

# Conversion Update 8/25/09

## Issues and Solutions

### Reactivating terminated participants

Participants who were terminated during their cert period at the time of conversion do not have converted food packages. We only converted active participants. When you reactivate these participants, the old pre-conversion food packages appear on the *Family Summary Screen* to be printed.

The steps to reactivating participants:

1. After changing the transaction type to reactivate and resolving whatever caused the termination, fastpath to the *Food Package Assignment* screen.
2. Select the correct new food package for the participant.
3. Save.
4. Go to the *Family Summary Screen*
5. Make any necessary changes to future appointments.
6. Print the new food package.

In the next few weeks, these participants will have their old food package ended following the last printed vouchers. If you go directly to the *Family Summary Screen* for these participants, the food package assignment will be blank. You must go to the *Food Package Assignment* screen to select a new food package first.

### New modules now available

The following modules are now available for selection but were not available during conversion:

- Food module code: C-W/O-E & PB includes all the child foods with no eggs or peanut butter. It used to include beans or peanut butter and now it just includes beans. Available for regular and special children.
- Food module code: C-W/O-E & PB-P which includes the *partial* quantity of child foods with no eggs or peanut butter, beans only. Available for regular and special children.
- Food module code: INF CEREAL + JC which includes 32 oz. of infant cereal and 64 oz. of juice. This module is only available for special children.

### **Supplemental food exclusions on the *Medical Documentation* screen**

There are some bugs in the supplemental food section of the Medical Documentation screen when multiple foods are selected to be excluded. These bugs will be fixed in the October TWIST release.

- If you do not get a Y in the Med Doc Status field on the *Food Package Assignment* screen when multiple foods are selected to be excluded, the temporary work around is to remove one of the food exclusions and document it in the notes field instead. This should allow you to get the Y needed to print vouchers.