

## Enter Medical Documentation for the First Time

The process is the same for all participant categories and all foods and formulas prescribed by a medical provider. If a participant has an existing Medical Documentation Form (MDF), please use [Cascades Steps – Enter New Medical Documentation When Current Medical Documentation Exists](#). If a participant has a verbal order, please use [Cascades Steps - Enter Verbal Order for a Medical Documentation Form](#).

- Use these steps when a participant’s medical provider prescribes medical foods or formulas for the first time.

Steps	Cascades Screen
<p><b>Step 1: Create new food prescription:</b></p> <ul style="list-style-type: none"> <li>• In <b>Issue Benefits</b> Quick Link, select <b>Prescribe Food</b>.</li> <li>• Select the green “+” sign.</li> <li>• Enter date in the <b>Select the New Food Prescription Date</b> pop-up.</li> <li>• Select Save.</li> </ul>	  

## Enter Medical Documentation for the First Time

Steps	Cascades Screen												
<p><b>Step 2: Add the formula or food you want to add:</b></p> <p>In <b>Add Item to Food Prescription</b> container select:</p> <ul style="list-style-type: none"> <li>• Category</li> <li>• Subcategory</li> <li>• Quantity</li> </ul> <p>Select <b>Add Item</b>.</p>	<div data-bbox="541 444 1982 649" style="border: 2px solid blue; padding: 10px;"> <p style="background-color: #ADD8E6; padding: 5px;"><b>Add Item to Food Prescription</b></p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"><b>Category</b></td> <td style="width: 25%;"><b>Subcategory</b></td> <td style="width: 15%;"><b>Quantity</b></td> <td style="width: 15%;"><b>Max / Med Max</b></td> <td style="width: 20%;"><b>UOM</b></td> <td style="width: 10%;"></td> </tr> <tr> <td>Exempt Infant Formula (EXF) ▼</td> <td>Similac Alimentum Powder 12.1 oz ▼</td> <td>884</td> <td>0 / 884</td> <td>Ounce</td> <td> <div style="display: flex; gap: 10px;"> <div style="border: 2px solid red; padding: 2px;"><b>Add Item</b></div> <div style="border: 1px solid gray; padding: 2px;">Clear</div> </div> </td> </tr> </table> </div> <div data-bbox="556 751 1982 1133" style="border: 2px solid red; padding: 10px; margin-top: 20px;"> <p style="text-align: center;"><b>Important Steps When Adding New Formula</b></p> <ul style="list-style-type: none"> <li>• In <b>Food Prescription Items</b>, 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 <b>Fully Breastfeeding</b>. This creates problems with issuing benefits.</li> <li>• When you add the new formula and quantity, you’ll receive the alert <b>“Formula Rx exceeds the Nutrition Benefit for WIC.”</b> Zeroing out the original formula quantity corrects the alert.</li> <li>• When you add the new formula, zero out the old, but don’t delete it.</li> </ul> </div>	<b>Category</b>	<b>Subcategory</b>	<b>Quantity</b>	<b>Max / Med Max</b>	<b>UOM</b>		Exempt Infant Formula (EXF) ▼	Similac Alimentum Powder 12.1 oz ▼	884	0 / 884	Ounce	<div style="display: flex; gap: 10px;"> <div style="border: 2px solid red; padding: 2px;"><b>Add Item</b></div> <div style="border: 1px solid gray; padding: 2px;">Clear</div> </div>
<b>Category</b>	<b>Subcategory</b>	<b>Quantity</b>	<b>Max / Med Max</b>	<b>UOM</b>									
Exempt Infant Formula (EXF) ▼	Similac Alimentum Powder 12.1 oz ▼	884	0 / 884	Ounce	<div style="display: flex; gap: 10px;"> <div style="border: 2px solid red; padding: 2px;"><b>Add Item</b></div> <div style="border: 1px solid gray; padding: 2px;">Clear</div> </div>								

## Enter Medical Documentation for the First Time

Steps	Cascades Screen
<p><b><u>The Attached Medical Documentation screen in Cascades</u></b></p> <p>Once you've selected <b>Add Item</b>, the <b>Attach Medical Documentation</b> form pops up.</p> <p>In the bottom right corner, you'll also see the Medical Documentation Required <b>Status Message</b>.</p> <p><b>Note:</b> You'll see the food you added in the <b>Medical Food Prescription</b> container.</p>	

## Enter Medical Documentation for the First Time

Steps	Cascades Screen
<p><b>Step 3: Fill in medical documentation information:</b></p> <ul style="list-style-type: none"> <li>• <b>Prescription Dates</b> <ul style="list-style-type: none"> <li>▪ <b>Effective Date</b> = Today's date</li> <li>▪ <b>Expiration Date</b> = Up to one year max from effective date</li> </ul> </li> <li>• <b>Diagnosis Information</b> <ul style="list-style-type: none"> <li>▪ <b>Medical Reason</b> = Select Medical Diagnosis from MDF</li> <li>▪ <b>ICD or Diagnosis code</b> = N/A</li> <li>▪ If a <b>Verbal Order</b> = Check Box and Select form of verbal order. Refer to <b>Cascades Steps- Enter Verbal Order</b> for further guidance.</li> </ul> </li> <li>• <b>Physician's Information</b> <ul style="list-style-type: none"> <li>▪ <b>Physician's Name</b></li> <li>▪ <b>Physician's Phone</b></li> </ul> </li> </ul>	<p>The screenshot displays three sections of the Cascades screen:</p> <ul style="list-style-type: none"> <li><b>Prescription Dates:</b> Includes fields for Effective Date (7/23/2023), Expiration Date (8/23/2023), and Prescription Date (8/7/2023). Red arrows point to the Effective and Expiration Date fields.</li> <li><b>Diagnosis Information:</b> Includes Medical Reason (Low birth weight: &lt;= 5 lbs 8 oz), ICD Code (N/A), Diagnosis Code, and Verbal Order (checked). Red arrows point to the Medical Reason, ICD Code, and Verbal Order fields.</li> <li><b>Physician Information:</b> Includes Physician's Name (Bridges), Physician's Phone ((555) 555-5555), Physician's Email, Medical Food Prescribed, and Non-Medical Food Prescribed. Red arrows point to the Physician's Name and Physician's Phone fields.</li> </ul>

