

## Extranet Job Aid for Agency's Average Quarterly Fully Breastfeeding Percentages

1. Click the "Create Report"

The screenshot shows a web browser window titled "California WIC Extranet". The address bar contains the URL: `http://wicis1.wicprod.dhs.ca.gov/wiasp/newDocUnvListFrameTop.asp`. The browser's navigation bar includes buttons for Back, Forward, Stop, Refresh, Home, and Print. The date "Monday, October 11, 2010" is displayed in the top right corner of the page.

The main content area features the "WIC ExtraNet" logo and a navigation menu on the left. The menu items are: Home, WIC Reports, Just In..., My Reports, **Create Report**, Search Reports, Report Options, and Log out. The "Create Report" link is highlighted in yellow. A tooltip box is visible over the "Create a new report" link, containing the text "Create a new report".

The central part of the page displays the California WIC logo, which includes the text "CALIFORNIA wic" and "WOMEN, INFANTS & CHILDREN". Below the logo is the slogan "Families grow healthy with WIC". To the right of the logo, the "Our Mission..." section states: "We will provide to women, infants and children healthy food, and the knowledge and opportunity to make healthy choices in an atmosphere of dignity and respect, thus enhancing the potential for all Californians to enjoy a higher quality of life."

The Windows taskbar at the bottom shows the Start button, a taskbar with icons for various applications, and a taskbar with open windows: "CDPH Memo - Branch Me...", "California WIC Extran...", and "Inbox - Microsoft Outlook". The system tray on the right shows the date and time: "9:56 AM Monday".

## 2. Click the "Participation Universe"

California WIC Extranet

Back Forward Stop Refresh Home Print

WICExtraNet

Search for:

Refresh List Expand

Home

WIC Reports

Just In...

My Reports

**Create Report**

Search Reports

Report Options

Log out

This list was last refreshed: Oct 11 2010 13:14:50 .

Name	From	Date
<a href="#">Agency Snapshot Universe</a> (ASNAP)	Universe.	3/21/2009 9:32:51 PM
<a href="#">Breastfeeding Summary</a> (BF_SUMM)	Universe.	3/21/2009 9:29:51 PM
<a href="#">Combination Feeding Summary</a> (BFICSUMM)	Universe.	3/21/2009 9:32:11 PM
<a href="#">Participation Universe</a> (PARTCP)	Universe.	3/21/2009 9:54:58 PM
<a href="#">Summarized ISIS Information</a> (SUMMARY1)	Universe.	3/22/2009 8:34:43 AM
<a href="#">Unissued Prescription Detail</a> (UNISSDTL)	Universe.	3/21/2009 11:07:58 PM
<a href="#">ISIS Reporting Information</a> (WorkingA)	Universe.	3/21/2009 10:07:31 PM

