

FORMULA EXCHANGE

- o Formula is prorated depending on formula type and the number of days remaining in the month.
- o A client can exchange formula for the Current, Advanced, and/or Triple issuance months.
- o Clients can request a Formula Exchange an unlimited number of times during the certification period.



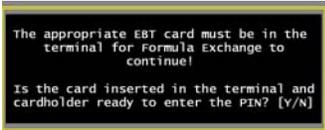


Standard Issuance
Replacement Benefits
Card Benefits
Card Wouchers

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F11 Clear Action F10/Win

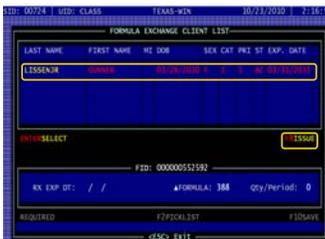
FORMULA EXCHANGE

Insert client's Lone Star card in the terminal.
From TX-WIN main menu, enter on Issuance, then Formula Exchange.



The appropriate EBT card must be in the terminal for Formula Exchange to continue!
Is the card inserted in the terminal and cardholder ready to enter the PIN? [Y/N]

The client is required to enter PIN to proceed.



FORMULA EXCHANGE CLIENT LIST

LAST NAME	FIRST NAME	HI	DOB	SEX	CAT	PRI	ST	EXP	DATE
LESSEN JR	GUNN		07/28/1988	M	1	1	AL	03/15/2011	

FORMULA: 388 Qty/Period: 0

FORMULA EXCHANGE CLIENT LIST SCREEN

The Formula Exchange Client List screen opens listing all clients eligible for a Formula Exchange.

Press F8.

Press F8.

FORMULA EXCHANGE MONTHLY DETAIL SCREEN

The Formula Exchange Monthly Detail List opens showing the client's name and the issuance months possible to exchange formula.

In this example, Gunner Lissen Jr. has issuance for October, November, and December.

FORMULA EXCHANGE

Enter on the desire month.

TX-WIN shows the cans of formula currently on the client's card.

Delete the new quantity and press enter twice to select a new formula.

FORMULA EXCHANGE

Press F2 and the formula pick list opens. Use the up/down arrow keys to scroll the pick list. Select the desired formula and press enter twice.

The computer will automatically calculate the maximum amount of formula allowed to issue to client.

Press F10 to save information.

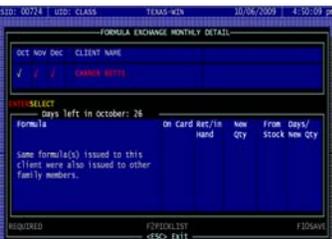
FORMULA EXCHANGE (TWINS)

- o If twins are on the same formula and some formula has been purchased, select how much formula belongs to one child when making the exchange.
 - Consult your Certifying Authority (CA) to make sure that the number selected does not cause the system to prorate the other child's formula (or cause them to lose all of their formula)



FORMULA EXCHANGE (TWINS)

Both infants are listed as eligible for formula exchange.



FORMULA EXCHANGE (TWINS)

System message appears stating that the same formula was issued to more than one family member.

FORMULA EXCHANGE (TWINS)

Details of the formula issued to more than one family member:

- Name of formula
- Original amount of formula issued to the client
- Amount the system should use in the exchange for the client (data can be changed in this field)

FORMULA EXCHANGE (TWINS)

Determine the number of units to use to conduct the formula exchange and press F10.

FORMULA EXCHANGE (TWINS)

The number of units selected automatically populates when continuing with the formula exchange process.

Notice the number reflected on the card for Bette is 19.

FORMULA EXCHANGE (TWINS)

The amount of formula designated to Cher is 19.

RETURN IN HAND/ ISSUE FROM STOCK

RETURN IN HAND

- Client may have purchased formula, using their WIC Lone Star card, for the current month but has not used it. If the client returns this formula to the office for a formula exchange, it is called formula Return In Hand.

RETURN IN HAND

- Return in Hand formula is included when calculating the amount of formula the client will receive in the exchange.
- Returned formula is stored in the clinic (kept in stock).

RETURN-IN-HAND

Enter "2" in the Ret/in Hand column.

RETURN-IN-HAND

Delete the New Quantity and press enter twice.

RETURN-IN-HAND

Enter the new formula.

RETURN-IN-HAND

Before pressing F10Save, press the Print Screen to record the Return in Hand amount.

ISSUED FORMULA FROM STOCK

- Once the exchange amount is determined, the LA may choose to issue formula stored in the office, known as issued From Stock.
 - At least one unit of formula must be issued on the EBT card.

FORMULA STOCK/RETURN IN HAND RULE

- Formula returned in hand or issued from stock is only allowed during the current month.

ISSUE FROM STOCK

Gunner Lissen's default value for Formula Code 411 is 7 cans.

Instead of issuing all seven cans on the Lone Star card, the clinic has chosen to issue 4 cans to the Lone Star card and give the client 3 cans from the clinic's stock.

FORMULA EXCHANGE MONTHLY DETAIL SCREEN

A Formula Exchange can have cans Returned in Hand and the clinic issue the new formula cans From Stock.

RETURN-IN-HAND/ISSUE FROM STOCK

Remember, print the Formula Exchange Monthly Detail screen before pressing F10 to save for all Formula Exchanges involving:

- Return In Hand or
- Issue From Stock.

Otherwise, all Return In Hand and From Stock information will be lost.

Use the Print Screen key on your keyboard.

**FORMULA EXCHANGE
FOR A PRESCRIPTION
FORMULA**

Infant Formula Plan

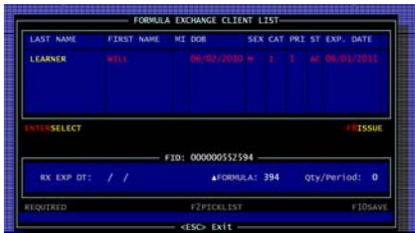
EXCHANGE FOR A PRESCRIPTION FORMULA

- o A client may have to exchange the current formula for a prescription formula.
 - Required prescription expiration date and formula code entries
 - Complete Infant Formula Plan (IFP)



EXCHANGE FOR A PRESCRIPTION FORMULA

- o After entering Issuance and Formula Exchange, this screen appears. Enter on the desired name to edit the bottom of the screen.



EXCHANGE FOR A PRESCRIPTION FORMULA

- o Enter the prescription expiration date and formula code. This will open the Infant Formula Plan(IFP).



EXCHANGE FOR A PRESCRIPTION FORMULA

Before entering on October, current formula is on the screen.

EXCHANGE FOR A PRESCRIPTION FORMULA

After entering on October, the new formula automatically populates.

EXCHANGE FOR A PRESCRIPTION FORMULA

Delete new quantity of Formula 394.
Enter twice and the new formula's default value appears.
Press F10SAVE.

EXCHANGING FOR MULTIPLE FORMULAS

- o A client can be issued more than one formula at a time during formula exchange.
 - Possible to issue up to three formulas at one time
 - Possible to exchange up to three formulas at one time
 - Can issue/exchange for Current, Advanced and Triple issuance months

EXCHANGE FOR MULTIPLE FORMULAS

Issuing multiple formulas is different only in the bottom section of the Formula Exchange Monthly Detail screen.

EXCHANGE FOR MULTIPLE FORMULAS

Triangles allow issuance for three formulas and exchange for three formulas.

Formula	on hand	Ret/in hand	Qty	From Stock	Days/ New Qty
#414 SCHILAC ADV W/IRON PND 12.902	0	0	3	0	4.42
#788 SCHILAC ADV W/IRON CSM 130z	0	0	0	0	0.00
#	0	0	0	0	0.00
#	0	0	0	0	0.00
#	0	0	0	0	0.00

EXCHANGE FOR MULTIPLE FORMULA

Reduce the amount of the current formula from 3 to 1.

Formula	on hand	Ret/in hand	Qty	From Stock	Days/ New Qty
#414 SCHILAC ADV W/IRON PND 12.902	0	0	3	0	4.42
#788 SCHILAC ADV W/IRON CSM 130z	0	0	0	0	0.00
#	0	0	0	0	0.00
#	0	0	0	0	0.00
#	0	0	0	0	0.00

EXCHANGE FOR MULTIPLE FORMULA

Select second formula. Press enter twice to get the default value (the maximum amount of formula to issue).

Formula	on hand	Ret/in hand	Qty	From Stock	Days/ New Qty
#414 SCHILAC ADV W/IRON PND 12.902	0	0	1	0	4.42
#788 SCHILAC ADV W/IRON CSM 130z	0	0	3	0	3.87
#	0	0	0	0	0.00
#	0	0	0	0	0.00
#	0	0	0	0	0.00

EXCHANGE FOR MULTIPLE FORMULA

Reduce the amount formula to 3 cans.

EXCHANGE FOR MULTIPLE FORMULA

Add the 3rd formula. The default value is 2.

EXCHANGE FOR MULTIPLE FORMULAS IN CURRENT MONTH

The shopping list shows all three formulas in the current month only in the Benefits section.

In the "For Staff Use Only" section, the original formula shows, the new formulas, and the actual issuance.

REVIEW

REVIEW QUESTION #1
What key do you press to issue Formula Exchange?



REVIEW QUESTION #1
What key do you press to issue Formula Exchange?

F8



REVIEW QUESTION #2
Where do you begin Formula Exchange?



REVIEW QUESTION #2

Where do you begin Formula Exchange?

Issuance/ Formula Exchange



REVIEW QUESTION #3

Why does the system require the client's Lone Star card to be inserted into the terminal before it will exchange formula?



REVIEW QUESTION #3

Why does the system require the client's Lone Star card to be inserted into the terminal before it will exchange formula?

To read the amount of formula still on the card



REVIEW QUESTION #4

If you exchange formula for three months at one time, how many times will the client have to enter her PIN?



REVIEW QUESTION #4

If you exchange formula for three months at one time, how many times will the client have to enter her PIN?

One time



REVIEW QUESTION #5

If you exchange formula for three months at one time, how many times will you have to print the shopping list?



REVIEW QUESTION #5

If you exchange formula for three months at one time, how many times will you have to print the shopping list?

One time



REVIEW QUESTION #6

What is the maximum number of formulas that you can issue at one time during formula exchange?



REVIEW QUESTION #6

What is the maximum number of formulas that you can issue at one time during formula exchange?

Three



REVIEW QUESTION #7

What must you do to record Return in Hand and Issue From Stock information?



REVIEW QUESTION #7

What must you do to record Return in Hand and Issue From Stock information?

Press the Print Screen key to capture information before pressing F10Save.



REVIEW QUESTION #8

Formula is prorated depending on the days remaining in the month.

True/False



REVIEW QUESTION #8

Formula is prorated depending on the days remaining in the month.

True



REVIEW QUESTION #9

Formula Exchange is used to change infants formula and/or quantity _____ issuance.

- A. Before
- B. After



REVIEW QUESTION #9

Formula Exchange is used to change infants formula and/or quantity _____ issuance.

- A. Before
- B. **After**



REVIEW QUESTION #10

To complete a Formula Exchange including twins, you must designate the number of units to use for each infant so the formula is not lost or incorrectly prorated.

True/False



REVIEW QUESTION #10

To complete a Formula Exchange including twins, you must designate the number of units to use for each infant so the formula is not lost or incorrectly prorated.

True



THANK YOU

Thank you for your participation.

If you have any technical questions, please call the help desk at 1-800-650-1328.

Help Desk Website:
<http://www.dshs.state.tx.us/wichd/hd/hd1.shtm>

If you have any questions or comments about this training, please e-mail us at
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