Arizona Department of Health Services

Bureau of Nutrition and Physical Activity

HANDS WIC System

PC Extract

Detailed Functional Design Document
Version 3.0

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1 REVISION HISTORY

Version	Name	Brief Description of Change	Date
1.0	Kristina Murray	Initial Draft	12-12-16
1.1	Kathleen Carlson	Revisions and comments by Kathleen	2-16-17
2.0	Kristina Murray	Revisions based on Kathleen's comments	4-19-17
3.0	Sumamalini Vedantham	Updates to include Sept 2019 Release and Document Refresh overhaul	10-11-19

2 OVERVIEW

2.1 BACKGROUND

Since 1984, the U.S. Department of Agriculture's Food and Nutrition Service (FNS) has prepared biennial reports on WIC participant and program characteristics. These reports, or **PC Extracts**, provide the most comprehensive and up-to-date statistics on WIC. The information is used to estimate budgets, design research, and review current and proposed WIC policies and procedures.

The biennial reports include the following information:

- ✓ Information on the income and nutritional risk characteristics of WIC participants
- ✓ Estimates of breastfeeding initiation rates and duration
- ✓ Data on demographic characteristics of WIC participants
- ✓ Other information on WIC participation that is deemed appropriate by the Secretary of Agriculture

ADHS delivers a PC Extract file every two years to the USDA for Arizona and each of its partners: American Samoa, the Commonwealth of Northern Mariana Islands (CNMI), Guam, and the Navajo Nation. The PC Extract file must first comply with the rules documented in the "Guidance for State Agencies Providing Participant Data," also known as the *Guidance*, before it may be submitted to the USDA.

The *Guidance* details formatting and validation rules for WIC participant data in two pre-defined sets of data: Minimum Data Set (MDS) and Supplemental Data Set (SDS). The HANDS PC Extract module enables users to search and correct any WIC participant data which does not comply with these guidelines.

2.2 OBJECTIVE

The objective of this Detailed Functional Design Document (DFDD) is to document the two main components of the HANDS PC Extract module:

1. The rules for validating participant data to be submitted
2. The user interface for generating pre-checks during WIC participant data review and clean-up, and downloading extracts for submission to USDA.

2.3 DOCUMENT STRUCTURE

Each module has the following structured outline with supporting annotated screenshots:

1. Steps
2. Fields (and/or Search Filters and Search Results, where applicable)
3. Buttons
4. Calculations
5. Background Processes

2.4 GLOSSARY

A glossary of acronyms and terms are provided below for your reference.

Acronym or Term	Definition
Pre-Check	The process that validates participant data against criteria specified by the PC Extract Guidelines. If the data complies with the guidelines, then participant data is ready to be extracted and submitted to USDA.
Extract	The plain text file specially formatted which includes the final, corrected participant data that is submitted to the USDA.

3 PC EXTRACT RULES

3.1 STANDARD

PC Extract rules for each field may be revised with each new *Guidance* sent to State agencies. Definition, column position, field length, data type, and special instructions for each field are defined in *Section IV. Minimum Dataset Definitions and Specifications* and *Section V. Supplemental Dataset Definitions and Specifications* of the most recent *Guidance*, WIC PC2016 Guidance for State Agencies Providing Participant Data[1], for MDS and SDS fields respectively.

3.2 CUSTOM

In addition to following the standard validation rules outlined in the *Guidance*, ADHS has provided custom rules and clarifications in validating WIC participant data for Arizona and its partners. These custom rules are based on several cycles of data analysis and logic refactoring during development.

[1] WIC PC2016 Guidance for State Agencies Providing Participant Data is located here: http://ppwspwv01.wic.local/sites/tfs/azbnp/WIC_HANDS/Requirements/PC%20Extract/PC2016%20Guidance%20Final.docx

It is the State's goal to deliver an extract that represents the **maximum number of WIC participants** and participant data with the **upmost integrity and currency**. With that said, data points were vigorously reviewed to achieve the highest level of accuracy in meeting the specifications provided in the *Guidance*.

3.2.1 COHORT

Cohort identifies the total number of WIC participants included in the extract and should always be equal to or greater than the caseload for the extract month (i.e., April 2016). If a participant has one or more exceptions, then the participant is excluded from the extract until the data is corrected, where possible. Rules specific to cohort inclusion are described below.

- We should exclude those participants where EOD (the System) has terminated them (termination code 9), and we should not treat all code 9 cases the same. For example, for those clients with a certification period for the current extract that were terminated by staff prior to the extract month (because they were in the clinic and had a new certification done because of a category change) should be included in the cohort.
- We should not drop a case if the only exception is risk priority code. This exception can stay but it should not be a reason to drop the case, we would just leave that case in with the current priority code from the certification start date that matches the certification start date in the extract.

Note: Any clients missing a risk priority code should trigger an exploration into why they did not have one assigned, and it may be a sign that something is not working as expected in the system.

- There should be no logic requiring currently active status on the day the data is pulled.

Other rules specific to the minimum or supplemental data set are also described below in sections attributed to the fields referenced in the *Guidance*.

3.2.2 CERTIFICATION CATEGORY

Certification Category is an MDS field. EN and PN women should be categorized as breastfeeding with certification category = 2 in PC Extract and they can get food packages with type V or VII. We must avoid women who are category P (or 3 in terms of PC Extract) ending up with a food package type code = 25. PN+ and P women should be categorized as postpartum (not breastfeeding). This approach follows the same methodology for PN+ women and their babies (IPN+ infants).

3.2.3 FOOD PACKAGE TYPE

Food Package Type is an MDS field. Assign food package type 26 for all food packages with the federal food package number VI when the woman has the category P, PN or PN+. Food package

code 25 can only be assigned for women with a food package number VI and a category of EN, PG1 or PG2. The reason for this rule is that it was discovered that there were many postpartum women with 25 who are postpartum and not mostly breastfeeding.

When dealing with food package type codes that are missing, use the client's age and category at the time they were last prescribed a food package to determine the food package type code.

Note: The logic may need to change once EBT is released as this field will be added to the tables and will not need to be determined specifically for PC Extract anymore.

3.2.4 RISK PRIORITY CODE

Risk Priority Code is an MDS field. The risk priority should always be the risk at the certification date that is in the extract, so it should be matched from the C_CERTIFICATIONS table by both client ID and cert start date. If the risk priority code equals 0 then the certification category can be 1, 2, 3, 4 or 5 **without** Nutrition Risk Code 502.

Note: If there are clients without code 502 and a risk priority code = 0 this should trigger an investigation into why this is happening.

3.2.5 HEMOGLOBIN

Hemoglobin is an MDS field. If Hemoglobin data was removed because it was outside the range of acceptable values, then the blood work data date (Date of Blood Test field) must also be removed.

3.2.6 HEIGHT

There are three related height fields: Participant's Height in Inches, Nearest Eight of an Inch of Participant's Height, and Participant's Height in Centimeters – all MDS fields. If a client has both height = 0 and weight = 0, then pull the previous height and weight that is on or after the certification start date for the cert used in the extract. To reduce the number of exceptions and increase participant inclusion, ranges have been revised to the following:

- Heights of less than 40 inches or more than 80 inches for women.
- Heights of less than 20 inches or more than 50 inches for children (all children aged 1 – 4).
- Heights of less than 10 inches or more than 30 inches for infants.

Note: It is required to provide either inches and eighth of an inch OR and the extract, as designed, will pull the only Participant's height in Centimeters.

3.2.7 WEIGHT

There are three related height fields: Participant's Weight in Pounds, Nearest Quarter Pound of Participant's Weight, and Participant's Weight in Grams – all MDS fields.

To reduce the number of exceptions and increase participant inclusion, ranges have been revised to the following:

- Weights of less than 85 lbs. or more than 400 lbs. for women.
- Weights of less than 10 lbs. or more than 60 lbs. for children (all children aged 1 – 4).
- Weights of less than 4 lbs. or more than 30 lbs. for infants.

Note: It is required to provide either pounds and quarter pounds OR grams, and the extract, as designed, will pull the Participant's weight in Grams.

3.2.8 DATE OF HEIGHT AND WEIGHT MEASURE, DATE OF BLOOD TEST (MMDDYYYY)

Date of Height and Weight Measure and Date of Blood Test are MDS fields. For infants and children **only**, remove the requirement that the height and weight measure date and the blood work data date be after the first ever WIC cert. There appears to be some entries that were back dated to a few days prior to certification. Why or how this is happening is unknown, but this data should not be excluded from the extract. If height, weight, or blood data was removed because it was outside the range of acceptable values, then the respective height, weight or blood data date must also be removed.

3.2.9 BIRTH WEIGHT

There are three related Birth Weight fields: Birth Weight in Pounds, Ounces of Birth Weight, and Birth Weight in Grams – all SDS fields.

To reduce the number of exceptions and increase participant inclusion, ranges have been revised to the following:

- Birth weights of less than 1 lbs. or more than 15 lbs.

Note: It is required to provide either pounds and quarter pounds OR grams, and the extract, as designed, will pull the Participant's weight in Grams.

3.2.10 BIRTH LENGTH

There are three related Birth Length fields: Length at Birth in Inches, Nearest Eighth of an Inch of Length at Birth, Length at Birth in Centimeters – all SDS fields.

To reduce the number of exceptions and increase participant inclusion, ranges have been revised to the following:

- Birth lengths of less than 10 inches or more than 25 inches.

Note: It is required to provide either inches and eighth of an inch OR and the extract, as designed, will pull the only Participant's length in Centimeters.

3.2.11 PREPREGNANCY WEIGHT

There are three related Prepregnancy Weight fields: Prepregnancy Weight in Pounds, Nearest Quarter Pound of Participant's Prepregnancy Weight, Participant's Prepregnancy Weight in Grams – all SDS fields.

To reduce the number of exceptions and increase participant inclusion, ranges have been revised to the following:

- Pre-pregnancy weights of less than 85 lbs. or more than 400 lbs. for pregnant women.

Note: It is required to provide either pounds and quarter pounds OR grams, and the extract, as designed, will pull the Participant's weight in Grams.

3.2.12 WEIGHT GAIN DURING PREGNANCY

There are three related Weight Gain During Pregnancy fields: Weight Gain During Pregnancy in Pounds, Nearest Quarter Pound of Participant's Weight Gain During Pregnancy, Participant's Weight Gain During Pregnancy in Grams – all SDS fields. Weight change in pregnancy for postpartum women should be calculated as such: Delivery Weight – Prepregnancy Weight. *Note: The weight change variables in HANDS do not represent total weight gain in pregnancy for postpartum women.*

To reduce the number of exceptions and increase participant inclusion, ranges have been revised to the following:

- Weight gain in pregnancy less than -25 lbs. or more than 150 lbs. for post-partum women.

Note: It is required to provide either pounds and quarter pounds OR grams, and the extract, as designed, will pull the Participant's weight gain in Grams.

4 PRE-CHECKS

Navigation Path: Ops Mgmt | PC Extract / Data Clean-up

A Pre-Check is the process that validates participant data against criteria specified by the PC Extract Guidelines. If the data complies with the guidelines, then participant data is ready to be extracted and submitted to USDA. The Pre-Check process validates the data of active participants where their current certification period falls within the year and month of the selected Pre-Check.

Creating and viewing Pre-checks from Ops Mgmt module requires state-level permissions. If you are at a Local Agency/Clinic, you may view the Pre-Check for your LAC from WIC Services module, explained in the next section, Data Clean-up.

