Arizona Department of Health Services

Bureau of Nutrition and Physical Activity

HANDS WIC System

Detailed Functional Design Document

Farmer's Market

January 14, 2015

Version 1.1

Table of Contents

TABLE OF CONTENTS **2**

REVISION HISTORY **3**

1 FUNDING SOURCES **4**

2 COUPON FUNDS **8**

3 FINDINGS **14**

4 FARMERS' MARKET **18**

4.1 Farmers' – Farmer Lookup 18
4.1.1 Add Farm Page 20
4.1.2 Edit Farm Page 25
4.1.3 Farm Monitoring 30
4.2 Markets – Market Lookup 35
4.2.1 Add Market Page 37
4.2.2 Add Farm to Market Page 41
4.2.3 Edit Market Page 43
4.2.4 Market Monitoring 47
4.3 Coupon Lookup 52
4.4 Farmer Dashboard 54
4.5 Coupon Inventory 55
4.5.1 Add Coupon 57

5 FNMP ISSUANCE **60**

6 VOID/REISSUE **63**

7 REPORTS **65**

REVISION HISTORY

The chart below indicates revisions made to this document:

Version	Name	Brief Description of Change	Published
1.0	Chris Walker	Initial Draft	12/17/14
1.1	Greg Coleman	Second author	1/14/15

1 FUNDING SOURCES

The Funding Sources module allows for the configuration of funding source types. These types are used to assign coupons to certain categories and monitor within the system what source type still has inventory and what type of Clients are getting coupons per agency. Some agencies do not provide farmers market coupons or only participate in certain categories.

Navigation Path: Sys Admin | Farmers Market | Coupon Funds

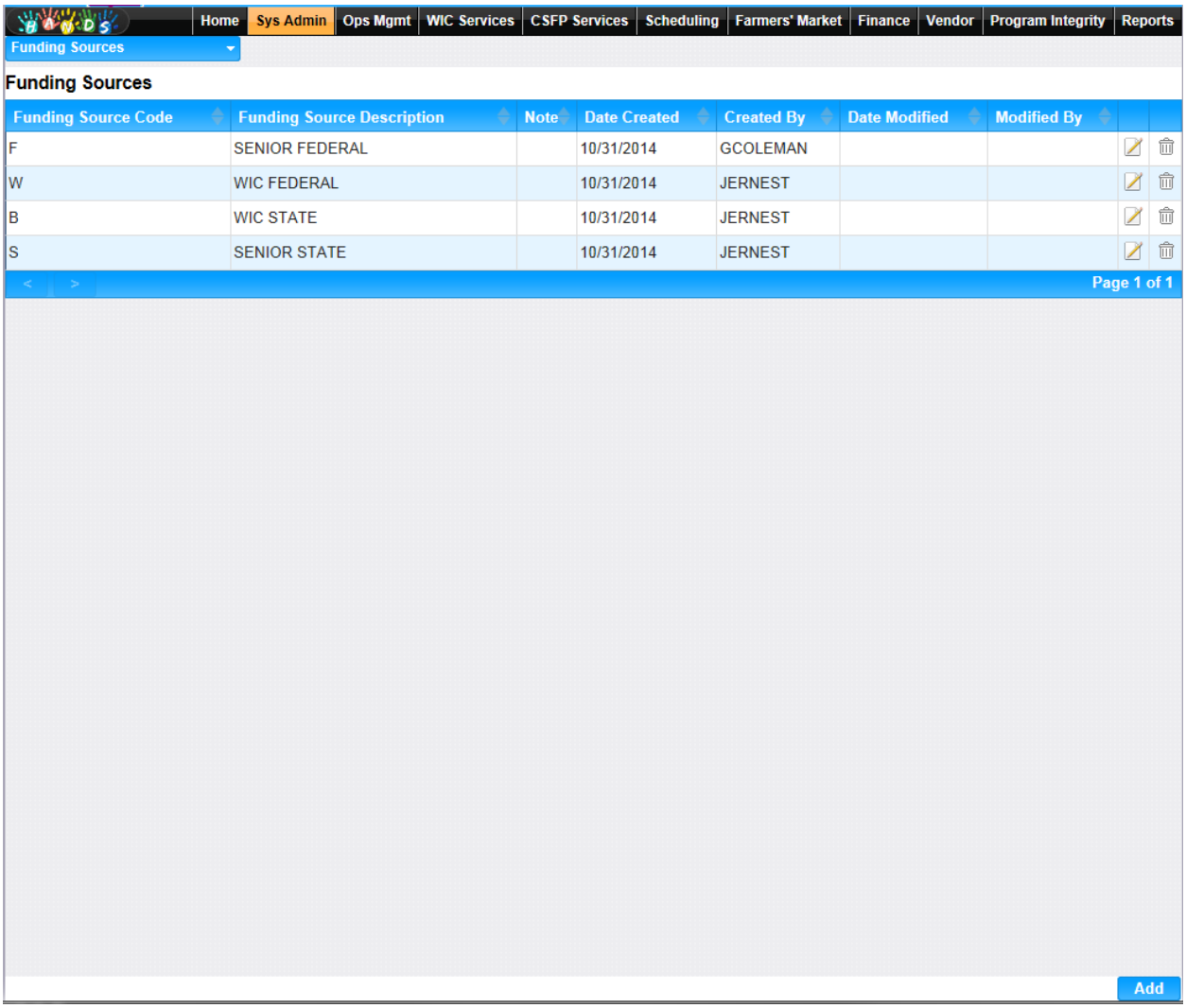
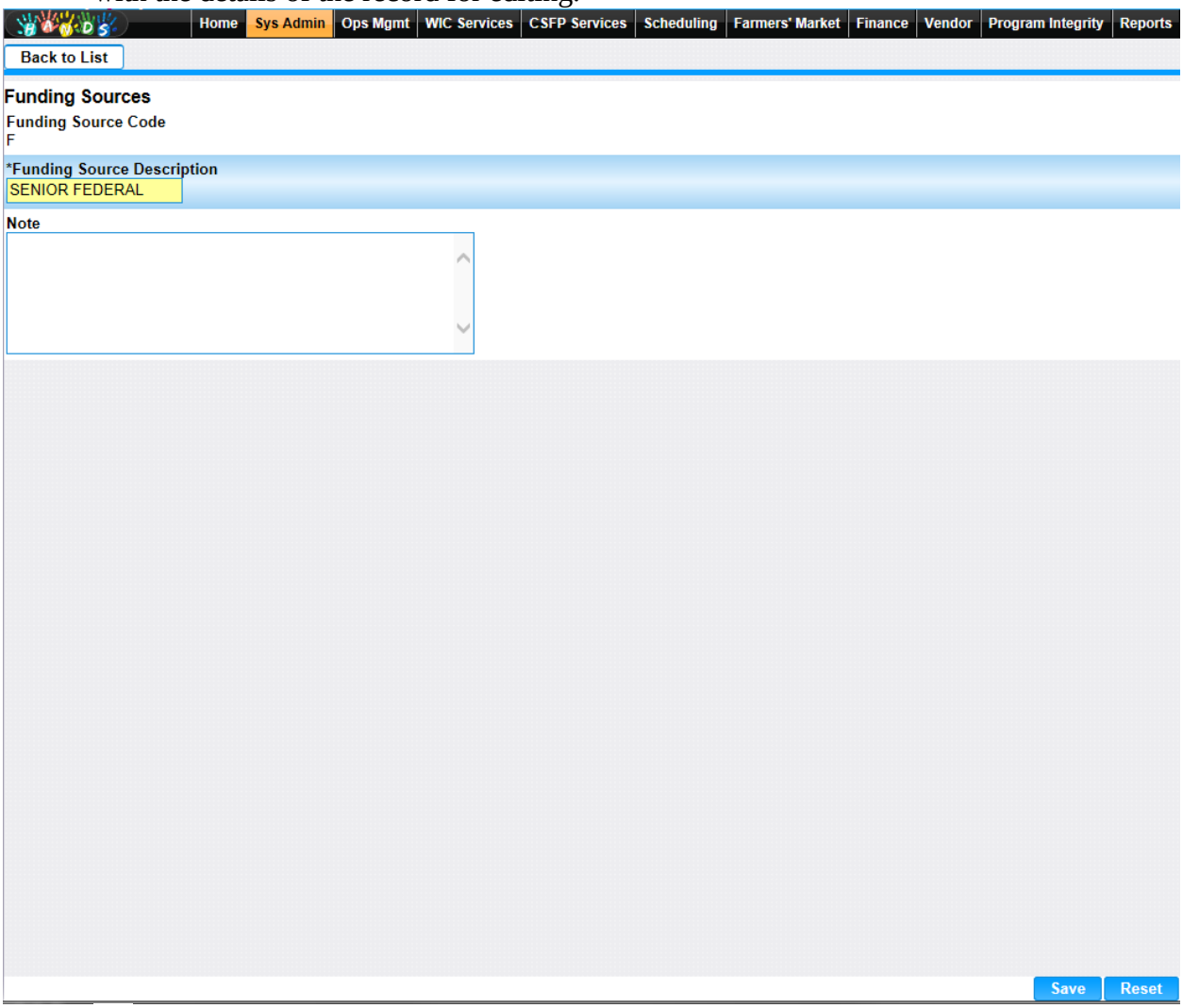


Figure 1: Funding Sources

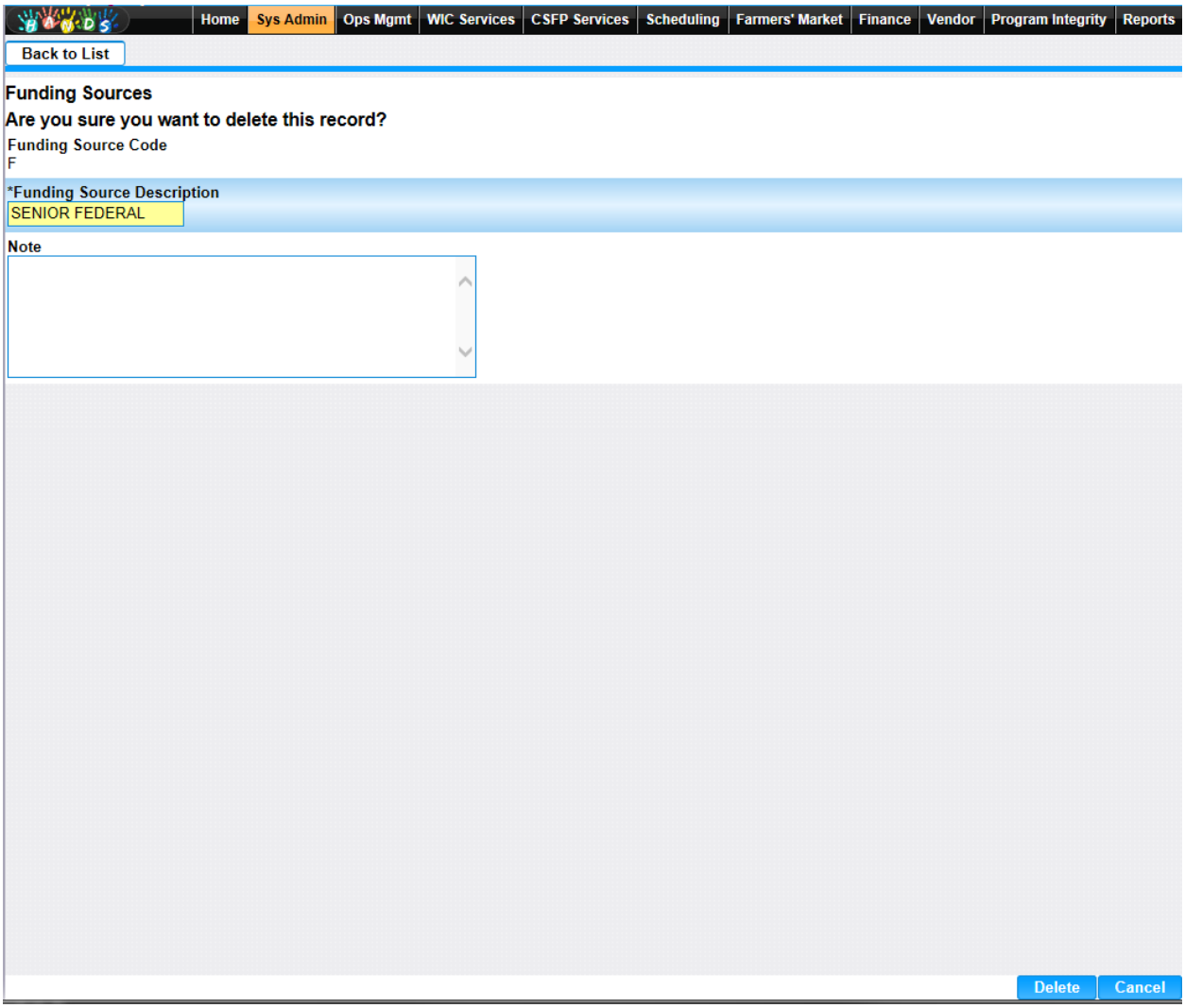
Fields:

- **Funding Source Code –** A user defined string with a maximum length of 1 character used to uniquely identify the funding source type.
- **Funding Source Description –** A verbose description of the funding source type.
- **Note –** A free text field used for storing notes specific to the record.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.

- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **(Edit Icon) –** When selected navigation will switch to the Edit Screen pre-populated with the details of the record for editing.

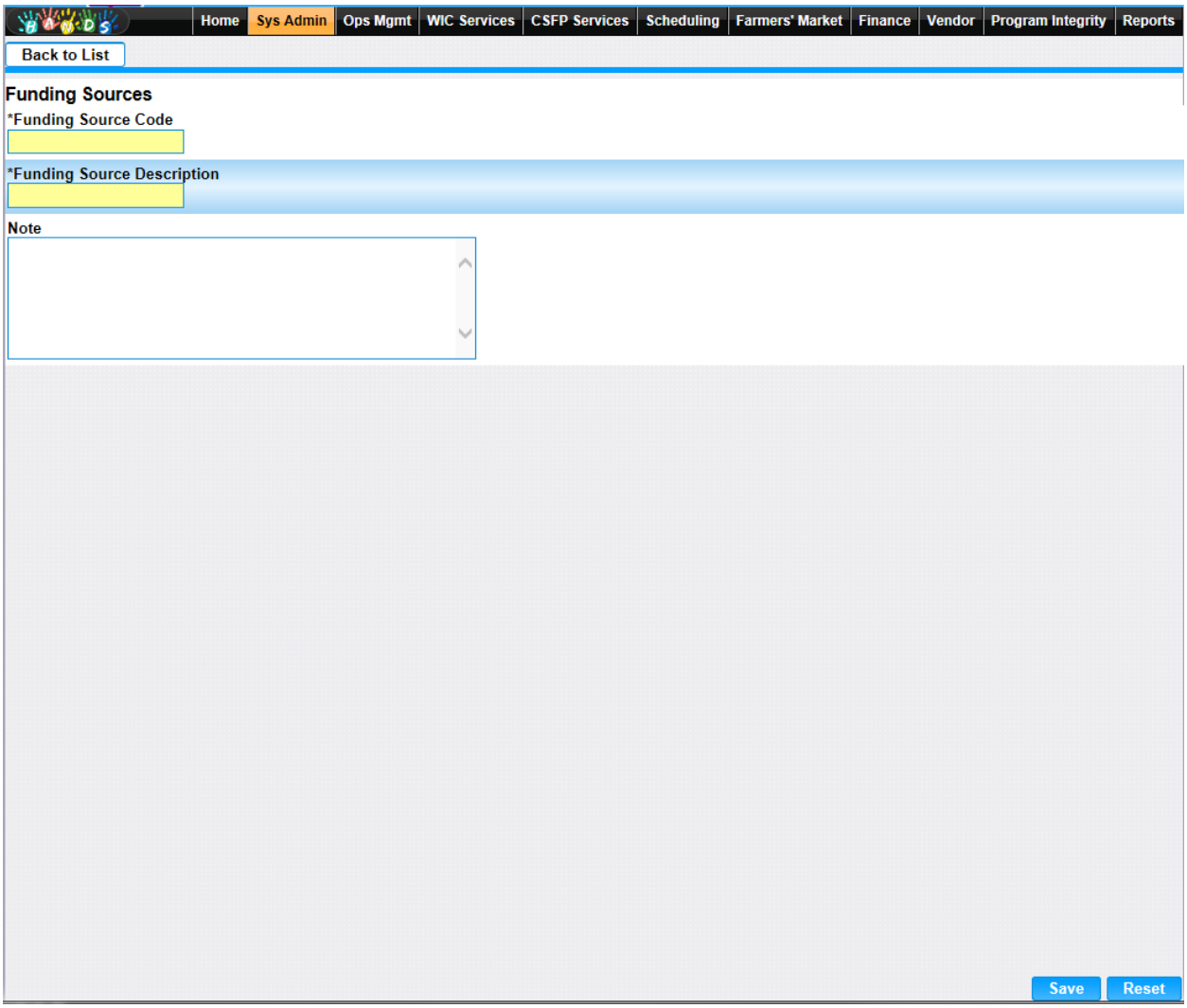


- **(Delete Icon) –** When selected navigation will switch to the Delete Screen pre-populated with the details of the record to be deleted.



Buttons:

- **Add –** When selected focus is passed to the Add Funding Sources page



Calculation(s): None

Background Processes:

1) Being a base table screen, the only process is to validate that the fields required are entered.

2 COUPON FUNDS

The Coupon Funds module allows for the configuration of coupon fund source. These funds are linked to a particular bank, and defines what bank account is used to fund the coupon for that particular funding source.

NOTE – Funding sources must be unique to the following:

1.) **Fiscal Year**
2.) **Start and End Date falls between todays date**
3.) **Funding Source Code (W, B, F, S).**

If there is more than one record that has the same of all 3 of these, the system will not work properly. Because this is a base table, there is no validation and this is not a complex primary key, so duplicates are possible. This is a training requirement and must be followed in order for the system to work properly.

An example of a duplicate is as follows (assuming todays date is 3/24/2015:

1.)

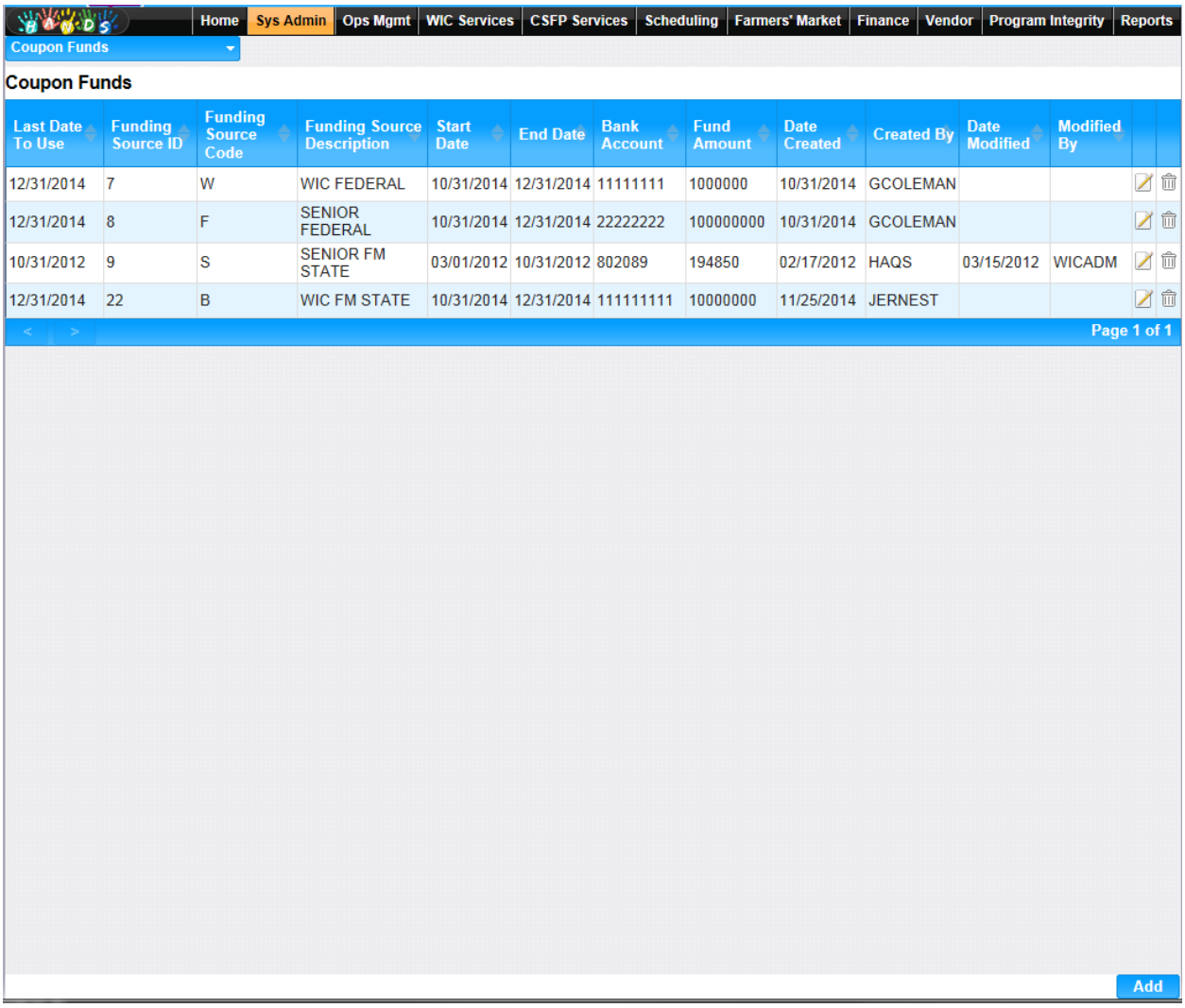
a. **Funding Source Code – 'W'**
b. **Start Date – 02/16/15**
c. **End Date – 09/30/15**
d. **Fiscal Year – 2015**

2.)

a. **Funding Source Code – 'W'**
b. **Start Date – 03/16/15**
c. **End Date – 09/30/15**
d. **Fiscal Year – 2015**

As you'll notice, the start and end date of both examples are in between todays date (3/24/15). This is not allowed and one of them should be removed.

Navigation Path: Sys Admin | Farmers Market | Coupon Funds



Last Date To Use	Funding Source ID	Funding Source Code	Funding Source Description	Start Date	End Date	Bank Account	Fund Amount	Date Created	Created By	Date Modified	Modified By
12/31/2014	7	W	WIC FEDERAL	10/31/2014	12/31/2014	11111111	1000000	10/31/2014	GCOLEMAN		
12/31/2014	8	F	SENIOR FEDERAL	10/31/2014	12/31/2014	22222222	100000000	10/31/2014	GCOLEMAN		
10/31/2012	9	S	SENIOR FM STATE	03/01/2012	10/31/2012	802089	194850	02/17/2012	HAQS	03/15/2012	WICADM
12/31/2014	22	B	WIC FM STATE	10/31/2014	12/31/2014	111111111	10000000	11/25/2014	JERNEST		

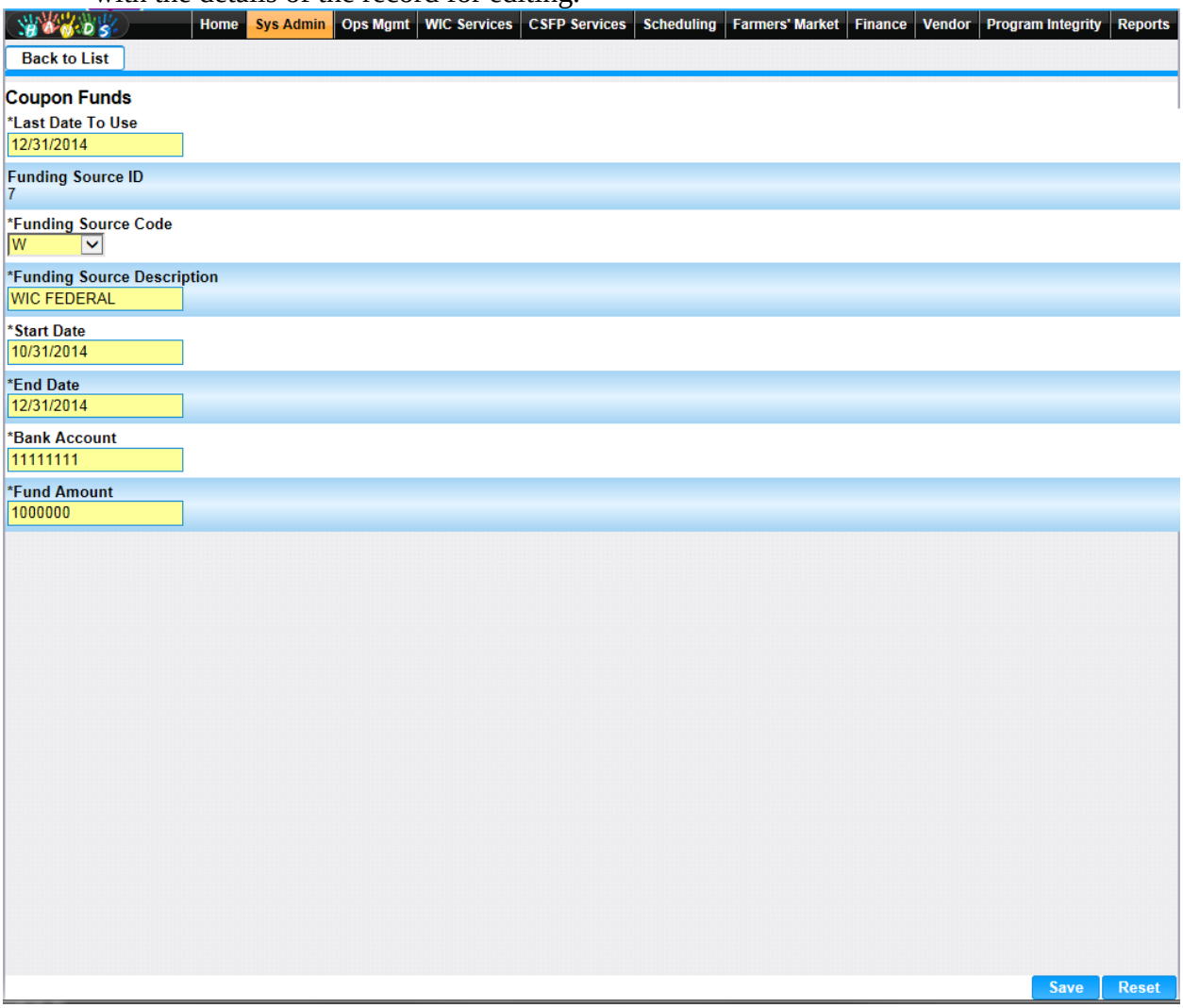
Figure 2: Coupon Funds

Fields:

- **Last Date To Use –** The date that coupons can no longer be used.
  Note – This date will populate in the LDTU field on the coupon.
- **Funding Source ID –** A system generated ID used to uniquely identify the funding source within HANDS.
- **Funding Source Code**[1] **–** The funding source code used to uniquely identify the funding source type.
- **Funding Source Description –** A verbose description of the funding source.
- **Start Date –** The Beginning date for the funding source.
- **End Date –** The final date for the funding source.
- **Bank Account –** The funding bank account number. The Bank Account number has a maximum length of 19 digits. **The bank account used is based on the F_CONTROLS FMNP columns.**

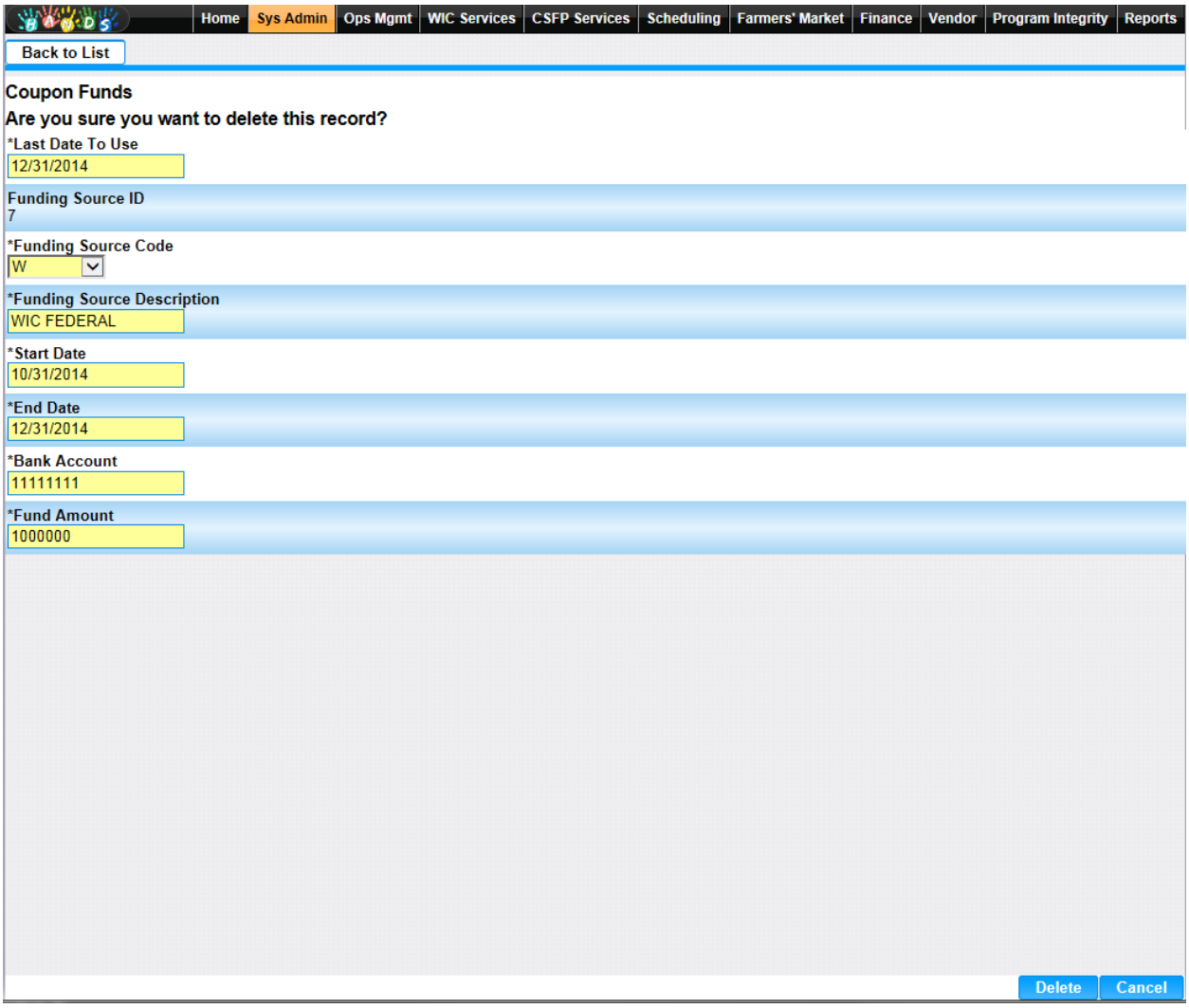
[1] Refer to section 1, Funding Sources for details

- **Fund Amount –** The amount funded. The Fund Amount has a maximum length of 15 digits.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **(Edit Icon) –** When selected navigation will switch to the Edit Screen pre-populated with the details of the record for editing.



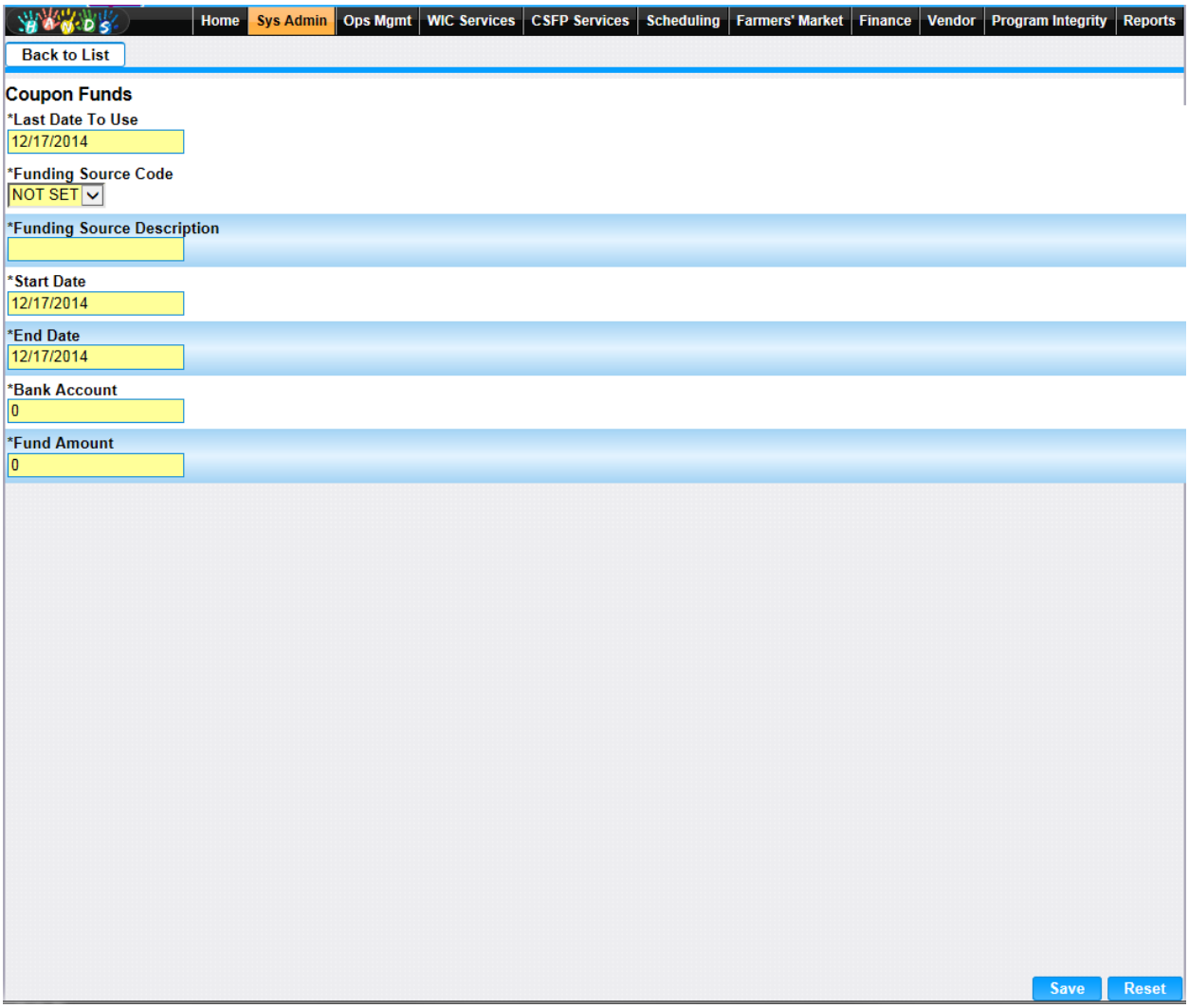
  - **Funding Source ID –** A system generated ID used to uniquely define the coupon fund source.

- **(Delete Icon) –** When selected navigation will switch to the Delete Screen pre-populated with the details of the record to be deleted.



Buttons:

- **Add –** When selected focus is passed to the Add Coupon Funds page



Calculation(s): None

Background Processes:

1) Being a base table screen, the only process is to validate that the fields required are entered.

   NOTE – Funding sources must be unique to the following:

   4.) Fiscal Year

   5.) Start and End Date falls between todays date

   6.) Funding Source Code (W, B, F, S).

If there is more than one record that has the same of all 3 of these, the system will not work properly. Because this is a base table, there is no validation and this is not a complex primary key, so duplicates are possible. This is a training requirement and must be followed in order for the system to work properly.

An example of a duplicate is as follows (assuming todays date is 3/24/2015:

3.)

a. **Funding Source Code – 'W'**
b. **Start Date – 02/16/15**
c. **End Date – 09/30/15**
d. **Fiscal Year – 2015**

4.)

a. **Funding Source Code – 'W'**
b. **Start Date – 03/16/15**
c. **End Date – 09/30/15**
d. **Fiscal Year – 2015**

As you'll notice, the start and end date of both examples are in between todays date (3/24/15). This is not allowed and one of them should be removed.

3 FINDINGS

The Findings module allows for the configuration of monitoring activity finding types. These types relate to what the secret clinic advisor is looking for in what the farmers provide when visiting a market. These findings can remove markets from being WIC approved if the findings are against WIC policy.

Navigation Path: Sys Admin | Farmers Market | Findings

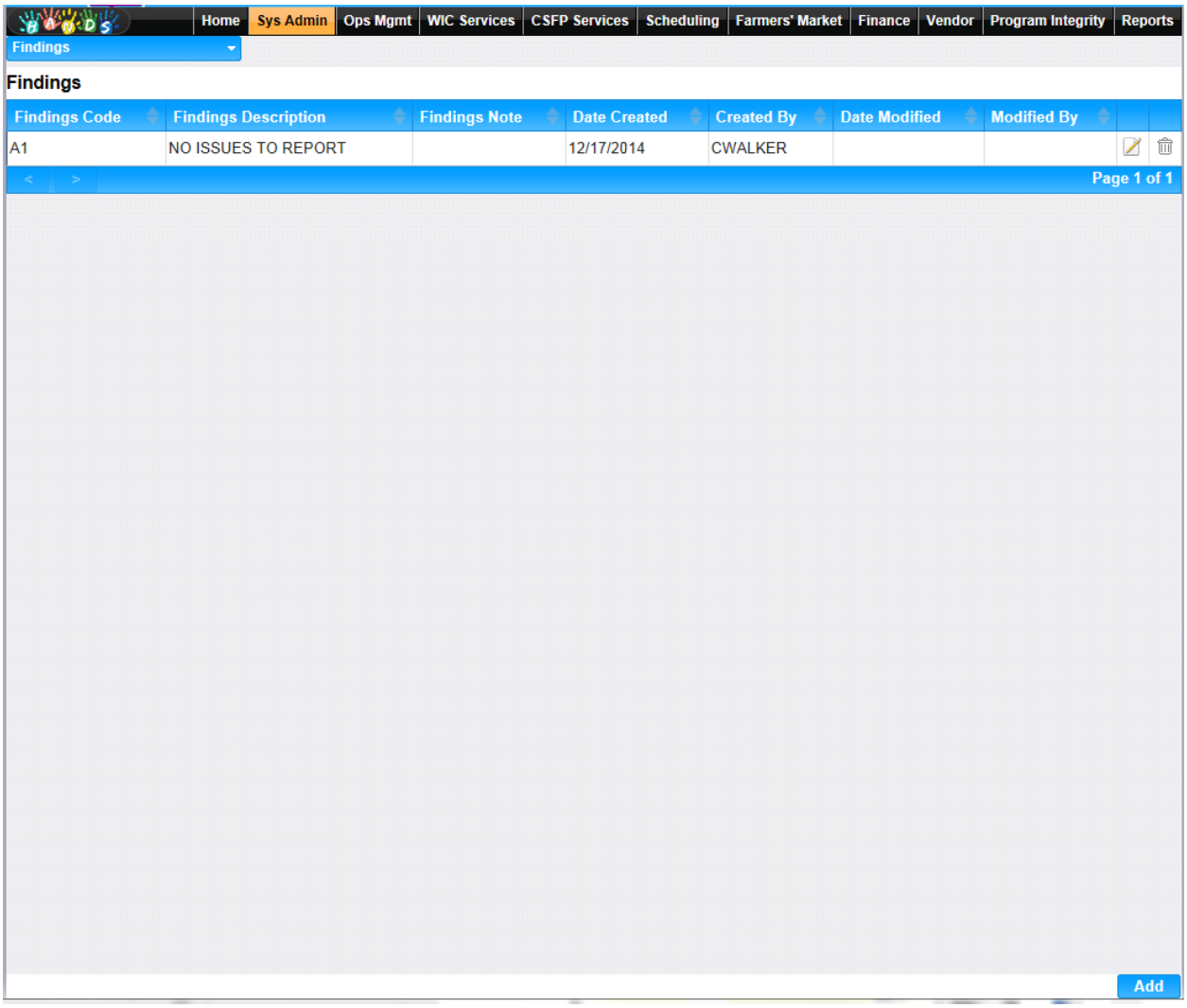
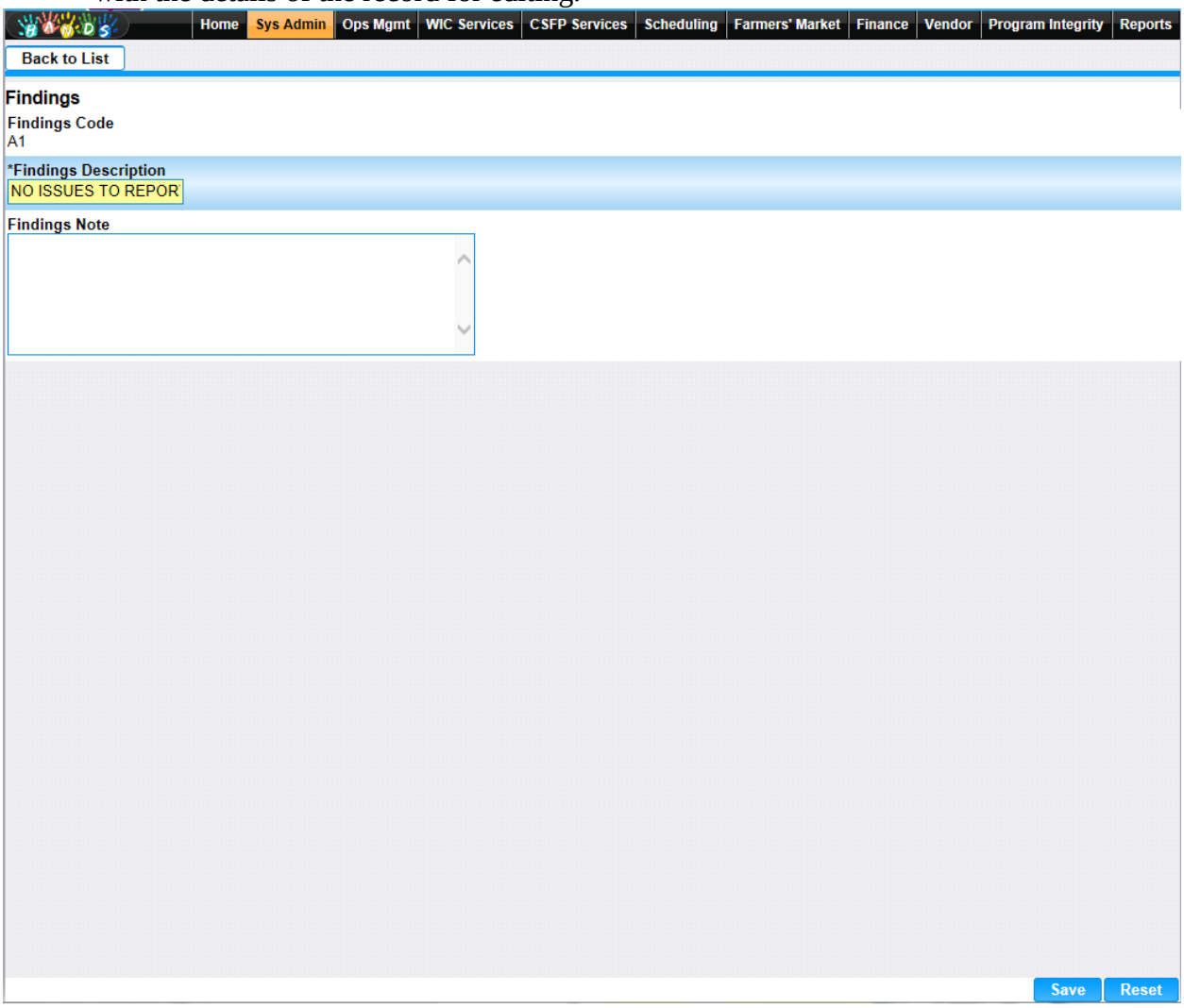


Figure 3: Findings

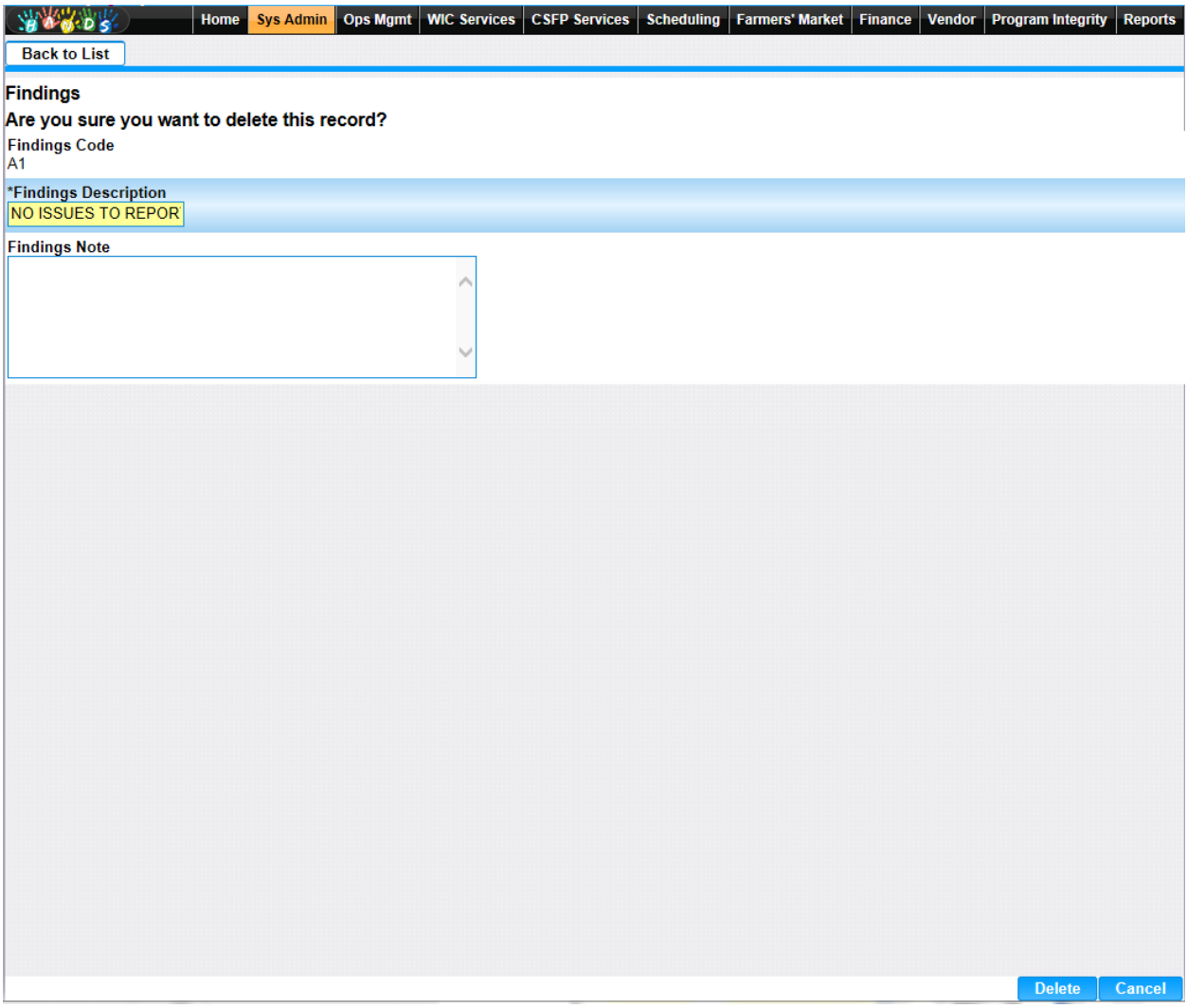
Fields:

- **Findings Code –** A user defined string with a maximum length of 2 characters used to uniquely identify the monitoring activity finding type within HANDS.
- **Findings Description –** A verbose description of the monitoring activity finding type.
- **Findings Note –** A free text field used for storing notes specific to the record.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.

- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **(Edit Icon) –** When selected navigation will switch to the Edit Screen pre-populated with the details of the record for editing.

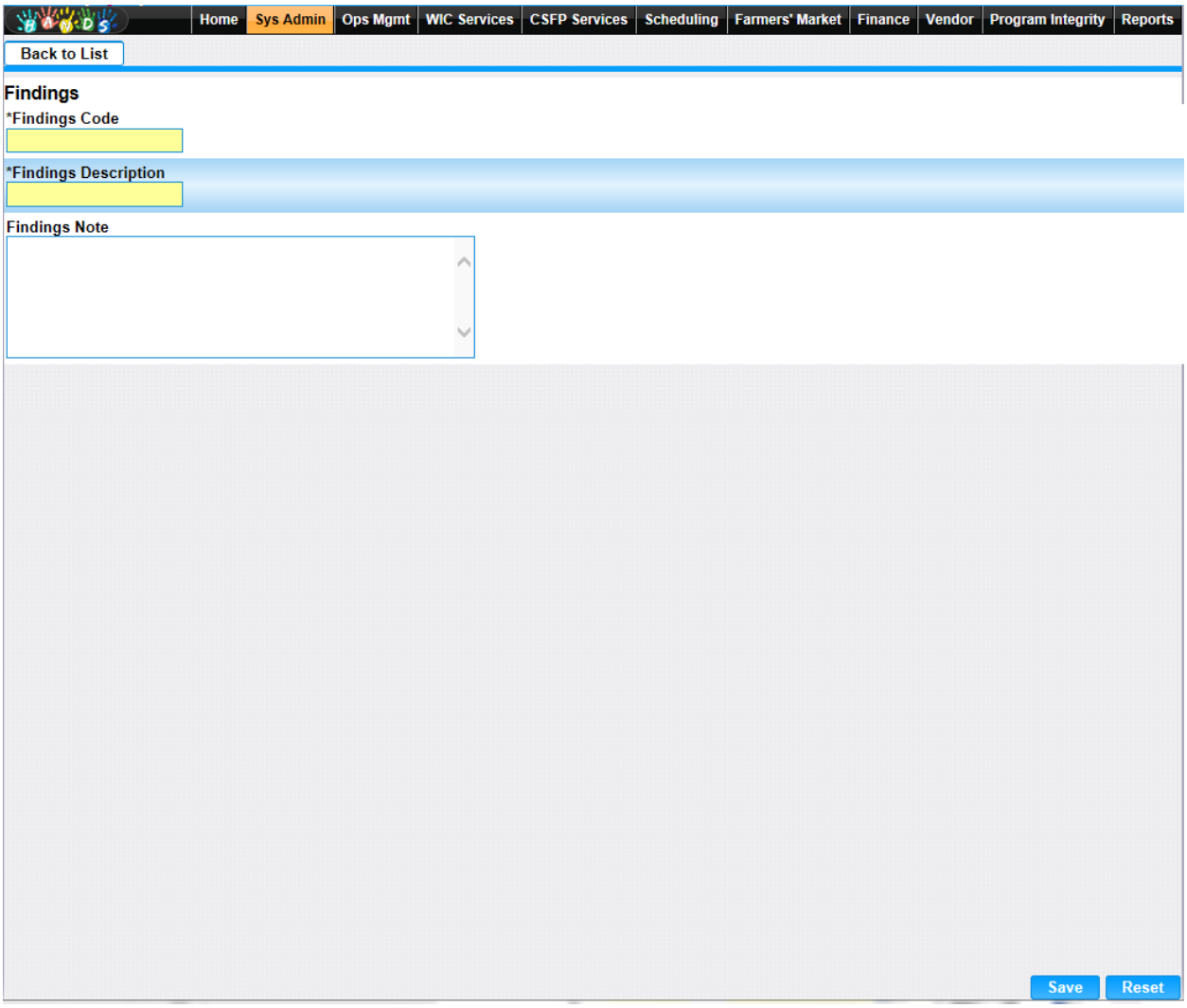


- **(Delete Icon) –** When selected navigation will switch to the Delete Screen pre-populated with the details of the record to be deleted.



Buttons:

- **Add –** When selected focus is passed to the Add Findings page



Calculation(s): None

Background Processes: Being a base table screen, the only process is to validate that the fields required are entered.

4 FARMERS' MARKET

The Farmers' Market module allows for the configuration of farms and markets and the association of farms with markets within HANDS.

