

Instructions Regarding BPC Program Caseload Data Requested in Section E1 of RFF Part I – California WIC BPC Program Profile:

It is important to note that in Section E1, the type of BPC Program caseload data and time periods we are requesting from your agency have changed. The Peer Counselor Database (PCDB) data we are now requesting are the number of new enrollments and participants receiving any services for each of the past 4 completed quarters (period of 4/1/11 through 3/31/12). To obtain this data, please follow these steps:

To obtain “New Enrollments” for each of the past 4 completed quarters:

1. Under the “Reports” heading, click on “Charts”
2. Under the “Enrollment Information” heading, click on “Participant Enrollments”

To obtain “Participants Receiving Any Services” for each of the past 4 completed quarters:

1. Under the “Reports” heading, click on “Charts”
2. Under the “Services” heading, click on “Participants Receiving Any Services”

Finally, on the last part of Section E1, there is a row where you will comment on the quarterly fluctuation and annual change in your new enrollments and participants receiving any services.