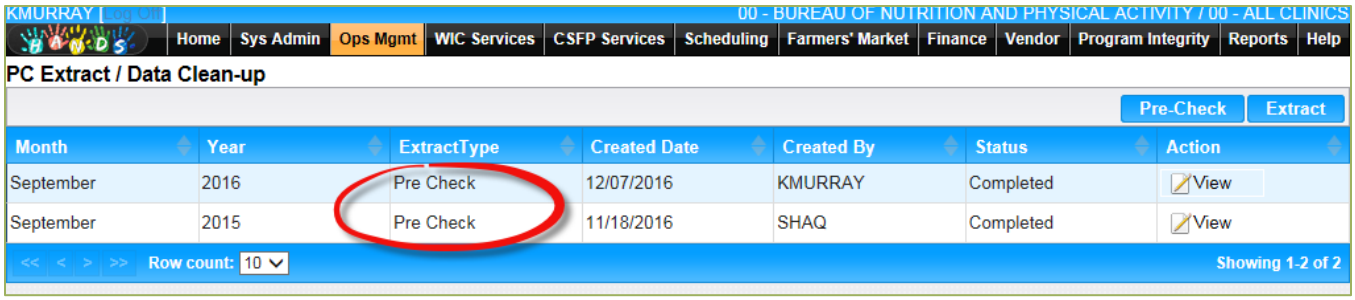

Figure 1: PC Extract / Data Clean-up

4.1 CREATE PRE-CHECK

Navigation Path: Ops Mgmt | PC Extract / Data Clean-up | Pre-Check

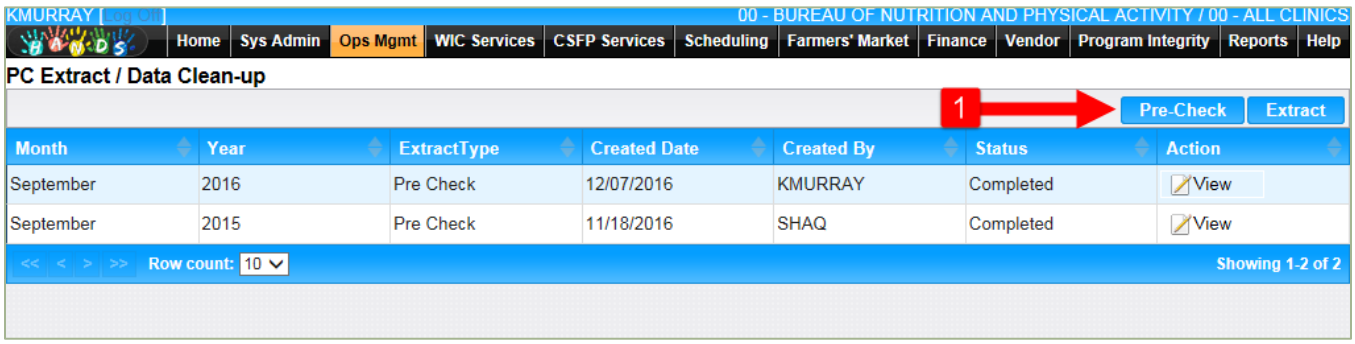

Figure 2: Create Pre-Check

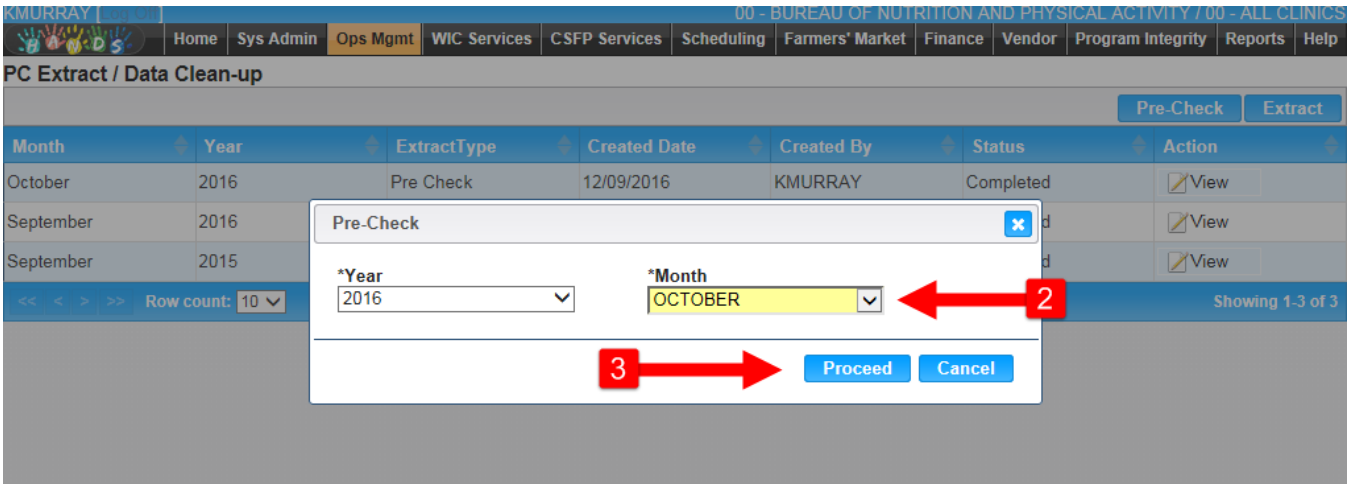

Figure 3: Pre-Check Window

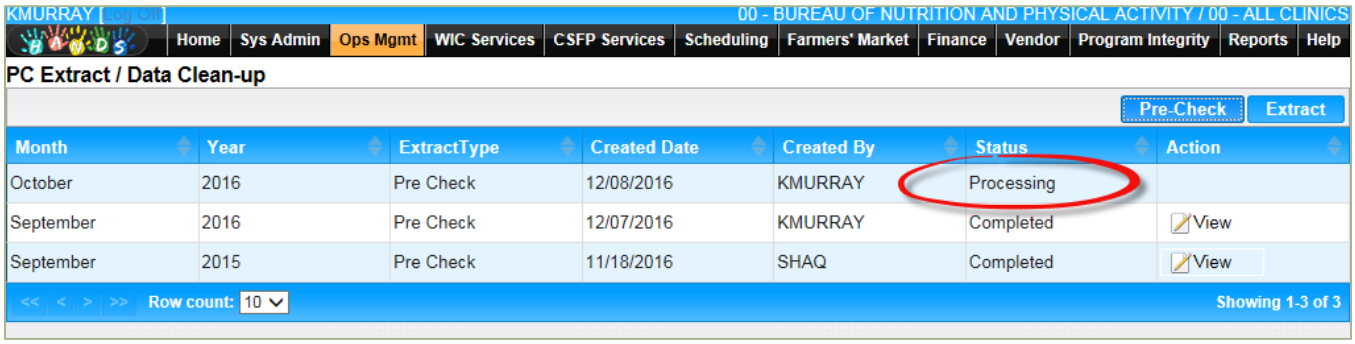

Figure 4: Status Processing

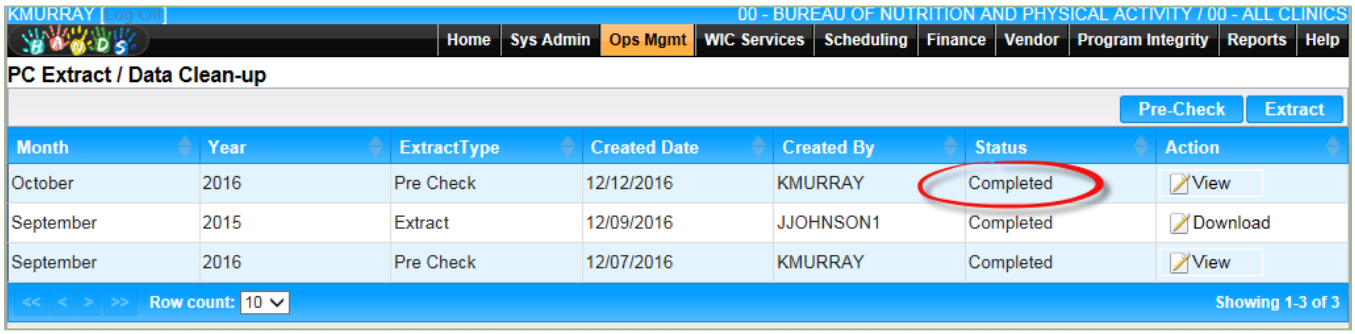

Figure 5: Completed Processing

Steps:

1. Click Pre-Check
2. Select Year and Month
3. Click Proceed

Fields:

- **Month** – Month of the extract
  This field is mandatory.
- **Year** – Year of the extract
  This field is mandatory.
- **Extract Type** – Type of extract
  - Pre-Check – Displays when Pre-Check is created
  - Extract – Displays when Extract is created
- **Created Date** – Date Pre-Check or Extract was created
- **Created By** – User login who initiated the Pre-Check or Extract
- **Status** – Extract status
  - Processing – Pre-Check or Extract creation is in process
  - Completed – Pre-Check or Extract has completed
- **Action** – Actions available on the Pre-Check or Extract
  - (View Icon)– Click to view pre-check results
  - (Download Icon) – Click to download extract file

Buttons:

- **Pre-Check** – Click Pre-Check to open Pre-Check window
- **Extract** – Click Extract to open Extract window
- **Proceed** – Click Proceed to begin processing and close Pre-Check window
- **Cancel** – Click Cancel to exit and close Pre-Check window

Calculations: None

Background Processes: None

4.2 VIEW PRE-CHECK

Navigation Path: Ops Mgmt | PC Extract / Data Clean-up | View

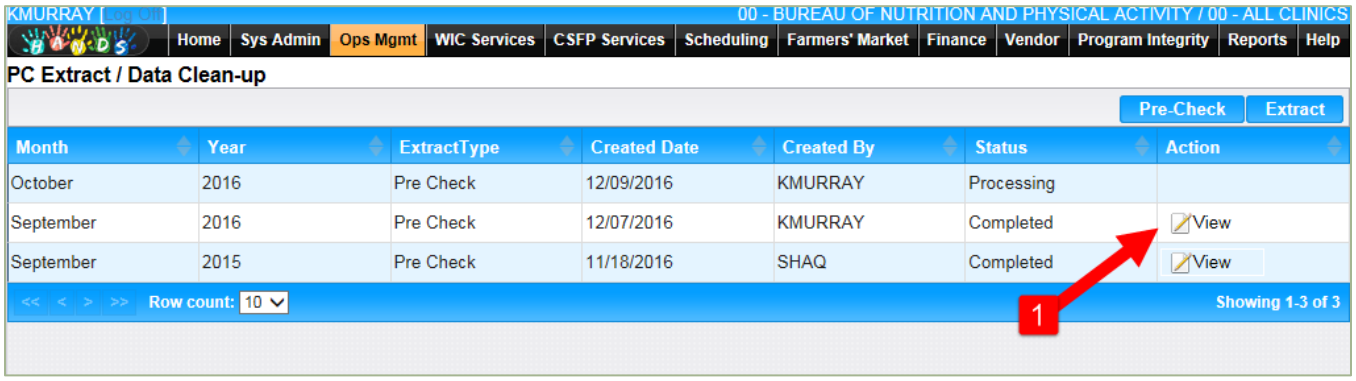

Figure 6: View Pre-Check

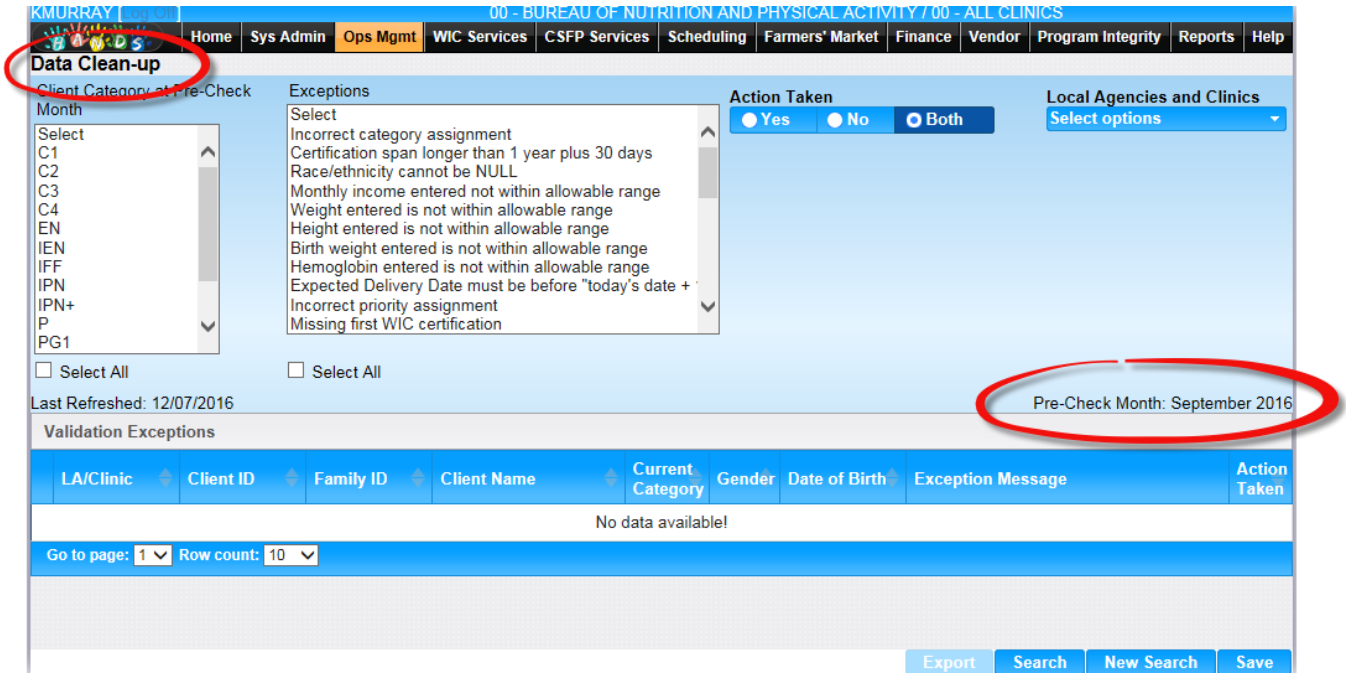

Figure 7: Data Clean-up Screen

Steps:

1. Click View

Fields:

- **Month** – Month of the extract
  This field is mandatory.
- **Year** – Year of the extract
  This field is mandatory.
- **Extract Type** – Type of extract
  - Pre-Check – Displays when Pre-Check is created
  - Extract – Displays when Extract is created
- **Created Date** – Date Pre-Check or Extract was created
- **Created By** – User login who initiated the Pre-Check or Extract
- **Status** – Extract status
  - Processing – Pre-Check or Extract creation is in process
  - Completed – Pre-Check or Extract has completed
- **Action** – What may be performed on the Pre-Check or Extract
  - (View Icon)– Click to view pre-check results
  - (Download Icon) – Click to download extract file

Buttons:

- **Pre-Check** – Click Pre-Check to open Pre-Check window
- **Extract** – Click Extract to open Extract window

- **Proceed** – Click Proceed to begin processing and close Pre-Check window
- **Cancel** – Click Cancel to exit and close Pre-Check window

Calculations: None

Background Processes: None

5 DATA CLEAN-UP

Navigation Path: WIC Services | Data Clean-up

Once a Pre-Check has completed successfully, you may go to the Data Clean-up screen to review the exceptions for your Local Agency/Clinic. Exception messages inform you of the failed data validation that must be corrected. For certain exceptions, a date may also be provided and displayed in parenthesis. This date represents the date on which the exception occurred. If a client has multiple exceptions, then it will be displayed within a single record separated by commas.

You may view the Pre-Check for your Local Agency/Clinic by going to the (1) WIC Services module, then clicking (2) Data Clean-up under Search menu illustrated in the below figure.

