## WIC TIME STUDY

All SA and LA WIC staff must complete a monthly time study. This is done the **first full week** after the first Sunday of each month.

- 1. Internet Explorer 8 (IE8) or higher is required.
- 2. Use the following URL web browser to access the Time Study Reporting Tool: <u>https://wicspirit.maine.gov/Production/TimeStudy/Account/Login.aspx</u>

The following screen will appear:

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LOG IN Perse entre your username and password.  Log In User Name Passwore Log In	3. Enter your SPIRIT Username and Password in the Account Information Section to the left. The time study data entry screen will open upon login.	



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5. Enter the total time within the activity performed in 15 minute increments by clicking each radio button.

6. Repeat these steps for each different activity performed throughout your work day, completing the sheet with your end time.

**NOTE:** The total time will calculate as you fill or unfill radio buttons.

7. Click "Save" or hit "Enter" to save your form.

8. If attempt is made to **change the date or log off** before saving the form, a prompt will appear as shown in the picture to the left.

The **Copy** feature allows the user to select a previously entered date and copy the form contents to the current (new) date. To use the copy feature:

- 1. Select a previously completed time study date from the dropdown calendar. This will retrieve the completed form for that day's activities.
- 2. After the selected date's information has been retrieved into the time study, check the "Copy" box above the date field.

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- 3. Select the new date on the dropdown calendar.
- 4. This will copy the contents of the first selected date into the new Time Study Form as shown below.

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- 5. Make any changes or edits to your new form and click "Save" when completed.
- 6. Click "Log Off" to exit the Time Study Tool.

Appendix OM-12-A Created 2022 **NOTE:** Data for dates in the future cannot be entered. If attempted, the following message will appear in red:

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# **Time study categories and descriptions** (Maine CDC WIC Policy FM-8)

	Certification	Performing height and weight measurements, blood test assessments, income, residency and identification verifications, health and diet assessments; completing certification forms, explaining the benefits of the Program, determining risk, documenting in the client file, obtaining and sending medical information; issuing food instruments; referring to other services.
Client Services	Nutrition Education	Providing individual counseling (including face-to-face, telephone or written correspondence) or group education and evaluating results; arranging for interpreter/translator services.
	Breastfeeding	Providing individual counseling, (including face-to-face, telephone or written correspondence), group education, peer counseling; electric breast pump authorizations and follow-up.
	Food Delivery	Printing and mailing food instruments.
Client Service	General	Maintaining files, medical, breastfeeding and other office supplies; food instrument registers, scheduling appointments.
Support	Travel	Travel to and from clinics
	Administration	Program planning and evaluation; managing day-to-day operations; supervising and training staff; caseload management including outreach and community collaborations; attending meetings and training; travel.
	Nutrition Education	Developing, implementing and evaluating education initiatives; attending meetings and training; travel.
Program Management	Breastfeeding	Developing, implementing and evaluating breastfeeding initiatives; staff training; attending meetings and training; travel.
	Special Formula	Tracking special formula authorization, follow-up and orders.
	FMNP	Farmers' Market planning and program management
	EBT	Planning, development and implementation of eWIC initiatives
	Lunch	
Other	Break	
	Leave	
BFPC	BFPC	Work related to and paid for out of Breastfeeding Peer Counseling Program funds
Non-WIC	Non-WIC	Work not paid for out of the WIC administrative grant

#### **Reports:**

LA Summary Report: Local Agency Summary reports are available for the LA Directors. Each Director has access to their own agency's reports. Summaries available are monthly, quarterly and yearly. **NOTE: For the purposes of this document, all data displayed in the following screen shots is sample data and not "actual" data for reporting**. To access the reports:

1. Hover your mouse over the "View" option, and then select "LA Summary".



#### **Monthly Summary Report**

2. At the Local Agency Summary screen, select the "Month" radio button then select a reporting month from the calendar dropdown.



By selecting the desired month/year, the report automatically generates the data for that month/year. The report heading will indicate the month and year selected. Each time the month/year is changed, the report automatically refreshes the data for the selected criteria.



#### **Quarterly Summary Report**

By selecting the "Quarter" radio button, the report automatically refreshes the data for the quarter starting with the month selected. The report heading changes to match the new report selection. Notice the totals change automatically as well. The quarter parameters can be changed the by changing the report start month in the calendar dropdown.



### **Yearly Summary Report**

By selecting the "Yearly" radio button, the report automatically refreshes the data for the year, starting with the month selected. The report heading changes to match the new report selection. If there is data dating back to the start month, your report will reflect this. The year parameters can be changed by changing the report start month in the calendar dropdown.

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AMARCOUX	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BDANIELSON	76.50	0	0	0	255	4065	0	0	0	0	0	0	0	270	0	0	0	0	4590
BLAMBERT	51.00	720	615	525	1020	0	0	0	0	0	0	0	0	180	0	0	0	0	3060
DLEVESQUE	42.50	1050	900	450	0	0	0	0	0	0	0	0	0	150	0	0	0	0	2550
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Note: To log out from the Local Agency Summary report, select Data Entry from the "view" menu and log out from the Data Entry screen.

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