# WINNIE Training Module Checklist

updated november 2024

## Hardware (10 minutes)

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| Hardware | 10 |  |

## Accessing WINNIE (52 minutes)

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| Accessing WINNIE 1 | 16 |  |
| Accessing WINNIE 2 | 17 |  |
| Accessing WINNIE 3 | 19 |  |

## Participant Search (28 minutes)

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| Participant Search 1 | 14 |  |
| Participant Search 2 | 14 |  |

## Help (5 minutes)

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| Help | 5 |  |

## Participant Folder (42 minutes)

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| Participant Folder | 16 |  |
| Participant Menu 1 | 11 |  |
| Participant Menu 2 | 15 |  |

## Documents (27 minutes)

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| Document Overview 1 | 4 |  |
| Document Overview 2 | 12 |  |
| Managing Downloads in Google Chrome (review if default browser) | 11 |  |
| Managing Downloads in Microsoft Edge (review if default browser) | 11 |  |

## Document Imaging (20 minutes)

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| Document Imaging 1 | 12 |  |
| Document Imaging 2 | 8 |  |

## Prescreen (29 minutes)

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| Prescreen 1 | 17 |  |
| Prescreen 2 | 12 |  |

## Transfers (24 minutes)

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| Transfers 1A – Clinic-to-Clinic | 9 |  |
| Transfers 1B – Agency-to-Agency | 9 |  |
| Participant Transfer History | 6 |  |

## Scheduler (1 Hour 56 minutes)

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| Scheduler 1A - Overview | 14 |  |
| Scheduler 1B - Overview | 13 |  |
| Scheduler 1C – Overview | 8 |  |
| Scheduler 2A – Participant Appointments | 12 |  |
| Scheduler 2B – Participant Appointments | 11 |  |
| Scheduler 3A – Household Appointments | 11 |  |
| Scheduler 3B – Household Appointments | 7 |  |
| Scheduler 4A – Appointment Details | 10 |  |
| Scheduler 4B – Appointment Details | 11 |  |
| Scheduler 5A – Clinic Schedule | 8 |  |
| Scheduler 5B – Clinic Schedule | 11 |  |

## Initial Contacts (28 minutes)

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| Initial Contacts 1A | 15 |  |
| Initial Contacts 1B | 13 |  |

## WIC Card (44 minutes)

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| WIC Card 1A | 10 |  |
| WIC Card 1B | 14 |  |
| Replacing WIC Cards | 7 |  |
| Deactivating WIC Cards | 13 |  |

## eWIC Customer Service (8 minutes)

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| Transaction History | 8 |  |

## Transaction History (7 minutes)

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| Transaction History | 7 |  |

## Notes (11 minutes)

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| Notes | 11 |  |

## Alerts (15 minutes)

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| Alerts | 15 |  |

## Certification (49 minutes)

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| Certification 1A | 12 |  |
| Certification 1B | 9 |  |
| Certification 1C | 15 |  |
| Certification 1D | 13 |  |

## Mid-Certification Assessment – MCA (16 minutes)

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| Mid-Certification Assessment (MCA) | 16 |  |

## Certification History (8 minutes)

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| Certification History | 8 |  |

## VOCs (1 Hour 18 minutes)

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| VOCs 1A – New Applicants/Participants | 15 |  |
| VOCs 1B – Document Requirements (New) | 11 |  |
| VOCs 1C – Completing VOC in Folder (New) | 15 |  |
| VOCs 2A – Existing Participants | 13 |  |
| VOCs 2B – Documentation Requirements (Existing) | 7 |  |
| VOCs 2C – Completing VOC in Folder (Existing) | 11 |  |
| VOC Document | 6 |  |

## Demographics (46 minutes)

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| Demographics 1 – Member-Level | 11 |  |
| Demographics 1A – WIC Category Changes | 10 |  |
| Demographics 1B – WIC Category Changes | 9 |  |
| Demographics 2 – Household-Level | 16 |  |

## Income Assessment (2 Hours 17 minutes)

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| Income 1A – Overview & Assessment | 10 |  |
| Income 1B – Copy to Current & SOD | 9 |  |
| Income 2A – Adjunctive Eligibility | 8 |  |
| Income 2B – Pending Adjunctive | 10 |  |
| Income 3A – Traditional Income | 14 |  |
| Income 3B – Pending Income | 12 |  |
| Income 3C – No Income | 6 |  |
| Income 3D – No Proof of Income | 7 |  |
| Income 4A – Presumptive Eligibility | 11 |  |
| Income 4B – Presumptive Eligibility Follow-up | 11 |  |
| Income 5A Part 1 – Over-income in Cert | 9 |  |
| Income 5A Part 2 – Over-income in Cert | 11 |  |
| Income 5B Part 1 – Over-income in Folder | 10 |  |
| Income 5B Part 2 – Over-income in Folder | 9 |  |

## Length/Height/Weight & Growth Grids (39 minutes)

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| Length/Height/Weight & Growth Grids 1 | 13 |  |
| Length/Height/Weight & Growth Grids 2 | 8 |  |
| Length/Height/Weight & Growth Grids 3 | 8 |  |
| Length/Height/Weight & Growth Grids 4 | 10 |  |

## Bloodwork (16 minutes)

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| Bloodwork | 16 |  |

## Health Information (1 hour 20 minutes)

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| Health Information 1A – Pregnant | 18 |  |
| Health Information 1B – Pregnant | 11 |  |
| Health Information 2A – Postpartum | 20 |  |
| Health Information 2B – Postpartum | 15 |  |
| Health Information 3 – Infant/Child | 16 |  |

