

Participation Reports

HuBERT Report Name: **Year to Date Participation and Outlays FIN017**

Report Topics: Participation, Financial

Frequency: On-Demand (In HuBERT, represents a 12-hour delay after previous day's activities); Infoview displays monthly updates.

Access/Where to find: HuBERT Reports Environment: State Office; Infoview: Folders-->, STATEEOM --> YYYY--> yyyy-mm --> Minnesota Reports folder--> YTDPartOutlays-MMM-YY-ALL for clinic, agency, grantee and state totals, or YTDPartOutlays-MMM-YY-STATE for state totals only

Description: Provides participation counts and dollar value of benefits redeemed based on federal fiscal year. This is the **only** HuBERT Report that will provide an agency's **month-to-date** participation; use this report to view the daily count, for WIC Types and totals. **Participation counts can change daily until the month is closed-out.**

Infoview reports are not updated daily, instead displaying the selected month as the issued month, with two months prior displaying the closed out totals. **November files display data of the Closeout for the previous fiscal year**, and in separate files, data on Issued for October and November.

Criteria and Filters:

- Reported for all months from the start of the federal fiscal year to the month selected for the HuBERT system.
- All WIC participants that received benefits are included in the End of Month (EOM) report totals that are run approximately 15-18 days after the end of the calendar month.
 - When EOM is run, participants who did not receive a benefit (Fully BF Infants < 6 months old and Some-BF women > 6 months postpartum) are added to the count. These participants are counted at the clinic at which they were originally certified.
- This report provides counts by WIC Type and sub types.
- Participation counts for which EOM reports have been run are from the CaseloadCount table.
- Participation counts for months in which EOM reports have not yet been run are from FoodInstrument and FoodInstrumentSet table.
- Compliance buys are not included in totals, and are printed only on the state summary when state-level reporting is selected.

Some possible purposes for this report:

- To monitor and manage your daily caseload as it changes during the month
- To describe the participant population
- To obtain the value of benefits redeemed for the issuance month.

Output Options:

- In HuBERT, a selection must be made for Clinic (default); Agency; Grantee; State (to see accumulated totals for the state), or All (to see all of the above in one lengthy report) from the radio buttons.
- Select the HuBERT report to display on the screen, send directly to the chosen printer, save as a pdf, or as an Excel file.
- In Infoview, select Organize--> copy. Then go to My Favorites, select Organize --> paste. Open the report, then go to Export Document as PDF. Prints selected pages as a PDF.

Also Compare to HuBERT Report(s): Reported Participation Monthly
Initial and Closeout Participation by Clinic, Agency and Grantee

MINNESOTA DEPARTMENT OF HEALTH WIC PROGRAM
Year-to-Date Participation and Outlays
Month of February 2014

** State Total **

Column Headers: This report displays each month of the WIC Fiscal Year (October- September).
C/O: months that have been closed out; a month's closeout occurs after 60 days
30DY: End of Month (EOM) has been run but not closed out yet
ISSD: EOM has been run for that month (initial)
OPEN: EOM has NOT run for that month **BLANK:** future month, no data yet

Closeout Average (C/O AVG) is based on only closed-out months, not all months with values.

	OCT 13 C/O	NOV 13 C/O	DEC 13 30DY	JAN 14 ISSD	FEB 14 OPEN	MAR 14	APR 14	MAY 14	JUN 14	JUL 14	AUG 14	SEP 14	YTD TOTAL	C/O AVG
Total Participation	124,196	122,122	120,018	121,220	96,318								30,367,979	123,159
Total Outlays	7,678,789	7,549,401	7,520,227	6,630,239	989,322								7,614,095	7,614,095
Women Total	28,700	28,335	27,948	28,461	22,437								5,024,445	28,518
Outlays	1,294,669	1,271,286	1,271,192	1,071,022	116,276								1,282,977	1,282,977
Women Fully BF	4,124	4,078	3,996	3,985	3,320								984,537	4,101
Outlays	257,667	251,949	252,682	203,122	16,117								254,808	254,808
Women Part. BF	5,523	5,482	5,497	5,518	5,518								777,824	5,503
Outlays	202,045	199,761	199,592	159,355	159,355								200,903	200,903
Women Part. BF > Max	3,898	3,919	3,966	3,953	3,953								459,062	3,909
Outlays	117,936	118,865	118,718	92,870	92,870								118,400	118,400
Women Part. BF < Max	1,625	1,563	1,531	1,565	1,565								318,762	1,594
Outlays	84,110	80,896	80,875	66,485	66,485								82,503	82,503
Women Pregnant	11,027	10,742	10,518	10,913	10,913								2,197,253	10,885
Outlays	565,670	550,582	547,793	476,750	476,750								558,126	558,126
Women Postpartum	8,026	8,033	7,937	8,045	8,045								1,064,830	8,030
Outlays	269,286	268,995	271,124	231,795	231,795								269,141	269,141

A report run on the first day of the month will display those who continue to be certified in this month. Counts change daily, based on the activities of the previous day.

Row Headers:
Total Partic: displays a grand total count of participation-to-date of all WIC Categories (Women Total + Infants Total + Children Total)
Women Total: displays a participation count of all Women
Women Fully BF: displays a count of Women Fully Breastfeeding
Women Part. BF: displays a count of Women Partially Breastfeeding, adding Women Mostly-Breastfeeding + Women Some-Breastfeeding
Women Part. BF > Max: displays a count of Women Mostly-Breastfeeding
Women Part. BF ≤ Max: displays a count of Women Mostly-Breastfeeding
Women Pregnant: displays a count of Pregnant Women
Women Postpartum: displays a count of Non-Breastfeeding Women
...Continued on next page of report...
Infants Total: displays a count of all Infants
Infants Fully BF: displays a count of Infants Fully Breastfeeding
Infants Part. BF: displays a count of Infants, adding Infants Mostly-Breastfeeding + Infants Some-Breastfeeding
Infants Part. BF > Max: displays a count of Some-Breastfeeding Infants
Infants Part. BF ≤ Max: displays a count of Mostly-Breastfeeding Infants
Infants Fully FF: displays a count of Fully Formula fed Infants
Children Total: displays a count of all Children
Compliance Buy: displays a count of Compliance Buy Benefits (this is specific to the Vendor Unit Auditing and not counted in the totals)

Outlays: Month-and Year-to-date "Outlays" are food costs, or total disbursements, after the benefit has been paid through the banking process. Outlays are based on the value of benefits that have been redeemed for the issuance month.