



PERSONNEL ACTIVITY REPORT SYSTEM (PARS) HANDBOOK

GA WIC Program

WIC Program Administration
Revised August 2016

PERSONNEL ACTIVITY REPORT SYSTEMS (PARS) ACCESS



Locate the PARS icon then double click to open the application
Enter your Employee ID- numeric field that must be at least 6 characters in length.
Enter Password- Passwords must be at least 4 characters in length. Input can be alpha or numeric or a combination.

A screenshot of the 'PARs Login' application window. The title bar reads 'PARs Login Version - 2011.0.25'. The window contains two text input fields: 'Employee ID' and 'Password'. Below the password field is a link that reads 'Forget Your Password?'.

If you have forgotten your password, click on the “Forget Your Password?” located at the bottom of the PARs Login window. The below window will appear. You will need to contact the Help Desk at **(800)796-1850** for a reset. Please provide the Help Desk with your Employee ID and Full Name.

A screenshot of the 'PARs Login' application window showing the password reset process. The title bar reads 'PARs Login Version - 2011.0.25'. The window contains two text input fields: 'Employee ID' and 'Password'. Below the password field are two links: 'Forget Your Password?' and 'Never Mind.'. Below these links is a numbered list of five steps:

1. Call 1 800 796 1850
2. Explain you need a PARs password reset.
3. Give your employee ID and Full Name
4. The Helpdesk will reset the password.
5. Enter a new password in the above password field.

Once the application has been launched the following screen displays. PARS displays with tabs for easy access. The PARS tab is for time entry and the Reports tab displays the reports available to you based on the permissions assigned to your login. Every user will have a reports tab that will include at least one report that allows you to monitor your daily time entry.

PROGRAM / ACTIVITIES

There are multiple Programs and Activities to choose from. Selecting a Program on the right will display the Activities associated with that program below. Break has been added for time entry to all Programs. Paid Time Off is currently only associated with the WIC Program. You will notice the WIC Program is the default upon entry into PARs.

PARs
Reports

Clinic
999

Date
12/20/2010

WIC ID

Time in Minutes
0

Group WIC ID

Entry Status

History

Employee ID	Clinic	Wic ID	Activity	Date	Time

Program
WIC

- Adolescent and Adult Health
- Adult Essential Health Treatm
- Emergency Preparedness-Tr
- Epidemiology
- Immunization
- Infant & Child Essential Heal

Activity
Voucher Issuance

- Intake
- Individual Nutrition Ed.
- Nutrition Ed. VICS
- Group Nutrition Ed.
- Non-Client Nutrition Ed.
- BF Ed.
- BF Ed. VICS
- Group BF Ed.
- Non-Client BF Ed.
- Client Services
- Non-Client WIC Services
- Client Ineligible for Service
- WIC Administration
- PTO - Paid Time Off
- Break - WIC

Todays time: Minute

Save
Edit
Refresh
Exit

- **Clinic** – Choose the Clinic where services are being provided from the drop down.
- **Date** - The Date defaults to today's date, but can be modified if posting time for a previous date up to 14 calendar days. If a date is entered older than 14 calendar days the following message will display. You will need to correct the date field before proceeding.



Note: If the date field is modified, that date will remain on all entries until a new date is added.



Next to the date field is an ellipses  by clicking on this button a calendar will display. You can click on a specific day in the calendar which will populate the Date on the time entry screen.



- **WIC ID** – Enter a valid WIC ID for the WIC client in which services have been provided.

PARs

PARs

Clinic 999 **Date** 12/28/2010 **WIC ID** 01105147678

Time in Minutes 75
1 Hr 15 Minutes

Group WIC ID

Entry Status

History

Employee ID	Clinic	Wic ID	Activity	Date	Time
9999999991	999		Non-Client Nutrition Ed.	12/06/10	15

Reports

Program WIC

- Adolescent and Adult Health
- Adult Essential Health Treatn
- Emergency Preparedness-Tr
- Epidemiology
- Immunization
- Infant & Child Essential Heal

Activity Voucher Issuance

- Intake
- Individual Nutrition Ed.
- Nutrition Ed. VICS
- Group Nutrition Ed.
- Non-Client Nutrition Ed.
- BF Ed.
- BF Ed. VICS
- Group BF Ed.
- Non-Client BF Ed.
- Client Services
- Non-Client WIC Services
- Client Ineligible for Service
- WIC Administration
- PTO - Paid Time Off
- Break - WIC

Todays time: Minute

- **Time** – You can select the amount of time spent providing the service by clicking the up/down arrows to the right of the field. The time may also be manually entered in minutes.

NOTE: If 1 hour 15 minutes was spent on an activity the time must be entered as 75 minutes. The screen clip gives you an example of how the Time entry should appear. The time will be entered in minutes, notice below the Time Entry field that the hour and minute displays for you to verify that the time entered is correct.

- **Activity** – Choose from the list the type of service being provided. There are now sixteen options to choose from under the WIC Program:
 - Voucher Issuance
 - Intake
 - Individual Nutrition Ed.
 - Nutrition Ed. VICS (video conferencing)

- e) Group Nutrition Ed.
 - f) Non-Client Nutrition Ed.
 - g) BF Ed.
 - h) BF Ed. VICS
 - i) Group BF Ed.
 - j) Non-Client BF Ed. – No WIC ID Required
 - k) Client Services
 - l) Non-Client WIC Services – No WIC ID Required
 - m) Client Ineligible for Service – No WIC ID Required
 - n) WIC Administration – No WIC ID Required
 - o) PTO – Paid Time Off – No WIC ID Required
 - p) Break – No WIC ID Required
- **WIC client based services that must include the WIC ID number are:**
 1. Client Services
 - Height and weight measurements done by non CPA staff, hemoglobin done by non CPA staff, interpreter services that are not specifically nutrition education or breastfeeding, certification procedures that are not specifically nutrition education or breastfeeding. Phone calls that can be tied to a WIC ID number and is easily accessible.
 2. Individual Nutrition Education
 - Nutrition education provided by CPA's at certification, recertification, voucher pickup, infant mid assessment, or secondary contact (Low or high risk follow up).
 - Low risk secondary education provided by a Nutrition Assistant (NA).
 - Language interpretation for nutrition education.
 3. Group Nutrition Education.
 - Group setting nutrition education provided by CPA or NA.
 - Language interpretation for group nutrition education.
 - Group nutrition education documentation will require multiple WIC ID numbers. You will enter each WIC ID number and the total number of minutes for the class. The system will calculate time per participant based on the total time and total number of participants.
 4. Nutrition Education VICS
 - Individual nutrition education provided to clients by CPA'S via VICS at certification, recertification, voucher pick up, infant mid assessment or secondary contact
 - Low risk secondary education provided by CPA or NA via VICS
 - Language interpretation for nutrition education provided via VICS

