CMA

HANDS

Arizona Department of Health Services

Bureau of Nutrition and Physical Activity

HANDS WIC System

Detailed Functional Design Document

Vendor Program Integrity

May 26, 2015

Version 1.1

Table of Contents

REVISION HISTORY

The chart below indicates revisions made to this document:

Version	Name	Brief Description of Change	Published
1.0	David Reisinger	Initial Draft	09-Mar-2015
	Cheryl Thurber	Review	20-Mar-2015
1.1	Chris Walker	Edits in response to Maximus review	26-May-2015

1 VENDOR PI LOOKUP

Allows the user to search for a vendor so they can review or perform program integrity actions upon the vendor.

Navigation: Program Integrity

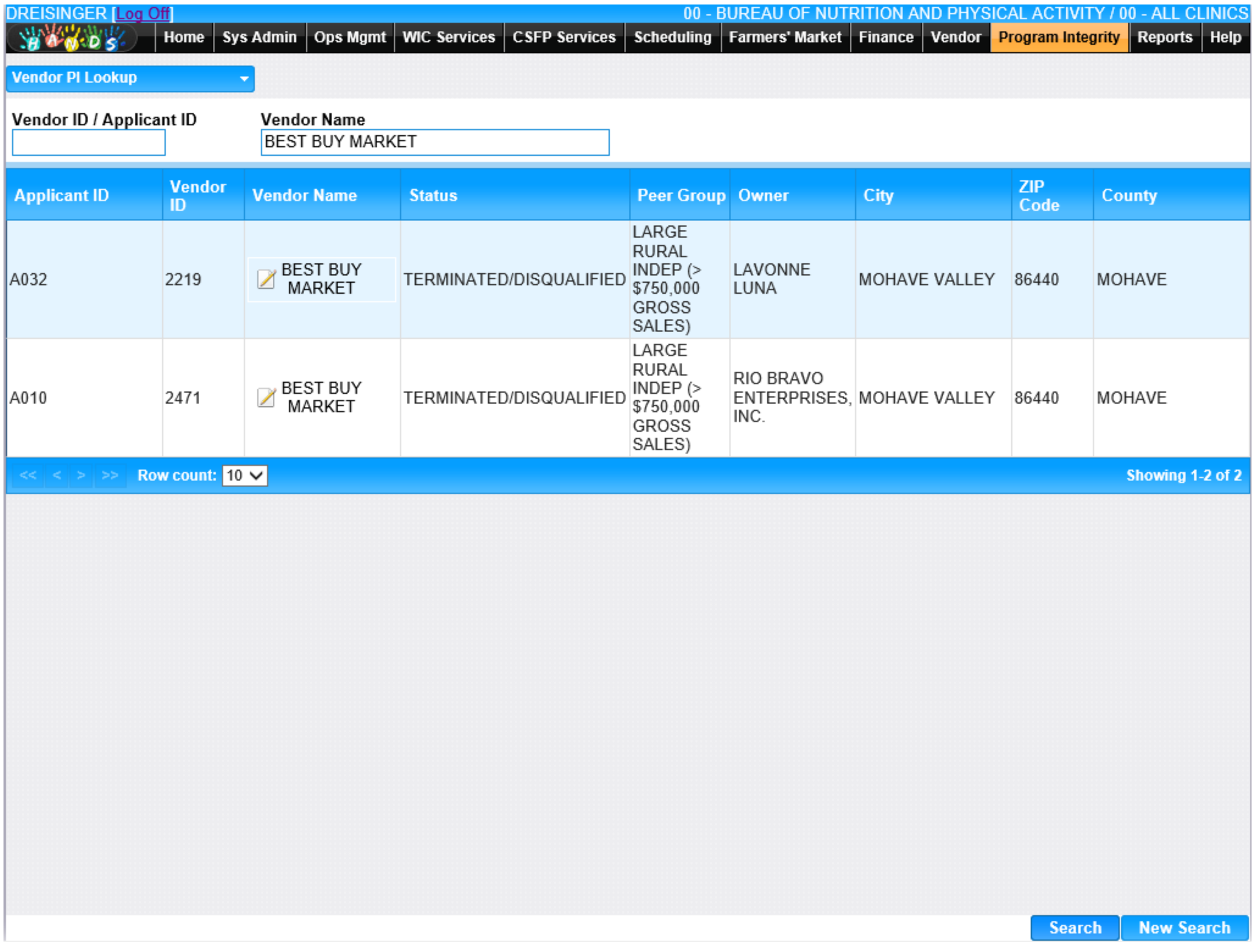


Figure 1 – Vendor PI Lookup

Fields:

- **Vendor ID / Applicant ID** – The unique vendor ID or applicant ID on which to search. Begin typing in the field to view a drop-down list of all possible matches. (At least three characters must be entered before the possible match list is displayed.) Vendor IDs begin with the letter ‘V’. Applicant IDs begin with the letter ‘A’. The beginning letter should be entered as part of the ID search string.
- **Vendor Name** – The name of the vendor on which to search. Begin typing in the field to view a drop-down list of all possible matches. (At least three characters must be entered before the possible match list is displayed.)

Returned Results Area

- **Applicant ID** – The applicant ID of a vendor/applicant. Display only.

- **Vendor ID** – The vendor ID of a vendor/applicant. Display only.
- **(Edit Icon)** – Click to navigate to the Program Integrity screens for the vendor.
- **Status** – The authorization status of the vendor/applicant, such as "AUTHORIZED(NEW)" or "TERMINATED/DISQUALIFIED". Display only.
- **Peer Group** – The peer group of the vendor/applicant. Display only.
- **Owner** – The Owner name for the vendor/applicant. Display only.
- **City** – The city for the vendor/applicant's street address. Display only.
- **ZIP Code** – The ZIP Code for the vendor/applicant's street address. Display only.
- **County** – The count for the vendor/applicant's street address. Display only.

Buttons:

- **Search** – Performs a search based on the search criteria entered. Results, if any, are displayed in the results grid.
- **New Search** – Clears all entered search criteria and restores the screen to its initial state. A new search may now be performed.

Calculation(s): None

Background Processes:
Upon entering the vendor or Applicant Id, the system filters the vendor list based on the user's entries.
When the search button is selected, the system validates the criteria entered and filters the V_VENDORS records by that criteria. The system then checks to see if the user has sorted any of the columns by clicking on the header, if they have, the order of the filtered items will be changed to that selection. Otherwise, the system automatically sorts by the vendor Id.

2 ACTIVITIES

The Activities screen displays the program integrity actions that have been performed for the selected vendor.

Navigation: Program Integrity | Search | Edit | Activities

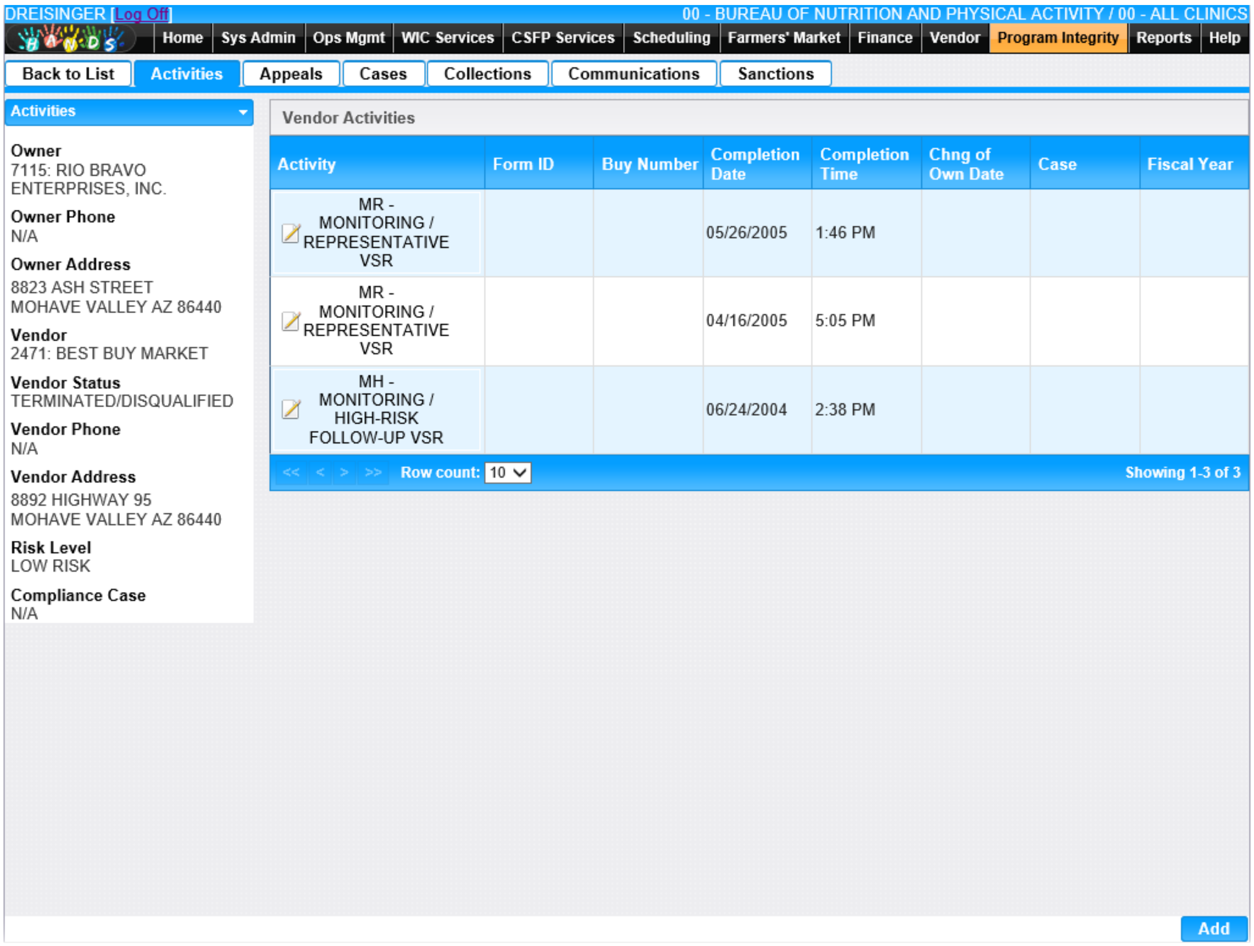


Figure 2 - Activities

Fields:

- **Activity** – The name of the program integrity activity that was performed on the vendor. Display only.
- **Form ID** – The form ID, if any, relating to the program integrity activity. Some activities do not have a form ID and this field will be blank. Display only.
- **Buy Number** – The compliance buy sequence number (e.g., 1, 2, 3), if the activity is a Compliance Buy. Display only.
- **Completion Date –** The date the activity was completed. Display only.
- **Completion Time –** The time on the completion date when the activity was completed. Display only.
- **Chng of Own Date –** If the activity type is “AUTHORIZATION/CHANGE OF OWNERSHIP”, this field displays the date the change of ownership occurred.

- **Case –** If the activity was part of an investigation, this field displays the case number of the investigation. Display only.
- **Fiscal Year –** The fiscal year when the activity was performed. Display only.

Buttons:

- **(Edit Icon)** – Click to view the details of the program integrity activity.
- **Add** – Click to add another activity to this vendor’s program integrity profile.

Calculation(s): None

Background Processes:
System retrieves all Activities by the Vendor Id of the Vendor in context. By default, they are ordered by completed date and completion time in descending order.

3 ACTIVITIES - ADD

Allows the user to record a new program integrity activity that was performed on the vendor.

Navigation: Program Integrity | Search | Edit | Activities-Add

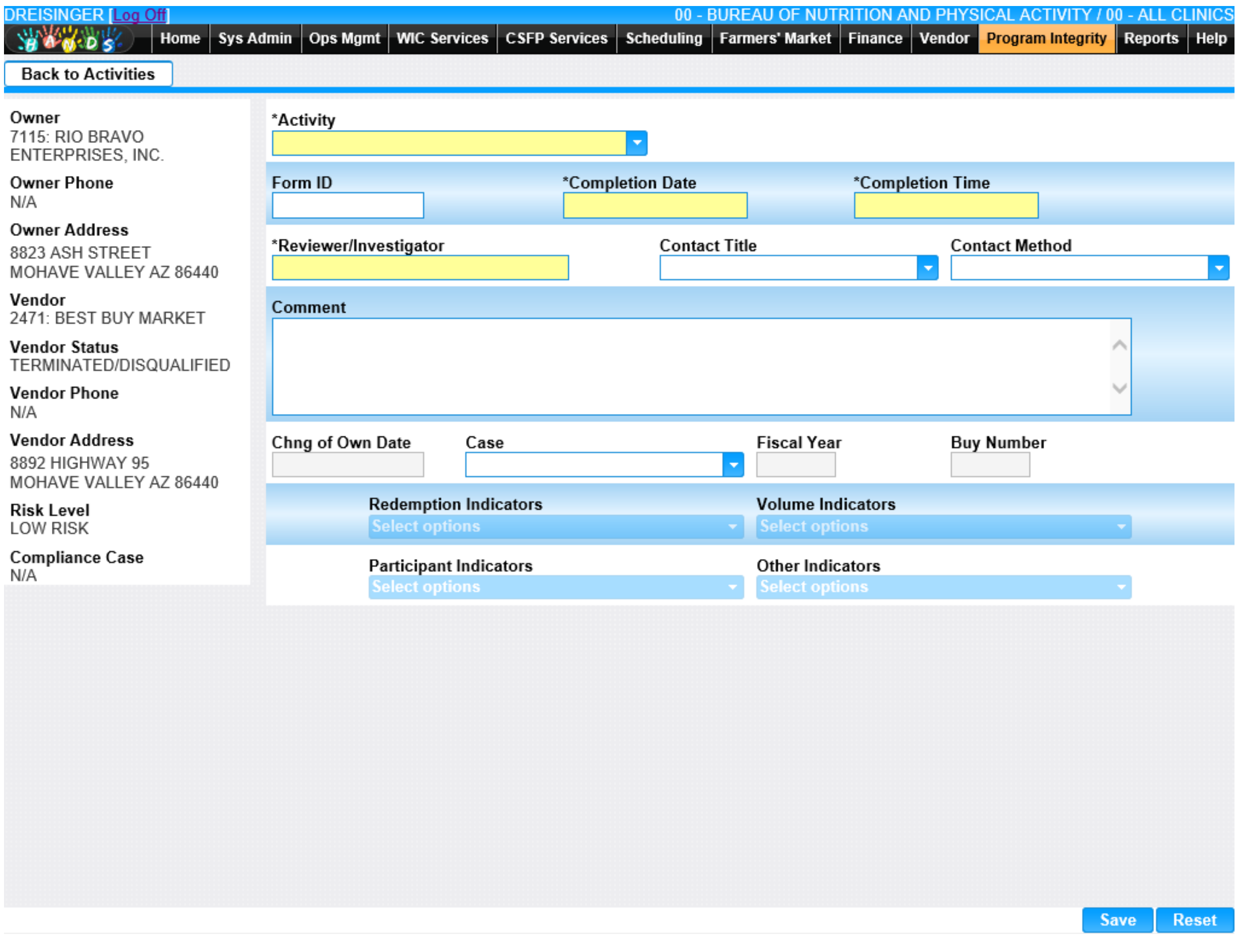


Figure 3 – Activities - Add

Fields:

- **Activity** – The activity that was performed on the vendor. The drop-down list contents are contained in the Program Integrity | Activity Types base table. The value cannot be modified after the activity record is saved. Required.
  Note: When viewing a saved activity record, only the activity code will be displayed in this field. The Activity Description field will display descriptive text.
- **Activity Description** – The description of the activity. Displayed only when viewing a saved activity record.
- **Form ID** – If a form is related to this activity, the user may enter the form ID.
- **Completion Date** – The date on which the activity was completed. The user may key in the date using the format MM/DD/YYYY, or select the date from the calendar that displays after clicking within the field. Required.

- **Completion Time** – The time-of-day when the activity was completed. Clicking within the field causes a list of times to be displayed. The user may select a time from the drop-down list, or key in the time using the format HH:MM:am (or pm). Required.
- **Reviewer/Investigator** – The name of the reviewer/investigator performing the activity. The user may begin typing in the field to see a list of Reviewers/Investigators with names matching the entered characters, then select a name from the displayed list. Required.
- **Contact Title** – The title of the vendor representative who was contacted, if applicable. The value must be selected from the list of titles displayed in the drop-down.
- **Contact Method –** The method used to contact the vendor representative, if applicable. The value must be selected from the list of titles displayed in the drop-down.
- **Comment** – A user-specified comment about the activity.
- **Chng of Own Date** – The date on which ownership of the vendor changed. This field is enabled and required if the activity type is “AUTHORIZATION/CHANGE OF OWNERSHIP”; otherwise, the field is disabled.

Note: The fields below are enabled only if the selected activity is one of the following:

- Compliance Buy
- Monitoring / High-Risk Follow-Up VSR
- Monitoring / Other
- Monitoring / Routine
- Inventory Audit
- Monitoring / Initial Follow-Up VSR
- Monitoring / Representative VSR

- **Case** – The case ID. Select the value from the list of cases associated with this vendor.
- **Fiscal Year** – The fiscal year of the case, based on the current date when the case was created. The field is auto-populated when the case ID is selected. Display only.
- **Buy Number** – The sequential compliance buy number (e.g., 1, 2, 3). A value should be entered if the activity is a Compliance Buy.
- **Redemption Indicators** – A list of redemption-related indicators that are directly related to The Integrity Report. The field allows the user to select the indicator(s) that initiated the activity. The user may select one or more indicators.
- **Volume Indicators** – A list of redemption-related indicators that are directly related to The Integrity Report. The field allows the user to select the indicator(s) that initiated the activity. The user may select one or more indicators.
- **Participant Indicators** - A list of redemption-related indicators that are directly related to The Integrity Report. The field allows the user to select the indicator(s) that initiated the activity. The user may select one or more indicators.
- **Other Indicators** - A list of redemption-related indicators that are directly related to The Integrity Report. The field allows the user to select the indicator(s) that initiated the activity. The user may select one or more indicators.

Buttons:

- **FB –** Click to navigate to the Food Benefit screen. Button is active for the Compliance Investigation Activity.

- **Save** – Click to save the entered activity information.
- **Reset** – Click to undo any unsaved modifications and refresh the screen.

Calculation(s): None

Background Processes:

- *When a new activity is added, the system will generate a new Activities Sequence Number to uniquely identify the activity for the Vendor. The Activities Sequence Number is an internal number that the users will never see.*
- *Upon submission, the system validates that the Activity Type code is one of the following:*
  - *CI – Compliance Investigation*
  - *AU – Inventory Audit*
  - *MH – Monitoring / High-Risk Follow-up VSR*
  - *MF – Monitoring / Initial Follow-up VSR*
  - *MO – Monitoring / Other*
  - *MR – Monitoring / Representative VSR*
  - *RM – Monitoring / Routine*

If the activity type is any of these and a tip indicator is selected, the system adds the tip indicators to the V_TIP_INDICATORS table. If the activity type is not any of the above, no tip indicators may be added. This also reflects the front end as well by greying out the Top dropdowns if any other activity is selected.

4 COMPLIANCE CASES

Allows the user to view compliance cases associated with the current vendor, and to create additional cases.

Navigation: Program Integrity | Search | Edit | Cases

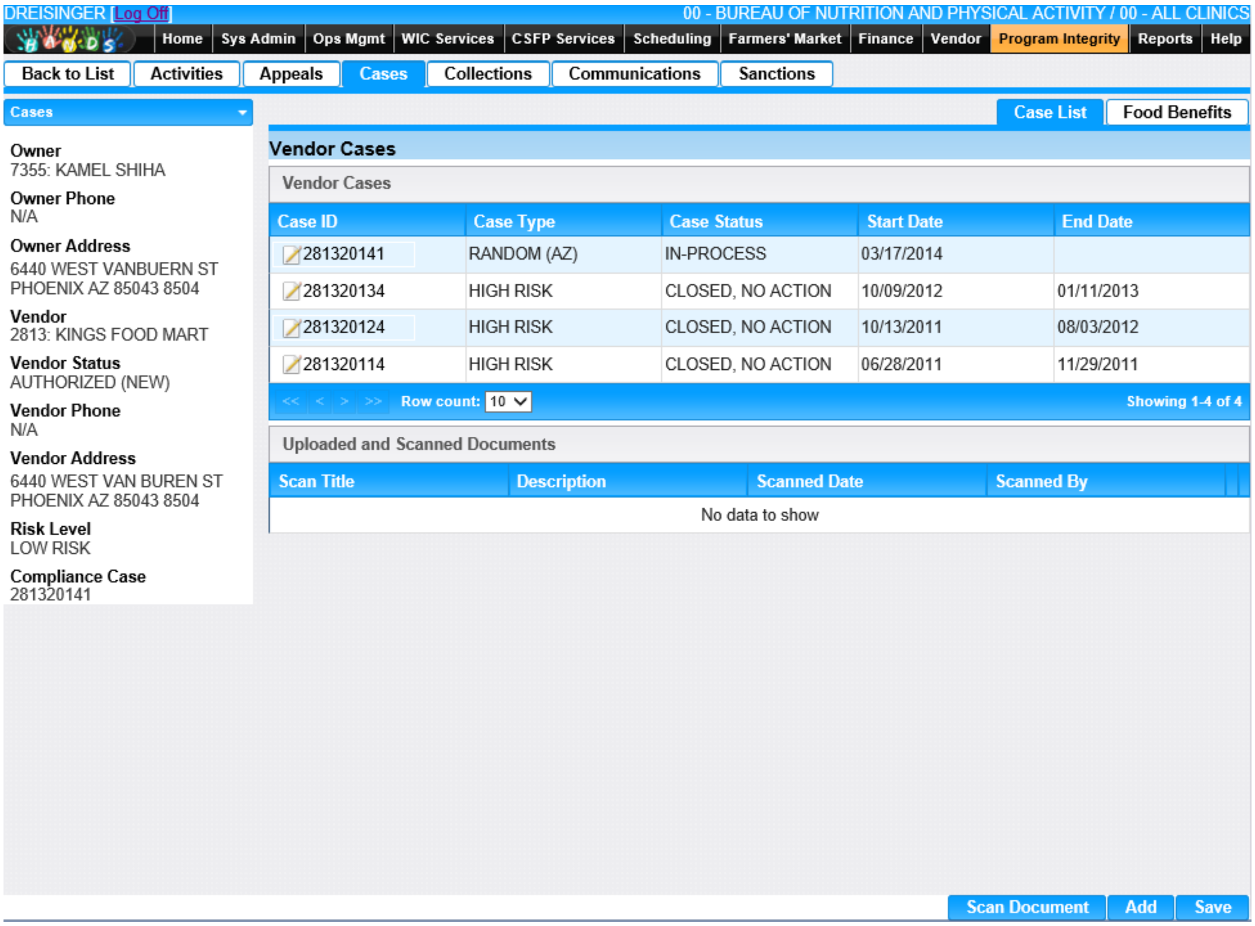


Figure 4 – Compliance Cases

Fields:

- **Case ID** – The unique ID associated with the case, which is automatically assigned by HANDS when a new case is created. It cannot be changed. Display only.
- **Case Type** – The type of compliance case, which suggests the reason for the case. Display only.
- **Case Status** – The current status of the compliance case. Display only.
- **State Date** – The date when the compliance case began. Display only.
- **End Date** – The date when the compliance case ended, if not currently in-progress. Display only.

Uploaded and Scanned Documents Section

- **Scan Title** – The user-specified title of the scanned document. Display only.
- **Description** – The user-specified description of the scanned document. Display only.

- **Scanned Date** – The date the document was scanned. Display only.
- **Scanned By** – The name of the user who scanned the document. Display only.
- Scan Documentation **-** Click to view an image of a document scanned into HANDS.

Buttons:

- **(Edit Icon)** – Click to view or edit an existing case associated with this vendor.
- **Scan Document** – Click to open the Scan Document screen and scan documents for this compliance case.
- **Add** – Click to add a new compliance case to this vendor profile.
- **Save** – Click to save modifications made to the vendor profile.

Calculation(s): None

Background Processes:
System retrieves all Cases by the Vendor Id of the Vendor in context. By default, they are ordered by Start Date in descending order.

5 SCAN DOCUMENT

Allows the user to scan a document and attach the image to a record within HANDS.

Navigation: Program Integrity | Search | Edit | Cases | Scan Document

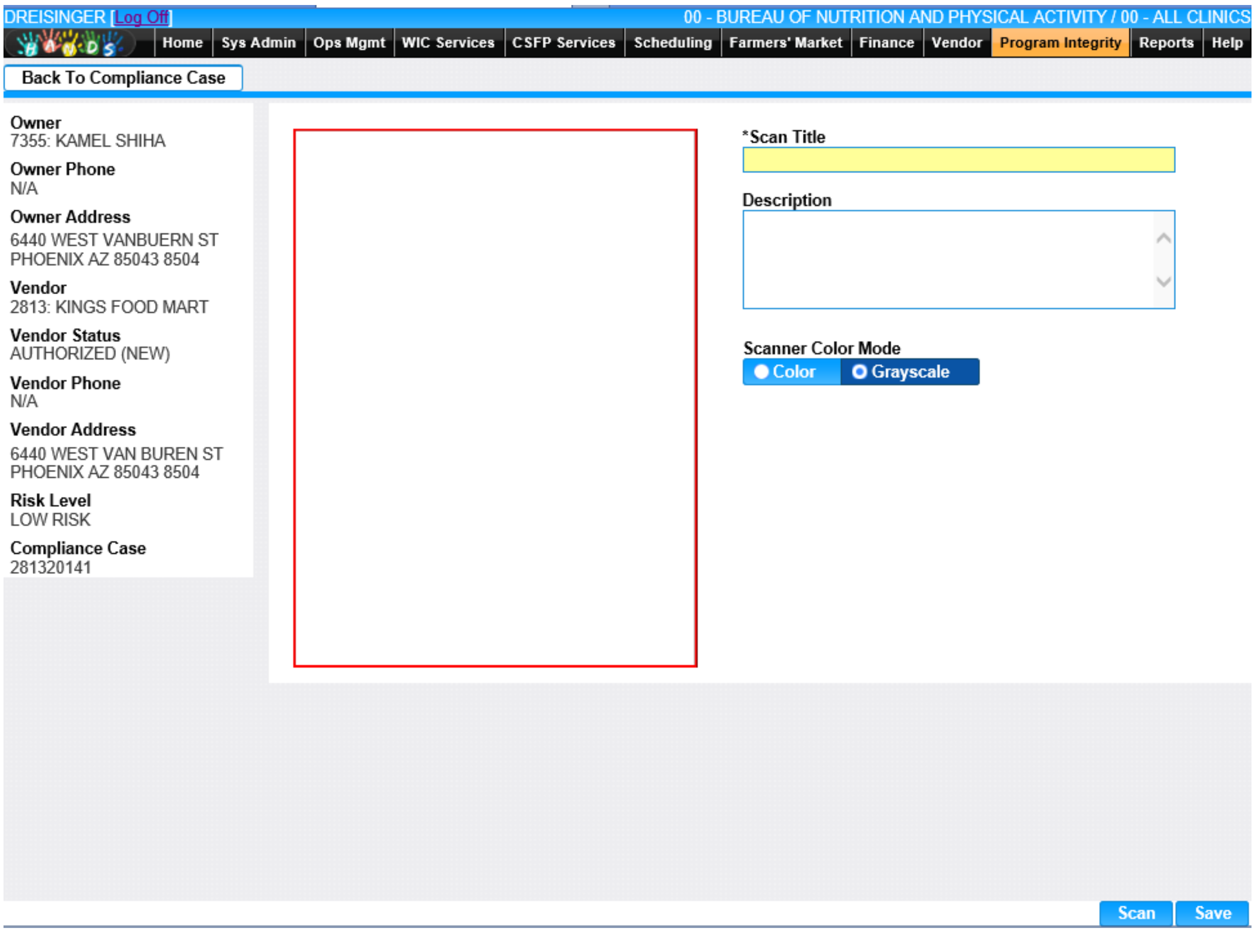


Figure 5 – Scan Document

Fields:

- **Scan Title** – The user-specified title of the document being scanned. Required.
- **Description** – The user-specified description of the document.
- **Scan Color Mode** – The type of image that should be generated by the scan: Color or Grayscale. Default is grayscale.

Buttons:

- **Scan** – Click to cause the scanner to scan.
- **Save** – Click to save the scanned document to the vendor profile.

Calculation(s): None

Background Processes: None

6 COMPLIANCE CASES – ADD

Allows the user to open a new compliance case for the current vendor.

Navigation: Program Integrity | Search | Edit | Cases | [Case List Tab] | Add

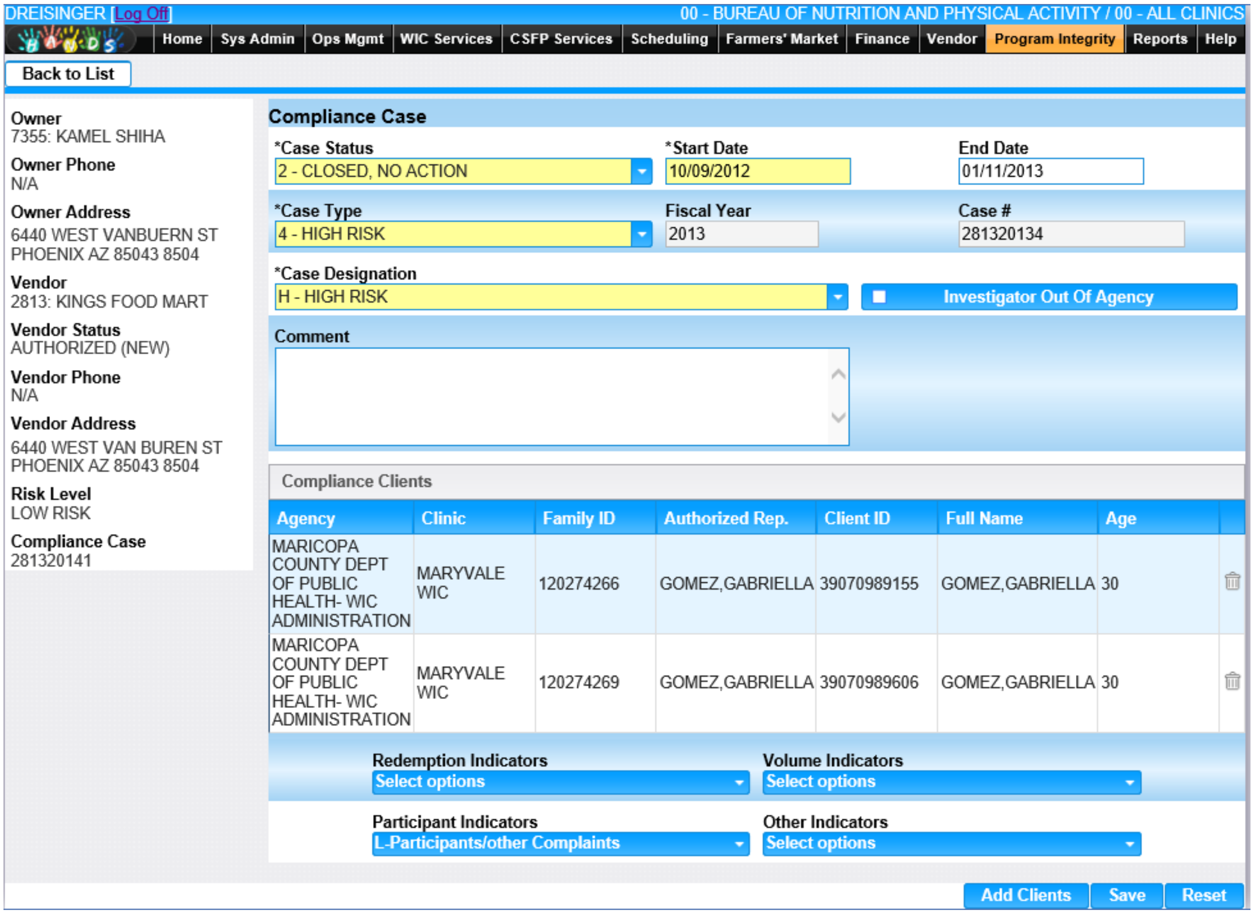


Figure 6 – Compliance Cases - Add

Fields:

- **Case Status** – The status of the case. Normally, "IN PROGRESS" is selected when creating a new compliance case. Required.
- **Start Date** – The date the compliance case began. Required.
- **End Date –** The date the compliance case ended.
- **Case Type –** The compliance case type, which suggests the reason for the case.
- **Fiscal Year –** The Federal fiscal year of the compliance case. HANDS will populate this field automatically. Display only.
- **Case # -** The unique case ID of this compliance case. HANDS will populate this field automatically after the case has been saved.
  Note: Associate program integrity activities to a Case by selecting the Case ID in the Activity-Add screen.
- **Case Designation** – The risk designation of the case. Required.
- **Investigator Out of Agency** – When checked, this field indicates the investigator is from an outside agency.

- **Comment** – A user-specified comment about the case.

Compliance Clients Section

  - **Agency** – The fictitious local agency associated with the Clinic. Display only.
  - **Clinic –** The fictitious clinic that issued the compliance food instrument(s). Display only.
  - **Family ID –** The family ID of the fictitious family receiving the compliance food instrument(s). Display only.
  - **Authorized Rep. –** The last name and first name of the authorized representative. Display only.
  - **Client ID** - The client ID of the fictitious participant receiving the compliance food instrument(s). Display only.
  - **Full Name** – The last name and first name of the fictitious participant.
  - **Age –** The age of the fictitious participant.

- **Redemption Indicators** – A list of redemption-related indicators that are directly related to The Integrity Report. The field allows the user to select the indicator(s) that initiated the case. The user may select one or more indicators.
- **Volume Indicators** – A list of redemption-related indicators that are directly related to The Integrity Report. The field allows the user to select the indicator(s) that initiated the case. The user may select one or more indicators.
- **Participant Indicators -** A list of redemption-related indicators that are directly related to The Integrity Report. The field allows the user to select the indicator(s) that initiated the case. The user may select one or more indicators.
- **Other Indicators** - A list of redemption-related indicators that are directly related to The Integrity Report. The field allows the user to select the indicator(s) that initiated the case. The user may select one or more indicators.

Buttons:

- **(Delete Icon)** – Click to delete the record.
- **Add Clients** – Click to search for and select fictitious clients to associate with the compliance case.
- **Save** – Click to save changes made to the compliance case.
- **Reset** – Click to undo any unsaved modifications and refresh the screen.

Calculation(s): None

Background Processes:
System checks to make sure the case type selected on the Add screen does not already exist for the current fiscal year.

7 COMPLIANCE CASES – ADD CLIENTS

Allows the user to search for fictitious participants and associate them with a compliance buy activity for the current vendor.

Navigation: Program Integrity | Search | Edit | Cases | [Case List Tab] | Add | Add Clients

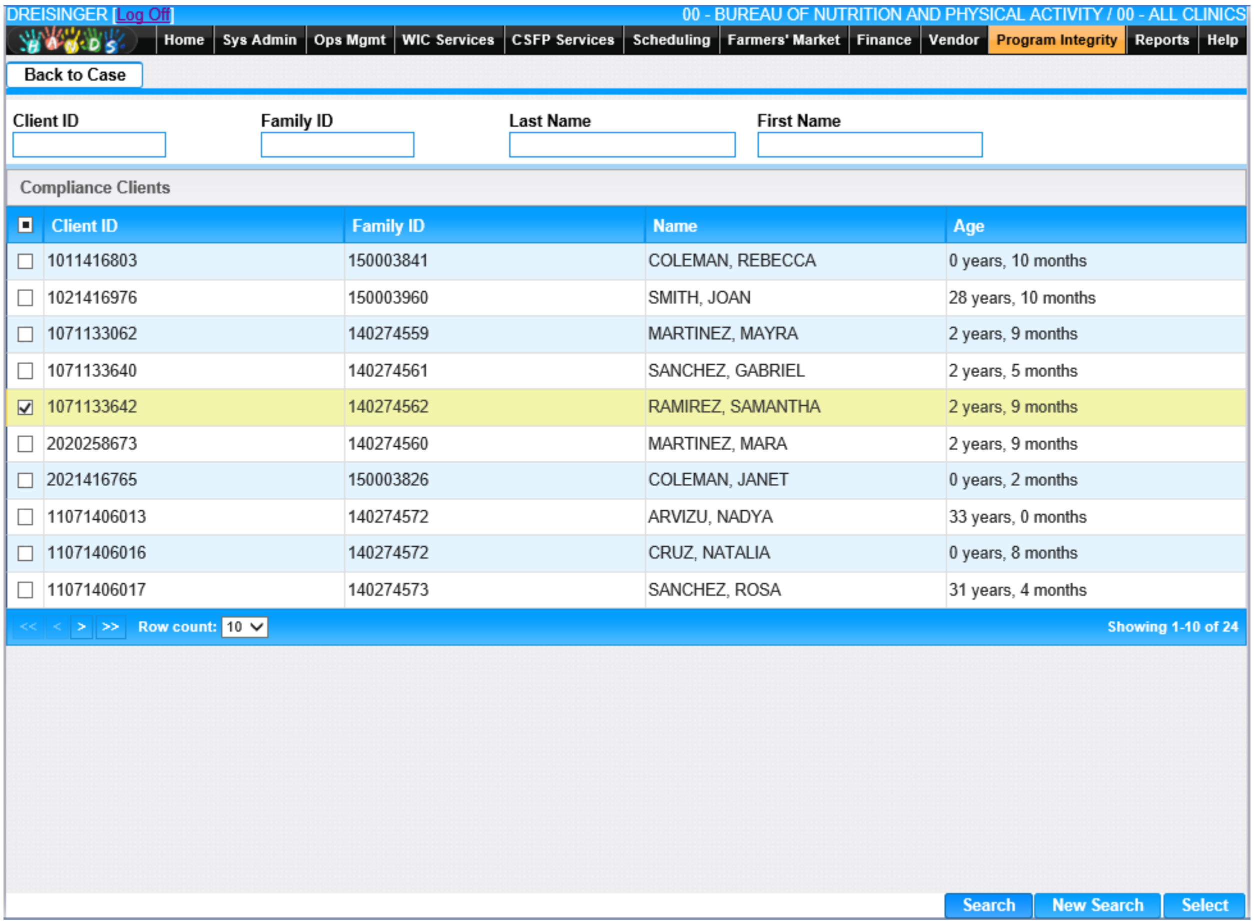


Figure 7 – Add Clients

Fields:

- **Client ID** – The client ID of the fictitious participant to search for.
- **Family ID** – The family ID of the fictitious participant to search for.
- **Last Name** – The last name of the fictitious participant to search for.
- **First Name** – The first name of the fictitious participant to search for.

Search Result Section

- ***<Checkbox>* -** If checked, the client will be associated to the compliance case when the user clicks the "Select" button.
- **Client ID** – The client ID of the fictitious participant matching the search criteria. Display only.
- **Family ID** – The family ID of the fictitious participant matching the search criteria. Display only.

- **Name** – The last name and first name of the fictitious participant matching the search criteria. Display only.
- **Age** – The age of the fictitious participant matching the search criteria. Display only.

Buttons:

- **Search** – Click to search for fictitious participants matching the search criteria. If no search criteria have been entered, all fictitious participant records will be returned.
- **New Search** – Click to clear the search criteria and search results section.
- **Select** – Click to associate all checked fictitious clients with the compliance case.

Calculation(s): None

Background Processes:
Each Client added using the Select button are added to the child table on the Add case screen. On save, the clients selected are added to the case for later use when issuing benefits.

8 COMPLIANCE CASES – EDIT

Allows the user to view and modify an existing Case associated with the current vendor. The fields on the Cases-Edit screen are identical to those on the Cases-Add screen. Please see the Cases-Add screen for detailed information.

