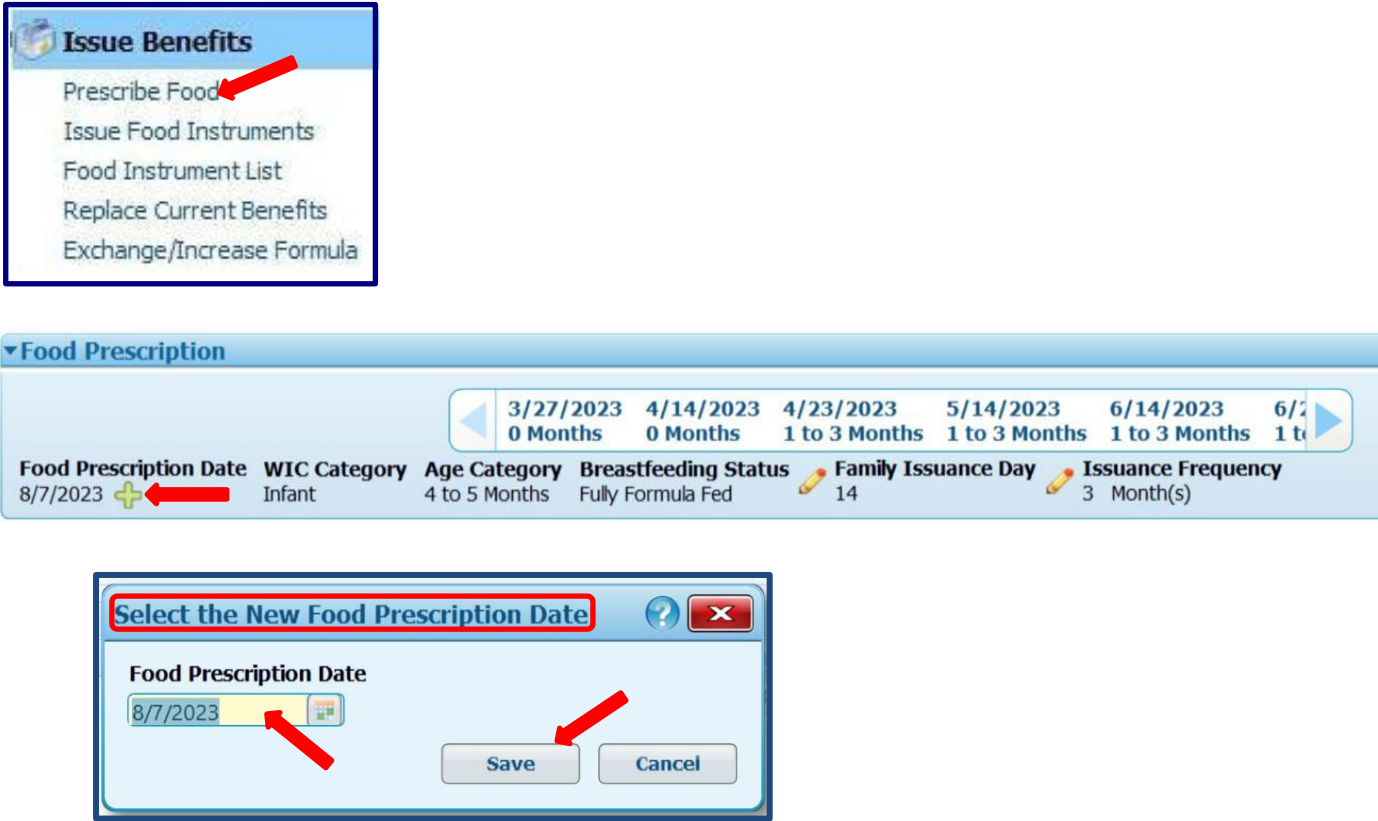


Cascades Steps

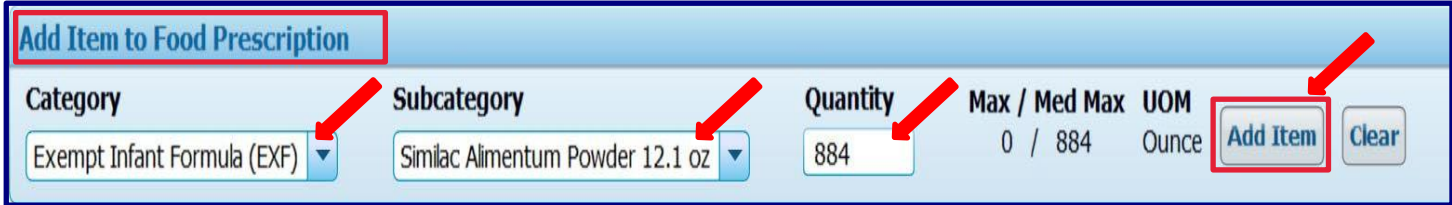
Enter Medical Documentation for the First Time

