



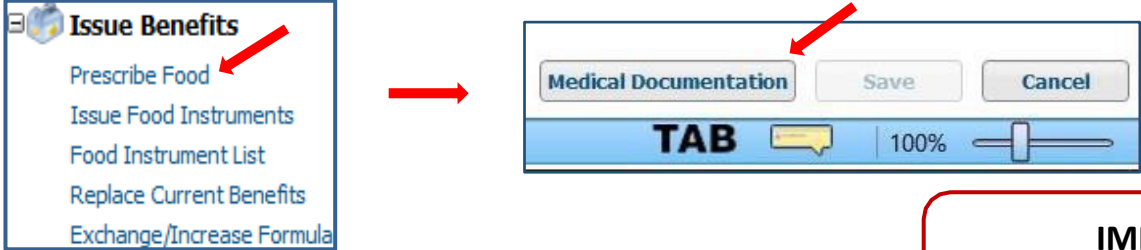

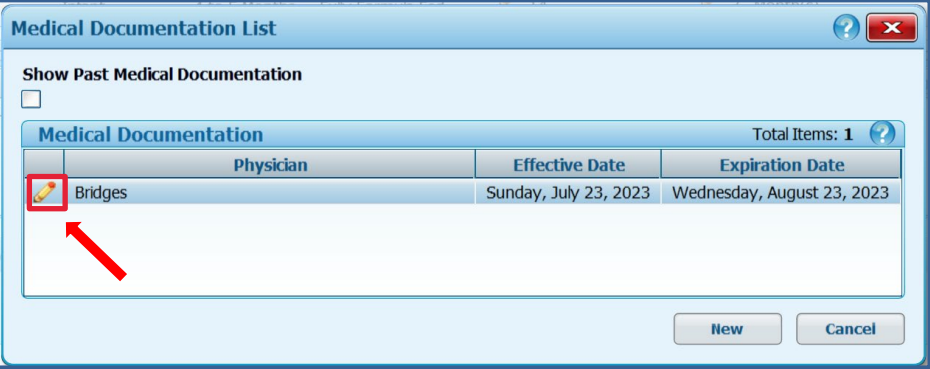

# Cascades Steps



## Enter New Medical Documentation When Current Medical Documentation Exists

The process is the same for all participant categories and all foods and formulas prescribed by a medical provider. If a participant has a new Medical Documentation Form (MDF), please use [Cascades Steps – Enter Medical Documentation for the First Time](#). If a participant has a verbal order, please use [Cascades Steps - Enter Verbal Order for a Medical Documentation Form](#).

- Use these steps when a participant’s medical provider prescribes medical foods or formulas **and** medical documentation already exists for the participant.
- **Note:** Always end the current Medical Documentation before you enter a new one!

Steps	Cascades Screen
<p><b>Step 1: Revise current MDF:</b> In <b>Issue Benefits</b> Quick Link, select <b>Prescribe Food</b>.</p> <p><b>Step 2: Revise current MDF:</b> <u>Before</u> you add a new prescription, select the <b>Medical Documentation</b> button to revise the current MDF.</p>	
<p><b>Step 3: Revise current MDF:</b> Select <b>pencil icon</b>  to open current medical documentation.</p>	 <div data-bbox="1499 902 2024 1471" style="border: 2px solid red; padding: 10px; margin-top: 10px;"> <p style="text-align: center;"><b>IMPORTANT</b></p> <p>When to use the pencil icon  :</p> <ul style="list-style-type: none"> <li>• <b>Edits</b> – if you make a mistake while entering the MDF.</li> <li>• <b>Change expiration date</b> before you enter a new MDF.</li> </ul> <p style="text-align: center;"><b>Never use the pencil icon to add a new MDF.</b></p> <p style="text-align: center;">It will overwrite the existing MDF and delete the Medical Documentation history.</p> </div>



