Ad Hoc Reports

Active WIC Staff

Description

This report gives you all active WIC staff for each clinic.

Search Criteria

Local Agency and Clinic ID

Report Columns

Agency/Clinic, WIC Staff Name and Last Logon Date

Use of Report

This report can be used to see all staff that is active for each clinic. Employees who are no longer using VISION/SharePoint should be removed. It is required to run this report monthly to review for accuracy and if necessary send a request to the Help Desk via SharePoint to remove inactive employees.

Guidance

Ad hoc Reporting Usage Report

Description   This report shows statewide the top reports that have been run and how many times it has been run by all users in a specific time frame.

Search Criteria Start Date and End Date

Report Columns   Report Name, #Runs, Last Run and User Name

Use of Report   This report can be used to see the top reports that have been run statewide and the top report users. You can see by staff member (alphabetized) what reports they ran and how many times they ran it.

Guidance

Adjunct Eligibility

Description   This report shows active participants who were certified as adjunct eligible by either food stamps, Medicaid or TANF.

Search Criteria   Local Agency, Adjunct Type, Clinic ID and Category

Report Columns   Local Agency/Clinic, Family ID, Person ID, Participant Name, Adjunct Eligibility, Category and Staff Person

Use of Report   This report can be used to see the number of participants who are adjunct eligible. This report can be used for auditing purposes to determine if adjunct and income records were recorded properly.

Guidance

Adjunct Records

Description   This report gives you all adjunct records within the date range selected.

Search Criteria   Local Agency, Clinic ID, Start Date, End Date, Adjunct Type, Category and Sort Order

Report Columns   Agency/Clinic, Family ID, Person ID, Adjunct Eligibility, Category, Date Recorded and Staff Person

Use of Report   This report can be used to see the number of participants who are adjunct eligible. This report can be used for auditing purposes to determine if adjunct and income records were recorded properly.

Guidance

Affidavit by Proof Type

Description   This report shows the number of participants who used affidavit for one of their proofs.

Search Criteria   Local Agency, Proof Type, End Date, Clinic ID and Start Date

Report Columns   Agency/Clinic, Family ID, Person ID, Participant Name, Affidavit Reason, Proof Type and Staff Person

Use of Report   This report can be used to see the number participants who have used affidavit as one of their proofs. This report can be used to see which proof affidavit has been used for and the affidavit reason. The report is helpful for auditing purposes to ensure that affidavits are documented properly.

Guidance

All Nutrition Risk Factors

Description	This report is used to find all participants by risk factor.
Search Criteria	Local Agency, Clinic, Start Date, End Date, Risk Factors, Category, High Risk and Sort By
Report Columns	Local Agency/Clinic, Person ID, Participant Name, Endorser Name, Category, Priority, HR Follow-Up, DOB and Staff Person
Use of Report	This report can be used to determine how many participants have a certain risk factor and if high risk they can determine if they had a follow up.
Guidance	For "Yes" to appear in the HR Follow Up column on the report you need to select High Risk Follow Up Appointment when they return for their follow up appointment in the Nutrition Education screen. The yes or no reported in the high risk follow up column will be determined by the most current Nutrition Education record.
	If you want to get only high risk participants then select yes in the search criteria under high risk. If you select no then you will get all participants high risk and not high risk.
	The start date and end date search pulls from the risk record header date. The participants would have been assigned the risk factor at the certification.

Average Incomes

Description	This report can be used to see the average household size and average income.
Search Criteria	Local Agency, Clinic ID, Start Date and End Date
Report Columns	Local Agency/Clinic, Household Count, Average Household Size and Average Household Income.
Use of Report	This report can be used to determine the average household size and average household income from all income records within a specific time frame.
Guidance	Records containing only adjunct records and no income records are excluded from the calculations.

BF PC Caseload

Description	This report gives you all pregnant and breastfeeding participants within the specified EDD/ADD range for a specific clinic.
Search Criteria	Local Agency, Clinic ID, EDD/ADD Start Date, EDD/ADD End Date, BFPC Last Name, Participant Last Name, Participant First Name, Category and Sort By
Report Columns	Local Agency/Clinic/BF Peer Counselor, Family ID, Participant Name, Age, Category, Phone, Address, EDD/ADD, Next Contact, Language and 4a, 4b, 4f/1g
Use of Report	This report can be used for peer counselors to view the participants that need to be contacted within the specified date range. If you search by peer counselors name then all the assigned participants to that peer counselor will be pulled.
	Can also use to get addresses for pregnant/breastfeeding participants for a mailing list.
Guidance	Pregnant participants are pulled based off of the EDD and Breastfeeding Participants are pulled based off of the ADD.
	The % sign with a letter can be used to search for participants or peer counselors.
	Any participant who currently is assigned a peer counselor will also be pulled for the report. Even if they answered No to question 4f in the pregnancy nutrition interview "We have moms who have breastfed before and can help you with breastfeeding. I will have one call you".

