

HSIS Screen Guidelines

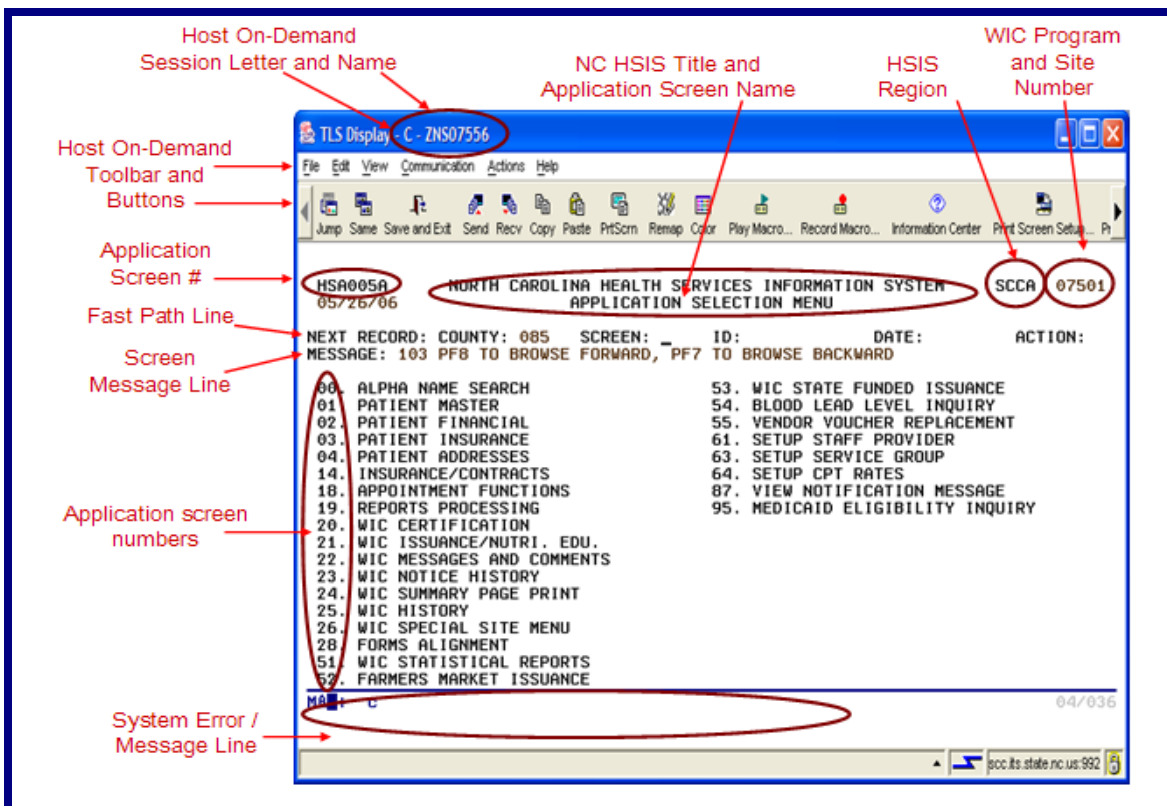
Within the HSIS System, there are some screens that are used only for WIC services: 20, 21, 22, 23, 24, 25, 26, 51, 52, 53, and 55. Other screens, such as 00, 01, 18, 19, 54 and 95 are shared by all HSIS Users.

The screens in HSIS may behave in different ways for moving back and forth between screens, for entering data, or for responding to questions and messages. Always pay attention to and follow the instructions on the screen (usually displayed next to the word *Message* near the upper left side of the screen). In some cases, there may be more than one message displayed on the screen.

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HSA196A          NORTH CAROLINA AUTOMATED WIC SYSTEM          07501
12/03/07          REPORT REQUEST PROCESSING
NC03
NEXT ENTRY=> COUNTY 085  SCREEN: 19  ID:          DATE:          ACTION:
MESSAGE: 417 PLEASE ENTER PRINT SELECTION(S) - OR PF8 FOR ADDITIONAL REPORTS
          BILLCODE:          REGION:
          PROGRAM: 075      SITE: 01
PRINTER: NAAP855E  COPIES: 1  JOB CLASS: H  FORM TYPE: A
          TYPE 'Y' IN 'SELECT' FIELD TO REQUEST A REPORT
SELECT  REPORT ID  REPORT DESCRIPTION
=       NAAE001    PENDING LIST FROM ACTION DATE MMDDYY THRU CURRENT DATE
    