# Cascades Steps



## Enter New Medical Documentation When Current Medical Documentation Exists



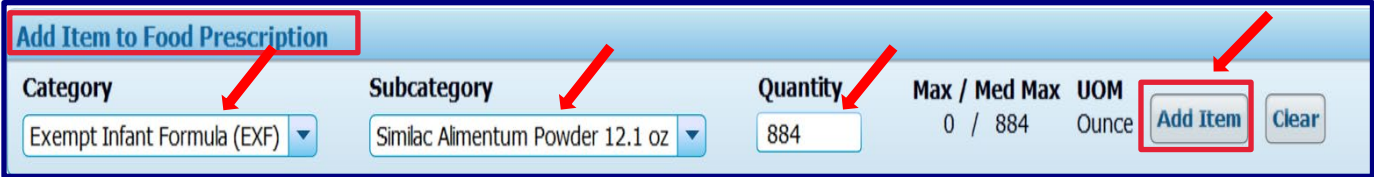
Steps	Cascades Screen									
<p><b>Step 4: Revise current MDF:</b></p> <ul style="list-style-type: none"><li>• Change <b>expiration to yesterday's date.</b></li><li>• Select <b>Save.</b></li><li>• A Status Message will display, saying medical documentation was saved successfully.</li></ul>	<p><b>Attach Medical Documentation</b></p> <p><b>Prescription Dates</b></p> <p>Effective Date ★ 7/23/2023    Expiration Date ★ 8/23/2023    Prescription Date 7/23/2023</p> <p>The expiration date can't be before the prescription date!</p> <p><b>Attach Medical Documentation</b></p> <p><b>Prescription Dates</b></p> <p>Effective Date ★ 7/23/2023    Expiration Date ★ 8/23/2023    Prescription Date 7/23/2023</p> <p><b>Diagnosis Information</b></p> <p>Medical Reason ★ Low birth weight: &lt;= 5 lbs 8 oz    ICD Code ★ N/A    OR    Diagnosis Code ★    OR    Verbal Order ★ <input type="checkbox"/></p> <p><b>Physician Information</b></p> <p>Physician's Name ★ Bridges    Physician's Phone ★ (555) 555-5555    Physician's Email    Medical Food Prescribed    Non-Medical Food Prescribed</p> <p><b>Medical Food Prescription</b> <span style="float: right;">Total Items: 2 ?</span></p> <table border="1"><thead><tr><th><input type="checkbox"/></th><th>Category</th><th>Subcategory</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>Infant Formula (IF)</td><td>Simlac Sensitive Powder 12 or 12.5 oz</td></tr><tr><td><input checked="" type="checkbox"/></td><td>Exempt Infant Formula (EXF)</td><td>Simlac NeoSure Powder 13.1 oz</td></tr></tbody></table> <p><b>Add Additional Medical Foods</b></p> <p>Category    Subcategory    Add Item    Clear</p> <p>Scan Document    View Documents</p> <p><b>Status Message</b></p> <p>Medical Documentation was saved successfully.</p> <p>Save    Cancel</p> <p>Funding    Medical Documentation    Save</p>	<input type="checkbox"/>	Category	Subcategory	<input type="checkbox"/>	Infant Formula (IF)	Simlac Sensitive Powder 12 or 12.5 oz	<input checked="" type="checkbox"/>	Exempt Infant Formula (EXF)	Simlac NeoSure Powder 13.1 oz
<input type="checkbox"/>	Category	Subcategory								
<input type="checkbox"/>	Infant Formula (IF)	Simlac Sensitive Powder 12 or 12.5 oz								
<input checked="" type="checkbox"/>	Exempt Infant Formula (EXF)	Simlac NeoSure Powder 13.1 oz								



# Cascades Steps



## Enter New Medical Documentation When Current Medical Documentation Exists

Steps	Cascades Screen
<p><b>Step 5: Create new food prescription:</b></p> <p>Select the green “+” sign to create a new prescription.</p>	
<p><b>Step 6 Create new food prescription:</b></p> <p>Enter date in the <b>Select the New Food Prescription Date</b> pop-up.</p> <p>Select <b>Save</b>.</p>	
<p><b>Step 7 Add the formula or food you want to add:</b></p> <p>In <b>Add Item to Food Prescription</b> container select:</p> <ul style="list-style-type: none"> <li>• Category</li> <li>• Subcategory</li> <li>• Quantity</li> </ul> <p>Select <b>Add Item</b>.</p>	



