Staff Tool: WA WIC Separation of Duties Post PHE Waiver Report



Complete the following steps to access the Cascades WA WIC Separation of Duties Post PHE waiver report

Steps	Cascades Screen
 From the Family Services Menu Select Reporting Click on Generate Reports Choose Clinic from the Reports dropdown list 	Home Family Services Scheduling Vendor Operations Finance New Family Family Search Family ID Last N Family Search Family ID Last N Income Screening Calculator Issue Benefits Family Search Family Search Clinic Family Workflow Dachboard Clinic Family Workflow Dachboard Clinic Clinic
 Sort by Report Name and click on the report title to select The report title is: WA WIC Separation of Duties - post PHE waiver 	Summary Report of Documentation for ID, Residency and Income Summary Report of Families with Zero Income and Reasons Summary Report of Infants and Children in Foster Care Summary Report of Participants in Military Families Summary Services Report Summary Warning Letter to Participants Voter Registration Report WA WIC Separation of Duties - post PHE waiver
 Enter the report criteria Select the Report Type. Select the Start Date for the review timeframe. 	
 Select the End Date for the review timeframe. Select the Local Agency/Clinic Press View Report 	State Washington State WIC Nutrition Program ~ Report Type: Clinic Start Date 3/1/2024 Image: View Report End Date 3/31/2024 Image: Local Agency/Clinic L35 / L35C01 - PHSKC-Auburn PHt ~ View Report
Note: Entering future dates slows down the search and produces errors.	

Staff Tool: WA WIC Separation of Duties Post PHE Waiver Report



Steps	Cascades Screen															
Obtain results																
The report includes all participants who had a certification completed	WA WIC Separation of Duties Report: Post PHE Waiver															
within the report Start Date and End Date and the Separation of Duties requirement wasn't met.	Local Agency Name: Public Health Seattle King County Run Date and Time: 3/29/2024 9:51:51 AM					FFF Infants Review 10% of Total Rows Remaining Files										
							1		1	7						
The report filters out certifications where the individual's adjunctive	Clinic Name	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	
eligibility was verified by the	PHSKC-Auburn PHC-Auburn	F09300005706				Р		3/18/2024	11:51:20	3/18/2024	11:52:40	3/18/2024	3/18/2024	9/30/2024		
ProviderOne search in Cascades. These certifications meet the	PHSKC-Auburn PHC-Auburn	F09300005706	1			L	Fully Formula Fed	3/18/2024	11:51:20	3/18/2024	11:53:20	3/18/2024	3/18/2024	1/31/2025		
separation of duties requirement.	PHSKC-Auburn PHC-Auburn	F09300005706				I		3/18/2024	11:51:20	3/18/2024	11:53:56	3/18/2024	3/18/2024	1/31/2025		
	PHSKC-Auburn PHC-Auburn	F09300005708				В		3/18/2024	12:20:03	3/18/2024	12:22:23	3/18/2024	3/18/2024	2/28/2025		
Note: To protect confidentiality,	PHSKC-Auburn PHC-Auburn	F09300005709	6			С		3/26/2024	12:44:53	3/26/2024	12:45:17	3/26/2024	3/26/2024	3/31/2025		
participant and staff information	PHSKC-Auburn PHC-Auburn	F09300005710	Ē.			В		3/29/2024	09:48:01	3/29/2024	09:50:11	3/29/2024	3/29/2024	1/31/2025		
aren't shown in the example.	PHSKC-Auburn PHC-Auburn	F09300005710				I	Partially Breastfed > half pkg	3/29/2024 f	09:48:01	3/29/2024	09:49:01	3/29/2024	3/29/2024	1/31/2025		

Random 10% of the remaining certifications not meeting SOD. ٠



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 <u>WIC@doh.wa.gov</u>.

May 2024