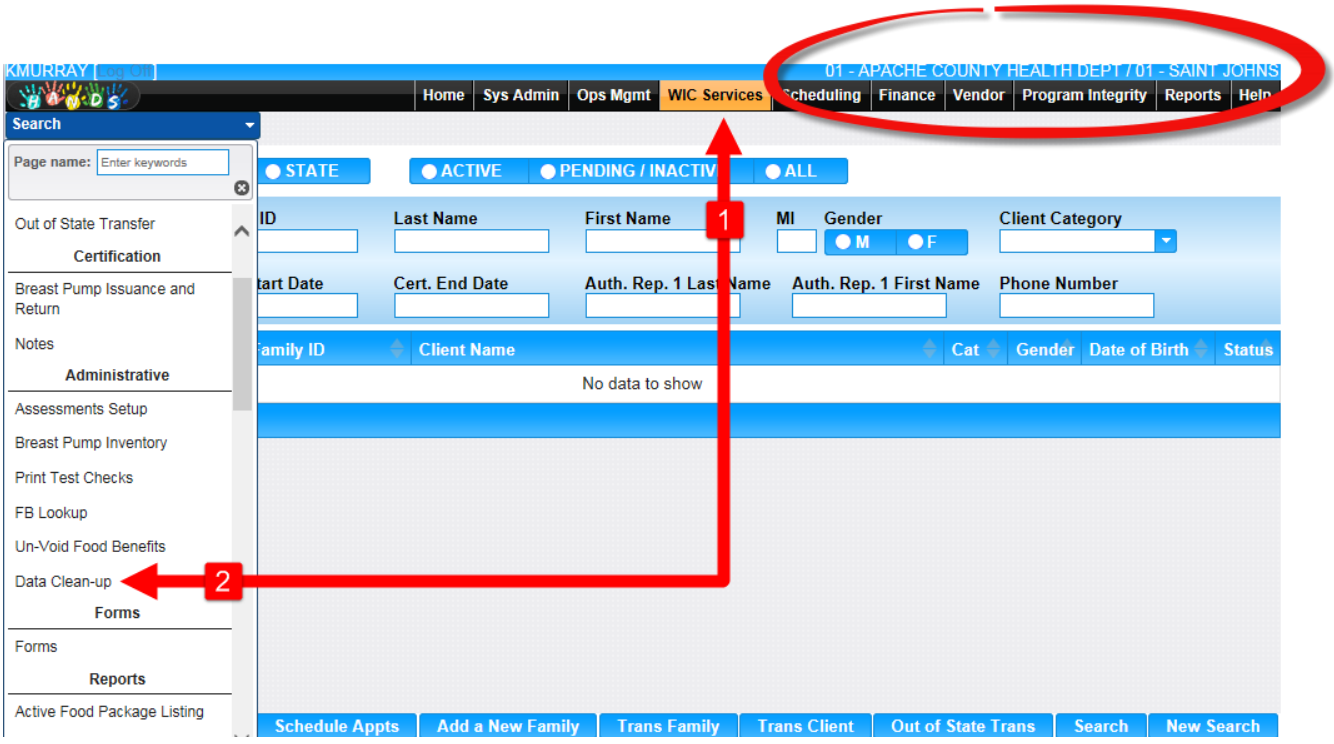

Figure 8: Navigating to Data Clean-up Screen

5.1 SEARCH EXCEPTIONS

Navigation Path: WIC Services | Data Clean-up | Search

Figure 9: Search Exceptions

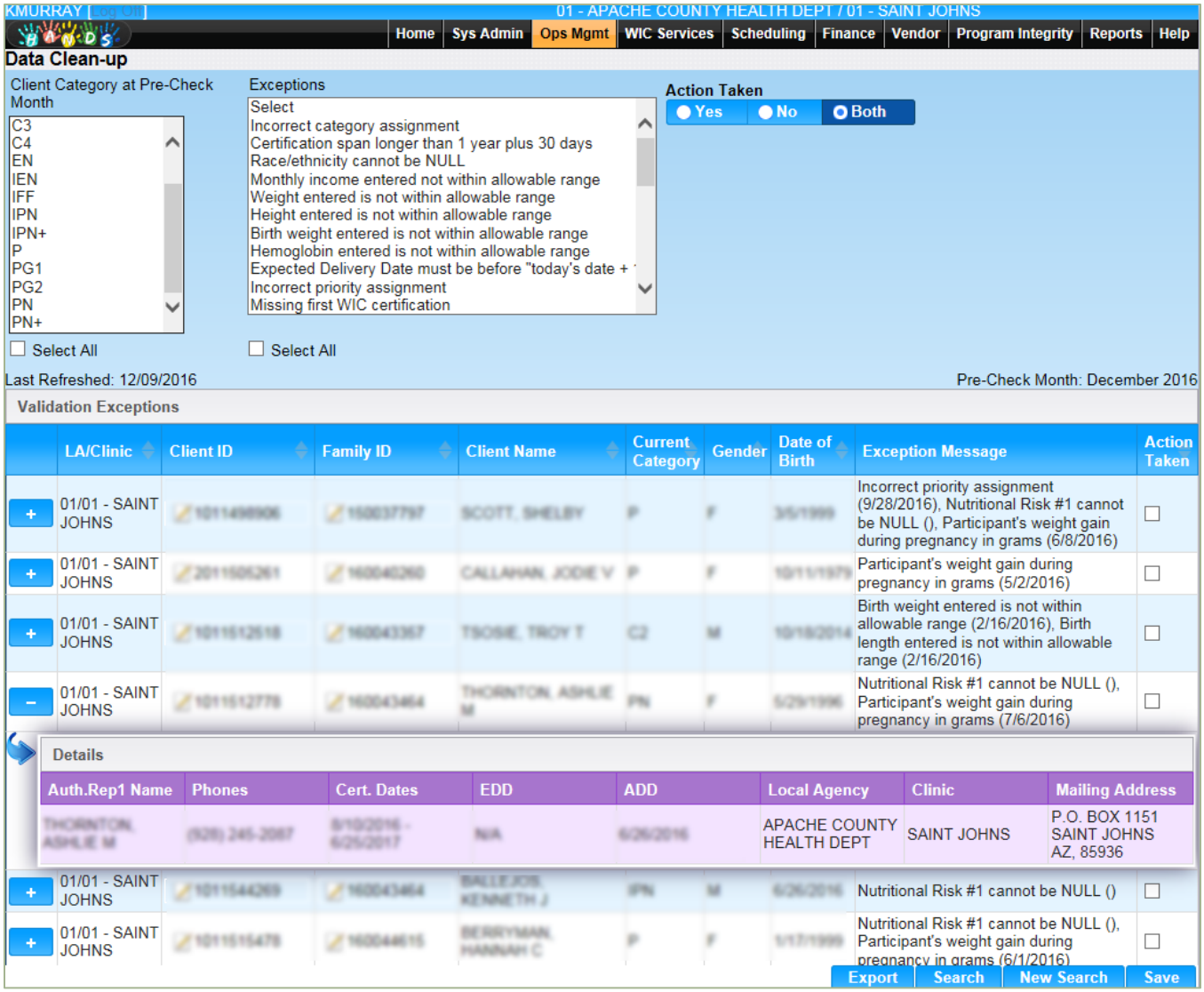

Figure 10: Exception Results

Steps:

1. Select Search filters
2. Click Search

Search Filters:

- **Client Category at Pre-Check Month** – Client category at month of the Pre-Check
- **Exceptions** – Exception messages of failed data validation
- **Action Taken** – Yes/No/Both indicator of previously corrected records since the last Pre-Check. This flag may be used to ignore exceptions from corrected records that may still exist in the current Pre-Check. If you want to remove these exceptions permanently, then another Pre-Check must be executed.

Fields:

- **LA/Clinic** – IDs for the Local Agency/Clinic ID and Clinic name
- **Client ID** – (View Icon) – Click Client ID to go to client screen
- **Family ID** – (View Icon) – Click Family ID to go to family screen
- **Client Name** – Client last name, first name
- **Current Category** – Client category as it is today (not as listed in the extract, which may be for a previous month)
- **Gender** – Client gender
- **Date of Birth** – Client date of birth
- **Exception Message** – Exception message(s) and dates, if applicable, of failed data validation
- **Action Taken** – Checkbox to indicate that data has been corrected for this client

Details (Expanded Row):

- **Auth Rep1 Name** – Authorized Rep last name, first name
- **Phones** – Authorized Rep phone number
- **Cert. Dates** – Certification start and end dates
- **EDD** – Estimated date of delivery
- **ADD** – Actual date of delivery
- **Local Agency** – Local Agency name
- **Clinic** – Clinic name
- **Mailing Address** – Clinic mailing address

Buttons:

- **Export** – Click Export to export exceptions
- **Search** – Click Search to search exceptions
- **New Search** – Click New Search clear existing search filters and results
- **Save** – Click Save to save the action taken on records

Calculations: None

Background Processes: None

5.2 EXPORT EXCEPTIONS

Navigation Path: WIC Services | Data Clean-up | Export

The system names the Pre-Check Export as: PC_Extract_Exceptions_M_YYYY.csv, where 'M' equals the numeric value for month (i.e., April = 4) and YYYY equals the four-digit year: PC_Extract_Exceptions_4_2016.csv. CSV files may be opened using Microsoft Excel. If you don't have Excel on your system, you may use Notepad.

Note: There is a known issue of exports failing when the results set has tens of thousands of records. If it fails to export in the first attempt, it may succeed in subsequent attempts. It is recommended that you first filter exceptions before exporting.