BF PC Deactivate

Description
This report shows all assigned participants to a specific peer counselor.

Search Criteria
Local Agency, Clinic ID, BFPC Last Name and BFPC First Name

Report Columns
Agency/Clinic, Family ID, Participant Name, Category, WIC Status, Exit Date and Person ID

Use of Report
This report can be used to reassign a peer counselor to a participant once they are no longer an employee.   The report pulls all participants regardless of status with the specified peer counselor name assigned to them. Once the peer counselors name is removed from the WIC participants records the inactive employee can be removed from the system.

Guidance
The % sign with a letter can be used to search for peer counselors.

Breast Pump by Issued Date

Description	This report pulls by selected date all serialized issued pumps.
Search Criteria	Local Agency, Clinic ID, Start Date, and End Date
Report Columns	Local Agency/Clinic, Family ID, Endorser Name, Issued Date and Equipment Type
Use of Report	This report can be used to get Family ID numbers to review participants that have received an electric breast pumps. This report can be used to make sure proper procedures were followed when issuing an electric breast pump.
Guidance	Used by State RD's auditing electric breast pump issuance.

Certification End Date by Month

Description

This report shows the participants whose certification end date is in the month searched.

Search Criteria

Local Agency, Sort Selection and Time Frame

Report Columns

Local Agency/Clinic, Family ID, Person ID, Participant Name, Phone, Participant Category, Certification End Date, Last Anthro, Most Recent FI Pick UP and Provisional Certification End Date

Use of Report

This report can be used to see the number of infants and children that need to recertify within the time span searched.

Guidance

This report doesn't bring up women or children who will be categorically ineligible. For example if a child is turning 5 years old they will not pull up on the report.

Children 3 and Younger

Description   This report shows all families with children 3 years old and younger.

Search Criteria   Local Agency and Clinic ID

Report Columns   Agency/Clinic, Endorser Name, Phone and Address

Use of Report   This report shows all families with children 3 years old and younger. This report has been used to share information with Early Head start to send out information.

Guidance

Endorser Email

Description   This report shows the endorser with their phone number and email.

Search Criteria   Local Agency and Clinic ID

Report Columns   Agency/Clinic, Endorser Name, Phone and Email

Use of Report   This report shows the endorser with their phone number and email. This report gives you all the emails that have been collected from the participants. It could be used to send out mass email communication.

Guidance

Family Enrollment

Description
This report shows the number of families that are/were currently active during the date range selected and what printouts language is listed.

Search Criteria
Local Agency, Start Date, Clinic ID and End Date

Report Columns
State Totals, Agency/Clinic, Language and Count

Use of Report
This report can be used to see the number of families who are active in VISION and what is their language preference for printed materials. This can be useful to know how many materials need to be printed and whether they should be English or Spanish.

Can also be used to know how many active families you have to see during a period of time and how many should be scheduled on average per day.

Guidance

FI Reject

Description	This report shows all rejected checks.
Search Criteria	Local Agency, Clinic ID, Beg FI Number, End FI Number, First Date to Use and Last Date to Use
Report Columns	Agency/Clinic, Family ID, Participant Name, FI Number, Use Dates, Reject Dates and Reject Reason
Use of Report	To help the State with bank reconciliation.
Guidance	Only need to search by FI number or First Day to Use. Don't need to search by both criteria.

FI Voids

Description   This report shows check numbers that were voided during the time period selected.

Search Criteria   Local Agency, Clinic ID, Start Date, End Date and Void Reason Code

Report Columns   Agency/Clinic, Family ID, Person ID, Participant Name, FI Number, Use Dates, Void Date and Void Reason

Use of Report   This report is useful to research voided checks and to reconcile checks voided as In-Hand with those in the possession of the clinic. This reconciliation process will reduce the accidental issuance of voided checks to participants.

Guidance

First Time Pregnancy

Description   This report looks at pregnant participants equal to or greater than 29 weeks pregnant for first time moms.

Search Criteria   Agency County

Report Columns   Local Agency, Participant Name, Phone Number, Zip code, GA, EDD, Race, Medicaid and Food Stamps

Use of Report   This report is used by the Nurse Family Partnership Program.

