

## Participation Reports

**HuBERT Report Name:** Initial and Closeout Participation by Clinic, Agency and Grantee FDI013

**Report Topics:** Participation

**Frequency:** Monthly

**Access/Where to find:** HuBERT Reports Environment: State Office (accurate as of July 2011)  
or StateEOM FTP site: Minnesota Reports folder  
or AgencyEOM FTP site: Minnesota Reports folder (available after August 2011 End-of-Month (EOM))

**Description:** This report is run during the EOM process. It is a statewide report which displays Initial and Closeout participation counts for one month by Grantee, Agency and Clinic; it also displays a total count for the state. The report presents the change in counts from Initial to Closeout. Initial counts will not display until EOM has been run for the selected month and year. Once a month has closed out, both the Initial and Closeout counts will display.

**Criteria and Filters:**

- Participants are counted for each month they received benefits.
- Counts are based on the participation date (Printed First Date to Use). Participants are only counted once per month.
- Participants who did not receive a benefit (Fully BF 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.
- Participants are not counted if all of their benefits were voided.
- Agencies and clinics are suppressed if no participation counts are recorded for the month at that agency or clinic.

**Some possible purposes for this report:**

- To review changes in counts between Initial and Closeout reporting periods over time.
- To monitor participation counts over time.
- To plan for staffing needs.

**Output Options:**

- via the Reports Environment – State Office
  - This report can be run by Month and Year.
  - This report can be run for a month that has not been closed out; only displaying values in the Initial column.
  - Select the report to display on the screen, send directly to the chosen printer, or save as a pdf.
- within the FTP sites: Minnesota Reports folder
  - Closeout occurs two months after the initial counts and the report is only available once a month has closed out. For example, the August EOM folder contains the June Initial and Closeout Participation Report.

**Also Compare to HuBERT Report:** Reported Participation Monthly

FDI013		MINNESOTA DEPARTMENT OF HEALTH WIC PROGRAM		Run Date:	08/15/2011
BATCHUSER		Initial and Closeout Participation by Clinic, Agency and		Run Time:	8:36:59 PM
		Grantee		Page:	1
		Month of May 2011		Participation Counts	
Agency	Clinic	Initial	Closeout	Change	
011	AITKIN COUNTY PUBLIC HEALTH				
	001 - AITKIN COUNTY PUBLIC HEALTH	001	153	153	0
	002 - M.O.R.E.	002	63	64	1
	003 - HILL CITY SCHOOL	003	29	29	0
	004 - ZION LUTHERAN CHURCH	004	15	15	0
	005 - BETHESDA LUTHERAN CHURCH OF MALMO	005	14	14	0
	<b>Total</b>	<b>5</b>	<b>274</b>	<b>275</b>	<b>1</b>
012	ITASCA COUNTY PUBLIC HEALTH WIC PROGRAM				
	006 - ITASCA RESOURCE CENTER	006	869	870	1
	<b>Total</b>	<b>1</b>	<b>869</b>	<b>870</b>	<b>1</b>
013	KOOCHICHING COUNTY PUBLIC HEALTH WIC PROGRAM				
	007 - FORESTLAND ANNEX	007	226	226	0
	008 - NORTHOME WIC - VFW BUILDING	008	10	10	0
	<b>Total</b>	<b>2</b>	<b>236</b>	<b>236</b>	<b>0</b>
10*	<b>Total for Aitkin-Itasca-Koochiching CHB</b>				
		<b>8</b>	<b>1,379</b>	<b>1,381</b>	<b>2</b>

**Change:** the difference between the Initial and Closeout participation counts (Closeout less Initial).

**Total:** the sum of the Initial or Closeout participation counts for all Clinics in the Agency.

**Total:** the total number of Clinics in the Agency.

##\*: Grantee Level

The total number of Clinics in the Grantee

The sum of the Initial/ Closeout participation counts for all Agencies in the Grantee