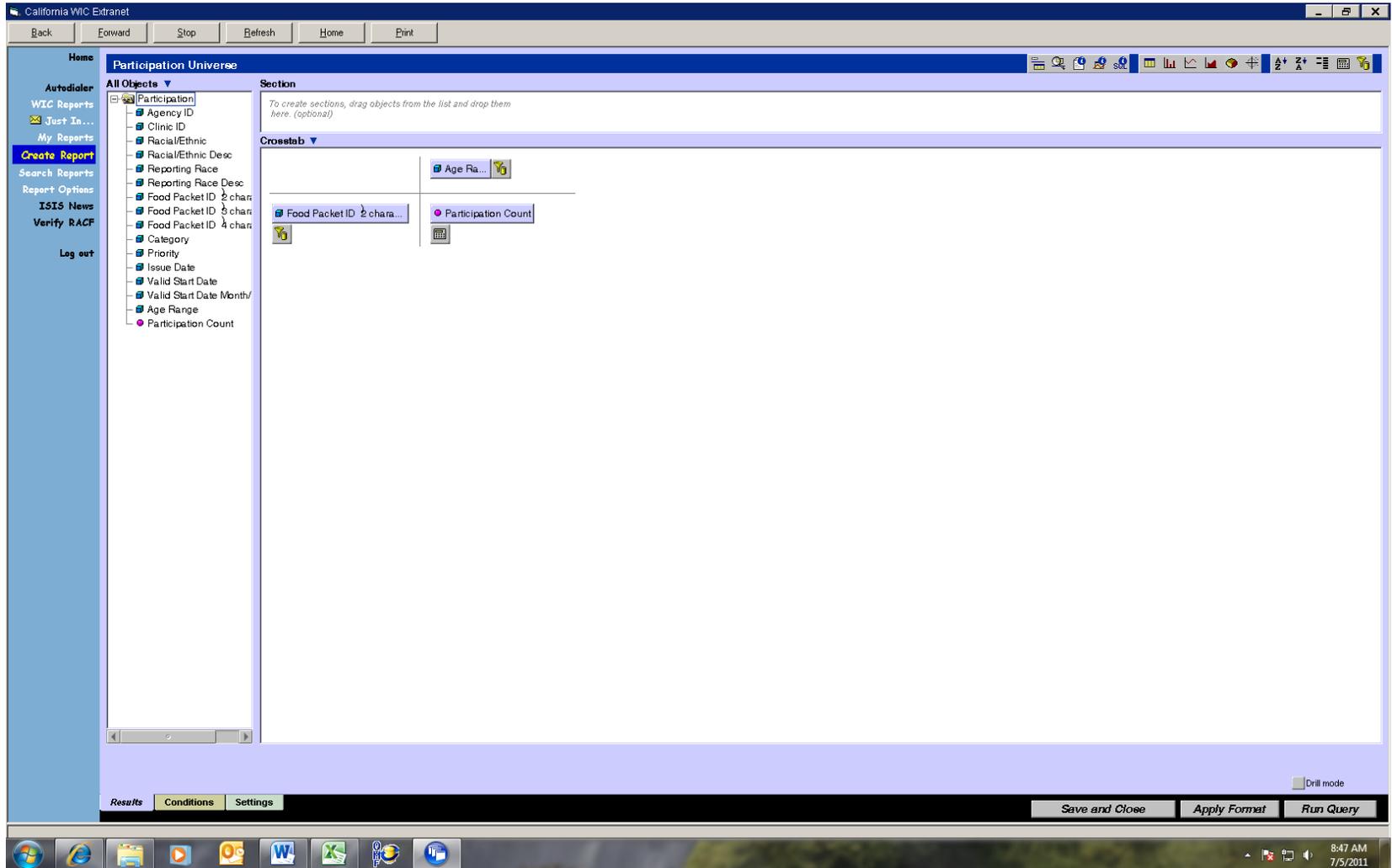
http://wicis1.wicprod.dhs.ca.gov/wiasp/newDocFrameTop.asp?univ=BF%5FSUMM

Start

CDPH Memo - Branc... Job Aide for Reporti... CDPH Memo - Branc... Inbox - Microsoft O... California WIC Extr... Links WICsave

1:15 PM Monday

3. Drag the objects to the right side: Food Packet ID 2 characters, Age Range, and Participation Count in the same format as shown below. Put the cursor on the “Participation Count” and click on the calculator icon located on the upper right hand corner. The calculator will appear below the “Participation Count”.