4.1 Farmers' – Farmer Lookup

Navigation Path: Farmer's Market | Farmers' | Farmer Lookup

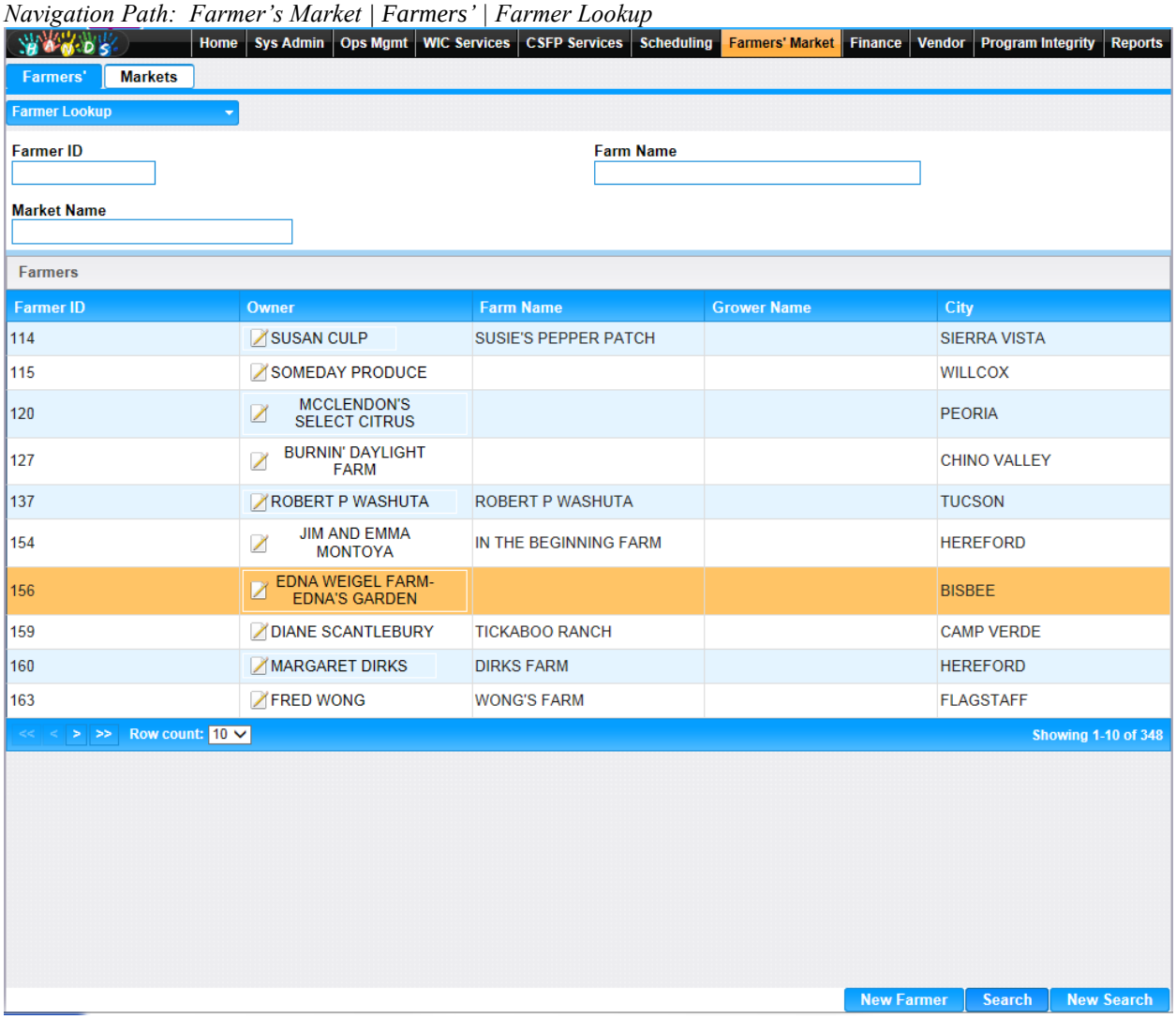


Figure 4: Farmer Lookup

Fields:

Search Fields:

- **Farmer ID –** To search for farms by the ID assigned by the clinic (Farm ID stamp) to uniquely identify the Farm within HANDS.
- **Farm Name –** To search for farms by the farm name.
- **Market Name –** To search for farms associated with the market name.

Search Grid Fields:

- **Farmer ID –** farms by the ID assigned by the clinic (Farm ID stamp) which uniquely identifies the Farm in HANDS.
- **(Edit Icon) –** The Edit Icon appears to the left of the Owner for each record. Choose the Edit Icon in order to display the Edit Farmer page for the record.
- **Owner –** The owner of the farm.
- **Farm Name –** The name of the farm.
- **Grower Name –** The name of the grower.
- **City –** The City where the farm is located.

Buttons:

- **New Farmer –** Press this button to add a new farm via the Add Farm page.
- **Search –** Press this button to execute a query for the entered search criteria.
- **New Search –** Press this button to clear the entered search criteria and the search grid.

Calculation(s): None

Background Processes:

1) Search is made based on user entered data based on Farm Name, Farmer Id and market name. The Farmer Id is the FarmId stamp that is assigned by the clinic. The query is build based on these criteria.

4.1.1 Add Farm Page

Navigation Path: Farmer's Market | Farmers' | Farmer Lookup | New Farmer

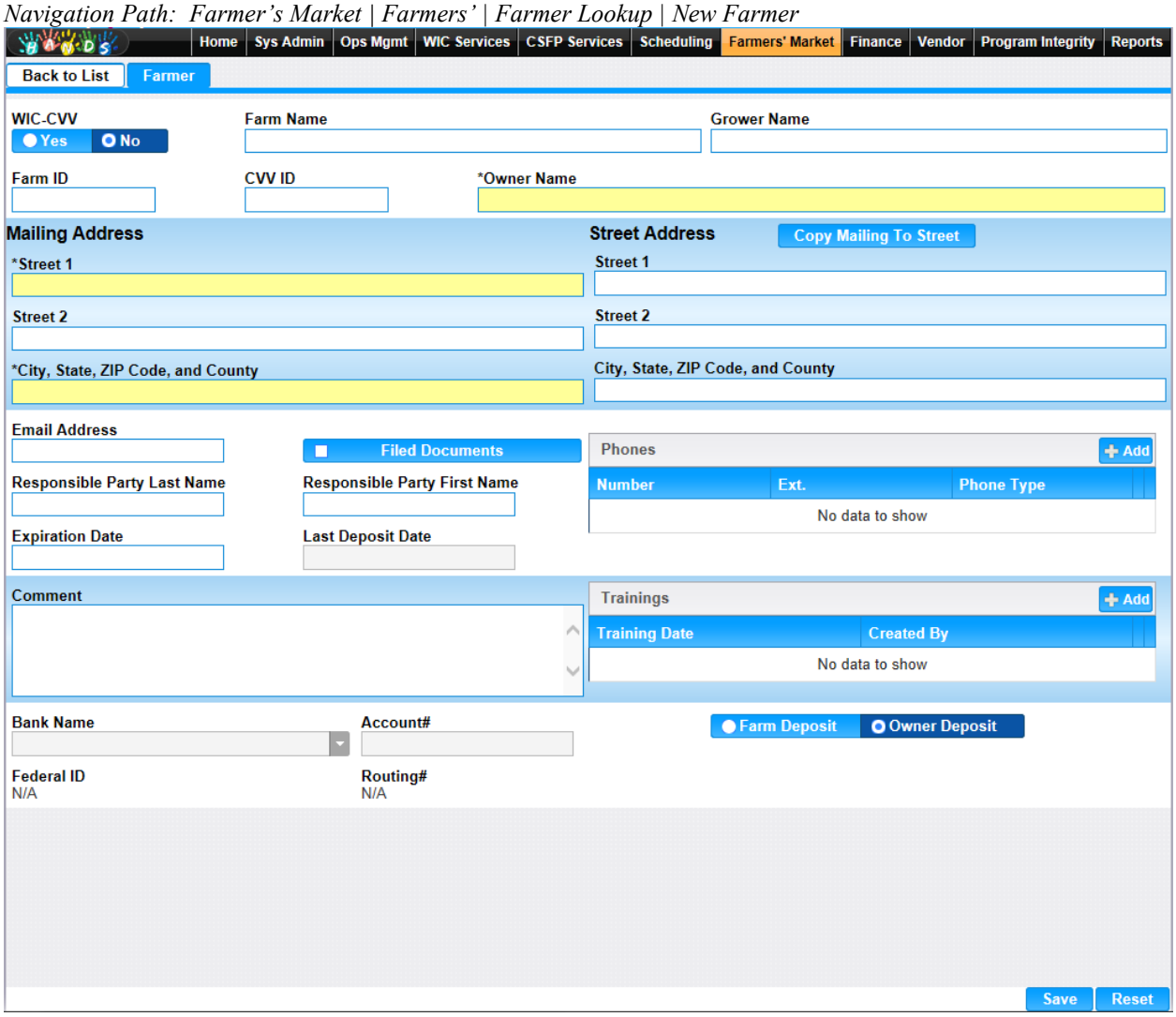


Figure 5: Add Farm

Fields:

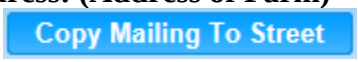
- **WIC-CVV –** Coupon Yes via the WIC-CVV radio button to indicate the farm is capable of accepting WIC Cash Value Vouchers (CVV) and to include the farm in the vendor file that is sent to the bank.
  Note - When Yes is selected the following fields are required:
  - *CVV ID*
  - *Last Deposit Date*
  - *Bank Name*
  - *Account #*
  - *Federal ID*
  - *Routing #*
- **Farm Name –** The name of the farm.
- **Grower Name –** The name of the grower.

- **Farmer ID –** The user supplied number that uniquely identifies each farm.
  Note – This field is mandatory if the WIC-CVV flag is No.
- **CVV ID –** The user supplied number that uniquely identifies each farm who accepts Cash Value Vouchers. A CVV or Cash Value Voucher is a physical coupon that allows a WIC Client to use like cash instead of predetermined food types. By supplying this ID, the farm is flagged as accepting these vouchers.
  Note – The CVV ID is required for farms accepting WIC CVVs.
- **Owner Name –** The name of the farm's owner.

Mailing Address: (Farm's Business Mailing Address)

- **Street 1 –** Farm's business mailing address street 1 value.
- **Street 2 –** Farm's business mailing address street 2 value.
- **City, State, ZIP Code, and County –** Farm's business mailing address City, State, ZIP Code and County values.
  Note 1 – Predictive text will be used to display list of Cities, Zip Codes and States.
  Note 2 - The four-digit extension of the zip code is optional. When selecting a new five-digit zip the four-digit extension is automatically cleared.

Street Address: (Address of Farm)

- 

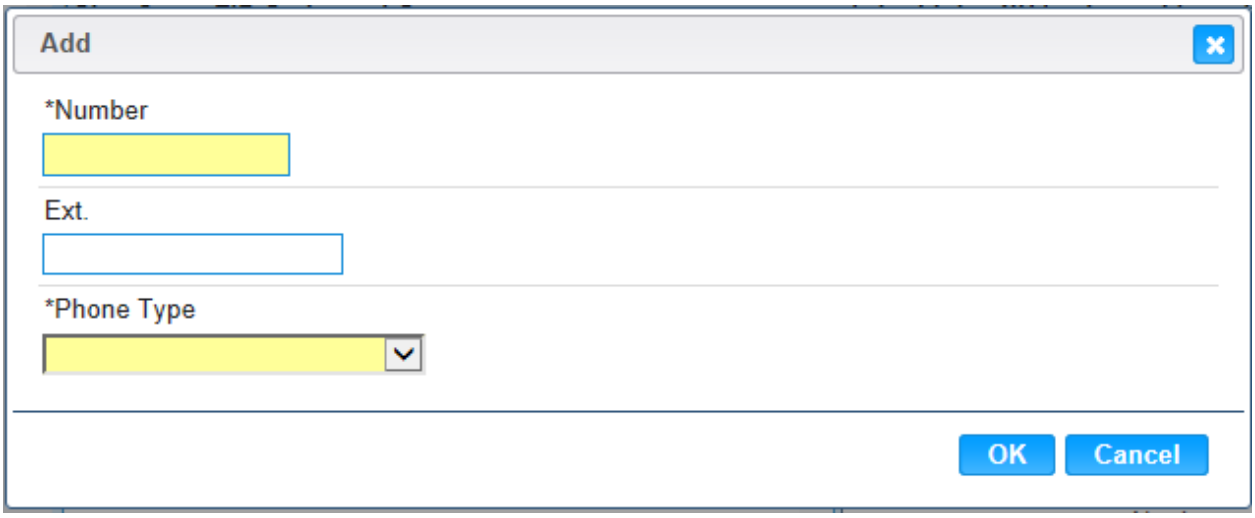
– Click the Copy Mailing To Street button to copy the Street 1, Street 2 and City, State, ZIP Code, and County field values from the Mailing Address section to the Street Address section.
- **Street 1 –** Location of farm address street 1 value.
- **Street 2 –** Location of farm address street 2 value.
- **City, State, ZIP Code, and County –** Location of farm address City, State, ZIP Code and County values.
  Note 1 – Predictive text will be used to display list of Cities, Zip Codes and States.
  Note 2 - The four-digit extension of the zip code is optional. When selecting a new five-digit zip the four-digit extension is automatically cleared.

- **Email Address –** The email address of the farm's contact.
- **Filed Documents –** Checkbox that indicates whether or not documents have been filed to include the farm in the Farmer's Market program.
- **Responsible Party Last Name –** The last name of the farm's contact.
- **Responsible Party First Name –** The first name of the farm's contact.
- **Expiration Date –** The date the farm is no longer active in the Farmer's Market program.
- **Last Deposit Date –** The date the bank will no longer accept deposits.
  Note – The Last Deposit Date is required for farms accepting WIC CVVs

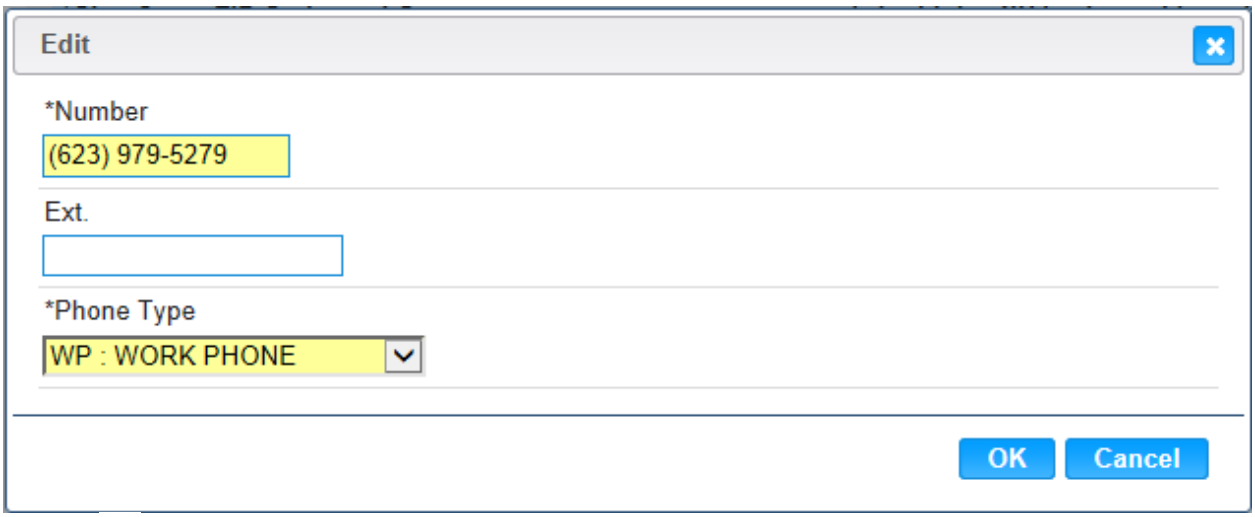
Phones:

-

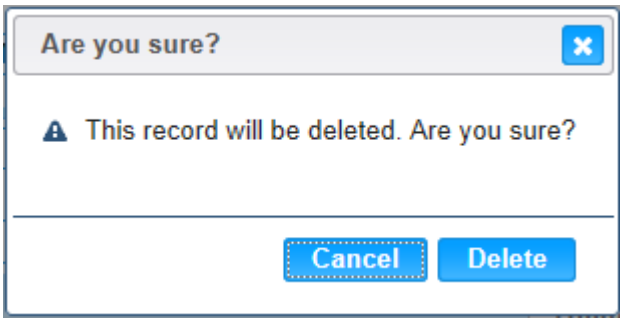
(Add Phones) – Choose the Add Phones button to display the Add Phones modal and add a new contact phone number/phone type of the farm's contact.



- **Number –** The phone number.
  Format – (123)456-7890.
- **Ext –** The extension to dial if applicable.
- **Phone Type**[2] **–** The phone type.
- **(Edit Icon) –** Choose the edit icon to display the Edit Phone modal and edit the phone number record.



- **(Delete Icon) –** Choose the delete icon to display the Delete Phone modal and delete the phone number record.

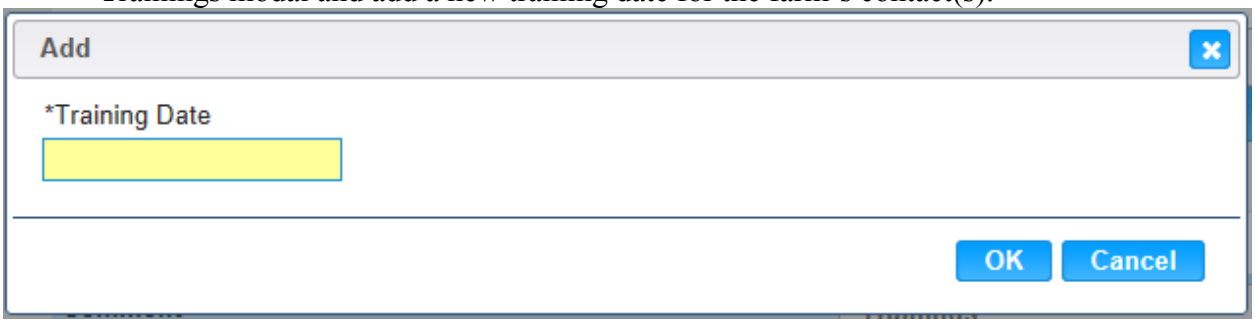


[2] Refer to section 17, Phone Types of the "HANDS DFDD System Administration" document for details

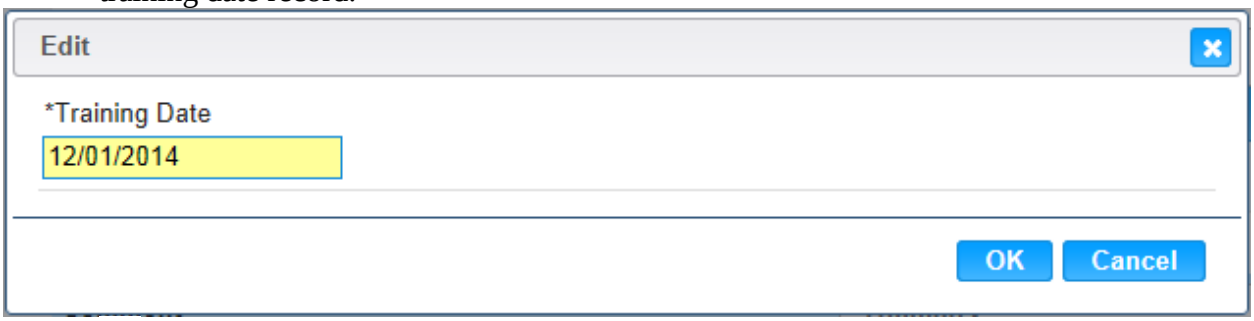
- **Comment –** A free from text field for adding comments associated with the farm.

Trainings:

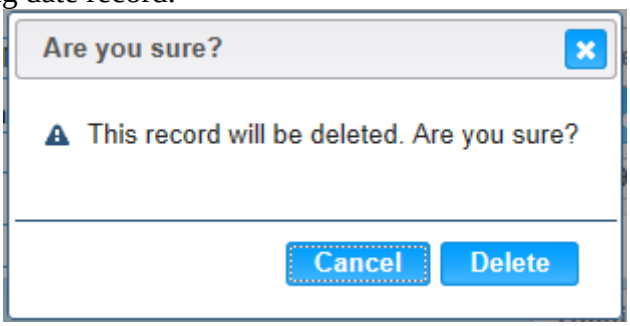
- **(Add Trainings) –** Choose the Add Trainings button to display the Add Trainings modal and add a new training date for the farm's contact(s).



- **Training Date –** The date a training has taken place.
- **Created By –** The User ID of the author who created the record.
- **(Edit Icon) –** Choose the edit icon to display the Edit Trainings modal and edit the training date record.



- **(Delete Icon) –** Choose the delete icon to display the Delete Trainings modal and delete the training date record.



- **Bank Name**[3] **–** A dropdown list of the available financial institutions configured within HANDS to associate with the farm.
  Note – The Bank Name is required for farms accepting WIC CVVs
- **Account # -** The account number at the financial institution associated with the farm.
  Note – The Account # is required for farms accepting WIC CVVs

[3] Refer to the Bank Branches of the "HANDS DFDD Vendor" document.

- **Federal ID –** The Federal identification of the financial institution associated with the farm.
  Note 1 – The Federal ID is required for farms accepting WIC CVVs
  Note 2 – The Federal ID is display only and will auto populate based on the bank name entered.
- **Routing # –** The bank routing number used by the Federal Reserve System to route funds to/from the financial institution associated with the farm.
  Note 1 – The Routing # is required for farms accepting WIC CVVs
  Note 2 – The Routing # is display only and will auto populate based on the bank name entered.
- **Farm/Owner Deposit –** A radio button indicating if the name sent to the bank should be the name of the farm or the name of the owner.

Buttons:

- **Save –** The new record is saved and focus switches to the Edit Food Items page.
- **Reset –** Unsaved edits are cleared restoring the form to its previously unedited state.

Calculation(s): None

Background Processes:

1) Validates that the Farmer doesn't already exist with the same FarmId (Stamp)
2) Validates that the CVV is not already associated with another Farmer
3) Validates that the CVV is not already associated with Vendor

4.1.2 Edit Farm Page

Navigation Path: Farmer's Market | Farmers' | Farmer Lookup | (Edit Icon) | Farmer Tab

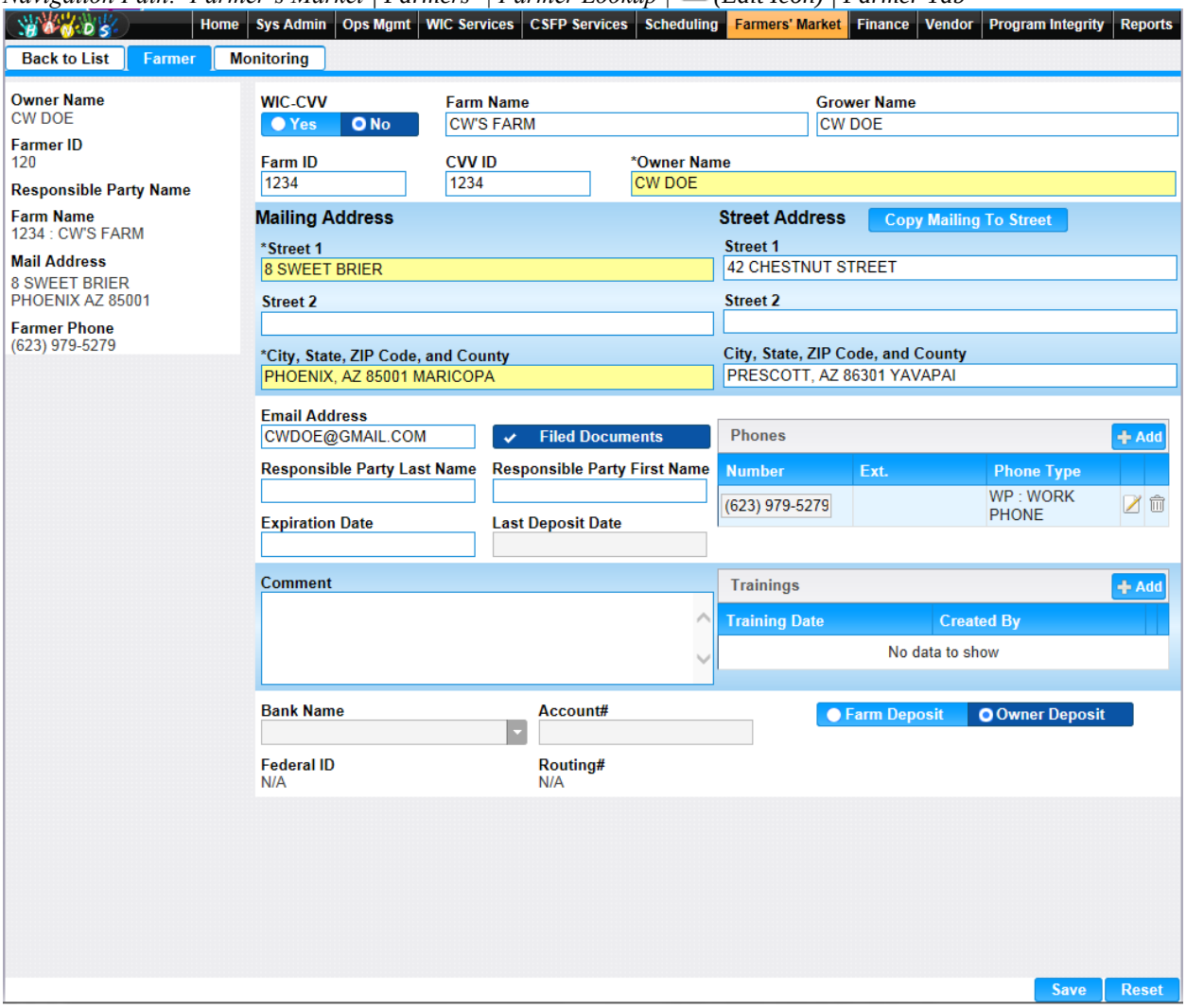


Figure 6: Edit Farm

Fields:

- **WIC-CVV –** Coupon Yes via the WIC-CVV radio button to indicate the farm is capable of accepting WIC Cash Value Vouchers (CVV) and to include the farm in the vendor file that is sent to the bank.
  Note - When Yes is selected the following fields are required:
  - *CVV ID*
  - *Last Deposit Date*
  - *Bank Name*
  - *Account #*
  - *Federal ID*
  - *Routing #*

- **Farm Name –** The name of the farm.
- **Grower Name –** The name of the grower.
- **Farmer ID –** The farm ID assigned by the farmer's bank as found on the farmer coupon stamp.
  Note – This field is mandatory if the WIC-CVV flag is No.
- **CVV ID –** The stamp number that represents the grower.
  Note – The CVV ID is required for farms accepting WIC CVVs.
- **Owner Name –** The name of the farm's owner.

