

Correcting Clinic-Level Referrals in HuBERT

MAY 2023

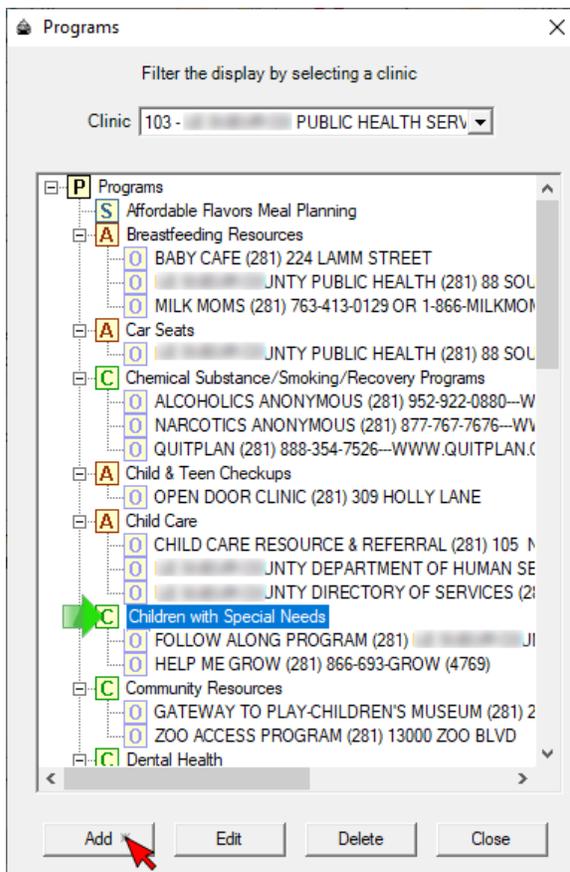
Referrals in HuBERT should only be created at the Agency-level (A) and not State-level or Clinic-level. If your agency has any clinic-level referrals, which are denoted by a C, you will need to change them to agency-level referrals **before** your WINNIE roll-out.

WINNIE only has State-level and Agency-level referrals. Any clinic-level referrals assigned to participants in HUBERT will continue to display in their participant folder in WINNIE. However, clinic-level referrals will no longer display as options on the WINNIE Referrals page.

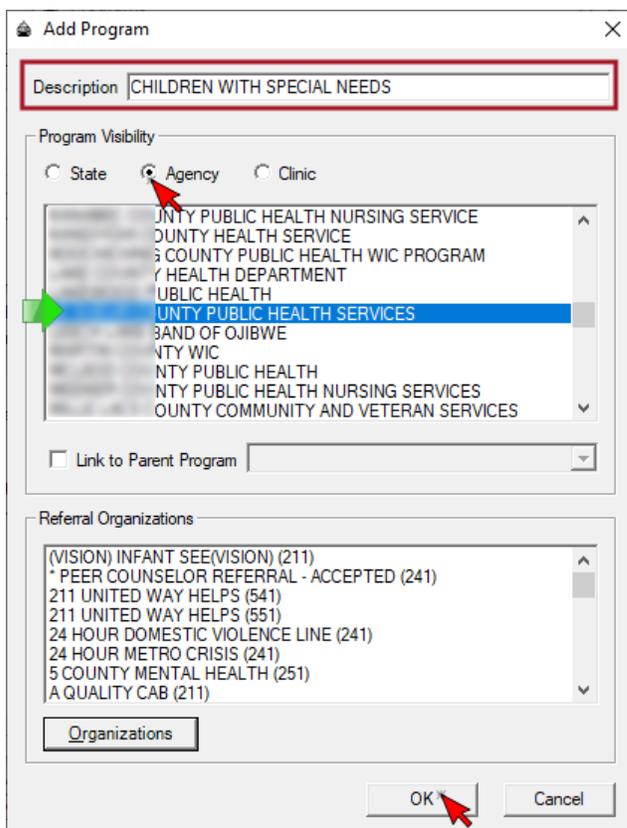
The following are instructions for your Local System Admins (LSAs) to correct these referrals.

STEP 1: Create the same program at the agency level.

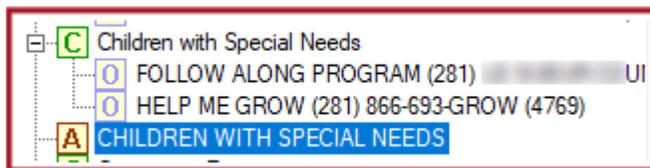
- Open **System Administration**
- Double-click **Programs**
- Identify any programs with a C to the left of it (example highlighted in image below)
- Click the **Add** button



- Enter the same **Description** as the program being corrected
- Click the **Agency** radio button
- Your agency will be default selected under *Program Visibility*
- Click the **OK** button



- The new program will be added to the Programs list with an **A** in front of it, indicating it is correctly at the **agency-level**