Navigation: Program Integrity | Search | Edit | Cases | [Case List Tab] | Edit

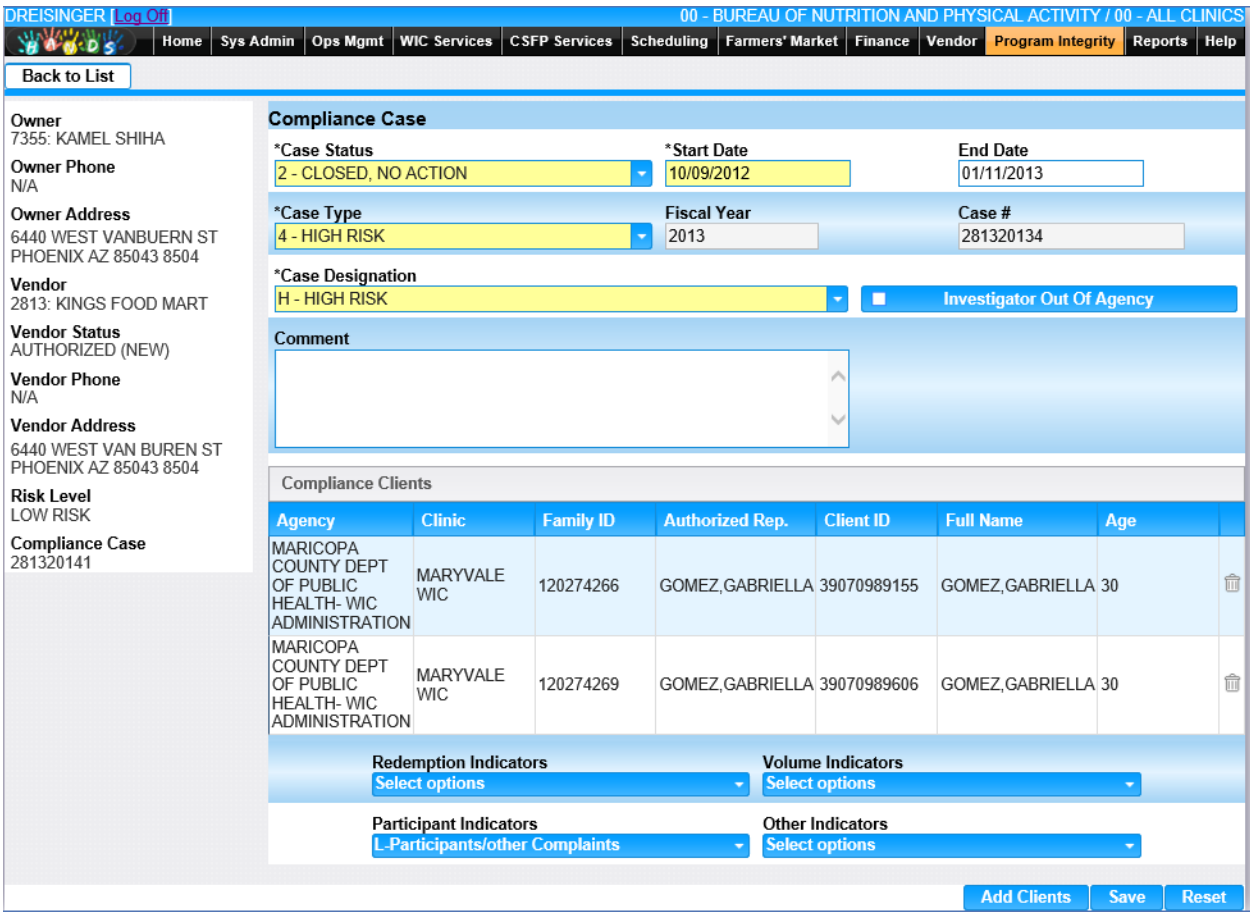


Figure 8 – Compliance Cases - Edit

9 COMPLIANCE CASES – FOOD BENEFITS

This screen displays the food packages that have been issued as part of a compliance buy activity for this vendor. The user may add and issue additional food packages if desired.

Navigation: Program Integrity | Search | Edit | Cases | [Food Benefits Tab]

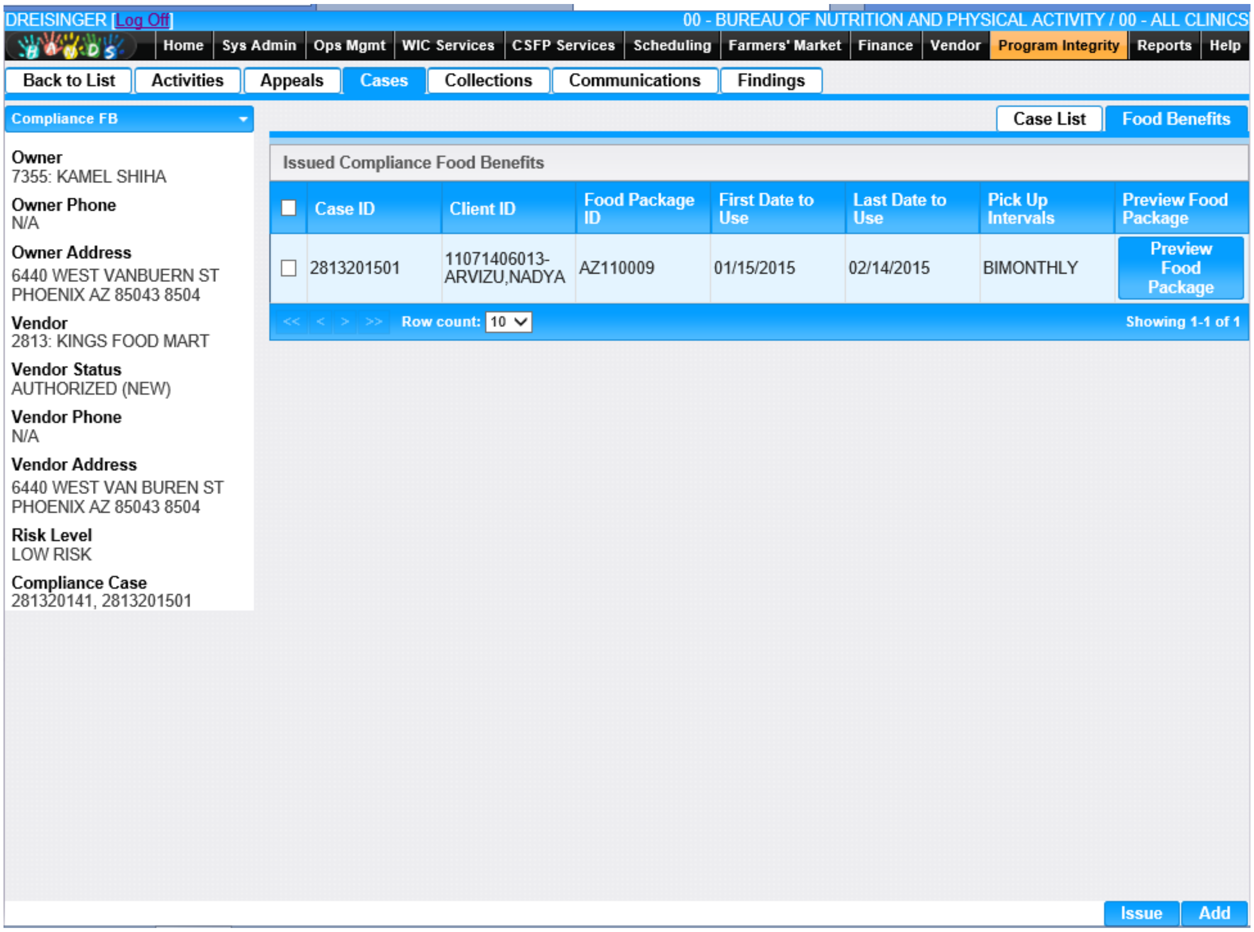


Figure 9 – Compliance Cases - Food Benefits

Fields:

- **<Checkbox> -** If selected, the food benefits will be issued when the user clicks the "Issue" button.
- **Case ID** – The ID for the compliance case. Display only.
- **Client ID** – The ID of the client for which the food benefits were issued. Display only.
- **Food Package ID** – The ID of the food package issued. Display only.
- **First Date to Use** – The first date the food benefit may be redeemed. Display only.
- **Last Date to Use** – The last date the food benefit may be redeemed. Display only.
- **Pick Up Interval** – The frequency the food benefit will be issued, such as Monthly or Bi-Monthly. Display only.

Buttons:

- **Preview Food Package –** Click to view images of the Food Instruments.

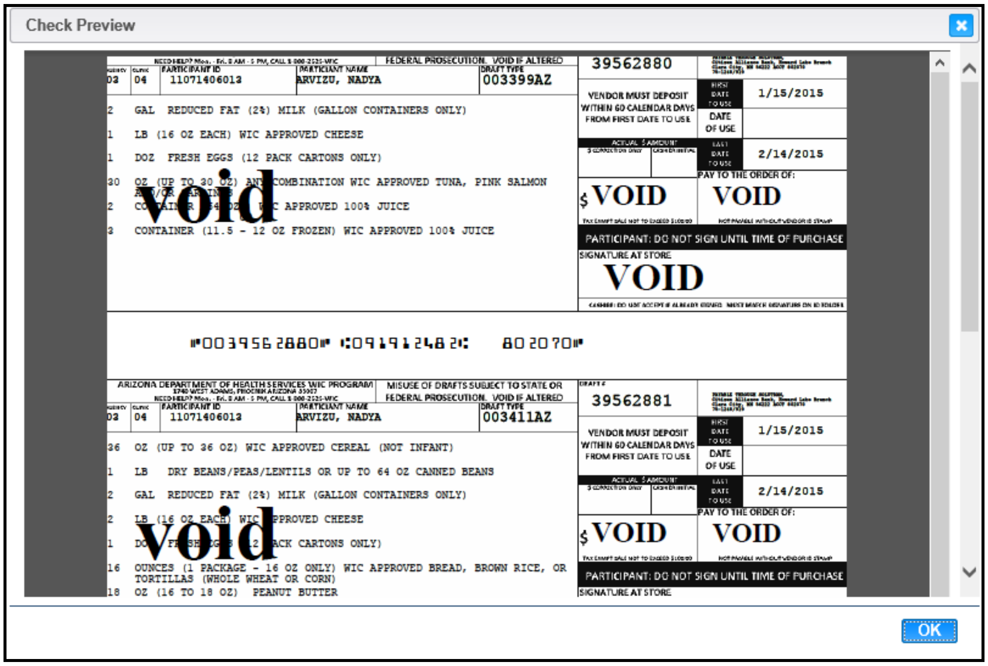


Figure 10 - Food Package Preview

Fields: None

Buttons:

- **OK –** Click to close the food package preview window.

- **Issue** – Click to issue the food benefit data for the compliance case. (If using paper instruments, the instruments are printed.)
- **Add** – Click to add food benefits to the compliance case.

Calculation(s): None

Background Processes:

- When the Food Package is assigned to a Compliance Client, four new records are created:
  - C_FAMILY_ECONOMIC_UNITS for the Authorized Representative name and pickup interval specified, with COMPLIANCE_FLAG = ‘Y’
  - C_CLIENTS for the Participant name, birth date and status specified, with COMPLIANCE_FLAG = ‘Y’
  - C_FOOD_PACKAGE_PRESCRIPTION for the Participant ID, food package ID, start/end dates specified
  - V_COMPLIANCE_CASE_CLIENT to tie the new Participant to the Vendor/Compliance Case
- When the information in the FI Information section of the page is saved the system will link the FI serial numbers to the Case ID they are being created for.
- When the information on this screen is saved the system will link the FI serial numbers to the Case ID they are being associated with.

10 COMPLIANCE CASES – FOOD BENEFITS | ADD

Allows the user to add food benefits to the compliance buy activity. Once added, they may be issued.

Navigation: Program Integrity | Search | Edit | Cases | [Food Benefits Tab] | Add

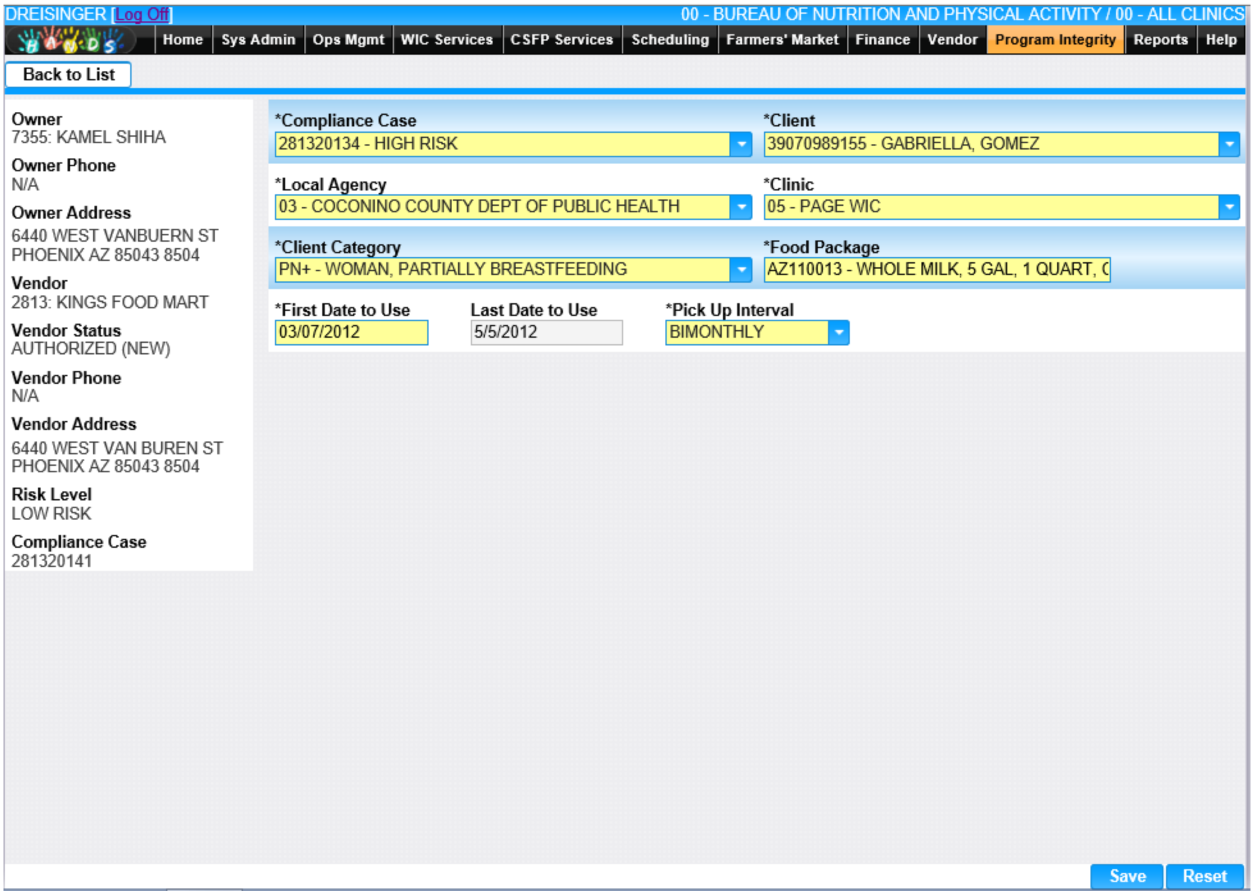


Figure 11 – Food Benefits - Add

Fields:

- **Compliance Case** – The compliance case for which food benefits will be issued. Required.
  Note: All cases associated with the current vendor are available in the field's drop-down list. After a Case is selected, the Client field will list clients associated with the Case.
- **Client** – The client for which the food benefit will be issued. Required.
  Note: Select a Compliance Case before attempting to specify the client.
- **Local Agency** – The local agency associated with the issuing clinic. Required.
- **Clinic** – The clinic issuing the food benefit. Required.
- **Client Category** – The WIC category to which the fictitious participant belongs. The value selected in this field will affect which Food Packages are available for issue in the Food Packages field. Required.
- **Food Packages** – The food package to be issued. Enter one or more characters of the food package ID to food package names containing the entered character(s). For example,

entering “AZ1” will display all food packages with the letters “AZ1” in the package name. Select one of the displayed food package names. Required.

- **First Date to Use** – The first date on which the food benefit may be redeemed. Required.
  Note: the First Date of Use must be within the fictitious participants' certification period.
- **Last Date to Use** – This field is automatically populated based on the First Date to Use and the Pick Up Interval selected. Display only.
- **Pick Up Interval** – The frequency the food benefit will be issued, such as Monthly or Bi-Monthly.

Buttons:

- **Save** – Click to save the food benefit data for the compliance case.
- **Reset** – Click to undo all unsaved modifications and refresh the screen.

Calculation(s): None

Background Processes:
Each dropdown on this page drives the one after it. The Case Id drives the client list. The Client selected drives the categories list and the food packages that are retrieved for the auto populated list. The Local Agency selected drives the clinic list. The system checks to make sure that the food package Id, client Id and the effective date of the food package Id are not already being used. This limitation is due to the unique constraints on the C_FOOD_PACKAGE_PRESCRIPTIONS table. When a user attempts this, they will receive the error
“This food package and FDTU are already being used and cannot be used again for this client”
The system then verifies that there is not a prescription that already exists for this client. If there are, it will cycle through each prescription and set their disabled flag to ‘Y’ so that only the new one being created is used when issuing benefits.
The system then updates the client’s pickup interval and sets the clients family clinic to the clinic the user selected on the Add page. Finally, the system creates the food package.

11 COLLECTIONS

Allows the user to record monies received from the vendor.

Navigation: Program Integrity | Search | Edit | Collections

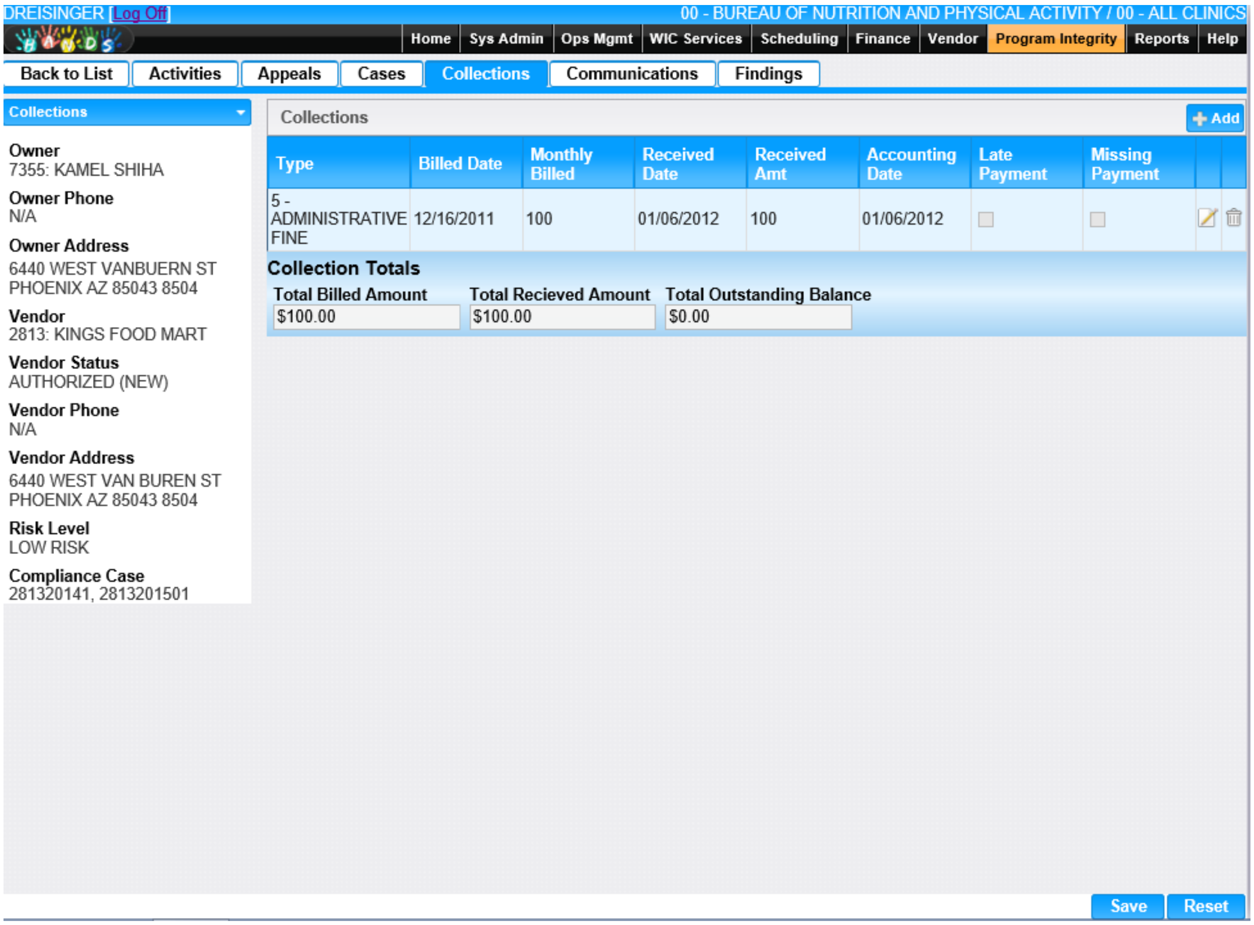


Figure 12 - Collections

Fields:

- **Type** – The type of collection. Display only.
- **Billed Date** – The date when the amount was billed. Display only.
- **Monthly Billed** – The monthly partial payment. Display only.
- **Received Date** – The amount received. Display only.
- **Accounting Date** – The date the collected amount was recorded in the accounting system. Display only.
- **Late Payment** – If checked, indicates the payment was received late. Display only.
- **Missing Payment** – If checked, indicates the payment was not received. Display only.
- **Total Billed Amount** – The total amount the vendor has been billed. Display only.
- **Total Received Amount** – The total amount the vendor has paid. Display only.
- **Total Outstanding Balance** – The total amount the vendor still owes. Display only.

Buttons:

- **Add** – Click to add a new collection record to the vendor's profile.

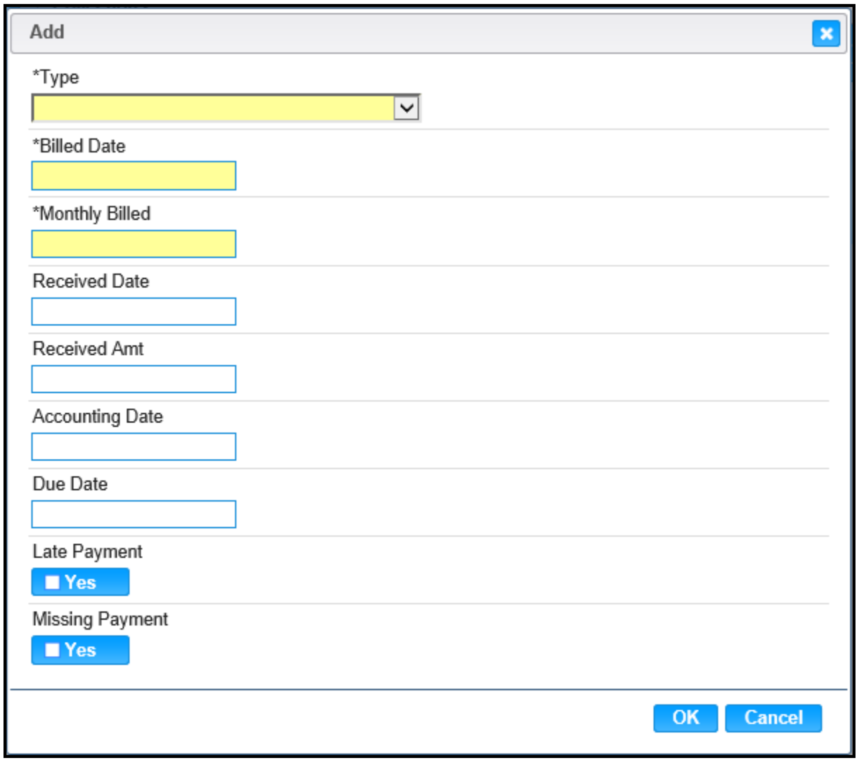


Figure 13 – Collection - Add

Fields:

- **Type** – Select the collection type. This drop-down is populated via the Program Integrity | Collection Types base table. Required.
- **Billed Date** – Enter the date the vendor was billed the amount shown. Format is MM/DD/YYYY. Required.
  Note: For each vendor, only one collection record per Billed Date may be entered.
- **Monthly Billed** –The amount the vendor is being billed per this collection record. Required.
- **Received Date** – If a payment was received, the date it was received. Format is MM/DD/YYYY.
- **Received Amt** – If a payment was received, the amount received. Required if a Received Date was specified.
- **Accounting Date** – If a payment was received, the date when it was recorded within the state accounting system.
- **Due Date** – The date the Monthly Billed is due. Format is MM/DD/YYYY.
- **Late Payment** – Check to indicate the payment was received later than the Due Date.
- **Missing Payment** – Check to indicate the payment was not received for a vendor making monthly payments.

Buttons:

- **OK** – Click to save the entered collection record and return to the previous screen.
- **Cancel** – Click to not save the entered data and return to the previous screen.

- **Edit** – Click to edit an existing collection record. The fields and buttons on the Collection - Edit screen are identical the Collection - Add screen. See the Collection - Add section for detailed information.

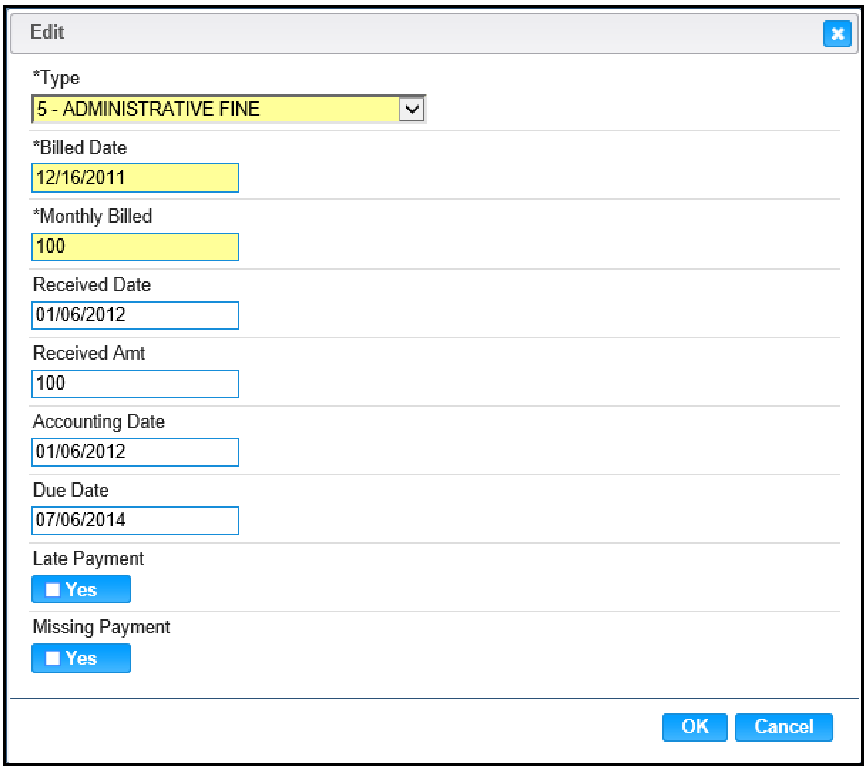
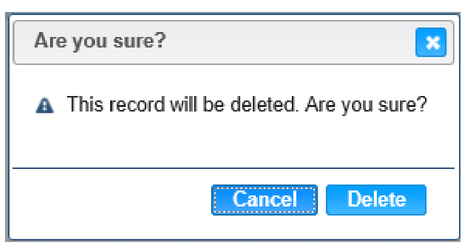


Figure 14 – Collection - Edit

- **(Delete Icon)** – Click to delete the collection record. A confirmation prompt is displayed, as shown below.



- **Save** – Click to save any changes made to the vendor's profile, including new records that have been added.
- **Reset** – Click to undo any unsaved modifications and refresh the screen.

Calculation(s): None

Background Processes:

- *If a payment is late the system will display a star next to the row on the screen.*
- *The system looks to make sure that the record does not already exist for the same bill date for this Vendor. If there is, they will get an error stating the following:*
  "A record for this bill date and Vendor already exists."
- *The system verifies that the Accounting Date and the Received Date is prior to today*
  "Received Date cannot be in the future."
  "Accounting Date cannot be in the future."
- *If the Received amount is entered, the system will require the Receive date. The same happens with the reverse. If this occurs, the following error displays.*
  "Received amount is required when Received Date is entered."
- *If you attempt to delete a record that was created prior to today, the system will prevent this and display the following message.*
  "Collection Records that were created prior to today cannot be deleted."

12 COMMUNICATIONS

Allows the user to view all communications that have been sent to the vendor. The user may generate a new communication, if desired.

Navigation: Program Integrity | Search | Edit | Communications

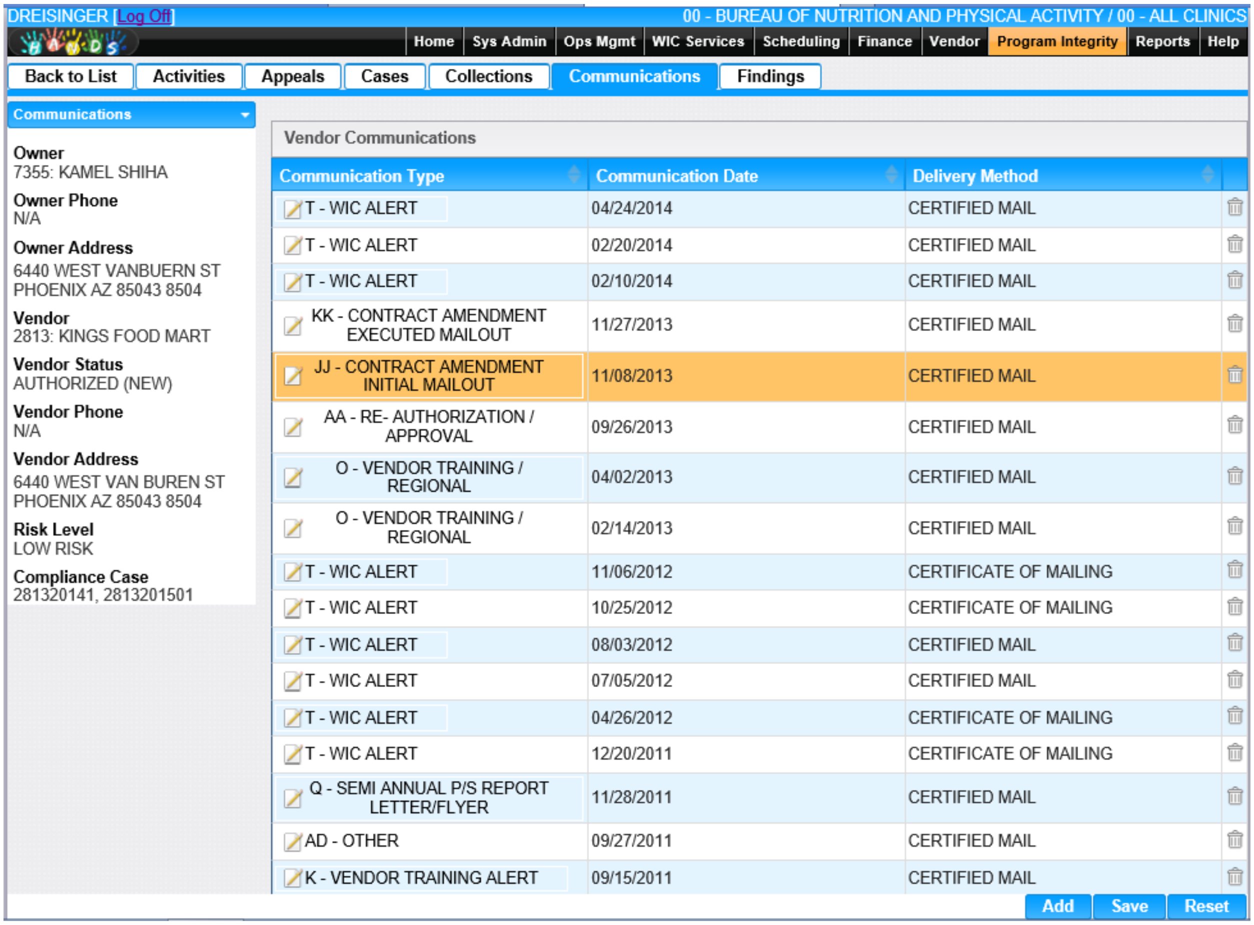


Figure 15 – Communications

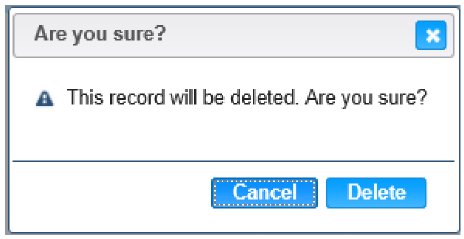
Fields:

- **Communication Type –** The type of Communication, such as Complaint Response, Missing Application Information, or Supply Request Letter. The value can be manually selected from the drop down by clicking the down arrow at the right of the field and scrolling through the list. The user can also enter the assigned Comm Type Code, which will also show possible completions for Communication Type. For more information, please refer to the Sys Admin | Vendor Base Tables for Communication Types. Required.
- **Contact Date –** The date of the Communication. The format is MM/DD/YYYY. The user does not need to enter the forward slash (/) character when manually entering the Contact Date. The user may also select the Contact Date using the provided Calendar that appears when the field is entered. Required.
- **Delivery Method –** The manner in which the Communication was sent such as Certified, Certificate of Mailing, or Electronic Media. The appropriate value can be manually entered or selected from the drop down by clicking on the down arrow at the right of the

field and scrolling through the list. Alternatively, the user can enter the assigned character Delivery Method, which will also show possible completions for Delivery Method. If an unknown value is entered, the message, "Value not found" will be displayed. For more information, please refer to the Sys Admin | Vendor Base Tables for Delivery Types. Required.

Buttons:

- **(Edit Icon)** – Click to view or edit the details of a communication.
- **(Delete Icon)** – Click to delete the collection record. A confirmation prompt is displayed, as shown below.



- **Add –** Click to add a new communication record to the vendor's profile.
- **Save** – Click to save any changes made to the vendor's profile, including any added or updated communications.
- **Reset** – Click to undo any unsaved modifications made to the vendor's profile.

Calculation(s): None

Background Processes: None

13 COMMUNICATIONS – ADD

Allows the user to add a new communication activity for the current vendor.

Navigation: Program Integrity | Search | Edit | Communications - Add

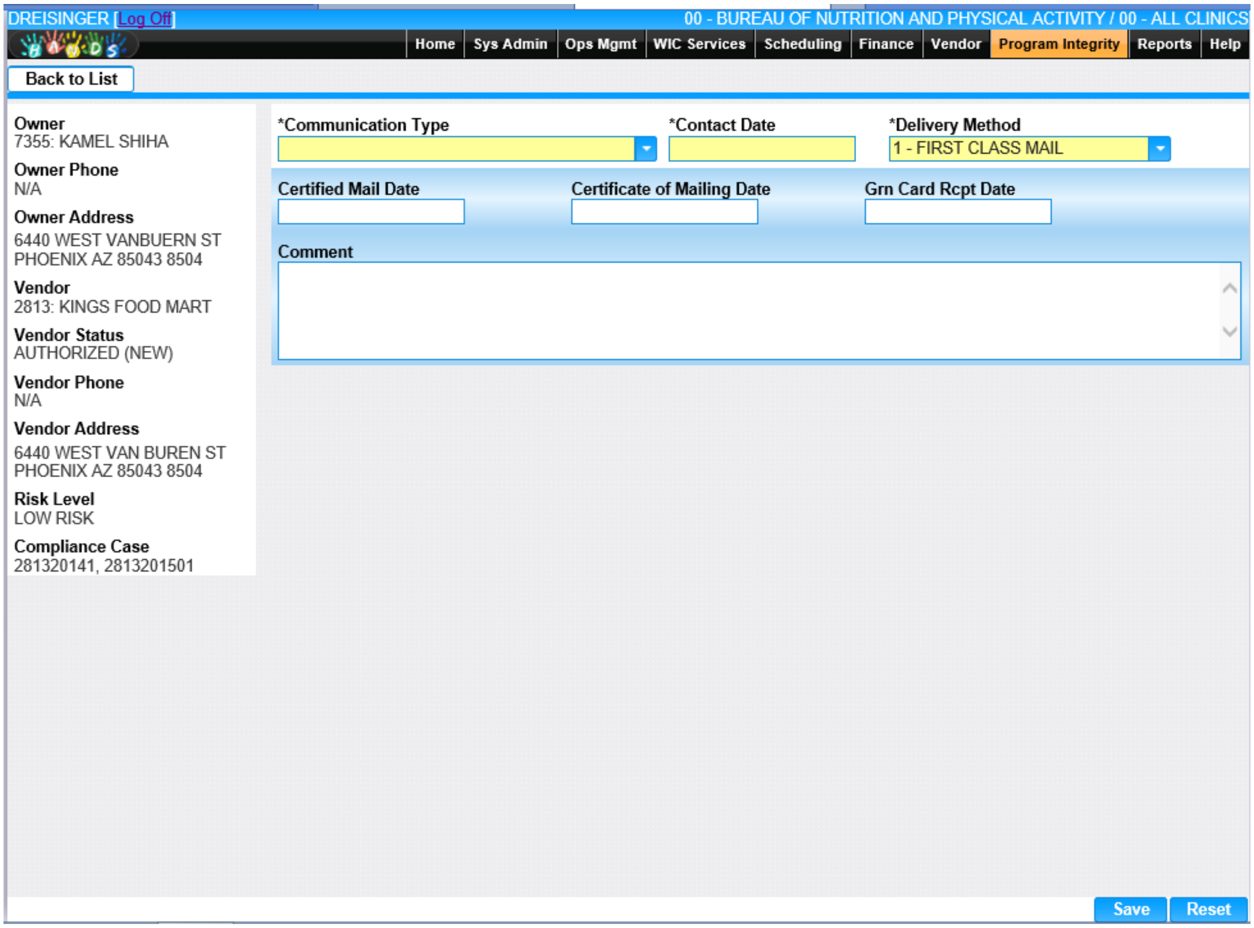


Figure 16 – Communications - Add

Fields:

- **Communication Type –** This field indicates the type of Communication such as Complaint Response, Missing Application Information, or Supply Request Letter. The appropriate value can be manually entered or selected from the drop down by clicking on the down arrow at the right of the field and scrolling through the list. Alternatively, the user can enter the assigned character Comm Type Code, which will also show possible completions for Communication Type. If an unknown value is entered, the message, "Value not found" will be displayed. For more information, please refer to the Sys Admin | Vendor Base Tables for Communication Types. This field is mandatory.
- **Contact Date –** The date of the Communication. The Contact Date is entered in format MM/DD/YYYY. The user does not need to enter the forward slash (/) character when manually entering the Contact Date. The user may also select the Contact Date using the provided Calendar that appears when the field is entered. This is a mandatory field.

- **Delivery Method –** The manner in which the Communication was sent such as Certified, Certificate of Mailing, or Electronic Media. The appropriate value can be manually entered or selected from the drop down by clicking on the down arrow at the right of the field and scrolling through the list. Alternatively, the user can enter the assigned character Delivery Method, which will also show possible completions for Delivery Method. If an unknown value is entered, the message, "Value not found" will be displayed. For more information, please refer to the Sys Admin | Vendor Base Tables for Delivery Types. This field is mandatory.
- **Certified Mail Date –** The date that the certified mail was sent. This field is mandatory if the Type of Mail is "Certified Mail". Sending an item by certified mail assures that an item is sent, and it results in a green card being returned when the item is received. The Certified Mail Date is entered in format MM/DD/YYYY. The user does not need to enter the forward slash (/) character when manually entering the Certified Mail Date. The user may also select the Certified Mail Date using the provided Calendar that appears when the field is entered. This field is mandatory if the Delivery Method selected was 4 - Certified Mail.
- **Certificate of Mailing Date –** The date the communication was sent by certificate of mailing. The certificate of mailing assures that an item is sent, but does not result in the return of a green card. The Certified Mail Date is entered in format MM/DD/YYYY. The user does not need to enter the forward slash (/) character when manually entering the Certified Mail Date. The user may also select the Certified Mail Date using the provided Calendar that appears when the field is entered. This field is optional.
- **Grn Card Rcpt Date –** The date that the Green Card Receipt was returned when the Communication was sent via Certified Mail. The Green Card Receipt Date is entered in format MM/DD/YYYY. The user does not need to enter the forward slash (/) character when manually entering the Green Card Receipt Date. The user may also select the Green Card Receipt Date using the provided Calendar that appears when the field is entered. This field is optional. This field is optional.
- **Comment –** The user may enter a comment about the communication. This field accepts up to 2000 alphanumeric and special characters. All comment text will be converted automatically to upper case. This field is optional.

Buttons:
- **Save** – Click to save the data entered and return to the previous screen.
- **Reset** – Click to undo any unsaved data and refresh the screen.

Calculation(s): None

Background Processes:
System verifies that the Contact Date is not in the future.
System verifies that the Certified Mail Date is after the Contact Date.

14 COMMUNICATIONS – EDIT

This screen allows the user to edit a communication record that has been entered for this vendor. The fields and buttons on this screen are identical to those on the Add screen. Please see the Add screen for detailed information.