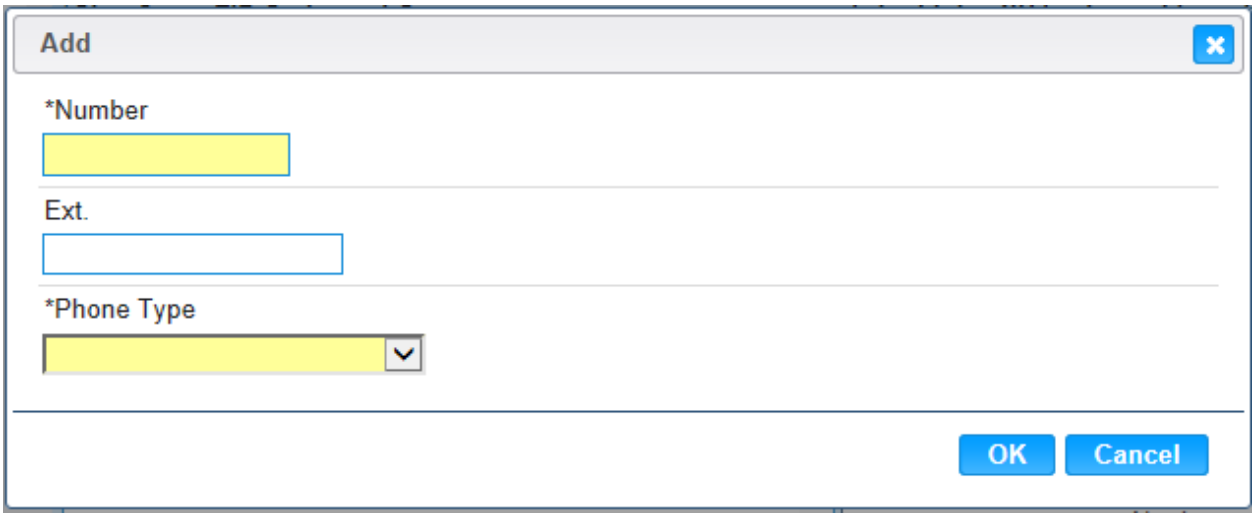
Mailing Address: (Farm's Business Mailing Address)

- **Street 1 –** Farm's business mailing address street 1 value.
- **Street 2 –** Farm's business mailing address street 2 value.
- **City, State, ZIP Code, and County –** Farm's business mailing address City, State, ZIP Code and County values.
  Note 1 – Predictive text will be used to display list of Cities, Zip Codes and States.
  Note 2 - The four-digit extension of the zip code is optional. When selecting a new five-digit zip the four-digit extension is automatically cleared.

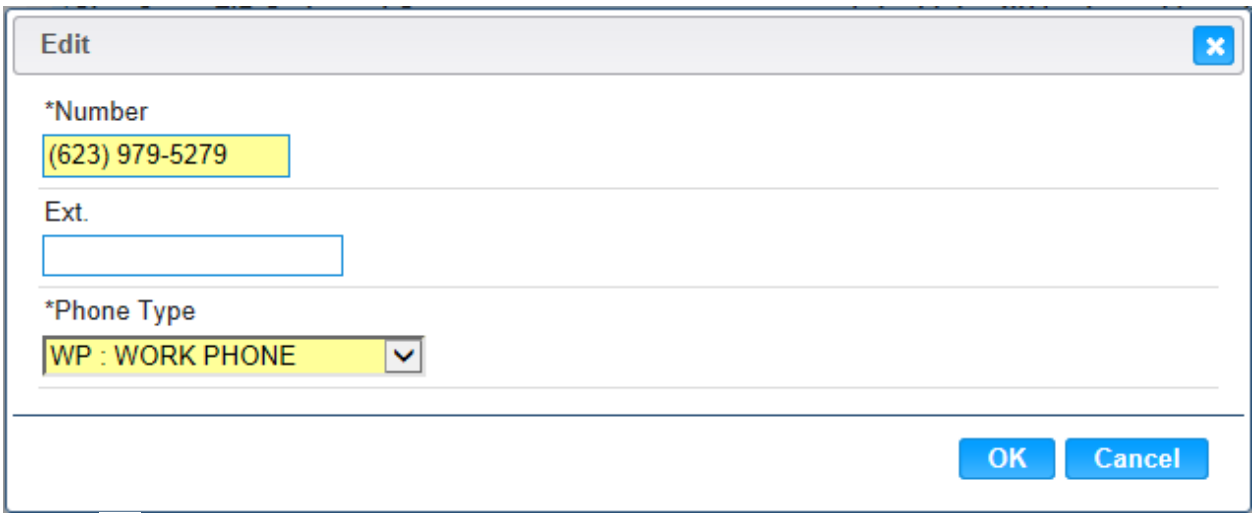
Street Address: (Address of Farm)

- Copy Mailing To Street – Click the Copy Mailing To Street button to copy the Street 1, Street 2 and City, State, ZIP Code, and County field values from the Mailing Address section to the Street Address section.
- **Street 1 –** Location of farm address street 1 value.
- **Street 2 –** Location of farm address street 2 value.
- **City, State, ZIP Code, and County –** Location of farm address City, State, ZIP Code and County values.
  Note 1 – Predictive text will be used to display list of Cities, Zip Codes and States.
  Note 2 - The four-digit extension of the zip code is optional. When selecting a new five-digit zip the four-digit extension is automatically cleared.

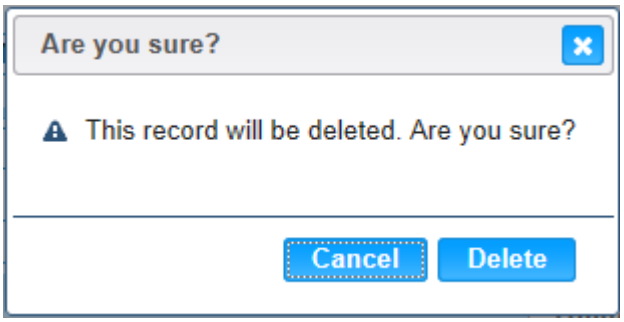
- **Email Address –** The email address of the farm's contact.
- **Filed Documents –** Checkbox that indicates whether or not documents have been filed to include the farm in the Farmer's Market program.
- **Responsible Party Last Name –** The last name of the farm's contact.
- **Responsible Party First Name –** The first name of the farm's contact.
- **Expiration Date –** The date the farm is no longer active in the Farmer's Market program.
- **Last Deposit Date –** The date the bank will no longer accept deposits.
  Note – The Last Deposit Date is required for farms accepting WIC CVVs
- Add **(Add Phones) –** Choose the Add Phones button to display the Add Phones modal and add a new contact phone number/phone type of the farm's contact.



- **Number –** The phone number.
  Format – (123)456-7890.
- **Ext –** The extension to dial if applicable.
- **Phone Type**[4] **–** The phone type.
- **(Edit Icon) –** Choose the edit icon to display the Edit Phone modal and edit the phone number record.



- **(Delete Icon) –** Choose the delete icon to display the Delete Phone modal and delete the phone number record.

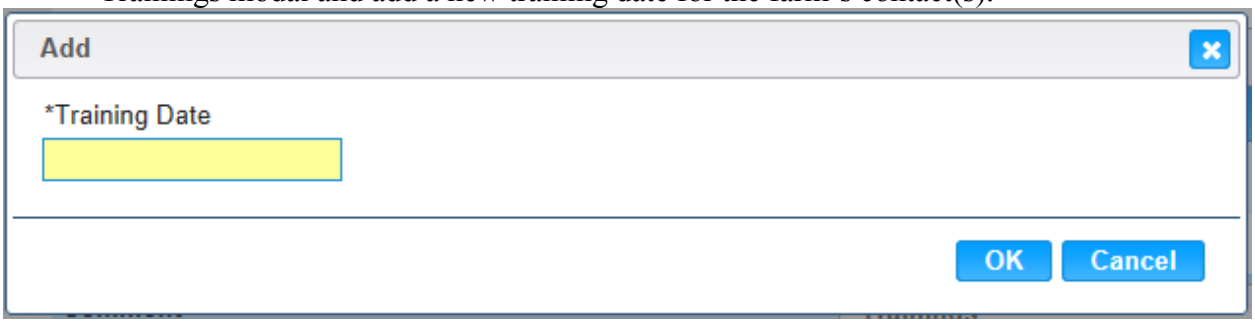


[4] Refer to section 17, Phone Types of the "HANDS DFDD System Administration" document for details

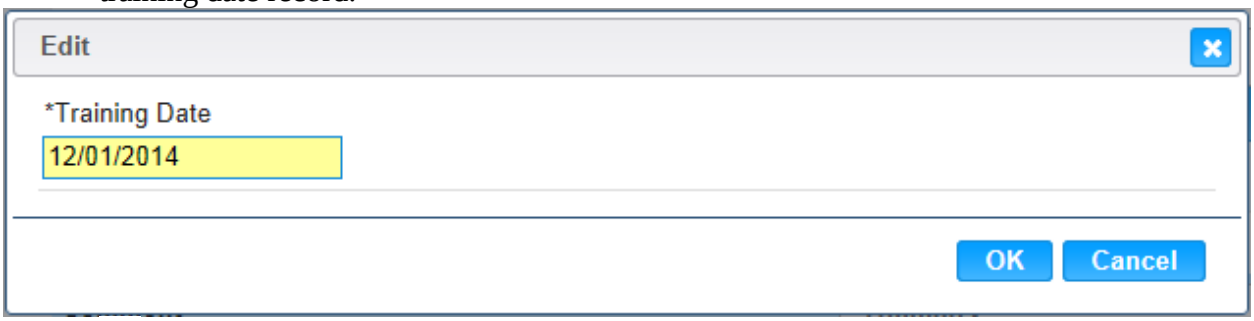
- **Comment –** A free from text field for adding comments associated with the farm.

Trainings:

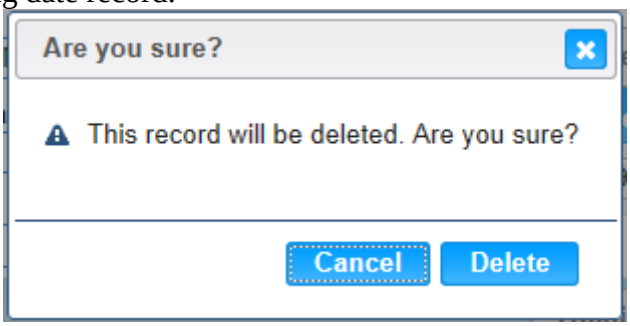
- **(Add Trainings) –** Choose the Add Trainings button to display the Add Trainings modal and add a new training date for the farm's contact(s).



- **Training Date –** The date a training has taken place.
- **Created By –** The User ID of the author who created the record.
- **(Edit Icon) –** Choose the edit icon to display the Edit Trainings modal and edit the training date record.



- **(Delete Icon) –** Choose the delete icon to display the Delete Trainings modal and delete the training date record.



- **Bank Name**[5] **–** A dropdown list of the available financial institutions configured within HANDS to associate with the farm.
  Note – The Bank Name is required for farms accepting WIC CVVs
- **Account # -** The account number at the financial institution associated with the farm.
  Note – The Account # is required for farms accepting WIC CVVs

[5] Refer to the Bank Branches of the "HANDS DFDD Vendor" document.

- **Federal ID –** The Federal identification of the financial institution associated with the farm.
  Note 1 – The Federal ID is required for farms accepting WIC CVVs
  Note 2 – The Federal ID is display only and will auto populate based on the bank name entered.
- **Routing # –** The bank routing number used by the Federal Reserve System to route funds to/from the financial institution associated with the farm.
  Note 1 – The Routing # is required for farms accepting WIC CVVs
  Note 2 – The Routing # is display only and will auto populate based on the bank name entered.
- **Farm/Owner Deposit –** A radio button indicating if the name sent to the bank should be the name of the farm or the name of the owner.

Buttons:

- **Save –** The new record is saved and focus switches to the Edit Food Items page.
- **Reset –** Unsaved edits are cleared restoring the form to its previously unedited state.

Calculation(s): None

Background Processes:

1) Validates that the Farmer doesn't already exist with the same FarmId (Stamp)
2) Validates that the CVV is not already associated with another Farmer
3) Validates that the CVV is not already associated with Vendor

4.1.3 Farm Monitoring

The Farm Monitoring module allows for tracking findings and follow up coupons associated with a farm.

Navigation Path: Farmer's Market | Farmers' | Farmer Lookup | (Edit Icon) | Monitoring Tab

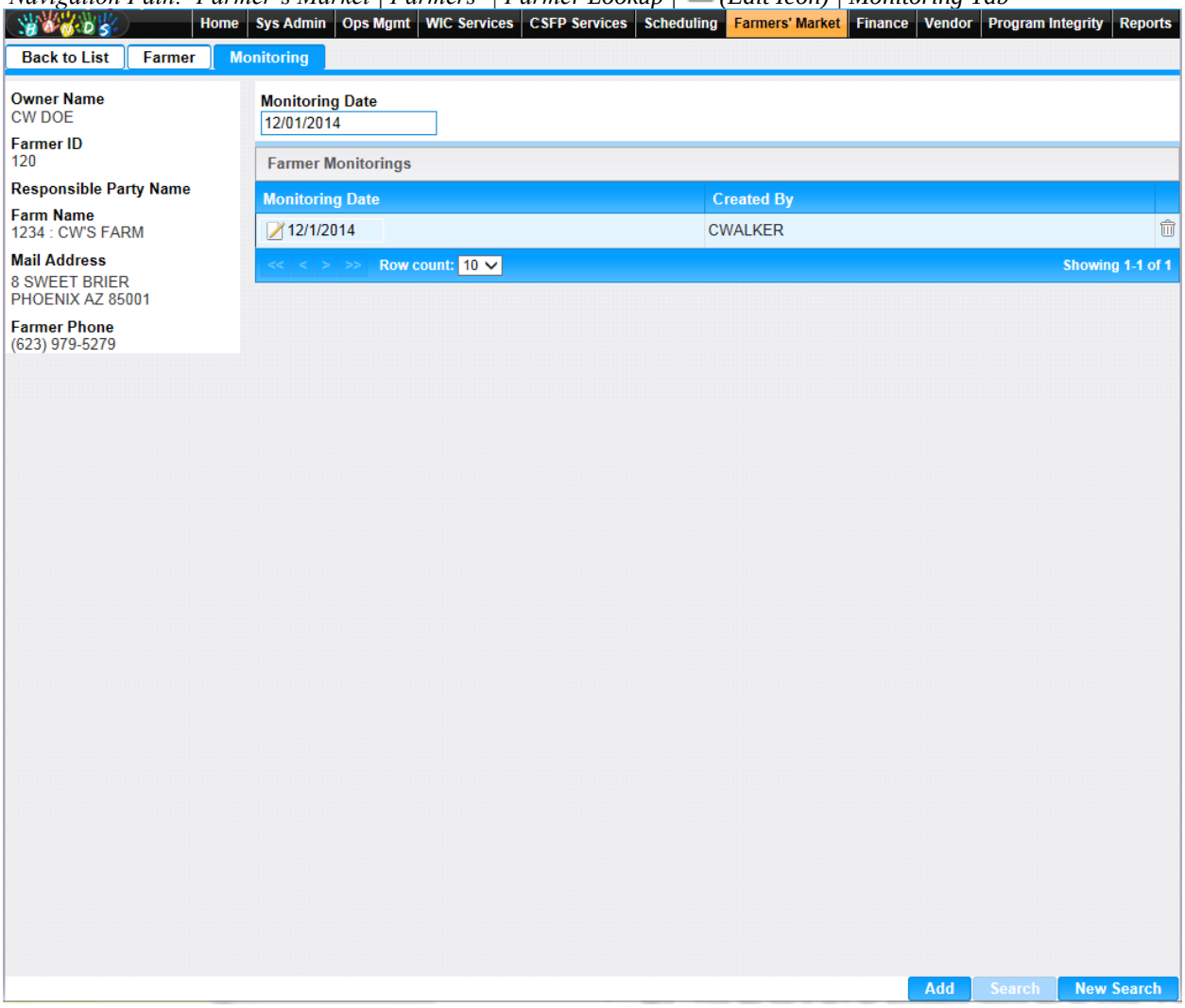


Figure 7: Farm Monitoring

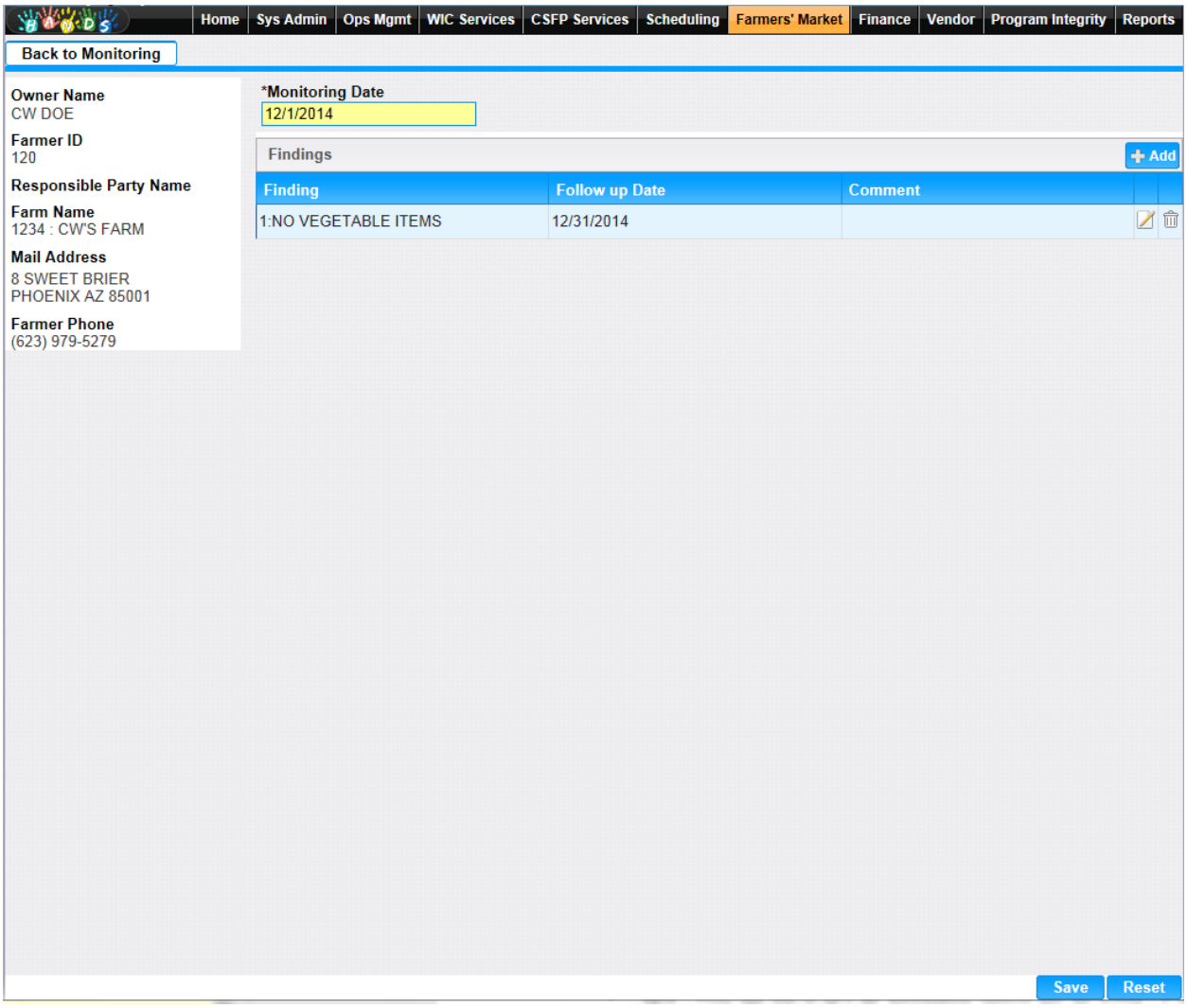
Fields:

Search Fields:

- **Monitoring Date –** The date to search for findings associated with the farm.

Farmer Monitorings (Search Grid):

- **(Edit Icon) –** The Edit Icon appears to the left of the Monitoring Date for each record. Choose the Edit Icon in order to display the Edit Monitor Findings page for the record.

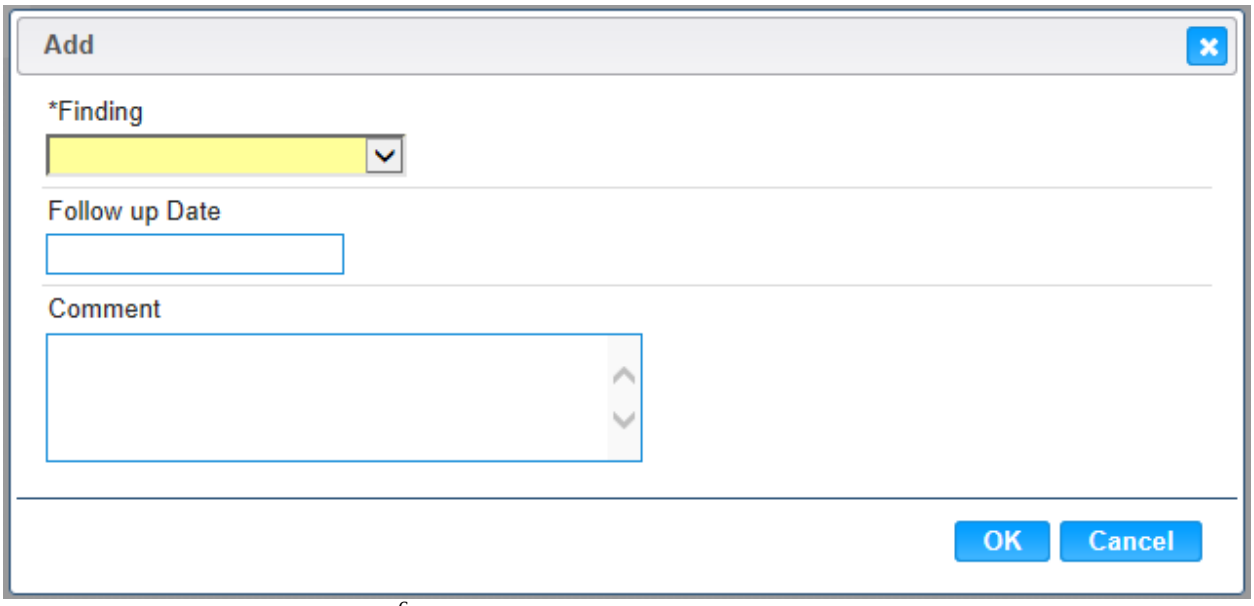


- **Monitoring Date –** The monitoring date of the finding.

Findings:

-

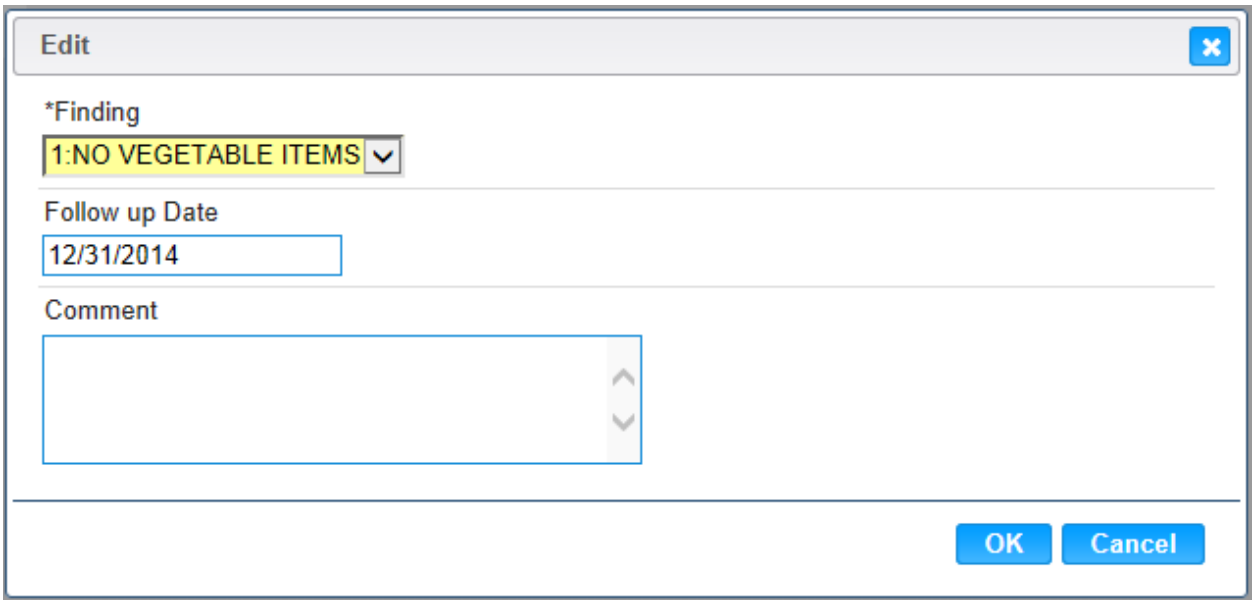
(Add Finding) – Choose the Add Finding button to display the Add Finding modal and add a new finding for the farm.



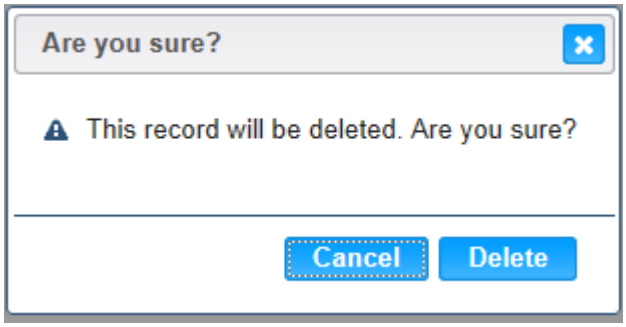
- **Finding**[6] **–** A dropdown list of the available findings with HANDS to associated with the farm.
- **Follow up Date –** The date a follow up monitoring will take place to recoupon the finding for the farm.
- **Comment –** A free form text field for adding comments associated with the finding.

- **Finding**[7] **–** The finding condition that was monitored for the farm.
- **Follow up Date –** The date a follow up monitoring will take place to recoupon the finding for the farm.
- **Comment –** A free form text field for adding comments associated with the finding.
- **(Edit Icon) –** When selected navigation will switch to the Edit Screen pre-populated with the details of the record for editing.

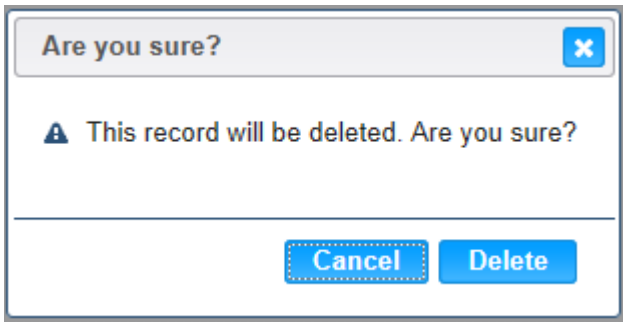
[6] Refer to section 3, Findings for details
[7] Refer to section 3, Findings for details



- **(Delete Icon) –** When selected navigation will switch to the Delete Screen pre-populated with the details of the record to be deleted.

