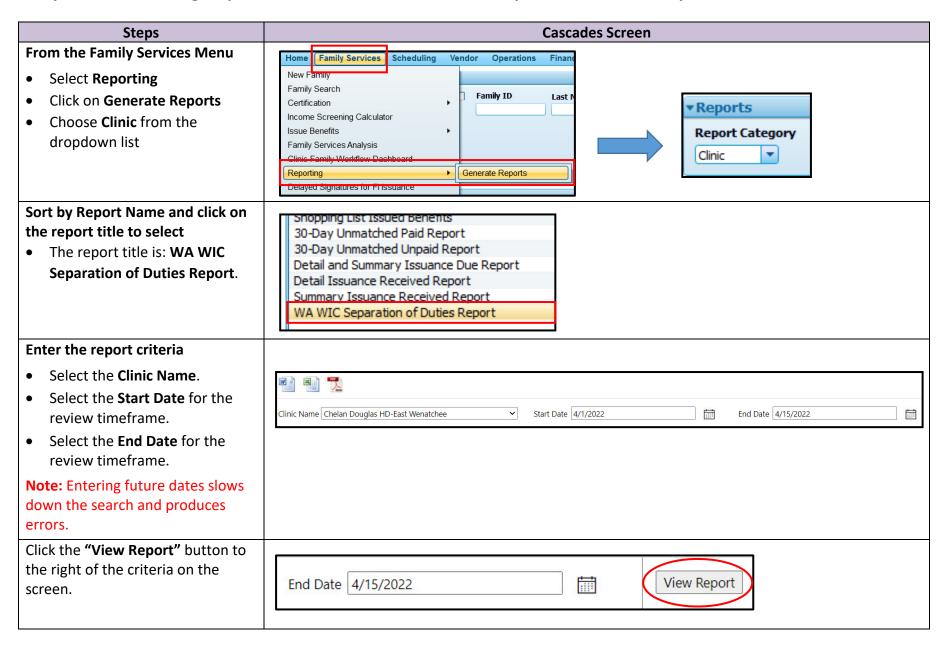


## **Staff Tool: WA WIC Separation of Duties Report**



## Complete the following steps to access the Cascades WA WIC Separation of Duties Report





## **Staff Tool: WA WIC Separation of Duties Report**



Steps	Cascades Screen
Obtain results	WA WIC Separation of Duties Report
<ul> <li>The report includes all participants who had a certification completed within</li> </ul>	Local Agency Name: Chelan Douglas Health District  Clinic Name: Chelan Douglas HD-East Wenatchee  Run Date and Time: 4/21/2022 9:00:45 AM  Family WIC ID Parent/ Participant ID Participant WIC Infant Issued Income Risk Risk Time Date Certification Certification Staff Name
the report Start Date and End Date where the same staff	Guardian   Name   Category Formula at Certification   Date   Time   Date   Certified   Start Date   End Date
member assessed income and	F01000001112 Yes 4/14/2022 15:09:53 4/14/2022 15:21:56 4/14/2022 3/31/2023
nutrition risk eligibility.	F01000001116 Yes 4/4/2022 09:34:42 4/4/2022 09:56:34 4/4/2022 3/31/2023 3/31/2023 F01000001167 4/4/2022 13:10:19 4/4/2022 13:22:26 4/4/2022 4/4/2022 6/30/2022
	LF11644607 4/13/2022 16:34:18 4/13/2022 16:39:13 4/13/2022 5/1/2022 7/31/2022 F01000001170 4/11/2022 16:18:17 4/11/2022 16:22:58 4/11/2022 4/11/2022 11/30/2022
Note: To protect confidentiality,	LF11644513 4/12/2022 10:42:38 4/12/2022 10:53:18 4/12/2022 5/1/2022 4/30/2023
participant and staff information aren't shown in the sample.	LF1349392 4/5/2022 16:22:41 4/5/2022 16:36:45 4/5/2022 4/5/2022 6/30/2022  LF13603144 4/5/2022 15:17:18 4/5/2022 15:27:31 4/5/2022 4/5/2022 10/31/2022
	F01000001112 4/14/2022 15:09:53 4/14/2022 15:22:15 4/14/2022 3/31/2023

## **Review files**

- COVID-19 Waiver period:
  - o See the COVID-19 waiver Separation of Duties (SOD) policy for review requirements.
- Standard Policy:
  - Review participant files according to policy once the COVID-19 waivers are no longer in place, or the clinic returns to seeing participants in the clinic.
  - See the SOD policy in Volume 1, Chapter 18 Certification for review requirements.

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