



# **Arizona Department of Health Services**

Bureau of Nutrition and Physical Activity

## **HANDS WIC System**

### **Detailed Functional Design Document**

**Breastfeeding**

**January 20, 2014**

**Version 1.1**

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## REVISION HISTORY

The chart below indicates revisions made to this document:

<b><u>Version</u></b>	<b><u>Name</u></b>	<b><u>Brief Description of Change</u></b>	<b><u>Published</u></b>
1.0	Cecilia Romo-Thompson	Initial Draft	00-00-2014
1.1	Ronnie Choudhury	Updated background process for Breastfeeding Inventory, Issuance and Return and Peer Counseling	01/20/2015

# 1 OVERVIEW

This document is a detailed functional design document (DFDD) for the HANDS WIC System, concentrating on features associated with the Breastfeeding features available at the clinic and state level. The Breastfeeding Inventory module can only be accessed by users that have state level access.

## 1.1 Breastfeeding Features Summary

- Add breast pumps to inventory.
- Maintain breast pump inventory.
- Issuing a breast pump to a client.
- Returning a breast pump.
- Breastfeeding Peer Counseling contacts.
- Maintain breastfeeding promotional items.
- Issuing breastfeeding promotional items.

## 2 BREASTFEEDING PEER COUNSELING

The Breastfeeding Peer Counseling page allows the user to enter breastfeeding peer counseling contacts to a client record.

*Navigation Path: WIC Services / Navigation Picklist- Breastfeeding Peer Counselor*

**Breastfeeding Peer Counselor**

LA/Clinic  
BISBEE WIC

Family ID  
140000054

Auth. Rep. Name  
BF, TEST

Phone  
(520) 555-1212

Client ID  
2021403058

Client Name  
BF, BABY

Date of Birth  
12/1/2014

Age  
0 yrs, 0 mos

Cert. Period  
12/9/2014 - 11/30/2015

Category  
IPN+

Term. Date  
N/A

Due Date  
N/A

LDTU  
N/A

Weeks PG  
N/A

Next Appt.  
N/A

Appr Thru  
N/A

BF, TEST

**Mother's Information**

Client ID	Last Name	First Name	MI
2021403057	BF	TEST	N/A
Pregnancy Due Date	Weeks' Gestation	Peer Counseling End Date	
N/A	0		

**Baby's Information**

Client ID	Baby's Date of Birth	Baby's Age	Baby's Name	Birth Weight	Current Weight	Preemie
2021403058	12/01/2014	4 days 5 weeks -1 months	BF,BABY,	7 lb 3 oz	7 lb 3 oz	<input type="checkbox"/>

**Contact Information** [+ Add](#)

Staff	Date	Contact Type	Successful?	Topic Discussed	No Contact Reason	Duration in Minutes	Call Back Date
No data to show							

Print Referral Form Save Reset

*Figure 2: Breastfeeding Peer Counseling Page*

*Mother's Information Fields:*

- **Client ID** – Client ID for the mother. This field is display only.
- **Last Name** – Last name of the client. This field is display only.
- **First Name** – First name of the client. This field is display only.
- **MI** – Middle initial of the client. This field is display only.
- **Pregnancy Due Date** – Due date of the pregnancy. This field is display only.
- **Weeks' Gestation** – Numerical value of weeks' gestation for the client. This field is display only.
- **Peer Counseling End Date** – Calendar date field to indicate the date breastfeeding peer counseling ended.

*Baby's Information Fields (all fields are display only):*

- **Client ID** – Client id for the baby.
- **Baby's Date of Birth** – Date of birth of the baby.
- **Baby's Age** – Calculated age of the baby in days, weeks, months
- **Baby's Name** – Name of the baby Last Name, First Name, MI
- **Birth Weight** – Birth weight for the baby.
- **Current Weight** – Current weight for the baby.

- **Preemie Checkbox** – Indicates the baby is preemie if checked.

*Contact Information Grid Fields (all fields are display only):*

- **Staff** – ID of the user that entered the contact.
- **Date** – Date of contact.
- **Contact Type** – Type of contact.
- **Successful?** – Indicates the contact was successful if checked.
- **Topic Discussed** – List of topics discussed during contact.
- **No Contact Reason** – Reason there was no contact with the client.
- **Duration in Minutes** – The number of minutes for the entered contact.
- **Call Back Date** – Date for follow-up.

*Buttons:*

- **Add** –

*Figure 2.1: Add Peer Counselor Contact Page*

- **Date** – Calendar date field for contact date. This field is mandatory.
- **Contact Type** – Drop down list populated with contact types. This field is mandatory.
- **Successful?** – Selection indicates the contact attempt is successful.
- **Topic Discussed** – Multi-select drop down list populated with topics. This field is enable when Successful check box is selected.

- **No Contact Reason** – Drop down list populated with reasons there was no contact.
  - **Duration in Minutes** – Duration of the successful contact. This field is enable when Successful check box is selected.
  - **Call Back Date** – Calendar date field for follow-up contact.
  - **OK** – Initiates the save of information entered on the Add page.
  - **Cancel** – Closes the window without saving any data.
- **Edit-** Click on Edit icon to open the Edit dialog page. All the information is same as Add except the data will be populated from the Contact Information grid page.

The screenshot displays the 'Family' tab in the HANDS WIC System. The interface is divided into several sections:

- Navigation Tabs:** Family, Client, Income, Cert, Med, Assess, Care Plan, Fd Pkg, Appts, Notes.
- Left Panel (Breastfeeding Peer Counselor):**
  - LA/Clinic: MPHIC BASELINE
  - Family ID: 140846143
  - Auth. Rep. Name: LASTRDX, FIRSTRDX
  - Phone: (602) 425-3231
  - Client ID: 2341099464
  - Client Name: LASTTESTA, FIRSTTESTA
  - Date of Birth: 6/6/1997, Age: 17 yrs, 7 mos
  - Cert. Period: 3/31/2014 - 8/3/2014, Category: PG1
  - Term. Date: N/A, Due Date: 6/22/2014
  - LDTU: N/A, Weeks PG: 71
  - Next Appt.: N/A, Appt Thru: N/A
- Mother's Information:**
  - Client ID: 2341099464, Last Name: LASTTESTA, First Name: FIRSTTESTA, MI: N/A
  - Pregnancy Due Date: 6/22/2014, Weeks' Gestation: 71, Peer Counseling End Date: [Empty Field]
- Baby's Information:**
  - Client ID, Baby's Date of Birth, Baby's Age, Baby's Name, Birth Weight, Current Weight, Premie
  - No data to show
- Contact Information Grid:**

Staff	Date	Contact Type	Successful?	Topic Discussed	No Contact Reason	Duration in Minutes	Call Back Date
RCHOUDHURY	01/26/2015	IN-STORE VISIT	<input checked="" type="checkbox"/>	BABY SICK,ALTERNATE FEEDING: CUP/ FINGER / BOTTLE		10	

Buttons at the bottom: Print Referral Form, Save, Reset.