# Cascades Steps



## Enter New Medical Documentation When Current Medical Documentation Exists

Steps	Cascades Screen												
<p><b><u>Attached Medical Documentation screen in Cascades:</u></b></p> <p>Once you've selected <b>Add Item</b> the <b>Attach Medical Documentation Form</b> pops up.</p> <p>In the bottom right corner, you'll also see the <b>Medical Documentation Required Status Message</b>.</p> <p><b>Note:</b> You'll see all food/ formula that has been added in the <b>Medical Food Prescription</b> container.</p>	<p><b>Attach Medical Documentation</b></p> <p>Effective Date ★ 7/23/2023    Expiration Date ★ 8/23/2023    Prescription Date 8/7/2023</p> <p><b>Diagnosis Information</b></p> <p>Medical Reason ★ Low birth weight: &lt;= 5 lbs 8 oz    ICD Code ★ N/A    OR    Diagnosis Code ★    OR    Verbal Order ★ <input type="checkbox"/></p> <p><b>Physician Information</b></p> <p>Physician's Name ★ Bridges    Physician's Phone ★ (555) 555-5555    Physician's Email    Medical Food Prescribed    Non-Medical Food Prescribed</p> <p><b>Medical Food Prescription</b> <span style="float: right;">Total Items: 3 ?</span></p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Category</th> <th>Subcategory</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Infant Formula (IF)</td> <td>Simlac Advance Powder 12.4 oz</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Exempt Infant Formula (EXF)</td> <td>Simlac NeoSure Powder 13.1 oz</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Exempt Infant Formula (EXF)</td> <td>Simlac Alimentum Powder 12.1 oz</td> </tr> </tbody> </table> <p><b>Add Additional Medical Foods</b></p> <p>Category    Subcategory    Add Item    Clear</p> <p>Scan Document    View Documents</p> <p><b>Status Message</b>  Quantity exceeds the Max Quantity Allowed, Medical Documentation Required.</p>	<input type="checkbox"/>	Category	Subcategory	<input type="checkbox"/>	Infant Formula (IF)	Simlac Advance Powder 12.4 oz	<input type="checkbox"/>	Exempt Infant Formula (EXF)	Simlac NeoSure Powder 13.1 oz	<input checked="" type="checkbox"/>	Exempt Infant Formula (EXF)	Simlac Alimentum Powder 12.1 oz
<input type="checkbox"/>	Category	Subcategory											
<input type="checkbox"/>	Infant Formula (IF)	Simlac Advance Powder 12.4 oz											
<input type="checkbox"/>	Exempt Infant Formula (EXF)	Simlac NeoSure Powder 13.1 oz											
<input checked="" type="checkbox"/>	Exempt Infant Formula (EXF)	Simlac Alimentum Powder 12.1 oz											



# Cascades Steps



## Enter New Medical Documentation When Current Medical Documentation Exists

Steps	Cascades Screen
<p><b>Step 8: Fill in medical documentation information:</b></p> <ul style="list-style-type: none"> <li>• <b>Prescription Dates</b> <ul style="list-style-type: none"> <li>▪ <b>Effective Date</b> = Today's date</li> <li>▪ <b>Expiration Date</b> = Up to one year max from effective date</li> </ul> </li> <li>• <b>Diagnosis Information</b> <ul style="list-style-type: none"> <li>▪ <b>Medical Reason</b> = Select Medical Diagnosis from MDF</li> <li>▪ <b>ICD or Diagnosis code</b> = N/A</li> <li>▪ If a Verbal Order = Check Box and Select form of verbal order. Refer to <b>Cascades Steps-Enter Verbal Order</b> for further guidance.</li> </ul> </li> <li>• <b>Physician's Information</b> <ul style="list-style-type: none"> <li>▪ <b>Physician's Name</b></li> <li>▪ <b>Physician's Phone</b></li> </ul> </li> </ul>	<p>The screenshot shows three sections of the Cascades screen:</p> <ul style="list-style-type: none"> <li><b>Prescription Dates:</b> Contains fields for Effective Date (7/23/2023), Expiration Date (8/23/2023), and Prescription Date (8/7/2023). Red arrows point to the Effective Date and Expiration Date fields.</li> <li><b>Diagnosis Information:</b> Contains a Medical Reason dropdown (Low birth weight: &lt;= 5 lbs 8 oz), ICD Code (N/A), Diagnosis Code, and a Verbal Order checkbox. Red arrows point to the Medical Reason and ICD Code fields.</li> <li><b>Physician Information:</b> Contains fields for Physician's Name (Bridges), Physician's Phone ((555) 555-5555), Physician's Email, Medical Food Prescribed, and Non-Medical Food Prescribed. Red arrows point to the Physician's Name and Physician's Phone fields.</li> </ul>