The process is the same for all participant categories and all foods and formulas prescribed by a medical provider. If a participant has existing medical documentation, 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>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. 	 <p>The screenshot displays the Cascades system interface. At the top, the 'Issue Benefits' menu is open, with 'Prescribe Food' highlighted by a red arrow. Below this, the 'Food Prescription' summary bar shows the following details: Food Prescription Date (8/7/2023, highlighted with a red arrow and a green plus sign), WIC Category (Infant), Age Category (4 to 5 Months), Breastfeeding Status (Fully Formula Fed), Family Issuance Day (14), and Issuance Frequency (3 Month(s)). At the bottom, a pop-up window titled 'Select the New Food Prescription Date' is shown, with the date 8/7/2023 selected in the date field (highlighted with a red arrow) and the 'Save' button highlighted with a red arrow.</p>

Enter Medical Documentation for the First Time

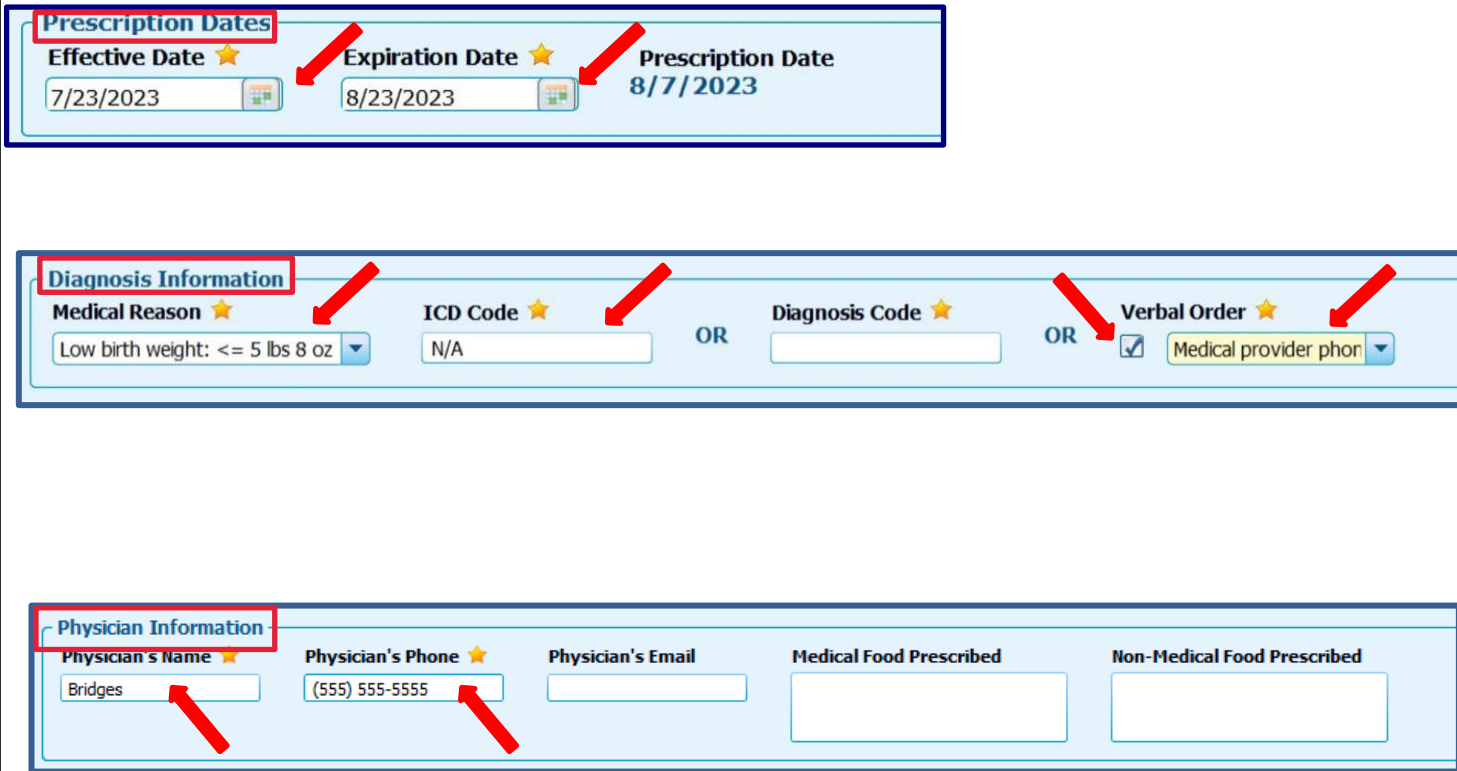
Steps	Cascades Screen
<p>Step 2: Add the formula or food you want to add:</p> <p>In Add Item to Food Prescription container select:</p> <ul style="list-style-type: none"> Category Subcategory Quantity <p>Select Add Item.</p>	 <div> <p>Important Steps When Adding New Formula</p> <ul style="list-style-type: none"> • In Food Prescription Items, add the new formula <u>before</u> you zero out the old formula. • 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>

