

Complete the following steps to access the Cascades WA WIC Separation of Duties Post PHE waiver report

| Steps | Cascades Screen |
|--|-----------------|
| <p>From the Family Services Menu</p> <ul style="list-style-type: none"> • Select Reporting • Click on Generate Reports • Choose Clinic from the Reports dropdown list | |
| <p>Sort by Report Name and click on the report title to select</p> <ul style="list-style-type: none"> • The report title is: WA WIC Separation of Duties - post PHE waiver | |
| <p>Enter the report criteria</p> <ul style="list-style-type: none"> • Select the Report Type. • Select the Start Date for the review timeframe. • Select the End Date for the review timeframe. • Select the Local Agency/Clinic • Press View Report <p>Note: Entering future dates slows down the search and produces errors.</p> | |



Staff Tool: WA WIC Separation of Duties Post PHE Waiver Report



| Steps | Cascades Screen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|------------------|-------------------------------|------------------|--------------|--|-------------|-------------|---------------|------------------|----------------|--------------------------|------------------------|--|-------------|-------------|-----------|-----------|----------------|--------------------------|------------------------|------------|----------------------------|--------------|--|--|--|---|--|-----------|----------|-----------|----------|-----------|-----------|-----------|--|----------------------------|--------------|--|--|--|---|-------------------|-----------|----------|-----------|----------|-----------|-----------|-----------|--|----------------------------|--------------|--|--|--|---|--|-----------|----------|-----------|----------|-----------|-----------|-----------|--|----------------------------|--------------|--|--|--|---|--|-----------|----------|-----------|----------|-----------|-----------|-----------|--|----------------------------|--------------|--|--|--|---|--|-----------|----------|-----------|----------|-----------|-----------|-----------|--|----------------------------|--------------|--|--|--|---|--|-----------|----------|-----------|----------|-----------|-----------|-----------|--|----------------------------|--------------|--|--|--|---|--------------------------------|-----------|----------|-----------|----------|-----------|-----------|-----------|--|
| <p>Obtain results</p> <p>The report includes all participants who had a certification completed within the report Start Date and End Date and the Separation of Duties requirement wasn't met.</p> <p>The report filters out certifications where the individual's adjunctive eligibility was verified by the ProviderOne search in Cascades. These certifications meet the separation of duties requirement.</p> <p>Note: To protect confidentiality, participant and staff information aren't shown in the example.</p> | <div data-bbox="705 293 1944 948"> <p>WA WIC Separation of Duties Report: Post PHE Waiver</p> <p>Local Agency Name: Public Health Seattle King County Run Date and Time: 3/29/2024 9:51:51 AM</p> <table border="1" data-bbox="1188 420 1520 513"> <thead> <tr> <th>FFF Infants</th> <th>Review 10% of Remaining Files</th> <th>Total Rows</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>7</td> </tr> </tbody> </table> <table border="1" data-bbox="705 526 1944 948"> <thead> <tr> <th>Clinic Name</th> <th>Family WIC ID</th> <th>Parent/ Guardian</th> <th>Participant ID</th> <th>Participant Name</th> <th>WIC Category</th> <th>Infant Issued Formula at Certification</th> <th>Income Date</th> <th>Income Time</th> <th>Risk Date</th> <th>Risk Time</th> <th>Date Certified</th> <th>Certification