Kansas WIC
Breastfeeding Guided Ad Hoc Reports

These instructions will help ensure that breastfeeding data is reported consistently throughout the state. This guide helps show how breastfeeding data in KWIC can be extracted, analyzed, and applied to efforts to promote and support breastfeeding.

Please contact the State Agency Breastfeeding Coordinator with questions.

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Section 1 – Running the Breastfeeding Guided Ad Hoc Reports

1. From WIC Client Services, select Reports. From the Reports dropdown, select Breastfeeding Guided Ad Hoc Report.

2. Select your Agency or Clinic from the Report Criteria.

3. Select a Cohort. Selecting a cohort means that you will be asking for data for all babies turning that age for the report period you select. For example, if a 7th Month cohort is selected, then data will be extracted for all babies turning 7 months old during the Report Period you select (or through their 6th month of age).

4. Select the Report Period. This is the time frame for which you want data extracted. A From date and a To date must be selected. For example, if you would like 2020 calendar year data, select January 2020 to December 2020. Data is reported each month, so if you wanted February 2021 data, you would need to wait until March 1, 2021 to pull that month’s report.

5. If you would like to add any additional parameters (such as those clients with certain risk factors or of a certain race/ethnicity) to the report, you can add them now by following the steps in “Section 2 – Additional Parameters” of this guide. If there are no additional parameters you would like to examine, proceed to the next step.

6. Once Report Criteria, Cohort and Report Period have been accurately entered, select Review Parameters at the top of the screen.

7. Select Generate on the right side of the screen.

NOTE: Before July 2014, the Breastfeeding Ad Hoc Report data was only available for babies turning 7 months and 14 months old. The addition of new cohorts increased report options. However, if you wish to compare pre-2014 data to post-2014 data, you will need to use the 7th and 14th month cohorts. For initiation rates to compare to the State WIC rates and previous initiation rates be sure to select the 7th month cohort for a correct comparison. 7th month cohorts are best for determining exclusive breastfeeding rates through six months.
Section 2 – Additional Parameters (Optional)

Note - Skip this section if you want to see data for ALL infants in the selected clinic and cohort.

In addition to Agency/Clinic, Cohort, and Report Period, additional parameters can be selected before steps 6 and 7 in the Running the Breastfeeding Guided Ad Hoc Reports section above. If no additional parameters will be added, generate the report with just the clinic, cohort, and time frame selected, then go to “Section 3 - Using the Reports” of this guide.

Risks – Select parameters in this section if interested in breastfeeding data for clients with certain risk factors (ex – for mothers with reported alcohol and/or illegal drug use, or those with depression).

1. From BF Ad Hoc Criteria, select Risks. Select the Risk Factor(s) from the list(s) that you wish to include in the report parameters.

2. Click the > arrow to add the risk factor(s) to the Selected Risk Factors list. Note: to remove risk factors from the Selected Risk Factors list, select the risk factor again and use the < arrow. If Any is selected, the report will include any selected risk factors. If All is selected, the report will only include clients that have all selected risk factors.
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Race/Ethnicity – Select parameters in this section if interested in breastfeeding data for clients of a certain race/ethnicity.

1. From BF Ad Hoc Criteria, select Race/Ethnicity. Select the Race(s) you wish to include in the report parameters from the Mother’s and/or Child’s Race list(s).
2. Click the > arrow to add the race(s) to the Selected Races list. Note: to remove races from the Selected Races list, use the < arrow.
3. Select whether you would like the report to include Any Report Race or Primary Race Only. For example, if Black/African American is selected and Primary Race Only is selected, the report will not include clients whose primary race is something other than Black/African American.
4. Select Ethnicity for mother and/or child. Choose from Hispanic, Non-Hispanic and Include Either.

Referrals (Has) – Select parameters in this section if interested in breastfeeding data for clients that report to having certain services in the referrals section of KWIC.

1. From BF Ad Hoc Criteria, select Referrals (Has). Select the Referral(s) from the list(s) that you wish to include in the report parameters. For example, if TANF is selected, the report will include clients that already have TANF.
2. Click the > arrow to add the referral(s) (Has) to the Selected Referrals (Has) list. Note: to remove Referrals (Has) from the Selected Referrals (Has) list, use the < arrow. If Any is selected, the report will include any selected Referrals (Has). If All is selected, the report will only include clients that have all selected Referrals (Has).

Referrals (To) – Select parameters in this section if interested in breastfeeding data for clients that have been referred to certain services as reported in the referrals window of KWIC.

1. From BF Ad Hoc Criteria, select Referrals (To). Select the Referral(s) from the list(s) that you wish to include in the report parameters. For example, if TANF is selected, the report will include clients that have been referred to TANF.
2. Click the > arrow to add the referral(s) (To) to the **Selected Referrals (To)** list. Note: to remove Referrals (To) from the Selected Referrals (To) list, use the < arrow. If **Any** is selected, the report will include any selected Referrals (To). If **All** is selected, the report will only include clients that have all selected Referrals (To).

**Age/Education** – Select parameters in this section if interested in breastfeeding data of clients who are a certain age or have a certain level of education.

1. From BF Ad Hoc Criteria, select **Age/Education**. Select the **Mother’s Age(s) at Delivery** and/or **Mother’s Education(s)** from the list(s) that you wish to include in the report parameters.

2. Click the > arrow to add the Age/Education to **Selected Age/Education**. Note: to remove Age/Education from the Selected Age/Education list, use the < arrow.

After all desired parameters are chosen, select **Review Parameters**. Here, view all the selected parameters. If edits to the desired parameters are needed, click on the relevant criteria tab and select or deselect parameters as needed. To clear all parameters, click **Clear Parameters**.

Once the parameters have been finalized, select **Generate**.
Section 3 – Using the Reports

This section explains the various reports that will be generated once all relevant parameters have been selected. It also describes what the data in each report can be used to evaluate and provides examples from the reports to show how to interpret the data presented.

Once generated, a new tab in KWIC will appear with the following reports available to view:

- Stopped Breastfeeding Report
- Duration Report
- Incidence Report
- Client Detail Report

Click on the button relevant to the report(s) you would like to view in the BF Report tab. (Note that you can go back at any time and update parameters to generate new reports. If the BF Report tab is not closed, new ones will appear with subsequent number – i.e. BF Report #2, BF Report #3, etc. This is useful if you are running reports for multiple clinics or want to easily compare reports from a variety of parameters.)

All reports can be Printed or Saved As an Excel or PDF file by clicking the buttons on the bottom right of the page.
Stopped Breastfeeding Report – Use this report to identify when infants in the selected cohort stopped breastfeeding.

1. Once the report is generated, select Stopped BF at the top of the screen.
2. The beginning of the report will always begin with Unknown, Never and 0 Weeks in the left column (Week Breastfeeding Stopped).
3. Depending on the cohort you select, the final page(s) of the report will vary. For example, if 7 months is selected as the Cohort on Report Criteria, the report will show Week Breastfeeding Stopped, up to 7 Months.
4. Here are a couple of examples of Stopped BF Reports as well as details on how to interpret the data.
   a. 24 infants (8.2% of 292 total infants in the sample below) stopped breastfeeding between 1-3 days of age.

<table>
<thead>
<tr>
<th>Week Breastfeeding Stopped</th>
<th>Infant Matches Parameters</th>
<th>Not Matching Parameters</th>
<th>No Mother Data</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>#</td>
<td>%</td>
<td>#</td>
<td>%</td>
</tr>
<tr>
<td>Unknown</td>
<td>2</td>
<td>6.7</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>PG Mother on WIC</td>
<td>2</td>
<td>7.1</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>Mother Not on WIC</td>
<td>0</td>
<td>0.0</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>Unknown</td>
<td>0</td>
<td>0.0</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>Never</td>
<td>61</td>
<td>26.9</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>PG Mother on WIC</td>
<td>46</td>
<td>15.8</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>Mother Not on WIC</td>
<td>15</td>
<td>5.1</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>Unknown</td>
<td>0</td>
<td>0.0</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>0 Weeks (1-3 days)</td>
<td>24</td>
<td>8.2</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>PG Mother on WIC</td>
<td>15</td>
<td>5.1</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>Mother Not on WIC</td>
<td>9</td>
<td>3.1</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>Unknown</td>
<td>0</td>
<td>0.0</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>Total All Infants</td>
<td>292</td>
<td>100.0</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>PG Mother on WIC</td>
<td>221</td>
<td>75.7</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>Mother Not on WIC</td>
<td>71</td>
<td>24.3</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>Unknown</td>
<td>0</td>
<td>0.0</td>
<td>0</td>
<td>0.0</td>
</tr>
</tbody>
</table>

b. 103 infants (19.3% of 533 total infants in the sample below) stopped breastfeeding after 12 months of age.
**Duration Report** – Use this report to determine duration of breastfeeding among infants in the selected cohort.

1. Once the report is generated, select **Duration** from the top of the screen.
2. The beginning of the report will always begin with Unknown, Never and 0 Weeks in the left column (Duration).
3. Depending on the cohort you select, the final page(s) of the report will vary. For example, if 7 months is selected as the Cohort on Report Criteria, the report will show Duration, up to **7 Months**.
4. Here are a couple of examples of **Duration Reports** as well as details on how to interpret the data.
   a. 205 infants (70.2% of 292 total infants in the sample below) were being breastfed at 1 week of age.
   
   ![Duration Table 1 Week](image)
   
   b. 115 infants (39.4% of 292 total infants in the sample below) were being breastfed at 3 months of age.
   
   ![Duration Table 3 Months](image)
Incidence Report — Use this report to determine the number/percentage of infants that were ever or never breastfed. This data is used for initiation rates (Ever = % That Initiated Breastfeeding). When we talk about a percentage of infants that initiated breastfed, that means that ANY breastfeeding occurred regardless of length of time.

1. Once the report is generated, select Incidence from the top of the screen.
2. Here, the report shows the breastfeeding initiation rate among the selected cohort.
3. Here are a couple of examples of Incidence Reports as well as details on how to interpret the data.
   a. 421 infants (79.0% of 533 total infants in the sample below) were ever breastfed. Another way to say this is that breastfeeding was initiated in 79.0% of the infants in this sample.

   ![Incidence Report Example](table1.png)

   b. 51 infants (23.6% of 216 total infants in the sample below) were never breastfed.
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Client Detail Report – Use this report to view all statuses for infants in the selected cohort. This is the report you will use to find exclusive breastfeeding rates. The report can also be used to determine rates of those that are mostly breastfeeding, limited breastfeeding, ever breastfed, never breastfed, and stopped breastfeeding. Individual client details can be found in this report.

1. Once the report is generated, select Client Detail from the top of the screen.

2. This report defaults to Show All providing information on all clients in the cohort for the selected clinic and time frame. If any additional parameters have been selected, such as race, select Match Only to exclude clients do not match parameters. Note that there is a Match column in the client details section of the report at the bottom of the page. Even if Show All is selected, only the clients that match the selected parameters will have an X in that column.

3. Use the arrow to view Report Parameters. This summarizes what parameters were selected to generate this report.

4. In the top right of the screen, there is a box for Record Count. The default is to show the record count for all breastfeeding statuses (so all infants in this cohort).

5. Record count can also be viewed for the selected cohort for the breastfeeding statuses below. To view these record counts, click the box to the left of the status for which you would like to view data. As the status box is changed, the list of clients in the section below changes as well to only show the selected status(es).
   a. Exclusively – those in the sample categorized as being exclusively breastfed
   b. Mostly – those in the sample categorized as mostly breastfeeding
   c. Limited – those in the sample categorized as limited breastfeeding
   d. Stopped – those in the sample that were breastfeeding at some point, but have now stopped
   e. Ever – those in the sample that were ever breastfed. This is also referred to as Initiation.
   f. Never – those in the sample that were never breastfed
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6. Rates of each BF status can be determined one of two ways:
   a. Make note of the record count provided for ALL breastfeeding statuses. Click on the desired breastfeeding status and make note of the updated record count. Divide the record count from the desired BF status by the record count from All. For example, # Ever / # All = % Ever Breastfed (which is also referred to as Initiation Rate).
      ▪ In the screenshots below, we can see that record count for All is 216 and record count for Ever is 165. So 165/216 = 0.764 (76.4%)
   b. OR In the Report Status Comparative Calculation section of the report, from the first drop down box, select the desired BF Status and leave the second drop down box with “All” selected. The rate will calculate for you using the same manual formula described above.

7. The bottom section of the report lists details of the clients in the selected cohort. At a glance, you will be able to see the infant name, infant ID, breastfeeding status during the report time period, mother’s name, and whether they matched the additional parameters (if any) that were selected. By clicking on the arrow to the left of the row, you can expand details for each client to also show information such as date of birth, race and ethnicity, whether mom was on WIC, as well as additional information on the infant’s mother. It can be useful to save this report as an Excel spreadsheet to allow for better manipulation and evaluation of data.
Section 4 – Additional Examples

Examples provided in this section illustrate how to extract and analyze some of the most common breastfeeding data requested from KWIC. If additional guidance is needed, or if there is data you would like to see that is not covered in these examples, please contact the State Agency Breastfeeding Coordinator for assistance.
Example 1 – Determining When Breastfeeding was Stopped (Using the Stopped BF Report)

1. Under **Report Criteria** select the relevant agency or clinic. Under the **Select Cohort** section, choose the cohort and report period of interest.

2. If any additional parameters are of interest, choose those now from the Risks, Race/Ethnicity, Referrals (Has), Referrals (To), or Age/Education buttons at the top of the screen.

3. If no additional parameters are needed (or once additional parameters have been selected), click on **Review Parameters** at the top of the screen. Then click on **Generate** on the right side of the screen.

4. Select **Stopped BF** at the top of the screen to view the Duration report.

5. Of those infants in the selected cohort, the report data generated below is showing what number and percentage stopped breastfeeding at specified timeframes.

6. For example, as highlighted in green, you can see that 62 infants stopped breastfeeding at 3 months (or between 64-91 days). This equals 5.3% of the infants in that cohort.

<table>
<thead>
<tr>
<th>Week Breastfeeding Stopped</th>
<th>Infant Matches Parameters</th>
<th>Not Matching Parameters</th>
<th>No Mother Data</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>#</td>
<td>%*</td>
<td>#</td>
<td>%*</td>
</tr>
<tr>
<td>6 Weeks (39-45 days)</td>
<td>23</td>
<td>2.0</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>PG Mother on WC</td>
<td>19</td>
<td>1.6</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>Mother Not on WC</td>
<td>4</td>
<td>0.3</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>Unknown</td>
<td>0</td>
<td>0.0</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>2 Months (46-63 days)</td>
<td>56</td>
<td>4.8</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>PG Mother on WC</td>
<td>44</td>
<td>3.8</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>Mother Not on WC</td>
<td>11</td>
<td>0.9</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>Unknown</td>
<td>1</td>
<td>0.1</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>3 Months (64-91 days)</td>
<td>62</td>
<td>5.3</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>PG Mother on WC</td>
<td>43</td>
<td>3.7</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>Mother Not on WC</td>
<td>19</td>
<td>1.6</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>Unknown</td>
<td>0</td>
<td>0.0</td>
<td>0</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Note – an application of this specific data might be to find out when there seems to be a large increase in breastfeeding discontinuation among your clients. Resources and messaging could then be targeted to that specific infant age. For example, if a large percentage of infants stopped breastfeeding at 3 months, that might be when a lot of moms are returning to work. Maybe a focus on resources to help moms continue breastfeeding while working would help those clients.
Example 2 – Determining Breastfeeding Duration (Using the Duration Report)

1. Under **Report Criteria** select the relevant agency or clinic. Under the **Select Cohort** section, choose the cohort and report period of interest.

2. If any additional parameters are of interest, choose those now from the Risks, Race/Ethnicity, Referrals (Has), Referrals (To), or Age/Education buttons at the top of the screen.

3. If no additional parameters are needed (or once additional parameters have been selected), click on **Review Parameters** at the top of the screen. Then click on **Generate** on the right side of the screen.

4. Select **Duration** at the top of the screen to view the Duration report.

5. Of those infants in the selected cohort, the report data generated below is showing the number and percentages that were being breastfed at specified durations.

6. For example, as highlighted in green, you can see that 386 infants were breastfed at 6 months. This equals 33.1% of the infants in that cohort.

<table>
<thead>
<tr>
<th>Duration</th>
<th>Infant Matches Parameters</th>
<th>Not Matching Parameters</th>
<th>No Mother Data</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>#</td>
<td>%*</td>
<td>#</td>
<td>%*</td>
</tr>
<tr>
<td>5 Months (120-154 days)</td>
<td>436</td>
<td>37.4</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>PG Mother on WIC</td>
<td>326</td>
<td>28.0</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>Mother Not on WIC</td>
<td>108</td>
<td>9.3</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>Unknown</td>
<td>0</td>
<td>0.0</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>6 Months (155-192 days)</td>
<td>386</td>
<td>33.1</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>PG Mother on WIC</td>
<td>283</td>
<td>23.2</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>Mother Not on WIC</td>
<td>91</td>
<td>7.6</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>Unknown</td>
<td>2</td>
<td>0.2</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>7 Months (183-210 days)</td>
<td>360</td>
<td>30.9</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>PG Mother on WIC</td>
<td>275</td>
<td>23.6</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>Mother Not on WIC</td>
<td>83</td>
<td>7.1</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>Unknown</td>
<td>2</td>
<td>0.2</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>&gt; 7 Months (≥ 211 days)</td>
<td>343</td>
<td>29.4</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>PG Mother on WIC</td>
<td>263</td>
<td>22.6</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>Mother Not on WIC</td>
<td>78</td>
<td>6.7</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>Unknown</td>
<td>2</td>
<td>0.2</td>
<td>0</td>
<td>0.0</td>
</tr>
</tbody>
</table>
Example 3 – Determining Breastfeeding Incidence (Using the Incidence Report)

1. Under **Report Criteria** select the relevant agency or clinic. Under the **Select Cohort** section, choose the cohort and report period of interest.

2. If any additional parameters are of interest, choose those now from the Risks, Race/Ethnicity, Referrals (Has), Referrals (To), or Age/Education buttons at the top of the screen.

3. If no additional parameters are needed (or once additional parameters have been selected), click on **Review Parameters** at the top of the screen. Then click on **Generate** on the right side of the screen.

4. Select **Incidence** at the top of the screen to view the Incidence report.

5. Of those infants in the selected cohort, the report data generated below is showing the number and percentages that were ever and never breastfed. Reminder that when you are asked for Incidence data, this is equal to “Ever” (those infants that were ever breastfed).

6. For example, as highlighted in green, you can see that 957 infants in the selected cohort were ever breastfed. This equals 82.1% of the infants in that cohort. Another way to say that, is that there was an 82.1% incidence rate in that cohort. This data also tells you that the opposite – that 17.2% of those infants were Never breastfed.

<table>
<thead>
<tr>
<th>Breastfeeding Incidence</th>
<th>Infant Matches Parameters</th>
<th>Not Matching Parameters</th>
<th>No Mother Data</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>#</td>
<td>%*</td>
<td>#</td>
<td>%*</td>
</tr>
<tr>
<td>Ever</td>
<td>957</td>
<td>82.1</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>Never</td>
<td>200</td>
<td>17.2</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>Unknown</td>
<td>8</td>
<td>0.7</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>Totals</td>
<td>1,165</td>
<td>100.0</td>
<td>0</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Revised September 2021
Example 4 – Calculating Initiation Rates Through 6 Months (Using Client Detail Report)

1. Under **Report Criteria** select the relevant agency or clinic. Under the **Select Cohort** section, choose 7th month (reminder, choosing the 7th month cohort will provide data for all infants through the 6th month). Choose the report period of interest.

2. If any additional parameters are of interest, choose those now from the Risks, Race/Ethnicity, Referrals (Has), Referrals (To), or Age/Education buttons at the top of the screen.

3. If no additional parameters are needed (or once additional parameters have been selected), click on **Review Parameters** at the top of the screen. Then click on **Generate** on the right side of the screen.

4. Select **Client Detail** at the top of the screen to view the Client Detail report.

5. Using the Client Detail window at the top of the screen, note the **Record Count** (highlighted in green below) for **All BF Statuses**.

6. In the **BF Status** window, select **Ever**. Note that the **Record Count** changed. It is now showing only the number in the selected cohort that ever breastfed.

You can calculate the percentage of infants that initiated breastfeeding by dividing the Record Count from step 6 (# ever breastfed) by the Record Count from step 5 (# of total infants).

\[
\text{152 Infants EVER breastfed / 173 Total Infants} \times 100 = 87.9\% \text{ Initiation}
\]

**OR**

In the Report Status Comparative Calculation section of the report, from the first drop down box, select “Ever”. The incidence rate will calculate for you using the same manual formula described above.
**Example 5 – Calculating Exclusivity Breastfeeding Rates Through 12 Months (Using the Client Detail Report)**

1. Under **Report Criteria** select the relevant agency or clinic. Under the **Select Cohort** section, choose 13th month (reminder, choosing the 13th month cohort will provide data for all infants through the 12th month). Choose the report period of interest.

2. If any additional parameters are of interest, choose those now from the Risks, Race/Ethnicity, Referrals (Has), Referrals (To), or Age/Education buttons at the top of the screen.

3. If no additional parameters are needed (or once additional parameters have been selected), click on **Review Parameters** at the top of the screen. Then click on **Generate** on the right side of the screen.

4. Select **Client Detail** at the top of the screen to view the Client Detail report.

5. Using the Client Detail window at the top of the screen, note the **Record Count** (highlighted in **green** below) for **All BF Statuses**.

6. In the **BF Status** window, select **Exclusivity**. Note that the **Record Count** changed. It is now showing only the number in the selected cohort that were exclusively breastfed.

7. You can calculate the percentage of infants that initiated breastfeeding by dividing the Record Count from step 6 (# exclusively breastfed) by the Record Count from step 5 (# of total infants).

   \[
   \text{159 Infants EXCLUSIVELY breastfed} / \text{1165 Total Infants} \times 100 = 13.6\%
   \]

   OR

   In the Report Status Comparative Calculation section of the report, from the first drop down box, select “Exclusive”. The exclusivity rate will calculate for you using the same manual formula described above.