

Return Multi User Breast Pump Into Cascades

Note: The purpose of this steps sheet is to display how to return a Multi User Breast Pump into Cascades Inventory and how to activate breast pump maintenance.

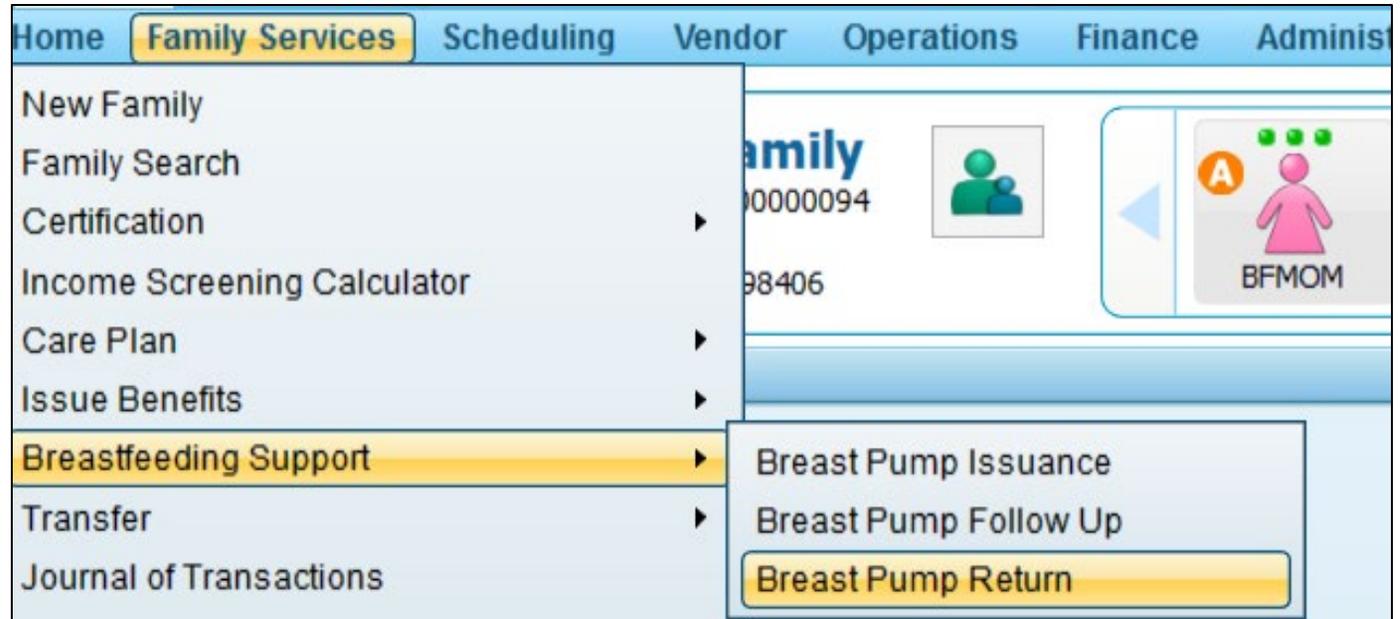
Steps	Cascades Screen
<p><u>Step 1 Isolate returned breast pump before cleaning</u></p> <p>For safety of staff and all participants we recommend:</p> <ul style="list-style-type: none"> • When pump is returned: <ul style="list-style-type: none"> ○ Bag the breast pump in clear plastic bag ○ Safely isolate the multi user pump • Clean the pump according to Chapter-15 policy. <p><u>Proceed to Step 2 to return pump in Cascades</u></p>	<p>When pump is returned:</p> <ul style="list-style-type: none"> • If you don't have gloves, be sure to wash your hands after handling the pump. • Place pump and hard case in a clear plastic bag and label the bag "Dirty Pump". • Keep the "Dirty Pump" for 10 days in the clear plastic bag before cleaning. <ul style="list-style-type: none"> • Cleaning: <ul style="list-style-type: none"> • Clean all pump items, including straps by following manufacture directions. • Recommended disinfectant for pumps according to EPA recommendation is using Cavicide or other disinfectant wipes.

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Step 2 Return multi user pump

In order to return a multi user pump into Cascade's select:

- **Family Services**
- **Breastfeeding Support**
- **Breast Pump Return**



Step 3 Breast pump return

Breast pump return page displays

- Enter the actual return date.
- Enter a comment about the pump return.
- Capture signature.
 - Signature screen displays.
 - Participant signs or staff signs during remote services.
- After capturing signature. Select Return Form.
- **Communication Preview** displays a non-fillable receipt select **Print**.
- Breast pump return screen displays. Select **Save** to complete pump return into Cascades.

Proceed to **Step 4**

The screenshot shows the 'Breast Pump Return' form with the following fields: State Inventory Number (ACR228), Issued Date (2/23/2020), Expected Return Date (1/31/2021), Actual Return Date (empty), and Comment (empty). A 'Communication Preview' window is open, displaying a receipt for 'Multi-Use Electric Breast Pump Return Receipt' from WA WIC. The receipt includes the name 'PIPPY LONGSTOCKING-TEST', address '1111 MELROSE PLACE, TACOMA, WA 98433', and phone number '(253) 555-6987'. The 'Print' button on the receipt is highlighted with a red box. At the bottom of the main form, the 'Capture Signature' and 'Return Form' buttons are also highlighted with red boxes.