Navigation: Program Integrity | Search | Edit | Communications - Edit

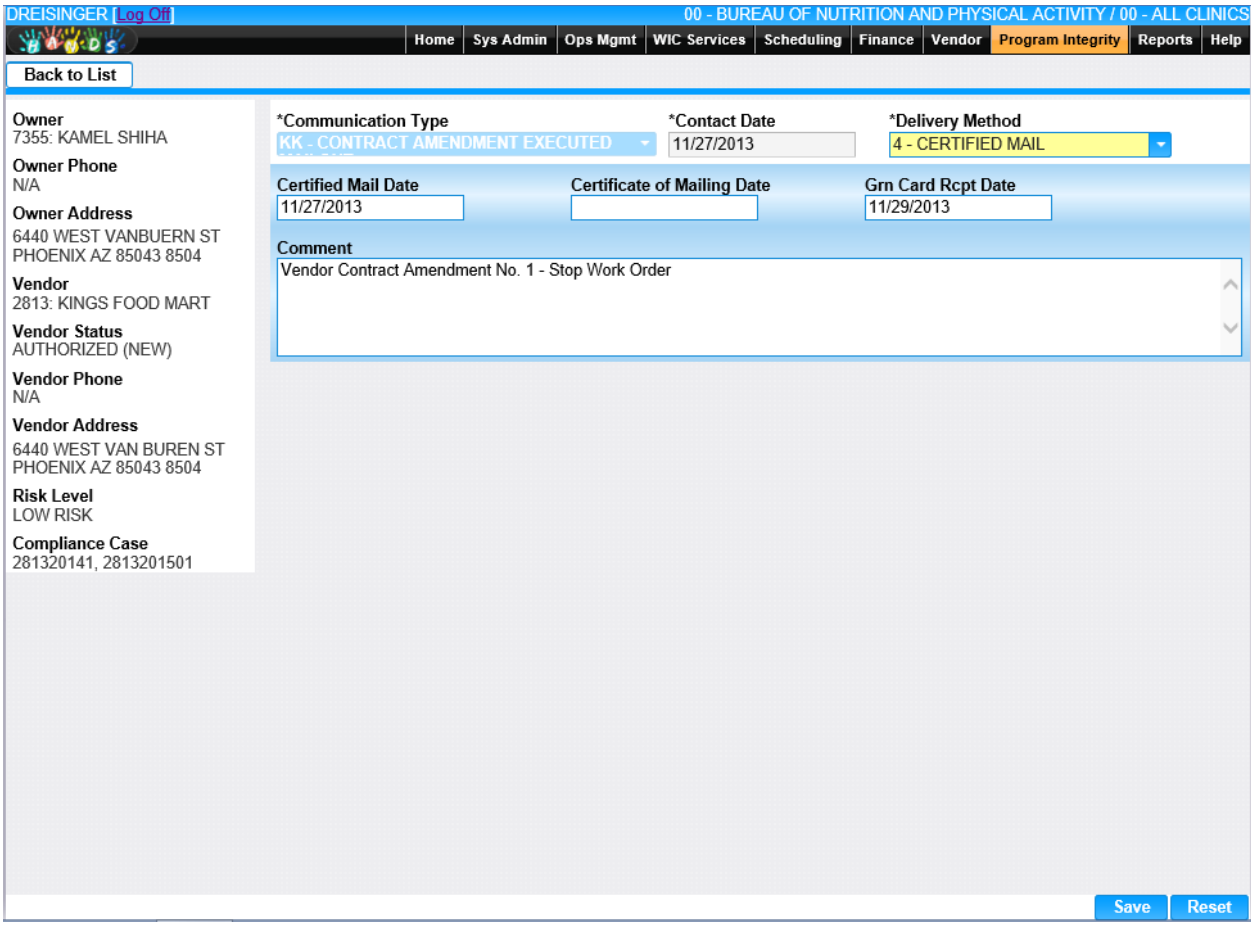


Figure 17 – Communications - Edit

Buttons:

- **Save** – Click to save any modifications and return to the previous screen.
- **Reset** – Click to undo any unsaved changed and refresh the screen.

Calculation(s): None

Background Processes:
System verifies that the Contact Date is not in the future.
System verifies that the Certified Mail Date is after the Contact Date.

15 FINDINGS/SANCTIONS

Allows the user to record and manage findings and sanctions for the current vendor.

Navigation: Program Integrity | Search | Edit | Sanctions

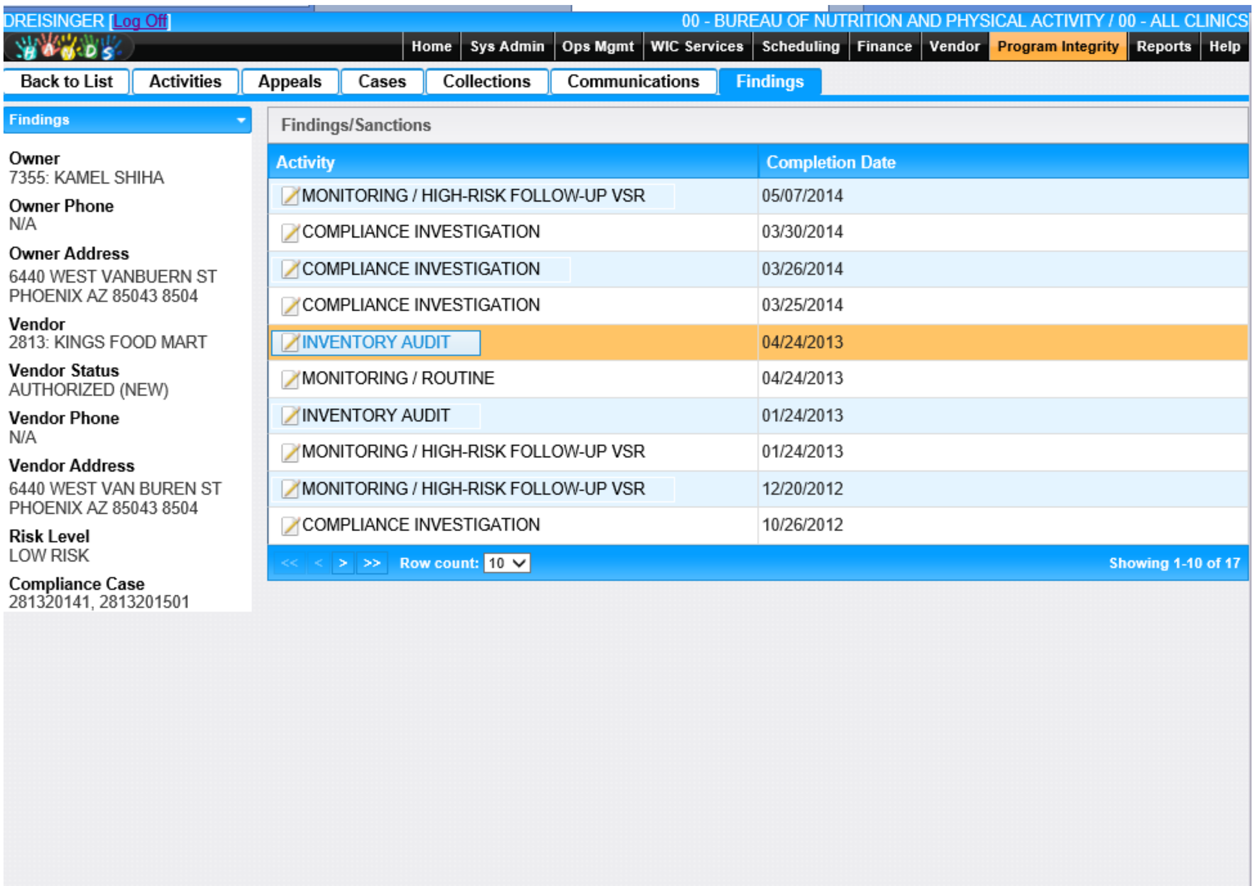


Figure 18 – Findings / Sanctions

Fields:

- **Activity** – The compliance activity that was performed for the vendor. Display only.
- **Completion Date** – The date the compliance activity was completed. Display only.

Buttons:

-  **(Edit Icon)** – Click to view or edit the findings/sanctions related to the activity.

Calculation(s): None

Background Processes:
Defaults to sorting by Completion Date and Completion Time

16 FINDINGS/SANCTION – ACTIVITY DETAIL

This screen displays the findings from an activity. If HANDS is configured to allow the assessment of sanction points, the screen will also allow the user to review and manage the sanction points assessed for this vendor.

Navigation: Program Integrity | Search | Edit | Findings | Edit Activity

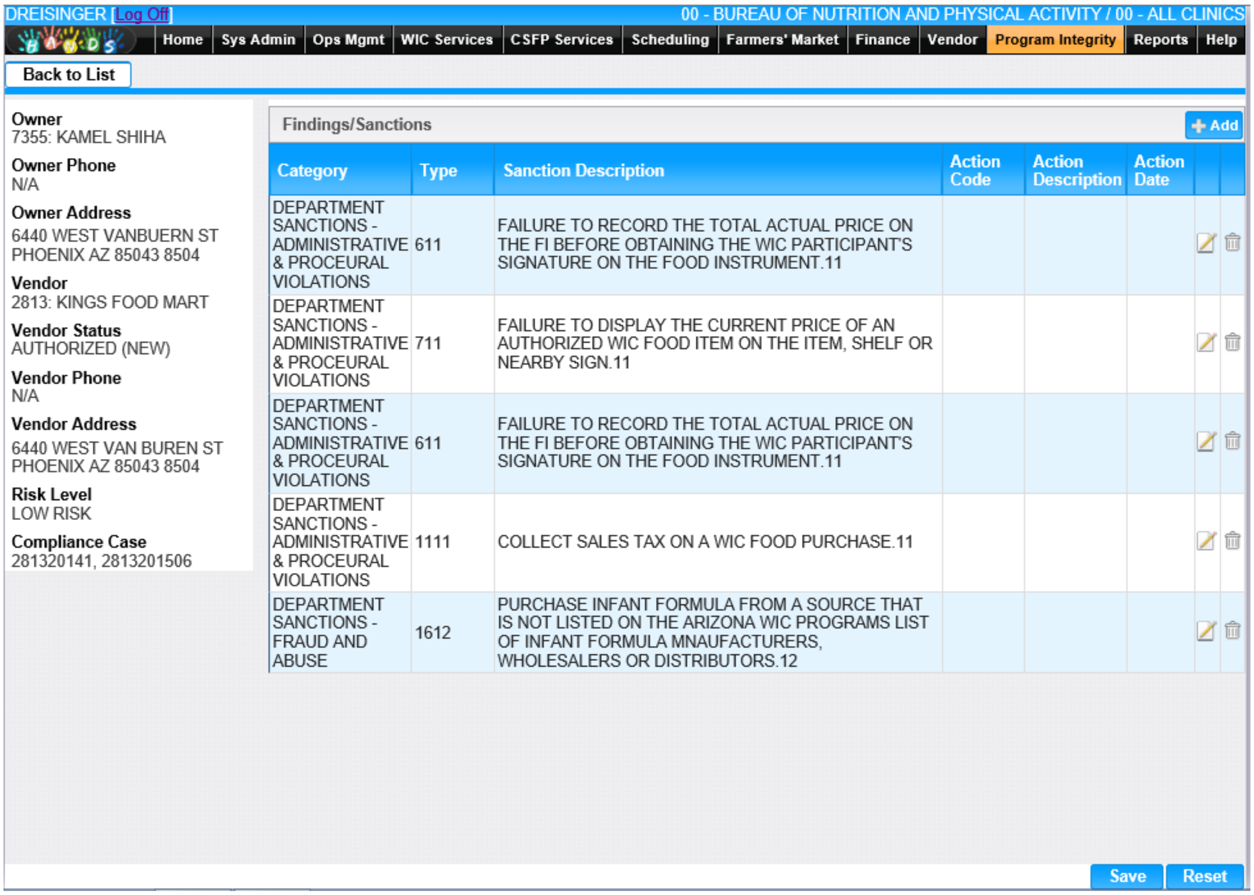


***Figure 19 – Findings/Sanctions – Activity Detail** (Sanction Points Disabled)*

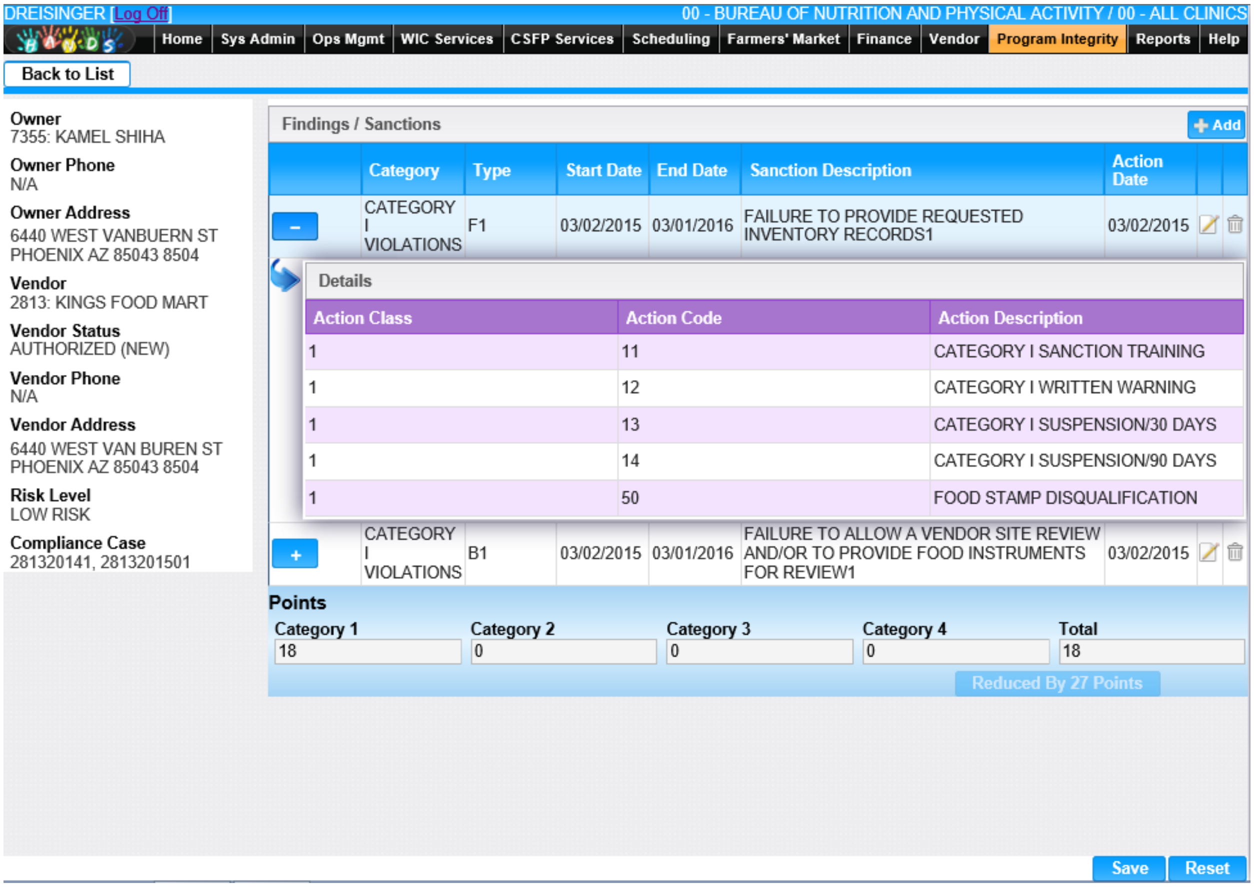


***Figure 20 - Findings/Sanctions - Activity Details** (Sanction Points Enabled)*

Fields:

- **Category** – The category of the violation that was noted as a result of the activity. Display only.
- **Type** – The Sanction Code associated with the violation noted. Display only.
- **Start Date** – The date on which the associated sanction point(s) become effective and are included when computing the total number of sanction points assessed against the vendor. This field is displayed only if HANDS is configured to assess Sanction Points. Display only.
- **End Date** – The date on which the associated sanction point(s) are no longer effective and are no longer included when computing the total number of sanction points assessed against the vendor. This field is displayed only if HANDS is configured to assess Sanction Points. Display only.
- **Findings Description** – The description of the finding. Display only.
- **Sanction Code** – The numeric code associated with the selected sanction. Note: This field is displayed in the Details section if HANDS is configured to assess Sanction Points. Display only.
- **Sanction Description** – The description of the Sanction. Sanction Types may include No Action, Written Warning, Fine or CMP, Sanction Points or Disqualification. This field is displayed only if HANDS is configured to assess Sanction Points. Display only.
- **Action Date** – The date on which the sanction was assessed on the vendor. Display only.
- **Sanction Class** – The class code of the sanction. Display only.

Buttons:

- **Add** – Click to add a new Finding to this activity.

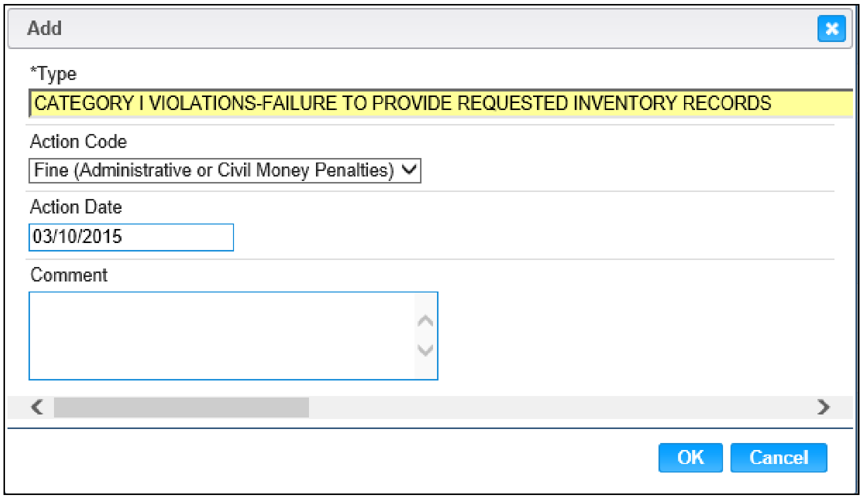


Figure 21 – Finding/Sanction – Add *(Sanction Points Disabled)*

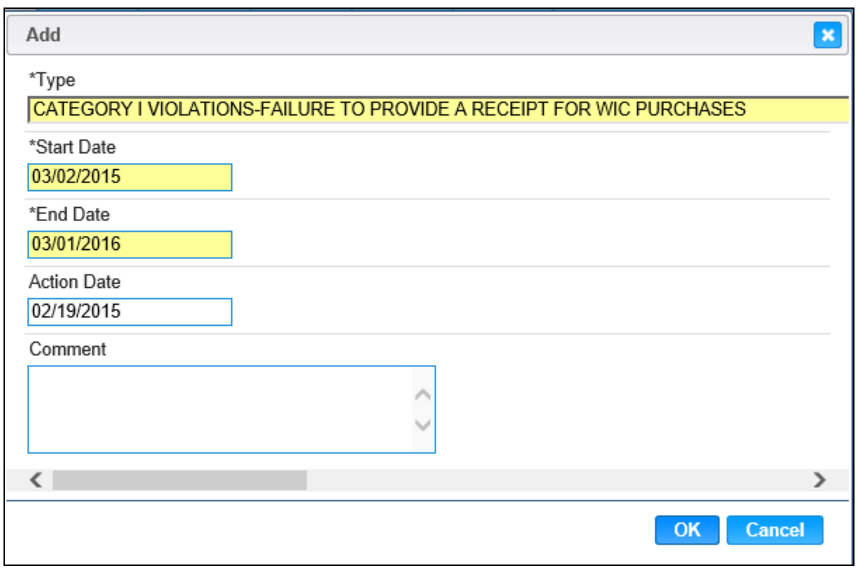


Figure 22 - Findings/Sanctions - Add *(Sanction Points Enabled)*

Fields:

- **Type** – The description of the finding. Required.
- **Action Code** – The sanction code of the sanction to be assessed.
- **Action Date** – The date of the action. Required if an Action Code is selected.
- **Comment** – The user-specified comment.

Buttons:

- **OK** – Click to save entries and return to the previous screen.
- **Cancel** – Click to not save entries and to return to the previous screen.

-  **(Edit Icon)** – Click to view or edit a finding/sanction. The fields on the screen are identical to those on the Add screen. Please see the Add screen for detailed information.

  Note: After the finding has been saved, only the End Date and Comment fields can be modified. All other fields are display only.

  Note: The Start Date and End Date fields are not displayed if HANDS is not configured to assess Sanction Points.

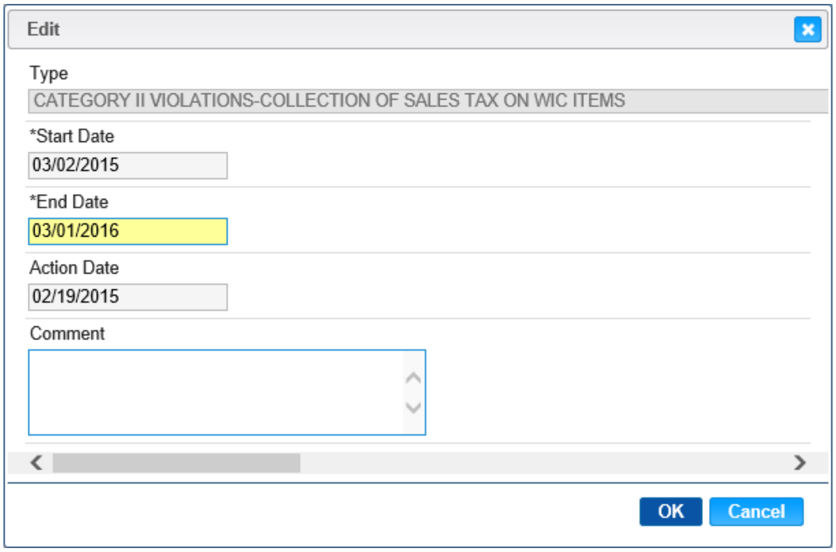
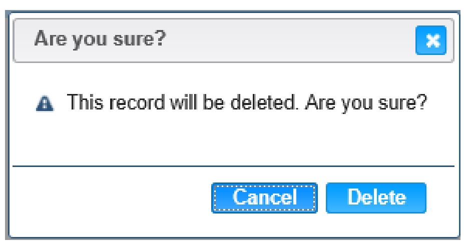


Figure 23 – Finding/Sanction - Edit

-  **(Delete Icon)** – Click to delete the collection record. A confirmation prompt is displayed, as shown below.



- **Reduce by 27 Points** – Click to reduce the number of sanction points for the current vendor by 27. This button is enabled only if the vendor has 27 or more sanction points.
- **Save** – Click to save changes and return to the previous screen.
- **Reset** – Click to undo any unsaved changes and return to the previous screen.

Calculation(s): None

Background Processes:

- When the Vendor is sanctioned (i.e. disqualified, etc) for the first time (and only the first time), 27 points are deducted from the Vendor's total. The points are subtracted from the last category of violation committed, then from categories I, II, and III, if points remain to be subtracted. The point subtraction for a violation is recorded within HANDS. Once the "Reduce by 27 Points" button has been used to reduce a Vendor's points, it is permanently disabled.

To accommodate removing violation points from a category, a point reduction amount is assigned to specific violations, resulting in the correct reduction for each category. Within a category, points are deducted from the most recent violation first.

For example, a Vendor could have the following sanctions:

violation category	violation type	violation start date	sanction points	point reduction	Final Points
I	A	09/09/1999	9		
II	C	09/15/1999	18		
I	B	09/20/1999	9		

When the violation from 9/20/1999 is added, the total points exceed 27, and the user can press the "Reduce by 27 Points" button. The Vendor's sanction points are reduced as follows:

1. The points are first subtracted from the most recent violation (09/20/1999).
2. Since there are not 27 points in the most recent violation, points are then subtracted from category I (the most recent category of violation). 9 Points are reduced from the 09/09/1999 violation.
3. Since there are not 27 points total for Category I, 9 points are then subtracted from Category II, leaving it as 9.
4. If there were still points left over, they would be subtracted from violation category III.

The resulting point totals are as follows:

violation category	violation type	violation start date	sanction points	point reduction	Final Points
I	A	09/09/1999	9	9 (second)	0
II	C	09/15/1999	18	9 (third)	9
I	B	09/20/1999	9	9 (first)	0

The Vendor is left with 9 sanction points.

17 APPEALS

Displays all appeals associated with the active vendor.

Navigation: Program Integrity | Search | Edit | Appeals

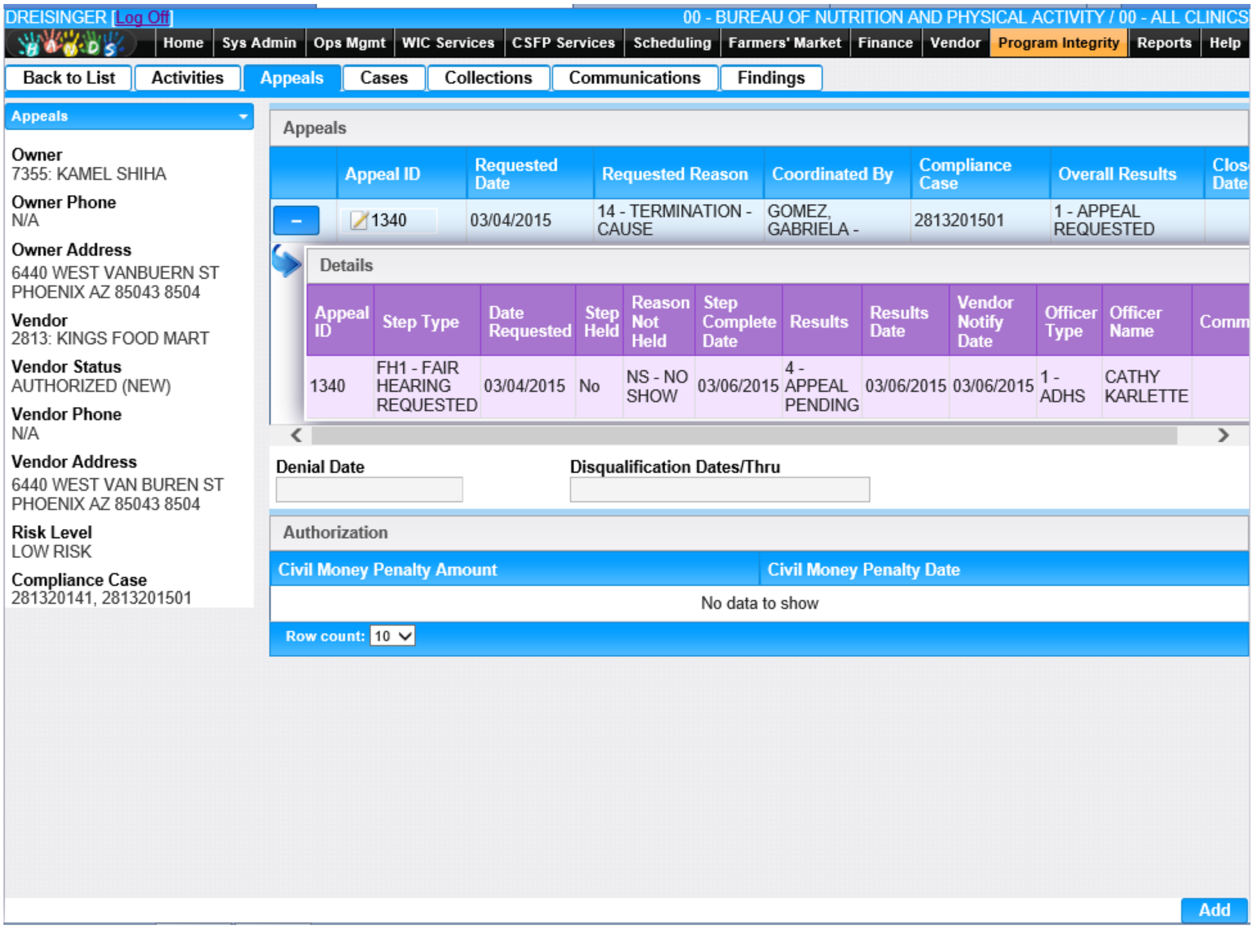


Figure 24 - Appeals

Fields in Appeals Section:

- **Appeal ID** – The unique ID of the appeal. Display only
- **Requested Date** – The date the appeal was requested. Display only.
- **Requested Reason** – The reason for the appeal. Display only.
- **Coordinated By** – The last name and first name of the WIC staff person who is coordinating the vendor's appeal. Display only.
- **Compliance Case –** The case ID the appeal pertains to. Display only.
- **Overall Results –** The final result of the appeal, if one has been assigned. Display only.
- **Close Date –** The date the appeal was closed, if applicable. Display only.

Fields in Appeals Detail Section

- **Appeal ID** – The unique ID of the appeal. Display only.
- **Step Type** – The type of the appeal step. Display only.
- **Date Requested** – The date the appeal step was requested. Display only.

- **Step Held** – ‘Yes’ if the step occurred, such as a hearing. ‘No’ if the step did occur, such as when the vendor does not show for a hearing. Display only.
- **Reason Not Held** – If Step Held is ‘No’, the reason the step was not held. Display only.
- **Step Complete Date** – The date the step was completed. Display only.
- **Results** – The result of the step. Display only.
- **Results Date –** The date the results were determined. Display only.
- **Vendor Notify Date –** The date the vendor was notified of the step results. Display only.
- **Next Step –** The next step in the appeal process, if any. Display only.
- **Officer Type –** The organization to which the appeal officer belongs, such as ADHS, Civil Court, or USDA. Display only.
- **Comment –** A user-specified comment about the appeal step.

Fields in Authorization Section:

- **Denial Date** – If the vendor’s authorization was denied, the date of the denial; otherwise, the field is blank. Display only. This value is populated from information entered on the Authorization–Demographics screen.
- **Disqualification Dates/Thru** – If the vendor has been disqualified, the disqualification period; otherwise, the field is blank. Display only. This value is populated from the information entered on the Authorization screen.
- **Civil Money Penalty Amount** – The CMP amount that was assessed and entered into the Collections screen. Display only.
- **Civil Money Penalty Date** – The date the CMP was issued, as entered into the Collections screen. Display only.

Buttons:

- **(Edit Icon)** – Click to view or edit an appeal.
- **Add** – Click to add a new appeal to the vendor’s profile.

Calculation(s): None

Background Processes:

- *The user must return to the Authorization window (from the Demographics window) to update the Disqualification data of the Vendor. Please refer to the Vendor Management BRD for more information.*

- *The user must return to the Authorization functionality in the Vendor Management module to update the Denial data of the Vendor. Please refer to the Vendor Management BRD for more information.*

18 APPEALS – ADD

Allows the user to add a new appeal to the vendor's profile.

Navigation: Program Integrity | Search | Edit | Appeals - Add

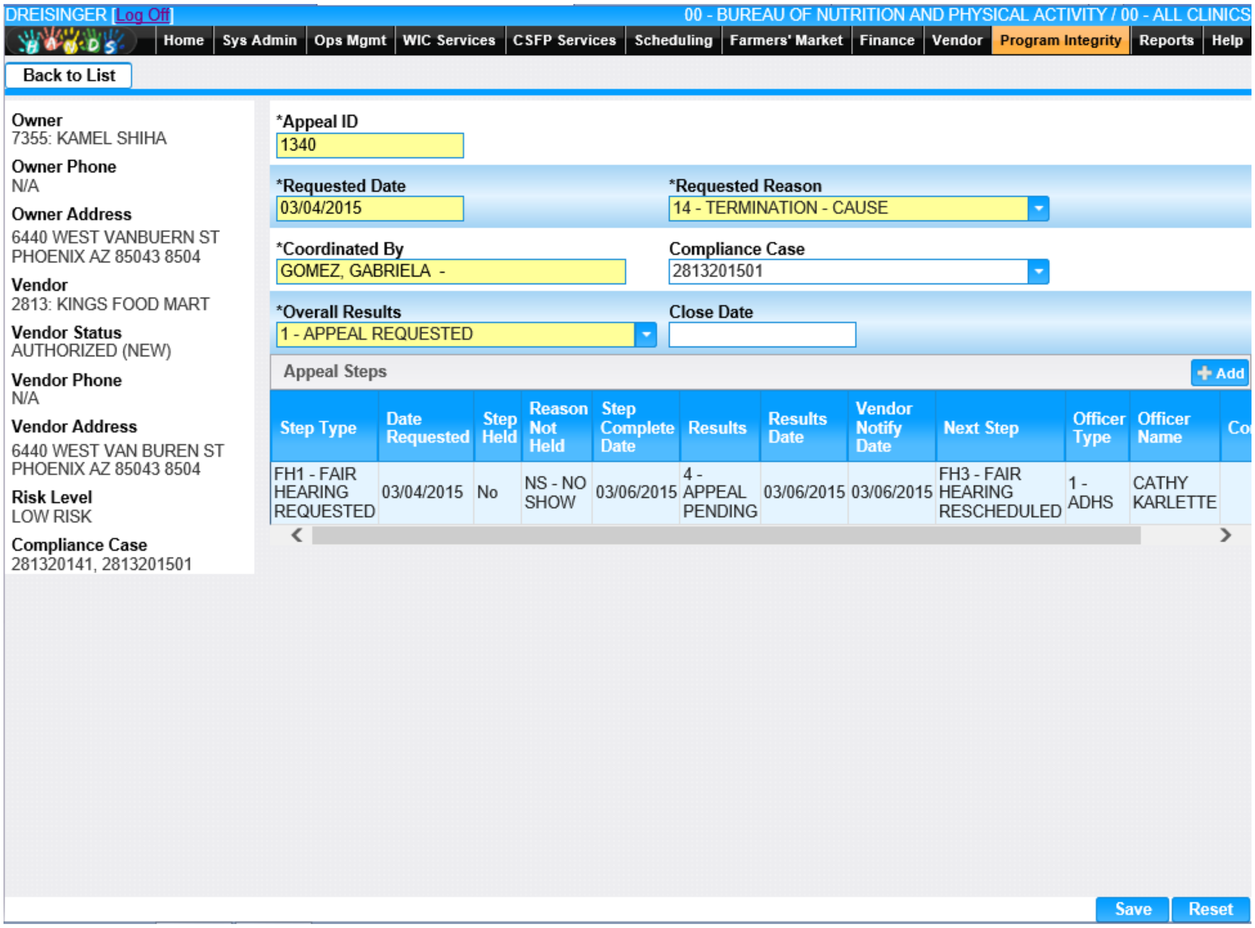


Figure 25 – Appeal - Add

Fields:

- **Appeal ID** – The unique Appeal ID. Required.
- **Requested Date** – The date the appeal was requested. Required.
- **Requested Reason** – The decision or sanction being appealed. Required.
- **Coordinated By –** The WIC staff person coordinating the vendor's appeal. Required. Type one or more characters of a staff person's name to see a list of matching names. All records containing the entered character(s) will be displayed. Required.
- **Compliance Case** – If the appeal relates to a compliance case, select the Case ID.
- **Overall Results** – The most-recently determined results of the appeal. Required.
- **Close Date** - The date on which the appeal was closed.

Appeal Steps Section

- **Step Type** – The type of the appeal step. Display only.
- **Date Requested** – The date the appeal step was requested. Display only.

- **Step Held** – 'Yes' if the step occurred, such as a hearing. 'No' if the step did not occur, such as when the vendor does not show for a hearing. Display only.
- **Reason Not Held** – If Step Held is 'No', the reason the step was not held. Display only.
- **Step Complete Date** – The date the step was completed. Display only.
- **Results** – The result of the step. Display only.
- **Results Date –** The date the results were determined. Display only.
- **Vendor Notify Date –** The date the vendor was notified of the step results. Display only.
- **Next Step –** The next step in the appeal process, if any. Display only.
- **Officer Type –** The organization to which the appeal officer belongs, such as ADHS, Civil Court, or USDA. Display only.
- **Comment –** A user-specified comment about the appeal step.

Buttons:

- **Add –** Click to add a new step to the vendor's appeal.

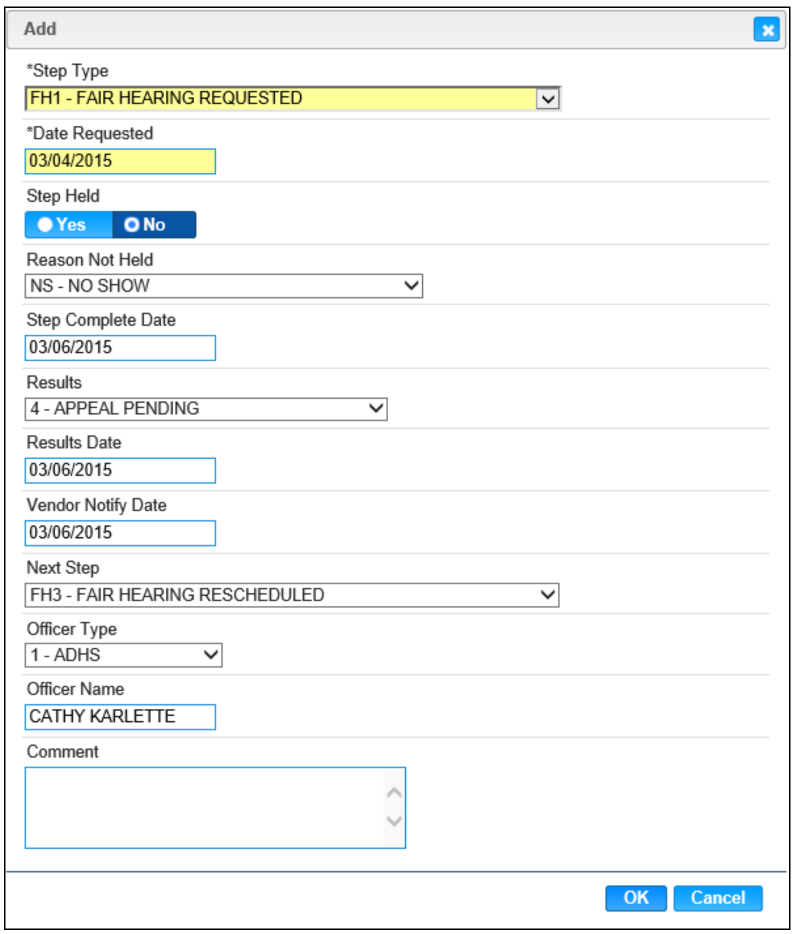


Figure 26 - Appeal - Add Step

Fields:

- **Step Type** – The type of the appeal step. Display only.
- **Date Requested** – The date the appeal step was requested. Display only.
- **Step Held** – 'Yes' if the step occurred, such as a hearing. 'No' if the step did not occur, such as when the vendor does not show for a hearing. Display only.

- **Reason Not Held** – If Step Held is ‘No’, the reason the step was not held. Display only.
- **Step Complete Date** – The date the step was completed. Display only.
- **Results** – The result of the step. Display only.
- **Results Date –** The date the results were determined. Display only.
- **Vendor Notify Date –** The date the vendor was notified of the step results. Display only.
- **Next Step –** The next step in the appeal process, if any. Display only.
- **Officer Type –** The organization to which the appeal officer belongs, such as ADHS, Civil Court, or USDA. Display only.
- **Comment –** A user-specified comment about the appeal step.

Buttons:

- **OK** – Click to save your entries as a new appeal step and return to the previous screen.
- **Cancel** – Click to not save your entries and return to the previous screen.

- **(Edit Icon)** – Click to view or edit an appeal step. The fields and buttons on the Appeal Step – Edit screen are identical to those on the Appeal Step – Add screen. Please see the Appeal Step – Add screen for detailed information.

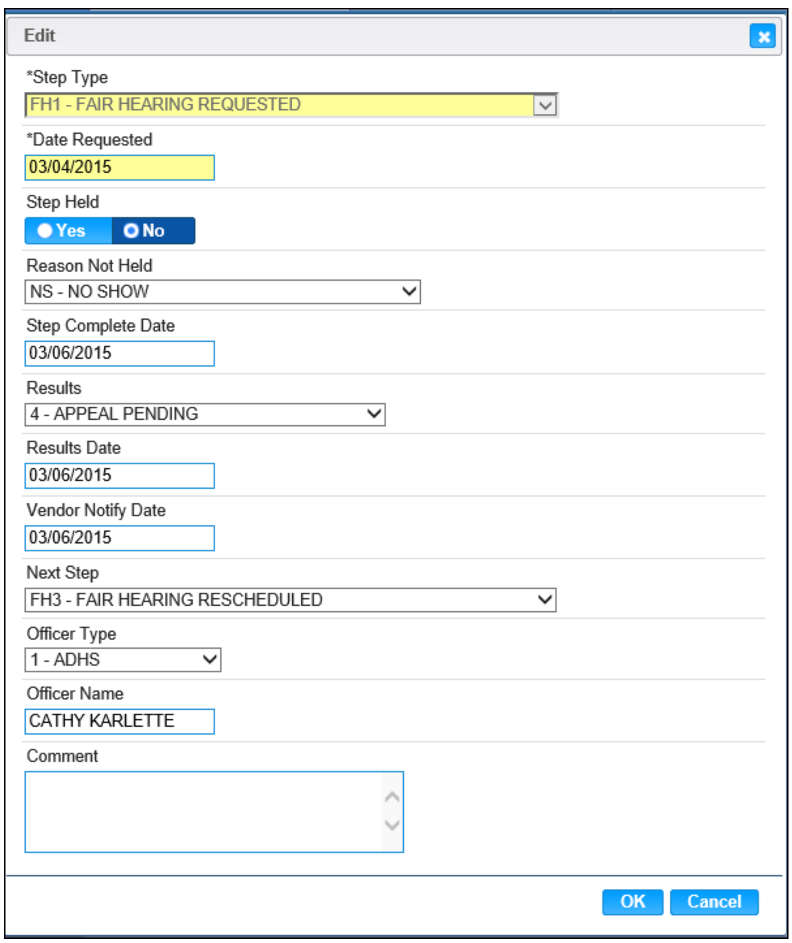


Figure 27 - Appeal Step – Edit

Calculations: None

Business Rules:

System Checks to make sure another sanction of the same type and codes already exist.

19 APPEALS – EDIT

The Appeal - Edit screen allows the user to view or edit an appeal. The fields and buttons on the Appeal – Edit screen are identical to those on the Appeal – Add screen. Please see the Appeal – Add screen for detailed information.
Note: when editing an Appeal, the Appeal ID cannot be modified.