5. Individual Breast Feeding Education.
 - Nutrition education related to breastfeeding provided by CPA's at certification, recertification, infant mid assessment, or secondary contact (low or high risk follow up).
 - Low risk secondary education provided by a Nutrition Assistant (NA).
 - Language interpretation for individual breastfeeding education.
6. Group Breastfeeding Education
 - Group setting breastfeeding nutrition education provided by CPA or NA
 - Language interpretation for group breastfeeding education.
 - Group breastfeeding education documentation will require multiple WIC ID numbers. You will enter each WIC ID number and the total number of minutes for the class. The system will calculate time per participant based on the total time and total number of participants.
7. Breastfeeding Education VICS
 - Individual breastfeeding education provided to clients by CPAS via VICS at certification, recertification, voucher pick up, infant mid assessment or secondary contact
 - Low risk secondary breastfeeding education provide by CPA or NA via VICS
 - Language interpretation for breastfeeding education provided via VICS
8. Voucher Issuance
 - Vouchers issued to clients at certification, recertification, infant mid assessment, or secondary contact (Low or high risk follow up).
 - Language interpretation for voucher issuance
9. Intake
 - At certification and recertification when income, ID, residency and demographics are collected and financial eligibility is determined.
 - Language interpretation at intake process.
10. Nutrition Education VICS
 - Nutrition education as during certification and recertification, or delivery of secondary and high risk nutrition education when used via VICS.
11. Breastfeeding Education VICS
 - Breastfeeding education as during certification and recertification, or delivery of secondary and high risk nutrition education when used via VICS.
- **WIC client based services that are not tied to a WIC ID number are:**
 1. Non-client WIC services
 - WIC services that are provided to benefit WIC or potential WIC clients

- Examples include phone calls, appointments without ID number, reports, chart audits, batching, equipment maintenance, creating client schedules, inventories, ordering medical supplies, making copies, , staff meeting, and language interpretation for any of the above.
2. Client ineligible for service
 - Time spent on intake and client cannot be assigned WIC ID # due to ineligibility.
 3. Non-client Nutrition Education
 - Time spent on non client nutrition education such as nutrition education displays, bulletin boards, class prep, and nutrition education material creation, and annual nutrition education plan, procurement of nutrition education supplies, continuing nutrition education for staff, language interpretation for any of the above.
 4. Non-client Breastfeeding Education
 - Time spent on non client breastfeeding education such as breastfeeding coordinator activities, preparing breastfeeding classes, breastfeeding displays, bulletin boards, breastfeeding education material creation, procurement of breastfeeding supplies, breastfeeding continuing education for staff, and language interpretation for any of the above.
 5. WIC Administration
 - Any paid personnel time spent to the benefit of the WIC program that cannot be tied to another activity or cost objective. Example, personnel management (performance management plan), preparing/reviewing reports such as participation, processing standards, etc.
 6. WIC PTO (Paid Time Off)
 - Staff paid from the 301 cost pool budget would put their annual and sick leave in this category
 - Staff paid from the 001 county budgets can only count a proportion of their time to this category based on the percentage of time they work on WIC services if they do continuous time reporting, i.e. record every minute of every day they work. Example, they must record their full day on the days they work in the WIC program and the days they don't do any work in the WIC program.
 7. Break – WIC
 - Staff paid from 301 cost pool budget would put any paid break time in this category. Note, lunch is non paid time and should not be entered into the Break-WIC activity.
 - Staff paid from the 001 county budgets can only enter a proportion of their time in this category based on the percentage of time that they perform WIC services if they do continuous time reporting, i.e. record every minute of every

day they work. Example, they must record their full day on the days they work in the WIC program and the days they don't do any work in the WIC program.

Once the information has been input, click the Save button. The information will immediately be sent to CSC via WebServices. You will need to ensure the computer has internet access. If a Client has had multiple services provided, you can choose each one individually and enter a line for each service provided and amount of time spent.

NOTE: The ID number will remain for additional activities until a new ID is entered. PTO (Paid Time Off) is a new activity. This is the only activity within PARs that allows you to post date time to the system. Your entries can be entered for up to 17 days in advance. PARs will display the following message if you exceed the date range. The error message also displays the date that cannot be exceeded for your convenience. This date is calculated 17 days out from today's date.



The following is a list of Programs and Activities, available in PARs for time entry.

WIC

- Voucher Issuance
- Intake
- Individual Nutrition Ed.
- Nutrition Ed. VICS
- Group Nutrition Ed.
- Non-Client Nutrition Ed. - No WIC ID Required
- BF Ed.
- BF Ed. VICS
- Group BF Ed.
- Non-Client BF Ed. - No WIC ID Required
- Client Services
- Non-Client WIC Services - No WIC ID Required
- Client Ineligible for Service - No WIC ID Required
- WIC Administration - No WIC ID Required
- PTO – Paid Time Off

- Break-WIC

Adolescent and Adult Health Promotion

- Adolescent Health and Youth Development
- Cancer Screening and Prevention
- Family Planning
- Health Promotion
- Tobacco Use Prevention
- Break-Adolescent and Adult Health Promotion

Adult Essential Health Treatment Services

- Cancer State Aid
- Hypertension Management
- Refugee Health Services
- Break – Adult Essential Health Treatment Services

Emergency Preparedness-Trauma System

- Emergency Medical Services
- Preparedness Coordination for Emergencies
- Trauma System
- Injury Prevention
- Break – Emergency Preparedness- Trauma System

Epidemiology

- Epidemiology
- Laboratory Services-Health Info & Assessment
- Break – Epidemiology

Immunization

- Immunization
- Break – Immunization

Infant & Child Essential Health Treatment Services

- Babies Born Healthy
- Babies Can't Wait
- Children's Medical Services
- Genetics/Sickle Cell

- Infant & Child Oral Health
- Prenatal/Maternal Health
- Regional Tertiary Care Centers
- Break – Infant & Child Essential Health Treatment

Infant & Child Health Promotions

- Comprehensive Child Health
- ICHP Lab Services
- Nutrition-Woman, Infants and Children
- Break - Infant & Child Health Promotions

Infectious Disease Control

- HIV/Aids
- Laboratory-Infectious Disease
- Sexually Transmitted Disease Treatment and Control
- Tuberculosis Treatment and Control
- Break - Infectious Disease Control

Inspections and Environmental Hazard Control

- Environmental Health
- Laboratory - Environmental Health
- Break - Inspections and Environmental Hazard

County Services

- County Services
- Break - County Services

The ID#'s displayed in the Grid are the beginning ID # of each set of 10. To edit a specific group make the selection in the Grid then select Edit to make the appropriate changes. The time entered will automatically break down accordingly, based on the number of participants attending and the length of the class for the group.

By monitoring the Grid, it identifies whether CSC received your entry successfully or if there was a problem with the record. The Grid will display entries in, Green, Blue or Red.

Green – Successful record has been sent to CSC.

