Maine Center for Disease Control and Prevention
WIC Nutrition Program

Effective: October 1, 2011   Policy No. IS-03

Revised: August 1, 2016

Functional Requirements Checklist

Authority

7CFR Part §246.4(a)(8);(9);(11);(12);(13);(14);(15) and (18) 22

Policy

1. The State Agency's Information System currently performs the following automated core functions:

    1.1.   Calculates the date certification is due to expire.

    1.2.   Calculates the applicant's household income and flags individuals whose income exceeds program standards.

    1.3.   Converts incremental income (weekly, monthly) to an annual figure.

    1.4.   Associates family members.

    1.5.   Retains authorized representative and proxy(ies) named for household unit

    1.6.   Maintains statewide data to facilitate families transferring Local Agencies within the State.

    1.7.   Transfers certification data to the central computer facility electronically in real time. Uses standard pre-defined default food packages.

    1.8.   Performs edits to prevent over-issuance during food package creation.

    1.9.   Enables food instruments to be printed when the participant is present for pick-up, i.e. on demand.

    1.10.   Enables food item issuance for all household members to eWIC account

    1.11.   Retains history of all food instruments issued, including food items on each

    1.12.   Captures or documents the name of programs to which the participant was referred.

    1.13.   Performs food instrument reconciliation.

    1.14.   Produces standard Dual Enrollment Report

    1.15.   Produces standard Rebate Billing Report

    1.16.   Produces Participant Characteristics Datasets

    1.17.   Captures basic transaction data by vendor

1.18. Assigns a maximum value for each food instrument type

1.19. Has automated growth charts.

1.20. Has point of certification data entry, i.e., a personal computer at each "station" within the clinic.

1.21. Enables staff members to assign all pertinent nutrition risk codes

1.22. Auto-assigns nutrition risk codes based on data entry

    1.22.1. Anthropometric

    1.22.2. Hematological

    1.22.3. Health data

    1.22.4. Breastfeeding dyad

    1.22.5. Homelessness

    1.22.6. Migrancy

    1.22.7. Foster care

1.23. Allows narrative entry of pertinent information considered in nutrition assessment

1.24. Captures nutrition education topics discussed

1.25. Enables benefit tailoring at food item level

1.26. Produces standard Integrity Profile Report (TIP)

1.27. Requires documentation of source used to verify:

    1.27.1. Income

    1.27.2. Residency

    1.27.3. Identification

1.28. Captures scanned images of essential documents