

Formula Wizard

The **Formula Wizard** is used to issue formula from current on-site inventory. The **Formula Wizard** screen displays automatically when issuing food instruments for an infant with a food package containing a contract formula, an exempt formula or a WIC-eligible medical food currently in on-site inventory. When you are ready to issue formula for an infant and if you have formula available in your clinic, the Formula Wizard screen displays.

1. In this example, the six-month old infant is receiving the standard default food package.
2. We have prescribed a food package on the **Prescribe Food** screen and clicked the **Save** button.

The screenshot displays the 'Prescribe Food' interface. At the top right, the 'Prescribe Food' button is highlighted with a red box. The main content area shows the following details:

- Wawa Family**
Family ID: F10600008926
12 Leland Way
RALEIGH, NC 27609
- Lola Wawa**
Participant ID: 954011463M
Age: 2 months
WIC Category: Infant

The **Food Prescription** section includes a date range selector (1/31/2014 to 11/12/2014) and the following fields:

Food Prescription Date	WIC Category	Age Category	Breastfeeding Status	Family Issuance Day	Issuance Frequency
1/31/2014	Infant	1 to 3 Months	Fully Formula Fed	31	3 Month(s)

The **Food Prescription Items** table shows:

Category	Subcategory	Quantity	Category Max Quantity	UOM
Infant Formula (IF)	Gerber Good Start Gentle Powder 12.7 oz.	806	806	Ounces

The **Add Item to Food Prescription** section has the following fields:

Category	Subcategory	Quantity	Max / Med Max	UOM
		0	/	

The **Infant Formula** summary table is as follows:

Gerber Good Start Gentle Powder 12.7 oz.	Month	Jan	Feb	Total
Quantity	806	806	806	1612 / 90
# Cans	9	9	9	18

At the bottom right, the 'Save' button is highlighted with a red box. The bottom status bar shows '065-01 - New Hanover - Wilmington' and 'TAB'.

3. The **Formula Wizard** screen appears.
4. Look at **# Prescribed** to see how many cans the infant will receive. (In this case it is 9)
5. Next, look at **# on Hand** (In this case it is 20).

Formula Wizard

Formula Issuance Summary

Formula	# Prescribed	# from Local Inventory	# from Formula Warehouse	Total Issued
Gerber Good Start Gentle Powder 12.7 oz.	9	0	0	0

Issue from Local Inventory

Do you want to issue from Local Inventory?

Gerber Good Start Gentle Powder 12.7 oz.

# On Hand	# to Issue ★
20	<input type="text" value="0"/>

Inventory for New Hanover Total Items: 1

Local Agency/Clinic	# On Hand	# Requested
SKIP065 02 - Wrightsville	104	0

6. Decide how many cans you will prescribe from **Formula Wizard** (In this case we will prescribe 2 cans).
7. Click **Next**

Note: you do not want to issue all prescribed formula from your agency's inventory or your participant will not be counted for participation.

The screenshot shows the 'Formula Wizard' interface. At the top, there is a 'Formula Issuance Summary' section with the following data:

Formula	# Prescribed	# from Local Inventory	# from Formula Warehouse	Total Issued
Gerber Good Start Gentle Powder 12.7 oz.	9	2	0	2

Below this is the 'Issue from Local Inventory' section, which asks 'Do you want to issue from Local Inventory?'. It shows a selection for 'Gerber Good Start Gentle Powder 12.7 oz.' with a '# On Hand' of 20 and a '# to Issue' of 2 (indicated by a star icon).

An 'Inventory for New Hanover' table is also visible, showing the following data:

Local Agency/Clinic	# On Hand	# Requested
SKIP065 02 - Wrightsville	104	0

At the bottom of the interface, there are navigation buttons: 'Prev', 'Next', and 'Cancel'. The 'Next' button is highlighted with a red box.

8. The **Formula Issuance Summary** screen appears indicating that 9 cans of formula are **prescribed** and 2 cans issued from **Local Inventory**.
9. Ignore **Issue from Formula Warehouse** section. It will not be used in North Carolina.
10. Click **Next**

The screenshot shows the 'Formula Wizard' application window. It is divided into three main sections:

- Formula Issuance Summary:** A table with the following data:

Formula	# Prescribed	# from Local Inventory	# from Formula Warehouse	Total Issued
Gerber Good Start Gentle Powder 12.7 oz.	9	2	0	2
- Issue from Formula Warehouse:** A section with the heading 'Do you want to issue from Formula Warehouse?' and a 'Supplier' dropdown menu currently set to 'State Formula Order'.
- Formula Selection:** A table with the following data:

Formula Name	# Requested
Gerber Good Start Gentle Powder 12.7 oz.	0

At the bottom of the window, there are three buttons: 'Prev', 'Next', and 'Cancel'. The 'Next' button is highlighted with a red box. Below the table, there are radio buttons for 'Mailing Address' (selected) and 'Clinic Address', followed by the address: '12 Leland Way, RALEIGH, NC, 27609'.

11. The **Formula Wizard** closes and the **Issue Food Instrument** screen displays. The formula item displays in the **FDTS** grid. Note the number of cans for the month has been reduced by the number issued from inventory. In this case, there are only 7 cans listed for the first month of issuance instead of 9 cans.
12. If you still need to change the number of cans you want to issue from inventory, you can do so by clicking on the **Formula Wizard** button.

The screenshot displays the 'Issue Food Instruments' application interface. The top navigation bar includes 'Home', 'Family Services', 'Scheduling', 'Operations', 'Finance', 'Administration', and 'Help'. The main content area is titled 'Wawa Family' and shows family details: Family ID: F10600008926, 12 Leland Way, RALEIGH, NC 27609. A participant named 'Lola' is shown with a 'WIC Category: Infant'.

The 'Family Issuance Members' table is as follows:

Category	Participant	Certification End Date	Jan	Feb	Mar	Total Items	
<input checked="" type="checkbox"/>	Infant	Lola Wawa	11/11/2014	Full	Full	Full	1

Below the table are three FDTS grids:

- FDTS: 1/31/2014 - LDTS: 2/27/2014**: Shows 7 cans of Gerber Good Start Gentle Powder 12.7 oz.
- FDTS: 2/28/2014 - LDTS: 3/30/2014**: Shows 9 cans of Gerber Good Start Gentle Powder 12.7 oz.
- FDTS: 3/31/2014 - LDTS: 4/29/2014**: Shows 10 cans of Gerber Good Start Gentle Powder 12.7 oz.

At the bottom of the interface, the 'Formula Wizard' button is highlighted with a red box. Other buttons include 'Preview Checks', 'Next Certification Due Notice', 'Issue', and 'Cancel'.