

Complete Assessment for a Presumed Eligible (PE) Participant

Please Note:

- Don't do a Subsequent Certification when completing the assessment for a PE participant.

- If a PE participant has a miscarriage, Cascades requires you to:
 - Terminate the participant.
 - Complete a Subsequent Certification to enter the participant as a non-breastfeeding postpartum participant.

Steps	Cascades Screen
<p>1. Open the PE participant file.</p> <p>You'll notice the following:</p> <ul style="list-style-type: none"> • A Family Alert appears when you open the file to let you know the participant has presumed eligibility. • In Quick Links - Stars and check marks don't appear. • The last dot above the participant icon will be red. 	<p>The screenshot shows the Cascades interface for the MEYERS Family. A red box highlights the 'Family Alerts' section, which contains a notification: 'Presumptive Eligibility for Pregnant Woman' for SUSAN MEYERS, dated 4/8/2019. Another red box highlights the 'Quick Links' menu, where the 'Certification Summary' option is selected. A third red box highlights the participant icon for SUSAN, which has a red 'A' above it. The main content area shows 'MEYERS Family' with Family ID: F22700000626, address: 210 MAIN ST, PORT ORCHARD, WA 98366. Below this, the 'Certification Details' section shows a Start Date of 4/8/2019, End Date of 6/7/2019, and Priority of IV (High Risk). The 'Certification History' table below shows a single entry with Start Date 4/8/2019 and End Date 6/7/2019. A red bracket points to the 'Certification Summary' option in the Quick Links menu with the text: 'Stars and check marks don't appear'.</p>

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2. Verify the participant is presumed eligible (if needed):

- Select **Certification Summary** in Quick Links.
- Look for these things:
 - ✓ **Complete Assessment** is visible, but disabled (grayed out).
 - ✓ **Assigned Risk Factors** = 503 Presumptive Eligible.

Quick Links

- New Family
- Family Search
- Certification
 - Family Demographics
 - Participant Demographics
 - Income Information
 - Health Information
 - Anthro / Lab
 - Family Assessment
 - Dietary & Health
 - Eco-Social Assessment
 - Assigned Risk Factors
 - Certification Signature
 - Certification Summary
 - Issue EBT Card
 - Family Alerts
 - Notes
 - Scanned Documents

Complete Assessment Terminate Certification Next Certification Due Notice Cancel

TAB 100%

Certification Details

Start Date	End Date
4/8/2019	6/7/2019
Priority	High Risk
IV	<input type="radio"/> Yes <input checked="" type="radio"/> No

Certification History

Start Date	End Date
4/8/2019	6/7/2019

Family Assessment Summary

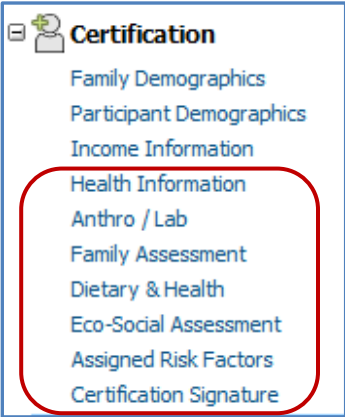
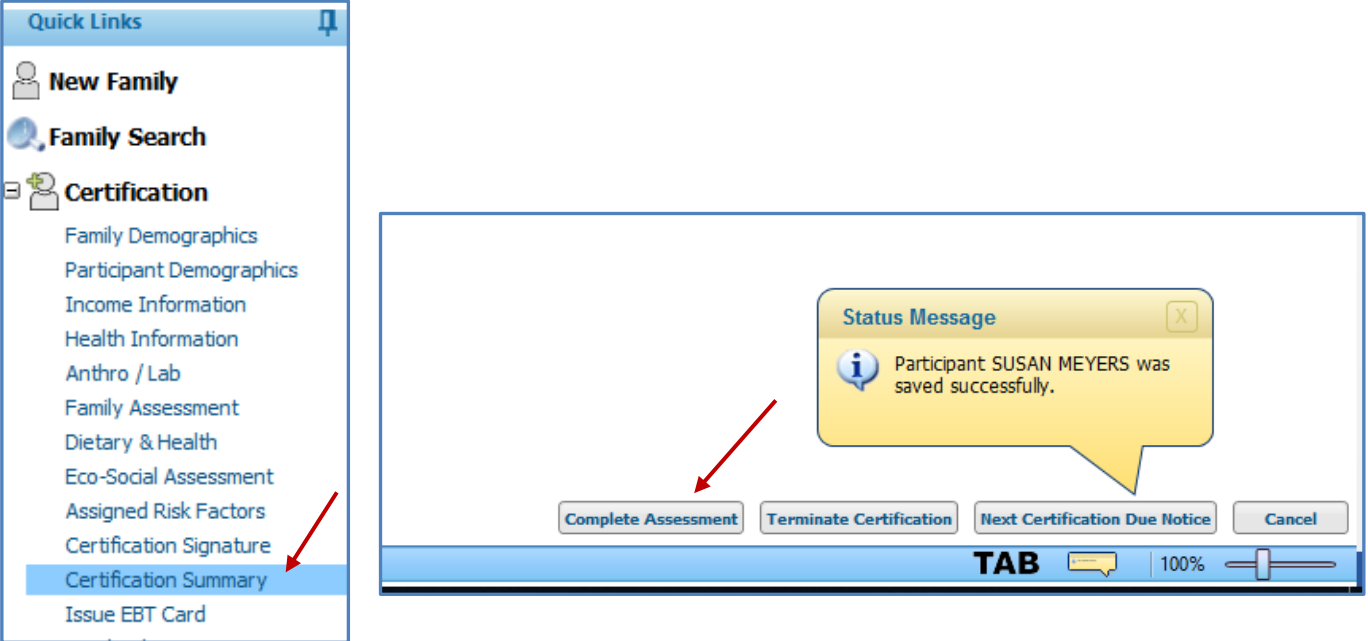
Income Summary