## Enter Medical Documentation for the First Time

Steps	Cascades Screen						
<p><b>Step 4: Check and save medical food prescription:</b></p> <ul style="list-style-type: none"> <li>• Make sure only the food or formula marked on the MDF is check-marked.</li> <li>• <b>Note:</b> For women and children you will need to scroll to bottom of the <b>Medical Food Prescription</b> list to see the food or formula you added.</li> <li>• Select Scan Document at the bottom left-hand side of the screen. Scan in new MDF.</li> <li>• Select <b>Save</b>.</li> <li>• A <b>Status Message</b> will display saying medical documentation was saved successfully.</li> <li>• Note: Verify that the MDF has been scanned into Cascades</li> </ul>	<p><b>Attach Medical Documentation</b></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: &lt;= 5 lbs 8 oz    ICD Code ★ N/A    OR    Diagnosis Code ★    OR    Verbal Order ★ <input checked="" type="checkbox"/> Medical provider phor</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> <p><b>Medical Food Prescription</b> <span style="float: right;">Total Items: 2 ?</span></p> <table border="1"> <thead> <tr> <th>Category</th> <th>Subcategory</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Exempt Infant Formula (EXF)</td> <td>Simlac Alimentum Powder 12.1 oz</td> </tr> <tr> <td><input type="checkbox"/> Infant Formula (IF)</td> <td>Simlac Advance Powder 12.4 oz</td> </tr> </tbody> </table> <p>Add Additional Medical Foods      Category    Subcategory    Add Item    Clear</p> <p>Scan Document    View Documents    <b>Save</b>    Cancel</p> <p><b>Exempt Infant Formula (EXF)</b></p> <p><b>Status Message</b>      Medical Documentation was saved successfully.</p> <p>Funding    Medical Documentation    Save    Cancel</p>	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
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						

## Enter Medical Documentation for the First Time

Steps	Cascades Screen															
<p><b>Step 5: Review food prescription items:</b></p> <ul style="list-style-type: none"> <li>Return to <b>Prescribe Food</b> Quick Link.</li> <li>Verify medical foods or formula were added to the <b>Food Prescription Items</b> container.</li> <li>Verify other items in food prescription are correct.</li> </ul>	<p>The screenshot shows the 'Food Prescription' screen with the following details:</p> <ul style="list-style-type: none"> <li><b>Food Prescription Date:</b> 8/7/2023</li> <li><b>WIC Category:</b> Infant</li> <li><b>Age Category:</b> 4 to 5 Months</li> <li><b>Breastfeeding Status:</b> Fully Formula Fed</li> <li><b>Family Issuance Day:</b> 14</li> <li><b>Issuance Frequency:</b> 3 Month(s)</li> </ul> <p>The <b>Food Prescription Items</b> 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
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												

## Enter Medical Documentation for the First Time

Steps	Cascades Screen																																																																
<p><b>Step 6: Issue benefits:</b></p> <ul style="list-style-type: none"> <li>Return to <b>Issue Food Instruments</b> Quick Link.</li> <li>Verify all family benefits.</li> <li>Select <b>Issue</b> button.</li> </ul>	<p><b>Issue Food Instruments</b></p> <p>Configuration      Family Issuance Day: 14    Issuance Frequency: 3 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> <th></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>Full</td> <td>Not Eligible</td> <td>Change Rx</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>Full</td> <td>Full</td> <td>Change Rx</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 &amp; 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% &amp; 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>Pound</td> </tr> <tr style="border: 2px solid red;"> <td>Exempt Infant Formula (EXF)</td> <td>Simlac Alimentum Powder 12.1 oz</td> <td>11</td> <td>Can</td> </tr> </tbody> </table> <p style="text-align: right;"> <input type="button" value="Issue"/>    <input type="button" value="Cancel"/> </p>	Category	Participant	Certification End Date	Jul	Aug	Sep	Oct		<input checked="" type="checkbox"/> Non-Breastfeeding	WENDY PAN	9/30/2023	Issued	Full	Full	Not Eligible	Change Rx	<input checked="" type="checkbox"/> Infant	PETER PAN	3/31/2024	Issued	Full	Full	Full	Change Rx	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	Pound	Exempt Infant Formula (EXF)	Simlac Alimentum Powder 12.1 oz	11	Can
Category	Participant	Certification End Date	Jul	Aug	Sep	Oct																																																											
<input checked="" type="checkbox"/> Non-Breastfeeding	WENDY PAN	9/30/2023	Issued	Full	Full	Not Eligible	Change Rx																																																										
<input checked="" type="checkbox"/> Infant	PETER PAN	3/31/2024	Issued	Full	Full	Full	Change Rx																																																										
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	Pound																																																														
Exempt Infant Formula (EXF)	Simlac Alimentum Powder 12.1 oz	11	Can																																																														

This institution is an equal opportunity provider.  
 Washington WIC doesn't discriminate.

To request this document in another format, call 1-800-841-1410.  
 Deaf or hard of hearing customers, please call 711 (Washington Relay)  
 or email [wic@doh.wa.gov](mailto:wic@doh.wa.gov).