HuBERT Software Release Document 2.40

IMPLEMENTATION DATE: DECEMBER 11, 2021

11/10/2021

Please Review: All WIC Coordinators and WIC Staff that Use the HuBERT Application

Contents

Document Overview

This document provides information that impacts the MN WIC HuBERT system. Although other changes may have been made to the source code (software) and may be utilized by other states using the SPIRIT system, only those that affect MN clinic and back-end functionality are included in this document.

Release Overview

Release 2.40 includes bug fixes, back-end changes to the End-of-Day (EOD) and End-of-Month (EOM) processes, and information about changes to EOM reports.

Installation Reminders

Since HuBERT Release installations tend to use a lot of your local or county bandwidth, we encourage you to communicate with your local or county IT about this HuBERT Release installation.

The following are some reminders about installing the Release to your HuBERT workstation:

- The installation can be performed during the weekend; the process can be started any time **after 12:00PM on Sunday, December 12, 2021.**

- If you do not have clinic on Monday, December 13, please wait to install the Release until the next time you have clinic.

- If you have machines that are not being used, they do not need to be updated on Monday, December 13. Wait to update them until the next time they are used.

Installation

Release 2.40 will immediately install the first time you log into HuBERT after December 11, 2021.

The following are steps to ensure a successful installation:

Step 1: Start your computer.

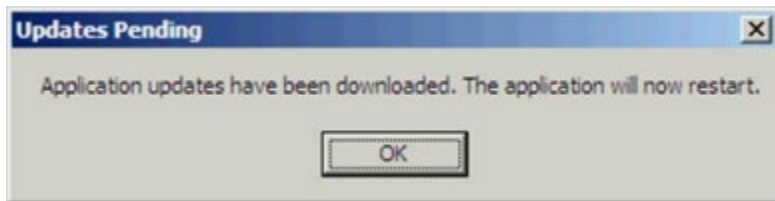> **NOTE!** All other applications must be closed before opening and logging into HuBERT.

Step 2: Open HuBERT by double-clicking the Clinic icon on your desktop.

Step 3: Log into HuBERT.

Step 4: Release 2.40 will automatically download.

> **NOTE!** The amount of time it takes download the Release can vary greatly depending on the speed of your Local Agency connection, and the number of other HuBERT users also downloading this Release at the same time.

Step 5: Once the download is complete, the application will need to restart. Click OK on the message.

Step 6: Log into HuBERT again once the login prompt displays.

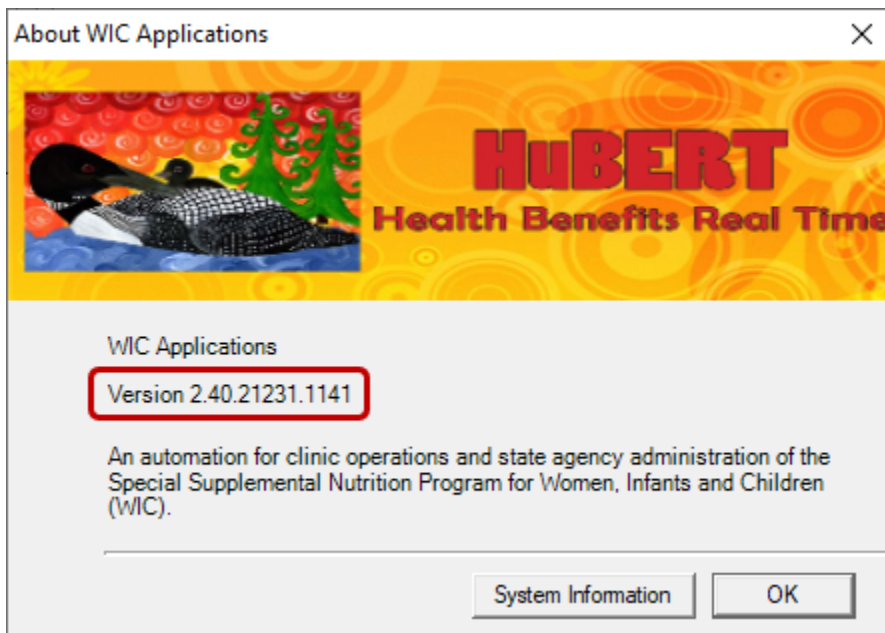Step 7: **Reset Local Reference Data**

NOTE! Resetting local reference data is essential for the Release to complete its installation. Errors may occur if you fail to Reset Local Reference Data before using HuBERT.

Installation Problems?

Please contact the MN Help Desk using the urgent line (1.800.488.8799; press 2, 1) if you experience any problems with the Release 2.40 installation.

