

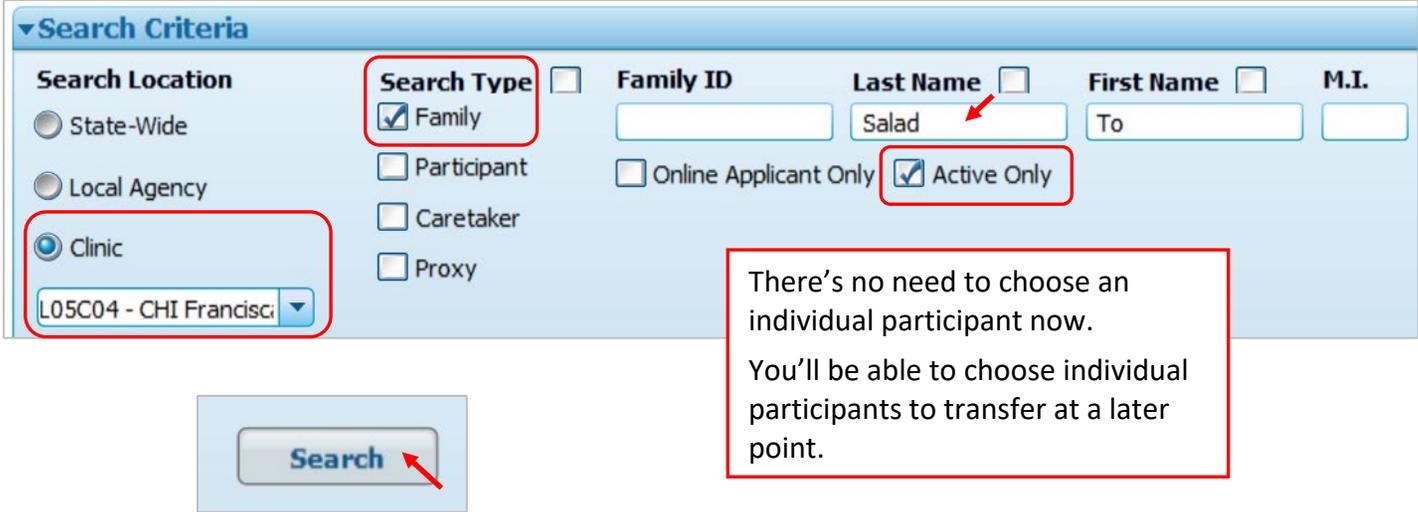
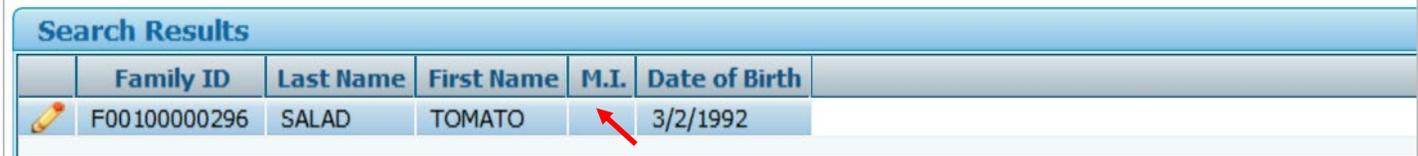


Cascades Steps

Transfer Participants Out of the Cascades System/Out of State



Use this guide when you transfer individual or multiple participants out of state.

Steps	Cascades Screen																					
<p>Step 1. Go to Family Search.</p> <ol style="list-style-type: none"> In the menu bar, select Family Services, then Family Search. 																						
<p>Step 2. Search for the family you want to transfer out of your clinic.</p> <ol style="list-style-type: none"> Leave your Clinic as the Search Location. Leave Family check-marked in Search Type. Add a few letters or more to the Last Name and First Name fields. <u>Uncheck</u> Active Only box. Select Search. In Search Results, double-click anywhere on the family's line to open the family record. 	 <div data-bbox="1310 867 1810 1094" style="border: 1px solid red; padding: 5px; margin: 10px;"> <p>There's no need to choose an individual participant now. You'll be able to choose individual participants to transfer at a later point.</p> </div>  <table border="1" data-bbox="590 1190 1995 1346"> <thead> <tr> <th colspan="7">Search Results</th> </tr> <tr> <th></th> <th>Family ID</th> <th>Last Name</th> <th>First Name</th> <th>M.I.</th> <th>Date of Birth</th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td>F00100000296</td> <td>SALAD</td> <td>TOMATO</td> <td></td> <td>3/2/1992</td> <td></td> </tr> </tbody> </table>	Search Results								Family ID	Last Name	First Name	M.I.	Date of Birth			F00100000296	SALAD	TOMATO		3/2/1992	
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<p>Step 3. Go to Transfer → Out of State.</p> <p>The system will move you to the Family Demographics screen.</p> <ol style="list-style-type: none"> In the menu bar, go to Family Services, then Transfer, then Out of State. 	
<ol style="list-style-type: none"> Confirm information on the transfer screen with the family. In the Individuals container, check-mark the boxes next to the individual participants you want to transfer out of the Cascades system. DON'T PRESS THE TRANSFER BUTTON! Instead, press the Print VOC button. 	<div data-bbox="611 1109 1161 1360" style="border: 2px solid red; padding: 5px;"> <p>What happens if you press "Transfer"?</p> <p>If you select the Transfer button, it terminates the participant(s) and their food benefits.</p> </div>

