

Job Aid

How to document issuing a Lactina as a single-user pump

A Lactina can be issued as a multi-user or a single-user pump. A Lactina can be issued as a single-user pump when:

- The infant is medically fragile, or
- The parent is exclusively pumping.

In this case the parent will be keeping the pump to meet their needs. See the Breast Pump Handbook for details about when to issue a Lactina as a single-user pump.

This job aid describes the process for documenting the issuance in TWIST.

Please note:

- The inventory for Lactina pumps is limited. The State will not be purchasing more after the inventory is gone.
- The warranty for the Lactina is expired and will not be renewed.

How to document issuing a Lactina as a single-user pump in TWIST

- Step 1. Navigate to the "BF Tracking" tab in the parent's chart.
- Step 2. Open the "Breast Pump Issuance" tab.
- Step 3. Select the green + sign to add a new pump.
- Step 4. Enter "Hospital-Grade Breast Pump (Lactina)"
- Step 5. Enter the serial number that matches the pump you are issuing.

The screenshot shows the TWIST software interface with the following elements and callouts:

- Callout 1:** Points to the "BF Tracking" tab in the top navigation bar.
- Callout 2:** Points to the "Breast Pump Issuance" tab in the bottom navigation bar.
- Callout 3:** Points to the green "+" button in the top toolbar.
- Callout 4:** Points to "Hospital-Grade Breast Pump (Lactina)" in a dropdown menu.
- Callout 5:** Points to the "Serial #" field in the table.
- Callout 6:** Points to the "Pump Due Date" field in the table.
- Callout 7:** Points to the "Date Returned" field in the table.

Date Issued	Type	Serial #	Partner Pump	Pump Due Date	Extended Due Date	Date Returned	Referred to State	Referral Date
03/05/2026	Hospital-Grade Breast Pump (Lactina)		NO	00/00/0000	00/00/0000	00/00/0000	<input type="checkbox"/>	00/00/0000

- Step 6. Enter "2300" as the year for the "Pump Due Date."
- Step 7. Leave "Date Returned" blank
- Step 8. Scroll across using the navigation bar to Navigate to Pump Issuance Notes

Step 9. Document the pump was issued as a single-user pump

The screenshot shows a WIC software interface with a menu bar (File, Edit, Window, Help) and a toolbar. Below the menu bar, there are fields for Selection, WIC ID, Name, DOB, WIC Cat., and Tr.Type. A navigation bar includes Medical Data, Health History, Diet Assessment, NE Plan, Progress Notes, BF Tracking, and Food Package Assignment. The Contact Info section has fields for Address Type, Address, Phone Number, Ext., and Phone Type. A table below has columns for Referred to State, Referral Date, Alternate Contact, Alternate Contact Relationship, and Alternate Contact Phone. The Notes field is highlighted with a red box and contains the text "Issued as single-user pump". A red callout bubble with the number '9' points to the Notes field. At the bottom, there are buttons for Questionnaire, Contacts, Referrals, Breast Pump Issuance, Enrollment, Family Summary Screen, Immunizations Status, Change Transaction Type, and Determine Eligibility.

Step 10. Send an email to State WIC breast pump coordinators. In the email include:

- A Lactina pump was issued as a single-user pump. This lets the State staff know to remove the pump from your agency's inventory.
- The pump serial number
- The WIC ID for the participant to whom the pump was issued

Step 11. The state office breast pump coordinators will send an email confirming the pump was removed from the agency inventory.

State office breast pump coordinators

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