



Clerk Training Webinar

May 31, 2018
2:00 – 4:00 CST



NE WIC 5.31.18



Certification Guide

MAY 31, 2018 WEBINAR



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What is the certification guide?

A tool built into Journey to help you know what areas have already been completed and which areas still need to be completed during the current visit before you can certify the client

Infant Regular Certification Guide	
Screen	Complete
Family/Intake - Family - New Member/Proxy for Auth Reps/Proxies	Yes
Family/Intake - Family - Participant FB Issuance	Yes
Family/Intake - Identity	Yes
Family/Intake - Contact/Address	Yes
Family/Intake - Income	Yes
Family/Intake - Voter Registration	Yes
Family/Intake - Comments/Alerts - as needed	No
Assessment - Anthropometrics	Yes
Assessment - Blood - as needed	No
Assessment - Nutrition Interview	No
Assessment - Risk	Yes
Certification/Termination - Certification	No
Education and Care - Referrals - Family - as needed	No

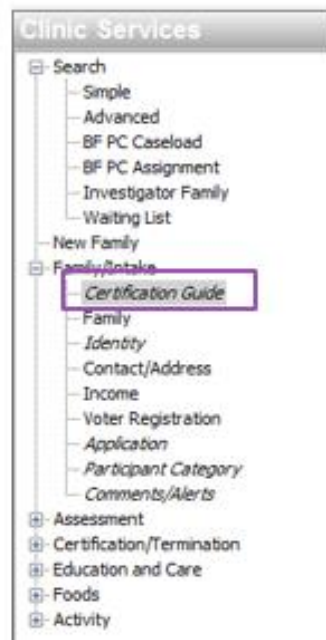
Why is the certification guide helpful?

- *You can see in one place what has/has not been done in the visit*
- *You do not have to go to each panel and check if it was completed (address, income, risk, etc.)*
- *Anyone can use the guide at any time during the visit*

When can certification guide be used?

- *Can't Certify using the "Certify Button"*
- *You want to see if you completed everything*
- *You want to check what still needs to be done for a visit*

Navigation tree



Screen shot – Certification Guide Completed

- Proof of ID – WIC Folder
- Proof address
- Baby ID
- Voter registration

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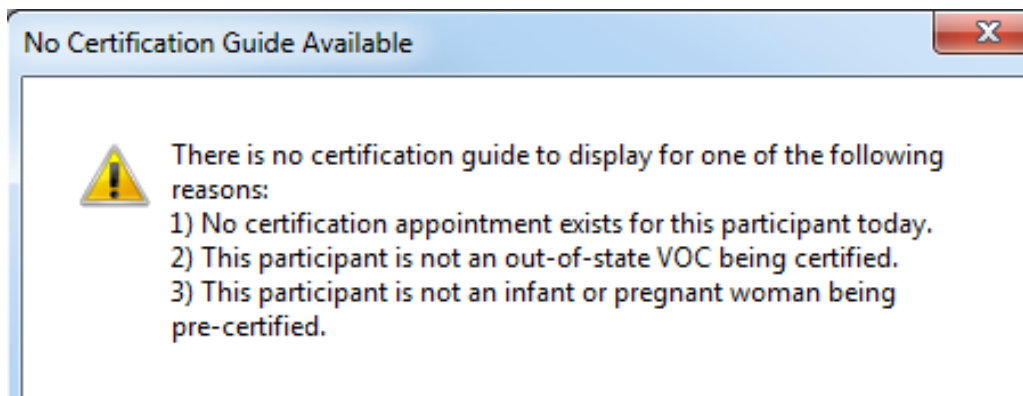
Appointment Types Where Certification Guide Can be Used

- Certification
- Recertification
- Transfer

Appointment Types Where Certification Guide Cannot be Used

- Add Baby
- Height/Weight Appointment
- Education

Error Message:



How to get around the error message

- Fix the appointment by marking the baby appointment as a cert instead of an add baby appointment

Beginning Appointment:

4	00	
	15	
	30	White, Snow, (BABY), Baby Dwarf (BABY)
	45	[IN]
5	00	
	15	
	30	
	45	

Participants							
	Name	WIC Appt. Type	Category	WIC Status	Cert. End Date	Blood Work Due	In
▷	Baby Dwarf	Add Baby	Infant	Pending			IN

Appointment After Change:

4 00	
15	
30	White, Snow, (Cert), Baby Dwarf (Cert) [IN]
45	
5 00	
15	

Participants

Name	WIC Appt. Type	Category	WIC Status	Cert. End Date	Blood Work Due	In
Baby Dwarf	Certification	Infant	Pending			IN

QUESTIONS



Drivers License As Proof of Address:

- *Yes....When issued within the LAST 30 DAYS*



Questions



Thank You



Please complete the attendance poll