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.

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).