Enter Medical Documentation for the First Time

Steps	Cascades Screen								
<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 ★ Verbal Order ★</p> <p>Low birth weight: <= 5 lbs 8 oz N/A OR</p> <p>Physician Information</p> <p>Physician's Name ★ Physician's Phone ★ Physician's Email Medical Food Prescribed Non-Medical Food Prescribed</p> <p>Bridges (555) 555-5555</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>Simlac Advance Powder 12.4 oz</td> </tr> <tr> <td><input type="checkbox"/> Exempt Infant Formula (EXF)</td> <td>Simlac NeoSure Powder 13.1 oz</td> </tr> <tr> <td><input checked="" type="checkbox"/> Exempt Infant Formula (EXF)</td> <td>Simlac 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)	Simlac Advance Powder 12.4 oz	<input type="checkbox"/> Exempt Infant Formula (EXF)	Simlac NeoSure Powder 13.1 oz	<input checked="" type="checkbox"/> Exempt Infant Formula (EXF)	Simlac Alimentum Powder 12.1 oz
Category	Subcategory								
<input type="checkbox"/> Infant Formula (IF)	Simlac Advance Powder 12.4 oz								
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Cascades Steps

Enter Medical Documentation for the First Time

Steps	Cascades Screen
<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 = Date signed by health care provider ▪ Expiration Date = Up to 6 months from effective date (see medical documentation) • Diagnosis Information <ul style="list-style-type: none"> ▪ Medical Reason = Select Medical Diagnosis from medical documentation ▪ ICD or Diagnosis code = N/A ▪ If a Verbal Order = Check Box and Select form of verbal order. Refer to Cascades Steps-Enter Verbal Order for further guidance. • 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, each with a red box around the title and red arrows pointing to the input fields:</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). Diagnosis Information: Contains a Medical Reason dropdown (Low birth weight: <= 5 lbs 8 oz), an ICD Code field (N/A), a Verbal Order checkbox (checked), and a Verbal Order dropdown (Medical provider phone). 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.

