

JOB AID: HOW TO ENTER FARMERS' MARKET INVENTORY MAINTENANCE INFORMATION

Background The WIC Branch automated the FMNP Booklet Inventory maintenance process through the development of an inventory screen in the Integrated Statewide Information System (ISIS).

Purpose The FMNP inventory screens are used to:

- Receive Farmers' Market Nutrition Program Booklets
- Maintain Farmers' Market Nutrition Program Booklets:
Browse, Change and Void

Pathway to Farmers' Market Inventory screens You may access the FMNP Inventory screen as follows:

1. Main Menu
2. Local Administration Menu
3. Checkstock/ FMNP Inventory Menu
4. FMNP Booklet Inventory Menu

Once you access the FMNP Booklet Inventory Menu screen, you have the following options described on the next 4 pages:

- Receive FMNP Booklet Shipment
 - Maintain FMNP Booklet Inventory
 1. Browse
 2. Change
 3. Void
-

Status Codes The following status codes will display in the Browse FMNP Booklet Inventory screens:

- D - Damaged
- R - Redeemed
- I - Issued
- A - Available
- U - Unused
- V - Void

Note: Valid entries for reason code would be D, R, I, A, U and V on the Void FMNP Booklet Inventory screen.

FARMERS' MARKET INVENTORY

Local Agencies (LA) that participate in the Farmers' Market Nutrition Program will use the inventory screens to receive, browse and maintain check booklet disposition. LA must receive FMNP check booklets in their inventory screen in ISIS before issuing FMNP check booklets.

LOCAL ADMINISTRATION MENU

ILA00M01	CALIFORNIA WIC INFORMATION SYSTEM	5/08/11
100VMART	LOCAL ADMINISTRATION	09:15 AM

Type one of the following options, then press F11:

1. APPOINTMENT/CONTACT TYPE
- 2. CHECKSTOCK/FMNP INVENTORY**
3. CLINIC/VENDOR ZIP CODE
4. DAILY SCHEDULE
5. MONTHLY SCHEDULE
6. NUTRITION EDUCATION PLAN
7. NUTRITION EDUCATION ASSIGN CLINIC
8. CHANGE PRINTER INFORMATION
9. PARTICIPATION REPORTS
10. CHANGE CERTIFICATION DATES
11. DELETE DAILY SCHEDULE
12. IMMUNIZATION REPORTS
13. REFERRAL TYPE

Command ==>
 F: 1=Help 3=Exit 11=Done 12=Prev

- Option #2 on this menu reads, "CHECKSTOCK/FMNP INVENTORY"

LOCAL CHECKSTOCK INVENTORY MENU

ICI11M01 100VMART	CALIFORNIA WIC INFORMATION SYSTEM LOCAL CHECKSTOCK INVENTORY MENU	2/04/11 03:48 PM
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Type one of the following options, then press F11:

1. RECEIVE CHECKSTOCK
2. CHECKSTOCK ORDERS
3. SHIP CHECKSTOCK
4. INVENTORY REPORTS
5. MAINTAIN CHECKSTOCK INVENTORY
6. VOID TO CORRECT MISMATCH
7. LOGON TO PRINTER
- 8. FMNP BOOKLET INVENTORY**

Command ===>
F: 1=Help 3=Exit 11=Done 12=Prev

FMNP BOOKLET INVENTORY MENU

- Options on this menu include: RECEIVE BOOKLETS and MAINTAIN BOOKLET INVENTORY.

IFM00M01 100VMART	CALIFORNIA WIC INFORMATION SYSTEM FMNP BOOKLET INVENTORY MENU	1/09/11 2:04 PM
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Type one of the following options, then press F11: ____

1. RECEIVE BOOKLETS
2. MAINTAIN BOOKLET INVENTORY

Command===>
F: 1=Help 3=Exit 11=Done 12=Prev

RECEIVE FMNP CHECK BOOKLET SHIPMENT SCREEN

- Before any FMNP checks can be issued, they must be received into each clinic's inventory using the **RECEIVE FMNP CHECKS** screen. Clinic ID, Date Received and at least one booklet number will be required on this screen. Date Received field will automatically display today's date but users will be able to change this date to a past date within the same year.
- After keying all the required information, you will need to press F6 or F11 to save the information.

IFM02M01 100VMART	CALIFORNIA WIC INFORMATION SYSTEM RECEIVE FMNP BOOKLET SHIPMENT	1/09/11 03:22 PM
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Enter a range of booklets and/or individual booklets to receive,
and press F6-Save or F11-Done.

