

WIC Batch Reports

Although numerous reports were formerly printed and mailed to local agencies, currently only the NA475-1 (Manual Unmatched Redemptions) report is sent to local agencies in hard copy format. Certain reports can be viewed by the local WIC user on line through web-based software called XPTR or XNET. For a complete listing of XPTR or XNET Reports refer to the “How to Use XNET” User Guide.

A hard copy of the NA475-1 (Manual Unmatched Redemptions) report is mailed monthly to each local agency from the Nutrition Services Branch (NSB). If the agency has no unmatched redemptions for the reporting month, no report is mailed.

NA475-1 Manual Unmatched Redemptions

- **Summary:** This report lists transacted food instruments and CVVs which were paid but cannot be matched to an issuance file.
- **Purpose:** To research and document the disposition of the paid food instruments and CVVs listed on the report.
- **Action Required:** This report is beneficial in assessing integrity of food issuance and invalidation of food instruments and CVVs at the local level. This report is to be completed by a member of the local staff who does not routinely issue food instruments and CVVs. To complete the report:
 - Report FIs/CVVs printed as replacements for vendors by entering an X in the VENDOR REPLACEMENT column.
 - Report validly issued preprinted FIs/CVVs by entering an X in the VALID ISSUANCE column and entering the issue date and participant’s WIC ID number.
 - Report FIs/CVVs reported as lost/stolen, void, replaced or unclaimed by entering an X in the VOIDED IN HSIS column. Document additional information in the EXPLANATION/COMMENTS column, for example “Mom reported one of 3 FIs stolen. Wrong FI voided in HSIS.”
 - Enter the dated signature of the person completing the report and the dated signature of the WIC Director.

The completed report is due back to the state office no later than the 8th of the month. Store chronologically in the agency.

Following is a listing of reports that are available on XPTR or XNET:

NA455-1 Actions Due Listing

- **Summary:** The actions due report lists participants by program according to the month their next action is due. There is a list for each site within the local program. Participants who have not participated in the WIC program for the past two months are listed first, then participants with overdue actions, and finally those participants with actions due the current

month and subsequent months. The report indicates the type of action required and an appropriate message.

- **Purpose:** To provide a listing of participants with actions due or overdue and of participants who have not participated for the past two months.
- **Action Required:** Each month, all actions overdue for two or more months must be investigated and have the appropriate action taken. For each site listed in the report, locate and print ONLY the page(s) listing actions two or more months overdue. Document actions taken on the page(s) with date and initials of staff performing action. Prior to any participant being terminated, the requirement for follow up of missed appointment and the appropriate letters must be sent. Participants who have not participated for two months do not require action to terminate (they will be automatically terminated by the system during the following month). The portion of the report which lists the participants who have not been active for two months may be used to follow up by mail or phone on these potential dropouts. This listing has the potential of assisting with caseload growth if numerous participants are not currently active. This report can be used to coordinate WIC appointments with other agency clinic appointments. Messages documented on this report are as follows:
 - ▶ Inactive for 2 months - if still inactive, terminate *
 - ▶ Certification overdue - needs subsequent certification before issue
 - ▶ ICT and certification overdue- needs subsequent certification before issue
 - ▶ Expected delivery date exceeded - please investigate
 - ▶ Postpartum for six months - last WFI - please terminate*
 - ▶ Child has reached age 5 - last WFI - please terminate*
 - ▶ Breastfeeding for 1 year - last WFI - please terminate*
 - ▶ Certification due this month
 - ▶ Certification Expires Next Month
 - ▶ Certification Expires in Two Months

**No action is required; the ADPS will automatically terminate during the following month.*

Store the pages with completed documentation chronologically in agency.

NA455-2 Summary of Actions Due Listing

- **Summary:** A cross-tabulation report which lists the number of actions due by type per month. Numbers and percents are given for each entry on the report as well as row and column totals. The number listed in the first column is the number that are two or more months past due and require immediate action on Actions Due Report (NA455-1).
- **Purpose:** To summarize the types of actions overdue or due during the next few months for each WIC program. This report can be an effective tool for planning staffing and clinics.
- **Action Required:** No action is required. Report can be used to observe trends related to certifications and actions due.