Guidance

Food Package Modification with Comments

Description

This report looks at food packages that have been tailored and the comments from the food package screen within a specified date range.

Search Criteria

Local Agency, Clinic, Start Date, End Date and Sort Order

Report Columns

Local Agency/Clinic, Tailored Date, Staff Person, Person ID, Food Package Name and Comments

Use of Report

This report can be used to see how often food package tailoring is taken place each month. With the comments row on the report you can see if proper documentation was completed. You can also see on the report the staff person (user) that did the tailoring.

Guidance

Any package that has tailored in the food package name will be pulled for this report. This could be a package where the only modification done was canned beans were removed and dried beans were added. This package would not require documentation.

Food Package Modification with Details

Description This report looks at food packages that have bene tailored within a specified date range.

Search Criteria Local Agency, Clinic, Start Date, End Date and Sort Order

Report Columns Local Agency/Clinic, Tailored Date, Staff Member, Person ID, Food Package Name, Foods and Quantity

Use of Report This report can be used to see how often food package tailoring is taken place each month. By looking up the participant by person ID you can complete audits to make sure proper documentation has taken place. The food column will list the amount and food in the package. You can also see on the report the staff member (user) that did the tailoring.

Guidance Any package that has tailored in the food package name will be pulled for this report. This could be a package where the only modification done was canned beans were removed and dried beans were added. This package would not require documentation.

Health Care Provider List

Description   This report provides a way to get doctors/health care providers names to do outreach.

Search Criteria   Local Agency

Report Columns   Local Agency, Provider Name, Family ID, Endorser Name and Staff Person

Use of Report   This report pulls all health care providers names from the nutrition interview screen and puts in alphabetical order. All statuses are pulled (active/terminated/pending etc.). This list can be used to do outreach to health care providers.

Guidance   It may be helpful to use the doctor's full name without the word doctor, due to alphabetically sorting.

Infants Under 9 Weeks

Description	This report provides endorser names who have infants under 9 weeks old as of the date you run the report.
Search Criteria	Local Agency
Report Columns	Local Agency, Endorser Name, Phone #, Zip Code, Weeks, WIC Status and Race
Use of Report	This report was created for the Nurse Family Partnership Program. All statuses are pulled (active/terminating/pending etc.).

Guidance

Issued FI's By Staff Person

Description   This report shows issued checks within the time period selected and the staff person who issued the checks.

Search Criteria   Local Agency, Clinic ID, Staff Person, Issued Type, Create Start Date and Create End Date

Report Columns   Agency/Clinic, Family ID, Person ID, Participant Name, Endorser Name, Phone, FI Number, Use Dates and Redeemed/Void Date

Use of Report   This report shows issued checks, participants who received them and whether checks have been voided, redeemed or not redeemed and what staff person issued the checks for the specified time period chosen. This report is useful to research check printing errors to know when checks were issued, by which staff person and to whom they were issued so that these check printing errors can be resolved.

Guidance

Language Spoken

Description   This report shows the preferred spoken language of families that are currently active.

Search Criteria   Local Agency, Clinic ID and Language Spoken

Report Columns   Agency/Clinic, Language, Family ID, Endorser Name and Need Interpreter

Use of Report   This report shows which families speak what languages and also whether or not an interpreter is needed. It can also help clean up language data by knowing which families need to have the preferred spoken language added or corrected.

Guidance   Run the report for your clinic- on the language list; select all (you may want to unselect English and Spanish).

You will see all families where the language is missing. Go in to each of these families records, and mark the preferred language if it is known. If it is not known, make an alert on the family record to remember to ask them their preferred language at the next appointment.

For each of the less common languages listed, make sure that these look correct and were not entered by mistake. If there was a mistake, change the language to English or Spanish whichever is correct. If the correct language is unknown, make an alert to remember to ask them.

Language Totals

Description   This report shows the number and percentage of families that speak each language based on the preferred language selected.

Search Criteria   Local Agency and Clinic ID

Report Columns   State Totals, Family Language Count and % of Count

Use of Report   This report can be used to see the total number and percentage of languages spoken for families who are active in VISION. This report can be used to see all the different languages spoken within the state and selected clinics. Knowing the most common languages can be used to help determine needs for interpreters and materials to be translated into other languages.

Guidance   The first page of the report is state totals, subsequent pages are for the clinics selected. This report does not include families where there is no language preference marked.

Migrant Homeless Refugee

Description   This report shows the number of participants who are migrant farm workers, homeless or a refugee.