## Enter New Medical Documentation When Current Medical Documentation Exists

Steps	Cascades Screen								
<p><b>Step 9: Check and save medical food prescription:</b></p> <ul style="list-style-type: none"> <li>• Scroll to bottom.</li> <li>• Make sure food or formula marked on MDF is check-marked.</li> <li>• Select <b>Scan Document</b> at the bottom left hand side of the screen. Scan in new MDF.</li> <li>• Select <b>Save</b>.</li> <li>• A <b>Status Message</b> will display saying medical documentation was saved successfully.</li> </ul> <p><b>Note: Verify that the MDF has been scanned into Cascades</b></p>	<p>The screenshot shows the 'Attach Medical Documentation' screen. Key elements include:</p> <ul style="list-style-type: none"> <li><b>Effective Date:</b> 7/23/2023</li> <li><b>Expiration Date:</b> 8/23/2023</li> <li><b>Prescription Date:</b> 8/7/2023</li> <li><b>Diagnosis Information:</b> Medical Reason (Low birth weight: &lt;= 5 lbs 8 oz), ICD Code (N/A), Diagnosis Code, and Verbal Order.</li> <li><b>Physician Information:</b> Physician's Name (Bridges), Physician's Phone ((555) 555-5555), Physician's Email, Medical Food Prescribed, and Non-Medical Food Prescribed.</li> <li><b>Medical Food Prescription Table:</b> <table border="1"> <thead> <tr> <th>Category</th> <th>Subcategory</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Infant Formula (IF) Simlac Advance Powder 12.4 oz</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Exempt Infant Formula (EXF) Simlac NeoSure Powder 13.1 oz</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Exempt Infant Formula (EXF) Simlac Alimentum Powder 12.1 oz</td> </tr> </tbody> </table> </li> <li><b>Buttons:</b> Scan Document, View Documents, Add Item, Clear, Save, Cancel.</li> </ul> <p>A magnified view of the 'Exempt Infant Formula (EXF)' row shows a checkmark in a box next to the category name.</p> <p>A status message dialog box displays: "Status Message: Medical Documentation was saved successfully." with buttons for 'Medical Documentation', 'Save', and 'Cancel'.</p>	Category	Subcategory	<input type="checkbox"/>	Infant Formula (IF) Simlac Advance Powder 12.4 oz	<input type="checkbox"/>	Exempt Infant Formula (EXF) Simlac NeoSure Powder 13.1 oz	<input checked="" type="checkbox"/>	Exempt Infant Formula (EXF) Simlac Alimentum Powder 12.1 oz
Category	Subcategory								
<input type="checkbox"/>	Infant Formula (IF) Simlac Advance Powder 12.4 oz								
<input type="checkbox"/>	Exempt Infant Formula (EXF) Simlac NeoSure Powder 13.1 oz								
<input checked="" type="checkbox"/>	Exempt Infant Formula (EXF) Simlac Alimentum Powder 12.1 oz								



# Cascades Steps



## Enter New Medical Documentation When Current Medical Documentation Exists

Steps	Cascades Screen															
<p><b>Step 10: Review food prescription items</b></p> <ul style="list-style-type: none"> <li>Return to <b>Prescribe Food</b> Quick Link.</li> <li>Verify medical foods or formula were added to the Food Prescription Items.</li> <li>Verify other items in food prescription are correct.</li> </ul> <p><b>Step 11 Issue benefits:</b></p> <p>Select <b>Issue</b> button.</p>	<p><b>Food Prescription</b></p> <p>3/27/2023 4/14/2023 4/23/2023 5/14/2023 6/14/2023 6/27/2023  0 Months 0 Months 1 to 3 Months 1 to 3 Months 1 to 3 Months 1 to 3 Months</p> <p>Food Prescription Date: 8/7/2023  WIC Category: Infant  Age Category: 4 to 5 Months  Breastfeeding Status: Fully Formula Fed  Family Issuance Day: 14  Issuance Frequency: 3 Month(s)</p> <p><b>Food Prescription Items</b> Total Items: 2</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Subcategory</th> <th>Quantity</th> <th>Category Max Quantity</th> <th>UOM</th> </tr> </thead> <tbody> <tr> <td>✗ Infant Formula (IF)</td> <td>Similac Advance Powder 12.4 oz</td> <td>0</td> <td>884</td> <td>Ounce</td> </tr> <tr> <td>✗ Exempt Infant Formula (EXF)</td> <td>Similac Alimentum Powder 12.1 oz</td> <td>884</td> <td>884</td> <td>Ounce</td> </tr> </tbody> </table> <p><b>Issue</b> <b>Cancel</b></p>	Category	Subcategory	Quantity	Category Max Quantity	UOM	✗ Infant Formula (IF)	Similac Advance Powder 12.4 oz	0	884	Ounce	✗ Exempt Infant Formula (EXF)	Similac Alimentum Powder 12.1 oz	884	884	Ounce
Category	Subcategory	Quantity	Category Max Quantity	UOM												
✗ Infant Formula (IF)	Similac Advance Powder 12.4 oz	0	884	Ounce												
✗ Exempt Infant Formula (EXF)	Similac Alimentum Powder 12.1 oz	884	884	Ounce												

This institution is an equal opportunity provider.  
Washington WIC doesn't discriminate.

To request this document in another format, call 1-800-841-1410.  
Deaf or hard of hearing customers, please call 711 (Washington Relay)  
or email [wic@doh.wa.gov](mailto:wic@doh.wa.gov).



DOH 961-1171 January 2024