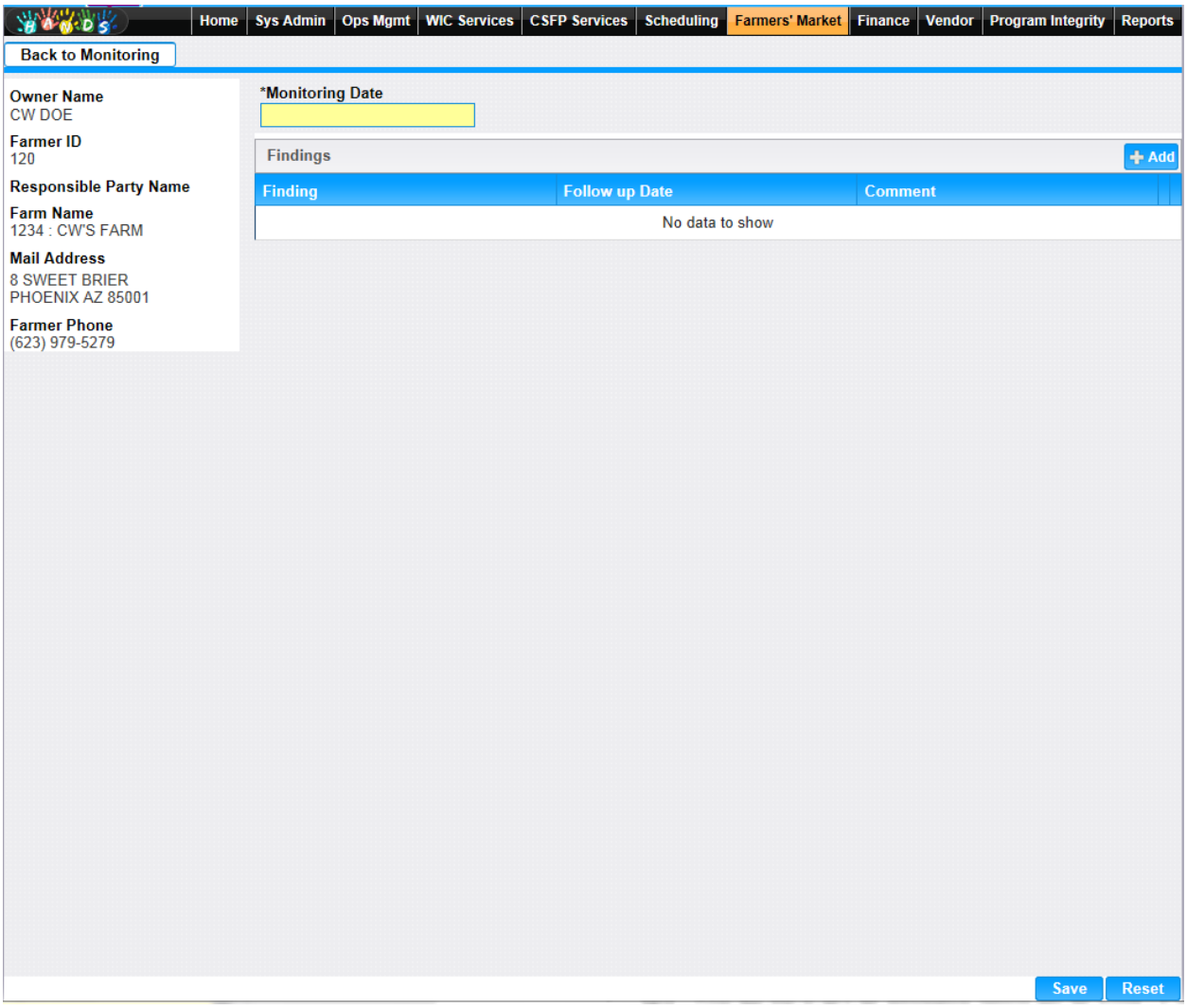


- **Monitoring Date –** The date a finding was recorded for the farm.
- **Created By –** The User ID of the author who created the record.
- **(Delete Icon) –** When selected navigation will switch to the Delete Screen pre-populated with the details of the record to be deleted.



Buttons:

- **Add –** When selected focus is passed to the Add Monitor Findings page.



- **Search –** Press this button to execute a query for the entered search criteria.
- **New Search –** Press this button to clear the entered search criteria and the search grid.

Calculation(s): None

Background Processes:

1) Validates that a monitoring entry does not already exist with the same farm name and monitoring date. There can only be one per day per farm.
2) Validates that the monitoring date is in the past

4.2 Markets – Market Lookup

Navigation Path: Farmer's Market | Markets | Market Lookup

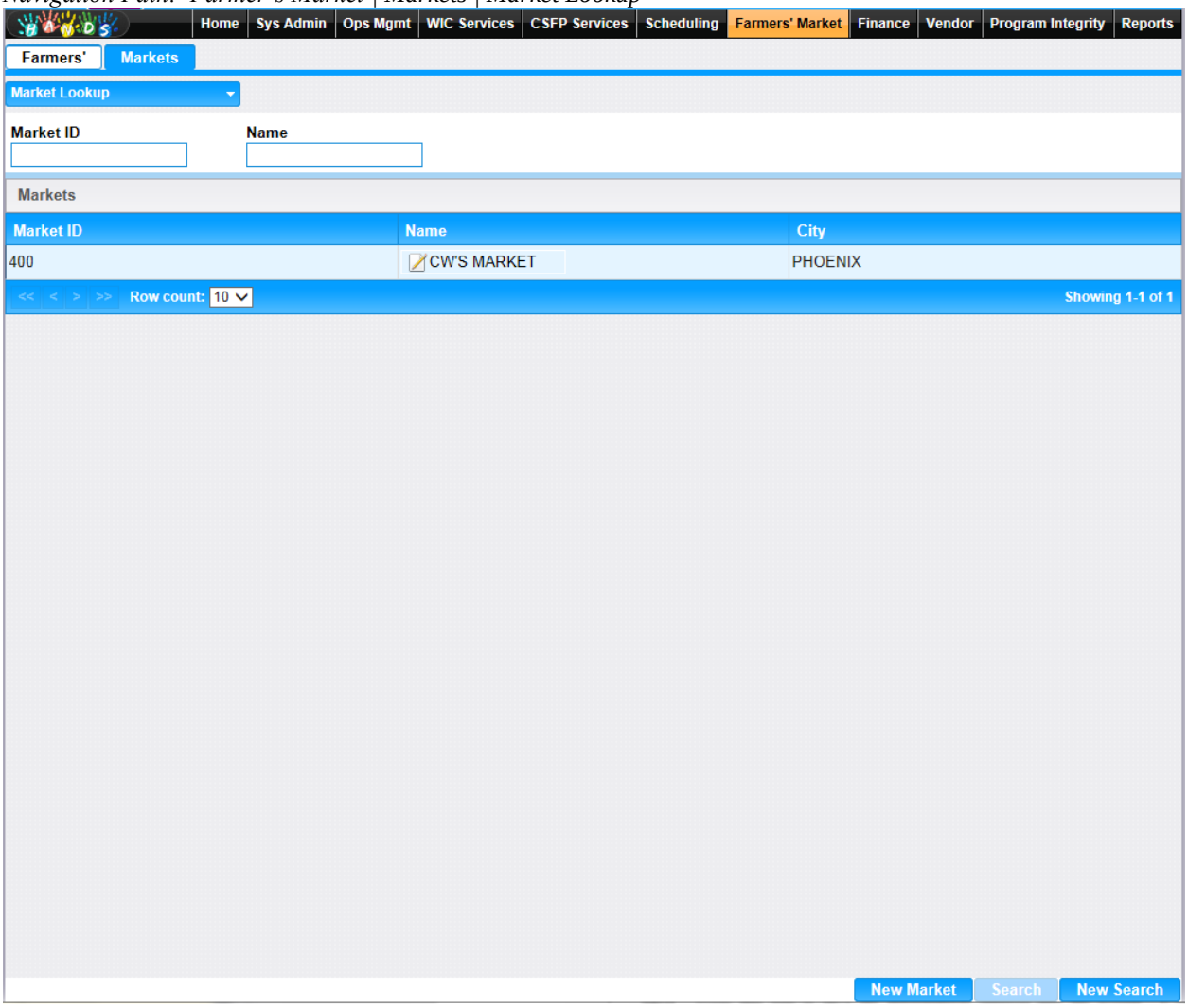


Figure 8: Market lookup

Fields:

Search Fields:

- **Market ID –** To search for markets by the ID assigned by the system to uniquely identify the market within HANDS.
- **Name –** To search for markets associated with the market name.

Search Grid Fields:

- **Market ID –** The system generated ID that uniquely identifies a market within HANDS.
- **(Edit Icon) –** The Edit Icon appears to the left of the Name for each record. Choose the Edit Icon in order to display the Edit Market page for the record.
- **Name –** The name of the market.
- **City –** The City where the market is located.

Buttons:

- **New Market –** Press this button to add a new market via the Add Market page.
- **Search –** Press this button to execute a query for the entered search criteria.
- **New Search –** Press this button to clear the entered search criteria and the search grid.

Calculation(s): None

Background Processes: None

4.2.1 Add Market Page

Navigation Path: Farmer's Market | Markets | Market Lookup | New Market

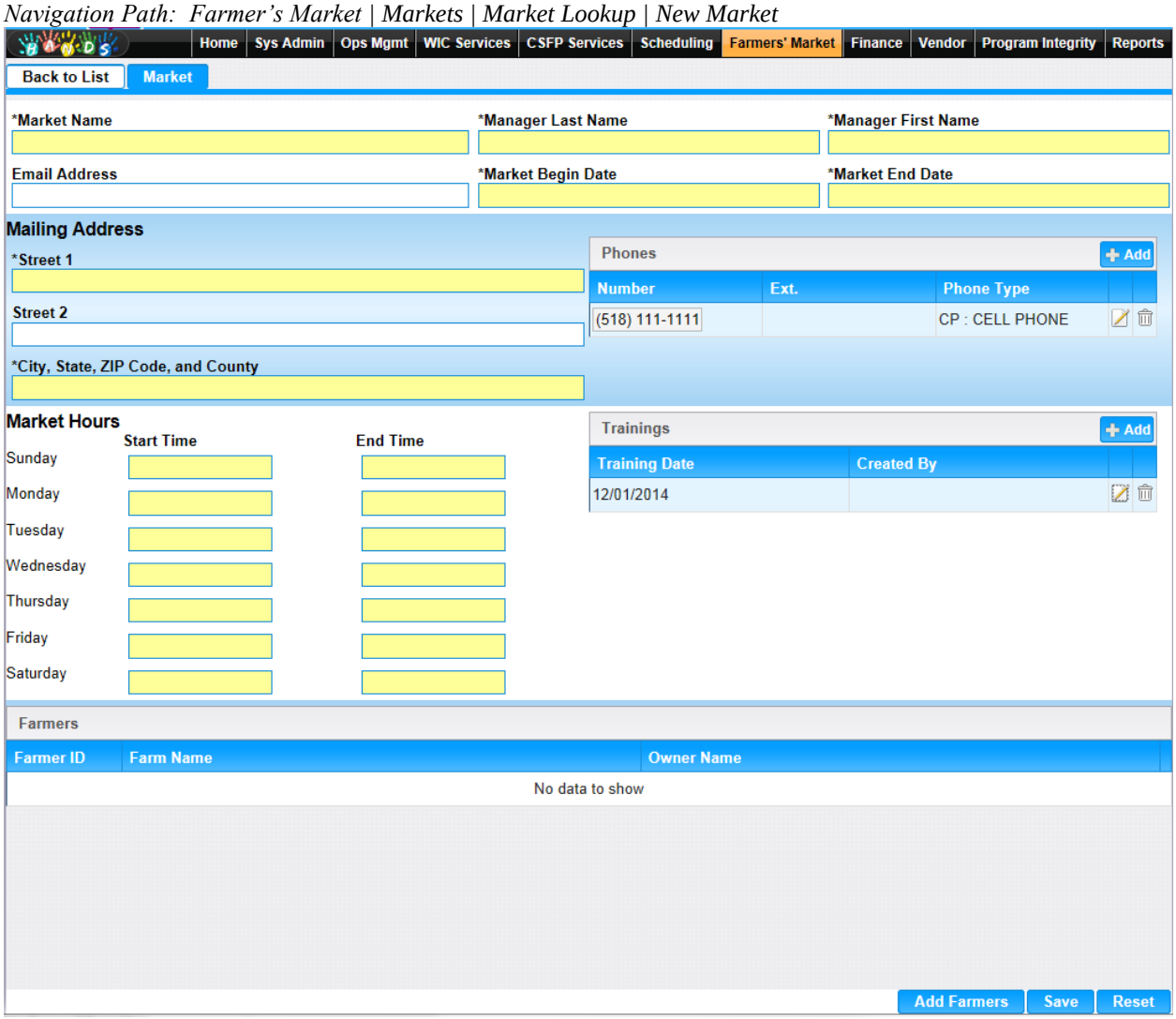


Figure 9: Add Market

Fields:

- **Market Name –** The name of the market.
- **Manager Last Name –** The last name of the market manager.
- **Manager First name –** The first name of the market manager.
- **Email Address –** The email address used to contact the market manager.
- **Market Begin Date –** The date the market opens.
- **Market End Date –** The date the market closes.

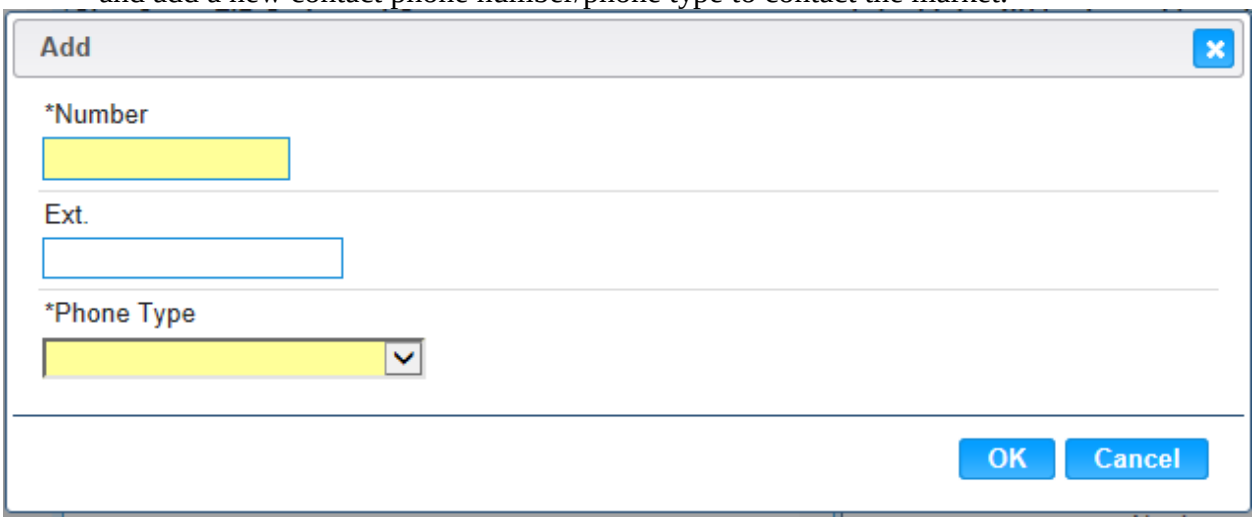
Mailing Address: (Farm's Business Mailing Address):

- **Street 1 –** Markets mailing address street 1 value.
- **Street 2 –** Markets mailing address street 2 value.
- **City, State, ZIP Code, and County –** Markets mailing address City, State, ZIP Code and County values.

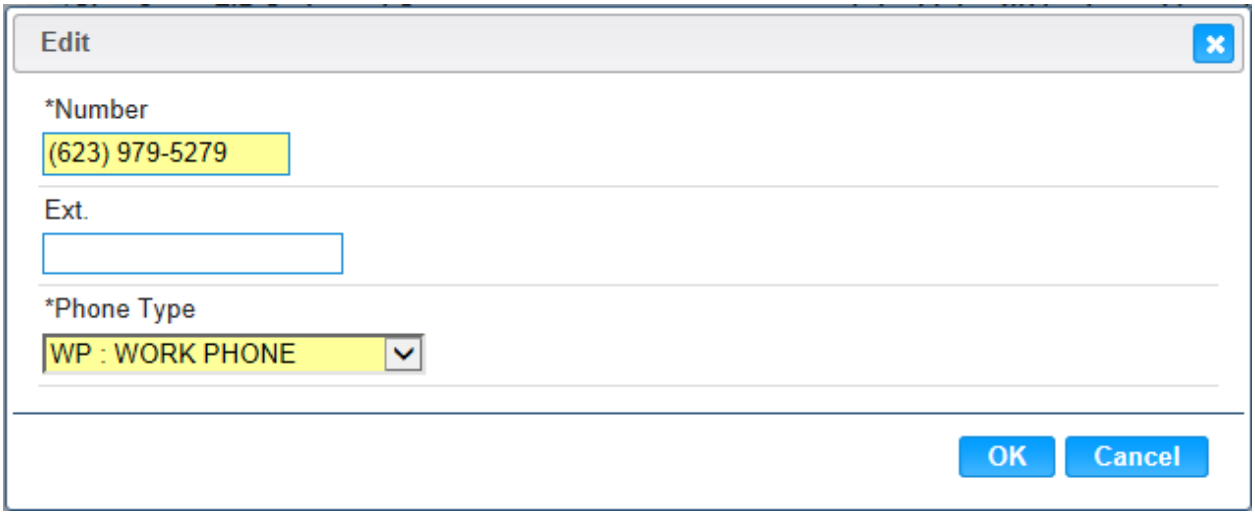
Note 1 – Predictive text will be used to display list of Cities, Zip Codes and States.
Note 2 - The four-digit extension of the zip code is optional. When selecting a new five-digit zip the four-digit extension is automatically cleared.

Phones:

- **(Add Phones) –** Choose the Add Phones button to display the Add Phones modal and add a new contact phone number/phone type to contact the market.

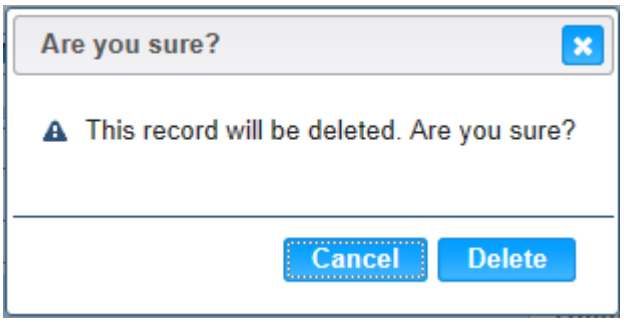


- **Number –** The phone number.
  Format – (123)456-7890.
- **Ext –** The extension to dial if applicable.
- **Phone Type**[8] **–** The phone type.
- **(Edit Icon) –** Choose the edit icon to display the Edit Phone modal and edit the phone number record.



- **(Delete Icon) –** Choose the delete icon to display the Delete Phone modal and delete the phone number record.

[8] Refer to section 17, Phone Types of the "HANDS DFDD System Administration" document for details

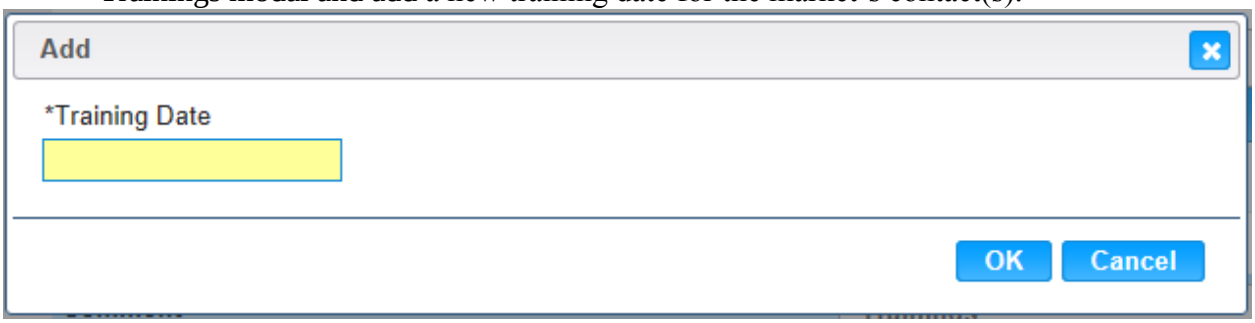


Market Hours:

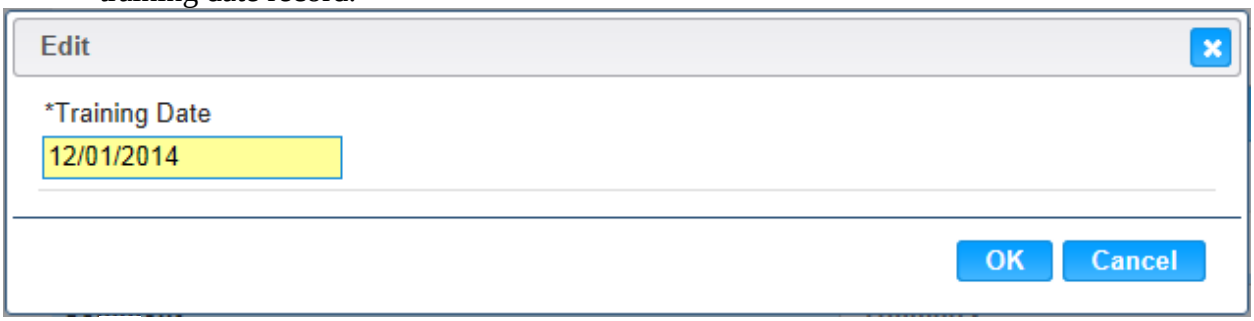
- **Sunday – Saturday Start Time –** The time the market opens on the day of the week.
- **Sunday – Saturday End Time –** The time the market closes on the day of the week.

Trainings:

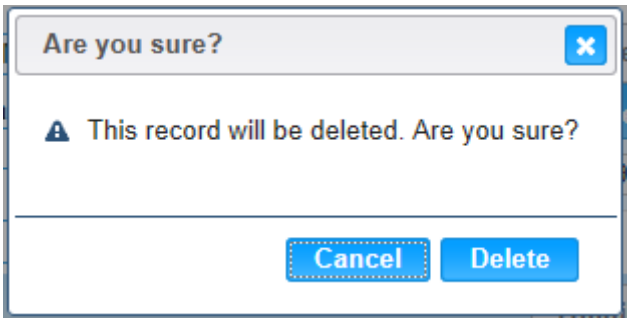
- Add **(Add Trainings) –** Choose the Add Trainings button to display the Add Trainings modal and add a new training date for the market's contact(s).



- **Training Date –** The date a training has taken place.
- **Created By –** The User ID of the author who created the record.
- **(Edit Icon) –** Choose the edit icon to display the Edit Trainings modal and edit the training date record.

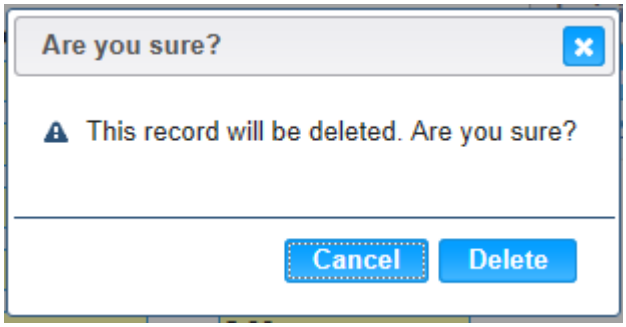


- **(Delete Icon) –** Choose the delete icon to display the Delete Trainings modal and delete the training date record.



Farmers:

- **Farm ID –** The farm ID assigned by the farmer's bank as found on the farmer coupon stamp.
- **Farm Name –** The name of the farm associated with the market.
- **Owner Name –** The name of the farm's owner associated with the market.
- **(Delete Icon) –** Choose the delete icon to display the Delete Farm association modal and delete the association of the farm with the market.



Buttons:

- **Add Farmers –** Focus is switched to the Add Farm to Market page.
- **Save –** The new record is saved and focus switches to the Edit Market page.
- **Reset –** Unsaved edits are cleared restoring the form to its previously unedited state.

Calculation(s): None

Background Processes:

1) Validates that the phone number being entered does not already exist for this market
2) Validates that the Market end date is greater than the start date
3) Validates that the Store hours start time and end time are all entered if the closed button is not selected

4.2.2 Add Farm to Market Page

Navigation Path: Farmer's Market | Markets | Market Lookup | New Market | Add Farmers

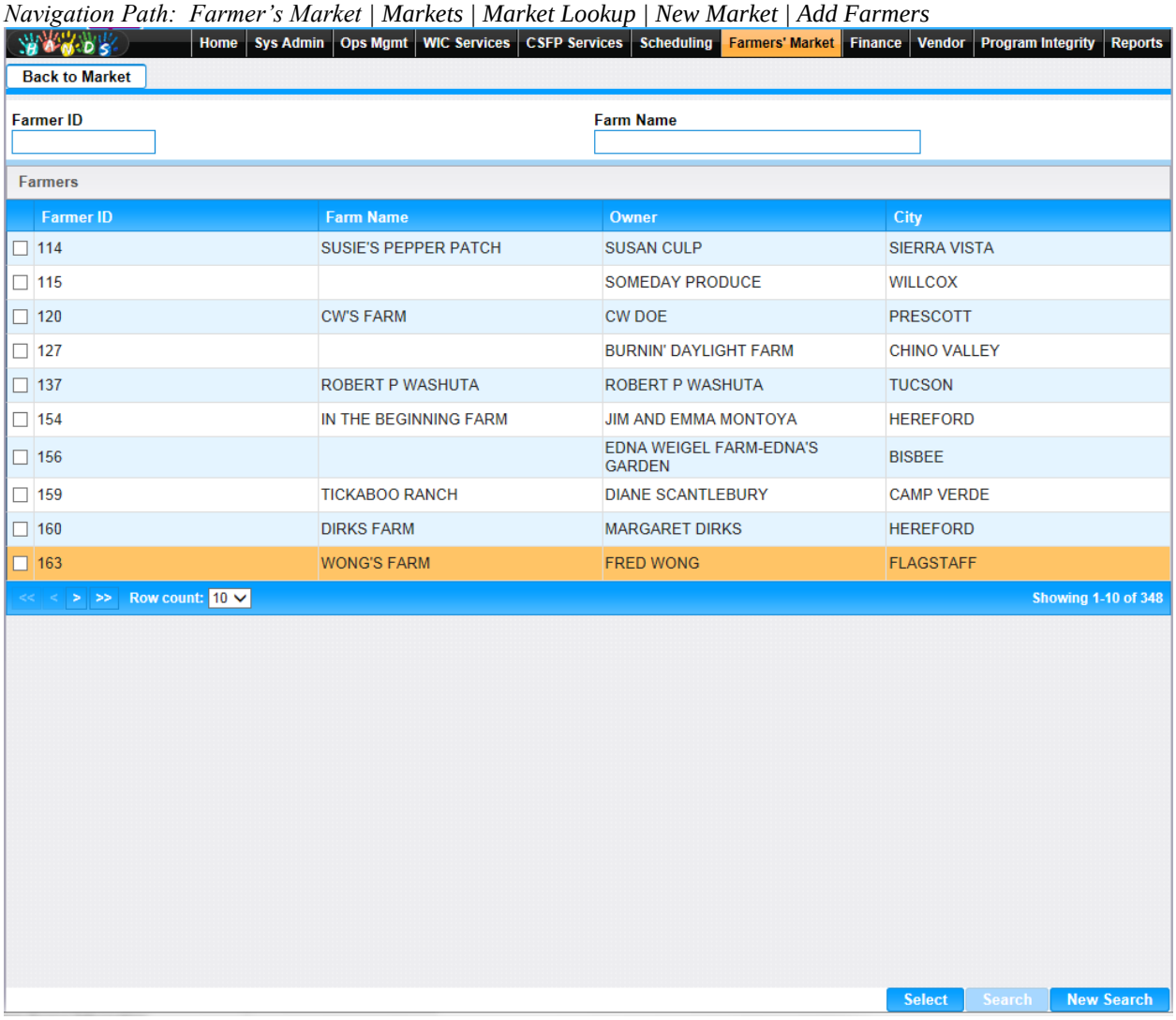


Figure 10: Add Farm to Market

Fields:

Search Fields:

- **Farmer ID –** To search for farms by the ID assigned by the system to uniquely identify the Farm within HANDS.
- **Farm Name –** To search for farms by the farm name.