Navigation: Program Integrity | Search | Edit | Appeals - Edit

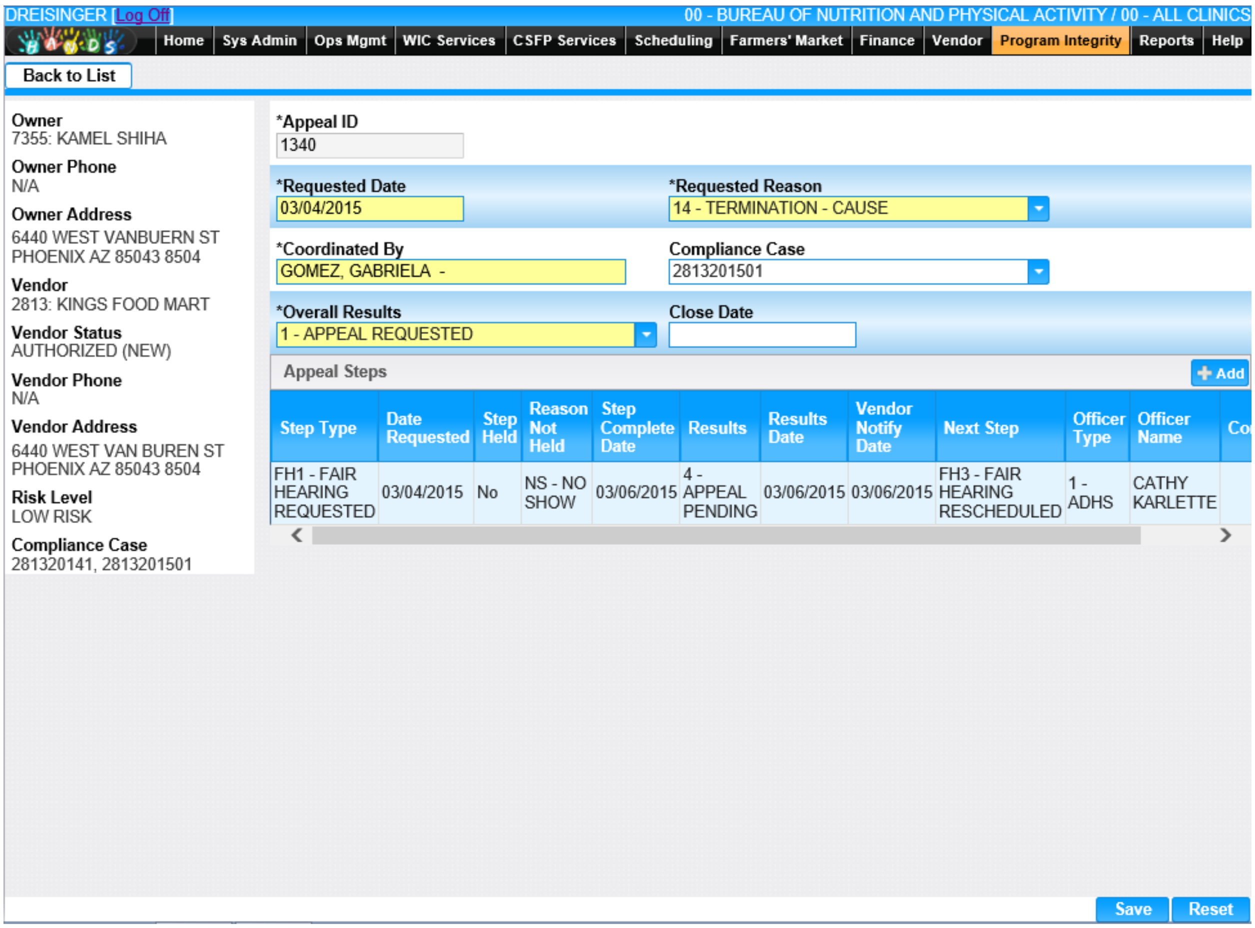


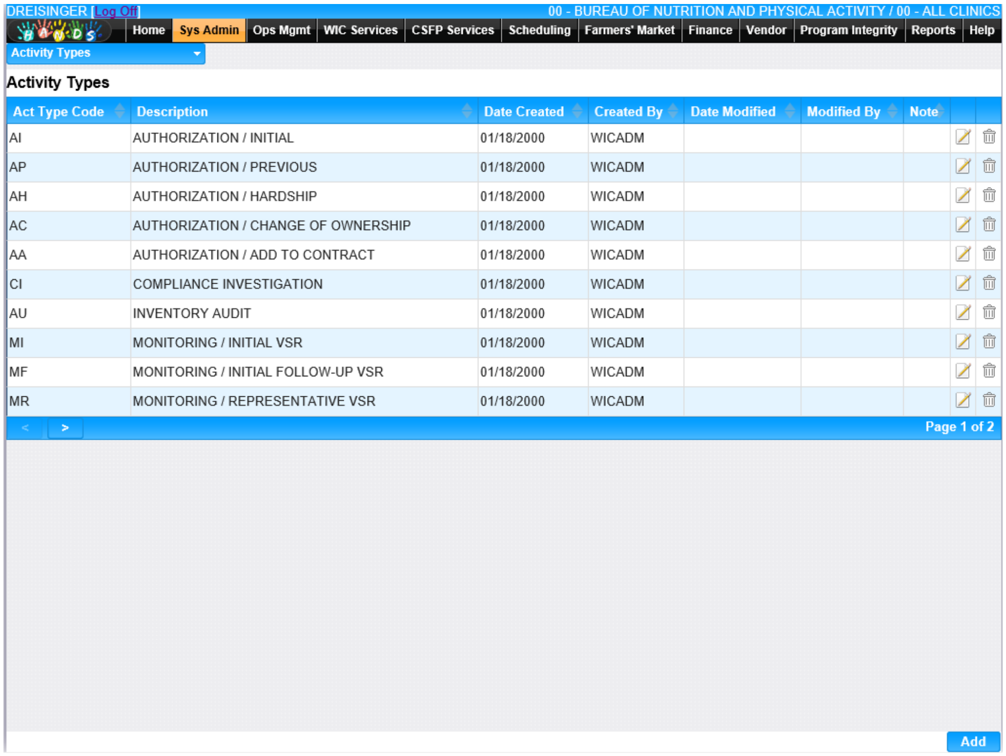
Figure 28 – Appeal - Edit

Calculation(s): None

Background Processes: None

20 BASE TABLES

20.1 Activity Types



Act Type Code	Description	Date Created	Created By	Date Modified	Modified By	Note
AI	AUTHORIZATION / INITIAL	01/18/2000	WICADM			
AP	AUTHORIZATION / PREVIOUS	01/18/2000	WICADM			
AH	AUTHORIZATION / HARDSHIP	01/18/2000	WICADM			
AC	AUTHORIZATION / CHANGE OF OWNERSHIP	01/18/2000	WICADM			
AA	AUTHORIZATION / ADD TO CONTRACT	01/18/2000	WICADM			
CI	COMPLIANCE INVESTIGATION	01/18/2000	WICADM			
AU	INVENTORY AUDIT	01/18/2000	WICADM			
MI	MONITORING / INITIAL VSR	01/18/2000	WICADM			
MF	MONITORING / INITIAL FOLLOW-UP VSR	01/18/2000	WICADM			
MR	MONITORING / REPRESENTATIVE VSR	01/18/2000	WICADM			

Figure 29 – Activity Types

Fields:

- **Act Type Code** – The code abbreviation for the activity type. Display only.
- **Description** – The description for the activity type. Display only.
- **Date Created** – The date on which the record was added to the base table. Display only.
- **Created By** – The name of the user who created the record. Display only.
- **Date Modified** – The date on which the record was last modified, if it has been modified since its creation. Display only.
- **Modified By** – The name of the user who modified the record, if it has been modified since its creation. Display only.
- **Note** – A user-specified note or comment about the record.

Buttons:

- **(Edit Icon) –** Click to edit the record.
- (Delete Icon) – Click to delete the record.
- **Add** – Click to add an entry to the base table.

Calculation(s): None

Background Processes: None

20.1.1 Activity Types – Add

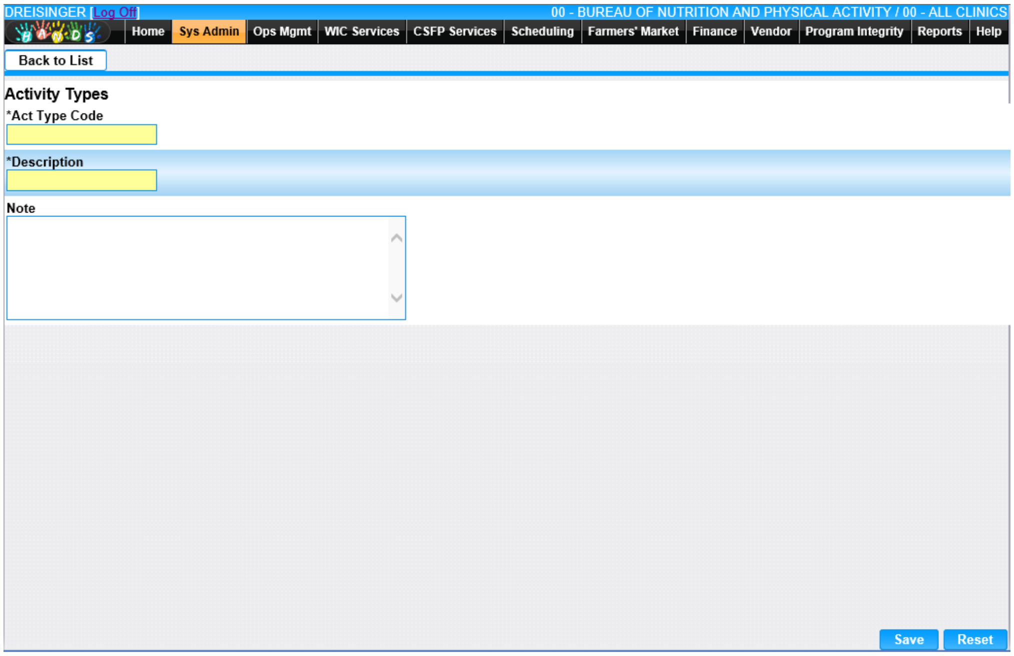


Figure 30 – Activity Types - Add

Fields:

- **Act Type Code** – The code abbreviation for the activity type. Must be unique. Required.
- **Description** – The description for the activity type. Required.
- **Note** – A user-specified note or comment about the record.

Buttons:

- **Save** – Click to save the entered information to the base table as a new record.
- **Reset** – Click to restore all fields to their initial or default values.

20.1.2 Activity Types – Edit

The fields displayed on the Edit screen are identical to those displayed on the Add screen. Please see the Add screen for field details.

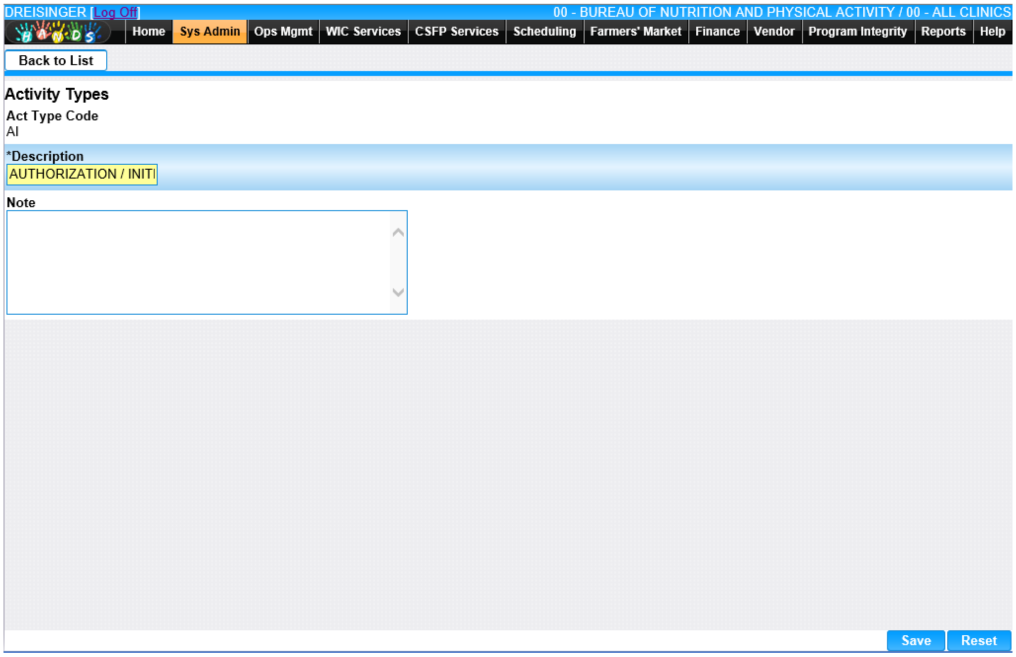


Figure 31 – Activity Types - Edit

Buttons:

- **Save** – Click to save the entered information to the base table.
- **Reset** – Click to restore all fields to their initial or default values.

Calculation(s): None

Background Processes: None

20.1.3 Activity Types – Delete

The fields displayed on the Delete screen are identical to those displayed on the Add screen. Please see the Add screen for field details.

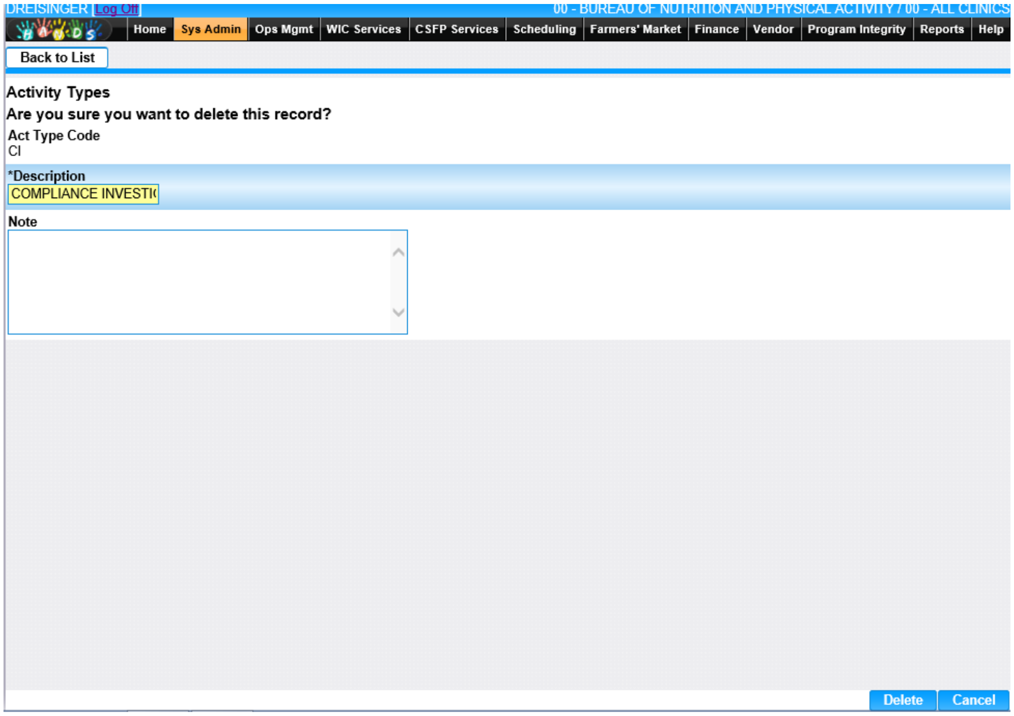


Figure 32 – Activity Types - Delete

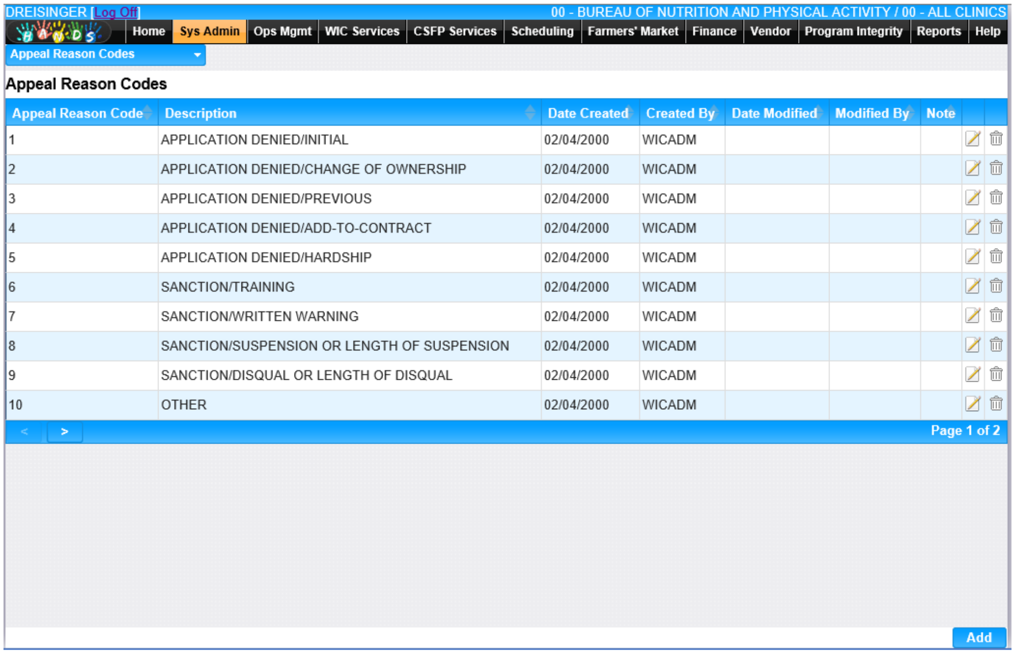
Buttons:

- **Delete** – Click to delete the record from the base table.
- **Cancel** – Click to not delete the record and return to the previous screen.

Calculation(s): None

Background Processes: None

20.2 Appeal Reason Codes



Appeal Reason Code	Description	Date Created	Created By	Date Modified	Modified By	Note
1	APPLICATION DENIED/INITIAL	02/04/2000	WICADM			
2	APPLICATION DENIED/CHANGE OF OWNERSHIP	02/04/2000	WICADM			
3	APPLICATION DENIED/PREVIOUS	02/04/2000	WICADM			
4	APPLICATION DENIED/ADD-TO-CONTRACT	02/04/2000	WICADM			
5	APPLICATION DENIED/HARDSHIP	02/04/2000	WICADM			
6	SANCTION/TRAINING	02/04/2000	WICADM			
7	SANCTION/WRITTEN WARNING	02/04/2000	WICADM			
8	SANCTION/SUSPENSION OR LENGTH OF SUSPENSION	02/04/2000	WICADM			
9	SANCTION/DISQUAL OR LENGTH OF DISQUAL	02/04/2000	WICADM			
10	OTHER	02/04/2000	WICADM			

Figure 33 – Appeal Reason Codes

Fields:

- **Appeal Reason Code** – The abbreviated appeal reason code. Display only.
- **Description** – The description for the appeal reason code. Display only.
- **Date Created** – The date on which the record was added to the base table. Display only.
- **Created By** – The name of the user who created the record. Display only.
- **Date Modified** – The date on which the record was last modified, if it has been modified since its creation. Display only.
- **Modified By** – The name of the user who modified the record, if it has been modified since its creation. Display only.
- **Note** – A user-specified note or comment about the record.

Buttons:

- **(Edit Icon) –** Click to edit the record.
- (Delete Icon) – Click to delete the record.
- **Add** – Click to add an entry to the base table.

Calculation(s): None

Background Processes: None

20.2.1 Appeal Reason Codes – Add

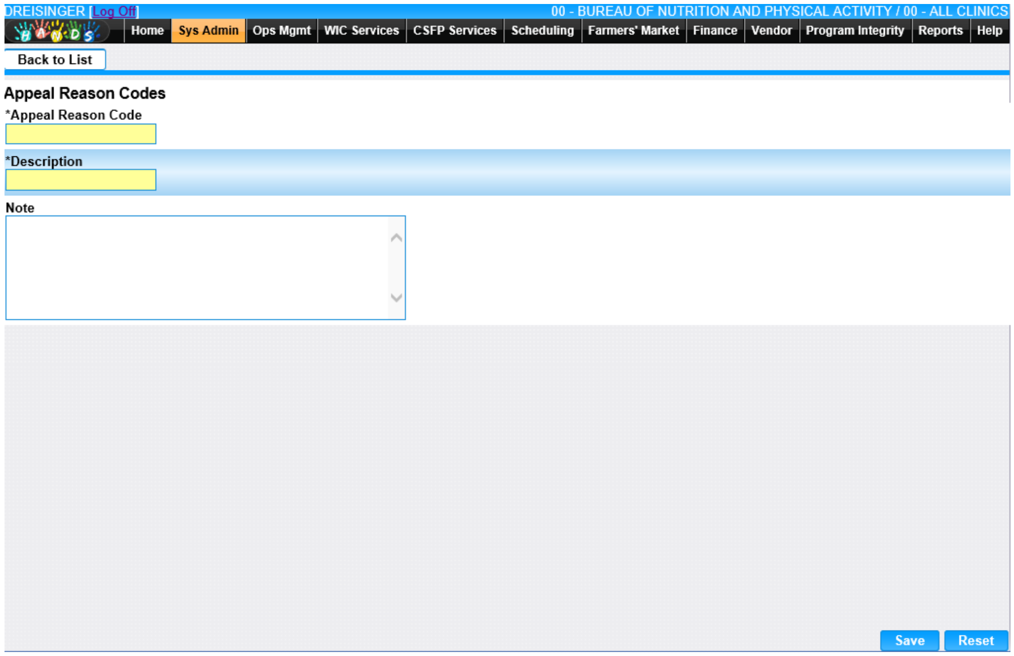


Figure 34 – Appeal Reason Code - Add

Fields:

- **Appeal Reason Code** – The abbreviated appeal reason code. Must be unique. Required.
- **Description** – The description for the appeal reason code. Required.
- **Note** – A user-specified note or comment about the record.

Buttons:

- **Save** – Click to save the entered information to the base table as a new record.
- **Reset** – Click to restore all fields to their initial or default values.

20.2.2 Appeal Reason Code – Edit

The fields displayed on the Edit screen are identical to those displayed on the Add screen. Please see the Add screen for field details.

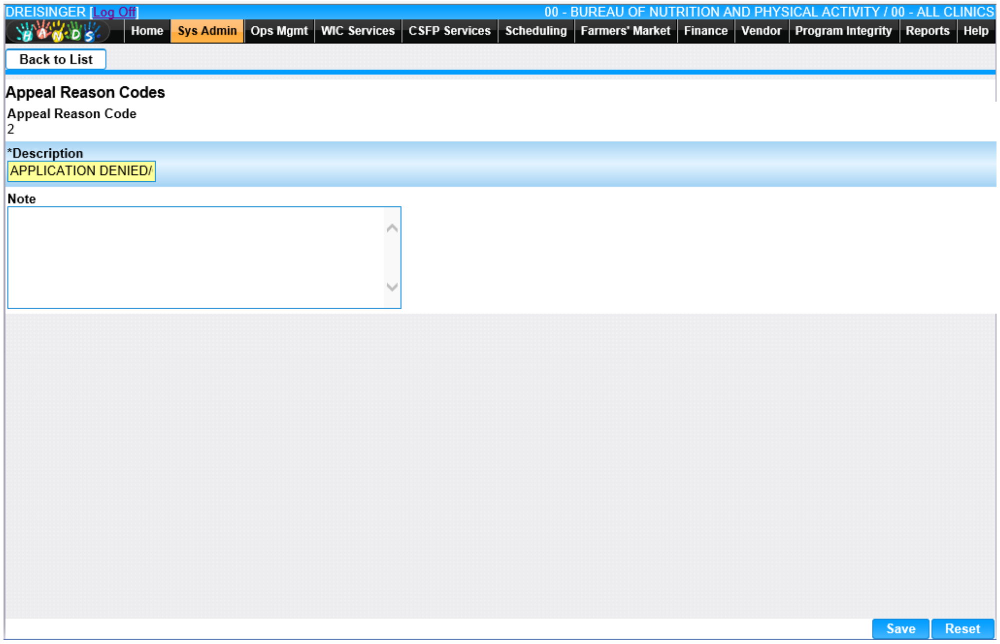


Figure 35 – Appeal Reason Code - Edit

Buttons:

- **Save** – Click to save the entered information to the base table.
- **Reset** – Click to restore all fields to their initial or default values.

Calculation(s): None

Background Processes: None

20.2.3 Appeal Reason Code – Delete

The fields displayed on the Delete screen are identical to those displayed on the Add screen. Please see the Add screen for field details.

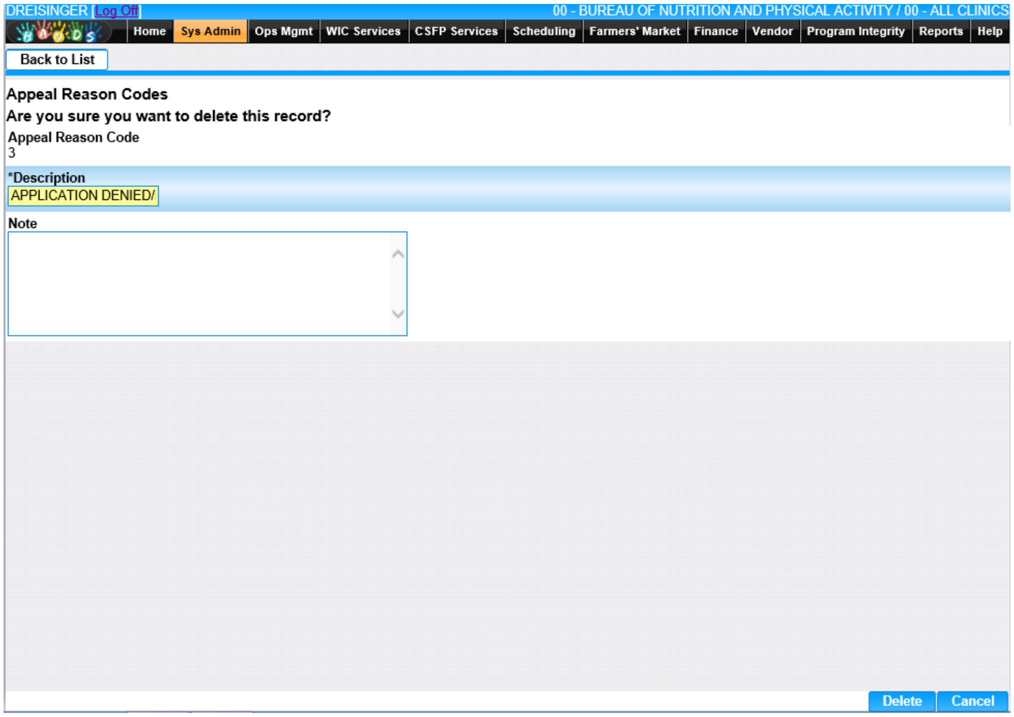


Figure 36 – Appeal Reason Code - Delete

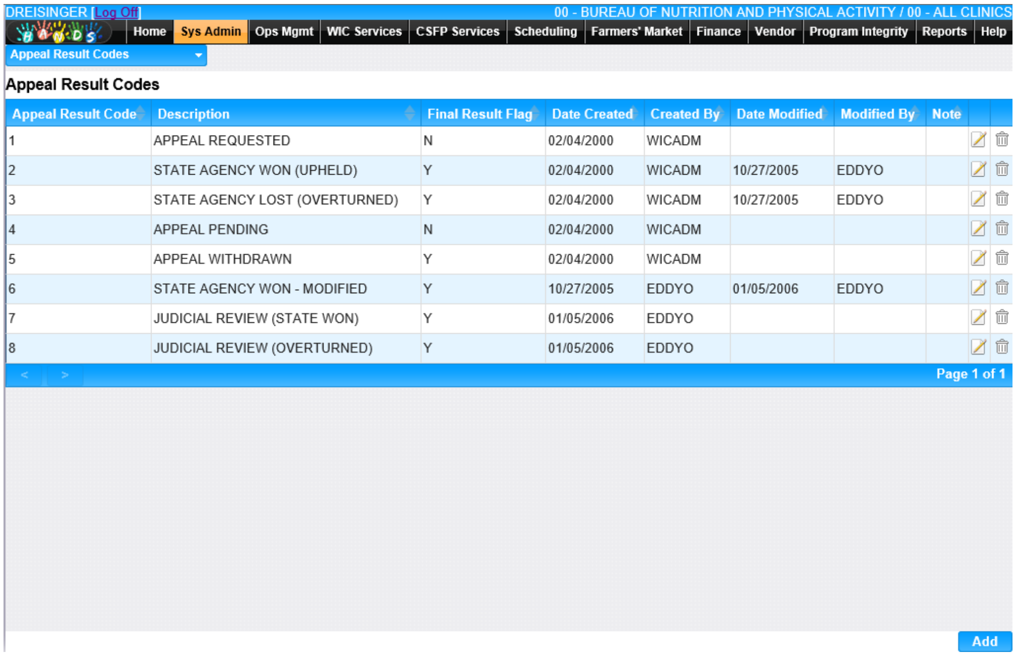
Buttons:

- **Delete** – Click to delete the record from the base table.
- **Cancel** – Click to not delete the record and return to the previous screen.

Calculation(s): None

Background Processes: None

20.3 Appeal Result Codes



Appeal Result Code	Description	Final Result Flag	Date Created	Created By	Date Modified	Modified By	Note
1	APPEAL REQUESTED	N	02/04/2000	WICADM			
2	STATE AGENCY WON (UPHELD)	Y	02/04/2000	WICADM	10/27/2005	EDDYO	
3	STATE AGENCY LOST (OVERTURNED)	Y	02/04/2000	WICADM	10/27/2005	EDDYO	
4	APPEAL PENDING	N	02/04/2000	WICADM			
5	APPEAL WITHDRAWN	Y	02/04/2000	WICADM			
6	STATE AGENCY WON - MODIFIED	Y	10/27/2005	EDDYO	01/05/2006	EDDYO	
7	JUDICIAL REVIEW (STATE WON)	Y	01/05/2006	EDDYO			
8	JUDICIAL REVIEW (OVERTURNED)	Y	01/05/2006	EDDYO			

Figure 37 – Appeal Result Codes

Fields:

- **Appeal Result Code** – The abbreviated appeal result code. Display only.
- **Description** – The description for the appeal result code. Display only.
- **Final Result Flag** – If 'Y', indicates the step is a final step in the appeal process. If 'N', the step is not a final step. Display only.
- **Date Created** – The date on which the record was added to the base table. Display only.
- **Created By** – The name of the user who created the record. Display only.
- **Date Modified** – The date on which the record was last modified, if it has been modified since its creation. Display only.
- **Modified By** – The name of the user who modified the record, if it has been modified since its creation. Display only.
- **Note** – A user-specified note or comment about the record.

Buttons:

- **(Edit Icon) –** Click to edit the record.
- (Delete Icon) – Click to delete the record.
- **Add** – Click to add an entry to the base table.

Calculation(s): None

Background Processes: None

20.3.1 Appeal Result Codes – Add

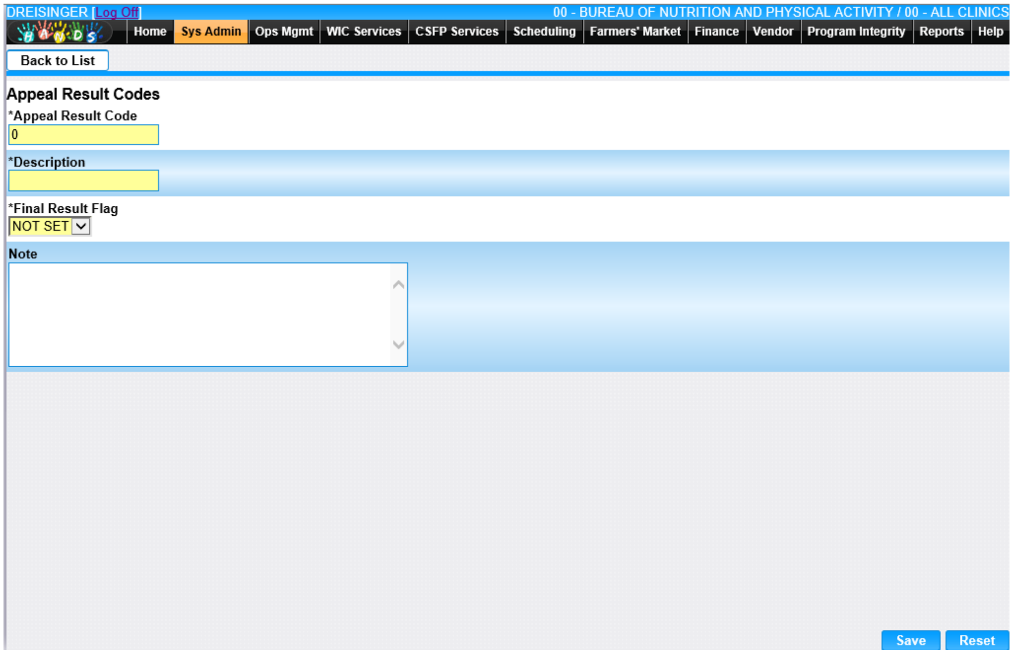


Figure 38 – Appeal Result Code - Add

Fields:

- **Appeal Result Code** – The abbreviated appeal result code. Must be unique. Required.
- **Description** – The description for the appeal result code. Required.
- **Final Result Flag** – If 'Y', indicates the step is a final step in the appeal process. If 'N', the step is not a final step. Display only. Required.
- **Note** – A user-specified note or comment about the record.

Buttons:

- **Save** – Click to save the entered information to the base table as a new record.
- **Reset** – Click to restore all fields to their initial or default values.

20.3.2 Appeal Result Code – Edit

The fields displayed on the Edit screen are identical to those displayed on the Add screen. Please see the Add screen for field details.

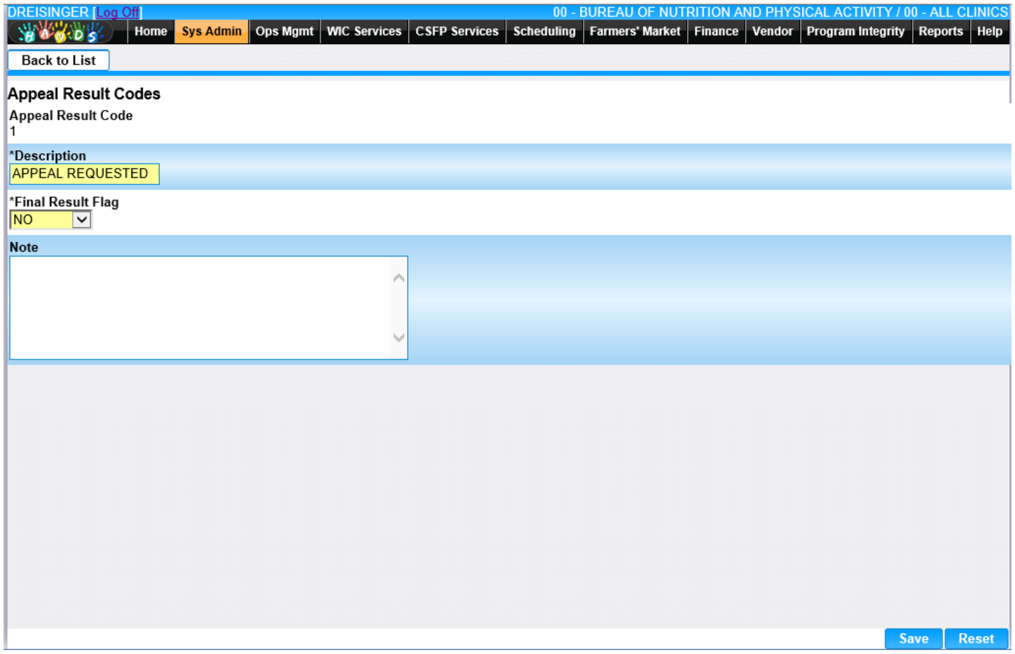


Figure 39 – Appeal Result Code - Edit

Buttons:

- **Save** – Click to save the entered information to the base table.
- **Reset** – Click to restore all fields to their initial or default values.

Calculation(s): None

Background Processes: None

20.3.3 Appeal Result Code – Delete

The fields displayed on the Delete screen are identical to those displayed on the Add screen. Please see the Add screen for field details.

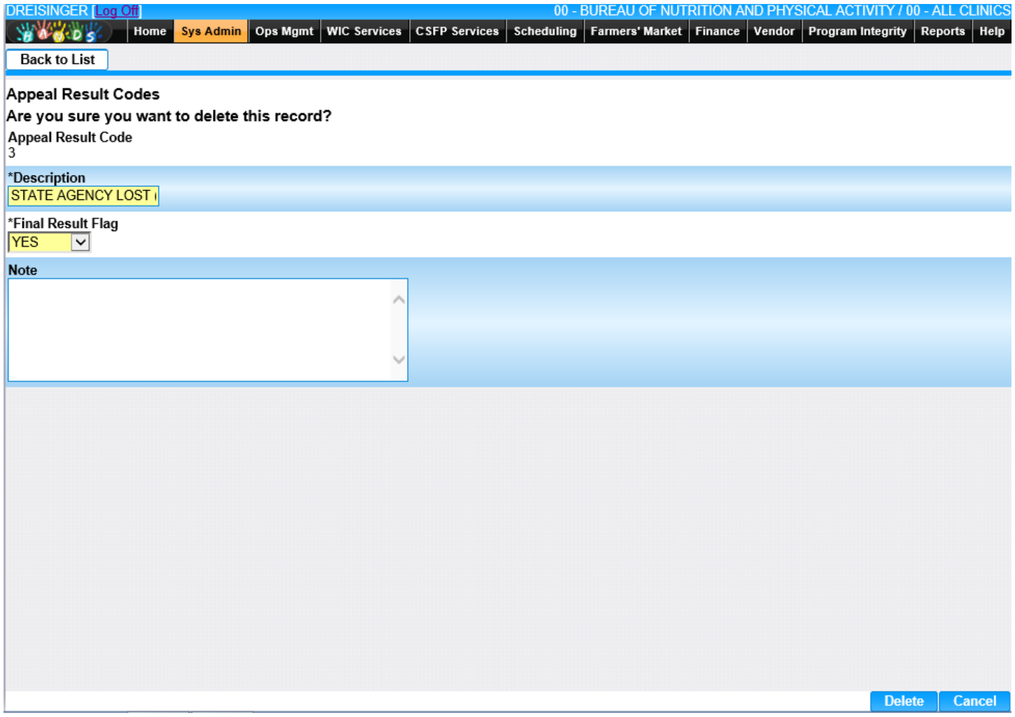


Figure 40 – Appeal Result Code - Delete

Buttons:

- **Delete** – Click to delete the record from the base table.
- **Cancel** – Click to not delete the record and return to the previous screen.

Calculation(s): None

Background Processes: None

20.4 Case Statuses

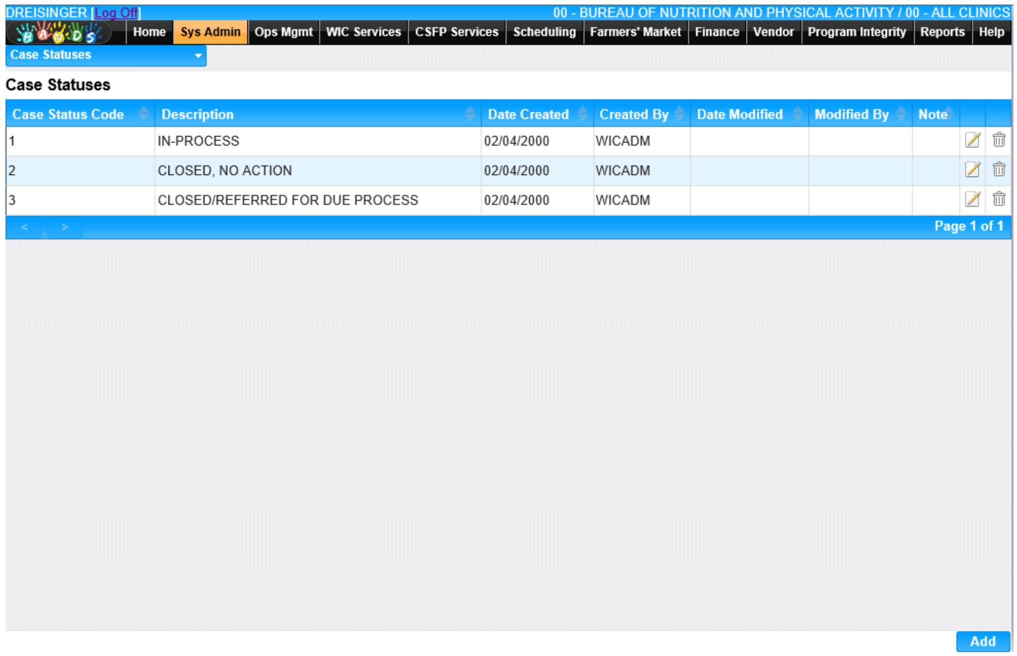


Figure 41 – Case Statuses

Fields:

- **Case Status Code** – The unique case status code. Display only.
- **Description** – The description of the case status code. Display only.
- **Date Created** – The date on which the record was added to the base table. Display only.
- **Created By** – The name of the user who created the record. Display only.
- **Date Modified** – The date on which the record was last modified, if it has been modified since its creation. Display only.
- **Modified By** – The name of the user who modified the record, if it has been modified since its creation. Display only.
- **Note** – A user-specified note or comment about the record.

Buttons:

- **(Edit Icon) –** Click to edit the record.
- (Delete Icon) – Click to delete the record.
- **Add** – Click to add an entry to the base table.