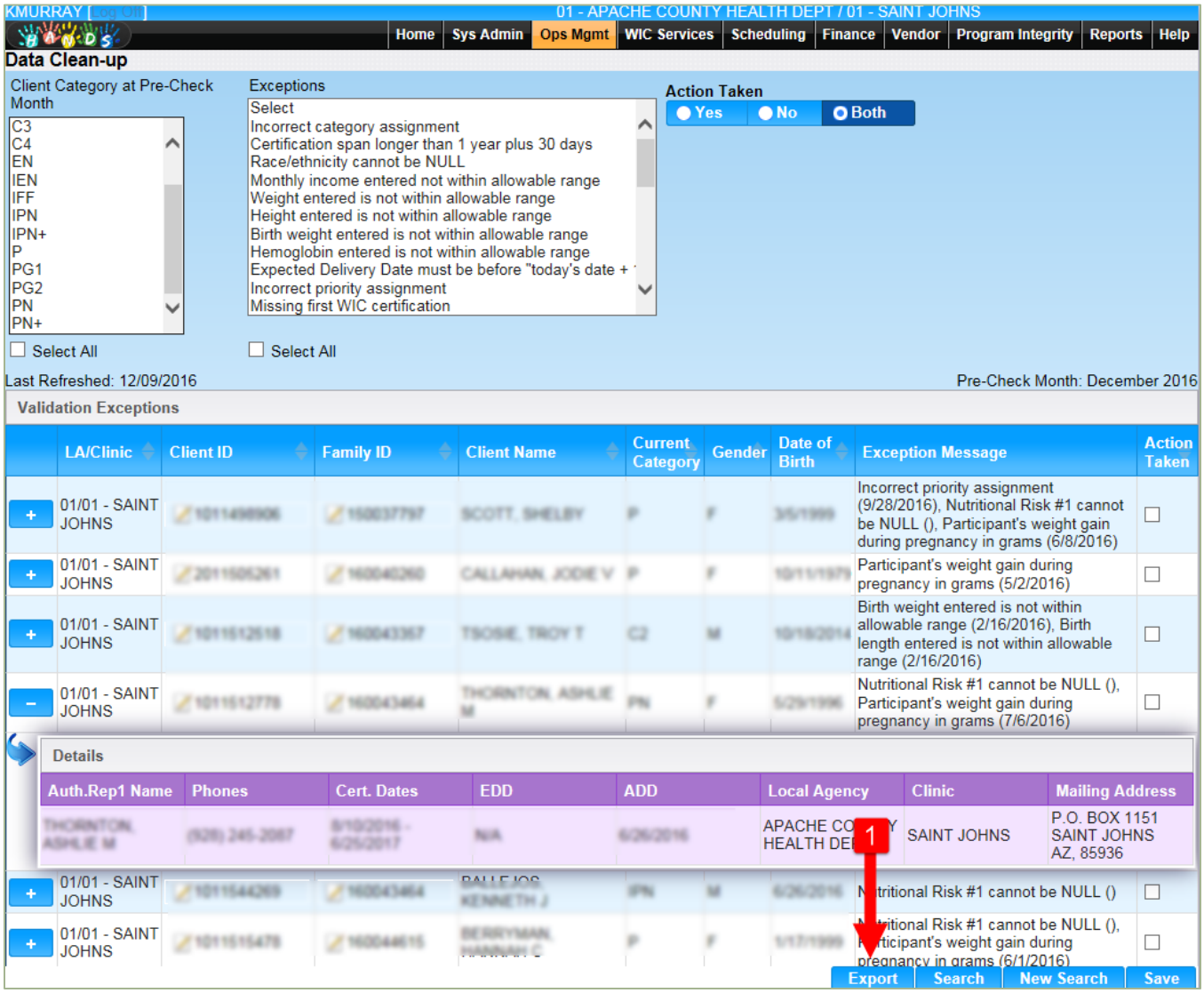

Figure 11: Export Exceptions

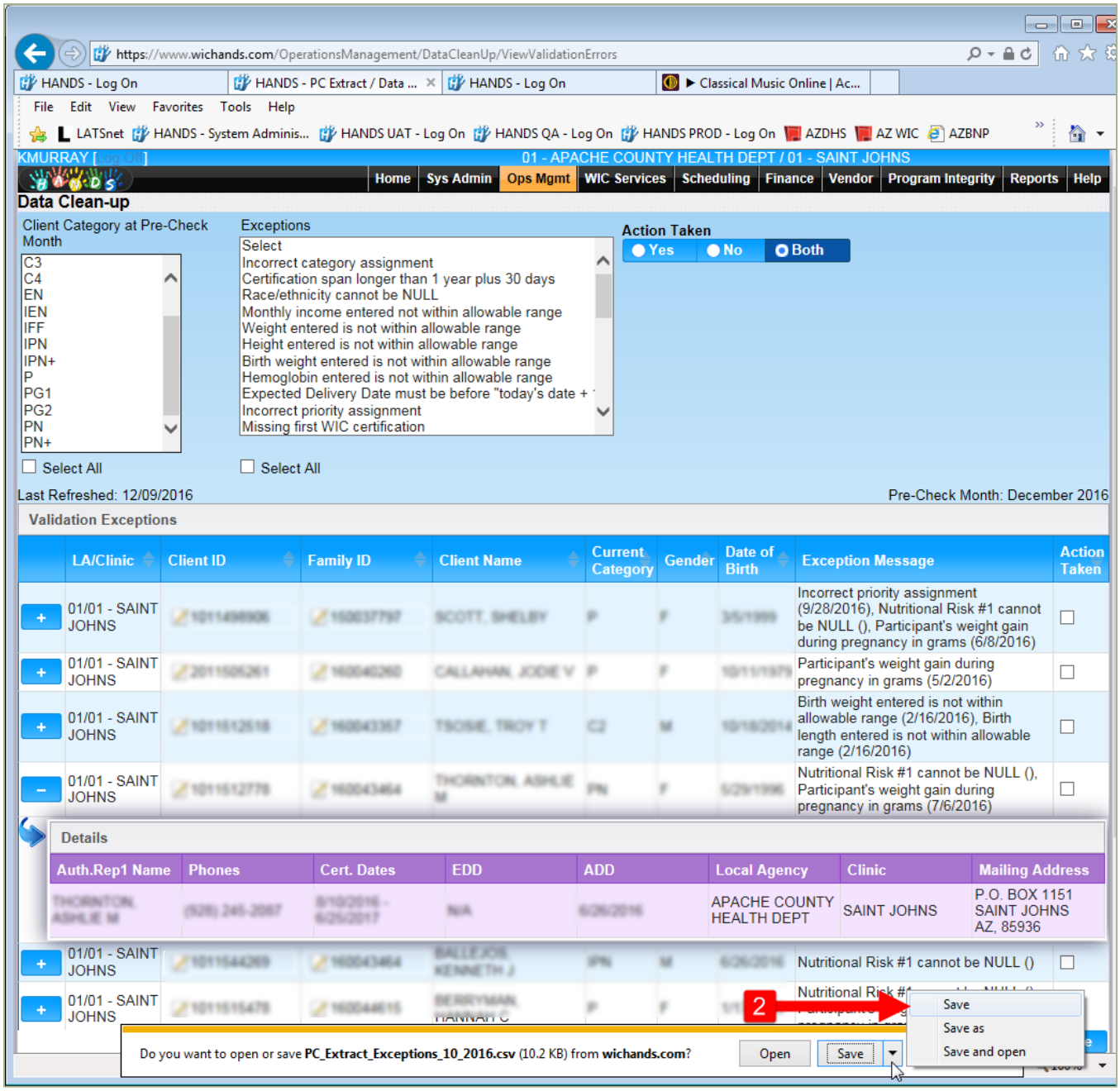

Figure 12: Save Exceptions

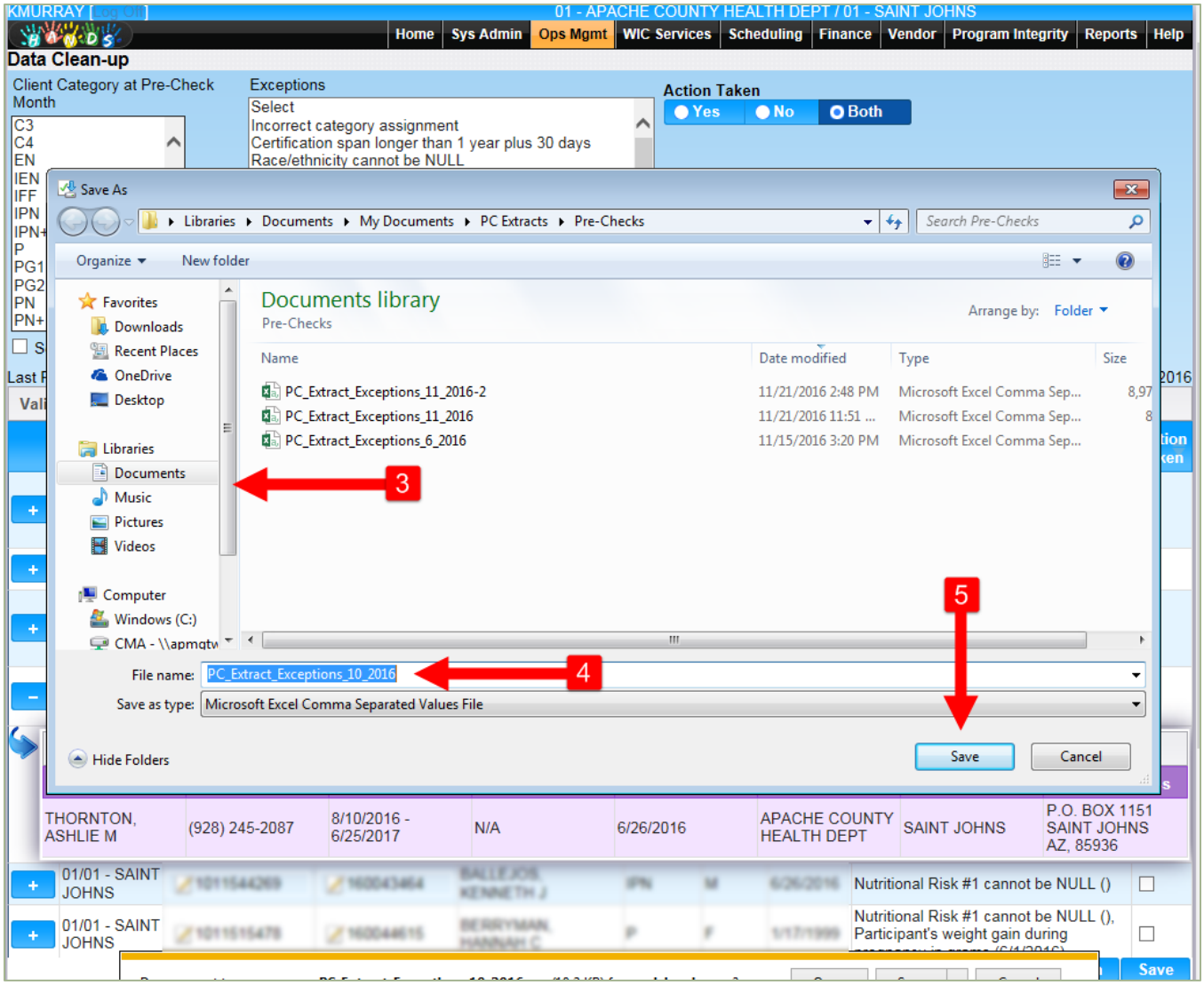

Figure 13: Navigate to Folder and Save File

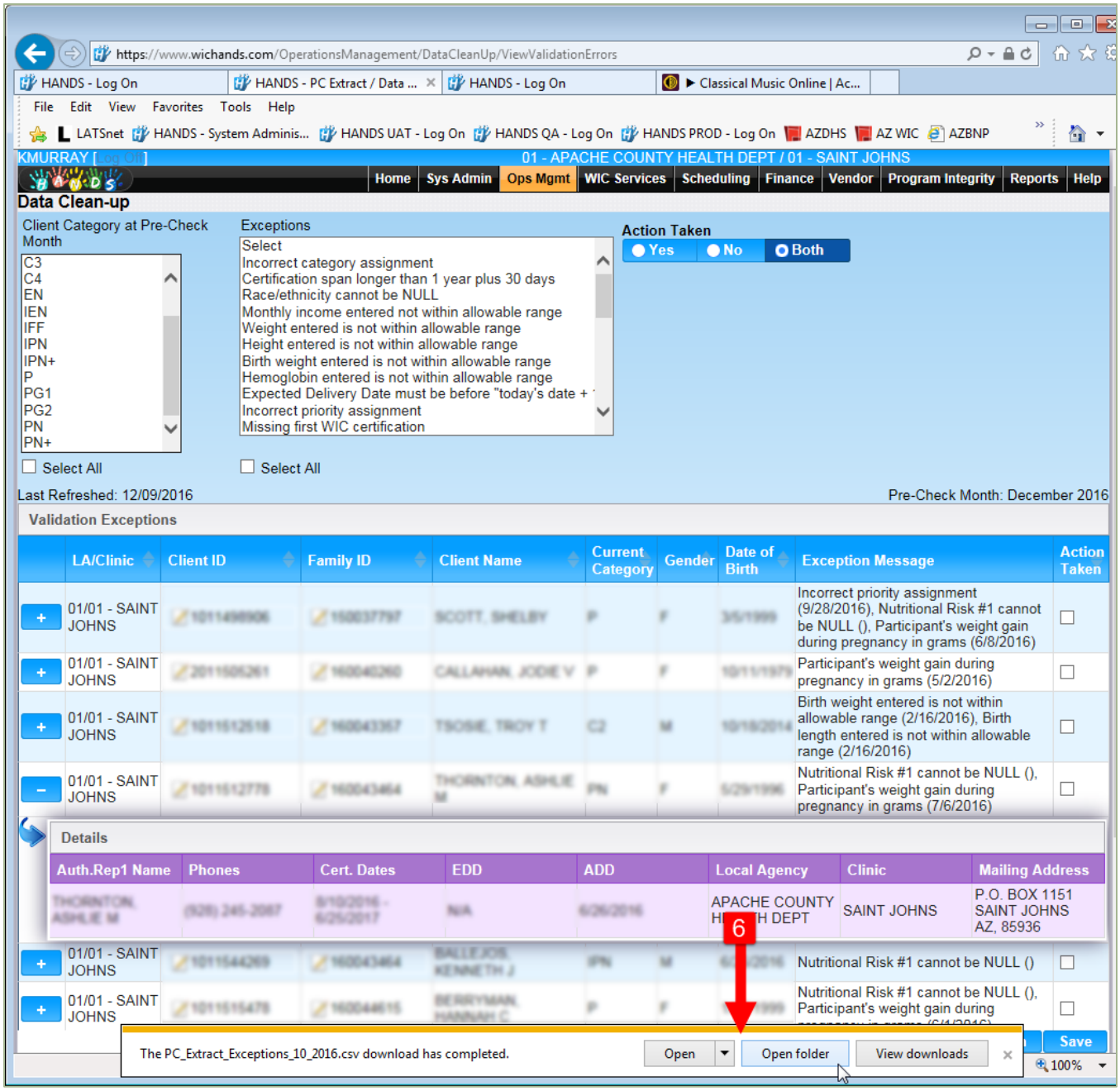

Figure 14: Open Export

Steps:

1. Click Export
2. Select Save option
3. Navigate to the folder where the file should be saved
4. Keep or change the given file name
5. Click Save

6. Open file or folder

Search Filters:

- **Client Category at Pre-Check Month** – Client category at month of the Pre-Check
- **Exceptions** – Exception messages of failed data validation
- **Action Taken** – Yes/No/Both indicator of previously corrected records since the last Pre-Check. This flag may be used to ignore exceptions from corrected records that may still exist in the current Pre-Check. If you want to remove these exceptions permanently, then another Pre-Check must be executed.

Fields:

- **LA/Clinic** – IDs for the Local Agency/Clinic ID and Clinic name
- **Client ID** – (View Icon) – Click Client ID to go to client screen
- **Family ID** – (View Icon) – Click Family ID to go to family screen
- **Client Name** – Client last name, first name
- **Current Category** – Client category as it is today (not as listed in the extract, which may be for a previous month)
- **Gender** – Client gender
- **Date of Birth** – Client date of birth
- **Exception Message** – Exception message(s) and dates, if applicable, of failed data validation
- **Action Taken** – Checkbox to indicate that data has been corrected for this client

Details (Expanded Row):

- **Auth Rep1 Name** – Authorized Rep last name, first name
- **Phones** – Authorized Rep phone number
- **Cert. Dates** – Certification start and end dates
- **EDD** – Estimated date of delivery
- **ADD** – Actual date of delivery
- **Local Agency** – Local Agency name
- **Clinic** – Clinic name
- **Mailing Address** – Clinic mailing address

Buttons:

- **Export** – Click Export to export exceptions
- **Search** – Click Search to search exceptions
- **New Search** – Click New Search clear existing search filters and results
- **Save** – Click Save to save the action taken on records

Calculations: None

Background Processes: None

5.3 CORRECT DATA

Navigation Path: WIC Services | Data Clean-up | Search

Once a Pre-Check has completed successfully, you may go to the Data Clean-up screen to review the exceptions for your Local Agency/Clinic. From the Data Clean-up screen, there is a direct link to the client so that **you can make the data corrections immediately if the fields are editable**, as in the example provided below, **or submit a request WIC Service Desk to correct the data if the fields are not editable**.

Correcting data will require navigating between the clients' screens and the Data Clean-up screen. Future enhancements to Data Clean-up will simplify and better integrate these two modules with direct mutual navigation between the screens. For now, each time you navigate away from the Data Clean-up screen and then return, you must re-initiate your search to review exceptions for your Local Agency/Clinic.

A more efficient approach to cleaning up data is to first export the exceptions and refer to export file as you are correcting data, where it may be correct immediately.

