

# Demographics 1A – WIC Category Changes - WINNIE Online Training Module

REVISED JULY 2025

## Introduction

### Intro

This WINNIE online training module is provided by the Minnesota (MN) Department of Health WIC Program. It provides an overview of changing the WIC Category on the Demographics page in WINNIE, the MN WIC Information System.

### Date

All dates in this module are based on today's date being January 16, 2024.

### <Transition Slide>

<screen description – no audio> Slide transitions to Dusty Rhodes Demographics page.

### I/C WIC Category 1

WINNIE mostly manages WIC Category changes.

For infants, the system automatically changes infants to children during the End-of-Day process that runs the night before their first birthday.

If we change the birthdate, the system will update the WIC Category based on the re-calculated age.

For instance, let's change Dusty Rhode's birthdate to 2023.

Double-click on 2024 to highlight it.

### I/C WIC Category 2

Type: 23.

### I/C WIC Category 3

Now, click below the scroll bar.

<no audio> Click below the scroll bar.

## I/C WIC Category 4

Any time we make changes to the member-level Demographics information, we have to click the Save button.

Go ahead and do that.

<no audio> Click the Save button.

### <Waiting>

<screen description – no audio> Spin icon displays.

## I/C WIC Category 5

As expected, the system recalculated the age and updated the WIC Category to child because Dusty is now over 1 year old.

We need to note that changing the infant or child WIC category has system-wide impact, including affecting Health Information, Measurements, Risk Factors and Food Prescription, so we should always try to ensure we enter birth dates correctly.

### <Transition Slide>

Let's return to Hera's Demographics page...

<screen description – no audio> Slide transitions to Hera See's Demographics page.

## W WIC Category 1

For women, the system updates the category when we certify them as a different WIC Category.

We cannot change the WIC Category from postpartum to pregnant or vice-versa.

## W WIC Category 2

If we were to try to change Hera to Pregnant...

## W WIC Category 3

...a message will display informing us that a new certification must be completed.

### <Transition Slide>

Next, let's take a look at Ella Vader, a breastfeeding woman.

<screen description – no audio> Slide transitions back to Breastfeeding as WIC Category.

## W WIC Category 4

We can change the WIC Category from Breastfeeding to Non-Breastfeeding or vice-versa on the Demographics page if mom is fewer than 6 months postpartum and two-way linked to her infant.

Linking is a concept we'll review in the Health Information modules.

## W WIC Cat. Scenario 1

Here's our scenario.

Ella called the WIC Clinic because she wanted to let us know that she is no longer breastfeeding in case it changed anything.

She was having problems with sore nipples, so she set a goal for herself of breastfeeding until New Year's Day, and on New Year's Day, she quit breastfeeding.

Let's change Ella to Non-Breastfeeding.

Click the WIC Category dropdown and select Non-Breastfeeding.

PARTICIPANT: "Hi! I wanted to let you know that I quit breastfeeding. I don't know if this changes anything but I wanted to let you know."

PARTICIPANT: "I was having a lot of trouble with really sore nipples, so I set a goal of New Year's Day and quit that day."

## W WIC Category 5

<no audio> Click the WIC Category dropdown and select Non-Breastfeeding.

## W WIC Category 6

We have to save our change. Click below the scroll bar...

## W WIC Category 7

...and save.

<no audio> Click the Save button.

## WWC Change Modal 1

The Mother's WIC Category Change modal opens.

These are the same fields we would need to complete in Health Information when mom's breastfeeding status changes from breastfeeding to non-breastfeeding.

Mom's information is in the top row, followed by baby's ID, name and age.

The modal displays the current field values found in the Health Information: her current breastfeeding amount that we are changing to non-breastfeeding, and today's date auto-populates the Verified Date field.

## WWC Change Modal 2

If she hasn't begun providing formula, the Supplemental Feeding Start Date would also be required.

Ella was some-breastfeeding and was providing formula, so we only have to enter her Breastfeeding End Date.

Moms often can't remember the specific date, so we just want to select a date as close as possible to what she can remember.

In this case, we know the Breastfeeding End Date is January 1.

Using the calendar control icon, select January 1 for the Breastfeeding End Date.

PARTICIPANT: "I was having a lot of trouble with really sore nipples, so I set a goal of New Year's Day and quit that day."

## WWC Change Modal 3

<no audio> Using the calendar control icon, select January 1 for the Breastfeeding End Date.

## WWC Change Modal 4

The Reasons Stopped, which is also required, is a multi-select dropdown, which we've seen before.

We should select any reasons that apply.

Go ahead and click inside the dropdown box.

<no audio> Click inside the Reason(s) Stopped dropdown box.

## WWC Change Modal 5

There are a lot of reasons listed, which run the gamut.

Mom set a goal of New Year's Day, and stuck to it, so let's select Goal Met.

## WWC Change Modal 6

She was also dealing with sore nipples.

So, Click the dropdown, review the available reasons, and select one that applies.

## WWC Change Modal 7

Click below the scroll bar.

