HuBERT Report Name: Reported Participation Monthly CLD007

Report Topics: Participation, Priorities
Frequency: Monthly

Access/Where to find: HuBERT Reports Environment - State Office
   or AGENCY EOM and STATE EOM Infoview sites: yyyymm --> Optional Caseload Reports folder ("RPTRptpartMonthly.PDF")

Description: This report is run during the end of month process. It includes initial, 30-day and closeout participation counts for the current fiscal year up to the most recent end of month (EOM) run.   Participation totals are provided by priority, WIC Category and Breastfeeding Amount for each clinic within each local agency, for each local agency, and for the state.

Criteria and Filters:
- Participants are counted for each month that they received benefits.
- Counts are based on the participation date (Printed First Date to Use). Participants are only counted once per month.
- The category, priority, and breastfeeding amount at the time of issuance is used for participation counts.
- Participants who did not receive a benefit (FBF infants <6 months old and Some-BF women > 6 months postpartum) are included. These participants are counted at the clinic in which they were originally certified.
- Generally, counts will continue to increase for the previous month due to late issuance, until C/O. (Participants can receive benefits up to the day before the next set of benefits begins.)
- If a participant has an invalid priority due to data conversion, the participant is included in the "unknown" priority count.

Some possible purposes for this report:
- To monitor participation counts by priority.
- To describe the WIC population served by a clinic, local agency, or the state.
- To plan for staffing needs.

Output Options:
- via the Reports Environment -State Office
  - Select the report to display on the screen, to be sent directly to the chosen printer, to save as a pdf, or save as spreadsheet from the radio buttons.
  - A selection must be made for one or multiple clinics (Default), a local agency, a grantee, or the state summary. It does not display the "all" option.

- within the Infoview site: Optional Caseload Reports folder
  - RPTRptdpartMonthly.PDF is a lengthy report that displays the totals for all clinics, all local agencies, grantees, and the state totals.
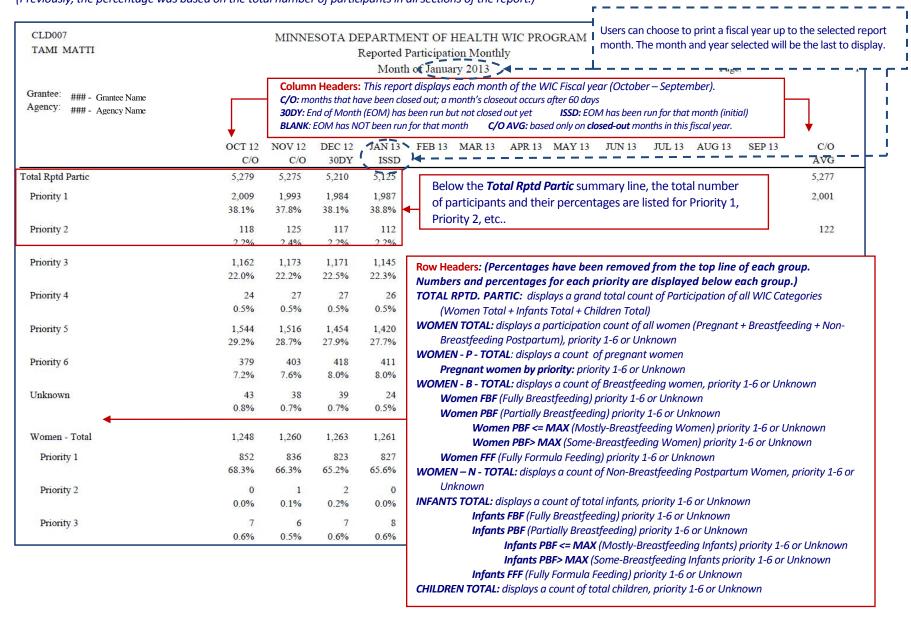
Also Compare to HuBERT Report(s):   Initial and Close-Out Participation by Agency/CHB/State (CHB = Grantee)
                                                              Year-to-Date Participation and Outlays

This page displays the report as run in State Office Reports Environment, available starting in February 2013. The calculation method for the percentages has been modified to calculate the percentage value based on the number of participants within a specific section of the report. *(Previously, the percentage was based on the total number of participants in all sections of the report.)*

CLD007
TAMI MATTI

MINNESOTA DEPARTMENT OF HEALTH WIC PROGRAM
Reported Participation Monthly
Month of January 2013

Grantee: ### - Grantee Name
Agency: ### - Agency Name

Users can choose to print a fiscal year up to the selected report month. The month and year selected will be the last to display.

Column Headers: *This report displays each month of the WIC Fiscal year (October – September).*
C/O: months that have been closed out; a month's closeout occurs after 60 days
30DY: End of Month (EOM) has been run but not closed out yet   *ISSD: EOM has been run for that month (initial)*
BLANK: EOM has NOT been run for that month   *C/O AVG: based only on **closed-out** months in this fiscal year.*

	OCT 12 C/O	NOV 12 C/O	DEC 12 30DY	JAN 13 ISSD	FEB 13	MAR 13	APR 13	MAY 13	JUN 13	JUL 13	AUG 13	SEP 13	C/O AVG
Total Rptd Partic	5,279	5,275	5,210	5,125									5,277
Priority 1	2,009 38.1%	1,993 37.8%	1,984 38.1%	1,987 38.8%									2,001
Priority 2	118 2.2%	125 2.4%	117 2.2%	112 2.2%									122
Priority 3	1,162 22.0%	1,173 22.2%	1,171 22.5%	1,145 22.3%									
Priority 4	24 0.5%	27 0.5%	27 0.5%	26 0.5%									
Priority 5	1,544 29.2%	1,516 28.7%	1,454 27.9%	1,420 27.7%									
Priority 6	379 7.2%	403 7.6%	418 8.0%	411 8.0%									
Unknown	43 0.8%	38 0.7%	39 0.7%	24 0.5%									
Women - Total	1,248	1,260	1,263	1,261									
Priority 1	852 68.3%	836 66.3%	823 65.2%	827 65.6%									
Priority 2	0 0.0%	1 0.1%	2 0.2%	0 0.0%									
Priority 3	7 0.6%	6 0.5%	7 0.6%	8 0.6%									

