



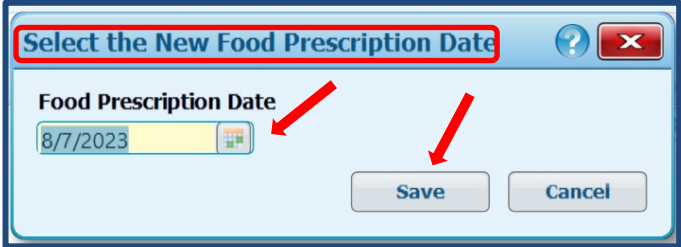
Cascades Steps

Enter Verbal Order for a Medical Documentation Form

The process is the same for all participant categories and all foods and formulas prescribed by a medical provider.

- Use these steps when a participant’s medical provider prescribes medical foods or formulas as a verbal order.
- A completed Medical Documentation Form must be scanned into Cascades within 2 weeks of a verbal order.

Note: A second verbal order cannot extend the original verbal order.

Steps	Cascades Screen
<p>Step 1: Create new food prescription:</p> <ul style="list-style-type: none"> • In Issue Benefits Quick Link select Prescribe Food. • Select the green “+” sign. • Enter date in the Select the New Food Prescription Date pop up. • Select Save. 	   <div style="border: 2px solid red; padding: 10px; margin-top: 10px;"> <p>When a verbal order is given, it is required that only one month of benefits are issued. A completed MDF must be scanned into Cascades 1-2 weeks after verbal order is given.</p> </div>