- **Delete-** Click on Delete icon on the Contact Information grid page. A confirmation message will appear:

The dialog box contains the following text and elements:

- Title: Are you sure?
- Warning icon and text: ⚠ This record will be deleted. Are you sure?
- Buttons: Cancel, Delete

- **Cancel:** Cancel delete.
- **Delete:** Delete the record.

- **Print Referral Form** – Initiates the form for printing.

**PEER COUNSELOR REFERRAL FORM**

**REFERRAL TO WIC BREASTFEEDING PEER COUNSELOR PROGRAM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Due Date or Baby's DOB \_\_\_\_\_ Age: \_\_\_\_\_

Pregnant, interested in receiving more breastfeeding information.

Currently breastfeeding, interested in more breastfeeding information.

Currently breastfeeding, interested in follow-up with breastfeeding.

Explain: \_\_\_\_\_

Currently breastfeeding, interested in follow-up with breast pump.

Other: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Referred by: ROMOC \_\_\_\_\_ Date: \_\_\_\_\_

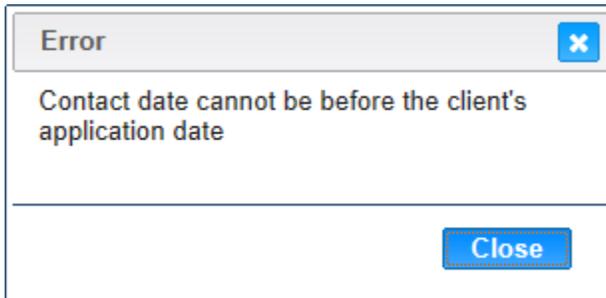
**OK**

*Figure 2.2: Referral to WIC Breastfeeding Peer Counselor Program Form*

- **OK** – Closes the window.
- **Save** – Initiates the save of the data on the page.
- **Reset** – Unsaved edits are cleared restoring the form to its previously unedited state.

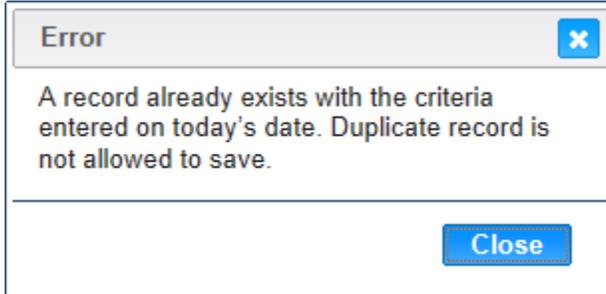
*Errors:*

- **Error on Add** – Error if the contact date entered is before the client application date.



*Figure 2.3: Error*

- **Close** – Closes the error window.
- **Error on Add** – Error if the contact information entered is a duplicate of an existing record.



*Figure 2.4: Error*

- **Close** – Closes the error window.