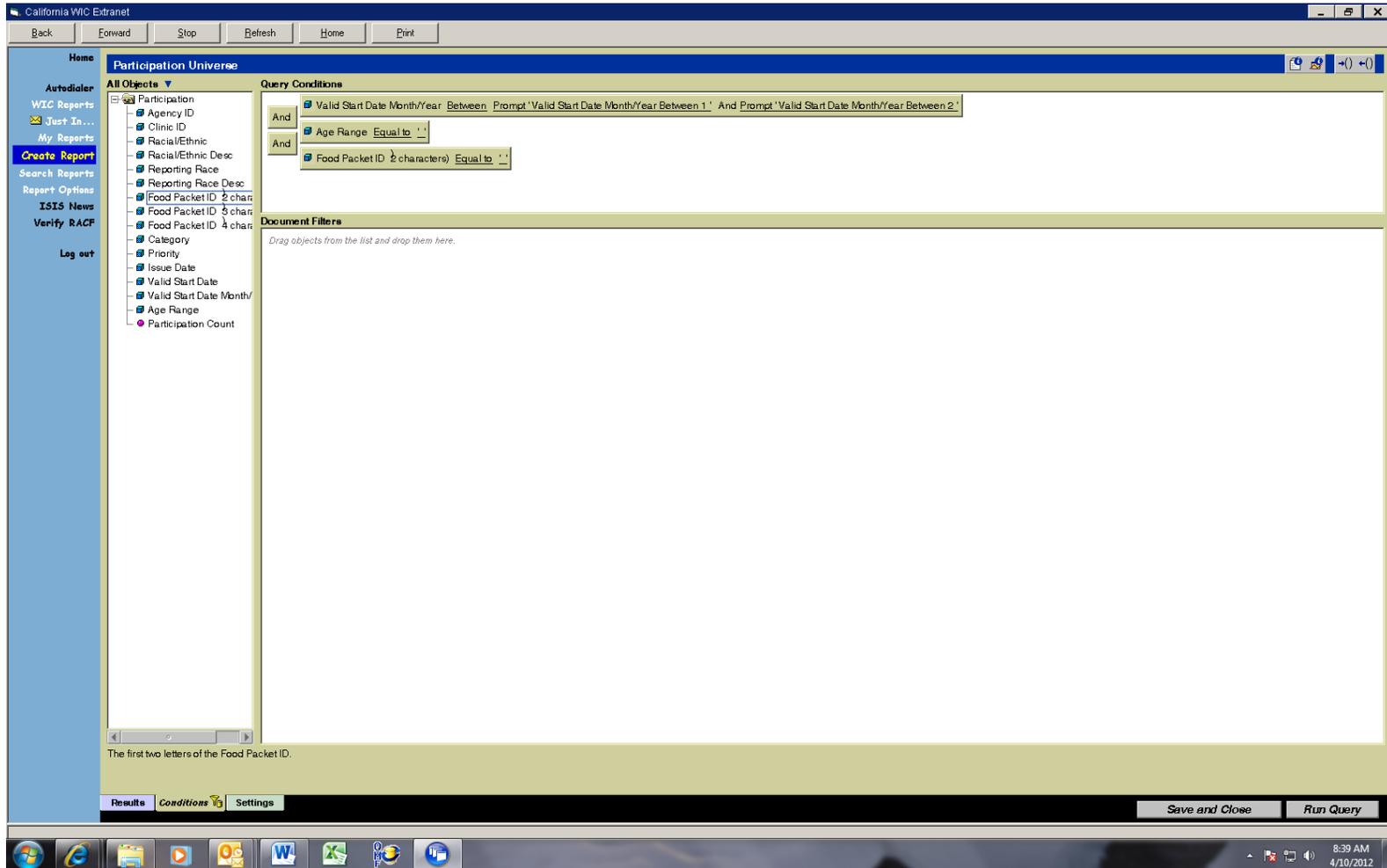
4. To get the sum and percentage of the data, triple click (left mouse) and check the “sum” and “percentage” boxes. Click OK.

The screenshot shows the California WIC Extranet interface. The main window is titled "Participation Universe" and contains a list of objects on the left and a crosstab area on the right. The "Calculations" dialog box is open, showing the following options:

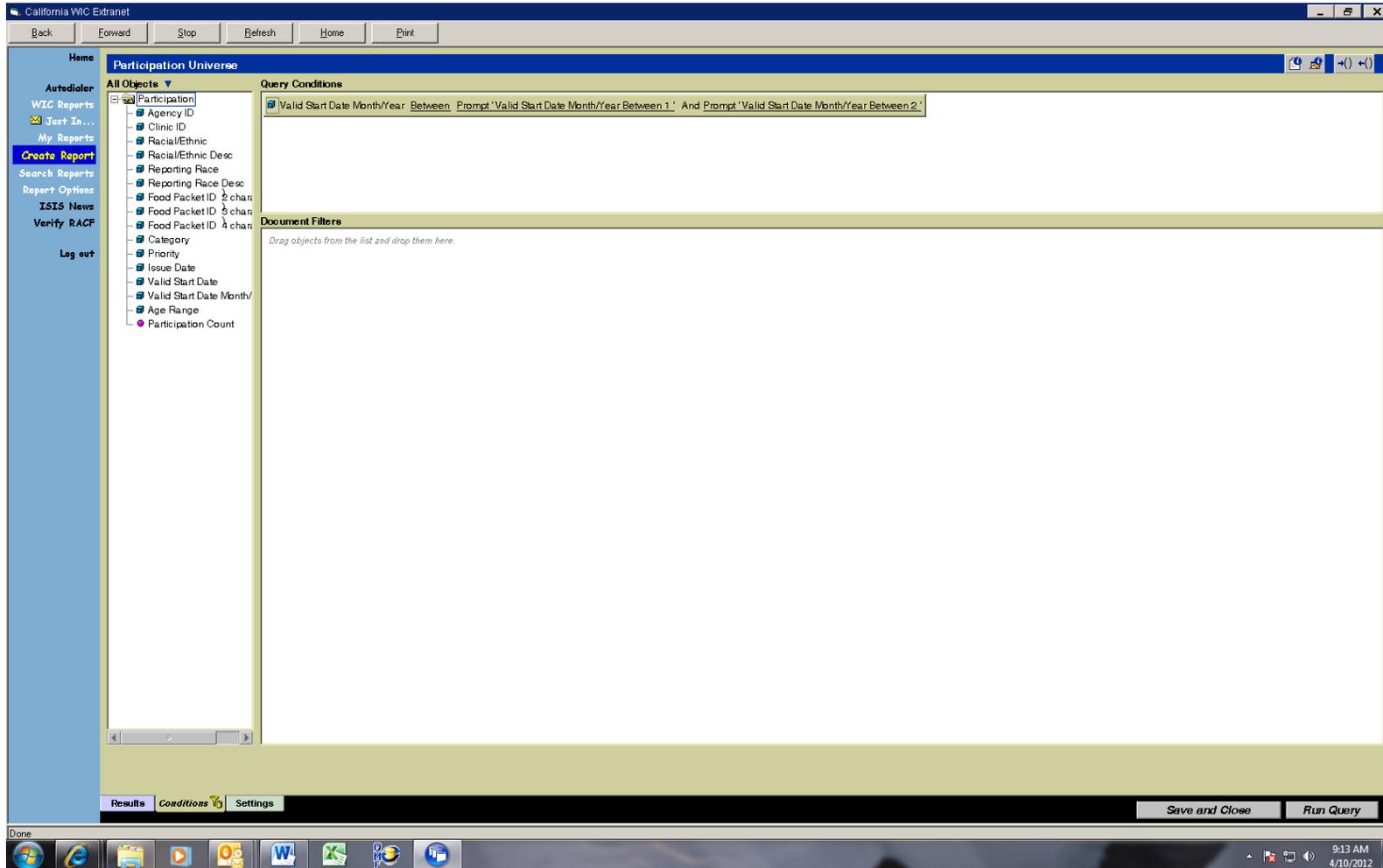
- Sum
- Count
- Average
- Minimum
- Maximum
- Percentage

The status bar at the bottom of the window displays "Count of Certified Participants Issued a Food Packet". The system tray at the bottom right shows the time as 2:25 PM on 7/5/2011.