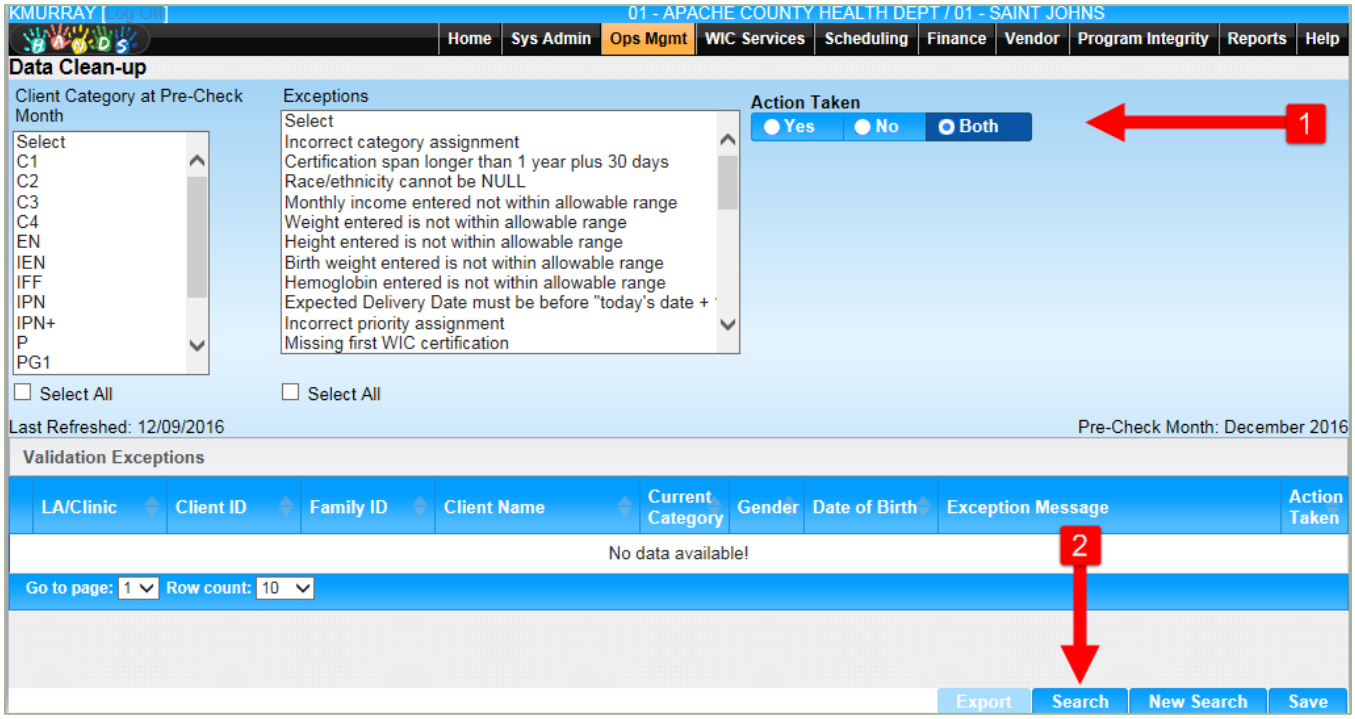

Figure 15: Search Exceptions

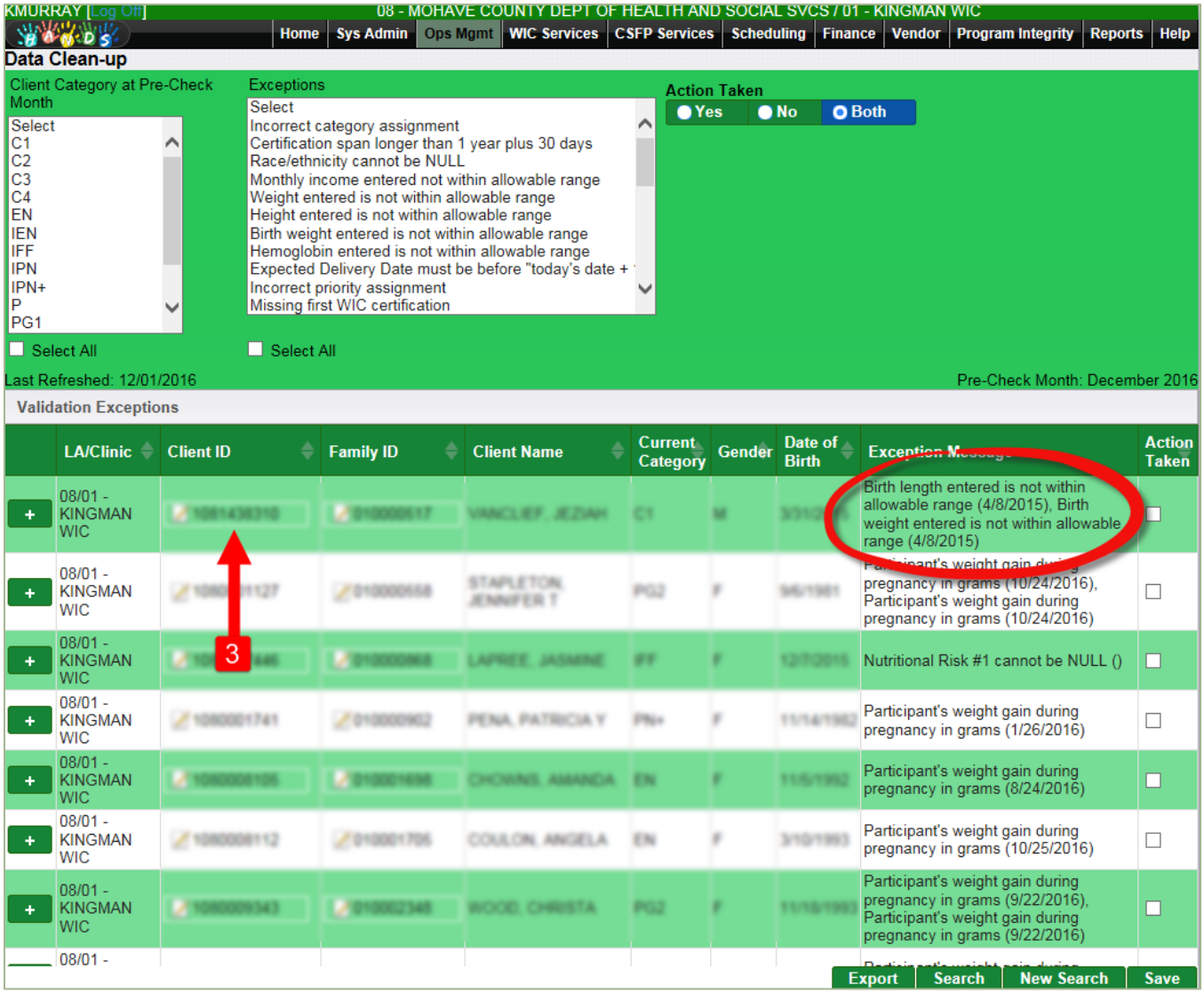

Figure 16: Link to Client or Family ID

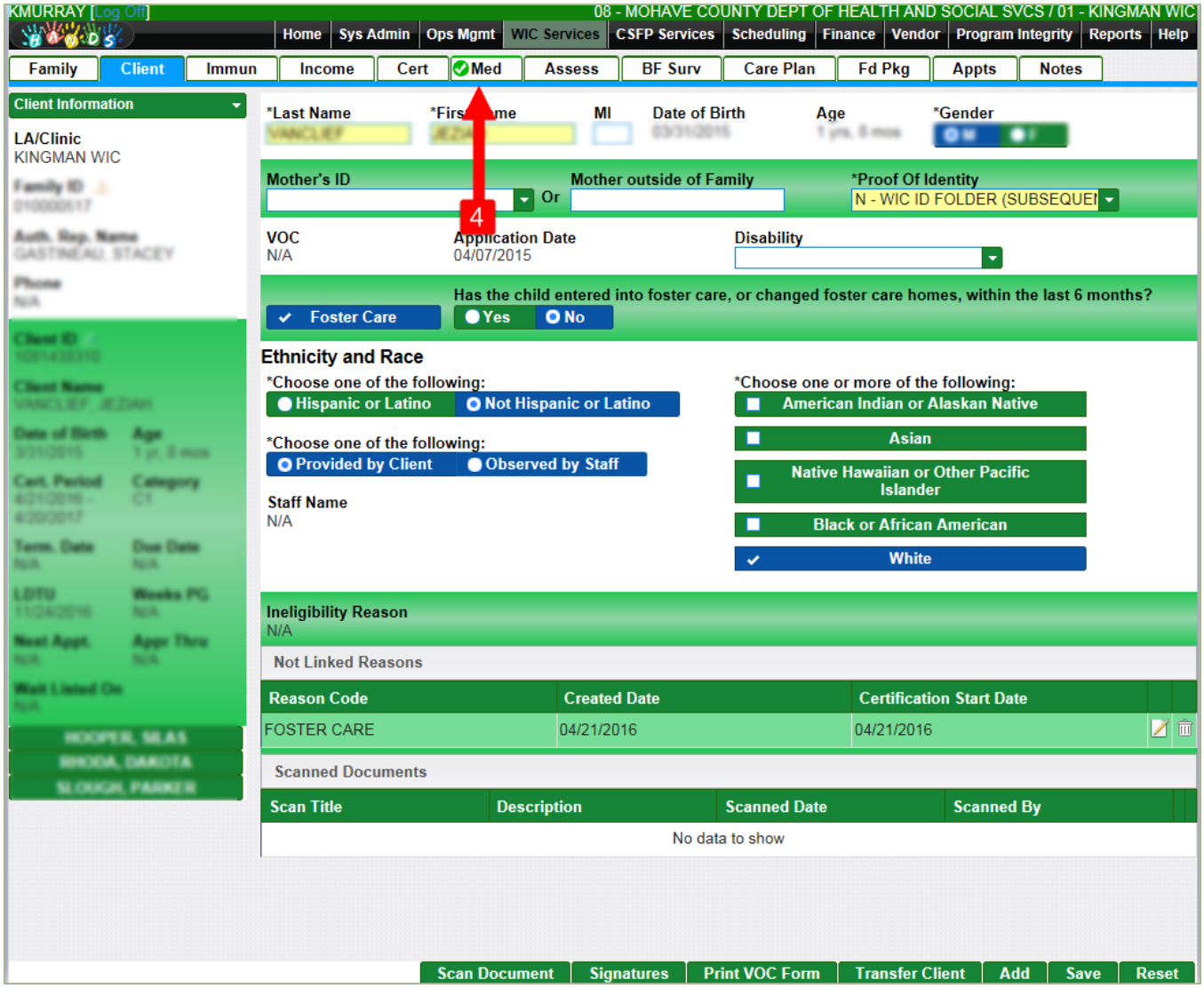

Figure 17: Go to Related Tab

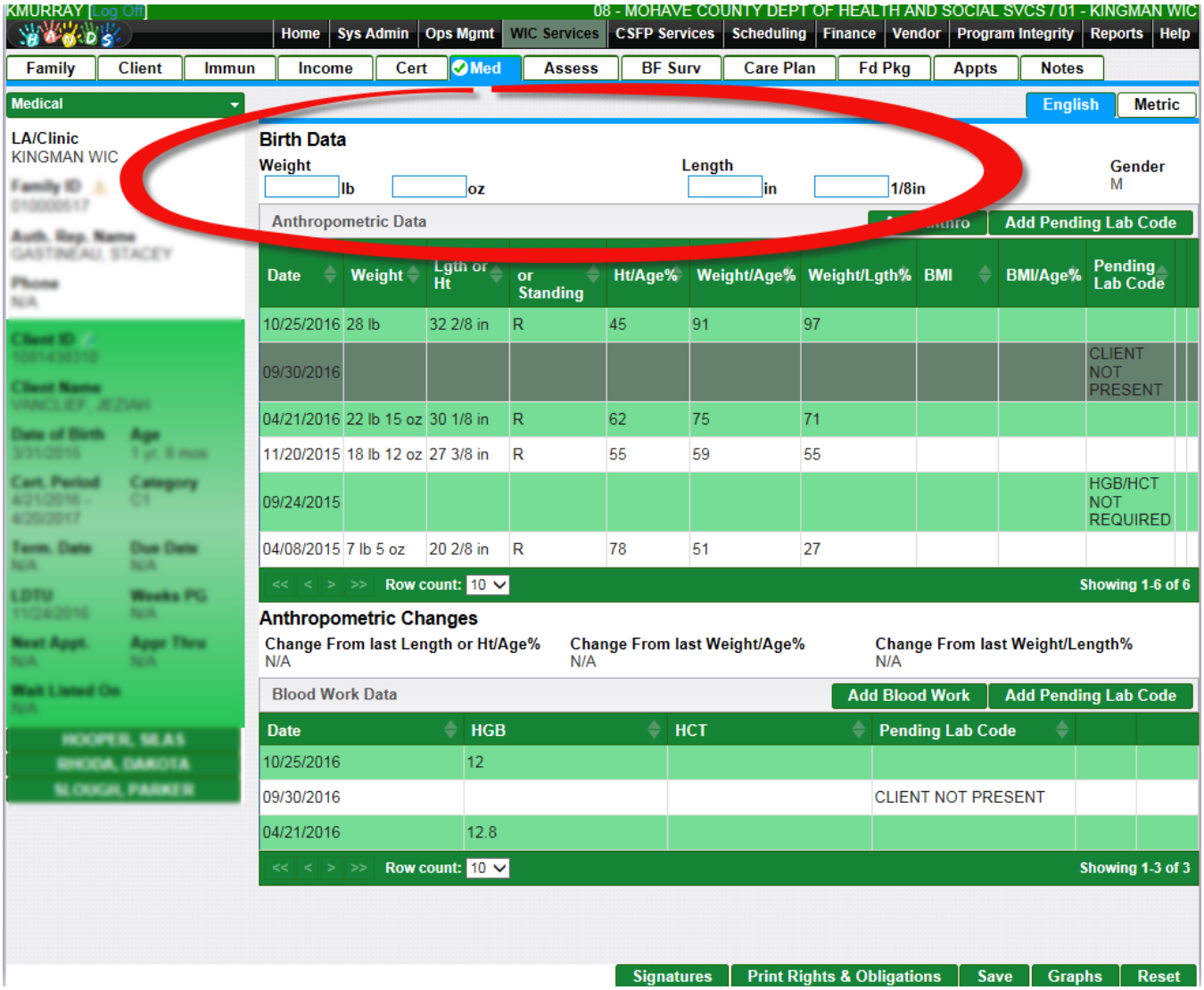

Figure 18: Missing Data for Client

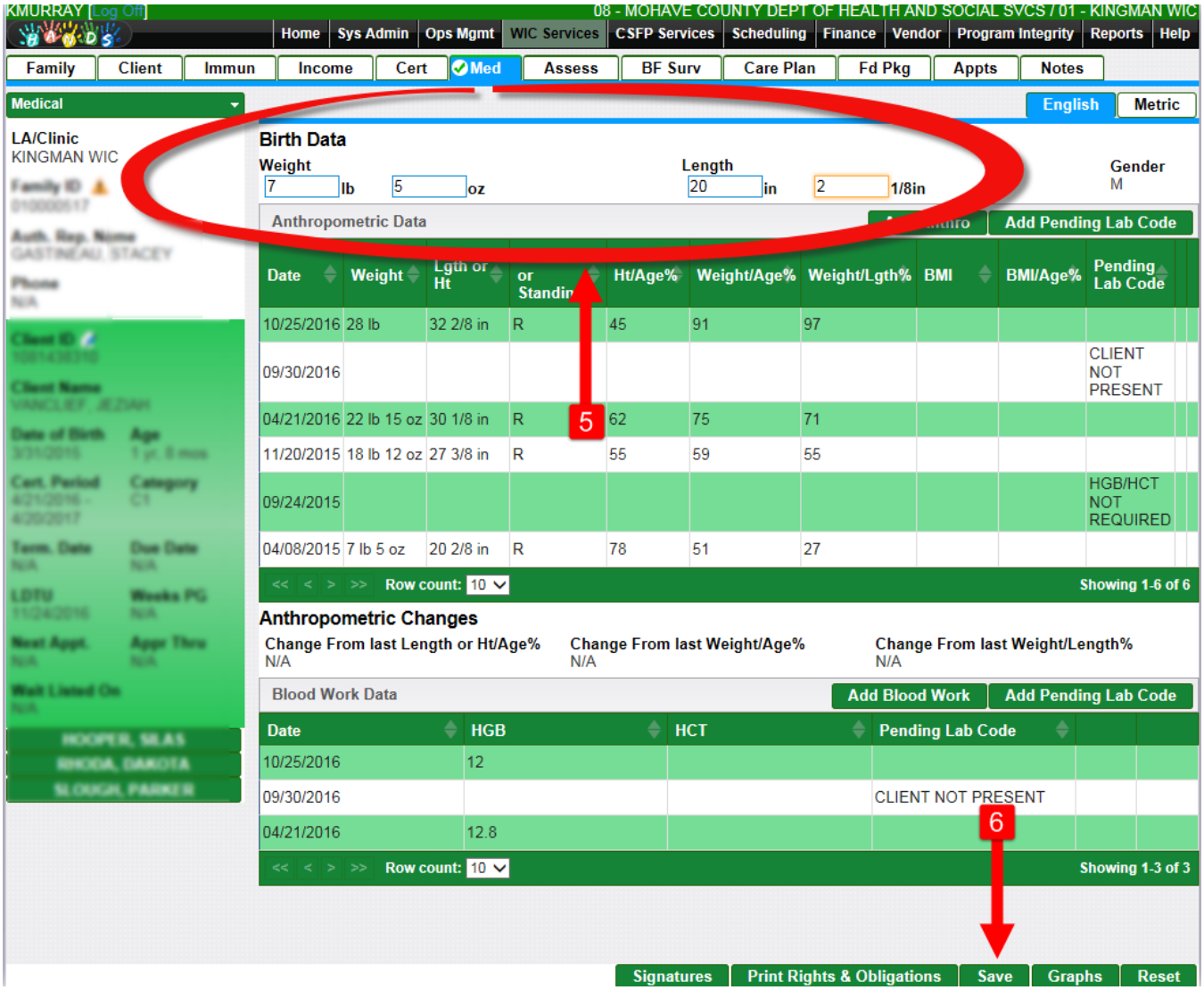

Figure 19: Correct Data and Save

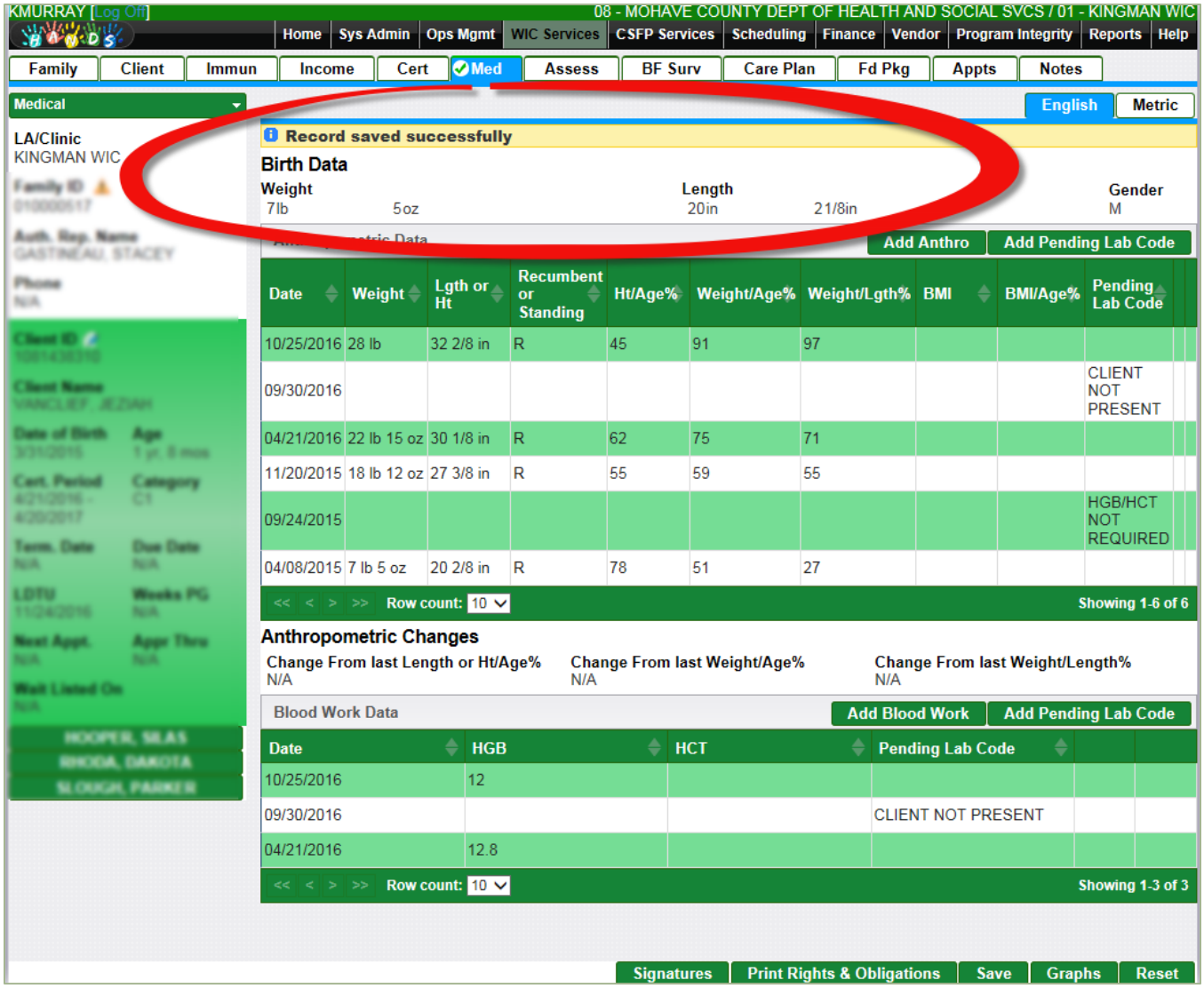

Figure 20: Record Saved Successfully

Steps:

1. Select Search filters
2. Click Search
3. Click on Client or Family ID
4. Click on Tab related to data in exception message (Med tab in this example) [2]
5. Enter values to correct the data
6. Click Save

Search Filters:

- **Client Category at Pre-Check Month** – Client category at month of the Pre-Check

[2] For complete documentation on existing tabs and fields of the client screens, refer to the "HANDS Certification & Enrollment" DFDD.

- **Exceptions** – Exception messages of failed data validation
- **Action Taken** – Yes/No/Both indicator of previously corrected records since the last Pre-Check. This flag may be used to ignore exceptions from corrected records that may still exist in the current Pre-Check. If you want to remove these exceptions permanently, then another Pre-Check must be executed.

Fields:

- **LA/Clinic** – IDs for the Local Agency/Clinic ID and Clinic name
- **Client ID** – (View Icon) – Click Client ID to go to client screen
- **Family ID** – (View Icon) – Click Family ID to go to family screen
- **Client Name** – Client last name, first name