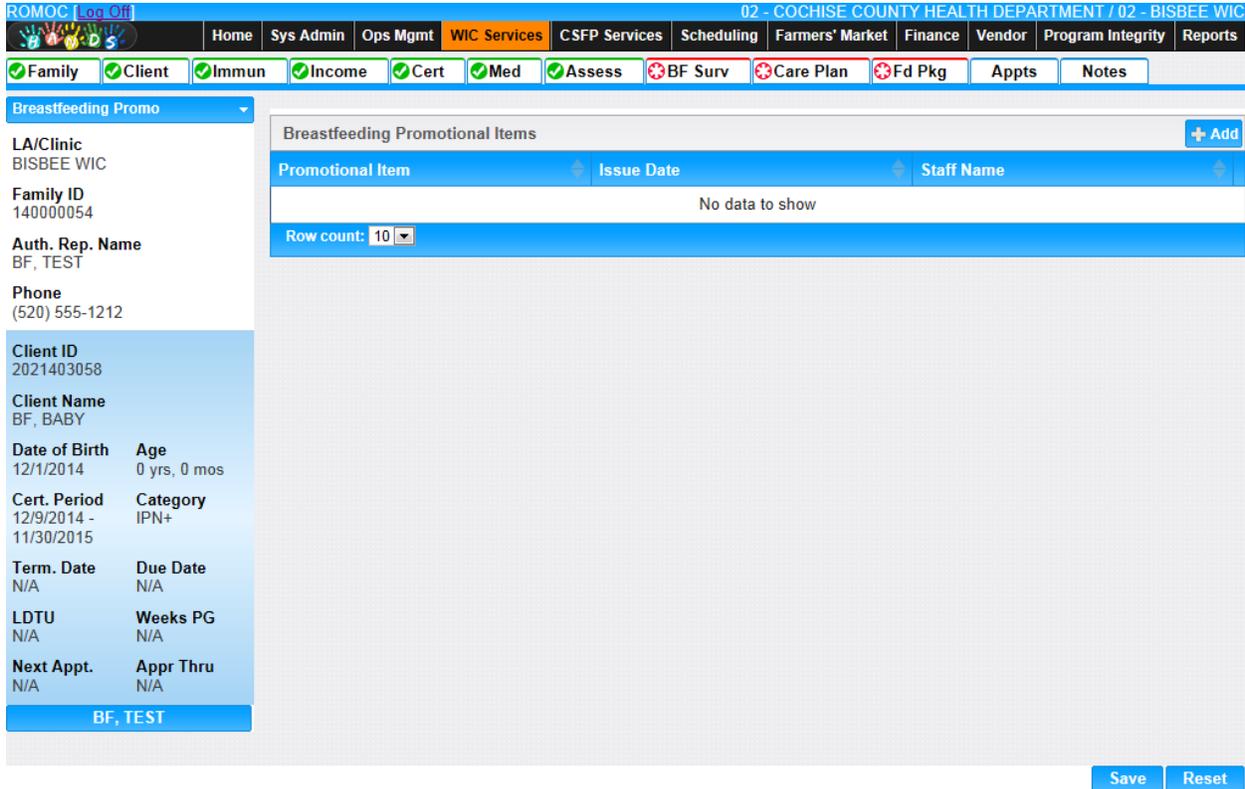
*Calculation(s): None*

*Background Processes:*

### 3 BREASTFEEDING PROMOTIONAL ITEMS PAGE

The Breastfeeding Promotional Items page displays breastfeeding promotional items that have been issued to a client. It is also used to issue breastfeeding promotional items to clients.

*Navigation Path: WIC Services / Search / Family Page / Navigation Picklist – Breastfeeding Promo*



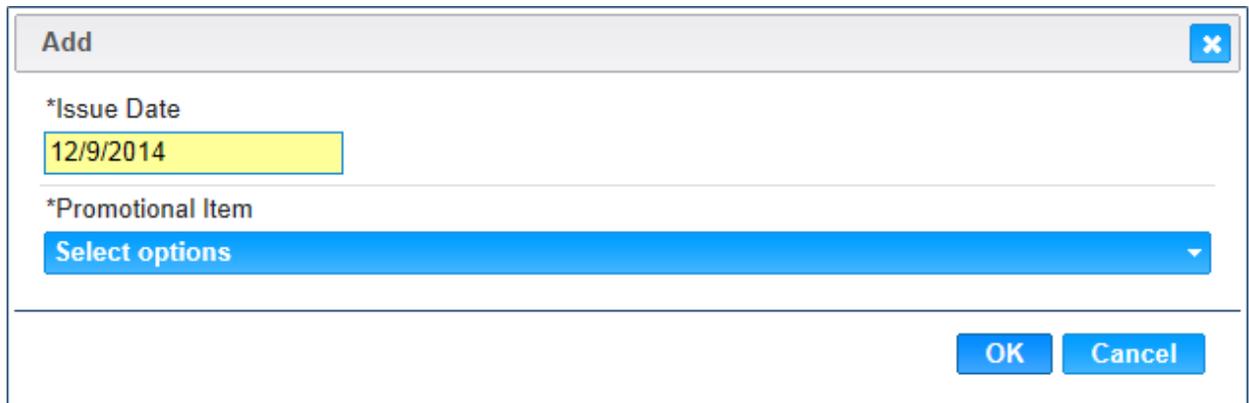
*Figure 3: Breastfeeding Promotional Items Page*

*Breastfeeding Promotional Items Grid (all fields are display only):*

- **Promotional Item** – Name of promotional item.
- **Issue Date** – Date the item was issued to the client.
- **Staff Name** – Name of staff member who issued the item, Last Name, First Name.

*Buttons:*

- **Add** – Opens window for user to issue a promotional item to the client.



The screenshot shows a dialog box titled "Add" with a close button in the top right corner. Below the title bar, there are two mandatory fields. The first field is labeled "\*Issue Date" and contains the text "12/9/2014". The second field is labeled "\*Promotional Item" and is a multi-select dropdown menu with the text "Select options". At the bottom right of the dialog, there are two buttons: "OK" and "Cancel".

*Figure 3.1: Add Breastfeeding Promotional Items*

- **Issue Date** – Date the promotional item is issued. This field is mandatory.
- **Promotional Item** – Multi-select drop down list populated with promotional items. This field is mandatory.
- **OK** – Initiates the save of entered information and closes the window.
- **Cancel** – Closes the window without saving.
- **Save** – Saves the information entered.
- **Reset** – Unsaved edits are cleared restoring the form to its previously unedited state.

*Calculation(s): None*

*Background Processes:*

## 4 BREAST PUMP INVENTORY PAGE

The Breast Pump Inventory page is used to search for breast pumps in inventory, enter breast pumps into inventory, and to assign breast pumps to an agency or clinic. This page can only be accessed by a user with the proper role. Only State users have access to this page.

Navigation Path: WIC Services / Navigation Picklist – Breast Pump Inventory

State/Local Agency	Clinic	Serial Number	Pump Type	Date Added	Status	Comment	Active	Inactive Reason	Issuance History
COCHISE COUNTY HEALTH DEPARTMENT	DOUGLAS HEALTH	NEWPUMP	HOSPITAL GRADE MEDELA LACTINA	12/03/2014	ISSUED		Yes		
MOUNTAIN PARK HEALTH CENTER	MPHC BASELINE	RONTEST1	HOSPITAL GRADE MEDELA LACTINA	12/01/2014	AVAILABLE		Yes		
MARICOPA COUNTY DEPT OF PUBLIC HEALTH- WIC ADMINISTRATION	DOWNTOWN	111222	HOSPITAL GRADE MEDELA LACTINA	11/26/2014	ISSUED		Yes		
COCHISE COUNTY HEALTH DEPARTMENT	DOUGLAS HEALTH	5463728	PERSONAL-MEDELA PUMP-IN-STYLE	11/25/2014	RETURNED	BUG 34607 TEST	Yes		
COCHISE COUNTY HEALTH DEPARTMENT	BISBEE WIC	5551212	Hospital Grade Ameda Elite	11/18/2014	ISSUED		Yes		
COCHISE COUNTY HEALTH DEPARTMENT	DOUGLAS HEALTH	23PERSONAL	PERSONAL PUMP MEDELA PUMP IN STYLE	11/14/2014	ISSUED		Yes		
APACHE COUNTY HEALTH	CONCHO WIC	IV00001	HOSPITAL GRADE MEDELA	10/30/2014	ISSUED	IV TEST	Yes		

Figure 4: Breast Pump Inventory Search Page

**Fields:**

- **Serial Number** – Free text field to narrow search results by serial number.
- **State/Local** – Drop down list populated with State/Local agency values to narrow search results.
- **Clinic** – Drop down list populated with Clinic values to narrow search results.
- **Date Added** – Calendar date field to narrow search results.
- **Status** – Drop down field populated with Status values to narrow search results.