## Nutrition Assessment (24 minutes)

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| Nutrition Assessment 1A | 13 |  |
| Nutrition Assessment 1B | 11 |  |

## Risk Factors (20 minutes)

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| Risk Factors 1A | 12 |  |
| Risk Factors 1B | 8 |  |

## High Risk (14 minutes)

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| High Risk | 14 |  |

## Nutrition Education (25 minutes)

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| Nutrition Education 1A | 13 |  |
| Nutrition Education 1B | 12 |  |

## Referrals (16 minutes)

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| Referrals | 16 |  |

## Food Prescription (1 Hour 26 minutes)

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| Food Prescription 1A – Overview | 16 |  |
| Food Prescription 1B – Create & Modify | 11 |  |
| Food Prescription 2A – Risk Factors & BF Dyads | 13 |  |
| Food Prescription 2B – Risk Factors & BF Dyads | 10 |  |
| Food Prescription 3A – FPIII Overview and Infants | 14 |  |
| Food Prescription 3B – FPIII – Children & Women | 12 |  |

## Issue Benefits (1 Hour 53 minutes)

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| Issue Benefits 1A – Overview | 16 |  |
| Issue Benefits 1B – Overview | 7 |  |
| Issue Benefits 1C – Overview | 16 |  |
| Issue Benefits 2A – System Cycle Adjustments | 7 |  |
| Issue Benefits 2B – Manual Cycle Adjustments | 12 |  |
| Issue Benefits 3A – Direct Ship | 9 |  |
| Issue Benefits 3B – Direct Ship | 8 |  |
| Issue Benefits 3C – Direct Ship No WIC Formula/Foods Item | 11 |  |
| Issue Benefits 4A – Terminated Certs | 7 |  |
| Issue Benefits 4B – Pending Proofs | 4 |  |
| Issue Benefits 4C – Age Category Changes | 5 |  |
| Issue Benefits 4D – 3 Common Scenarios | 11 |  |

## Benefits History (7 minutes)

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| Benefits History | 7 |  |

## Locked Households

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| Locked Households – WINNIE Training Document | Document |  |

## Adjust Benefits (2 Hours 28 minutes)

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| Adjust Benefits 1 – Overview | 14 |  |
| Adjust Benefits 1A – Formula Scenario 1: New Medical Formula | 16 |  |
| Adjust Benefits 1B – Formula Scenario 2: Increase Formula | 13 |  |
| Adjust Benefits 1C – Formula Scenario 3: Change BF Amount & Add Formula | 12 |  |
| Adjust Benefits 1D – Formula Scenario 4: FPIII – Remove Infant Foods | 9 |  |
| Adjust Benefits 1E – Formula Scenario 5: FPIII – Add Infant Foods | 9 |  |
| Adjust Benefits 1F – Formula Scenario 6: FPIII – Child | 14 |  |
| Adjust Benefits 1G – Direct Ship Scenario 1 (original issuance to WIC Card) | 7 |  |
| Adjust Benefits 1H – Direct Ship Scenario 2 (original issuance by Direct Ship) | 13 |  |
| Quick Reference – Adjust Benefits: No WIC Formula/Foods Issued | Document |  |
| Adjust Benefits 2A – Food Scenario 1 (milk for soy beverage) | 12 |  |
| Adjust Benefits 2B – Food Scenario 2 (add CVB) | 7 |  |
| Adjust Benefits 2C – Food Scenario 3 (exchange cheese for milk) | 11 |  |
| Adjust Benefits 2D – Food Scenario 4 (FBF woman with pregnant food package) | 11 |  |

## Change Household ID (51 minutes)

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| Change Household ID 1A | 12 |  |
| Change Household ID 1B | 10 |  |
| Change Household ID 1C | 11 |  |
| Change Household ID 2A | 6 |  |
| Change Household ID 2B | 12 |  |

## Agency Administration Staff Only

### Calendar (1 Hour 58 minutes)

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| WINNIE Calendar Worksheet | Document |  |
| Calendar 1A – Appointment Types | 13 |  |
| Calendar 1B – Appointment Types | 9 |  |
| Calendar 2 – Resources | 8 |  |
| Calendar 3A – Holidays & Events | 15 |  |
| Calendar 3B – Holidays & Events | 11 |  |
| Calendar 4A – Adding/Deleting Resource Schedules | 15 |  |
| Calendar 4B – Resource Schedule Blocks | 12 |  |
| Calendar 4C – Create Calendar | 9 |  |
| Calendar 4D – Copy to Resource | 12 |  |
| Calendar 4E – Copy to Clinic | 7 |  |
| Calendar 4F – Overwrite | 7 |  |

### Maintaining Medical Clinics and Providers (9 minutes)

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| Maintaining Medical Clinics and Providers | 9 |  |

### Local Use Questions (22 minutes)

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| Local Use Questions 1 | 11 |  |
| Local Use Questions 2 | 11 |  |

### Potential Duplicate Participants (16 minutes)

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| Potential Duplicate Participants | 16 |  |

### Maintaining Referrals (14 minutes)

| Module | Time (minutes) | Completed Date |
| --- | --- | --- |
| Maintaining Referrals | 14 |  |

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**](mailto:health.wic@state.mn.us), [**www.health.state.mn.us**](http://www.health.state.mn.us/); to obtain this information in a different format, call: 1-800-657-3942.

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