NA470-2 Food Instrument Reconciliation - Monthly Totals

- **Summary:** This report lists the number and value of food instrument and CVV redemptions and deobligations broken down by WIC status and payment by the State

Treasurer's Office during the current month or prior month. These totals relate only to those food instruments and CVVs which are matched to an issuance file.

- **Purpose:** To document value of WIC food instruments and CVVs issued by the agency.
- **Action Required:** No action required by local agency unless need to prepare fiscal report for county. To determine the total cost of food instruments and CVVs, combine the "value of food instruments and CVVs redeemed" for current and prior month from each report for the time period to be calculated and add the value of the unmatched food instruments and CVVs for the same month(s). This will give the total value of food instruments and CVVs redeemed for the local WIC program, regardless of where in the state the participant redeemed the food instrument or CVV.

NA470-3 Food Instrument Reconciliation - Obligation Status

- **Summary:** This report summarizes the WIC food instrument and CVV obligations, deobligations and actual value of matched redemptions for the past three calendar months which are attributed to the calendar month of issue. A balance figure for each month and the number of food instruments and CVVs redeemed by month of issue are also given.
- **Purpose:** To meet federal fiscal management requirements.
- **Action Required:** No action is required for local agencies.

NA483-4 Program Participation--Risk by Priority

- **Summary:** This report lists the number of active participants according to the federal priority group (I-VII) and Risk Category (Pregnant, Breastfeeding, Postpartum, Infant, Child). This report lists the number of participants in each of the resulting sections, as well as the percentages for the rows and columns. This report is run three times for each reporting month: provisional data 1 month after reporting month, revised data 2 months after reporting month, and final data 3 months after reporting month. Agencies using HSIS will see only minor changes in the totals, while other programs may see larger changes due to time frames for edit correction.
- **Purpose:** To meet federal reporting requirements.
- **Action Required:** No action is required by local staff. Can be used to track local agency participation in relation to assigned caseload.

NA515-1 Racial/Ethnic Participation Report

- **Summary:** This report lists the number of active participants according to the racial/ethnic group and status (Woman, Infant, and Child). This report lists the number of participants in each status by race and by Hispanic ethnicity. It is run three times for each reporting month (provisional data 1 month after reporting month, revised data 2 months after reporting month, and final data 3 months after reporting month). Agencies using HSIS will see only minor changes in the totals, while other programs may see larger changes due to time frames for edit correction.
- **Purpose:** To meet federal reporting requirements.
- **Action Required:** No action is required by local staff. Can be used to track local agency participation in relation to assigned caseload.

NA485 Enrollment by Status/Race

- **Summary:** This report lists the total of participants enrolled in the local WIC Program by status (Woman, Infant, and Child) and race. The cross-tabulation report lists the number as well as row and column percentages. The totals are participants enrolled, not necessarily participating.
- **Purpose:** To meet federal reporting requirements.
- **Action Required:** No actions is required at the local level.

HBP040 Edit Error Listing

- **Summary:** This series of reports includes Patient Master/WIC Certification Summary Report and Patient Master/WIC Certification detailed report. The reports include site specific data as well as county totals. The patient master/WIC certification reports are related to certification record entries.
- **Purpose:** To provide data concerning total number of records entered into the system and those which do not pass edits and are rejected.
- **Action Required:** This report may be useful to batch (non-HSIS) counties. If percent rejected is not 0.0%, there will also be a detailed report of MFI records with errors. If records are rejected, the details of the edit error will be listed in the remarks section of the report. Each record should be investigated and appropriate action taken. The remark “action date is 60+ days earlier than current date” allows no action to be taken. The record was submitted too late and any issuance associated with that record will be an unmatched redemption.