**Fields – Results Grid:**

- **State/Local Agency** – State/Local Agency the pump is assigned to. This field is display only.
- **Clinic** – Clinic the pump is assigned to. This field is display only.
- **Serial Number** – Serial number of the breast pump. Selection will redirect the user to the pump information.
- **Pump Type** – Pump type for that record. This field is display only.
- **Date Added** – Date the pump was added to inventory. This field is display only.
- **Status** – Status of the pump. This field is display only.

- **Comment** – Comments entered for the pump. This field is display only.
- **Active** – Yes or No indicating if the pump is active. This field is display only.
- **Inactive Reason** – Reason the pump is inactive. This field is display only.
- **Issuance History** – Selection redirects user to the History page for the pump. (see Section 4.1)

*Checkboxes:*

- **Active** – Selection narrows the search results to only active pumps.
- **Inactive** – Selection narrows the search results to only inactive pumps.
- **Both** – Selection narrows the search results to active and inactive pumps.

*Buttons:*

- **Add** – Redirects user to a new page to add a breast pump. (see section 4.2)
- **Search** – Initiates the search based on the entered search criteria.
- **New Search** – Clears all fields for a new search.

*Calculation(s):*

*Background Processes:*

### 4.1 Breast Pump History Page

The Breast Pump History page is used to view the history of a breast pump. Only State users have access to this page.

Navigation Path: *WIC Services / Navigation Picklist – Breast Pump Inventory / History Icon*

Serial Number	Last Pump Status Documented	Issue Date	Issued By	LA/Clinic Issued From	LA/Clinic Returned To	Client ID	Due Date	Actual Return Date	Recorded By	Comment
NEWPUMP	ISSUED	12/03/2014	PURDY HEATHER	DOUGLAS HEALTH		1021402555	12/31/2014			
NEWPUMP	ISSUED	12/03/2014	ERNEST JONATHAN	DOUGLAS HEALTH		1021402663	12/04/2014			
NEWPUMP	AVAILABLE	12/03/2014		DOUGLAS HEALTH	DOUGLAS HEALTH	1021402892	12/04/2014	12/03/2014	ERNEST JONATHAN	

Row count: 10 Showing 1-3 of 3

Figure 4.: Breast Pump Inventory History Page

Fields (all fields are display only):

- **Serial Number** – Serial number of the breast pump.
- **Last Pump Status Documented** – Status of the breast pump.
- **Issue Date** – Date the pump was issued.
- **Issued By** – Name of the user that issued the pump.
- **LA/Clinic Issued From** – Local Agency or Clinic from where the pump was issued.
- **LA/Clinic Returned To** – Local Agency or Clinic where the pump was returned.
- **Client ID** – Client ID the pump was issued to.
- **Due Date** – Due date of the breast pump.
- **Actual Return Date** – Date the breast pump was returned.
- **Recorded By** – Name of the user that created that entry.
- **Comment** – Comment entered for that record.

Tabs:

- **Back to List** – Redirects user back to the Breast Pump Inventory search results page.

## 4.2 Add a Breast Pump

Navigation Path: WIC Services / Navigation Picklist – Breast Pump Inventory

Figure 4.2: Add a Breast Pump Page

### Fields:

- **Inactive Reasons** – Drop down list populated with inactive reasons. It is enable when Active check box is unchecked.
- **Serial Number** – Free text alphanumeric field for pump serial number. This field is mandatory.
- **State/Local Agency** – Drop down list populated with State/Local Agency locations. This will assign the pump to the selected State/Local Agency location. This field is mandatory.
- **Clinic** – Drop down list populated with Clinic locations.
- **Date Added** – Date the pump was added to inventory. This will default to the current date. This field is mandatory.
- **Pump Type** – Drop down list populated with pump types. This field is mandatory.
- **Status** – Drop down list populated with status values. This field is mandatory.
- **Comment** – Free text field to enter comments.

### Checkboxes:

- **Active** – Selection indicates the pump is active. This defaults as selected.
- **PUP** – Selection indicates the pump is a personal use pump.

### Buttons:

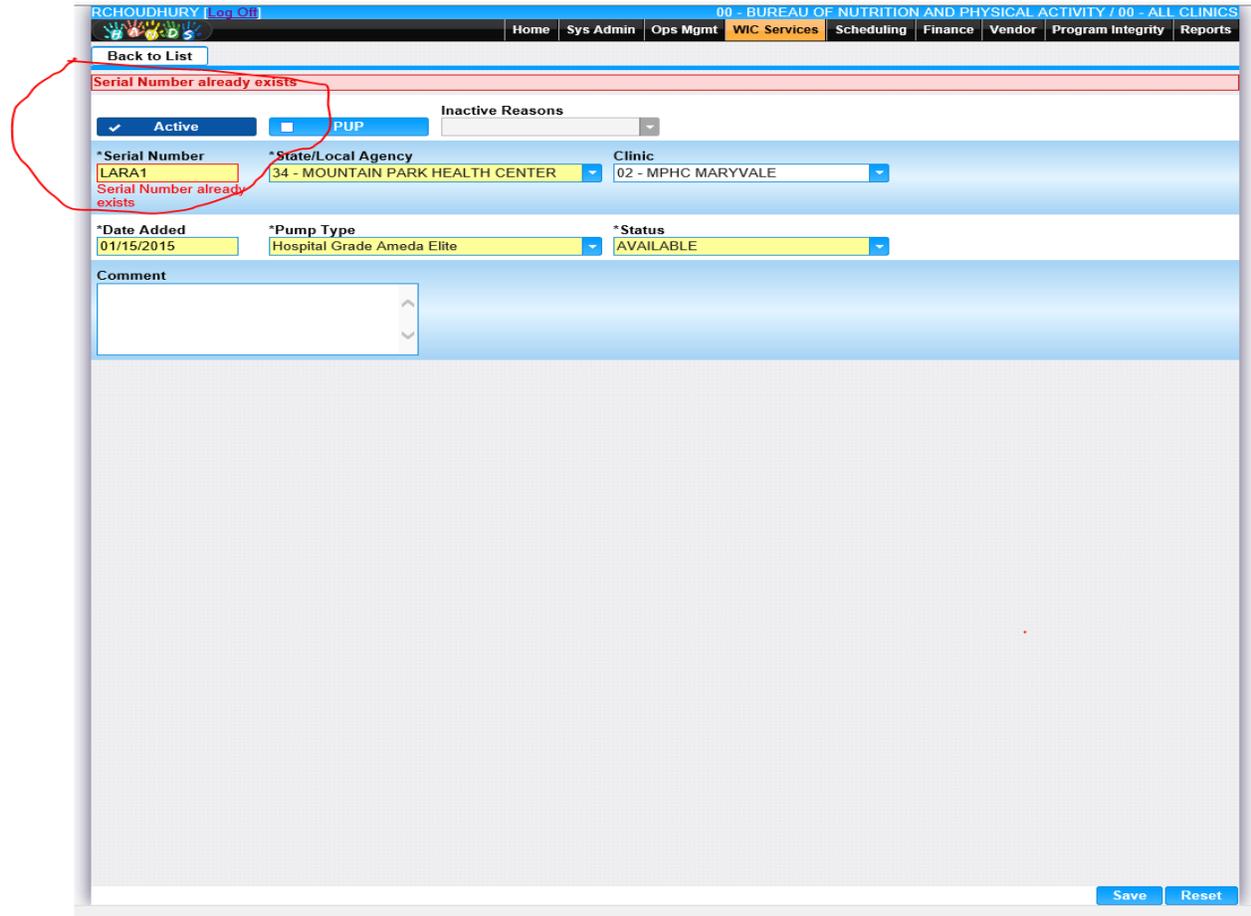
- **Save** – Saves the data entered on the page.
- **Reset** - Unsaved edits are cleared restoring the form to its previously unedited state.