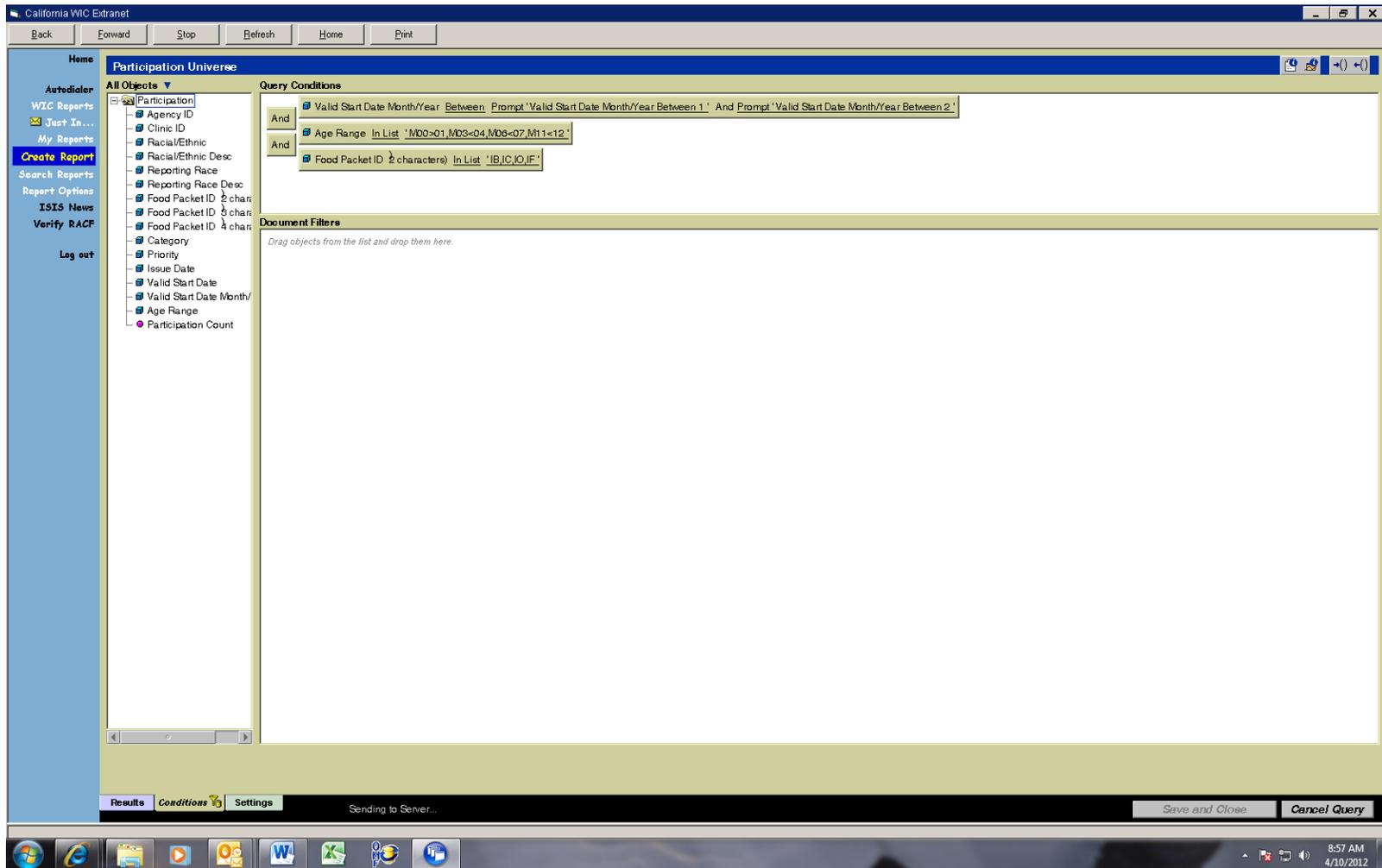
5. Click the Condition tab (on the bottom left) and drag the objects for Valid Start Date Month/Year, Age Range, and Food Packet ID 2 characters into the Query Conditions area.



