



Note: The purpose of this steps sheet is to demonstrate the steps in Issuing Breast Pumps and Supplies to a participant using Cascades. This step sheet provides guidance on steps to take when unable to Issue a Breast Pump using Cascades Breast Pump issuance.

Steps	Cascades Screen
Step 1 Accessing breast pump issuance	Home Family Services Scheduling Vendor Operations Finance Administration
To access Breast Pump Issuance select:	Family Search Certification Income Screening Calculator Care Plan Issue Benefits Ion Foster Family
 Family Services Breastfeeding Support 	Far Breast Pump Issuance Far Transfer Par Journal of Transactions He Family Services Analysis An Clinic Family Workflow Dashboard
Breast Pump Issuance	Ecc Reporting Die Delayed Signatures for FI Issuance Ass Reporting Death In Family Ce Subsequent Certification Identification Document
	Select the Breastfeeding or Pregnant participant issuing breast pump to within the carousal to access Breastfeeding Support
Step 2 Pump issuance interview	Breast Pump Issuance Information
<u>questions:</u> Cascades uses your answer for the pump assessment.	Please answer the following questions Does client or her infant have a medical need for a breast pump, or is there a concern about milk supply? Yes No
 Select Yes continue issue pump 	Previous Question Next Question
 Select No move next question 	





Steps	Cascades Screen
Step 3 Pump issuance interviewquestions selection:• Select 'Yes' if question	Following these steps for best practice:
matches participant concern. Then select Next Question.	Yes No Previous Question Next Question
 Breast Pump Assignment displays with Breast pump type. Proceed <u>Step 5</u> 	If yes, then breast pump assignment screen displays next: If No is the appropriate assessment:
 If response is No, Select next questions until you reach the desired pump selection. Proceed to <u>Step 4</u> if 	Breast Pump Type Manual breast pump Personal use electric breast pump Multi-user electric breast pump
<u>questions</u> are not right pump match.	Suggested Pumps highlight's Blue.





Steps	Cascades Screen
 <u>Step 4 Staff discretion Breast</u> <u>pump Interview question</u> Staff discretion interview question allows staff select pump. <u>Select pump of choice and</u> Next question. If issuing Breast pump 	Breast Pump Issuance Information Please answer the following questions Other-breast pump and supples given based on the dient's needs, per staff discretion. Needs multi-user pump Needs personal use pump Needs manual pump Needs breast pump supplies Only Issuing breast pump supplies only – Skip to Step 9 Previous Question Reed Question Reed Question Reed Question
supplies only skip to <u>Step 10</u> Step 5 Breast pump assignment Cascade highlights nump	
type from your selection	▼Breast Pump Assignment
 In this example, personal use electric breast pump was selected In Breast Pump Supplies 	Breast Pump Type Total Items: 3 Breast Pump Supplies Total Items: 0 Pump Type Quantity In Stock Breast Pump Supplies Total Items: 0 Manual breast pump 60 Breast Pads 2 0 Personal use electric breast pump 64 Hygeia 24 Breast Flanges 5 0
 Enter the amount you'd like to issue under Quantity Issued column Proceed to Step 6 to select pump product under Breast Pump Inventory. 	Product Name Manufacturer Quantity In Stock Quantity Issued Breast Pads 2 1 Hyges 24 Breast Flarges 5 1 In this Breast Pump Supplies example, "1" is entered under Quantity Issued for Breast Pads and Hygeia Flanges.





Steps		Cascades Screen	
Step 6 Breast Pump Inventory 1st Select pump of choice under product name by selecting and highlighting the line with the product name.	Select <u>pump of choice</u> in the Breast Pump Inventory.	Breast Pump Inventory Pump Status Quantity On Hand Available 13 Available 15	1 St State Inventory Number Product Name WIC 'N Style EnJoye
 ^{2nd} In Breast Pump & Secondary Information Screen complete unanswered required field. ^{3rd} Select Capture Signature. Signature screen displays. If remote issuance document on signature pad "remote issuance-then staff sign name" If not remote issuance have participant sign signature pad. Proceed to <u>Step 7</u> 	Breast Pump Information State Inventory Number Breast Pump Status * Issued Issuance/Reservation Reason *	Reservation Date	t Information First Name A M.I. DAISY