- **Current Category** – Client category as it is today (not as listed in the extract, which may be for a previous month)
- **Gender** – Client gender
- **Date of Birth** – Client date of birth
- **Exception Message** – Exception message(s) and dates, if applicable, of failed data validation
- **Action Taken** – Checkbox to indicate that data has been corrected for this client

Details (Expanded Row):

- **Auth Rep1 Name** – Authorized Rep last name, first name
- **Phones** – Authorized Rep phone number
- **Cert. Dates** – Certification start and end dates
- **EDD** – Estimated date of delivery
- **ADD** – Actual date of delivery
- **Local Agency** – Local Agency name
- **Clinic** – Clinic name
- **Mailing Address** – Clinic mailing address

Buttons:

- **Export** – Click Export to export exceptions
- **Search** – Click Search to search exceptions
- **New Search** – Click New Search clear existing search filters and results
- **Save** – Click Save to save the action taken on records

Calculations: None

Background Processes: None

6 EXTRACTS

Navigation Path: Ops Mgmt | PC Extract / Data Clean-up

An Extract is the plain text file specially formatted which includes the final, corrected participant data that is submitted to the USDA.

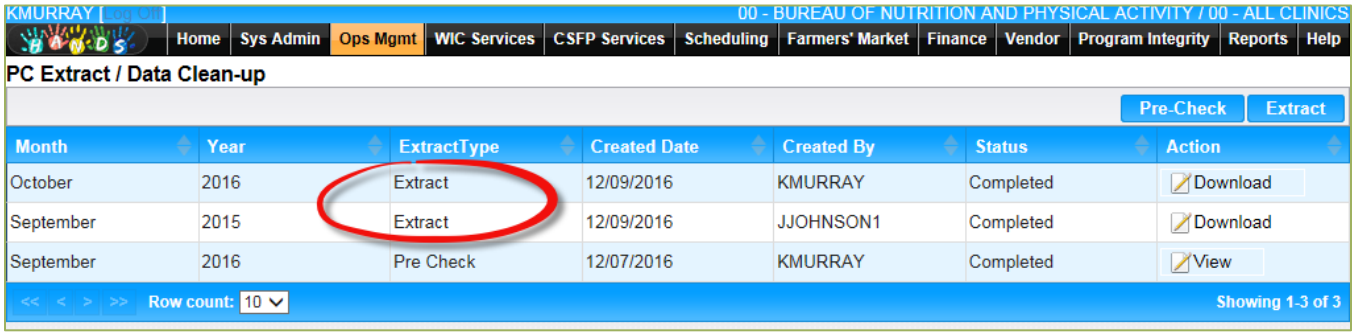

Figure 21: PC Extract / Data Clean-up

6.1 CREATE EXTRACT

Navigation Path: Ops Mgmt | PC Extract / Data Clean-up | Extract

A Pre-Check for the same month and year must exist FIRST before creating an Extract. The Extract, once completed, will then replace the Pre-Check.

