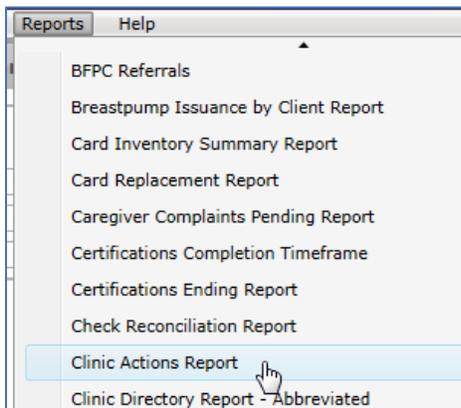# Clinic Actions Report

What does the report do?

The Clinic Actions Report provides information about the services provided during selected months. This report runs for clinic or agency data and you can run it to **summarize** (sum of total numbers) or **average** (average of total numbers). All client contact types (Clinic Actions) are listed, with the number and percent of clients in each client category who received each contact, and the total clients for each contact type.
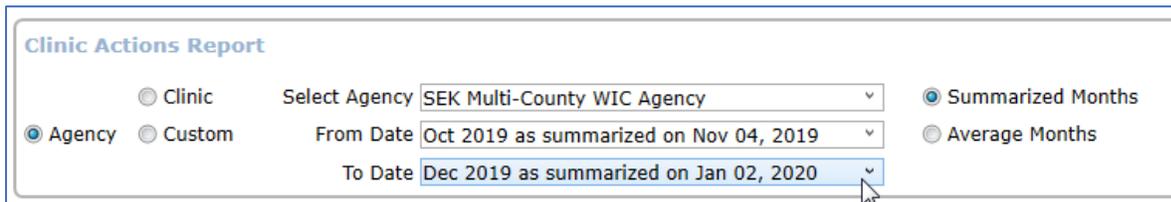
How can I use this report?

You can use this report to see how many certifications and mid-certifications were completed during the report period. You might want to see how many cards were issued, or how many cards were deactivated. Maybe you want to find out more about how often benefits were issued, tailored, reissued, or voided.

How do I run this report?

1. Reports > **Clinic Actions Report.**

2. Select **agency or clinic** and **date range**. Select either **Summarized Months** or **Average Months**. Then **Generate.**

How do I interpret this report?

You can look at one or multiple months—Summarized or Averaged.

"Summarized" Months:

Kansas WIC Program
Clinic Actions Report

Summarized for the period Oct 2019 to Dec 2019
Agency: SEK Multi-County WIC Agency

Clinic Actions	Preg	%	BrFeed	%	PostP	%	Total Women	%	Total Infants	%	Child Pri 3	%	Child Pri 5/7	%	Total Children	%	Total Partic	%
Apply for WIC	13	20.0	2	3.1	5	7.7	20	30.8	11	16.9	18	27.7	13	20.0	34	52.3	65	1.1
Assign Food Package	35	6.7	34	6.6	31	6.0	100	19.3	127	24.5	168	32.4	116	22.4	292	56.3	519	8.7
Assign Risk Factor	10	9.3	7	6.5	5	4.6	22	20.4	22	20.4	32	29.6	32	29.6	64	59.3	108	1.8
Breast Pump Issuance	0	0.0	2	100.0	0	0.0	2	100.0	0	0.0	0	0.0	0	0.0	0	0.0	2	0.0
Change Due Date	3	100.0	0	0.0	0	0.0	3	100.0	0	0.0	0	0.0	0	0.0	0	0.0	3	0.1
Change WIC Category PP/BF/PP	0	0.0	0	0.0	6	100.0	6	100.0	0	0.0	0	0.0	0	0.0	0	0.0	6	0.1
Complete Mid-Certification	0	0.0	3	4.0	0	0.0	3	4.0	20	26.7	25	33.3	27	36.0	52	69.3	75	1.3
Complete WIC Certification	14	8.8	17	10.6	10	6.3	41	25.6	29	18.1	53	33.1	37	23.1	90	56.3	160	2.7
Create New Client Group	0	0.0	0	0.0	1	33.3	1	33.3	0	0.0	0	0.0	2	66.7	2	66.7	3	0.1

"Average" Months:

Kansas WIC Program
Clinic Actions Report

Averaged for the period Oct 2019 to Dec 2019
Agency: SEK Multi-County WIC Agency

Clinic Actions	Preg	%	BrFeed	%	PostP	%	Total Women	%	Total Infants	%	Child Pri 3	%	Child Pri 5/7	%	Total Children	%	Total Partic	%
Apply for WIC	4	18.2	1	4.6	2	9.1	7	31.8	4	18.2	6	27.3	4	18.2	11	50.0	22	1.1
Assign Food Package	12	7.0	11	6.4	10	5.8	33	19.2	42	24.4	56	32.6	39	22.7	97	56.4	173	8.7
Assign Risk Factor	3	8.6	2	5.7	2	5.7	7	20.0	7	20.0	11	31.4	11	31.4	21	60.0	36	1.8
Breast Pump Issuance	0	0.0	1	100.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	1	0.1
Change Due Date	1	100.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	1	0.1
Change WIC Category PP/BF/PP	0	0.0	0	0.0	2	100.0	2	100.0	0	0.0	0	0.0	0	0.0	0	0.0	2	0.1
Complete Mid-Certification	0	0.0	1	4.0	0	0.0	1	4.0	7	28.0	8	32.0	9	36.0	17	68.0	25	1.3
Complete WIC Certification	5	9.3	6	11.1	3	5.6	14	25.9	10	18.5	18	33.3	12	22.2	30	55.6	53	2.7
Create New Client Group	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	1	100.0	1	0.1

In these examples, you can see this agency completed 160 WIC Certifications using the "Summarized" months. Or, you can see that by using "Average" Months, that an average of 53 Certifications were completed each month.

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

This report will detail key contacts you had with clients during the report period by counting each time an action was completed, such as "Complete WIC Certification", "PIN set", "Issue Cards", etc. Or, it counts each time a screen was saved, such as "Health Interview", "Record Anthropometric Measurement", "Record Client Proofs", etc.

Clients are counted by their category and priority for their **first** active certification in the selected month(s).

- For example, if a woman is on WIC as pregnant on the first day of a month and then recertified as breastfeeding during the month, the report counts actions for her using her first category in the month, pregnant.
- If a child is Priority 5 on the first day of the month and recertified as Priority 3 during the month, the report counts actions for him as a Priority 5 child.

Note: You probably won't want to use this report to look at how many Nutrition Education contacts you had because the report is capturing how many times the screen is saved. Since this screen is saved often, it may not be an accurate number if you want to know how many total nutrition education contacts your clinic completed.