

Business Requirements Document

Cert and Enroll



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Bureau of Nutrition and Physical Activity

Leadership for a Healthy Arizona





Can you increase the value of your home by \$10,000 in just two weekends? Sure you can, thanks to DIY Network's *Sweat Equity*, a show dedicated to helping you determine which home improvement projects will return the most bang for your buck.



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Before we begin...

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Pop Quiz!



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New functions in HANDS!

Participant Search:

- Agency / Clinic / Statewide
- Active / Inactive/ Both
- Search Criteria

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Search

localhost:51181/Areas/EnrollCert/Default.aspx

Welcome **Jane Doe!** Agency/Clinic [[Log Out](#)]

Home Certification Scheduling Food Instrument Farmer's Market Management System Admin Reports

Enroll & Certification

Search Family Client

Search by:

Agency Clinic Statewide

Active Inactive Both

Search Criteria:

Client ID: Family ID:

First Name: Last Name: Middle Initial:

Auth Rep First Name: Auth Rep Last Name:

Search Results:

Family ID	Authorized Rep First Name	Authorized Rep Last Name	Agency	Clinic
[-] 09123456	Jane	Doe	07 – Maricopa	01 – Downtown
	Client ID	First Name	Last Name	MI
	123456789	Jane	Doe	M
	987654321	Infant	Doe	I
	456789123	Child	Doe	C
				Birth Date
				05/21/1965
				02/13/2010
				06/26/2008
[+] 09876543	Olivia	Doe	07 – Maricopa	01 – Downtown
[+] 09456783	Courtney	Doe	07 – Maricopa	01 – Downtown

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Client at a Glance

Do you have the right participant?

- CAAG- summary of client details:
 - Client ID
 - Family ID
 - Client name (first, M, Last)
 - Date of birth
 - Certification dates
 - Authorized Rep name
 - Due date, actual date

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Navigation

- Easier
- Can move between different family members in the same record with losing info
- Participant's name is consistent - Active Record



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Family Information- NEW

- Phone numbers- new text messaging function
- E-mail field
- Proxy info - Here & on Food Package page
- Voter Registration- work according to Regs
- Proof of Identify for Authorized Rep

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Family Information- GONE

- Marital status - GONE!
- Health Care Payee button - GONE!
- Proxy info - Here & on Food Package page
- Pickup Interval field - Gone (found on FP page)
- WIC family size

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Enrollment & Certification

Search Family Client

First Name	Last Name	Proof of Identity:
Authorized Rep 1: <input type="text"/>	<input type="text"/>	<input type="text"/>
Authorized Rep 2: <input type="text"/>	<input type="text"/>	<input type="text"/>

Mailing Address	Street Address
Line 1: <input type="text"/>	<input type="text"/>
Line 2: <input type="text"/>	<input type="text"/>
City: <input type="text"/> County: <input type="text"/>	City: <input type="text"/> County: <input type="text"/>
State: <input type="text"/> Zip: <input type="text"/> - <input type="text"/>	State: <input type="text"/> Zip: <input type="text"/> - <input type="text"/>

Primary Phone: <input type="text"/>	Secondary Phone: <input type="text"/>	Other Phone: <input type="text"/>
No Phone: <input type="checkbox"/>	No Phone: <input type="checkbox"/>	No Phone: <input type="checkbox"/>
No Autodialer: <input type="checkbox"/>	No Autodialer: <input type="checkbox"/>	No Autodialer: <input type="checkbox"/>
No Text: <input type="checkbox"/>	No Text: <input type="checkbox"/>	No Text: <input type="checkbox"/>

Email Address: <input type="text"/>	No Email: <input type="checkbox"/>
Proof of Address: <input type="text"/>	Education Level: <input type="text"/>
Marital Status: <input type="text"/>	Disability: <input type="text"/>
Register to Vote? <input type="text"/>	Primary Language: <input type="text"/> Secondary Language: <input type="text"/>

		Proxies	Outside Referrals
First Name	Last Name		
Proxy 1: <input type="text"/>	<input type="text"/>		
Proxy 2: <input type="text"/>	<input type="text"/>		