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Steps	Cascades Screen						
<p>Step 2: Add the formula or food you want to add:</p> <p>In Add Item to Food Prescription container select:</p> <ul style="list-style-type: none"> • Category • Subcategory • Quantity <p>Select Add Item.</p>	<div data-bbox="527 435 1963 641" style="border: 2px solid blue; padding: 5px;"> <p style="text-align: center; border: 1px solid red; display: inline-block; padding: 2px;">Add Item to Food Prescription</p></div> <div data-bbox="527 500 1963 641" style="border: 1px solid blue; padding: 5px; margin-top: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;"> Category <div style="border: 1px solid blue; padding: 2px;">Exempt Infant Formula (EXF) ▼</div> </td> <td style="width: 25%; padding: 5px;"> Subcategory <div style="border: 1px solid blue; padding: 2px;">Similac Alimentum Powder 12.1 oz ▼</div> </td> <td style="width: 10%; padding: 5px;"> Quantity <div style="border: 1px solid blue; padding: 2px; text-align: center;">884</div> </td> <td style="width: 10%; padding: 5px;"> Max / Med Max 0 / 884 </td> <td style="width: 10%; padding: 5px;"> UOM Ounce </td> <td style="width: 15%; padding: 5px; text-align: right;"> <div style="border: 1px solid red; display: inline-block; padding: 2px 5px;">Add Item</div> <div style="margin-left: 5px; border: 1px solid gray; padding: 2px 5px;">Clear</div> </td> </tr> </table> </div> <div data-bbox="541 776 1953 1153" style="border: 2px solid red; padding: 10px; margin-top: 10px;"> <p style="text-align: center;">Important Steps When Adding New Formula</p> <ul style="list-style-type: none"> • In Food Prescription Items add the new formula <u>before</u> you zero out the old formula. If you zero out first it changes the infant’s status to Fully Breastfeeding. This creates problems with issuing benefits. • When you add the new formula and quantity, you’ll receive the alert “Formula Rx exceeds the Nutrition Benefit for WIC.” Zeroing out the original formula quantity corrects the alert. • When you add the new formula zero out the old but don’t delete it. </div>	Category <div style="border: 1px solid blue; padding: 2px;">Exempt Infant Formula (EXF) ▼</div>	Subcategory <div style="border: 1px solid blue; padding: 2px;">Similac Alimentum Powder 12.1 oz ▼</div>	Quantity <div style="border: 1px solid blue; padding: 2px; text-align: center;">884</div>	Max / Med Max 0 / 884	UOM Ounce	<div style="border: 1px solid red; display: inline-block; padding: 2px 5px;">Add Item</div> <div style="margin-left: 5px; border: 1px solid gray; padding: 2px 5px;">Clear</div>
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<p><u>The Attached Medical Documentation screen in Cascades</u></p> <p>Once you've selected Add Item the Attach Medical Documentation form pops up.</p> <p>In the bottom right corner, you'll also see the "Medical Documentation Required" Status Message.</p> <p>Note: You'll see the food you added in the Medical Food Prescription container.</p>	<p>Attach Medical Documentation</p> <p>Effective Date ★ 7/23/2023 Expiration Date ★ 8/23/2023 Prescription Date 8/7/2023</p> <p>Diagnosis Information</p> <p>Medical Reason ★ ICD Code ★ OR Diagnosis Code ★ OR Verbal Order ★</p> <p>Low birth weight: <= 5 lbs 8 oz</p> <p>Physician Information</p> <p>Physician's Name ★ Bridges Physician's Phone ★ (555) 555-5555 Physician's Email Medical Food Prescribed Non-Medical Food Prescribed</p> <p>Medical Food Prescription Total Items: 3</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Subcategory</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Infant Formula (IF)</td> <td>Similac Advance Powder 12.4 oz</td> </tr> <tr> <td><input type="checkbox"/> Exempt Infant Formula (EXF)</td> <td>Similac NeoSure Powder 13.1 oz</td> </tr> <tr> <td><input checked="" type="checkbox"/> Exempt Infant Formula (EXF)</td> <td>Similac Alimentum Powder 12.1 oz</td> </tr> </tbody> </table> <p>Add Additional Medical Foods</p> <p>Category Subcategory Add Item Clear</p> <p>Scan Document View Documents</p> <p>Status Message</p> <p>⚠ Quantity exceeds the Max Quantity Allowed. Medical Documentation Required.</p>	Category	Subcategory	<input type="checkbox"/> Infant Formula (IF)	Similac Advance Powder 12.4 oz	<input type="checkbox"/> Exempt Infant Formula (EXF)	Similac NeoSure Powder 13.1 oz	<input checked="" type="checkbox"/> Exempt Infant Formula (EXF)	Similac Alimentum Powder 12.1 oz
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<p>Step 3: Fill in medical documentation information:</p> <ul style="list-style-type: none"> • Prescription Dates <ul style="list-style-type: none"> ▪ Effective Date-Today's date ▪ Expiration Date- Allow Cascades to auto-generate the date • Diagnosis Information <ul style="list-style-type: none"> ▪ Medical Reason- Select Medical Diagnosis from Doctor ▪ ICD or Diagnosis code- Leave blank ▪ Verbal Order- Check box and select form of verbal order • Physician's Information <ul style="list-style-type: none"> ▪ Physician's Name ▪ Physician's Phone 	<p>The screenshot shows the Cascades Screen with three main sections:</p> <ul style="list-style-type: none"> Prescription Dates: Contains fields for Effective Date (7/23/2023), Expiration Date (8/23/2023), and Prescription Date (8/7/2023). Red boxes and arrows point to the Effective and Expiration Date fields. Diagnosis Information: Contains fields for Medical Reason (Low birth weight: <= 5 lbs 8 oz), ICD Code, Diagnosis Code, and Verbal Order (checked). Red boxes and arrows point to the Medical Reason, ICD Code, and Verbal Order fields. Physician Information: Contains fields for Physician's Name (Bridges), Physician's Phone ((555) 555-5555), Physician's Email, Medical Food Prescribed, and Non-Medical Food Prescribed. Red boxes and arrows point to the Physician's Name and Physician's Phone fields.

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Steps	Cascades Screen
<p>Step 4: Check and save medical food prescription:</p> <ul style="list-style-type: none"> • Make sure only the food or formula you are issuing is check marked under the Medical Food Prescription section. • Make sure that the Verbal Order box is check marked and use the drop down box to indicate the type of verbal order. • Note: For women and children you will need to scroll to bottom of the Medical Food Prescription list to see the food or formula you added. 	