Calculation(s): None

Background Processes:

**Save:**

- Checks for mandatory field validation.
- Validate duplicate Serial number: Display validation message if the serial number already exists.



### 4.3 Edit a Breast Pump

This page is used to edit a breast pump record. The only item that can be updated is the State/Local Agency the pump is assigned to.

Navigation Path: WIC Services / Navigation Picklist – Breast Pump Inventory / Edit Icon

Figure 4.3: Edit Breast Pump Page

#### Fields:

- **Inactive Reasons** – Drop down list populated with inactive reasons. This field is read only.
- **Serial Number** – Free text alphanumeric field for pump serial number. This field is mandatory. This field is read only.
- **State/Local Agency** – Drop down list populated with State/Local Agency locations. This will assign the pump to the selected State/Local Agency location. This field is mandatory.
- **Clinic** – Drop down list populated with Clinic locations. This field is read only.
- **Date Added** – Date the pump was added to inventory. This will default to the current date. This field is mandatory. This field is read only.
- **Pump Type** – Drop down list populated with pump types. This field is mandatory. This field is read only.
- **Status** – Drop down list populated with status values. This field is mandatory. This field is read only.
- **Comment** – Free text field to enter comments. This field is read only.

#### Checkboxes:

- **Active** – Selection indicates the pump is active. This defaults as selected. This field is read only.
- **PUP** – Selection indicates the pump is a personal use pump. This field is read only.

#### Buttons:

- **Save** – Saves the data entered on the page.
- **Reset** - Unsaved edits are cleared restoring the form to its previously unedited state
- **Back to List** – Redirects user back to the search results.

*Calculation(s): None*

*Background Processes:*

## 5 BREAST PUMP ISSUANCE AND RETURN PAGE

This page is used to issue breast pumps to clients and to return the pumps to inventory for that clinic. Only Clinic users can issue and return a pump. Local Agency and State users do not have access to this page.

Navigation Path: WIC Services / Navigation Picklist / Breast Pump Issuance and Return

<input type="checkbox"/>	Serial Number	Client ID	Pump Type	Client Pump Status	Inventory Status	Issue Date	Issued By	Due Date	Reissued Due Date	Actual Return Date	Referred Date	LA/Clinic Issued From	LA/Clinic Returned To
<input type="checkbox"/>	JONBP01	1020125594	HOSPITAL GRADE MEDELA LACTINA	RETURNED	AVAILABLE	01/13/2015	ERNEST, JONATHAN,	01/31/2015		01/13/2015		DOUGLAS WIC	BISBEE WIC
<input checked="" type="checkbox"/>	694671	2020247730	HOSPITAL GRADE MEDELA LACTINA	RETURNED	RETURNED	12/02/2014	KENNON, MARIA,	02/26/2015		01/14/2015		BISBEE WIC	BISBEE WIC
<input type="checkbox"/>	694674	2020251165	HOSPITAL GRADE MEDELA LACTINA	ISSUED	ISSUED	12/02/2014	KENNON, MARIA,	02/28/2015				BISBEE WIC	
<input type="checkbox"/>	677725	2020257778	HOSPITAL GRADE MEDELA LACTINA	RETURNED	AVAILABLE	10/23/2014	SEIFERT, RONDA,	01/15/2015		12/02/2014		BISBEE WIC	BISBEE WIC

Figure 5: Breast Pump Issuance and Return Search Page

Fields:

- **Serial Number** – Free text field to narrow the search results by serial number.
- **Client ID** – Free text field to narrow the search results by Client ID.
- **Last Name** – Free text field to narrow the search results by client last name.
- **First Name** – Free text field to narrow the search results by client first name.
- **MI** – Free text field to narrow the search results by client middle initial.

Search Results Grid:

- **Check box:** Select single or multiple pumps to make Available.
- **Serial Number** – Serial number of the breast pump. Selection will redirect user to the Edit page for that pump.
- **Client ID** – Client ID for the client that has the pump. This field is display only.
- **Pump Type** – Breast pump type for the record. This field is display only.
- **Client Pump Status** – Status of the client’s breast pump. This field is display only.
- **Inventory Pump Status:** Status of the pump inventory. This field is display only.
- **Issue Date** – Date the breast pump was issued. This field is display only.
- **Issued By** – Name of the user that issued the breast pump. This field is display only.
- **Due Date** – Due date of the breast pump. This field is display only.