Blue – If a record displays in Blue in the Grid once Save has been pressed, this means that the record has not yet been sent to CSC. You should check and verify if you are able to access the internet, if not, the record will be sent once connection is restored. If you find you are able to access the internet successfully, but the record is still not sending, please contact the CSC help desk at (800)796-1850 for assistance.

Red - If a record is displayed in red verify the information input is correct. The Entry Status box, displays the information that needs verification. If this is one of the Group Activities, and an invalid ID(s) display in the Entry Status field, you will need to select the appropriate entry from the Grid and click the edit button to display the Group WIC ID's assigned to the activity.

If the participant was terminated and is coming back onto the program, or if they are a new participant the ID# will not yet be on file. If you determine that all information is correct leave the record as is, then once the ID# is in the CSC database the record will update when Save is selected.

NOTE: If the record returns as Green nothing will appear in the Entry Status Box.

To Edit, select the record in the Grid by clicking in the gray box to the left of the ID#, this will place an arrow next to the record, then press Edit. This places the information at the top of the time entry window where corrections can be made. Editing cannot be done within the Grid. Once the corrections have been made, press Save to update the information.

If you determine you have selected the incorrect record in the Grid or the record does not need editing, you may click the Undo button. This will take you back to the point before Edit was pressed.

PARs EMPLOYEE EDITS

PARs, has an Administrative function that allows you as an Administrator to Add/Edit Employee information. CSC still maintains the Administrator setup for PARs, but once setup, the Administrator can maintain employee information within their district.

This document will walk you through the procedures for adding, editing or deactivating an employee.

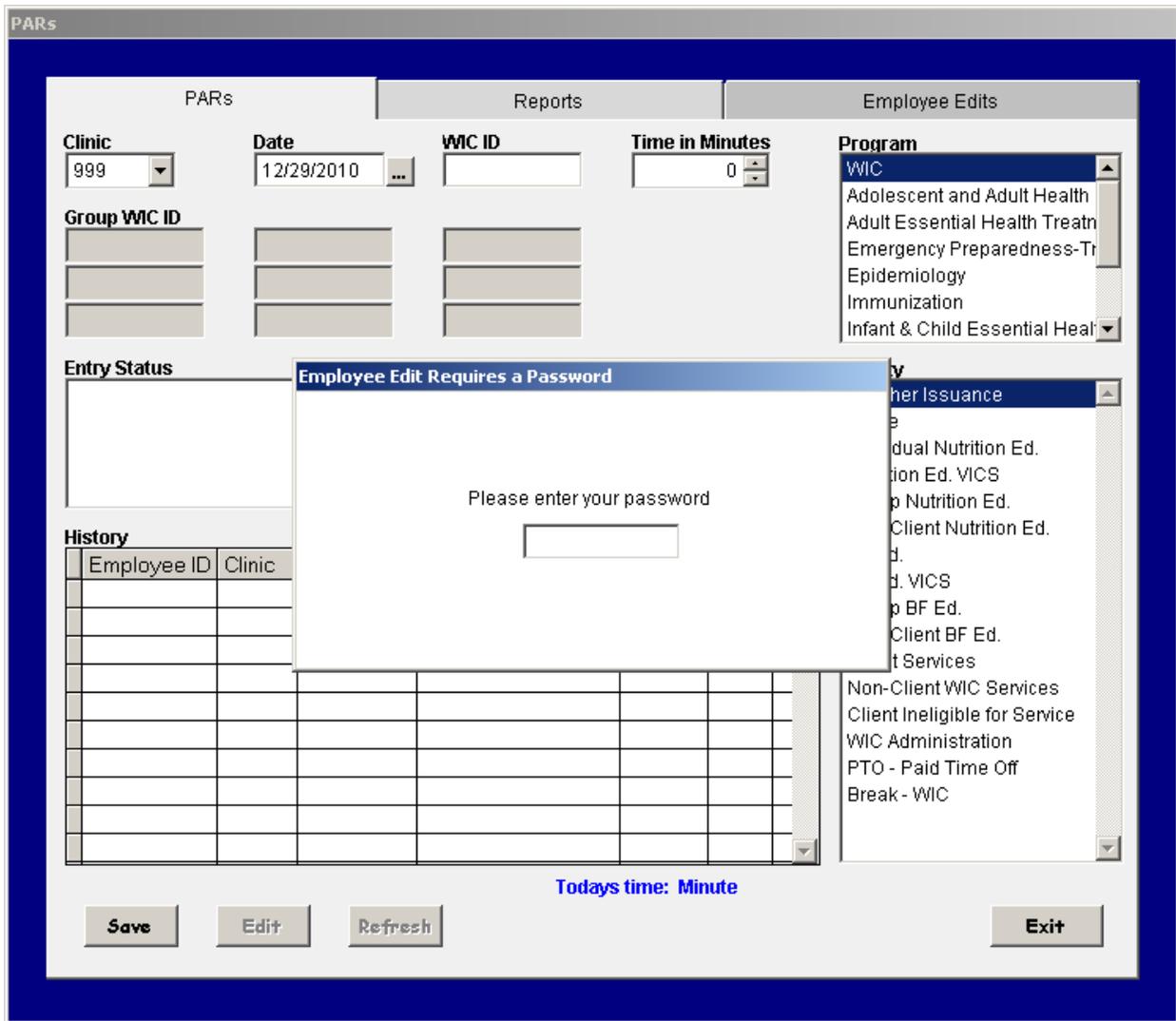
To access the Employee screen, click on the Employee Edits tab.

The screenshot shows the 'PARs' software interface with the 'Employee Edits' tab selected. The interface is divided into several sections:

- PARs** (selected tab): Contains fields for 'Clinic' (dropdown with '999'), 'Date' (calendar icon, '12/29/2010'), 'WIC ID' (text box), and 'Time in Minutes' (spin box with '0'). Below these are three rows of 'Group WIC ID' text boxes.
- Program**: A dropdown menu with 'WIC' selected. Other options include 'Adolescent and Adult Health', 'Adult Essential Health Treatn', 'Emergency Preparedness-Tr', 'Epidemiology', 'Immunization', and 'Infant & Child Essential Heal'.
- Activity**: A dropdown menu with 'Voucher Issuance' selected. Other options include 'Intake', 'Individual Nutrition Ed.', 'Nutrition Ed. VICS', 'Group Nutrition Ed.', 'Non-Client Nutrition Ed.', 'BF Ed.', 'BF Ed. VICS', 'Group BF Ed.', 'Non-Client BF Ed.', 'Client Services', 'Non-Client WIC Services', 'Client Ineligible for Service', 'WIC Administration', 'PTO - Paid Time Off', and 'Break - WIC'.
- Entry Status**: A large empty text area.
- History**: A table with columns: Employee ID, Clinic, Wic ID, Activity, Date, Time. The table is currently empty.
- Buttons**: 'Save', 'Edit', 'Refresh', and 'Exit' are located at the bottom.
- Footer**: 'Todays time: Minute' is displayed in blue text.