Calculation(s): None

Background Processes: None

20.4.1 Case Statuses – Add

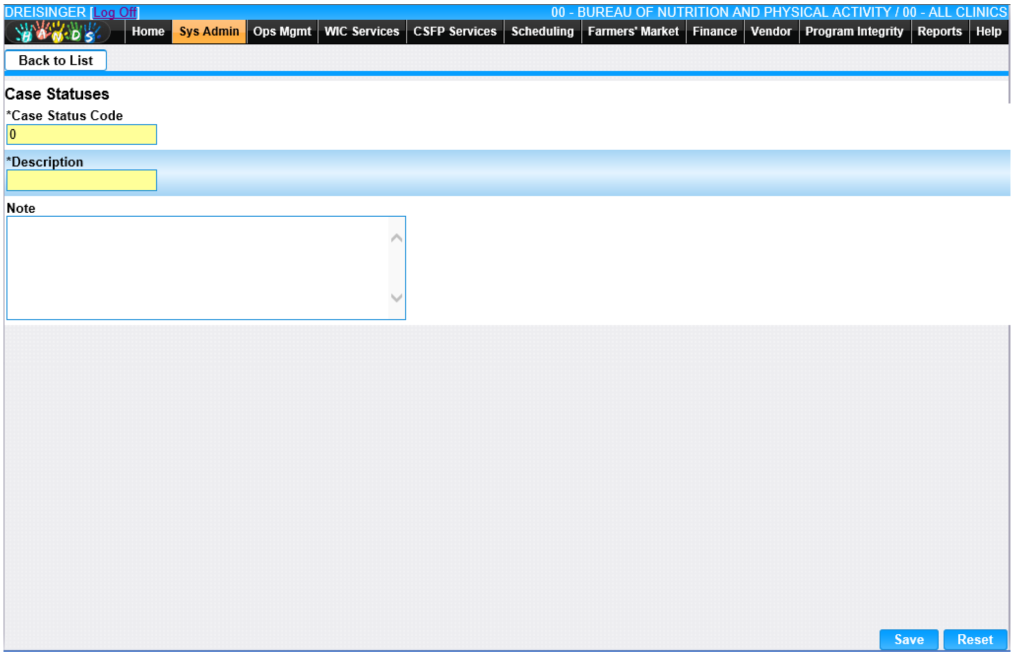


Figure 42 – Case Statuses - Add

Fields:

- **Case Status Code** – The case status code. Must be unique. Required.
- **Description** – The description of the case status code. Required.
- **Note** – A user-specified note or comment about the record.

Buttons:

- **Save** – Click to save the entered information to the base table as a new record.
- **Reset** – Click to restore all fields to their initial or default values.

20.4.2 Case Statuses – Edit

The fields displayed on the Edit screen are identical to those displayed on the Add screen. Please see the Add screen for field details.

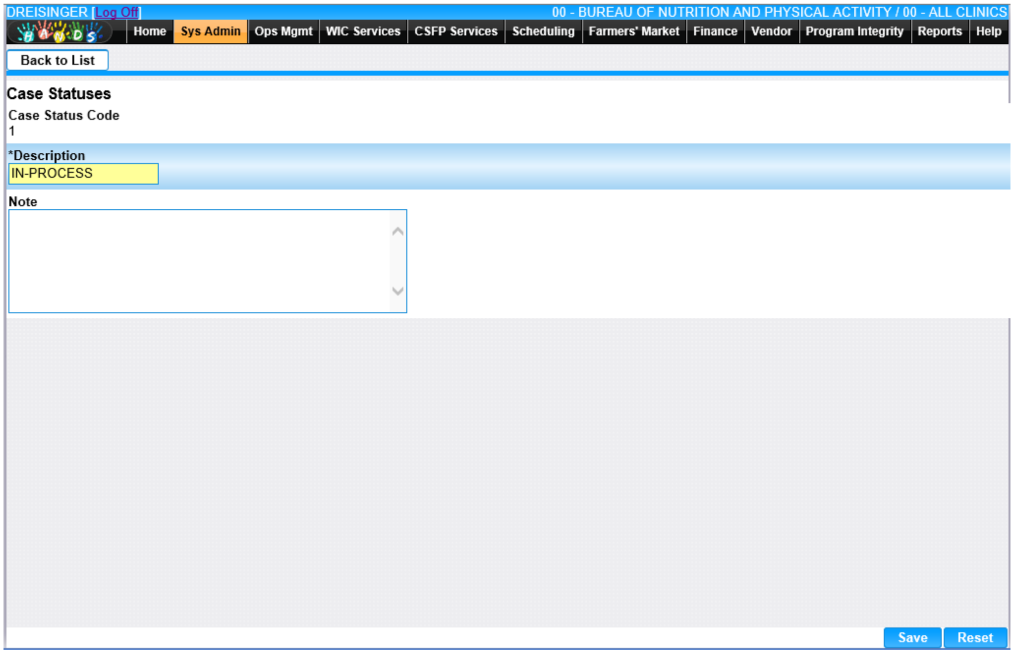


Figure 43 – Case Statuses - Edit

Buttons:

- **Save** – Click to save the entered information to the base table.
- **Reset** – Click to restore all fields to their initial or default values.

Calculation(s): None

Background Processes: None

20.4.3 Case Statuses – Delete

The fields displayed on the Delete screen are identical to those displayed on the Add screen. Please see the Add screen for field details.

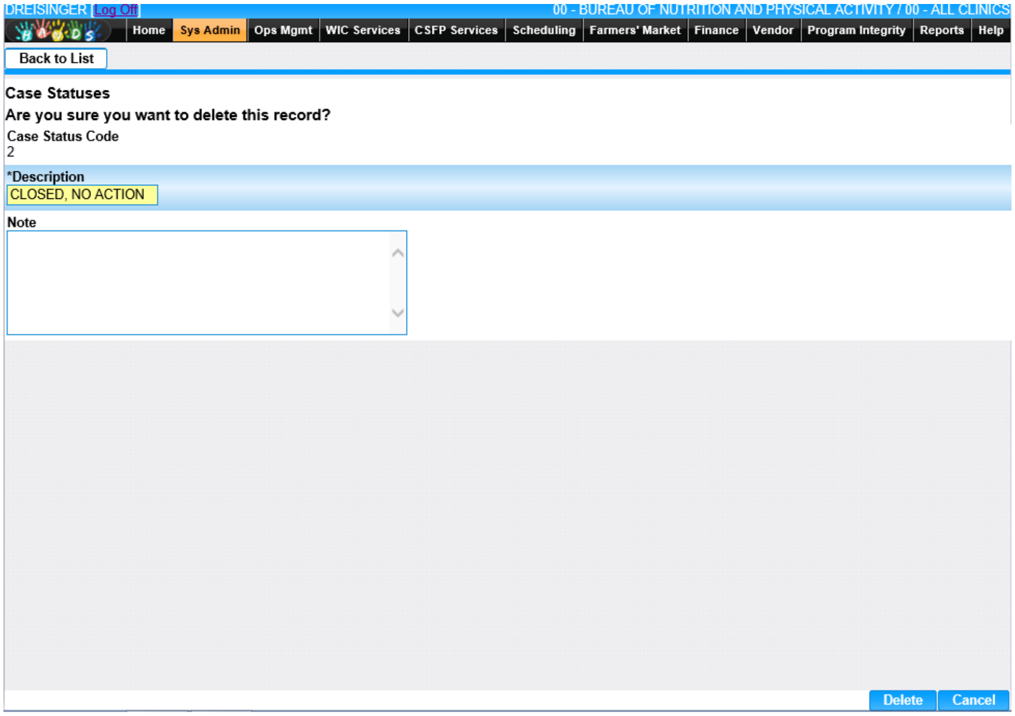


Figure 44 – Case Statuses - Delete

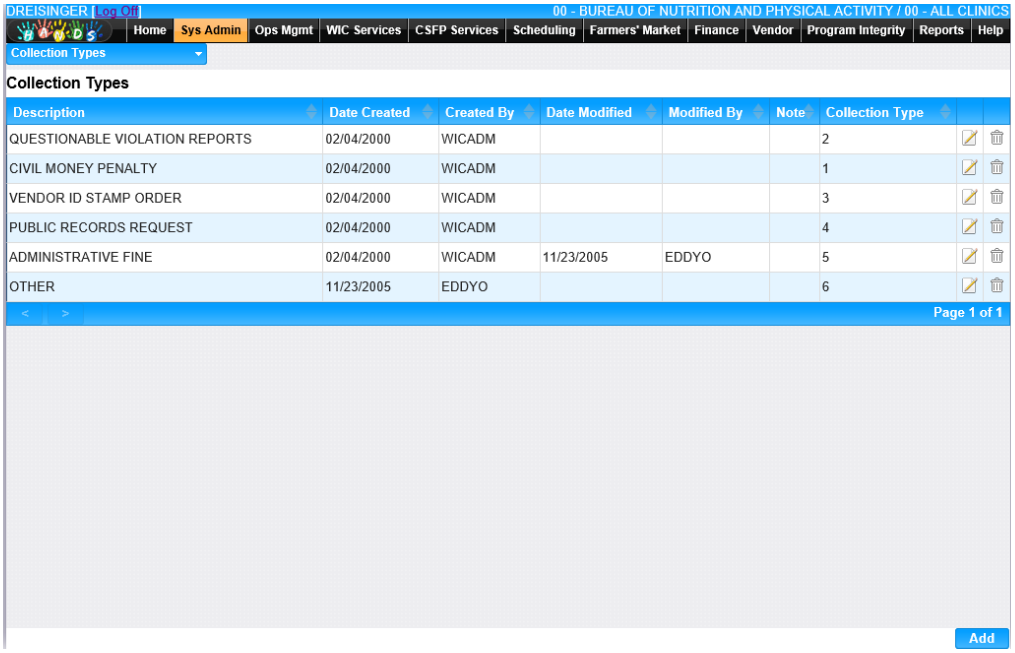
Buttons:

- **Delete** – Click to delete the record from the base table.
- **Cancel** – Click to not delete the record and return to the previous screen.

Calculation(s): None

Background Processes: None

20.5 Collection Types



Description	Date Created	Created By	Date Modified	Modified By	Note	Collection Type
QUESTIONABLE VIOLATION REPORTS	02/04/2000	WICADM				2
CIVIL MONEY PENALTY	02/04/2000	WICADM				1
VENDOR ID STAMP ORDER	02/04/2000	WICADM				3
PUBLIC RECORDS REQUEST	02/04/2000	WICADM				4
ADMINISTRATIVE FINE	02/04/2000	WICADM	11/23/2005	EDDYO		5
OTHER	11/23/2005	EDDYO				6

Figure 45 – Collection Types

Fields:

- **Description** – The description of the collection type. Display only.
- **Date Created** – The date on which the record was added to the base table. Display only.
- **Created By** – The name of the user who created the record. Display only.
- **Date Modified** – The date on which the record was last modified, if it has been modified since its creation. Display only.
- **Modified By** – The name of the user who modified the record, if it has been modified since its creation. Display only.
- **Note** – A user-specified note or comment about the record.
- **Collection Type** – The unique collection type code. Display only.

Buttons:

- **(Edit Icon) –** Click to edit the record.
- (Delete Icon) – Click to delete the record.
- **Add** – Click to add an entry to the base table.

Calculation(s): None

Background Processes: None

20.5.1 Collection Types – Add

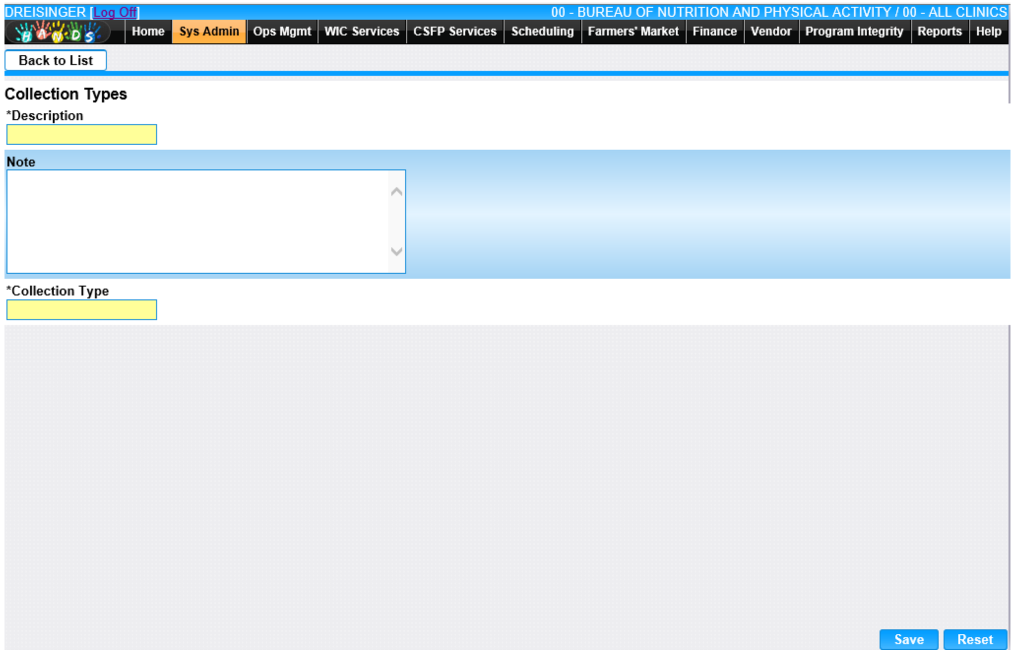


Figure 46 – Collection Type - Add

Fields:

- **Description** – The description of the collection type. Required.
- **Note** – A user-specified note or comment about the record.
- **Collection Type** – The collection type code. Must be unique. Required.

Buttons:

- **Save** – Click to save the entered information to the base table as a new record.
- **Reset** – Click to restore all fields to their initial or default values.

Calculation(s): None

Background Processes: None

20.5.2 Collection Type – Edit

The fields displayed on the Edit screen are identical to those displayed on the Add screen. Please see the Add screen for field details.

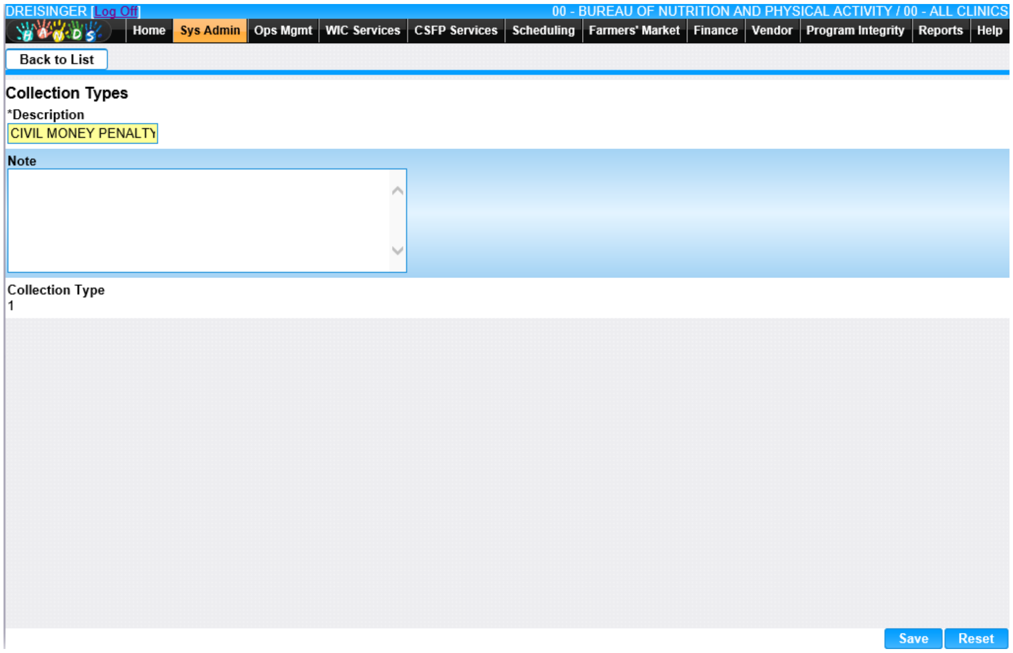


Figure 47 – Collection Type - Edit

Buttons:

- **Save** – Click to save the entered information to the base table.
- **Reset** – Click to restore all fields to their initial or default values.

Calculation(s): None

Background Processes: None

20.5.3 Collection Type – Delete

The fields displayed on the Delete screen are identical to those displayed on the Add screen. Please see the Add screen for field details.

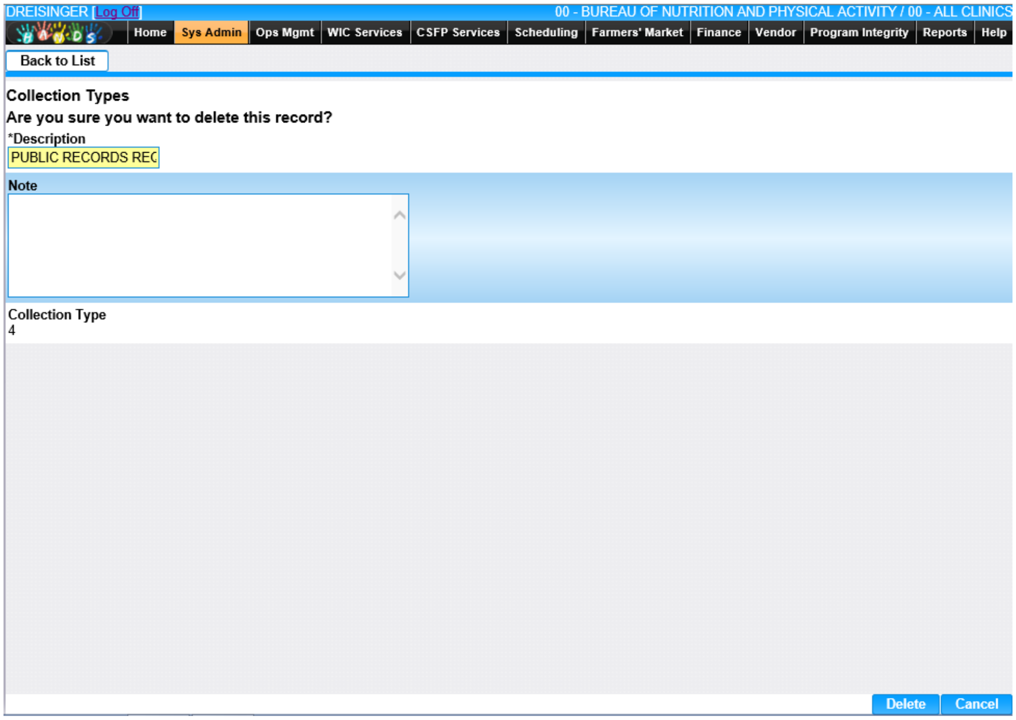


Figure 48 – Collection Type - Delete

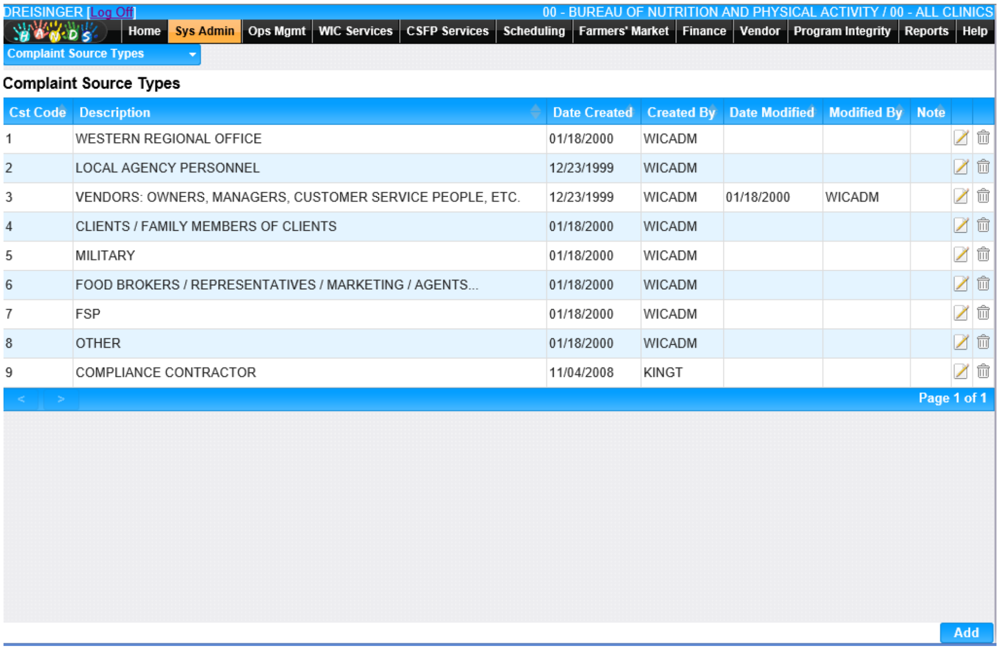
Buttons:

- **Delete** – Click to delete the record from the base table.
- **Cancel** – Click to not delete the record and return to the previous screen.

Calculation(s): None

Background Processes: None

20.6 Complaint Source Types



Cst Code	Description	Date Created	Created By	Date Modified	Modified By	Note
1	WESTERN REGIONAL OFFICE	01/18/2000	WICADM			
2	LOCAL AGENCY PERSONNEL	12/23/1999	WICADM			
3	VENDORS: OWNERS, MANAGERS, CUSTOMER SERVICE PEOPLE, ETC.	12/23/1999	WICADM	01/18/2000	WICADM	
4	CLIENTS / FAMILY MEMBERS OF CLIENTS	01/18/2000	WICADM			
5	MILITARY	01/18/2000	WICADM			
6	FOOD BROKERS / REPRESENTATIVES / MARKETING / AGENTS...	01/18/2000	WICADM			
7	FSP	01/18/2000	WICADM			
8	OTHER	01/18/2000	WICADM			
9	COMPLIANCE CONTRACTOR	11/04/2008	KINGT			

Figure 49 – Complaint Source Types

Fields:

- **Cst Code**– The unique complaint source type code. Display only.
- **Description** – The description of the complaint source. Display only.
- **Date Created** – The date on which the record was added to the base table. Display only.
- **Created By** – The name of the user who created the record. Display only.
- **Date Modified** – The date on which the record was last modified, if it has been modified since its creation. Display only.
- **Modified By** – The name of the user who modified the record, if it has been modified since its creation. Display only.
- **Note** – A user-specified note or comment about the record.

Buttons:

- **(Edit Icon) –** Click to edit the record.
- (Delete Icon) – Click to delete the record.
- **Add** – Click to add an entry to the base table.

Calculation(s): None

Background Processes: None

20.6.1 Complaint Source Types – Add

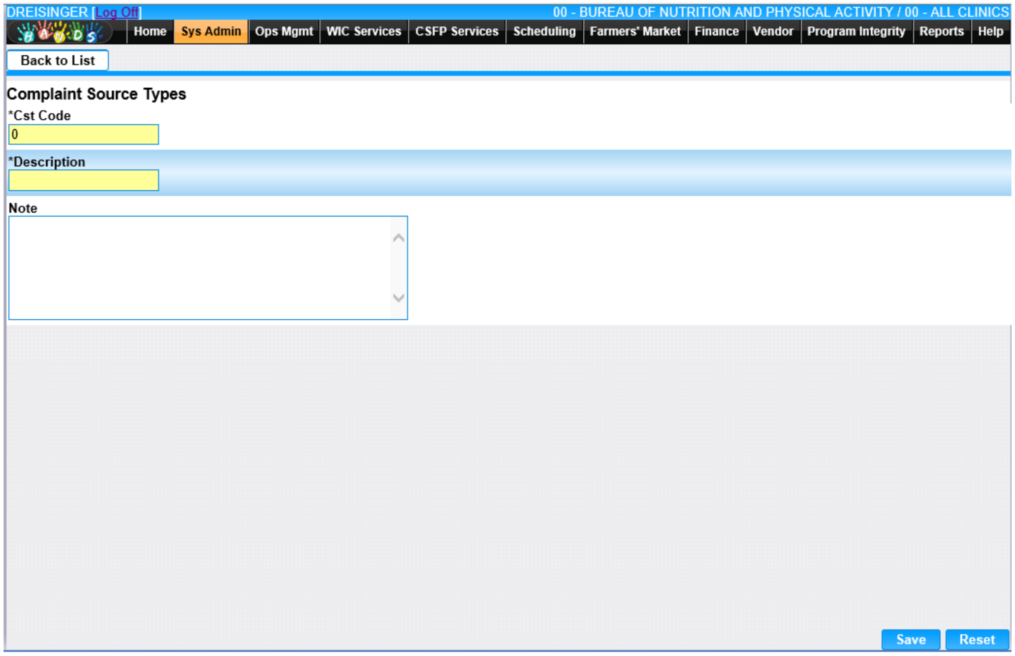


Figure 50 – Complaint Source Types - Add

Fields:

- **Cst Code**– The unique complaint source type code. Must be unique. Required.
- **Description** – The description of the complaint source. Required.
- **Note** – A user-specified note or comment about the record.

Buttons:

- **Save** – Click to save the entered information to the base table as a new record.
- **Reset** – Click to restore all fields to their initial or default values.

Calculation(s): None

Background Processes: None

20.6.2 Complaint Source Types – Edit

The fields displayed on the Edit screen are identical to those displayed on the Add screen. Please see the Add screen for field details.

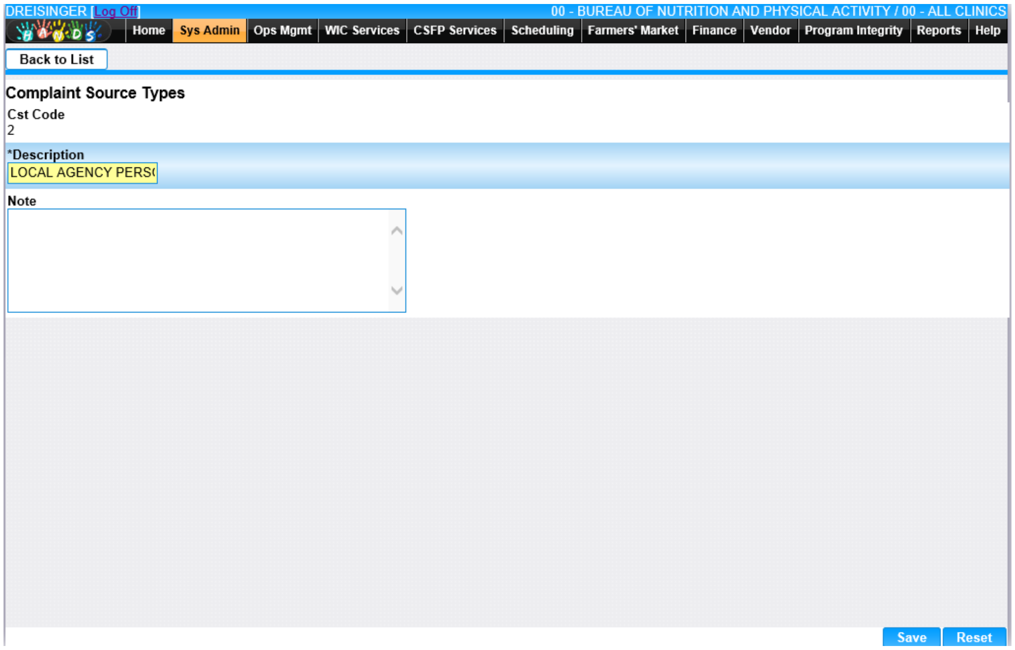


Figure 51 – Complaint Source Types - Edit

Buttons:

- **Save** – Click to save the entered information to the base table.
- **Reset** – Click to restore all fields to their initial or default values.

Calculation(s): None

Background Processes: None

20.6.3 Complaint Source Types – Delete

The fields displayed on the Delete screen are identical to those displayed on the Add screen. Please see the Add screen for field details.

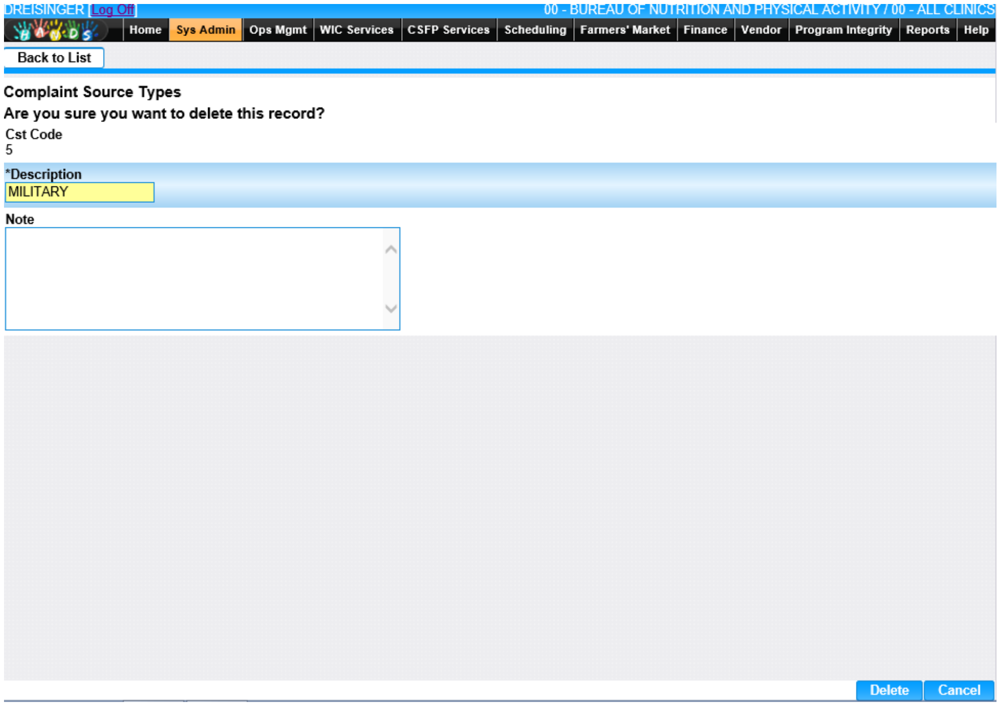


Figure 52 - Complaint Source Types - Delete

Buttons:

- **Delete** – Click to delete the record from the base table.
- **Cancel** – Click to not delete the record and return to the previous screen.

Calculation(s): None

Background Processes: None

20.7 Complaint Statuses

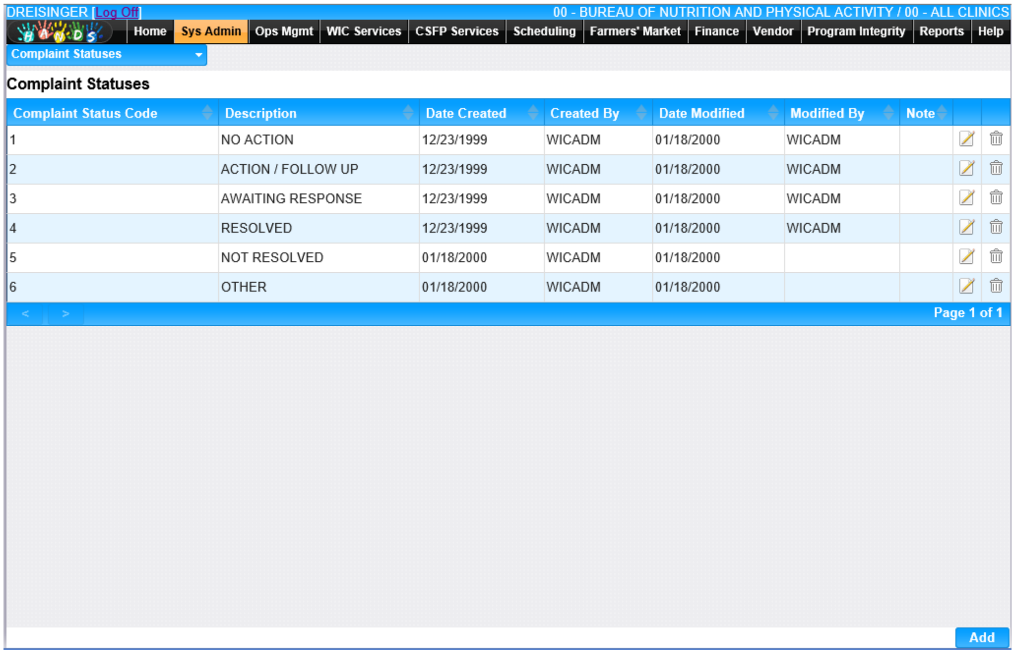


Figure 53 - Complaint Statuses

Fields:

- **Complaint Statuses Code**– The unique compliant status code. Display only.
- **Description** – The description of the complaint status. Display only.
- **Date Created** – The date on which the record was added to the base table. Display only.
- **Created By** – The name of the user who created the record. Display only.
- **Date Modified** – The date on which the record was last modified, if it has been modified since its creation. Display only.
- **Modified By** – The name of the user who modified the record, if it has been modified since its creation. Display only.
- **Note** – A user-specified note or comment about the record.

Buttons:

- **(Edit Icon) –** Click to edit the record.
- (Delete Icon) – Click to delete the record.
- **Add** – Click to add an entry to the base table.

Calculation(s): None

Background Processes: None

20.7.1 Complaint Statuses – Add

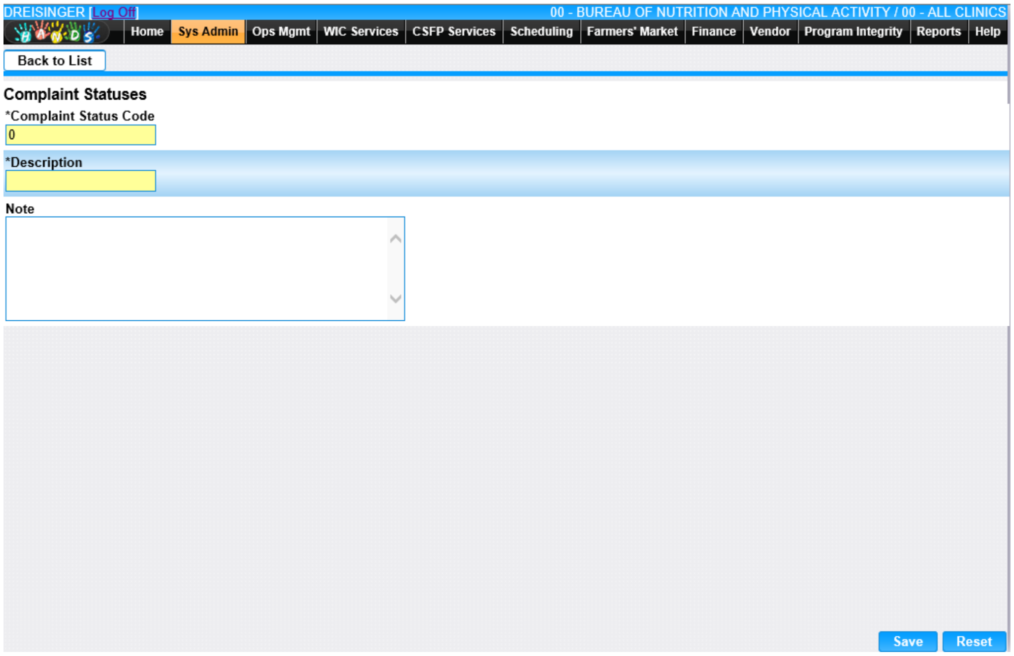


Figure 54 - Complaint Statuses

Fields:

- **Complaint Statuses Code**– The unique compliant status code. Must be unique. Required.
- **Description** – The description of the complaint status. Required.
- **Note** – A user-specified note or comment about the record.

Buttons:

- **Save** – Click to save the entered information to the base table as a new record.
- **Reset** – Click to restore all fields to their initial or default values.

20.7.2 Complaint Statuses – Edit

The fields displayed on the Edit screen are identical to those displayed on the Add screen. Please see the Add screen for field details.

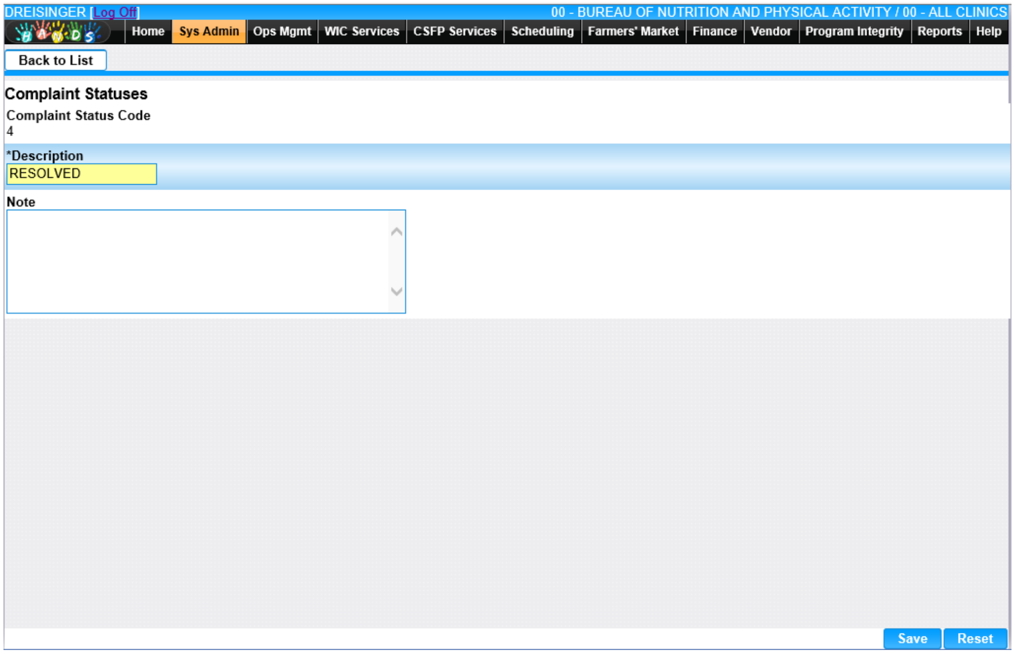


Figure 55 - Complaint Statuses - Add

Buttons:

- **Save** – Click to save the entered information to the base table.
- **Reset** – Click to restore all fields to their initial or default values.

Calculation(s): None

Background Processes: None

20.7.3 Complaint Statuses – Delete

The fields displayed on the Delete screen are identical to those displayed on the Add screen. Please see the Add screen for field details.

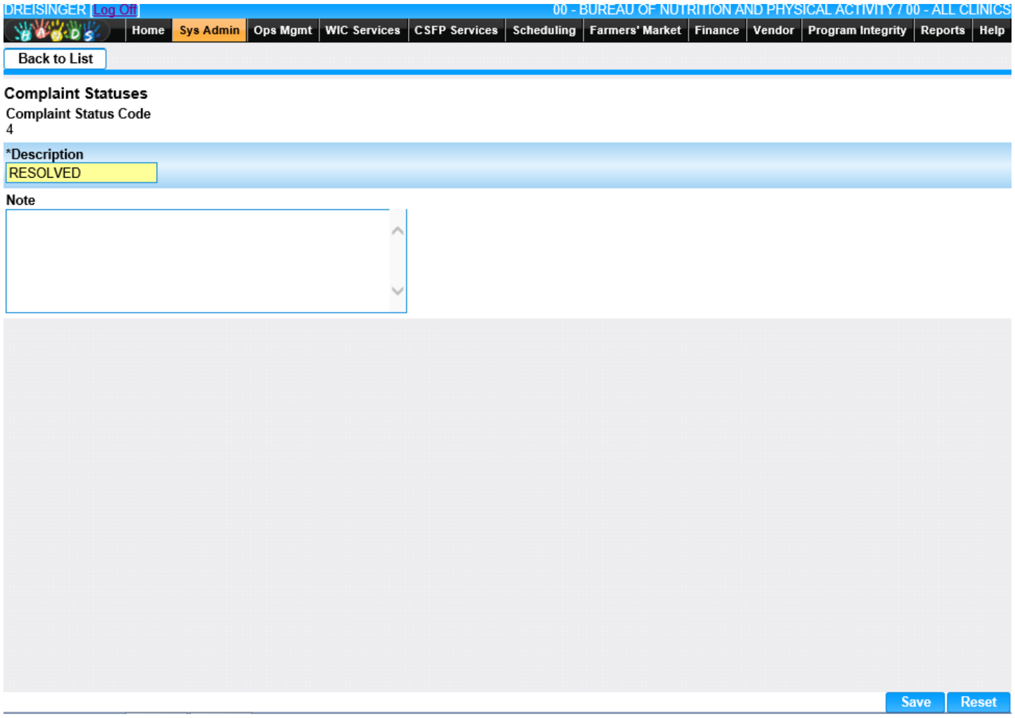


Figure 56 - Complaint Statuses - Delete

Buttons:

- **Delete** – Click to delete the record from the base table.
- **Cancel** – Click to not delete the record and return to the previous screen.