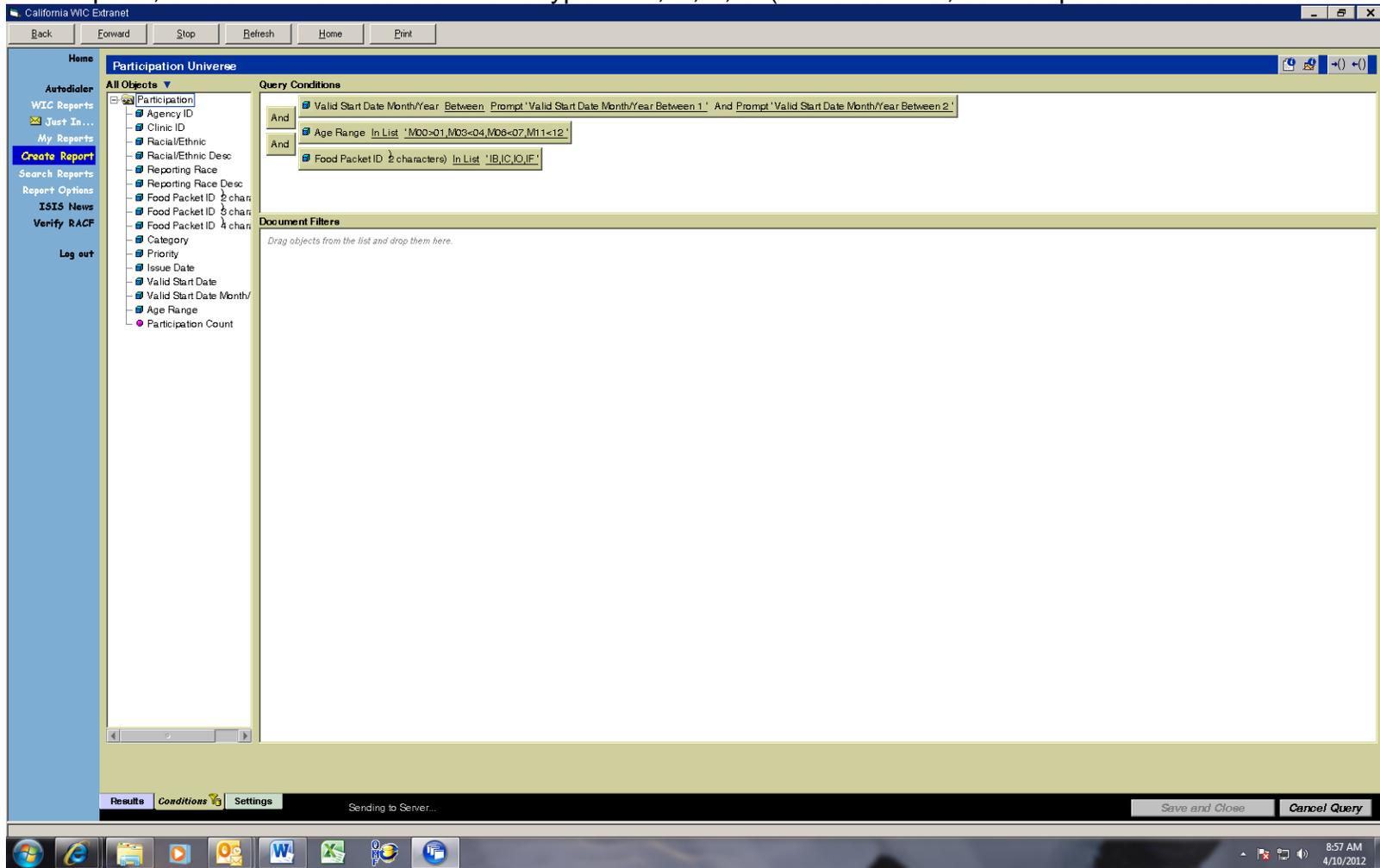
6. On the **Valid Start Date Month/Year**, click the word “Equal to” and choose “Between” from the drop down list. Click on the blank line in the middle of “Between” and “And” and choose “Enter a Prompt.” Click on the second blank line after the “and” and choose “Enter a Prompt.”