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<p>Step 5. Add optional comments or instructions to VOC.</p> <ol style="list-style-type: none"> In the pop-up Print Out of State Transfer Documents screen, add optional comments or instructions. Select the Print button. Print the VOC and sign it. <p>Note: Measurements and HGB/HCT information aren't included when printing the VOC. To include this information, staff need to add it into the comments before printing.</p> <ol style="list-style-type: none"> On the Out of State Transfer screen, select the Cancel button. <ul style="list-style-type: none"> Don't press Transfer! On the pop-up Save Changes? screen, select No, because you don't want the Cascades system to transfer the participants. 	<p>Print Out of State Transfer Documents</p> <p>Printable Documents Total Items: 1</p> <table border="1"> <thead> <tr> <th>Print</th> <th>Document Title</th> <th>Comments/Instructions</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Out of State Transfer Document</td> <td>Family already received FNMP checks. </td> </tr> </tbody> </table> <p>Print Cancel</p> <p>Out of State Transfer Information</p> <p>Family ID#: F00100000298 Parent/Guardian: TOMATO SALAD Local Agency: L05 - CHI Franciscan Medical Group Address: 130 Main Street, TUKWILA, WA 98188 Phone Number: (111) 111-1111 Clinic: L05C04 - CHI Franciscan-Harrison Medical Center WIC</p> <p>Certification Information</p> <table border="1"> <thead> <tr> <th>Individual Name</th> <th>Income Determination Date</th> <th>Most Recent Certification Date</th> <th>Eligibility Expiration</th> <th>Nutrition Risk Code/Description</th> </tr> </thead> <tbody> <tr> <td>TOMATO SALAD</td> <td>8/23/2019</td> <td>3/14/2019</td> <td>11/18/2019</td> <td>502 0 Transfer of Certification</td> </tr> <tr> <td>SEAWEED SALAD</td> <td>8/23/2019</td> <td>12/15/2018</td> <td>12/31/2019</td> <td>502 0 Transfer of Certification</td> </tr> </tbody> </table> <p>Food Benefit Data</p> <table border="1"> <thead> <tr> <th>First Date to Spend</th> <th>Last Date to Spend</th> <th>Name of Exempt Formula or Medical Food or Food</th> <th>Medical Reason</th> <th>Prescription/Special Formula Expiration Date</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Save Changes?</p> <p>Do you want to SAVE your changes before navigating to the new page? Select YES to allow saving of current data. Select NO to discard your changes and continue.</p> <p>Yes No</p>	Print	Document Title	Comments/Instructions	<input checked="" type="checkbox"/>	Out of State Transfer Document	Family already received FNMP checks.	Individual Name	Income Determination Date	Most Recent Certification Date	Eligibility Expiration	Nutrition Risk Code/Description	TOMATO SALAD	8/23/2019	3/14/2019	11/18/2019	502 0 Transfer of Certification	SEAWEED SALAD	8/23/2019	12/15/2018	12/31/2019	502 0 Transfer of Certification	First Date to Spend	Last Date to Spend	Name of Exempt Formula or Medical Food or Food	Medical Reason	Prescription/Special Formula Expiration Date					
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<p>Optional Step: Add a Family Alert.</p> <ul style="list-style-type: none"> A family alert can help you manage caseload. This way you don't call participants who have transferred out. <ol style="list-style-type: none"> In Quick Links, select Family Alerts (in the Certification section). Select the Add button. Add the certification end date as the alert's end date. Once your note is complete, select Save. 	
<ul style="list-style-type: none"> Leave the participant(s) record(s) as Active. Let the system expire the certification. At this time, you don't have to track participants who need to be terminated. 	

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