

# ☺ Job Aid: Completing the Certification Data Entry Document

## Chapter 3: Client Processes

### Section 6: Certification Variables

#### Lesson: Certification Data Entry Document

All fields on the Certification Data Entry Document must be completed. Some fields will be completed as free form text in TWIST. Some fields will be completed with a defined response chosen from a drop down list. The following fields are those with a defined response. Select the appropriate response for the client being certified from the possible response choices.

### Fields with a Defined Response

#### Client Primary

Field Name	Possible Response
Address - Type	Home, Homeless, Unknown, Mail, Work
Phone - Type	Home, Message, No Phone, Work, Pager, Cell Phone
Guardian Type	Aunt, Foster, Grandparent, Other, Other Relative, Parent, Uncle
Race	American Indian/Alaskan Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian/Pacific Islander, White, Unknown
Ethnicity	Yes- Hispanic, No- Non-Hispanic, Unknown

#### Transaction Type

Field Name	Possible Response
Transaction Type	New, Display, Change, Re-Certification, Termination, Re-Activation

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### Income Eligibility

Field Name	Possible Response
Proof of ID	Birth Certificate, Food Stamp Program Documents, Hospital Birth Record, Immunization Record, No Proof, Note from Doctor or Midwife, OHP Documents, Oregon Drivers License, Oregon State issued ID Card, Other, Out of State ID, Passport, Pay Stub, School ID, Social Security Card, Special Situation, Voter Registration Card, WIC ID Card - Current, Work ID
Proof of Residency	Bank Statement/Blank Check, Insurance Registration, No Proof, OHP Document, Oregon Drivers License, Oregon State Issued ID, Other, Paycheck Receipts, Phone Bill, Rent Receipts, Special Situation, Utility Bill

### WIC Intake

Field Name	Possible Response
Marital Status	Domestic Partner, Married, Single, Unknown
Education	Associates Degree, Bachelors Degree or Higher, High School Diploma/GED, Less than 8 <sup>th</sup> Grade, No Formal Education, No High School Diploma/GED, Some College - No Degree, Unknown
Term/Ineligibility Reasons	Abuse of Program, Child has reached age 5, Client does not use FIs for 2 consecutive months, Client has 2 consecutive months of cancelled FIs, Client has been on the wait list for more than the allotted time frame, Deceased, Client not issued FIs for two consecutive months, Client is one month overdue for recertification, Client did not provide proof of income, residency or ID, Dual participation, Exceeds income level allowed on program, Income ineligible, Incomplete information necessary receive checkmarks on tabs, Lower priority, medical/nutritional risk, Moved from clinic area, Moved out of state, Newborn not fully certified after 2 months, No risk assigned, Other, Priority frozen, Terminated voluntarily, No longer categorically eligible.