*Below the **Total Rptd Partic** summary line, the total number of participants and their percentages are listed for Priority 1, Priority 2, etc..*

Row Headers: *(Percentages have been removed from the top line of each group. Numbers and percentages for each priority are displayed below each group.)*
TOTAL RPTD. PARTIC: *displays a grand total count of Participation of all WIC Categories (Women Total + Infants Total + Children Total)*
WOMEN TOTAL: *displays a participation count of all women (Pregnant + Breastfeeding + Non-Breastfeeding Postpartum), priority 1-6 or Unknown*
WOMEN - P - TOTAL: *displays a count of pregnant women*
    Pregnant women by priority: priority 1-6 or Unknown
WOMEN - B - TOTAL: *displays a count of Breastfeeding women, priority 1-6 or Unknown*
    Women FBF (Fully Breastfeeding) priority 1-6 or Unknown
    Women PBF (Partially Breastfeeding) priority 1-6 or Unknown
        Women PBF <= MAX (Mostly-Breastfeeding Women) priority 1-6 or Unknown
        Women PBF> MAX (Some-Breastfeeding Women) priority 1-6 or Unknown
    Women FFF (Fully Formula Feeding) priority 1-6 or Unknown
WOMEN – N - TOTAL: *displays a count of Non-Breastfeeding Postpartum Women, priority 1-6 or Unknown*
INFANTS TOTAL: *displays a count of total infants, priority 1-6 or Unknown*
    Infants FBF (Fully Breastfeeding) priority 1-6 or Unknown
    Infants PBF (Partially Breastfeeding) priority 1-6 or Unknown
        Infants PBF <= MAX (Mostly-Breastfeeding Infants) priority 1-6 or Unknown
        Infants PBF> MAX (Some-Breastfeeding Infants priority 1-6 or Unknown
    Infants FFF (Fully Formula Feeding) priority 1-6 or Unknown
CHILDREN TOTAL: *displays a count of total children, priority 1-6 or Unknown*

The Excel spreadsheet option could be used to reformat the data, available starting in February 2013.

This spreadsheet has the same columns regardless of whether clinic, agency, grantee or state is selected. The display will change with the selection.

Ex. If "Report by Clinic" is chosen, all grantee, agency, and clinic columns will display the appropriate names and codes.
If "Report by Agency" is selected, "ZZZ" will appear in the Clinic ID and the Clinic Name columns.
If "Report by Grantee" is selected, "ZZZ" will appear in the Agency ID, Agency Name, Clinic ID, and the Clinic Name columns.
If "State" is chosen, "ZZZ" will appear in all clinic, agency and grantee columns.

Columns shown are Grantee ID, Grantee Name, Agency ID, Agency name, Clinic ID, Clinic name, Description, Priority, a count for each month starting in October of the fiscal year of the selected month and year, the Close- Out average is displayed, and then the percentages for each month.

If the month has closed out, "C/O" will appear in the column header. If the end-of-month process has been run but not yet closed out, the column header will include [issued] or [30-day] in the specific month count column header. (Expand the column headers to see the full text.)

"C/O Avg" displays average participation for closed-out months only.

CLD007								MINNESOTA DEPARTMENT OF HEALTH WIC PROGRAM															
TAMI MATTI								Reported Participation Monthly															
								Month of January 2013															
Grantee ID	Grantee N	Agency ID	Agency Na	Clinic ID	Clinic Nan	Descriptic	Priority	Oct Cnt [C	Nov Cnt [(	Dec Cnt [3	Jan Cnt [I	Feb Cnt	Mar Cnt	Apr Cnt	May Cnt	Jun Cnt	Jul Cnt	Aug Cnt	Sep Cnt	C/O Avg	Oct Pct	Nov Pct	Dec Pct	Jan Pct
20	Anoka Cou	021	ANOKA C(	ZZZ	ZZZ	Total Rptc		5,279	5,275	5,210	5,125									5,277.00				
20	Anoka Cou	021	ANOKA C(	ZZZ	ZZZ	Total Rptc	1	2,009	1,993	1,984	1,987									2,001.00	38.1	37.8	38.1	38.8
20	Anoka Cou	021	ANOKA C(	ZZZ	ZZZ	Total Rptc	2	118	125	117	112									121.5	2.2	2.4	2.2	2.2
20	Anoka Cou	021	ANOKA C(	ZZZ	ZZZ	Total Rptc	3	1,162	1,173	1,171	1,145									1,167.50	22	22.2	22.5	22.3
20	Anoka Cou	021	ANOKA C(	ZZZ	ZZZ	Total Rptc	4	24	27	27	26									25.5	0.5	0.5	0.5	0.5
20	Anoka Cou	021	ANOKA C(	ZZZ	ZZZ	Total Rptc	5	1,544	1,516	1,454	1,420									1,530.00	29.2	28.7	27.9	27.7
20	Anoka Cou	021	ANOKA C(	ZZZ	ZZZ	Total Rptc	6	379	403	418	411									391	7.2	7.6	8	8
20	Anoka Cou	021	ANOKA C(	ZZZ	ZZZ	Total Rptc	U	43	38	39	24									40.5	0.8	0.7	0.7	0.5