Search Grid:

- ☐ **(Select Box) –** Select the farms within the search grid that should be associated with the market.
- **Farmer ID –** The system generated ID that uniquely identifies a farm within HANDS.
- **Farm Name –** The name of the farm.
- **Owner –** The name of the farm's owner.
- **City –** The City where the farm is located.

Buttons:

- **Select –** Choose the Select Button to associate the selected farms with the search grid with the market and return focus back to the calling Add Market or Edit Market page. *Note – The association of farms selected will not be saved to the database until the Save Button is selected via the Add Market or Edit Market page.*
- **Search –** Press this button to execute a query for the entered search criteria.
- **New Search –** Press this button to clear the entered search criteria and the search grid.

Calculation(s): None

Background Processes:

1) Validates that the farm is not already added to Market

4.2.3 Edit Market Page

Navigation Path: Farmer's Market | Markets | Market Lookup | (Edit Icon) | Market Tab

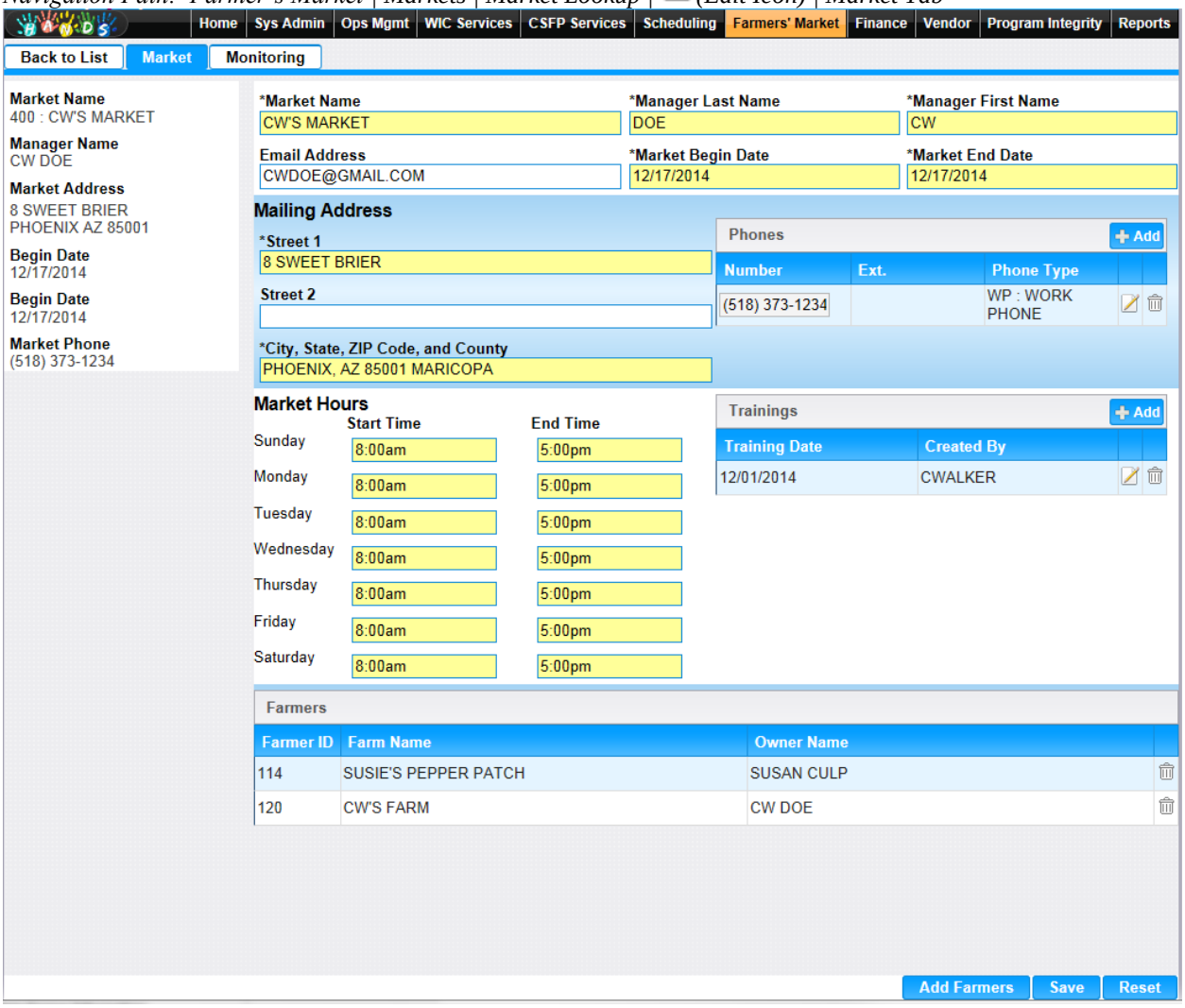


Figure 11: Edit Market

Fields:

- **Market Name –** The name of the market.
- **Manager Last Name –** The last name of the market manager.
- **Manager First name –** The first name of the market manager.
- **Email Address –** The email address used to contact the market manager.
- **Market Begin Date –** The date the market opens.
- **Market End Date –** The date the market closes.

Mailing Address: (Farm's Business Mailing Address):

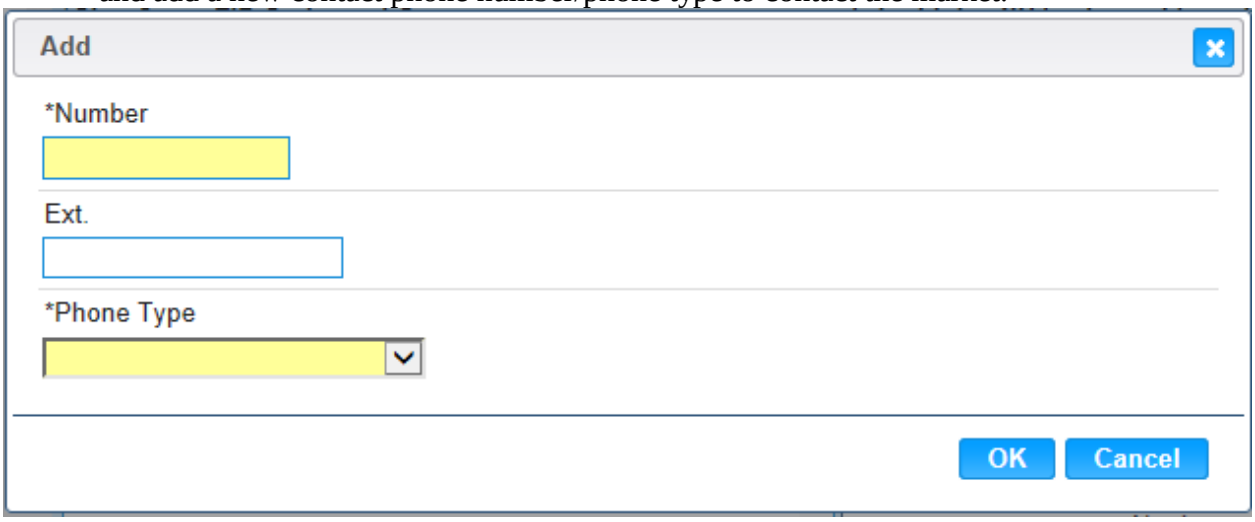
- **Street 1 –** Markets mailing address street 1 value.
- **Street 2 –** Markets mailing address street 2 value.

- **City, State, ZIP Code, and County –** Markets mailing address City, State, ZIP Code and County values.

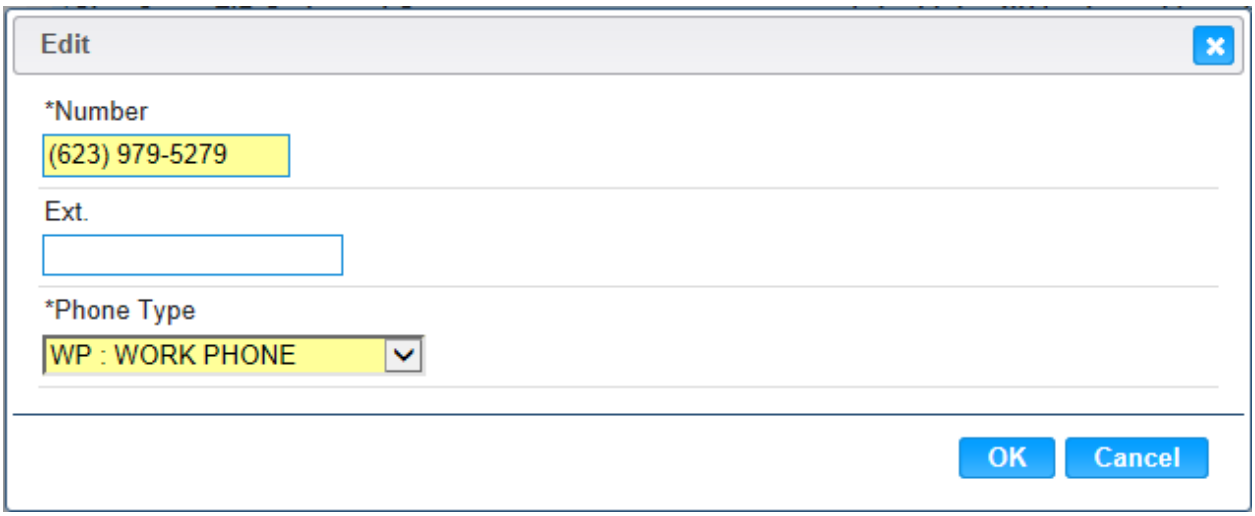
Note 1 – Predictive text will be used to display list of Cities, Zip Codes and States.
Note 2 - The four-digit extension of the zip code is optional. When selecting a new five-digit zip the four-digit extension is automatically cleared.

Phones:

- **(Add Phones) –** Choose the Add Phones button to display the Add Phones modal and add a new contact phone number/phone type to contact the market.

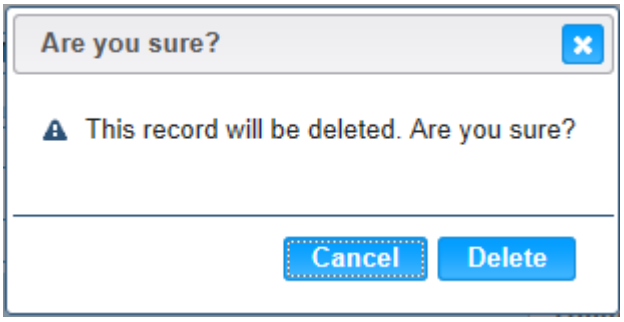


- **Number –** The phone number.
  Format – (123)456-7890.
- **Ext –** The extension to dial if applicable.
- **Phone Type**[9] **–** The phone type.
- **(Edit Icon) –** Choose the edit icon to display the Edit Phone modal and edit the phone number record.



[9] Refer to section 17, Phone Types of the "HANDS DFDD System Administration" document for details

- **(Delete Icon) –** Choose the delete icon to display the Delete Phone modal and delete the phone number record.

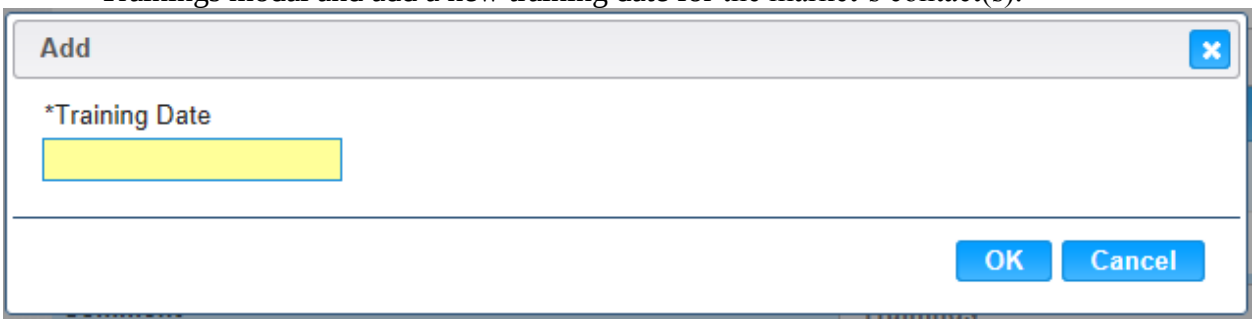


Market Hours:

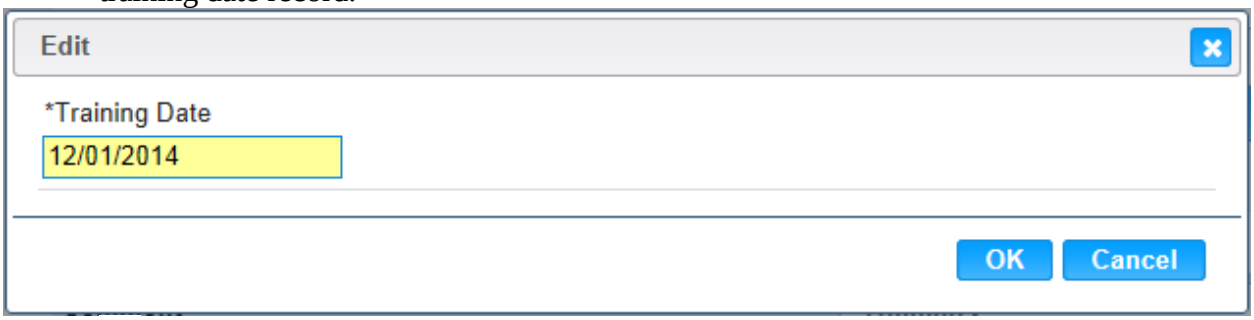
- **Sunday – Saturday Start Time –** The time the market opens on the day of the week.
- **Sunday – Saturday End Time –** The time the market closes on the day of the week.

Trainings:

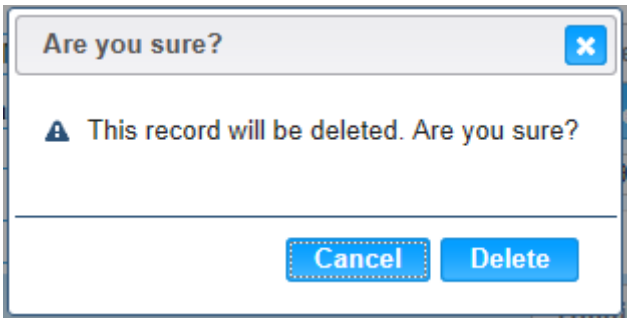
- Add **(Add Trainings) –** Choose the Add Trainings button to display the Add Trainings modal and add a new training date for the market's contact(s).



- **Training Date –** The date a training has taken place.
- **Created By –** The User ID of the author who created the record.
- **(Edit Icon) –** Choose the edit icon to display the Edit Trainings modal and edit the training date record.

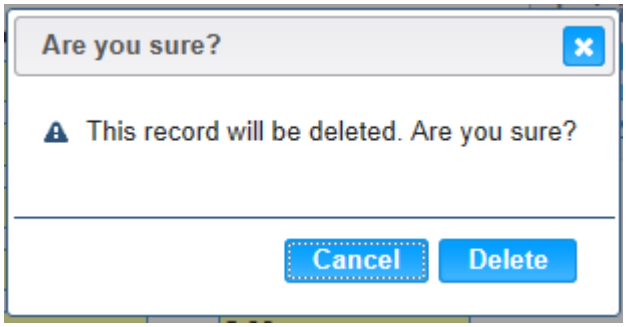


- **(Delete Icon) –** Choose the delete icon to display the Delete Trainings modal and delete the training date record.



Farmers:

- **Farmer ID –** The system generated ID that uniquely identifies a farm within HANDS
- **Farm Name –** The name of the farm associated with the market.
- **Owner Name –** The name of the farm's owner associated with the market.
- **(Delete Icon) –** Choose the delete icon to display the Delete Farm association modal and delete the association of the farm with the market.



Buttons:

- **Add Farmers –** Focus is switched to the Add Farm to Market page.
- **Save –** The new record is saved and focus switches to the Edit Market page.
- **Reset –** Unsaved edits are cleared restoring the form to its previously unedited state.

Calculation(s): None

1) Background Processes: Validates that the phone number being entered does not already exist for this market
2) Validates that the Market end date is greater than the start date
3) Validates that the Store hours start time and end time are all entered if the closed button is not selected

4.2.4 Market Monitoring

The Market Monitoring module allows for the tracking of findings and follow up coupons associated with a market.

Navigation Path: Farmer's Market | Markets | Market Lookup | (Edit Icon) | Monitoring Tab

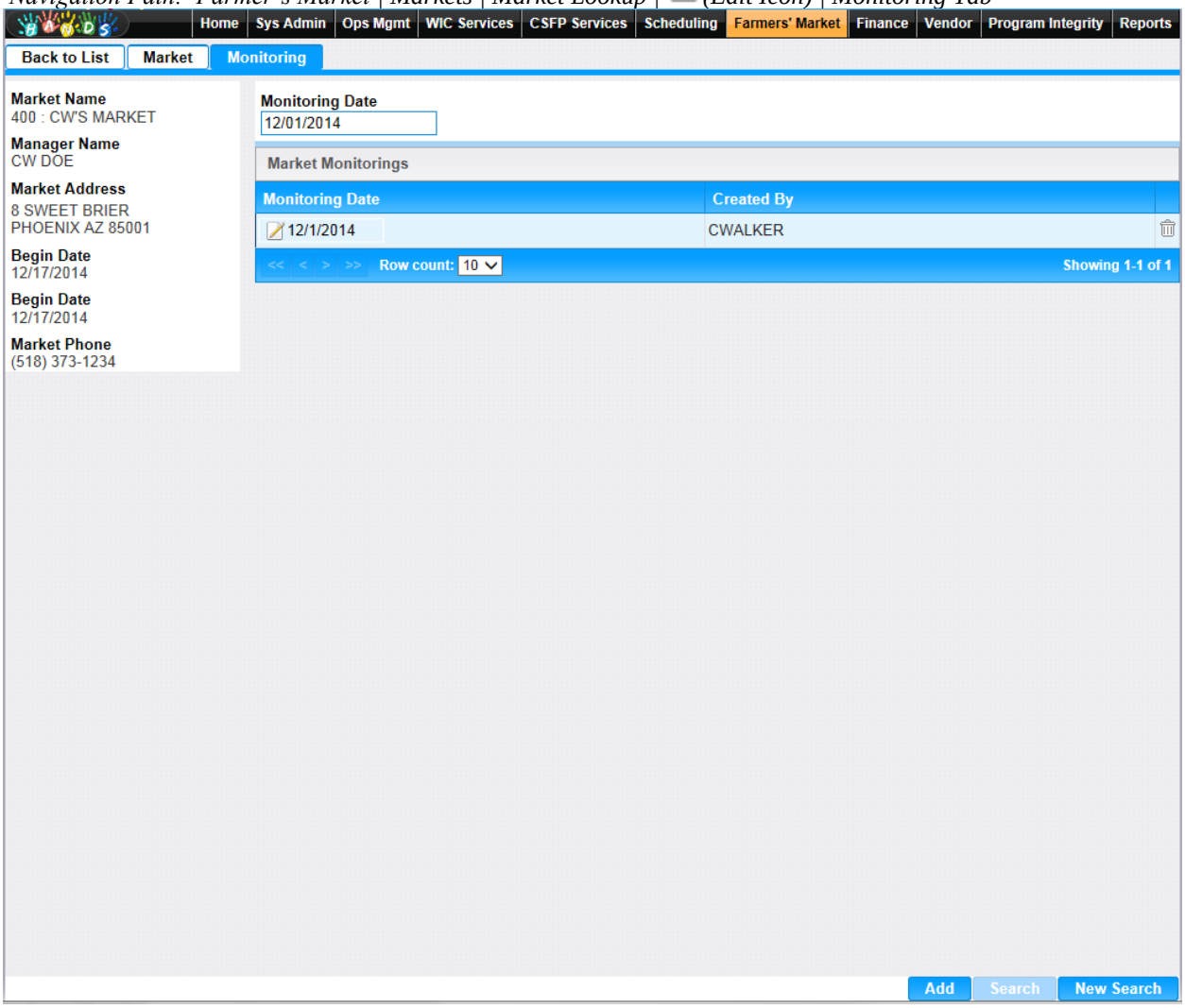


Figure 12: Market Monitoring

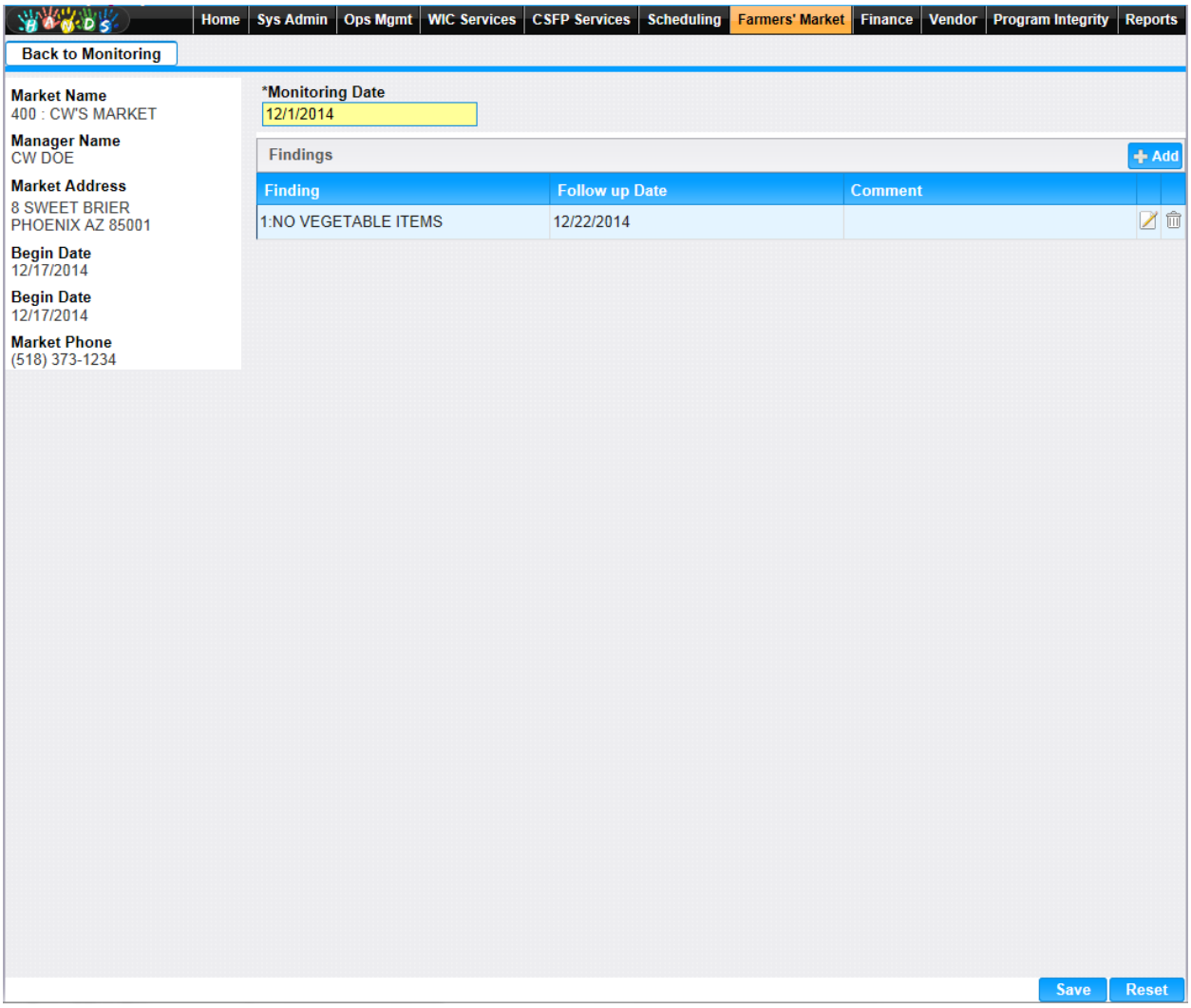
Fields:

Search Fields:

- **Monitoring Date –** The date to search for findings associated with the market.

Market Monitoring's (Search Grid):

- **(Edit Icon) –** The Edit Icon appears to the left of the Monitoring Date for each record. Choose the Edit Icon in order to display the Edit Monitor Findings page for the record.