Successful Installation – Version Number

Once Release 2.40 has been installed, you can verify the current version to ensure the download was successful by clicking Help >> About WIC. The version number should be 2.40.21231.1141

Risk Analysis

The risk factor associated with this update is rated an 8 on a scale of 1-10 due to the following reasons:

- Several bug defect fixes

- EOM changes for SPIRIT Web (moving from legacy EOM to Batch Processing)

- This release includes multiple database scripts to update the Minnesota database to ensure that the delivered bug fixes and enhancements function appropriately.

Up-to-Date Information about Existing Software Issues

The Identified Issues with Current HuBERT Release page on the MDH WIC website provides up-to-date information about any currently existing issues and any issues identified after Release 2.40 is installed on Production.

To navigate to this page: Information for Local Agencies >> WIC Information System >> Software Communications >> Identified Issues with Current HuBERT Releases.

Software Changes in HuBERT

End-of-Day (EOD) Enhancements

Mostly-Breastfed Infants 0-1 Months of Age Not Issued Benefits Will Be Counted if their Mother is Issued Benefits (ENH-493)

Description: Per the Federal Regulations, a mostly-breastfed infant may receive up to 1 can of formula for the first month, but this may not be the standard issuance (i.e. the default food package).

Fix: EOD has been modified to count a mostly-breastfed infant 0-1 month old if they haven't been issued the first set of benefits and their mother was issued benefits for that month.

Bug Fixes

System Does not Auto-Terminate Fully Breastfeeding Infants Less than 6 Months Old when Their Linked Mother Is Terminated for Failure to Pick-up (TMP-26)

Description: Fully breastfed infants less than 6 months old do not have a last Last Date to Use (LDTU), which is used to trigger the system's auto-termination for failure to pick-up. Without the LDTU, the system is not terminating these infants when their linked mother is terminated.

Fix: Fully breastfed infants without food benefits will be auto-terminated by the system when their linked mother is terminated for failure to pick-up.

End-of-Day (EOD) Removes One Year Food Prescription when Pseudo-Cert Created Due to Change from Infant to Child (TMP-344)

Description: When a child turns one-year-old, the EOD process creates a pseudo-cert and changes them from infant to child. At the same time, if they have an existing child food package, the system is also auto-deleting the one-year food package.

Fix: The food package will no longer be deleted when the one-year pseudo-cert is created.
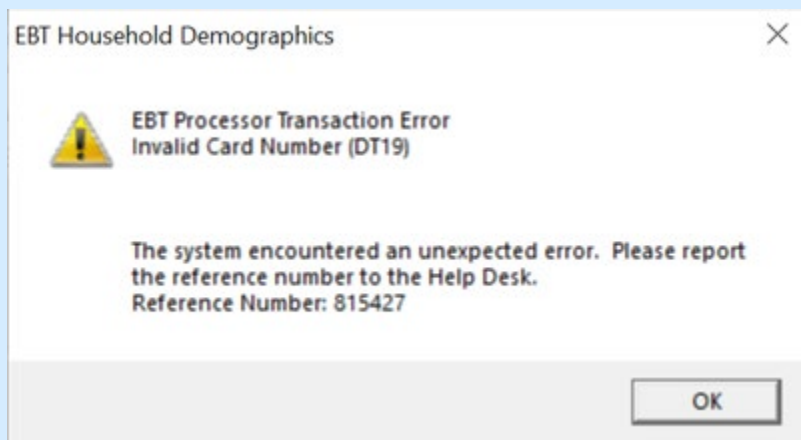
Unable to Complete Change Household ID Guided Script if the WIC Card Is Deactivated Prior to Starting (CDP-332)

Description: When the WIC Card is deactivated prior to starting the Change Household ID Guided Script, a value is saved to the GSCHANGEHOUSEHOLDID database table and results in the Household ID change process not completing. This, in turn, prevents other household members' folders from being opened and benefits being issued. Currently, in order to resolve the issue, the MN Help Desk has to run SQL to change the value in the table.