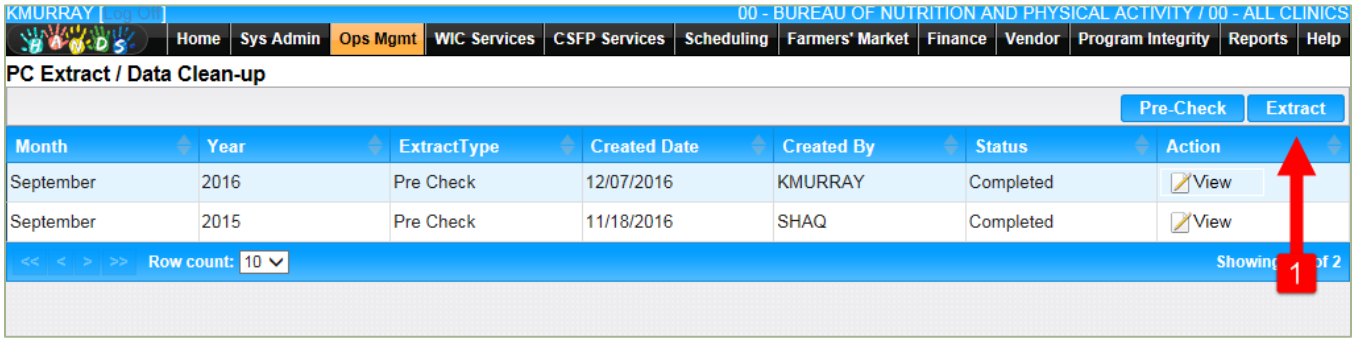

Figure 22: Create Extract

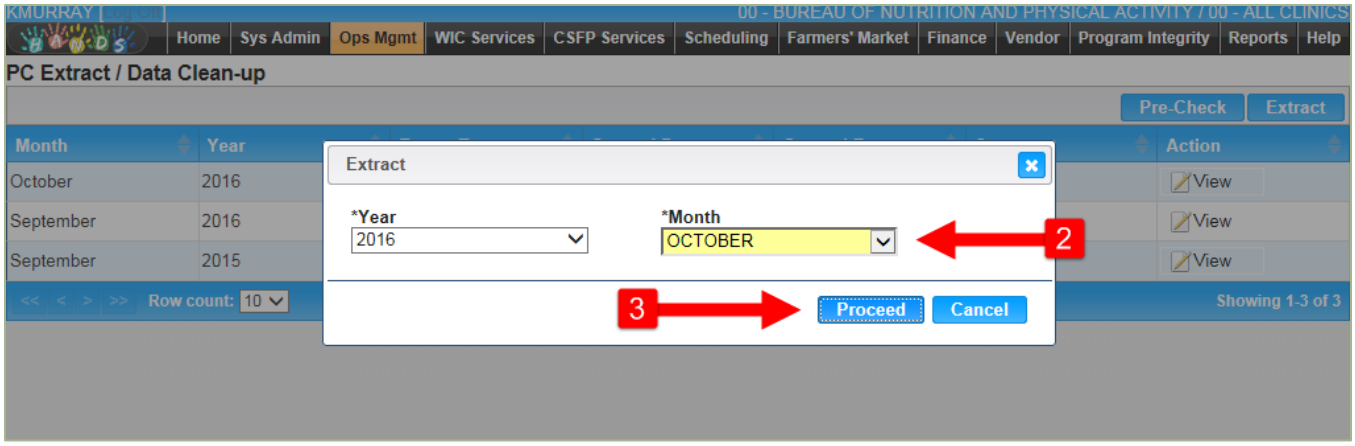

Figure 23: Extract Window

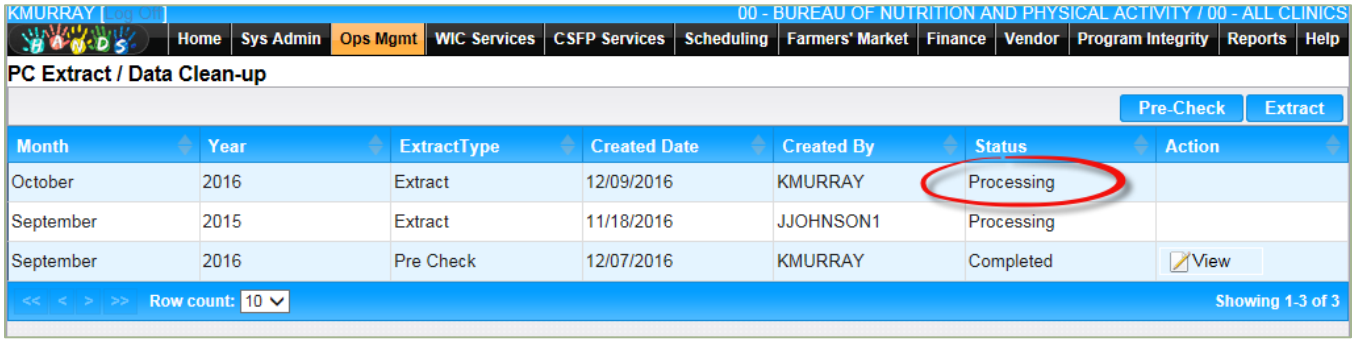

Figure 24: Status Processing

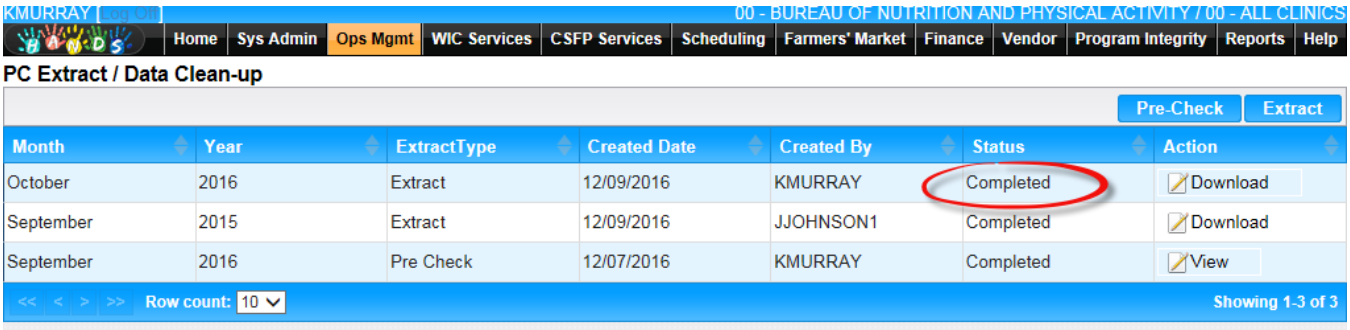

Figure 25: Status Completed

Steps:

1. Click Extract
2. Select Year and Month
3. Click Proceed

Fields:

- **Month** – Month of the extract

This field is mandatory.

- **Year** – Year of the extract
  This field is mandatory.
- **Extract Type** – Type of extract
  - Pre-Check – Displays when Pre-Check is created
  - Extract – Displays when Extract is created
- **Created Date** – Date Pre-Check or Extract was created
- **Created By** – User login who initiated the Pre-Check or Extract
- **Status** – Extract status
  - Processing – Pre-Check or Extract creation is in process
  - Completed – Pre-Check or Extract has completed
- **Action** – Actions available on the Pre-Check or Extract
  - (View Icon)– Click to view pre-check results
  - (Download Icon) – Click to download extract file

Buttons:

- **Pre-Check** – Click Pre-Check to open Pre-Check window
- **Extract** – Click Extract to open Extract window
- **Proceed** – Click Proceed to begin processing and close Pre-Check window
- **Cancel** – Click Cancel to exit and close Pre-Check window

Calculations: None

Background Processes: None

6.2 DOWNLOAD EXTRACT

Navigation Path: Ops Mgmt | PC Extract / Data Clean-up | Download

The system names the Extract Download as: PcExtract_M_YYYY.txt, where 'M' equals the numeric value for month (i.e., April = 4) and YYYY equals the four-digit year: PcExtract_4_2016.txt.