CLINIC ID: _____
DATE RECEIVED: 01 09 06

BOOKLET NUMBERS
RANGE: 10 _____ TO 10 _____

INDIVIDUAL BOOKLETS: 10 _____
10 _____
10 _____
10 _____
10 _____

Command ===>
F: 1=Help 2=Clear 3=Exit 4=Opt 6=Save 11=Done 12=Prev

1. MAINTAIN FMNP BOOKLET INVENTORY MENU (option 2 from FMNP Booklet Inventory menu)

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IFM01M01          CALIFORNIA WIC INFORMATION SYSTEM          1/17/11 100VMART
MAINTAIN FMNP BOOKLET INVENTORY          08:04 AM

Type one of the following options, then press F11:

    1. BROWSE
    2. CHANGE
    3. VOID

Command ==>
F: 1=Help 3=Exit 11=Done 12=Prev
    
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BROWSE FMNP BOOKLET INVENTORY SCREEN

- Browse allows local agencies to browse online coupon booklets assigned to their clinic and other clinics within their agency, and to view the disposition of the coupon booklets.

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IFM03M01          CALIFORNIA WIC INFORMATION SYSTEM          5/08/11
100VMART          BROWSE FMNP BOOKLET INVENTORY          10:53 AM

Type the Booklet Number and press F5 to retrieve.
  BOOKLET NUMBER: 10 1110075

LASTMODUSER: 100AHALE  LASTMODDATE: 05/07/2011

CLINIC ID: 001  CLINIC NAME: TEST AGENCY FOR RI NEEDS

INDIVIDUAL ID:

COUPON NUMBER  STATUS  STATUS DATE
    21          D      05/07/2011
    22          D      05/07/2011
    23          D      05/07/2011
    24          D      05/07/2011
    25          D      05/07/2011

Command ==>
F: 1=Help 3=Exit 4=Options 5=Retrieve 11=Done 12=Prev
    
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CHANGE FMNP BOOKLET INVENTORY SCREEN

- Change allows local agencies to correct errors made to the Clinic ID that were previously made on the RECEIVE FMNP BOOKLET SHIPMENT screen. It can also be used to move check booklets to another Clinic within their Agency.
- To move check booklets to another Clinic within their Agency, users enter the Clinic ID that they would like to move the booklets to and press F6 or F11.

IFM04M01 100VMART	CALIFORNIA WIC INFORMATION SYSTEM CHANGE FMNP BOOKLET INVENTORY	2/05/11 01:10 PM
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Enter a range of booklets and/or individual booklets to change, the new Clinic ID and press F6-Save or F11-Done.

CLINIC ID: _____

BOOKLET NUMBERS
RANGE: 10 _____ TO 10 _____

INDIVIDUAL BOOKLETS: 10 _____
10 _____
10 _____
10 _____
10 _____

Command ==>
F: 1=Help 2=Clear 3=Exit 4=Options 6=Save 11=Done 12=Prev

VOID FMNP BOOKLET INVENTORY SCREEN

- Be careful when voiding FMNP booklets. VOID checks cannot be issued to participants. VOID must be used to void damaged, returned, lost, or stolen check booklets at any time during the FMNP season.
- Users will also use this screen to record unused check booklets that have already been issued to a family.

IFM05M01 100VMART	CALIFORNIA WIC INFORMATION SYSTEM VOID FMNP BOOKLET INVENTORY	2/06/11 08:07 AM
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- REASON CODE : D
- DESCRIPTION : Damaged
- INDIVIDUAL BOOKLET: 10 _____
10 _____
10 _____
10 _____
10 _____
- Command ==>
- F: 1=Help 2=Clear 3=Exit 4=Options 6=Save 11 Done 12=Prev

JOB AID: How to Assign Farmers' Market Check Booklets to WIC Family

How to Assign FMNP Check Booklets to families

There are two ways to assign a FMNP check booklet to a family. 1) From the **Food Instrument Menu** Screen, select **Option 11. Farmers' Market** and enter a Family ID and press F11.

IFI00M01	CALIFORNIA WIC INFORMATION SYSTEM	1/18/11
100VMART	FOOD INSTRUMENTS MENU	10:59 AM

Type one of the following options, an ID number if known, then press F11: __
 FAMILY ID: _____
 INDIVIDUAL ID: _____

1. PREPARE PACKAGES TO PRINT
2. PRINT PACKAGES (NO ID NEEDED)
3. VOID FOOD INSTRUMENTS (NO ID NEEDED)
4. CHANGE PRESCRIPTION
5. CHANGE ISSUED FOOD PACKAGES
6. BROWSE FAMILY ISSUED FOOD PACKAGES
7. BROWSE PRINTED FOOD INSTRUMENTS BY FAMILY ID
8. BROWSE PREPARE FAMILY PACKAGES
9. FOOD PRESCRIPTIONS - EXCEPTIONS
10. IMMUNIZATION
- 11. FARMERS' MARKET**

Command ==>
 F: 1=Help 2=Clear 3=Exit 11=Done 12=Prev

2) From the **Food Instrument Menu Screen**, select **Option 1. Prepare packages to print**, enter a Family ID and press F11.

Insert Check Serial Number

IFM10M01	CALIFORNIA WIC INFORMATION SYSTEM			
6/19/11				
100VMART	FARMERS' MARKET			
2:04 PM				
FAMILY NAME:	ROLINDA	SANCHEZ	FAMILY ID:	
RS201401292				
FIRST NAME	LAST NAME	CATEGORY	BOOKLET	ISSUE DATE
RETURN				
ROLINDA	SANCHEZ	C	411 <u>1111111</u>	06/19/11
—				

Command ==>
 F: 1=Help 4=Options 11=Done 12=Prev

The first screen in this path is where you assign a booklet to a participant or the IFM10M01 screen. Clinic sites where FMNP checks will be issued must first be activated by the State Administrator or FMNP Coordinator for this screen to show. When the following screen appears, input the last 7 digits of the FMNP check serial number located at the top right corner of the FMNP check booklet on the space provided and press F11. This function must be used every time a FMNP check booklet is issued.

IFM10M01	CALIFORNIA WIC INFORMATION SYSTEM	1/18/11
100VMART	FARMERS' MARKET	10:54 AM
FAMILY NAME: VERONICA MARTINEZ FAMILY ID: VM811505210		
BOOKLET	ISSUE DATE	RETURN
10 _____		
Command ==>		
F: 1=Help 4=Options 11=Done 12=Prev		

The second screen in the path will be a screen displaying the disposition status of each check issued to this family for the last two seasons.

IFM11M01	CALIFORNIA WIC INFORMATION SYSTEM	1/18/11			
100VMART	FARMERS' MARKET CHECK HISTORY	10:54 AM			
FAMILY NAME: VERONICA MARTINEZ FAMILY ID: VM811505210					
CHECK #	STATUS	STATUS DATE	CHECK #	STATUS	STATUS DATE
10 0001000	R	11/06/2011			
11 0001000	I	06/20/2011			
12 0001000	R	11/06/2011			
13 0001000	R	11/06/2011			
14 0001000	I	06/20/2011			
55 0001000	R	11/06/2010			
56 0001000	R	11/06/2010			
57 0001000	R	11/06/2010			
58 0001000	R	11/06/2010			
59 0001000	R	11/06/2010			
Command ==>					
F: 1=Help 4=Options 11=Done 12=Prev					

How to

enter information

Follow the steps below to enter the necessary information at the Farmers' Market Screen to **return** a FMNP check booklet.

<u>Step</u>	Action
	<ul style="list-style-type: none"> • After a check booklet is issued it may be returned for two reasons: <ol style="list-style-type: none"> 1. To be issued to another participant; or 2. If it has been damaged. • To return a check, use the RETURN field on the Farmers' Market screen. • Valid entries are U=Unused and D=Damaged. • Put the appropriate code, either U or D, in the return field and press F11. <p>If you enter "U" and press F11, ISIS will take you to the 'Prepare Family Packages screen.' The user needs to put a 0 for months to issue then press F11 to save the information.</p>

IFM10M01		CALIFORNIA WIC INFORMATION SYSTEM		
6/19/11				
100VMART		FARMERS' MARKET		
2:04 PM				
FAMILY NAME:		ROLINDA	SANCHEZ	FAMILY ID:
RS201401292				
FIRST NAME	LAST NAME	CATEGORY	BOOKLET	ISSUE
DATE	RETURN			
ROLINDA	SANCHEZ	C	411	<u>1111111</u>
06/19/11	<u>U</u>			

How to enter information

Follow the steps below to enter the necessary information at the Farmer's Market Screen to enter a FMNP check booklet as **damaged**.

<u>Step</u>	<u>Action</u>
	<ul style="list-style-type: none"> Once on the Farmers' Market screen and A "D" is entered a box will pop up confirming you want to enter a damaged booklet. You will need to retype the booklet serial number you want to enter as damaged and press F11. If you do not want to enter the booklet as damaged then press F3 cancel. When you proceed with entering the booklet as damaged and press F11, the Booklet field clears and you are returned to the Farmers' Market screen.

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IFM10M01          CALIFORNIA WIC INFORMATION SYSTEM          6/21/11
100VMART          FARMERS' MARKET                          02:16 PM

FAMILY NAME: MARCELINA      ROMERO      FAMILY ID: MR021101219

FIRST NAME  LAST NAME  CATEGORY  BOOKLET  ISSUE DATE  RETURN
MARCELINA  ROMERO      P         41 1110821  06/21/2011  D

+-----+
| To confirm voiding of damaged booklet, |
| re-enter damaged Booklet Number and   |
| press F11, or F3 to cancel void.      |
|                                         |
| MARAANA      ROMERO                    |
| Booklet Number:                         |
|                                         |
| F3=Cancel  F11=Process                  |
+-----+

Command ==> F: 1=Help 4=Options 11=Done 12=Prev
    
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