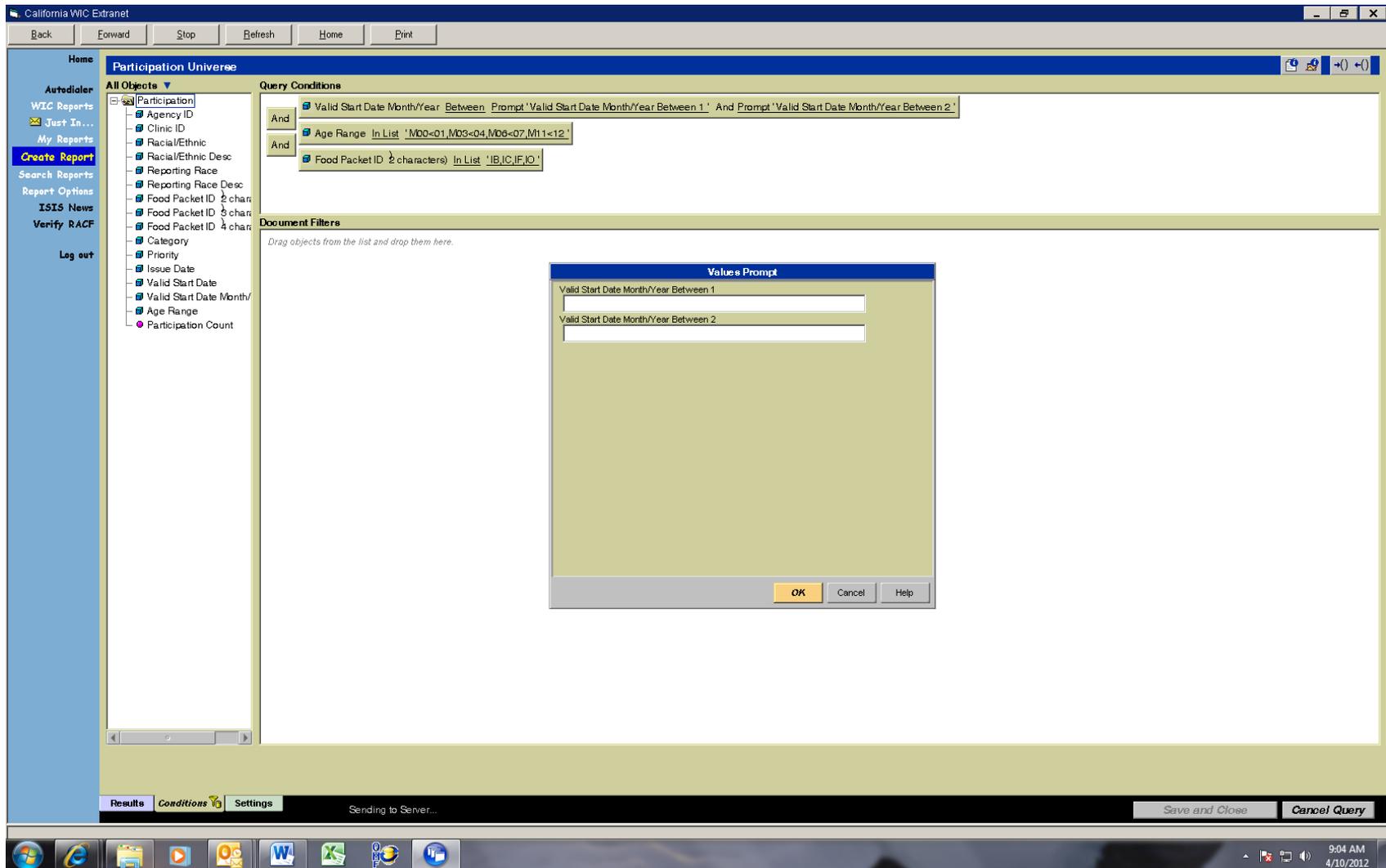
7. For **Age Range**, click on the “Equal to” and choose “In List” from the drop down list. Click in the blank space, choose “Enter a constant” and type in M00<01,M03<04,M06<07,M11<12 (with a comma, but no space between each set of numbers).



8. For **Food Packet ID 2 characters**, click on the “Equal to” and choose “In List” from the drop down list. Click in the blank space, choose “Enter a constant” and type in IB,IC,IF,IO (with a comma, but no space between each set of letters).



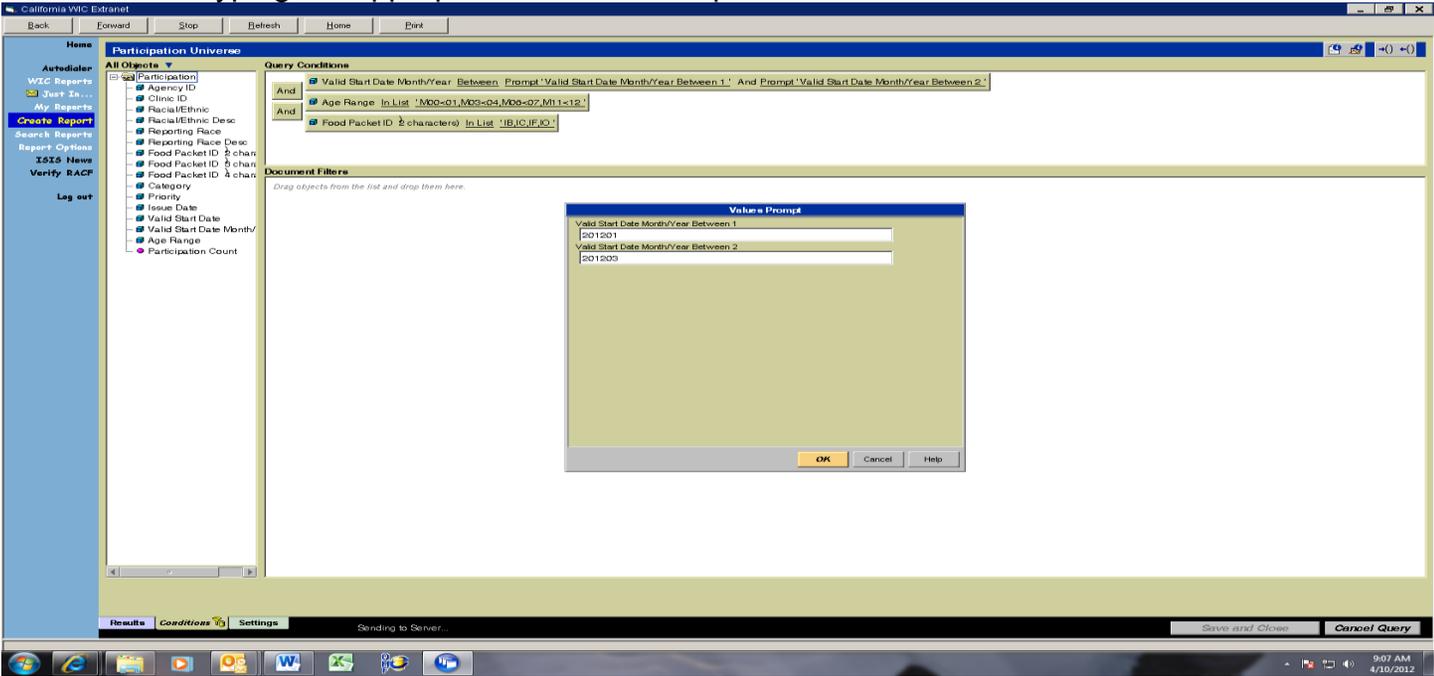
9. Click on Run Query at the right bottom of screen. You will get a Values Prompt box.