## WWC Change Modal 8

Click below the scroll bar again.

## WWC Change Modal 9

and, Select our other reason.

<audio – hint> Select Sore Nipples.

## WWC Change Modal 10

If we were to click Cancel on the modal, a Confirm message would display informing us that the WIC Category will not be updated.

If we click Yes to continue with the Cancel process, none of the changes are saved and the WIC Category reverts back to Breastfeeding.

## WWC Change Modal 11

We want to save our new WIC Category and these changes.

Click save.

<no audio> Click the Save button.

## <Waiting>

<screen description – no audio> Spin icon displays.

## WWC Select Formula 1

The Select Formula modal opens.

We discuss this in other training modules.

So, let's just click the Food Item dropdown, select WIC Contract Formula – Powder, and Save.

WIC STAFF: You're using one of the powdered WIC-allowed formulas?

PARTICIPANT: "Yep. Enfamil powder."

## WWC Select Formula 2-3

<no audio> Click the Food Item dropdown, select WIC Contract Formula - Powder, and click Save.

<Waiting>

<screen description – no audio> Spin icon displays.

## WWC Cert End Msg

As we know from our cert modules, Non-Breastfeeding women are certified for 6 months instead of one year like breastfeeding women.

This message informs us that Ella is now certified until the end of the month her infant turns 6 months old.

Click OK.

<no audio> Click the OK button.

## WWC Folder Changes 1

Saving the new WIC Category impacts a few pages in mom and baby's folder, including Health Information, Risk Factors, and Food Prescription.

Let's take a quick look at these pages.

Select Health Information from the sidebar.

<Waiting>

<screen description – no audio> Spin icon displays.

## WWC Folder Changes 2

The updated breastfeeding information is found under Infants Born from This Pregnancy.

Click the button.

## WWC Folder Changes 3

The system toggled off Breastfeeding Now and updated the Breastfeeding Amount and End Date.

Next, let's look at Certification History. Select that from the sidebar.

## WWC Folder Changes 4

<waiting> Spin circle displays.

Her breastfeeding cert's original Cert End Date of 8/31/24 continues to display since Cert History is a snapshot of what occurred at the time of the cert and doesn't change.

Next Risk Factors.

Collapse Clinic Actions then select Risk Factors from the sidebar.

## WWC Folder Changes 5

<no audio> Collapse Clinic Actions then select Risk Factors from the sidebar.

<Waiting>

<screen description – no audio> Spin icon displays.

## WWC Folder Changes 6

The updated Cert End Date displays on the Risk Factors page.

If we click the certification period to expand it...

## WWC Folder Changes 7

The dates show that the breastfeeding portion of her certification ended today while the non-breastfeeding portion started today.

All her Breastfeeding risk factors were resolved.

Previously assigned risk factors that still apply for her new WIC Category were reassigned.

The system also assessed for any new risk factors and assigned those as well.

Next, food prescription. Select it from the sidebar.

<no audio> Select Food Prescription.

<Waiting>

<screen description – no audio> Working...please wait and spin icon display.

## WWC Folder Changes 8

The system auto-generates a new non-breastfeeding food prescription for mom as a result of the change in WIC category.

If we open her baby Eve's folder...go ahead...

<audio – hint> Click the participant menu.

## WWC Folder Changes 9

<no audio> Open her baby Eve's folder.

## WWC Folder Changes 10

The system auto-generates a new default food prescription for Eve as well.

If we look at her risk factors...

Collapse Clinic Actions and select Risk Factors from the sidebar.

## WWC Folder Changes 11

<no audio> Select Risk Factors.

<Waiting>

<screen description – no audio> Spin icon displays.

## WWC Folder Changes 12

The system resolves any risk factors that are only applicable for a breastfed infant.

Lastly, if we select Health Information from the sidebar...

<no audio> Select Health Information.

<Waiting>

<screen description – no audio> Spin icon displays.

## WWC Folder Changes 13

Remember that two-way link we briefly mentioned?

It connects mom and baby's records and allows changes to one folder to update the same information in the other.

## WWC Folder Changes 14

That concludes our overview of changing a breastfeeding woman's WIC Category when she is fewer than 6 months postpartum.

In the next module, we will take a look at trying to change the WIC Category for a breastfeeding woman more than 6 months postpartum.

Click the button to continue.

## T/F Q#1

True or False?

We cannot change a woman's WIC Category on the Demographics page if she is pregnant.

## Answer #1

The answer is True.

We can only change a pregnant woman to postpartum (Breastfeeding or Non-Breastfeeding) by certifying her as that new WIC Category.

## End

## End Slide

Thank you for reviewing this WINNIE online training module presented by the Minnesota Department of Health WIC Program.

If you have any feedback, comments, or questions about the information provided, please submit the [WINNIE Questions for the State WIC Office](#) form.

## Revisions

July 2025 – updated Food Item dropdown with WIC Contract Formula – Powder food item (June 2025 food package changes) and Health Information interface changes (Release 3.4.1).

January 2025 – original version.

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