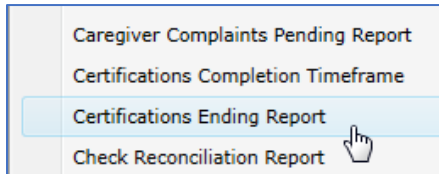


Certifications Ending Report

How do I run this report?

1. Reports > **Certifications Ending Report.**



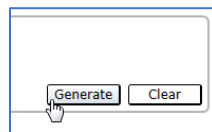
2. Enter desired Month and Year and select **Clinic**. Then **Generate**.

Certifications Ending Report

⬆ Show/Hide Report Parameters

Month Year

Clinic



Kansas WIC Program
Certifications Ending Report
Reno County WIC Clinic
Certifications Ending in February, 2020

| Caregiver | Client | Category | Most Recent Completed Appointment | Telephone | Notes |
|------------|------------|----------|-----------------------------------|----------------|-------|
| [Redacted] | [Redacted] | PG | 12/04/2019 | | |
| [Redacted] | [Redacted] | PP | 09/18/2019 | (620) 200-4279 | |
| [Redacted] | [Redacted] | PG | 11/20/2019 | | |
| [Redacted] | [Redacted] | C | 11/20/2019 | | |
| [Redacted] | [Redacted] | PP | 09/05/2019 | (620) 727-3335 | |
| [Redacted] | [Redacted] | C | 01/06/2020 | (620) 314-1037 | |

3. **Print** or choose to **Save As** Excel so that you have the ability to **Sort**. You might want to remove any categories not eligible for certification (PP, BF). You could also check in KWIC to remove any children turning 5 and remove them.

| A | B | C | D | E |
|----------------|-------------------------|----------------|---------------------------------|----------|
| ClientName | Certified Category Code | Telephone | RecentlyCompletedAppointmentDat | FamilyId |
| [Redacted] | C | (620) 664-0678 | 06/26/2019 | 11751053 |
| [Redacted] | PG | | 07/18/2019 | 11751059 |
| [Redacted] t G | PG | (620) 474-1881 | 08/26/2019 | 1137626 |
| [Redacted] | C | (620) 474-1866 | 08/29/2019 | 1175941 |
| [Redacted] | C | (916) 540-0516 | 10/22/2019 | 10081675 |

What does this report do?

This report lists all clients whose certifications end in the month selected, and do not have a future appointment scheduled.

What does the data mean/where is it pulled from?

This report pulls information from Eligibility End Date, Appointment book and Termination Notices (Contact History) and captures all clients with certification ending dates within the month selected who do not have a future appointment scheduled. Clients who have been Terminated do not appear on this report. The report lists caregiver name, client name, category, recently completed appointment date, phone number, and family ID. This report includes clients that may not be eligible for recertification (PP, BF, and Children turning 5). The report is sorted alphabetically by caregiver last name.

How can I use this report?

This report can help ensure that clients are not falling through the cracks if you regularly use it to contact clients to schedule their recertification appointment so there is not a break in service. It can also be used to look farther back in the past and invite clients back in to be certified, even if they have not been on WIC in a while (keep an eye on birth dates if you do this). If you print the generated report, you can hand-write notes (e.g. Left VM 2/5/20) in the Notes section.