Cascades Breast Pump Issuance

August 2023





 Step 7 Breast pump release of iability form Select Release Form to print the Breast pump release of Liability Form. You're returned to breast pump assignment screen. Select save to complete pump scale and the schemating of the s	Steps	Cascades Screen
<list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item>	Step 7 Breast pump release of	
	liability form	
<list-item><list-item><list-item><list-item><list-item><list-item><form><form></form></form></list-item></list-item></list-item></list-item></list-item></list-item>		Communication Preview 🕗
<text><list-item><list-item><list-item><list-item><list-item><list-item><list-item><form><form></form></form></list-item></list-item></list-item></list-item></list-item></list-item></list-item></text>	• Select Release Form to print the	Dreast Pump Kelease of Liability Form
<text><text><list-item></list-item></text></text>	Breast nump release of Liability	View Signature Release Form Save
<form></form>	Form	Alternate Constact: MOTHER PARTIALLYBF Phone: (360) 222-2322
 You're returned to breast pump assignment screen. Steet t save to complete pump issuare. Steet t save to complete pump issuare issuare. Steet was steed is a steed of the stee	Form.	Equipment given: Manual Pump Personal use pump Multi-user pump Pump attachment
 assignment screen. Select save to complete pump issuance. Sense Newson To See Select save to complete pump issuence. Sense Newson To See Select save to complete pump issuence. Review Cascade liability form or agency approved liability form or agency distribution or approved liability form or agency approved liability form or agency approved liability form or agency approved liability form or agency distribution or approved liability form or agency distribution or agency approved liability form or agency distribution or agency distribution or agen	• You're returned to breast pump	Point Cannot
 Select save to complete pump issuance. Sum Massage is the save of the pump issuance in the pump issue in the	assignment screen.	
 Issuance. Status Massage Breact Purport with subard of the purport of	• Select save to complete pump	Breast Pump Release of Liability Form
Status	issuance	Equipment given: D Manual pump D Personal use pump D Multi-user pump D Pump attachment kit
Status Message Image: Status Message i Fract Pump vas stated i Status Message Image: Status Message i Fract Pump vas stated i Status Message Image: Status Message i Review Cascade liability form or agency approved liability form with participant. Image: Status Message i Mandata Initik varyby (Beviewed and Initik varyby Initik Varyby (Beviewed and Initik varyby Initik Varyby (Beviewed and Initik varyby Initik Varyby Initik varyby (Beviewed and Initik varyby In	issuance.	Staff to mark (*): Yes No Information offered to the participant about
 Prostepting was based biolity form or agency approved liability for agency approved liability form or agency approved liability	Status Message	RM Use the pump (Reviewed and Included) serial #
 Successfully. Review Cascade liability form or agency approved liability form or agency approved liability form with participant. Remote issuance release of liability form completion Document staff section with staff initials completing the form. Document staff section with staff initials completing the form. Document participant signature with reason for remote issuance Document participant signature with reason for remote issuance Document participant signature with reason for remote issuance Document participant signature Document participant sign	(i) Breast Pump was issued	RM Clean the pump (Reviewed and Included) Return multi-user RM Hand avanues brass(milk / Confirmed and Return multi-user
 Review Cascade liability form or agency approved liability form or ingency approved liability form or agency approved liability form completion Document staff section with staff initials completing the form. Document participant section with confirmation (i.e. ok/d) Document participant signature with reason for remote issuance Document participant signature with reason for remote issuance<td>successfully.</td><td>Included) pump by (date):</td>	successfully.	Included) pump by (date):
 Review Cascade liability form or agency approved liability form with participant. Remote issuance release of liability form completion Document staff section with staff initials completing the form. Document participant section with reason for remote issuance with remote with reason for remote issuance with remote w		RM Maintain milk supply (Reviewed and Included)
 Review Cascade liability form or agency approved liability form with participant. Remote issuance release of liability form completion Document staff section with staff initials completing the form. Document participant section with staff initials completing the form. Document participant section with reason for remote issuance Multi-user pump only i landerstand thus pump is the property of the WC program. II does not part with the staff initials completing the form. Document participant section with reason for remote issuance 		RM Safely store breastmik (Included) RM Cot hele with exempted and breastfeeding.
 Review Cascade liability form or agency approved liability form with participant. Remote issuance release of liability form completion Document staff section with staff initials completing the form. Document participant section with staff initials completing the form. Document participant section with end the information should be retain to any to any the WC program. If a work or agent with a work or any to the work or any damages, expensely with the WC program. If a work or any damages, expensely with the staff initials completing the form. Document participant section with staff initials completing the form. Document participant section with end the order of the treat year any damages. With confirmation (i.e. ok'd) Document participant signature with reason for remote issuance With confirmation (i.e. ok'd) Document participant signature with reason for remote issuance 		(included)