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<p>Step 5: Save medical food prescription:</p> <ul style="list-style-type: none"> • Select Save. • The system will display a message that medical documentation with ICD code has to be added within 30 days. Select OK. • Status Message will display saying medical documentation was saved successfully. 	<p>Attach Medical Documentation</p> <p>Prescription Dates Effective Date: 7/23/2023 Expiration Date: 8/23/2023 Prescription Date: 8/7/2023</p> <p>Diagnosis Information Medical Reason: Low birth weight: <= 5 lbs 8 oz ICD Code: OR Diagnosis Code: OR Verbal Order: <input checked="" type="checkbox"/> Medical provider phon: <input type="text"/></p> <p>Physician Information Physician's Name: Bridges Physician's Phone: (555) 555-5555 Physician's Email: Medical Food Prescribed: Non-Medical Food Prescribed: </p> <table border="1"> <thead> <tr> <th colspan="2">Medical Food Prescription</th> <th>Total Items: 2</th> </tr> <tr> <th>Category</th> <th>Subcategory</th> <th></th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Exempt Infant Formula (EXF)</td> <td>Simlac Alimentum Powder 12.1 oz</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Infant Formula (IF)</td> <td>Simlac Advance Powder 12.4 oz</td> <td></td> </tr> </tbody> </table> <p>Add Additional Medical Foods Category: Subcategory: Add Item Clear</p> <p>Buttons: Scan Document, View Documents, Save, Cancel</p> <hr/> <p><input checked="" type="checkbox"/> Exempt Infant Formula (EXF) Simlac Alimentum Powder 12.1 oz</p> <div data-bbox="562 1209 1245 1442"> <p>No ICD Code Specified</p> <p>Medical documentation with ICD code must be collected within 30 days.</p> <p>OK</p> </div> <div data-bbox="1423 1269 1917 1494"> <p>Status Message</p> <p>Medical Documentation was saved successfully.</p> <p>Funding Medical Documentation Save Cancel</p> </div>	Medical Food Prescription		Total Items: 2	Category	Subcategory		<input checked="" type="checkbox"/> Exempt Infant Formula (EXF)	Simlac Alimentum Powder 12.1 oz		<input type="checkbox"/> Infant Formula (IF)	Simlac Advance Powder 12.4 oz	
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<p>Step 6: Review food prescription items:</p> <ul style="list-style-type: none"> Return to Prescribed Food Quick Link. Verify medical foods or formula were added to the Food Prescription Items container. Verify other items in food prescription are correct. 	<p>The screenshot shows the 'Food Prescription' screen with the following details:</p> <ul style="list-style-type: none"> Food Prescription Date: 8/7/2023 WIC Category: Infant Age Category: 4 to 5 Months Breastfeeding Status: Fully Formula Fed Family Issuance Day: 14 Issuance Frequency: 3 Month(s) <p>The 'Food Prescription Items' table is as follows:</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Subcategory</th> <th>Quantity</th> <th>Category Max Quantity</th> <th>UOM</th> </tr> </thead> <tbody> <tr> <td>Infant Formula (IF)</td> <td>Similac Advance Powder 12.4 oz</td> <td>0</td> <td>884</td> <td>Ounce</td> </tr> <tr> <td>Exempt Infant Formula (EXF)</td> <td>Similac Alimentum Powder 12.1 oz</td> <td>884</td> <td>884</td> <td>Ounce</td> </tr> </tbody> </table>	Category	Subcategory	Quantity	Category Max Quantity	UOM	Infant Formula (IF)	Similac Advance Powder 12.4 oz	0	884	Ounce	Exempt Infant Formula (EXF)	Similac Alimentum Powder 12.1 oz	884	884	Ounce
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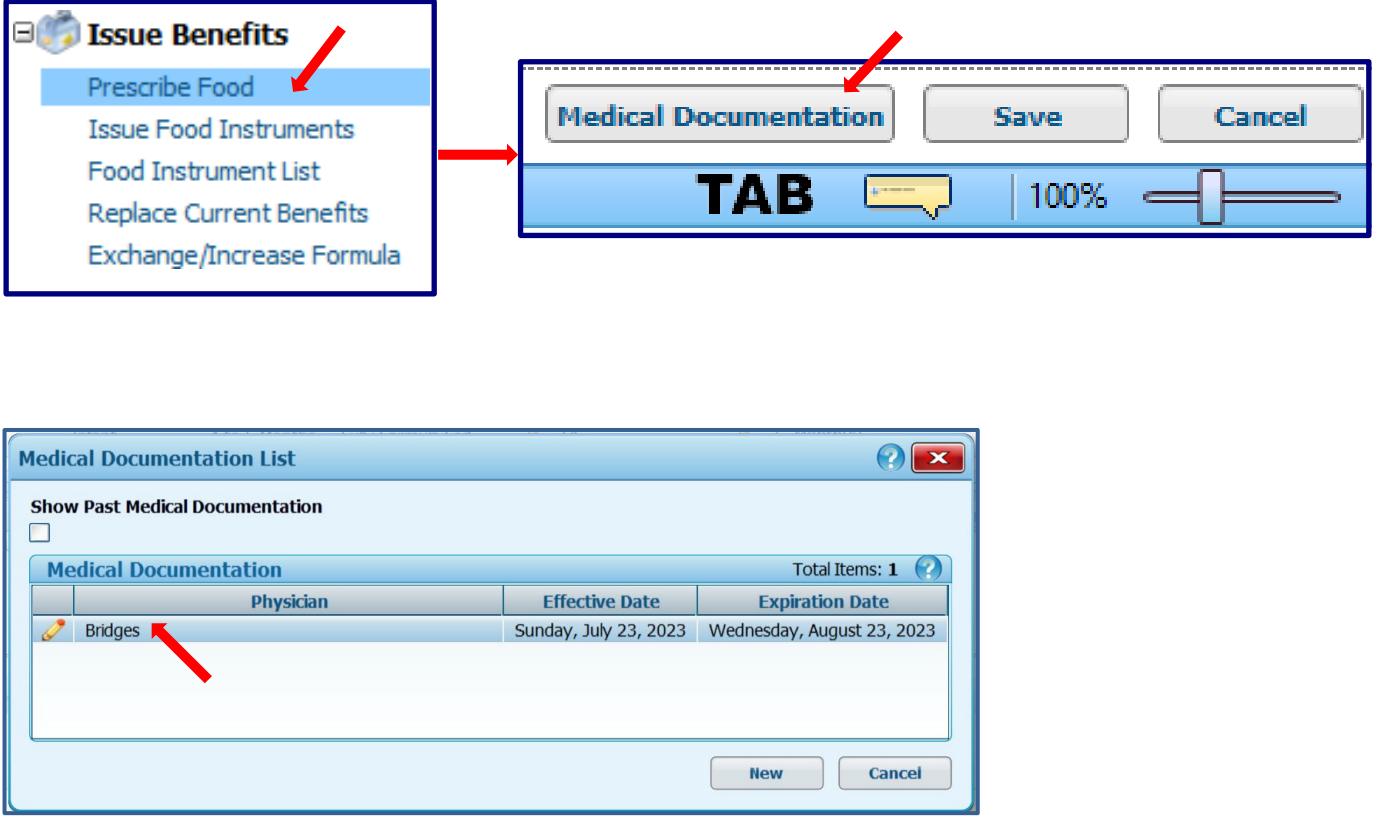