Start Date</th> <th>Certification End Date</th> <th>Staff Name</th> </tr> </thead> <tbody> <tr> <td>PHSKC-Auburn PHC-Auburn</td> <td>F09300005706</td> <td></td> <td></td> <td></td> <td>P</td> <td></td> <td>3/18/2024</td> <td>11:51:20</td> <td>3/18/2024</td> <td>11:52:40</td> <td>3/18/2024</td> <td>3/18/2024</td> <td>9/30/2024</td> <td></td> </tr> <tr> <td>PHSKC-Auburn PHC-Auburn</td> <td>F09300005706</td> <td></td> <td></td> <td></td> <td>I</td> <td>Fully Formula Fed</td> <td>3/18/2024</td> <td>11:51:20</td> <td>3/18/2024</td> <td>11:53:20</td> <td>3/18/2024</td> <td>3/18/2024</td> <td>1/31/2025</td> <td></td> </tr> <tr> <td>PHSKC-Auburn PHC-Auburn</td> <td>F09300005706</td> <td></td> <td></td> <td></td> <td>I</td> <td></td> <td>3/18/2024</td> <td>11:51:20</td> <td>3/18/2024</td> <td>11:53:56</td> <td>3/18/2024</td> <td>3/18/2024</td> <td>1/31/2025</td> <td></td> </tr> <tr> <td>PHSKC-Auburn PHC-Auburn</td> <td>F09300005708</td> <td></td> <td></td> <td></td> <td>B</td> <td></td> <td>3/18/2024</td> <td>12:20:03</td> <td>3/18/2024</td> <td>12:22:23</td> <td>3/18/2024</td> <td>3/18/2024</td> <td>2/28/2025</td> <td></td> </tr> <tr> <td>PHSKC-Auburn PHC-Auburn</td> <td>F09300005709</td> <td></td> <td></td> <td></td> <td>C</td> <td></td> <td>3/26/2024</td> <td>12:44:53</td> <td>3/26/2024</td> <td>12:45:17</td> <td>3/26/2024</td> <td>3/26/2024</td> <td>3/31/2025</td> <td></td> </tr> <tr> <td>PHSKC-Auburn PHC-Auburn</td> <td>F09300005710</td> <td></td> <td></td> <td></td> <td>B</td> <td></td> <td>3/29/2024</td> <td>09:48:01</td> <td>3/29/2024</td> <td>09:50:11</td> <td>3/29/2024</td> <td>3/29/2024</td> <td>1/31/2025</td> <td></td> </tr> <tr> <td>PHSKC-Auburn PHC-Auburn</td> <td>F09300005710</td> <td></td> <td></td> <td></td> <td>I</td> <td>Partially Breastfed > half pkg</td> <td>3/29/2024</td> <td>09:48:01</td> <td>3/29/2024</td> <td>09:49:01</td> <td>3/29/2024</td> <td>3/29/2024</td> <td>1/31/2025</td> <td></td> </tr> </tbody> </table> </div> | FFF Infants | Review 10% of Remaining Files | Total Rows | 1 | 1 | 7 | Clinic Name | Family WIC ID | Parent/ Guardian | Participant ID | Participant Name | WIC Category | Infant Issued Formula at Certification | Income Date | Income Time | Risk Date | Risk Time | Date Certified | Certification Start Date | Certification End Date | Staff Name | PHSKC-Auburn PHC-Auburn | F09300005706 | | | | P | | 3/18/2024 | 11:51:20 | 3/18/2024 | 11:52:40 | 3/18/2024 | 3/18/2024 | 9/30/2024 | | PHSKC-Auburn PHC-Auburn | F09300005706 | | | | I | Fully Formula Fed | 3/18/2024 | 11:51:20 | 3/18/2024 | 11:53:20 | 3/18/2024 | 3/18/2024 | 1/31/2025 | | PHSKC-Auburn PHC-Auburn | F09300005706 | | | | I | | 3/18/2024 | 11:51:20 | 3/18/2024 | 11:53:56 | 3/18/2024 | 3/18/2024 | 1/31/2025 | | PHSKC-Auburn PHC-Auburn | F09300005708 | | | | B | | 3/18/2024 | 12:20:03 | 3/18/2024 | 12:22:23 | 3/18/2024 | 3/18/2024 | 2/28/2025 | | PHSKC-Auburn PHC-Auburn | F09300005709 | | | | C | | 3/26/2024 | 12:44:53 | 3/26/2024 | 12:45:17 | 3/26/2024 | 3/26/2024 | 3/31/2025 | | PHSKC-Auburn PHC-Auburn | F09300005710 | | | | B | | 3/29/2024 | 09:48:01 | 3/29/2024 | 09:50:11 | 3/29/2024 | 3/29/2024 | 1/31/2025 | | PHSKC-Auburn PHC-Auburn | F09300005710 | | | | I | Partially Breastfed > half pkg | 3/29/2024 | 09:48:01 | 3/29/2024 | 09:49:01 | 3/29/2024 | 3/29/2024 | 1/31/2025 | |
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| <p>SOD Post PHE Waiver Review Requirements</p> <ul style="list-style-type: none"> All fully formula fed infant certifications not meeting SOD. Random 10% of the remaining certifications not meeting SOD. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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