Search Criteria   Local Agency, Clinic ID, Start Date, End Date and Assigned

Report Columns   Agency/Clinic, Family ID, Person ID, Participant Name, Category, Assigned and Spoken Language

Use of Report   This report shows the number of participants who are migrant farmworkers, homeless or a refugee as marked in the Contact/Address screen. You can also get the state totals. Counts of homeless individuals and migrant farmworkers served are reported to USDA.

Guidance   The spoken language may be useful to see what groups refugees belong to.

Missing Breastfeeding Infants

Description
This report shows all breastfeeding participants whose infant isn't attached to the mom.

Search Criteria
Local Agency and Clinic ID

Report Columns
Agency/Clinic, Family ID, Person ID and Participant Name

Use of Report
This report shows all breastfeeding participants whose infant is not attached to mom. The report will give family and person ID so that the infant can be attached to mom.

Guidance

Missing Education Contacts

Description	This report shows participants who are missing an education contact in the current certification.
Search Criteria	Local Agency, Clinic ID, Category and Sort By
Report Columns	Local Agency/Clinic, Family ID, Person ID, Participant Name, Category and Certification End Date
Use of Report	This report can be used to see the number of participants missing an education contact in the current certification period. It will only pull participants who don't have two contacts and they are 3 months out from their certification end date.
Guidance	If you pull the report in November it would pull those participants whose certification ends in November, December or January.

If you sort by certification end date you can see those participants who will need to be recertified at the end of the month. These are the participants you can look up to see why they haven't had the two education contacts within a certification period that is required.

The initial certification would count as a contact as long you make a Nutrition education record under Education and Care in the navigation tree when they are certified. The second contact could be either a class or another WIC appointment like a follow up. Again a Nutrition Education record would need to be made to show the additional education was completed.

Once a second nutrition education record is created the number of nutrition contacts that's shows on the most recent record is the total number of contacts this certification period.

Nutrition education contacts are family based. If an infant received a contact during the certification period of the child that would count as a contact for the infant and child.

The participant must have a current FI in the month searching to be pulled for the report. |

Missing Future Appointment

Description   This report looks at active participants that don't have a future appointment.

Search Criteria   Local Agency, Clinic and Category

Report Columns   Local Agency/Clinic, Family ID, Person ID, Participant Name, Category, High Risk, Phone and Most Recent FDTU

Use of Report   This report can be used to see participants that don't have future appointments set. It also shows those participants that are high risk.

Guidance

Missing Interview

Description   This report provides a way to see all participants who are missing a nutrition interview when they were certified.

Search Criteria   Local Agency, Clinic ID, Category and Time Frame

Report Columns   Agency/Clinic, Family ID, Person ID, Participant Name, Cert Type, Certification Start Date, Category, Assigned Risk Staff Person and Certifying Staff Person

Use of Report   This report can be used to see the participants missing a nutrition interview when they were certified.

Guidance   This report will only go back 31 days. You will want to run the report monthly. In the certifying staff person column on the report the name comes from the certification panel. Even though you can't see the name in VISION, it pulls the person who certified the participant.

No Food Benefits Pickup

Description

This report shows those participants that have not gotten current months checks and are eligible for food.

Search Criteria

Local Agency, Clinic ID and Start Date

Report Columns

Local Agency/Clinic, Family ID, Endorser Name, Participant Name, Home Phone Number, Most Recent FDTU, Categorical Eligibility End Date and Category

Use of Report

This report can be used to see the participants that have not picked up current months checks.

Guidance

This report will pull those participants whose last month of checks printed was more than 30 days from the start date chosen. For example if the start date chosen was December 5th anyone whose last checks received were November 1st would be on this report. If they didn't have checks for December they would not be on this report.

No Signature by Reason

Description   This report shows the number of participants who are missing a signature

Search Criteria   Local Agency, Clinic ID, Reason List, Start Date and End Date

Report Columns   Agency/Clinic, Family ID, Captured Date and No Signature Reason

Use of Report   This report shows the number of participants who are missing a signature and the reason why they are missing the signature. This report is helpful for auditing purposes to determine if signatures are being captured and if documentation is completed when required for missed signatures.

Guidance   This report may be useful to help cut back on the number of signatures we miss by investigating the other-documented reason.