Note: This tab is only available if an Employee has been granted Administrative access to PARs.

Since this is an Administrative function you will be required to re-enter your password to gain access. Below is an example of the password screen.



Once you have entered your password, press <Enter>. If you have entered an invalid password you will receive the following message.



Click Ok. This will take you back to the PARs screen, click Employee Edits tab again to be prompted to enter the password. Then press the <Enter> on your keyboard.

Once you have entered the correct password, you will then be taken into the Employee screen.

The screenshot shows a software window titled "PARs" with three tabs: "PARs", "Reports", and "Employee Edits". The "Employee Edits" tab is active. The interface includes the following elements:

- Input fields for "Employee ID", "First Name", "Last Name", and "Pay Rate with fringe" (displaying "****").
- A dropdown menu for "Employee WIC Type" and a checkbox for "Run Reports".
- A dropdown menu for "Available Clinics for DU" set to "011".
- A list of available clinics: 008 BARTOW CO, 023 CATOOSA CO, 027 CHATTOOGA CO, 041 DADE CO, 057 FLOYD CO, 064 GORDON CO, 071 HARALSON CO, 110 PAULDING CO, 115 POLK CO, 146 WALKER CO, 215 POLK CO-ROCKMART, and 233 CATOOSA CO-.
- Buttons: "Add To >>>", "Add all Clinics in DU to ID >>>", "Save", "Undo", and "Deactivate Emp ID".
- A table titled "Employee Clinics" with columns "Clinic" and "Active".

Enter the Employee number, if this is a new Employee, you will need to enter the First Name, Last Name and the Pay Rate with Fringe. This will be the employee's hourly rate of pay. You will need to key the decimal between the dollars and cents.

NOTE: The rate of pay will display with asterisks until you place the cursor within this field.

Choose the Employee WIC Type from the drop down. The options available are 100% WIC or Non-WIC.

Place a check mark in the box next to reports if the employee should be granted permissions to run All PARs reports. **Do not place a check mark in this box for the employee to access their personal Daily activity report. All employees have permissions to access their personal time entry report.**

Select the clinic on the left side of the window, the employee is to be assigned to, then click the Add To button to add that clinic to the grid on the right side of the window. If they are to be assigned to more than one clinic select the next clinic, then the Add to button again for each clinic. If the employee needs to be assigned to all clinics within the district then choose the "Add all Clinics in DU to ID".

NOTE: The clinic selection is limited to the Clinics within your district unit.

Once the clinic(s) is selected and added to the Grid a check mark will be placed in the Active box located next to the clinic in the Grid. See the screen clip below to see how the window will appear.

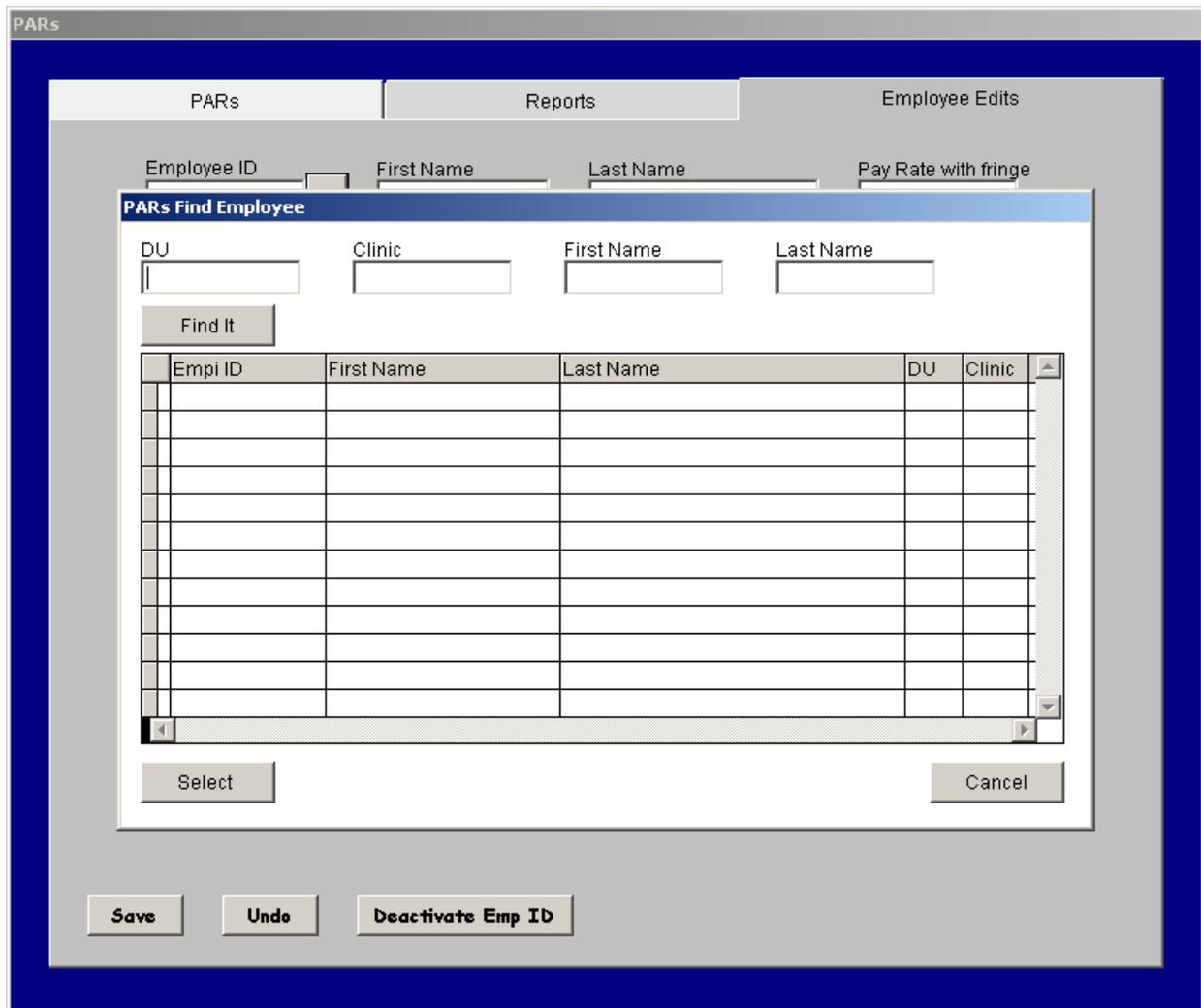
The screenshot shows the 'PARs' software interface with three tabs: 'PARs', 'Reports', and 'Employee Edits'. The 'PARs' tab is active. It contains the following fields and controls:

- Employee ID:** 999999991 (with an ellipsis button for search)
- First Name:** Csc 1
- Last Name:** Test
- Pay Rate with fringe:** ****
- Employee WIC Type:** 100% WIC (dropdown menu)
- Run Reports:**
- Available Clinics for DU:** 011 (dropdown menu)
- Clinic List:** A list of counties including BARTOW CO, CATOOSA CO, CHATTOOGA CO, DADE CO, FLOYD CO, GORDON CO, HARALSON CO, PAULDING CO, POLK CO, WALKER CO, POLK CO-ROCKMART, and CATOOSA CO-.
- Buttons:** 'Add To >>>', 'Add all Clinics in DU to ID >>>', 'Save', 'Undo', and 'Deactivate Emp ID'.
- Employee Clinics Grid:** A table with columns 'Clinic' and 'Active'. The first row shows Clinic '999' with a checked 'Active' box.

