

**I-WIC Web-Based Training (WBT)  
Worksheet 3 - Modules 5 a-d**

**Module 5a: Recertifying a PG as BF and Cert New Baby**

1. True or False

When a Mom calls in to add her newborn baby, after doing a statewide search for the infant and the mother, select her existing Household record to add the infant to her household in the applicant grid.

2. True or False

The Precertification screen is the only screen to 'Add' an applicant/new participant to a Household.

3. True or False

The mother of an infant is listed as PG on the Precertification screen and her category should not yet be changed on this screen.

4. In marking a scheduled participant or Household as attended when they arrive for their appointment, most often you will go to the Daily Schedule screen. This can be accessed by:

- a. Click on Calendar Icon
- b. Daily Schedule from the Jellybean
- c. Select from the Scheduler drop down File menu bar
- d. All of the above are correct

5. True or False

A person must be marked as attended or on-site to complete all Certification type appointments.

6. How do you know you are at the "Participant level" and not the "Household level"?

\_\_\_\_\_

7. Once you mark a person on site, the Guided Script will add a \_\_\_ as to what screen needs to be completed and a \_\_ for when it is done?

- a. Smile emoji and a lightbulb
- b. Apple and star
- c. Red asterisk and checkmark

8. The rules the system uses for making Household members, who are marked as 'Include in Verification' as Adjunctive Eligible includes:

- a. Anyone in HH has SNAP and/or TANF
- b. Pregnant woman or Infant has Medicaid
- c. Postpartum woman or Child has Medicaid
- d. Only options a and b

9. Upon review of the Participant \_\_\_\_\_ and Responsibilities (*formerly info. covered on WIC Client Cert. Form*), click the button to document was completed and obtain participant's \_\_\_\_\_.

10. Participant Info screen must be completed for each participant in a Household. Upon completing and saving the screen for one participant, how do you change to another household member while on this screen?

- a. Toggle box
- b. Teeter-Totter
- c. Swipe Left

11. At a woman's Recertification visit, you must ask her if she would like to register to vote and document. The system will allow you to update the field or leave the choice (from past Cert.) and if her choice remains the same then check the \_\_\_\_\_ checkbox.
12. The Participant Info screen for a baby requires which fields to be completed?
  - a. Caretaker – complete or declined
  - b. Mother's ID or Mother not in HH
  - c. Race/Ethnicity fields
  - d. Proof of Identity
  - e. All of the above
13. If Household does not have an eWIC card, Support Staff need to assign one. This is only accessed by going to Benefits (menu bar), eWIC Card Account Maintenance and click Add. What are the 2 options, to enter unassigned card number?
 

Option 1: \_\_\_\_\_

Option 2: \_\_\_\_\_
14. Support staff should close a record by clicking on \_\_\_\_\_ so that the Certifier (CPA) can then access/open record to finish visit.

**Module 5b: Recertifying a PG as BF and Cert New Baby (Part 1)**

15. Frontline staff have completed their portion of certifying the BF Mother and Infant. What is the quickest & easiest way for a Certifier (CPA) to locate an open record?
  - a. Offsite List
  - b. Onward jellybean
  - c. Onsite List
16. If certifying several household members, the CPA has 2 options to complete the screens; please note in your own words:
 

Option 1: \_\_\_\_\_

\_\_\_\_\_

Option 2: \_\_\_\_\_

\_\_\_\_\_
17. The first screen the CPA starts working in the system, with an open record is:
  - a. Participant Screen
  - b. Precertification Screen
  - c. Cert Action Screen
18. Upon recertifying a PG woman to Breastfeeding or Postpartum, it is important to read the pop-up box and select Cancel when asked (question in pop-up box):
 

\_\_\_\_\_

19. What is the purpose of the breastfeeding pop-up box/questions?
- Determine how much breastfeeding the mom is doing
  - Congratulate mom and tell her what a good job she is doing
  - Determine if mom going to eat breakfast while breastfeeding
20. On the Cert Action screen, the “ADD” field is located above the main grid and is used to calculate Cert. End Date, it stands for:
- Assumed Day Delivered
  - Actual Delivery Date
  - Acquired Driven Documents
21. True or False  
It is not necessary to click on the “Present for Cert” checkbox on the Cert Action Screen for applicants.
22. Once data is entered on the Lab Screen, growth charts are:
- Not available
  - Available via tab on screen or Next button
  - Generated with Nutrition Risk screen
23. In what case would the “unknown” checkbox be used for Birth data measurements when enrolling an infant or child?
- When referral Birth data is unavailable (*per IL WIC state policies*)
  - Never
  - Foster Care children
  - A and C
24. On the Lab Screen for the woman, the hgb/hct is normally \_\_\_\_\_ on the day it is collected. In addition, if she provides a referral with a Lead value from a different date, then a separate row would need to be \_\_\_\_\_ to record the lead value (so two rows with different dates).
25. True or False  
Immunization screening and documentation for WIC purposes can be documented on the Lab screen using the Reviewed or Referred checkboxes.
26. Match the Breastfeeding Screen Tabs Name to the best description:

|   |                        |  |  |
|---|------------------------|--|--|
| A | BF Info Tab            |  | Contains three grids for collecting information: Contact History, BF Referral, BF Notes.   |
| B | BF Questions Tab       |  | Allows documentation of BF pumps.  |
| C | BF Support & Notes Tab |  | Breastfeeding related questions for pregnant or breastfeeding woman.                       |
| D | BF Pumps & Aides Tab   |  | Read only, recently collected information on BF pop-up status for the breastfeeding woman. |