Participant Birth Date Search

Description	This report shows the participants whose birth date is within the time span specified.
Search Criteria	Local Agency, Clinic ID, Begin Birth Date and End Birth Date
Report Columns	Agency/Clinic, Family ID, Person ID, Participant Name, Birth Date, Sex and Phone Number
Use of Report	This report can be used to see the number of participants who birth date is within the range chosen and exactly what their birth date is.
Guidance	

Participant Non Serialized Issuance

Description   This report shows all non-serialized breastfeeding items issued to a participant.

Search Criteria   Local Agency, Clinic ID, Start Date, End Date and Category

Report Columns   Agency/Clinic/Category, Family ID, Participant Name, Person ID, Issued Date, Description and Staff Person

Use of Report   This report can be used to see what and how many non-serialized items were issued within a specified time frame. You can chose between breast pump kits and supplies and single user pumps.

Guidance   This report could be a way to track how many breast pump kits and supplies were distributed each month. It can be used in replace of the monthly paper inventory breastfeeding aids log. The report would need to be pulled monthly.

Participant Violations and Sanctions

Description	This report shows the number of participants who have had a violation and the sanctions that have been imposed.
Search Criteria	Local Agency, Clinic ID, Start Date, End Date, Violation Type and Sort By
Report Columns	Agency/Clinic, Family ID, Participant Name, Person ID, Violation Date, Violation Type and Staff Person
Use of Report	This report shows the number of participants who have a violation and the sanctions that have been imposed. This report is useful to keep track of all violations and sanctions and whether or not they have been resolved. This report is helpful for auditing purposes to determine if sanctions are being applied according to policy.
Guidance	This report should be run regularly for tracking purposes and any time a notification is received from the Help Desk regarding a new violation.

Participation Child Count

Description This report shows the number of infants and children for an agency.

Search Criteria Month, Year and Local Agency

Report Columns State Totals, Infant, Infant %, Child 1yr, Child 1yr%, Child 2yr, Child 2yr%, Child 3yr, Child 3yr%, Child 4yr, Child 4yr%, Child 5yr, Child 5yr% and Total Count

Use of Report This report shows the number of infants and children broken up by age groups for the month and year specified.

Guidance

Pregnancy By Expected Due Date

Description This report provides a way to see all participants who have an expected delivery date within your specified date range.

Search Criteria Local Agency, Clinic ID, EDD Start Date and EDD End Date

Report Columns Agency/Clinic, Family ID, Person ID, Participant Name, Hispanic/Latino, Expected Delivery Date and Actual Delivery Date

Use of Report This report can be used by peer counselors to make calls to participants that are pregnant or are postpartum. It also allows you to see the actual delivery date if the participant has already had their baby.

Guidance This report pulls any record with an expected delivery date within the specified time selected.

 If you run the report for a past month you will notice most of the Actual Delivery Date Column is completed. If the column is blank it could be that the participant never recertified after having the baby.

Proof of Income

Description
This report shows the participants and the type of proof they showed to be certified on the program.

Search Criteria
Local Agency, Clinic ID, Proof List, Start Date and End Date

Report Columns
Agency/Clinic, Family ID, Person Name, Participant Name, Proof Description and Staff Person

Use of Report
This report shows the participant and the proof they used to qualify for the program. This report is helpful for auditing purposes to ensure that proper proof types are used and to determine if documentation is completed for those who use the "0 income signed statement" as proof.

Guidance

Race and Ethnicity

Description   This report shows the total number and percentage for each race and ethnicity chosen.

Search Criteria   Local Agency, Clinic ID, Start Date and End Date

Report Columns   State Totals, Agency/Clinic, Hispanic, Non-Hispanic and Total

Use of Report   This report shows the total number and percent of the different race and ethnicities in your clinic for a specified time span. This report is useful for reporting purposes. It is also used to determine which racial and ethnic groups are served for civil rights compliance purposes and to determine where additional outreach may be needed.

Guidance

Returned Formula

Description   This report shows all participants who have returned formula in a specified time period.

Search Criteria   Local Agency, Clinic ID, Returned Start Date, Returned End Date and Sort Selection

Report Columns   Agency/Clinic, Family ID, Participant Name, Returned Formula, Quantity, Returned Date and Staff Person

Use of Report   This report can be used to see what specific formula has been returned, how much was returned and when it was returned. This report can be used for auditing purposes to look for possible over-issuance and to investigate if returned formula was donated or destroyed according to policy.

Guidance   The only formula that can be returned by a participant is a product that was vouchered by the WIC program. When you try to return formula in VISION you get a drop down box to choose which formula the participant is returning. The drop down box gives you the formula they have been vouchered by WIC. A separate log must be kept to track the donation or destruction of the formula.