Cascades Steps

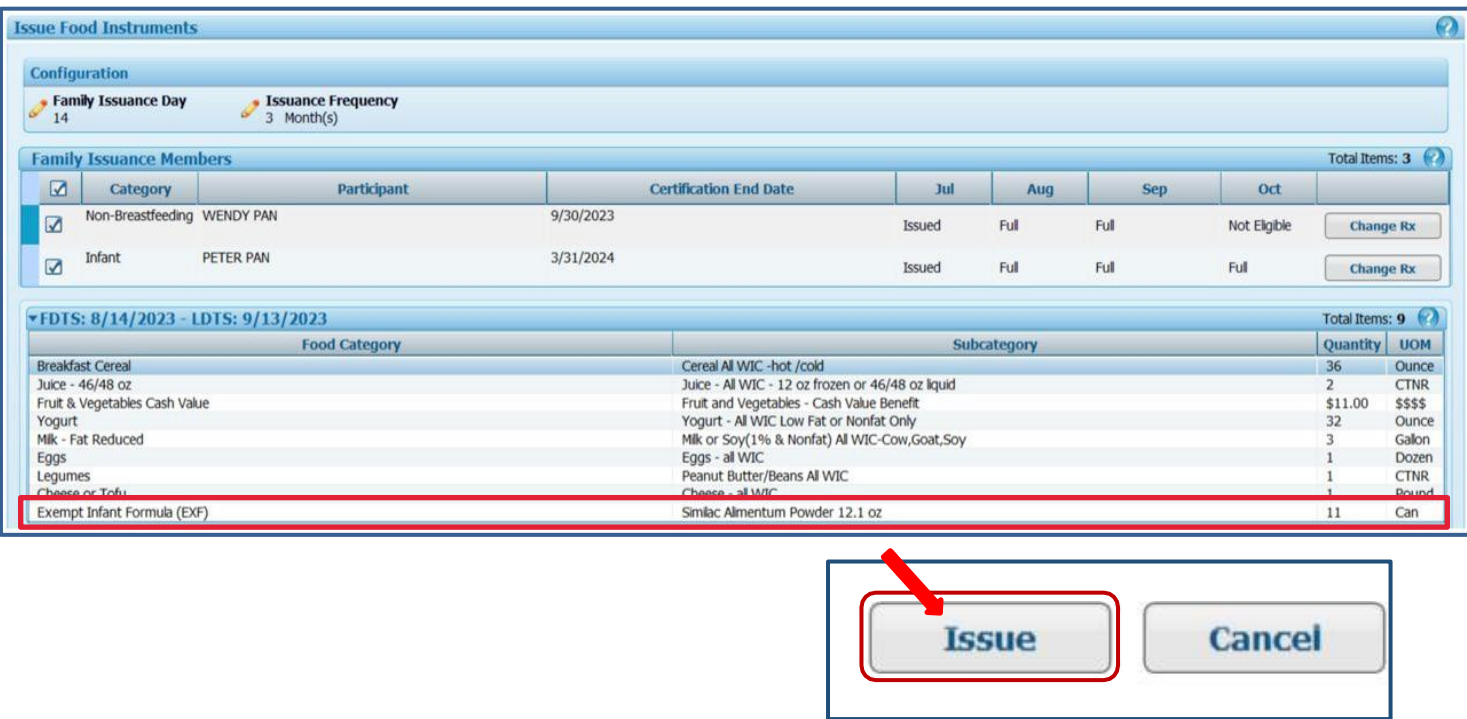
Enter Medical Documentation for the First Time

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 marked on the medical documentation is check-marked. Note: For adults and children you will need to scroll to bottom of the Medical Food Prescription list to see the food or formula you added. Select Scan Document at the bottom left-hand side of the screen. Scan in new medical documentation. Select Save. A Status Message will display saying medical documentation was saved successfully. Note: Verify that the medical documentation has been scanned into Cascades 	<p>The screenshot shows the 'Attach Medical Documentation' screen in Cascades. The 'Medical Food Prescription' section is highlighted with a red box. Below this section, the 'Exempt Infant Formula (EXF)' item is selected, indicated by a red box and a red arrow. The 'Save' button at the bottom right is also highlighted with a red box. A red arrow points from the 'Save' button to a 'Status Message' dialog box that displays 'Medical Documentation was saved successfully.'</p>

Enter Medical Documentation for the First Time

Steps	Cascades Screen																		
<p>Step 5: Review food prescription items:</p> <ul style="list-style-type: none">Return to Prescribe Food Quick Link.Verify medical foods or formula were added to the Food Prescription Items container.Verify other items in food prescription are correct.	<div><div>▼ Food Prescription</div><div><div><div>3/27/2023 0 Months</div><div>4/14/2023 0 Months</div><div>4/23/2023 1 to 3 Months</div><div>5/14/2023 1 to 3 Months</div><div>6/14/2023 1 to 3 Months</div><div>6/27/2023 1 to 3 Months</div></div><div><div>Food Prescription Date 8/7/2023</div><div>WIC Category Infant</div><div>Age Category 4 to 5 Months</div><div>Breastfeeding Status Fully Formula Fed</div><div>Family Issuance Day 14</div><div>Issuance Frequency 3 Month(s)</div></div></div><div><div>Food Prescription Items</div><div>Total Items: 2</div><table><tr><th></th><th>Category</th><th>Subcategory</th><th>Quantity</th><th>Category Max Quantity</th><th>UOM</th></tr><tr><td>✗</td><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>✗</td><td>Exempt Infant Formula (EXF)</td><td>Similac Alimentum Powder 12.1 oz</td><td>884</td><td>884</td><td>Ounce</td></tr></table></div></div>		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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Enter Medical Documentation for the First Time

Steps	Cascades Screen
<p>Step 6: Issue benefits:</p> <ul style="list-style-type: none"> Return to Issue Food Instruments Quick Link. Verify all family benefits. Select Issue button. 	

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