Calculation(s): None

Background Processes: None

20.8 Complaint Subjects

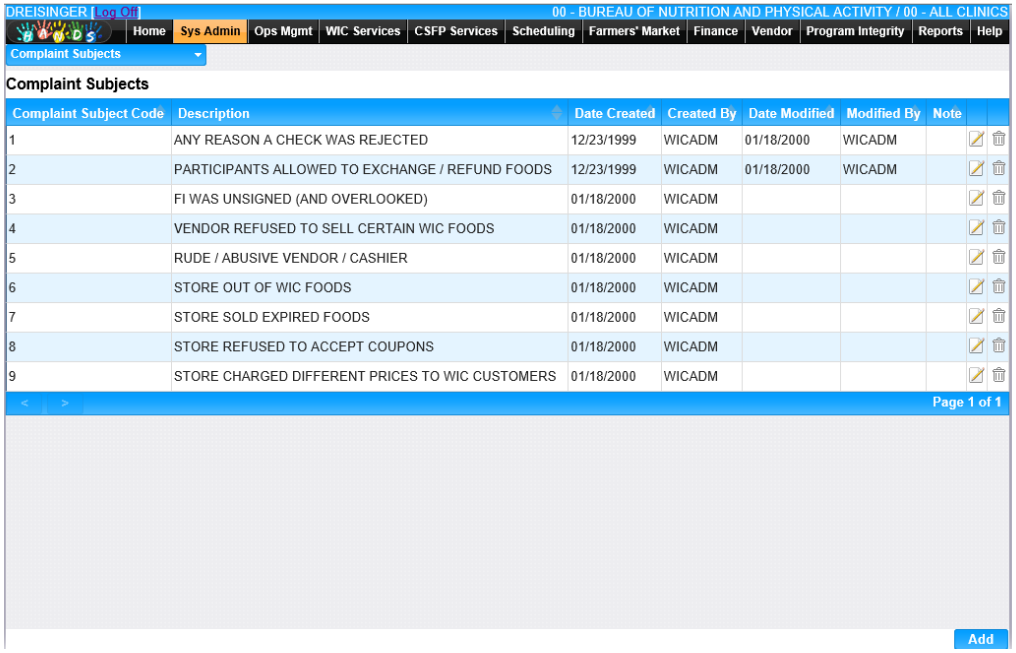


Figure 57 - Complaint Subjects

Fields:

- **Complaint Subject Code** – The unique complaint subject code. Display only.
- **Description** – The description of the complaint subject. Display only.
- **Date Created** – The date on which the record was added to the base table. Display only.
- **Created By** – The name of the user who created the record. Display only.
- **Date Modified** – The date on which the record was last modified, if it has been modified since its creation. Display only.
- **Modified By** – The name of the user who modified the record, if it has been modified since its creation. Display only.
- **Note** – A user-specified note or comment about the record.

Buttons:

- **(Edit Icon) –** Click to edit the record.
- (Delete Icon) – Click to delete the record.
- **Add** – Click to add an entry to the base table.

Calculation(s): None

Background Processes: None

20.8.1 Complaint Subjects – Add

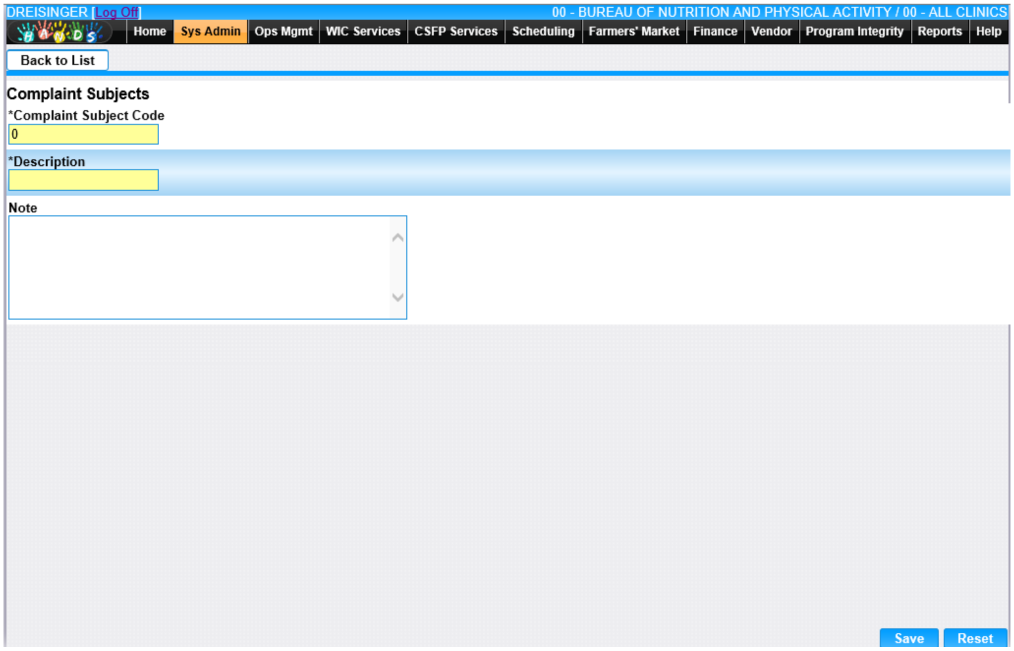


Figure 58 - Complaint Subjects - Add

Fields:

- **Complaint Subject Code** – The complaint subject code. Must be unique. Required.
- **Description** – The description of the complaint subject. Required.
- **Note** – A user-specified note or comment about the record.

Buttons:

- **Save** – Click to save the entered information to the base table as a new record.
- **Reset** – Click to restore all fields to their initial or default values.

Calculation(s): None

Background Processes: None

20.8.2 Complaint Subjects – Edit

The fields displayed on the Edit screen are identical to those displayed on the Add screen. Please see the Add screen for field details.

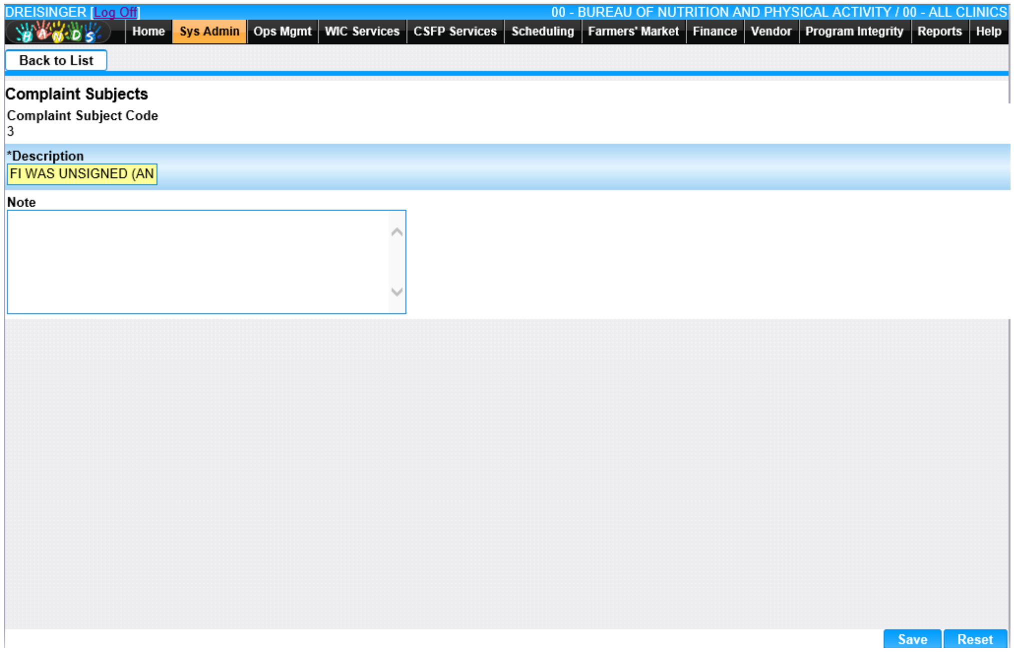


Figure 59 - Complaint Subjects - Edit

Buttons:

- **Save** – Click to save the entered information to the base table.
- **Reset** – Click to restore all fields to their initial or default values.

Calculation(s): None

Background Processes: None

20.8.3 Complaint Subjects – Delete

The fields displayed on the Delete screen are identical to those displayed on the Add screen. Please see the Add screen for field details.

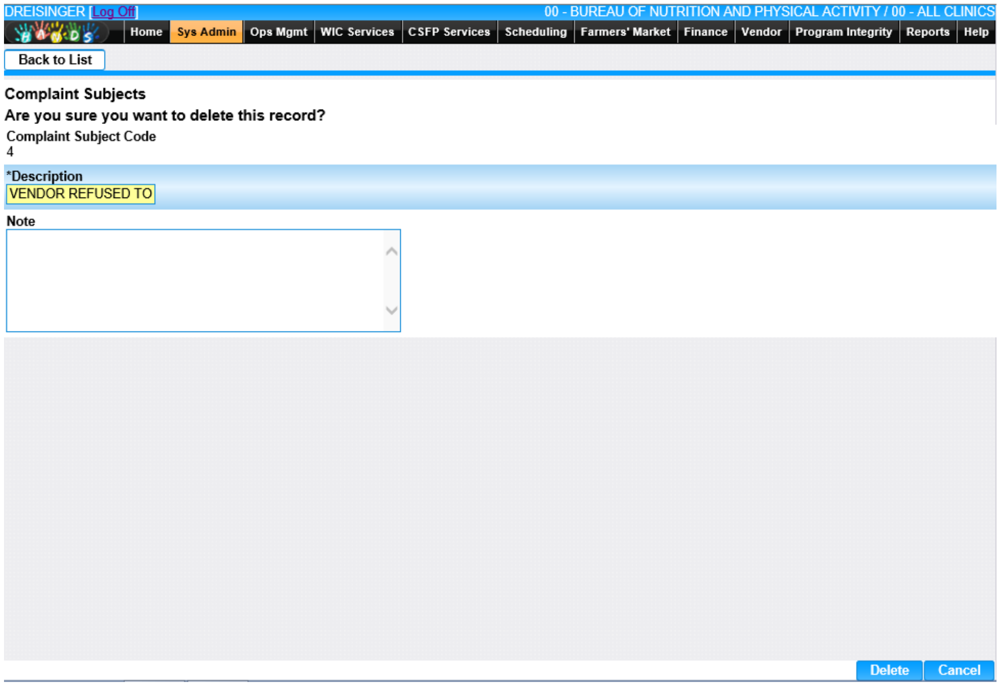


Figure 60 - Complaint Subjects - Delete

Buttons:

- **Delete** – Click to delete the record from the base table.
- **Cancel** – Click to not delete the record and return to the previous screen.

Calculation(s): None

Background Processes: None

20.9 Compliance Case Designations

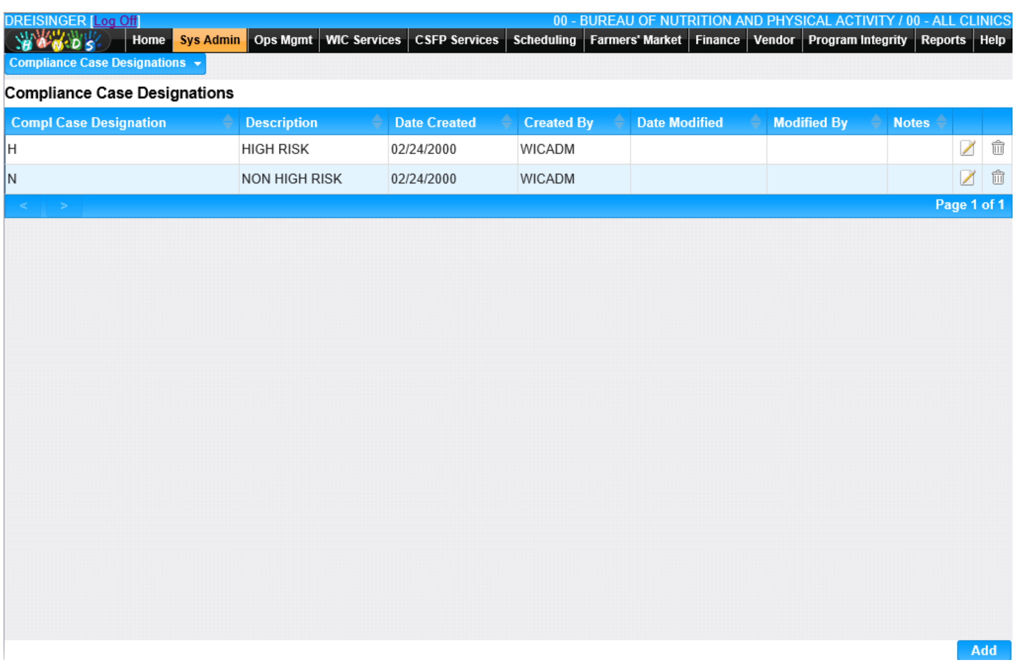


Figure 61 - Compliance Case Designations

Fields:

- **Compl Case Designations** – The unique compliance case designation code. Display only.
- **Description** – The description of the compliance case designation. Display only.
- **Date Created** – The date on which the record was added to the base table. Display only.
- **Created By** – The name of the user who created the record. Display only.
- **Date Modified** – The date on which the record was last modified, if it has been modified since its creation. Display only.
- **Modified By** – The name of the user who modified the record, if it has been modified since its creation. Display only.
- **Note** – A user-specified note or comment about the record.

Buttons:

- **(Edit Icon) –** Click to edit the record.
- (Delete Icon) – Click to delete the record.
- **Add** – Click to add an entry to the base table.

Calculation(s): None

Background Processes: None

20.9.1 Compliance Case Designations – Add

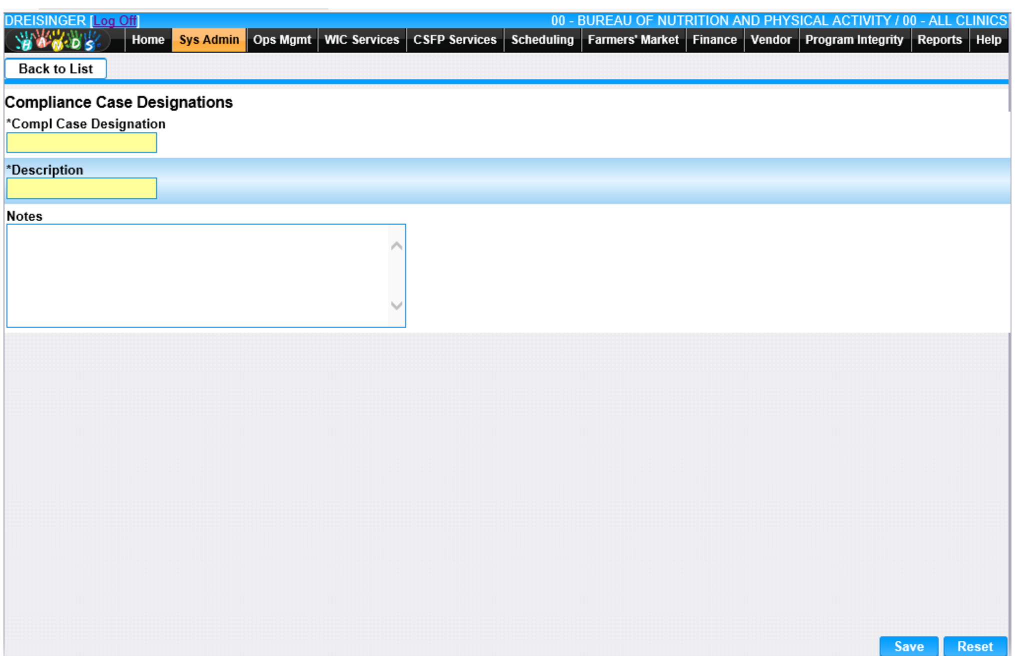


Figure 62 - Compliance Case Designations - Add

Fields:

- **Compl Case Designations** – The compliance case designation code. Must be unique. Required.

- **Description** – The description of the compliance case designation. Required.
- **Note** – A user-specified note or comment about the record.

Buttons:
- **Save** – Click to save the entered information to the base table as a new record.
- **Reset** – Click to restore all fields to their initial or default values.

Calculation(s): None

Background Processes: None

20.9.2 Compliance Case Designations – Edit

The fields displayed on the Edit screen are identical to those displayed on the Add screen. Please see the Add screen for field details.

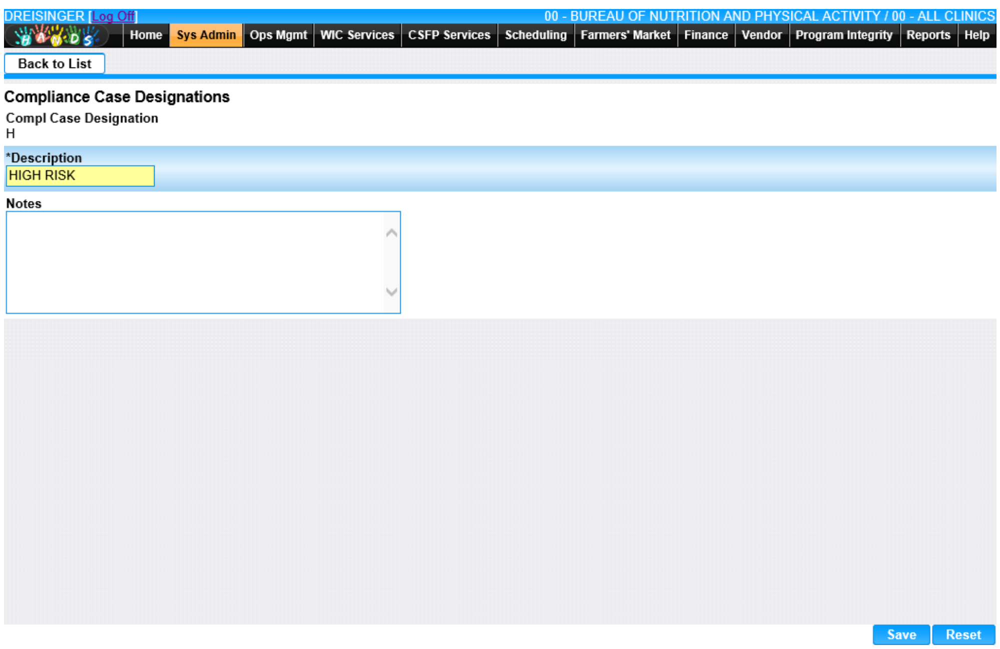


Figure 63 - Compliance Case Designations - Edit

Buttons:
- **Save** – Click to save the entered information to the base table.
- **Reset** – Click to restore all fields to their initial or default values.

Calculation(s): None

Background Processes: None

20.9.3 Compliance Case Designations – Delete

The fields displayed on the Delete screen are identical to those displayed on the Add screen. Please see the Add screen for field details.

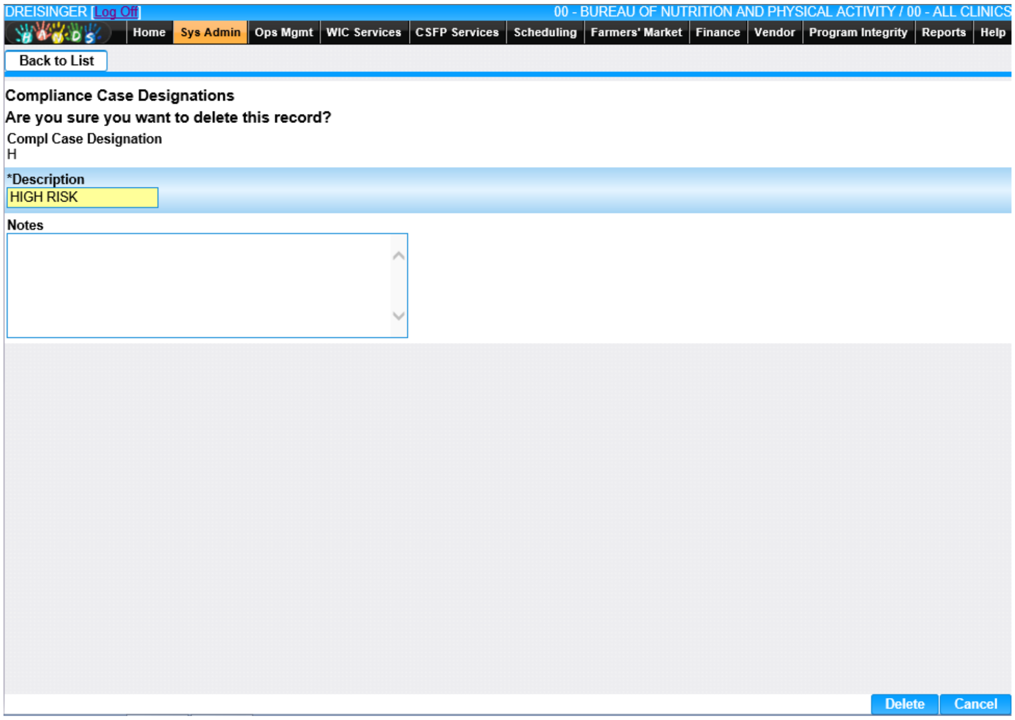


Figure 64 - Compliance Case Designations - Delete

Buttons:

- **Delete** – Click to delete the record from the base table.
- **Cancel** – Click to not delete the record and return to the previous screen.

Calculation(s): None

Background Processes: None

20.10 Compliance Case Types

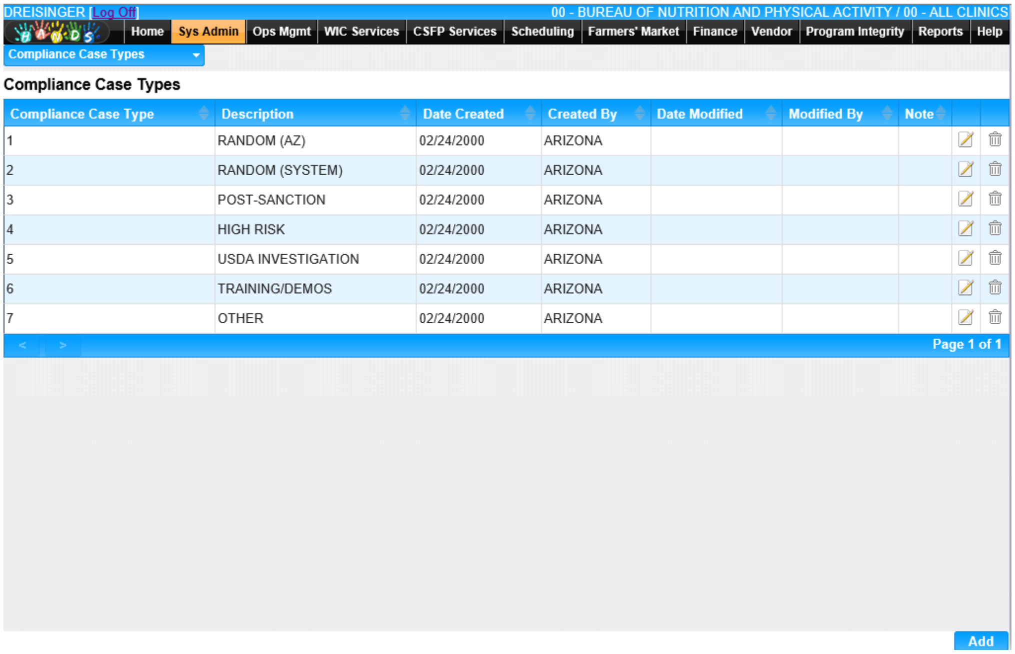


Figure 65 - Compliance Case Types

Fields:

- **Compliance Case Type** – The unique compliance case type code. Display only.
- **Description** – The description of the compliance case type. Display only.
- **Date Created** – The date on which the record was added to the base table. Display only.
- **Created By** – The name of the user who created the record. Display only.
- **Date Modified** – The date on which the record was last modified, if it has been modified since its creation. Display only.
- **Modified By** – The name of the user who modified the record, if it has been modified since its creation. Display only.
- **Note** – A user-specified note or comment about the record.

Buttons:

- **(Edit Icon) –** Click to edit the record.
- (Delete Icon) – Click to delete the record.
- **Add** – Click to add an entry to the base table.

Calculation(s): None

Background Processes: None

20.10.1 Compliance Case Types – Add

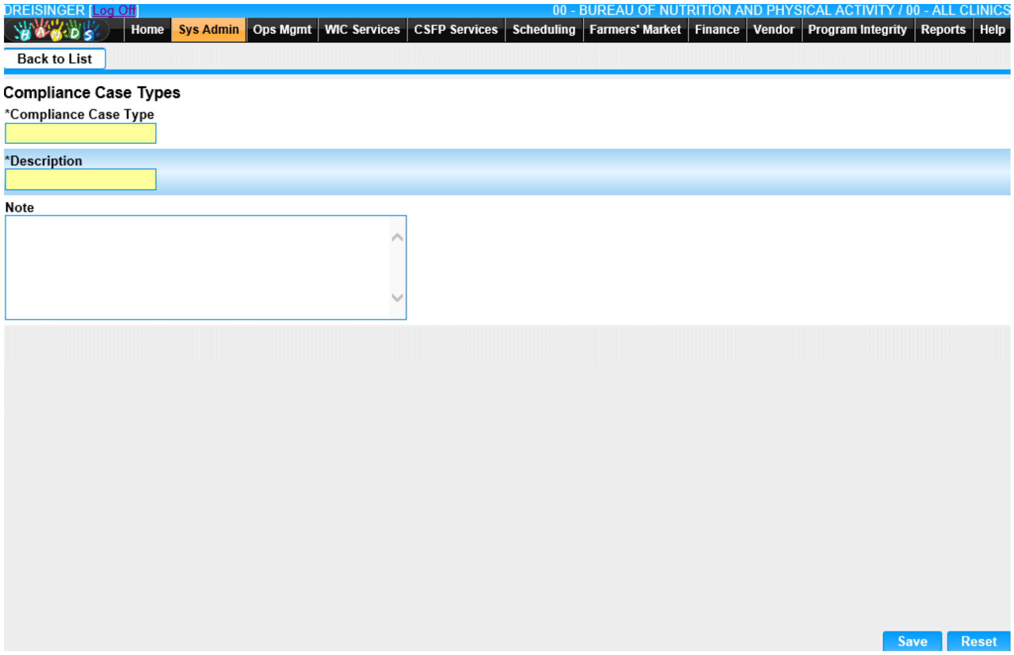


Figure 66 - Compliance Case Types - Add

Fields:

- **Compliance Case Type** – The compliance case type code. Must be unique. Required.
- **Description** – The description of the compliance case type. Required.
- **Note** – A user-specified note or comment about the record.

Buttons:

- **Save** – Click to save the entered information to the base table as a new record.
- **Reset** – Click to restore all fields to their initial or default values.

Calculation(s): None

Background Processes: None

20.10.2 Compliance Case Types – Edit

The fields displayed on the Edit screen are identical to those displayed on the Add screen. Please see the Add screen for field details.

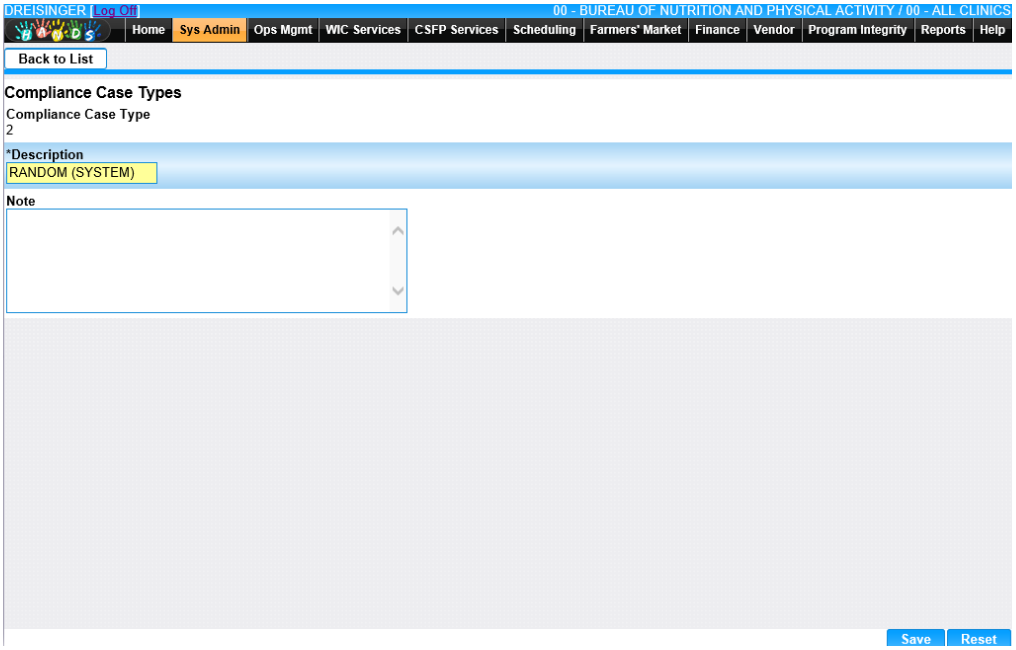


Figure 67 - Compliance Case Types - Edit

Buttons:

- **Save** – Click to save the entered information to the base table.
- **Reset** – Click to restore all fields to their initial or default values.

Calculation(s): None

Background Processes: None

20.10.3 Compliance Case Types – Delete

The fields displayed on the Delete screen are identical to those displayed on the Add screen. Please see the Add screen for field details.

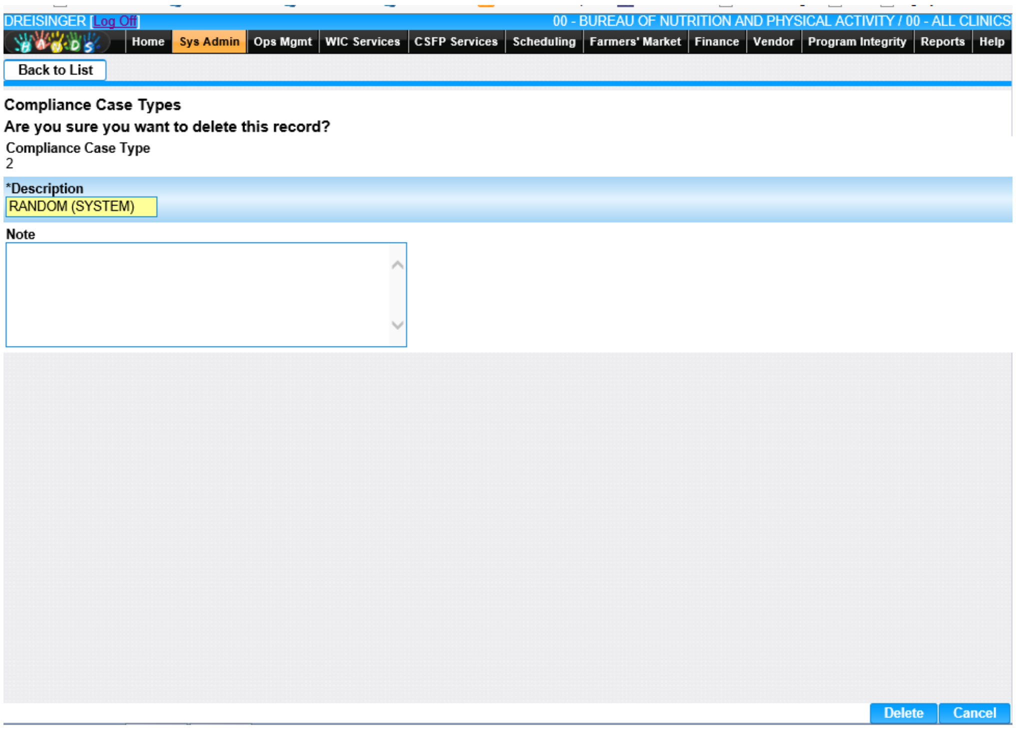


Figure 68 - Compliance Case Types - Delete

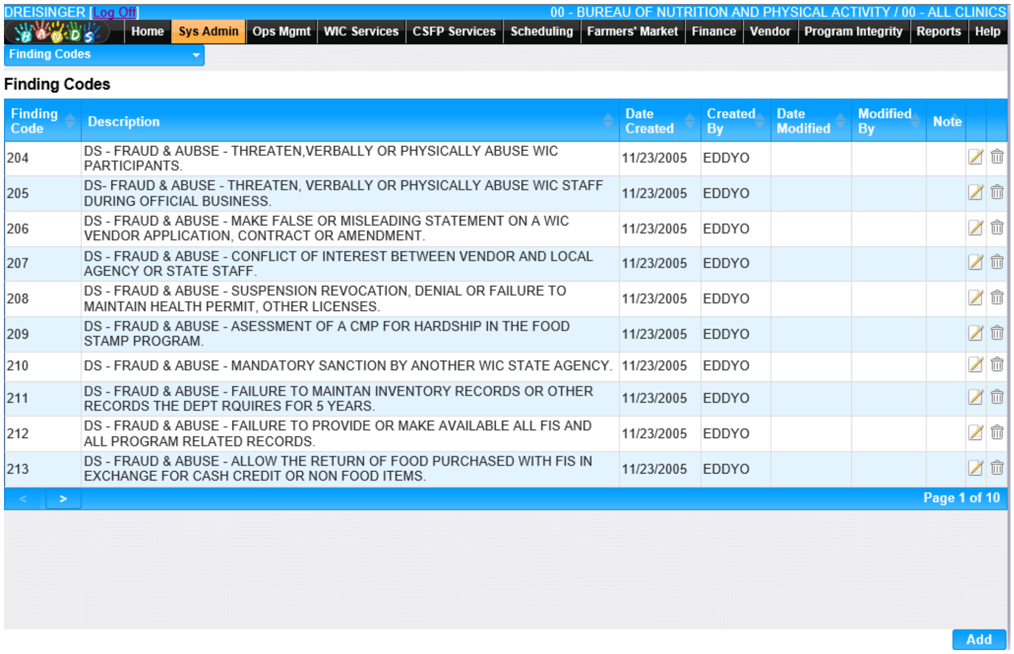
Buttons:

- **Delete** – Click to delete the record from the base table.
- **Cancel** – Click to not delete the record and return to the previous screen.

Calculation(s): None

Background Processes: None

20.11 Finding Codes



Finding Code	Description	Date Created	Created By	Date Modified	Modified By	Note
204	DS - FRAUD & AUBSE - THREATEN,VERBALLY OR PHYSICALLY ABUSE WIC PARTICIPANTS.	11/23/2005	EDDYO			
205	DS- FRAUD & ABUSE - THREATEN, VERBALLY OR PHYSICALLY ABUSE WIC STAFF DURING OFFICIAL BUSINESS.	11/23/2005	EDDYO			
206	DS - FRAUD & ABUSE - MAKE FALSE OR MISLEADING STATEMENT ON A WIC VENDOR APPLICATION, CONTRACT OR AMENDMENT.	11/23/2005	EDDYO			
207	DS - FRAUD & ABUSE - CONFLICT OF INTEREST BETWEEN VENDOR AND LOCAL AGENCY OR STATE STAFF.	11/23/2005	EDDYO			
208	DS - FRAUD & ABUSE - SUSPENSION REVOCATION, DENIAL OR FAILURE TO MAINTAIN HEALTH PERMIT, OTHER LICENSES.	11/23/2005	EDDYO			
209	DS - FRAUD & ABUSE - ASESSMENT OF A CMP FOR HARDSHIP IN THE FOOD STAMP PROGRAM.	11/23/2005	EDDYO			
210	DS - FRAUD & ABUSE - MANDATORY SANCTION BY ANOTHER WIC STATE AGENCY.	11/23/2005	EDDYO			
211	DS - FRAUD & ABUSE - FAILURE TO MAINTAN INVENTORY RECORDS OR OTHER RECORDS THE DEPT RQUIRES FOR 5 YEARS.	11/23/2005	EDDYO			
212	DS - FRAUD & ABUSE - FAILURE TO PROVIDE OR MAKE AVAILABLE ALL FIS AND ALL PROGRAM RELATED RECORDS.	11/23/2005	EDDYO			
213	DS - FRAUD & ABUSE - ALLOW THE RETURN OF FOOD PURCHASED WITH FIS IN EXCHANGE FOR CASH CREDIT OR NON FOOD ITEMS.	11/23/2005	EDDYO			

Figure 69 - Finding Codes

Fields:

- **Finding Code** – The unique code associated with the finding. Display only.
- **Description** – The description of the finding. Display only.
- **Date Created** – The date on which the record was added to the base table. Display only.
- **Created By** – The name of the user who created the record. Display only.
- **Date Modified** – The date on which the record was last modified, if it has been modified since its creation. Display only.
- **Modified By** – The name of the user who modified the record, if it has been modified since its creation. Display only.
- **Note** – A user-specified note or comment about the record.

Buttons:

- **(Edit Icon) –** Click to edit the record.
- (Delete Icon) – Click to delete the record.
- **Add** – Click to add an entry to the base table.

Calculation(s): None

Background Processes: None

20.11.1 Finding Codes – Add

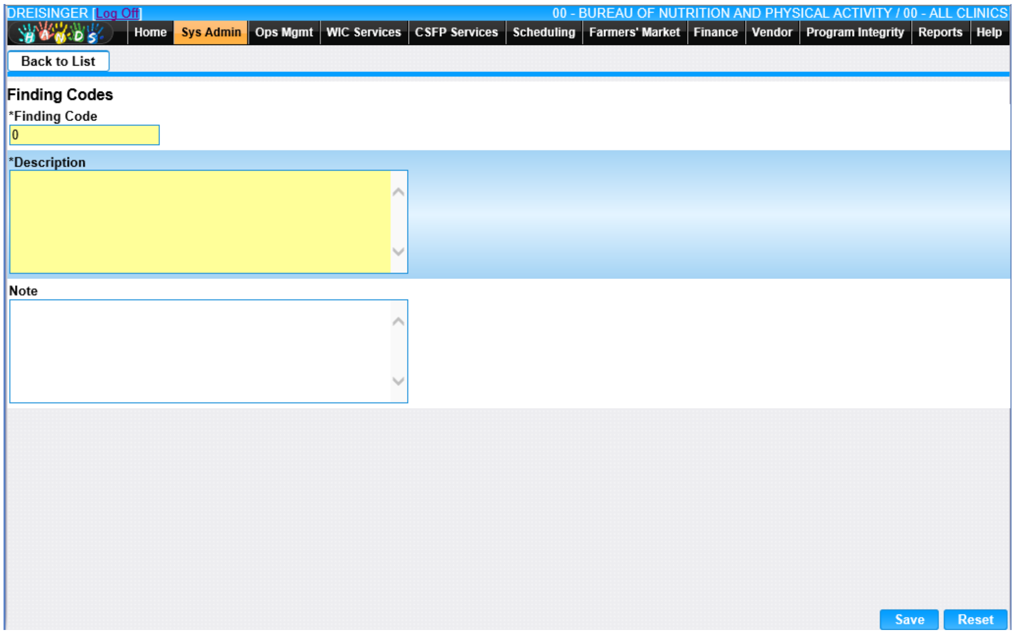


Figure 70 - Finding Codes - Add

Fields:

- **Finding Code** – The code associated with the finding. Must be unique. Required.
- **Description** – The description of the finding. Required.
- **Note** – A user-specified note or comment about the record.

Buttons:

- **Save** – Click to save the entered information to the base table as a new record.
- **Reset** – Click to restore all fields to their initial or default values.

Calculation(s): None

Background Processes: None

20.11.2 Finding Codes – Edit

The fields displayed on the Edit screen are identical to those displayed on the Add screen. Please see the Add screen for field details.

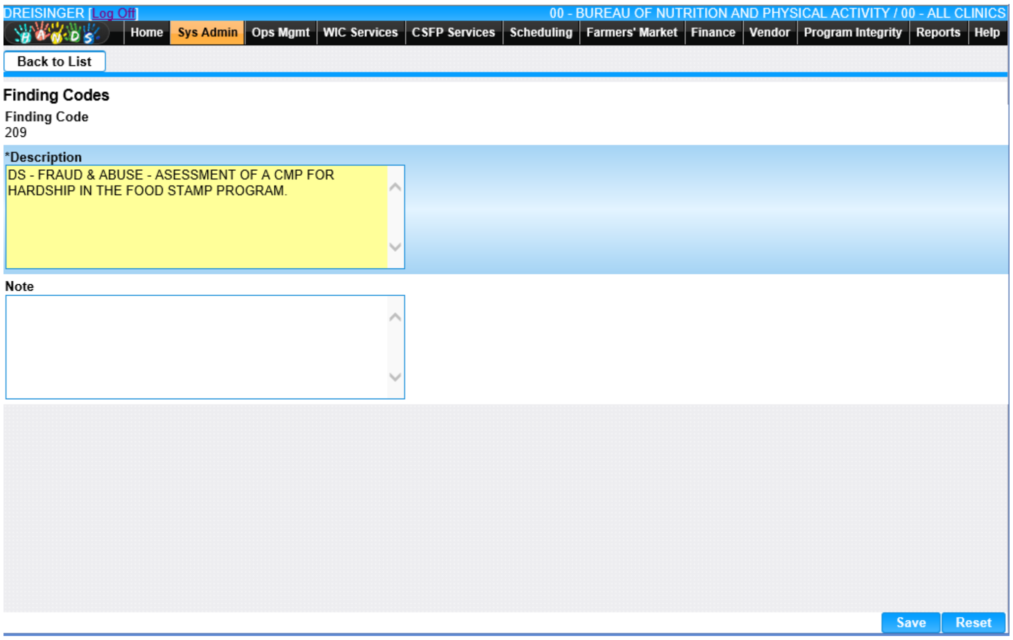


Figure 71 - Finding Codes - Edit

Buttons:

- **Save** – Click to save the entered information to the base table.
- **Reset** – Click to restore all fields to their initial or default values.

Calculation(s): None

Background Processes: None

20.11.3 Finding Codes – Delete

The fields displayed on the Delete screen are identical to those displayed on the Add screen. Please see the Add screen for field details.