- **Reissued Due Date** – Due date of the breast pump if it is reissued. This field is display only.
- **Actual Return Date** – Date the breast pump was actually returned. This field is display only.
- **Referred Date** – Date the record was referred to the State. This field is display only.
- **LA/Clinic Issued From** – The LA/Clinic the pump was issued from. This field is display only.
- **LA/Clinic Returned To** – The LA/Clinic the pump was returned to. This field is display only.

*Buttons:*

- **Make Pump Available** – Make pump status available in the inventory. So, user can issue the pump to a new client after the pump is in Returned status. This button displays only when there is no client attached to issuance and return page.
- **Issue** – Redirects the user to the Issue page.
- **Search** – Initiates a search based on the criteria entered.
- **New Search** – Clears all search fields for a new search.

*Calculation(s): None*

*Background Processes:*

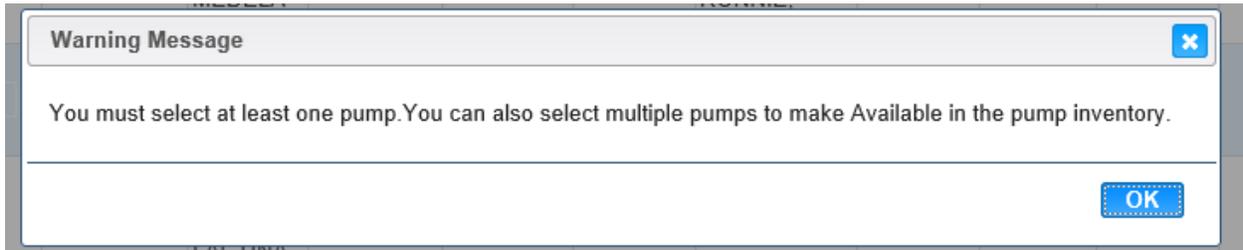
**Search:**

- The user can search for pumps. At least one field is required to be filled in or partially filled in to do a search.

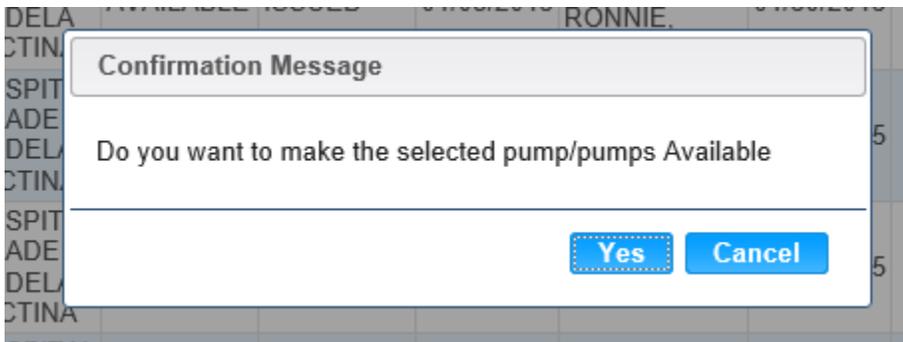
**Make Pump Available:**

- This button is only available when no client is attached to the pump. This button is hidden when user selects a client and opens the issuance page. To make a pump Available, user needs to open the issuance page from the menu drop down without selecting a client (See above picture).
- One or multiple pumps can be selected to update the status to 'Available'.
- Pumps must be marked as 'Returned' here and in Inventory to make the pump 'Available'.
- A pump can be listed on this page multiple times depending on how many clients have been assigned the pump. The user will only need to select the pump once on this page.

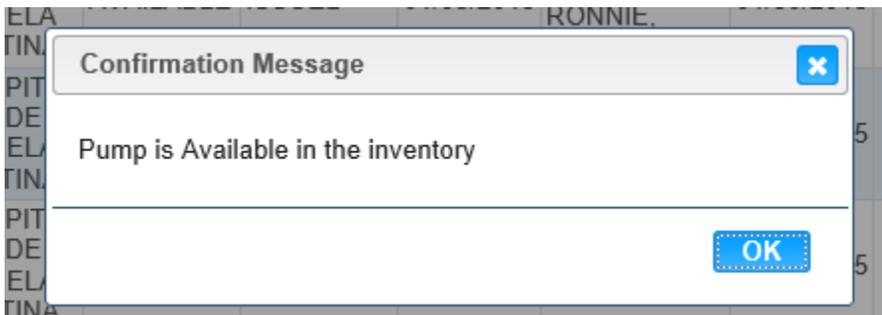
- Must select one or multiple pumps, otherwise a validation message will appear. Click Ok to close the message box:



- After selection single or multiple pumps, a confirmation message will appear: Click Yes will continue the process, Cancel will cancel the process and close the message box.



- Click Yes will complete the “Make Pump Available” process and a confirmation message will appear and refresh the search page with updated changes.



## 5.1 Breast Pump Issuance and Return Search Page within a Client Record

The screenshot displays the 'Breast Pump Issuance and Return' search interface. At the top, there is a navigation bar with 'WIC Services' highlighted. Below this, search filters for Serial Number, Client ID (2020251165), Last Name, First Name, and MI are visible. A client profile sidebar on the left shows details for MORONEY, ALLISON, including birth date, age, and appointment information. The main area features a table of issued pumps with columns for Serial Number, Client ID, Pump Type (HOSPITAL GRADE MEDELA LACTINA), Client Pump Status (ISSUED), Inventory Status (ISSUED), Issue Date (12/02/2014), Issued By (KENNON, MARIA), Due Date (02/28/2015), Reissued Due Date, Actual Return Date, and Referred Date. A 'Row count: 10' dropdown and 'Showing 1-1 of 1' indicator are present. Below the table is a section for 'Uploaded and Scanned Documents' with columns for Scan Title, Description, Scanned Date, and Scanned By, currently showing 'No data to show'. At the bottom, there are buttons for 'Scan Document', 'Issue', 'Search', 'New Search', and 'Save'.

Figure 5.1: Breast Pump Issuance and Return Search Page within a Client Record

*Fields:*

- **Serial Number** – Free text field to narrow the search results by serial number.
- **Client ID** – Free text field to narrow the search results by Client ID.
- **Last Name** – Free text field to narrow the search results by client last name.
- **First Name** – Free text field to narrow the search results by client first name.
- **MI** – Free text field to narrow the search results by client middle initial.

