

WIC Notice History (Screen 23)

The WIC Notice History (screen 23) is used to document when notices (WIC letters) have been given to the participant.

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HSA230A                NORTH CAROLINA HSIS - WIC NOTICE HISTORY                07501
08/21/07                COUNTY 085                SCREEN 23                ID                DATE                NC03                SYSTEM
MESSAGE: 014 NO MORE RECORDS ON FILE                ENTER NEXT KEY                ACTION I

NAME: DOE, JOHN S                PAT NO: 123456789H                MSG:
WIC ID: 789789                PGM: 075                DOB: 04062004                ACTION DUE: 011908                R
=====
STAFF    GIVEN    TYPE    LANG    EXPLANATION:
TS12P78  053006    RD     EN     RECERTIFICATION DUE
TS12C01  053007    RD     EN     RECERTIFICATION DUE
```

Automatic Documentation in Screen 23

When a letter is printed from the WIC letters menu on Reports Processing (screen 19), the system will automatically update the WIC Notice History (screen 23). The WIC Notice History (screen 23) update indicates that a notice has been given to the participant.

If a notice is given to a participant which was not printed from HSIS (such as a customized letter to a participant, or a letter created in a different language or verbal notification of Recertification Due), the notice must be manually documented in screen 23.

The fields listed on the screen are as follows:

- **Staff** = the WIC user ID for the staff who entered the WIC notice for the participant.
- **Given** = the date the WIC notice was given to the participant.
- **Type** = the two-digit code representing the particular WIC notice given to the participant. These are listed below.
- **Lang** = the Language Preference of the participant as detailed in the Patient Master record on screen 01.
- **Explanation** = a brief explanation of the WIC notice given to the participant.

The staff user ID, date given, type of notification, language preference and explanation will be displayed in date chronological order.

Manual Documentation in Screen 23

To manually *add* documentation that a notice was given, include the following information on the fastpath line:

- Screen = 23
- Patient ID = the Participant’s Patient Master ID number, or the 2-digit WIC program number and the 6-digit WIC ID number with 9th position blank
- Date = notice given date (MMDDYY)
- Action code = A
- Press the **ENTER** key.

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HSA005A      NORTH CAROLINA HEALTH SERVICES INFORMATION SYSTEM      NC03  07501
02/21/07      APPLICATION SELECTION MENU

NEXT RECORD: COUNTY: 085  SCREEN: 23  ID:          DATE: 053007  ACTION: A
MESSAGE: 103 PF8 TO BROWSE FORWARD, PF7 TO BROWSE BACKWARD

00. ALPHA NAME SEARCH          50. WIC SHIPPING MENU
01. PATIENT MASTER             51. WIC STATISTICAL REPORTS
02. PATIENT FINANCIAL          52. FARMERS MARKET ISSUANCE
03. PATIENT INSURANCE          53. WIC STATE FUNDED ISSUANCE
04. PATIENT ADDRESSES          54. BLOOD LEAD LEVEL INQUIRY
14. INSURANCE/CONTRACTS        55. VENDOR VOUCHER REPLACEMENT
18. APPOINTMENT FUNCTIONS      60. SETUP USER ACCESS
19. REPORTS PROCESSING         61. SETUP STAFF PROVIDER
20. WIC CERTIFICATION          63. SETUP SERVICE GROUP
21. WIC ISSUANCE/NUTRI. EDU.   64. SETUP CPT RATES
22. WIC MESSAGES AND COMMENTS  66. RISK FACTORS
23. WIC NOTICE HISTORY        67. RISK FACTORS II (PAN)
24. WIC SUMMARY PAGE PRINT     68. BILLING INQUIRY/BILLING ONLY
25. WIC HISTORY                69. COMPANY SERVICE BILLING
26. WIC SPECIAL SITE MENU      70. DENTAL ENCOUNTER & SERVICES
27. WIC STATE OFFICE MENU      87. VIEW NOTIFICATION MESSAGE
28. FORMS ALIGNMENT            89. SLIDING FEE SCALE
29. DATAUNIT MENU             90. ACCOUNTS RECEIVABLE MENU
    
```

The system automatically populates the WIC user’s ID under the Staff column and adds the Date from the fastpath line under the given column.

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HSA230A      NORTH CAROLINA HSIS - WIC NOTICE HISTORY      07501
02/21/07      SYSTEM ACTION A
NEXT RECORD: COUNTY 085  SCREEN 23  ID          DATE 053007
MESSAGE: 016 ENTER ADD INFORMATION AND THEN PRESS "ENTER"

NAME: DOE, JOHN S              PAT NO: 123456789H  MSG:
WIC ID: 789789                 PGM: 075          DOB: 04062004    ACTION DUE: 011908  R
=====
STAFF   GIVEN   TYPE  LANG  EXPLANATION:
TS12P78 053006   RD    EN    RECERTIFICATION DUE
TS12C01 053007   -     -
    
```

- Under the Type column enter the two-digit code for Type of Notice:
 - ▶ IC = Ineligible at certification or recertification
 - ▶ IE = Infant Enrollment
 - ▶ TD = Termination due within a certification period
 - ▶ RD = Recertification due
 - ▶ MA = Missed appointment

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- ▶ IA = Infant assessment
- ▶ WL = Waiting list
- Under the Lang (language) column, type the two-digit alpha character code for the participant's language preference.
- Press the **ENTER** key.
- The system automatically updates the explanation.