The screenshot shows the 'Breast Pump Return' form with the 'Actual Return Date' field now populated with '2/23/2020'. The 'Communication Preview' window is no longer visible. At the bottom of the form, the 'Save' button is highlighted with a red box. A green text reminder is displayed: 'Remember: Document Pump Return in Care Plan Summary - Family Care Plan – Nutrition Assessment'.

Step 4 Dismiss multi user breast pump alert

Family carousel page displays.

- Select **Family alerts** in quick link. **Alert list** displays. Locate multi user pump alert.
- Select the pencil to edit the alert.
- Change **Status** to Inactive from dropdown. Select **Dismiss**.
- Enter return date into **End Date** field. Select **Save**.

Proceed to Step 5 Place Multi User Breast Pump into Maintenance

The screenshot shows the Cascades WIC system interface for the 'LONGSTOCKING-TEST Family'. The 'Alerts List' table contains one entry: 'Multi user breast pump issuance' with a status of 'Active' and an end date of '02/23/2020'. A 'Maintain Alerts' dialog box is open, showing the 'Alert Type' as 'Family Alert'. The 'Status' dropdown is set to 'Inactive', and the 'End Date' is set to '2/27/2020'. The 'Alert Text' field contains 'Issued multi user breast pump 02/23/2020'. The 'Save' button is highlighted.

Step 5 Place Multi User Breast Pump into Maintenance

From Home screen

- Select Operations
 - Inventory
 - Search Product Inventory
- **Search Inventory Product Inventory** page displays.
- Select **Search** to display inventory
- Select Inventory Product name in **Inventory Search results (Products)** to display current inventory in **Items** window
- **Select** the pencil image of the pump to place in maintenance in the Items window.



Search Inventory Product Inventory

Search Location: All State Agency Clinic
 L01C02 - Adams CHD-

Inventory Product ID:
 Item ID:

Inventory Product Name:
 Item Name:

State Inventory Number:
 Manufacturer Number:

Expiration Date:
 Inventory Status:

Inventory Type: Multi-user electric brea

Inventory Search Results (Products) Total Items: 3						Inventory Search Results (Items) Total Items: 1				
Inventory Product ID	Inventory Product Name	Total on Order	Reorder Point	Total on Hand		Item ID	Item Name	State Inventory Number	Status	Quantity
<input type="checkbox"/> 11	Cascades EBT Card	2	40	0						
<input type="checkbox"/> 18	Hygeia EnDeare	0	40	0						
<input type="checkbox"/> 47	Medela Lactina	0	0	1	<input type="checkbox"/>	112225	Medela Lactina	ACR228	On Hand	1

In the above example, the product is Medela Lactina. The State Inventory Number is ACR228.

Step 6 Place pump Out For Maintenance

Serialized item page displays

- Select the box **Out for Maintenance** and then Select **Save**.
- Search inventory page displays.
 - Multi user pump ACR228 Status displays **Maintenance** under Inventory Search Results (Items)

The screenshot shows the 'Serialized Item' form with the following fields: Item ID (112225), Inventory Item Status (On Hand), Expiration Date, Item Name (Medela Lactina), Manufacturer Number (228), Date Added To Inventory (5/30/2020), and State Inventory Number (ACR228). The 'Out for Maintenance' checkbox is checked and highlighted with a red box. A 'Save' button is visible in the bottom right corner.

Inventory Search Results (Products)						Total Items: 3	Inventory Search Results (Items)					Total Items: 1
	Inventory Product ID	Inventory Product Name	Total on Order	Reorder Point	Total on Hand		Item ID	Item Name	State Inventory Number	Status	Quantity	
<input type="checkbox"/>	11	Cascades EBT Card	2	40	0	<input type="checkbox"/>	112225	Medela Lactina	ACR228	Maintenance	1	
<input type="checkbox"/>	18	Hygeia ErdDeare	0	40	0							
<input type="checkbox"/>	47	Medela Lactina	0	0	0							

Step 7 Remove maintenance

To remove multi user pump from maintenance repeat steps 5-6.

- Then deselect **Out for Maintenance** and select **save**
- Pump status **changes to On Hand**

The screenshot shows the 'Serialized Item' form with the 'Out for Maintenance' checkbox now deselected. The 'Inventory Item Status' is updated to 'Maintenance' and highlighted with a red box. A 'Save' button is visible in the bottom right corner.

Inventory Search Results (Items)						Total Items: 1
	Item ID	Item Name	State Inventory Number	Status	Quantity	
<input type="checkbox"/>	112225	Medela Lactina	ACR228	On Hand	1	

In this example, the Breast Pump listed under State Inventory Number ACR228 Status displays **On Hand**

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