to search for a WIC Clinic.

Infants & Children (WIC) - Windows Internet Explorer provided by AZDHS

://www.azwic.gov/

Health Services

ADHS Home | About | News | A-Z Index | Contact

Search ADHS Search

Bureau of Nutrition and Physical Activity

WIC Home

Arizona Mujeres, Bebés y Niños (WIC)

Find a WIC Clinic

Clients & Families

Food Package

Eligibility

Vendors

Local Agencies

Arizona in Motion

Healthy Resources

Event Calendar

Arizona Farmers' Market Nutrition Program

Nutrition Education

Physicians

Program Integrity

Contact Us

Apply for WIC or Find a Clinic

Arizona Women, Infants & Children (WIC)
(800) 252-5942
(800) 2525-WIC

To report WIC fraud & abuse, call our Fraud Hotline: (866) 229-6561 or [email us](mailto:)

Hearing/Speech Challenges?

[Página en Español](#)

Search WIC Search

Bureau of Nutrition and Physical Activity
Arizona Women, Infants & Children (WIC)

WIC families evacuated due to fires can [Find a WIC Clinic](#) in the area where they have relocated. If you have questions or have evacuated out of state and need transfer approval, call the WIC hotline at 1-866-229-6561.

Arizona Women, Infants, & Children (WIC) is a federally funded program providing residents with nutritious foods, nutrition education, and referrals. WIC serves pregnant, breastfeeding, and postpartum women, and infants and children under age five who meet WIC [eligibility guidelines](#).

Fruit and Veggies, More Matters. Visit www.eatwellbewell.org

- LATCH-AZ August Meeting: [Registration](#) | [Agenda](#)
- [WIC RDs Recognized for Work on PCE Steering Committee](#)
- [Find a Farmer's Market Near You - English](#) / [Spanish](#)
- [Healthy Recipes Using the New WIC Foods](#)
- [Food Assistance Programs in Arizona \(English\)](#)
- [Food Assistance Programs in Arizona \(Spanish\)](#)
- [State WIC Director receives NWA Leadership Award](#)

MyPyramid Becomes MyPlate

USDA recently unveiled the new food icon to accompany the 2010 Dietary Guidelines. MyPlate serves as a reminder to help consumers make healthier food choices and emphasizes the fruit, vegetable, grains, protein, and dairy food groups. For more information on how to build a healthy plate at meal times, visit ChooseMyPlate.gov.

Arizona WIC encourages you to choose steps that work for you and start today:

- **Balancing Calories:**
• Enjoy your food, but eat less

Find a WIC Clinic

Champions for Change
Arizona Nutrition Network

ChooseMyPlate.gov

ARIZONA BABY STEPS SUCCESS

Spark - tjames Arizona Women, Infa... Inbox - Microsoft Out... Training Manuals Clinic Search Manual... Unknown Zone (Mixed)

How to Search for a WIC Clinic (cont.)

- There are 4 ways to search for a WIC Clinic:
 1. Search by street address
 2. County
 3. City/Town
 4. Zip Code
- Spanish
- Text Version

Arizona WIC Clinic Search - Windows Internet Explorer provided by AZDHS

http://clinicsearch.azbnp.gov/


File Edit View Favorites Tools Help

Arizona WIC Clinic Search


[Text Version with No script](#) [Click here](#)

Arizona WIC Clinic Search Manager

[WIC Home](#)



English En Español

[How do I use this?](#) 

Disclaimer: For clients searching for a WIC clinic in Parker, AZ, please call ITCA at 602-258-4822 or visit them on the web at www.itcaonline.com.

Search By:

1 Street Address **2** County **3** City/Town **4** Zip Code

Enter the street address. (ex: 4760 W. easystreet) Select the City

How to Search for a WIC Clinic (cont.)

Select a WIC Clinic from the list.

[Text Version with No script Click here](#)

Arizona WIC Clinic Search Manager

[WIC Home](#)



English En Español

[How do I use this?](#)












Disclaimer: For clients searching for a WIC clinic in Parker, AZ, please call ITCA at 802-258-4822 or visit them on the web at www.itcaonline.com.