*Search Results Grid:*

- **Check box:** Select single or multiple pumps to make Available.
- **Serial Number** – Serial number of the breast pump. Selection will redirect user to the Edit page for that pump.
- **Client ID** – Client ID for the client that has the pump. This field is display only.
- **Pump Type** – Breast pump type for the record. This field is display only.
- **Client Pump Status** – Status of the client’s breast pump. This field is display only.
- **Inventory Pump Status:** Status of the pump inventory. This field is display only.
- **Issue Date** – Date the breast pump was issued. This field is display only.
- **Issued By** – Name of the user that issued the breast pump. This field is display only.
- **Due Date** – Due date of the breast pump. This field is display only.

- **Reissued Due Date** – Due date of the breast pump if it is reissued. This field is display only.
- **Actual Return Date** – Date the breast pump was actually returned. This field is display only.
- **Referred Date** – Date the record was referred to the State. This field is display only.
- **LA/Clinic Issued From** – The LA/Clinic the pump was issued from. This field is display only.
- **LA/Clinic Returned To** – The LA/Clinic the pump was returned to. This field is display only.

*Buttons:*

- **Issue** – Redirects the user to the Issue page.
- **Search** – Initiates a search based on the criteria entered.
- **New Search** – Clears all search fields for a new search.
- **Save** – Saves the data entered on the page.
- **Scan Document**– This feature displays when pump issuance and return page within a client record. This feature allows user to scan any document and save. This opens a new scanning page.

## 5.1.1 Breast Pump Issuance and Return Scan Document Page within a Client Record

The screenshot displays the WIC Services interface for a client record. The top navigation bar includes 'Home', 'Sys Admin', 'Ops Mgmt', 'WIC Services', 'Scheduling', 'Farmers' Market', 'Finance', 'Vendor', 'Program Integrity', and 'Reports'. The main content area is titled 'Back To Breast Pump Issuance' and is divided into three sections:

- Client Information (Left):**
  - LA/Clinic: MPHIC BASELINE
  - Family ID: 140846143
  - Auth. Rep. Name: LASTRDX, FIRSTRDX
  - Phone: (602) 425-3231
  - Client ID: 2341099464
  - Client Name: LASTTESTA, FIRSTRTESTA
  - Date of Birth: 6/6/1997, Age: 17 yrs, 7 mos
  - Cert. Period: 3/31/2014 - 8/3/2014, Category: PG1
  - Term. Date: N/A, Due Date: 6/22/2014
  - LDTU: N/A, Weeks PG: 70
  - Next Appt.: N/A, Appr Thru: N/A
- Scanned Document (Center):** A document titled 'TABLE OF CONTENTS' is displayed, listing various system components and their page numbers. A large 'DRAFT' watermark is overlaid on the document.
- Form Fields (Right):**
  - \*Scan Title: A text input field.
  - Description: A text area with a scroll bar.
  - Scanner Color Mode: Radio buttons for 'Color' and 'Grayscale'.

At the bottom right of the interface, there are 'Scan' and 'Save' buttons.

Figure 5.1.1: Breast Pump Issuance and Return Scan Document Page a within Client Record

### Fields:

- **Scan Title:** Title of the scanned document. This field is mandatory.
- **Description:** Description of the scanned document.

### Radio Buttons:

- **Scanner Color Mode:** By default Grayscale is selected.
  - **Color:** For color scanning.
  - **Grayscale:** For black and white scanning.

### Buttons:

- **Radio Buttons:**
  - **Scanner Color Mode:** By default Grayscale is selected.
    - **Color:** For color scanning.
    - **Grayscale:** For black and white scanning.
- **Back To Breast Pump Issuance:** Return to Issuance and Return search page.
- **Scan:** Scanning process of the document in the scanner.

- **Save:** Initiates the save of data entered and scanned document on the page.

## 5.2 Issue a Breast Pump Page

Navigation Path: WIC Services / Navigation Picklist / Breast Pump Issuance and Return / Issue Button

Figure 5.2: Issue a Breast Pump Page

### Fields:

- **Serial Number** – Drop down list populated with breast pump serial numbers. This field is mandatory.
- **Pump Status** – The status of the pump. The field will display N/A until a pump is selected from the Serial Number drop down. This field is display only.
- **Pump Type** – The type of breast pump. The field will display N/A until a pump is selected from the Serial Number drop down. This field is display only.
- **Issue Date** – Calendar date field when the pump was issued. The field will default to the current date. This field is mandatory.
- **Actual Return Date** – Calendar date field when the pump was returned. This field is display only.
- **LA/Clinic Issued From** – Local agency/clinic the pump is issued from. This will default to the logged in clinic. This field is display only.
- **Due Date** – Calendar date field when the pump is due. This field is mandatory if the breast pump is a Hospital Grade. This field is Gray out field if Personal Pump is selected for pump issuance.
- **Reissued Due Date** – Calendar date field when the pump is due if it has been reissued.
- **Referred Date** – Calendar date field when the record was referred to the State. This field will gray out the field if Personal pump is issued.
- **Client ID** – Client ID of the client the pump will be issued to. This field is mandatory.

- **Last Name** – Client last name. This field populates when the Client ID is entered. This field is display only.
- **First Name** – Client first name. This field populates when the client ID is entered. This field is display only.
- **MI** – Client middle initial. This field populates when the client ID is entered. This field is display only.
- **Comment** – Free text field for comments.

*Checkboxes:*

- **Referred to State** – Selection indicates the record has been referred to the State.

*Buttons:*

- **Save** – Initiates the save of data entered on the page.
- **Reset** – Unsaved edits are cleared restoring the form to its previously unedited state.

*Calculation(s):*

*Background Processes:*

- **Edit Page Load:**
  - Serial number drop down displays only available pumps assigned to the selected clinic.

*Save:*

- Validation Process:
  - Check for Serial number, because this field is mandatory.
  - Issue date is defaults to today's date and cannot be in future. But this date may be backdated.
  - Actual Returned Date cannot be in future.
  - Check for Due Date.
  - Check for valid Client Id.

