




Reports Topics	Description	How to Find It
TRAINING		
<u>Training Modules for Report Users</u>	On-line modules, each about 10 minutes long, provide an overview of the State Office, Clinic and Central Admin Site Reports Environments	<u>MDH WIC website</u> – click on: Local Agencies/HuBERT Information System/Training & Software/HuBERT Training Modules/HuBERT Training Modules/HuBERT Reports
<u>Training Modules for Infoview Users</u>	On-line modules, each about 20 minutes long, provide an overview of Infoview.	<u>MDH WIC website</u> – click on: Local Agencies/HuBERT Information System/Training & Software/Infoview Training Modules
GUIDANCE		
<u>HuBERT Pre-Defined Reports Overview</u>	A general overview of the HuBERT pre-defined reports. These reports are found within the HuBERT Reports Environment and the Infoview site. It also provides three reference tables with information about the currently recertified reports, including: a basic description, where they can be found, and whether they are recommended for use.	<u>MDH WIC website</u> – click on: Reports & Data/Reference Documents & Infoview/ Reference Documents
<u>Accessing HuBERT Reports</u>	A tool to help understand how to access reports within the HuBERT Reports Environment and the Infoview site.	
<u>HuBERT Pre-Defined Reports Guidance Documents</u>	Each guidance document provides detailed information about a HuBERT pre-defined report and includes the following: an example of the report, its name, topic, frequency, where it can be found, a high-level description, the criteria/filters used, possible uses for the report, output options and other HuBERT reports to which its information is comparable.	<u>MDH WIC website</u> – click on: Reports & Data/Reference Documents & Infoview/ HuBERT "Pre-defined" Report Guidance Documents
REPORTS		
<u>WIC Reports & Data</u>	Provides access to annual reports on birth outcomes, breastfeeding, health risks, participation & demographics, other data, maps, and reports such as Health Indicators, and weight status, growth, & anemia. Also links to Health Equity reports and Infoview information and report reference documents.	<u>MDH WIC website</u> – click on Reports & Data on the left navigational toolbar
Reports Environment	The Reports Environment is a copy of the previous day's Production database and is 12 hours behind the HuBERT clinic application. It allows users with a Reports login to access different reports available in the State Office, Clinic, and Central Admin modules, at any time.	<ul style="list-style-type: none"> • Double-click icon on HUBERT computer • Login with reports username and password • Reset Local Reference Data daily

WIC REPORTS – QUICK REFERENCE

Reports Topics	Description	How to Find It
REPORTS CONTINUED...		
• State Office Module	Read-only version of the State Office application where users can access reports and view all statewide participant records.	
• Clinic Module	Read-only version of the Clinic application where users can run reports and view records for the agency the user selects upon login.	
• Central Administrative Site Module	Read-only version of the Central Administrative Site where users can run reports and view records for the agency the user selects upon login.	
Infoview	<p>Infoview is an ad-hoc reporting tool that provides Report Templates. When run, formatted reports are generated based on specific information entered into “user prompt” fields, which allow the report output to be individualized (by agency, time period, etc.)</p> <p>Also, End-of-Month (EOM) reports and annual reports by grantee and agency can be found on the agencyeom folder in Infoview. EOM reports are static, monthly reports generated during the HuBERT EOM process, which is typically run between the 15th and 20th of each month.</p>	Access Infoview from your browser. Use a different login than the Reports Environment.
• Guidance Documents	Each Report Template has a Guidance Document that is a detailed explanation of how the report was created and of the report output. It also provides print screens of the report output.	MDH WIC website – click on Reports & Data to reach WIC Topics: Participation & Demographics; Weight Status, Growth & Anemia; Birth Outcomes; Breastfeeding; Health Risks; Food Benefits; Health Equity; Reference Documents & Infoview.
• Quick Reference	Tips about common functions in Infoview.	
• Infoview Templates	A list of available Infoview Report Templates organized by topic and providing an overview of each report along with a link to its Guidance Document.	
<u>WIC Health Indicators Summary</u>	Selected WIC Health Indicators for Women, Infants, and Children display maps, data, and a summary of progress direction over time.	MDH WIC website – click on Reports & Data, then the core for WIC State summary, and on the paragraph below it linking to County/CHB/City data
ASSISTANCE		
<u>Request Assistance with Query/Report</u>	Submit the Local Agency HuBERT - Change Request Form for assistance with meeting report needs. The State Office will determine how to best meet your reporting needs: HuBERT reports, EOM reports or Infoview ad-hoc reports.	MDH WIC website – click on Information for Local Agencies/Local Agency HuBERT Change Request Form.