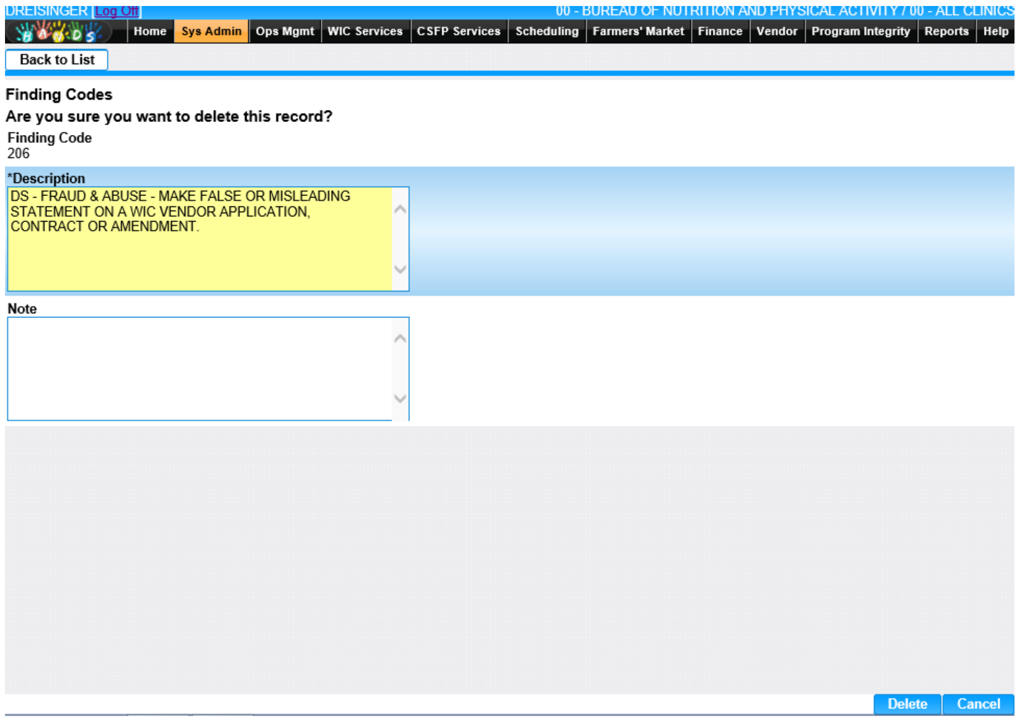


Figure 72 - Finding Codes - Delete

Buttons:

- **Delete** – Click to delete the record from the base table.
- **Cancel** – Click to not delete the record and return to the previous screen.

Calculation(s): None

Background Processes: None

20.12 Health Violations

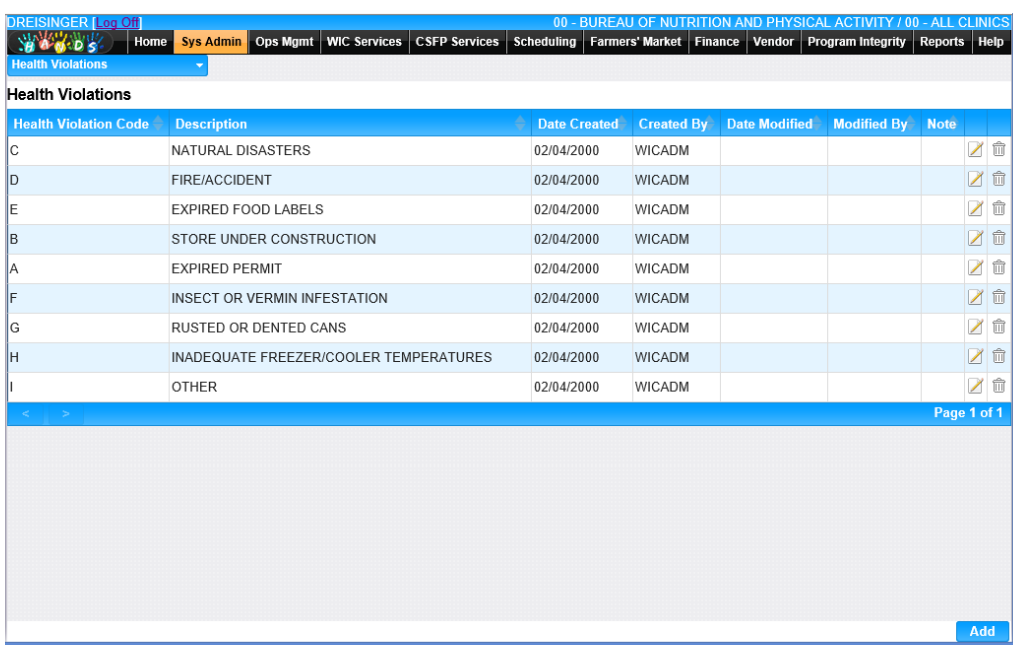


Figure 73 - Health Violations

Fields:

- **Health Violation Code** – The unique code associated with the health violation. Display only.
- **Description** – The description of the health violation. Display only.
- **Date Created** – The date on which the record was added to the base table. Display only.
- **Created By** – The name of the user who created the record. Display only.
- **Date Modified** – The date on which the record was last modified, if it has been modified since its creation. Display only.
- **Modified By** – The name of the user who modified the record, if it has been modified since its creation. Display only.
- **Note** – A user-specified note or comment about the record.

Buttons:

- **(Edit Icon) –** Click to edit the record.
- (Delete Icon) – Click to delete the record.
- **Add** – Click to add an entry to the base table.

Calculation(s): None

Background Processes: None

20.12.1 Health Violations – Add

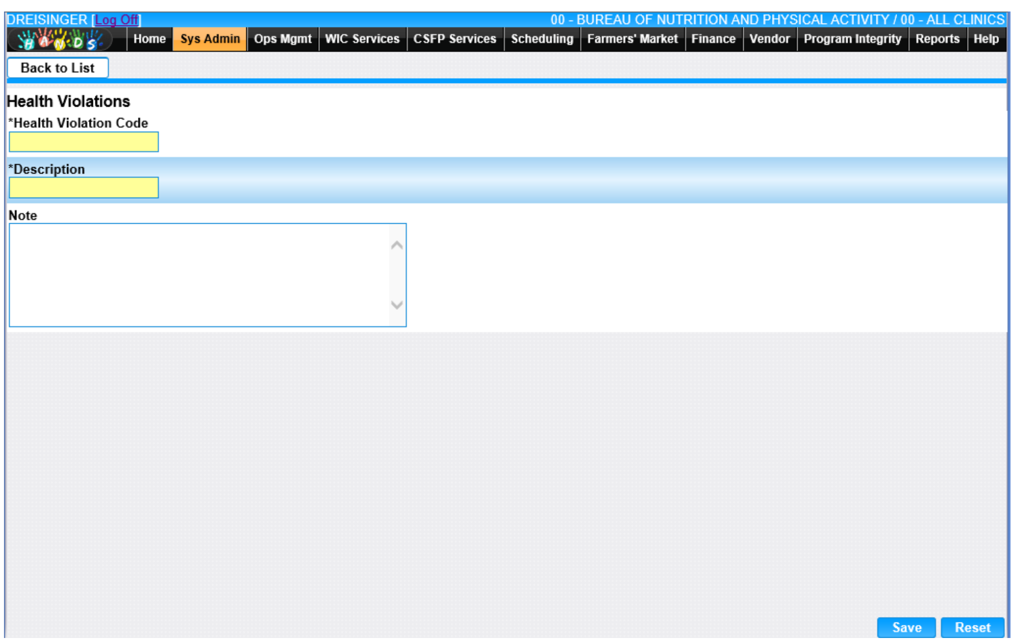


Figure 74 - Health Violations - Add

Fields:

- **Health Violation Code** – The code associated with the health violation. Must be unique. Required.

- **Description** – The description of the health violation. Required.
- **Note** – A user-specified note or comment about the record.

Buttons:

- **Save** – Click to save the entered information to the base table as a new record.
- **Reset** – Click to restore all fields to their initial or default values.

Calculation(s): None

Background Processes: None

20.12.2 Health Violations – Edit

The fields displayed on the Edit screen are identical to those displayed on the Add screen. Please see the Add screen for field details.

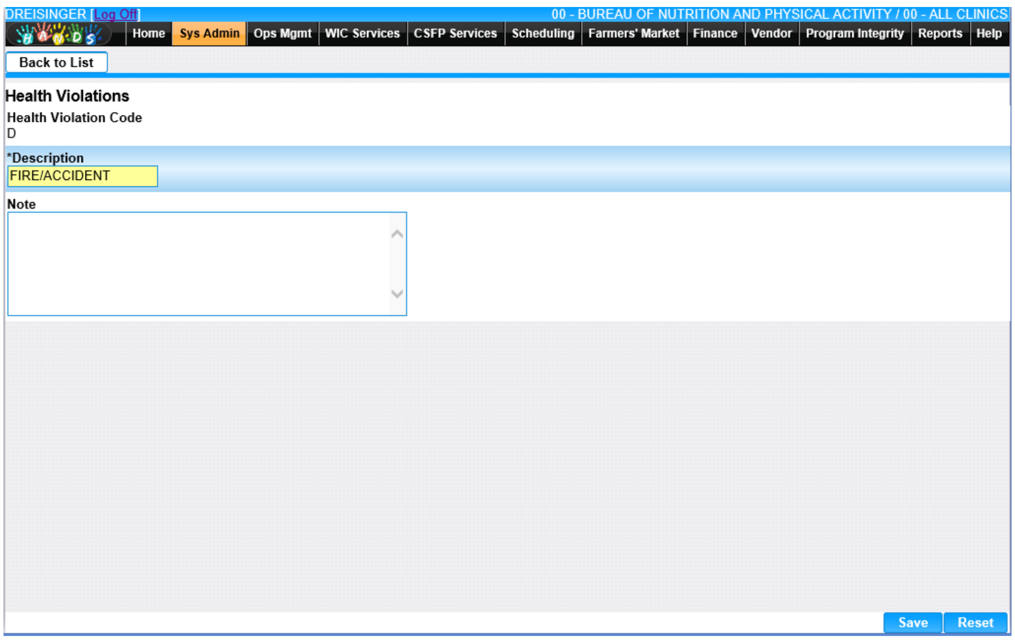


Figure 75 - Health Violations - Edit

Buttons:

- **Save** – Click to save the entered information to the base table.
- **Reset** – Click to restore all fields to their initial or default values.

Calculation(s): None

Background Processes: None

20.12.3 Health Violations – Delete

The fields displayed on the Delete screen are identical to those displayed on the Add screen. Please see the Add screen for field details.

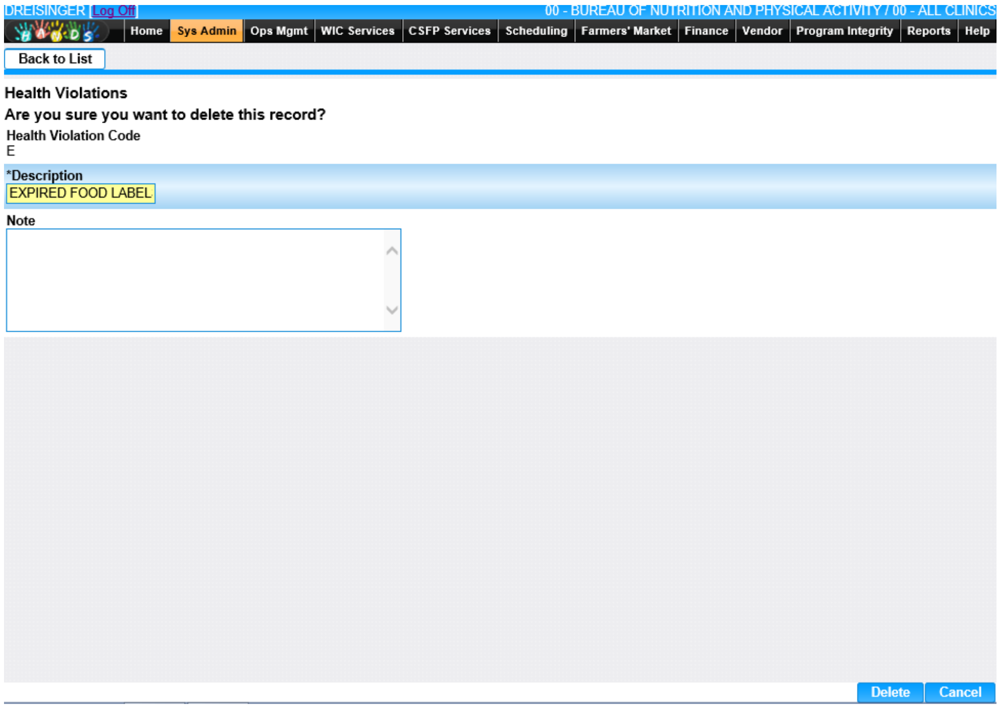


Figure 76 - Health Violations - Delete

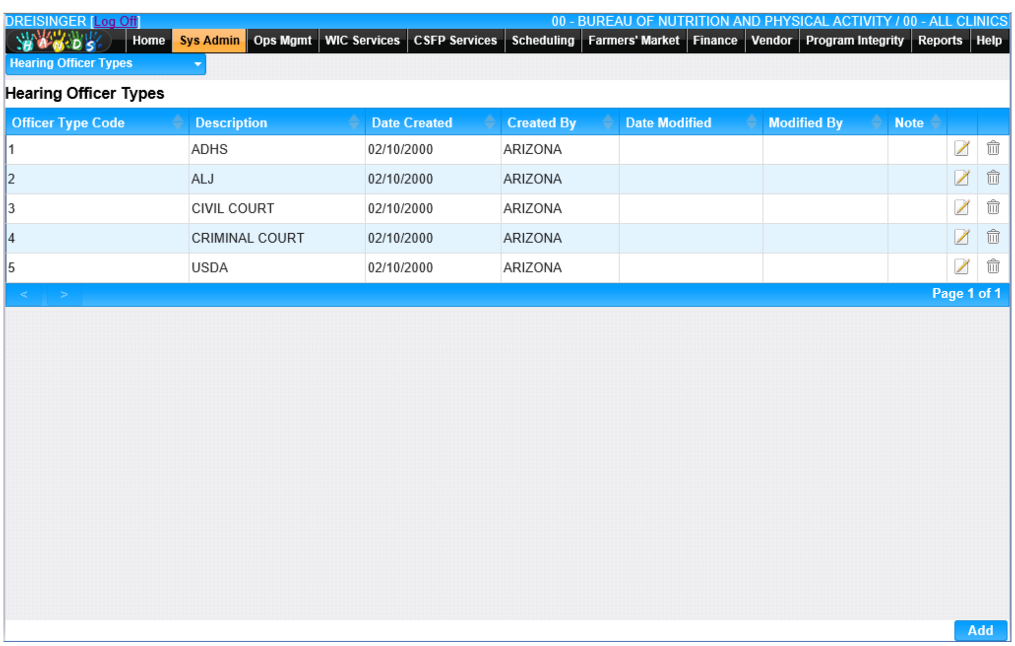
Buttons:

- **Delete** – Click to delete the record from the base table.
- **Cancel** – Click to not delete the record and return to the previous screen.

Calculation(s): None

Background Processes: None

20.13 Hearing Officer Types



Officer Type Code	Description	Date Created	Created By	Date Modified	Modified By	Note
1	ADHS	02/10/2000	ARIZONA			
2	ALJ	02/10/2000	ARIZONA			
3	CIVIL COURT	02/10/2000	ARIZONA			
4	CRIMINAL COURT	02/10/2000	ARIZONA			
5	USDA	02/10/2000	ARIZONA			

Figure 77 - Hearing Officer Types

Fields:

- **Officer Type Code** – The unique code associated with the officer type. Display only.
- **Description** – The description of the officer type. Display only.
- **Date Created** – The date on which the record was added to the base table. Display only.
- **Created By** – The name of the user who created the record. Display only.
- **Date Modified** – The date on which the record was last modified, if it has been modified since its creation. Display only.
- **Modified By** – The name of the user who modified the record, if it has been modified since its creation. Display only.
- **Note** – A user-specified note or comment about the record.

Buttons:

- **(Edit Icon) –** Click to edit the record.
- (Delete Icon) – Click to delete the record.
- **Add** – Click to add an entry to the base table.

Calculation(s): None

Background Processes: None

20.13.1 Hearing Officer Types – Add

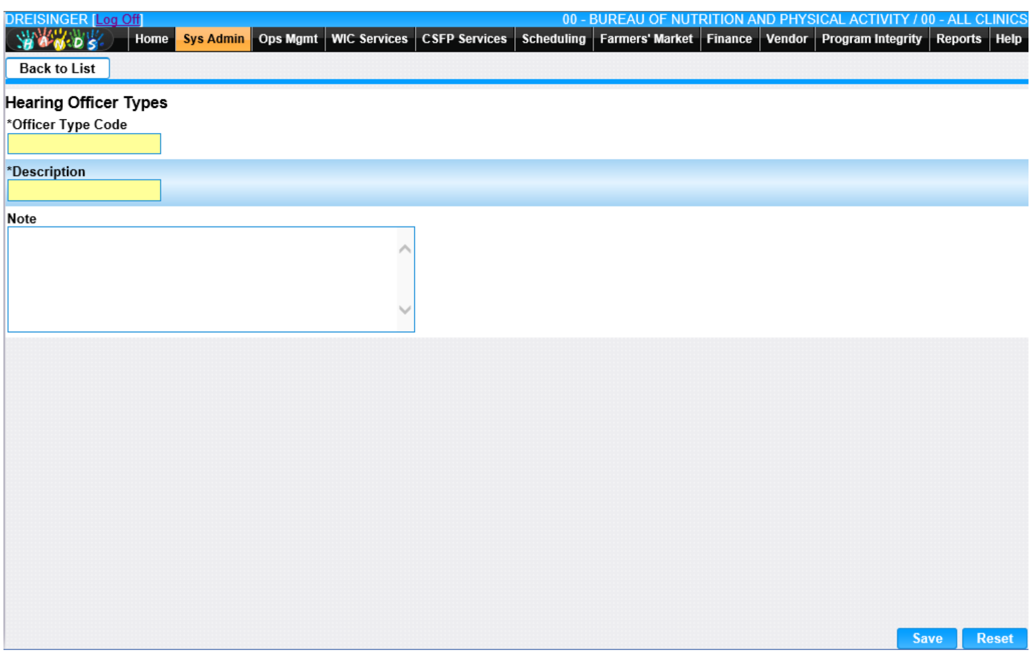


Figure 78 - Hearing Officer Types - Add

Fields:

- **Officer Type Code** – The code associated with the officer type. Must be unique. Required.
- **Description** – The description of the officer type. Required.

- **Note** – A user-specified note or comment about the record.

Buttons:
- **Save** – Click to save the entered information to the base table as a new record.
- **Reset** – Click to restore all fields to their initial or default values.

Calculation(s): None

Background Processes: None

20.13.2 Hearing Officer Types – Edit

The fields displayed on the Edit screen are identical to those displayed on the Add screen. Please see the Add screen for field details.

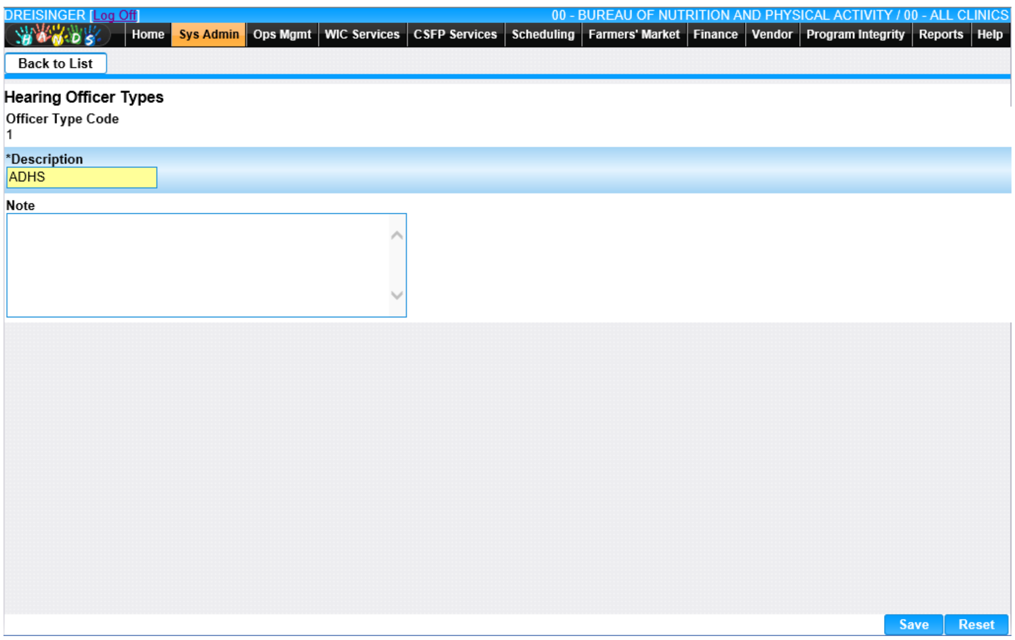


Figure 79 - Hearing Officer Types - Edit

Buttons:
- **Save** – Click to save the entered information to the base table.
- **Reset** – Click to restore all fields to their initial or default values.

Calculation(s): None

Background Processes: None

20.13.3 Hearing Officer Types – Delete

The fields displayed on the Delete screen are identical to those displayed on the Add screen. Please see the Add screen for field details.

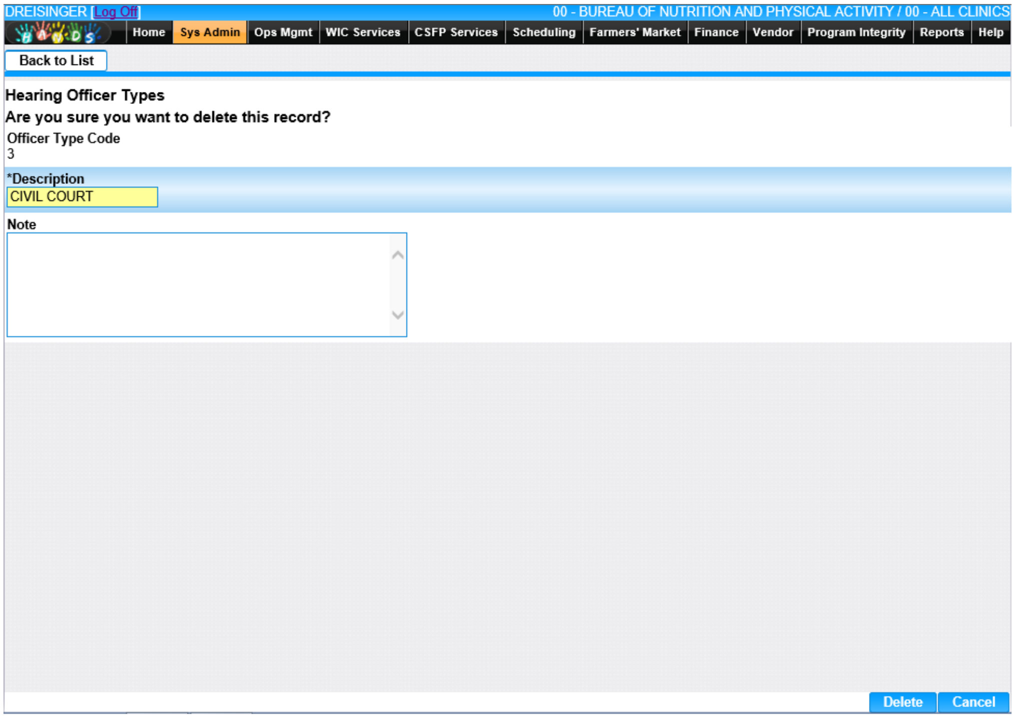


Figure 80 - Hearing Officer Types - Delete

Buttons:

- **Delete** – Click to delete the record from the base table.
- **Cancel** – Click to not delete the record and return to the previous screen.

Calculation(s): None

Background Processes: None

20.14 Legal Firms

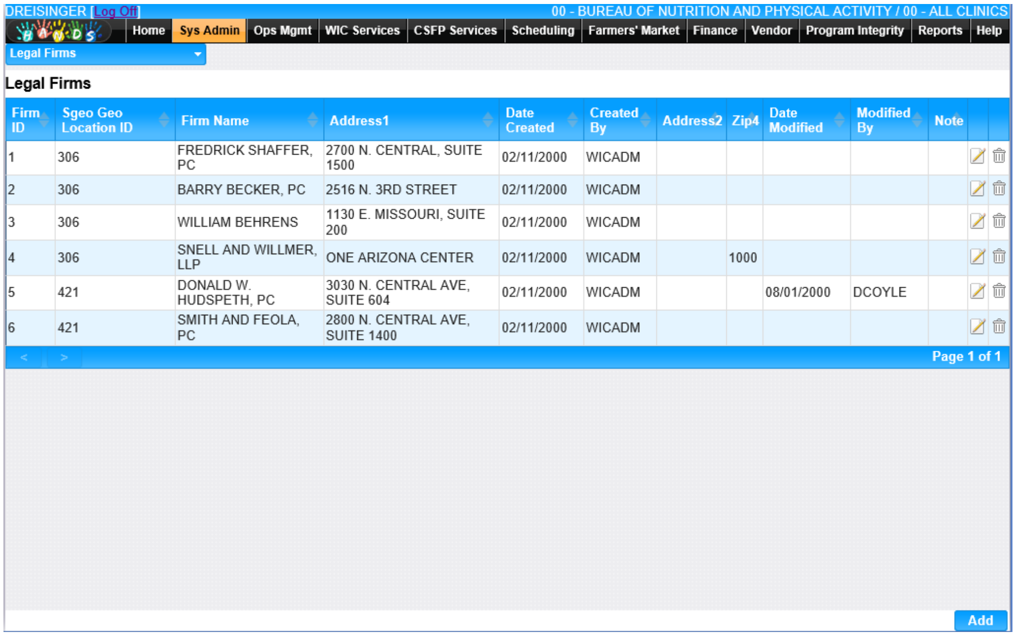


Figure 81 - Legal Firms

Fields:

- **Firm ID** – The unique ID of the legal firm. Display only.
- **Sgeo Geo Location ID** – Location ID assigned to the legal firm.
- **Firm Name** – The name of the legal firm. Display only.
- **Address1** – The street address(1) of the legal firm. Display only.
- **Date Created** – The date on which the record was added to the base table. Display only.
- **Created By** – The name of the user who created the record. Display only.
- **Address2** – The street address(2) of the legal firm. Display only.
- **Zip4** – The legal firm's ZIP Code.
- **Date Modified** – The date on which the record was last modified, if it has been modified since its creation. Display only.
- **Modified By** – The name of the user who modified the record, if it has been modified since its creation. Display only.
- **Note** – A user-specified note or comment about the record.

Buttons:

- **(Edit Icon) –** Click to edit the record.
- (Delete Icon) – Click to delete the record.
- **Add** – Click to add an entry to the base table.

Calculation(s): None

Background Processes: None

20.14.1 Legal Firms – Add

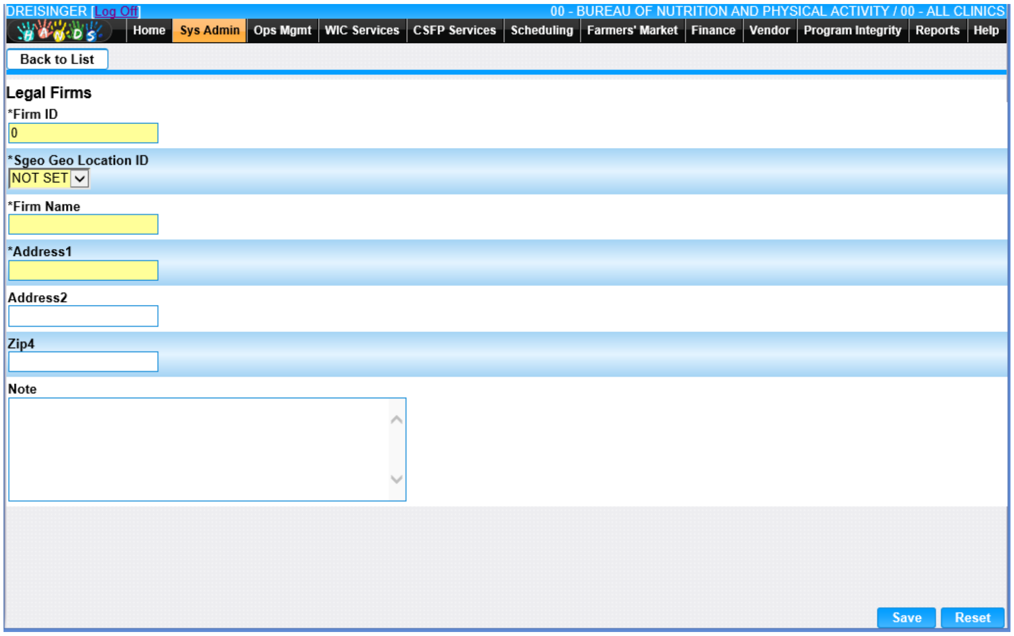


Figure 82 - Legal Firms - Add

Fields:

- **Firm ID** – The ID of the legal firm. Must be unique. Required.
- **Sgeo Geo Location ID** – The location ID that will be assigned to the legal firm.
- **Firm Name** – The name of the legal firm. Required.
- **Address1** – The primary components of the legal firm's street address.
- **Address2** – The secondary components of the legal firm's street address.
- **Zip4** – The zip code of the legal firm.
- **Note** – A user-specified note or comment about the record.

Buttons:

- **Save** – Click to save the entered information to the base table as a new record.
- **Reset** – Click to restore all fields to their initial or default values.

20.14.2 Legal Firms – Edit

The fields displayed on the Edit screen are identical to those displayed on the Add screen. Please see the Add screen for field details.

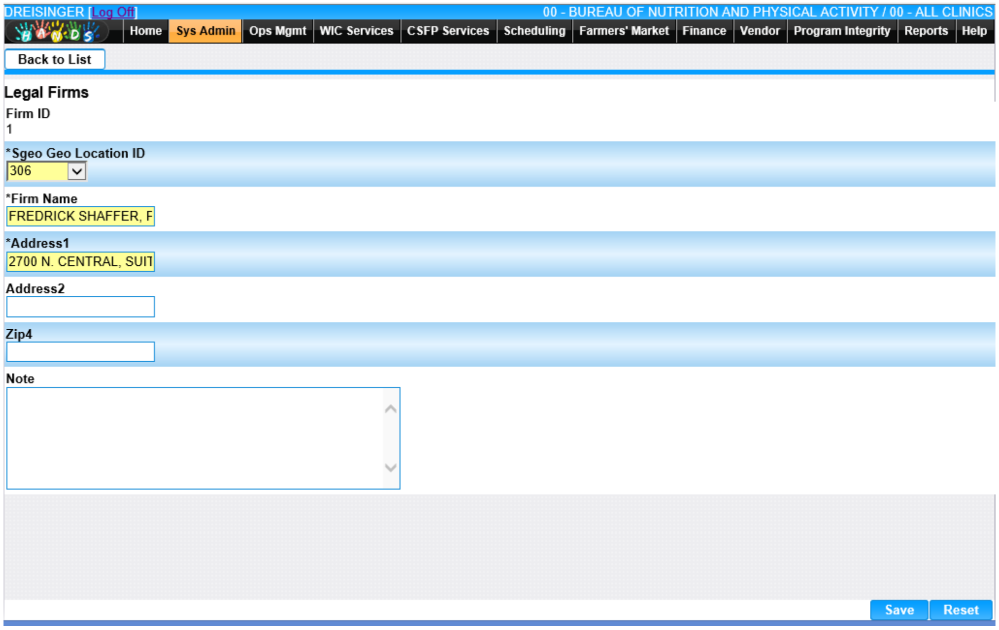


Figure 83 - Legal Firms - Edit

Buttons:

- **Save** – Click to save the entered information to the base table.
- **Reset** – Click to restore all fields to their initial or default values.

Calculation(s): None

Background Processes: None

20.14.3 Legal Firms – Delete

The fields displayed on the Delete screen are identical to those displayed on the Add screen. Please see the Add screen for field details.

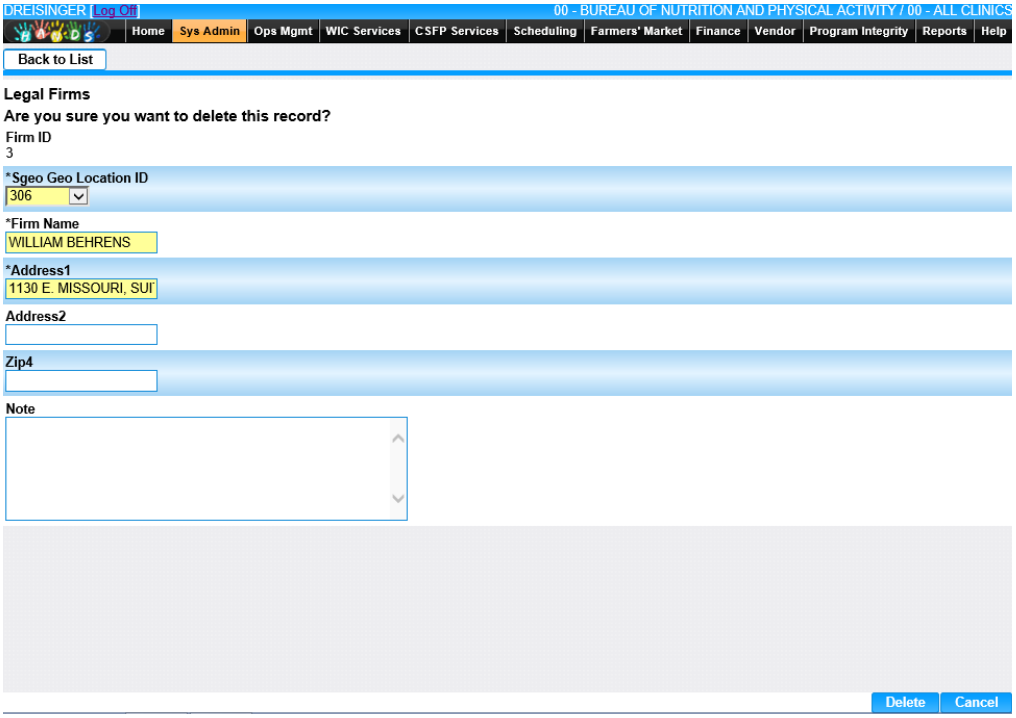


Figure 84 - Legal Firms - Delete

Buttons:

- **Delete** – Click to delete the record from the base table.
- **Cancel** – Click to not delete the record and return to the previous screen.

Calculation(s): None

Background Processes: None

20.15 Legal Representatives

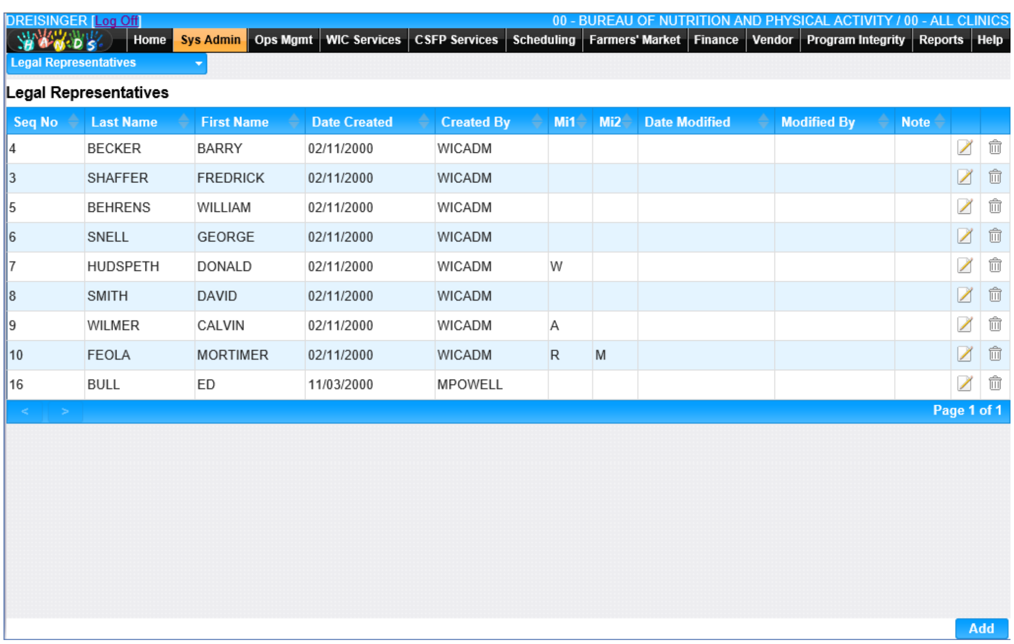


Figure 85 - Legal Representatives

Fields:

- **Seq No** – The unique sequence number of the legal representatives. Display only.
- **Last Name** – The last name of the legal representative. Display only.
- **First Name** – The first name of the legal representative. Display only.
- **Date Created** – The date on which the record was added to the base table. Display only.
- **Created By** – The name of the user who created the record. Display only.
- **Mi1 –** The first letter of the representative's first middle name, if any. Display only.
- **Mi2 –** The first letter of the representative's second middle name, if any. Display only.
- **Date Modified** – The date on which the record was last modified, if it has been modified since its creation. Display only.
- **Modified By** – The name of the user who modified the record, if it has been modified since its creation. Display only.
- **Note** – A user-specified note or comment about the record.

Buttons:

- **(Edit Icon) –** Click to edit the record.
- (Delete Icon) – Click to delete the record.
- **Add** – Click to add an entry to the base table.

Calculation(s): None

Background Processes: None

20.15.1 Legal Representatives – Add

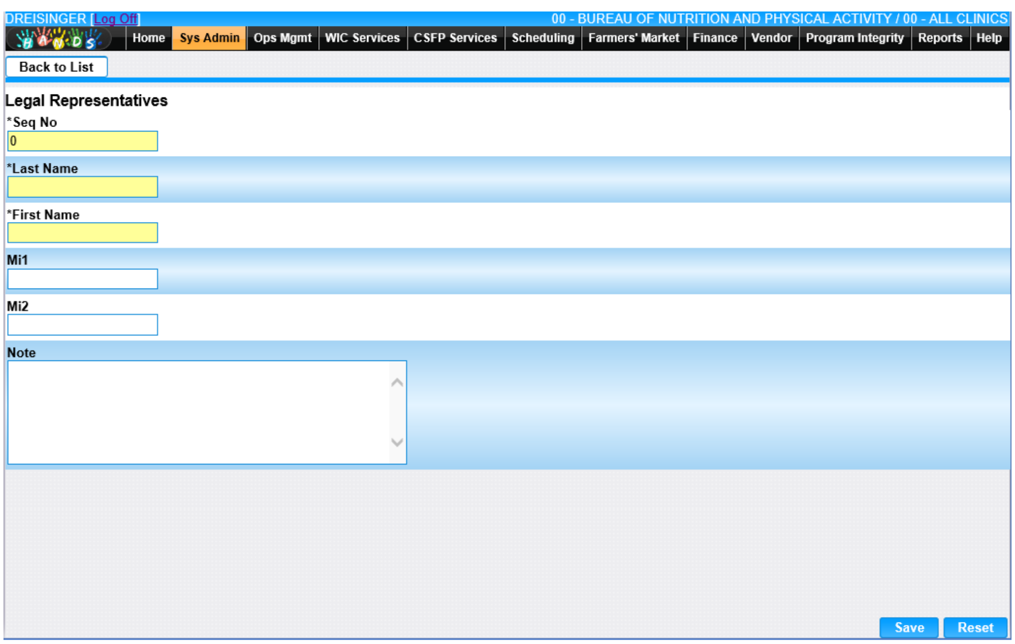


Figure 86 - Legal Representatives - Add

Fields:

- **Seq No** – The sequence number of the legal representative. Must be unique. Required.
- **Last Name** – The last name of the legal representative. Required.
- **First Name** – The first name of the legal representative. Required.
- **Mi1 –** The first letter of the representative's first middle name, if any.
- **Mi2 –** The first letter of the representative's second middle name, if any.
- **Note** – A user-specified note or comment about the record.

Buttons:

- **Save** – Click to save the entered information to the base table as a new record.
- **Reset** – Click to restore all fields to their initial or default values.

Calculation(s): None

Background Processes: None

20.15.2 Legal Representatives – Edit

The fields displayed on the Edit screen are identical to those displayed on the Add screen. Please see the Add screen for field details.

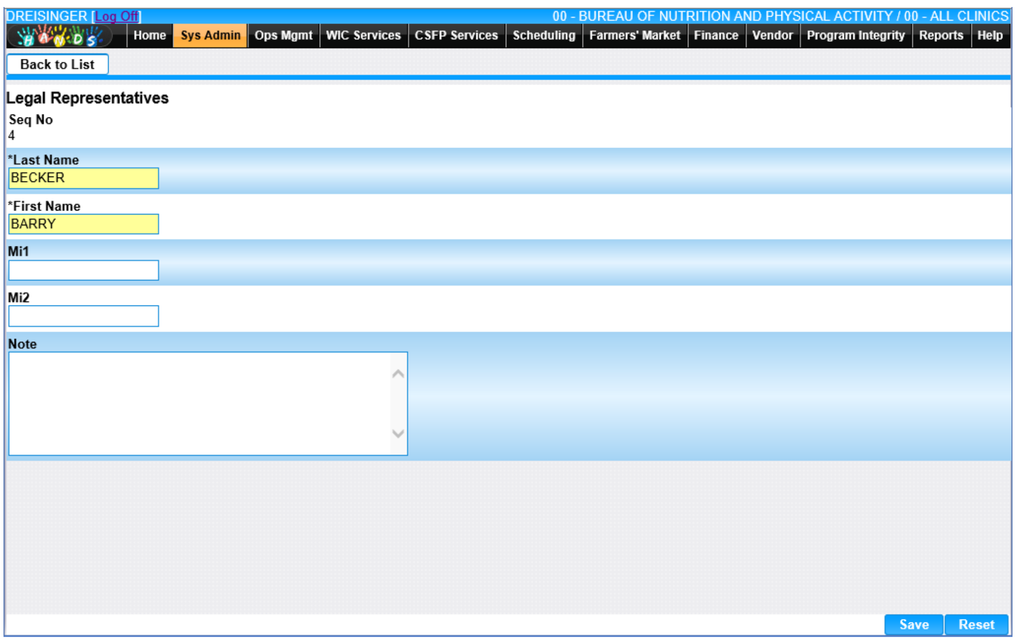


Figure 87 - Legal Representatives - Edit

Buttons:

- **Save** – Click to save the entered information to the base table.
- **Reset** – Click to restore all fields to their initial or default values.