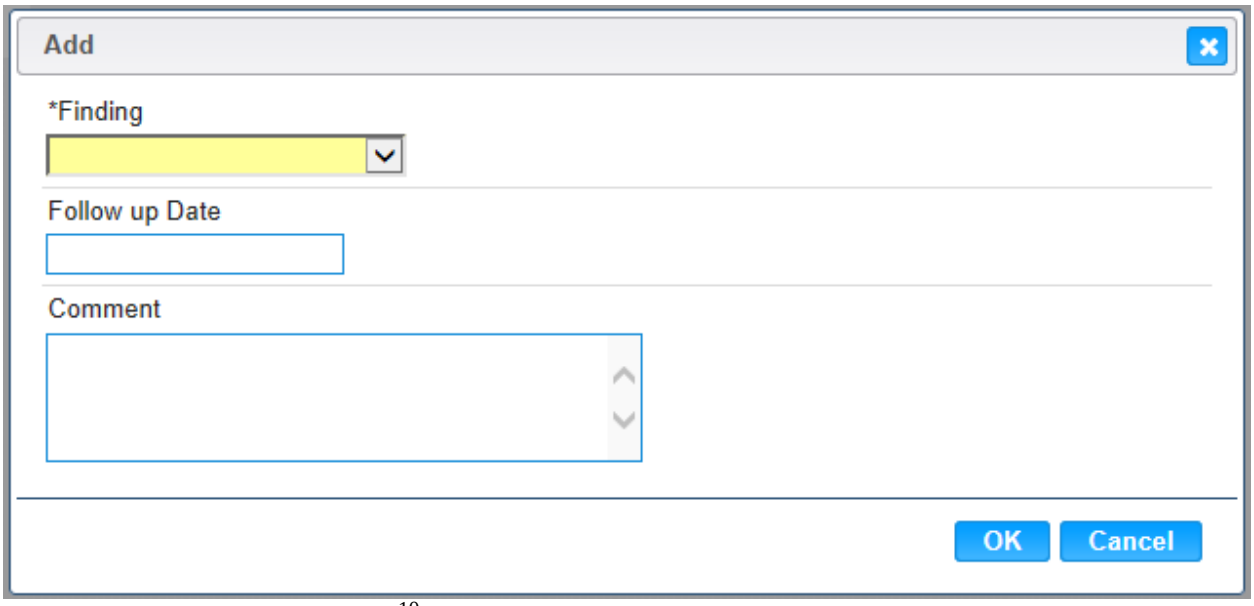


- **Monitoring Date –** The monitoring date of the finding.

Findings:

-

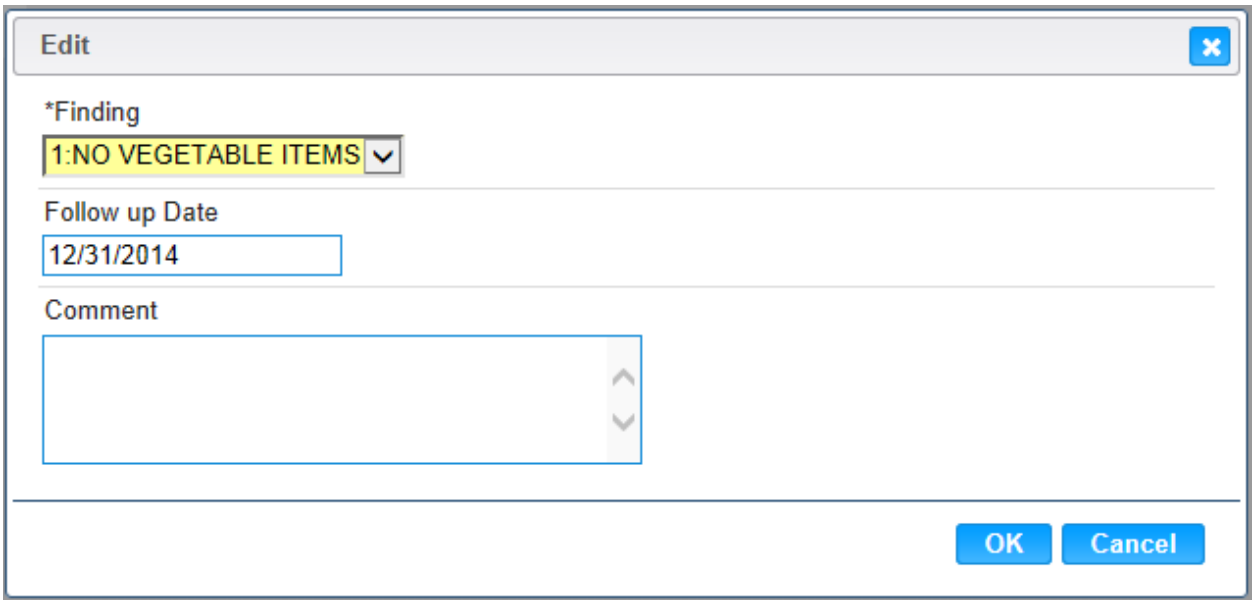
(Add Finding) – Choose the Add Finding button to display the Add Finding modal and add a new finding for the market.



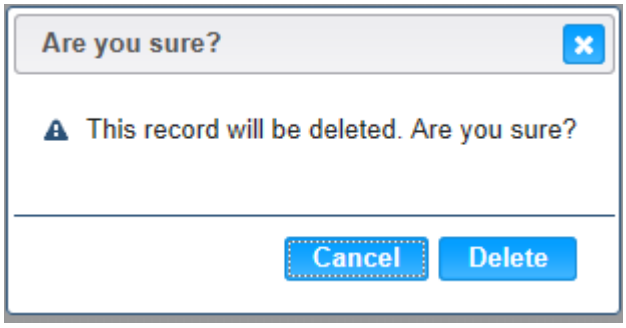
- **Finding**[10] **–** A dropdown list of the available findings with HANDS to associated with the market.
- **Follow up Date –** The date a follow up monitoring will take place to recoupon the finding for the market.
- **Comment –** A free from text field for adding comments associated with the finding.

- **Finding**[11] **–** The finding condition that was monitored for the market.
- **Follow up Date –** The date a follow up monitoring will take place to recoupon the finding for the market.
- **Comment –** A free from text field for adding comments associated with the finding.
- **(Edit Icon) –** When selected navigation will switch to the Edit Screen pre-populated with the details of the record for editing.

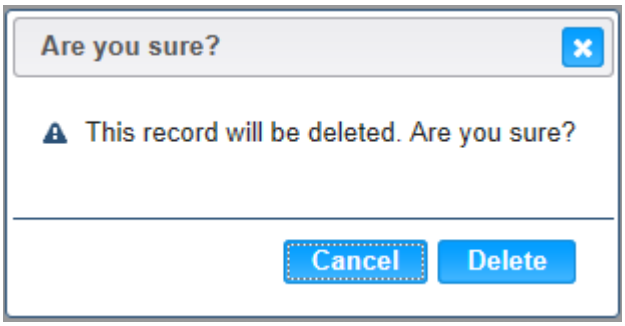
[10] Refer to section 3, Findings for details
[11] Refer to section 3, Findings for details



- **(Delete Icon) –** When selected navigation will switch to the Delete Screen pre-populated with the details of the record to be deleted.

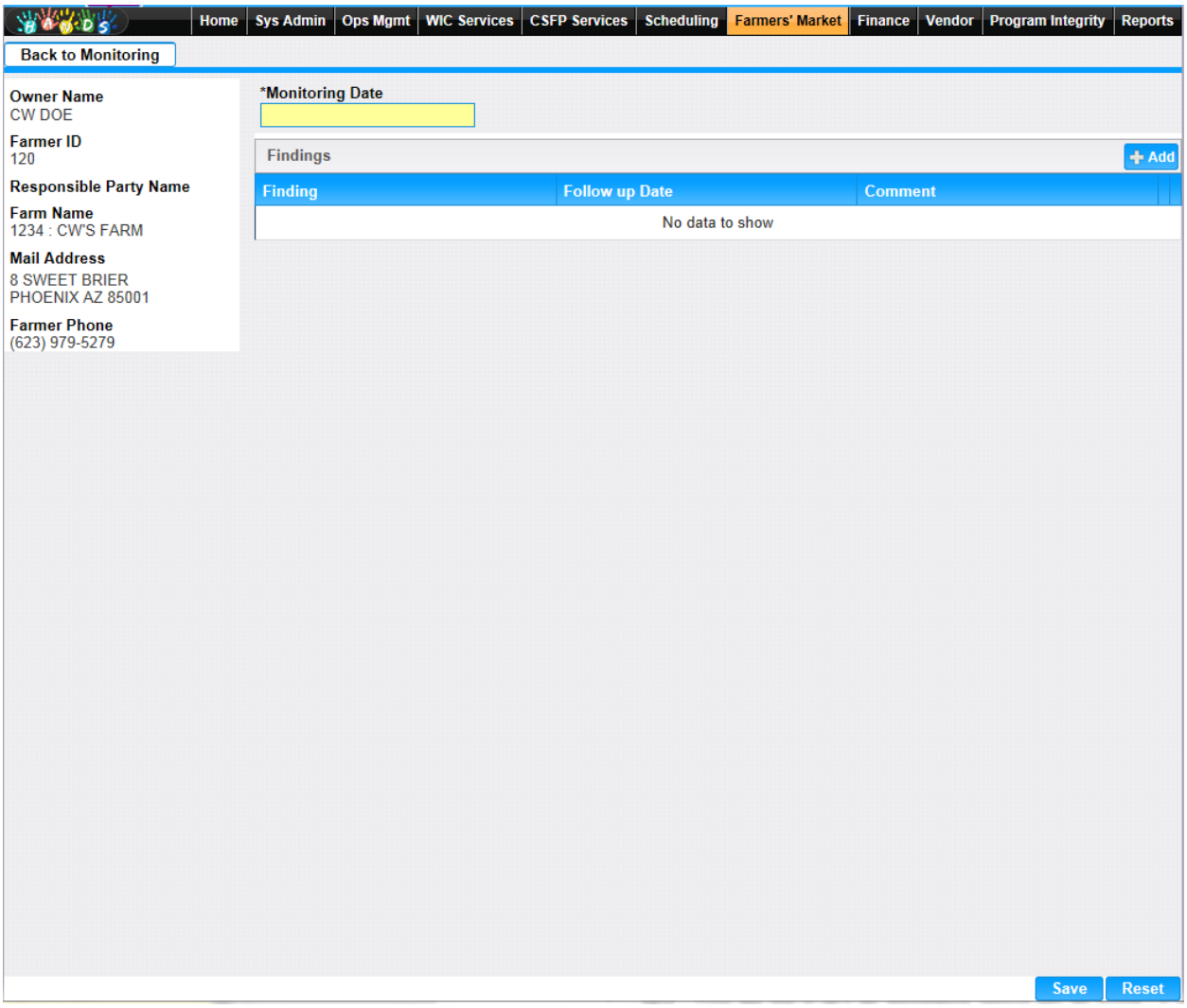


- **Monitoring Date –** The date a finding was recorded for the market.
- **Created By –** The User ID of the author who created the record.
- **(Delete Icon) –** When selected navigation will switch to the Delete Screen pre-populated with the details of the record to be deleted.



Buttons:

- **Add –** When selected focus is passed to the Add Monitor Findings page.



- **Search –** Press this button to execute a query for the entered search criteria.
- **New Search –** Press this button to clear the entered search criteria and the search grid.

Calculation(s): None

Background Processes:

1) Validates that a monitoring entry does not already exist with the same farm name and monitoring date. There can only be one per day per farm.
2) Validates that the monitoring date is in the past

4.3 Coupon Lookup

Navigation Path: Farmer's Market | Farmers' | Coupon Lookup ***Or***
Navigation Path: Farmer's Market | Markets | Coupon Lookup

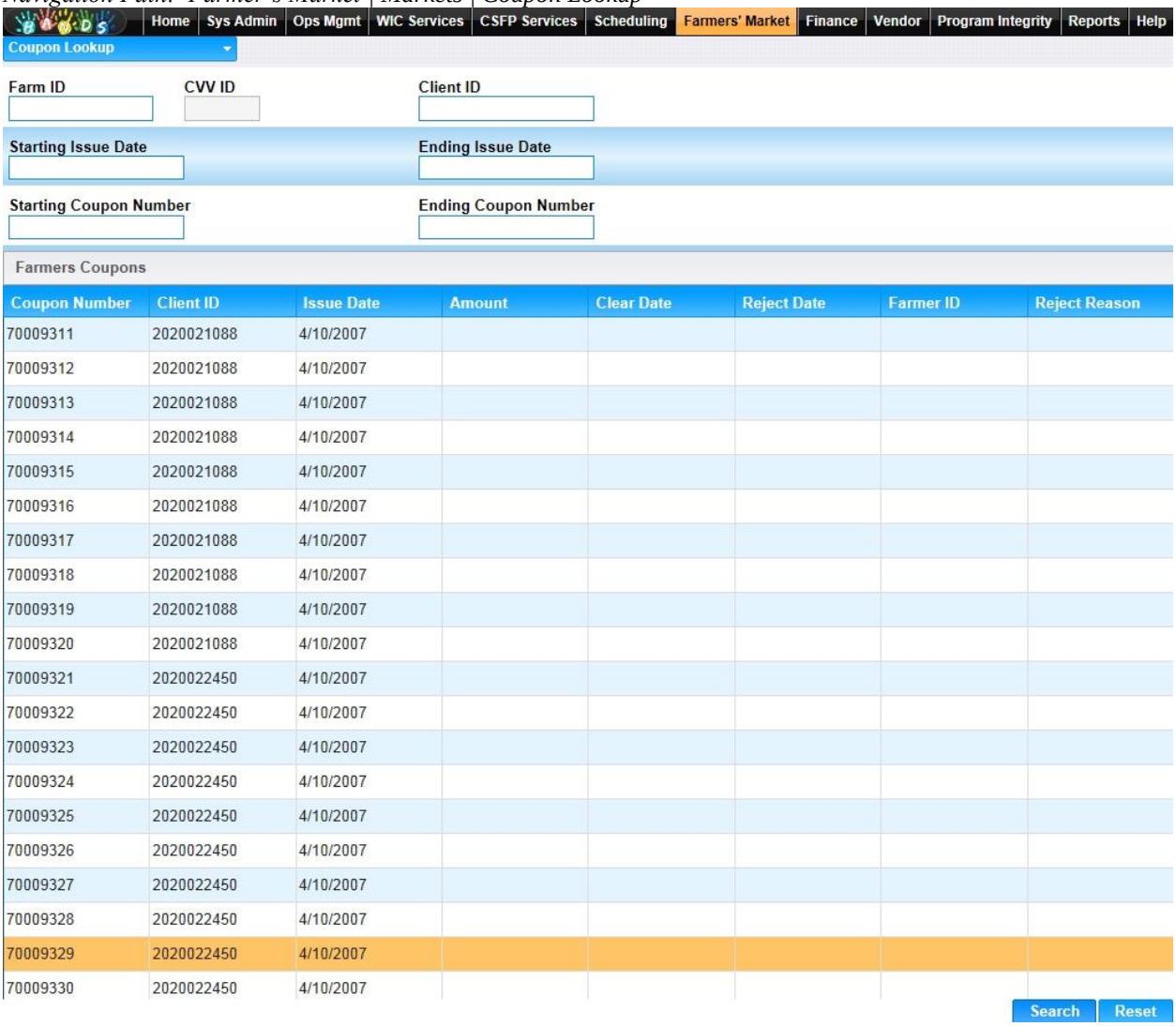


Figure 13: Coupon lookup

Fields:

Search Fields:

- **Farm ID –** The HANDS system generated ID assigned to uniquely identify a farm within HANDS. Enter a Farm ID value to filter the coupon search to coupons redeemed for goods produced by the farm assigned with the Farm ID.
- **CVV ID –** The user supplied number that uniquely identifies each farm who accepts Cash Value Vouchers.
  Note – The field is display only and populated based on the entered Farmer ID.

- **Client ID**[12] **–** Enter a Client ID to filter the coupon search to coupons issued to the Client indicated.
- **Starting Issue Date –** Search for coupons issued on a date greater than or equal to the Starting Issue Date entered.
  Note – The Ending Issue Date is required when the Starting Issue Date is supplied.
- **Ending Issue Date –** Search for coupons issued on a date less than or equal to the Ending Issue Date entered.
  Note – The Starting Issue Date is required when the Ending Issue Date is supplied.
- **Starting Coupon Number –** Search for coupons with a coupon number greater than or equal to the Starting Coupon Number Entered.
  Note – The Ending Coupon Number is required when the Starting Coupon is supplied.
- **Ending Coupon Number –** Search for coupons with a coupon number less than or equal to the Ending Coupon Number Entered.
  Note – The Starting Coupon Number is required when the Ending Coupon is supplied.

Search Results Grid:

- **Coupon Number –** The unique coupon number associated with the Cash Value Voucher (CVV).
- **Client ID –** The Client the coupon was issued to.
- **Issue Date –** The date the coupon was issued on.
- **Amount –** The cash value amount of the coupon.
- **Clear Date –** The date the coupon was redeemed.
- **Reject Date –** The date on which the coupon was rejected by the WIC fiscal intermediary.
- **Farmer ID –** The HANDS system generated ID assigned to the farm that produced the goods redeemed with the coupon.
- **Reject Reason**[13] **–** The reason the food instrument was rejected by the fiscal intermediary.

Buttons:

- **Search –** Press this button to execute a query for the entered search criteria.
- **Reset –** Press this button to clear the entered search criteria and the search grid.

Calculation(s): None

Background Processes: None

[12] Refer to the "HANDS DFDD WIC Services" document for details
[13] Refer to section 19, Reject Reasons of the "HANDS DFDD System Administration" document.

4.4 Farmer Dashboard

Navigation Path: Farmer's Market | Farmers' | Coupon Inventory

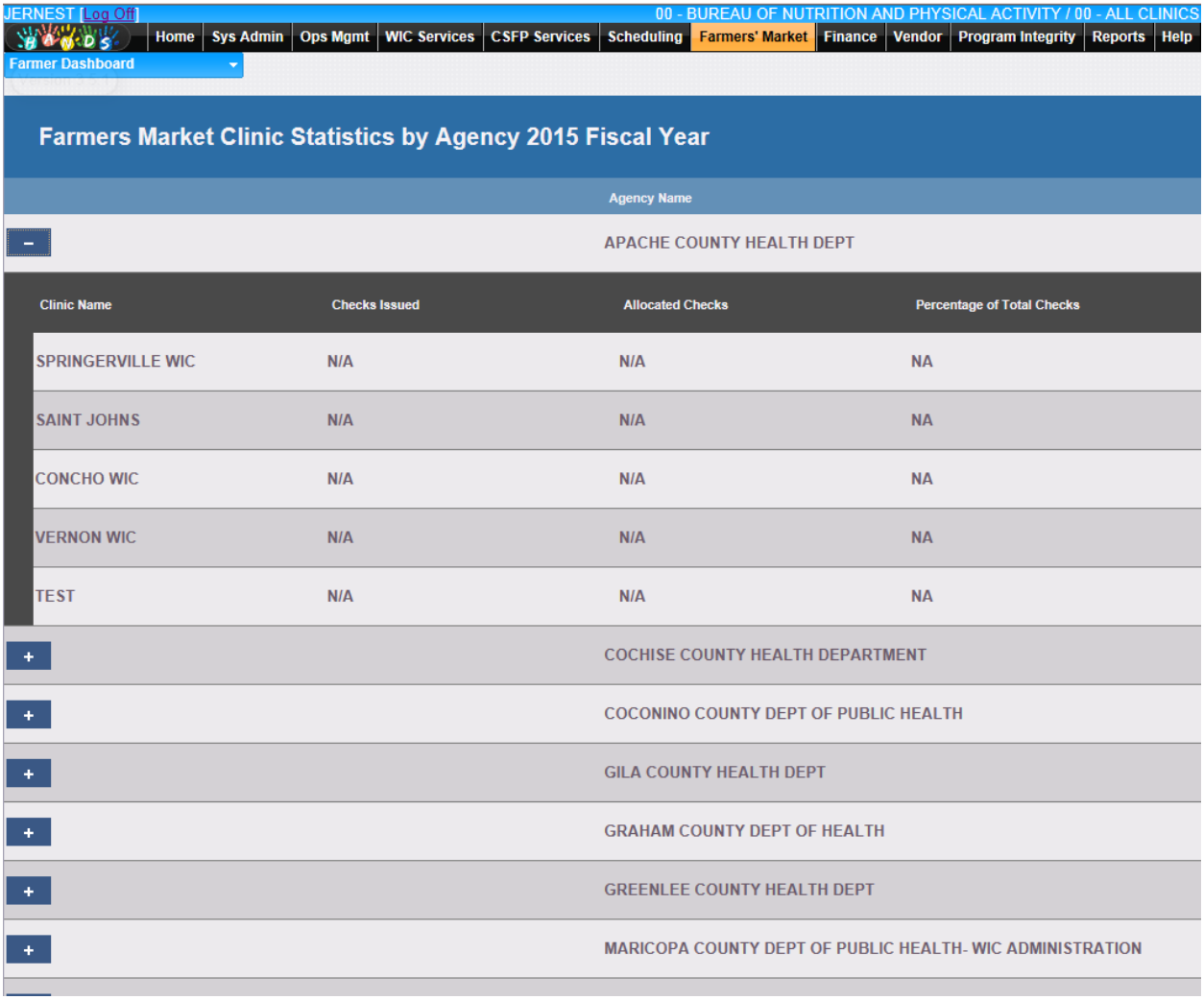


Figure 14: Farmer Dashboard

Fields (Non-Expanded):

- **Agency Name –** The Local Agency name. This field is display only.

Fields (Expanded): Click the (+) icon to expand the Local Agency record

- **Clinic Name –** The Clinic Name. Only Clinics for the expanded Local Agency will be displayed. This field is display only.
- **Checks Issued –** The number of coupons that have been issued from the Clinic record. This field is display only.
- **Allocated Checks –** The number of coupons that have been allocated to the Clinic record.[14]

[14] For more information on check allocation, see the Coupon Inventory section of this document.

- **Percentage of Total Checks –** The calculated percentage of checks issued verses the number of checks that have been allocated to the Clinic record.

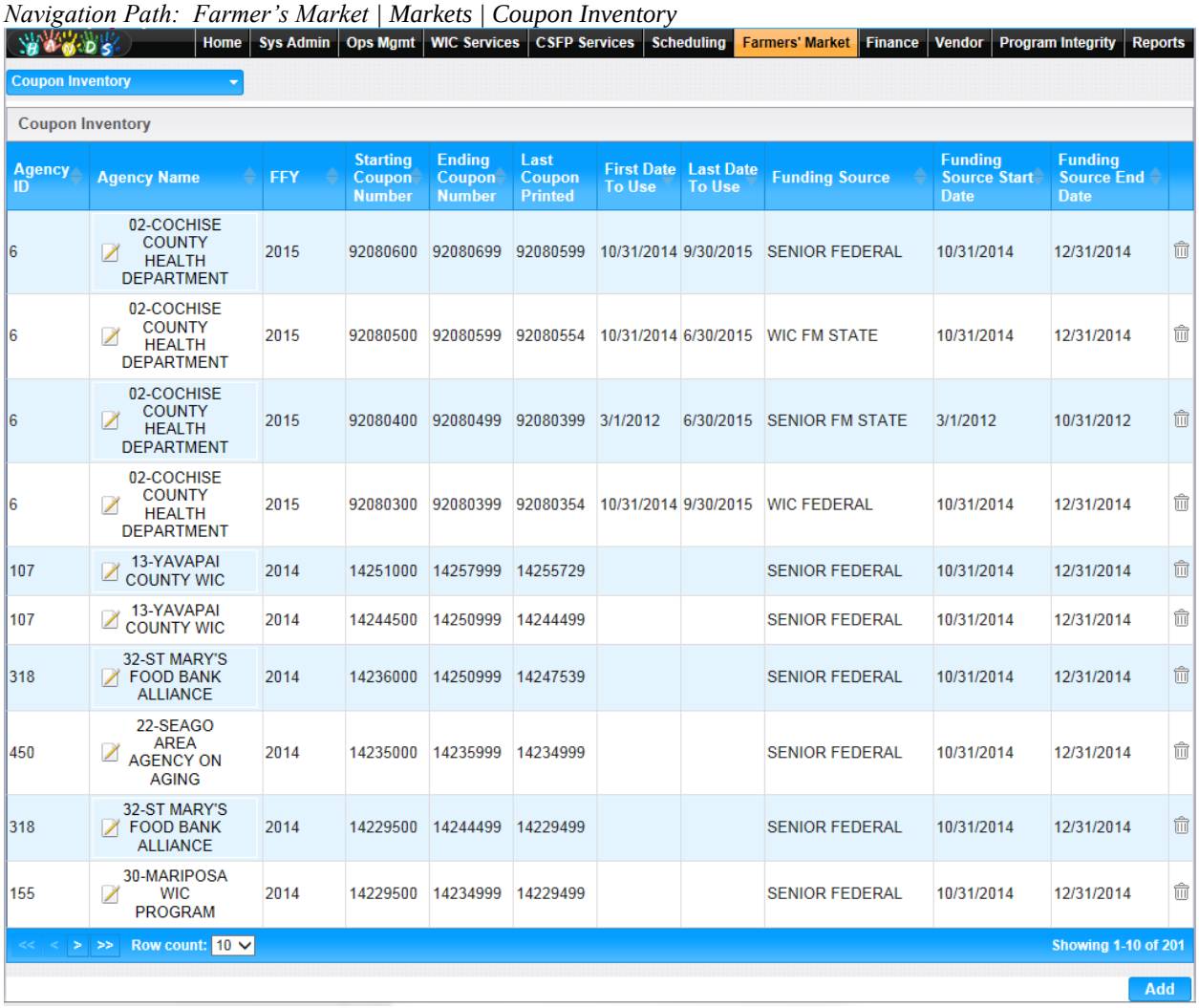
Calculations:

- Percentage of total checks is calculated by dividing checks issued into allocated checks and then multiplying the result by 100.