If you have selected an incorrect clinic from the list, you can click in the column labeled Active to remove the check mark, next to that clinic.

Click Save. This will add the employee information to the employee database, stored at CSC.

To search for an employee click on the ellipses next to the employee ID.  This activates the Search window,



A search can be defined by District/Unit, Clinic First Name or Last name, then click Find It. If available the employees information will display in the Grid. To select the employee click in the Gray box to the left of the employee ID this will place an arrow next to the employee, click Select.

The Undo button will allow you to remove information that was keyed, if Save has not yet been selected, it will not remove an employee.

Deactivate Emp ID: Enter the employee ID and select the Deactivate Emp ID Button, this removes the check mark from Emp_active status field within the grid. This will remove the check marks from **all** clinics they have been assigned to. If they only need to be deactivated from certain clinics, in this case, you would only need to click on the check box to remove the check mark from that specific clinic assignment so they will not be able to add time for that clinic. Once you have completed this step, click Save.

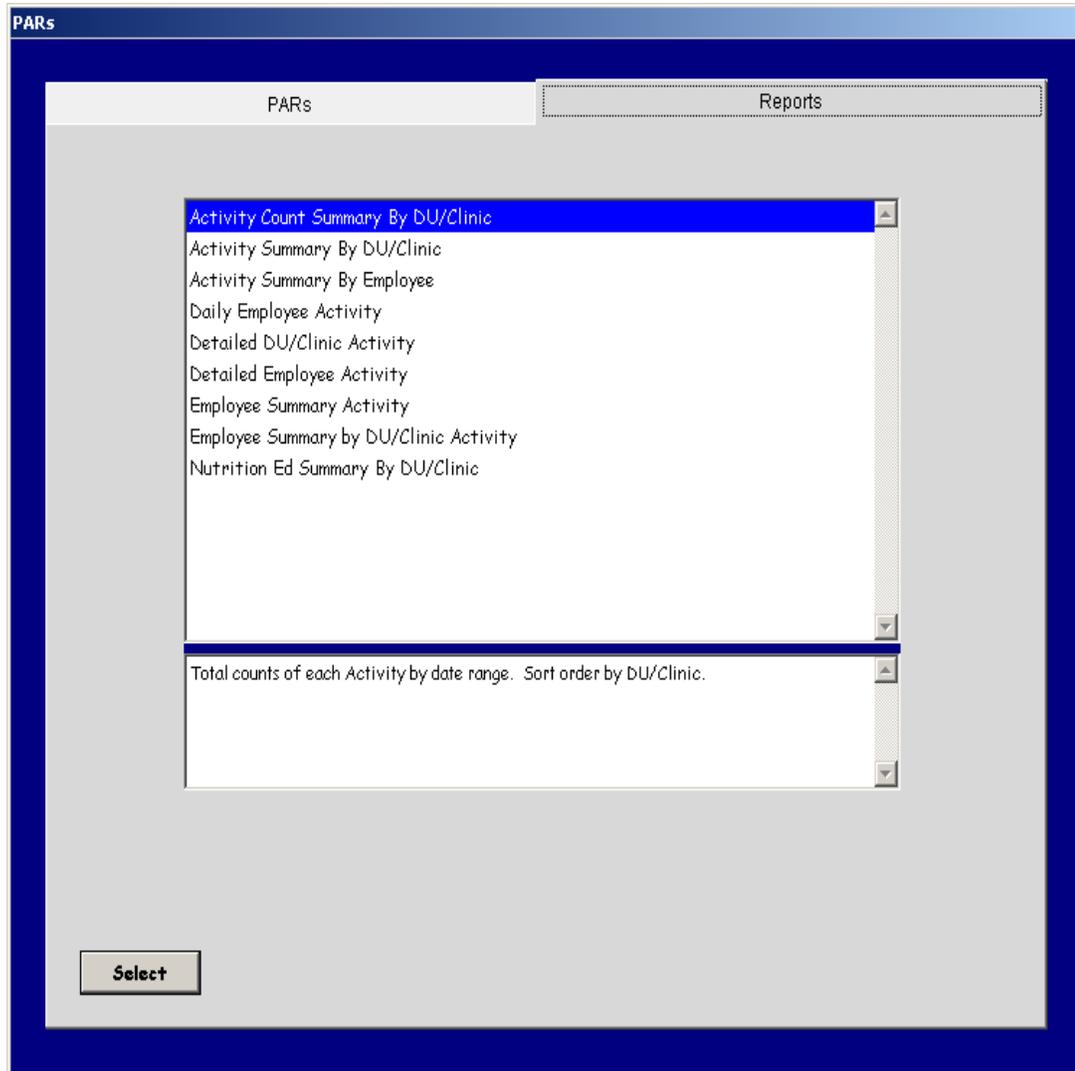
To Edit an Employees record, such as changing their rate of pay or correcting the spelling of a name. Access employee edit as above, then enter the Employee ID, this will populate the fields with the employee's information. To Edit the Rate of Pay click in that field and change the pay rate. **NOTE:** The rate of pay will display with asterisks until you place the cursor within this field. Click Save.

PARs REPORTS

PARs reports are accessible through the PARs time keeping system. The ability to run PARs reports is available to employees who have been given rights by their PARs Administrator within the District.

Note: The PARs Report tab is available to all users so that they may monitor their daily time entry input.

