

HuBERT Practice Exercises: Phase 2

JANUARY 2024

These trainings are recommended optional exercises.

Preceptors: Consider HuBERT mentoring, staff role, and skill level when determining which practice exercises will be completed.

Consider downloading files from FileZilla to a shared file for new staff member to access.

These documents provide steps for hands-on practice using HuBERT. *A HuBERT training computer must be used when completing these structured exercises.* These documents are available on FileZilla ([FileZilla Introduction - PDF](#)) in the HuBERT Training >> Structure Exercises folder.

- Take some time to practice the functions you just learned in the Information System Modules.
- Find or create participants using your training laptop for your practice.

Nutrition assessment & risk assignment

- **Activities under CGS grouping:**
 - **Assign Risk Factors in Nutrition Assessment-** 0213assignrfnat
 - **Delete a Nutrition Assessment Contact-** 0213deletenat

Breastfeeding notes, nutrition education, & referrals

- **Manage Notes:**
 - **Create SOAP Note-** 0213soapnote
 - **Create Breastfeeding Note-** 0213bfnotetemplate
 - **Create Breastfeeding Note without Using Template-** 0213bfnotenotemplate
- **Nutrition Education Tab:**
 - **Edit Nutrition Education Contacts-** 0213editnecontact
- **Certification Guided Script:**
 - **Add Referral-** 0213addref
 - **Edit Referral Contact-** 0213editref
 - **End Certification-** 0213closecert, 0213removecert

Food prescription & benefits

- **Create new food packages in the HuBERT training environment for a 6–9-month infant, a child, a pregnant & BF woman-** 0213fp
- **Food Prescription-** 0213fp, 0213changefp, 0213changefpissben
- **Benefits-** 0213ldtu, 0213replacebenaftercash, 0213replacebeniffp, 0213markloststolen

Transfers, alerts, & scan documents

- **In-State and Out of State (VOC) Transfers-** 0213instatxfer, 0213viewpptxfer, 0213vocdoc, 0213vocinpfbf, 0213vocinpchild, 0213vocinpfp, 0213vocinpsbfdyad
- **Manage Alerts:**
 - **Create Household Alert-** 0213hhalert
 - **Edit Alert-** 0213editalert
 - **Delete Alert-** 0213deletealert
 - **Create Individual Alert-** 0213indalert
- **Scanned Documents-** 0213scandoc, 0213savescantooanotherppt, 0213deletescanned

Reference – complete listing of hyperlinks:

[FileZilla Introduction](#)

www.health.state.mn.us/docs/people/wic/localagency/infosystem/techinfo/filezillaintro.pdf

Minnesota Department of Health - WIC Program, 625 Robert St N, PO BOX 64975, ST PAUL MN 55164-0975; 1-800-657-3942, health.wic@state.mn.us, www.health.state.mn.us; to obtain this information in a different format, call: 1-800-657-3942.

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