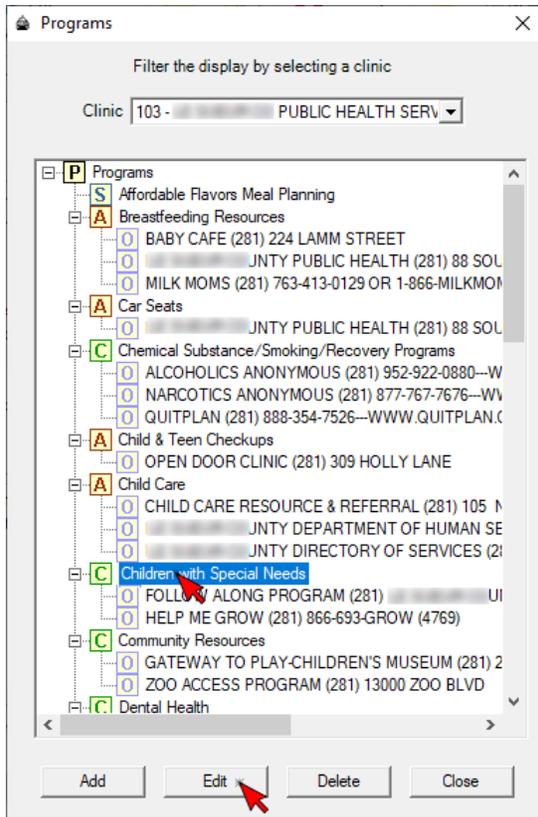


STEP 2: Remove the Referrals from the Clinic-Level Program

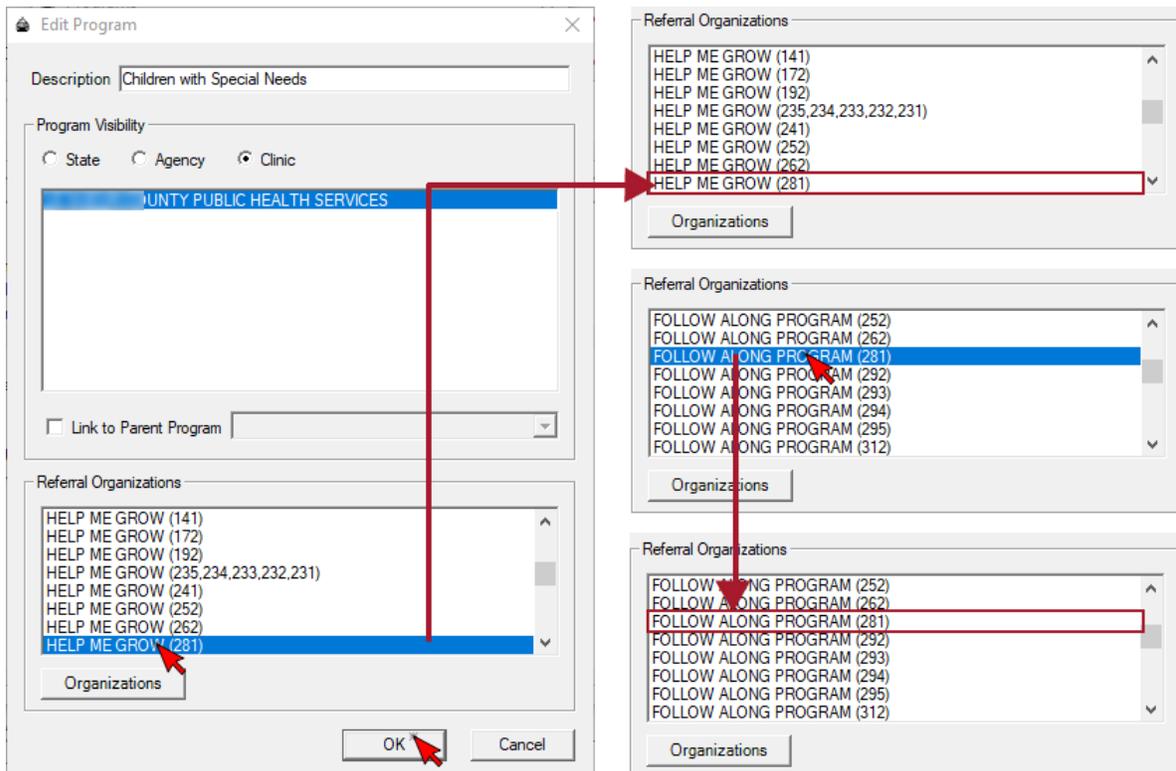
TIP! Write down the referral programs being removed (ex: FOLLOW ALONG PROGRAM (281) and HELP ME GROW (281))

- Click the **original clinic-level program** to highlight it
- Click the **Edit** button

