

Women, Infants, Children and Youth (WICY) Report Instructions

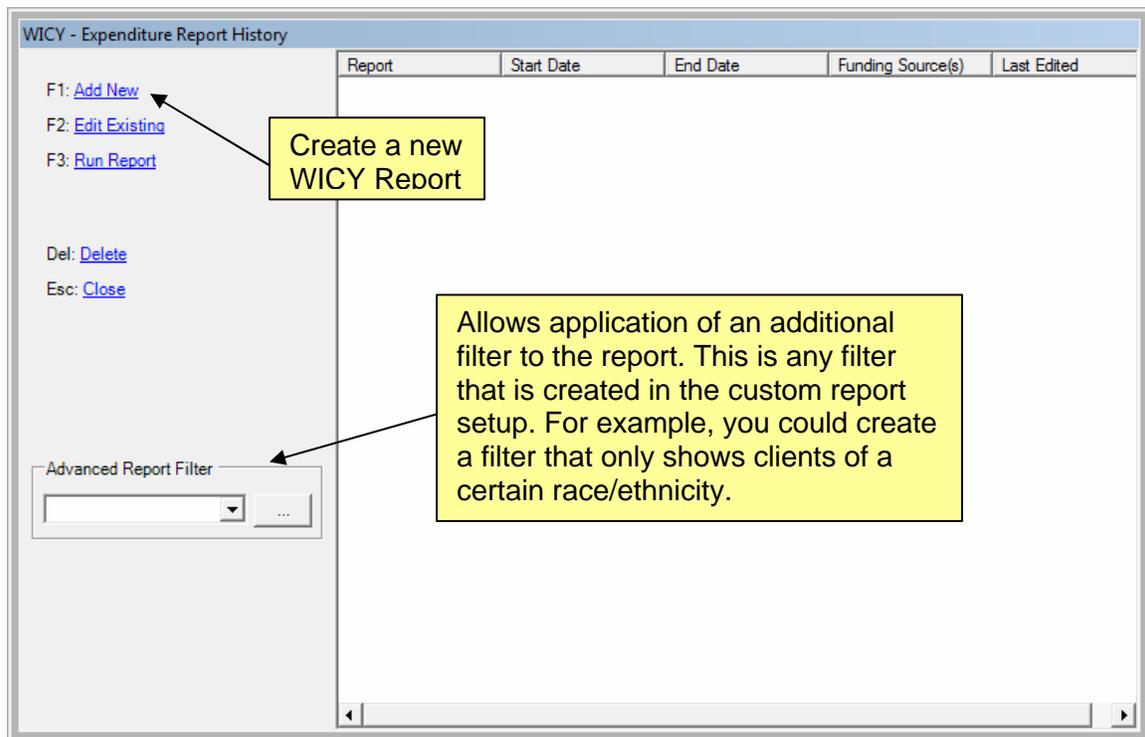
Rev 1.0

The WICY Report in CAREWare has two main components – the main data entry form (called Expenditure Report Setup) and the report itself. The basic idea is that a user will enter the amounts allocated for each service category on the Expenditure Report Setup screen. These entered amounts will then be used in conjunction with the service data that CAREWare has stored in order to populate the WICY Report.

Note: To access and run the WICY report, the user must have the permissions 'WICY Report Management'. This is found under the Central Admin domain in the Reports permission section.

Generating the WICY Report

To get to the WICY Report, you must be logged in as a Central Administrator. From the main menu, choose Reports > WICY Report. This will take you to the first WICY Report form:



Choose 'Add New' to get to the main data entry form - Expenditure Report Setup:

Expenditure Report Setup

Begin Date:

End Date:

Funding: [Setup](#)

Funding Source:

Percent of AIDS cases within EMA :

Women :

Infants :

Children :

Youth :