```

HSA230A          NORTH CAROLINA H SIS - WIC NOTICE HISTORY          07501
08/21/07                                     NC03          SYSTEM
NEXT RECORD: COUNTY 085      SCREEN 23      ID          DATE 053007      ACTION I
MESSAGE: 014 NO MORE RECORDS ON FILE - ENTER NEXT KEY

NAME: DOE, JOHN S          PAT NO: 123456789H      MSG:
WIC ID: 789789          PGM: 075          DOB: 04062004          ACTION DUE: 011908      R
=====
STAFF      GIVEN      TYPE  LANG EXPLANATION:
TS12C01    053007      RD    EN  RECERTIFICATION DUE
  
```

- To change a notice entry, use the Action code C.
- Press the **ENTER** key.

```

HSA230A          NORTH CAROLINA H SIS - WIC NOTICE HISTORY          07501
08/21/07                                     NC03          SYSTEM
NEXT RECORD: COUNTY 085      SCREEN 23      ID          DATE 053007      ACTION C
M
=====
NAME: DOE, JOHN S          PAT NO: 123456789H      MSG:
WIC ID: 789789          PGM: 075          DOB: 04062004          ACTION DUE: 011908      R
=====
STAFF      GIVEN      TYPE  LANG EXPLANATION:
TS12P78    053006      RD    EN  RECERTIFICATION DUE
TS12C01    053007      RD    EN  RECERTIFICATION DUE
  
```

If a date is entered on fastpath line, the screen lists only notices given on or after that date.

- Place the cursor on the line of the notice that needs to be corrected.
- Press the **ENTER** key.
- On the next screen enter the correction and press the **ENTER** key.

To *delete* a notice entry, user must first access screen 23 using inquire (I) with no date to list all notices documented for the participant. If a date notice was given is known, the date may be included.

Enter the following information on the fastpath line:

- Screen = 23
- ID = Participant's Patient Master ID number, or 2-digit WIC program number and 6-digit WIC ID number with 9th position blank
- Date notice given which needs to be deleted
- Action code = D
- Press the **ENTER** key. The cursor will appear under the "Explanation" column.

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- Type the word “delete” over the existing text.

```

HSA230A          NORTH CAROLINA HSIS - WIC NOTICE HISTORY          07501
08/21/07                                     NC03 SYSTEM
NEXT RECORD: COUNTY 085   SCREEN 23   ID   DATE 053007   ACTION D
MESSAGE: 019 MARK THE RECORD(S) TO DELETE - PRESS "ENTER" -OR- PF3 TO CANCEL

NAME: DOE, JOHN S          PAT NO: 123456789H   MSG:
WIC ID: 789789           PGM: 075           DOB: 04062004   ACTION DUE: 011908   R
=====
STAFF   GIVEN   TYPE  LANG EXPLANATION:
TS12P78 053006   RD    EN  RECERTIFICATION DUE
TS12C01 053007   RD    EN  delete RECERTIFICATION DUE
  
```

- Press the **ENTER** key. There will be a message that the notice record has been deleted.

```

HSA230A          NORTH CAROLINA HSIS - WIC NOTICE HISTORY          07501
08/21/07                                     NC03 SYSTEM
NEXT RECORD: COUNTY 085   SCREEN 23   ID   DATE 053007   ACTION D
MESSAGE: 024 RECORD DELETED - ENTER NEXT KEY

NAME: DOE, JOHN S          PAT NO: 123456789H   MSG:
WIC ID: 789789           PGM: 075           DOB: 04062004   ACTION DUE: 011908   R
=====
STAFF   GIVEN   TYPE  LANG EXPLANATION:
TS12P78 053006   RD    EN  RECERTIFICATION DUE
TS12C01 053007   RD    EN  DELETEIFICATION DUE
  
```

- When the deleted notice is queried for this participant, the record will no longer be displayed.

```

HSA230A          NORTH CAROLINA HSIS - WIC NOTICE HISTORY          07501
08/21/07                                     NC03 SYSTEM
NEXT RECORD: COUNTY 085   SCREEN 23   ID   DATE 053007   ACTION I
MESSAGE: 014 NO MORE RECORDS ON FILE - ENTER NEXT KEY

NAME: DOE, JOHN S          PAT NO: 123456789H   MSG:
WIC ID: 789789           PGM: 075           DOB: 04062004   ACTION DUE: 011908   R
=====
STAFF   GIVEN   TYPE  LANG EXPLANATION:
  
```

Example of when a notice would be deleted: Letter printed for participant recertification due but not given to participant or letter printed for wrong participant.

To view notices, include the following information on the fastpath line:

- Screen = 23
- ID = Participant’s Patient Master ID number, or 2-digit WIC program number and 6-digit WIC ID number with 9th position blank
- Date = notice given date
 - ▶ Enter date notice given to view the notice or
 - ▶ Leave blank to show all notices given.
- Action code = I
- Press the **ENTER** key.

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Section 4: WIC NOTICE HISTORY (SCREEN 23)

```
HSA230A                NORTH CAROLINA HSIS - WIC NOTICE HISTORY                07501
08/21/07                NC03                SYSTEM
NEXT RECORD: COUNTY 085  SCREEN 23  ID                DATE                ACTION I
MESSAGE: 014 NO MORE RECORDS ON FILE - ENTER NEXT KEY

NAME: DOE, JOHN S                PAT NO: 123456789H  MSG:
WIC ID: 789789                PGM: 075                DOB: 04062004                ACTION DUE: 011908  R
=====
STAFF    GIVEN    TYPE  LANG  EXPLANATION:
TS12P78  053006    RD    EN    RECERTIFICATION DUE
TS12C01  053007    RD    EN    RECERTIFICATION DUE
```

If a date was entered on the fastpath line, this screen lists only notices given on or after that date.

This screen lists the:

- User ID of staff member giving notice
- Date given
- Type of notice (2-digit code) and
- The explanation of the code.

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