CORRECTING CLINIC-LEVEL REFERRALS IN HUBERT

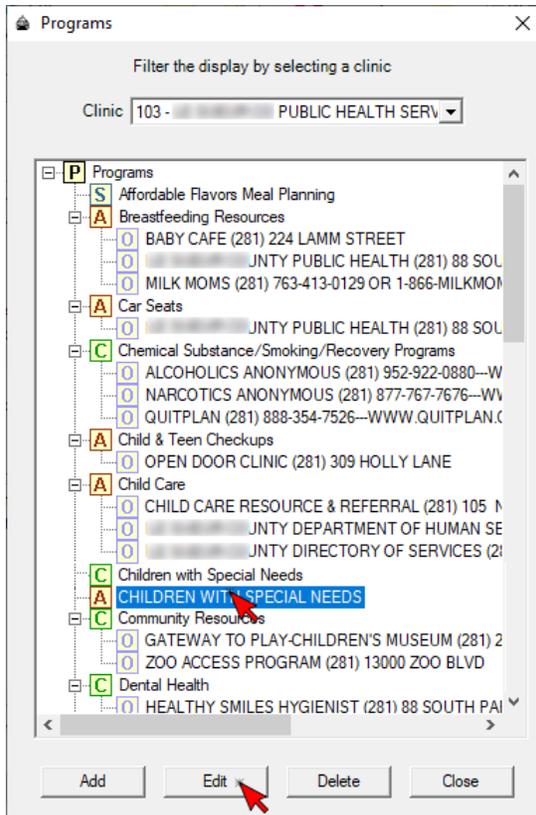


- Click the **highlighted Referral Organizations** to de-select them (scroll to find in list)
- Click the **OK** button



STEP 3: Add the Referrals to the Agency-Level Program

- Click the new **agency-level program** to highlight it
- Click the **Edit** button



- The Agency will be default selected
- In the *Referral Organizations* section, scroll to find the referrals that used to be listed under the clinic-level program (the Tip in Step 2 was to write down the referrals)
- Click to highlight and select them
- Click the **OK** button

CORRECTING CLINIC-LEVEL REFERRALS IN HUBERT

Edit Program

Description: CHILDREN WITH SPECIAL NEEDS

Program Visibility:

State Agency Clinic

Public Health Nursing Service
Public Health Services
Public Health WIC Program
Public Health Nursing Service
Health Service
County Public Health WIC Program
Health Department
Health
Public Health Services

Link to Parent Program

Referral Organizations:

Follow Along Program (241)
Follow Along Program (252)
Follow Along Program (262)
Follow Along Program (281)
Follow Along Program (292)
Follow Along Program (293)
Follow Along Program (294)
Follow Along Program (295)

Organizations

OK Cancel

- The referrals should now be correctly listed under the agency-level program

Programs

Filter the display by selecting a clinic

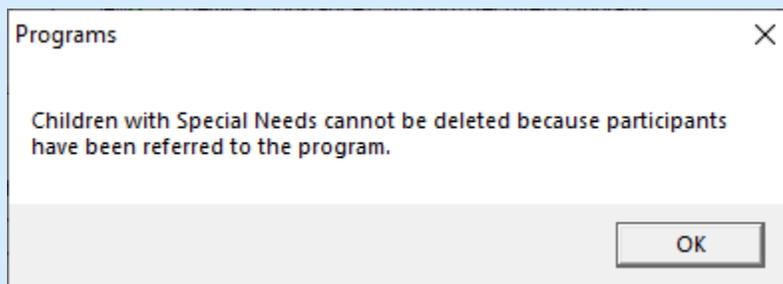
Clinic: 103 - PUBLIC HEALTH SERV

Programs

- Programs
 - Affordable Flavors Meal Planning
 - Breastfeeding Resources
 - BABY CAFE (281) 224 LAMM STREET
 - JNTY PUBLIC HEALTH (281) 88 SOL
 - MILK MOMS (281) 763-413-0129 OR 1-866-MILKMOM
 - Car Seats
 - JNTY PUBLIC HEALTH (281) 88 SOL
 - Chemical Substance/Smoking/Recovery Programs
 - ALCOHOLICS ANONYMOUS (281) 952-922-0880--W
 - NARCOTICS ANONYMOUS (281) 877-767-7676--WV
 - QUITPLAN (281) 888-354-7526--WWW.QUITPLAN.C
 - Child & Teen Checkups
 - OPEN DOOR CLINIC (281) 309 HOLLY LANE
 - Child Care
 - CHILD CARE RESOURCE & REFERRAL (281) 105 N
 - JNTY DEPARTMENT OF HUMAN SE
 - JNTY DIRECTORY OF SERVICES (2)
 - Children with Special Needs
 - CHILDREN WITH SPECIAL NEEDS**
 - FOLLOW ALONG PROGRAM (281) U
 - HELP ME GROW (281) 866-693-GROW (4769)
 - Community Resources
 - GATEWAY TO PLAY-CHILDREN'S MUSEUM (281) 2
 - ZOO ACCESS PROGRAM (281) 13000 ZOO BLVD

Add Edit Delete Close

NOTE! The clinic-level program cannot be deleted if any referrals were made to participants.



However, they will no longer display in WINNIE.

STEP 4: Repeat STEPS 1-3 for Other Clinics within Agency

- Click the **Clinic** dropdown
- Select another clinic
- Repeat STEPS 1 – 3 for that clinic

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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