### 5.3 Return a Breast Pump Page

Navigation Path: WIC Services / Navigation Picklist / Breast Pump Issuance and Return / Edit Icon

The screenshot displays the 'Return a Breast Pump Page' interface. At the top, there is a navigation bar with the following items: ROMOC [Log Off], Home, Sys Admin, Ops Mgmt, WIC Services (highlighted), CSFP Services, Scheduling, Farmers' Market, Finance, Vendor, Program Integrity, and Reports. Below the navigation bar is a 'Back to List' button. The main form area contains several sections:

- \*Serial Number:** 1111111111
- \*Pump Status:** ISSUED (dropdown menu)
- Pump Type:** Hospital Grade Ameda Elite
- \*Issue Date:** 12/11/2014
- Actual Return Date:** (empty field)
- LA/Clinic Issued From:** BISBEE WIC
- Due Date:** 03/11/2015
- Reissued Due Date:** (empty field)
- LA/Clinic Returned To:** N/A
- Referred to State:**  (checkbox)
- Referred Date:** (empty field)
- \*Client ID:** 1341402938
- Last Name:** 11/3/14
- First Name:** PN+
- MI:** (empty field)
- Comment:** (empty text area)

At the bottom right of the form, there are four buttons: Print Release Form, Signatures, Save, and Reset.

Figure 5.3: Return a Breast Pump Page

#### Fields:

- **Serial Number** – Serial number of the breast pump. This field is display only.
- **Pump Status** – Drop down list populated with status values. This field is mandatory.
- **Pump Type** – The type of breast pump. This field is display only.
- **Issue Date** – The date the pump was issued. This field is display only.
- **Actual Return Date** – Calendar date field when the pump was returned. This date is gray out the field if Personal pump is issued. This field will be grayed out until the Pump Status field is changed to the status of “Returned”. This field is mandatory.
- **LA/Clinic Issued From** – Local agency/clinic the pump is issued from. This will default to the logged in clinic. This field is display only.
- **Due Date** – Calendar date field when the pump is due. This field is display only.
- **Reissued Due Date** – Calendar date field when the pump is due if it has been reissued.
- **LA/Clinic Returned To** – Local agency/clinic the pump is returned to.
- **Referred Date** – Calendar date field when the record was referred to the State.
- **Client ID** – Client ID of the client the pump will be issued to. This field is display only.
- **Last Name** – Client last name. This field populates when the Client ID is entered. This field is display only.
- **First Name** – Client first name. This field populates when the client ID is entered. This field is display only.
- **MI** – Client middle initial. This field populates when the client ID is entered. This field is display only.

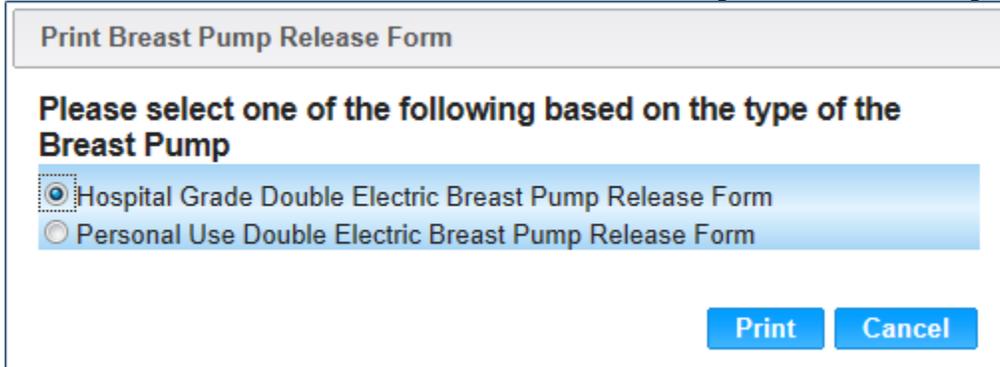
- **Comment** – Free text field for comments.

*Checkboxes:*

- **Referred to State** – Selection indicates the record has been referred to the State.

*Buttons:*

- **Print Release Form** – Redirects user to the Breast Pump Release Form for printing.



Print Breast Pump Release Form

Please select one of the following based on the type of the Breast Pump

Hospital Grade Double Electric Breast Pump Release Form

Personal Use Double Electric Breast Pump Release Form

Print Cancel

- **Radio Buttons** – Selection indicates Hospital or Personal pump.
  - **Print** – Initiates the display of the form for printing.
  - **Cancel** – Closes the window with no action taken.
- **Signatures** – Redirect the user to the Signature page to sign for the Breast Pump Release Form.
  - **Save** – Initiates the save of data entered on the page.
  - **Reset** – Unsaved edits are cleared restoring the form to its previously unedited state.

*Calculation(s):*

*Background Processes:*

- **Edit Page Load:**
  - Once a pump is marked as returned, the client record is “locked”. Users can view the page but they can no longer edit the page.
  - The values in the Client Pump Status drop-down list changed to the following: Issued, Letter Sent, Returned, Stolen/Lost.
  - Once a pump status is ‘Returned’ for a client, the page is view only.

### 5.3.1 Return a Breast Pump Signature Page

The screenshot displays the 'Return a Breast Pump Signature Page' within the HANDS WIC System. The interface includes a top navigation bar with 'WIC Services' highlighted, and a sidebar on the left containing client details for 'LASTTESTA, FIRSTTESTA'. The main content area features a red error message: 'The Signature is required.' Below this, there is a large empty box for a signature. To the right, there are dropdown menus for 'Signature Type' (set to 'Breast Pump Release Form'), 'Family ID' (140846143), and 'Client ID' (2341099464 - LASTTESTA, FI). A 'Comment' text area is also present. At the bottom right, there are 'Save' and 'Reset' buttons.

Figure 5.3.1: Return a Breast Pump Signature Page

#### Fields:

- **Signature Type:** Drop down list populated with breast pump release forms. This field is mandatory.
- **Family Id:** Family Id. This field is display only.
- **Comment:** Free text field for comments.

#### Buttons:

- **Back To Breast Pump Issuance:** Return to Issuance and Return search page.
- **Save** – Initiates the save of data entered on the page.
- **Reset** – Unsaved edits are cleared restoring the form to its previously unedited state.

#### Calculation(s):

#### Background Processes: