

FOXFIRE QA REFERENCE GUIDE

Midpoint and Mid-cert Foxfire Quality Improvement Guide

Quality Improvement (QI) is prospective and refers to the continuous study and improvement of processes to prevent errors.

Infants - Midpoint Review

Infants need the Midpoint review completed when they are 4-8 months old.
For example, if today is 1/15/2015, enter 05/15/2014,09/15/2014.

APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	MAY	---	---	---	SEP				JAN											
		JUN	---	---	---	OCT				FEB										
			JUL	---	---	---	NOV				MAR									
				AUG	---	---	---	DEC				APR								
					SEP	---	---	---	JAN				MAY							
						OCT	---	---	---	FEB				JUN						
							NOV	---	---	---	MAR				JUL					
								DEC	---	---	---	APR				AUG				
									JAN	---	---	---	MAY				SEP			
										FEB	---	---	---	JUN				OCT		
											MAR	---	---	---	JUL				NOV	
												APR	---	---	---	AUG				DEC

Children - Mid-cert Review

Enter a date range that is 4 to 10 months in the past. For example, if today is 1/15/2015, enter 04/01/2014,10/31/2014.

APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
APR	---	---	---	---	---	OCT			JAN											
	MAY	---	---	---	---	---	NOV			FEB										
		JUN	---	---	---	---	---	DEC			MAR									
			JUL	---	---	---	---	---	JAN			APR								
				AUG	---	---	---	---	---	FEB			MAY							
					SEP	---	---	---	---	---	MAR			JUN						
						OCT	---	---	---	---	---	APR			JUL					
							NOV	---	---	---	---	---	MAY			AUG				
								DEC	---	---	---	---	---	JUN			SEP			
									JAN	---	---	---	---	---	JUL			OCT		
										FEB	---	---	---	---	---	AUG			NOV	
											MAR	---	---	---	---	---	---	---	NOV	DEC

Midpoint and Mid-cert Foxfire Quality Assurance Guide

Quality Assurance (QA) is reactive and retrospective (self-audits).

Infants - Midpoint Review

For quality assurance, run the Midpoint review 10 months after the infant was born.
If the current month is January 2015, run the report for 03/01/2014 through 03/31/2014.

MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
MAR										JAN											
	APR										FEB										
		MAY										MAR									
			JUN										APR								
				JUL										MAY							
					AUG										JUN						
						SEP										JUL					
							OCT										AUG				
								NOV										SEP			
									DEC										OCT		
										JAN										NOV	
											FEB										DEC

Children - Mid-cert Review

For quality assurance, run the Mid-cert report 10 months after the client was certified.
If the current month is January 2015, run the report for 03/01/2014 through 03/31/2014.

MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
MAR										JAN											
	APR										FEB										
		MAY										MAR									
			JUN										APR								
				JUL										MAY							
					AUG										JUN						
						SEP										JUL					
							OCT										AUG				
								NOV										SEP			
									DEC										OCT		
										JAN										NOV	
											FEB										DEC

Use the **BLUE** months as the timeframe for reports run in the following **GOLD** month.

About Reports

SQLANGAP: Appointments are listed in military time

SQMIDPTD: Enter a current or future appointment date

SQNFRXBF: Enter the same month that is entered for the SQNFRINF report

SQNOCTRK: Enter 3 months in the future for "Client RX Expiration Date is Before".

SQABUSE: For "Client Date of Birth is On or After", enter tomorrow's month and day. To determine the year, subtract 17 from the current year.

WIC Breastfeeding Types

MOTHERS

E = Exclusively Breastfeeding
 B = Mostly Breastfeeding (<=partial max)
 L = Some Breastfeeding (>partial max)

INFANTS

T = Exclusively Breastfeeding (no formula)
 M = Mostly Breastfeeding (<=partial max)
 F = Some Breastfeeding (>partial max)
 N = Non Breastfeeding (100% formula fed)

TIPS

WIC Partic Part Mo: When entering the participation month, use the format *YYMM* (July 2015 would be expressed as 1507).

Cert WIC Code: Always use UPPER case when entering a Cert WIC Code in the filter criteria.

Between Dates: Use the format *MM/DD/YYYY,MM/DD/YYYY* (no space after the comma).

When report results are on the screen, type "e" to scroll/view the report or "r" to print the report.

To create a copy of the report and make changes to a new report:

Highlight the report you want to modify.
 Tab to <Edit...> and press [Enter].

< New... > < Edit... > < Delete >

Tab to <Save as...> and press [Enter].

< Save > < Save as... > << Close >>

Enter a new name and description of the report to be modified

Name	Description
SQHGB2	Hemoglobin - version 2

Tab to the "Lock" box and use the tab key and space bar to remove checks from the listed items.

Lock	
<input type="checkbox"/>	Data Items
<input type="checkbox"/>	Sort
<input type="checkbox"/>	Filter
<input checked="" type="checkbox"/>	Output

Tab to << OK >> and press [Enter].

Glossary

WIC Partic Part Mo: WIC Participant Participation Month

WIC Partic WIC Code: WIC Participation WIC Code, for example I, C, P, N, B

Cert WIC Code: Certification WIC Code, for example I, C, P, N, B

Cert Income Clerk: Certification Income Clerk User ID

Food Package Issue 1st Day to Spend: The first day benefits can be redeemed

Food Package Issue Trans Date/Time: The date and time that the food package was issued

Cert Date: Certification Date is the effective date of certification

Cert Date Actual: The day the certification is completed.

- E.g., for an early sub cert on 07/08/15 for a participant whose current cert expires 07/31/15. The *cert date actual* would be 07/08/15, the *cert date / cert effective date* would be 08/01/2015.