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<p>Step 7: Issue benefits:</p> <ul style="list-style-type: none"> Return to Issue Food Instruments Quick Link. Verify Issuance Frequency for prescribed food is set to 1 month. Select Issue button. 	<p>Issue Food Instruments</p> <p>Configuration</p> <p>Family Issuance Day: 14 Issuance Frequency: 1 Month(s)</p> <p>Family Issuance Members Total Items: 3</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Participant</th> <th>Certification End Date</th> <th>Jul</th> <th>Aug</th> <th>Sep</th> <th>Oct</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Non-Breastfeeding</td> <td>WENDY PAN</td> <td>9/30/2023</td> <td>Issued</td> <td>Full</td> <td>Not Selected</td> <td>Not Eligible</td> </tr> <tr> <td><input checked="" type="checkbox"/> Infant</td> <td>PETER PAN</td> <td>3/31/2024</td> <td>Issued</td> <td>Full</td> <td>Not Selected</td> <td>Not Selected</td> </tr> </tbody> </table> <p>FDTS: 8/14/2023 - LDTS: 9/13/2023 Total Items: 9</p> <table border="1"> <thead> <tr> <th>Food Category</th> <th>Subcategory</th> <th>Quantity</th> <th>UOM</th> </tr> </thead> <tbody> <tr><td>Breakfast Cereal</td><td>Cereal All WIC -hot /cold</td><td>36</td><td>Ounce</td></tr> <tr><td>Juice - 46/48 oz</td><td>Juice - All WIC - 12 oz frozen or 46/48 oz liquid</td><td>2</td><td>CTNR</td></tr> <tr><td>Fruit & Vegetables Cash Value</td><td>Fruit and Vegetables - Cash Value Benefit</td><td>\$11.00</td><td>\$\$\$\$</td></tr> <tr><td>Yogurt</td><td>Yogurt - All WIC Low Fat or Nonfat Only</td><td>32</td><td>Ounce</td></tr> <tr><td>Milk - Fat Reduced</td><td>Milk or Soy(1% & Nonfat) All WIC-Cow,Goat,Soy</td><td>3</td><td>Gallon</td></tr> <tr><td>Eggs</td><td>Eggs - all WIC</td><td>1</td><td>Dozen</td></tr> <tr><td>Legumes</td><td>Peanut Butter/Beans All WIC</td><td>1</td><td>CTNR</td></tr> <tr><td>Cheese or Tofu</td><td>Cheese - all WIC</td><td>1</td><td>Block</td></tr> <tr><td>Exempt Infant Formula (EXF)</td><td>Simlac Alimentum Powder 12.1 oz</td><td>11</td><td>Can</td></tr> </tbody> </table> <p>Issue Cancel</p>	Category	Participant	Certification End Date	Jul	Aug	Sep	Oct	<input checked="" type="checkbox"/> Non-Breastfeeding	WENDY PAN	9/30/2023	Issued	Full	Not Selected	Not Eligible	<input checked="" type="checkbox"/> Infant	PETER PAN	3/31/2024	Issued	Full	Not Selected	Not Selected	Food Category	Subcategory	Quantity	UOM	Breakfast Cereal	Cereal All WIC -hot /cold	36	Ounce	Juice - 46/48 oz	Juice - All WIC - 12 oz frozen or 46/48 oz liquid	2	CTNR	Fruit & Vegetables Cash Value	Fruit and Vegetables - Cash Value Benefit	\$11.00	\$\$\$\$	Yogurt	Yogurt - All WIC Low Fat or Nonfat Only	32	Ounce	Milk - Fat Reduced	Milk or Soy(1% & Nonfat) All WIC-Cow,Goat,Soy	3	Gallon	Eggs	Eggs - all WIC	1	Dozen	Legumes	Peanut Butter/Beans All WIC	1	CTNR	Cheese or Tofu	Cheese - all WIC	1	Block	Exempt Infant Formula (EXF)	Simlac Alimentum Powder 12.1 oz	11	Can
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<p>Step 8: Document Verbal Order in Cascades and Follow-Up</p> <ul style="list-style-type: none"> • In the Care Plan Quick Link select Care Plan Summary • Within the Nutrition Assessment state that a verbal order was given and include: <ul style="list-style-type: none"> ○ Physician's Name ○ Physician's Phone ○ Date of Verbal order ○ Date of expired verbal order (2 weeks from verbal order) • If desired, Add a Family Alert • Select Save 	