agency approved liability form with participant. • Remote issuance release of liability form completion • Document staff section with staff initials completing the form. • Document participant section • Mit confirmation (i.e. ok'd) • Document participant signature with reason for remote issuance	 Review Cascade liability form or 	₩IC Staff to review with participant and mark (♥) for "Yes"
with participant. • Remote issuance release of liability form completion • Document staff section with staff initials completing the form. • Document participant section with staff initials completing the form. • Document participant section with confirmation (i.e. ok'd) • Document participant signature with reason for remote issuance • Perticipant signature with reason for remote issuance	agency approved liability form	Owd I fully understand how to use the pump properly.
 Remote issuance release of liability form completion Document staff section with staff initials completing the form. Document participant section with confirmation (i.e. ok'd) Document participant signature with reason for remote issuance 	with participant.	^{C6/d} I understand this pump is for my use only and it's a violation of the WIC rules to give this
Iterative instance release of Iiability form completion • Document staff section with staff initials completing the form. • Document participant section with confirmation (i.e. ok/d) • Document participant signature with reason for remote issuance	Remote issuance release of	Old I agree not to bring any financial or personal liability claim against the WA State WIC
 Document staff section with staff initials completing the form. Document participant section with confirmation (i.e. ok'd) Document participant signature with reason for remote issuance Participant section Preticipant section		Program, its contractors or local agencies, or any official or employee connected with the WIC Program, for any damages, expenses, or personal harm from using this pump.
 Document staff section with staff initials completing the form. Document participant section with confirmation (i.e. ok'd) Document participant signature with reason for remote issuance 	liability form completion	OK'd (Multi-user pump only) I agree to return this pump in clean and working condition by
 staff initials completing the form. Document participant section with confirmation (i.e. ok'd) Document participant signature with reason for remote issuance Perticipant section Perticipant section Perticipant signature Perticipant Signature and date Perticipant Signature Perti	 Document staff section with 	Ok'd (Multi-user pump only) I understand this pump is loaned to me on a priority basis. I could
form. O Document participant section with confirmation (i.e. ok/d) o Document participant signature with reason for remote issuance *** do not return it. I will be asked to pay the WIC program for the cost of the breast pump. •** It will call the WIC staff at 300.XXX XXXX (number) if I have any concerns or "A quality understand this pump or about treastereding. •** I have read and fully understand this form and received a copy of it. Participant signature with reason for remote issuance Staff name, signature and date: Not available to sign Covid 19 precautions Participant signature and the second staff name, signature and table to sign Covid 19 precautions Perticipant ID2:	staff initials completing the	be asked to return it early so a WIC participant in greater need may use it. $O^{K^2 d}$ (Multi-user pump only) I understand this pump is the property of the WIC program. If I
 Document participant section with confirmation (i.e. ok'd) Document participant signature with reason for remote issuance Participant signature and date: Not available to sign Covid 19 precautions Participant signature and date: Not available to sign Covid 19 precautions Participant IDE: 	form.	do not return it, I will be asked to pay the WIC program for the cost of the breast pump.
with confirmation (i.e. ok'd) • Document participant signature with reason for remote issuance I have read and fully understand this form and received a copy of it. Participant signature and date: Staff name, signature and date: Not available to sign Covid 19 precautions Reddel Models - Mod 27, 2020 Participant agence	 Document participant section 	questions about using this pump or about breastfeeding.
Document participant signature and date: Not available to sign Covid 19 precautions Redd Modelan Hood 27, 2020 Participant signature and date: Not available to sign Covid 19 precautions Redd Modelan Hood 27, 2020 Participant signature and date: Not available to sign Covid 19 precautions Redd Modelan Hood 27, 2020 Participant signature and date: Not available to sign Covid 19 precautions Redd Modelan Hood 27, 2020 Participant signature and date: Not available to sign Covid 19 precautions Redd Modelan Hood 27, 2020	with confirmation (i.e. ok'd)	I have read and fully understand this form and received a copy of it.
with reason for remote issuance Participant name Participant name Participant IDE:	 Document participant signature 	Not available to sign Covid-19 precautions Reckel Menklem Hand, 27, 2020
	with reason for remote issuance	Participant name Participant ID ² :
	Lascades Breast Pump Issuance	