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HSIS Screen Elements



Element Name	How Used	Type of Values
Host On-Demand Toolbar	Use this toolbar to customize your HSIS views.	Use the online Help menu or call the NSB Helpdesk for assistance.
Host-On Demand Buttons	Use these buttons instead of the menu preferences. Reference the "Ending HSIS and CICS Sessions" for their use during logoff.	Use the online Help menu or call the NSB Helpdesk for assistance.
Application screen number	May be requested by the NSB Helpdesk when troubleshooting your problem.	A unique number used by the WIC programmer to identify every screen used in the WIC ADP system.
Fastpath line	Data entry line that is available from every screen. Used to choose different participant records or to move directly from one screen to another.	There are 4 fields for data entry: Screen, ID, Date, Action. See the details for these fields below.
Screen message line	Varies depending on the problem. See the Troubleshooting section.	Displays system error messages or instructions for the user depending upon what data has been entered.
Screen selection numbers	Available values to put in the Screen field on the Fastpath line.	Same values as the numbers listed on the Application Selection Menu
System error message line	Displays error messages and/or instructions.	Varies depending on the problem.
Session name	May be requested by the NSB Helpdesk when troubleshooting your problem.	Name of user's logon session.
HSIS Title and Screen Name	Name of screen being displayed	Same values as the titles listed on the Application Selection Menu
CICS Region #	Reminder to the user of what dataset is being accessed.	NC25 is production. NC03 and others are test environments.
WIC Program and Site Number	Reminder to the user of what program and site was requested at logon.	4 digit number, first 2 digits are WIC program number and last 2 digits are WIC site number

HSIS Commands

- To instruct the HSIS System to execute a command or to move to a second page, press the **ENTER** key once.
- If the system asks for a Y instead of an X, type the letter Y and press the **ENTER** key.
- The letter Y represents Yes, and the letter N represents No.

- On some screens, the number 1 is the same as the letter Y (Yes), and the number 2 is the same as the letter N (No).
- On some screens, the number 1 is equal to Male and the number 2 is equal to Female.

Maneuvering Through HSIS Screens

The PF or F keys are also known as the Function keys on the PC keyboard.



- To back out to the main menu of any screen or to back out to the main Application Selection menu, press the <F2> key one to several times.
- To properly back out of any issuance screen (21, 26, 53, 55) always press the <F2> key.
- To back out one section (one page) from a non issuance screen, press the <F3> key. This works on many screens, but not all screens.
- To page down, press the <F8> key.
- To page up, press the <F7> key.
- To back out to the main HSIS login screen, press the <F1> key.
- To log off of HSIS, press the <Esc> or the <Pause/Break> key.

Entering Dates

- Use only numbers. Do not use any alpha characters. Do not type in forward-slash (/) or hyphen (-) marks.
- Months must be between 01 and 12. (For example: use 0109 for January 9th)
- Days must be entered as two-digit numbers between 01 and 31 (Exception: entries in the Issue Date field on screen 20 (WIC Certification) can only be 01-28.)
- The screen will display the date format required. The following is an explanation of the codes:
 - CCYY = 4 digit code for the year (e.g. 2009)
 - YY = 2 digit code for the year (e.g. 09)
 - MM = 2 digit code for the month (e.g. 12)
 - DD = 2 digit code for the day (e.g. 15)
- If just the forward slashes and no date codes are displayed, assume that the date is MMDDYY, and type in the 2-digit code for the month, followed by the 2-digit code for the day, followed by the 2-digit code for the year.

Examples:

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HSA510A          NORTH CAROLINA HSIS - WIC SYSTEM          NC03
12/03/07          WIC STATISTICAL REPORTS

NEXT RECORD: COUNTY: 085  SCREEN: 51  ID:          DATE:          ACTION: I
MESSAGE: 276 PLEASE ENTER THE DATE & 'X' FOR SELECTION

PROGRAM: 075  SITE: 01  BEGINNING DATE: 20071101  ENDING DATE: 20071231
                        (CCYYMMDD)                (CCYYMMDD)

TYPE 'X' IN 'SELECT' FIELD TO REQUEST A REPORT SCREEN
SELECT REPORT SCREEN REPORT DESCRIPTION
=   HSA510B      .  TOTAL RECORDS ADDED, CHANGED, RECERTIFIED, TERMINATED,
                        AND REINSTATED
    
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HSA262A  07501  NORTH CAROLINA HSIS - WIC SYSTEM
05/26/06          VOUCHER INVENTORY - PROGRAM/SITE
SCCA
NEXT RECORD: COUNTY: 085  SCREEN: 26  ID:          DATE:          ACTION: C
MESSAGE: 017 ENTER CHANGES AND THEN PRESS "ENTER"

MAILED: 02/16/06  STATUS: open  RECEIVED: _ / /
STATION:          ASSIGNED: / /  BOX #: 49
BEGINNING NUMBER: 60000028  PRINTER NODE ASSIGNED:
ENDING NUMBER   : 60000030
    
```

ID Field

On most screens, the value typed into the ID field on the Fastpath line will not be visible to the user. However, whatever is typed into that field will still be recognized by the system.

The value in the ID field will remain in this field when moving from one screen to another.

 User Note

Want to verify that you typed in the correct patient ID?

You can use the space bar, backspace key or delete key to delete all characters (visible or not visible) out of that field and start over

OR

You can go to screen 01 (Patient Master) where the patient ID is visibly displayed.

Entering Patient ID Numbers

There are 2 ways to enter in a patient number in the ID field on the Fastpath line:

- Type in the nine-digit Patient Master ID, or
- Type in the two-digit WIC program number followed by the six-digit WIC ID number, leaving the ninth position blank. (This approach does not work on all HSIS screens; it can only be used for WIC screens 20, 21, 22, 23, 24, 25, 52 53, and 55.)

Required WIC Forms

All required WIC forms can be accessed on the following website:
<http://www.nutritionnc.com/wic/wicLAR.htm>