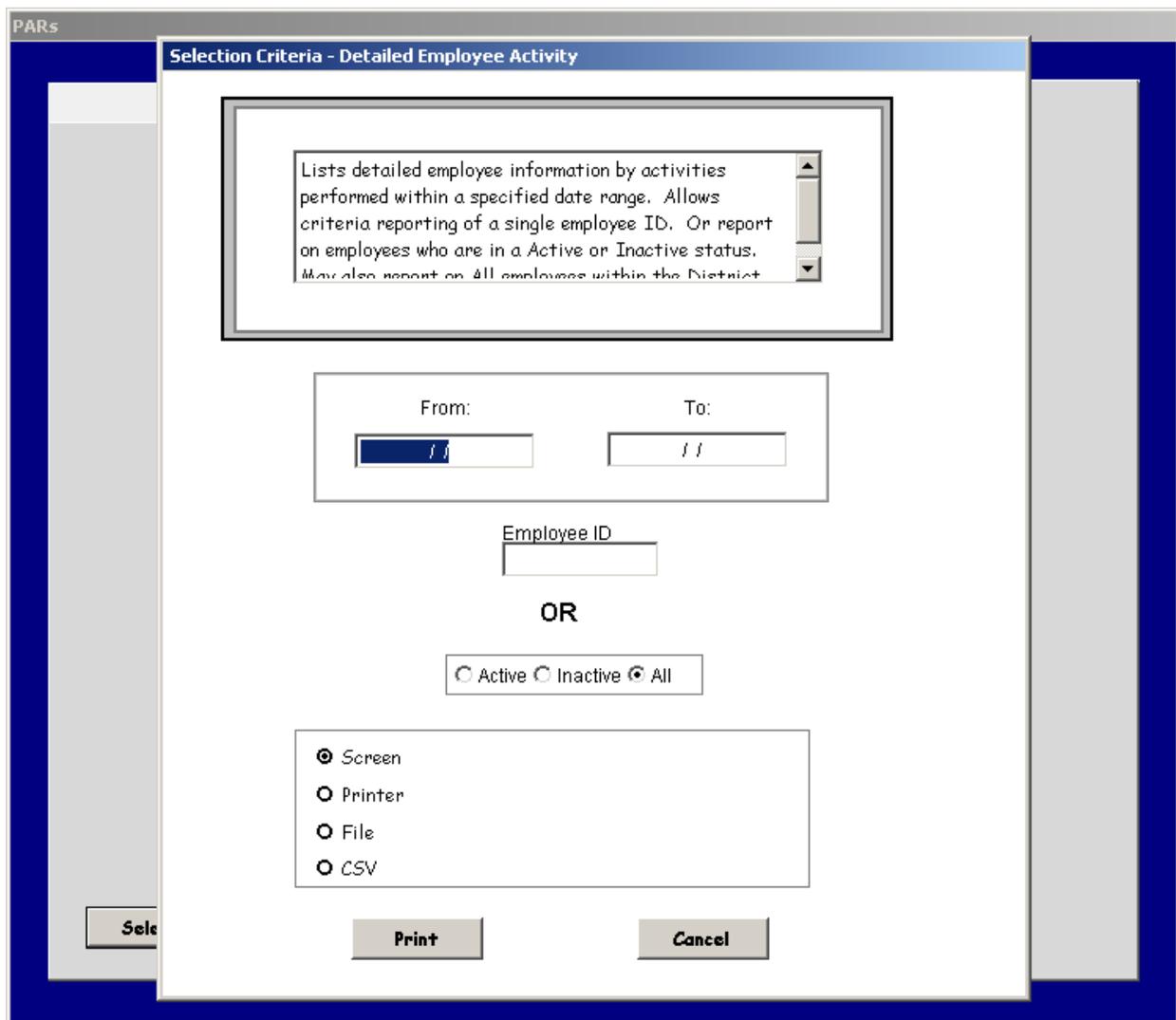
From the PARs time keeping screen click on the Reports tab.



This document is an overview of the catalog of reports available in PARs.

- You may select a report by double clicking on a report name or by clicking on a report name then choosing the select button in the lower left portion of the screen.

Below is a view of the Selection criteria window.



Each selection criteria screen contains a description of the report. The criterion shown depends on the report selected. Each selection criteria window contains the following radio button options.

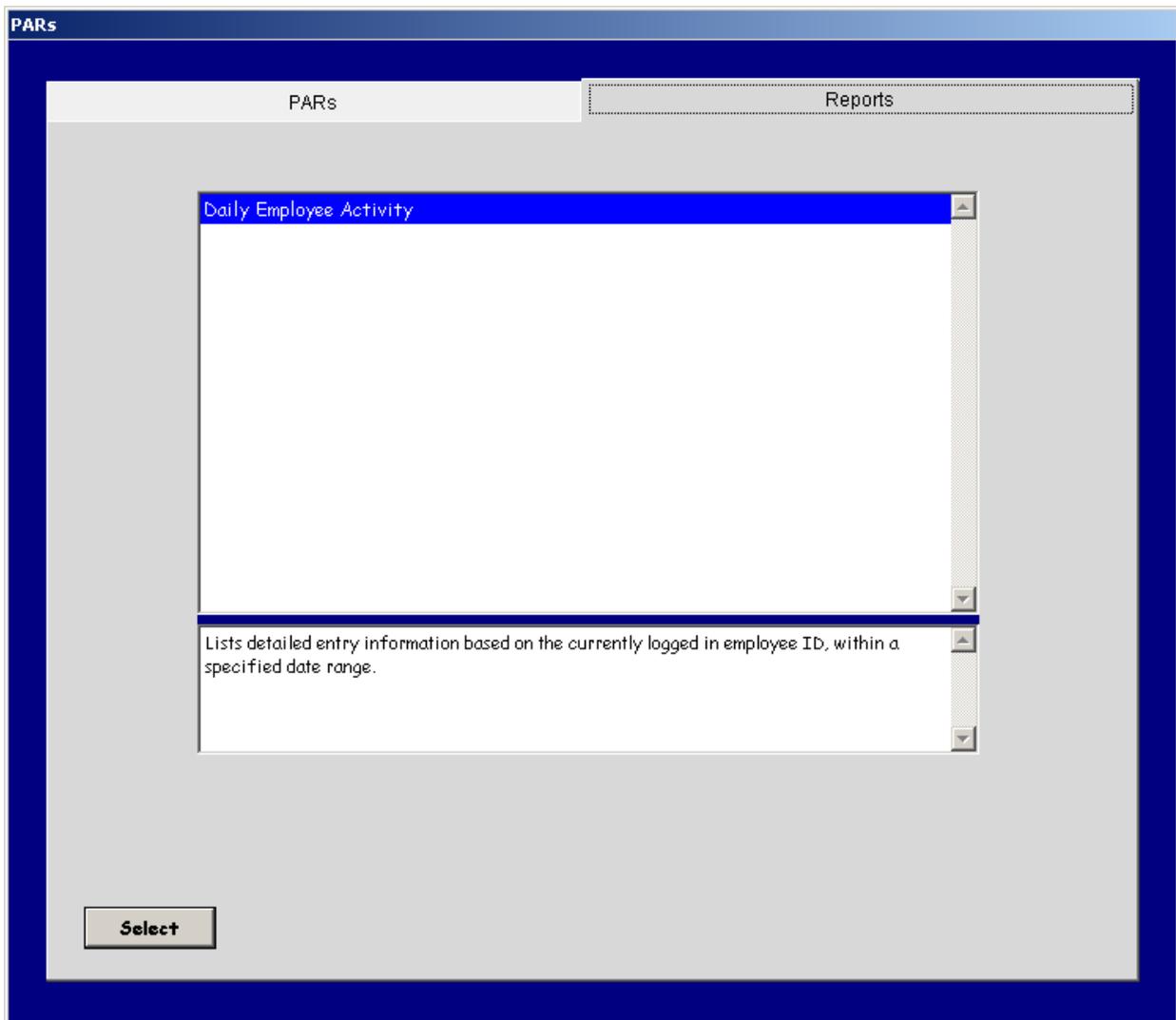
- Screen – This allows you to display the report on screen instead of printing.
- Printer – Sends the selected report to the default printer.
- File – Allows printing to a designated file on your local computer or a network drive.
- CSV - By selecting to print to CSV creates a CSV folder in the C:\Program Files\PARs folder. The CSV report is saved in an Excel Spreadsheet format.