	Steps	Cascades Screen			
Ste	ep 10 Breast pump supply issuance				
		▼Breast Pump Issuance Information			
•	Follow Step 1-3 to proceed	Please answer the following questions			
	to last interview questions	Needs multi-user pump			
	staff discretion.	Needs personal use pump			
•	Select needs breast pump	Needs manual pump			
	supplies Only				
•	Then, select Next question.	Previous Question Next Question			
Ste	ep 11 Breast pump assignment				
•	Breast pump assignment	Breast Pump Issuance Information			
	displays	Other - breast pump given based on the dient's needs, per staff discretion.			
•	Under Breast Pump Supplies	Needs personal use pump			
	Enter the number of items	Needs manual pump			
	under Quantity Issued field	Needs breastfeeding supply only			
	for each product your issuing	Previous Question Hext Question			
	• In this example:	▼Breast Pump Assignment			
	Quantity Issued is 1	Breast Pump Type Total Items: 4 Breast Pump Supplies Total Items: 3 C Pump Type Quantity In Stock Product Name Manufacturer Quantity In Stock Quantity In			
	for Washable nursing	Manual breast pump 13 Milkies Storage Bags 13 0 Personal use electric breast pump 12 Washabile Nursion Pads 9 0			
	pads	Multi-user electric breast pump 4 Hygeia XL Flance (31 mm) 7 0 Breastfeeding supplies 29 Breast Pump Supplies Total Items: 3			
•	Next select Capture	Product Name Manufacturer Quantity In Stock Quantity Issued			
	Signature	Breast Pump Inventory Washabe Nursing Pads 9 1 Hall Items: 3 7 Pump Status Quantity On Hand State Inventory Number Product Name Manufacturer Issued Date Expected Return Date Reserved Members Count			
•	Then, select Save to	Available 13 Milkee Storage Bags 0 Available 9 Washable Narsing Pads 0 Available 7 Hyreigr Labored (11 mm) 0			
	complete pump supply				
	issuance.	Capture Signature Release Form Save Cancel			
Selecting the Breast Pump Inventory area will display and require completing of the Breast Pump and Secondary inform					
Ste	ep 12 issue multi user pump already	selecting the predet wind predet in display and require completing of the predet runp and secondary information.			
<u>as:</u>	signed to participant using cascades				





Steps	Cascades Screen							
Step 12 Issue multi user pump already								
assigned to participant								
Adding multi user pump to	▼Breast Pump Issuance Information							
participant not issued using	C Please answer the following questions							
Cascades breast pump issuance	Other-breast pump and supplies given based on the client's needs, per staff discretion.							
	Needs multi-user pump							
• Follow Step 1-3 to proceed	Needs manual numn							
to Broast Rump Issuance	Needs breast pump supplies Only							
Information last interview	Previous Question Next Question							
questions staff discretion.								
Select Needs multi-user								
pump	The breastfeeding categories listed below are currently unavailable to issue breast pumps through Cascades Breast							
P 2P	Pump Issuance. Document unable to issue a breast pump and why in Cascades. Then, add a multi user breast pump							
	alert with pump serial number that participant has pump issued outside of Cascades.							
• Then, select Next guestion .	 If participant category is non-breastfeeding participant 							
, i	 If infant is 12-months or older 							
	Note: Use Return Multi User Breast Pump Into Cascades step sheet to place the issued breast pump Out to							
	Maintenance when unable to issue a Breast pump to the participant.							

