OTIS NOTICE

In this issue

- Update multiuser breast pump information in TWIST by May 12, 2023
- Data preparation for OTIS phase one
  - What does the local agency need to do?
- Data preparation for OTIS phase two

Update multi-user breast pump information in TWIST before by May 12, 2023

We're getting into the details of preparing for OTIS, which means some attention to the details! The data conversion for breast pump inventory is coming up fast. This email outlines steps to take before the data conversion for breast pumps. Please complete these steps **by May 12, 2023**. The conversion will happen in two phases:

Data preparation for OTIS phase one:

What's happening in this phase?

The local agency's active multiuser pump inventory will be converted from TWIST to OTIS.

What does the local agency need to do?

1. Update the multiuser pump inventory in TWIST by **May 12, 2023**.
   - Check that the serial numbers on multiuser pumps match the serial numbers in TWIST
   - Check working condition of each multiuser pump and update Pump Inventory Status to *Permanently Out of Service* if necessary.
2. Confirm TWIST records are updated with the accurate status of each multiuser pump.
   - **Available**- these pumps can be issued to participants.

- Pump Inventory Status: *issued* or *available*

or

- **Not available**- these pumps are permanently unavailable to be issued to participants.
  Pump Inventory Status: *unrecoverable, permanently out of service, under investigation*

3. Please submit the attached Multiuser Pump Test Results form to the State Office to [Korina Skaff](#) and copy your assigned nutrition consultant.

Data preparation for OTIS phase Two

Phase two is the conversion of data that is in TWIST to OTIS before local agencies start to use the new WIC database. It is imperative to use best practices in record keeping from now until your local agency rollout to ensure accurate data for a successful conversion. Best practice tip: to provide accurate data for a successful conversion, input data as soon as a pump is issued and returned.

Thank you for your help in making this conversion a success!