	INITIAL ALLOCATION		ADJUSTMENTS	TOTAL	
	Amount	Percent		Amount	Percent
CORE SERVICES	\$0	0.00%	+	\$0	0.00%
Outpatient/ambulatory medical care		0.00%		\$0	0.00%
AIDS Drug Assistance Program (ADAP) treatments	\$0	0.00%		\$0	0.00%
AIDS Pharmaceutical Assistance (local)	\$0	0.00%		\$0	0.00%
Oral health care	\$0	0.00%		\$0	0.00%
Early intervention services (Parts A and B)	\$0	0.00%		\$0	0.00%
Health Insurance Premium & Cost Sharing Assistance	\$0	0.00%		\$0	0.00%
Home health care	\$0	0.00%		\$0	0.00%
Home and community-based health services	\$0	0.00%		\$0	0.00%
Hospice services	\$0	0.00%		\$0	0.00%
Mental health services	\$0	0.00%		\$0	0.00%
Medical nutritional therapy	\$0	0.00%		\$0	0.00%
Substance abuse services - outpatient	\$0	0.00%		\$0	0.00%
Medical Case Management (including treatment adherence)	\$0	0.00%		\$0	0.00%
SUPPORT SERVICES	\$0	0.00%	\$0	\$0	0.00%
Case management (non-medical)	\$0	0.00%		\$0	0.00%
Child care services	\$0	0.00%		\$0	0.00%
Pediatric development assessment/early intervention services	\$0	0.00%		\$0	0.00%
Emergency financial assistance	\$0	0.00%		\$0	0.00%
Food bank/home delivered meals	\$0	0.00%		\$0	0.00%
Health education/risk reduction	\$0	0.00%		\$0	0.00%
Housing services	\$0	0.00%		\$0	0.00%
Legal services	\$0	0.00%		\$0	0.00%
Linguistics services	\$0	0.00%		\$0	0.00%
Medical transportation services	\$0	0.00%		\$0	0.00%
Outreach services	\$0	0.00%		\$0	0.00%
Permanency planning	\$0	0.00%		\$0	0.00%
Psychosocial support planning	\$0	0.00%		\$0	0.00%
Referral for health care/supportive services	\$0	0.00%		\$0	0.00%
Rehabilitation services	\$0	0.00%		\$0	0.00%
Respite care	\$0	0.00%		\$0	0.00%
Substance abuse services - residential	\$0	0.00%		\$0	0.00%
Treatment adherence counseling	\$0	0.00%		\$0	0.00%
TOTAL SERVICE EXPENDITURES	\$0	0.00%	\$0	\$0	0.00%
NON-SERVICE EXPENDITURES	\$0	0.00%	\$0	\$0	0.00%
Clinical quality management	\$0	0.00%		\$0	0.00%
Grantee Administration	\$0	0.00%		\$0	0.00%
Other:	\$0	0.00%		\$0	0.00%
TOTAL EXPENDITURES	\$0	0.00%	\$0	\$0	0.00%

Save

All of the data on this form is entered by the central user. These figures represent the dollar amount that is allocated from the specified funding sources, and how much is initially intended for each service category. The Adjustments column is to account for alterations that may be made in allocations over time.

Calculation values for the WICY report

Once the allocations are entered on this form, you can run a WICY Report. In order to populate the report, CAREWare uses a simple percentage calculation. For each service category, it calculates the percent of actual services (this is taken from the service data that is entered for all the clients) that are performed for each subgroup and multiplies that percent by the amount that is allocated for the service category to determine the final value for that field on the report.

For example:

\$20,000 is allocated for Oral Health (this is entered on the Expenditure Report Setup and represents the total allocated for Oral health).

200 Oral Health services are entered into CAREWare in the given reporting period: 40 are to women, 10 to youths, and none given to children or infants (the majority of services are for clients not included in this report).

CAREWare would calculate that 20% of the total Oral Health services are for women (40/200) and 5% for youths (10/200). The WICY Report would show \$4,000 as the amount spent on Women (.2*20,000), \$1000 and the amount spent on Youths (.05*20,000), and 0 spent on Children and Infants.