Reports Available in PARS

- Activity Count Summary By District/Unit/Clinic – Provides total counts of each activity by specified date range.
- Activity Summary By District/Unit/Clinic – Provides activity counts by specified date range. By selecting specific criteria this allows printing for single or multiple clinics. To achieve gathering of all clinics information within a district only input a date range in the Selection Criteria screen.
- Activity Summary By Employee – Provides activity information for employees by date range. Selection Criteria allows to report on an individual employee number, or by selecting the radio button options of Active employees only, Inactive employees only, or to print for All Active and Inactive employees.
- Daily Employee Activity - Lists detailed entry information based on the currently logged in employee ID, within a specified date range.
- Detailed District/Unit/Clinic Activity – Lists employee activities information by District for all clinics or Individual Clinic, by specified date range.
- Detailed Employee Activity – Lists detailed employee information by activities performed within a specified date range. Allows criteria reporting of a single employee ID, or by selecting the radio button options of Active employees only, Inactive employees only, or to print for All Active and Inactive employees.
- Employee Summary Activity – Summary total of employee activities for specified date range. Sort by single employee ID, or by selecting the radio button options of Active employees only, Inactive employees only, or to print for All Active and Inactive employees.
- Employee Summary by District/Unit/Clinic Activity – Summary total of employee activities for a specified date range. Sort by Clinic or multiple clinic selections. To report for all clinics within a District, only input a date range in the Selection Criteria screen.
- Nutrition Ed Summary by District/Unit/Clinic – Summary count of Nutrition Education activity by selected date range. Sort order by District/Unit/Clinic.
- Individual Employee Activity Report

Reports

To access Reports, click on the Reports tab.



If you do not have permissions to run reports, only one report will display in the list. To access this report you may either double click or click the select button. The following selection criteria will display.

PARs

Selection Criteria - Daily Employee Activity

Lists detailed entry information based on the currently logged in employee ID, within a specified date range.

From: To:

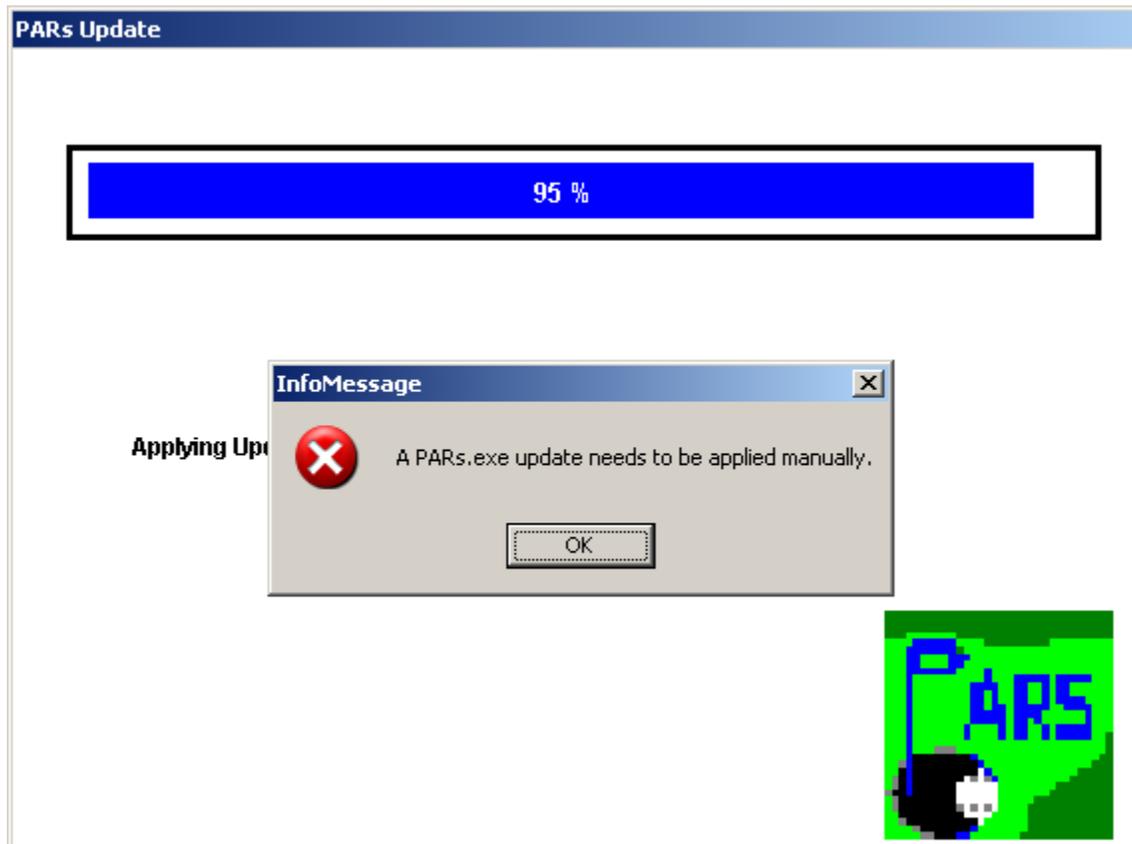
Employee ID

Screen
 Printer
 File
 CSV

Specify a date range for the report. Make a selection as to how you would like to view the report by clicking on one of the radio buttons next to Screen, Printer, File or CSV.

Manually Apply Updates

PARS allows electronic updates, which means you are no longer required to download updates manually from GWISnet. On occasion CSC may need to make a change to the PARs.EXE, which will take some user interaction to apply, but the update will be sent to your computer through the self update. If CSC has sent an update that needs to be applied manually, you will see the following message,



Click OK to clear the message, PARs will then load. Exit the application and go to the C:\Program Files\PARs\Updates folder. Highlight the PARs.exe then right click and Cut, then go up a folder to the C:\Program files\PARs and select Paste. You will then be asked to overwrite the existing file, click Yes. You are now ready to access PARs.