Search By

Street Address County City/Town Zip Code

Select City:

Your search resulted in (12) Clinic(s) in Phoenix Town/City

 AZ, PS	Downtown WIC	1645 E. Roosevelt Street	Click Here For Details	Phone: 602-506-6848
 AZ, PS	Sunnyslope WIC	9100 N. Central Avenue Suite B	Click Here For Details	Phone: 602-331-8311
 AZ, PS	North Valley WIC	19401 N. Cave Creek Road Suite 8	Click Here For Details	Phone: 602-482-7174
 AZ, PS	St. Mary's	3003 W Thomas Rd	Click Here For Details	Phone: 602-278-3201
 AZ, PS	Seventh Avenue WIC	1260 S. 7th Avenue	Click Here For Details	Phone: 602-252-3988
 AZ, PS	South Phoenix WIC	438 E. Southern Avenue	Click Here For Details	Phone: 602-243-3997
 AZ, PS	Maryvale WIC	4002 N. 67th Avenue Suite 10	Click Here For Details	Phone: 623-846-5809
 AZ, PS	Baseline	635 E. Baseline Road	Click Here For Details	Phone: 602-323-3472
 AZ, PS	Mesa WIC	4616 N. 51st Avenue Suite 211	Click Here For Details	Phone: 602-323-8117

How to Search for a WIC Clinic (cont.)

Arizona WIC Clinic Search Manager

[Print This Page](#)

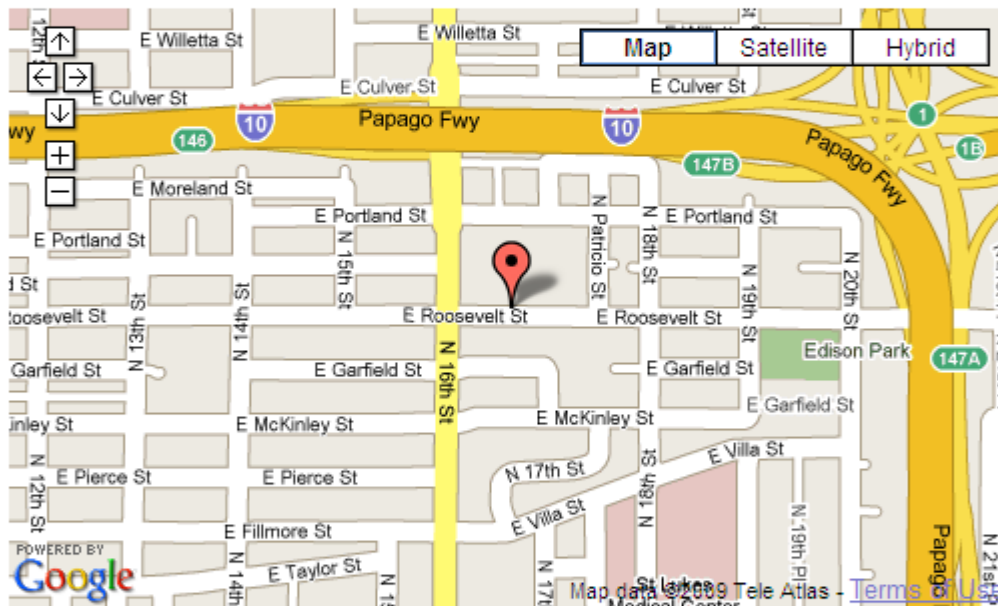
WIC Clinic Name Downtown WIC
Agency: Maricopa County Dept of Public Health

Street Address 1645 E. Roosevelt Street
County: Maricopa
City: Phoenix
Zip Code: 85006

Days-Hours Mon-Fri: 7:00am-5:30pm

Phone **602-506-6848**

Fax 602-506-5035



Questions??

Contact Tanja James at
Tanja.james@azdhs.gov