Clear Cancel Save Add New

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Client Registration

- Only 1 field for MI (up to 3 characters now)
- Other Programs button- GONE
- Previous Names & Previous Families buttons are gone (found on Hx page)
- Mother's ID - prompt (new drop down list)



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Dual Participation

- Precert or cert
- Happens right after saving the name and birth date (or by advancing to next screen)
- A 'Gender' field will be added to Precert

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Dual Participation- Client Match

- Intro sentence changes to 'Ask the Authorized Rep if this is their record'
- Authorized rep info and clinic phone number will appear
- 'No' pushbutton added to screen
- Only Yes or No option (removing 'Unsure')

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Income

- Own page now!
- Still fill out once per family or on individual basis
- Option for marking: migrant, homeless or military
- Adjunct program checkboxes (select the program via dropdown, but only check the box if they brought proof)

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Welcome, Jane Doe! [Local Agency/Clinic] [Logout](#)

[Home](#) [Certification](#) [Scheduling](#) [Food Instrument](#) [Farmer's Market](#) [Management](#) [System Admin](#) [Vendor](#) [Finance](#) [Reports](#)

Eligibility

[Adjunct Eligibility](#) [Income Eligibility](#)

Income Date: Family Size: Family Individual

Income Provider	Interval	Hours	Amount	Documentation	Monthly	
						Modify Delete
						Modify Delete
						Modify Delete
						Modify Delete
						Modify Delete
Monthly Totals					<input type="text"/>	<input type="button" value="Add"/>

Migrant Homeless Refugee Group Home Military

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Cert Action

- Is the client present? Yes option is before the No option
- When cert ends, all previous risk and eligibility info will be moved to a NEW History Page.
- Proof of PG - GONE

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Medical

- Blood Pressure field - GONE
- Notify user if blood work is needed
- Child's height/length flag will default to standing when child turns 2
- HANDS will NOT determine the child needs data entered from assigned WIC codes based on ht/wt (except PG and mid-certs)

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Graphs

- Easy to read
- Color
- Appropriate graph will be based on age, category, and weight
- You can easily Print them!



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Assessment

- **NEW** - Combine the Health History and Nutrition questionnaire screens!
- **STREAMLINED** questions.
- Eliminate redundancy!
- Logical Flow!
- New questions will evolve as new risks (wic codes) are introduced

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Assessment cont...

- Tobacco push button and questionnaire-GONE!
- Questions can be answered in ANY order!
- Family questions (i.e. smoking, abuse, will auto-fill all family member questionnaires)

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Assessment cont...

- Main questions (lead)
- Probing questions
- Standardized questions
- Risk Description- including definitions



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Child Assessment example: Main Open-ended questions

1. How is everything going with [child's name]
2. How do you feel about how [name of child] has been eating?
3. How do you feel about how [name of child] has been growing?
4. There are some questions we have to ask to see if there is anywhere we can refer you. They involve smoking, drinking and other needs. Is it okay if I begin with these?

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Child Assessment example: Main Open-ended questions

5. Does anyone who lives with you currently smoke inside the home?
 - Smoking inside the home Y/N (radio button)
 - (Only asked once per family!)*

6. In the past 6 months, have you felt as though you or your children have been in an unsafe or abusive situation?
 - (Only asked once per family!)*



Child Assessment example: Main Open-ended questions

7. Please tell me how you agree with the following statements:

- (EXAMPLE)

Within the past 12 months we worried whether our food would run out before we got money to buy more.

Was that often, sometimes, or never true for you in the last 12 months? (Radio button, often, sometimes or never) (Family)

-

8. What other programs or information can we help you with today?

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Transfers

- Clients can transfer from state agency to state agency within the consortium.
- 'HANDS' transfer code- auto-populate if data cannot be transferred.



History Page

- Previous cert info:
 - Food packages
 - Nutrition education contacts
 - Communications
 - Proxies
 - Goals
 - Cert date
 - Risks
 - Previous names, etc.

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Administrative Blocks

- If you have the role, you can place and remove blocks on Food Issuance for urgent circumstances.
- User can then only view the record
- List of reasons are table driven
- If block is deactivated, the PI team will receive an auto-email

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Questions?



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