

Complete the following steps to access the Cascades WA WIC Separation of Duties Report

Steps	Cascades Screen
<p><b>From the Family Services Menu</b></p> <ul style="list-style-type: none"> <li>Select <b>Reporting</b></li> <li>Click on <b>Generate Reports</b></li> <li>Choose <b>Clinic</b> from the dropdown list</li> </ul>	
<p><b>Sort by Report Name and click on the report title to select</b></p> <ul style="list-style-type: none"> <li>The report title is: <b>WA WIC Separation of Duties Report.</b></li> </ul>	
<p><b>Enter the report criteria</b></p> <ul style="list-style-type: none"> <li>Select the <b>Clinic Name.</b></li> <li>Select the <b>Start Date</b> for the review timeframe.</li> <li>Select the <b>End Date</b> for the review timeframe.</li> </ul> <p><b>Note:</b> Entering future dates slows down the search and produces errors.</p>	
<p>Click the <b>“View Report”</b> button to the right of the criteria on the screen.</p>	



# Staff Tool: WA WIC Separation of Duties Report



Steps	Cascades Screen																																																																																																																																																										
<p><b>Obtain results</b></p> <ul style="list-style-type: none"> <li>The report includes all participants who had a certification completed within the report Start Date and End Date where the same staff member assessed income <u>and</u> nutrition risk eligibility.</li> </ul> <p><b>Note:</b> To protect confidentiality, participant and staff information aren't shown in the sample.</p>	<div style="border: 1px solid black; padding: 10px;"> <p>WA WIC Separation of Duties Report</p> <p>Local Agency Name: Chelan Douglas Health District  Clinic Name: Chelan Douglas HD-East Wenatchee  Run Date and Time: 4/21/2022 9:00:45 AM</p> <table border="1"> <thead> <tr> <th>Family WIC ID</th> <th>Parent/Guardian</th> <th>Participant ID</th> <th>Participant Name</th> <th>WIC Category</th> <th>Infant Issued Formula at Certification</th> <th>Income Date</th> <th>Income Time</th> <th>Risk Date</th> <th>Risk Time</th> <th>Date Certified</th> <th>Certification Start Date</th> <th>Certification End Date</th> <th>Staff Name</th> </tr> </thead> <tbody> <tr> <td>F01000001075</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>4/14/2022</td> <td>10:07:25</td> <td>4/14/2022</td> <td>10:08:00</td> <td>4/14/2022</td> <td>4/14/2022</td> <td>3/31/2023</td> <td></td> </tr> <tr> <td>F01000001112</td> <td></td> <td></td> <td></td> <td></td> <td>Yes</td> <td>4/14/2022</td> <td>15:09:53</td> <td>4/14/2022</td> <td>15:21:56</td> <td>4/14/2022</td> <td>4/14/2022</td> <td>3/31/2023</td> <td></td> </tr> <tr> <td>F01000001116</td> <td></td> <td></td> <td></td> <td></td> <td>Yes</td> <td>4/4/2022</td> <td>09:34:42</td> <td>4/4/2022</td> <td>09:56:34</td> <td>4/4/2022</td> <td>4/4/2022</td> <td>3/31/2023</td> <td></td> </tr> <tr> <td>F01000001167</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>4/4/2022</td> <td>13:10:19</td> <td>4/4/2022</td> <td>13:22:26</td> <td>4/4/2022</td> <td>4/4/2022</td> <td>6/30/2022</td> <td></td> </tr> <tr> <td>LF11644607</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>4/13/2022</td> <td>16:34:18</td> <td>4/13/2022</td> <td>16:39:13</td> <td>4/13/2022</td> <td>5/1/2022</td> <td>7/31/2022</td> <td></td> </tr> <tr> <td>F01000001170</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>4/11/2022</td> <td>16:18:17</td> <td>4/11/2022</td> <td>16:22:58</td> <td>4/11/2022</td> <td>4/11/2022</td> <td>11/30/2022</td> <td></td> </tr> <tr> <td>LF11644513</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>4/12/2022</td> <td>10:42:38</td> <td>4/12/2022</td> <td>10:53:18</td> <td>4/12/2022</td> <td>5/1/2022</td> <td>4/30/2023</td> <td></td> </tr> <tr> <td>LF1349392</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>4/5/2022</td> <td>16:22:41</td> <td>4/5/2022</td> <td>16:36:45</td> <td>4/5/2022</td> <td>4/5/2022</td> <td>6/30/2022</td> <td></td> </tr> <tr> <td>LF13603144</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>4/5/2022</td> <td>15:17:18</td> <td>4/5/2022</td> <td>15:27:31</td> <td>4/5/2022</td> <td>4/5/2022</td> <td>10/31/2022</td> <td></td> </tr> <tr> <td>F01000001112</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>4/14/2022</td> <td>15:09:53</td> <td>4/14/2022</td> <td>15:22:15</td> <td>4/14/2022</td> <td>4/14/2022</td> <td>3/31/2023</td> <td></td> </tr> </tbody> </table> </div>	Family WIC ID	Parent/Guardian	Participant ID	Participant Name	WIC Category	Infant Issued Formula at Certification	Income Date	Income Time	Risk Date	Risk Time	Date Certified	Certification Start Date	Certification End Date	Staff Name	F01000001075						4/14/2022	10:07:25	4/14/2022	10:08:00	4/14/2022	4/14/2022	3/31/2023		F01000001112					Yes	4/14/2022	15:09:53	4/14/2022	15:21:56	4/14/2022	4/14/2022	3/31/2023		F01000001116					Yes	4/4/2022	09:34:42	4/4/2022	09:56:34	4/4/2022	4/4/2022	3/31/2023		F01000001167						4/4/2022	13:10:19	4/4/2022	13:22:26	4/4/2022	4/4/2022	6/30/2022		LF11644607						4/13/2022	16:34:18	4/13/2022	16:39:13	4/13/2022	5/1/2022	7/31/2022		F01000001170						4/11/2022	16:18:17	4/11/2022	16:22:58	4/11/2022	4/11/2022	11/30/2022		LF11644513						4/12/2022	10:42:38	4/12/2022	10:53:18	4/12/2022	5/1/2022	4/30/2023		LF1349392						4/5/2022	16:22:41	4/5/2022	16:36:45	4/5/2022	4/5/2022	6/30/2022		LF13603144						4/5/2022	15:17:18	4/5/2022	15:27:31	4/5/2022	4/5/2022	10/31/2022		F01000001112						4/14/2022	15:09:53	4/14/2022	15:22:15	4/14/2022	4/14/2022	3/31/2023	
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<p><b>Review files</b></p> <ul style="list-style-type: none"> <li><b>COVID-19 Waiver period:</b> <ul style="list-style-type: none"> <li>See the <a href="#">COVID-19 waiver Separation of Duties (SOD) policy</a> for review requirements.</li> </ul> </li> <li><b>Standard Policy:</b> <ul style="list-style-type: none"> <li>Review participant files according to policy once the COVID-19 waivers are no longer in place, or the clinic returns to seeing participants in the clinic.</li> <li>See the SOD policy in <a href="#">Volume 1, Chapter 18 – Certification</a> for review requirements.</li> </ul> </li> </ul>																																																																																																																																																											

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