Calculation(s): None

Background Processes: None

20.15.3 Legal Representatives – Delete

The fields displayed on the Delete screen are identical to those displayed on the Add screen. Please see the Add screen for field details.

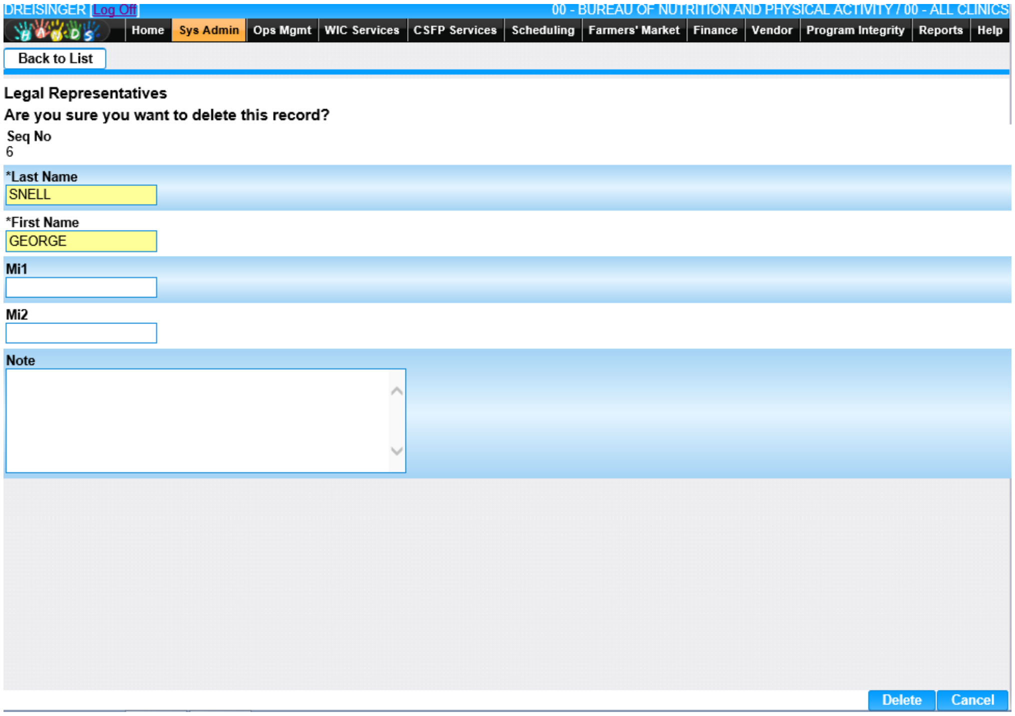


Figure 88 - Legal Representatives - Delete

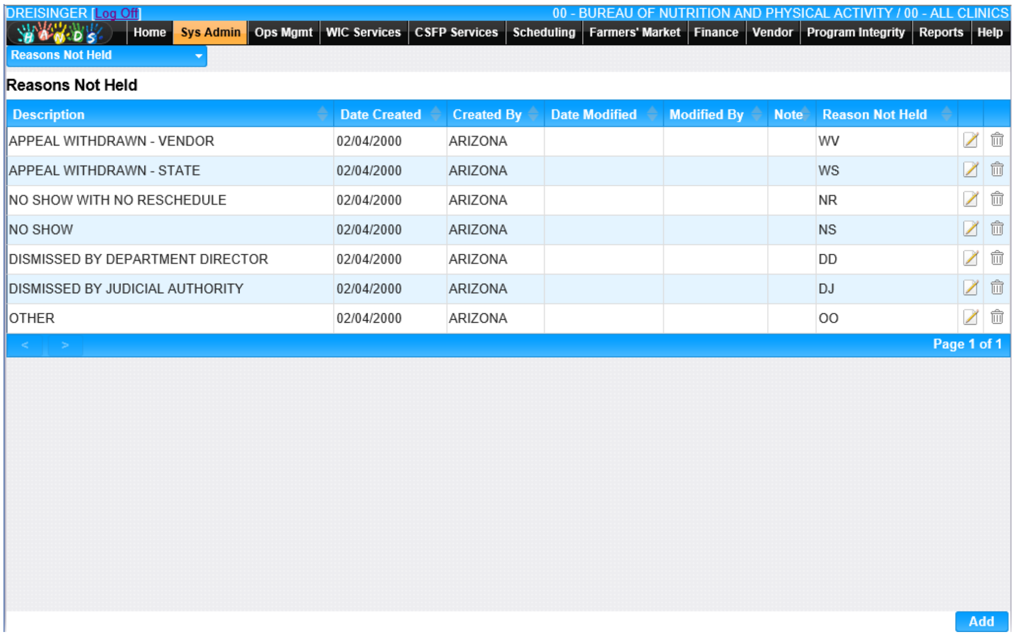
Buttons:

- **Delete** – Click to delete the record from the base table.
- **Cancel** – Click to not delete the record and return to the previous screen.

Calculation(s): None

Background Processes: None

20.16 Reasons Not Held



Reasons Not Held

Description	Date Created	Created By	Date Modified	Modified By	Note	Reason Not Held
APPEAL WITHDRAWN - VENDOR	02/04/2000	ARIZONA				WV
APPEAL WITHDRAWN - STATE	02/04/2000	ARIZONA				WS
NO SHOW WITH NO RESCHEDULE	02/04/2000	ARIZONA				NR
NO SHOW	02/04/2000	ARIZONA				NS
DISMISSED BY DEPARTMENT DIRECTOR	02/04/2000	ARIZONA				DD
DISMISSED BY JUDICIAL AUTHORITY	02/04/2000	ARIZONA				DJ
OTHER	02/04/2000	ARIZONA				OO

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Figure 89 - Reasons Not Held

Fields:

- **Description** – The descriptive reason an appeal meeting was not held. Display only.
- **Date Created** – The date on which the record was added to the base table. Display only.
- **Created By** – The name of the user who created the record. Display only.
- **Date Modified** – The date on which the record was last modified, if it has been modified since its creation. Display only.
- **Modified By** – The name of the user who modified the record, if it has been modified since its creation. Display only.
- **Note** – A user-specified note or comment about the record. Display only.
- **Reason Not Held** – The unique code associated with reason not held. Display only.

Buttons:

- **(Edit Icon) –** Click to edit the record.
- (Delete Icon) – Click to delete the record.
- **Add** – Click to add an entry to the base table.

Calculation(s): None

Background Processes: None

20.16.1 Reasons Not Held – Add

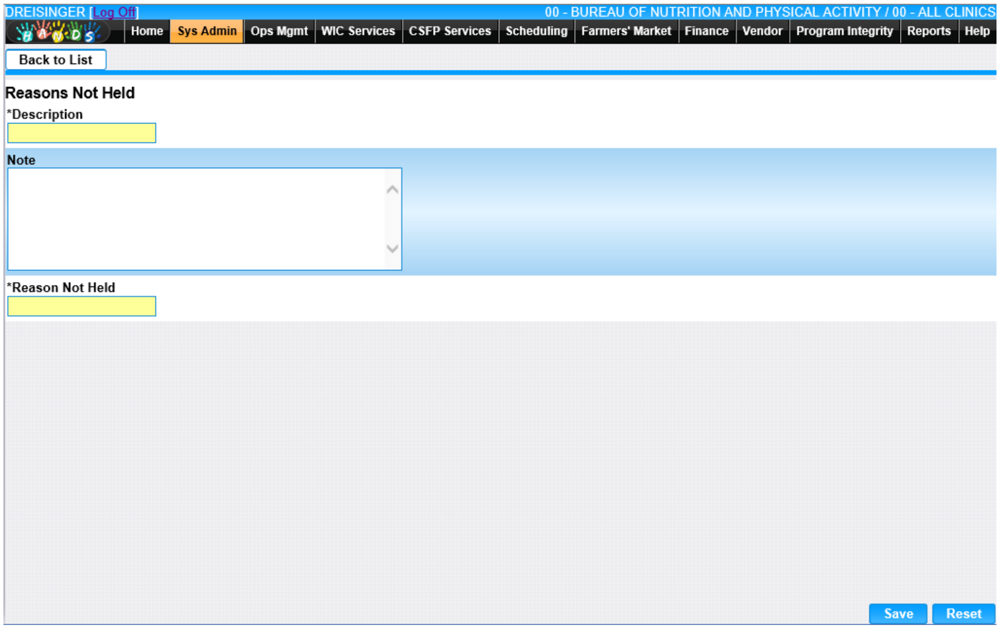


Figure 90 - Reasons Not Held

Fields:

- **Description** – The descriptive reason an appeal meeting was not held. Required.
- **Note** – A user-specified note or comment about the record.
- **Reason Not Held** – The code associated with reason not held. Must be unique. Required.

Buttons:

- **Save** – Click to save the entered information to the base table as a new record.
- **Reset** – Click to restore all fields to their initial or default values.

Calculation(s): None

Background Processes: None

20.16.2 Reasons Not Held – Edit

The fields displayed on the Edit screen are identical to those displayed on the Add screen. Please see the Add screen for field details.

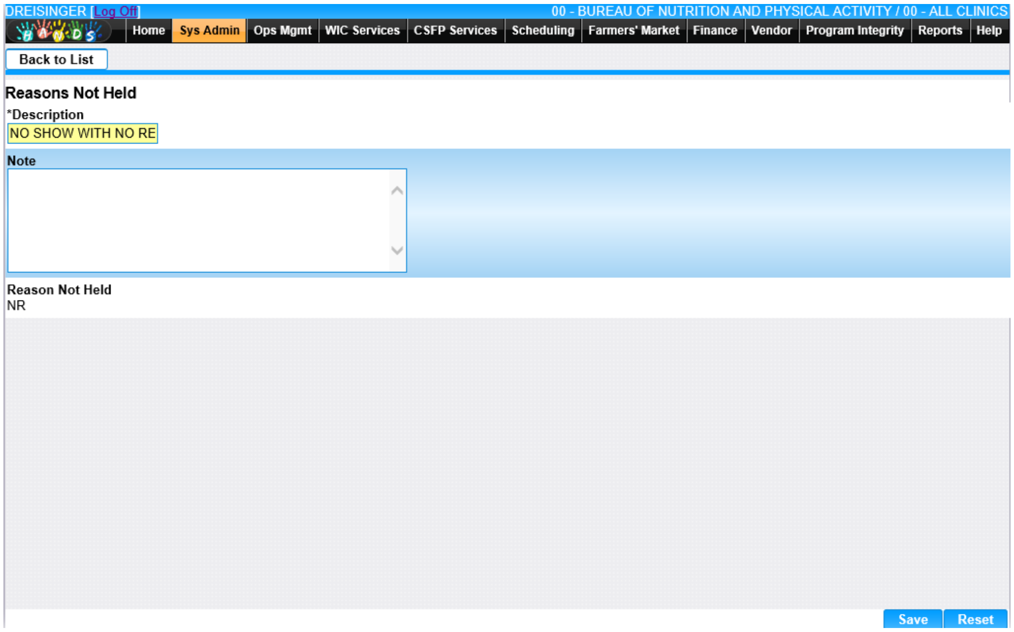


Figure 91 - Reasons Not Held - Edit

Buttons:

- **Save** – Click to save the entered information to the base table.
- **Reset** – Click to restore all fields to their initial or default values.

Calculation(s): None

Background Processes: None

20.16.3 Reasons Not Held – Delete

The fields displayed on the Delete screen are identical to those displayed on the Add screen. Please see the Add screen for field details.

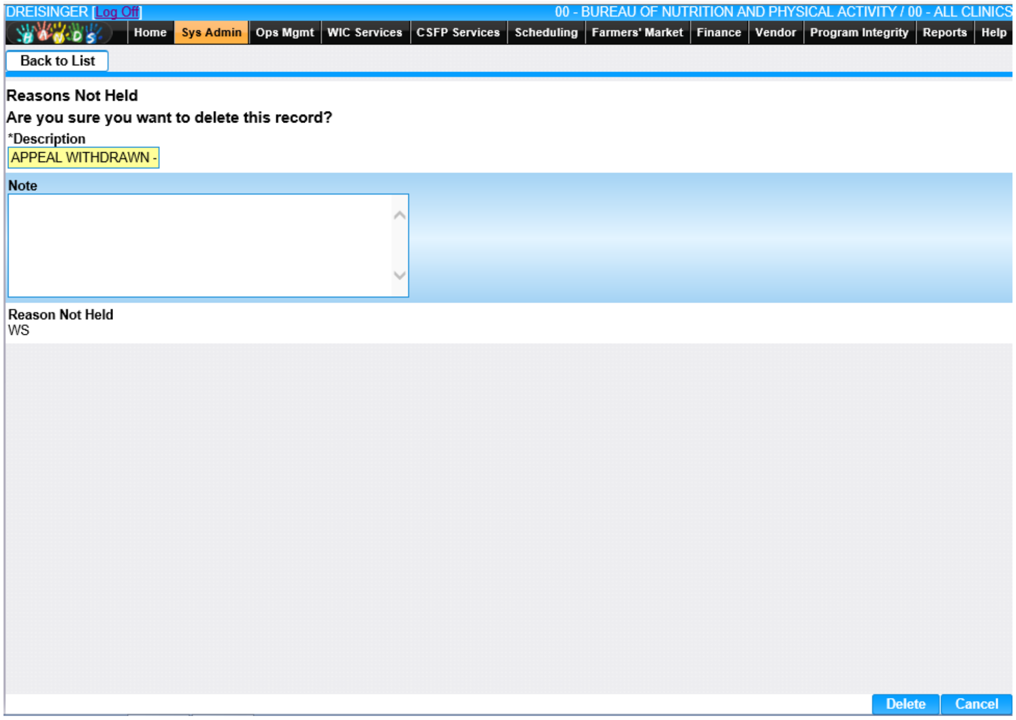


Figure 92 - Reasons Not Held - Delete

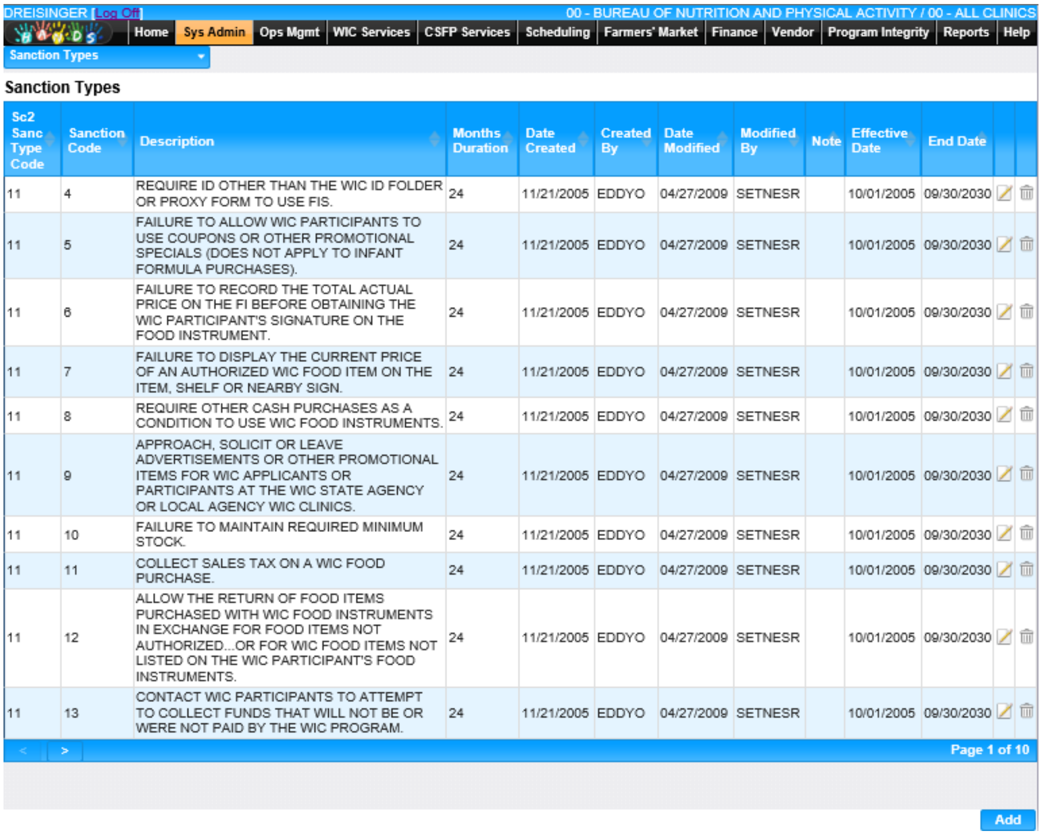
Buttons:

- **Delete** – Click to delete the record from the base table.
- **Cancel** – Click to not delete the record and return to the previous screen.

Calculation(s): None

Background Processes: None

20.17 Sanction Types



Sc2 Sanc Type Code	Sanction Code	Description	Months Duration	Date Created	Created By	Date Modified	Modified By	Note	Effective Date	End Date		
11	4	REQUIRE ID OTHER THAN THE WIC ID FOLDER OR PROXY FORM TO USE FIS.	24	11/21/2005	EDDYO	04/27/2009	SETNESR		10/01/2005	09/30/2030		
11	5	FAILURE TO ALLOW WIC PARTICIPANTS TO USE COUPONS OR OTHER PROMOTIONAL SPECIALS (DOES NOT APPLY TO INFANT FORMULA PURCHASES).	24	11/21/2005	EDDYO	04/27/2009	SETNESR		10/01/2005	09/30/2030		
11	6	FAILURE TO RECORD THE TOTAL ACTUAL PRICE ON THE FI BEFORE OBTAINING THE WIC PARTICIPANT'S SIGNATURE ON THE FOOD INSTRUMENT.	24	11/21/2005	EDDYO	04/27/2009	SETNESR		10/01/2005	09/30/2030		
11	7	FAILURE TO DISPLAY THE CURRENT PRICE OF AN AUTHORIZED WIC FOOD ITEM ON THE ITEM, SHELF OR NEARBY SIGN.	24	11/21/2005	EDDYO	04/27/2009	SETNESR		10/01/2005	09/30/2030		
11	8	REQUIRE OTHER CASH PURCHASES AS A CONDITION TO USE WIC FOOD INSTRUMENTS.	24	11/21/2005	EDDYO	04/27/2009	SETNESR		10/01/2005	09/30/2030		
11	9	APPROACH, SOLICIT OR LEAVE ADVERTISEMENTS OR OTHER PROMOTIONAL ITEMS FOR WIC APPLICANTS OR PARTICIPANTS AT THE WIC STATE AGENCY OR LOCAL AGENCY WIC CLINICS.	24	11/21/2005	EDDYO	04/27/2009	SETNESR		10/01/2005	09/30/2030		
11	10	FAILURE TO MAINTAIN REQUIRED MINIMUM STOCK.	24	11/21/2005	EDDYO	04/27/2009	SETNESR		10/01/2005	09/30/2030		
11	11	COLLECT SALES TAX ON A WIC FOOD PURCHASE.	24	11/21/2005	EDDYO	04/27/2009	SETNESR		10/01/2005	09/30/2030		
11	12	ALLOW THE RETURN OF FOOD ITEMS PURCHASED WITH WIC FOOD INSTRUMENTS IN EXCHANGE FOR FOOD ITEMS NOT AUTHORIZED...OR FOR WIC FOOD ITEMS NOT LISTED ON THE WIC PARTICIPANT'S FOOD INSTRUMENTS.	24	11/21/2005	EDDYO	04/27/2009	SETNESR		10/01/2005	09/30/2030		
11	13	CONTACT WIC PARTICIPANTS TO ATTEMPT TO COLLECT FUNDS THAT WILL NOT BE OR WERE NOT PAID BY THE WIC PROGRAM.	24	11/21/2005	EDDYO	04/27/2009	SETNESR		10/01/2005	09/30/2030		

Figure 93 - Sanction Types

Fields:

- **Sc2 Sanc Type Code** – The user-defined identification for the sanction type.
- **Sanction Code** – The unique code associated with the sanction type. Display only.
- **Description** – The description of the sanction text. Display only.
- **Months Duration** – The number of months the sanction type will be in effect.
- **Date Created** – The date on which the record was added to the base table. Display only.
- **Created By** – The name of the user who created the record. Display only.
- **Date Modified** – The date on which the record was last modified, if it has been modified since its creation. Display only.
- **Modified By** – The name of the user who modified the record, if it has been modified since its creation. Display only.
- **Note** – A user-specified note or comment about the record.
- **Effective Date** – The date when this sanction is available for assessment against a vendor. Display only.
- **End Date** – The date when this sanction is no longer available for assessment against a vendor. Display only.

Buttons:

- **(Edit Icon) –** Click to edit the record.
- (Delete Icon) – Click to delete the record.

- **Add** – Click to add an entry to the base table.

Calculation(s): None

Background Processes: None

20.17.1 Sanction Types – Add

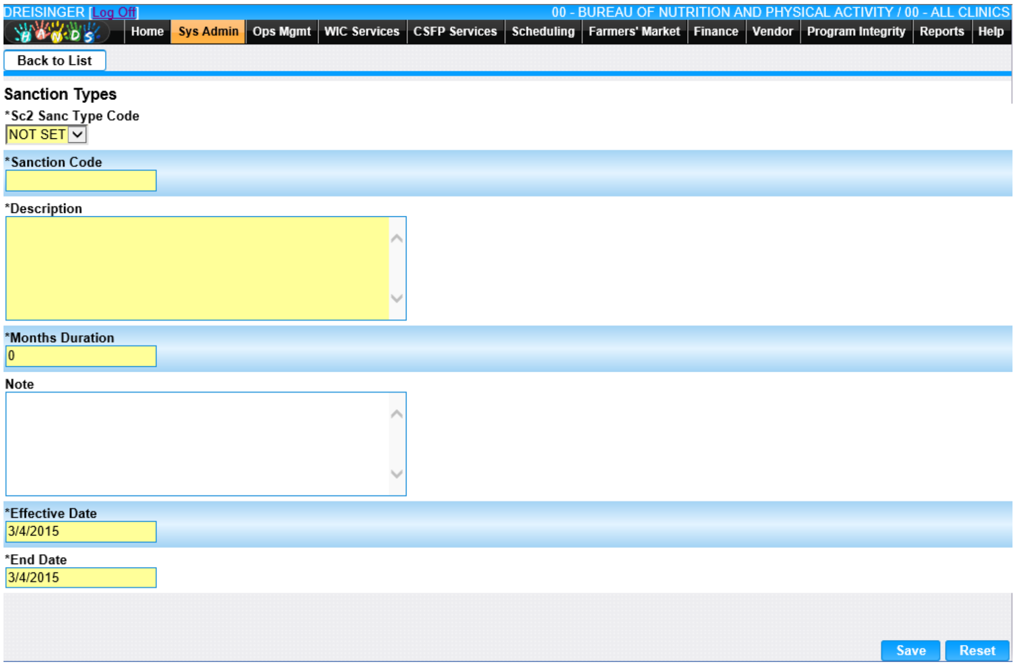


Figure 94 - Sanction Types - Add

Fields:

- **Sc2 Sanc Type Code** – The user-defined identification for the sanction type. Required.
- **Sanction Code** – The code associated with the sanction type. Must be unique. Required.
- **Description** – The description of the sanction text. Required.
- **Months Duration** – The number of months that the sanction type will be in effect. Required.
- **Note** – A user-specified note or comment about the record.
- **Effective Date** – The date when this sanction is available for assessment against a vendor. Required.
- **End Date** – The date when this sanction is no longer available for assessment against a vendor. Required.

Buttons:

- **Save** – Click to save the entered information to the base table as a new record.
- **Reset** – Click to restore all fields to their initial or default values.

Calculation(s): None

Background Processes: None

20.17.2 Sanction Types – Edit

The fields displayed on the Edit screen are identical to those displayed on the Add screen. Please see the Add screen for field details.

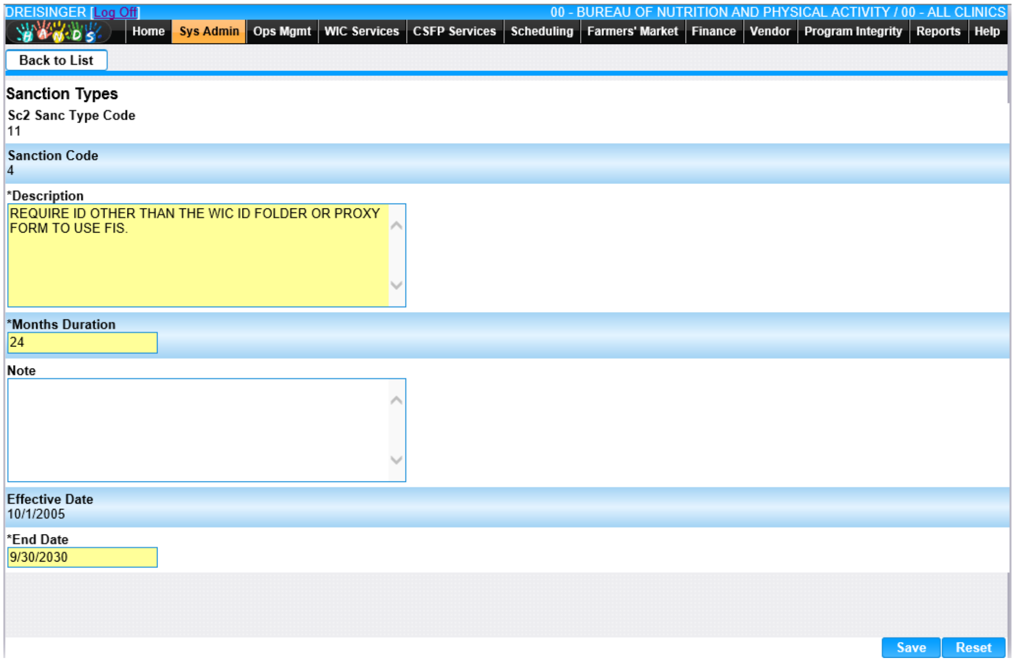


Figure 95 - Sanction Types - Edit

Buttons:

- **Save** – Click to save the entered information to the base table.
- **Reset** – Click to restore all fields to their initial or default values.

Calculation(s): None

Background Processes: None

20.17.3 Sanction Types – Delete

The fields displayed on the Delete screen are identical to those displayed on the Add screen. Please see the Add screen for field details.

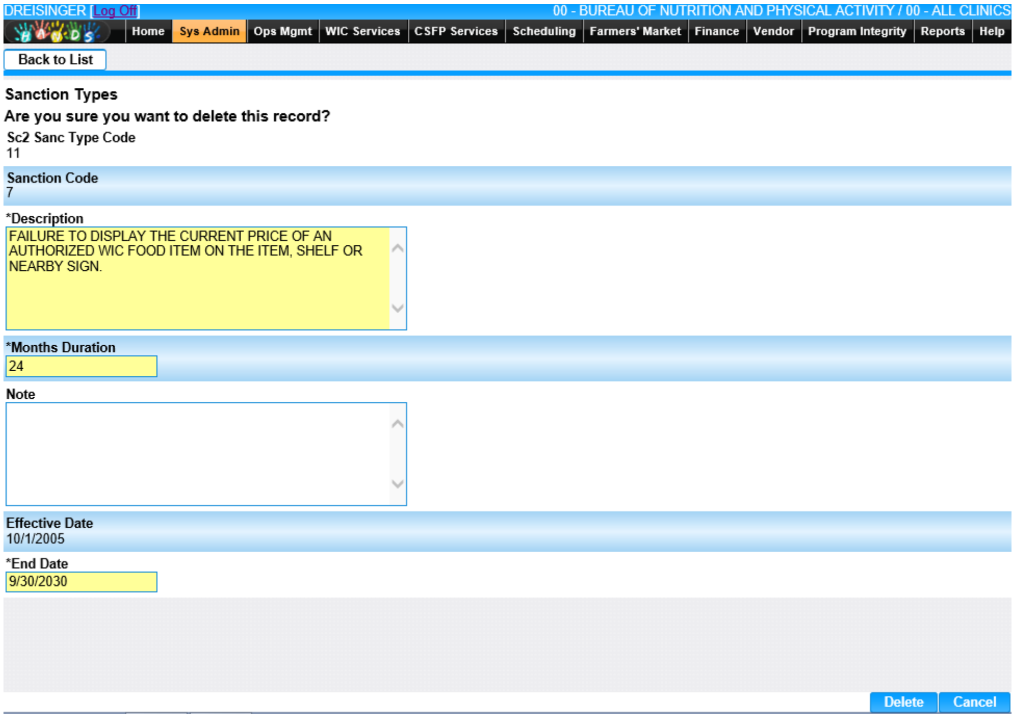


Figure 96 - Sanction Types - Delete

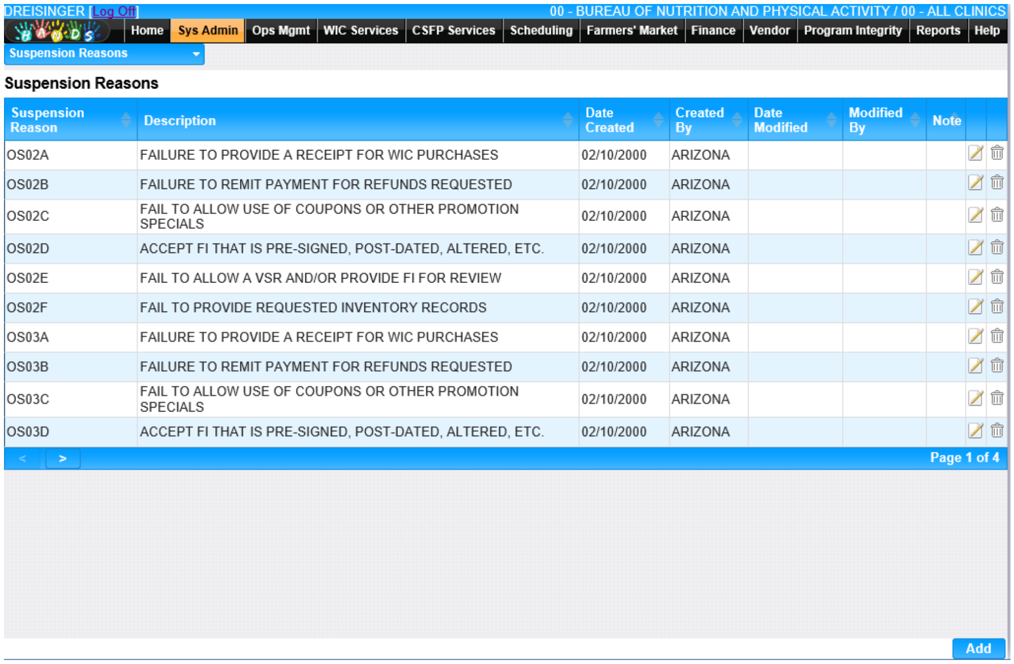
Buttons:

- **Delete** – Click to delete the record from the base table.
- **Cancel** – Click to not delete the record and return to the previous screen.

Calculation(s): None

Background Processes: None

20.18 Suspension Reasons



Suspension Reason	Description	Date Created	Created By	Date Modified	Modified By	Note
OS02A	FAILURE TO PROVIDE A RECEIPT FOR WIC PURCHASES	02/10/2000	ARIZONA			
OS02B	FAILURE TO REMIT PAYMENT FOR REFUNDS REQUESTED	02/10/2000	ARIZONA			
OS02C	FAIL TO ALLOW USE OF COUPONS OR OTHER PROMOTION SPECIALS	02/10/2000	ARIZONA			
OS02D	ACCEPT FI THAT IS PRE-SIGNED, POST-DATED, ALTERED, ETC.	02/10/2000	ARIZONA			
OS02E	FAIL TO ALLOW A VSR AND/OR PROVIDE FI FOR REVIEW	02/10/2000	ARIZONA			
OS02F	FAIL TO PROVIDE REQUESTED INVENTORY RECORDS	02/10/2000	ARIZONA			
OS03A	FAILURE TO PROVIDE A RECEIPT FOR WIC PURCHASES	02/10/2000	ARIZONA			
OS03B	FAILURE TO REMIT PAYMENT FOR REFUNDS REQUESTED	02/10/2000	ARIZONA			
OS03C	FAIL TO ALLOW USE OF COUPONS OR OTHER PROMOTION SPECIALS	02/10/2000	ARIZONA			
OS03D	ACCEPT FI THAT IS PRE-SIGNED, POST-DATED, ALTERED, ETC.	02/10/2000	ARIZONA			

Figure 97 - Suspension Reasons

Fields:

- **Suspension Reason** – The unique code associated with the suspension reason. Display only.
- **Description** – The description of the suspension reason. Display only.
- **Date Created** – The date on which the record was added to the base table. Display only.
- **Created By** – The name of the user who created the record. Display only.
- **Date Modified** – The date on which the record was last modified, if it has been modified since its creation. Display only.
- **Modified By** – The name of the user who modified the record, if it has been modified since its creation. Display only.
- **Note** – A user-specified note or comment about the record. Display only.

Buttons:

- **(Edit Icon) –** Click to edit the record.
- (Delete Icon) – Click to delete the record.
- **Add** – Click to add an entry to the base table.

Calculation(s): None

Background Processes: None

20.18.1 Suspension Reasons – Add

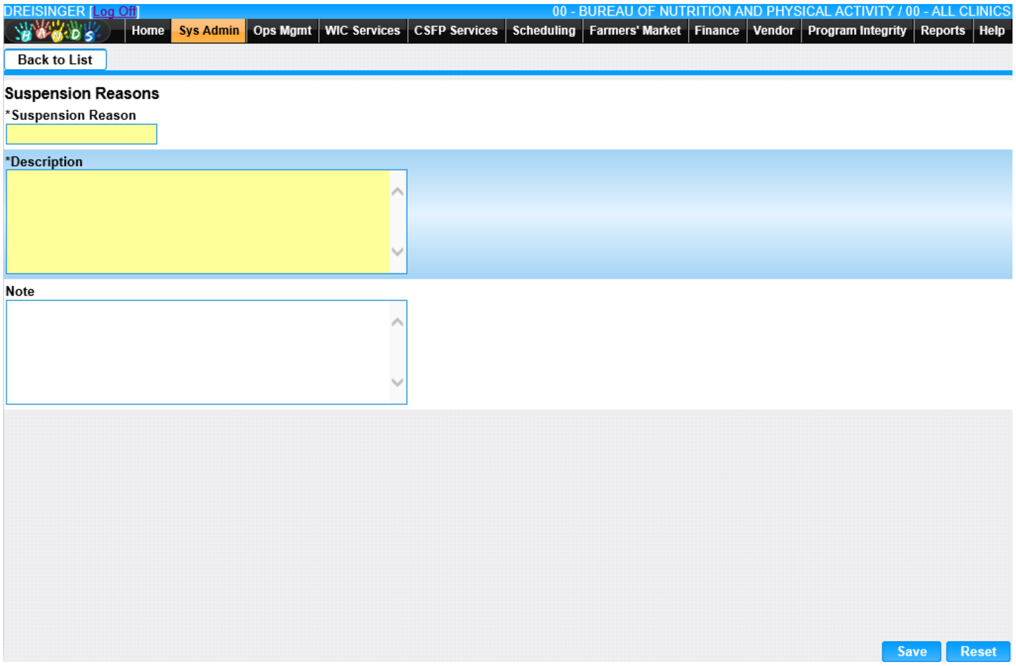


Figure 98 - Suspension Reasons - Add

Fields:

- **Suspension Reason** – The code associated with the suspension reason. Must be unique. Required.
- **Description** – The description of the suspension reason. Required.
- **Note** – A user-specified note or comment about the record.

Buttons:

- **Save** – Click to save the entered information to the base table as a new record.
- **Reset** – Click to restore all fields to their initial or default values.

20.18.2 Suspension Reasons – Edit

The fields displayed on the Edit screen are identical to those displayed on the Add screen. Please see the Add screen for field details.

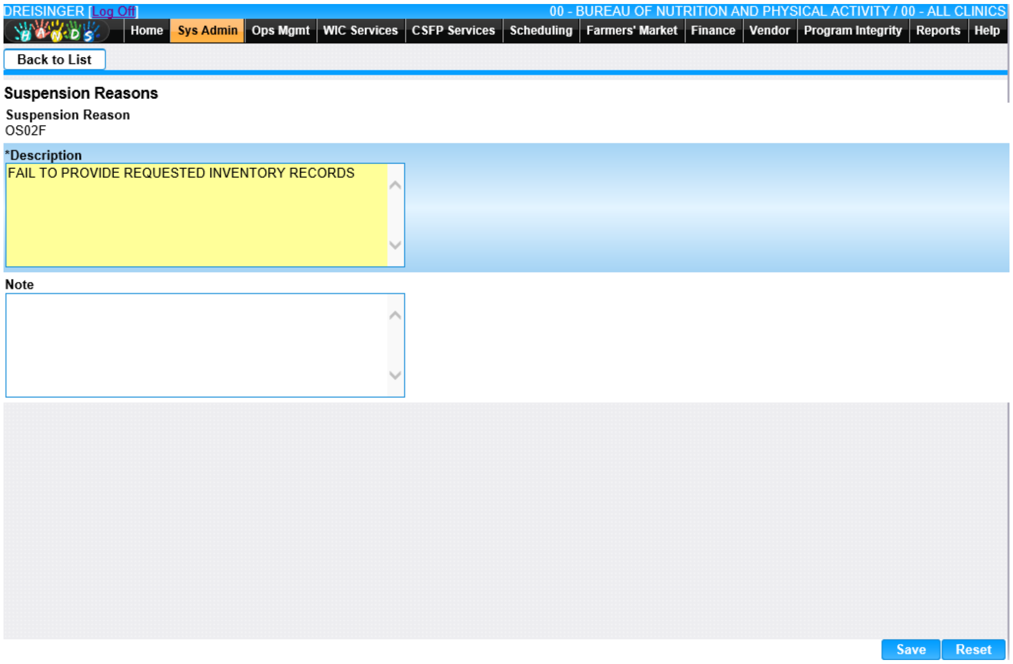


Figure 99 - Suspension Reasons - Edit

Buttons:

- **Save** – Click to save the entered information to the base table.
- **Reset** – Click to restore all fields to their initial or default values.

Calculation(s): None

Background Processes: None

20.18.3 Suspension Reasons – Delete

The fields displayed on the Delete screen are identical to those displayed on the Add screen. Please see the Add screen for field details.

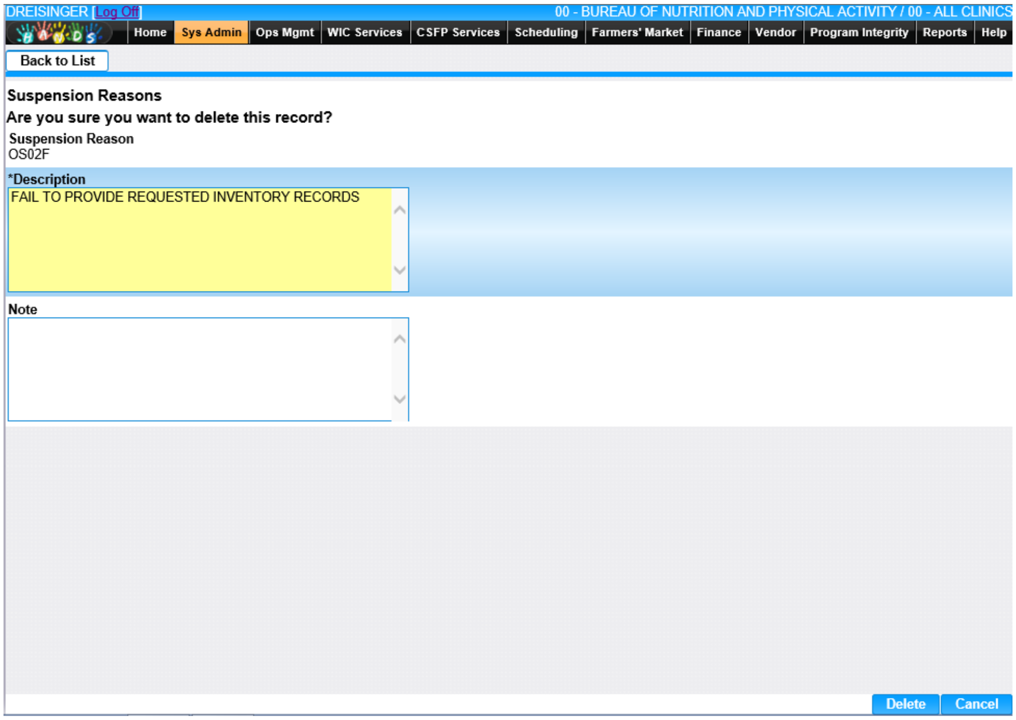


Figure 100 - Suspension Reasons - Delete

Buttons:

- **Delete** – Click to delete the record from the base table.
- **Cancel** – Click to not delete the record and return to the previous screen.

Calculation(s): None

Background Processes: None