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Steps	Cascades Screen						
<p>Step 9: Revise current</p> <p>MDF:</p> <ul style="list-style-type: none"> Once physical Medical Documentation been received document is to be scanned into Cascades In Issue Benefits Quick Link, select Prescribe Food. <u>Before</u> you update the prescription, select the Medical Documentation button to revise the current MDF. Select pencil icon  to open current medical documentation. 	 <p>The screenshot shows the 'Issue Benefits' menu with 'Prescribe Food' highlighted. A red arrow points to the 'Medical Documentation' button. Below it is a 'Medical Documentation List' window with a table:</p> <table border="1"> <thead> <tr> <th>Physician</th> <th>Effective Date</th> <th>Expiration Date</th> </tr> </thead> <tbody> <tr> <td>Bridges</td> <td>Sunday, July 23, 2023</td> <td>Wednesday, August 23, 2023</td> </tr> </tbody> </table>	Physician	Effective Date	Expiration Date	Bridges	Sunday, July 23, 2023	Wednesday, August 23, 2023
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Steps	Cascades Screen
<p>Step 9 Continued: Revise current MDF:</p> <ul style="list-style-type: none"> Update expiration date. Select Scan Document at the bottom right-hand side of the screen. Scan in new MDF. Select Save. Status Message will display saying medical documentation was saved successfully. 	



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