

Thank you to our dedicated staff.



#WICSTRONG



COVID – 19 UPDATE

5-11-2020

# How to use the Side Panel

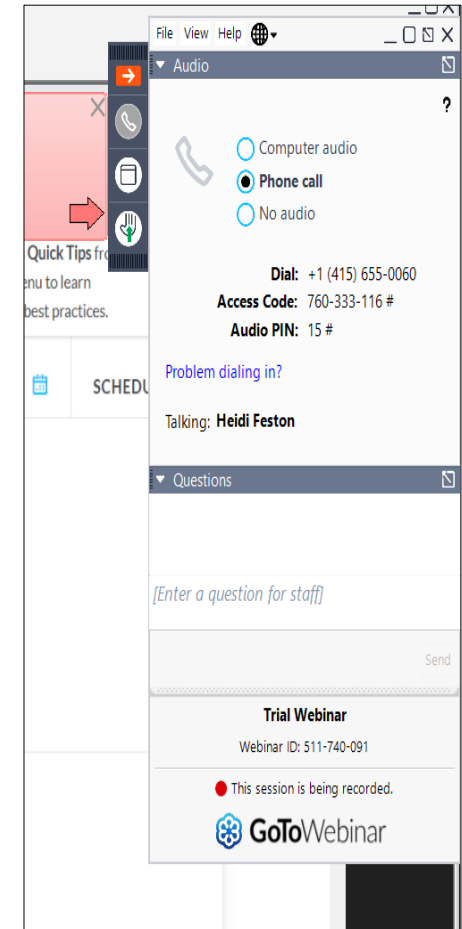
**How do I see the screen under the side panel?**

The orange arrow closes and opens the side panel.



**How can I make my screen bigger?**

To have a bigger view of the screen, select the square icon



# How to use the Side Panel

## How do I raise my hand?

Select the hand with green arrow going up.

When hand is raised, the arrow is red.

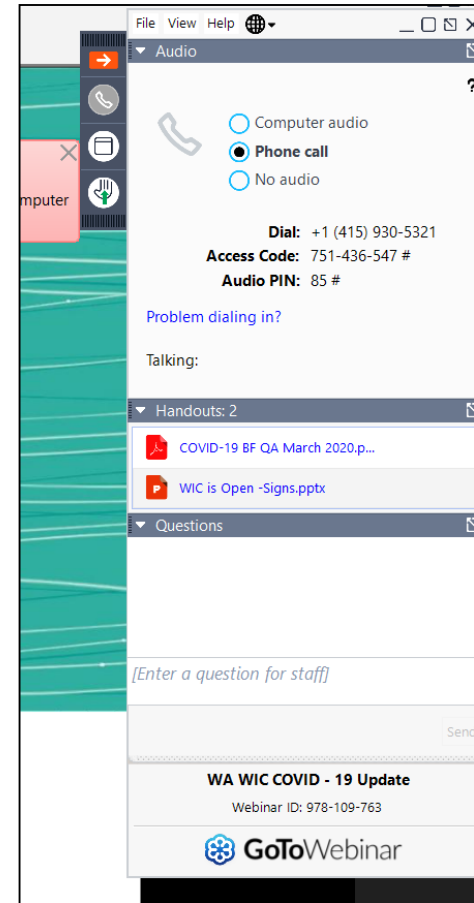


## Where are the handouts?

## How do I ask a question?

Enter your question or comment.

Select “Send” or use “Enter” on the keyboard.



# Today's Agenda

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- Welcome – Terri Trisler
- Opening remarks – Paul Throne
- Signature on Release of Information – Cathy Franklin
- Follow-up to Cascades reports – Michaela Phillips
- Questions and answers – Heidi Feston

# NWA Virtual National Conference

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**NATIONAL WIC ASSOCIATION**  
VIRTUAL ANNUAL CONFERENCE 2020

**REGISTRATION NOW  
OPEN!**

<https://www.nwica.org/events/info/2020-virtual-conference>

Pick your battles.

Nope. That's too many battles.

Put some battles back.

Pick fewer battles.



# Signature on Release of Information

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What counts as a signature on Release of Information (ROI)?

- Document in the individual Care Plan the information was read to the participant and understood/acknowledged.
- A view of a signed (“wet” or electronic) signature on the ROI.

# Follow-up to Cascades Reports

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- ❖ What reports can agencies use to track activity?
  - ✓ Daily Appointments to be Rescheduled Detail
  - ✓ Summary of Actions Due Listing Details
  - ✓ Detail and Summary Issuance Due Report
  - ✓ Detail Clinic Daily Appointment Schedule
- ❖ How to use the VLOOKUP formula in Excel to look up appointment information in the Detail Clinic Daily Appointment Schedule?
- ❖ Where to store reports that have confidential information?



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Questions?

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**Contact us with your questions:**

Policy Support phone: 1-800-841-1410, press 3, then press 1  
or email at [wicpolicysupport@doh.wa.gov](mailto:wicpolicysupport@doh.wa.gov)

Your Local Program Consultant (LPC) or email at [wiclpc@doh.wa.gov](mailto:wiclpc@doh.wa.gov)



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