27. What Breastfeeding Screen Tab has the “link baby” where you may enter information on the woman’s record and copy the information to the baby’s record which will streamline data entry.

- a. BF Info
- b. BF Questions
- c. BF Support & Notes
- d. BF Pumps & Aides

28. If it is determined the BF dyad needs one can of formula in the first 30 days, the BF Status should be changed to:

- a. Some
- b. Partial
- c. Mostly

### **Module 5c: Recertifying a PG as BF and Cert New Baby (Part 2)**

29. The Health Screen for the woman consist of two tabs, including:

- a. Pregnancy Information and Health Information
- b. Pregnancy Information and Postpartum Information
- c. Anthropometric and Lab Information

30. True or False

Answers to questions on the Health Screens will auto-generate risk factors.

31. Questions on the Health screens are primarily written as:

- a. Data fields only
- b. open-ended questions for a participant centered approach
- c. multiple choice questions
- d. closed-ended questions; however, we would expect CPA to ask in a participant-centered approach

32. True or False

The Nutrition Screen questions for the woman are like the Health Screen questions and contain two tabs in which ALL questions must be answered.

33. The Nutrition Risk Screen is where all risks are:

- a. Generated by the system
- b. Manually assigned by staff
- c. System generated and manually assigned

34. True or False

CPA should preview all risks on the Nutrition Risk screen to make sure expected risks were system generated.

35. The “REASON” Button on the Nutrition Risk screen will:

- a. Reason they came to WIC
- b. Determine where the risk was triggered
- c. Risk definitions

36. The Nutrition Education Screen in the Guided Script flow is where:
- Document nutrition education during the certification visit
  - Document the next nutrition education contact
  - Identify nutrition and cooking classes for next semester

**Module 5d: Recertifying a PG as BF and Cert New Baby (Part 3)**

37. Before assigning a food package, the CPA must check the \_\_\_\_\_ checkbox to generate name in 'completed by' field and \_\_\_\_\_ for the system to verify all screens/fields are completed for certification.

38. The (red) "flags" are items that will impact food package tailoring, an example would be:
- Food restrictions
  - Food allergies
  - Food preferences

39. True or False

The Food Packages in the I-WIC system follow the Federal WIC Food Packages.

40. True or False

The system will allow the Food Packages to be modified by increasing the amounts of foods.

41. An Exclusively breastfed infant, the food packages age ranges for how they are assigned includes:

- 0 months, 1-3 months, 4-5 months, 6-11 months
- 0-5 months, 6-8 months, 9-11 months
- 0-3 months, 4-6 months, 6-8 months, 9-11 months

42. True or False

Cash Value Benefit (CVB) for a 9 month old Infant, to replace some infant foods with fresh fruits and vegetables, the CPA needs to assess readiness before assignment of the 9-11 mo. Food package.

43. The difference in the "End Date" field between assigning the 'initial' food package to a mother and to her infant is:

- No difference, the End Date for Mother and Infant are both until 6 months
- Mother's End Date and Infant is same to their Certification End Date (Infant at 12 months old)
- Mother's End Date is same as her Certification End Date and Infant is until 6 months

44. True or False

Upon saving each added food package the system will enable a stop message and require you to assign/add all food packages for the entire certification period.

45. Match the following Date fields with definitions that are displayed on the Issue Benefits screen:

|                                 |  |   |
|---------------------------------|--|---|
| a. Benefits Start Date          |  | End date of the last set of benefits that have been sent to the EBT provider. Field is blank for new participants, as no benefits have been issued yet. |
| b. Benefits Loaded Through Date |  | End date of the last issue month that the site has authorized for issuance. Existing participants it will be the last day of issued benefits.           |
| c. Benefits Valid Through Date  |  | Date defaults to today date for all HH members who have never received eWIC benefits.   |

46. True or False

In an EBT system all Household members benefits are combined or aggregated on a single eWIC card. It is best to Preview benefits for the HH and/or Pt prior to issuing.

47. Upon clicking the Issue Benefits button, one way to know that the benefits have been assigned/issued is:

- a. BLT Date & BVT Date are updated
- b. Base Date and Next Appointment Date
- c. Issue checkbox and Prorate checkbox are blank

48. True or False

Community Resources button allows the clinic to email a community resource contact person.