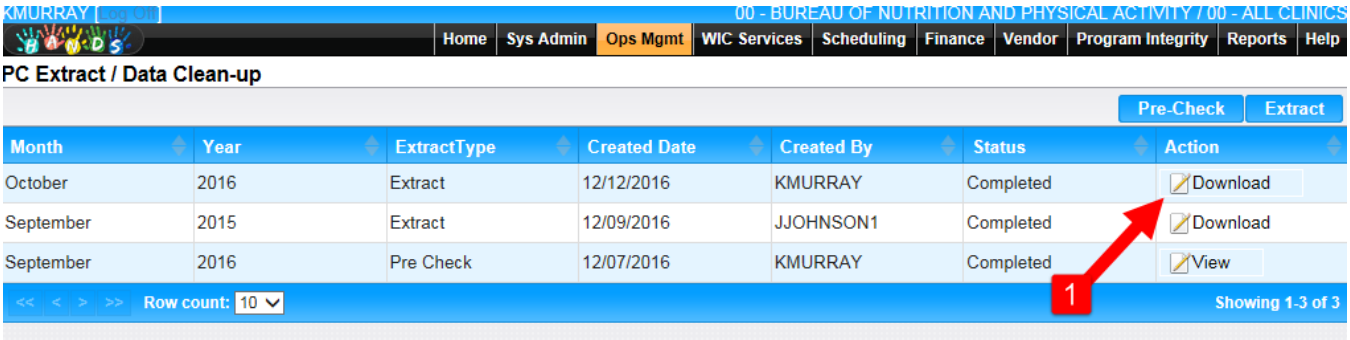

Figure 26: Download Extract

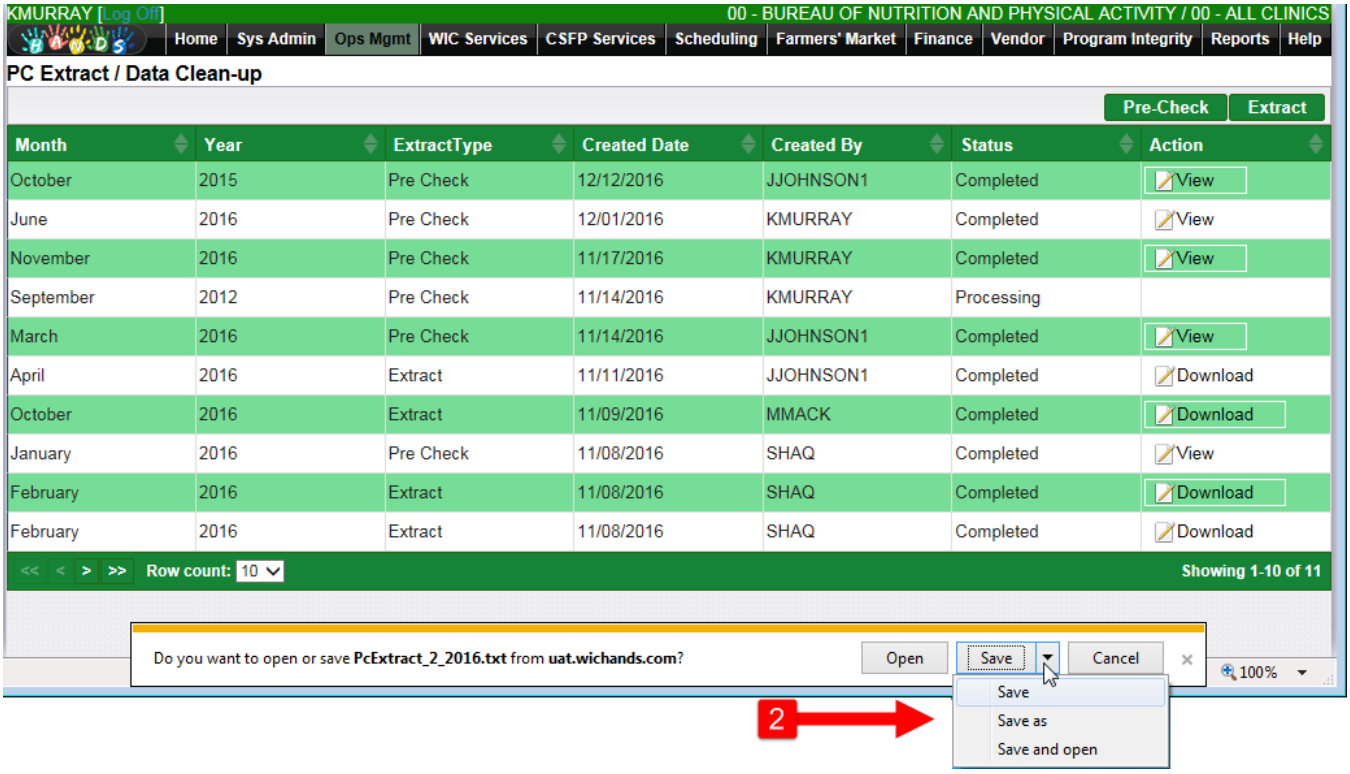

Figure 27: Save Extract

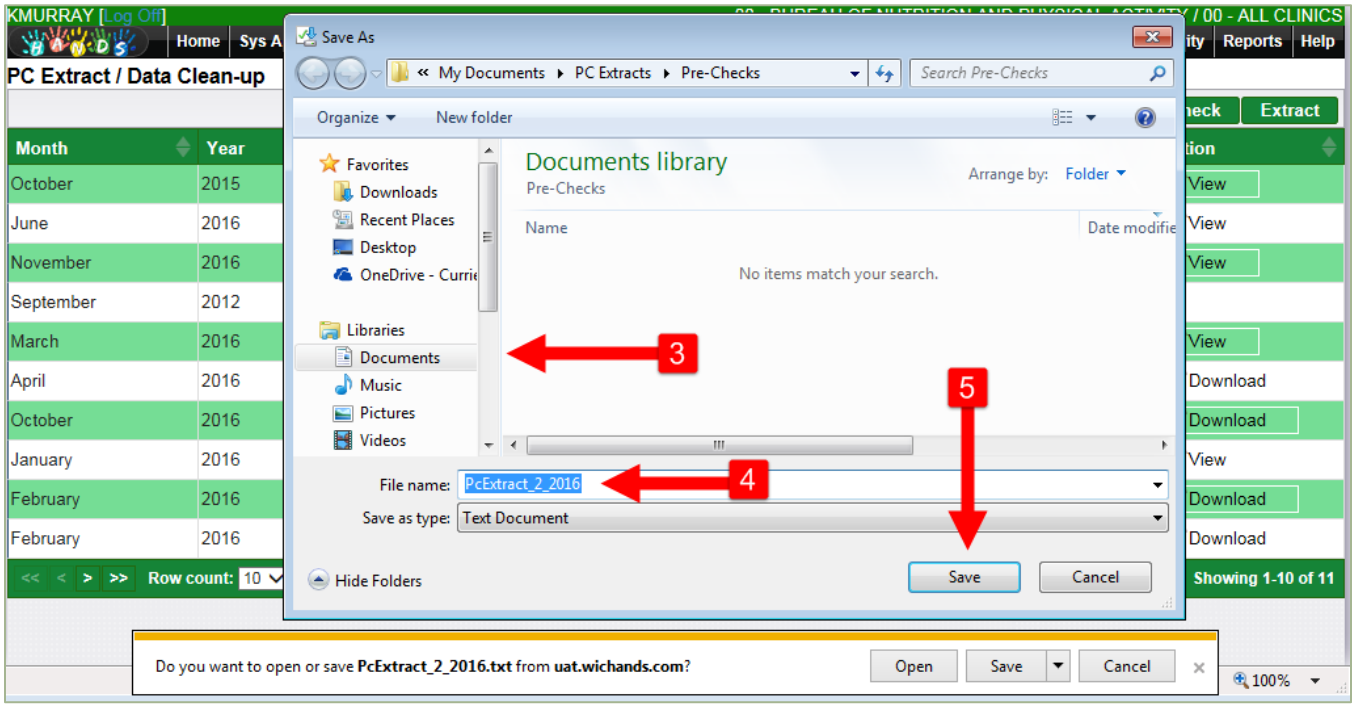

Figure 28: Navigate to Folder and Save File

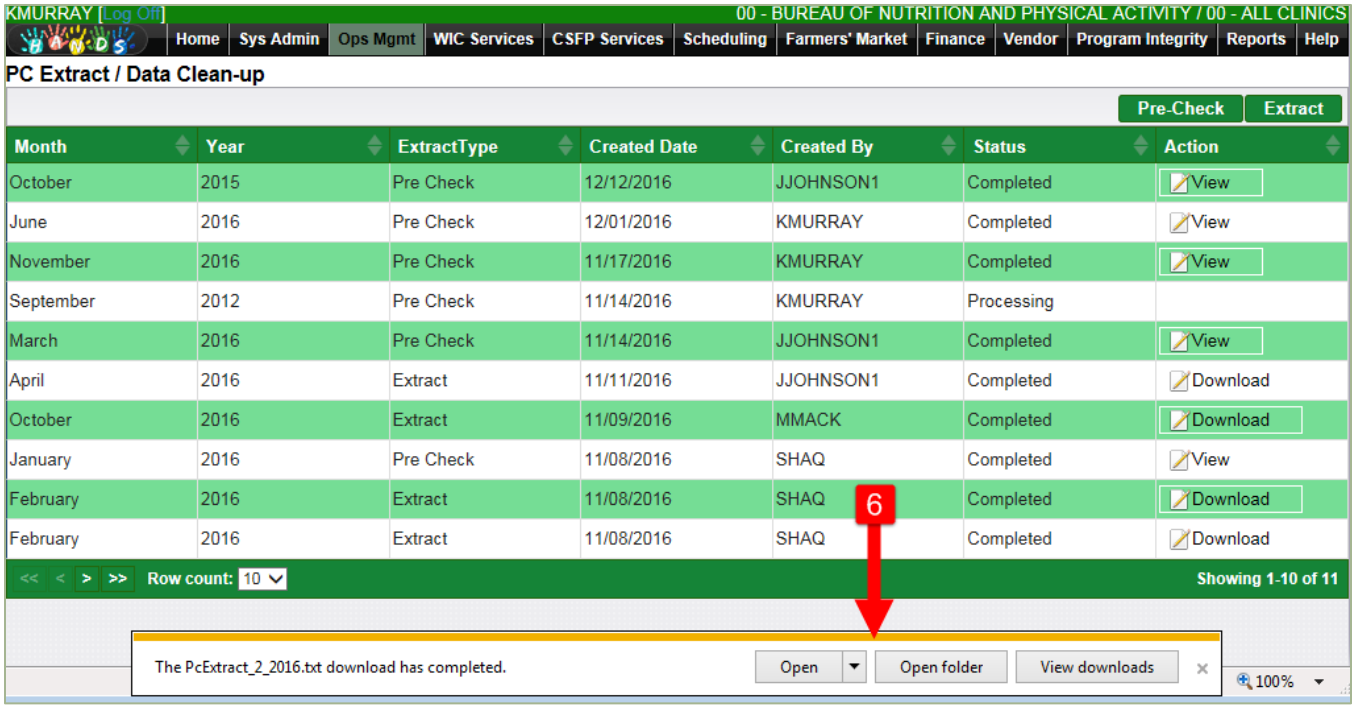

Figure 29: Open Extract

Steps:

1. Click Download
2. Select Save option
3. Navigate to the folder where the file should be saved
4. Keep or change the given file name
5. Click Save
6. Open file or folder

Fields:

- **Month** – Month of the extract
  This field is mandatory.
- **Year** – Year of the extract
  This field is mandatory.
- **Extract Type** – Type of extract
  - Pre-Check – Displays when Pre-Check is created
  - Extract – Displays when Extract is created
- **Created Date** – Date Pre-Check or Extract was created
- **Created By** – User login who initiated the Pre-Check or Extract
- **Status** – Extract status
  - Processing – Pre-Check or Extract creation is in process
  - Completed – Pre-Check or Extract has completed
- **Action** – What may be performed on the Pre-Check or Extract

- (View Icon)– Click to view pre-check results
- (Download Icon) – Click to download extract file

Buttons:

- **Pre-Check** – Click Pre-Check to open Pre-Check window
- **Extract** – Click Extract to open Extract window
- **Proceed** – Click Proceed to begin processing and close Extract window
- **Cancel** – Click Cancel to exit and close Extract window

Calculations: None

Background Processes: None

Refer to the PC2018 Guidance to State Agencies for details of dataset files.

7 CHANGES FOR EBT

The same logic that is currently used for active certification will continue to be used which is; a client needs to have an active certification for the month/year that is selected for the PC Extract, for example if PC Extract is generated on June 1, 2018 and month/year selected is April 2018, then the client needs to have an active certification for April 2018.

EBT Benefits – For clients that have been issued benefits via EBT for the selected month, the system will include their issuance using the Category, Subcategory and Quantity section of the PC Extract file. Given there are only 14 rows available in the extract format, that is all that will be sent in the file. Any additional benefits after row 14 will be dropped from the extract.

FI Benefits – For clients that have been issued FI benefits for the specified month, the Food Prescription-Food Package ID will be sent in the PC Extract file based on the following:

- If there is a Food Package issued for the client, the Food Package ID from food benefits issued will be used in the extract
- If no Food Package was issued, the default Food Package ID will be used in the extract

No Benefit Issuance - If no Food Package was issued, the default EBT package for that client's category and age will be used in the extract using the Category, Subcategory and Quantity method described above.

One (1) PC Extract will be generated to accommodate the above changes versus providing one extract for EBT and one extract for FI.

8 GUIDANCE REFERENCE: PER SECTION 1. OVERVIEW OF 'PC2018 GUIDANCE TO STATE AGENCIES'

The following sections provide additional details from the PC2018 Guidance to State Agencies in respect to PC Extract Changes required.

8.1 OVERVIEW

The *Guidance for State Agencies Providing Participant Data* (the *Guidance*) is designed to help State agencies that administer the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) prepare and submit their participant data for the WIC participant and program characteristics 2018 (PC2018) study. The data will inform the PC2018 report and the companion report on food packages. The *Guidance* provides a timeline of the major events for the PC2018 study, instructions for data file creation, submission and formatting specifications for both Minimum Data Set (MDS) and Supplemental Data Set (SDS) participant data, and a worksheet for each State agency to submit in conjunction with its participant data for April 2018, the reference month for PC2018.

Note: Reporting categories for income period were revised between the PC2016 and the PC2018 reporting cycles.

8.2 DEFINITION OF WIC PARTICIPANT FOR USE IN THE MDS AND SDS

For PC2018, WIC participants are defined as persons on WIC master lists or persons listed in WIC operating files who are certified to receive WIC benefits as of April 2018. In contrast, for regulatory reporting participation is defined as the number of certified individuals who claim their WIC food instruments each month.

Information to Include in the Datasets

1) All participants, some of whom will have been certified up to 1 year ago
2) Partially breastfeeding women, even if they receive no food package
3) Fully breastfed infants, even if they receive no food package

Information to Exclude from the Datasets

1) Persons on waiting lists for WIC benefits

9 PER SECTION 4. MINIMUM DATASET DEFINITIONS AND SPECIFICATIONS OF 'PC2018 GUIDANCE TO STATE AGENCIES'

Food Codes. State agencies have the option of providing food data in an item-quantity format or a food package format; the agencies are asked to provide the food package codes or item codes and quantities for all foods prescribed for the participant during the month of April 2018 (See Figure 2 and 3 for details).

20a–20n. Food Codes

Note: State agencies have the option of providing food data in a food package format or in an item-quantity format. *The item-quantity format is preferred.*

1. For State Agencies Submitting Food Items and Quantities

Description				
These are item codes and quantities for all food items prescribed for the participant during the month of April 2018.				
Column position	***Item Code***	***Position***	***Quantity***	***Position***
	a. Item Code 1	185–191	a. Quantity 1	192–194
	b. Item Code 2	195–201	b. Quantity 2	202–204
	c. Item Code 3	205–211	c. Quantity 3	212–214
	d. Item Code 4	215–221	d. Quantity 4	222–224
	e. Item Code 5	225–231	e. Quantity 5	232–234
	f. Item Code 6	235–241	f. Quantity 6	242–244
	g. Item Code 7	245–251	g. Quantity 7	252–254
	h. Item Code 8	255–261	h. Quantity 8	262–264
	i. Item Code 9	265–271	i. Quantity 9	272–274
	j. Item Code 10	275–281	j. Quantity 10	282–284
	k. Item Code 11	285–291	k. Quantity 11	292–294
	l. Item Code 12	295–301	l. Quantity 12	302–304
	m. Item Code 13	305–311	m. Quantity 13	312–314
	n. Item Code 14	315–321	n. Quantity 14	322–324
Field length	10 for each item/quantity combination; 140 total			
Data type	Alphanumeric			
Notes	Using this format, State agencies can report up to 14 food items and quantities. Each item code can include up to seven characters, and each quantity can include up to three characters. State agencies that cannot fully report their food codes using these specifications should contact Insight for guidance on developing an alternative file layout. ⚠ Each food item code and food quantity should be left justified and blank filled.			

Figure30 : 20a-20n. Food Codes

20a–20n. Food Codes, continued

2. For State Agencies Submitting Food Package Codes

Description	
These are food package code(s) for the WIC food package or for all food instruments prescribed for the participant during the month of April 2018.	
Column position	***Item Code*** / ***Position*** a. Food Package Code 1 — 185–194 b. Food Package Code 2 — 195–204 c. Food Package Code 3 — 205–214 d. Food Package Code 4 — 215–224 e. Food Package Code 5 — 225–234 f. Food Package Code 6 — 235–244 g. Food Package Code 7 — 245–254 h. Food Package Code 8 — 255–264 i. Food Package Code 9 — 265–274 j. Food Package Code 10 — 275–284 k. Food Package Code 11 — 285–294 l. Food Package Code 12 — 295–304 m. Food Package Code 13 — 305–314 n. Food Package Code 14 — 315–324
Field length	10 for each code; 140 total
Data type	Alphanumeric
Notes	Using this format, State agencies can report up to 14 food package codes—each 10 characters. State agencies that cannot fully report their food codes using these specifications should contact Insight for guidance on developing an alternative file layout. ⚠ Each food package code should be left justified and blank filled.

Figure 31: 20a-20n. Food Codes, continued

Food Package Type. A code representing the Federal WIC regulations food package descriptor; this descriptor uniquely represents the FNS food package number (I through VII), participant type, breastfeeding status, and (for infants and children only) age associated with the reported food code(s) for that participant (See Figure 4 and 5 for details).

20o. Food Package Type

Description

This is the participant's final rule food package descriptor. This descriptor uniquely represents the participant's FNS food package number (I through VII), participant type, breastfeeding status, and (for infants and children only) age. This is to be reported as a number from 1 to 28 as defined in the table that follows:

Food Package Type	*Participant Type*	*Food Package Number*	*Final Rule Food Package Descriptor*	*Age*	*Category*
1	Infants	Food Package I	I-FF-A	0–3.9 months	Fully formula-fed
2			I-FF-B	4–5.9 months	Fully formula-fed
3			I-BF/FF-A	0–0.9 months	Partially breastfed
4			I-BF/FF-B	1–3.9 months	Partially breastfed
5			I-BF/FF-C	4–5.9 months	Partially breastfed
6			I-BF-A	0–3.9 months	Fully breastfed
7			I-BF-B	4–5.9 months	Fully breastfed
8		Food Package II	II-FF	6–11.9 months	Fully formula-fed
9			II-BF/FF	6–11.9 months	Partially breastfed
10			II BF	6–11.9 months	Fully breastfed
11	Medical	Food Package III	III I-FF-A	0–3.9 months	Fully formula-fed
12			III I-FF-B	4–5.9 months	Fully formula-fed
13			III I-BF/FF-A	0–0.9 months	Partially breastfed
14			III I-BF/FF-B	1–3.9 months	Partially breastfed
15			III I-BF/FF-C	4–5.9 months	Partially breastfed
16			III II-FF	6–11.9 months	Fully formula-fed
17			III II-BF/FF	6–11.9 months	Partially breastfed
18			III IV-A	1–1.9 years	Children
19			III IV-B	2–4.9 years	Children
20			III V	Women	Pregnant and partially breastfeeding (up to 1 year postpartum)
21			III VI	Women	Nonbreastfeeding postpartum and partially (minimally) breast feeding (up to 6 months postpartum)
22			III VII	Women	Fully breastfeeding (up to 1 year postpartum)
23	Children	Food Package IV	IV-A	1–1.9 years	Children
24			IV-B	2–4.9 years	Children
25	Women	Food Package V	V	Women	Pregnant and partially (mostly) breastfeeding (up to 1 year postpartum)
26		Food Package VI	VI	Women	Nonbreastfeeding postpartum and partially (minimally) breastfeeding (up to 6 months postpartum)
27		Food Package VII	VII	Women	Fully breastfeeding; partially (mostly) breastfeeding multiples; pregnant with multiples
28		No Food Package	N/A	Women	Partially (minimally) breastfeeding (more than 6 months postpartum)

Figure 32: 20o. Food Package Type

20o. Food Package Type, continued

Column position	325–326
Field length	2
Data type	Numeric
Notes	Food Package Type should correspond to the participant's Food Code(s).

Figure 33: 20o. Food Package Type, continued