DEFINITIONS OF COST CATEGORIES

Duty	PARS Category
Add/ Update Immunizations	Client svc
Add/ Update Record in Central Registry	Intake
Add/ Update WIC client in WIC screen 1 (clerical intake or update 30 day)	Intake
Answering phone (checking on clients appointment times, hours of operation, giving directions to clinic, etc)	Client svc if know ID#, non client svc if no ID #
Answering questions (or calls) about how to use WIC vouchers or WIC approved foods	Client svc if know ID#, non client svc if no ID #
Auditing charts	Non client svc, non client NE or BF if done for nutrition QA review
Batching TADs and voucher files	Non client svc
Calibrating equipment (scales, height/length boards, Hemocue machines, etc)	Non client svc
Checking GWIS for dual participation	Client svc
Checking Medicaid/ Updating Medicaid screen	Intake
Classes (preparing) for NE or BF	Non client NE or BF
Classes (teaching) for NE/BF	NE or BF
Client referrals	Client svc, NE if done by CPA as part of cert/re-cert
Collecting anthropometrical data (weight & length/height)	Client svc, NE if done by CPA
Collecting lab values (Hgb)	Client svc, NE if done by CPA
Computer work for clients transferring in	Client svc
Creating class (objectives, curriculum, handouts, etc)	NE or BF
Creating client schedules	Non client svc
Data input for certification	Client svc
Document Secondary Nutrition Education	Individual Nutrition Ed
Document Update Immunizations	Client svc
Document/ Update Record in Central Registry	Intake
Fixing critical errors	client svc
Follow up on breastfeeding progress	Individual bf ed
Follow up phone call on issued breastpumps	Individual bf ed
GWISnet request forms	Non client svc
Health Fairs	Non client svc, Non client NE or non client BF
Home visits to breastfeeding mothers	Individual bf ed (PARS not entered by Peer Counselor)

Hospital visits for breastfeeding mothers	Individual bf ed (PARS not entered by Peer Counselor)
Interpretation Services	Individual NE or BF if interpreting for CPA or NA. Client svc for intake, etc.
Inventorying breast pumps	Non client BF
Inventorying manual vouchers	Non client svc
Inventorying VPOD	Non client svc
Issuing breastpump	Individual bf ed
Mailing out supplies/ inventory/ materials/ equipment to the clinics	WIC admin
Maintaining relationship with community partnership	NE or BF
Make/ Change Appointment	Client svc if know ID#, non client svc if no ID #
Making copies of materials (i.e. "How to file a complaint form")	Non client svc
Ordering & Inventorying formula in stock	Non client svc
Ordering Breastpumps	Non client BF
Ordering nutrition education or breastfeeding materials and supplies	NE or BF
Ordering medical or office supplies	Non client svc
Outreach	Non client svc
Paperwork/ phone calls to give transfer information	Client svc
Paperwork/ phone calls to request transfer information	Intake
Phone calls to doctors	Client svc
Preparing requisition for purchases of nutrition education and breastfeeding supplies	NE or BF
Preparing requisition for purchases of medical and office supplies	Non client svc
Printing VOC and EVOC reports	Client svc
Printing/ voiding vouchers	Voucher issuance
Providing clinic with alphabetic master file list (printing and mailing)	Non client svc
Reporting computer problems with SWO & M&M	Non client svc
Retroactive Reconciliation Report	Non client svc
Reviewing clients rights, obligations, and how to file a complaint	Client svc
Self-reviews (full audit)	Non client svc or non client NE/BF
Sending out memos (action, information, policy)	WIC admin
Staff leave reports, meetings, PMF's, trainings, time reports	WIC admin
Staff Meetings (preparing)	WIC Admin
Staff Meetings (attending) with or without NE content	Non Client WIC or Non-client NE/ BF

Teaching classes	Group nutr ed or group bf ed
Training (attending or preparing) specific to NE or BF	Non client NE or BF
Training (attending) not specific to NE/BF	Non-Client WIC
Training (Preparing) not specific to NE/BF	WIC Admin
Training requests specific to NE/BF	Non client NE or BF
Unmatched redemption report (CUR part 1 and 2)	Non client svc
Update TAD (i.e. food package change)	Non client svc
Update WIC screen 2-4 for certification	Client svc
Vendor training, visits	Non client svc
Verifying over-income clients	Client ineligible for svc
Voter registration	Intake
Voucher issuance	Voucher issuance
WIC equipment inventory	WIC admin
Working on WIC budget	WIC admin
Working the Bank Exception Report	Non client svc
Working the batch acknowledgement report	Non client svc

FREQUENTLY ASKED QUESTIONS

- How do I log my time if I make an appointment for a client who doesn't have a WIC ID # yet? **Answer- It would be logged under non-client WIC services.**
- Is a voucher pick-up listed under non client WIC services? **Answer- No, it would be coded under voucher issuance.**
- How about when reports are done or someone is doing a white envelope. These things can take time. Is it necessary to report these activities? For example, I am doing a white envelope and I review each paper TAD to see if any information needs to be entered. **Answer- First, assuming you fall under the category for county paid WIC staff, it is very important to account for any WIC time. This example would be coded under non-client WIC services.**
- When I add a new baby or a recertification on someone who has not been on in a while, the number comes up red. Because they won't show up at CSC for several days, my question is: Do we need to go back when that batch shows rec'd and edit that line or will it send auto? **Answer- No, you do not need to do anything else. The system will eventually link this ID number to a WIC active participant.**
- When we do our terminations, do we put each individual ID# in PARS? **Answer- No, you would not need to put each individual ID number into PARS. This would need to be coded under non-client WIC services.**
- I don't see anything that allows me to make changes after I have entered time into this system? **Answer- Yes, you can make edits after the information has been entered: 1. Click the entry to be edited in the history grid. 2. Click the edit button. 3. Make changes as needed on the top row (not on the history grid). 4. Click the save button. Employees have 14 days to enter time into the system.**

- When I see a client, I enter them in and then when the nutritionist gets through, and I print vouchers and see them again do I do another entry? Or does the one entry cover all? **Answer- You can enter the data either way. You could track your total time with the client and enter it after all services have been completed or you can enter at the time you are doing each service. However it is important to break the services out. For instance one client will require multiple entries by multiple staff. For instance, an NA staff may perform 15 minutes of individual nutrition education, 15 minutes of intake and 3 minutes of voucher issuance. CPA staff may perform 5 minutes of client service, 10 minutes of individual nutrition education and 5 minutes of breastfeeding education. The bottom line is the client number and the total time needs to be documented.**
- Can a successful transmission be edited? Example an active ID is put in but it is the wrong ID? **Answer- Yes, click the record in question in the history grid, click the edit button, change the field(s) as needed at the top, then click save.**
- Can info be deleted? Example: an invalid ID is entered. This will not let the transmission go through but it won't let us delete the incorrect ID? **Answer- No, but as above, the line can be edited. If not needed, instead of adding a new record, select it, click edit and just type over it with good information.**
- What about entering ID for new babies and people who have been termed when they are certified? A TAD would not have been created yet so the ID number we give them won't be valid and my time won't transmit? **Answer- The system will keep trying to validate any record that is red. Once the information makes it from your front end system, and we have access to it from the PARs backend system, the fields will turn green if valid. It might take a couple of days, up to 5 days, but it will eventually validate. If the entry turns red or green it has been transmitted to us, it stays blue if it has not been transmitted, but you will get a message on the screen informing you why it is still blue.**