Cascades Breast Pump Issuance





Steps			Cascades Scre	en							
p 13 Complete assigning multi user											
<u>np to participant</u>											
east Pump Assignment field											
plays											
Locate pump serial number	▼Breast Pump Assignm	nent									
with State Inventory Code	Breast Pump Typ	e 	Tuna	Total Items: 4	Breast Pur	np Supplies			0 10 7 51 1	Tota	l Items: 3 🕜 🔺
for the pump participant was	Manual breast pump	Pomp	туре	13	Milkies Stora	ge Bags	Man	ufacturer	83 0	Quantity Is	isued
issued under Breast Pump	Multi-user electric breas	t pump		12 7	Washable N Hygeia XL Fl	ursing Pads ange (31 mm)			8 0 7 0		
Inventory	Breastfeeding supplies			98							
	Breast Pump Inve	entory								Tota	l Items: 7 🕗
In this example we're	Pump Status	Quantity On Hand	State Inventory Number	Product Nam	ne	м	anufacturer	Issued Date	Expected Return Da	ate Reserved Me	embers Count
issuing a pump with State	Available 1 Available 1		ACR411 acr000057	EnDeare EnDeare		Hygeia Hygeia				0	
Inventory Number	Available 1 Available 1		ACR 4141 ACR 737020	EnDeare EnDeare		Hygeia Hygeia				0	
o ACR888888	Available 1 Available 1		ACR911 ACR711711	Lactina Lactina						0	
Select the pump in Breast	Available 1		ACR888888	Lactina						0	
Pump Inventory field								Capture Signatu	Release Form	Save	Cancel
Complete breast pump											
issuance following Step 6-9											
<u> </u>											
	Steps p 13 Complete assigning multi user mp to participant east Pump Assignment field plays Locate pump serial number with State Inventory Code for the pump participant was issued under Breast Pump Inventory In this example we're issuing a pump with State Inventory Number o ACR888888 Select the pump in Breast Pump Inventory field Complete breast pump issuance following Step 6-9	Stepsp 13 Complete assigning multi user mp to participanteast Pump Assignment field playsLocate pump serial number with State Inventory Code for the pump participant was issued under Breast Pump InventoryIn this example we're issuing a pump with State Inventory Number o ACR888888 Select the pump in Breast Pump Inventory fieldComplete breast pump issuance following Step 6-9	Stepsp 13 Complete assigning multi user mp to participantasst Pump Assignment field playsLocate pump serial number with State Inventory Code for the pump participant was issued under Breast Pump InventoryIn this example we're issuing a pump with State Inventory Number o ACR888888 Select the pump in Breast Pump Inventory fieldComplete breast pump issuance following Step 6-9	StepsCascades Screep 13 Complete assigning multi user mp to participanteast Pump Assignment field playsLocate pump serial number with State Inventory Code for the pump participant was issued under Breast Pump InventoryIn this example we're issuing a pump with State Inventory Number o ACR8888888Select the pump in Breast Pump Inventory fieldComplete breast pump issuance following Step 6-9	StepsCascades Screenp 13 Complete assigning multi user mp to participanteast Pump Assignment field playsLocate pump serial number with State Inventory Code for the pump participant was issued under Breast Pump InventoryIn this example we're issuing a pump with State Inventory Number o ACR888888 Select the pump in Breast Pump Inventory fieldComplete breast pump issuance following Step 6-9	StepsCascades Screenp 13 Complete assigning multi user mp to participanteast Pump Assignment field plays Locate pump serial number with State Inventory Code for the pump participant was issued under Breast Pump InventoryIn this example we're issuing a pump with State Inventory Number o ACR888888 Select the pump in Breast Pump Inventory fieldComplete breast pump issuance following Step 6-9	StepsCascades Screenp 13 Complete assigning multi user mp to participantseast Pump Assignment field plays Locate pump serial number with State Inventory Code for the pump participant was issued under Breast Pump InventoryIn this example we're issuing a pump with State Inventory Number 	Steps Cascades Screen p 13 Complete assigning multi user mp to participant ************************************	Steps Cascades Screen p 13 Complete assigning multi user mp to participant Firest Pump Assignment field plays Locate pump serial number with State Inventory Code for the pump participant was issued under Breast Pump Inventory Firest Pump Multi user Pump Type Text Pump Supplies In this example we're issuing a pump with State Inventory Number o ACR888888 Select the pump in Breast Pump Inventory field Image: State Inventory Number Addition Image: State Inventory Inventory Image: State Inventory Inven	Steps Cascades Screen p 13 Complete assigning multi user mp to participant ************************************	Steps Cascades Screen p 13 Complete assigning multi user mp to participant Image: Cascades Screen asst Pump Assignment field plays Image: Cascades Screen Locate pump serial number with State Inventory Code for the pump participant was issued under Breast Pump Inventory Image: Cascades Screen In this example we're issuing a pump with State Inventory Number





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