Background Processes: None

4.5 Coupon Inventory

Navigation Path: Farmer's Market | Farmers' | Coupon Inventory ***Or***
Navigation Path: Farmer's Market | Markets | Coupon Inventory



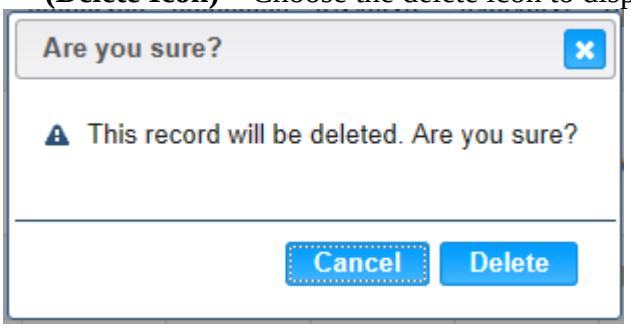
Agency ID	Agency Name	FFY	Starting Coupon Number	Ending Coupon Number	Last Coupon Printed	First Date To Use	Last Date To Use	Funding Source	Funding Source Start Date	Funding Source End Date
6	02-COCHISE COUNTY HEALTH DEPARTMENT	2015	92080600	92080699	92080599	10/31/2014	9/30/2015	SENIOR FEDERAL	10/31/2014	12/31/2014
6	02-COCHISE COUNTY HEALTH DEPARTMENT	2015	92080500	92080599	92080554	10/31/2014	6/30/2015	WIC FM STATE	10/31/2014	12/31/2014
6	02-COCHISE COUNTY HEALTH DEPARTMENT	2015	92080400	92080499	92080399	3/1/2012	6/30/2015	SENIOR FM STATE	3/1/2012	10/31/2012
6	02-COCHISE COUNTY HEALTH DEPARTMENT	2015	92080300	92080399	92080354	10/31/2014	9/30/2015	WIC FEDERAL	10/31/2014	12/31/2014
107	13-YAVAPAI COUNTY WIC	2014	14251000	14257999	14255729			SENIOR FEDERAL	10/31/2014	12/31/2014
107	13-YAVAPAI COUNTY WIC	2014	14244500	14250999	14244499			SENIOR FEDERAL	10/31/2014	12/31/2014
318	32-ST MARY'S FOOD BANK ALLIANCE	2014	14236000	14250999	14247539			SENIOR FEDERAL	10/31/2014	12/31/2014
450	22-SEAGO AREA AGENCY ON AGING	2014	14235000	14235999	14234999			SENIOR FEDERAL	10/31/2014	12/31/2014
318	32-ST MARY'S FOOD BANK ALLIANCE	2014	14229500	14244499	14229499			SENIOR FEDERAL	10/31/2014	12/31/2014
155	30-MARIPOSA WIC PROGRAM	2014	14229500	14234999	14229499			SENIOR FEDERAL	10/31/2014	12/31/2014

Figure 145: Coupon Inventory

Fields:

- **Agency ID –** The unique ID assigned the Local Agency.
- **Agency Name –** The Local Agency name.

- **FFY –** The fiscal year assigned to a coupon range.
- **Starting Coupon Number –** The first number in the range of coupon books that are issued to a Local Agency.
- **Ending Coupon Number –** The last number in the range of coupon books that are issued to a Local Agency.
- **Last Coupon Printed –** The number of the last coupon created in the local agency.
- **First Date To Use –** The first date coupons in the coupon book can be used.
- **Last Date To Use –** The last date coupons in the coupon book can be used.
- **Funding Source –** The funding source for the coupons in the coupon book
- **Funding Source Start Date –** The first date the funds from the funding source are available.
- **Funding Source End Date –** The last date the funds from the funding source are available.
- **(Delete Icon) –** Choose the delete icon to display the Delete modal.



Buttons:

- **Add –** Choose the Add Button to display the Add Coupon page. The add coupon page is used to add a coupon range to be issued to a Client for use at WIC approved markets.

Calculation(s): None

Background Processes:

1) An error message will be displayed if the user attempts to delete an inventory record that has been used to issue coupons from.

4.5.1 Add Coupon

Navigation Path: Farmer's Market | Farmers' | Coupon Inventory | Add ***Or***
Navigation Path: Farmer's Market | Markets | Coupon Inventory | Add

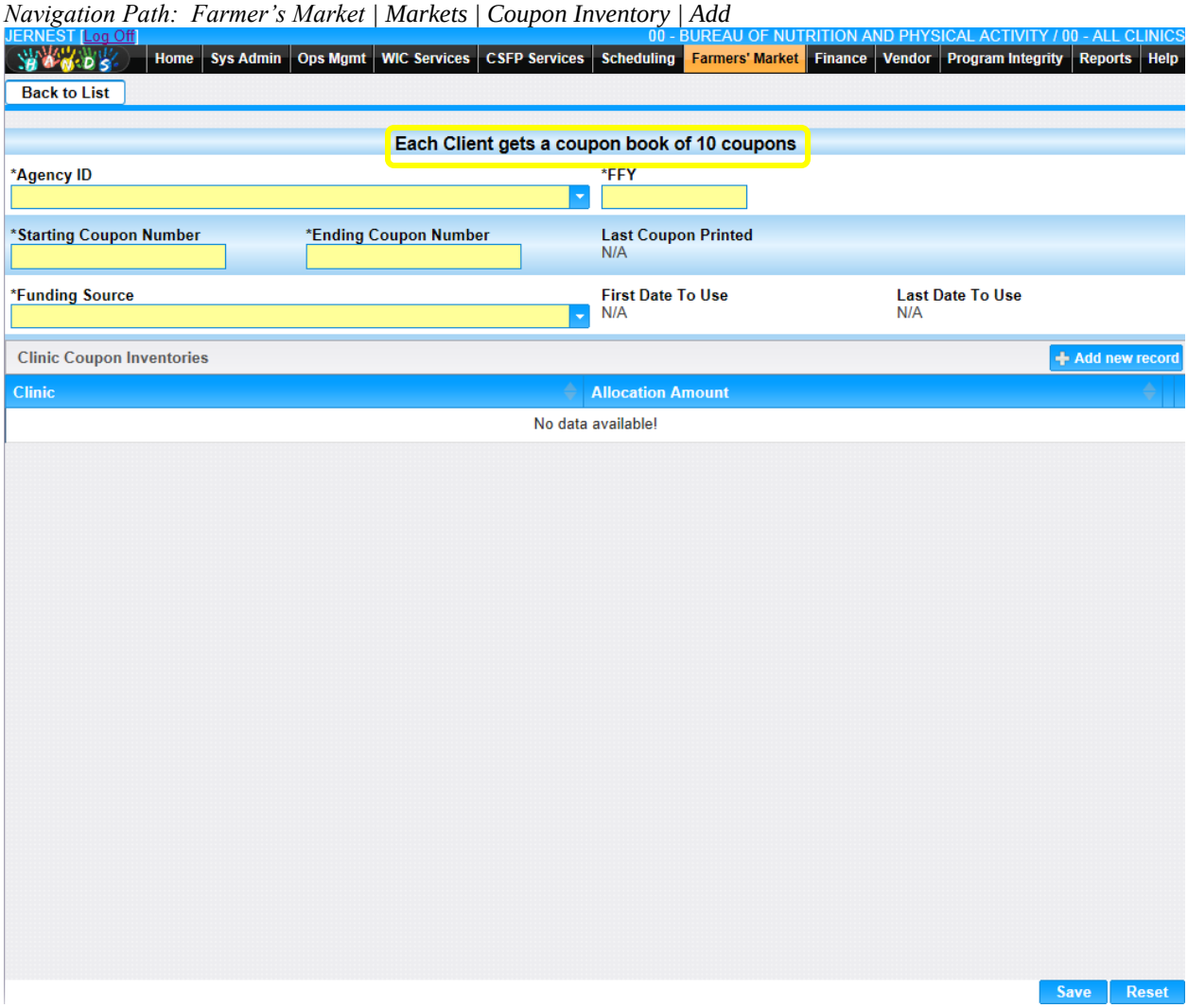


Figure 156: Add Coupon

Note – The number of coupons per book displayed at the top of the page will change depending on the number entered by the state on the State Configuration Settings page.

Fields:

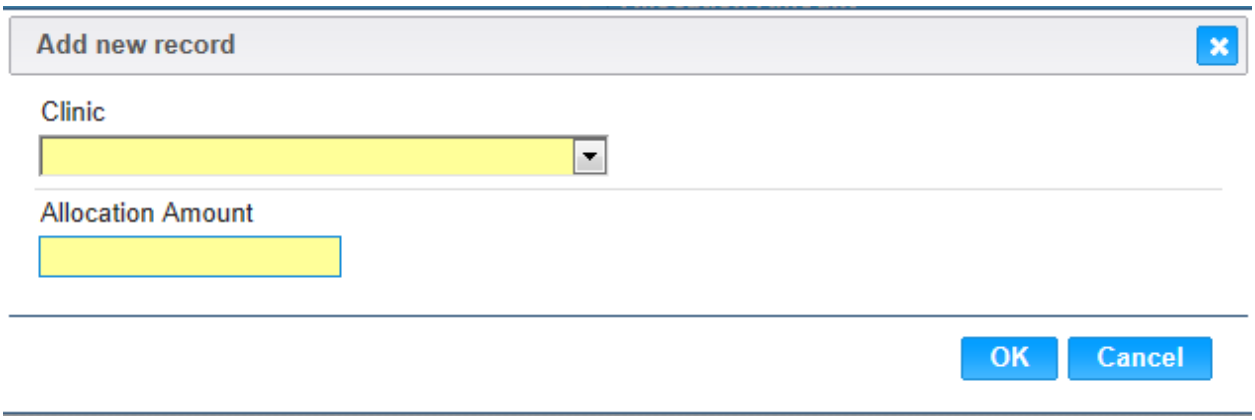
- **Agency ID –** A dropdown list of the available Local Agencies that have at least one clinic participating with Farmer's Markets.
- **FFY –** The fiscal year assigned to a coupon range.
- **Starting Coupon Number –** The first number in the range of coupon books issued to the Local Agency.
- **Ending Coupon Number –** The last number in the range of coupon books issued to the Local Agency.
- **Last Coupon Printed –** The number of the last coupon created in the local agency.

Note – This field is for display purposes only and is auto filled with the previous number in sequence from the Starting Coupon Number.

- **Funding Source**[15] **–** A dropdown list of the available funding source types.
- **First Date To Use –** The first date the funds from the funding source are available.
- **Last Date To Use –** The last date the funds from the funding source are available.
- **Funding Source –** The funding source for the coupons in the coupon book
- **Funding Source Start Date –** The beginning date for the funding source associated with the coupons in the coupon book.
  Note – This field is display only and populated according to the configuration of the Funding Source.
- **Funding Source End Date –** The ending date for the funding source associated with the coupons in the coupon book.
  Note – This field is display only and populated according to the configuration of the Funding Source.

Buttons:

- **Back to List –** Press this button to return to the previous page.
- **Add New Record –** Press this button to bring up the Clinic allocation modal.



Fields:

- **Clinic –** The Clinic that the Local Agency coupons will be allocated too. This field is mandatory.
  Note – User must select an agency on the main page before any data is populated in the Clinic drop down list.
- **Allocation Amount –** The number of coupons to be allocated to the Clinic. This field is mandatory. The Clinics allocation record sum for the Local Agency cannot exceed the total coupons that have been assigned to the Local Agency by the State.

Buttons:

- **OK –** Press this button to close the modal and add a new record to the grid.
- **Cancel –** Press this button to close the modal without adding a new record to the grid.
- **(Delete Icon) –** Press this button to remove the selected record.

[15] Refer to section 1, Funding Sources for details

- **(Edit Icon) –** Press this button to open the edit modal for the selected record.

Note – All adds, deletes, or changes will not become permanent until the save button is pressed.

Calculation(s): None

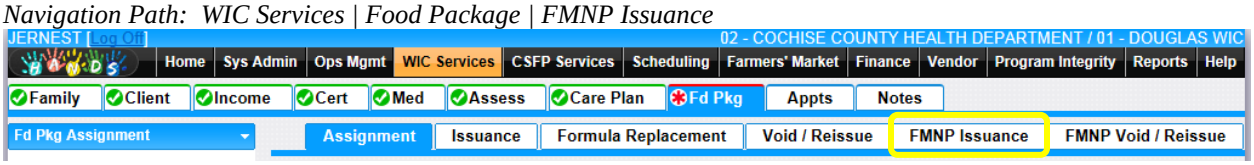
Background Processes:

1) Validates that the coupon range (start and end number added) are a multiple of 10 (coupons per book)
2) Validates the F_CONTROLS table contains an entry for the coupons per book
3) Validates that the coupon range entered are not used or falling inside a range that already exists
4) When a Local Agency allocates some of the Agency assigned coupon stock to specific Clinics, only the allocated Clinic can use the allocated coupons. If a Clinic is issue coupons but has not been allocated any the Clinic will pull coupons from the assigned agency coupon stock. However, a Clinic that has been allocated coupons cannot pull any additional coupons from the Agency coupon stock.
5) An error message will be displayed informing the user that they are attempting to delete a Clinic coupon allocation record that has been used to issue coupons from. Once coupons have bene issued from the allocation record the only thing the user is allowed to edit is the allocation amount. The allocation amount cannot be less than the number of coupons that have been issued.

5 FNMP ISSUANCE

Narrative:
The purpose of this page is to issue farmer market coupons to Client's within the selected Family. In order for a Client to receive coupons the Client must be within an active certification, not have received coupons for the current fiscal year, and not an infant category Client. Only Client's that are eligible to receive coupons will be displayed.
Note – Client's that have already received coupons for the current fiscal year will still be displayed on the page. However, the Coupons Already Issued checkbox will be couponed and the user will not have the ability to select the Client for issuance.

Navigation Path: WIC Services | Food Package | FMNP Issuance



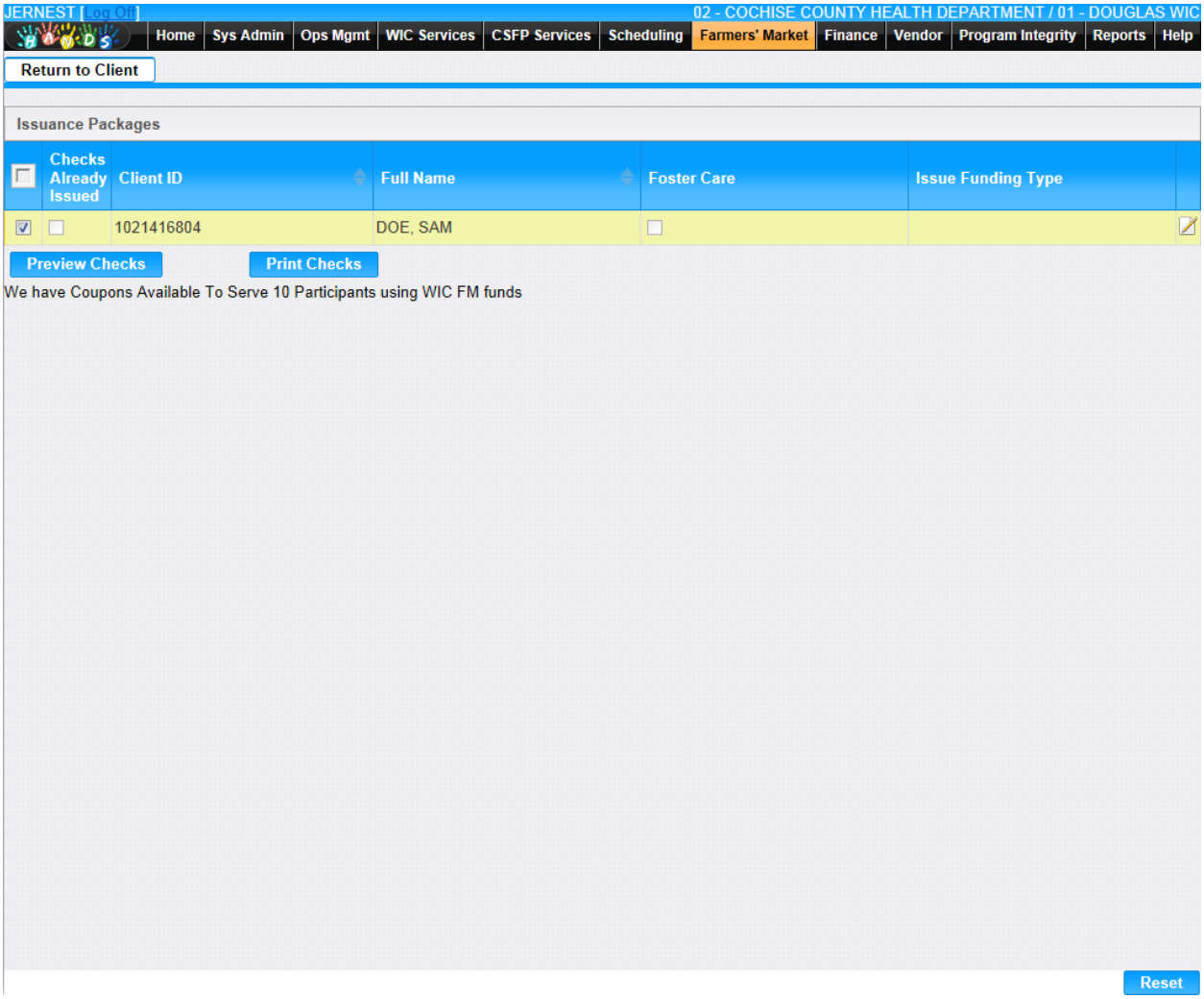


Figure 167: FMNP Issuance Page

Fields:

- **Coupons Already Issued –** A checkbox used by the system to determine if the Client has already received coupons for the current fiscal year or not. The user does not have the ability to edit this field. If the checkbox is couponed then the Client has already received coupons for the current fiscal year and cannot be issued anymore. If the checkbox is unchecked then the Client has not received coupons for the current fiscal year and is eligible for issuance.
- **Client ID –** The unique system generated identifier for the Client's record.
- **Full Name –** The last name, first name, and middle initial for the Client.
- **Foster Care –** A checkbox used to determine if the Client is a Foster Child or not. If the checkbox is couponed then the Client is considered a Foster Child. If the checkbox is unchecked then the Client is not a Foster Child.
- **Issue Funding Type** [16] **–** The funding type that will be used for coupon issuance for the selected Client's record. If the user clicks either the preview coupons or print coupons button without selecting a funding type an error message (Figure 17.1 below) will be displayed. *Note – when the Last Date to Issue has passed, the Issue Funding Type will not be available for selection.*

Figure 17.1: Missing Funding Type Error Message

Buttons:

- **Preview Coupons –** Press this button to view a preview of the coupons to be issued.
- **Print Coupons –** Press this button to print coupons for the selected Clients.
- **(Edit Icon) –** Press this button to open modal (Figure 17.2 below) for selecting the desired funding type.

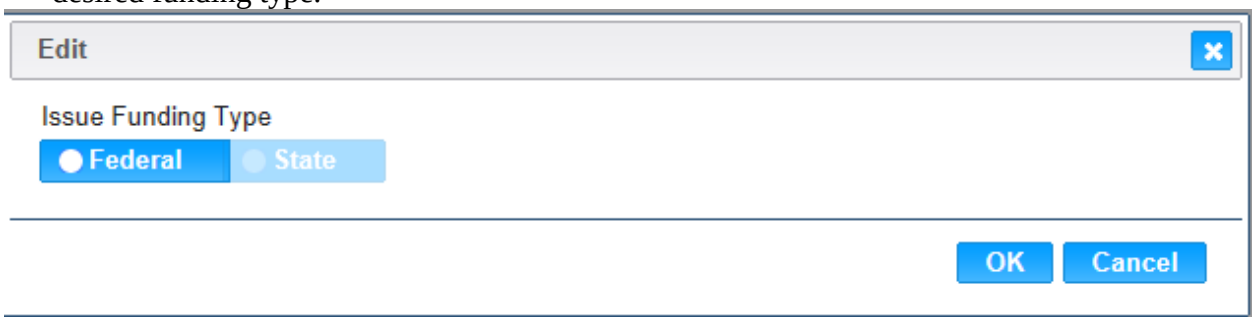


Figure 17.2: Funding Type Modal

Fields:

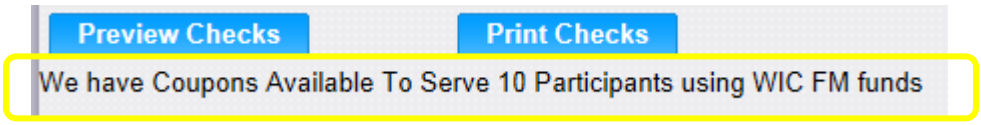
- **Issue Funding Type –** Selection options (Federal or State) for determining the funding type that will be used to issue coupons for the selected Client.
  Note: If the Local Agency and/or Clinic has not been issued/allocated a valid coupon inventory record for the funding type the option will be disabled and not allow user selection. [17]

[16] Refer to using the edit icon for more information.
[17] Refer to the Coupon Inventory section for more information.

Buttons:

- **OK –** Press this button to close the modal with the selected funding type populated in the grid for the Client's record.
- **Cancel –** Press this button to close the modal without the selected funding type being populated in the grid for the Client's record.
- **Return to Client –** Press this button to return to the Client's record.
- **Reset –** Press this button to return the page to its original state without any changes being saved.

Calculations:



1) All Coupon available funding types will be displayed for the LA/Clinic. The number of participants available to serve will be calculated as follows:

Number of unissued Coupons assigned to the LA/Clinic[18] / Number of Coupons per book [19]

2) The number of participants available to serve will decrease by one each time a set of coupons has been issued to a Client.

Note – If the LA has not allocated coupons to the Clinic then the coupons will be issued from the overall LA stock. However, if coupon range has been allocated to the Clinic then the Clinic will use its own coupon stock.

Background Processes:

1) Only three members of the same Family are allowed to receive coupons during the same fiscal year. If the user attempts to issue coupons to more than three Clients within the same Family an error message will be displayed.

2) A Foster Child is considered to be part of their own Family. This means that if the Family that the Foster Child is in already has had three Family members receive coupons the Foster Child will be eligible for coupons but the rest of the Family would not be eligible for issuance.

3) An error message will be displayed if the user attempts to issue coupons to more Clients then the Local Agency/Clinic has coupons available to serve.

4) The amount the coupon is worth is populated based on data entered on the State Configuration settings page. [20]

[18] For more information, see the Coupon Inventory section of this document.
[19] Number of Coupons per book is determined based on data entered on the State Configuration page. For more information, see the State Administration DFDD.
[20] For more information, see the State Administration DFDD.

6 VOID/REISSUE

Narrative:
The purpose of this page is to void/reissue eligible farmer market coupons for a Client within the selected Family. Only coupons that have a valid last date to use and have a status of issued will appear in the grid to be voided and reissued.

Navigation Path: WIC Services | Food Package | FMNP Void/Reissue

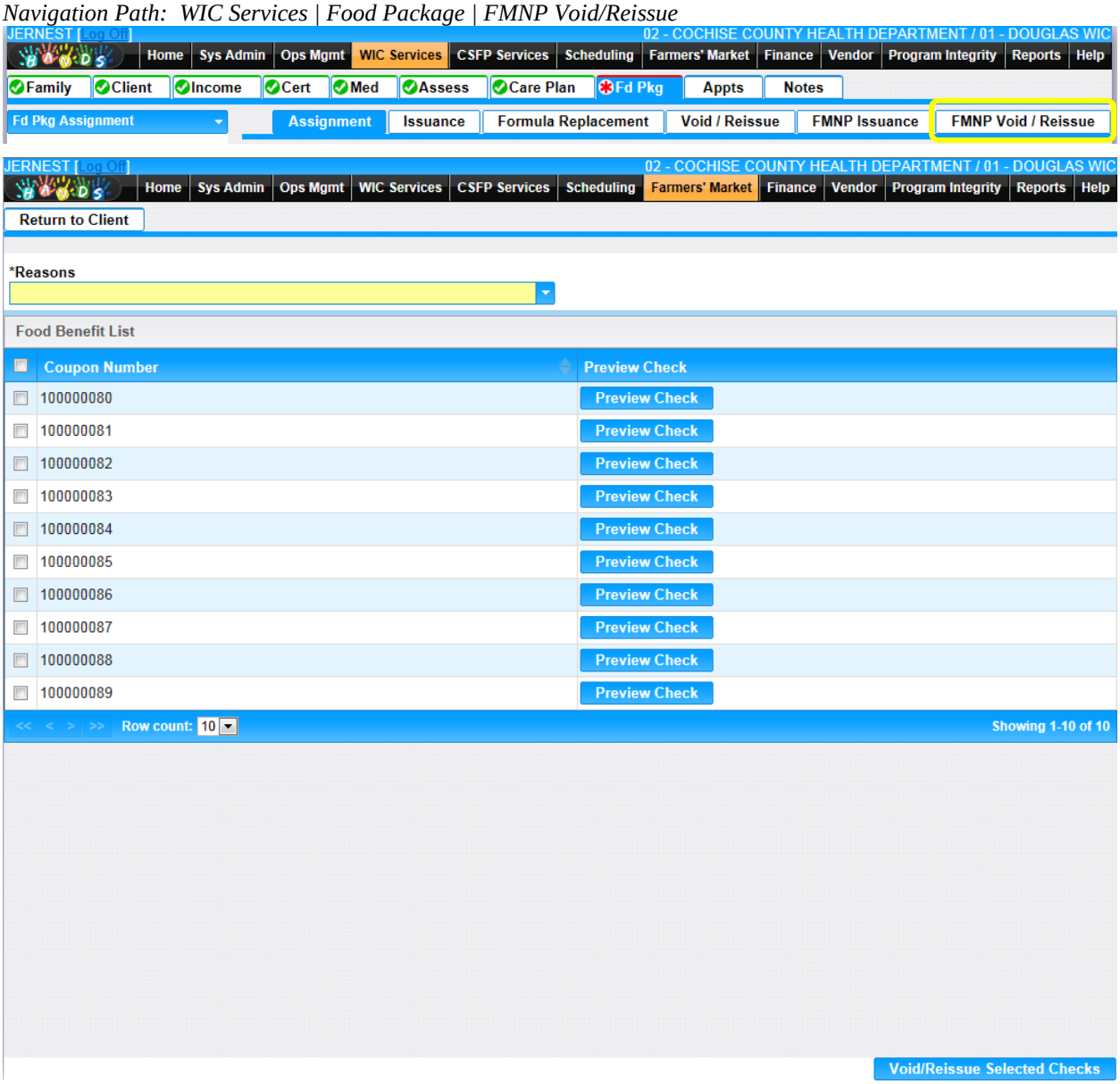


Figure 18: FMNP Void/Reissue Page

Fields:

- **Reasons –** A drop down list used to select a void reason. The selected void reason will be used for all selected coupons to be voided and reissued.

Note – Options displayed in the reasons drop down list are setup by the State Agency.[21]

- **Coupon Number –** The original coupon (serial) number for the issued coupon.

Buttons:

- **Preview Coupon –** Press this button to preview the originally printed coupon.
- **Void/Reissue Selected Coupons –** Press this button to void the selected coupons with the selected reason and then print an exact copy of the original coupon with the same serial number.

Calculations: None

Background Processes:

1) If the selected reason is no eligible for reissuance, an error message will be displayed and the coupon will not be issued just voided.

[21] For more information, see the Void Reasons base table section of the State Administration DFDD.

7 REPORTS

Reports associated with the Farmers Markets can be found by navigating to *Farmer's Market | Farmers' | <Drop Down in Upper Left Hand Corner>* or *Farmer's Market | Markets | <Drop Down in Upper Left Hand Corner>*. The reports available are:

- FMNP Issued vs Redeemed Tracking
- FMNP Monthly Participation by Category and Ethnicity
- Farmer's Market Coupons and CVV Paid
- Seniors FMNP Issued vs. Redeemed Tracking
- Seniors FMNP Participation by Category and Ethnicity

Note - Refer to the "HANDS DFDD Standard Reports" document for details on the available Farmers Market Reports.