Separation of Duties

Description   This report lists any staff who have completed all aspects of a certification including proof of income, residency, and identity as well as risk and printing checks

Search Criteria   Local Agency, Clinic ID, Start Date and End Date

Report Columns
Agency/Clinic, Family ID, Participant ID, Participant Name and Staff Person

Use of Report   Required report to ensure that staff is not completing all aspects of a certification and printing checks for the same participant which is contrary to the Separation of Duties Policy. WIC Directors must run this report quarterly to look for clinic staff fraud and abuse. Audits must be completed according to policy.

Guidance

Serialized Inventory History

Description	This report pulls all serialized breast pumps within a specified time frame.
Search Criteria	Local Agency, Clinic ID, Pump Name, Sort By, Start Date and End Date
Report Columns	Pump Name/Serial Number, Family ID, Endorser, Contact Date, Transaction Date, Transaction Type and Comment
Use of Report	This report can be used to pull all serialized breast pumps within a specified time frame. It can be used to see the history of each individual breast pump.
Guidance	

Smoking Cessation

Description
This report shows the number of smoking cessation referrals made by clinic.

Search Criteria
Local Agency, Month and Year

Report Columns
State Total, Local Agency/Clinic and Referrals

Use of Report
This report can be used to see the number of smoking cessation referrals that have been made by each clinic.

Guidance
This report can be used to determine if the clinics are using/documenting the smoking cessation referral.

Staff Productivity

Description

This report shows staff members and what task they have completed at what time.

Search Criteria

Local Agency, Clinic ID, Start Date, End Date, Start Time, End Time, Staff Person, Task and High Risk

Report Columns

Agency/Clinic, Family ID, Task, Participant Name, Date/Time and Staff Person

Use of Report

This report can be used to see how many participants each staff member sees in a given period of time and what duties they completed.

Guidance

Terminated by Reason

Description   This report shows the participant who has terminated and the reason.

Search Criteria   Local Agency, Clinic ID, Term Reason List, Start Date, and End Date

Report Columns   Agency/Clinic, Family ID, Person ID, Participant Name, Termination Date, Termination Reason and Staff Person

Use of Report   This report shows the participant who has termed and the termination reason within the time span chosen. This report is helpful for auditing purposes to determine if notice of termination is given to the client along with 15 day benefits when applicable.

Guidance

Transfer In

Description
This report shows participants who have transferred into the clinic from in state or out-of-state and where they came from.

Search Criteria
Local Agency, Clinic ID, Start Date and End Date

Report Columns
Agency/Clinic, Family ID, CAT, Participant Name, Transfer Effective Date, Identity Record Date, Residency Record Date, Pregnancy Record and Nutrition Interview

Use of Report
This report shows the participants who have transferred from another Utah WIC clinic or from an out-of-state WIC clinic. This report can be used to make sure policy is followed when transfers are completed.

Guidance
Identity Record Date, Residency Record Date, Pregnancy Record and Nutrition Interview columns on the report are intentionally left blank for the clinic staff to use for auditing purposes.

Vendor Training

Description   To determine vendor training that has taken place

Search Criteria   Local Agency, Peer Group, Chain ID, Vendor Status, Training Reason, Start Date and End Date

Report Columns   Agency, Vendor ID, Vendor Name, City, Training Reason, Completed, Training Method and Attendees

Use of Report   To determine vendor training that has taken place within the time frame selected. This report can be used to ensure required training has been completed and documented.

Guidance

VISION Reporting Usage Report

Description	This report shows statewide the top reports that have been run and how many times it has been run by all users in a specific time frame.
Search Criteria	Start Date and End Date
Report Columns	Report Name, #Runs, Last Run and User Name
Use of Report	This report can be used to see the top reports that have been run statewide and the top report users. You can see by staff member (alphabetized) what reports they ran and how many times they ran it.
Guidance	

Zip Code by Family

Description	This report shows each family and what zip code they live in.
Search Criteria	Local Agency and Zip Code
Report Columns	Local Agency/Clinic, Zip Code, Family ID, Endorser Name and Home Phone
Use of Report	This report can be used to see how many families currently certified are from a certain zip code.
Guidance	This report pulls all active families at the time of the search.

Zip Code Summary

Description	This report provides a way to see how many total families are currently certified per zip code.
Search Criteria	Local Agency
Report Columns	Local Agency/Clinic, Zip Code and Number of Participants
Use of Report	This report can be used to see how many total families currently certified are from a certain zip code.
Guidance	This report pulls all active families at the time of the search.