# HuBERT Training Modules Checklist

Revised 01.14.2021

| **HuBERT Training Module** | **Date Completed** | **Duration** | **Format** | **Revision Date(s)** |
| --- | --- | --- | --- | --- |
| Hardware |  | 4 minutes | HTML5 | December 2018 |
| Software |  | 9 minutes | HTML5 | December 2018 |
| Participant List |  | 14 minutes | HTML5 | March 2019 |
| Initial Contacts for Meeting Processing Standards |  | 26 minutes | HTML5 | March 2020 |
| Participant Folder |  | 10 minutes | HTML5 | May 2019 |
| In-State Transfers |  | 11 minutes | HTML5 | March 2019 |
| VOC Transfers |  | 19 minutes | HTML5 | March 2019 |
| Manage Notes |  | 6 minutes | HTML5 | March 2020 |
| Manage Alerts |  | 8 minutes | HTML5 | March 2019 |
| Certification Guided Script - Overview |  | 17 minutes | HTML5 | March 2020 |
| Demographics |  | 21 minutes | HTML5 | March 2020 |
| Income Assessment – Copy to Current |  | 6 minutes | HTML5 | April 2020 |
| Income Assessment – Adjunctive Eligibility |  | 6 minutes | HTML5 | April 2020 |
| Income Assessment – Traditional Income Screening |  | 7 minutes | HTML5 | April 2020 |
| Income Assessment – Temporary Income Eligibility |  | 6 minutes | HTML5 | April 2020 |
| Income Assessment – Temporary Income Eligibility Follow-up |  | 6 minutes | HTML5 | April 2020 |
| Income Assessment – Presumptive Eligibility |  | 11 minutes | HTML5 | April 2020 |
| Income Assessment – Income Ineligible in CGS (Over-income) |  | 12 minutes | HTML5 | April 2020  |
| Income Assessment – Income Ineligible in Participant Folder (Over-income) |  | 8 minutes | HTML5 | April 2020 |
| Income Assessment – Zero Income |  | 4 minutes | HTML5 | May 2020 |
| Income Assessment – No Proof of Income |  | 4 minutes | HTML5 | May 2020 |
| Health Information – Module 1 (Pregnancy Tab) |  | 28 minutes | HTML5 | Oct. 2015\*/May 2019/Jan. 2021\*\* |
| Health Information – Module 2 (Postpartum Info Tab) |  | 23 minutes | HTML5 | Oct. 2015\*/May 2019/Jan. 2021\*\* |
| Health Information – Module 3 (Child Health Information Screen) |  | 22 minutes | HTML5 | Oct. 2015\*/May 2019/Jan. 2021\*\* |
| Height/Weight/Blood |  | 28 minutes | HTML5 | Oct. 2015\*/May 2019/Jan. 2021\*\* |
| Growth and Weight Gain Grids |  | 14 minutes | HTML5 | Feb. 2013\*/May 2019/Jan. 2021\*\* |
| Nutrition Assessment |  | 11 minutes | HTML5 | March 2019/Jan. 2021\*\* |
| Risk Factors/High Risk/Pseudo-Certs |  | 17 minutes | HTML5 | Feb. 2018\*/March 2019/Jan. 2021\*\* |
| Referrals |  | 7 minutes | HTML5 | March 2019/Jan. 2021\*\* |
| Nutrition Education |  | 14 minutes | HTML5 | February 2020 |
| Food Package/Prescription - Food Package Overview |  | 13 minutes | HTML5 | March 2019/Jan. 2021\*\* |
| Food Package/Prescription - Infant Food Packages |  | 13 minutes | HTML5 | March 2019 |
| Food Package/Prescription - Risk Factors & DFPs |  | 9 minutes  | HTML5 | April 2019 |
| Food Package/Prescription - Risk Factors & DFPs – 425X |  | 5 minutes  | HTML5 | January 2020\* |
| Food Package/Prescription - Food Package III Overview |  | 8 minutes | HTML5 | April 2019 |
| Food Package/Prescription - Food Package III & Infants – Contract Formula |  | 5 minutes | HTML5 | January 2021 |
| Food Package/Prescription - Food Package III & Infants – Children & Women |  | 9 minutes | HTML5 | May 2019 |
| Mid-Certification Assessments (MCAs)  |  | 11 minutes | HTML5 | February 2020 |
| Benefit Management - The WIC Card |  | 13 minutes | HTML5 | July 2019 |
| Benefit Management - Managing WIC Cards |  | 12 minutes | HTML5 | July 2019 |
| Benefit Management - eWIC Customer Service |  | 8 minutes | HTML5 | August 2019 |
| Benefit Management - Managing Representatives |  | 4 minutes | HTML5 | July 2019 |
| Benefit Management - Benefit Issuance Basics |  | 20 minutes | HTML5 | July 2019 |
| Benefit Management - Syncing & Cycle-Adjusting |  | 19 minutes | HTML5 | July 2019 |
| Benefit Management - Benefit Issuance Messages |  | 10 minutes | HTML5 | July 2019 |
| Benefit Management - Benefits History & EBT Transaction History |  | 11 minutes | HTML5 | August 2019 |
| Benefit Management - Household Lock |  | 3 minutes | HTML5 | August 2019 |
| Benefit Management - Direct Ship |  | 9 minutes | HTML5 | August 2019 |
| Benefit Management - Issuing Infant vs. Child Food Packages |  | 5 minutes | HTML5 | August 2019 |
| Benefit Management - Voiding Benefits |  | 14 minutes | HTML5 | September 2019 |
| Benefit Management - Change a Food Already Issued – Milk |  | 8 minutes | HTML5 | September 2019 |
| Benefit Management - Remove Issued Cheese |  | 13 minutes | HTML5 | November 2019 |
| Benefit Management - Changing Issued Formula |  | 9 minutes | HTML5 | November 2019 |
| Benefit Management - Issuing Formula when BF Status Changes from Fully BF – Infant is Less than 6 Months Old |  | 7 minutes | HTML5 | December 2019 |
| Benefit Management - Issuing Formula when BF Status Changes from Fully BF – Infant is 6 Months or Older |  | 8 minutes | HTML5 | December 2019 |
| Benefit Management - Increase Issued Formula (Potential BF Status Change) |  | 7 minutes | HTML5 | January 2020 |
| Benefit Management - Food Package III – Increase Formula & Remove Infant Foods |  | 8 minutes | HTML5 | January 2020 |
| Benefit Management - Food Package III – Decrease Formula & Add Infant Foods |  | 6 minutes | HTML5 | January 2020 |
| Benefit Management - Direct Ship – Add More Formula |  | 8 minutes | HTML5 | February 2020 |
| Change Household ID – Create New Household |  | 15 minutes | HTML5 | February 2020 |
| Change Household ID – Find Existing Household |  | 12 minutes | HTML5 | February 2020 |
| OPTIONAL: Using Your WIC Card Video (for participants) |  | 14 minutes | YouTube | November 2018\* |
| OPTIONAL: My MN WIC App |  | 9 minutes | HTML5 | September 2019 |
| Scan Documents |  | 15 minutes | HTML5 | Feb. 2013\*/Jan. 2021\*\* |
| Appointment Scheduling |  | 22 minutes | HTML5 | March 2018\*/Jan. 2021\*\* |
| Appointment Scheduling - View Appts for Date & Missed Follow-up Module |  | 14 minutes | HTML5 | March 2018\*/Jan. 2021\*\* |

\* Original Create Dates

\*\* Only updated SWF to HTML5 – no content changes