

Potential Dual Participants Report

What does the report do?

The Potential Dual Participants Report displays a list of clients and matches identified as potential dual participants during the time frame requested. Clients with a Dual Participation Status “marked not a match” will display.

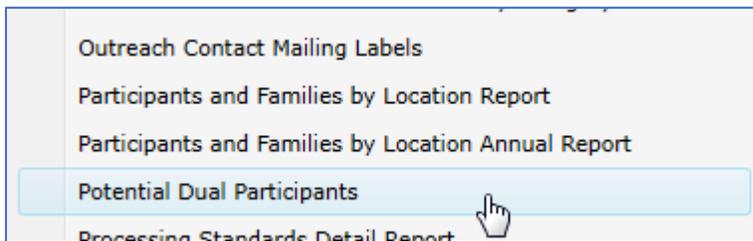
How can I use this report?

For a general program integrity purpose, state or local agency staff can use this report to see if staff are making correct determinations by looking into records of those marked as “not a match”. It is suggested to run the report monthly. If you enter the search parameters for the previous month to only show clients who had the Potential Dual Participant test run during that time and they will not show up on the report every time it is ran.

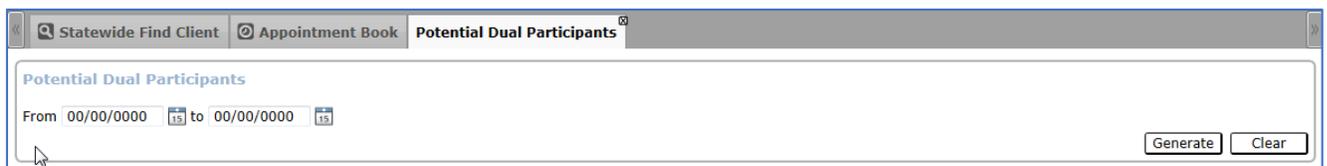
For instructions for how to resolve dual participants, please see **KS-TRAIN #1084399** Dual Participation training module.

How do I run this report?

1. Reports > **Potential Dual Participants**.



2. Select **date range** (suggest run the previous month). Then **Generate**.



How do I interpret this report?

If any discrepancies are identified, investigate for possible dual participation. Evaluate if staff are properly assessing and not just clicking “Not a match”. Review procedure with staff, as needed. Be aware of the possibility of staff fraud.

For more information, please see policy [PRI 02.01.00](#) Dual Participation.

Kansas WIC Program
Potential Dual Participants

Se [REDACTED]

Caseload: Sedgwick County WIC Program

Test Date	Client ID	Client Name	Date of Birth	Matched	Client Name	Date of Birth
04/13/2020	12242	Gitter, Ford	04/21/2017	12031037	Lyczk, Noey	04/21/2017
Caregiver:	Gardner, Vanessa		Caregiver:	Ferus, Buffy		
Served at:	Main WIC Clinic-Sedgwick Co		Served at:	Main WIC Clinic-Sedgwick Co		
Street Address	Mailing Address		Street Address	Mailing Address		
				210 Sycamore St Wichita, KS 67208		
Matched by	Melisa Dominguez		at	Main WIC Clinic-Sedgwick Co		Note: Dual Part. Test: Marked not a match.

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

The application records a potential dual participant when the Clinic Staff manually check the box “No, this is a different client”. The report would display the ‘potential’ dual participants even though the Clinic has already ruled it’s not dual participation. The data includes client information for both the original client and the potential matching client (name, DOB, ID, Gender, Caregiver). It also includes important information such as “Test Date” (the date the client was “Marked not a match” in Dual Participation Test); “Served at” (WIC clinic name and address for each client); “Matched by” (Staff person who performed the Dual Participation Test); “at” (WIC clinic where the Dual Participation Test was run); and “Note” (Notes made for the Dual Participation Test resolution).