



Memorandum

#11-073

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Linda Brumble, Unit Manager
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: June 10, 2011

SUBJECT: Updated *Quality Assurance (QA) Foxfire Reports*

The Quality Assurance Division, along with the WIC Program and Fielded System Support Group has updated the *Quality Assurance (QA) Foxfire Reports*. These reports provide clinic data from your local agency that can be used in conducting internal self-audits. The reports will be deployed to all of the local agencies and clinics in Texas later this month.

The reports are renamed to help differentiate the local agency reports (that are already created at your agency) from the new State Agency QA reports. They are also reflective of reports that were requested by local agency WIC Directors and will begin with "SR".

Finally, two Foxfire **label** reports will also be included. The labels will allow the clinics and local agencies to print appointment labels using the new Lexmark laser printers and Avery 5160 laser labels.

Upcoming **QWEST Training Class** on **June 15, 2011 from 2:00 p.m. to 3:00 p.m.** will cover the details of the *Quality Assurance (QSA) Foxfire Reports*.

Qwest Login Instructions

NOTE: The Qwest System can be used at any facility where you have a phone, and a PC with internet connectivity.

First Login on the Phone:

Call the toll free number (*) **1-866-633-3380**

Enter the meeting number, with asterisks before and after: ***2208368***

You will be put in the "waiting room" until the session starts.

Then Login via your Web Browser:

The login starts from the Web page: <http://conferencing.qwest.com>

Click on Participant/Presenter

It will check your browser settings, then you get the meeting login screen.

Enter the meeting number: **2208368**

Enter your display "name or names", choose **Already Connected**, then click **Join Meeting**

You will be taken to the Meeting Session.

Dial the number shown at the bottom into your phone to sync your phone and web logins.

If you have questions or require additional information, please contact Lisa Rankine, Clinic Services Program Coordinator, Nutrition Education/Clinic Services Unit, at (512) 341-4582 or by emailing lisa.rankine@dshs.state.tx.us.

The SWAD (Software Auto Download) process will be used to deploy these reports to		
1)	SQABUSE	<i>DSHS Child Abuse Reporting Form</i>
2)	SQCERT	<i>Clients Certified at Your Clinic by Cert Date</i>
3)	SQDO1STV	<i>Date of First Visit Using Quick Intake Records</i>
4)	SQEMPL	<i>Employees / Relatives / Friends on WIC</i>
5)	SQHOTCAR	<i>List of Hot Cards</i>
6)	SQLANGAP	<i>Appointments by Date with Lang Code</i>
7)	SQLANGCT	<i>Families with Non-English Lang Code</i>
8)	SQMIDPT	<i>Midpoint Screening</i>
9)	SQMIDPTD	<i>Daily Midpoint Report</i>
10)	SQNFRINF	<i>NFR – BF Infants Receiving Formula</i>
11)	SQNFRXBF	<i>Enhanced Food Packages Effective Jan 2010</i>
12)	SQNOCTRK	<i>Non-contract Formula Issuance</i>
13)	SQNOREFE	<i>Clients with 00 HCS & NO Referral</i>
14)	SQREFERL	<i>Clients with 00 HCS</i>
15)	SRBFDURA	<i>Duration of Breastfeeding Infants</i>
16)	SRCITYCT	<i>Count of Clients by City</i>
17)	SRFORM	<i>Issuance by Formula Number</i>
18)	SRPARTCT	<i>Unduplicated Count of Participation by Period of Time</i>
19)	SRPREMIE	<i>Premature Infants with a Low BirthWeight</i>
20)	LAB_MSD	<i>Missed appointment labels</i>
21)	LAB_RMDR	<i>Appointment reminder labels</i>