10. The table below will help you find the appropriate Values Prompt for each quarter. The table below shows the years and months you will need to type in the box. You will need to do this procedure four times, once for each quarter requested. This data will provide you with your agency's Average Quarterly Fully Breastfeeding Percentages.

For Federal Fiscal Quarters:	In the first white space, type:	In the second white space, type:
1 <sup>st</sup> Quarter: Oct-Dec (FFY 2010-11)	201010	201012
2 <sup>nd</sup> Quarter: Jan-Mar (FFY 2010-11)	201101	201103
1 <sup>st</sup> Quarter: Oct-Dec (FFY 2011-12)	201110	201112
2 <sup>nd</sup> Quarter: Jan-Mar (FFY 2011-12)	201201	201203

Click OK after typing the appropriate 'Values Prompt' in the box.



11. Your report will look like the one below. It shows the percent of IB (Fully), IC (Mostly BF), IF (Formula) and IO (Some BF) infants for ages 1 month, 3 months, 6 months and 12 months. Use this [Fully Breastfeeding Data](#) to complete Section B of the BPC Program Profile – FFY 2012-2013 (RFF Part I).

The screenshot shows a web browser window titled "California WIC Extranet". The main content area displays a table with the following data:

	M00<01		M03<04		M06<07		M11<12	
	Participation Count		Participation Count		Participation Count		Participation Count	
IB	33,346	48.96 %	15,345	21.05 %	12,919	17.15 %	8,823	14.58 %
IC	9,812	14.41 %	9,444	12.96 %	7,328	9.73 %	4,622	7.64 %
IF	23,326	34.25 %	42,550	58.38 %	50,201	66.63 %	43,459	71.80 %
IO	1,622	2.38 %	5,550	7.61 %	4,899	6.50 %	3,624	5.99 %
Sum:	68,106		72,889		75,347		60,528	
Percent:	24.60 %	100.00 %	26.33 %	100.00 %	27.21 %	100.00 %	21.86 %	100.00 %

The interface includes a left-hand navigation menu with options like "Autodialer", "WIC Reports", "Just In...", "My Reports", "Create Report", "Search Reports", "Report Options", "ISIS News", "Verify RACF", and "Log out". The top right of the report area shows "Download Drill Refresh Edit Save Send" and "Last refresh: 4/10/2012 09:10:28 AM". The Windows taskbar at the bottom shows the time as 9:10 AM on 4/10/2012.

12. After you have copied the data for the appropriate quarter and year, **click on Run Query again. You will need to do the same procedure four times** in order to obtain all requested average quarterly fully breastfeeding percentages. Record your values in the corresponding boxes located in Section B of the BPC Program Profile– FFY 2012–2013 (RFF Part I).