Fix: The system will generate an error that corrects for this issue and allows the Remove Cards screen to be completed.
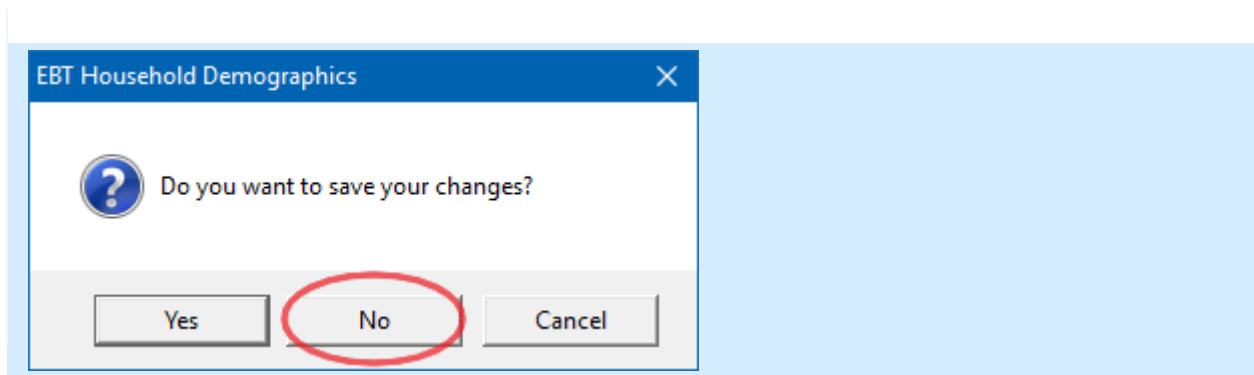
Training Note! If a WIC Card is deactivated prior to starting the Change Household ID Guided Script, it can be completed as usual up to the *Remove Cards* screen.

When you click the **Send EBT Data** button in the *Remove Cards* screen, an *EBT Processor Transaction Error Invalid Card Number (DT19)* message displays:

Click **OK** on the error message.

Next, a message displays asking if you want to save your changes. Click the **No button** (if you click Yes, you are returned to the Remove Cards screen).

End-of-Month (EOM) Reports

End-of-month reports will no longer be generated as part of the EOM process. This change is in preparation for the implementation of WINNIE, which will not provide any system on-demand reports.

Re-created EOM Reports Still Available in Infoview

The following EOM reports have been re-created in order to be run independent of HuBERT. These reports will continue to be posted in the AGENCY EOM folder every month beginning November, 2021:

AGENCY EOM Folder	Report	Revisions/New Reports

Minnesota Reports	Summary Statistics Report	▪ Divided into three separate Summary Statistics Reports:
		  ▪ Currently Certified Infants and Children Risk Code Profile
		  ▪ Currently Certified Women Risk Code Profile
		  ▪ Documented Program Eligibility (DPE) Profile
		▪ Income Profile has been removed.

Minnesota Reports	Summary Statistics Report - Breastfeeding	▪ No change – still provides Breastfed Ever, Breastfed Ever & Currently Breastfed, and When Breastfeeding Stopped information

EOM Reports No Longer Available in Infoview after October 2021

Some of the EOM reports previously posted to the Infoview AGENCY EOM folder every month will no longer be posted to Infoview after October 2021.

The following table provides information about the availability of these reports in HuBERT or alternative reports that could be used to obtain similar information.

AGENCY EOM Folder	Report	Available in HuBERT or Other Report Options
Minnesota Reports	Initial and Closeout Participation by Clinic, Agency and Grantee	▪ Available in HuBERT Reports Environment: State Office module ▪ Posted to the Monthly Participation page on the MDH WIC website
Optional Caseload Reports	Reported Participation Monthly	▪ Year-to-Date Participation Monthly (provides counts by WIC Category and Breastfeeding Amount but not Priority) available in HuBERT Reports Environment: State Office module
Optional Caseload Reports	Enrollees by Age and Race/Ethnicity	▪ Available in HuBERT Reports Environment: State Office module
Optional Caseload Reports	Unduplicated Enrollment-Yearly (Federal Fiscal Year)	▪ Available in HuBERT Reports Environment: State Office module
Optional Nutrition Reports	Formula Compliance	▪ NA – provides no information since based on voucher issuance
Optional Nutrition Reports	Weight Status	The following are links to annual reports available on the MDH WIC website: ▪ Weight Status of Children – WIC Annual Summary Reports ▪ Weight Status of Children – WIC Annual Race/Ethnicity Reports ▪ Weight Status of Women Annual Summary Reports ▪ Weight Status of Women Annual Race/Ethnicity Reports

Reference – Complete Listing of Hyperlinks

Identified Issues with Current HuBERT Releases
(https://www.health.state.mn.us/people/wic/localagency/infosystem/hubert/issues.html)

Month Participation (https://www.health.state.mn.us/people/wic/localagency/program/pptn/index.html)

Weight Status of Children – WIC Annual Summary Reports
(https://www.health.state.mn.us/people/wic/localagency/reports/wtstatus/annual/weightchildren.html)

Weight Status of Children – WIC Annual Race/Ethnicity Reports
(https://www.health.state.mn.us/people/wic/localagency/reports/wtstatus/healthequity/weightchildren.html)

Weight Status of Women Annual Summary Reports
(https://www.health.state.mn.us/people/wic/localagency/reports/wtstatus/annual/weightwomen.html)

Weight Status of Women Annual Race/Ethnicity Reports
(https://www.health.state.mn.us/people/wic/localagency/reports/wtstatus/healthequity/weightwomen.html)