- Family Eligibility: Yes
- Individual Adjunct Eligibility: Yes
- Total Income: \$0.00 (Annual)
- Family Size: 3

Assigned Risk Factors on 4/8/2019

- 503 Presumed Eligible

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<p>3. Complete the Certification Assessment.</p> <ul style="list-style-type: none"> • Enter and save all required information on these screens: <ul style="list-style-type: none"> ✓ Health Information ✓ Anthro /Lab ✓ Family Assessment ✓ Dietary & Health ✓ Assigned Risk Factors ✓ Certification Signature 	 <p>Stars and check marks won't be present even though certification information is required on these screens</p>
<p>4. Certification Summary:</p> <ul style="list-style-type: none"> • Select Certification Summary Quick Link. • Select the Complete Assessment button at the bottom of the screen. <p>Note: This button is only available with PE participants and enabled after you've entered and saved all required information.</p> <p><i>See troubleshooting problems at the end, if this button is disabled.</i></p>	

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5. Certification: The system marks the participant certified.

- The **third dot is now green** above the participant icon.
- The **Certification Period** is for the full amount of time.

Required: Cascades marks the certification complete, but staff **must fill in the Care Plan** to meet program requirements.

MEYERS Family
 Family ID: F22700000626
 210 MAIN ST
 PORT ORCHARD, WA 98366

Certification Details

Start Date 4/8/2019	End Date 10/31/2019
Priority IV	High Risk <input type="radio"/> Yes <input checked="" type="radio"/> No

Detailed Participant Information

Participant Name: SUSAN MEYERS
 Participant ID: WA2270001085
 Family ID: F22700000626
 Category: Pregnant
 Status: Active/Certified
Certification Period: 4/8/2019 - 10/31/2019
 Date of Birth: 4/25/2000
 Food Issuance Status: Apr 2019 - Available
 May 2019 - Available
 Jun 2019 - Available
 Clinic Name: CHI Franciscan-Harrison Medical Center WIC

Troubleshooting Problems:

If the **Complete Assessment** is disabled (grayed out):

- Check all required information is entered (see step 3), including Expected Delivery Date.

Complete Assessment | Terminate Certification | Next Certification Due Notice | Cancel

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Troubleshooting Problems Con't:

- Under **Assigned Risk Factors**, there must be a risk factor instead of 503 – Presumed Eligible (PE):
 - ✓ Delete PE risk factor.
 - ✓ Add an appropriate risk factor.
 - ✓ If no other risks apply, select **Not Meeting Dietary Guidelines**.
 - ✓ Select **Save**.
- Repeat Step 4:
 - ✓ Select **Certification Summary**.
 - ✓ Select **Complete Assessment**.

The screenshot shows the 'Assigned Risk Factors' section of the WIC system. On the left, a sidebar menu has 'Assigned Risk Factors' highlighted with a red box. The main area shows a table with a red 'X' in the first column and '503 Presumed Eligible' in the second. A red arrow points from this table to a 'Select Risk Factors' button. Another red arrow points from the 'Select Risk Factors' button to a 'Save' button. Below this, a red arrow points to the 'Certification Summary' menu item in the sidebar. Another red arrow points to the 'Complete Assessment' button in the bottom navigation bar.

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For persons with disabilities, this document is available on request in other formats.

To submit a request, please call 1-800-525-0127 (TDD/TTY call 711)

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